

## SYRS600 Course Enrollment Management Report Updates

We strongly encourage the use of the SYRS600 Course Enrollment Management Report throughout the entire scheduling process. This tool is especially helpful when proofing schedule changes made during the Recycle period.

### I. Additional Data Items or Data Enhancements – Excel Report

We have added or enhanced some data on the Excel report. A summary of those changes is listed below based on the column header on the file.

**A) CREDIT HRS:** Instead of reflecting (ARR) for undefined credit hours for a given CRN, it now shows the specific credit hour information. For example, variable credit courses display the credit hour range, such as “1 TO 19.” Another example is for courses in which separate sections/CRNs are scheduled for lecture/labs. These will display the credit hour options, such as “0 OR 4” (note: in this example, once the credit hours are defined on the CRN, the credit hours will simply display the coded credit hours on subsequent report runs).

**B) TLOS:** The new SZASECD indicator that an IVC request will be submitted for a TLOS scheduled classroom is a “T” in the “Special Approval” field (previously the “Session” field was used). All previously coded T Session fields were updated to the new Special Approval field, and the report is pulling in the data accordingly.

**C) MODALITY:** The new Timetable display of the section modality is using the “Session” field in SZASECD. The available codes are:

- A Face-to-Face Instruction
- H Hybrid (F2F & Online Instruc.)
- N Online with Synchronous Mtgs.
- O Online: Asynchronous

*Please note the modality is a simplified version of the delivery of a given class. The Instructional Method (INST\_METHOD) data is still required and should be updated as to accurately reflect the delivery of the course. This data is also impacted by the Campus Code of a given CRN. Please see the specific Instructional Method training resources provided to you.*

**D) INST\_CONTACT/CREDIT\_HOUR:** This data reflects the approved instructional delivery and credit hour designation on the course. This is the same data that is pulled into the online course catalogs. This may be a valuable resource when reviewing the schedule for accuracy regarding the total hours for which a course is meeting and checking the meeting class day(s)/times.

**E) X-LIST GROUP, X-LIST COURSE/CRN, HOME:** We have streamlined the display of cross-listed sections. CRNs that are part of a cross-list with more than two courses no longer show up as a

duplicate row of data. Each CRN is only listed once unless there are multiple class meeting patterns (“Additional Times” as displayed on the Timetable) associated with the CRN.

Also, we are now displaying all CRNs in which the cross-list is set up in Banner in one column as opposed to having separate columns for subjects and courses. Lastly, we are displaying the designated “Home” department/subject code for the set of cross-listed courses.

**F) XLST\_COURSE\_LVL:** In an attempt to help departments more easily identify cross-listed courses, data in this column reflects a Y if a course is cross-listed at the course level and N if it is not. When a section of a course is scheduled, the cross-listed sections must be scheduled together at the same time, in the same classroom (or online), and taught by the same faculty. Please contact [csep1@vt.edu](mailto:csep1@vt.edu) to set up the cross-listing for CRNs that are part of cross-listed courses.

## II. Functionality Enhancements and/or Reminders

### A. Multiple Subject Codes: You can now run the SYRS600 report using multiple subject codes.

To take advantage of this functionality, follow the steps below:

- 1) Click the Insert button
- 2) Type 03 in the Number column
- 3) Type the subject codes in the Values column
- 4) Repeat until you have entered all of the subject codes for which you want to retrieve data

Process: SYRS600 Course Enrollment Mgmt Report Parameter Set:

PRINTER CONTROL

Printer	<input type="text" value="WEBDIST"/>	Submit Time	<input type="text"/>	PDF Font Size
Special Print	<input type="text"/>	MIME Type	<input type="text" value="None"/>	Delete After Days
Lines	<input type="text" value="55"/>	PDF Font	<input type="text"/>	Delete After Date

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PARAMETER VALUES

Number *	Parameters	Values
01	Term	202109
02	College	
03	Subject	AFST
03	Subject	AINS
03	Subject	CRIM
03	Subject	PSVP
03	Subject	SOC
03	Subject	WGS
04	Show Remarks (Y/N)	Y
05	Title Type (R/F/O)	F

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**B. Combined vs. Separated Data: The default parameter for “11 Automatic Separation S/C/X” is set to pull subject codes and campus codes into separate reports. This applies to both the PDF report and the Excel report.**

If you wish to have the reports come back with subject codes and campus codes combined into one report, you can change the Value in Parameter 11 from S to X. Please note that if you elect to do this, it is still going to group the data output by campus code. For example, it will list all Blacksburg campus coded CRNs first, then all Virtual campus coded CRNs, then all National Capital Region campus coded CRNs, etc. Of course, you can custom filter and sort the Excel file in whatever way best suits your needs.

**C. Reminder: The default parameter for “07 Campus” is set to only retrieve data for Blacksburg campus coded CRNs.**

If you want to pull Virtual campus CRNs or other campus codes, you need to adjust Parameters 07 and 08 as described below:

- 1) To retrieve data for all campus codes: Change the Value for Parameter 07 from ON to SEL and leave Parameter 08 blank.
- 2) To retrieve data for a specific campus code (other than Blacksburg): Change the Value for Parameter 07 from ON to SEL, and type the specific campus code number in Parameter 08.
- 3) To retrieve data for all off-campus codes (note: this includes Virtual CRNs): Change the Value for Parameter 07 from ON to OFF.

Note: There are “hints” provided for each parameter after you have clicked on a specific parameter row.

Process: SYRS600 Course Enrollment Mgmt Report Parameter Set:

**PRINTER CONTROL**

Printer	<input type="text" value="WEBDIST"/>	Submit Time	<input type="text"/>
Special Print	<input type="text"/>	MIME Type	<input type="text" value="None"/>
Lines	<input type="text" value="55"/>	PDF Font	<input type="text"/>

**PARAMETER VALUES**

Number *	Parameters	Values
01	Term	202109
02	College	
03	Subject	
04	Show Remarks (Y/N)	Y
05	Title Type (R/F/O)	F
06	Other Text	
07	Campus	
08	Campus Selection list	
09	Use Final Enrollments	Y
10	Sort Order	C

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LENGTH: 3 TYPE: Character O/R: Optional M/S: Single  
 Campus, 'ON'=On Campus, 'OFF'=Off Campus, 'SEL'=Use Selection List

Process: SYRS600 Course Enrollment Mgmt Report Parameter Set:

**PRINTER CONTROL**

Printer	WEBDIST	Submit Time	
Special Print		MIME Type	None
Lines	55	PDF Font	

**PARAMETER VALUES**

Number *	Parameters	Values
01	Term	202109
02	College	
03	Subject	
04	Show Remarks (Y/N)	Y
05	Title Type (R/F/O)	F
06	Other Text	
07	Campus	SEL
08	Campus Selection list	
09	Use Final Enrollments	Y
10	Sort Order	C

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LENGTH: 3 TYPE: Character O/R: Optional M/S: Multiple

Enter Campus Code Selection, Leave blank for all Campus Codes