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Banner Timetable Scheduling

Additional Resources, such as Standard Class Meeting Times and Instructional Method Codes, can be found on the Office of the University Registrar website at: https://www.registrar.vt.edu/faculty-staff.html under Faculty & Staff Resources → Scheduling and Teaching Classes → Scheduling Classes.

Timetable Scheduling Process Overview

Recycle: We roll the Timetable schedule data from the last like term forward (Fall to Fall, Spring to Spring, Summer to Summer). There is no roll for Winter. The Office of the University Registrar staff add Winter CRNs in coordination with the Office of Summer and Winter.

We start off the Recycle process by sending the Course Enrollment Management Reports (SYRS600) to academic units via report distribution. Please note that you are welcome (and encouraged) to run your SYRS600 report at any time to proof your schedule, monitor enrollments, etc.

During the Recycle Period, you should add, delete, and edit all of your Timetable schedule data. Please reference the Recycle Checklist in the pages that follow for all of the things you should do during the Recycle Period. Ultimately, the goal is to have your schedule in the best shape as possible at the conclusion of the Recycle Period so that we can make the best use of our room scheduling optimizer.

After Recycle: The Office of the University Registrar scheduling staff will do schedule data clean up (clarifying data issues with academic departments), confirm priority room assignments that have been entered, process Timetable Scheduling Worksheets, and assign rooms with the scheduling program. The classrooms are assigned based on the course capacity, standard class meeting patterns, and the profile (rank ordered building preferences) for your department. After the majority of sections have been assigned rooms, classrooms will be assigned based on availability thereafter.

We will send you Course Enrollment Management Reports to reflect course request data (request figures) and again with course request results (final enrollment figures).

After the Recycle Period, you can do the following:

- Update instructors (except for Special Studies) in SZASECD. **Note:** Make sure to update instructors before the census date for the given term to improve the accuracy of the Teaching Load (TLOAD) census data snapshot. As always, please make sure to coordinate cross-listed courses with the other departments.

- Change capacities (except for cross-listed CRNs - email csep1@vt.edu for those). **Note:** Make sure not to change capacities above the room max capacity especially for conjoined courses meeting together in the same room and at the same time.

    - **Note:** Refrain from changing enrollment capacities after the Recycle Period has ended until after we send final room assignments and notify you may begin adjusting capacities again.

- Add/Remove/Edit Comments in SSATEXT.

- Add/Remove/Edit Restrictions in SSARRES.

- All other changes will need to be emailed to csep1@vt.edu.

Email Requests

When emailing csep1@vt.edu regarding schedule changes, please note the following:

- Please make sure to include <u>both the CRN and Course Number</u> on all requests in order not to delay the processing of your request.

- If you are requesting to switch rooms with another course, please provide the day/time/room.

- Changes to cross-listed courses should originate from the Home department. Please copy other involved departments on requests to change to any cross-listed sections. Check the Cross-List code in SZASECD (also viewable by clicking on a CRN on the Timetable). Requests to add <u>new</u> cross-listed courses should come from the Home department with the involved departments copied. Please check in SCADETL for the cross-list status of a course before submitting the request for it to be added.

- <u>Prior</u> to sending us CRN cancelation requests, set the capacity to zero and if there is enrollment, run the rosters. It is the department's responsibility to notify students of cancelations. Once the cancelation has been performed, the enrollment roster is no longer available.

- If you change class days/times or location after there is enrollment, it is the department's responsibility to notify students. ***Note:*** *It is possible for a student to end up with a time conflict with another class when class days/times are changed after a student is already registered.*

Recycle Checklist

✓ Use SZASECD, SSATEXT, and SSARRES to edit your schedule of course offerings.

✓ Complete the current version of the Timetable Scheduling Worksheet fully and accurately and submit to csep1@vt.edu. Errors on the worksheet will be skipped until after all general assignment rooms are scheduled.

✓ Add and remove courses, including adding sections for newly approved courses and classes only offered every other Fall, Spring, or Summer term.

✓ Adjust capacities. Please make sure the Blacksburg campus CRNs for which general assignment rooms are needed, have capacities reflecting the room size needed and as close to the expected enrollment as you can. **Note:** CRNs with capacities of zero will not be assigned a classroom.

✓ Update class meeting days and times using standard class meeting days/times whenever possible and if you want a general assignment classroom to be assigned.

✓ Use SCADETL and the SYRS600 report to check for accuracy with cross-listed courses. Coordinate cross-listed course offerings with all departments within the cross-list. Make sure to contact csep1@vt.edu to request that we set up cross-listed sections that are not already set up with the Cross List code (X-LIST GROUP).

✓ Update titles for Topics Courses, Independent Study, Undergraduate Research, Graduate Seminar, etc. courses using appropriate title prefixes (for example: TS:, IS:, UR:, and GS: respectively). The Recycle reverts all courses back to official course titles.

✓ It is **critical** that you notate conjoined classes (including multiple sets of cross-listed CRNs that meet together) on your Timetable Scheduling Worksheet to ensure a large enough room is assigned.

✓ Enter departmentally scheduled rooms on all applicable CRNs. Please make sure to do this so we do not waste a general assignment classroom on a CRN that does not actually need to be placed in a general assignment room. If you are unable to enter a departmentally scheduled room for some reason, please make sure to notate this in the section of the Timetable Scheduling Worksheet in the section that you do not need a classroom assigned.

✓ Enter general assignment rooms for which you have scheduling priority (***only*** if you have priority scheduling). ***Requests for specific rooms can be listed on the Timetable Scheduling Worksheet only if they fall under one of the categories covered on the Worksheet. Individual faculty preferences for rooms should not be listed. Any non-priority rooms entered during Recycle will be removed.***

✓ Proof Campus codes, Instructional Method codes, Modality (Session) codes, and Part of Term codes for accuracy.

✓ Use SSAMATX to check CRNs assigned in your departmental rooms for accuracy and contact departments not authorized to use the room for the term, if applicable.

✓ Use SSAMATX to check if any of your CRNs are in another department's room and contact them to verify that you still have permission to use the room (remove the room if not).

✓ Update section level grade mode restrictions. This information is provided to you on the SYRS600 report. ***Note: Grade mode restriction applies to <u>all</u> students registered for that course section.***

✓ Update instructors.

✓ Make sure the following applies when assigning instructors to sections:
   ▪ The "Primary Indicator" box is checked for the primary instructor.
   ▪ Make sure **both** the "Percent of Responsibility" **and** "Percent of Session" equal 100%.
   ▪ ***Note: Always remove and save the previously listed instructor before adding a new instructor.***
   ▪ The Banner report titled **SYRSMULTINST** is the tool you can use to proof all of the primary and secondary instructors listed for a CRN and the Percent of Responsibility and Sessions.

✓ Update variable and undefined credit hours, if needed. The Recycle reverts back to official course generic credit hours.

✓ Request distance learning classrooms (https://tlos.vt.edu/request/). **Note:** CRNs marked with T in the TLOS column of your SYRS600 Excel report will not be assigned a general assignment room. Make sure to list all CRNs for which TLOS rooms will be requested on your Timetable Scheduling Worksheet.

✓ Submit Special Study requests to your College Dean (undergraduate level) or Graduate School Dean (graduate level).

✓ Edit comments and restrictions (viewable on the "Report – lis" SYRS600 Course Enrollment Management Report).

✓ Add as many Independent Study, Research, and Thesis administrative course CRNs as you think you may need for the term.

✓ Run SYRS600 Course Enrollment Management Reports as often as you like to proof your schedule as you work through it. It is important that before the close of the Recycle period, you run and proof your work to ensure that CRNs you added are showing up (if they are not, you have not fully finished entering the CRN in Banner), that you have requested we set up the cross-listing for any cross-listed courses, and that your other changes are accurate and complete.

Please contact Megan and Robin at csep1@vt.edu if you need any help!

SZASECD: Adding CRNs/Sections (During Recycle Period)

A. Check for cross-list status. Cross-listed courses are required to be taught at the same time, in the same room (or online/virtually), with the same capacity, and by the same instructor. When one course that is a part of cross-list is offered, all courses part of that cross-listing must also be offered. Before adding a new course, check for the cross-list status. If the course you are trying to add is part of a cross-list, confirm the Home department and contact all involved departments to ensure all sections of a given cross-listed course are added. Cross-listing details can be confirmed in **SCADETL** as noted below.

SCADETL: From the Banner Welcome page, type **SCADETL** in the Search box and enter. Type in the Subject Code, Course Number, Term (make sure to enter the effective term matching the Recycle term for which you are currently working), and then **Go**. Cross-listed courses are listed in the **Equivalent Course** section on the **Corequisites and Equivalents tab**. Only the Home department will have the "**HOME**" attribute on the **Degree Attributes tab**.

Tip: Watch the End Term and To Term fields for cross-lists they may have ended.

Once you are ready to add a new CRN, from the Banner Welcome page, type SZASECD in the Search box and enter.

B. Term: Enter the appropriate term using the term code structure below with YYYY being the calendar year.

Term Codes	
Fall	YYYY09
Winter*	YYYY12
Spring	YYYY01
Summer	YYYY06

*Used by Office of the University Registrar staff.

C. Click **Create CRN**

Course Data: There are many different data entry points that require consideration when adding a new course. In the screenshots below, each numbered item should be reviewed and data entered, as applicable. There are detailed instructions for each numbered item that follows in order in this section of the Timetable training manual. **A CRN is not considered fully entered and therefore will not show up on your SYRS600 Course Enrollment Management reports until you complete Step 17.**

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor |

Enrollment Details

▼ ENROLLMENT DETAILS   ➕ Insert   ➖ Delete

Maximum *	0 **16**	Waitlist Maximum *	0	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	☐ Reserved
Generated Credit Hours	0.000				

Census One

| Enrollment Count | 0 | Freeze Date * | 09/20/2021 |

Census Two

| Enrollment Count | 0 | Freeze Date | |

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor |

Times and Instructors

Meeting Dates   **Meeting Location and Credits**

▼ SCHEDULE   ⚙ Settings

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday
	... CLAS **17**			☐	☐	☐	☐	☐

◀ ◀ 1 of 1 ▶ ▶   10 ∨ Per Page

▼ INSTRUCTOR   ⚙ Settings

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator
01					☐

◀ ◀ 1 of 1 ▶ ▶   10 ∨ Per Page

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor |

Times and Instructors

Meeting Dates   **Meeting Location and Credits**

▼ SCHEDULE   **18**   ⚙ Settings ➕ Insert ➖ Dele

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Roo
...			L	2.50		3.000	☐	

◀ ◀ 1 of 1 ▶ ▶   10 ∨ Per Page

▼ INSTRUCTOR   ⚙ Settings ➕ Insert ➖ Delete

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01 **19**					☐	☐	

◀ ◀ 1 of 1 ▶ ▶   10 ∨ Per Page

D. Course Section Information

Enter all of the following fields that are applicable for your class before Saving. You can **Tab** from field to field after required data has been entered. Banner will provide warning messages if you try to skip required fields.

1) Subject: Enter the 2-4 letter subject code abbreviation (Examples: BC, BIT, HIST).

2) Course Number: Enter the 4-digit course number.

- Honors courses have "H" after the number. If Honors designation has not applied at the course level, the Department Chair should contact the University Academic Curriculum Governance team in the Registrar's Office at acadgov@vt.edu for assistance first so that the course can be set up in Banner.
- Graduate conjoined courses have "G" after the number. The "G" indicates that there is also an undergraduate section taught with the course.

- Do not enter Special Study Course Numbers (x984). The Office of the University Registrar staff will set up these CRNs after receiving fully approved and signed Special Study paperwork.
- If you receive an error message that the course number is invalid, the course may have been deactivated or may still being the University Academic Governance new course (or revised course) approval process. Please contact us if you have any questions.

3) Course Title: After entering the course number, **Tab** to populate the course name. There are only very specific instances, and under specific guidelines, in which the section title may be changed as outlined below. **Outside of the criteria below, no changes to course titles should be made at the section level.** In order to adjust the title, type over the default title and save. Please note that section level titles revert back to course catalog titles in the Recycle, so you will need to adjust CRN level titles for CRNs that recycled as well.

- If the course is an approved topics course as reflected in the course title and course description, subtitles can be listed.
- Some of the courses reflecting administrative course numbers with pre-assigned meaning (Policy No. 6900) are eligible for title updates as noted below.
- Section level title updates must include the appropriate prefix as noted below.
- **Note:** There is a 30 max character space limit including the prefix, spaces, and punctuation.
- The prefix "SS:" indicates a Special Study course. These are entered by the Registrar's Office after the fully completed and approved paperwork is received.

Subtitle Prefixes	
Field Work/Practicum (Field Study) (Course Numbers: x964)	FW:
Graduate Seminar Courses	GS:
Independent Study (Course Numbers: x974)	IS:
Internship (Course Number: 4754 only when "Internship" is the current course title)	IN:
Project and Report (Course Numbers: x904)	PR:
Research and Dissertation (Course Number: 7994)	RD:
Research and Thesis (Course Number 5994)	RT:
Study Abroad (Course Numbers: x954)	SA:
Topics Courses	TS:
Undergraduate Research (Course Numbers (1-4) & (x994)	UR:

4) Section: Leave the default of zero.

5) Cross-List: After the Office of the University Registrar sets up the cross-listing in Banner, there will be a code in the **Cross List** field. As mentioned in Step A, each department should add their respective CRNs using SZASECD and make sure to coordinate the enrollment data, meeting days/times, departmental room assignment (if applicable), and instructor with the other departments in the cross-list. The Home department should then email csep1@vt.edu letting us know to set up the cross-listing once all of the CRNs have been added. Please copy all departments that are part of the cross-list on any email requests.

6) Campus: Click on the **"…"** icon to see all options available for the field and select the appropriate one or type the applicable code directly in the field. You should select the campus code that matches where the students are physically located (not where the instructor is physically located). For example, an entirely online class should be coded with the Virtual campus code (Code 10). There are a few specific scenarios such as

Internships where the instruction is still considered the same as the campus code applicable to the student. Please contact csep1@vt.edu for assistance in determining the appropriate campus code if you have questions.

For Hybrid courses that are both in-person and online, the Campus code should be reflective of where the students are physically located for the in-person portion of the course.

7) Status: Enter A (Active).

8) Schedule Type: Click on the **"…"** icon to see all options available for the field and select the appropriate one or type the applicable code directly in the field.

A few examples:

- Enter L for a Lecture.
- Enter B for a Lab.
- Enter C for a Recitation.
- Enter I for Independent Study.
- Enter R for a Research course.
- For an online course (virtual campus course), you should be able to select the schedule type that applies with a preceding "V" in the code, such as "VL" (Virtual Lecture). If the code you need is not an available option, please email csep1@vt.edu so that we can facilitate adding this code as an option on the course with our Academic Governance Team.

Note: If you have several different topics courses and students may take more than one of them, enter the first one as L and the second one as L01 and the third one as L02, etc. If L01, L02, etc. are not options, please email csep1@vt.edu so that we can facilitate adding these codes as options. Similarly, use the same method for Independent Studies (I, I01, I02) and Research courses (R, R01, R02).

9) Instructional Method:
Click on the **"…"** icon to see all options available for the field and select the appropriate one or type the applicable code directly in the field. Please enter the correct Instructional Method based on the delivery of the course using the SCHEV Instructional Method coding resources provided to you. The Instructional Method is a required field.

The main three factors for determining the instructional method are first, where the students are physically receiving instruction (which you would have already established in your campus code selection). Next, consider the general percentage of the class that is taught face-to-face (is it more than half the time, about half the time, or less than half the time). Lastly, only for Hybrid courses (referred to as Distance-Hybrid), is to consider whether the majority of the online/distance portion of the class is synchronous or asynchronous. Please contact csep1@vt.edu if you need assistance in determining the Instructional Method.

10) Grade Mode:
Leave this blank if all grade options assigned to the course are available to students. The default grade mode in registration will default to A-F letter grade in most instances. If the course is Pass/Fail only in the catalog, the registration system will not allow selection of other options. If, instead, you wish to limit a grade mode for all students registering for the section, type the appropriate grade mode code (**N** for A-F letter grade or **P** for Pass/Fail). It is not recommended best practice to have CRN level grade mode restrictions. If even one student

needs to be able to take a course Pass/Fail or Audit (if permitted at the course catalog level), the grade mode restriction on the CRN has to be removed.

11) Session (Modality):
As a result of Covid-19 and in order to provide students, academic advisors, and faculty an easy way to understand the general Modality of a CRN on the Timetable and on the student's schedule in the HokieSPA, this data is being coded in the Session field. This is an easy to understand and simplified version of the Instructional Method coding. We will be using this field until further notice, and we suspect may continue to use it even after we are no longer being impacted by Covid-19.

The Modality (Session) codes available are:
A: Face-to-Face Instruction
H: Hybrid (F2F & Online Instruc.)
N: Online with Synchronous Mtgs
O: Online: Asynchronous

The word "with" is intentional with the N Modality (Session code). It is common for online courses to have both synchronous and asynchronous components. If a student is expected to be electronically connected (logged in) for established class days/times at all, this would be considered an N: Online with Synchronous Mtgs class. We would expect that class days/times would also be listed on the CRN to avoid time conflicts for students when registering for other classes.

When the Hybrid (H) Modality (Session) code is used, it is important that departments enter comments to help students, academic advisors, and faculty understand the Hybrid delivery of the course.

For Fall 2021, we will mass update the Modality (Session Code) data based on the Instructional Method codes provided by the departments. For Summer 2021 and terms going forward, departments are responsible for updating both the Instructional Methods and the Modalities (Session Codes) during the Recycle Periods until and unless we no longer use the Modality coding (which will be announced).

Note: The Session field is no longer the field in which to indicate a TLOS classroom is being requested as it was previously.

The general data mapping of the Session (Modality) to the Instructional Method codes are as follows:

Modalities/Instructional Methods	
A (Face-to-Face Instruction)	Blacksburg Campus: A Non-Blacksburg Campuses: K
Hybrid (F2F & Online Instruc.)	Blacksburg: A (in some instances), AS, AA, FS, FA, B, C Non-Blacksburg Campuses: K (in some instances), KS, KA, GS, GA, L, M
Online with Synchronous Mtgs	Virtual Campus (Online Classes): N Blacksburg Campus when students are physically sitting in a classroom on campus (such as a TLOS room) but interacting with the instructor via electronic means only (other than one F2F orientation/initial class meeting): D Non-Blacksburg Campuses when students are physically sitting in a classroom on campus (such as a TLOS room) but interacting with the instructor via electronic means only (other than one F2F orientation/initial class meeting): N
Online: Asynchronous	Virtual Campus (Online Classes): O Note: The Instructional Method code of E on the Instructional Method resources is rarely used.

12) Special Approval (TLOS Room Request Indicator):
For Blacksburg CRNs, if you will be requesting a TLOS distance learning connected classroom through Digital Media Services, we will enter a **T** in this box. Please list any CRNs falling under this category on your Timetable Scheduling Worksheet to avoid confusion, and we will facilitate this coding on our end.

Note: The "T" session data recycles from term to term so we need to delete this code if you will not be requesting a TLOS classroom for the Recycle Term in which you are working. Classes with the "T" codes will not be assigned a general assignment classroom. Unless a CRN is listed on your Worksheet, we will assume you are no longer requesting a TLOS room and will remove the "T" coding in SZASECD.

Make sure to coordinate TLOS requests and notify csep1@vt.edu for cross-listed courses.

Don't forget to submit the Digital Media Service Request (TLOS) to request a TLOS classroom assignment.

E. Class Type

13) Part of Term:
For Fall and Spring terms, enter **1** for a Blacksburg on-campus course (Campus Code 0) or **E** for Virtual campus courses (Campus Code 10) or any non-Blacksburg physical campus codes (Campus Codes other than 0) in the first box.

For Summer, enter parts of term as follows (regardless of the campus code):

- First 6 Week Summer Session (Previously Summer I): S1
- Second 6 Week Summer Session (Previously Summer II): S2
- Full 12 Week Summer Term (Full Term – 12 Week): S3

After you have entered in the part of term, **Tab** to populate the beginning and end date of the semester and number of weeks.

Campus, Instructional Method, Modality (Session), and Part of Term Data Standards: <u>General</u> data standards that apply for Campus, Instructional Method, Modality (Session), and Part of Term coding are noted below. There are specific scenarios to which these general standards do not apply. Please contact csep1@vt.edu for assistance in working through any questions, concerns, or special scenarios you have.

- ▪ **Blacksburg Face-to-Face CRNs:**
  - o Campus code: 0 (Blacksburg)
  - o Instructional Method code: A
  - o Session (Modality) code: A
  - o Part of Term:
    - Fall/Spring: 1
    - Summer: S1, S2, or S3 as applicable

- ▪ **Blacksburg Hybrid (F2F & Online Instruc.) CRNs:**
  - o Campus Code: 0 (Blacksburg)
  - o Instructional Method code: AS, AA, FS, FA, B, or C as applicable
  - o Session (Modality) code: H
  - o Part of Term:
    - Fall/Spring: 1
    - Summer: S1, S2, or S3 as applicable
  - o Comments explaining the Hybrid format of the class required

- ▪ **Online w/Synchronous Mtgs CRNs:**
  - o Campus Code: 10 (Virtual)
  - o Instructional Method code: N
  - o Session (Modality) code: N
  - o Part of Term:
    - Fall/Spring: E
    - Summer: S1, S2, or S3 as applicable
  - o Online class days/times should be listed if at all possible. If not, Comments are required.

- **Online: Asynchronous CRNs:**
  - Campus Code: 10 (Virtual)
  - Instructional Method code: O
  - Session (Modality) code: O
  - Part of Term:
    - Fall/Spring: E
    - Summer: S1, S2, or S3 as applicable
  - No class days/times should be listed

- **Extended Campuses – Face-to-Face CRNs:**
  - Campus Code that matches where the students are physically located other than Blacksburg
  - Instructional Method code: K
  - Session (Modality) code: A
  - Part of Term:
    - Fall/Spring: E
    - Summer: S1, S2, or S3 as applicable

- **Extended Campuses Hybrid (F2F & Online Instruc.) CRNs:**
  - Campus Code that matches where the students are physically located other than Blacksburg
  - Instructional Method code: KS, KA, GS, GA, L, or M as applicable
  - Session (Modality): H
  - Part of Term:
    - Fall/Spring: E
    - Summer: S1, S2, or S3 as applicable
  - Comments explaining the Hybrid format of the class required

- **Specific Example of Blacksburg Hybrid with Online Lecture and F2F or Hybrid Lab combined on the same CRN:**
  - Campus Code: 0 (Blacksburg)
  - Instructional Method code: AS, AA, FS, FA, B, or C as applicable
  - Session (Modality): H (since the modality is based on the overall CRN)
  - Part of Term:
    - Fall/Spring: 1
    - Summer: S1, S2, or S3 as applicable
  - "ONLINE" building code is used on the lecture to help students understand which portion of the class is online/virtual

F. Credit Hours

14) Credit Hours, Billing Hours, and Contact Hours:
Update the credit hours, billing hours, and contact hours for the lecture, lab, or other, if needed.   Please note that data in the credit hour section of SZASECD reverts back to course catalog credit hour set up in the Recycle, so you will need to adjust CRN level credit hour information (when applicable) for CRNs that recycled as well.

If the word "None" is bubbled for all of the Credit Hours field, you do not need to do anything further (in this section) as this is a standard fixed credit hour course. This is the majority of courses. Proceed to the **Step 15** in this document.

Standard Fixed Credit Hour Course Example:

However, if you see words "To" or "Or" bubbled, these are non-Fixed credit hour situations where the credit hours may need to be defined and therefore additional data entry may be required in this section. A discussion of which follows below.

"To" (Variable Credit Course) Example:

"Or" (Undefined Credit Course) Example:

Banner registration will default to the lowest credit hour amount applicable to a course when the credit hours are not defined on the CRN unless a student specifies the credit hour amount. This can cause issues with registration and billing. Below is a summary of when and how to adjust credit hours, if needed. Please note that the recycle reverts back to the course level set up, so you may need to adjust recycled CRNs and not just new CRNs you add. Review the data in the "CREDIT HRS" column of your SYRS600 Course Enrollment Management Excel report.

"To" (Variable Credit Courses):

For some courses, such as Independent Studies, Research, Thesis, etc., it may make sense to leave the CRN variable credit if students registered for the CRN are permitted to register for different credit hour amounts. If that is the case, you do not need to do anything further in the Credit Hours section and can proceed to **Step 15**. For others, such as Topics Courses, and especially for those CRNs in which there are set class days/times, the credit hour amount should be set on the CRN so that all students who register will be registered for the same credit hour amount and are receiving the appropriate amount of credit hours based on the contact hours.

To define the credit hours, in the box to the right of **Credit Hours**, enter the credit hour amount. Next, in the box to the right of **Billing Hours**, <u>always</u> enter the same number you entered for the Credit Hours. Next, in whatever boxes are applicable on the right-hand side (Lecture, Lab, or Other), enter the same number again. You may notice that the **Contact Hours** update automatically based on the other data you entered. You should not enter any data in the box to the right of **Contact Hours** and let Banner do the calculation.

Example Before Update:

Example After Update:

"Or" (Undefined Credit Course):

These are most likely for courses that have lecture and lab components part of the same course number in which the lecture and the <u>lab may or may not</u> be scheduled with the same CRN. Please note that it is recommended best practice to schedule only one CRN with the lecture as the primary meeting time and the labs as "Additional" times to avoid students being required to register for both lecture and lab separate CRNs whenever possible.

In the first example, we explain how to define the credit hours when the lecture and lab are part of the <u>same CRN</u> (when the lecture is listed first and the lab is listed as the "Additional Time" on the Timetable). To define the credit hours, in the box to the right of **Credit Hours**, enter the credit hour amount. Next, in the box to the right of **Billing Hours**, always enter the same number you entered for the Credit Hours. Next, in whatever boxes are applicable on the right-hand side (Lecture, Lab, or Other), fill in the appropriate numbers based on the course set up. You may notice that the **Contact Hours** update automatically based on the other data you entered. You should not enter any data in the box to the right of **Contact Hours** and let Banner do the calculation.

Example of 2H,3L,3C (2 credit hours of lecture, 1 credit hour of lab, 3 total credit hours) – Same CRN Before Update:

Example of 2H,3L,3C (2 credit hours of lecture, 1 credit hour of lab, 3 total credit hours) – Same CRN After Update:

In the next example, we explain how to define the credit hours when the lecture and lab are <u>**NOT** part of the same CRN</u>. Students have to sign up for the lecture CRN bearing the credit hours and separate zero-credit hour lab CRNs.

On the Lecture CRN: To define the credit hours, in the box to the right of **Credit Hours**, enter the credit hour amount. Next, in the box to the right of **Billing Hours**, always enter the same number you entered for the Credit Hours. Next, fill in the Lecture hours on the right-hand side. In the Lab field on the right-hand side, enter zero. **Note:** You may notice that the **Contact Hours** update automatically based on the other data you entered. You should not enter any data in the box to the right of **Contact Hours** and let Banner do the calculation. This CRN should have the Gradable box checked (which is the Banner default).

On the Lab CRN: To define the credit hours, in the box to the right of **Credit Hours**, enter zero. Next, in the box to the right of **Billing Hours**, always enter the same number you entered for the Credit Hours which in this case is zero. Next, fill in zero for the Lecture hours on the right-hand side. Enter the lab hours on the right-hand side. You should not enter any data in the box to the right of **Contact Hours** and let Banner do the calculation. Make sure to uncheck the Gradable box for zero credit hour lab CRNs.

Example of 2H,3L,3C (2 credit hours of lecture, 1 credit hour of lab, 3 total credit hours) – Separate CRNs, Credit Bearing Lecture CRN After Update:

Example of 2H,3L,3C (2 credit hours of lecture, 1 credit hour of lab, 3 total credit hours) – Separate CRNs, Zero Credit Hour Lab CRN After Update:

G. Class Indicators

15) Attendance Method: If the class is not Blacksburg (campus 0) or Virtual (campus 10), please apply the applicable site code. To view site codes, click the **"…"** icon to the right of blank field. Please contact Pam Williams in the Graduate School or csep1@vt.edu if you have questions or need help with this.

H. Saving Your Work: After all course information data has been entered, **Save and make note of the new CRN generated by Banner. Make sure to continue through at least Step 17 to finish fully adding a CRN so it will show up on your SYRS600 Course Enrollment Management Reports.**

I. Section Enrollment Information Tab, Enrollment Details

16) Maximum: Enter a maximum capacity (the total number of students permitted to enroll) and **Save**. Please try to be as accurate as possible to enter a maximum that matches the actual expected enrollment for Blacksburg CRNs therefore reflective of the room size needed. If you want the enrollment maximum to remain the default of zero, you may skip this step.

Tip: A maximum capacity other than zero must be entered on Blacksburg CRNs in order for the course to be assigned a classroom when we run the room scheduling program.

J. Meeting Times and Instructor Tab

17) Meeting Dates tab (Start Date and End Date): Tab twice to populate the **Start Date** and **End Date**. **Note:** These dates **MUST** be populated *even if there are no days, times, or locations to add*.

Tip: If you do not populate the Start Date and End Dates, you will not be able to add instructors. Additionally, these CRNs will not show up on any of the Course Enrollment Management Reports.

For sections without set meeting days and times (arranged days/times, asynchronous Virtual courses, Research courses, etc.): After tabbing and populating the term dates, **Save**. At that time, you will receive a Banner **warning** message that the hours per week value are invalid for a required field. Additionally, Banner will default the placement of your cursor in the **Hours per Week** field, simply **enter zero** in this field **and Save**.

Tip: Once you are familiar with this, you can Tab twice to populate the dates, and instead of Saving at that time, skip over to Meeting Location and Credits and enter **0** in the **Hours per Week** field and **Save**.

Tab twice to populate the dates and then Save (you will get an error message). Enter zero, Tab, and Save.

Class Meeting Days:
For sections with set class days and times: After tabbing and populating the term dates, **check the boxes** for the appropriate **days** of the week and enter the **Start Time** and **End Time** in 4-digit military time (without the colon). For example, 9:05am should be entered as 0905 and 3:15pm should be entered as 1515. Then, **Save**. To add additional row of meeting days/time, click back on **Meeting Dates** and click on the **Insert** button (or use the down arrow on your keyboard) and add the additional meeting days and times, and **Save**. Course offerings should be spread out evenly throughout the day and include an even distribution of 2 day per week x 75-minute scheduling (i.e., MW 2:30-3:45, MW 4:00-5:15, and TR) and 3 day per week x 50-minute scheduling (MWF).

Tip: After entering **Start Time** and **End Time**, leave the **Session Indicator** field with the default value of **01**. The **Session Indicator** value for the meeting dates must match the **Session Indicator** value in the I**nstructor** block or you will get an error when trying to add an instructor. This should always be 01.

Standard Class Times

The use of standard class times is very important, not only to make the most efficient use of the general assignment classrooms, but also to help prevent time conflicts for students and reduce the likelihood of final exam conflicts. Our standard class times are posted on the Office of the University Registrar website and included as a resource in Timetable training announcements, training materials, and resources. Even if you are offering a course in a departmentally scheduled room, we still strongly recommend the use of standard class times as a best business practice. Standard class times apply to classes that need placement in a general assignment room even if there is priority scheduling. Labs should generally be offered on Friday afternoons, in the evenings after 5:00pm, and when occurring during the day on weekdays, should still at least start at the beginning of a standard class time. Whenever possible they should be offered in such a way that they are "stacked" with the same start and end times so that the same room can be used. Tuesday/Thursday lab times that extend beyond more than one standard class time period run the risk of not being assigned a classroom due to the high demand of Tuesday/Thursday classes. We recommend the use of MWF for lab courses when possible. For example, if you offer a lab M beginning at 1:25pm, if you also offer labs on W and F at 1:25pm, the same room can be assigned.

K. Meeting Location and Credits

18) Building and Room

If you are using your own departmental classroom or a general assignment classroom for which you have priority during the Recycle Period, enter the building abbreviation and room number in the applicable fields. Leave the building and room number blank to be assigned a room by the scheduling program. Departmental rooms recycle whereas priority general assignment classrooms do not. If you do not enter priority scheduling general assignment rooms during the Recycle Period, you will miss the opportunity for priority in these rooms.
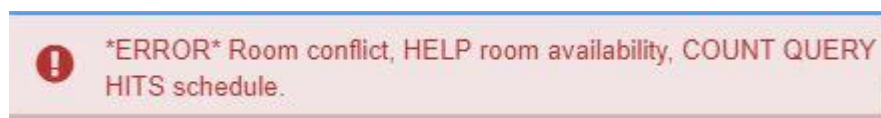
Note: If you enter a classroom in which you don't have priority, it will be removed.

Note: If you try to enter a building abbreviation and room for a departmentally scheduled room and it does not populate in Banner, please email csep1@vt.edu and include the building code abbreviation, room number, room capacity, and general description, so that we can add the information in Banner so that the location can be assigned to the CRN. For various reporting purposes, it is important that all class locations are listed on the CRNs.

Room Conflict Error

When trying to save the building and room, if you receive a room conflict error, that room is not available at that time. You can use SSAMATX to view CRNs scheduled for a certain room (see the **SSAMATX: Building/Room Schedule Search** section of this document for more information).

IF you are scheduling a common lecture, cross-listed course, conjoined graduate/undergraduate course, or a course that otherwise legitimately meets in the same location at the same time and on the same days (also referred to as conjoined), you can override this error for departmental rooms or rooms for which you have priority. To do this, you can type the letter **O** in the **Override Indicator** and **Save**. This should **only** be used in the aforementioned scenarios. These Override Indicators recycle, so please use extreme care when overriding rooms. If you see the override on a CRN that does not need one, please delete it or notify us.

Hours per Week and Session Credit Hours

The hours will calculate (and populate automatically) for these fields based on the entered meeting days and times and credit hours entered in the **Course Section Information** SZASECD page. Reminder: If your CRN does not have days or times, such as asynchronous virtual courses, you must enter zero in the Hours per Week field, and then **Save**.

If you encounter any Banner errors related on this tab, you may need to update **the Session Credit Hours** field based on the credit hour data coded on the **Credit Hours** on the first page of SZASECD (Course Section Information). Contact csep1@vt.edu if you need assistance.

L. Instructor

19) Adding Instructor(s): After the **Session Indicator** of 01, **Tab** and enter the 9-digit Banner ID number for the faculty teaching the course, **Tab**, and the other fields will populate, then **Save**.

If you do not know the instructor ID number, click the **"…"** icon to initiate a faculty search. This icon will NOT display until you Tab or click in the **ID** field.

Click on the **Go** when the next page comes up.

Using mixed case, enter the Last Name and First Name of the instructor and click **Go**. Then, select the instructor from the list that populates by double clicking on the ID number. Then, **Save**.

Tip: You can use the Banner wildcard character (%) if you are unsure of spellings. For example, you can enter "Smith" in the Last Name field and "A%" in the First Name field to populate anyone with a first name starting with A and last name of Smith.

Instructor Schedule Conflict – Faculty Assignment Override
If you receive an instructor conflict error, this instructor is assigned to another class during the same time. For common lectures, conjoined courses, or any classes meeting on the same days and at the same time, you can override this error by clicking the box in the **Override Indicator** box, and then **Save**.
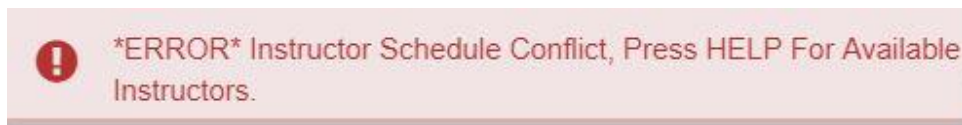
Multiple Instructors
To add additional instructors after entering the primary instructor, click the **Insert** button to the right in the Instructor block header (or use the down arrow on your keyboard) and add the instructor following the instructions above. You can add multiple rows of instructors.

Note: The primary instructor must be flagged for one instructor. Only one instructor can be flagged, and this person will have access to enter grades and will appear on the Timetable. Additionally, the Percent of Responsibility and Percent of Session fields must each equal 100% in order to save the instructor assignment.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Coulter, Megan L.	0.000	60	✓	☐	60
01		Hypes, Robin S.	0.000	30	☐	☐	30
01				10	☐	☐	10

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Banner Error that Person is Not an Instructor

Please email us the instructor's ID number, initials, and effective term for the instructor status, and we can flag the individual as an instructor in Banner so that the individual can added to the CRN. In order to comply with FERPA in case the individual is or was a student and to be consistent, we ask please that you send us the full ID number and initials of the individual. Please do not list the full name and full ID number in the same email. Only request instructors to be added after their onboarding paperwork is complete, and they are fully set up in Banner as confirmed by your HR contact.

20) After you are done adding data to your new CRN and have saved your work, you can click the **Start Over** button at the top right to add another new CRN or click the white X in the upper left corner to close out of SZASECD.

SZASECD: Copying CRNs

Banner has a feature that allows you to copy basic course data from another CRN during the Recycle Period.

Enter the **Term**. You do <u>not</u> need to enter anything in the **CRN block**. Click on **Copy CRN**. When the dialog box pops up, the term should have defaulted for you, then **Tab**, then enter the CRN you want to copy, then **Tab** again. At that time, the **Process Default** button will no longer be grayed out, then click **Process Default**.

Banner will then create the new CRN. **Note:** This process copies all of the data fields through the Section Enrollment Information Tab in SZASECD. You will need to edit the Schedule Type, Instructional Method, Credit hours, Maximum Capacity, etc., as needed. <u>Additionally, you will need to populate the term dates and add days/times and instructors since this data did not copy.</u>

Additionally, the copy function copies the long section comments (not the short text). It also copies all restrictions except for GPA and Hours restrictions.

Cross-listing set up will not copy.

Enter CRN and Tab, then click Process Default

SZASECD: Editing & Removing Sections

From the Banner Welcome page, type **SZASECD** in the Search box and enter. Enter the **Term**, **CRN**, and click on the **Go** button.

A. Editing CRNs: During the Recycle Period, in addition to adding and removing sections in SZASECD, you can edit days/times/capacities, instructors, enter departmental rooms, and enter rooms for which you have priority. Please reference the **SZASECD: Adding Sections** portion of this training documentation for additional information.

After the Recycle Period, you can use SZASECD to update instructors (except for Special Studies) and change capacities (except for cross-listed CRNs). For changes to cross-lists and Special Studies and all other changes you cannot make, please email csep1@vt.edu. Instructor and non-cross-listed capacity edits are the only changes you can make in SZASECD after the Recycle Period for a given term has ended.

During the Recycle Period:

Go to the field that needs editing and then click on the **"…"** icon to see all options available for the field and select the appropriate one or type the applicable code directly in the field. Then, **Save**. Note that some updates cannot be made until other updates are made first. Please read Banner error messages which will help guide the updating of fields that are dependent on other fields.

1) Days/Times: Uncheck and check the boxes for the days of the week, as needed. You can also simply type over the Start Time and End Time data with updated information and Save.

2) Changing a Face-to-Face or Hybrid Course to an Online Course or vice versa: You have to delete the instructor, and Save, then delete the entire row of meeting dates information, and Save, and then have to adjust the Campus Code, Schedule Type, Instructional Method, Session (Modality), and Part of Term, and then Save. Then, you can add back your meeting data information, Save, and then lastly add the Instructor back and then Save. Because of the steps required, you may prefer to delete the current CRN and simply add a new one. Please keep in mind that you will lose the prior term enrollment recycled CRN data in the "Prior" field on the Section Enrollment Information tab if you elect to delete the old CRN and add a new CRN. Also, please watch for cross-listed CRNs and contact csep1@vt.edu so we can do the CRN cross-listing set up.

3) Defining Credit Hours to a Variable Credit or Otherwise Undefined CRN:

Please refer to the credit hours discussion under **SZASECD: Adding Sections (During Recycle Period) under F. Credit Hours → 14) Credit Hours, Billing Hours, and Contact Hours**, for how to update the first page in SZASECD. In addition to the updates you do on the first page, you should also go to the **Meeting Location and Credits** tab and enter the correct number of credit hours on the CRN in the Session Credit Hours column, and Save. For CRNs with multiple meeting times, the Session Credit Hours should be updated to the credit hours of the course on the row of the lecture and/or primary class meeting and zero on the "additional" times, such as labs.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor					

Times and Instructors

Meeting Dates | **Meeting Location and Credits**

SCHEDULE ⚙ Settings ➕ Inse

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details
…			L	0.00		3.000	☐

◄ ◄ 1 of 1 ► ► | 10 ⌄ Per Page

B. Removing Sections (During the Recycle Period Only)

1) Cancel Method: To cancel a section, you will need to delete the instructor and save, delete the meeting dates and save, change the maximum enrollment to zero and save, and update the **Status** from **A** to **C** and do a final **Save**. To delete information, put your cursor on the row of information you want to delete and click the **Delete** button on the right hand in the header of the current box. An example is shown below.

Tip: You must do things in the order listed above and <u>save as you go</u> from section to section.

2) Delete Method: To completely remove a section, click the **Delete** button on the right-hand side on the **Course Section Information** header. You will receive a Banner warning that all information will be deleted, all you need to do is **Save**. Lastly, you will get one final Banner warning that the CRN is invalid (since that CRN has been completely removed from the system). You can click on the **Start Over** button to enter another CRN to work on or close out of SZASECD if you are done.

Tip: If you elect to use the Delete method, the CRN and all associated data is completely removed from Banner.

C. Removing (Canceling) Sections After the Recycle Period

Make sure to set the capacity to zero and either pull the roster or notify students as your first step. Then, email csep1@vt.edu to cancel the course including the CRN and course number. If students are registered for a course that will be canceled, the departments must notify the students about the cancelation. Students will be automatically removed from canceled classes as part of the cancelation process. If you request a course to be canceled prior to securing the roster, that data is no longer available after the cancelation has been performed. Make sure to note if it is a cross-listed course and coordinate with involved departments accordingly.

D. Changing Maximum Enrollments

Type the new maximum in the Maximum field on the Section Enrollment Information tab and Save. Please make sure not to adjust maxes above the room capacity! Request changes to cross-list maxes by emailing csep1@vt.edu so that we can update the capacity at the cross-list level.

Tip: Banner will not provide a warning if a capacity is changed above that of the room capacity after there is enrollment in the CRN.

Be careful when adjusting capacities of conjoined classes (different courses/CRNs that meet in the same room and at the same time) such that the combined enrollment maximum capacities does not exceed that of the room max capacity.

E. Instructor Changes

You must remove the current instructor(s) before adding the new one. Go to the row with the name of the instructor to remove and click on the **Delete** button on the right hand side and **Save**. If you delete more than one instructor, remove the last record first working from the bottom up and **Save**. Then enter the new

instructor(s) using the method outlined in the **SZASECD: Adding Sections** portion of this training documentation and **Save**. For instructor changes for Special Studies, email csep1@vt.edu.

If you attempt to enter an ID for a faculty member and receive an error that the person is not an instructor, email the ID number and initials to csep1@vt.edu for us to flag as an instructor. Make sure to request an instructor status be added only after the individual has completed all paperwork and is fully set up in Banner by your HR representative.
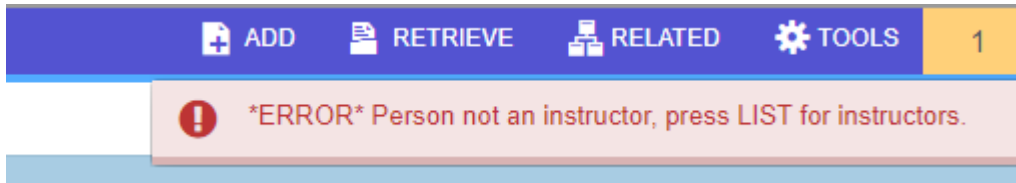
Remember: The Percent of Responsibility **and** Percent of Session fields must each total 100% in order to save instructor assignments correctly.

F. Editing Cross-Listed Courses
During the Recycle Period, before changing days/times, room assignments, instructors, etc. make sure to note whether the CRN is set up as a Cross-listing in the "**Cross List**" field in **SZASECD**.

If the CRN for which you are working has a Cross List code in **SZASECD**, click on **RELATED** and select **Cross List Definitions [SSAXLST]** from the drop-down menu, and then hit Go, to view cross-listed course data. Coordinate changes with all departments such that all CRNs are updated.

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum
80159		ACIS	3554	0	1	0	3.000				
81732		BIT	3554	0	1	0	3.000				

G. Cross-Listed Course Capacities

The capacity of each CRN that is part of a cross-list and the overall cross-listed maximum enrollment should always be the same number. If you need to adjust the enrollment capacity on a cross-listed course either during or after the Recycle period, the Home department should email csep1@vt.edu and provide the CRNs and courses that are part of the cross-list (the involved departments should be copied on the email request).

Note: Students can register for individual sections of a cross-listed course until a maximum total enrollment is reached in a first come, first served basis.

Example of a cross-list and how registration is pulled from all applicable CRNs is included below.

| CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Re
14863		GEOG	2054	0	1	0	3.000				110	10	
15463		IS	2054	0	1	0	3.000				110	53	
17825		PSCI	2054	0	1	0	3.000				110	47	

SSATEXT: Section Comments

You can enter pertinent information about the section to display on the Timetable, such as special class meeting requirements, prerequisite checking statements, details about the Hybrid delivery of a class, and any additional information helpful for students, academic advisors, and faculty.

You can add, delete, and edit comments at any point in the Timetable schedule building and registration process (not just during the Recycle Period).

From the Banner Welcome page, type **SSATEXT** in the Search box and enter. You can also access **SSATEXT** by clicking on **RELATED** in the upper right-hand side on **SZASECD** and clicking on "**Course Section Comments [SSATEXT].**"
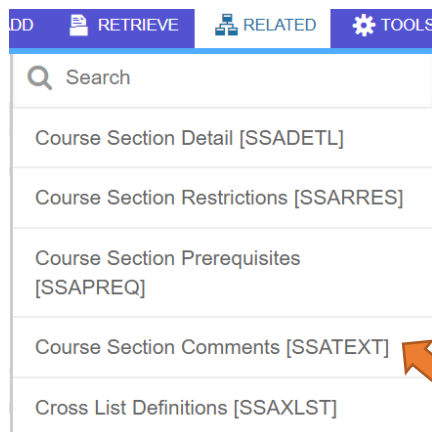
Enter the **Term**, **CRN**, and click on the **Go** button.

Adding comments:

You can use either the Section Text method <u>or</u> the Section Long Text method. It is very important to use only one or the other (*if you use both,* please make sure the information *matches exactl*y in both fields, but this is strongly recommended as not the best practice). When both comment methods are used, you run the increase the risk of inadvertently displaying incorrect information on the CRN.

Section Text Method

Add information in the row under the **Section Text** header. There is a 60 character limit including punctuation and spaces. Please use upper and lower case letters. To add additional rows of text, click the **Insert** button. After entering the comments, **Save**.

Section Long Text Method

Click in the white box in the **Section Long Text** field and type text in regular paragraph format since the field is not limited in the number of character spaces per row. After entering the comments, **Save**.

Note: The display logic on the Timetable and in HokieSPA registration pulls the Section Long Text field first, and if no information is entered there, it then pulls the Section Text information.

Important Tip: Even if text exists in the **Section Long Text** field, you cannot see the text on your screen until you click in the actual field itself.

Removing comments:

Click the **Delete** button for all of the rows in the **Section Text** block and **Save**.

Click the **Delete** button in the **Section Long Text** block and **Save**.

**Make sure to add comments to Hybrid courses to explain the course delivery.

The SYRS600 Course Enrollment Management Report PDF file displays both the long and short comments on a given CRN to assist you in the maintenance of your comments.

SSARRES: Restrictions

You can add, delete, and edit restrictions at any point in the Timetable schedule building and registration process (not just during the Recycle Period).

From the Banner Welcome page, type **SSARRES** in the Search box and enter. Make sure to access **SSARRES** directly from the Welcome page (instead of going to SSARRES by clicking on RELATED on SZASECD). By accessing this form directly, you will not encounter functionality issues with some of the drop down menus for various fields.

Click either the **Include** or **Exclude** bubble to restrict the CRN by field of study, class, level, degree, campus, college, GPA, and earned hours on the various tabs available to you in SSARRES.

Include: Will only allow students matching the criteria to course request or register for the course.
Exclude: Will not allow students matching the criteria to course request or register for the course.

We recommend using the fewest number of restrictions necessary to accomplish your registration goal. The more restrictions applied to a certain CRN, the more likely for unintended registration issues.

Adding Restrictions – Field of Study Example

Field of Study Restrictions Section
After selecting **Include** or **Exclude**, click the **All Field of Study Types** checkbox if you want the inclusion/exclusion criteria to match on **both** **majors** (primary and secondary) **and** **minors**. Enter the applicable major/minor code(s) and **Save**. You can insert additional rows of codes by clicking the **Insert** button (or use the down arrow on your keyboard).

If you wish to include/exclude only specific majors (primary and secondary) or minors, do <u>not</u> check the **All Field of Study Types** checkbox. Instead, click in the **Type** field and click on the **"…"** icon. Select MAJOR <u>or</u> MINOR from the menu (you can also simply type the words "MAJOR" or "MINOR" in the blank **Type** field), and **Tab**. Enter the applicable code(s) (inserting additional rows if/as necessary) and **Save**.

FIELD OF STUDY RESTRICTIONS			✚ Insert ⊖ Delete ⌸ Copy ⍥ Filter
Include/Exclude (I/E) ○ Include ⦿ Exclude		☐ All Field of Study Types	Type MINOR … Minor
⊲ ◁ [1] of 1 ▷ ⊳	1 ▾ Per Page		Record 1 of 1
Code	**Description**		
PSYC	Psychology		
⊲ ◁ [1] of 1 ▷ ⊳	10 ▾ Per Page		Record 1 of 1
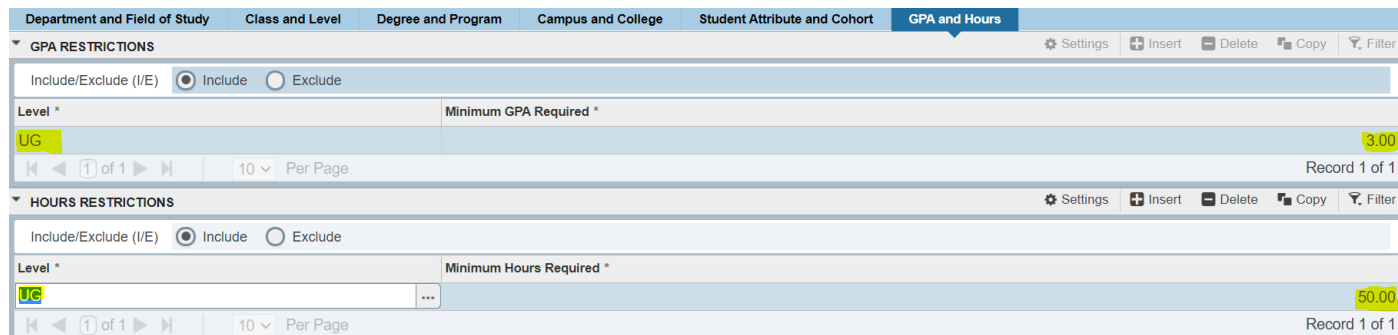
Searching for Applicable Codes

If you are unsure of the code choices available for a given field, click on the field and then click on the **"…"** icon which populates a menu from which you can select. Double click on the one you want (or single click and **OK**), and then **Save**. The example below displays checking available codes for minor codes. You can scroll to the right to see Y indicators in various columns to see the category type available for a given code.

FIELD OF STUDY RESTRICTIONS			⚙ Settings ✚ Insert ⊖ Delete
Include/Exclude (I/E) ⦿ Include ○ Exclude		☐ All Field of Study Types	Type MINOR …
⊲ ◁ [1] of 1 ▷ ⊳	1 ▾ Per Page		
Code	**Description**		
…			
⊲ ◁ [1] of 1 ▷ ⊳	10 ▾ Per Page		

Major, Minor, Concentration (STVMAJR)   ✖

Criteria   🔍 ENGL

Major	Desc	Cipc	Major Ind	Minor Ind	C
CENG	English	230101		Y	
EDEN	Secondary Educ, English	131205	Y		
ENCS	English			Y	
ENED	English Education	131205			
ENGL	English	230101	Y	Y	
ENL	English	230101			
IDEN	IDST PK-6 English			Y	
LENG	English	230101		Y	
MSEN	Middle School English	131205			
PENG	English	230101		Y	

⊲ ◁ [1] of 1 ▷ ⊳   20 ▾ Per Page   Record 1 of 15

Cancel   OK

Removing Restrictions

Click on the row of information you want to remove, and click the **Delete** button located on the right-hand side in the header for the row or section in which you are editing, and then **Save**.

Tip: The course request batch final scheduler utilizes a priority system. Seniors are scheduled before juniors, juniors before sophomores, etc. If you choose to restrict a section allowing both majors and minors, one consequence may be allowing an upper level (such as a Senior) student in your minor to take a seat from your upper level (such as a Junior) student in your major. The restriction process will not discern nor give greater weight to a major over a minor. It may be prudent to wait to add a minor restriction (especially when choosing "**Include**" until after final scheduling (course request results) to assure a higher percentage of your majors have first choice for the seats.

Note: The GPA and hours restrictions require the student level code applicable (such as UG for undergraduate students) in addition to the GPA and hours data. The hours only go to 99.99 hours.

SSAMATX: Building/Room Class Schedule Search

All sections assigned to a specific classroom is easily viewable in Banner. **Note:** This search only shows assigned CRNs, but does not display events that may also be scheduled in the room.

From the Banner Welcome page, type **SSAMATX** in the Search box and enter. Enter the building code and room. Using the down arrow after **Add Another Field** select **Term** and enter the term code. Then click **Go**. ****Do not enter days/times or your search will not be accurate.****

Just as a reminder, the Summer Part of Term code does not display.

Tip: Watch for additional pages or change the number of rows to display per page when checking your search results.

uilding	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function
CB	320	0	TR	0800-0915	201901	22-JAN-2019/18-MAY-2019	BIT	3454	11492		
NCB	320	0	MWF	0905-0955	201901	22-JAN-2019/18-MAY-2019	SOC	2604	20208	L2	
NCB	320	0	MWF	0905-0955	201901	22-JAN-2019/18-MAY-2019	HIST	2604	18931	L2	
NCB	320	0	MWF	0905-0955	201901	22-JAN-2019/18-MAY-2019	STS	2604	19189	L2	
NCB	320	0	TR	0930-1045	201901	22-JAN-2019/18-MAY-2019	ALS	4574	10291	G8	
NCB	320	0	TR	0930-1045	201901	22-JAN-2019/18-MAY-2019	BIOL	4574	11435	G8	
NCB	320	0	MWF	1010-1100	201901	22-JAN-2019/18-MAY-2019	ECE	2504	13053		
NCB	320	0	TR	1100-1215	201901	22-JAN-2019/18-MAY-2019	CEE	3684	11807		
NCB	320	0	TR	1100-1215	201901	22-JAN-2019/18-MAY-2019	CEE	3684	11809		
NCB	320	0	TR	1100-1215	201901	22-JAN-2019/18-MAY-2019	CEE	3684	11808		

1 of 3   10 Per Page   Record 1 of 22

Tip: You can save your filter parameters, and Banner will save those user preferences. After you use the minus key to remove parameters you don't want and use the Add Another Field and select Term, you can click on the Settings icon and hit "Save Filter Settings".

SYRS600: Course Enrollment Management Report

Course Enrollment Management reports can be run as often as is helpful throughout the scheduling process. On an ongoing basis, we continue to fine-tune this report by adding additional data points, such as Modalities, approved Instructional Contact to Credit Hour details, and course level Cross-List Y/N Indicators. Please reference any updates we provide in our email announcements and resources. We also ask that you send us feedback on additional information you would like on this report as we want this to be a useful tool for your work on the Timetable.

We strongly recommend running and reviewing this report prior to the ending of the Recycle Period. This is especially helpful for proofing your work, double checking that all courses that are cross-listed have the cross-listing set up on the CRNs, that your courses are meeting for the correct number of contact hours, etc.

From the Banner Welcome page, type **SYRS600** in the Search box and enter.

Click on **Go**. Click in the **Parameter Values** block.

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

|◀ ◀ 1 of 2 ▶ ▶| 10 ▼   Per Page

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

term must be entered

SUBMISSION

1) Fill in the Values on the right for the corresponding Parameters as outlined below.

Number	Parameters	Values
01	Term	Type the term code.

02	College	Type the college code if you wish to run the report by college. Leave blank if not.
03	Subject	Type the subject code if you wish to run the report by subject. **Tip:** You can click the Insert button and type 03 and enter as many different subject codes as you like.
04	Show Remarks	Leave default of Y to display section comments.
05	Title Type	This parameter only impacts what title displays at the top of the PDF report. F displays "Final Scheduler" R displays "Recycle Management Report" O displays a title as explained in the next parameter.
06	Other Text	If O (Other) is entered for parameter 05, you can type text that you want reflected in the title. If O was not entered for parameter 05, leave parameter 06 blank.
07	Campus	Type the campuses you are trying to retrieve. Use ON for Blacksburg Use SEL to either select all or a specific campus code (for a specific campus code, you will also need to enter a value in parameter 08) OFF for all off campuses (non-Blacksburg) including Virtual campus CRNs
08	Campus Selection List	If SEL was used for Parameter 07, you can either leave Parameter 08 blank to retrieve all campus codes or enter the single campus code you wish to retrieve (such as 10 which will pull Campus 10/Virtual campus online CRNs)
09	Final Enrollments	**Y** reflects the current version of the schedule and enrollments and should almost always be used. N reflects the course request figures only and should rarely be used.
10	Sort Order	You can use C to sort by CRN or T to sort by Time. C is recommended and is the default value.
11	Automatic Separation	This parameter is user preference. X will combine campuses and subjects together and is the recommended value. **Note:** Both the PDF and Excel reports will still group the data by campus code, so you may have to scroll to the end to see Campus 10 (Virtual Campus Code) online CRNs. In Excel, you may find it helpful to sort by Subject, then Course Number to see all courses offered for all campuses.

Tip: Putting your cursor in the Value field will display information about options for the given parameter. Example shown below.
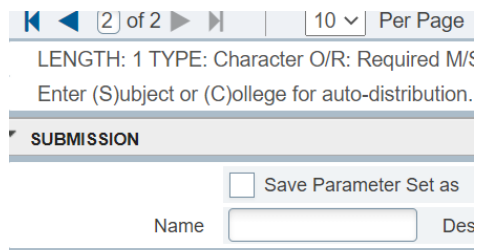
Tip: The 11th parameter is listed on the second page. Click the arrow after (1 of 2) to go to the second page. Also, you can change the number of rows to display per page by selecting the down arrow between **10** and **Per Page** and selecting **20**.

Tip: You can click on Settings and save your Pagination settings.

2) After all values are filled in, use the down arrow at the very bottom, left of the page.
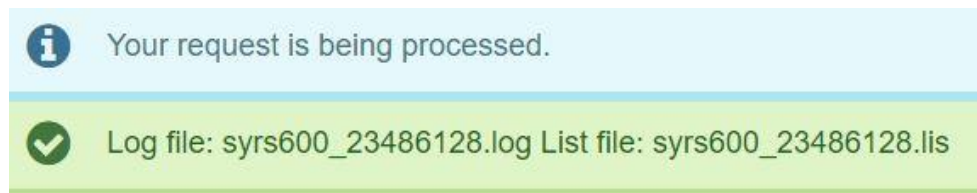
3) Save. You will get a Banner message of a Log file after saving.

4) Report distribution. You can go to web distribution to retrieve your report after it has finished running (https://webapps.es.vt.edu/webdist/webviewer).

Tip: 2-Factor Authentication is required.

Note: Section comments and restrictions are <u>only</u> viewable on the Report -lis file (not in the Excel Extract – lad file). Both long and short comments are displayed on the PDF report.

Banner Keyboard Shortcuts

Function	Shortcut
Cancel Query	Ctrl + Q
Clear Block	Shift + F5
Clear Record	Shift + F4
Delete Record	Shift + F6
Duplicate Record	F4
Enter Query	F7
Execute Query	F8
Exit	Ctrl + Q
Insert Record	F6
List of Values (LOV)	F9
Open Menu	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Next Block	Alt + Page Down
Next Field	Tab
Next Record	Down Arrow
Previous Block	Alt + Page Up
Previous Field	Shift + Tab
Previous Record	Up Arrow
Print	Ctrl + P
Recently Open Items	Ctrl + Y
Rollback/Clear Form	F5
Save	F10
Select	Alt + S

Resources & Contacts

Contacts:

- Timetable/General Assignment Classrooms: csep1@vt.edu
- Timetable questions for "off" campus courses in Northern Virginia, Richmond, etc. (non-Blacksbug and non-virtual courses): Pam Williams/Graduate School, pawilli@vt.edu
- Teaching Load: tload@vt.edu
- Winter/Summer Academy: winter@vt.edu, summer@vt.edu
- University Academic Curriculum Governance (New/Revised Courses, Prerequisites): Gary Costello, Nicole Akers, and Becki Smith, Office of the University Registrar, 231-1179, acadgov@vt.edu
- Registration Questions: 231-6252, registrar@vt.edu
- (IVC) Video Broadcasting Room Requests (TLOS): David Foltz, 231-5930, dfoltz@vt.edu
- Reserve Open Space Areas/Squires/GLC/Burruss Auditorium: Student Engagement and Campus Life Event Services, 231-5005, campuslife@vt.edu
- Registering Student Organizations: Erica Milgrim, 231-5725, vterica@vt.edu
- Audio/Visual Classroom Questions or Assistance: Classroom A/V, 231-5684 or submit a request to: https://www.classroomav.vt.edu/reportissue.html
- Maintenance for Heating/Air: VT Repair, 231-4300, vtrepair@vt.edu
- Banner Access: David Green, dagreen@vt.edu, Request form: https://www.registrar.vt.edu/content/dam/registrar_vt_edu/documents/Updates/forms/Request-for-Access-to-Student-Records.pdf

HokieSPA Online Room Reservation Menu:

Faculty/Staff access begins two weeks prior to the start of the term and ends the last day of classes.

Student organization access begins on the sixth day of classes and ends the last day of classes.

Websites:

Timetable: https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_ProcRequest

Historical Timetable: https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispHistorical

Classroom A/V: https://www.classroomav.vt.edu/

Request Student Access the Classroom AV Equipment: https://register.classroomav.vt.edu/

General Assignment Room Information (Capacities, Photos, A/V Equipment, etc.):

https://rooms.classroomav.vt.edu/buildings

Undergraduate Catalog: https://www.undergradcatalog.registrar.vt.edu/

Graduate Catalog: https://secure.graduateschool.vt.edu/graduate_catalog/

University Academic Curriculum Governance: http://registrar.vt.edu/governance.html

Technology-Enhanced Learning and Online Strategies (TLOS): https://tlos.vt.edu/request/

Canvas Help: https://tlos.vt.edu/support.html

4Help: https://vt4help.service-now.com/

Helpful Banner Pages/Reports

SZASECD   Timetable maintenance. Available actions are driven by Recycle Period dates.

SCACRSE   View course catalog information (including prerequisite enforcement status, repeatability, applicable grade modes, etc.). Enter the subject, course number, and term.

SCADETL   View corequisites, cross-listing (Equivalent Course section), home department in a cross-list and other course designations (Degree Attributes), and Course Descriptions. (**SCADETL** is accessible by clicking **RELATED from SCACRSE** or can be entered directly from the Banner Welcome page.)

SCAPREQ   View prerequisites for a course (applies to all CRNs of the course). (**SCAPREQ** is accessible by clicking **RELATED** in **SCACRSE** or can be entered directly from the Banner Welcome page). Remember to reference SCACRSE to see if prerequisites are being enforced.

SZVCRST   View long titles for courses as displayed in the catalog.

SSAXLST   View cross-list section (CRN) and enrollment information (you will need the **Cross-List Group Identifier** code from SZASECD to retrieve information). If you have a cross-listed CRN pulled up in **SZASECD**, you can click on **RELATED** and select "**Cross List Definition [SSAXLST]**" from the drop-down menu.

SIAASGQ   Faculty schedule query which allows you to view all CRNs assigned to a faculty for a term. Enter the term and faculty Banner ID number.

SSASECQ   Section/CRN query. View current enrollment and available seats by section. You can use various filters to search for sections, such as term, campus, subject, course number, etc.

SYRF203   Prerequisite report for students who do not met prerequisites. To pull courses for all campuses, leave the default of % in Parameter 02 (Campus Code). (**Note:** This report is only available if **prerequisite enforcement is on** for the course.)

SFASLST   View class roster. Enter term and CRN. Detailed rosters with student emails are available in the Hokie SPA on the Faculty Access Tab (then Summary Class List). Access is based on subject code and designated Banner user access.

SFASTCA   Student registration audit for a given term. It is often easier to review the data starting at the bottom (oldest) and working your way up. **Note:** You can drag the headers at the top to sort the data in the columns in various ways.

SLARDEF   View seating capacity for a given room by term. Enter the building code, room, and term.

SYRSMULTINST Report to run all instructors, primary indicator, percent of session, and percent of responsibility for CRNs for the subject code entered. Reminder that **both** percent of session and percent of responsibility should each equal 100% so this report can be useful in correcting this information. (**Note:** This report does not pull in CRNs without an instructor assigned. You can obtain this information by running your SYRS600 Report and filtering on blank instructors.)