

# SCHEDULING MANUAL

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**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

## TABLE OF CONTENTS

INTRODUCTION .....	7
REGISTRAR'S OFFICE CURRICULUM TEAM .....	7
CLASSROOM & EVENT SCHEDULING.....	8
SUMMARY OF COURSE SCHEDULING PROCESS .....	9
PROCESS FLOW .....	10
SCHEDULING COORDINATOR RESPONSIBILITIES.....	10
DEADLINES.....	11
Schedules Launched in Curriculog Deadlines .....	11
Schedule Submission Deadlines.....	11
Dates of Restricted Banner Access.....	11
Classroom Scheduling Begin Process Room Assignments.....	12
Classroom Scheduling Release Room Assignments .....	12
Request for Course Material Submissions.....	12
Deadline for Course Material Submissions.....	12
Schedule of Classes Publication (No Classroom Assignments) .....	12
COMMUNICATION PLAN .....	12
PRELIMINARY SCHEDULE PREP .....	13
CREATING A NEW COURSE SECTION .....	14
UPDATING COURSE SECTION: UCRN PROCESS.....	16
SSASECT.....	17
Course Section Information- CRN and Course Validation .....	17
Section Status.....	17
Cross-Listing/Cross-Leveling and Policy .....	17
Campus Codes.....	18
Schedule Type.....	19
Instructional Method .....	20
Integrated Partner/Grade Mode .....	21

# SCHEDULING MANUAL

Session Code .....	21
Special Approval .....	22
Duration.....	23
Part of Term .....	23
Registration Dates/Start Times/Maximum Extension Fields .....	23
Credit Hours .....	23
Class Indicators Section.....	24
Section Enrollment Information .....	24
Reserved Seating .....	25
Meeting Times and Instructor .....	25
Meeting Dates .....	25
Standard Course Meeting Times.....	25
Military Time Conversion Chart .....	25
Standard Course Meeting Time Chart .....	26
Standard Course Meeting Time Exception Process.....	28
Course and Classroom Scheduling Target Policy Exception.....	29
Meeting Location and Credits .....	29
Centrally Scheduled Classrooms .....	29
Hours per Week .....	34
Entering Instructors.....	34
Curriculum Inventory Reporting (CIR) .....	35
Assigning an Instructor After the Scheduling Deadline.....	36
Section Preferences .....	37
Delivery Technology.....	38
SSARRES .....	39
SSAPREQ .....	40
SSATEXT .....	41
Workflow Completion Next Steps.....	42
Notes .....	42

# SCHEDULING MANUAL

PROOFING GUIDE .....	43
WSC0102 Sections for Term by College and Department.....	43
WSC0807 Course Schedule by Department.....	43
SCHEDULE CHECKLIST .....	44
REQUESTING A SECTION UPDATE .....	44
COURSE ATTRIBUTES .....	45
Low Cost/No Cost Attributes .....	45
HIP Attributes .....	45
Service Learning.....	45
Community Engagement.....	46
Undergraduate Research or Creative Project .....	46
Work-Based Learning.....	46
Capstone .....	46
Study Abroad/Away .....	47
Primary Code.....	47
Duration Code.....	47
Supplementary Codes.....	47
ePortfolio .....	48
First-Year Experience.....	48
Diversity/Global Learning .....	48
Valid Value .....	48
REPORTING .....	48
TRAINING.....	49
RESOURCES .....	49
POLICIES.....	50
Course and Classroom Scheduling Policy .....	50
Cross List & Cross Leveling.....	50
Standard Course Meeting Times.....	50
Standard Course Meeting Time Variance Form .....	50

# SCHEDULING MANUAL

OFFICIAL REPORTING .....	50
SCHEDULE OF CLASSES.....	51
SCHEDULE OF CLASSES READER GUIDE .....	52
SECTION CODING GUIDE.....	52
AU Online .....	52
Forest Hills Campus .....	52
Fort Eisenhower Campus.....	53
Health Science Campus.....	53
Medical College of Georgia .....	53
Riverfront Campus.....	54
Summerville Campus .....	54
Dual Enrollment.....	55
SPECIAL SCHEDULING INSTRUCTIONS.....	55
Honors Program.....	55
The Graduate School Breakout Sessions.....	55
Responsibilities.....	56
Deadline .....	56
Process .....	56
References .....	57
College of Education Breakout Sessions.....	57
Responsibilities.....	57
Deadline .....	57
Process .....	57
References .....	58
Study Abroad - AU Regular Sections .....	58
Process .....	58
Study Abroad– USG Goes Global .....	60
Process .....	60
Building Sections.....	60

# SCHEDULING MANUAL

References .....	61
Professional Scholars.....	61
LLC Cohorts .....	61
Dual Enrollment.....	62
Process .....	62
ADDENDUM .....	64
Definition for AU Program/Learning Modalities .....	64
Program and Certificate Definitions for Online Programs:.....	64
Online: .....	64
Campus Online (OLC): .....	64
Hybrid (HYB):.....	65
On-Ground (MAIN): .....	65
Course and Section Coding: .....	65
Overview Provided by Office of Classroom & Event Scheduling.....	66
Notes of Consideration .....	69
SIMPLIFIED UCRN PROCESS .....	70
DEFINITIONS & CODING TABLES.....	70
Academic Units .....	70
Campus .....	71
Classroom Seating Capacity Charts.....	71
Classroom & Event Services.....	71
CRN .....	72
Cross-Listed Sections.....	72
Delivery Technology.....	72
Instruction .....	72
Instructional Method .....	72
Locked Credit Hours .....	73
Max Enrollment.....	74
Meeting Type.....	74

# SCHEDULING MANUAL

Military Time.....	74
Part of Term .....	75
Room Attributes.....	75
Schedule Type.....	75
Session Code .....	76
Target Goal Reports.....	77
Variance.....	77
Waitlist Maximum .....	77
ACCESS & RESTRICTIONS.....	77
CONTACT .....	77



## INTRODUCTION

The goal of this manual is to provide users with the knowledge and best practices to set up and maintain an accurate Schedule of Classes for the department and Augusta University.

To be successful at managing accurate course data, user should:

- Understand the specific scheduling needs of their department.
- Utilize the resources provided by the Registrar's Office for Banner processing.
- Attend and participate in training and workshops available by the Registrar's Office

## REGISTRAR'S OFFICE CURRICULUM TEAM

The Curriculum Team in the Registrar's Office is responsible for the oversight of Course Scheduling, Catalog Production, Curriculum Inventory Reporting, High Impact Practice (HIP) collection, and the Curriculog system.



LeeAnn Walker  
Assistant Registrar  
706-446-1494  
[lewalker@augusta.edu](mailto:lewalker@augusta.edu)



J'lyn Brown  
Student Records Coordinator I  
706-721-2203  
[classes@augusta.edu](mailto:classes@augusta.edu)





Eric Klee  
Academic Affairs Coordinator/Curriculum Systems  
Manager  
706-446-1356  
[curriculog@augusta.edu](mailto:curriculog@augusta.edu)

## CLASSROOM & EVENT SCHEDULING

The Office of Classroom & Event Scheduling is responsible for managing the utilization, reservations, and support of the various academic and non-academic event spaces throughout the enterprise. Their office is a one-stop shop for reserving space in support of academic courses and non-academic events across the AU enterprise. For academic courses scheduled in Banner, Classroom & Event Scheduling works with the Registrar's Office and each college to ensure that faculty have the space needed to deliver instruction effectively.

Classroom & Event Scheduling  
706-721-0902  
[classroomscheduling@augusta.edu](mailto:classroomscheduling@augusta.edu).

JoAnn Edmond  
Director, Instructional Support  
706-721-5621

Mary Margert Redd  
Classroom & Event Scheduler

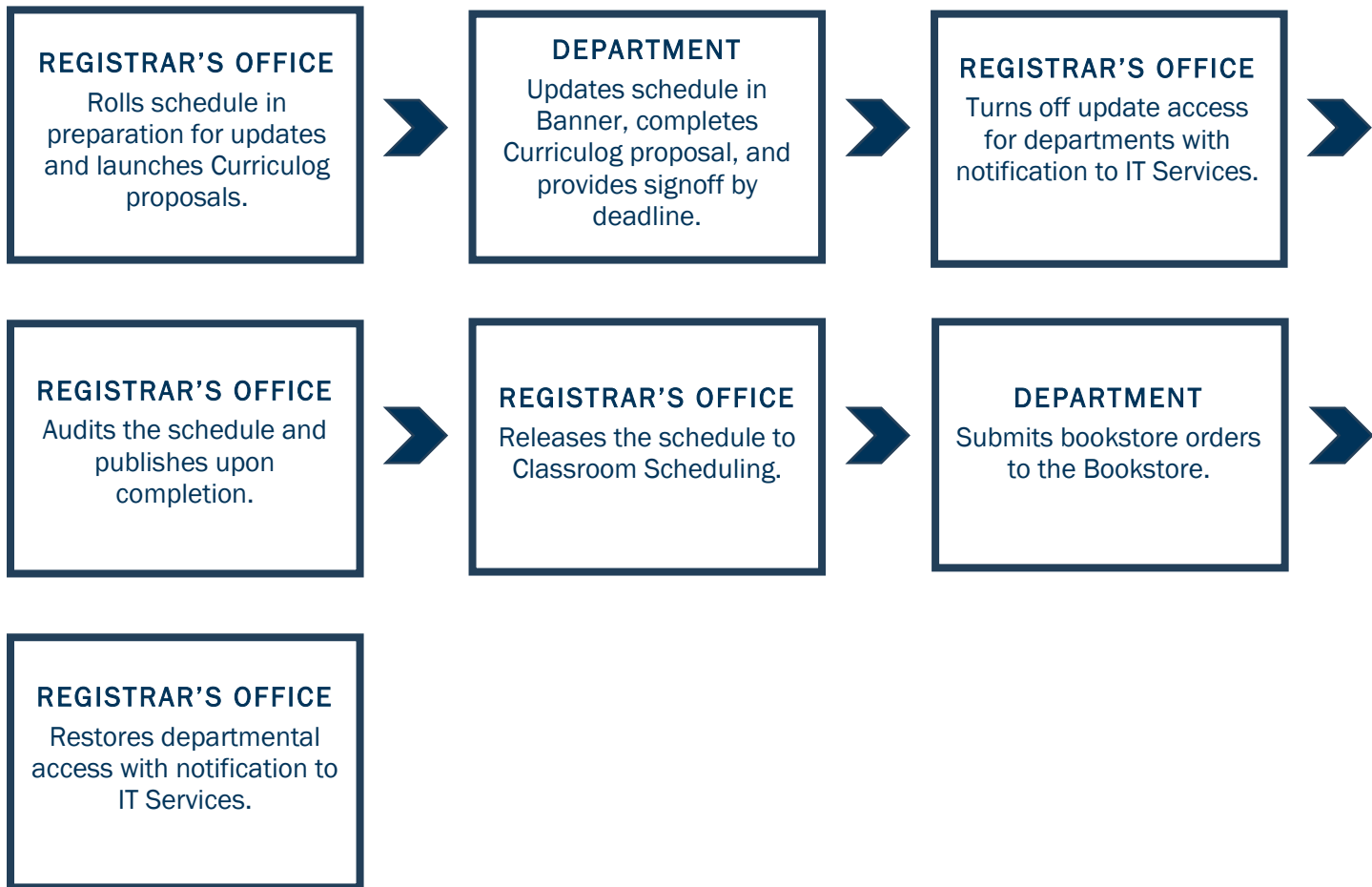
Susan Gannon  
Classroom & Event Scheduler

## SUMMARY OF COURSE SCHEDULING PROCESS

- Schedules are submitted twice a year, once in August for Spring and once in December for Summer and Fall.
- The process for semester scheduling begins with the Registrar's Office rolling the schedule forward from the previous corresponding term and launching the Administrative Course Scheduling proposals in Curriculog for each department.
- Attached to the Administrative Course Scheduling proposal in Curriculog for the specific departments prefixes is a list of CRNs (rolled from the previous corresponding term) that belong to that department, instructions, and a template for submitting cross-listed, cross-leveled, and reserved sections.
- Scheduling Coordinators will enter the schedule updates in Banner according to their departmental practice and then complete their submissions in Curriculog by the due date.
- Once the updates are complete in Banner, the Scheduling Coordinator will complete the Course Scheduling proposal that is in their queue in Curriculog.
- The proposal will be routed back to the Registrar's Office to alert them that the schedule is complete.
- After the due date, the Scheduling Coordinator's banner access is temporarily suspended.
- At this time, any edits that need to be processed should be submitted using the online forms published on the Registrar's Office webpage.  
<https://www.augusta.edu/registrar/section-update-request.php>

# SCHEDULING MANUAL

## PROCESS FLOW



## SCHEDULING COORDINATOR 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. A list of the Scheduling Coordinators for each area can be found here: <https://www.augusta.edu/registrar/schedulecoordinators>
- 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.

# SCHEDULING MANUAL

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

- Helpful Tip: Review your own internal processes with others in your area who work with course scheduling. Refer to the Preliminary Schedule Prep information for some suggestions.

	Point of Contact	Primary Processor	Backup Processor	Administrator
Definition	This person is the point of contact for information regarding sections. They will have query access to section information in Banner.	This person is responsible for updating sections. They will have update access to section information in Banner.	This person is responsible for updating sections in the event the primary processor is not available. They will have update access to section information in Banner.	This person is a college administrator in the Dean's Office. They will have both query and update access to section information in Banner.
Attribute	SPOC	SPPR	SBPR	SADM

## 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 static and are listed below.

## SCHEDULES LAUNCHED IN CURRICULOG 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

Departments can no longer enter any course section information in Banner.

Term	Deadline
Summer	December 16 - June 30
Fall	December 16 - June 30

# SCHEDULING MANUAL

Spring	August 16 – October 31
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## CLASSROOM SCHEDULING BEGIN PROCESS ROOM ASSIGNMENTS

The department should review all course section data prior to the release.

Term	Deadline
Summer	January 19
Fall	February 15
Spring	September 27

## CLASSROOM SCHEDULING RELEASE ROOM ASSIGNMENTS

Any updates to course sections after this deadline must be approved by the leadership.

Term	Deadline
Summer	January 29
Fall	February 26
Spring	October 8

## REQUEST FOR COURSE MATERIAL SUBMISSIONS

Term	Deadline
Summer	February 15
Fall	March 16
Spring	September 1

## DEADLINE FOR COURSE MATERIAL SUBMISSIONS

Term	Deadline
Summer	March 15
Fall	April 15
Spring	October 1

## SCHEDULE OF CLASSES PUBLICATION (NO CLASSROOM ASSIGNMENTS)

Term	Deadline
Summer & Fall	Tuesday after Martin Luther King Jr. Holiday
Spring	Tuesday after Labor Day

## COMMUNICATION PLAN

Below is a list of the communications that are sent from the Registrar's Office regarding the course scheduling process.

	When	Who
EMAIL Spring scheduling begins	July 1	Scheduling Coordinators

# SCHEDULING MANUAL

EMAIL Prior to Spring schedule release to classroom scheduling	September 20	Scheduling Coordinators Classroom Scheduling
EMAIL Spring schedule publication	Tuesday after Labor Day	Scheduling Coordinators
EMAIL Summer & Fall scheduling begins	November 1	Scheduling Coordinators
EMAIL Prior to Summer schedule release to classroom scheduling	January 12	Scheduling Coordinators Classroom Scheduling
EMAIL Prior to Fall schedule release to classroom scheduling	February 8	Scheduling Coordinators Classroom Scheduling
EMAIL Summer & Fall schedule publication	Tuesday after MLK Jr.	Scheduling Coordinators

## PRELIMINARY SCHEDULE PREP

As a preliminary step to preparing the Schedule of Classes, information about classes offered in the previous corresponding semester is “rolled” forward to the new semester/term (fall to fall, spring to spring, summer to summer).

Please note, in some cases, new course reference numbers (CRNs) are assigned to each section. When this process is complete, the Registrar’s Office will launch course scheduling proposals in Curriculog. Academic units can then begin working on their schedules. Each academic unit will receive a copy of the rolled schedule. Review the data in the spreadsheet and make any necessary updates to reflect the circumstances of the new term.

### Tips:

- Indicate on the spreadsheet which sections will be activated
- Update the corresponding columns in the spreadsheet
- Include any cross-listing or cross-leveled information in the spreadsheet
- Include any standard course meeting time variances
- Include any course attributes (HIP, No Cost Low Cost, etc.) in the spreadsheet for later submission
- Save a copy of the spreadsheet for proofing & comparison
- Attend the Refresh training
- Attend the Course Scheduling Workshop- bring a copy of the spreadsheet for assistance with data entry



# SCHEDULING MANUAL

In addition to these steps, it is also recommended that Department Chairs utilize the Course Scheduling Dashboard as they are preparing their schedules. The Course Scheduling Dashboard may be located here:

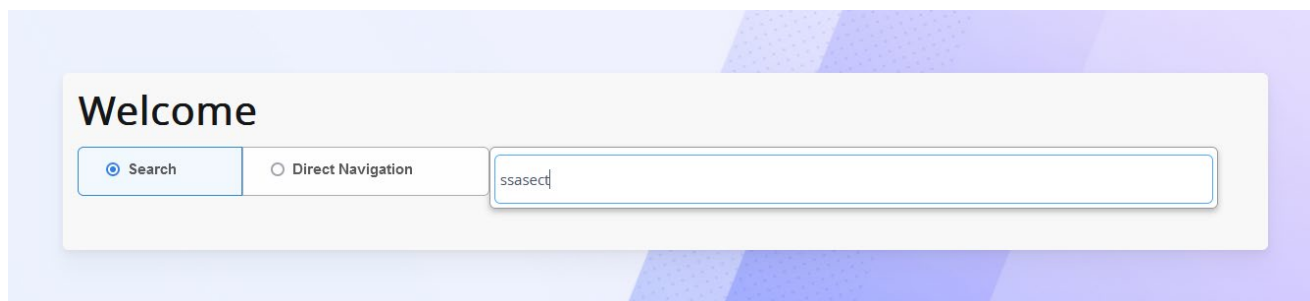
<https://www.augusta.edu/ie/au-analytics.php>

## CREATING A NEW COURSE SECTION

Before adding a new section, you will need the following information at a minimum:

- Course subject (Prefix)
- Course Number (if you get an error entering this number, reach out to Curriculog for assistance.)
- Schedule Type
- Session (know if a room is needed or not)
- Part of Term
- Credit hours if variable (make sure you lock the credit hours)
- Max enrollment/Waitlist if applicable
- Meeting day(s)/Times
- Location
- Instructor
- Special notes: Honors, Fort Eisenhower, Professional, Dual Enrolled, etc.

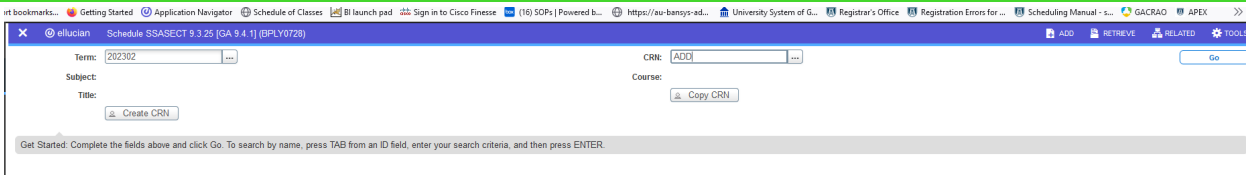
1. From the welcome screen enter SSASECT and click enter.



The screenshot shows a 'Welcome' screen with a search bar. The search bar contains the text 'ssasect'. There are two radio buttons: 'Search' (selected) and 'Direct Navigation'. The search bar is highlighted with a blue border.

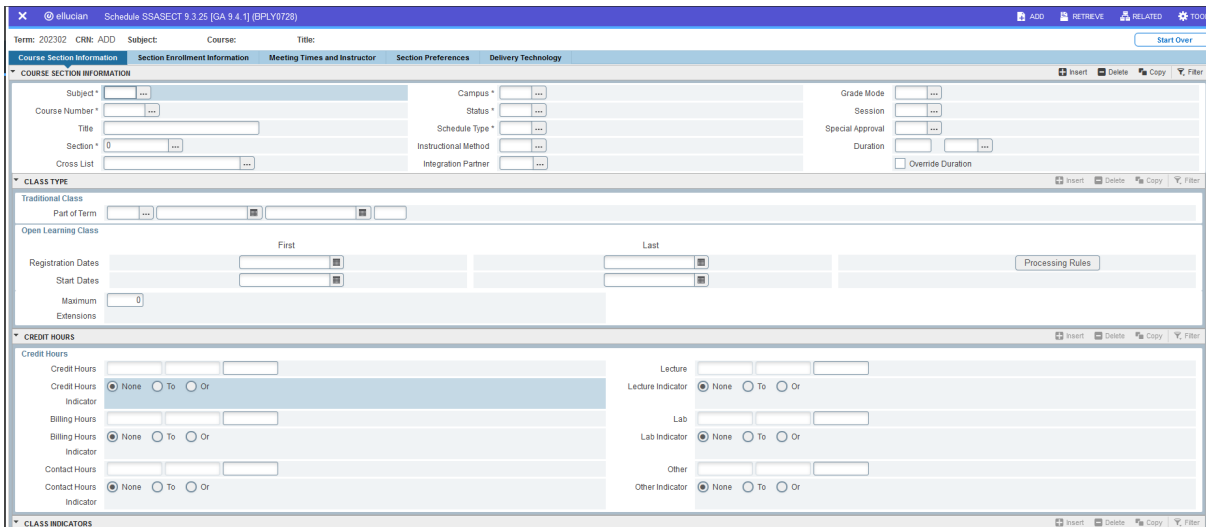
2. Enter the 4-digit year and the 2-digit term\* in the “Term” field and then type ADD in the “CRN” field. Click on Go.

# SCHEDULING MANUAL



Semester	Two Digit Term Code
Spring	02
Summer	05
Fall	08

3. A blank course will open. Course specific information must be entered.



4. Enter course subject (prefix), then tab into the next field.

5. Enter course number, then tab into the next field.

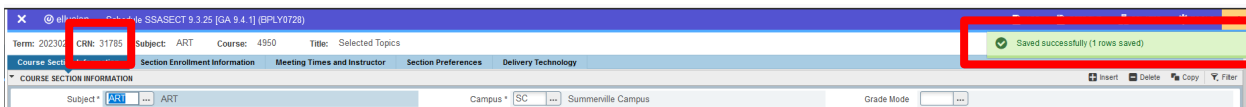
- If an error populates, verify the course number.
- If the course number is correct and still receive an error, reach out to Curriculog ([curriculog@augusta.edu](mailto:curriculog@augusta.edu)) for assistance.

6. The course title will populate. Do not change the title unless it is a selected topic course.

7. Enter the section code.

- For more information on section coding, please refer to the Section Coding Guide in this manual.

8. Update the remaining information as outlined in the Course Scheduling Manual. Be sure to click Save in the bottom right after entering all the data for the first tab. This will generate your CRN.



## UPDATING COURSE SECTION: UCRN PROCESS

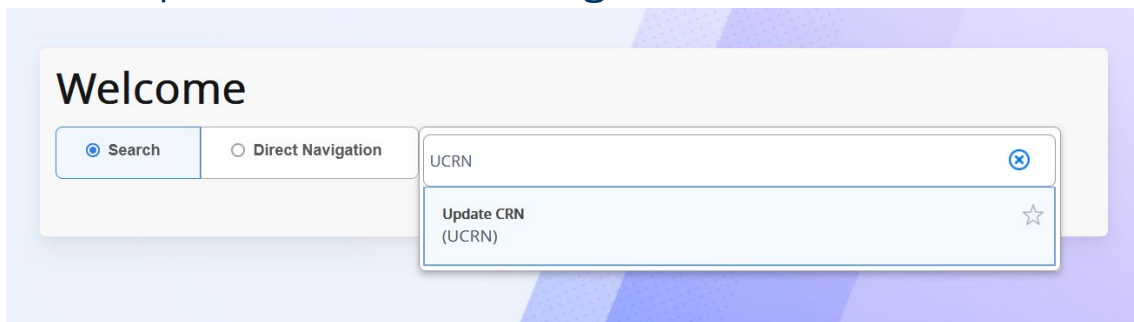
The Update CRN Process (UCRN) is used to update the sections that were rolled from term to term. The UCRN workflow in Banner is comprised of four different forms: SSASECT, SSARRES, SSAPREQ, and SSATEXT. These forms are used to build and maintain the semester schedule for student registration.

Quick Reference to Forms used for Scheduling:

- **SSASECT:** used to build and maintain sections
- **SSARRES:** used to review the restrictions that will be enforced during registration
- **SSAPREQ:** used to review 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

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

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



2. Using the list of CRNs attached to the Administrative Course Scheduling proposal in Curriculog, 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.

# SCHEDULING MANUAL

Semester	Two Digit Term Code
Spring	02
Summer	05
Fall	08

Screenshot of the ellucian scheduling interface. The browser tab shows "Schedule SSASECT 9.3.11 - GA 9.2 (BT9x0828) QuickFlow: UCRN: 1 of 4". The form displays "Term: 201902" and "CRN: 25048" with red boxes around the input fields. Other fields include "Subject: SOCI", "Course: 1101", and "Title: Introduction to Sociology". There are buttons for "Create CRN" and "Copy CRN".

## SSASECT

### Course Section Information- CRN and Course Validation

1. Validate the Subject and Course number is for the correct course you need to update.
2. Add the title for “Special Topics” course only.
3. Add the Section code if one is not present or needs to be changed.

### Section Status

1. Confirm this is the correct course.
2. Navigate to the “Status” field. Enter the letter “A” to make this section active and available for registration.
3. 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.

Screenshot of the ellucian scheduling interface showing the "Status" field set to "A" (Active). The browser tab shows "Schedule SSASECT 9.3.27 (GA 9.4.1) (BPLY0620) QuickFlow: UCRN: 1 of 4". The form displays "Term: 202308", "CRN: 23837", "Subject: EMED", "Course: 5001", and "Title: Emergency Medicine Ckship". The "Status" field is highlighted with a red box. Other fields include "Grade Mode", "Session", "Special Approval", "Duration", "Instructional Method", and "Integration Partner".

### Cross-Listing/Cross-Leveling and Policy

1. This field should be left blank as it is managed by the Registrar’s Office. Your cross-listing information should be placed on a spreadsheet and placed in the scheduling proposal in Curriculog.

# SCHEDULING MANUAL

2. Please complete the attached template in Curriculog to submit your cross-listing and cross-leveling requests. This information must be accurate and indicated by the deadline for proper scheduling.
3. The Registrar's Office will process in accordance with University policy. <https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

## Campus Codes

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

The screenshot shows the Curriculog interface for a course section. The 'Campus' field is highlighted with a red box and contains the code 'SC' and the description 'Summerville Campus'. Other fields include Subject (SOCI), Course Number (1101), Title (Introduction to Sociology), Section (A), and Instructional Method (Hybrid).

Campus Code	Description
ATH	Athens Campus
AUO	AU Online**
F	Fort Eisenhower
FHC	Forest Hills Campus
HYB	Hybrid
HSC	Health Sciences Campus
INT	Internship
MBL	Mobile Lab
NWC	Northwest Campus
OC	Off Campus*
OLC	Online Campus**
RC	Riverfront Campus
SC	Summerville Campus
VMS	Visiting Medical Student
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](mailto:classes@augusta.edu) to assist with assigning that location. An example of this could be a student teaching section.

\*\*Effective Fall 2023 we no longer use WEB for campus coding. Only OLC or AUO. See page 72 for more information.

<https://augustauniversity.box.com/s/gfevi9msbmvr1gcvnr74rw64p7529eh0>

# SCHEDULING MANUAL

## Schedule Type

1. Confirm the correct code is listed in the “Schedule Type” field.
2. If the schedule type is correct, continue to the next step.
3. If the schedule type is incorrect, 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 course.
  - If additional options are needed, please contact [curriculog@augusta.edu](mailto:curriculog@augusta.edu) as a course revision must be submitted.
  - Once registration has opened, the Schedule Type information cannot be altered.

The screenshot shows a web-based scheduling interface for a course. The course details are: Term: 202402, CRN: 32818, Subject: EDTD, Course: 6471, Title: Issues in Early Childhood Educ. The 'Schedule Type' field is highlighted with a red box and contains the value '57 Asynchronous Instruction'. Other fields include Subject (EDTD), Course Number (6471), Title (Issues in Early Childhood Educ), Section (A02), and Campus (AUO).

Code	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



# SCHEDULING MANUAL

		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.

## Instructional Method

1. Confirm the correct instructional method is listed in the “Instructional Method” field.
2. If the instructional method is correct, continue to the next step.
3. If the instructional method is incorrect, update using the chart below.
  - Please note, if you select F (fully at a distance), P (partially at a distance), H (hybrid), HA (hybrid alternate), HF (hybrid flex), or T (technology enhanced), meeting information must be entered in Banner.
  - Once registration has opened, the Instructional Method information cannot be altered.

# SCHEDULING MANUAL

The screenshot shows the 'COURSE SECTION INFORMATION' tab in the eLUCIAN system. The 'Instructional Method' dropdown is highlighted with a red box and set to 'T' (Technology enhanced). Other visible fields include Subject: PHIL, Course: 2030, Title: Intro to Ethics, and Session: A.

Code	Category	Description	Example
E	Entirely at a Distance	This course is delivered 100% through distance education technology. No visits to campus or designated site are required.	A course that has no scheduled class meetings and all class sessions are via technology would be coded E.
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.
T	Technology Enhanced	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 T, TH, and meets each class session, with some course materials available online would be coded as T.

## Integrated Partner/Grade Mode

1. Leave blank. Not used at Augusta University.

## Session Code

1. Confirm the correct session code is listed in the “Session Code” field.
2. If the session code is correct, continue to the next step.
3. If the session code is incorrect, update using the chart below.
4. For proper room assignment it is imperative this field correctly designates the need for space.

# SCHEDULING MANUAL

Term: 202402 CRN: 33210 Subject: PHIL Course: 2030 Title: Intro to Ethics

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

▼ COURSE SECTION INFORMATION

Subject: PHIL PHILOSOPHY Campus: SC Summerville Campus  
 Course Number: 2030 Status: A Active  
 Title: Intro to Ethics Schedule Type: 10 Lecture  
 Section: D Instructional Method: T Technology enhanced  
 Cross List: Integration Partner:

Session: A On Campus, In Assigned Space  
 Duration: Override Duration:

▼ CLASS TYPE

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

## Special Approval

1. 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.
2. Please note, this will require your department to enter a permission in Banner on SFASRPO for a student to register for this section.
3. Additionally, a “Permission Only” note will need to be placed on the section when you have navigated to SSATEXT later in the workflow.

Term: 202308 CRN: 19077 Subject: EDUC Course: 2110 Title: Invest Crit & Contemp Issues

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

▼ COURSE SECTION INFORMATION

Subject: EDUC EDUCATION Campus: OLC Online Campus  
 Course Number: 2110 Status: A Active  
 Title: Invest Crit & Contemp Issues Schedule Type: 57 Asynchronous Instruction  
 Section: CO1 Instructional Method: F Fully at a distance  
 Cross List: Integration Partner:

Grade Mode:   
 Session:   
 Special Approval: DP  
 Duration: Override Duration:

▼ CLASS TYPE

21271 BIOL 6723 A 1 Pharmacology- Advanced Summerville MS Master of Science [Click to view restrictions](#)  
 Campus: Summerville  
 Full Term: 08/17/2022 12/15/2022 M W F 0800-0850 SVC Science Hall W1002

**Max:** 4 **Waitlist Max:** 0 **Instructor:** Sabbatini, Maria  
**Enrolled:** 0 **Waitlisted:** 0 **Book Cost:**  
**Available:** 4 **Waitlist Available:** 0 **Notes:** Permission Only  
**Instructional Method:** Technology enhanced **Schedule Type:** Lecture  
[Click here to view the special notes for CRN 21271](#)

# SCHEDULING MANUAL

## Duration

1. Leave blank. Not used at Augusta University.

## Part of Term

1. Confirm the correct part of term is listed in the “Part of Term” field.
2. If so, proceed to the next step.
3. If not, please click on the three dots to select the appropriate part of term.
4. This field is extremely important and has the ability to impact official student reporting.
5. If you have questions regarding this field, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu).
6. Once registration has opened, the Part of Term information cannot be altered.
7. MCG needs to add rotation dates here. Make sure it falls within the part of term.

The screenshot shows a web-based form for class registration. The 'CLASS TYPE' section is expanded to show 'Traditional Class'. The 'Part of Term' field is highlighted with a red box and contains the value '1'. To its right are two date fields: '01/07/2019' and '05/09/2019'. Below this is the 'Open Learning Class' section, which includes 'Registration Dates', 'Start Dates', and 'Maximum Extensions' (set to 0). A 'Processing Rules' button is visible on the right. The 'CREDIT HOURS' section is also expanded.

## Registration Dates/Start Times/Maximum Extension Fields

1. Leave blank. Not used at Augusta University.

## Credit Hours

1. Confirm the correct credit hours are listed in the “Credit Hours” field.
2. Unless this is a variable credit hour course, please don’t enter any information in this section.
3. 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.
4. Enter the **locked hours in the two fields** indicated below.
5. If you have students that need the same course but for a different number of locked hours, you will need a separate CRN.
6. Please contact [classes@augusta.edu](mailto:classes@augusta.edu) if a new CRN is needed.

# SCHEDULING MANUAL

7. To reiterate, failure to “lock in” the credit hours mean a student can register for any number of hours between the minimum and the maximum.
8. This affects graduation requirements, billing, and credit hour generation.
9. For additional information on what determines a “Credit Hour”, please refer to:  
<https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf>
10. Once registration has opened, the Credit Hour information cannot be altered.

The screenshot shows a form titled "CREDIT HOURS" with a toolbar at the top containing "Insert", "Delete", "Copy", and "Filter" icons. The form is divided into two main sections. The left section contains three rows of input fields: "Credit Hours" (with values 1.000, 12.000, and a red-bordered input field containing 3.000), "Billing Hours" (with values 1.000, 12.000, and a red-bordered input field containing 3.000), and "Contact Hours" (with a value of 2.000 and an empty input field). Each row has radio buttons for "None", "To", and "Or". The right section contains three rows of input fields: "Lecture" (with an empty input field), "Lab" (with an empty input field), and "Other" (with a value of 2.000 and an empty input field). Each row has radio buttons for "None", "To", and "Or".

## Class Indicators Section

1. Leave blank. Not used at Augusta University
2. Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner.
3. Now select the “Section Enrollment Information” tab along the top of the screen.

## Section Enrollment Information

1. Confirm the correct maximum enrollment amount is listed in the “Maximum” field.
2. If so, proceed to the next step.
3. 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](mailto:classes@augusta.edu).

# SCHEDULING MANUAL

The screenshot displays the Banner Scheduling System interface for a course section. At the top, it shows course information: Term: 201902, CRN: 27874, Subject: SOCI, Course: 4442, Title: Gender & Society. Below this are tabs for Course Section Information, Section Enrollment Information, Meeting Times and Instructor, Section Preferences, and Delivery Technology. The 'Section Enrollment Information' tab is active, showing 'Enrollment Details' and 'Reserved Seats' sub-tabs. The 'ENROLLMENT DETAILS' section includes fields for Maximum (27), Waitlist Maximum (27), Projected (0), Actual (0), Waitlist Actual (0), Remaining (27), and Waitlist Remaining (27). There are also fields for Authorization Codes Active for Section, Generated Credit Hours (0.000), Census One Enrollment Count (0), Freeze Date (02/22/2019), Census Two Enrollment Count (0), Freeze Date (05/13/2019), and Add Authorization Registration Dates (Calculated Section Start Date: 01/07/2019, Add Authorization Start Date, Waitlist Notification Ending Date).

## Reserved Seating

1. If you wish to utilize reserved seating for a specific population of students, complete the template attached to the Curriculog proposal.
2. Upload the spreadsheet to the proposal so it can be processed by the Registrar's Office.
3. Before moving to the next screen, be sure and select the "Save" icon in the bottom right corner.
4. Now select the "Meeting Times and Instructor" tab along the top on the screen.

## Meeting Times and Instructor

### Meeting Dates

1. Place your cursor in the "Meeting Time" field and enter the standard course meeting time code this section will follow.
2. Please refer to the table below for the meeting time codes.
3. 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.
4. 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

1. Standard Course Meeting Times are entered in Banner using military time.
2. A military time conversion chart is listed below for convenience.

### Military Time Conversion Chart

Normal Time	Military Time	Normal Time	Military Time
-------------	---------------	-------------	---------------



# SCHEDULING MANUAL

12:00AM	0000	12:00PM	1200
1:00AM	0100	1:00PM	1300
2:00AM	0200	2:00PM	1400
3:00AM	0300	3:00PM	1500
4:00AM	0400	4:00PM	1600
5:00AM	0500	5:00PM	1700
6:00AM	0600	6:00PM	1800
7:00AM	0700	7:00PM	1900
8:00AM	0800	8:00PM	2000
9:00AM	0900	9:00PM	2100
10:00AM	1000	10:00PM	2200
11:00AM	1100	11:00PM	2300

## Standard Course Meeting Time Chart

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

# SCHEDULING MANUAL

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

1. Once you have selected the Meeting Time Code from the previous chart corresponding to the correct Standard Course Time, you would enter that code in the “Meeting Time” field and tab to the “Meeting Type” field.
2. 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.

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

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	S27180980	Powell-Williams, Melissa A.		0.000	100	<input checked="" type="checkbox"/>	100

3. In the event this course will not follow the standard course meeting time policy, tab once to the “Meeting Type” field.
4. 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 reference the chart below.

# SCHEDULING MANUAL

Meeting Type Code	Description
CLAS	Regular Classroom
CLIN	Clinic
CR##	Computer Room
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

Please note: CR# means computer room with a max of 20, 30... Select the one you need in the dropdown. SG# means small group of 20, 30 ...etc.

1. Tab once more to populate the start and end date fields (note: these dates pull from the Part of Term listed on SSASECT).
2. 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.
3. To enter additional meeting patterns, arrow down to navigate to the next line, adjust the start, and end dates as necessary.
4. Some examples of when this should be used: sections that have lab times and separate sections that require different meeting locations on campus.
5. Select the “Save” icon in the bottom right corner.
6. Note: The session indicator field should always be “01”.

## Standard Course Meeting Time Exception Process

1. 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>
2. If there is a clear business reason for non-compliance, submit a Standard Course Meeting Time Exception Form with your Curriculog proposal. <https://www.augusta.edu/registrar/documents/standard-course-variance.pdf>

# SCHEDULING MANUAL

## Course and Classroom Scheduling Target Policy Exception

1. Please note when updating the meeting day(s) and time to be mindful of the Course and Classroom Scheduling Policy.
2. Refer to the policy at:  
<https://www.augusta.edu/services/legal/policyinfo/policy/course-and-classroom-scheduling.pdf>
3. If there is a clear business reason for non-compliance, submit an Administrative Course and Classroom Scheduling Target Exception proposal via Curriculog.
4. Once submitted, it will be routed to the Provost or Designee for approval.

## Meeting Location and Credits

1. Select the “Meeting Location and Credits” tab.
2. Tab to the “Building” field and enter the preferred building for this section.
  - a. Please select a building that is located on the Campus that was previously selected. If a building that is selected is not located on the selected campus, there is a chance of the class being scheduled on the wrong campus.
3. If you do not know or do not have a preference, leave it blank.
4. A list of centrally scheduled classrooms available for preference is listed below. You can go to [ems.augusta.edu](https://ems.augusta.edu) for more information about the classroom spaces.
5. Please keep in mind, rooms that are not officially booked and displayed in Banner may not be used for classes.

## Centrally Scheduled Classrooms

1. Rooms that are not officially booked may not be used for classes.

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	24	110-Classroom
AH E157	Summerville	AH-Allgood Hall	44	110-Classroom
AH E251	Summerville	AH-Allgood Hall	44	110-Classroom

# SCHEDULING MANUAL

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	52	212-Computer Classroom
CFH233	Christenberry	CFH-Christenberry Field House	23	110-Classroom
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
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	156	110-Classroom

# SCHEDULING MANUAL

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	24	110-Classroom
UH 219	Summerville	UH-University Hall	24	110-Classroom
UH 220	Summerville	UH-University Hall	24	110-Classroom
UH 221	Summerville	UH-University Hall	40	110-Classroom
UH 223	Summerville	UH-University Hall	28	212-Computer Classroom
UH 224	Summerville	UH-University Hall	44	110-Classroom
UH 239	Summerville	UH-University Hall	24	110-Classroom
UH 241	Summerville	UH-University Hall	40	110-Classroom
UH 242	Summerville	UH-University Hall	44	110-Classroom
UH 243	Summerville	UH-University Hall	48	110-Classroom
UH 245	Summerville	UH-University Hall	24	110-Classroom
UH 246	Summerville	UH-University Hall	56	110-Classroom
UH 247	Summerville	UH-University Hall	48	110-Classroom
UH 248	Summerville	UH-University Hall	48	110-Classroom
UH 250	Summerville	UH-University Hall	25	212-Computer Classroom
UH 314	Summerville	UH-University Hall	24	110-Classroom
UH 326	Summerville	UH-University Hall	48	110-Classroom
UH 327	Summerville	UH-University Hall	48	110-Classroom
UH 328	Summerville	UH-University Hall	36	110-Classroom
UH 329	Summerville	UH-University Hall	48	110-Classroom
UH 330	Summerville	UH-University Hall	36	110-Classroom
UH 347	Summerville	UH-University Hall	40	110-Classroom
UH 348	Summerville	UH-University Hall	40	110-Classroom
UH 349	Summerville	UH-University Hall	40	110-Classroom
UH 350	Summerville	UH-University Hall	40	110-Classroom
UH 352	Summerville	UH-University Hall	40	110-Classroom
UH 353	Summerville	UH-University Hall	48	110-Classroom
UH 354	Summerville	UH-University Hall	48	110-Classroom
UH 355	Summerville	UH-University Hall	40	110-Classroom
UH 356	Summerville	UH-University Hall	48	110-Classroom
UH 357	Summerville	UH-University Hall	54	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

# SCHEDULING MANUAL

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-Pavilion 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	103	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	96	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



# SCHEDULING MANUAL

EC 2238	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 3001	Health Science	EC-Health Sciences Building	26	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
RV 2301	Riverfront	RV1- Hull McKnight Georgia Cyber Center	40	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

2. Please enter at least the building request if you need a centrally scheduled classroom and if applicable, tab to the “Room” field and enter the preferred room in the building you just entered.
3. Select the “Save” icon in the bottom right corner.
4. Reminder: Do not occupy a room you have not booked.
5. If the section is a fully or entirely at a distance class (campus: OLC or AUO), be sure to enter “ONLINE” in the Building field.

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	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
11	927042067	Wilkes, Scott W.		0.000	100	<input checked="" type="checkbox"/>	100

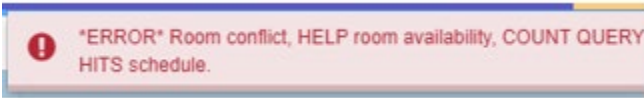
Meeting Dates Meeting Location and Credits

▼ SCHEDULE

Automatic Scheduler	Building	Room
	AH	E251

# SCHEDULING MANUAL

1. Note: If you receive the “room conflict” error pictured below, enter the letter “O” in the “Override Indicator” field and then save. This step is only so you can enter a room preference. Rooms are not officially assigned until Classroom Scheduling completes the room assignment process.



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

## Hours per Week

1. Confirm credit hours are present in both the “Hours per Week” block as well as “Session Credit Hours”.
2. Please note they may not match; however, if not present, enter the same approved credit hours in the block.
3. The system will automatically make the adjustments.
4. Select the “Save” icon in the bottom right corner.

Hours per Week *	Override Indicator	Session Credit Hours
2.50		3.000

## Entering Instructors

1. 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.
2. Tab over to the instructor ID field.
3. Enter the instructor’s ID number and tab to populate.
4. 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.
5. Select Go in the top right, tab to last name and enter the last name, tab to first name and click GO.
6. Please note- the search is case sensitive.
7. Once the instructor is located, click select in the bottom right column and save.
8. To enter multiple instructors, arrow down or insert a new line and repeat the steps outlined above.
9. Select save when complete.

# SCHEDULING MANUAL

10. If you are unable to locate the instructor for this section, it is possible if they are a new hire, they have not been processed through HR yet.
11. If the person is not a new hire and should be in the system, please contact [classes@augusta.edu](mailto:classes@augusta.edu) for assistance troubleshooting.
12. When entering multiple instructors, Banner will default each instructor at 100% which will cause an Academic Data Collection (ADC) error.
13. To eliminate this error, the Scheduling Coordinator should enter the primary instructor at 100% and each subsequent instructor at 0% “Percent of Responsibility” and 0% “Percent of Session”.
14. The correct percentage will be entered during Curriculum Inventory Reporting (CIR).
15. When CIR is collected, that data will push to Banner reflecting the true percentages.

This is incorrect.

The screenshot shows the Banner Scheduling interface for course 8050. The 'INSTRUCTOR' table is as follows:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	100120440	Sharma, Ashok K.		0.000	100	<input checked="" type="checkbox"/>	100
01	201031057	Purohit, Sharad B.		0.000	100	<input type="checkbox"/>	100
01	100153856	McIndoe, Rick A.		0.000	100	<input type="checkbox"/>	100
01	201046380	Zhi, Wenbo		0.000	100	<input type="checkbox"/>	100

This is correct.

The screenshot shows the Banner Scheduling interface for course 8050. The 'INSTRUCTOR' table is as follows:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	100120440	Sharma, Ashok K.		0.000	100	<input checked="" type="checkbox"/>	100
01	201031057	Purohit, Sharad B.		0.000	0	<input type="checkbox"/>	0
01	100153856	McIndoe, Rick A.		0.000	0	<input type="checkbox"/>	0
01	201046380	Zhi, Wenbo		0.000	0	<input type="checkbox"/>	0

## Curriculum Inventory Reporting (CIR)

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

Curriculum Inventory Reporting (CIR) is for the Health Science programs. It records faculty effort in hours for a given semester. This information is referenced for budgeting inquiries, departmental faculty effort reports, and can also be used for many other data collection inquiries. Based on the effort

# SCHEDULING MANUAL

entered in the CIR system, a teaching percent is calculated for USG data reporting. It is extremely important that CIR be submitted by the deadline. CIR submission is the responsibility of the faculty person, but this is often delegated to a designated staff person. A staff person does not automatically have access to the system, so a request from a faculty member must be made to the Registrar's Office to add access.

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

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.

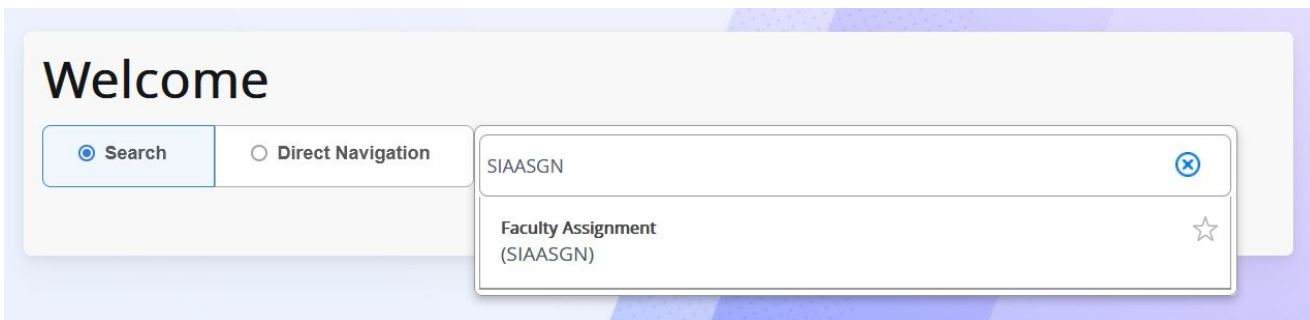


Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Ses
01						<input type="checkbox"/>	

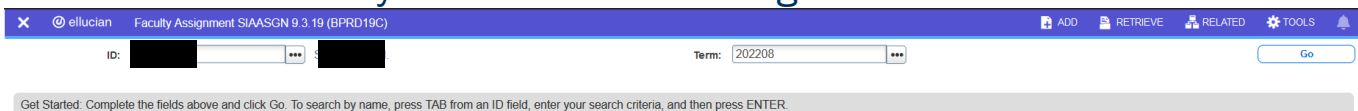
Once the scheduling window has ended for Banner updates, instructor assignments can still be processed. Refer to the section below on how to assign the instructor in Banner.

## Assigning an Instructor After the Scheduling Deadline

1. On the Banner home screen, type SIAASGN in the "Go To..." box and press Enter.



2. Enter the faculty ID and the scheduling term and select "Go".



# SCHEDULING MANUAL

3. If the faculty assignment screen doesn't immediately load any courses, you can type the CRN of the section you wish to assign to this faculty member and save.

The screenshot shows the 'FACULTY ASSIGNMENT' form. The 'CRN \*' field is highlighted with a red rectangle. Other fields include Session \*, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of \* Session, Workload, Override Workload, Calculated Workload, Assignment Type, Percent \*, Responsibility, Weekly Contact, Total Contact, Override Conflicts, Generated Credits, FTE, Contract Type, Compensation Applied, Position Number, Position Number, Suffix, and Additional Instructors. The 'Start Over' button is in the top right corner.

The screenshot shows the 'FACULTY ASSIGNMENT' form with the 'CRN \*' field filled with '20871'. Other fields include Session \* (01), Subject (BIOL), Course (1101), Section (A), Session Credit (3.000), Institutional Credit, Percentage of \* Session (100), Workload (0.000), Override Workload, Calculated Workload, Assignment Type, Percent \* (100), Responsibility, Weekly Contact, Total Contact, Override Conflicts, Generated Credits, FTE, Contract Type (A), Compensation Applied, Position Number, Position Number, Suffix, and Additional Instructors. The 'Start Over' button is in the top right corner.

4. If the faculty assignment screen loads and a course is already listed, select insert to create a blank record. (Note: to delete an instructor, click delete.)

The screenshot shows the 'FACULTY ASSIGNMENT' form with the 'Insert' button highlighted in a red rectangle. The 'Start Over' button is in the top right corner.

5. Type the CRN of the section you wish to assign to this faculty member and save.

The screenshot shows the 'FACULTY ASSIGNMENT' form with the 'CRN \*' field filled with '20871' and the 'Insert' button highlighted in a red rectangle. Other fields include Session \* (01), Subject (BIOL), Course (1101), Section (A), Session Credit (3.000), Institutional Credit, Percentage of \* Session (100), Workload (0.000), Override Workload, Calculated Workload, Assignment Type, Percent \* (100), Responsibility, Weekly Contact, Total Contact, Override Conflicts, Generated Credits, FTE, Contract Type (A), Compensation Applied, Position Number, Position Number, Suffix, and Additional Instructors. The 'Start Over' button is in the top right corner.

## Section Preferences

1. Select the Section Preferences tab.

# SCHEDULING MANUAL

2. 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.
3. You can have as many assigned attributes as you need with the same priority or with a priority not higher than 04 for each.
4. If this section doesn't have specific room attribute requirements, leave this information blank and move to the next step. **SAVE** when complete.
5. These attributes will be used by Classroom Scheduling to assign classroom space on campus.

Code	Description	Preference Number
DCAM	Document Camera	01
ECHO	ECHO/Video Conferencing	01

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

1. Review the course section technology options below and select the correct one.

# SCHEDULING MANUAL

- Please note, most courses are coded as 21 Internet
2. Tab to the “Percentage” field and enter 100, then tab to “Primary Indicator” and check the box.
  3. SAVE.
  4. Select the “X” in the top left to move to the next screen.



Code	Category	Description
21	Internet	Instruction delivered via the internet (web delivery).
22	Special Facilities	Class session meets at a specified assigned space where instruction is delivered via distance education technology (i.e. two-way interactive videoconferencing).
23	Distributed Media	Instruction transmitted via satellite, cable TV, broadcast TV, radio, CD ROM, DVD, Blu-Ray Disc, etc.

## 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 note, you DO NOT need a restriction for every option.
- Also, be mindful of which option you choose- include or exclude.
- 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>
- Below is an example of a section that will only allow students in the Sociology program to register for it. Department and Field of Study restriction.



# SCHEDULING MANUAL

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

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 Per Page

▼ PROGRAM RESTRICTIONS

Include/Exclude (I/E)  Include  Exclude

Program	Description
1BA-SOC	BA-Sociology

1 of 1 Per Page

1. Review the restrictions on each tab to confirm they are correct. Update if appropriate.
2. Select the “Save” icon in the bottom right corner.

## 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.
  - Prerequisites visible in SSAPREQ are managed and copied from the parent course at the catalog level.
  - Updates to prerequisites for the next academic year should be made by using a Course Revision Proposal in Curriculog by the deadline of October 1st.
  - To address emergencies where the pre-requisite is listed incorrectly, please contact [classes@augusta.edu](mailto:classes@augusta.edu).
1. Review this information on the “Section Test Score and Prerequisite Restrictions” tab.
    - Please note, the only way a student who doesn’t meet these prerequisites will be allowed to register for this section is by receiving departmental approval that is entered on SFASRPO.

# SCHEDULING MANUAL

Term: 201902 CRN: 27874 Start Over

Section Information **Section Test Score and Prerequisite Restrictions**

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

And/Or	Y	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	Y
				WMST	1101	US	C	No	
And	(			SOCI	1101	US	C	No	
Or				SOCI	1103	US	C	No	
Or				PSYC	1103	US	C	No	)
And	(			SOCI	3002	US	C	(None)	
Or				SOCI	3003	US	C	(None)	)
And				SOCI	3380	US	C	(None)	

Record 1 of 7

SECTION CAPP AREA PREREQUISITE RESTRICTIONS Insert Delete Copy Filter

Area *	Description

Record 1 of 1

- 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](mailto: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	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 20 21 -1 Academic Inquiry	1	-1	Leeper, Karla	Full Term	1430-1445	T	Allgood	Humans and Heroes at Augusta University Hall 5260		

- “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	Study Abroad - Permission Only

- Before moving to the next screen, be sure and select the “Save” icon in the bottom right corner.
- 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. A proofing guide is provided on page 45.

Once your audit is complete, please attach a copy of the report to your Administrative Course Scheduling Proposal in Curriculog 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](mailto:curriculog@augusta.edu).

## 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 to designate any sections that should be coded as Low Cost, No Cost, or HIP by sending the section information to [classes@augusta.edu](mailto:classes@augusta.edu). See attribute guides listed below.

## PROOFING GUIDE

Once you have completed the UCRN process, you will need to proof the data that was entered in Banner. To do this, you have access to several reports in Crystal located in the Courses folder. The Registrar's Office recommends you use either WSC0102 Sections for Term by College and Department or WSC0807 Course Schedule by Department.

### WSC0102 SECTIONS FOR TERM BY COLLEGE AND DEPARTMENT

Provides a detailed version of the course schedule by department

1. Utilize Parameters: Term Code [Scheduling Term], Department Code [Scheduling Department]
2. Filter on Session Status: Active only and paste contents into another tab
3. Remove duplicates by CRN, Meeting Type, and Section Start Date
4. Sort by Subject, Course, Section, and Session Start Date
5. Delete any unnecessary data for review, Suggestions include: College Description, Department Code, Department Description, RDEF Code, SIRASGN\_Percent Response, Actual Enrolled, Waitlist Available, Waitlist Actual, Section Enrollment Status, Census 1 Registration, Census 2 Registration, Total Credit Hours, Grade Mode, SSRSCCD\_Primary Ind, CIPC Code, Classification, Fund Group, Course Level, VM Count of Hours, VM Count of Students, SSBSECT\_Link Ident, Degree Program Attribute

### WSC0807 COURSE SCHEDULE BY DEPARTMENT

Provides a simpler version of the course schedule by department.

1. Utilize Parameters: Term Code [Scheduling Term], Department Code [Scheduling Department], Sort By [Course]
2. The Courses folder in Crystal also contains several error reports that can be generated at any time by the college to review any potential data entry issues.

Your Department Chair also has access to the Course Scheduling Dashboard that can be found here:

<https://www.augusta.edu/ie/au-analytics.php>

## SCHEDULE CHECKLIST

The checklist listed below can be used to quickly ensure all necessary items have been updated in Banner for those experienced with the UCRN process.

Completed	Task
	Activate sections in Banner.
	Review all data on SSASECT to ensure it is correct.
	Update the maximum enrollment information.
	Update the meeting patterns to include weekly days and times. Be sure and update any additional meeting patterns like exams, labs days, etc.
	Update the primary instructor.
	Ensure room requirements are noted either by entering a preferred room or any room preferences in Banner. Confirm campus coding is accurate for proper assignment on the correct campus.
	Review SSARRES to ensure the registration restrictions are correct.
	Review SSAPREQ to ensure the section prerequisites are correct.
	Review SSATEXT to ensure the correct section comments are included.
	Once all sections are updated, run a Crystal report to audit the section data in Banner.
	Complete the cross-listing, cross-leveling, reserved seats, and course attributes template and upload to the Administrative Course Scheduling proposal in Curriculog.
	Complete the Administrative Course Scheduling proposal in Curriculog.

## REQUESTING A SECTION UPDATE

Once the scheduling deadline has passed and banner update access has been suspended, section edits will have to be requested through the Registrar's Office.

1. Visit the link below to either, request an edit for an existing section or request the addition or cancelation of a section.  
<https://www.augusta.edu/registrar/section-update-request.php>
2. Once the online form is completed, a notification is sent to the Registrar's Office and Classroom & Event Scheduling.

# SCHEDULING MANUAL

3. You will receive a confirmation email once the form is completed. **The requested edits will be processed in 1-2 business days.**
4. Please be sure and check the schedule of classes for confirmation.

## COURSE ATTRIBUTES

1. Please be sure to designate any sections that should be coded as Low Cost, No Cost, or HIP by adding the information to the template provided in Curriculog and uploading with your course schedule.
2. Once your proposal is complete and you need to add any course attributes (No Cost, Low Cost, or HIP) you may do so by sending the section information to [classes@augusta.edu](mailto:classes@augusta.edu).
3. See attribute guides listed below.

## LOW COST/NO COST ATTRIBUTES

Additional information may be found on our website:

<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 ATTRIBUTES

Additional information may be found on our website:

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

## Service Learning

General Definition: Courses that (A) require student participation in service projects or community engagement (either on campus or through institutional partnerships with off-campus organizations) and (B) integrate the service experience into the course content.

Attribute	Description
ZSL1	Service learning courses that require 10 or less hours of service/engagement
ZSL2	Service learning courses that require 11 - 20 hours of service/engagement
ZSL3	Service learning courses that require 21 - 50 hours of service/engagement
ZSL4	Service learning courses that require 51 or more hours of service/engagement

# SCHEDULING MANUAL

## Community Engagement

General Definition: For undergraduate and graduate courses that deepen students' civic and academic learning, respond to a community need, enrich the scholarship of the University, and involve mutually beneficial and respectful collaboration for the student, faculty, and community.

Attribute	Description
CMEG	Community engaged course – if selected, must also select appropriate service learning attribute

## Undergraduate Research or Creative Project

General Definition: For undergraduate courses that focus primarily on an undergraduate research experience where students conduct an original research or creative project.

Attribute	Description
ZUR1	Research or creative project that requires 30 or less contact hours
ZUR2	Research or creative project that requires 31 - 50 contact hours
ZUR3	Research or creative project that requires 51 - 100 contact hours
ZUR4	Research or creative project that requires 100 or more contact hours

## Work-Based Learning

General Definition: For undergraduate and graduate courses that (a) require for-credit internships, practicums, clinicals, co-ops, or similar work-based experiences and (b) integrate the work experience into the course content.

Attribute	Description
ZWL1	Work-based component requires 30 or less contact hours
ZWL2	Work-based component requires 31 - 50 contact hours
ZWL3	Work-based component requires 51 - 100 contact hours – if selected, instruction type must be code 81
ZWL4	Work-based component requires 100 or more contact hours – if selected, instruction type must be code 81

## Capstone

General Definition: For undergraduate courses resulting in a culminating project or exhibition (e.g., a thesis, performance, project) that serves as a final academic experience.

Attribute	Description
ZCAP	Course offered to capture a culminating project or exhibition



# SCHEDULING MANUAL

## Study Abroad/Away

The study abroad/away designation requires multiple attributes. For courses that fall within this category, please consult with the Director of Study Abroad. Primary Code (please select one):

### Primary Code

1. Please select one.

Attribute	Description
ZSAB	Study Abroad (The course is taught outside the of the United States and results in progress toward a degree at Augusta University)
ZSAW	Study Away (The course is taught within the United States in a location significantly different from the home campus and results in progress toward a degree at Augusta University)

### Duration Code

2. Please select one.

Attribute	Description
ZSA1	Less than 2 weeks
ZSA2	2 to less than 4 weeks
ZSA3	4 to less than 8 weeks
ZSA4	At least 8 weeks but less than a full semester
ZSA5	One semester

### Supplementary Codes

3. May include one or more in addition to primary and duration codes.

Attribute	Description
ZSAC	Faculty Led (course is taught by a faculty member at Augusta University who is leading the trip)
ZSAD	Branch Campus Abroad (course is taught at a USG branch campus abroad such as the sites in Costa Rica, Cortona, Oxford, Montepulciano)
ZSAE	Embedded (course is partially taught at Augusta University and partially taught abroad, such as a course with a trip over spring or winter break)
ZSAF	USG Consortium Study Abroad (course is taught as part of one of the USG Goes Global [G3] Study Abroad trips, such as the European Council or Asia Council trips)
ZSAG	International Service Learning (credit bearing volunteering, community development, and/or other related educational experience abroad) – if selected, must also include the appropriate Service Learning/Community Engagement attribute
ZSAH	Internship Abroad (credit bearing work experience abroad) – if selected, must also include the appropriate Work-Based Learning attribute
ZSAI	Research Abroad (credit bearing research experience abroad, self-organized or sponsored) – if selected, must also include the appropriate Undergraduate Research or Creative Project attribute for undergraduate courses
ZSAJ	Direct Enroll/Unilateral (course is taught at an international institution in which the student is enrolled directly)

# SCHEDULING MANUAL

ZSAK	Exchange/Bilateral (course is taught at an international institution in which the student is enrolled and whereby the USG institution holds an exchange agreement)
ZSAL	Third Party Provider (course is taught abroad as part of a study abroad program offered by a third party provider/company/organizer)

## ePortfolio

Attribute	Description
ZEPP	Primary: ePortfolio meets institution's criteria as a High Impact Practice for ePortfolios.

## First-Year Experience

Attribute	Description
ZFYP	Primary: First-Year Experience course section meets institution's criteria as a High Impact Practice for First-Year Experience.

## Diversity/Global Learning

Attribute	Description
ZDGP	Primary: Course includes elements that explore culture, life experiences, and worldviews different from current U.S. dominant culture. The course addresses U.S. diversity, world cultures, that included differences such as race, ethnicity, gender or human rights, freedom and power.
ZDUS	Context: The majority (or all) of the exploration around differences are in the context of the United States.
ZDGL	Context: The majority (or all) of the exploration around differences are in the context of the broader global community.

## Valid Value

Attribute	Description
ZIVE	Course utilizes technology to virtually pair two or more groups of students residing in different countries to complete joint curriculum goals.

## REPORTING

1. Once you have completed the UCRN process for your courses, there are a number of course reports available in the COURSE folder inside Crystal.
2. It is recommended that you run WSC0102 Sections for a Term by College and Dept to confirm the data that was updated in Banner.
3. A list of additional reports as well as their purpose can be found in the Data Cookbook. <https://my.augusta.edu/data/report-catalog.php>

- Class Roll Data File WSC0819

# SCHEDULING MANUAL

- Class Rolls WSC0885
- Course Counts and Section within Department WSC0813
- Course Counts by Instructor within Department WSC0814
- Course Offering Data Sheet WSC0366
- Course Schedule Booklet WSC0841
- Course Schedule by Department WSC0807
- Course Waitlist WSC0648
- Current Instructor Listing WSC0219
- Registered for Different Campuses in Back to Back Meeting Times WSC0907
- Registrar Class Roster WSC0114
- Sections for Term by College and Dept WSC0102
- Waitlisted Courses WSC0662

## TRAINING

1. A variety of section training sessions are offered including Section Scheduling: How to update your department schedule in Banner each semester, Section Scheduling: How what you enter in Banner impacts Classroom Scheduling, and Section Scheduling: The Tricky Details.
2. For an updated list of training opportunities, please visit the Registrar's Office website at the link below.

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

## RESOURCES

A list of scheduling resources and their respective website link are listed below.

Resource	Webpage
Classrooms Webpage	<a href="https://www.augusta.edu/registrar/classrooms.php">https://www.augusta.edu/registrar/classrooms.php</a>
Course Attributes Webpage	<a href="https://www.augusta.edu/registrar/courseattributes.php">https://www.augusta.edu/registrar/courseattributes.php</a>
Course Descriptions	<a href="http://catalog.augusta.edu/">http://catalog.augusta.edu/</a>
Definitions for AU Program/Learning Modalities	<a href="https://augustauniversity.box.com/s/gfevi9msbmvr1gcvnr74rw64p7529eh0">https://augustauniversity.box.com/s/gfevi9msbmvr1gcvnr74rw64p7529eh0</a>
Registration Errors for Administrators	<a href="https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf">https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf</a>
Schedule of Classes	<a href="https://pounce.augusta.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search">https://pounce.augusta.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search</a>

# SCHEDULING MANUAL

Schedule of Classes Reader Guide	<a href="https://www.augusta.edu/registrar/documents/schedule-of-classes-reader-guide.pdf">https://www.augusta.edu/registrar/documents/schedule-of-classes-reader-guide.pdf</a>
Scheduling Coordinators	<a href="https://www.augusta.edu/registrar/schedulecoordinators.php">https://www.augusta.edu/registrar/schedulecoordinators.php</a>
Standard Course Meeting Time Webpage	<a href="https://www.augusta.edu/registrar/standard-meeting-times.php">https://www.augusta.edu/registrar/standard-meeting-times.php</a>
Standard Course Meeting Time Variance Form	<a href="https://www.augusta.edu/registrar/documents/standard-course-variance.pdf">https://www.augusta.edu/registrar/documents/standard-course-variance.pdf</a>

## POLICIES

Policies related to scheduling and curriculum are listed below. These can also be found in the Policy Library.

### COURSE AND CLASSROOM SCHEDULING POLICY

<https://www.augusta.edu/services/legal/policyinfo/policy/course-and-classroom-scheduling.pdf>

### CROSS LIST & CROSS LEVELING

<https://www.augusta.edu/services/legal/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf>

### STANDARD COURSE MEETING TIMES

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

### STANDARD COURSE MEETING TIME VARIANCE FORM

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

## OFFICIAL REPORTING

All student and course information is reported twice per term to the University System of Georgia via an Academic Data Collection. Data must be validated and certified at each submission. The following reports must be approved at each submission:

- Credit Hours Generated by Budget Program Area
- Semester Credit Hours Summary
- Preliminary Student Report
- Attribute Summary
- Fee Classification Summary

# SCHEDULING MANUAL

- Dual Enrolled Students

Students must be registered and paid for their enrollment and credit hours in a course to count for official enrollment. The census dates for the reporting periods are outlined in the table below. All courses that start on or before a census date are reported for that census. No changes in registration should occur after the add/drop period to avoid reporting inaccuracies. If registration adjustments are necessary, consult with the Registrar's Office on impact to reporting. No transactions to student or course registration may occur after the census date and before the reporting date for each census.

## Academic Data Collection

These due dates apply for Fiscal Year 2012 and forward.

*Note:* If the date falls on a Saturday please submit Friday. If the date falls on a Sunday submit on Monday.

Summer Term	
Earliest Starting Date	May 8
Mid-Term ADC Census I Date	July 8
Mid-Term ADC I Due Date	July 15 (1 week after census)
End of Term ADC II Census Date	August 6
End of Term ADC II Due Date	August 13 (1 week after census)

Fall Semester	
Earliest Starting Date	August 16
Mid-Term ADC Census I Date	October 7
Mid-Term ADC I Due Date	October 14 (1 week after census)
End of Term ADC II Census Date	December 20
End of Term ADC II Due Date	January 7

Spring Semester	
Earliest Starting Date	January 3
Mid-Term ADC Census I Date	February 22
Mid-Term ADC I Due Date	March 3
End of Term ADC II Census Date	May 12
End of Term ADC II Due Date	May 21

## SCHEDULE OF CLASSES

<https://pounce.augusta.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

## SCHEDULE OF CLASSES READER GUIDE

<https://www.augusta.edu/registrar/documents/schedule-of-classes-reader-guide.pdf>

## SECTION CODING GUIDE

### AU ONLINE

Coding reserved for courses participating in AU Online

Type	Section Coding	Overflow Coding
AU Online	A01, A02, A03, etc.	AOA, AOB, AOC, etc. etc. <i>*excluding AOH</i>

### AUO Section Requirements

- Campus Code: AUO
- Section Code: AUO Example: A01, A02, etc.
- Campus Restriction: AUO
- Instructional Delivery Code: E or F
- Schedule Type : Asynchronous
- Building: Online
- Text: Course is part of AU Online
- Note: Unless approved by the Dean of AUO, all courses in fall and spring will be taught in the 8-week parts of term, all courses in summer in the 7/5 week part of term

### FOREST HILLS CAMPUS

Coding reserved for courses taught on our Forest Hills campus at 3109 Wrightsboro Road Augusta, GA 30909.

Type	Section Coding	Overflow Coding
Asynchronous	CO1, CO2, CO3, etc.	COA, COB, COC, etc. <i>*excluding COH</i>
Asynchronous & Honors	COH	CHA, CHB, CHC etc.
Asynchronous & Study Abroad	SAO	
East Georgia Students Only	EGA	EGB, EGC, EGD, etc.
Face to Face	A, B, C, etc. <i>*excluding H</i>	AA, AB, AC, etc. etc. <i>*excluding AH</i>

# SCHEDULING MANUAL

Honors	H	HA, HB, HC, etc.
Honors and Study Abroad	SAH	
Internships	INT	INA, INB, INC, etc.
Study Abroad & Away	SA, SAA, SAB	

## FORT EISENHOWER CAMPUS

Coding reserved for courses participating at the Fort Eisenhower (formerly Fort Gordon) location. Courses will connect with Summerville section via two-way interactive video conferencing. Registration for this course requires a Fort Eisenhower Gate Access Pass if you do not already have access to Fort Eisenhower. Please contact a Fort Eisenhower site representative at 706-446-1339 or [forteisenhower@augusta.edu](mailto:forteisenhower@augusta.edu) if you need to acquire a Fort Eisenhower Gate Access Pass.

Type	Section Coding	Overflow Coding
Fort Eisenhower	FE	FEA, FEB, FEC, etc.

## HEALTH SCIENCE CAMPUS

Coding reserved for courses taught on our Health Science campus at 1120 15<sup>th</sup> Street Augusta, GA 30912.

Type	Section Coding	Overflow Coding
General	A, B, C, (mostly M)	M1, M2, M3
Online	CO1, CO2, CO3 etc.	COA, COB, COC etc. <i>*excluding COH</i>
CLSC Mobile Lab	MBL	
Athens Campus	ATH	AT1, AT2, AT3
Savannah Campus	SAV	
Albany Campus	ALB	
Internships	INT	INA, INB, INC, etc.

## MEDICAL COLLEGE OF GEORGIA

Coding reserved for courses taught by the Medical College of Georgia.

Type	Section Coding	Overflow Coding
Main Campus	1: Main rotation in January 2: Main rotation in February	1E, 1M, 1N, 1W 2E, 2M, 2N, 2W
Athens Campus	A1: Athens rotation in January A2: Athens rotation in February	



# SCHEDULING MANUAL

MD MBA Course	MBA	
Columbus Campus	COL	
Albany Campus	ALB	
Rome Campus	NW, 10N, 11N,12N	

## RIVERFRONT CAMPUS

Coding reserved for courses taught on our Riverfront campus at 100 Grace Hopper Lane Augusta, GA 30901.

Type	Section Coding	Overflow Coding
Asynchronous	CO1, CO2, CO3 etc.	COA, COB, COC etc. <i>*excluding COH</i>
Asynchronous & Honors	COH	
Asynchronous & Study Abroad	SAO	
Face to Face	A, B, C, etc. <i>*excluding H</i>	AA, AB, AC, etc.
Honors	H	HA, HB, HC, etc.
Honors and Study Abroad	SAH	
Internships	INT	INA, INB, INC, etc.
Study Abroad & Away	SA, SAA, SAB	

## SUMMERVILLE CAMPUS

Coding reserved for courses taught on our Summerville campus at 2500 Walton Way Augusta, GA 30904.

Type	Section Coding	Overflow Coding
Asynchronous	CO1, CO2, CO3 etc.	COA, COB, COC etc. <i>*excluding COH</i>
Asynchronous & Honors	COH	
Asynchronous & Study Abroad	SAO	
East Georgia Students Only	EGA	EGB, EGC, EGD, etc.
EURO Courses (Ingress)	01U	
Face to Face	A, B, C, etc. <i>*excluding H</i>	AA, AB, AC, etc.
Honors	H	HA, HB, HC, etc.
Honors and Study Abroad	SAH	
Internships	INT	INA, INB, INC, etc.

# SCHEDULING MANUAL

Study Abroad & Away	SA, SAA, SAB	
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## DUAL ENROLLMENT

Coding reserved for courses taught at local High Schools. These courses are coded so they do not appear on the schedule of classes and are restricted by attribute to dual enrolled students only.

Type	Section Coding	Overflow Coding
Face to Face	DE, DE1, DE2, etc.	DEA, DEB, DED, etc.

## SPECIAL SCHEDULING INSTRUCTIONS

### HONORS PROGRAM

Effective March 2021, this business process outlines the decisions that were made surrounding the coding of sections in Banner for the Honors Program.

The following steps will be taken for sections offered as part of the Honors Program.

- All courses will have an “H” suffix accompanying the course number. In the event a new course is being offered in the Honors Program curriculum, the Honors department will launch a new course proposal via Curriculog to ensure the “H” suffix is appropriately added to the course.
- These course titles will follow the established naming convention “Honors: [title].”
- The section designated by the letter “H.”
- Honors sections will be restricted to students with the HONS and HONR attributes.

### THE GRADUATE SCHOOL BREAKOUT SESSIONS

Effective Spring 2021 this business process outlines the decisions that were made surrounding the process for breakout sections in The Graduate School.

# SCHEDULING MANUAL

## Responsibilities

TGS Scheduling Coordinators	The Graduate School Scheduling Coordinators are responsible for activating one section of each course (9210 and 9300) for the students to register. They are responsible for completing the UCRN process to update these two sections.
TGS Dean's Office	The Graduate School Dean's Office is responsible for completing the breakout section registration template and providing that information to <a href="mailto:classes@augusta.edu">classes@augusta.edu</a> by the three weeks prior to the first day of classes.
Registrar's Office	The Scheduling Coordinator in the Registrar's Office is responsible for creating the additional breakout sections as submitted on the template by the Dean's Office. Once the sections are created, the Registrar's Office is responsible for matching the student with the mentor in the correct section and adjusting their registration in Banner.
Mentors	The mentor that is assigned as the primary instructor in Banner is responsible for completing Attendance Verification, submitting CIR data, and final grades.

## Deadline

The breakout spreadsheet should be provided to the Registrar's Office three weeks prior to the first day of classes.

## Process

During the normal scheduling cycle, TGS Scheduling Coordinators are responsible for updating one section of 9210 and one section of 9300 so students can register for their placeholder during the normal registration cycle. TGS Scheduling Coordinators are responsible for completing the UCRN process in Banner to update these sections.

TGS Dean's Office submits the breakout section registration template to the Registrar's Office by emailing [classes@augusta.edu](mailto:classes@augusta.edu) by the established deadline.

The Registrar's Office will then process the breakout sections registration template by:

# SCHEDULING MANUAL

- Creating the additional sections and assigning the correct mentors as the primary instructor of record.
- Adjusting the student's registration in Banner to reflect the section with the correct mentor.
- Respond to TGS Dean's Office confirming the registrations have been processed.

## References

Breakout Section Registration Template

<https://augustauniversity.box.com/s/hnlkj5wsqvir7mreenoeubovl3n69mf5>

## COLLEGE OF EDUCATION BREAKOUT SESSIONS

Effective Summer 2021, this business process outlines the process for creating and registering students in breakout sections. This procedure is currently used by The College of Education for individual student teaching sections.

## Responsibilities

<b>COE Scheduling Coordinator</b>	The College of Education Scheduling Coordinators are responsible for activating one section of the student teaching course for the students to register. They are responsible for completing the UCRN process to update these sections. They are also responsible for completing the breakout section registration template and providing the information to <a href="mailto:classes@augusta.edu">classes@augusta.edu</a> three weeks prior to the first day of classes.
<b>Registrar's Office</b>	The Scheduling Coordinator in the Registrar's Office is responsible for creating the additional breakout sections as submitted on the template by the COEHD Scheduling Coordinator. Once the sections are created, the Registrar's Office is responsible for matching the student with the mentor in the correct section and adjusting their registration in Banner.

## Deadline

The breakout spreadsheet should be provided to the Registrar's Office at [classes@augusta.edu](mailto:classes@augusta.edu) three weeks prior to the first day of classes.

## Process

During the normal scheduling cycle, the COE Scheduling Coordinators are responsible for updating one section of the necessary student teaching course,

so students can register for their placeholder during the normal registration cycle. The COE Scheduling Coordinators are responsible for completing the UCRN process in Banner to update these sections. The COE Scheduling Coordinator submits the breakout section registration template to the Registrar's Office by emailing [classes@augusta.edu](mailto:classes@augusta.edu) by the established deadline. The Registrar's Office will then process the breakout sections registration template by:

- Creating the additional sections and assigning the correct faculty as the primary instructor of record.
- Update the section with the corresponding external site code.
- Adjusting the student's registration in Banner to reflect the section with the correct faculty.
- Respond to the COE Scheduling Coordinator confirming the registrations have been processed.

## References

Breakout Section Registration Template

<https://augustauniversity.box.com/s/nlcnkh1niceftg55crfi6s1w2q3fso4>

## STUDY ABROAD - AU REGULAR SECTIONS

The purpose of this standard operating procedure is to outline the process by which the Office of the Registrar codes Study Abroad sections each term. Study Abroad is used to define international trips. Study Away is used to define domestic trips within the United States.

### Process

Once the Study Abroad schedule has been received by the Scheduling Coordinator, the Scheduling Coordinator will proceed with activating the section and updating the pertinent information in Banner.

The Scheduling Coordinator will work with the Study Abroad Office to collect all necessary information for schedule entry.

If additional sections are needed, the Scheduling Coordinator will submit a request to "Add a Section" through the online request form.

# SCHEDULING MANUAL

All Study Abroad sections should use the section code SA for Study Abroad and SW for Study Away. When SA or SW is not available or already in use, begin using SAA, SAB, SAC, SWA, SWB, SWC, etc.

The screenshot shows the Banner SASECT interface for a course section. The 'Section' field is highlighted with a red box and contains the value 'SA'. Other fields include Subject: SABR, Course Number: 6930, Status: Active, and Session: Off Campus, Unassigned Space.

Use the naming convention outlined below to update all section titles.

Study Abroad	[Study Abroad: Section Content]
Study Away	[Study Away: Section Content]

The screenshot shows the Banner SASECT interface for a course section. The 'Section' field contains the value 'SW'. Other fields include Subject: ART, Course Number: 2010, Status: Active, and Session: Off Campus, Unassigned Space.

Ensure all Study Abroad sections are coded with the session code “D- Off Campus, Assigned Space” or “E- Off Campus, Unassigned Space.”

The screenshot shows the Banner SASECT interface for a course section. The 'Session' field is highlighted with a red box and contains the value 'E'. Other fields include Subject: ART, Course Number: 2010, Status: Active, and Session: Off Campus, Unassigned Space.

Ensure the correct external site code is listed in the building field on SSASECT by clicking on three dots under “Building” this will bring you to the query screen. Click on three dots under Building and search for the trip. NCFXX for example, SABR Costa Rica is NCF16. Click on the trip code, click ok, and then select in the bottom right. Click select again.

The screenshot shows the Banner SASECT interface for the 'Meeting Location and Credits' section. The 'Building' field contains the value 'NCF62'. Other fields include Automatic Scheduler, Room, Schedule Type, Hours per Week, Override Indicator, Session Credit Hours, and Part.

If the site code is not present, enter the location in the note section on SSATEXT and send an email to [classes@augusta.edu](mailto:classes@augusta.edu) to request a new external site code.

Add Trip dates to section notes on SSATEXT and any additional pertinent trip information.

## **STUDY ABROAD- USG GOES GLOBAL**

The purpose of this standard operating procedure is to outline the process by which the Office of the Registrar facilitates USG Goes Global Sections each term.

### **Process**

The USG Goes Global Program manager will submit a spreadsheet containing a tab for each participating institution with the courses that need to be built. This spreadsheet needs to be checked weekly to capture any updates to students' course selections per institution.

Note: Students select courses through a Via TRM form once they are in the Committed phase of the application process. Students receive regular reminders to complete the course selection form once accepted, but the institution is encouraged to remind students as well.

### **Building Sections**

INGRESS requires the use of the same Subject, Course Number, and Section Number across institutions to synchronize enrollments. Course building will be a 2-part process.

Part 1: Build standard USGG Course (SSASECT) - 0 credit hours.

- Subject, Course Number, and Section must match across institutions> Integration Partner Code: IRECV
- Leave seats blank – these will be assigned by INGRESS.
- Add institutional course equivalent as concurrent prerequisite (SSAPREQ)
- SSATEXT Course Comment: Student must register for course co-requisite CRN: #####. Student must have submitted an application prior to registration to qualify for participation in this study abroad course.
- Do not assign instructor.
- Add Study Abroad Attribute (ZSAB, ZSAF, & ZSA2 or ZSA3) in SSADETL.

Part 2: Build institutional course equivalent (SSASECT)

- Add standard USGG course as concurrent prerequisite (SSAPREQ)



# SCHEDULING MANUAL

- SSATEXT Course Comment: Student must register for course co-requisite CRN: #####. Student must have submitted an application prior to registration to qualify for participation in this study abroad course.
- Add Study Abroad Attribute (ZSAB, ZSAF, & ZSA2 or ZSA3) in SSADETL

<b>USGG Standard Course</b>	<b>Institutional Course Equivalent</b>
USGG 1003 - Beginning German (0hrs)	GRMN 1001 - Elementary German (3hrs)
USGG 2002 - Intermediate German (0hrs)	GRMN 2001 - Intermediate German (3hrs)

## References

Study Abroad/Away Attributes

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

## PROFESSIONAL SCHOLARS

In the event a department wishes to restrict or withhold a certain number of seats in a section for a certain population of students, the following actions should be taken.

- The reserved seating function in Banner should be utilized to reserve the requested number of seats.

In addition to following the guidelines listed above, the following additional steps will be taken for sections reserved for Professional Scholars.

- The section will have a note that says, “X seats reserved for professional scholars”.
- The attribute used to reserve the seats is PSCH.

## LLC COHORTS

In the event a department wishes to restrict or withhold a certain number of seats in a section for a certain population of students, the following actions should be taken.

- The reserved seating function in Banner should be utilized to reserve the requested number of seats.

# SCHEDULING MANUAL

In addition to following the guidelines listed above, the following additional steps will be taken for sections reserved for LLC Cohorts.

- The section will be restricted to students with the CSML attribute.
- The section will include a note that says, “Reserved for LLC cohort”.

## DUAL ENROLLMENT

Dual enrolled classes should be added by the academic departments during the scheduling period. A schedule is sometimes produced by the VP of Enrollment and Student Affairs, a sample of that schedule is included below. This should match what the departments entered in Banner.

Part of Term assigned for courses taught in Columbia County is CCD. The Part of Term assigned for courses taught in Richmond County is RCD.

## Sample Schedule



### 2023-2024 Augusta University Dual Enrollment on CCSD Campuses

#### Summer Semester

	Courses	Meeting Days	Meeting Time	Max Enrollment	Instructor
Grovetown High	EDUC 2120	Mon - Thurs	7:30am - 11:00am	28	

#### Fall Semester

	Courses	Meeting Days	Meeting Time	Max Enrollment	Instructor
Evans High	ENGL1101 SPAN1001*	Mon, Wed, Fri (A)	7:35 am- 8:22 am	20 20	
Greenbrier High	POLS1101	Mon, Wed, Fri (A)	7:35 am – 8:22 am	28	

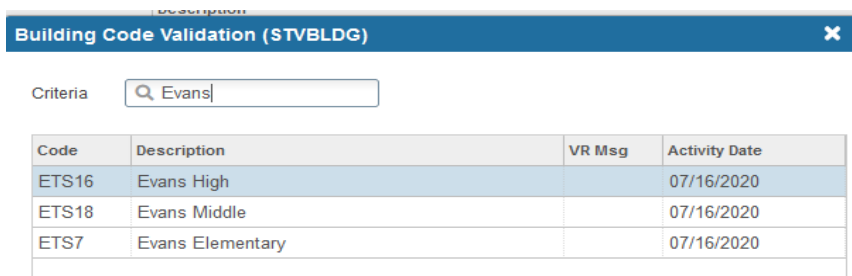
## Process

Dual Enrolled Courses should be coded with “DE” to identify the section, “OC” for the campus and “D” for the session code.

The screenshot shows the Banner system interface for scheduling a course section. The main information displayed is for 'Fund. of Human Communication' (Course 1100) at the 'OC' (Off Campus) location. The section is identified as 'DE' (Dual Enrolled) and is currently 'Active'. The meeting time is set to '10' (Lecture) and the instructional method is 'T' (Technology enhanced). The session code is 'D' (Off Campus, Assigned Space). The duration is set to '\*\*\*' (Override Duration). The subject is 'COMS' (COMMUNICATION STUDIES).

# SCHEDULING MANUAL

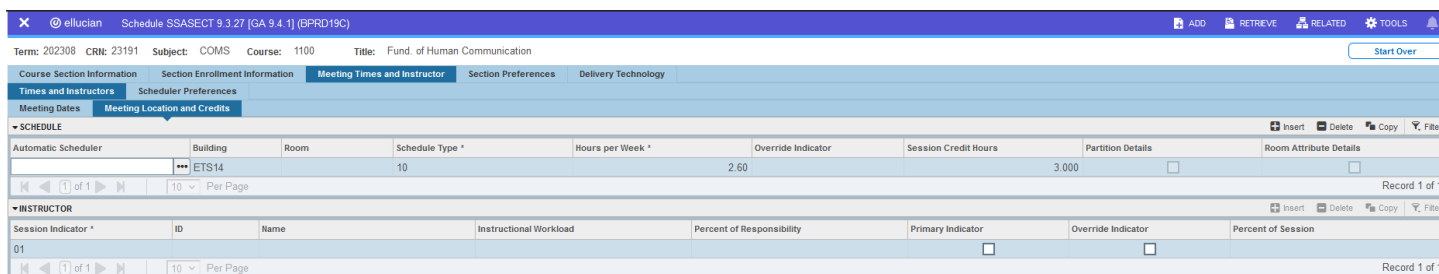
Add the School code in the Building field on the “Meeting Location and Credits tab”. You will accomplish this by clicking on the three dots in the Building field. SLABQRY (Building Query) screen will appear. Click on the three dots in the Building field again. Type in the School name. Write down the school code ETS#. Click cancel and not ok. Then click cancel in the bottom right of screen and then cancel again. Type the school code you found in the Building field and save.



Building Code Validation (STVBLDG)

Criteria:

Code	Description	VR Msg	Activity Date
ETS16	Evans High		07/16/2020
ETS18	Evans Middle		07/16/2020
ETS7	Evans Elementary		07/16/2020



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

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
	*** ETS14		10		2.60	3.000	<input type="checkbox"/>	<input type="checkbox"/>

▼ INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	

These sections should be hidden from the schedule of classes by removing the checkmark in the Print and Voice Response and self-service available boxes. These sections are to be restricted in SSARRES to include department 0530-Admissions/ACCEL.



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

## Summary for DE Courses

- Coded so they will not be visible on the schedule of classes for students.
- DE Section Code for the course section.
- Restricted to Department 0530 to ensure only DE students register.
- Text for section includes school.
- External Site Code required for official Academic Collection Reporting (Registrar’s Office to coordinate.)

- Any comments need to be specific and added on SSATEXT.

## ADDENDUM

### DEFINITION FOR AU PROGRAM/LEARNING MODALITIES

#### Program and Certificate Definitions for Online Programs:

Recognizing the need to clarify for students, faculty, and administrators the various forms of online and remote education available at Augusta University (AU), we have created the distinctions between fully online programs (conveying the expectation of being able to fully complete a degree remotely) and programs/courses that require a student's presence on the AU campus even if part of the course is delivered via online instruction.

All degree and certificate programs offered at AU will be classified into one of the following instructional delivery modalities:

#### Online:

AU Online (AUO): 100% of the programs require instructional content, including student orientations, to be delivered asynchronously through online delivery modalities with no on-campus instructional requirements. These programs must be approved by the Associate Provost and Dean of AU Online (or designee.)

#### Campus Online (OLC):

100% of the programs instructional content is delivered through fully asynchronous online delivery modalities but are not supported directly by AUO. These programs must be approved by the Associate Provost and Dean of AU Online (or designee).

This code is particularly appropriate for the following types of programs:

- Programs that make substantial use of online delivery but who have not yet converted their course into a format that meets AU Online standards for a consistent student experience.
- Programs that make substantial use of online delivery but who have chosen to maintain a 16-week semester calendar.
- For both ONLINE instructional delivery modalities, at the discretion of the Associate Provost and Dean of AU Online (or designee), exceptions to a fully asynchronous modality may be granted for direct experiential learning

# SCHEDULING MANUAL

requirements such as, but not limited to Clinical/Field experience hours mandated by accrediting bodies or the equivalent.

For exceptions to be made for direct experiential learning requirements, the program requesting the exception must demonstrate that they can provide students with a location for the fulfillment of these required activities that is within a reasonable distance from the students declared residency at the time of enrollment.

## Hybrid (HYB):

The program uses a mixture of face-to-face and either synchronous or asynchronous online delivery modalities with online instruction accounting for more than or equal to 50% of content delivery.

## On-Ground (MAIN):

The program courses predominantly use face-to face instruction as their primary (50% or more) modality for delivering student instructional hours. Some instructional content may be delivered using technology and/or synchronous or asynchronous instruction but an online delivery modality is not used for more than 50% of the course's educational content.

## Course and Section Coding:

	Modality Type	Course Campus Code	Section	Instructional Delivery Code*	Schedule Code/Instruction Type	Course Schedule Text
Online	AU Online	AUO*	A01 A02 A03	E- Entirely or F- Fully (Clinical Only)	Asynchronous	Course is part of AU Online
	Campus Online	OLC	C01 C02 C03	E- Entirely F- Fully	Asynchronous	Course Taught Online
Hybrid	Hybrid	HYB	HYB: HY1 HY2 HY3	H-Hybrid	Any Instruction Type	Course Taught Online

# SCHEDULING MANUAL

Face-to Face	On-Ground (Face-to-face)	Based on Campus Location – see Course Scheduling Manual	B C D E	P-Partial T- Technology Enhanced	Any Instruction Type	None

## OVERVIEW PROVIDED BY OFFICE OF CLASSROOM & EVENT SCHEDULING

1. AU College Departments submit their course data and optional room preferences/attributes for upcoming term into Banner by a deadline set by the Registrar's Office.
2. The Registrar's Office publishes the upcoming term schedule of classes (w/ room preferences displayed) and releases the schedule to the Office of Classroom & Event Scheduling for import of upcoming terms academic courses, room preferences, and room attributes into EMS (room assignment application) for the room assignment process.

Note: During the process of importing from Banner to EMS and the classroom assignment process--no changes can occur in Banner in regard to academic courses (i.e. course additions/cancelations, date/time changes, estimated enrollment changes, etc.). All changes must be held until the schedule is published in EMS and notification from the Office of Classroom & Event Scheduling is sent to the Registrar's Office.

3. The Office of Classroom & Event Scheduling syncs EMS with Banner and imports the academic course data for all colleges.
  - Note: The course room assignment process takes approximately 2 weeks. Room assignments with course dates for the upcoming term are released by the published deadline.

4. The option of “Require Banner Room” is applied in the EMS system, for the requested Banner room preferences to take a priority in the EMS room assignment process.
5. Courses with room preferences are preassigned and locked in for the course.
  - Classroom Scheduling reserves the right to move a course out of the preferred room to another room, if a course with no room preference can better utilize the space.
  - Classroom Scheduling reserves the right to move a course out of preferred room to another room, if the time of the class prevents maximum use of the room throughout the day.
  - Classroom Scheduling reserves the right to move a course out of the preferred room to another room, if the room change is needed for disability accommodations.
6. Course room preference conflicts are deciphered with the following: Estimated enrollment size, standard course meeting time followed, back-to-back teaching, and technical needs. Best efforts are then made for assigning an accommodating room that best matches the original requested room preference for courses that do not receive their room preference.
  - Note: If there are no other rooms available that meet the course’s needs, the Office of Classroom & Event Scheduling reaches out to the Department and the Registrar’s Office for guidance of how to proceed.
    - i.* The Registrar’s Office will take the lead on addressing any issues with the departments if rooms are not available. Classroom Scheduling only assigns rooms and does not manage the course information in Banner.
7. All remaining courses that did not have a room preference, are optimized in EMS taking the following into account: Estimated enrollment size, back-to-back teaching, and technical needs



# SCHEDULING MANUAL

- *Note: Small Group session meeting types (also known as SG's – Break-Out Sessions), are assigned classroom locations after all other meeting types requiring room assignments (CLAS/LXAM/CXAM/LAB).*
- *Courses with “zero” listed for estimated enrollment are not assigned a room, and are set as TBD.*

8. After all courses that require a space campus are assigned, the room assignments are published in EMS and the locations assigned sync and export back to Banner.
9. The Office of Classroom Scheduling notifies the Registrar's Office that they will process any academic changes that were being held by the Registrar's Office and process any academic changes that were emailed directly to the Office of Classroom & Event Scheduling.
10. Upon completion of the held academic changes, all course room assignments for all colleges are exported from EMS into an Excel spreadsheet.
11. An email is sent to all colleges and academic administrative staff from the Office of Classroom & Event Scheduling that releases the room assignments for the upcoming term on the Excel spreadsheet, broken out for each date, of each academic course. An Academic Change Form is also attached in the email for any academic changes needed.
12. Academic changes are given a priority deadline for submission before the scheduling of events that may request academic spaces for that upcoming term. These changes are submitted to both the Registrar's Office via [classes@augusta.edu](mailto:classes@augusta.edu) and the Office of Classroom & Event Scheduling via [classroomscheduling@augusta.edu](mailto:classroomscheduling@augusta.edu).
  - *Note: Not all requested academic changes or room preferences can be accommodated. The Registrar's Office and the Office of Classroom & Event Scheduling will assist the colleges with finding a workable solution.*

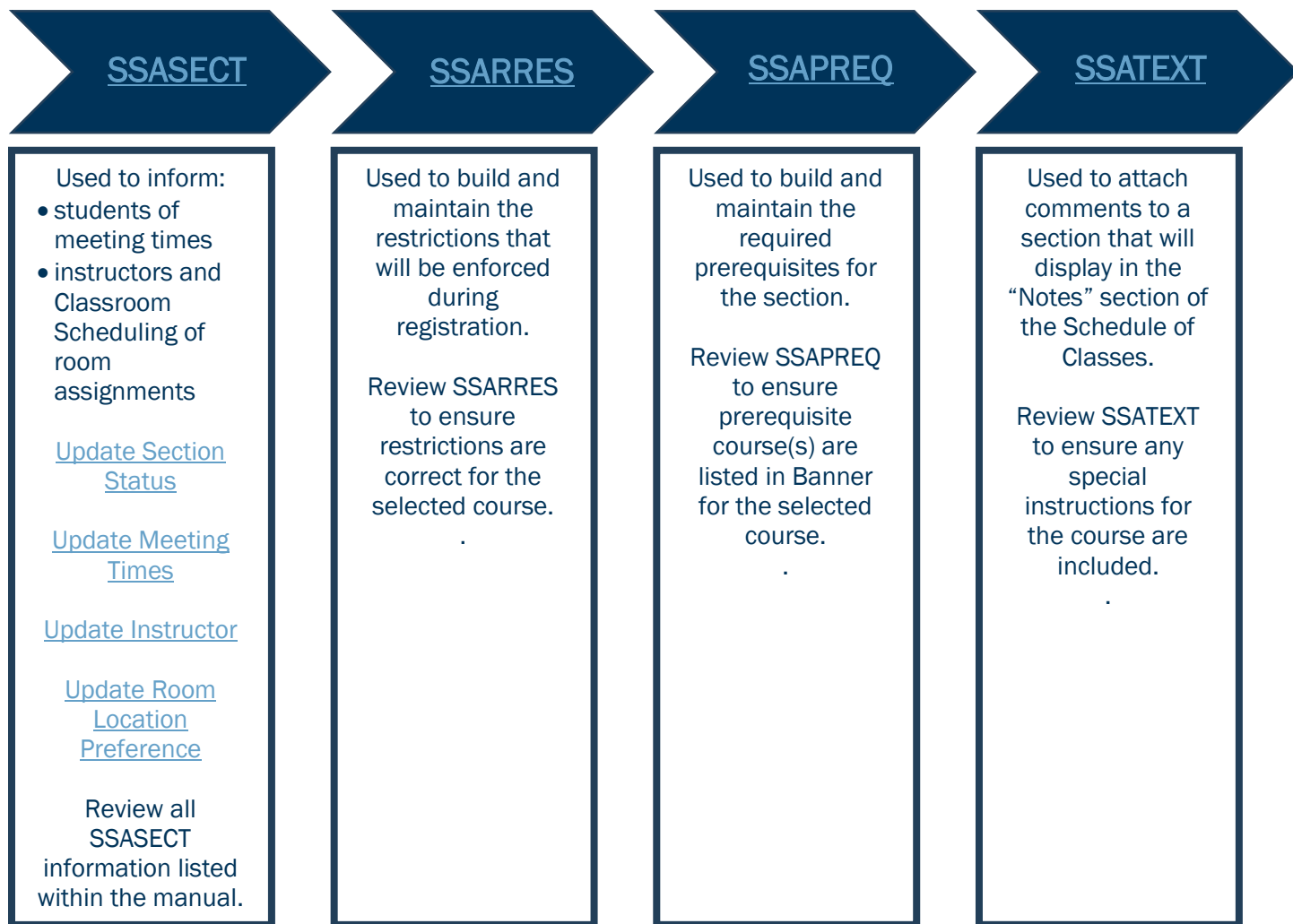
13. Approximately 2 weeks after the notification of official room assignments and schedule is released, we take the Final Exam Template (provided by the Office of the Registrar every term) and build the template in EMS to apply to applicable courses that match the patterns of the template.
14. The Registrar's Office and academic departments will submit changes in Banner throughout the term. Changes include: location changes, additional date patterns, course type changes, cancellations, enrollment changes, new courses. The Office of Classroom & Event Services and the Registrar's Office will process changes daily.

## Notes of Consideration

- Health Sciences Campus only has 33 academic shared spaces (110 & 212 coded spaces). Some scheduling rules do not always apply as Classroom Scheduling must put courses where they fit, which sometimes includes non-academic shared space.
- Of the 30 110-classrooms, 5 are in the CB building, and this model would assume all 30 can be utilized the same by all course levels and colleges.

# SCHEDULING MANUAL

## SIMPLIFIED UCRN PROCESS



## DEFINITIONS & CODING TABLES

### ACADEMIC UNITS

A college or school responsible for instructional delivery of programs.

Code	College
01	College of Allied Health Sciences
02	Dental College of Georgia
03	The Graduate School
04	Medical College of Georgia
05	College of Nursing
07	Academic Affairs
08	Residents

# SCHEDULING MANUAL

12	Hull College of Business
13	College of Education
15	College of Science and Mathematics
16	Pamplin College of Arts, Humanities, and Social Sciences
17	School of Computer and Cyber Sciences
18	School of Public Health

## CAMPUS

Used to identify which campus the section is being taught at.

Campus Code	Description
ATH	Athens Campus
AUO	AU Online
FE	Fort Eisenhower
FHC	Forest Hills Campus
HSC	Health Sciences Campus
HYB	Hybrid
INT	Internship
MBL	Mobile Lab
NWC	Northwest Campus
OC	Off Campus
OLC	Online Campus
RC	Riverfront Campus
SC	Summerville Campus
VMS	Visiting Medical Student
SEC	Southeast Campus
SWC	Southwest Campus
STW	Study Away
STB	Study Abroad

## CLASSROOM SEATING CAPACITY CHARTS

A classroom inventory chart that includes seating availability and any classroom-related resources offered for each of the classrooms designated for instruction.

## CLASSROOM & EVENT SERVICES

The administrative unit assigned the responsibility for managing the scheduling of academic space on any of the Augusta campuses.

# SCHEDULING MANUAL

## CRN

The Course Reference Number is a five-digit code specifically assigned to that course section. The Course Reference Numbers (CRN) are created sequentially which increases the margin of error when entering them. If you are one number off, you are accessing a different section. Please double check the Term, CRN, Subject and Number before you modify any sections; this will help prevent you from modifying the wrong section.

## CROSS-LISTED SECTIONS

Cross-listed sections are defined as courses which share common learning outcomes, are numbered the same, and have the same level of rigor, but have different prefixes.

## DELIVERY TECHNOLOGY

Code	Category	Description
21	Internet	Instruction delivered via the internet (web delivery).
22	Special Facilities	Class session meets at a specified assigned space where instruction is delivered via distance education technology (i.e. two-way interactive videoconferencing).
23	Distributed Media	Instruction transmitted via satellite, cable TV, broadcast TV, radio, CD ROM, DVD, Blu-Ray Disc, etc.

## INSTRUCTION

All forms of content delivery which might include, but not be limited to, didactic, hybrid, laboratory, and seminar.

## INSTRUCTIONAL METHOD

Code used to indicate the primary instructional delivery method employed in this section.

Code	Category	Description	Example
E	Entirely at a Distance	This course is delivered 100% through distance education technology. No visits to campus or designated site are required.	A course that has no scheduled class meetings and all class sessions are via technology would be coded E.
F	Fully at a Distance	More than 95% of class sessions are delivered via distance education technology. This course may require that students travel	A course that requires students to meet for an orientation on the first day of class and to meet for

# SCHEDULING MANUAL

		to campus or other designated site to attend an orientation, take an exam, or participate in other on-site experience.	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.
HA	Hybrid Alternate	Face to face attendance is required; however, students determine which day they will attend during the semester for face to face instruction and online attendance is required on the days with both a campus time and location "Course Taught Online".	A course is scheduled online W, F but only meet Mondays in the classroom OR scheduled online M, F, but meet in the classroom on Wednesday's. See the appendix for more details.
HF	Hybrid Flex	Each class session is offered in-person, synchronously online, or asynchronously online and students decide how to participate each session.	A course is scheduled online W, F but only meet Mondays in the classroom OR scheduled online M, F, but meet in the classroom on Wednesday's. See the appendix for more details.
T	Technology Enhanced	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 T, TH, and meets each class session, with some course materials available online would be coded as T.

## LOCKED CREDIT HOURS

For variable credit hours courses, if you would like the course section "locked in" at a certain credit hour, please include that on your schedule in this column. Failure to "lock in" the credit hours means a student can register for any number of hours between the minimum and maximum. Keep in mind this affects graduation requirements, billing, and credit hour generation.

# SCHEDULING MANUAL

## MAX ENROLLMENT

This information is used to determine the size of the classroom space that will be assigned for this course, as well as how many students will be allowed to register for this section.

## MEETING TYPE

This information is used by Classroom Scheduling to determine the appropriate type of room to assign for this section.

Meeting Type Code	Description
CLAS	Regular Classroom
CLIN	Clinic
CR##	Computer Room
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

## MILITARY TIME

Time data used for scheduling is measured in hours that run from midnight to midnight. Commonly referred to as military time, this 24-hour time scale begins with 0000 and ends with 2359.

Normal Time	Military Time	Normal Time	Military Time
12:00AM	0000	12:00PM	1200
1:00AM	0100	1:00PM	1300
2:00AM	0200	2:00PM	1400
3:00AM	0300	3:00PM	1500
4:00AM	0400	4:00PM	1600
5:00AM	0500	5:00PM	1700
6:00AM	0600	6:00PM	1800
7:00AM	0700	7:00PM	1900
8:00AM	0800	8:00PM	2000
9:00AM	0900	9:00PM	2100



# SCHEDULING MANUAL

10:00AM	1000	10:00PM	2200
11:00AM	1100	11:00PM	2300

## PART OF TERM

This information is used to indicate the dates the course will be offered.

## ROOM ATTRIBUTES

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

## SCHEDULE TYPE

Code used to indicate the teaching approach employed in delivering this course section.

Code	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.

# SCHEDULING MANUAL

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.

## SESSION CODE

This code is used to determine where the section is being taught and if classroom space is needed.

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

## **TARGET GOAL REPORTS**

Reports run each semester, which provide an academic unit's classroom utilization assessment.

## **VARIANCE**

A formal exception granted to academic units by the Registrar's Office and approved through the Vice Provost and Provost.

## **WAITLIST MAXIMUM**

This information is used to determine the number of students allowed to waitlist for this section.

## **ACCESS & RESTRICTIONS**

Banner does not restrict access by course prefixes.

All Scheduling Coordinators will have access to update sections for any subject and course number in Banner, so please only modify sections that belong to your department.

## **CONTACT**

If you have any additional questions, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu).