TIME FORMATS: The Summer and Fall 2020 Part-of-Term templates are available at www.wichita.edu/schedulebuilding.

Summer sessions are scheduled as follows; please see the Part-of-Term sheet for additional approved sessions:

Pre-session (9 days) ............... May 18 - May 30
8 week semester ..................... June 1 - July 24
1st session .......................... June 1 - June 26
2nd session .......................... June 29 - July 24

The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

Classes in the main parts of summer terms should be scheduled as follows:

Pre-session (9 days)
1 credit hour - .... 1 hour and 30 minutes daily
2 credit hours -... 3 hours daily - includes one 15 minute break
3 credit hours -... 4 hours and 30 minutes daily - includes two 10 minute breaks

Four-week Sessions
2 credit hours - 1 hour and 20 minutes daily (to begin at 7:30; 9:50; 12:10 or 2:30)
3 credit hours - 2 hours daily (includes 10 minute break –
    to be scheduled 7:30 – 9:40; 9:50 – 12:00; 12:10 – 2:20)

Eight-week SUMMER Sessions
1 credit hour - 1 hour, 2 days per week
2 credit hours - 1 hour, MTWR (4 days per week)
3 credit hours - 1 hour daily
    (to begin at 7:30, 8:40, 9:50, 11:00, 12:10, 1:20, 2:30, 3:40)
4 credit hours - 1 hour and 20 minutes daily (to begin at 7:30; 9:50; 12:10; or 2:30)
5 credit hours - 1 hours and 50 minutes daily (includes 10 minute break
    (to begin at 7:30; 9:50; 12:10 or 2:30)

Night (8-week)
2 credit hours - 7:00-9:00 p.m., either MW or TR
3 credit hours - 7:00-10:00 p.m., either MW or TR (includes 20 minute break)
Fall sessions are scheduled as follows; please see the Part-of-Term sheet for additional approved sessions:

Pre-session (10 days) .............. August 3 - August 15
16 week semester (73 days) ..... Mon. Aug. 17 - December 3
1st session (37 days) ............... August 17 - October 7
2nd session (36 days) .............. October 8 - December 3

The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

Classes in the main parts of terms should be scheduled as follows:

Pre-session
1 credit hour - .... 1 hour and 20 minutes daily (no break)
2 credit hours - .... 2 hours 45 minutes daily - includes one 15 minute break
3 credit hours - .... 4 hours and 5 minutes daily - includes two 10 minute breaks

8 week Sessions (examples)
1 credit hour - 15 meetings, one hour each
2 credit hours - 15 meetings, two hours each - includes one 10 minute break
   OR 30 meetings, one hour each
3 credit hours - One hour daily

16 week Semester:

Day: Monday-Wednesday-Friday (any 3, 4 or 5 day) classes will start on the half-hour, with the first period beginning at 7:30 a.m. Three-hour courses meeting on Monday-Wednesday or on Tuesday-Thursday will be 75 minute periods. The courses must begin at the designated times; these have been set to minimize overlap/conflict. The required pattern for this scheduling is as follows:

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Afternoon/Evening:

Later afternoon courses can begin any time at/after 3:30 pm and should end before 7:00 pm.

Three-hour evening classes which meet two evenings per week will be scheduled for 5:35 - 6:50 or 7:05 - 8:30. Those which meet one evening per week will be scheduled 7:05 - 9:45.

Departments are responsible to ensure that the minimum required contact hours are scheduled for the credit hours being offered. Please see policy 2.18 on the definition of a credit hour.
### Classroom assignments are made based on the class size, which should reflect the number of enrollments in prior terms.

Any class requesting a room assignment in one of the master classrooms must complete a master classroom form. Other general classrooms have a data port and projector, enabling the use of a laptop computer for presentations and internet access. A list of those centrally-scheduled Projector Plus rooms, as well as the Master Classroom Request Form, can be found online at: [www.wichita.edu/schedulebuilding](http://www.wichita.edu/schedulebuilding). Departments should not enter any general classrooms as room requests in SSASECT unless it is a room controlled by your department. All general classroom assignments will be optimized by room scheduling software based on departmental preferences, back-to-back scheduling considerations, etc. Only specific physical/medical special room requests will be accommodated.

### All courses must have a Part-of-Term, and the meeting dates must fall within the Part-of-Term selected. Registration deadlines, withdrawal deadlines, and refunds are all determined by Part-of-Term dates. Select the smallest POT that still holds the actual start and end dates of the course!

### Course Numbering

Many courses have an alphabetic suffix as part of the course number. Each different title for a course MUST HAVE a different course number/letter combination. Variation of credit hours for a course does not require a different course number/letter combination for each credit hour variation. Number/letter combinations cannot be re-used for different courses. You cannot create a section/CRN for any course that has not been approved and entered on the catalog file by the Registrar’s Office. DO NOT CHANGE ANY TITLES on SSASECT - contact the Registrar’s Office.

All courses are to be included in your schedule, including co-op courses, courses at WSU South and West locations and workshops. All details regarding meeting dates, place, times and grading option must be included in your schedule.

### Lecture/labs

Any lecture that has a single zero credit lab accompanying it should be created as a single section. The time, days and room for the lab should be entered on the line immediately below the lecture time, days and room.

Any lecture that has several zero credit labs accompanying it should be created as separate sections for the lecture and all labs. The lecture and labs must have the same course number. Zero credit labs are NOT graded; be sure the gradable box on SSASECT is unchecked for these labs. In some cases, you must also ensure the grade mode is N.

### Campus Codes

Course sections offered exclusively online are considered to be off-campus. Please use campus code O for all IIE and HYO sections. For non-online courses, use 001 Outside of Wichita or 002 Inside Wichita City Limit for any locations in those areas unless there is a specific campus code for that location.
Honors Classes: Honors sections of any approved course (with letter H following the course number such as SPAN 111H) are created by the department offering the course. These courses are coded with an attribute that allows only students admitted to the Honors College to enroll. No special approval requirement should be added to these Honors CRNs.

Pre-requisites on all courses numbered up to 599 are enforced during registration. This includes course and/or test score pre-requisites as well as restrictions (i.e., junior standing). If you have questions regarding pre-requisite and restriction enforcement, contact Melissa Ellenz at melissa.ellenz@wichita.edu. When registering for the next semester, current enrollment in the pre-requisite meets the requirement.

All cross-listings, co-requisites and links must be emailed to schedulebuilding@wichita.edu.

Detailed Banner Schedule-Building Instructions can be found at www.wichita.edu/schedulebuilding.

IMPORTANT TIPS!!!!

Reminder! Only rooms controlled by your department should be entered during schedule-building. All general classroom assignments will be optimized by the room scheduling software. Only special requests due to physical/medical needs will be accommodated.

The POT impacts fees and refunds so please use the correct POT. Saturday only classes must have POT 1S. Please use this code if you are scheduling a course that meets on Saturday only.

Part of Term dates will fill in on the Meeting Times tab of the SSASECT form. If the course dates are different, you should change them on this tab and put a note with those same dates on the first line of section text (SSATEXT). These dates MUST fit within the dates for the selected Part of Term. The ideal situation for the student and refunds is for your class to start at the beginning of a POT.

You should ONLY enter information in the Grade Mode field on SSASECT IF the course has more than three grade mode options. Most courses have one default, either standard grading or credit/no-credit, plus audit and a number code used by the RO. If the grade mode options include more than one of Standard Grading, No grade, CR/NCR, or S/U, you must select the grade mode for the section you are creating. To view the mode options, click the arrow next to the Grade Mode field. DO NOT select S grade mode if S, A and a number are the only options; in that case, leave it blank!

A Special Approval requirement should only be entered on courses for which you want students to contact your department for an override. If you want to restrict enrollment based on other factors and allow students who meet those criteria to enroll without contacting your office, do not put a Special Approval. We can restrict courses based on a student’s department, major code, class, level, degree, program, college and student attribute. To place such restrictions, please email schedulebuilding@wichita.edu.
NOTE! REMINDER!!

The Schedule of Courses Errors and Warnings report is now in the new WSU Reporting environment. It is report RO00103 and can be found in the Registrar - Schedule Building folder. Schedule-builders must run this report and fix errors prior to the schedule-building deadline. See the instructions for use of this report at www.wichita.edu/schedulebuilding.

We encourage all schedule builders to take a refresher training course. Find the myTraining link on the Faculty/Staff tab in the myWSU portal for information.

Please email the schedulebuilding@wichita.edu box with questions and information. Your contact regarding schedule questions is Melissa Ellenz.

Your completed schedule information for Summer must be submitted to the Registrar’s Office by January 10, 2020.

Your completed schedule information for Fall must be submitted to the Registrar’s Office by January 31, 2020.