

UCRN PROCESS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

| | |
|---|----|
| PROCESS | 3 |
| RESPONSIBILITIES | 3 |
| INSTRUCTIONS | 3 |
| SSASECT | 4 |
| Course Section Information | 4 |
| CRN and Course Validation | 4 |
| Cross-Listing/Cross-Leveling and Policy | 5 |
| Campus Codes | 6 |
| Schedule Type | 6 |
| Instructional Method | 8 |
| Integrated Partner/Grade Mode | 9 |
| Session Code | 9 |
| Special Approval | 10 |
| Duration | 10 |
| Part of Term | 10 |
| Registration Dates/Start Times/Maximum Extension Fields | 11 |
| Credit Hours | 11 |
| Section Enrollment Information | 12 |
| Reserved Seating | 13 |
| Meeting Times and Instructor | 13 |
| Meeting Dates | 13 |
| Standard Course Meeting Times | 13 |
| Meeting Location and Credits | 15 |
| Centrally Scheduled Classrooms | 16 |
| Hours per Week | 19 |
| Entering the Instructor | 20 |
| Section Preferences | 20 |

UCRN PROCESS

| | |
|--|----|
| Delivery Technology | 21 |
| SSARRES | 22 |
| SSAPREQ | 22 |
| SSATEXT | 23 |
| WORKFLOW COMPLETION NEXT STEPS..... | 24 |
| DEADLINES..... | 24 |
| Schedules Launched in Curriculum Deadlines | 24 |
| Schedule Submission Deadlines | 24 |
| Dates of Restricted Banner Access | 24 |
| Dates of Release to Classroom Scheduling..... | 25 |
| Dates of Classroom Assignment Release | 25 |
| Deadline for Course Material Submissions..... | 25 |
| Schedule of Classes Publication..... | 25 |
| NOTES..... | 25 |
| Low Cost and No Cost Attributes | 26 |
| HIP (High Impact Practices) Attributes | 26 |
| Study Abroad/Away..... | 26 |
| CONTACT..... | 26 |

PROCESS

The UCRN workflow in Banner is made up of four different screens: SSASECT, SSARRES, SSAPREQ, and SSATEXT. These screens are used to build and maintain the semester schedule for student registration.

Quick Reference to Forms used for Scheduling:

- SSASECT: used to build and maintain sections
- SSARRES: used to build and maintain the restrictions that will be enforced during registration
- SSAPREQ: used to build and maintain the required prerequisites for the section
- SSATEXT: used to attach comments to a section that will display in the “Notes” section of the schedule of classes

RESPONSIBILITIES

Scheduling Coordinators are responsible for updating their sections in Banner using the Course Reference Number process (UCRN) according to the established deadlines. Scheduling Coordinators are classified according to the chart below and access is provisioned as outlined. Frequent review of the UCRN instructions is necessary to create accurate section data. In the event you are no longer responsible for updating this information in Banner or duties have been redistributed, please contact the Registrar’s Office. If you are responsible for updating sections in Banner and do not have access, please find the Banner Access request form at the link below.

<https://www.augusta.edu/registrar/registrarsystems/documents/system-access-request.pdf>

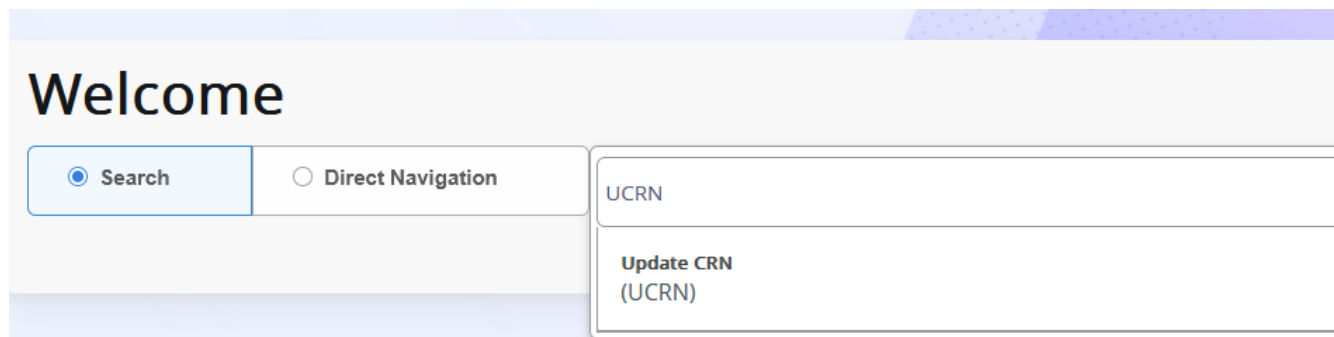
INSTRUCTIONS

Once the Registrar’s Office has launched the Administrative Course Scheduling proposal, it will be routed to the Scheduling Coordinator for that department. Attached you will find a list of CRNs for your department that need to be reviewed and updated in Banner.

Using the list of CRNs that are provided, log into Banner.

UCRN PROCESS

On the Banner home screen, type UCRN in the “Go To...” box and press Enter. This will begin the UCRN workflow.



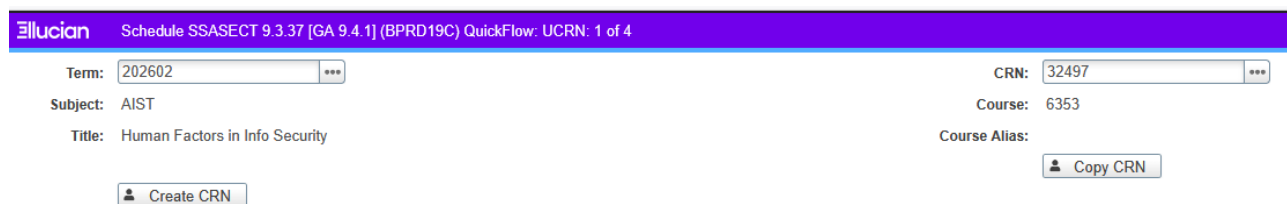
SSASECT

Course Section Information

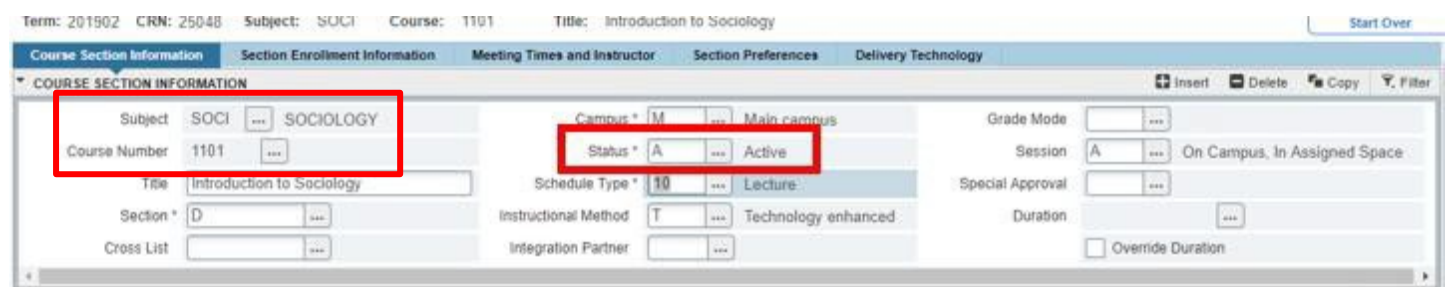
CRN and Course Validation

Type the term (four-digit year and two-digit term code) and the CRN for the section that is being updated into the fields at the top of the screen labeled “Term” and “CRN:” then click “Go” or press ALT + Page Down keys on the keyboard.

*Two digit term codes are: (02) spring, (05) summer, (08) fall



Confirm this is the correct course. Navigate to the “Status” field. Enter the letter “A” to make this section active and available for registration.



UCRN PROCESS

Please note, if a section remains inactive, that indicates that the section is not scheduled to be offered for the term. This also means that when schedules are rolled forward for the next corresponding semester, this section will not roll forward. In the event you intend to offer this section in future terms, a new CRN will have to be created.

Cross-Listing/Cross-Leveling and Policy

Cross-listed sections are sections that share title, professor, meeting days, times, and location with another section. Please make sure you attach the cross-list template with the sections that need to be cross-listed to your Curriculum proposal. The Registrar's Office will process these requests in Banner. You may refer to the policy on cross-listing and cross-leveling here: <https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

Example of Cross-listed Sections:

SOCI 4442 Introduction to Behavioral and Social Science M 8:00-8:50 UH 170

WGST 4442 Introduction to Behavioral and Social Science M 8:00-8:50 UH 170

| Course Section Information | Section Enrollment Information | Meeting Time |
|------------------------------|--------------------------------|--------------|
| ▼ COURSE SECTION INFORMATION | | |
| Subject | SOCI ... SOCIOLOGY | |
| Course Number | 4442 ... | |
| Title | Gender & Society | |
| Section * | WEB ... | |
| Cross List | S6 ... | |

| Course Section Information | Section Enrollment Information | Meeting Time |
|------------------------------|-------------------------------------|--------------|
| ▼ COURSE SECTION INFORMATION | | |
| Subject | WGST ... WOMEN'S AND GENDER STUDIES | |
| Course Number | 4442 ... | |
| Title | Gender & Society | |
| Section * | WEB ... | |
| Cross List | S6 ... | |

Example of Cross-leveled Sections:

HIST 4361 Age of Reason and Enlightenment TR 7:00-8:15 UH 170

HIST 6361 Age of Reason and Enlightenment TR 7:00-8:15 UH 170

| Course Section Information | Section Enrollment Information | Meeting Time |
|------------------------------|--------------------------------|--------------|
| ▼ COURSE SECTION INFORMATION | | |
| Subject | HIST ... HISTORY | |
| Course Number | 4361 ... | |
| Title | Age of Reason & Enlightenment | |
| Section * | A ... | |
| Cross List | H1 ... | |

| Course Section Information | Section Enrollment Information | Meeting Time |
|------------------------------|--------------------------------|--------------|
| ▼ COURSE SECTION INFORMATION | | |
| Subject | HIST ... HISTORY | |
| Course Number | 6361 ... | |
| Title | Age of Reason & Enlightenment | |
| Section * | A ... | |
| Cross List | H1 ... | |

For additional assistance cross-listing your sections after the initial scheduling deadline, please contact our office at classes@augusta.edu.

UCRN PROCESS

Campus Codes

Confirm the correct campus code is listed in the “Campus” field. See chart below for descriptions.

Term: 202102 CRN: 28473 Subject: SOCI Course: 1101 Title: Introduction to Sociology Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

COURSE SECTION INFORMATION

Subject: SOCI SOCIOLOGY Campus * SC Summerville Campus

Course Number: 1101 Status: A Active

Title: Introduction to Sociology Schedule Type: 10 Lecture

Section: A Instructional Method: H Hybrid

Cross List: Integration Partner: Special Approval: Duration: Override Duration: Insert Delete Copy Filter

CLASS TYPE

| Campus Code | Description |
|-------------|--------------------------|
| ATH | Athens Campus |
| FG | Fort Gordon |
| FHC | Forest Hills Campus |
| HSC | Health Sciences Campus |
| INT | Internship |
| MBL | Mobile Lab |
| NWC | Northwest Campus |
| OC | Off Campus* |
| RC | Riverfront Campus |
| SC | Summerville Campus |
| VMS | Visiting Medical Student |
| WEB | WEB |
| SEC | Southeast Campus |
| SWC | Southwest Campus |
| STW | Study Away |
| STB | Study Abroad |

*if a section is offered off campus, please contact the Registrar's Office at classes@augusta.edu to assist with assigning that location. An example of this could be a student teaching section.

Schedule Type

Confirm the correct code is listed in the “Schedule Type” field. If so, continue to the next step. If not, you can review the approved schedule type options for this course by selecting the three dots. Please note, the options that are listed in this table are the only options that were approved for this. If additional options are needed, please contact Curriculum@augusta.edu as a course revision will have to be submitted. Once registration has opened, the Schedule Type information cannot be altered.

UCRN PROCESS

Term: 201902 CRN: 27874 Subject: SOCI Course: 4442 Title: Gender & Society Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject: SOCI SOCIOLOGY
 Course Number: 4442
 Title: Gender & Society
 Section: WEB
 Cross List: S6

Campus: WEB Web
 Status: A Active
 Schedule Type: 57 Asynchronous Instruction
 Instructional Method: F Fully at a distance
 Integration Partner:

Grade Mode:
 Session: B Unassigned Space
 Special Approval:
 Duration:
☐ Override Duration

CLASS TYPE Insert Delete Copy Filter

| Code for Schedule Type | Description | Definition |
|------------------------|--|---|
| 10 | Lecture | Formal presentation, primarily one-way communication of information by one individual. Often considered the "traditional" classroom setting. |
| 11 | Lecture/Supervised Laboratory/Clinic | Combination or hybrid of lecture and supervised laboratory/clinic and contains elements of each of these two course types. |
| 12 | Lecture/Unsupervised Laboratory/Clinic | Combination or hybrid of lecture and unsupervised laboratory/clinic and contains elements of each of these two course types. |
| 20 | Seminar | Group based discussion of a topic of interest under the direction of an instructor. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the instructor functioning as a resource person. |
| 30 | Supervised Laboratory/Clinic | Instructing, preparing, and supervising student investigations under the direction of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking. |
| 40 | Unsupervised Laboratory/Clinic | Instructing, preparing, and supervising student investigations independently of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking. |
| 50 | Independent Study | A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings. |
| 55 | Directed Study | A faculty-directed approach to the acquisition of knowledge and/or competence in which a student carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings. |
| 57 | Asynchronous Instruction | Instruction delivered via a distance education platform where students and faculty do not interact at a specific time and/or place. |
| 60 | Practice Teaching | Full-time teaching under the supervision of an experienced teacher. Practice teaching provides the student with a professional field experience in the appropriate teaching discipline. |
| 81 | Internship/Practicum | Extended field and "hands-on" experiences and/or training under the tutelage of an experienced practitioner and/or university supervisor. |
| 91 | Thesis | Preparation of a scholarly paper completed by a candidate for the bachelor's, master's, or specialist in education degree. The thesis is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology. |
| 92 | Dissertation | Preparation of a scholarly paper completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology. |

UCRN PROCESS

Instructional Method

Confirm the correct instructional method is listed in the “Instructional Method” field. If so, continue to the next step. If not, update using the chart below. Please note, if you select F (fully at a distance-online), P (partially at a distance-51% or more online), or H (hybrid-at most Half at a distance), meeting information must be entered in Banner. Once registration has opened, the Instructional Method information cannot be altered. Please be advised that as of spring 2026, code T is no longer acceptable. For in-person courses that are on campus and are technology enhanced, leave the field blank. Also, code E is no longer acceptable.

Term: 201902 CRN: 27874 Subject: SOCI Course: 4442 Title: Gender & Society

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

COURSE SECTION INFORMATION

Subject: SOCI SOCIOLOGY Campus: WEB Web Grade Mode: ...

Course Number: 4442 Status: A Active Session: B Unassigned Space

Title: Gender & Society Schedule Type: 57 Asynchronous Instruction Special Approval: ...

Section: WEB Instructional Method: F Fully at a distance Duration: ...

Cross List: S6 Integration Partner: ...

CLASS TYPE

| Code for Instructional Method | Category | Description | Example |
|-------------------------------|-------------------------|--|--|
| F | Fully at a Distance | More than 95% of class sessions are delivered via distance education technology. This course may require that students travel to campus or other designated site to attend an orientation, take an exam, or participate in other on-site experience. | A course that requires students to meet for an orientation on the first day of class and to meet for midterm and/or the final exam would be coded F. |
| P | Partially at a Distance | More than 50% and up to 95% of class sessions are delivered via distance education technology, but some visits to a classroom or designated instructional site are required. | A course that is scheduled to meet M, W, F, but only meets on Wednesday, with Monday and Friday class sessions replaced by technology would be coded as P. |
| H | Hybrid Traditional | Up to 50% of class sessions are delivered via distance education technology. At least half of the class sessions meet in a classroom or at a designated instructional site. | A course that is schedule to meet T, TH, but only meets Tuesday with Thursday class session replaced by technology would be coded as H. |
| Blank/Null | Technology Enhanced | Section is in person, on campus. Technology is used in delivering instruction to all students in the section, but no class sessions are replaced by technology. | A course that is scheduled to meet in person, on campus. |

UCRN PROCESS

Integrated Partner/Grade Mode

Do not enter any values in the “Integration Partner” field.

Do not enter any values in the “Grade Mode” field.

Term: 201902 CRN: 27874 Subject: SOC1 Course: 4442 Title: Gender & Society

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

COURSE SECTION INFORMATION

Subject: SOC1 SOCILOGY Campus: WEB Web Grade Mode: []

Course Number: 4442 Status: A Active Session: B Unassigned Space

Title: Gender & Society Schedule Type: 57 Asynchronous Instruction Special Approval: []

Section: WEB Instructional Method: F Fully at a distance Duration: []

Cross List: S6 Integration Partner: []

CLASS TYPE

Session Code

Confirm the correct session code is listed in the “Session Code” field. If so, proceed with the next step. If not, update using the chart below. Please note, this is used to determine whether classroom space should be assigned to this section.

Term: 202602 CRN: 32505 Subject: AIST Course: 6361 Title: Incident Resp & Disaster Recov Course Alias:

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences Delivery Technology

COURSE SECTION INFORMATION

Subject: AIST APPLIED INFO SYSTEMS & TECH Campus: AUO AU Online Grade Mode: []

Course Number: 6361 Status: A Active Session: B Unassigned Space

Course Alias: Title: Incident Resp & Disaster Recov Schedule Type: 57 Asynchronous Instruction Special Approval: []

Section: AO2 Instructional Method: F Fully at a distance Duration: []

Cross List: Integration Partner: []

Override Duration: []

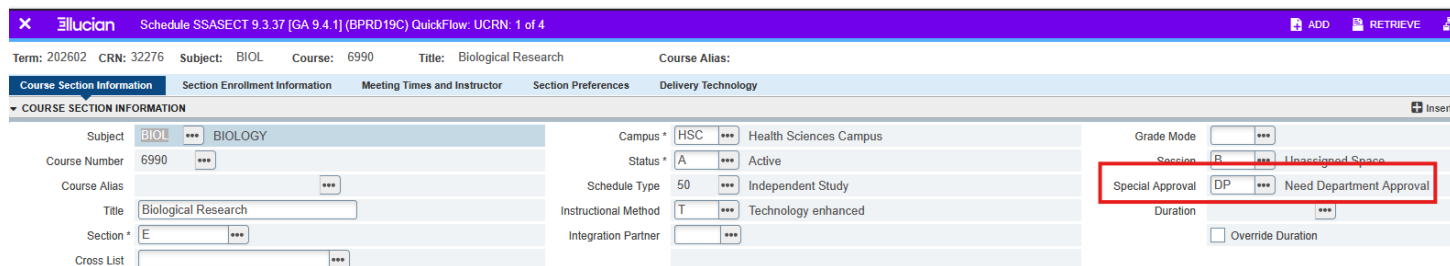
| Session Code | Description |
|--------------|--|
| A | Section on campus in assigned space |
| B | Section with unassigned space (this code should be assigned for student teaching, nursing practicum, internet course, etc., that take place at unspecified sites (i.e. too numerous and varied to be specified) as well as on-campus with no assigned space, e.g., physical education) |
| C | Section on campus in assigned space, but conducted by outside institution; outside institution enrolls student |
| D | At an off-campus site in assigned space |
| E | At a specific off campus site with unassigned space |

UCRN PROCESS

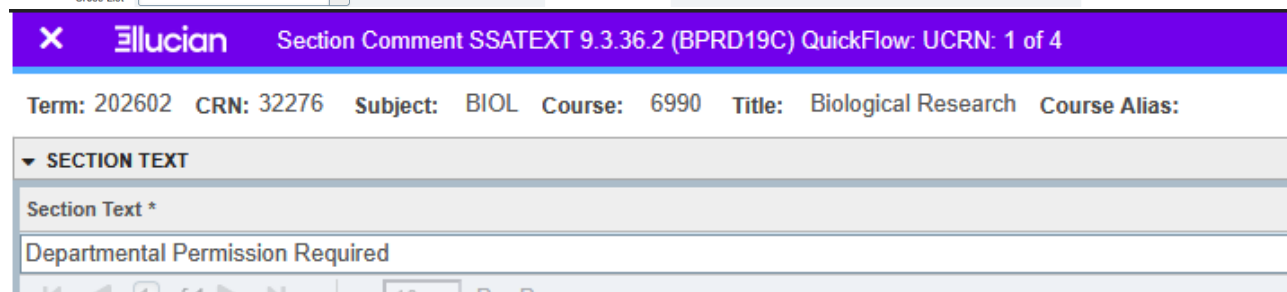
Special Approval

If you would like to require students to obtain special permission from the department to enroll in this course, enter “DP” in the “Special Approval” field. Please note, this will require your department to enter a permission in Banner on SFASRPO for a student to register for this section.

Additionally, a note will need to be placed on the section when you have navigated to SSATEXT later in the workflow.



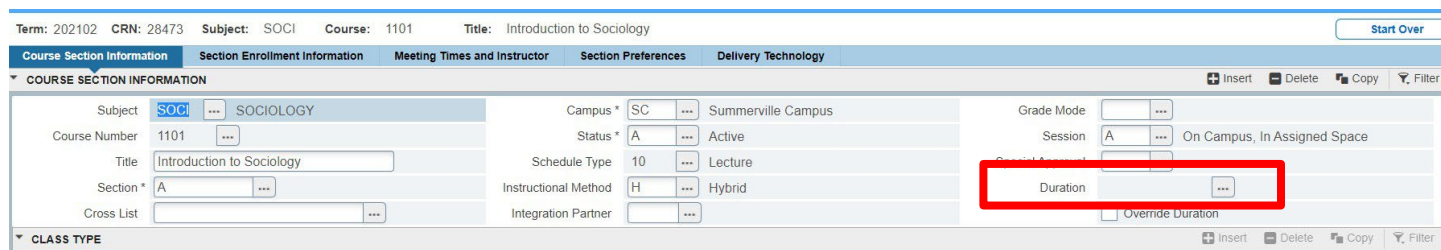
The screenshot shows the 'Course Section Information' tab in the Ellucian system. The 'Special Approval' field is highlighted with a red box and contains the value 'DP', which corresponds to 'Need Department Approval'. Other fields include Subject: BIOL, Course Number: 6990, Title: Biological Research, and Status: Active.



The screenshot shows the 'Section Comment' tab in the Ellucian system. The 'Section Text' field contains the text 'Departmental Permission Required'. The header indicates the term is 202602, CRN is 32276, and the subject is BIOL.

Duration

Do not enter any values in the “Duration” field.



The screenshot shows the 'Course Section Information' tab in the Ellucian system. The 'Duration' field is highlighted with a red box and is currently empty. Other fields include Subject: SOCI, Course Number: 1101, Title: Introduction to Sociology, and Status: Active.

Part of Term

Confirm the correct part of term is listed in the “Part of Term” field. If so, proceed to the next step. If not, please click on the three dots to select the appropriate part of term. This field is extremely important and impacts official student reporting. If you have questions regarding this field, please contact our office at classes@augusta.edu. Once registration has opened, the Part of Term information cannot be altered.

UCRN PROCESS

| CLASS TYPE | | | | |
|---------------------|---|-----|------------|------------|
| Traditional Class | | | | |
| Part of Term | 1 | ... | 01/05/2026 | 05/07/2026 |
| 16 | | | | |
| Open Learning Class | | | | |
| First | | | | |

Registration Dates/Start Times/Maximum Extension Fields

Do not enter any values in the “Registration Dates”, “Start Dates”, or “Maximum Extensions” fields.

| CLASS TYPE | | | | | Insert | Delete | CC |
|---------------------|---|-----|------------|------------|------------------|--------|----|
| Traditional Class | | | | | | | |
| Part of Term | 1 | ... | 01/07/2021 | 05/11/2021 | 16 | | |
| Open Learning Class | | | | | | | |
| First | | | | | Last | | |
| Registration Dates | | | | | Processing Rules | | |
| Start Dates | | | | | | | |
| Maximum Extensions | 0 | | | | | | |

Credit Hours

Confirm the correct credit hours are listed in the “Credit Hours” field. If this is a variable credit hours course (ex: 1–12 credit hours) this section will need to be “locked in” for the number of hours the student is allowed to register for. Enter the locked hours in the two fields indicated below. If you have students that need the same course but for a different number of locked hours, you will need a separate CRN. Please contact classes if a new CRN is needed.

To reiterate, failure to “lock in” the credit hours means a student can register for any number of hours between the minimum and the maximum. This affects graduation requirements; billing, and credit hour generation. For additional information on what determines a “Credit Hour”, please refer to:

<https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf>

Once registration has opened, the Credit Hour information cannot be altered. Credit hours and billing hours should match.

UCRN PROCESS

CREDIT HOURS

Credit Hours: 1.000 12.000
Credit Hours Indicator: ☐ None ☒ To ☐ Or
Billing Hours: 1.000 12.000
Billing Hours Indicator: ☐ None ☒ To ☐ Or
Contact Hours: 2.000
Contact Hours Indicator: ☒ None ☐ To ☐ Or

Lecture:
Lecture Indicator: ☒ None ☐ To ☐ Or
Lab:
Lab Indicator: ☒ None ☐ To ☐ Or
Other: 2.000
Other Indicator: ☒ None ☐ To ☐ Or

Do not complete any information in the Class Indicators section of SSASECT. This defaults and is managed by the Registrar's Office.

CLASS INDICATORS

Prerequisite Check Method: ☒ Basic or None ☐ CAPP ☐ DegreeWorks
Link Identifier:
Attendance Method:
Weekly Contact Hours:
Daily Contact Hours: ☒ Print ☒ Gradable ☐ Tuition and Fee Waiver ☒ Voice Response and Self-Service Available
Long Title: ☐
Comments: ☐
Syllabus: ☐

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner. Now select the “Section Enrollment Information” tab along the top on the screen.

Term: 202602 CRN: 32276 Subject: BIOL Course: 6990 Title: Biological Research Course Alias: .

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences Delivery Technology

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum * Waitlist Maximum *

Section Enrollment Information

Confirm the correct maximum enrollment amount is listed in the “Maximum” field. If so, proceed to the next step. If not, enter the correct number of seats and save. If you are interested in implementing the waitlist, please contact our office at classes@augusta.edu.

Term: 202602 CRN: 30229 Subject: SOCI Course: 4317 Title: Sociology of Health Care Course Alias: .

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences Delivery Technology

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum * Waitlist Maximum *

UCRN PROCESS

Reserved Seating

If you wish to utilize reserved seating for a specification population of students, complete the template attached to the Curriculum proposal. Upload the spreadsheet to the proposal so it can be processed by the Registrar's Office.

Before moving to the next screen, be sure and select the "Save" icon in the bottom right corner. Now select the "Meeting Times and Instructor" tab along the top on the screen.

| | | | | | | | | | | | | | |
|----------------------------|--|--|--|--------------------------------|--|---------------|--|------------------------------|--|---------------------------------|--|---|---|
| Term: 202602 | | | | CRN: 30229 | | Subject: SOCI | | Course: 4317 | | Title: Sociology of Health Care | | C | |
| Course Section Information | | | | Section Enrollment Information | | | | Meeting Times and Instructor | | Section Preferences | | | C |
| Times and Instructors | | | | Scheduler Preferences | | | | | | | | | |

Meeting Times and Instructor

Meeting Dates

Place your cursor in the "Meeting Time" field and enter the standard course meeting time code this section will follow. Please refer to the table below for the meeting time codes. In the event, this course will not follow the standard course meeting time policy, move to the next step for information on how to enter the non-standard meeting patterns.

Please note, any section that does not meet the Standard Course Meeting Time policy, is required to submit a Variance form for review and approval.

STANDARD COURSE MEETING TIMES

| Meeting Time Code | Days | Times |
|-------------------|------|-----------|
| 50 Minutes (MWF) | | |
| 1 | MWF | 0700-0750 |
| 2 | MWF | 0800-0850 |
| 3 | MWF | 0900-0950 |

UCRN PROCESS

| | | |
|------------------------------|-----|-----------|
| 4 | MWF | 1000-1050 |
| 5 | MWF | 1100-1150 |
| 6 | MWF | 1200-1250 |
| 7 | MWF | 1300-1350 |
| 8 | MWF | 1400-1450 |
| 9 | MWF | 1500-1550 |
| 10 | MWF | 1600-1650 |
| 75 Minutes (MW, T/TH, or WF) | | |
| 11 | MW | 1300-1415 |
| 12 | MW | 1430-1545 |
| 13 | MW | 1600-1715 |
| 14 | MW | 1730-1845 |
| 15 | MW | 1900-2015 |
| 16 | MW | 2030-2145 |
| 17 | TR | 0700-0815 |
| 18 | TR | 0830-0945 |
| 19 | TR | 1000-1115 |
| 20 | TR | 1130-1245 |
| 21 | TR | 1300-1415 |
| 22 | TR | 1430-1545 |
| 23 | TR | 1600-1715 |
| 24 | TR | 1730-1845 |
| 25 | TR | 1900-2015 |
| 26 | TR | 2030-2145 |
| 27 | WF | 1300-1415 |
| 28 | WF | 1430-1545 |
| 29 | WF | 1600-1715 |
| 30 | WF | 1730-1845 |
| 31 | WF | 1900-2015 |
| 32 | WF | 2030-2145 |

Term: 201902 CRN: 27874 Subject: SOCI Course: 4442 Title: Sociology of Gender Start Over

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences Delivery Technology

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE Insert Delete Copy Filter

| Meeting Time | Meeting Type | Start Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time | Session Indicator * |
|--------------|--------------|--------------|------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|------------|----------|---------------------|
| 1 | CLAS | 01/07/2019 | 05/09/2019 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0700 | 0750 | 01 |

Record 1 of 1

INSTRUCTOR Insert Delete Copy Filter

| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
|---------------------|-----------|-----------------------------|------------------------|---------------------------|-------------------|-------------------------------------|--------------------------|
| 01 | 927180980 | Powell-Williams, Melissa A. | | 0.000 | 100 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Record 1 of 1

In the event, this course will not follow the standard course meeting time policy, tab once to the “Meeting Type” field. Pay close attention to the code entered in the “Meeting Type” field as this will be used in determining the type of classroom space that is needed on campus. Please refer to the chart below:

| Meeting Type Code | Description |
|-------------------|-------------------|
| CLAS | Regular Classroom |
| CLIN | Clinic |

UCRN PROCESS

| | |
|------|---|
| CR## | Computer Room with a max of 20,30,etc. |
| CXAM | Computer Exam |
| EXAM | Exam |
| FLEX | Flexible Furnishings |
| GSAM | GSAM-Distance learning via two-way interactive videoconferencing with remote campus |
| LAB | Laboratory |
| LXAM | Exam using Laptop |
| SG## | Small Group of 20,30,etc. |

Tab once more to populate the start and end date fields (note-these dates pull from the Part of Term listed on SSASECT). Select the boxes underneath the days of the week this section will meet. Enter the class start and end times (military time) in the “Start Time” and “End Time” fields. To enter additional meeting patterns, arrow down to navigate to the next line and adjust the start and end dates as necessary. Some examples of when this should be used: sections who have lab times separate sections that require different meeting locations on campus.

Please note when entering the meeting day(s) and time to be mindful of the Standard Course Meeting Time Policy. Refer to the policy at:

<https://www.augusta.edu/compliance/policyinfo/policy/standard-course-meeting-times.pdf>

If there is a clear business reason for non-compliance, submit a Standard Course Meeting Time Variance with your Curriculum proposal.

<https://www.augusta.edu/registrar/documents/standard-course-variance.pdf>

Select the “Save” icon in the bottom right corner. Note: The session indicator field should always be “01”.

Meeting Location and Credits

Select the “Meeting Location and Credits” tab. Tab to the “Building” field and enter the preferred building for this section. If you do not know or don’t have a preference, leave it blank. A list of centrally scheduled classrooms available for

UCRN PROCESS

preference are listed below. The official list of classrooms available is listed on the Classroom Scheduling Office website.

CENTRALLY SCHEDULED CLASSROOMS

| Room Number | Campus | Building | Capacity | Room Type |
|-------------------|---------------|-------------------------------|----------|------------------------|
| AH E126 | Summerville | AH-Allgood Hall | 30 | 212-Computer Classroom |
| AH E150 | Summerville | AH-Allgood Hall | 44 | 110-Classroom |
| AH E151 | Summerville | AH-Allgood Hall | 44 | 110-Classroom |
| AH E152 | Summerville | AH-Allgood Hall | 56 | 110-Classroom |
| AH E156 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E157 | Summerville | AH-Allgood Hall | 44 | 110-Classroom |
| AH E251 | Summerville | AH-Allgood Hall | 44 | 110-Classroom |
| AH E252 | Summerville | AH-Allgood Hall | 44 | 110-Classroom |
| AH E253 | Summerville | AH-Allgood Hall | 24 | 110-Classroom |
| AH E254 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E257 (Mac Lab) | Summerville | AH-Allgood Hall | 32 | 212-Computer Classroom |
| AH E258 | Summerville | AH-Allgood Hall | 44 | 110-Classroom |
| AH E259 | Summerville | AH-Allgood Hall | 40 | 110-Classroom |
| AH E260 | Summerville | AH-Allgood Hall | 36 | 110-Classroom |
| AH E354 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E355 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E356 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E357 | Summerville | AH-Allgood Hall | 38 | 110-Classroom |
| AH E362 | Summerville | AH-Allgood Hall | 48 | 110-Classroom |
| AH E363 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E364 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH E365 | Summerville | AH-Allgood Hall | 32 | 212-Computer Classroom |
| AH N126 | Summerville | AH-Allgood Hall | 58 | 110-Classroom |
| AH N127 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH N132 | Summerville | AH-Allgood Hall | 29 | 110-Classroom |
| AH N233 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH N234 | Summerville | AH-Allgood Hall | 48 | 110-Classroom |
| AH N240 | Summerville | AH-Allgood Hall | 24 | 110-Classroom |
| AH N241 | Summerville | AH-Allgood Hall | 32 | 110-Classroom |
| AH N344 | Summerville | AH-Allgood Hall | 33 | 212-Computer Classroom |
| CFH113 | Christenberry | CFH-Christenberry Field House | 44 | 110-Classroom |
| CFH 199 | Christenberry | CFH-Christenberry Field House | 55 | 212-Computer Classroom |
| CFH233 | Christenberry | CFH-Christenberry Field House | 23 | 110-Classroom |

UCRN PROCESS

| | | | | |
|--------|---------------|-------------------------------|-----|------------------------|
| CFH237 | Christenberry | CFH-Christenberry Field House | 24 | 110-Classroom |
| E1047 | Summerville | SCI- Science Hall | 37 | 110-Classroom |
| E1049 | Summerville | SCI- Science Hall | 63 | 110-Classroom |
| E1051 | Summerville | SCI- Science Hall | 63 | 110-Classroom |
| E1053 | Summerville | SCI- Science Hall | 48 | 110-Classroom |
| E1054 | Summerville | SCI- Science Hall | 36 | 110-Classroom |
| E1056 | Summerville | SCI- Science Hall | 23 | 212-Computer Classroom |
| W1001 | Summerville | SCI- Science Hall | 42 | 110-Classroom |
| W1002 | Summerville | SCI- Science Hall | 120 | 110-Classroom |
| W1004 | Summerville | SCI- Science Hall | 45 | 110-Classroom |
| W1008 | Summerville | SCI- Science Hall | 77 | 110-Classroom |
| UH 157 | Summerville | UH-University Hall | 16 | 110-Classroom |
| UH 160 | Summerville | UH-University Hall | 16 | 110-Classroom |
| UH 162 | Summerville | UH-University Hall | 24 | 212-Computer Classroom |
| UH 170 | Summerville | UH-University Hall | 152 | 110-Classroom |
| UH 216 | Summerville | UH-University Hall | 30 | 110-Classroom |
| UH 219 | Summerville | UH-University Hall | 30 | 110-Classroom |
| UH 220 | Summerville | UH-University Hall | 45 | 110-Classroom |
| UH 221 | Summerville | UH-University Hall | 55 | 110-Classroom |
| UH 223 | Summerville | UH-University Hall | 31 | 212-Computer Classroom |
| UH 224 | Summerville | UH-University Hall | 52 | 110-Classroom |
| UH 239 | Summerville | UH-University Hall | 30 | 110-Classroom |
| UH 241 | Summerville | UH-University Hall | 44 | 110-Classroom |
| UH 242 | Summerville | UH-University Hall | 48 | 110-Classroom |
| UH 243 | Summerville | UH-University Hall | 48 | 110-Classroom |
| UH 245 | Summerville | UH-University Hall | 30 | 110-Classroom |
| UH 246 | Summerville | UH-University Hall | 46 | 110-Classroom |
| UH 247 | Summerville | UH-University Hall | 50 | 110-Classroom |
| UH 248 | Summerville | UH-University Hall | 56 | 110-Classroom |
| UH 250 | Summerville | UH-University Hall | 28 | 212-Computer Classroom |
| UH 314 | Summerville | UH-University Hall | 34 | 110-Classroom |
| UH 326 | Summerville | UH-University Hall | 57 | 110-Classroom |
| UH 327 | Summerville | UH-University Hall | 48 | 110-Classroom |
| UH 328 | Summerville | UH-University Hall | 46 | 110-Classroom |
| UH 329 | Summerville | UH-University Hall | 48 | 110-Classroom |
| UH 330 | Summerville | UH-University Hall | 47 | 110-Classroom |
| UH 347 | Summerville | UH-University Hall | 43 | 110-Classroom |
| UH 348 | Summerville | UH-University Hall | 47 | 110-Classroom |
| UH 349 | Summerville | UH-University Hall | 42 | 110-Classroom |
| UH 350 | Summerville | UH-University Hall | 50 | 110-Classroom |
| UH 352 | Summerville | UH-University Hall | 44 | 110-Classroom |

UCRN PROCESS

| | | | | |
|---------|----------------|--|-----|------------------------|
| UH 353 | Summerville | UH-University Hall | 36 | 110-Classroom |
| UH 354 | Summerville | UH-University Hall | 56 | 110-Classroom |
| UH 355 | Summerville | UH-University Hall | 30 | 110-Classroom |
| UH 356 | Summerville | UH-University Hall | 36 | 110-Classroom |
| UH 357 | Summerville | UH-University Hall | 30 | 110-Classroom |
| AB 1005 | Health Science | AB-Greenblatt Library | 168 | 110-Classroom |
| BC 1030 | Health Science | BC-Auditoria Center | 54 | 110-Classroom |
| BC 1400 | Health Science | BC-Auditoria Center | 120 | 110-Classroom |
| CB 2318 | Health Science | CB-Sanders Research and Education Building | 50 | 110-Classroom |
| CB 2401 | Health Science | CB-Sanders Research and Education Building | 22 | 110-Classroom |
| CB 2405 | Health Science | CB-Sanders Research and Education Building | 58 | 110-Classroom |
| CB 3801 | Health Science | CB-Sanders Research and Education Building | 70 | 110-Classroom |
| CB 3803 | Health Science | CB-Sanders Research and Education Building | 60 | 110-Classroom |
| CJ 1106 | Health Science | CJ-Pavillion III | 42 | 110-Classroom |
| CL 1101 | Health Science | CL-Hamilton Wing | 198 | 110-Classroom |
| CL 1103 | Health Science | CL-Hamilton Wing | 198 | 110-Classroom |
| EC 1204 | Health Science | EC-Health Sciences Building | 104 | 110-Classroom |
| EC 1208 | Health Science | EC-Health Sciences Building | 26 | 110-Classroom |
| EC 1210 | Health Science | EC-Health Sciences Building | 125 | 110-Classroom |
| EC 1211 | Health Science | EC-Health Sciences Building | 48 | 110-Classroom |
| EC 1218 | Health Science | EC-Health Sciences Building | 99 | 110-Classroom |
| EC 1222 | Health Science | EC-Health Sciences Building | 206 | 110-Classroom |
| EC 2204 | Health Science | EC-Health Sciences Building | 24 | 212-Computer Classroom |
| EC 2207 | Health Science | EC-Health Sciences Building | 30 | 110-Classroom |
| EC 2209 | Health Science | EC-Health Sciences Building | 28 | 110-Classroom |
| EC 2210 | Health Science | EC-Health Sciences Building | 54 | 110-Classroom |
| EC 2214 | Health Science | EC-Health Sciences Building | 53 | 110-Classroom |
| EC 2216 | Health Science | EC-Health Sciences Building | 48 | 212-Computer Classroom |
| EC 2230 | Health Science | EC-Health Sciences Building | 45 | 110-Classroom |
| EC 2231 | Health Science | EC-Health Sciences Building | 24 | 212-Computer Classroom |
| EC 2234 | Health Science | EC-Health Sciences Building | 46 | 110-Classroom |
| EC 2237 | Health Science | EC-Health Sciences Building | 48 | 110-Classroom |
| EC 2238 | Health Science | EC-Health Sciences Building | 48 | 110-Classroom |
| EC 3001 | Health Science | EC-Health Sciences Building | 25 | 110-Classroom |
| GB 1110 | Health Science | GB-Education Commons Building | 156 | 110-Classroom |
| GB 1120 | Health Science | GB-Education Commons Building | 128 | 110-Classroom |
| GB 1210 | Health Science | GB-Education Commons Building | 298 | 110-Classroom |
| GB 1220 | Health Science | GB-Education Commons Building | 298 | 110-Classroom |
| RV 2201 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 40 | 110-Classroom |

UCRN PROCESS

| | | | | |
|---------|------------|---|----|------------------------|
| RV 2301 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 40 | 110-Classroom |
| RV 2401 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 22 | 110-Classroom |
| RV 2402 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 24 | 110-Classroom |
| RV 2300 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 30 | 212-Computer Classroom |
| RV 2400 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 48 | 212-Computer Classroom |
| RV 2600 | Riverfront | RV1- Hull McKnight Georgia Cyber Center | 30 | 212-Computer Classroom |

If it is an online class, be sure to enter ONLINE in the Building field. If applicable, tab to the “Room” field and enter the preferred room in the building you just entered. Select the “Save” icon in the bottom left corner.

erm: 202108 CRN: 18792 Subject: PSYC Course: 3143 Title: Abnormal Psychology Start Over

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences Delivery Technology

Times and Instructors Scheduler Preferences

Meeting Dates **Meeting Location and Credits**

SCHEDULE

| Automatic Scheduler | Building | Room | Schedule Type * | Hours per Week * | Override Indicator | Session Credit Hours | Partition Details | Room Attribute Details |
|---------------------|----------|------|-----------------|------------------|--------------------|----------------------|-------------------|------------------------|
| | | | 10 | 2.50 | | 3.000 | | |

Record 1 of 1

INSTRUCTOR

| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
|---------------------|-----------|------------------|------------------------|---------------------------|-------------------|--------------------|--------------------|
| i1 | 927042067 | Wilkes, Scott W. | | 0.000 | 100 | | 100 |

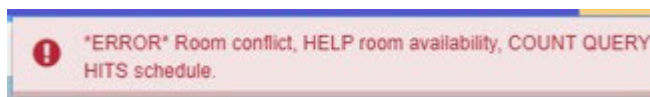
Record 1 of 1

Meeting Dates **Meeting Location and Credits**

▼ SCHEDULE

| Automatic Scheduler | Building | Room |
|---------------------|----------|------|
| | AH | E251 |

Note: If you receive the “room conflict” error pictured below, enter the letter “O” in the “Override Indicator” field and then save.



| Hours per Week * | Override Indicator | Session Credit Hours |
|------------------|--------------------|----------------------|
| 3.00 | O | 3.000 |

Hours per Week

Confirm credit hours are present in both the “Hours per Week” block as well as “Session Credit Hours”. Please note they may not match; however, if not present, enter the same approved credit hours in the block. The system will

UCRN PROCESS

automatically make the adjustments. Select the “Save” icon in the bottom right corner.

| Hours per Week * | Override Indicator | Session Credit Hours |
|------------------|--------------------|----------------------|
| 2.50 | | 3.000 |

Entering the Instructor

To get to the instructor block, click on the “down” arrow in the lower left corner of the page or (ATL+ Page Down) to navigate to the instructor field. Tab over to the instructor ID field. Enter the instructor’s ID number and tab to populate. If you do not have the instructor’s ID, use the three dots in the block below the “ID” field to search for the instructor. Select Go in the top right, tab to last name and enter the last name, tab to first name and click GO. Please note- the search is case sensitive. Once the instructor is located, click select in the bottom right column and save. To enter multiple instructors, arrow down or insert a new line and repeat the steps outlined above. Select save when complete.

Note: The session indicator field should always be “01”. If you receive an error indicating there is an instructor conflict, check the box under “Override Indicator” in the column that is highlighted.

| INSTRUCTOR | | | | | | | | Insert | Delete | Copy | Filter |
|---------------------|----|------|------------------------|---------------------------|--------------------------|--------------------------|----------------|--------|--------|------|--------|
| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Ses | | | | |
| 01 | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| Record 1 of 1 | | | | | | | | | | | |

Section Preferences

Select the Section Preferences tab. In the Room Attribute Preferences section, enter any room preferences code (attribute) below that are needed for this section including the priority (priorities range from 01-04 only) in the preference number field. You can have as many assigned attributes as you need with the same priority or with a priority not higher than 04 for each. If this section doesn’t have specific room attribute requirements, leave this information blank and move to the next step. SAVE when complete.

These attributes will be used by Classroom Scheduling to assign classroom space on campus.

UCRN PROCESS

| Course Section Information | | | Section Enrollment Information | | | Meeting Times and Instructor | | | Section Preferences | | | Delivery Technology | | | | | | | | | | | | | | |
|----------------------------|--|--|--------------------------------|--|-------------------------|------------------------------|--|--|---------------------|-------------------|--|---------------------|--|--|---------------|--|--|--------|--|--|------|--|--|--------|--|--|
| PARTITION PREFERENCES | | | | | | | | | | | | | | | Insert | | | Delete | | | Copy | | | Filter | | |
| Code | | | | | Description | | | | | Preference Number | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | Record 1 of 1 | | | | | | | | | | | |
| ROOM ATTRIBUTE PREFERENCES | | | | | | | | | | | | | | | Insert | | | Delete | | | Copy | | | Filter | | |
| Code | | | | | Description | | | | | Preference Number | | | | | | | | | | | | | | | | |
| DCAM | | | | | Document Camera | | | | | | | | | | 0 | | | | | | | | | | | |
| ECHO | | | | | ECHO/Video Conferencing | | | | | | | | | | | | | | | | | | | | | |

| Attribute | Description |
|-----------|----------------------------|
| CHBD | Chalkboard |
| EACC | Ethernet Access |
| INRS | In Room Storage |
| MONI | Monitors |
| NMD | Needs Movable Desks/Chairs |
| NMT | Needs Movable Tables |
| PIA | Piano Needed in Room |
| POUT | Power Outlets |
| SHSP* | Shares Space |
| TABL | Tables |
| VCON | Video Conferencing |
| WCON | Web Audio Conferencing |
| WHBD | Whiteboard |

Please note, Document Camera (DCAM), Echo360 (ECHO), and Projector (PROJ) are standard in all shared spaces.

*SHSP (shares space)-Courses that do not meet the definition of being a Cross-Listed or Cross-Leveled course; but share an on-campus instructional space. Note-when this attribute is selected, the shared space location must be entered as the room preference for the courses that share space and the attribute would be applicable to.

Delivery Technology

Please note, at of spring 2026, this tab is no longer required and should be left blank.

UCRN PROCESS

SSARRES

The second screen in the UCRN workflow is the Schedule Restrictions Screen (SSARRES). This screen will allow you to manage which student populations are allowed to register for this course. For example, if you would like to prevent any other students from registering for this section except students with a particular major, level, class, degree, program, campus, college, or student attribute, you would enter that information here. Please be advised, you DO NOT need a restriction on every option. Also, be mindful of which option you choose- include or exclude (default). Review the restrictions on each tab to confirm they are correct. Update if appropriate. Select the “Save” icon in the bottom right corner. Below is an example of a section that will only allow students in the Sociology program to register for it. Below is a link to the troubleshooting guide for registration errors related to course restrictions.

<https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf>

Term: 202602 CRN: 26014 Subject: DHYG Course: 3120 Title: Introduction to Clinic II Course Alias:

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

▼ DEGREE RESTRICTIONS

Include/Exclude (I/E) ☐ Include ☒ Exclude

| Degree | Description |
|--------|-------------|
| 1 of 1 | |

10 Per Page

▼ PROGRAM RESTRICTIONS

Include/Exclude (I/E) ☒ Include ☐ Exclude

| Program | Description |
|------------|-----------------------|
| BSDH1_DENH | BSDH1-Dental Hygiene |
| BSDH1_DHYG | BSDH1- Dental Hygiene |

1 of 1 10 Per Page

SSAPREQ

The third screen in the UCRN workflow is the Schedule Prerequisite and Test Score Restrictions screen (SSAPREQ). This controls the prerequisites that are required for a student to register for this section. Review this information on the “Section Test Score and Prerequisite Restrictions” tab. See below. Please note, the only way a student who doesn’t meet these prerequisites will be allowed to register for this section is by receiving

UCRN PROCESS

departmental approval that is entered on SFASRPO.

The screenshot shows a web interface for the UCRN process. At the top, it says 'Term: 202602 CRN: 30229' and has a 'Start Over' button. Below this is a section titled 'Section Test Score and Prerequisite Restrictions'. It contains a table with columns: And/Or, Test Code, Test Score, Subject, Course Number, Course Alias, Level, Grade, and Concurrency. There are three rows of data for SOSC courses 3001, 3002, and 3003. Below the table is a 'SECTION CAPP AREA PREREQUISITE RESTRICTIONS' section with a table for Area and Description. Navigation buttons like 'Insert', 'Delete', 'Copy', and 'Filter' are visible on the right.

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner if an adjustment was made.

Select the “X” in the top left to move to the next screen.

SSATEXT

The fourth screen in the UCRN workflow is the Section Comment screen (SSATEXT). This screen contains the information that is found in the “Notes” that are displayed on the Schedule of Classes in POUNCE. Please note, there are guidelines for the text that is entered here so please contact our office at classes@augusta.edu before adding anything other than:

“Permission Only” when a DP status is indicated on SSASECT

| Subj Num | Sec | CRN | Title | Max | Enr | Rem | Instructor | Hrs | Term | Time | Days | Location | Notes |
|-------------|-------|-----|----------------------|-----|-----|-----|-----------------|------|------|------|------|----------|-----------------|
| BIOL 2990 A | 18710 | | Undergrad Research 1 | 1 | 1 | 0 | Csanyi, Gabor 3 | Full | Term | TBA | | TBA | Permission Only |

Course theme information

| Subj Num | Sec | CRN | Title | Max | Enr | Rem | Instructor | Hrs | Term | Time | Days | Location | Notes |
|-------------|-----|-------|---------------------------|-----|-----|-----|---------------|-----|-----------|-------------|------|-------------------|---|
| INQR 1000 A | | 17363 | Fund. of Academic Inquiry | 20 | 21 | -1 | Leeper, Karla | 1 | Full Term | 1430-1545 T | | Allgood Hall E260 | Humans and Heroes at Augusta University |

“Study Abroad” or “Study Away” on study abroad sections

| Subj | Num | Sec | CRN | Title | Max | Enr | Rem | Instructor | Hrs | Term | Time | Days | Location | Notes |
|------|------|-----|-------|----------------------|-----|-----|-----|---------------|-----|-----------|-------------|------|--------------|--------------------------------|
| SABR | 2930 | SA | 27125 | Model United Nations | 99 | 0 | 99 | Albert, Craig | 3 | Full Term | 1000-1300 F | | Allgood Hall | Study Abroad - Permission Only |

Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner.

UCRN PROCESS

Select the “X” in the top left to go back to the home screen or click “Start Over” in the upper right corner.

WORKFLOW COMPLETION NEXT STEPS

You have now completed the UCRN process. Be sure and follow these steps for each section you wish to activate. Once complete, you are encouraged to proof the data entered. You may do so by running the following Crystal report:

WSC0102 Sections for Term by College and Department. This will provide you with a comprehensive list of active, inactive sections and canceled sections.

Once your audit is complete, please attach a copy of the report to your Administrative Course Scheduling Proposal in Curriculum and approve the proposal so it might route to the next step which is the Registrar’s Office. For assistance approving the proposal, please contact Curriculog@augusta.edu.

DEADLINES

Scheduling Coordinators are responsible for updating their sections in Banner using the UCRN process according to the established deadlines. All deadlines related to scheduling are listed below.

SCHEDULES LAUNCHED IN CURRICULUM DEADLINES

| TERM | DEADLINE |
|--------|------------|
| Summer | November 1 |
| Fall | November 1 |
| Spring | July 1 |

SCHEDULE SUBMISSION DEADLINES

| TERM | DEADLINE |
|--------|-------------|
| Summer | December 15 |
| Fall | December 15 |
| Spring | August 15 |

DATES OF RESTRICTED BANNER ACCESS

| TERM | DEADLINE |
|--------|-----------------------|
| Summer | December 16 - June 30 |

UCRN PROCESS

| | |
|--------|------------------------|
| Fall | December 16 - June 30 |
| Spring | August 16 – October 31 |

DATES OF RELEASE TO CLASSROOM SCHEDULING

| TERM | DEADLINE |
|--------|--------------|
| Summer | January 19 |
| Fall | February 15 |
| Spring | September 27 |

DATES OF CLASSROOM ASSIGNMENT RELEASE

| TERM | DEADLINE |
|--------|-------------|
| Summer | January 29 |
| Fall | February 26 |
| Spring | October 8 |

DEADLINE FOR COURSE MATERIAL SUBMISSIONS

| TERM | DEADLINE |
|--------|-------------|
| Summer | February 1 |
| Fall | April 1 |
| Spring | September 1 |

SCHEDULE OF CLASSES PUBLICATION

| TERM | DEADLINE |
|---------------|--|
| Summer & Fall | Tuesday after Martin Luther King Jr. Holiday |
| Spring | Tuesday after Labor Day |

NOTES

Once registration has begun, the following course data cannot be altered: Part of Term, Schedule Type, Instructional Method, or Credit Hours. Additional information can be found on our website at the link below.

<https://www.augusta.edu/registrar/section-update>

Please be sure and designate any sections that should be coded as Low Cost or No Cost or HIP by sending the section information to classes@augusta.edu. See attribute guides listed below.

LOW COST AND NO COST ATTRIBUTES

Additional information may be found on our website at:

<https://www.augusta.edu/registrar/courseattributes.php#NoLow>

| Attribute | Description |
|-----------|--|
| ZNCM | No-cost: \$0 required costs |
| ZLCM | Low-cost: \$40 or under required costs |

HIP (HIGH IMPACT PRACTICES) ATTRIBUTES

Additional information may be found on our website at:

<https://www.augusta.edu/registrar/courseattributes.php>

STUDY ABROAD/AWAY

Additional information may be found on our website at:

<https://www.augusta.edu/registrar/courseattributes.php>

CONTACT

If you have any additional questions, please contact our office at classes@augusta.edu.