



Academic Course Scheduling User Guide

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ACADEMIC COURSE SCHEDULING INTRODUCTION

Objective

The schedule of classes is created four times a year (Fall, Interim, Spring, and Summer) to appear online for students to use. These schedules inform students of the courses being offered for a given term. Students use the schedule to select their courses and obtain the CRN necessary for registration and schedule adjustments. Each academic unit receives a copy of the Class Scheduling Step Date Calendar that guides the development of each term's schedule.

Procedure

- The Registrar's Office is responsible for updating the Class Scheduling Step Date Calendar and all related instructions.
- The Registrar's Office opens the term to allow the initial schedule input each term.
- Academic units make all corrections and updates for the new term, and ready the schedule for room assignments through the 25 Live automated room scheduling process.
- Academic units ensure that each of their departments has proofed the schedule and course information is reflected accurately in Banner.
- The Registrar's Office edits course listing, titles, credit hours, and technical needs.
- The Registrar's Office finalizes the schedule and releases it on the web.

Class Scheduling Step Date Calendar

- **Step 1-** Term opens in Banner and schedules roll (for fall and spring terms only). The Dean's Office Schedulers enter the class schedule information (including room preferences) provided by the academic schools/departments. Pre-Assigning rooms is only allowed for pedagogical justification or ADA accommodations (see space utilization document at <http://www.unco.edu/spaceutilization/documents.html>).
- **Step 2-** The Office of the Registrar runs the 25 Live load. Dean's Office Schedulers are locked out.
- **Step 3-** Academic schools/departments prepare Class Schedule Update forms to change or cancel courses scheduled during Step 1 or add courses not previously scheduled. Room availability must be checked in 25 Live and entered in Banner. The School Director/Department Chair or equivalent must sign all forms to indicate approval at the program level. The Dean's Office Scheduler makes the changes in Banner as requested.
- **Web Access-** The Registrar's Office releases the schedule to the web for viewing.
- **Step 4-** Dean's Office Schedulers make any additional cancellations/corrections/additions.
- **Step 5-** The Registrar's Office must make any additional cancellations/corrections/additions. Any changes or corrections made to courses with enrollment must be approved by the Registrar's Office. No changes that would impact students should be made after Step 2 without proper justification.

See page 25 for an example of the Class Scheduling Step Date Calendar.

Late Course Additions, Cancellations, and Changes Policy

Course additions, cancellations and changes must be evaluated by the School Director/Department Chair and Dean's Office and should be approved when the following circumstances exist:

- The requested change is the result of faculty resource shifts. Late hiring of new faculty or adjustments in existing faculty load due to loss of faculty, health limitations of existing faculty or additional funding allocation, OR

- The requested change is the result of enrollment shifts reflecting unanticipated levels of student demand such as courses not attaining acceptable level of enrollment to justify faculty assignment. Courses may be cancelled with faculty re-assigned to a new course/other responsibilities or course section is added due to high level of student demand.

Course additions, cancellations and changes must be evaluated by the School Director/Department Chair and Dean's Office and should be *denied* when the following circumstances exist without meeting the criteria for approval:

- Faculty preference to change schedule for personal convenience, OR
- Faculty preference to assume a different teaching load in response to changing interests

Cancelling a course can occur at any time during the planning or production phase of the schedule of classes. Prior to registration, departments can cancel courses without paperwork. Once registration begins the School Director/Department Chair's signature is needed. After registration begins, the Registrar's Office drops the students from cancelled classes, and the Schools/Departments must notify the students.

Course Scheduling Time Pattern Guidelines

Contact Hours

To meet the Colorado Department of Higher Education (CDHE) mandated 750 contact minutes per *LECTURE* credit hour (see table on page 31 for other ratios) the following minimum contact minutes must be scheduled:

<i>Credit Hour(s)</i>	<i>Contact Minutes</i>	<i>Hours</i>
1	750	12.5
2	1500	25
3	2250	37.5
4	3000	50
5	3750	62.5

Weekend Format

<i>Credit Hour(s)</i>	<i>Meeting Day Minimum Requirement</i>
1	2 days
2	4 days over 2 weekends
3	6 days over 3 weekends
4	8 days over 4 weekends
5	10 days over 5 weekends

Instructional Length of Day, Break and Lunch

- Maximum daily contact: 8 contact hours
- Maximum Block: 115 minutes of continuous block time
- Maximum Consecutive Days: 5 days
- Breaks: courses from 2-4 hours must incorporate a 15 minute break
- Lunch: courses meeting 4 or more hours must incorporate a lunch break

Consecutive Days

Consecutive day formats for courses above 2 credits must be approved by the Academic Dean (and Dean of the Graduate School for graduate courses).

<i>Credit Hour(s)</i>	<i>Meeting Day Minimum Requirement</i>
1	2.5 days
2	5 days

Additional Guidelines

- All courses must be scheduled within the standard calendar dates for each term.
- Begin classes at approved start times (see Scheduling Blocks on page 23).
- End classes at approved end times listed for 50 minute classes (see Scheduling Blocks on page 23).
- To minimize student schedule conflicts and maximize space efficiency the following guidelines are to be used for four and five credit hour courses taught in a four to five day per week format. *Note: Physics and Chemistry undergraduate courses are exempt from this guideline for pedagogical and student scheduling reasons.*
 - Four Credit Hour Courses
 - Three 50 minute classes per week: MWF (use standard block schedule)
 - One 50 minute class per week: T or R (must use one standard block time; class cannot cross over two schedule blocks). Standard T/R start times should be used.
 - Five Credit Hour Courses
 - Three 50 minute classes per week: MWF (use standard block schedule)
 - Two 50 minute classes per week: T and R (must use one standard block time; class cannot cross over two schedule blocks). Standard T/R start times should be used.
- Arranged and completely online courses should not have times listed.
- Schedule no more than 65% of classes in the high utilization periods (9:00 AM-2:30 PM) and no less than 35% of classes in the low utilization periods
- Final Examination Schedules are created by the Registrar's Office and posted on the web prior to registration for the following semester.
- If the instructor of record needs to be changed during a course, the original instructor will remain listed on the course, but the new instructor will be added as the primary instructor.

SUMMER TERM GUIDELINES

Time Blocks

Time blocks during the summer term are 100 minutes each.

- 7:30 AM-9:10 AM
- 9:25 AM-11:05 AM
- 11:20 AM-1:00 PM
- 1:15 PM-2:55 PM
- 3:10 PM-4:55 PM

Credit Hour Format

- 3 credit hour courses are typically scheduled for 1 session, 4 days per week.
- 2 credit hour courses are typically scheduled for 1 session, 3 days per week.
- 1 credit hour courses are typically scheduled for 1 session, 8 times during the 6 week session.
- Workshops are typically scheduled on any combination of Thursday PM, Friday, Saturday and/or Sunday.
- 2 credit hour courses may be scheduled in the 4 day weekend form; the Graduate School will provide criteria for graduate courses delivered in an intensive format.
- Courses should not be scheduled across 6-week sessions.

Summer Course Loads for Students

- 6 week session – maximum of 9 credit hours
- 12 week session – maximum of 12 credit hours
- Cannot exceed 15 credit hours during the combined summer sessions

Undergraduate overloads are approved using regular established procedures. Graduate overloads are approved using the regular established procedures but will be monitored by the Graduate School.

Summer & Interim Course Loads for Faculty

Per University Regulations 3-3-702 (1)

- (a) The maximum credit hours of instruction for summer including all modes of delivery for both on campus and off campus courses will be at 12 credit hours with 6 credit hours and 9 credit hours maximum each for short and long summer sessions respectively.
- (b) The maximum credit hours of instruction for Interim Session will be at 6 credit hours.

BANNER INFORMATION

It is recommended that you use Chrome for Banner access

My Banner

The “My Banner” folder is available on the Banner Administration page and allows you to create shortcuts to the forms you use most often. To set up your shortcuts log on to Banner Production and access GUAPMNU. You can then search from the list on the left side of the screen for the screen description and use the arrow in the middle to move it to the right side of the screen. The shortcuts will not show up until you have logged off and then back on to Banner Production.

Access to Ursa

Faculty members are automatically granted access to Self Service in Ursa with an Employee tab. Anyone set up in Banner as faculty will not need to submit any additional paperwork to gain access to Ursa.

Accessing/Printing Class Rosters

Faculty can access and print class rosters through the Faculty Tab on Ursa. Staff can access and print class rosters through Insight (Production Insight-Academic View-Course Tab-CRS010 Rosters Selected by CRN).

Registration Overrides

Faculty (and staff who have been granted access) have four choices for providing a student an override into a class:

- CAPACITY- overrides the student for course capacity only
- ICEXCAP- overrides the student for pre-requisites, co-requisites, special approval, college restrictions, classification restrictions, cohort restrictions, and program restrictions.
- INSTCONS- overrides the student for capacity *and* pre-requisites, co-requisites, special approval, college restrictions, classification restrictions, cohort restrictions, and program restrictions.
- TMCONFLICT- overrides a time conflict only.

Students should be informed that they are responsible for adding the class through Ursa once the override has been entered.

Pre-requisites and Co-requisites

Banner is programmed to process pre-requisites and co-requisites exactly as they have been approved and published in the catalog. If the information is not correct there must be a curriculum change requested through the appropriate process.

Identifying Undergraduate and Graduate Courses

Both students and courses are identified by level, either Graduate or Undergraduate. Undergraduate courses are those numbered 100-499; Graduate courses are those numbered 500-799. Undergraduate students with a 3.00 GPA and a Junior or Senior status can take a 500 level course. Undergraduate students are not allowed to take any course 600 level and higher.

Textbook Information

The Employee Tab on Ursa contains a link to textbook information. There is a public textbook website that provides students and other interested parties with the details that have been entered about textbooks for a particular course.

Banner 9 Navigation & Keyboard Shortcuts

<i>Function</i>	<i>Keystroke</i>
Application Manager	
Access Help	CTRL + M
Access Menu	CTRL + Y
Display Recently Open Items	CTRL + SHIFT + L
Search	CTRL + SHIFT + Y
Sign Out	CTRL + SHIFT + F
Banner Document Management (BDM)	
Add BDM Documents	ALT + A
Retrieve BDM Documents	ALT + R
Cancel Query, Cancel Page, Close Current Page	Ctrl + Q
Choose/Submit	ENTER
Clear All in Section	SHIFT + F5
Clear One Record	SHIFT + F4
Clear Page or Start Over	F5
Count Query	SHIFT + F2
Delete Record	SHIFT + F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL + E
Execute Filter Query	F8
Exit	CTRL + Q
Insert/Create Record	F6
List of Values	F9
Next Field or Item	Tab
Next Page Down	Page Down
Next Section	ALT + Page Down
Previous Record	Up Arrow
Previous Field or Item	SHIFT Tab
Previous Page Up	Page Up
Previous Section	ALT + Page Up
Print	CTRL + P
Refresh or Rollback	F5
Save or Commit	F10
Search or Open Filter Query	F7
Select (on a Called Page)	ALT + S
Up/Previous Record	Up Arrow

SCHEDULING PROCESS INTRODUCTION

Through the class schedule module in Banner Production you can build and change course sections; create future term schedules and set term controls; use free form text to store information for class requirements and display URL's for web based courses; and define instructional methods for courses.

Terminology

- **Block Schedule:** a grouping of sections used to facilitate registration for students who should be registered for a specific group of course sections for a specific term.
- **CAPP Area for Pre-requisites:** tool used to code more complicated pre-requisite requirements that must be satisfied including course attributes, GPA, student attributes, test scores, courses with prior equivalents, etc. Curriculum, Advising, and Program Planning (CAPP) is the tool used for monitoring graduation requirements.
- **Co-requisite:** a course that must be taken in the same term if coded at the course level.
- **Equivalent:** A course that is considered essentially equal to another for the purposes of satisfying academic requirements.
- **Grading Modes:** the allowable modes of grading that approved through the curriculum process and assigned to courses. Examples include standard letter grading, pass/fail grading, NR grading, etc.
- **Instructional Method:** a code used to define the method of delivery for a course.
- **Link:** a tool used to require two sections of a course with different instructional methods/schedule types be taken simultaneously.
- **Part of Term:** a code setup to track course beginning and ending dates as well as establishing registration deadlines.
- **Pre-requisite:** a course that must be satisfactorily completed in a prior term in order to be allowed to enter another course.
- **Pre-requisite with concurrency:** indicates that a course pre-requisite can be completed in the same term as the course that is requiring it.

SCHEDULE FORM (SSASECT) DEFINITIONS

Course Section Information

This is the main tab on the SSASECT form. This information must be entered and successfully saved before you are able to continue on to any other form/tab related to the section.

Section Number Assignment

Course section numbers are not used as an official method of tracking courses based on instructional method, campus, etc. However, there may be a matrix used in Colleges/Schools/Departments for internal tracking purposes.

Part of Term

The Part of Term field in SSASECT designates beginning and ending dates of the course section being scheduled. Values must exist on SOATERM to be allowed to assign a particular part of term to a section. If the part of term is not available in the drop down box you can contact the Registrar's Office to have them created as needed. It is essential that course sections are setup in the part of term that accurately reflects the length of instruction for reporting purposes as well as for the accuracy of registration deadlines.

Section Enrollment Information

This is the tab on the SSASECT form where enrollment numbers are entered for each section and where section enrollment numbers can be viewed.

Scheduled Meeting Times

The meeting times and instructor tab on SSASECT is where meeting times and dates are entered and maintained. This is also where room and building data will be populated by 25 Live. For multiple meeting times it is necessary to use the session indicator, and each line must have a different session number (i.e. 01, 02, 03, etc.) to assist with room scheduling.

Assigned Instructors

The meeting times and instructor tab on SSASECT is where the faculty member(s) are assigned to course sections. Being set up as an instructor of record allows the course to show on their faculty self-service for roster and grading purposes. Only one instructor can be set as the primary instructor, which allows them to enter grades and registration overrides for the course. Any additional instructors have access to grading but not to issue registration overrides.

Scheduler Preferences

This is where room scheduling information such as partition preferences and room attribute preferences are held for interfacing with 25 Live.

Linked Courses

Courses that must be registered for at the same time, such as lectures and labs. Link codes have been set up for each college.

Course Section Detail (SSADETL)

This form is where specific details about co-requisite sections, section links, section fees, section contracts and block schedules are entered.

Building/Room Schedule (SSAMATX)

This form is used to view and/or find room availability.

Course Section Registration Restrictions (SSARRES)

This form is where registration restrictions can be placed on individual sections. Most restrictions are set at the course catalog level but can be modified (if approved) at the section level.

Course Section Pre-requisites (SSAPREQ)

This form is where course section prerequisites are shown and where specific section pre-requisites (if approved) can be modified at the section level.

Course Section Comments (SSATEXT)

This form is where section specific details, not included on any other form can be stored (i.e. details regarding specific program the course is offered for). Information entered on this form will show on the schedule of classes.

Cross List Definitions (SSAXLST)

This form is where course section cross listing is set up. See the section on cross listing for additional details on set up.

Course Section Overrides (SSAOVRR)

This is the form where College, Division, Department and/or Taxonomy of Program coding can be overridden for budget purposes. If you have questions about this coding you can contact the program review contact person for your college.

Basic Course Information (SCACRSE)

This is the form where you can view course set up at the catalog level. This information must be set up by the Registrar's Office prior to course scheduling.

Course Detail Information (SCADETL)

This is the form where you can view course detail at the catalog level (corequisites, fee codes, course description, course attributes. This information must be set up by the Registrar's Office prior to course scheduling. Schedulers use this screen to verify variable titles are in Banner under the Course Text tab.

Block Section Controls (SSABLCK)

This is the form where specific sections related to a particular block code are set up.

Term Control Rules (SOATERM)

This is the form where term set up occurs. This data will be maintained solely by the Registrar's Office.

Section Syllabus (SSASYLB)

This is the form where the section long title and other information related to syllabus can be stored.

Open Learning Section Default Rules (SOAORUL)

This is the form where open learning rules are maintained. The Office of Extended Studies uses open learning for a number of the courses they offer.

Section Processing Rules (SSARULE)

This is the form where open learning rules can be maintained at the section level.

General Person Identification (SPAIDEN)

This is the form where view general person information. Name, address, phone and biographical information is found on this form.

Class Roster (SFASLST)

This is the form provides a list of student registered for a course.

DAY-TO-DAY OPERATIONS

This section of the manual should serve as a guide to the regular process and detail the procedures necessary to define schedule rules, establish and maintain a course schedule, create schedule and registration restrictions, and produce schedule reports. Areas covered include:

- Building and changing course sections
- Creating syllabus information
- Assigning meeting time, room preference, and instructor
- Linking and cross-listing course sections
- Creating blocks

Term Numbering

Term numbering follows a standard format as follows:

- Fall = 50
- Interim = 10
- Spring = 30
- Summer = 40

For example, fall semester 2013 is coded as 201350, interim term 2012-13 is coded as 201310, etc. Prior to any scheduling occurring, the Registrar's Office must open the term.

Preparing Parts of Term

All courses (not scheduled through open learning), must be scheduled in the part of term that coordinates with the course start and end dates. The part of term structure is set up by week in a format of Monday through Sunday. For example, if your course starts on a Wednesday it will be setup with a Part of Term that starts Monday, however, you can modify the actual course meeting date information on the Meeting Times and Instructor tab in SSASECT.

If you are scheduling a course in a part of term that has not been set up, you will need to request that a new part of term be built. Please email the course start date, end date, and meeting dates and times, and an indicator if the course is a weekend class to the Registrar's Office for part of term set up.

Finding created Parts of Term

Schedulers have access to a list of Parts of Terms created via the Insight Report, CRS067, located in the college public tab under Insight Production.

Nonstandard Parts of Term (2 weeks before or after regular parts of term)

Per the Federal Student Aid (FSA) Handbook:

<https://ifap.ed.gov/fsahandbook/attachments/1718FSAHbkActiveIndex.pdf>

If any of the terms in a program contain a class which begins and/or ends a total of more than 2 weeks before or after the start of a standard term, then the program must be considered a nonstandard term program for Title IV purposes. (FSA Handbook, 3-8)

If the program uses *standard academic terms* (semesters, trimesters, or quarters) or it has *nonstandard terms of substantially equal length*, at least one disbursement must be made in each term in the loan period. A program is considered to have substantially equal terms if no term in the program is more than two weeks of instructional time longer than any other term in the program. (FSA Handbook, 3-29)

This allows the University of Northern Colorado (UNC) to create parts-of-term that extend instructional time, no more than two weeks, to a given term. The following guidelines are provided to ensure UNC complies with federal regulations.

Extensions to parts-of-term

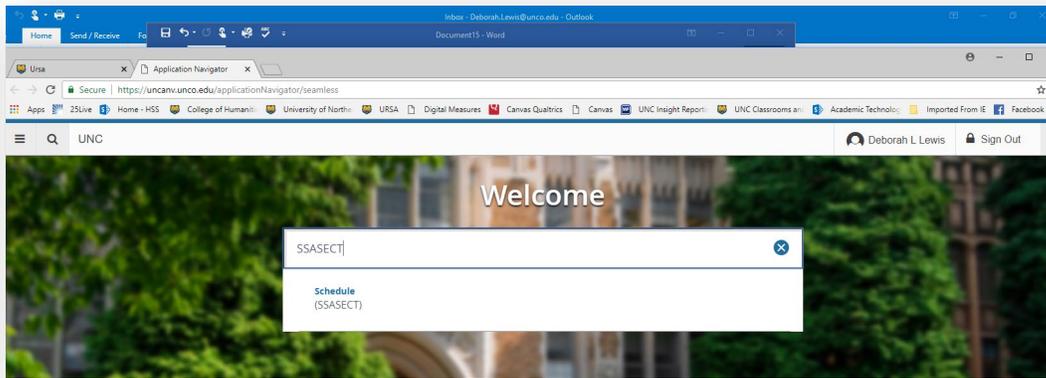
- One week on either end of the standard 16 week (AP) term
- Two weeks prior to the standard 16 week (AP) term start date
- Two weeks following the standard 16 week (AP) end date

These terms must be requested from the Office of the Registrar.

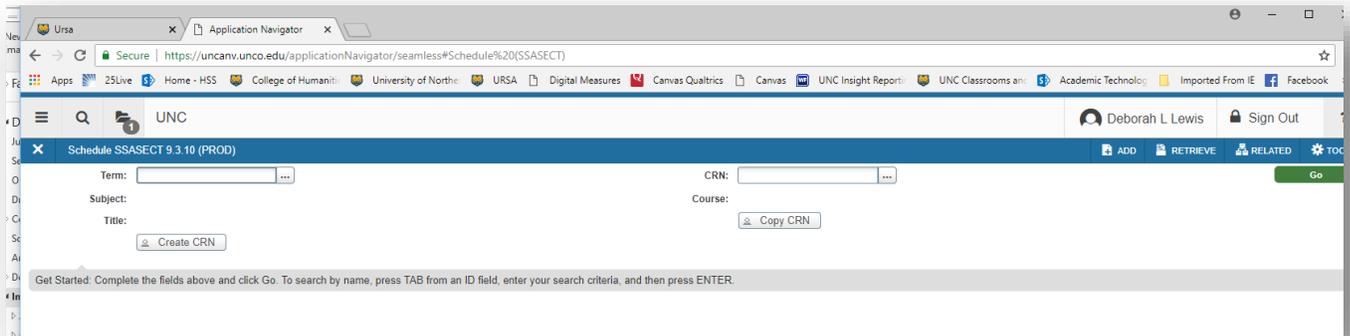
Creating a Course Section

The schedule form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the course catalog form (SCACRSE). A course catalog record must exist prior to the creation of sections for a course.

While in Chrome, from the URSA page click on the ‘Production Banner Admin Pages’ under Employee Important Links to access the Banner homepage and type in SSASECT.



Enter the term in the **Term** field and enter the text “ADD” in the **CRN** field. Click “Go” or (Alt+Page Down)



Use the following steps to enter the basic SSASECT information. Most fields have a drop down menu that can be accessed to see available values.

1. Enter the appropriate course subject in the **Subject** field.
2. Enter the appropriate **Course Number, Section, Campus, Status, Schedule Type, Instructional Method, Session, and Part of Term**.
3. If a course is not gradable (i.e. certain lab sections), the **Gradable** indicator should be un-checked.
4. **Save** (bottom right corner) or (F10), and note that a CRN has been assigned to the section.

The screenshot shows the 'Schedule SSASECT 9.3.10 (PROD)' form in the UNC Application Navigator. The form is divided into several sections:

- COURSE SECTION INFORMATION:** Fields for Subject, Course Number, Title, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, and Override Duration.
- CLASS TYPE:** Options for Traditional Class and Open Learning Class, with fields for Part of Term, Registration Dates, Start Dates, and Maximum Extensions.
- CREDIT HOURS:** Fields for Credit Hours, Billing Hours, Contact Hours, and their respective indicators (Lecture, Lab, Other) with radio buttons for 'None', 'To', or 'Or'.
- CLASS INDICATORS:** Radio buttons for Prerequisite Check, Basic or None, CAPP, and Degree/Works, along with fields for Daily Contact Hours and Long Title.

The interface includes a top navigation bar with the user's name (Deborah L. Lewis) and a 'Sign Out' button. A 'Start Over' button is located in the top right corner of the form. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 4:40 PM on 7/19/2018.

Special Considerations

- **Non-Gradable/Zero Credit Labs** – for courses that are non-gradable or zero credit labs, make sure you list the zero credit hours in SSASECT under the credit hours, billing hours, lecture, and lab.
- **Variable Credit Courses** – courses approved at the catalog level as variable credit will automatically default to variable (i.e. 1-6). If a section needs specific credit hours, type the credit amount under credit hours, billing hours, contact hours (at the appropriate ratio), and either lecture or lab depending on the schedule type.
- **Variable Title Courses** – courses that can be offered under different titles must have those titles submitted and approved by the department. They should not be scheduled under a new variable title until that process is complete. Information about the submission process and where to check to see if it has been approved can be found on the curriculum link on the Office of the Registrar website.

Assigning Enrollment Information

Section capacity, waitlist and projected enrollment are all entered on the **Section Enrollment Information** tab on the schedule form (SSASECT)

The screenshot displays the 'Section Enrollment Information' tab in the UNC application navigator. The course section is identified as 'Schedule SSASECT 9.3.10 (PROD)' with Term 201850, CRN 15559, Subject AFS, Course 101, and Title 'H11-Dev of Black Identity'. The 'ENROLLMENT DETAILS' section contains the following fields:

Maximum *	0	Waitlist Maximum *	0	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	Reserved	<input type="checkbox"/>

Below the enrollment details, there are sections for 'Census One' and 'Census Two' with enrollment counts and freeze dates. The 'Census One' enrollment count is 0 and the freeze date is 06/24/2018. The 'Census Two' enrollment count is 0 and the freeze date is 06/21/2018. There are also fields for 'Add Authorization Registration Dates', 'Calculated Section Start Date', 'Add Authorization Start Date', and 'Waitlist Notification Ending Date'.

Use the following steps to enter course enrollment (capacity) information.

1. From the SSASECT form, Course Section Information block, perform a **Next Section** (arrows located on lower left corner) or (ALT + Page down) or click on 'Section Enrollment Information' tab.
2. Enter the course capacity in the **Maximum** field.
3. **Save**.

Banner will automatically calculate the actual and remaining seats based upon registration transactions. In addition, the Census One/Census Two dates are automatically frozen based upon University level census dates.

Adding Waitlist Information

In order to allow automatic waitlist functionality for a course section, the following steps must be completed. Waitlist requirements are at the discretion of the College Dean.

1. Enter the waitlist capacity in the **Waitlist Maximum** field
2. Save (F10)

Please note: Waitlist can only be created for Fall and Spring terms. Waitlist can only be created for AP part-of-term.

Adding Projected Information

Projected course information is used in the fall semesters for LAC courses when seats are held back for New Student Orientations (NSOs) to indicate the true or projected course capacity

1. Enter the course's true capacity in the **Projected*** field
2. Save (F10)

Assigning Meeting Time and Instructor

Section meeting type, dates, times, automatic scheduler information, and instructor are all entered on the Meeting Times and Instructor tab on the schedule form (SSASECT)

The screenshot displays the 'Meeting Times and Instructor' tab in the UNC application navigator. The course section is identified as 'Schedule SSASECT 9.3.10 (PROD)' with Term 201850, CRN 15559, Subject AFS, Course 101, and Title 'H11-Dev of Black Identity'. The 'SCHEDULE' section shows a grid for meeting times:

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS			<input type="checkbox"/>									

The 'INSTRUCTOR' section shows a table for instructor assignments:

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

Use the following steps to enter meeting dates, times, and automatic scheduler code.

1. From the SSASECT form, Section Enrollment Information screen, perform a **Next Section** (arrows located on lower left corner) or (ALT + Page down) or click on 'Meeting Times and Instructor' tab.
2. In the **Meeting Type** field, select the appropriate meeting time code from the drop down menu.
3. **Tab**, which will automatically populate the course start and end dates based upon the part of term set up.
4. Check the boxes that correspond with the days that the section will meet.
5. Enter the **Start Time** and **End Time** in military time.
6. **Tab**, which will take you to the **Automatic Scheduler** field. Select the appropriate automatic scheduler code from the drop down menu.
7. **Save** (F10)
8. Please note that prior to the auto-25Live room assignments, rooms may only be pre-assigned for ADA or pedagogical justification.

Use the following steps to assign an instructor.

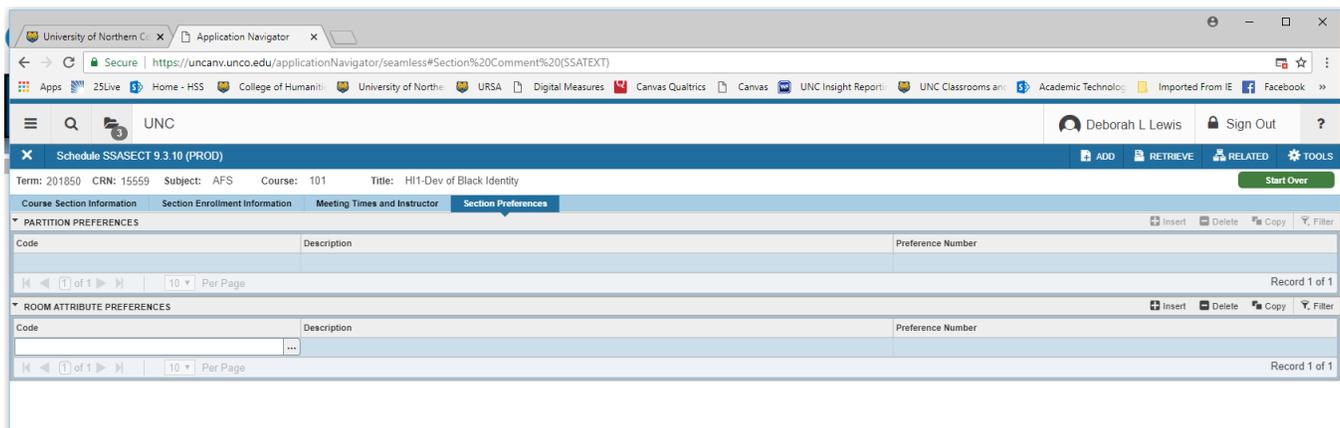
1. From the SSASECT form, click on the **Meeting Times and Instructor** tab.
2. Perform a **Next Section** (ALT+ Page Down)
3. Enter the instructor bear number in the **ID** field. Enter **Percent of Responsibility** and select the **Primary Indicator** for the primary instructor of the course. Multiple instructors can be assigned to a course, but only one can be indicated as primary.
4. **Save** (F10)

Special Considerations

- **Arranged Courses** – when setting up an arranged course, the meeting type of ARR should be entered. Then enter ARR in the Building field and zero for hours per week. Enter any necessary course comments on SSATEXT.
- **Weekend Courses** – when setting up a weekend course, be sure to enter each day the course meets to avoid time conflicts with students' schedules and allow for accurate reporting.
- **Online Courses** – when setting up an online course, be sure to enter the appropriate instructional method and session type. Also the meeting type of OL should be entered. Then enter DNR in the automatic scheduler field, and ONLINE in the building field. Course text of "UNC Online-support available at www.unco.edu/Canvas) should be added on SSATEXT along with any other necessary information.
- **Combined Online and In Person Courses** – when setting up a course that is a combination of online and in-person be sure to enter the appropriate instructional method and session type. In the meeting type use CLAS for the in-person portion and OL for the online portion; make sure that the session indicator has different numbers. Enter the appropriate automatic scheduler code for the in-person portion and DNR (and ONLINE building) for the online portion. Text must be entered on SSATEXT indicating necessary information including the online course text.
- **Multiple Meeting Places Courses** – to enter information for a course section that needs more than one room at the same time you will need to duplicate the meeting date, time, and room for the course on an additional line with the next available session indicator. Each MMP must have a different session indicator. You will need to override the room conflicts and the instructor conflicts on the assigned instructor screen.

Assigning Scheduler Preferences

Scheduler preferences are all entered if a course section is requesting specific room attributes. This form is not necessary if there are not any requests for room attributes.



Use the following steps to enter room preferences.

1. Access the **Section Preferences** tab.
2. Perform a **Next Section**, (ALT+ Page Down) or click on the **Section Preferences** tab
3. Select the appropriate attribute from the **Room Attribute Preferences** drop down, and enter 01 in the **Preference Number** field.
4. **Save** (F10).

Cross Listing and Linking Courses

General Information

The Registrar's Office has worked in conjunction with Dean's Office Schedulers to develop a coding system for cross list and link codes. The system is as follows:

<i>College/Area</i>	<i>Coding Options</i>	<i>Possible Combinations</i>
EBS	D, F, G, I	144
NHS	B, E, N, T, U, V, W, Y, Z	324
MCB	M	36
HSS	H, U, S	108
PVA	A, C, J, L, O, P, Q, R	288
UC	K	36
OEC	X	36

When using the letter approved for your college/area, you can use letters and numbers. For example EBS can use DA/DB, 0D/9D, or D0/D9. It is recommended that a list of codes used by course is kept for consistency in scheduling across terms.

Cross Listing Example: ASLS 487 & ASLS 587 would both be assigned a cross listing group identifier of NA.

Linking Example: AST 100 lecture would be assigned a link identifier of TQ and AST 100 lab would be assigned a link identifier of TR.

Linking Courses

Linking courses in Banner allows sections of the same course with different schedule types (i.e., lecture and lab) to be linked together for registration purposes. When courses are linked it forces students to register for both sections.

Use the following steps to set up linked courses.

1. Open the lecture course in SSASECT.
2. At the bottom of the screen under **Class Indicators**, enter the appropriate lecture **Link Identifier**.

CLASS INDICATORS [Insert] [Delete] [Copy] [Filter]

Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:

Link Identifier: VL

Attendance Method: [...]

Weekly Contact Hours: [...]

Daily Contact Hours: [...]

Long Title

Comments

Syllabus

Print

Gradable

Tuition and Fee Waiver

Voice Response and Self-Service Available

3. **Save.**
4. **Roll Back (F5)**
5. Complete steps 1-4 for all lecture sections that need to be linked to labs.
6. Complete steps 1-4 for all lab sections that need to be linked to lectures.
7. Access SSADETL under Related and enter the **CRN** for the first lecture section and hit Go.
8. Enter the **Link Connector**. You will be entering the link identifier for the lab course section for which you are creating the link.
9. **Save.**
10. **Roll Back (F5).**
11. Complete steps 7-10 for all lecture sections that need to be linked to labs.
12. Complete steps 7-10 for all lab sections that need to be linked to lectures.

Schedule Detail SSADETL 9.3.10 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

Term: 201850 CRN: 11317 Subject: BIO Course: 110 Title: SC1-Principles of Biology

SECTION LINKS AND COREQUISITES [Insert] [Delete] [Copy] [Filter]

Link Connector *
VL

COREQUISITES [Insert] [Delete] [Copy] [Filter]

CRN *	Subject *	Course *	Section *

Cross Listing Courses

Cross listing courses in Banner allows for common meeting times and instructors to be assigned for sections that are taught by the same person at the same time and have the same course content but may be offered at different levels (i.e. BIO 330 and BIO 530).

Use the following steps to set up cross listed courses.

1. Make sure all appropriate sections have been setup prior to beginning the cross listing process.
2. Access **SSAXLST**.
3. Create a new **Cross List Group** by using an approved two character code and hit Go.
4. Set the **Maximum Enrollment** number for the entire cross list.
5. Perform a **Next Section** (ALT + Page Down) or click in the box under Cross List Section titled CRN.
6. Enter the **CRN** for the first course to be cross listed
7. Click down and enter the next CRN for the second course to be cross listed (and so on)
8. Verify the **Enrollment Maximum** for each section listed is correct.
9. **Save.**

Term: 201850 Cross List Group Identifier: NL [Start Over]

CROSS LIST ENROLLMENT [Insert] [Delete] [Copy] [Filter]

Maximum Enrollment: 24 Actual Enrollment: 22 Seats Available: 2

CROSS LIST SECTION [Insert] [Delete] [Copy] [Filter]

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 Remaining *
10737		BIO	330	114	AP	M	4.000				21	22	
10739		BIO	530	114	AP	M	4.000				0	0	

Use the following steps to verify that the cross listed courses have the cross list identifier assigned.

1. Access **SSASECT**.
2. Enter the **CRN** for the first cross listed section.
3. You will now see that your cross list identifier is shown in the **Cross List** field.

Term: 201850 CRN: 10737 Subject: BIO Course: 330 Title: Plant Systematics Start Over

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

COURSE SECTION INFORMATION

Subject	BIO ... BIO-BIOLOGY	Campus *	M ... Main Campus State Funded	Grade Mode	...
Course Number	330 ...	Status *	A ... Active	Session	D ... Day
Title	Plant Systematics	Schedule Type	LEC ... Lecture	Special Approval	...
Section *	114 ...	Instructional Method	TR ... Face to Face	Duration	...
Cross List	NL ...	Integration Partner	TE ... Technology Enhanced	<input type="checkbox"/>	Override Duration

Merging Courses for Canvas

Sections can be coded in Banner to merge in Canvas. There are several options for coding courses to merge, including: merging different sections of the same course, merging online and on campus courses, or merging different courses. Once the courses have been merged in Banner and rolled to Canvas, the instructor will only have to input Canvas course material once.

Use the following steps to set up merged classes.

1. Access **SSASECT**.
2. Select the **Integration Partner** drop down menu.
3. Choose the appropriate Canvas Integration Partner code (see page 28 for approved codes).
4. **Save (F10)** and **Roll Back (F5)**
5. Complete steps 1-4 for all courses being merged.

Term: 201850 CRN: 10737 Subject: BIO Course: 330 Title: Plant Systematics Start Over

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

COURSE SECTION INFORMATION

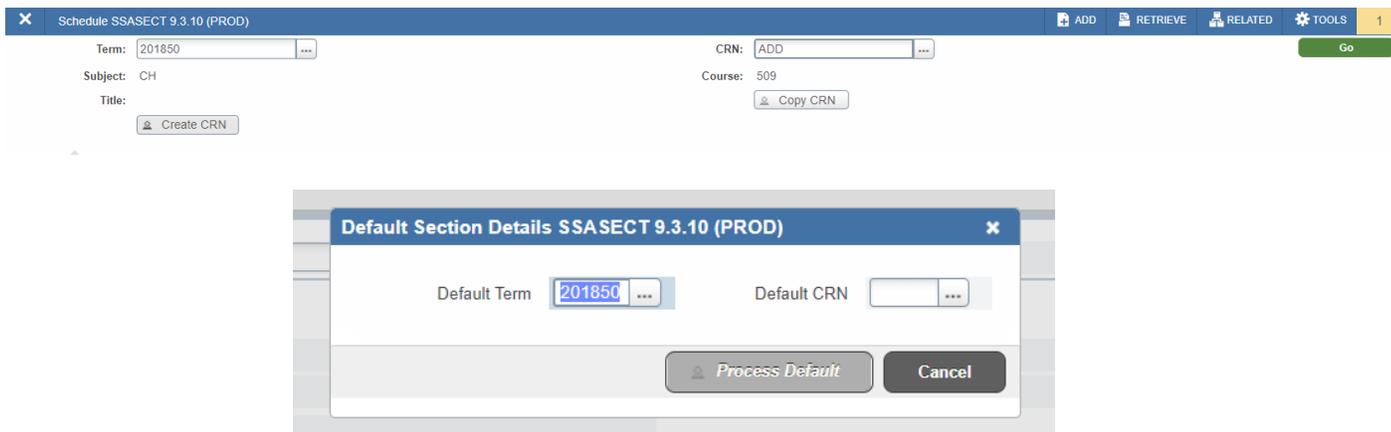
Subject	BIO ... BIO-BIOLOGY	Campus *	M ... Main Campus State Funded	Grade Mode	...
Course Number	330 ...	Status *	A ... Active	Session	D ... Day
Title	Plant Systematics	Schedule Type	LEC ... Lecture	Special Approval	...
Section *	114 ...	Instructional Method	TR ... Face to Face	Duration	...
Cross List	NL ...	Integration Partner	TE ... Technology Enhanced	<input type="checkbox"/>	Override Duration

Creating Duplicate Sections

You can copy section information to multiple sections, reducing the amount of time spent entering course section information. All information in the section you are copying will be duplicated, including maximum enrollment. Course meeting times and instructors are not duplicated.

Use the following steps to duplicate course section information.

1. Create the first section of the course on **SSASECT (this will be your seed section)**. **Leave the section number as "0"**. This number can be changed after the duplication courses have been created.
2. **Start Over (F5)** and enter the text "ADD" in the **CRN** field and tab to bring up the Default Section Details window or hit **Copy CRN**.
3. Enter the **Default Term** and **Default CRN** you want to copy from. Hint: If the Process Default button does not activate, your first (seed) section does not have the section number of "0".
4. Select the **Process Default** button to complete the copy.
5. You can now modify any information necessary and add meeting dates and instructor information.



Cancelling Sections Prior to Step 5

Course Schedulers may add, change or cancel courses during Steps 1 through 4 without sending paperwork to the Registrar's Office.

Use the following steps to cancel a course section prior to Step 5.

1. Access **SSASECT** and enter the **CRN** of the course you are cancelling.
2. Change the **Status** to C (cancelled).
3. **Save**.
4. Also be sure to change the section enrollment maximum to zero, and remove the room and instructor information.
5. **Save**.

Scheduling Corrections During Step 5

- Once registration begins (Step 5), it is imperative that any course changes be reflected online as soon as possible. If there is enrollment in the courses that are changed or cancelled it is the responsibility of the academic program area (not the Dean's Office or the Registrar's Office) to notify the students in the course.
- Beginning in Step 5, any request to cancel courses must be processed by the Registrar's Office using the Class Schedule Update Form (see page 24 for a sample).
- In the case of a Cancel/Change for a course, the new course will be created by the Course Scheduler. The Registrar's Office is notified of the new CRN and will move the students into the new section, and then cancel the old section. Students must be notified by the academic program area.
- No schedule changes should be made to a course with enrollment other than capacity, instructor, room, and comments without using the Cancel/Change process.
- All changes occurring after registration begins must be approved by the Dean's Office with justification to add, cancel or make a change that will affect students.
- If you are Cancel/Changing a course with enrollment using Canvas in any way, instructors will need to copy shells prior to cancellation or changing, otherwise all work in the cancelled section will be lost.

AUTO SCHEDULER CODE GUIDELINES

The Auto Scheduler Code (GTVSCHS) is used to ensure that the room scheduling process through 25Live works properly. Code values are as follows:

<i>Code</i>	<i>Description</i>
ASM	Preassigned class
DNR	Does not need a room
HSM	Home preassigned (x-listed)
NSM	Needs a room assignment
VSM	Visitor preassigned (x-listed)
WSM	Visitor needs assignment

- A regular pre-assigned class will use the code ASM.
- A regular class that needs a room assigned will use the code NSM.
- A class that does not need a room will use the code DNR. Reminder to use ONLINE for the building code of online asynchronous courses (no meeting times), and for online synchronous courses (that have meeting days & times)- please use ONLINE 0000 for building and room codes-plus add the "0" in the override field on that same line before saving the changes.
- For arranged courses, use the ARR meeting type code and enter SEE for the building and NOTES for the room to prevent a room from being automatically assigned. Courses listed as ARR must have course comments with additional details.
- Pre-Assigned, cross-listed courses need to have one course designated as the home class which will use the code HSM. The rest of the sections in the cross-listing are designated as visitor and will use the code VSM for each of the meeting patterns within that class.
- Non pre-assigned, cross-listed classes need to have one course designated as the home class which will use the code NSM. The rest of the sections in the cross-listing are designated as visitor and will use the code of WSM for each of the meeting patterns within that class.
- Courses with multiple meeting patterns (MMP) will use the guidelines above for each meeting pattern.

CLASS SCHEDULING BLOCKS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50	8:00 – 9:15	8:00 – 8:50
9:00	9:05 – 9:55		9:05 – 9:55		9:05 – 9:55
10:00	10:10 – 11:00	9:30 – 10:45	10:10 – 11:00	9:30 – 10:45	10:10 – 11:00
11:00	11:15 – 12:05	11:00 – 12:15	11:15 – 12:05	11:00 – 12:15	11:15 – 12:05
12:00	12:20 – 1:10	12:30 – 1:45	12:20 – 1:10	12:30 – 1:45	12:20 – 1:10
1:00	1:25 – 2:15		1:25 – 2:15		1:25 – 2:15
2:00	2:30 – 3:20	2:00 – 3:15	2:30 – 3:20	2:00 – 3:15	2:30 – 3:20
3:00	3:35 – 4:25		3:35 – 4:25		3:35 – 4:25

COURSE MATERIAL ATTRIBUTES

For State reporting of course material costs and for students to see the general cost of course materials on the public schedule, course attributes need added to Banner for each active section. **Faculty will submit their course material orders through the bookstore. That coding is then automatically pulled into the attributes field of Banner for the correlating course.** Schedulers can run the CRS011 report to view the attribute coding for each of their scheduled courses. A Blank in that field of the CRS011 report indicates no data has been entered. Following are the attribute codes:

Course Attribute	Course Attribute Desc
EROZ	Only OER Mat (Free)
ERPZ	Primarily OER (Free)
ERPT	Primarily OER (<\$20)
ERPS	Primarily OER (\$20-\$50)
ERPO	Primarily OER (\$50+)
ERLZ	Primarily Lib (Free)
ERCT	Bookstore/Comm (<\$20)
ERCS	Bookstore/Comm (\$20-\$50)
ERCO	Bookstore/Comm (\$50+)
ERBZ	Blend Material (Free)
ERBT	Blend Material (<\$20)
ERBS	Blend Material (\$20-\$50)
ERBO	Blend Material (\$50+)

To help students determine the cost per course with the addition of course materials, the data should ideally be submitted by the time the schedule opens for viewing. At the very latest, the information should be submitted by the faculty to the bookstore by the time registration opens to students each semester. Schedulers are asked to send reminders to Faculty to please submit their course materials to the bookstore the week before each of those deadlines.

As this is an automated process, schedulers should not have to add any of these attributes into Banner. However, exceptions may exist, and a scheduler may be asked to manually enter the attribute. Those exceptions can either be sent to meagan.crews@unco.edu for entry, or the scheduler can process the request:

Each attribute is the combination of a course material type and a cost. The cost categories are (Free, Less than \$20, \$20 to \$50, and Over \$50). The course material types are:

Only use Open Education Resources - Open educational resources (OER) are classroom and research resources with no copyright restrictions. They are published under an open license like Creative Commons, that permits others to reuse, revise, remix, retain, and redistribute materials. OER are free, and therefore will not have any course material costs for this type of course section. If a section is only using OER materials, use the code EROZ.

Primarily use Open Education Resources – The majority of the course materials used are OER and free to students. Instructors may use other materials like supplemental library or a commercial resource, like a

quiz bank, for example. If a section uses primarily OER materials, use one of the following codes based on the cost of the course materials (ERPZ, ERPT, ERPS, ERPO).

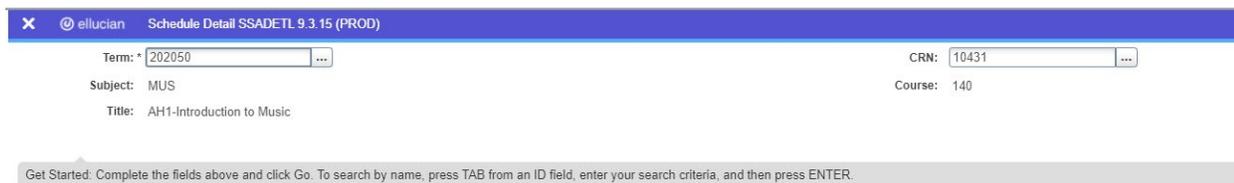
Primarily use course materials from the various campus libraries – The majority of the course materials are available in the various campus libraries and students are encouraged to use the Libraries instead of buying materials. An example is if an instructor uses course reserves through the Libraries. If the section will use primarily library materials, use the code ERLZ.

Primarily use bookstore course materials or course materials from other commercial sources – If the primary type of course materials need purchased or rented from a vendor supplier, use one of the following course attribute codes based on the cost of the course materials (ERCT, ERCS, ERCO).

Use an equal blend of sources for course materials - If an instructor uses an equal amount of two or more course material types, for example library sources, OER sources and bookstore sources they would fit in this blend category. If the section will use an equal blend of materials, use one of the following codes based on the cost of the course materials (ERBZ, ERBT, ERBS, ERBO).

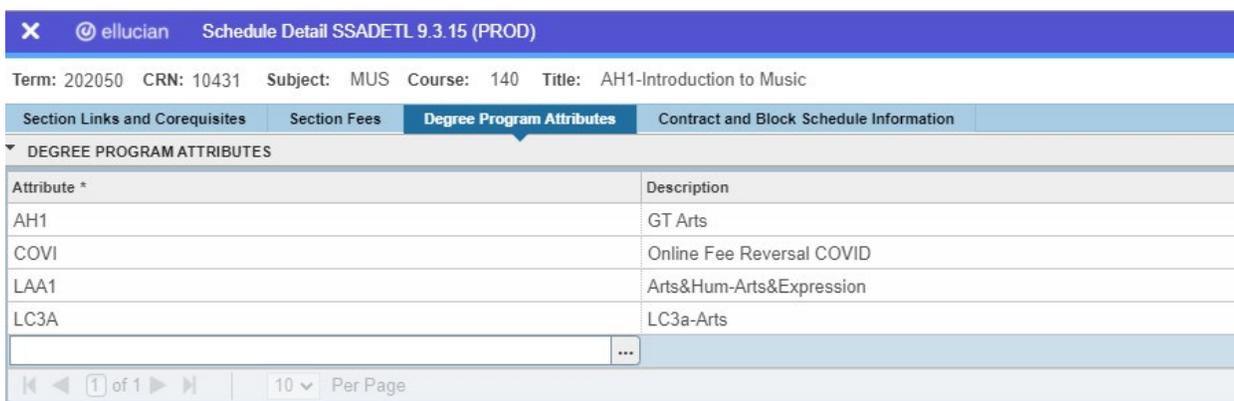
How to Enter Course Attributes

1. Once the course section is created, open Banner screen Schedule Detail (SSADETL)
2. Enter course term and CRN and click **Go** (Alt+Page Down)



Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

3. Navigate to the “Degree Program Attributes” tab (Alt+Page Down)
4. Any existing Attributes on the course will be listed. These are pre-populated from the catalog-level screen (SCADETL). To add an Attribute to the section, click **Insert** (F6).



Attribute *	Description
AH1	GT Arts
COVI	Online Fee Reversal COVID
LAA1	Arts&Hum-Arts&Expression
LC3A	LC3a-Arts

5. Add the attribute code in the **Attribute** field.
 - a. If you know the Attribute Code, you may type it in. If not, you can select the “...” button to view all attributes (also available on STVATTR). Attributes for course material costs begin with “ER” and are provided in the previous section of “Course Material Attributes.
 - b. Select the attribute to add and click **OK**.

ellucian Schedule Detail SSADETL 9.3.15 (PROD)

Term: 202050 CRN: 10431 Subject: MUS Course: 140 Title: AH1-Introduction to Music

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
AH1	GT Arts
COVI	
LAA1	
LC3A	

Degree Program Attribute Validation (STVATTR)

Criteria

Code	Description	ACTIVITY DATE
ERCT	Bookstore/Comm (<\$20)	03/01/2021
ERLZ	Primarily Lib (Free)	07/31/2020
EROZ	Only OER Mat (Free)	07/31/2020
ERPO	Primarily OER (\$50+)	03/01/2021
ERPS	Primarily OER (\$20-\$50)	03/01/2021
ERPT	Primarily OER (<\$20)	03/01/2021
ERPZ	Primarily OER (Free)	07/31/2020
ESCN	Diff Tuition Earth Science NR	07/07/2011
ESCR	Diff Tuition Earth Science R	07/07/2011
FLNG	Foreign Language	02/17/2006

7 of 19 Per Page Record 63 of 183

Cancel OK

- c. The attribute has been added to the section. Click **Save** (F10).
- a. You will receive an error that states “Changing Degree Program Attributes may impact Registration Fee Assessment.” This does not apply to all attributes, like course materials attributes, LAC, etc. but some attributes such as Differential Tuition impact student billing. Click **OK** on the warning.

ellucian Schedule Detail SSADETL 9.3.15 (PROD)

Term: 202050 CRN: 10431 Subject: MUS Course: 140 Title: AH1-Introduction to Music

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
AH1	GT Arts
COVI	Online Fee Reversal COVID
LAA1	Arts&Hum-Arts&Expression
LC3A	LC3a-Arts
EROZ	Only OER Mat (Free)

Warning Alert
Changing Degree Program Attributes may impact Registration Fee Assessment
OK CANCEL

7 of 19 Per Page Record 5 of 5

ellucian Schedule Detail SSADETL 9.3.15 (PROD)

Term: 202050 CRN: 10431 Subject: MUS Course: 140 Title: AH1-Introduction to Music

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
AH1	GT Arts
COVI	Online Fee Reversal COVID
LAA1	Arts&Hum-Arts&Expression
LC3A	LC3a-Arts
EROZ	Only OER Mat (Free)

Saved successfully (1 rows saved)

7 of 19 Per Page Record 5 of 5

6. If you have additional sections to edit, click **Start Over** (F5) to search for additional CRNs.

CLASS SCHEDULE UPDATE FORM

This is a sample. For the most updated version, please refer to the form located on the [Office of the Registrar website](#).

Class Schedule Update

Complete all information above the double line and any necessary information in the remaining sections.

Date: Approved by:
College: School/Program:
Term: Year:

Function: CRN (Move Students)

COURSE INFORMATION:

CRN: Prefix: Course: Section: Campus:
Credits: Capacity: Waitlist: Yes No WL Capacity:
Title: Special Approval
Course Type: Gradable: Canvas:
Cross Listed/Linked: CL/LK Course Instructional Method:

MEETING TIMES:

Course Start Date: Course End Date:
Day(s): Time:

LOCATION:

Building: Room:

**For courses requiring more than one room, please provide specific information in course notes below.*

INSTRUCTOR:

Name: Bear Number: Primary:
Name: Bear Number: Primary:

ADDITIONAL INFORMATION:

Course notes:
Justification:
Impact on Students:

PROGRAMS ARE RESPONSIBLE FOR NOTIFYING STUDENTS OF ALL CHANGES AND CANCELLATIONS.

FOR OFFICE USE ONLY DATE _____ INITIALS _____ ENR _____

03/25/16

CLASS SCHEDULING STEP DATE CALENDAR

- Step Calendar can be found at <https://www.unco.edu/registrar/pdf/calendar-step-2023.pdf>

		<i>Fall 2019</i> 8/26/19 - 12/13/19	<i>Interim 2019-2020</i> 12/16/19 - 1/10/20	<i>Spring 2020</i> 1/13/20 - 5/8/20	<i>Summer 2020</i> 5/18/20 - 8/7/20
INITIAL SCHEDULE					
Step 1	Term Opens for Scheduling/Schedule Roll	9/11/18	4/29/19 (no roll)	2/11/19	9/30/19 (no roll)
	Initial Schedule to Dean's Office				
Step 2	Schedule 25 Load (Allow 2 weeks)	1/28/19 - 2/8/19	Online Only	7/15/19 - 7/29/19	11/25/19 - 12/9/19
SCHEDULE CHANGES					
Step 3	Dean's Office corrections	2/9/19 - 2/18/19	7/10/19 - 9/9/19	7/30/19 - 9/9/19	12/10/19 - 2/24/20
	Class Schedule on URSA	2/19/19	9/10/19	9/10/19	2/25/20
Step 4	Additions/Corrections at Dean's Office	2/19/19 - 3/30/19	9/11/19 - 10/6/19	9/11/19 - 11/10/19	2/25/20 - 4/5/20
SCHEDULE CHANGES					
Step 5	Additions/Changes/Cancellations through Registrar	4/1/19 - 12/13/19	10/7/19 - 1/10/20	11/11/19 - 5/8/20	4/6/20 - 8/7/20
	Registration Begins	4/1/19	10/7/19	11/11/19	4/6/20
	Classes Begin	8/26/19	12/16/19	1/13/20	5/18/20
	Final Exam Assignment Run	9/16/19 - 9/20/19	n/a	2/3/20 - 2/7/20	n/a

		<i>Fall 2020</i> 8/24/20 - 12/11/20	<i>Interim 2020-2021</i> 12/14/20 - 1/8/21	<i>Spring 2021</i> 1/11/21 - 5/7/21	<i>Summer 2021</i> 5/17/21 - 8/6/21
INITIAL SCHEDULE					
Step 1	Term Opens for Scheduling/Schedule Roll	9/17/19	4/27/20 (no roll)	2/10/20	9/28/20 (no roll)
	Initial Schedule to Dean's Office				
Step 2	Schedule 25 Load (Allow 2 weeks)	1/27/20 - 2/7/20	Online Only	7/13/20 - 7/27/20	11/23/20 - 12/7/20
SCHEDULE CHANGES					
Step 3	Dean's Office corrections	2/8/20 - 2/24/20	7/8/20 - 9/7/20	7/28/20 - 9/27/20	12/8/20 - 2/22/21
	Class Schedule on URSA	2/25/20	9/8/20	9/28/20	2/23/21
Step 4	Additions/Corrections at Dean's Office	2/25/20 - 4/5/20	9/9/20 - 10/4/20	9/29/20 - 11/8/20	2/23/21 - 4/4/21
SCHEDULE CHANGES					
Step 5	Additions/Changes/Cancellations through Registrar	4/6/20 - 12/11/20	10/5/20 - 1/8/21	11/9/20 - 5/7/21	4/5/21 - 8/6/21
	Registration Begins	4/6/20	10/5/20	11/9/20	4/5/21
	Classes Begin	8/24/20	12/14/20	1/11/21	5/17/21
	Final Exam Assignment Run	9/14/20 - 9/18/20	n/a	2/1/21 - 2/5/21	n/a

		<i>Fall 2021</i> 8/23/21 - 12/10/21	<i>Interim 2021-2022</i> 12/13/21 - 1/7/22	<i>Spring 2022</i> 1/10/22 - 5/6/22	<i>Summer 2022</i> 5/16/22 - 8/5/22
INITIAL SCHEDULE					
Step 1	Term Opens for Scheduling/Schedule Roll	9/15/20	4/26/21 (no roll)	2/9/21	9/27/21 (no roll)
	Initial Schedule to Dean's Office				
Step 2	Schedule 25 Load (Allow 2 weeks)	1/25/21 - 2/5/21	Online Only	7/12/21 - 7/26/21	11/22/21 - 12/6/21
SCHEDULE CHANGES					
Step 3	Dean's Office corrections	2/6/21 - 2/22/21	7/7/21 - 9/6/21	7/27/21 - 9/6/21	12/7/21 - 2/21/22
	Class Schedule on URSA	2/23/21	9/7/21	9/7/21	2/22/22
Step 4	Additions/Corrections at Dean's Office	2/23/21 - 4/4/21	9/8/21 - 10/3/21	9/8/21 - 11/7/21	2/22/22 - 4/3/22
SCHEDULE CHANGES					
Step 5	Additions/Changes/Cancellations through Registrar	4/5/21 - 12/10/21	10/4/21 - 1/7/22	11/8/21 - 5/6/22	4/4/22 - 8/5/22
	Registration Begins	4/5/21	10/4/21	11/8/21	4/4/22
	Classes Begin	8/23/21	12/13/21	1/10/22	5/16/22
	Final Exam Assignment Run	9/13/21 - 9/17/21	n/a	1/31/22 - 2/4/22	n/a

		<i>Fall 2022</i> 8/22/22 - 12/09/22	<i>Interim 2022-2023</i> 12/12/22 - 1/6/23	<i>Spring 2023</i> 1/9/23 - 5/5/23	<i>Summer 2023</i> 5/15/23 - 8/4/23
INITIAL SCHEDULE					
Step 1	Term Opens for Scheduling/Schedule Roll	9/14/21	4/25/22 (no roll)	2/8/22	9/26/22 (no roll)
	Initial Schedule to Dean's Office				
Step 2	Schedule 25 Load (Allow 2 weeks)	1/24/22 - 2/4/22	Online Only	7/11/22 - 7/25/22	11/21/22 - 12/5/22
SCHEDULE CHANGES					
Step 3	Dean's Office corrections	2/5/22 - 2/21/22	7/6/22 - 9/5/22	7/26/22 - 9/5/22	12/6/22 - 2/20/23
	Class Schedule on URSA	2/22/22	9/6/22	9/6/22	2/21/23
Step 4	Additions/Corrections at Dean's Office	2/22/22 - 4/3/22	9/7/22 - 10/2/22	9/7/22 - 11/6/22	2/21/23 - 4/2/23
SCHEDULE CHANGES					
Step 5	Additions/Changes/Cancellations through Registrar	4/4/22 - 12/09/22	10/3/22 - 1/6/23	11/7/22 - 5/5/23	4/3/23 - 8/4/23
	Registration Begins	4/4/22	10/3/22	11/7/22	4/3/23
	Classes Begin	8/22/22	12/12/22	1/9/23	5/15/23
	Final Exam Assignment Run	9/12/22 - 9/16/22	n/a	1/30/23 - 2/3/23	n/a

BANNER SCHEDULING CODES

Campus Codes (STVCAMP)

Code	Description
M	Main Campus State Funded (on Greeley Campus)
S	Off Site State Funded (Online, Offsite, etc.)
O	Extended Studies Off Site (Centers, Sites, Online, etc.)
P	Extended Studies Main Campus (on Greeley Campus)

College Codes (STVROLL)

Code	Description
EB	Ed & Behavioral Sciences
HS	Humanities & Social Sciences
MB	Monfort College of Business
NH	Natural & Health Sciences
OT	Other/Provost
PV	Performing & Visual Arts
UC	University College

Section Status Codes (STVSSTS)

Code	Description	Allow Registration
A	Active	Y
C	Cancelled	N

Instructional Method Codes (GTVINSM)

Code	Description
BC	Basic Skills F2F Ext Stu
BH	Basic Skills Mixed F2F Ext Stu
BO	Basic Skills Distance Ext Stu
CH	Contract Mixed F2F Ext Stu
CO	Contract Distance Ext Stu
CR	Correspondence
CT	Contract F2F Ext Stu
DC	Dual Credit F2F Ext Stu
DH	Dual Credit Mixed F2F Ext Stu
DO	Dual Credit Distance Ext Stu
DS	Distance
ID	Independent/Directed Study
IP	Internship/Practica
IS	Correspondence Ext Stu
MF	Mixed Face to Face
NA	Non-Academic Non-Credit
NC	Non-Credit F2F Ext Stu
NE	Directed Study Ext Stu
NO	Non-Credit Distance Ext Stu
OC	F2F Ext Stu
OE	Distance Ext Stu
OH	Mixed F2F Ext Stu

PD	Prof Dev F2F Ext Stu
PH	Prof Dev Mixed F2F Ext Stu
PI	Prof Dev Internship/Practica
PO	Prof Dev Distance Ext Stu
TR	Face to Face
UE	Urban Ed F2F Ext Stu
UH	Urban Ed Mixed F2F Ext Stu
UI	UE Internship/Practica Ext Stu
UO	Urban Ed Distance Ext Stu

Schedule Type Codes (STVSCHD)

Code	Description
CLI	Clinical
DIS	Dissertation
DST	Directed Study
FLD	Field Instruction
INT	Internship
LAB	Laboratory
LEC	Lecture
PER	Physical Education/Recreation
PMI	Private Music Instruction
PRA	Practicum
REC	Recitation/Discussion
RES	Research
RPH	Registration Place Holder
SCO	Student Classroom Observation
SEM	Seminar
SST	Student Teaching
STO	Studio Art/Music/Theatre
THS	Thesis
NAC	Non-Academic/Non-Credit
NSC	Non-Scheduled Course

Session Codes (STVSESS)

Code	Description
D	Day
E	Evening
I	Online
S	Self-Paced
W	Weekend

Special Approval Codes (STVSAPR)

Code	Description
<i>AA</i>	<i>Advisor Approval</i>
<i>ES</i>	<i>Extended Studies</i>
<i>IN</i>	<i>Instructor</i>
<i>SD</i>	<i>School Director</i>

Building/Room Attribute Codes (STVRDEF)

Code	Description
HDC	High Definition Collaborative
HDS	High Definition Standard
INDV	Individual Computers
PANP	Panopto Preferred
STAC	Seating-Tab Arm Chairs
STC	Seating-Tables and Chairs
STS	Seating-Movable Seating

Course Registration Status Codes (STVRSTS)

Code	Description	Code	Description
AC	Aims Co-operative	RA	Registered After Census
AU	Audit	RE	Registered-Registrar
AS	Audit - Senior Citizen	RL	Registered Late-Registrar
DC	Drop Class-Registrar	RW	Registered-Web
DD	Drop-Delete	LS	Waitlisted
DL	Drop Late-Registrar	WC	Withdraw Class-Web
DW	Drop-Web	WL	Withdraw Late-Registrar
NG	ISE/NSE Non Graded (Zero Hours)	WR	Withdraw Class-Registrar
NN	NSE Non Graded (CR Hours)	WW	Withdraw-W
NR	No Report		

Grading Mode Codes (STVGMOD)

Code	Description
A	Audit (NC)
B	Basic Skills (A-F, I, UW)
C	Basic Skills (S/U, I, UW)
N	Not Graded ISE/NSE
P	Pass/Fail (S, U, I, UW)
Q	NR Pass/Fail (S, U, NR, UW)
R	NR Stan Letter (A-F, NR, UW)
S	Standard Letter (A-F, I, UW)
V	Non-Course Credit (CR)
X	Conversion (To Banner)

Canvas Integration Partner System Rules (GORINTG)

Code	Description
TE	Technology Enhanced
TEMDI	TE Merge Class-Different Instr
TEMSI	TE Merge Class-Same Instr
TMXLG	TE Merge Cross List Groups

Canvas Types

- **Type 1** – these courses are purely online and will need a Canvas shell. Enter one of the following instructional method codes (no integration partner code):
 - **OL**-Online Main Campus Courses
 - **OE**-Online Off Campus Courses (Extended Studies)
 - **IO**- Online Independent Study Courses (Extended Studies)
 - **PO**-Online Professional Development Courses (Extended Studies)
 - **NO** – Online Non Credit Courses (Extended Studies)
- **Type 2** – these courses meet face to face and will need a Canvas shell for course supplement. Enter one of the following instructional method codes and an integration partner of TE:
 - **TR** – Traditional Main Campus Courses
 - **NT** – Non Traditional Main Campus Courses
 - **OC** – Off Campus Degree Courses (Extended Studies)
 - **PD** – Professional Development Courses (Extended Studies)
 - **IS** – Independent Study Courses (Extended Studies)
 - **NC** – Non Credit Courses (Extended Studies)
 - **MF** – Mixed Face-to-Face
- **Type 3** – these courses meet face to face and will need a Canvas shell for course supplement AND are merged with other sections. Enter one of the following instructional method codes and an integration partner of TEMDI, TEMSI, or TMXLG.
 - **TR** – Traditional Main Campus Courses
 - **NT** – Non Traditional Main Campus Courses
 - **OC** – Off Campus Degree Courses (Extended Studies)
 - **PD** – Professional Development Courses (Extended Studies)
 - **IS** – Independent Study Courses (Extended Studies)
 - **NC** – Non Credit Courses (Extended Studies)
 - **MF** – Mixed Face-to-Face
- **Merged Courses**-these are courses that need the Canvas course shell merged with another course of the same subject and course number. For doubled numbered courses, build the lower division course in Banner first (i.e. EDSE 308/508). The lowest CRN course will be the master Canvas course.

INSTRUCTIONAL METHOD DEFINITIONS

BACKGROUND: In order for UNC to receive federal financial aid funds for UNC students, we must abide by all federal guidelines set forth by the US Department of Education. One of those guidelines requires the use of specific instructional methods as defined below. Mandated reporting to the US Department of Education, the Colorado Department of Higher Education, and the Higher Learning Commission is based on these instructional methods. To prevent financial penalties the UNC, repayment of federal aid funds by UNC students, and/or accreditation sanctions from the Higher Learning Commission, UNC must immediately implement the use of the following instructional methods and related definitions.

Priority	IM	Definition	Crse Type Examples
3	Face to Face	Instructors interact with students in the same physical space for 75% or more of the instructional time.	Varies; PMLSTO
4	Mixed Face to Face	Instructors interact with students in the same physical space for less than 75% of the instructional time with the remainder of the instructional time provided through distance or correspondence education (as defined below).	Varies
6	Distance	Instructors interact with students exclusively through one or more forms of distance delivery. <ul style="list-style-type: none"> Students are separated from the instructor. Interaction between the student and instructor is regular and substantive. Technologies used may include: <ul style="list-style-type: none"> Internet One way and two way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices. Audio conferencing Videocassettes, DVDs, and CD-ROMs, if they are used in conjunction with any of the technologies listed in the previous three bullets. 	Online courses
5	Correspondence	Instructors interact with students through mail or electronic interface according to a typically student self-paced schedule. <ul style="list-style-type: none"> Instructional materials are provided by mail or electronic transmission including exams Students are separated from the instructor Interaction between the instructor and student is not regular and substantive and is primarily initiated by the student Typically self-paced Is NOT distance education 	Independnt Study from ExC
1	Independent/Directed Study	Instructors interact with students through a flexible format.	DST, RES, DIS, THS
2	Internship/Practica	Internship: applied and supervised field-based learning experience where students gain practical experience following a negotiated and/or directed plan of study. Practicum: practical student work under the supervision of a faculty member or under supervision of a professional in the student's field and regular consultation with faculty member.	CLI, INT, PRA, SCO, SST

CONTACT HOUR RATIOS

Note: The CDHE (Colorado Department of Higher Education, formerly Colorado Commission on Higher Education) definition for a base contact hour is 750 minutes of section meeting time. CDHE has minimum guidelines expressing the minimum number of weekly contact hours expected to receive 1 credit. This varies depending upon the instruction type (e.g., lecture, lab). For example, a 3 credit hour lecture course would need to meet the equivalent of three 50-minute blocks each week (for a total of 2,250 minutes per semester.) Although CDHE historically provided more detailed information on contact hours, their website now links to an Approved Policy revised May 3, 2001 that provides the following definition for a Contact Hour: "A contact hour is a programmed class period of not less than 50 minutes nor more than 60 minutes. Generally, in lecture situations one contact hour equals one student credit and in laboratory situations 2-3 contact hours equal one student credit." Minimum contact ratio guidelines listed below are based off of previous CCHE documents and Colorado State University's Institutional Research information

Course Type	Description	Code	Notes	Minimum Guidelines for Weekly Contact Hours Expected to Receive 1 Credit
Clinical	Participation in client and client-related services that are an integral part of an academic program. Clinical instruction occurs in or outside an institutional setting and involves work with clients who receive professional services from students serving under direct supervision of a faculty member and/or approved member of the agency staff.	CLI	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of clinical sites, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio
Directed Study	Faculty and student negotiate an individualized plan of study.	DST	A Directed Study is not to replace an existing course. If a course is offered on an individualized basis the faculty and student complete a Non-Scheduled course form.	0.75 Hour = 1 credit (.75:1) Contact Ratio
Dissertation	Credit enrolled for formal period of work on doctoral dissertation.	DIS	Course number designation is 799.	0.75 Hour = 1 credit (.75:1) Contact Ratio
Field Instruction	Instructional activities conducted by the faculty and designed to supplement and/or extend an individual course or classroom experience.	FLD		2.5 Hours = 1 credit (2.5:1) Contact Ratio
Internship	Applied and supervised field-based learning experience where students gain practical experience following a negotiated and/or directed plan of study.	INT	Student may or may not be paid for Internship.	3.0 Hours = 1 credit (3:1) Contact Ratio

Lab	Instructional activities conducted by the faculty which require student participation, experimentation, observation, or practice.	LAB	Course maximum enrollments may vary according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, equipment, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio
Lecture	Faculty member responsible for delivery and discussion of learning material and related instructional activities.	LEC	Course maximum enrollments may vary by level, discipline, classroom availability, course delivery format (online), etc.	1.0 Hour = 1 credit (1:1) Contact Ratio
Physical Educ./ Recreation	Participation in or the performance of some form of physical activity. Knowledge associated with the proper performance of the activity is presented.	PER	Course maximum enrollments may vary by level of instruction, type of activity, safety considerations, availability of facilities, etc.	2.0 Hours = 1 credit (2:1) Contact Ratio
Practicum	Practical student work under the supervision of a faculty member or under supervision of a professional in the student's field and regular consultation with faculty member.	PRA		2.0 Hours = 1 credit (2:1) Contact Ratio
Private Music Instruction	Formal presentation in a one-to-one relationship between student and instructor.	PMI		0.50 Hour = 1 credit (.50:1) Contact Ratio
Recitation/ Discussion	A course, or a section of a larger course, designed for group discussion or student recitation/discussion.	REC		1.0 = 1 credit (1:1) Contact Ratio
Research	Credit formally enrolled for during period of research instruction in pursuit of a graduate degree (e.g., doctoral proposal research).	RES		0.75 = 1 credit (.75:1) Contact Ratio
Seminar	A highly focused course that may include student presentations and discussions of reports based on literature, practice, problems, or research (e.g., a capstone course)	SEM	Typically at the upper division or graduate level.	1.0 = 1 credit (1:1) Contact Ratio
Student Classroom Observation	Teacher candidates observe, participate in, analyze, and reflect on issues in education.	SCO		2.0 Hours = 1 credit (2:1) Contact Ratio
Student Teaching	Faculty supervised learning experience in which student applies knowledge gained in the teacher education program to a classroom setting.	SST		2.5 = 1 credit (2.5:1) Contact Ratio
Studio	Lab-type activities conducted by faculty (e.g., music ensembles, art studio, etc.)	STO		2.0 = 1 credit (2:1) Contact Ratio
Thesis	Credit enrolled for formal period of work on thesis.	THS		0.75 = 1 credit (.75:1) Contact Ratio

Approved 9-15-08 by Provost and Vice President of Academic Affairs (Abe Harrat)
Edit Correction 10-3-08; Correction to PMI contact hours per CDHE guidelines 5-10-13

Instruction Course Types Approved 9-15-08

CANVAS COURSE CODING PROCESS REFERENCE GUIDE

Jared Harley, IM&T – 2014-07-11

For a course to appear in Canvas, it must have the following properties:

- Instructor of record
- Meeting record
- CRN
- Course status of “Active”
- Instructional method code of DS, MF, NA, NO, OE, or PO, **or** an integration partner code of TE, TEMDI, TEMSI, or TMXLG.

Courses with an instructional method code of DS, MF, NA, NO, OE, or PO will appear in Canvas with no additional coding – the TEMDI, TEMSI, and TMXLG codes only need to be used for these courses if the courses are going to be merged.

Any other course can be made to appear in Canvas by setting the integration partner code to TE, or by using TEMDI, TEMSI, or TMXLG if the course should be merged.

Canvas shells are available to faculty on the first day of registration for the term

Canvas is available to students on the first day of the term

Canvas shells open and close based on course begin and end dates found in Banner. Students will retain access after the semester, but will not be able to submit assignments.

Independent Study Courses

Independent Study courses (courses with an instructional method of IS) will automatically be uploaded to Canvas. The TE integration code **should not** be used on Independent Study courses.

Course Merging

The process of "course merging" (merging multiple courses together into a single Canvas shell) is done via the integration partner codes TEMDI, TEMSI, and TMXLG.

Same Course, Different Instructor (TEMDI)

This code merges together courses that are the same course, but have different instructors. This allows instructors to merge sections of the same course when the assigned instructors are different. For courses to be merged with TEMDI, they must:

- Have the same subject code (e.g., ENG)
- Have the same course number (e.g., 120)
- Have the same part-of-term (e.g., AP)
- Have the same term code (e.g., 201450)

Same Course, Same Instructor (TEMSI)

This code merges together courses that are the same course and have the same instructor. This allows an instructor to merge sections of the same course into a single Canvas shell. For courses to be merged with TEMSI, they must:

- Have the same subject code (e.g., ENG)
- Have the same course number (e.g., 120)
- Have the same part-of-term (e.g., AP)
- Have the same term code (e.g., 201450)
- Have the same assigned instructor

Cross-listed Courses (TMXLG)

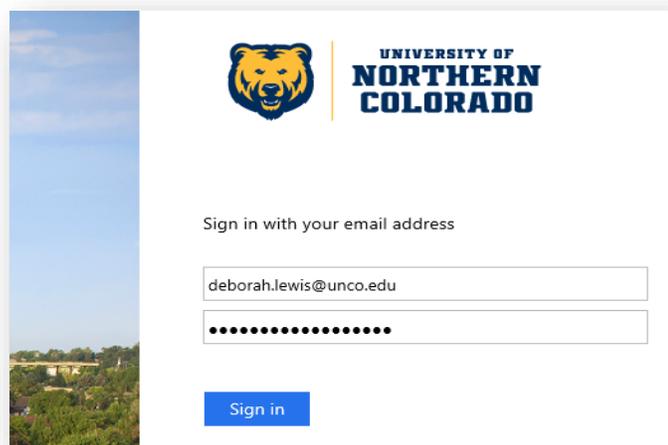
This code merges cross-listed courses. This code allows an instructor to merge two or more cross-listed courses into a single Canvas shell. For courses to be merged with TMXLG, they need only have the same instructor, term code, and cross-list code.

Canvas Shell

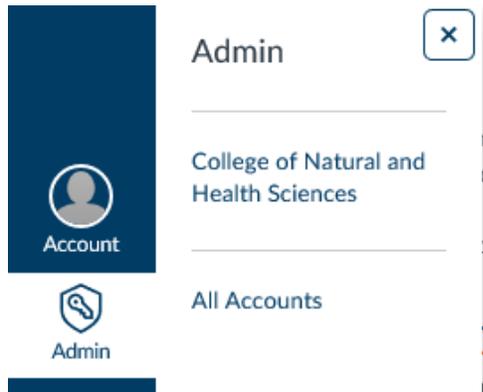
The Canvas shell of a merged course will *always* take on the title and CRN of the lowest CRN value of the courses being merged.

Adding People to Canvas

- 1) The '[Canvas Access for Non-Registered Individuals](#)' form will be sent to the appropriate Course Scheduler based on what college the requester selects, e.g. HSS, PVA, etc.
- 2) The Scheduler is responsible to make sure that person being added meets the LMS Policy, [UNCOA-004 Learning Management System](#)
- 3) The Scheduler will log into [Canvas](#) using their first.lastname@unco.edu and password

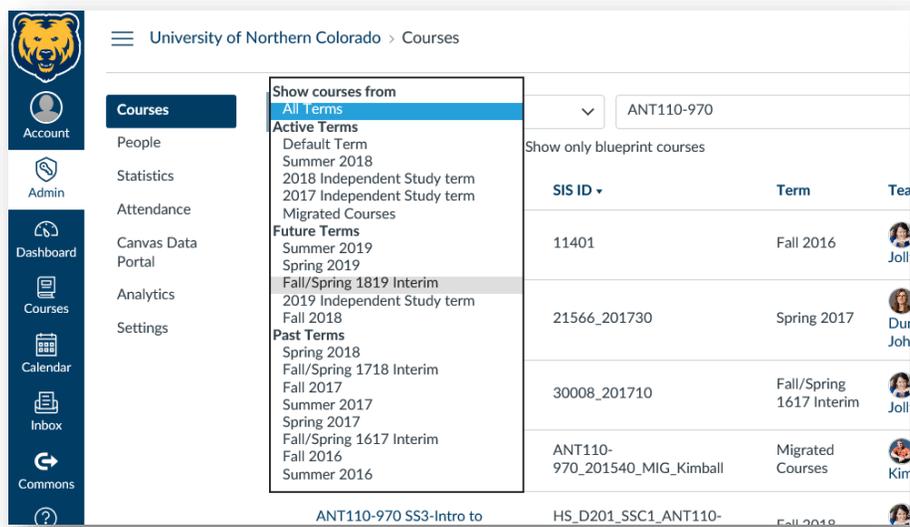


4) Click on 'Admin' followed by the college name



5) Search for a course by selecting the term under "All Terms" and enter the course or CRN in the "Search courses"

- a. NOTE: When entering the course there is no space between the subject and course number and a dash (-) between the course number and section, e.g. ANT110-970.



6) Once the course for the correct term has been found, click the + sign at the right of the screen



- 7) Make sure the 'Email Address' is marked and enter the person's UNC email in the box. Select the correct "Role" from the dropdown and click "Next" in the lower right.

Add People

Add user(s) by

Email Address Login ID SIS ID

Example: lsmith@myschool.edu, mfooster@myschool.edu

Meagan.Crews@unco.edu

Role: Student (selected)

Section: ANT110-972

Can interact with content

What role should this user have? (Select one)

Cancel Next

- 8) Click 'Add Users' on the next screen

Add People

The following users are ready to be added to the course.

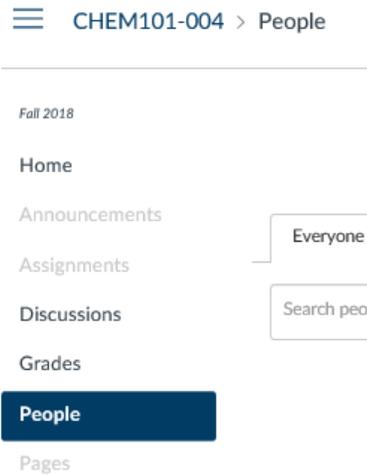
Name	Email Address	Login ID	SIS ID	Institution
Meagan Crews	meagan.crews@unco.edu			University of Northern Colorado

Cancel Start Over Add Users

- 9) The User should now appear in the list of people in the course

10) Editing Added Users

- a. To change the role, open the course shell and click on 'People'.

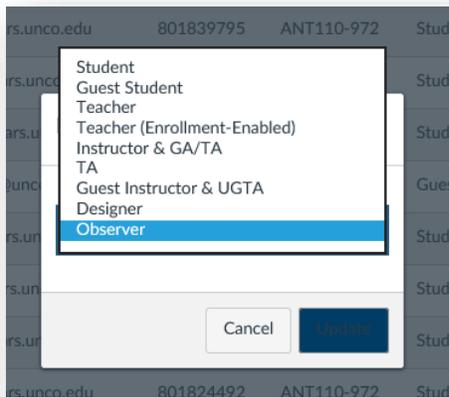


- b. Find the name of the user you want to edit. Then click on the 3 horizontal dots after the name and click 'Edit Role'

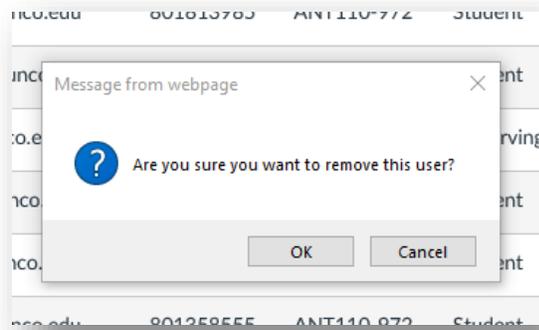
Name	Email	ID	Section	Role	Last Active	Actions
Meagan Crews	meagan.crews@unco.edu	801046737		Observing: nobody		⋮
Omamewanlen Esekhaigbe	esek3804@bears.unco.edu	801830538	ANT110-972	Student	Jul 19 at 8:19am	⋮
Kaitlyn Gross	gros1132@bears.unco.edu	801830460	ANT110-973	Student	Jul 17 at 6:36pm	⋮
Riley Heger	hege2630@bears.unco.edu	801358555	ANT110-972	Student	Jul 18 at 5:16pm	⋮
Kiera Helms	helm3645@bears.unco.edu	801824492	ANT110-972	Student	Jul 18 at 10:48pm	⋮
Katelyn Hetzel	hetz7120@bears.unco.edu	801824287	ANT110-972	Student	Jul 19 at 12:33pm	⋮
Brittany Holland	holl8922@bears.unco.edu	801360901	ANT110-972	Student	Jul 5 at 7:43am	⋮
Kara Hooker	hook1676@bears.unco.edu	801451886	ANT110-972	Student	Jul 18 at 11:04pm	⋮

- Resend Invitation
- Link to Students
- Edit Role
- User Details
- Deactivate User
- Remove From Course

- c. Click 'Edit Role', choose the correct Role from the dropdown and click Update



- d. To delete a user **YOU** have added by mistake, click on the 3 horizontal dots after their name, select 'Remove from Course' on the drop down menu. Click 'OK' on the next pop-up screen.



TAXONOMY CODING

Taxonomy is a code that determines where a course should be counted in terms of credits and funding and is used in the annual program review process. Courses that are offered across disciplines and colleges must have their taxonomy code assigned each semester. The taxonomy code follows the instructor.

Code	Descriptions	Code	Descriptions
MACC	Accounting	HHSS	HSS Interdisciplinary
NSAC	Activity Courses	NHHR	Human Rehabilitation
HAFS	Africana Studies	NHEA	Human Services
EASL	American Sign Lang & Intern St	HINT	International Affairs
HANT	Anthropology	HJMC	Journalism
ESRM	Applied Stats Research Methods	HLEG	Legal Studies
PART	Art and Design	OLIB	Library
PARE	Art and Design Education	OLCN	Licensure Only
HASN	Asian Studies	HLDD	Linguistically Diverse
NATH	Athletic Training	MMAN	Management
NAUD	Audio and Speech Lang Sciences	MMAR	Marketing
NBIO	Biological Sciences	NMST	MAST
OCIE	Center for International Ed	NMAT	Mathematical Sciences
NCHE	Chemistry and Biochemistry	MMBA	MBA: Business Administration
ECCO	Clinical Counseling	MMCB	MCB Interdisciplinary
HCSS	Communication	UMIL	Military Science
NHCH	Community Health	HMLA	Modern Languages
MCIS	Computer Information Systems	HMCS	Multicultural Studies
ECPY	Counseling Psychology	PMUS	Music
ECES	Counselor Ed and Supervision	PMUE	Music Education
HCRJ	Criminal Justice	PMUT	Musical Theatre
PDNC	Dance	NNHS	NHS Interdisciplinary
NDIE	Dietetics	XXXX	Not subject to Program Review
EAPC	DO NOT USE An Psych & Csl Ed	NNUR	Nursing
NENG	DO NOT USE English	NNUT	Nutrition
OMST	DO NOT USE MAST	HPhi	Philosophy
NEAS	Earth and Atmospheric Sciences	NPHY	Physics
EEBS	EBS Interdisciplinary	HPOS	Political Science
HECO	Economics	HLAW	Pre Law
OEII	Education Innovation Institute	EPY	Professional Psychology
EEDL	Educational Leadership	EPSY	Psychology
EETC	Educational Technology	PPVA	PVA Interdisciplinary
EEAC	Elem Ed Early Childhood Ed	HIRE	Racial Equality
HENG	English	EREA	Reading
UENS	Environmental Studies	NREC	Rec Tourism and Hospitality
ONCR	Extended Studies	OREG	Registrar
OENC	Extended Studies Non Credit	NHRC	Rehabilitation Counseling
MFIN	Finance	ESCP	School Counsel and Psych
HMFL	Foreign Language	ELSE	School Library Education
HWMS	Gender Studies	NSCI	Science
MBUS	General Business	NSXS	SES-Exercise Science
NERO	Gerontology	NSPE	SES-PE K12 Teaching
GGRD	Graduate School	NSSA	SES-Sport Administration
NHHS	Health and Human Sciences	HSSC	Social Science
EHSL	Higher Ed Student Affairs Lead	HSOC	Sociology
HHSP	Hispanic Studies	MSEG	Software Engineering
HHIS	History	ESPE	Special Education

NSES	Sport and Exer Sci Interdisc
NSCO	Sports Coaching
ETED	Teacher Education
PTHA	Theatre Arts
PTAE	Theatre Arts Education
UCC	UC

To Change Taxonomy Codes

1. After the drop date each semester, in **Insight, Production, Public tab**, pull the report **CRS055: Course Section Override Reports** and then select **Course Sections for Override Review** to access the list of courses that may need taxonomy overrides.
2. For courses needing taxonomy overrides, fill in the yellow portion of the spreadsheet and then use that as a guide to change the codes within Banner (step 3).

Course Sections to Be Reviewed for Override													
Term 201840 - Summer 2018													
SSASECT Course Section Information										SSAOVRR Override Codes			
Cross List	Subjec	Course	Sectio	CRN	Taxonomy Desc	Coll	Div	Dept	Tax	Coll	Div	Dept	Tax
	ESCI	494	624	40617	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	625	40618	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	626	40843	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	627	40844	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	628	40845	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	637	41008	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	638	41009	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	643	41010	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	ESCI	594	644	41011	Earth Sciences	NH	D601	CEP2	NEAS	OT	D340	PDC2	
	FND	210	932	40890	Dietetics	NH	S602	HUS4	NDIE	OT	D340	PDC5	
	FND	250	933	40891	Dietetics	NH	S602	HUS4	NDIE	OT	D340	PDC5	
	FND	252	900	40598	Dietetics	NH	S602	HUS4	NDIE				
	FND	252	901	40622	Dietetics	NH	S602	HUS4	NDIE				

3. In **SSAOVRR** form, enter **Term** and **CRN** and hit **Go**.
4. Change the forms that need fixing. Options include College, Division, Department and Taxonomy. Some courses may only require one field completed while others may require all fields completed.

The screenshot shows the SSAOVRR form interface. At the top, there is a header bar with the title "Schedule Override: SSAOVRR 9.3 (PROD)" and navigation buttons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, the current session information is displayed: Term: 201840, CRN: 40617, Subject: ESCI, Course: 494, Title: Contemporary Field Issues. A "Start Over" button is visible. The main form area is titled "SCHEDULE OVERRIDE" and contains several input fields: College (set to 01), Other/Provost, Division (set to D340), Office of Extended Studies, Department (set to PDC2), Prof Dev Credit/Svc Crse 34416, and Taxonomy of Program.

5. **Save.**
6. You can re-pull the Insight report and select **Course Sections with Overrides** to verify the overrides are complete. You may need to wait 24 hours for the Insight form to update.

SCHEDULING GUIDELINES FOR ACADEMIC PROGRAMS

Scheduling

UNCOA-001

Dissemination Date: February 7, 2013

Effective Date: Immediate

Office of Origin/Approval Authority: Provost's Office

Title

Scheduling Guidelines for Academic Programs

Purpose of the Policy

The purpose of these guidelines is to provide detailed instructions for academic scheduling that adhere to the policies of the Federal Student Aid Department of the United States Department of Education and the Colorado Department of Higher Education.

Detailed Policy Statement

As a public institution of higher education in the State of Colorado, the University of Northern Colorado (UNC) will abide by all state and federal legislation including guidelines for the scheduling of courses for academic programs*. UNC is a certified Title IV institution* for the distribution of federal financial aid. In addition, UNC is defined as a standard term university*. As such, the university must comply with established guidelines for standard term universities provided by the US Department of Education. The consequences for lack of compliance range from a mandate to repay inaccurately allocated funds to financial fines and penalties to a loss of status as a certifying institution for the distribution of federal funds.

*See definitions below for further clarification.

Applicability

These guidelines apply to all UNC academic degree programs and post-baccalaureate teacher licensure programs. These guidelines are also applicable to any credit-bearing course that could possibly be used to satisfy a student's degree or teacher licensure requirements. Failure to follow the guidelines is a direct violation of Title IV Federal Financial Aid requirements for standard term universities.

Definitions

2012-2013 Federal Student Aid (FSA) Handbook

<http://fap.ed.gov/fisahandbook/1213FSAHandbookCompleteActiveIndex.html>

Academic Program Eligibility (2-14 FSA Handbook and UNC's Program Participation Agreement)

At UNC, the academic programs eligible for federal financial aid include bachelor and graduate degrees and non-degree post-baccalaureate teacher licensure programs for elementary or secondary schools in the State of Colorado. Certificate programs are not eligible.

Census Date (CDHE Guidelines for COF) http://highered.colorado.gov/Finance/COF/COFCOEGuidelines_100111.pdf

The census date is the last date of the registration adjustment period typically calculated at 15% of the term. The census date coincides with UNC's drop date for Fall and Spring Semesters. Data gathered on this date are used for federal and state reporting. The "freeze date", for the purpose of determining federal financial aid eligibility for UNC students, typically coincides with the census/drop date.

Course Contact Hours <http://highered.colorado.gov/Publications/Policies/Current/v-partb-Guidelines.pdf>

The Colorado Department of Higher Education has guidelines for the minimum number of student contact hours that must occur per credit hour depending on the type of course (lecture, lab, etc.). The approved minimum contact hours for UNC courses can be found on this link: http://www.unco.edu/as/gec/pdf/Course_Types.pdf

Institutional Eligibility (2-1 FSA Handbook)

Institutional eligibility for awarding federal financial aid monies is granted to public institutions of higher education that offer associate, bachelor's, graduate, or professional degree programs. Additionally, the institution must be accredited by a nationally recognized accrediting agency.

(2-10 FSA Handbook) The school must have a current Program Participation Agreement signed by the president of the university and an authorized representative of the Secretary of Education. Under this agreement "the school agrees to comply with the laws, regulations, and policies governing the FSA programs."

Instructional Time (3-2 FSA Handbook)

- Weeks of instructional time in a term begin on the first day of classes in the term and end on the last day of classes or examinations.
- One week is "any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination or (after the last day of classes) at least 1 scheduled day of study for examinations occurs."
- "Instructional time does not include periods of orientation, counseling, homework, vacation, or other activity not related to class preparation or examination."
- Note: Instructional time and course contact time are not the same. See definition for course contact hours above.

Part of Term Code

- The part of term code indicates start and end dates for each course plus add, drop, and withdrawal deadlines.
- Part of term codes are created by the Office of the Registrar based on course scheduling.
- University schedulers enter the code into Banner.

Standard Term (3-1 FSA Handbook)

- Typically Fall, Spring, Summer; a 4-week intersession is allowed
- Standard terms are described in "weeks of instructional time" and have an established number of weeks

UNC Academic Standard Terms (meets minimal contact time per CO Dept. of Higher Ed.)

- Fall and Spring Terms: 16 weeks of instructional time as indicated by the UNC calendar
- Summer Term: total of 12 weeks of instructional time that may be subdivided as indicated below
 - Full 12-week term as indicated by the UNC calendar
 - First 6-week term begins at the onset of the 12-week session and ends during week six
 - Second 6-week term begins on the 7th week of the 12-week session and ends during week 12
 - 8-week term begins three weeks into the scheduled 12-week session and ends one week prior to the end of the 12-week session
- Interim Term: 4 weeks of instructional time as indicated by the UNC calendar

Requirements for all standard term universities (3-1 FSA Handbook)

- Courses must begin and end within the respective terms.
- Any course that can be applied to any student's degree or teacher licensure program cannot overlap terms. This includes self-paced and independent study courses.
- Courses cannot be scheduled more than two weeks of instructional time longer than the term.

Student (1-3 FSA Handbook and UNC's Program Participation Agreement)

To be eligible for Title IV federal financial aid, a student is someone who is enrolled or accepted for enrollment for the purpose of obtaining a degree or post-baccalaureate teacher licensure for elementary or secondary schools in the State of Colorado.

Implementation Procedures

As academic courses are entered into scheduling templates for future academic terms, adherence to the following guidelines is required.

Standard Terms	
Standard Term Calendar	2012-2016 http://www.unco.edu/regres/pdf/Calendar%203yr.pdf
FALL and SPRING TERMS	Courses must be scheduled to begin and end in concurrence with the UNC standard term calendar of 16 weeks
INTERIM TERM	Courses must be scheduled to begin and end in concurrence with the UNC standard term calendar of 4 weeks
SUMMER TERM	Courses must be scheduled to begin and end in concurrence with the UNC calendar for the four summer term divisions
Scheduling Guidelines for all Standard Terms	
Regularly Scheduled Courses	
	Prior to registration, all courses must have start and end dates entered into Banner
	Courses may not be scheduled to cross over terms
	Enter all courses into Banner by the add date of the term*
	Course dates/times entered into Banner must reflect appropriate course contact hours per State requirements http://www.unco.edu/regres/pdf/Course_Types.pdf
Variable Credit and Self-Paced Courses	
	Includes courses such as internships, practica, clinical, directed study, independent study, thesis, dissertation
	Courses must be scheduled to begin and end within the UNC standard term calendars
	Courses must have start and end dates entered into Banner
	Courses may not be scheduled to cross over terms
	Enter all courses into Banner by the add date of the term*
	By the census (drop) date, enter courses into Banner for the full number of credits the student plans to pursue; credits will not be altered once the student has enrolled in and begun the course**
Scheduling Guidelines for Alternate Part of Term	
	Courses must meet one of the requirements listed under "specialized circumstances" (see below)
	Courses may not be scheduled more than two weeks longer than the associated standard term (max of 18 weeks for Fall and Spring Terms; 14 weeks for Summer Term) AND course must be considered a part of that associated standard term Example: course begins on week 10 of summer term and ends on week 14 (two weeks past standard summer term); that course is a Summer Term course; that course may not extend to week 15
	The Registrar's office will calculate add, drop, and withdrawal dates for each part of term***
	Prior to registration, courses must have start and end dates entered into Banner
	Courses may not be scheduled to cross over terms
	Enter all courses into Banner by the add date of the term*
	Course dates/times entered into Banner must reflect appropriate course contact hours per State requirements http://www.unco.edu/regres/pdf/Course_Types.pdf
	Guidelines for variable credit and self-paced courses apply (see above)

Specialized Circumstances for an Alternate Part of Term

These courses must follow the scheduling guidelines for alternate part of term

- Courses that are dependent on an external organization for internship, practicum, and clinical placements and the calendar for the external organization does not coincide with the UNC academic standard term calendar
- Student teaching experiences that rely on the K-12 institutional calendars
- Teacher-focused programs that rely on the K-12 institutional calendars
- Courses that rely on external vendors for instructors and/or course venue such as the Poudre Learning Center
- Courses that rely on specific environmental conditions such as golf classes offered in the spring
- Condensed courses/workshops offered during spring break, interim or summer
- Courses in concentrated/accelerated programs
- Courses scheduled upon completion of auditions/exams

*Explanation: For a course to be eligible for a student's financial aid, the student must register for the course no later than the freeze date of a term (typically the semester census/drop date). Courses added into a student's schedule after this date are not eligible toward a student's financial aid (mainly Pell grant recipients) but the course will be part of the student's GPA and progress toward degree completion.

Example: By the freeze date, an undergraduate student has enrolled in nine credits (fulltime is 12 credits). The student will receive financial aid as a part-time student. After the freeze date, the student enrolls in an additional three credits. The financial aid eligibility for that student cannot be changed to fulltime for this term. Conversely, if the student is enrolled in 12 credits by the freeze date, the student will be eligible for fulltime aid. After the freeze date, the student withdraws from a course and ends up with nine credits. If the instructor can show evidence that the student was academically engaged in the course, the student will be allowed to keep the fulltime aid. Depending on the type of aid awarded, the student will be required to repay a portion of the fulltime aid if the instructor has no evidence of academic engagement.

Academic Engagement (34 CFR 668.22)

7)(i) "Academic attendance" and "attendance at an academically-related activity"—

(A) Include, but are not limited to—

- (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- (2) Submitting an academic assignment;
- (3) Taking an exam, an interactive tutorial, or computer-assisted instruction;
- (4) Attending a study group that is assigned by the institution;
- (5) Participating in an online discussion about academic matters; and
- (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course; and

(B) Do not include activities where a student may be present, but not academically engaged, such as—

- (1) Living in institutional housing;
- (2) Participating in the institution's meal plan;
- (3) Logging into an online class without active participation; or
- (4) Participating in academic counseling or advisement.

(ii) A determination of "academic attendance" or "attendance at an academically-related activity" must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

**Explanation: Any request to alter credits during and/or after the term has begun or ended has a direct effect on a student's academic progress as defined by financial aid guidelines. (1-8 FSA Handbook)

***These dates will not be the same as the standard term dates. Please note that a student's financial aid eligibility will be determined according to standard term dates, so the scheduling of these specialized courses can cause confusion on the part of the student as related to financial aid. For example, if a course does not begin until March 1st during spring term, the add/drop/withdrawal dates for that course will be calculated based on the start and end dates of the course. For financial aid purposes, the spring term freeze date (in January) is the date used for financial aid eligibility.

Policy Authority

Provost

Contact Information

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COMPUTER LAB SCHEDULING POLICY

Faculty and staff in need of a computer lab for a course must submit those requests to their College Scheduler.

Anchor Labs – Not schedulable for classes or events:

- UC Computer Commons
- Michener Library Common Areas

Student Use Only/Open Labs – Special consideration requests go through:

- GUNT 1700 – Carri Bloomer
- MCKE 0101E – Carri Bloomer
- ROSS 2263 – Janice Riegel
- SKNR LIBRARY-Skinner Library Staff

Specialized Dedicated Labs – Not available for general campus scheduling; college or program determines schedule. A Full list of these computer labs can be found in the 25Live Training and Reference Guide.

Specialized Open Labs/Restricted – Open to general scheduling, but reservations need “Assigned” to the room by the Departmental Approver indicated below. (Open for student use when not scheduled):

- CAND 0345 (Debbie Lewis)
- CAND 1140 (Debbie Lewis)
- CAND 1375 (CETL Preference-Berniece Mitchell)
- KEPN 0030 (MCB Scheduler)
- KEPN 0075 (MCB Scheduler)
- KEPN 1050D (MCB Scheduler)
- MCKE 0019 (Gary Browning or Susan Allen)
- MICH 0303 (Natasha Floersch prefers to put in all reservations)
- MICH 0335 (Natasha Floersch prefers to put in all reservations)
- MICH L0012 (CETL Preference-Berniece Mitchell)
- MICH L0117 (CHE Department-Shawanna Kimbrough, Berlinda Saenz, or Flora Powells)
- ROSS 1240 (Janice Riegel or Debbie Lewis)
- ROSS 2261 (Debbie Lewis or Janice Riegel)

Note: Departmental Schedulers approve or deny requests within 25Live under the ‘Tasks’ tab. If denying, 25Live will **not** automatically send a message to the requester, the Scheduler will need to contact the requester to inform them their request was denied.

Classroom Computer Labs- Follows the S25 Rules; available for general campus scheduling:

- CAND 1170
- CAND 2035
- CAND 2170
- GUNT 1140
- KEPN 0090
- MCKE 0101W

Collaborative Classroom Technology- Follows S25 and NonS25 protocols:

- GUNT 1530 (S25)
- KEPN 0060 (S25)
- MCKE 0142 (NonS25)

BUTLER-HANCOCK SPACE USAGE

The School of Sport and Exercise Science, Intercollegiate Athletics, and Campus Recreation have a Memorandum of Understanding (MOU) for use on shared campus facilities. Below is language on usage of space within Butler-Hancock.

Scheduling of classroom and gymnasium space in Butler-Hancock Hall will give preference to regularly-scheduled academic classes, and then to university events requiring specific facilities.

- *BTLR 202 and BTLR 222 shall remain in the pool of allocable space for academic class usage with no restrictions.*
- *BTLR 193 shall remain in the pool of allocable space for academic class usage with no restrictions between 8am – 2pm each weekday.*
- *BTLR 195 and BTLR 196 will be available for academic class usage MWF until 11:00am and after 1:25pm and TR until 10:45am and after 2pm each weekday.*
- *BTLR 100 (gym) shall remain in the pool of allocable space for academic class usage between 8am - 2pm each weekday, followed by exclusive use by Intercollegiate Athletics after 2pm unless an event is scheduled in advance.*

25LIVE AND BEST PRACTICES FOR ACADEMIC COURSE SCHEDULING

25Live Account Activation

- The Department Head, Manager, or Supervisor must fill out the OnBase form requesting access for a new 25Live user. The Functional Administrator of 25Live will review the request, activate the new account, and then email the new user with account and password reset information.

25Live Scheduling Procedures, Calendars, & Timelines

Scheduling Procedures Related to 25Live Optimal Functionality

- All courses should originate in the Banner system; coded by the Departmental Schedulers.
- Cross-listed courses should be coded as such in Banner and have the same meeting day, meeting time, and instructor (see page 19).
- Unit Administrative Assistants may schedule one-time occurrences, or any instance that falls outside of the regular computer lab hours via the 25Live system. Requests are reviewed by the College Schedulers or by the 25Live Administrator, and approval is subject to academic space availability.
- For the Fall and Spring terms, there cannot be an event or meeting placed in an S25 space until after the first week of classes has concluded; however, one-time meetings can occur in that first week of classes. Meetings scheduled in the first week of the classes cannot be entered into the system until the Room Run has concluded, and the schedulers have had a couple weeks to fix any errors that may have occurred during the room placement process. Please be cognizant that courses still have preference in academic spaces, so one-time events may be asked to move if said event is preventing a class from placing for the semester.
- Summer events and meetings can be scheduled starting February 1st of each year.

25Live Room Run Process

- The Office of the Registrar's 25Live Functional Administrator is allotted a two-week window to load the room run in January, July, and November. See the "Class Scheduling Step Date Calendar" for actual dates by visiting www.unco.edu/registrar, go to the Faculty&Staff drop down, select "Academic Course Schedulers", and then choose "Step Calendar" in the Calendars column.
- All scheduling and edits will need to be suspended during the room-run loading period. Email communication from the 25Live Functional Administrator will be forthcoming to mark the start and end of that event for each term.

25Live Final Exam Room Run Process

- It is important to use the Class Scheduling Blocks (found on page 23) because meeting patterns that do not subscribe to that schedule will not be recognized by the 25Live system; therefore, that course's final exam will not be placed in a room. Any course that deviates from the Class Scheduling Block paradigm will have to be manually placed in 25Live by the Department Schedulers after the Final Exam Room-Run is complete.
- The 25Live system pulls the data from the "01" Session Indicators in Banner's SSASECT to calculate when the Final Exam will take place. If a course has a multiple meeting pattern, the meeting day and time associated with the Session Indicator "01" will be what calculates the placement of that course's Final Exam (so choose which pattern works best for the final exam and make that the "01" Session Indicator). Main Campus classes cross-listed with Off-Campus or On-line classes need to be built with the "01" Session Indicator on the Main Campus course.
- The Final Exam schedules can be found by going to www.unco.edu/registrar. From the Office of the Registrar homepage, click on "Calendars" in the listed links to the right. Choose the Semester and year, then scroll down to "Final Exam Week". Click on "Final Exam", and then choose one of the semesters. The Final Exam Schedule will populate.
- The Room Run for Final Exams will be done four weeks after the start of the semester. See the "Class Scheduling Step Date Calendar" for actual dates by visiting www.unco.edu/registrar, go to the Faculty&Staff drop down, select "Academic Course Schedulers", and then choose "Step Calendar" in the Calendars column. Email communication from the 25Live Functional Administrator will be forthcoming to mark the completion of that process. (Final Exams for Interim and Summer classes will not be roomed through 25Live system).

For more in-depth information than provided above, please see the 25Live Training and Reference Guide found in the Academic Course Schedulers section of the Office of the Registrar's web page; <https://www.unco.edu/registrar/faculty-staff/academic-scehdulers.aspx>.