

## SCHEDULE OF COURSES GENERAL INSTRUCTIONS FOR SUMMER AND FALL 2023

**PLEASE GIVE A COPY OF THESE INSTRUCTIONS  
TO THE PERSON DOING THE DATA ENTRY IN BANNER!**

### **SCHEDULE BUILDING TRAINING**

All new schedule builders are required to attend 2-day schedule building training. Experienced schedule builders are encouraged to attend a refresher training. Click on the *myTraining* link on the Faculty/Staff tab in *myWSU*.

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**SESSION DATES:** The Summer and Fall 2023 Part-of-Term templates are available at [www.wichita.edu/schedulebuilding](http://www.wichita.edu/schedulebuilding). The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

**SUMMER SESSION: Please see the Part-of-Term sheet for additional approved sessions.**

P - Pre-session (9 days) ..... May 22 - June 3  
1 - Full term (8 week) ..... June 5 - July 28  
810 First 4-week ..... June 5 - June 30  
820 Second 4-week ..... July 3 - July 28

**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 - no break included  
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 15 minutes daily - no break included  
Meeting Times: 7:30-8:45 9:50-11:05 12:10-1:25 2:30-3:45

3 credit hours - 2 hours daily - includes 10-minute break  
Meeting Times: 7:30-9:30 9:50-11:50; 12:10-2:10

#### **Eight-week **SUMMER** Sessions**

1 credit hour - 50 minutes, 2 days per week  
2 credit hours - 50 minutes, MTWR (4 days per week)

3 credit hours - 1 hour daily  
4 credit hours - 1 hour and 20 minutes daily – no break included  
5 credit hours - 1 hour and 50 minutes daily - includes 10-minute break  
3/4/5 hour class meeting start times: 7:30, 8:40, 9:50, 11:00, 12:10, 1:20, 2:30

#### **Evening (8-week)**

2 credit hours - 7:00-9:00 p.m., either MW or TR  
3 credit hours - 7:00-9:40 p.m., either MW or TR - includes 10-minute break

**FALL SESSION: Please see the Part-of-Term sheet for additional approved sessions.**

- P - Pre-session ..... August 7 - August 19
- 1 - Full term (16 week) ..... August 21 - December 7
- F10 - First 8-week (37 days) ..... August 21 - October 11
- S10 - Second 8-week (36 days) ..... October 12 - December 7

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

**Pre-session**

- 1 credit hour - .... 1 hour and 20 minutes daily - no break included
- 2 credit hours -... 2 hours 40 minutes daily - includes one 10-minute break
- 3 credit hours -... 4 hours and 5 minutes daily - includes two 10-minute breaks

**Eight-week Sessions (examples)**

- 1 credit hour - 15 one-hour meetings OR 8 two-hour meetings
- 2 credit hours - 30 one-hour meetings OR 15 two-hour meetings
- 3 credit hours - One hour daily

**16-week Semester**

Classes must begin at approved meeting pattern start times; these have been set to minimize overlap and conflict for students and instructors. See chart below.

Meeting days MWF (or any 3, 4 or 5 days per week) 50-minute classes will start on the half-hour, with the first period beginning at 7:30 a.m. There are 10 minutes between these classes.

Meeting days MW or TR 75-minute classes will start at 8:00 a.m. There are 15 minutes between these classes.

	MWF	MW or TR	Evening
Morning	7:30-8:20	8:00-9:15	3 credit hours 1 evening per week 7:05-9:45
	8:30-9:20	9:30-10:45	
	9:30-10:20	11:00-12:15	
	10:30-11:20		
	11:30-12:20		
Afternoon	12:30-1:20	12:30-1:45	3 credit hours 2 evenings per week 5:35-6:50 or 7:05-8:20
	1:30-2:20	2:00-3:15	
	2:30-3:20		
Late Afternoon	3:30-4:20	3:30-4:45	
	4:30-5:20		

Departments are responsible to ensure that the minimum required instructional time is achieved - through any combination of in-person and online engagement - for the credit hours being offered. Break time does not count as instructional time. **Please see policy 4.08 on the definition of a credit hour.**

**PART-OF-TERM**

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!**

## BADGES

Any non-degree badge CRN from summer or fall 2022 will have rolled and must be reviewed. In some instances, there could be two or more CRNs of the same badge. Separate CRNs are created for domestic vs international badges in the BG part-of term. Any badges created for degree-bound students (value-added) must be in POT 1.

## CAMPUS CODES

*Course sections conducted exclusively online are considered to be off-campus.* Please use campus code O for all sections with instructional method of IIE, IIS and HYO. 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.

## COURSE NUMBERING

The schedule must include all courses, including co-op courses, courses at satellite locations, and workshops. All details regarding meeting dates, start/end times, location and grading mode must be included in your schedule.

### Unique Course Code

Each different title for a course MUST HAVE a unique course number/letter combination. Number/letter combinations cannot be re-used for different courses. It is not possible to create a section/CRN for any course that has not been approved and entered on the catalog file by the Registrar's Office. New courses (including letters under approved root) must be requested using the CIM Course Proposal form. When a CRN is created in SSASECT, the **course title will automatically populate and should NOT be changed.**

### Root Courses

Many courses have an alphabetical suffix as part of the course number (e.g., HIST 810D). These are special topics or experimental courses offered under an approved "Root" course (HIST 810). The root course is never offered and no CRN should be built of it. A list of root courses can be found at [www.wichita.edu/schedulebuilding](http://www.wichita.edu/schedulebuilding), and approved letters can be viewed like any other course via CIM course management at <https://nextcatalog.wichita.edu/courseadmin>. The use of H and L in course numbering is reserved for Honors and Lab courses.

### 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.**

## CROSS-LISTING, ROOM SHARES, LINKS

CRNs for all **cross-listings/room shares and links** must be emailed to [schedulebuilding@wichita.edu](mailto:schedulebuilding@wichita.edu) before the schedule building deadline. Departments cannot enter cross-listing and links in Banner and they are critical for accurate room assignment.

## INSTRUCTIONAL METHOD

***Instructional method should be carefully selected and not changed once registration begins.*** Methods for summer and fall 2023 should be one of the following:

- TCI – traditional classroom instruction; meeting day/times required
- IIE – fully online–asynchronous; no meeting pattern or room assignment
- IIS – fully online–synchronous; meeting days/times required, no classroom assignment
- HYO – fully online, but with in-person testing required (on campus or at a remote testing center); no meeting pattern or room assignment
- HYB – balance of in-person and online instruction (synchronous or asynchronous); meeting day/times required

## GRADE MODE

ONLY enter a Grade Mode 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, the grade mode must be selected. **DO NOT select S grade mode if S, A and a number are the only options - leave it blank!**

## PREREQUISITES

For all courses 100 to 599, prerequisites are enforced during registration. This includes course and/or test score prerequisites as well as restrictions (i.e., junior standing). When registering for the next semester, current enrollment in the prerequisite meets the requirement.

## ZERO-CREDIT LABS

Any lecture that has a single zero-credit lab accompanying it should be created as a single section (one CRN includes both lecture and lab). The time, days and room for the lab should be entered on a second inserted row immediately below the lecture time, days and room.

Any lecture that has several zero-credit labs with which it can pair, should be created as separate CRNs 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.

## MEETING TIMES

Part-of term dates will populate on the Meeting Times tab of the SSASECT form when user hits the Tab key twice. **If the actual class dates are different from what populates**, enter the actual dates and add any needed clarifying information as a note on the first line of the section text form 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.

## CLASSROOM ASSIGNMENTS

Room assignments are made based on the class size, *which should reflect the enrollment in prior terms*. Room schedule software is used to optimize room assignments based on departmental preferences, class quotas and other considerations. Only specific physical/medical special room requests will be accommodated outside of optimization.

### General Use classrooms

Only the Registrar's office/course optimization process can assign general use classrooms. Schedule builders should not enter any general use rooms in Banner SSASECT during open schedule building. All general use classrooms have a data port, projector, and projection screen, enabling the use of laptop computer for presentation and internet access. Instructors should contact MRC for laptop reservations.

### Department-assigned classrooms

Designated specialty rooms/labs are assignable by departments during open schedule building. Only rooms approved to be assigned by the department should be entered in Banner SSASECT.

### Classroom type/feature requests

Instructors can submit requests for rooms with specific classroom furniture, media/technology and/or equipment. Instructors must get the CRN from the department schedule builder to include on the feature request form.

**SPECIAL APPROVALS AND RESTRICTIONS**

A Special Approval requirement should only be entered on CRNs for which the department wants every student who registers to **contact its office** for an override. If the department prefers instead to restrict enrollment based on other factors and allow students who meet those criteria to enroll without calling, ***do not*** put a Special Approval. The RO can restrict courses based on a student's department, major code, class, level, program and college. Such restrictions should be added to the course level using CIM and then will be applied to the CRN. For situations in which the restriction will only be applicable to one term or one CRN of the course, please email [schedulebuilding@wichita.edu](mailto:schedulebuilding@wichita.edu) with the details.

**CHECKING FOR SCHEDULE ERRORS**

The **RO00103 Schedule of Courses Errors and Warnings** report can be found in the Registrar -Schedule Building folder in WSU Reporting. **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](http://www.wichita.edu/schedulebuilding).

Detailed Banner Schedule Building Instructions can be found at [www.wichita.edu/schedulebuilding](http://www.wichita.edu/schedulebuilding).

Please email the [schedulebuilding@wichita.edu](mailto:schedulebuilding@wichita.edu) box with questions and information.

Your contact regarding schedule questions is Allie Owens  
(ext 5394 or [allie.owens@wichita.edu](mailto:allie.owens@wichita.edu)).

**Your completed schedule information for Summer must be entered by January 6, 2023.**

**Your completed schedule information for Fall must be entered by January 27, 2023.**