UNIVERSITY OF
NORTHERN COLORADO

Academic Course Creation Help Sheet

Overview

The schedule of classes is created for 4 terms per year (Fall, Interim, Spring, and Summer) to appear online for students to use for registration. Term numbering follows a standard format of the year and then the term code:

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

For example, fall semester 2020 is coded as 202050, Interim term 2020-21 is coded as 202110, etc. Prior to any scheduling occurring, the Registrar's Office must open the term in Banner.

The timing of when a term opens for scheduling and when registration begins is:

Term	Term opens for Scheduling	Registration begins
Fall	September of previous year	Early April
Interim	March	Early October
Spring	February of previous year	Early November
Summer	late September of previous year	Early April

For the Fall and Spring terms, the Office of the Registrar will roll the schedule of courses from the previous year, which schedulers can then make changes to rather than creating all courses for the term again. Only courses scheduled in the most common parts of term will roll. Course instructors roll with the courses, but room assignments do not roll with the exceptions of PVA courses, online only courses, and LAB courses. For all other courses, once a term opens, schedulers must prepare all courses in Banner with coding of how the course is to place during the 25Live Room Run.

Cancelling or making changes to a course can occur at any time during the planning or production phase of the schedule of classes, prior to registration. Once registration begins, changes such as capacity, rooms, and instructors can still be made, but making major changes such as instructional method and dates/times of a course cannot be done in a section if there are students registered in it. If changes are made to days/times, Banner will give an error that it can cause time conflicts for students, but then will allow the changes to be saved anyway. DO NOT proceed with the changes. New sections will need to be created with the updated information and the request will be submitted in OnBase by the department chair on the Course Schedule Update form. Once forwarded to the Registrar's office, the students will either be dropped or moved to the new section. The course scheduler should remove the instructor, room assignment, and zero the caps (including waitlist caps) from the old section before sending the form, as well as setting the capacity to zero on the new section if the course is at or near capacity in the existing section. Cancelled courses with registration are also submitted with the form to the Registrar's office in order to drop all students. The Registrar's office will set the status to cancelled once students are dropped. The Schools/Departments are responsible for notifying the students of the change.

More details and specific dates for upcoming terms can be found on the Class Scheduling Calendar on the Office of the Registrar's website.

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Parts of Term

All courses 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, or Friday through Sunday for weekend only courses. For example, if your course starts on a Wednesday it will be setup with a Part of Term that starts on Monday; however, you can modify the actual course meeting date information on the Meeting Times and Instructor tab in SSASECT.

Finding created Parts of Term:

Parts of Term must be re-created for every new term setup, and only the commonly used ones will automatically be done at that time. Schedulers have access to a list of Parts of Terms that have been created for a term via the Insight Report, CRS067, located in the college public tab under Insight Production. Current parts of term can also be viewed when creating a section in SSASECT by selecting the search button  next to Part of Term. Each part of term has a corresponding description to identify the start week and length of that part of term. The parts of term beginning with "OES" are used by specific Extended Campus courses only, so do not use those for regularly scheduled courses. If you are scheduling a course in a part of term that has not yet been set up, you will need to request that a new part of term be built. 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.

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

Federal guidelines allow 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

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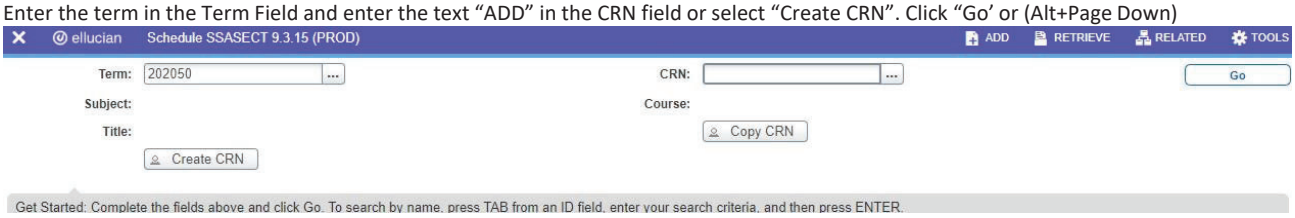
Creating a Course Section

In Banner, 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. New courses need to go through the curriculum approval process and be added to the catalog before they can be scheduled.

Searches for existing course sections can also be done from this screen by selecting the search button [...] next to CRN and entering information in the various search fields, then click GO.

To begin creating a new section:

Enter the term in the Term Field and enter the text “ADD” in the CRN field or select “Create CRN”. 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. Use the Tab key to move through the form or use your mouse to select the specific fields. There are some fields that are required and must be completed before moving on in the form.

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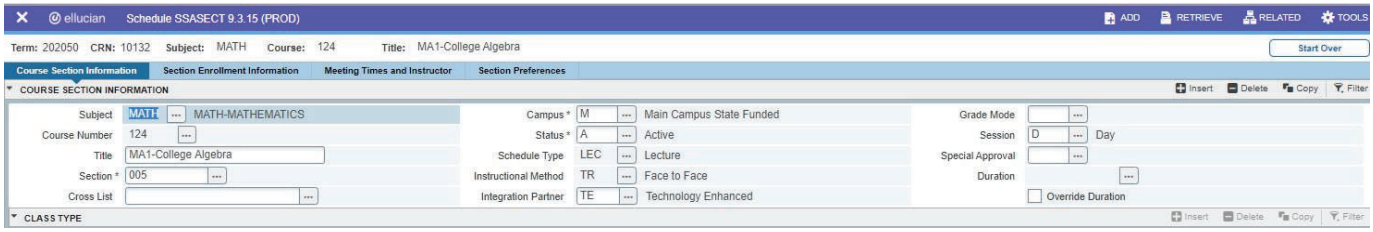
First tab - Course Section Information



First, enter the course **Subject** and **Course Number** in the appropriate fields. The **Title** will automatically populate from the course catalog; do not make changes to this unless it is a variable title course and the specific course title has been approved. Enter the **Section** number, following the established **section numbering guidelines** and any specific college numbering system within that. Leave **Cross List** blank – this coding can be put in later if the course will be cross-listed with another course(s). See page 10 for details.

Enter the appropriate **Campus Code:** (For mixed face to face courses, use the campus code where 50% or more of the course will be taught)

- M Main Campus State Funded (on Greeley campus)
- S Off Site State Funded (Online, Offsite, etc)
- O Off Site Cash Funded (EC Centers, Sites, Online, etc)
- P Main Campus Cash Funded (EC on Greeley Campus)
- H High School Campus
- N Registration Place Holder

Status code – A (Active)

Schedule Type – the search button will provide the approved choices for that course. Approved Schedule Type/Inst. Method/ campus code combinations

Instructional Method: Some schedule types have a default of ID/IP only – leave this as IM. For all others, choose the appropriate IM of DS, OL, MF, or TR depending on delivery.

- ID Individualized Instruction — Instructors interact with students through a flexible format
- IP Internship/Practica/Clinical — Supervised practical student work or field-based learning experience
- DS Online Synchronous — Delivered exclusively online with scheduled meeting days/time
- OL Online Asynchronous — Delivered exclusively online with **no** specific meeting days/times
- MF Mixed Face to Face — Instructors interact in the same physical space for less than 75% of the instructional time, remainder is online
- TR Face to Face — Instructors interact in the same physical space 75% or more of the instructional time

Grade Mode - if there is more than one grade mode choice for a course, it will default to standard letter grade. Only enter a grade mode on the section level if that section will be graded as P -Pass/Fail, otherwise leave the field blank. Select ... to see choices. The grade mode field affects the pass/fail choice of students beginning Fall 25.

Session – choose time course is being offered – see options using ... (Not a required field)

Special Approval for registration purposes, if requested:

- AA Advisor Approval
- ES Extended Studies Approval
- IN Instructor Approval
- SD School Director Approval

Duration - No information is entered here.

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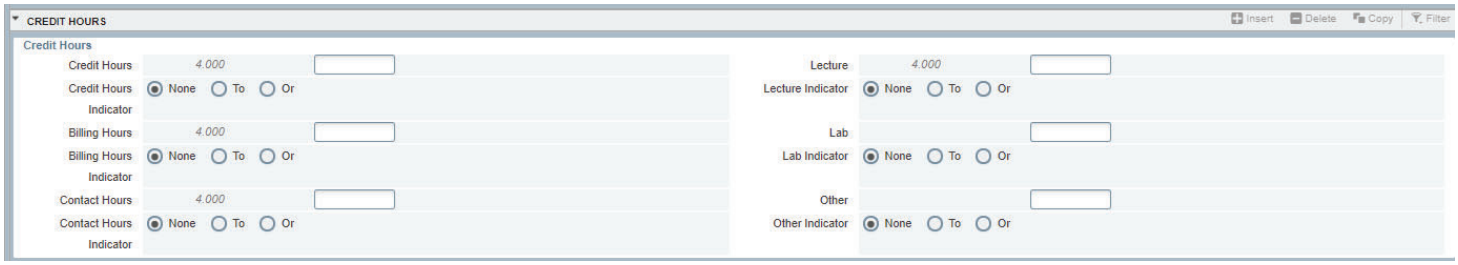
Class Type

Determine the correct **Part of Term** the course will be scheduled for and enter it as shown above. If not certain, consult with the Registrar's Office – a new one may need to be created. Once a term is entered, the to/from dates will populate. Make sure they correspond with the dates the course is being scheduled for.

Open Learning is no longer a scheduling option at UNC - leave this area blank.

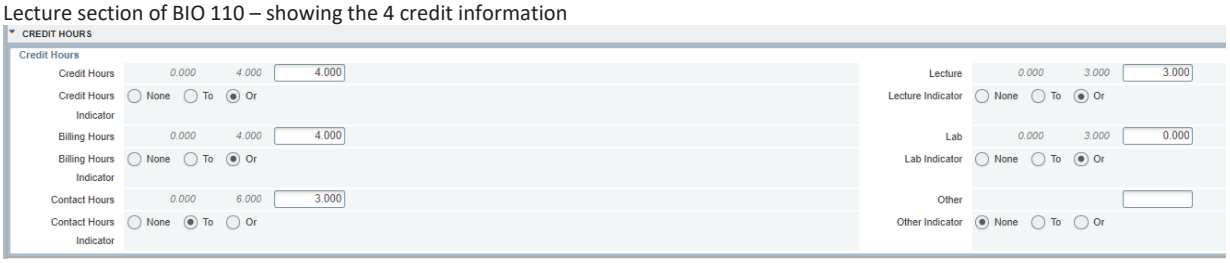
Credit Hours



If a course can only be offered for a fixed number of credits (like the example above), there is no need to enter any information in the blank boxes. Since there are no options to choose from, it will default to what is showing.

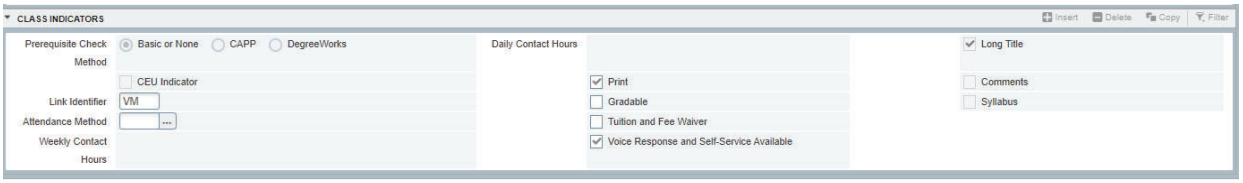
In the examples below, the course (BIO 110) can be scheduled as either a lecture or lab, so there is an option to choose either 0 or 4 credits. Both options are shown below, depending on which is being scheduled. It is very important that the credits hours, billing hours, and contact hours are entered here. If left blank, students will be able to choose either 0 or 4 credits when they register, and there will be no tuition charged for this section! The Contact Hours are the required hours per curriculum for a lecture section and lab section, respectively.
For variable credit courses, those that can be scheduled for a range of credits such as internships, practicums, student teaching, etc, the credits can be left as 1 to 12 (for example) so students have the ability to choose the credits they are registering for. Some courses may be requested to be scheduled for a specific number of credits; in these cases, the credit/billing/contact hours would then need to be entered in the blank fields in order to fix the amounts. If fixed credits are entered AFTER registration exists, contact the Registrar's Office so existing registration can be checked and updated to the correct amount of credits.

Lecture section of BIO 110 – showing the 4 credit information



Lab section of BIO 110 - Zero credits entered for all except the contact hours required for the lab

Class Indicators



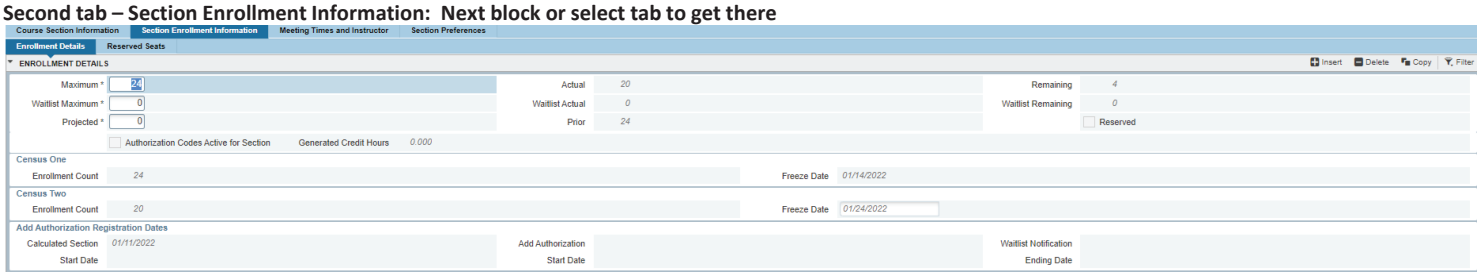
Only these fields should be changed in this area:

Link Identifier can be left blank unless the course should be linked to another course for registration purposes, such as a lecture/lab combo. Refer to the Course Scheduling User Guide for specific instructions for adding links

The **Gradable** indicator should only be un-checked if a course is not gradable (i.e. certain lab sections, as shown above); otherwise leave it checked.

Voice Response and Self-Service Available is automatically checked and means the course will appear in the URSA schedule of courses. It can be unchecked if a course should not be viewable for some reason.

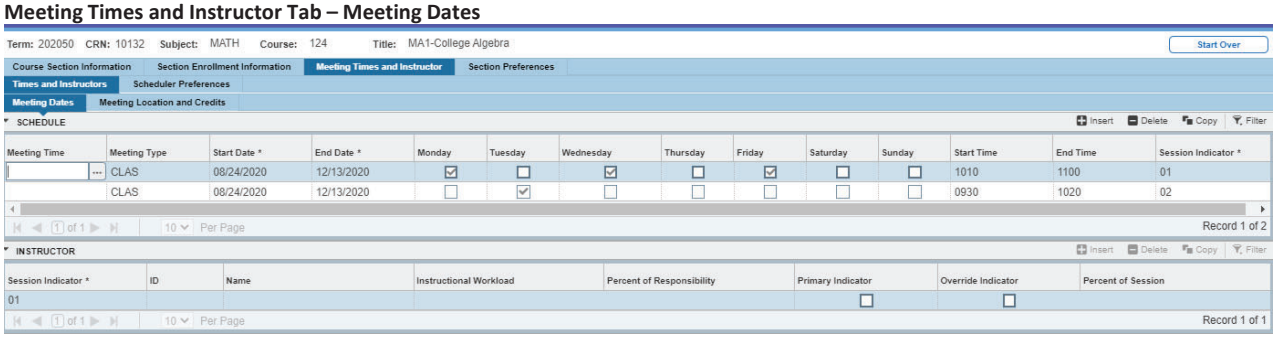
Second tab – Section Enrollment Information: Next block or select tab to get there



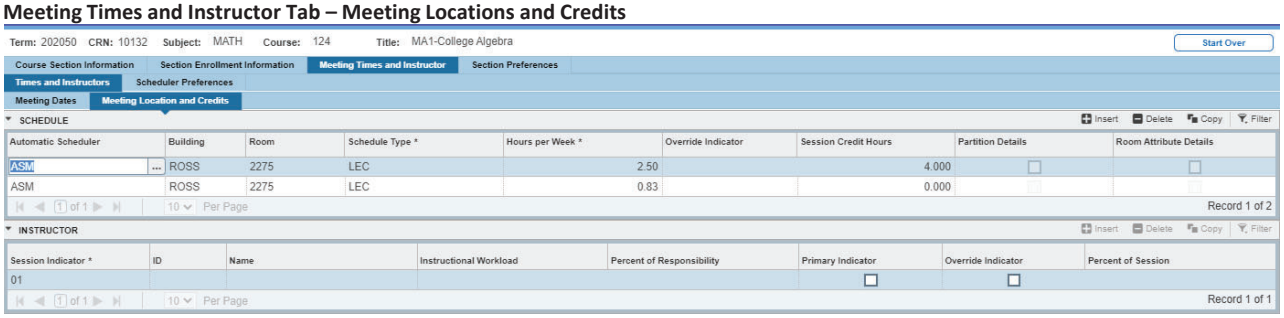
Enter the course capacity in the **Maximum** field. Banner will automatically calculate the actual and remaining seats based on registration transactions as they happen. If a waitlist is requested for the course, the **Maximum Waitlist** can be entered as well. Make sure that any course needing a room assignment has the max capacity entered before the room run in 25Live is done, as this will make sure a room large enough for the planned capacity is assigned. After the room run, the caps can be lowered or set to zero to either control registration or to hold seats back for situations such as New Student Orientations. **Projected** course information can be used then to indicate the true or projected course capacity in these cases.

The Census One and Census Two areas populate automatically and cannot be changed in the section. They are based on the dates for the part of term when it is set up and indicate the add/drop deadlines for that part of term: Census one – add date, Census two – drop date.

Meeting Times and Instructor Tab – Meeting Dates



Meeting Times and Instructor Tab – Meeting Locations and Credits



In the **Meeting Type** field, select the appropriate meeting time code (Arranged, Class, or Online) from the drop-down menu, then **Tab**, which will automatically populate the course start/end dates based upon the part of term set up. If there are no specific times/days for a course, but the course is meeting in person, use ARR for the Meeting Type. For the CLAS or Online Synchronous meeting types, check the boxes that correspond with the days that the section will meet. Enter the **Start Time** and **End Time** in military time. **Tab**, which will take you to the **Automatic Scheduler** field. Select the appropriate automatic scheduler code from the drop-down menu. (See page below for details) Please note that prior to the 25Live room assignment run, rooms may only be pre-assigned to CLAS meeting types for ADA or pedagogical justification. Use the arrow down key to add more lines/meeting dates as necessary. Each meeting time should have a different numbered session indicator. During the Final Exam placement run, the system uses the "01" session indicator to calculate when and where the final will take place. There should only be one "01" session indicator unless the Final Exam needs placed in multiple rooms. If a Final Exam does not need placed, start the session indicator at "02". For more information regarding the Final Exam Schedule policy, please visit the University catalog.

Next block down to the **Instructor** area. Enter the instructor bear number in the ID field or search for an instructor using ... 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, and for FLAC purposes the percent of their instruction should be filled in. If it is a new instructor and not coded as faculty in Banner yet contact the college HR specialist for more information on the instructor status and activation.

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

Code	*Description*
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 followed by the building and room (this is only for courses that require a specific room, like a lab).
- 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.
    - Online asynchronous courses (no meeting times) will use DNR then ONLINE for the auto and building codes
    - Online synchronous courses (that have meeting days & times) should have ASM ONLINE 0000 for the auto, building, and room codes-plus add the "O" in the override field on that same line before saving.

- Sections coded Arranged will have the rooming information of DNR ARR. Arranged classes should never have days/times.
- Classes (CLAS) with days/times assigned but need arranged rooming are coded as ASM ARR 0000 with the "O' in the override field before saving. Another way to code this would be to put DNR SEE NOTES. Both options should have comments entered in SSATEXT with additional details.

• Pre-Assigned, cross-listed courses need to have one course designated as the home class which will use the code HSM (usually on the lowest CRN). The rest of the sections in thecross-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 (usually the lowest CRN). The rest of the sections inthe 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.

Special Considerations for meeting dates/times/locations:

- **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 the hours per week. Enterany 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 (DS or OL) and session type, and 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.
- **Binding Courses that Need to Share a Room but Maintain Separate Canvas Shells** – putting more than one course in the same room will result in a 25Live error. There are only two ways to get around this. The first way is to cross list the courses using the information in the next section. The cross list coding will allow the courses to room in the same space. Note that the integration partner coding is how the course will interact with Canvas. So, to have courses room in the same space but maintain their own canvas shells, simply cross list them, but do not put anything in the integration partner field. This is the preferred method of binding as the data is in Banner and easier to track. The second way is to Bind courses in LYNX. This should only be used when the coding in Banner isn't working for the specific sections involved. Please work with the 25Live Functional Administrator in the Registrar's Office to Bind courses in LYNX.

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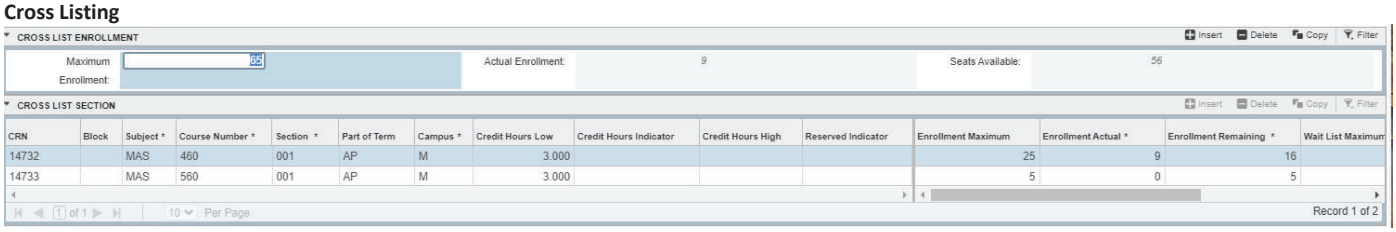
Cross Listing and Linking Courses

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:

College/Area	*Coding Options*	*Possible Combinations*
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



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). It also controls the maximum capacity between the sections if that is also needed. Use the following steps to set up cross listed courses:

1) Make sure all appropriate sections have been set up prior to beginning the cross listing process. Access SSAXLST.
2) Create a new Cross List Group by using an approved two-character code and hit Go.
3) Set the Maximum Enrollment number for the entire cross list (total of all caps plus any waitlist caps).
4) Perform a Next Section (ALT + Page Down) or click in the box under Cross List Section titled CRN.
5) Enter the CRN for the first course to be cross listed. Arrow down and enter the next CRN for the second course to be cross listed (and so on). Verify the Enrollment Maximum for each section listed is correct, then Save.
6) Remember if any of the section caps are increased, the maximum enrollment for the cross list needs to be increased accordingly. All sections will automatically show the cross List code on them in SSASECT.

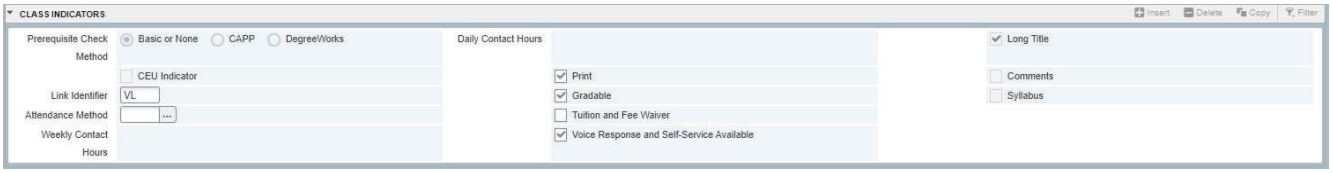
Linking Courses

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 requires students to register for both sections. Linking requires two different links to be applied to sections for the linking to work. If the links are not applied correctly in both places, students will be able to register without selecting both required sections at the same time. Linking is not used for courses that are corequisites.

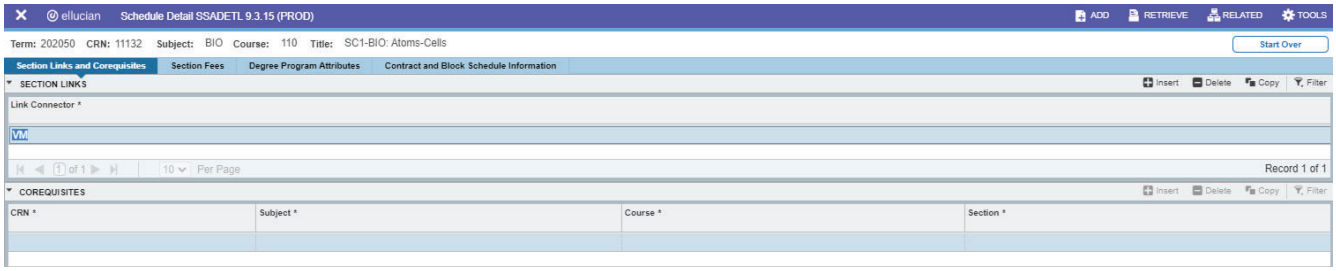
Determine the linking codes to be used for the specific combinations. For example, all BIO 110 lectures and labs will have the same linking codes applied so students can choose any lecture/lab combination.

Use the following steps to set up linked courses. (Using BIO 110 with links of VL and VM for this example)

1) Open a lecture section in SSASECT. At the bottom of the screen under Class Indicators, enter the appropriate lecture Link Identifier. All BIO 110 lecture sections would use the same link code of VL in the Link Identifier in SSASECT. All lab sections would have the code of VM in the Link Identifier area.

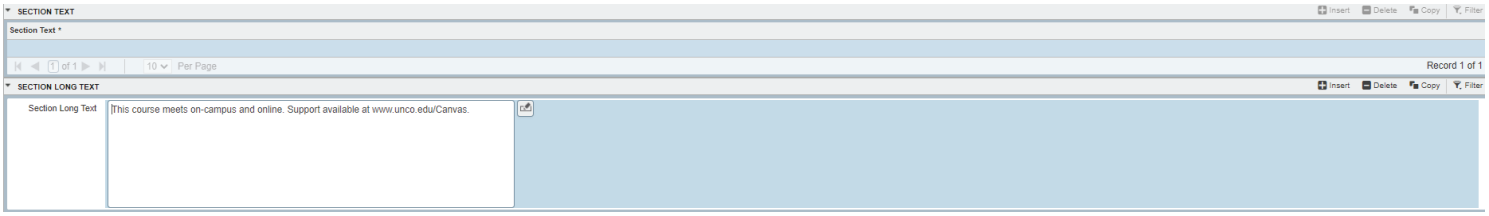


2) In order to link, the opposite link must be entered in SSADETL. The screen can be accessed directly from the Banner home screen or within the section in SSASECT under Related in the upper right corner of the screen. In SSADETL under the Section Links and Corequisites tab, enter the corresponding link code. Showing below is the lecture section with a Link Connector of VM, with is the Link Identifier for the lab sections.



Adding Section Comments

A section comment is text that will appear in the Schedule of Classes, both in URSA and the public schedule. To add a section comment, go to SSATEXT and enter the CRN or access it while in SSASECT under Related in the upper right of the Banner screen. Add the comments under Section Long Text.



Some courses require further coding added, depending on the request from the department or how a course is offered. For specific information on these processes, as well as other scheduling information specifics as listed below, refer to the Procedures/Guidelines for Academic Scheduling.

- Various Banner Scheduling Codes
- Instructional Method Definitions
- Taxonomy Coding
- Canvas merge coding
- Banner Codes
- Block Schedules
- Contact Hour Ratios
- Computer Lab Scheduling
- LMS Access guidelines

	Instruction Method						
	DS Online (Synchronous)	ID Individualized Instruction	IP Internship/Practica /Clinical	MF Mixed Face to Face	NA Not Applicable	OL Online (Asynchronous)	TR Face to Face
Schedule Type							
DIS - Dissertation/Thesis	N	Y	N	N	N	N	N
FLD - Field Instruction	N	N	Y	N	N	N	N
INT - Internship	N	N	Y	N	N	N	N
LAB - Laboratory	Y	N	N	Y	N	Y	Y
LEC - Lecture	Y	N	N	Y	N	Y	Y
PER - Physical Education/Recreation	Y	N	N	Y	N	Y	Y
PMI - Private Music Instruction	N	Y	N	N	N	N	N
PRA - Practicum/Clinical	N	N	Y	N	N	N	N
REC - Recitation/Discussion/Seminar	Y	N	N	Y	N	Y	Y
RES - Research/Directed Studies	N	Y	N	N	N	N	N
RPH - Registration Place Holder	N	N	N	N	Y	N	N
Observation	N	N	Y	N	N	N	N
SST - Student Teaching	N	N	Y	N	N	N	N
STO - Studio Art/Music/Theatre	Y	N	N	Y	N	Y	Y

	Instruction Method						
	DS Online (Synchronous)	ID Individualized Instruction	IP Internship/Practica /Clinical	MF Mixed Face to Face	NA Not Applicable	OL Online (Asynchronous)	TR Face to Face
Campus							
H - High School Campus	Y	N	N	Y	N	Y	Y
M - Main Campus State Funded	N	Y	Y	Y	N	N	Y
N - Registration Place Holder	N	N	N	N	Y	N	N
O - Off Site Cash Funded	Y	Y	Y	Y	N	Y	Y
P - Main Campus Cash Funded	N	Y	Y	Y	N	N	Y
S - Off Site State Funded	Y	Y	Y	Y	N	Y	Y

	Campus					
	H High School Campus	M Main Campus State Funded	N Registration Place Holder	O Off Site Cash Funded	P Main Campus Cash Funded	S Off Site State Funded
Schedule Type						
DIS - Dissertation/Thesis	N	Y	N	Y	Y	Y
FLD - Field Instruction	N	Y	N	Y	Y	Y
INT - Internship	N	Y	N	Y	Y	Y
LAB - Laboratory	Y	Y	N	Y	Y	Y
LEC - Lecture	Y	Y	N	Y	Y	Y
PER - Physical Education/Recreation	N	Y	N	Y	Y	Y
PMI - Private Music Instruction	N	Y	N	Y	Y	Y
PRA - Practicum/Clinical	N	Y	N	Y	Y	Y
REC - Recitation/Discussion/Seminar	N	Y	N	Y	Y	Y
RES - Research/Directed Studies	N	Y	N	Y	Y	Y
RPH - Registration Place Holder	N	N	Y	N	N	N
Observation	N	N	N	Y	N	Y
SST - Student Teaching	N	N	N	Y	N	Y
STO - Studio Art/Music/Theatre	N	Y	N	Y	Y	Y