INSTRUCTIONS FOR PREPARING BANNER SCHEDULE

Spring 2020

# SPRING 2020 TERM DATES (POT code =1) Jan. 21, 2020-May 6, 2020

**DATES FOR FIRST HALF SESSION** (POT code =A) **Jan. 21, 2020-Mar. 13, 2020**

**DATES FOR SECOND HALF SESSION** (POT code =B) **March 16, 2020-May 6, 2020**

**READING DAY May 7, 2020**

**FINAL EXAM PERIOD May 8-15, 2020**

**BANNER TERM DESIGNATION 120201**

The attached initial copy email for Spring 2020 shows data as it currently exists in Banner as it rolled from Spring 2019. Reminder--all course data rolls forward to the same like term, including the following: Part of term, CRN, meeting block info, instructors, all cross-list data, restrictions on SSARRES and SSAPREQ, reserved seats, linking and section text. **Section fee information** did **NOT** roll. The copy does not contain a list of all available courses for your subject. Refer to the [Academic Catalog](file:///C%3A%5CUsers%5Ckduitsma%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CACDRLTGD%5Ccatalog.illinois.edu) for a list of current courses.

The Spring 2020 Class Schedule Preview site is available by logging into [Course Explorer](file:///C%3A%5CUsers%5Ckduitsma%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CACDRLTGD%5Ccourses.illinois.edu). This preview is available to all staff and faculty to see if they login to the site. This information should not be given to students as it is a working document.

To identify any cross-listed sections, run your EDDIE **Scheduled Section Tally** report and change any information that does not match the controlling section. The controlling department is responsible for maintaining all cross-listed section information in Banner. Only controlling departments are able to modify approved cross-listed courses.

Enter room assignments directly into Banner. You may enter rooms based on the [allocation sheet](http://registrar.illinois.edu/course-scheduling). You may enter building and room information for any departmentally-controlled spaces or any general assignment classrooms allocated to your department. Complete the room request process if you need a space from the general assignment pool. **Do not remove** the room/bldg unless you are changing the time of the class or requesting a different size room.

### DEADLINE AND PROCESSING SCHEDULE INFORMATION

The deadline to return Spring 2020 **room requests** for priority consideration is **Thursday, July 18th.** Units that meet this deadline will have priority in room scheduling. Beginning **Friday, July 19th** , FMS staff will begin assigning rooms based on spreadsheets received by the deadline. **At this time ALL room changes must be done through our office as we will load into our scheduling software as well.** Refer to the instructions included in the initial copy email and the initial copy spreadsheet FAQ tab.

We will notify you when we have completed the majority of all room requests. This will likely be early September.

The Spring 2020 schedule will be live to the public in Course Explorer on **October 7, 2019**.

**BUILDING YOUR SCHEDULE**

Refer to training manuals regarding terminology and the best practice to set up your course listings, including: linking, cross-listing, duplicate registration, pending, dropping, canceling, or making sections inactive, multiple instructors and sessions, and setting section specific credit. Below are additional notes regarding some Banner fields.

*Term* – This value is set as 120201 for all sections to be offered Spring 2020.

*Title* – The 30-character title that defaults from the Catalog level information. This may be changed in specific cases for Special Topics sections. Refer to [campus policy](https://registrar.illinois.edu/faculty-staff/policies/).

*Course Reference Number(CRN)* – This five-digit number is used by students to register for classes in Banner.

*Grade Mode* – The grade mode for a section will be the default that is set at the catalog level (see SCACRSE for default values). If a section should have a different grade mode than the default for all students, it must be entered on SSASECT. **GRADE MODES SHOULD NOT BE CHANGED ONCE REGISTRATION BEGINS!**

*Part of Term* – refer to page 1 for POT dates and be sure the dates have correctly migrated to the meeting block for each section. If the dates are outside of a Part of Term, you must set them up as non-standard sections and use the “XM-OL section set-up” instructions. Reminder-Part of Term cannot be changed once a student has registered.

*Schedule Type* – Instructional type (i.e., lab, lec, lcd). **Online sections should use the ONL schedule type and be set up just as any other section. If you are offering a blended class (face-to-face time and an Online component), you need to do this as a packaged section and include two meeting rows. One is for the in-class time and another for the Online (this can be done as an Arranged listing with no days/times listed).**

*Credits/Billing* – All sections are in whole credit Hours only, no fractions of an hour should be assigned unless the course is approved for these values. If the course is linked, be sure the correct class component (schedule type) carries the graded credit hours, and the other components are set to 0 credit hours. If the section is variable credit, be sure the correct credit hours appear and is replicated in the Billing field and the Session Credit on the meeting block of SSASECT. **CREDIT/BILLING SHOULD NOT BE CHANGED ONCE REGISTRATION BEGINS!**

**Refer to the** [**policy**](https://registrar.illinois.edu/faculty-staff/policies/) **on credit/contact hours to help determine meeting time requirements.**

*Cross list identifier* – Four-digit identifier that indicates the type of cross-list arrangement used to set up sections and control enrollment. FMS establishes crosslist IDs. Email crosslist requests to fms-courses@illinois.edu. Include the CRNs and crosslist max enrollment.

*Days, Time, Building* – Days and times should be entered directly in Banner for any new section. You may enter building and room information for any departmentally-controlled spaces or any general assignment classrooms allocated to your department. Complete the room request process if you need a space from the general assignment pool.

*Section Text* – Section specific notes are entered on the Section Long Form of SSATEXT. If you have notes that apply to ALL sections of a course, we will enter that in a different location in Banner during the proof copy phase.

*Maximum Enrollment and Projected Enrollment—*FMS uses the Projected Enrollment number to assign rooms. Max enrollment may be the initial number of seats you want to offer at the start of registration. If you have questions about seat management, we are happy to advise. Ensure that the greatest number of seats you will need for the course is listed in the Projected Enrollment field.