

Class Schedule Maintainer – Where to begin....

- The Department Scheduler is responsible for maintaining the Class Schedule information in BANNER which directly correlates to student registration.
- Policies surrounding the Class Schedule
 - Credit Hour vs Contact Hours <http://provost.illinois.edu/policies/policies/courses/credit-hour-definition/>
 - Campus Standard Teaching Schedule Policy - Campus Administrative Manual (CAM) <https://cam.illinois.edu/policies/asa-06/>
 - Student Code is a great tool as well: <http://studentcode.illinois.edu/> You can view policies in regards to evening exams, the use of Foellinger Auditorium for classes, Final Exams, Transcript information and much more.
- Determine your internal process. Who gathers the information about the class schedule?
 - Coordinator works with instructors and gives the schedule to the appointed department scheduler to enter into BANNER.
 - Department Scheduler works directly with the instructors to determine class schedule and updates BANNER accordingly.
- How do you view your schedule?
 - FMS provides a spreadsheet of all active sections at the beginning of the scheduling process. This information is pulled directly from BANNER. It is only a starting point.
 - Course Explorer (**day old data**) – greatest way to view what the students see. You can print a PDF of all sections. Must log in to view Preview Site.
 - EDDIE report – you can run a Schedule Section Tally report using EDDIE.
- The sections you are building in BANNER directly relates to what the student will register for. If a section status is set to Active, it is viewable to the students in the Course Explorer and in the registration screens - Student Self Service (Enterprise Registration).
- Changes should not be made to sections once there are registered students in the class.
 - SFASLST - Class Roster – You can view the grade mode and credit the student is registered for.
 - Grade Mode and Credit changes are not reflected on the student record if a change was made after the student registered.
 - ✓ This will cause grading problems at the end of term. Academic Records will need to be involved if not corrected before grade roll.
- Room Requests – FMS maintains the schedule for ~300 General Assignment classrooms across campus.
 - The rooms we control are listed on our website under Classroom Capacities- <http://registrar.illinois.edu/specifications>
 - When requesting space, always include the Term, CRN, Seats, and technology needed (if required). Location and room/furniture layout preferences should be noted as well.

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Course vs Section/CRN

COURSE LEVEL/CATALOG LEVEL - the SUBJ NUM that is listed in the [Academic Catalog](#).

- General information about the course.
- Does not specify terms, times, days, instructors, etc that the class is offered.
- This information exists in SCACRSE and is maintained in Banner by FMS through an approval process.

LA 222 Islamic Gardens & Architecture credit: 3 Hours.

Study of the formation, history, and meaning of the landscape and architecture of the Islamic world. Same as [ARCH 222](#).

This course satisfies the General Education Criteria for:

Humanities - Hist & Phil

Cultural Studies - Non-West

SECTION/CLASS/CRN – individual specific offering that is built by the department scheduler and available by term in the [Course Explorer](#).

- It displays the time, day, instructor information.
- It appears in Student Self Service as a class that they can register for.
- If a section is not Active, it will not appear in the Course Explorer(Class Schedule).
- A Course **can** exist without a Section. A Section **cannot** exist without a Course.
 - Look for LA 101 in both the Academic Catalog and the Course Explorer as an example.

Section Status updates every 10 minutes. Show Section Details Hide Section Details LA - All Classes ▾

Search Table... 1 entries

Detail	CRN	Type	Section	Time	Day	Location	Instructor
▼	69564	Lecture	DFR	03:30PM - 04:50PM	TR	302 Architecture Building	Grossman, H
Availability	UNKNOWN						
Degree Notes	Humanities - Hist & Phil, and Cultural Studies - Non-West course.						
Part of Term	1						

< >

Processing Calendar Sample

November 18, 2019

FMS sends Class Schedule Spreadsheet to Departments

- Schedulers begin working on the class schedule 9 months prior to the start of the Term. Do not begin working in a term until we have indicated you may by sending this “initial copy.” If you build in advance, it will be deleted.

January 9, 2020

Priority Room Requests due back to FMS

- Departments can no longer assign allocated space or department space in Banner.
- All additional room assignments (both dept. and FMS space) must come to FMS for assistance.
- Departments can continue working on all other aspects of the schedule—instructors, restrictions, section comments.

February 28, 2020

FMS completes room requests submitted via spreadsheets

- This is a good time to doublecheck Course Explorer (login required) in case changes need to be made prior to publishing.

March 9, 2020

Course Explorer Goes Live

- Students can view the Class Schedule about 30 days prior to Registration.

April 6, 2020

Priority Registration Begins

- Students start Registering
- Changes should be minimal as they may adversely affect registered students.

August 24, 2020

First day of instruction for Fall Term

Room Request Spreadsheet

- FMS sends out the spreadsheet to all schedulers to signify the start of the scheduling process for each term.
- The spreadsheet contains all of your section data from Banner.
- The spreadsheet is returned to FMS only if you are requesting General Assignment Rooms. Delete all lines that do not need a room assigned.

Capacity Needed must be filled out when requesting rooms.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Object	Urse	AD	Section ID	Section Title	Section Type	Section of Term	Days	Time	Projected Enrl	Max Enrl	Wait Max	Xlisted Sections	Instructor	Current Room Assigned	Assigned	Room Capacity	Room Requests and other notes (specific rooms, general area, equipment, back-to-back teaching, etc.)	Capacity Needed
2	LING	100	AD5	67729	Intro to Language Science	DIS	1	F	11:00-11:50	30	30			Goldshtein, M., Shosted, R., Sun, Y., Tsiola, A., Weissman, B.					
3	LING	100	AD4	62731	Intro to Language Science	DIS	1	F	1:00-1:50	30	30			Goldshtein, M., Shosted, R., Sun, Y., Tsiola, A., Weissman, B.					
4	LING	100	AD1	36361	Intro to Language Science	DIS	1	F	1:00-1:50	30	30			Goldshtein, M., Shosted, R., Sun, Y., Tsiola, A., Weissman, B.	1FLB-G32	30			
5	LING	100	AD2	36366	Intro to Language Science	DIS	1	F	12:00-12:50	30	30			Goldshtein, M., Shosted, R., Sun, Y., Tsiola, A., Weissman, B.	1FLB-G32	30			
6	LING	100	AD3	36369	Intro to Language Science	DIS	1	F	10:00-10:50	30	30			Goldshtein, M., Shosted, R., Sun, Y., Tsiola, A., Weissman, B.	1FLB-G30	30			
7	LING	100	AL1	36373	Intro to Language Science	LEC	1	MW	1:00-1:50	150	150			Goldshtein, M., Shosted, R., Sun, Y., Tsiola, A., Weissman, B.					
8	LING	105	A	44191	Language in Daily Life	LCD	1	MWF	2:00-2:50	30	30			Bokamba, E., Shosted, R.					
9	LING	111	AD3	60365	Language in Globalization	DIS	1	F	10:00-10:50	30	30			Bhatt, R., Drackley, P., Greenfield, A., Tsiola, A.					
10	LING	111	AD4	60367	Language in Globalization	DIS	1	F	12:00-12:50	30	30			Bhatt, R., Drackley, P., Greenfield, A., Tsiola, A.					
11	LING	111	AD5	60368	Language in Globalization	DIS	1	F	1:00-1:50	30	30			Bhatt, R., Drackley, P., Greenfield, A., Tsiola, A.					
12	LING	111	AD1	46564	Language in Globalization	DIS	1	F	10:00-10:50	30	30			Bhatt, R., Drackley, P., Greenfield, A., Tsiola, A.	1FLB-G32	30			
13	LING	111	AE1	49302	Language in Globalization	LCD	1	MW	10:00-10:50	150	150			Bhatt, R., Drackley, P., Greenfield, A., Tsiola, A.	1GH-213	157			
14	LING	111	AD2	57455	Language in Globalization	DIS	1	F	11:00-11:50	30	30			Bhatt, R., Drackley, P., Greenfield, A., Tsiola, A.	1FLB-G32	30			
15	LING	115	ONL	68431	Language and Culture in India	ONL	B		-	40	40	40	HNDI-115(ONL)68464; REI	Mishra, M.					
16	LING	210	AD3	43630	Language History	DIS	1	F	3:00-3:50	30	27			Hualde, J., Im, S., Sun, Y.					

List of all active sections in Banner for specific term

Note multiple tabs of information

Section Information Forms

SCACRSE

Course Details as approved by the Office of the Provost.

SCADETL

Course Description Equivalent Courses

SSASECT

Reuse CRNs if possible by checking SSASECQ.
 Double Click in CRN box on SSASECT to bring up SSASECQ or go directly to form.

Section Details	Enrollment Block Reserved Seats	Meeting Time Block
		Instructor Block

SSASECQ

Query screen to view all Active, Inactive, Cancelled, Pending CRNs that exist for that course. Can Export to Excel using Tools Menu.

From Related pull down menu

SSADETL

Link Connector: Linking LEC & LAB

FMS Maintained: Degree Attributes & Fees

SSATEXT

Section Notes that display in Course Explorer

SSAXLST
FMS Maintained

Cross-list ID
 Cross-list Enrollment Management

SSAPREQ

CAPP Area Pre-requisites (Use if students need multiple attributes)

SSARRES

Registration Restrictions for all seats

Useful Forms:

SIAINST

Make a General Person a Faculty

SFASTCA

Query Student Registration Activity

SZACSRP

Permit Overrides

SFASLST

Class Roster

SSAMATX

Room Schedule of Classes

SGASTDN

Student Info. Can look up Field of Study, Student Status

SFARHST

Student Registration History

GUISRCH

Look Up student by personal email or phone number

SFARGRP

Time Ticket

SOAHOLD

Holds on student accounts

SIAASGQ

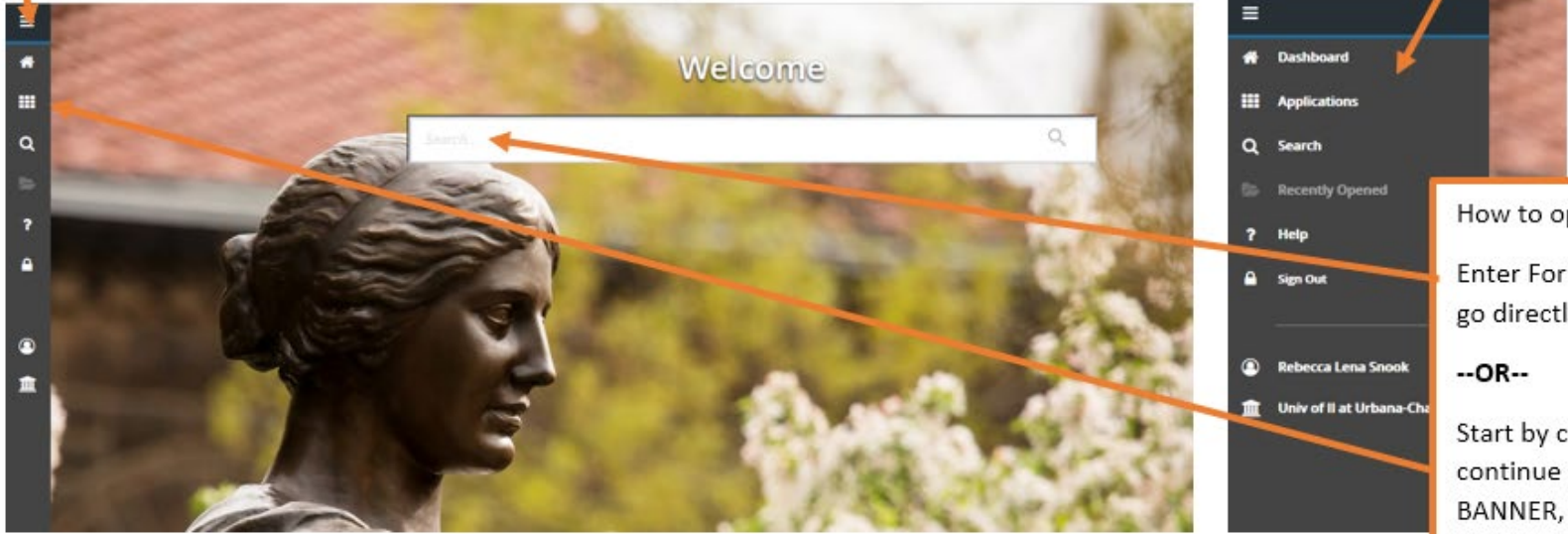
Faculty Schedule Query

SGASADD

Look up student attributes and cohorts

Banner Navigation

Banner Navigation Bar – click on 3 lines in top left corner to view what the icons mean.



How to open a Banner Form
Enter Form name in search box and hit enter to go directly to form.
--OR--
Start by clicking on APPLICATION, then continue opening menus by clicking on BANNER, STUDENT, CLASS SCHEDULE. See below for an example of how the menu changes with each click to get to SSASECT.

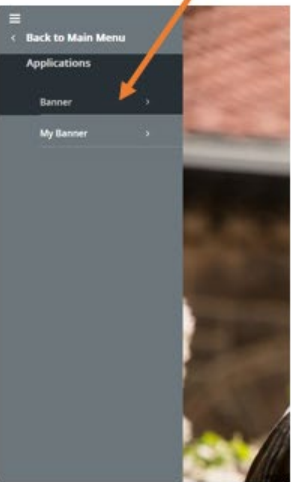
Sign into Banner:

<https://apps.uillinois.edu/>

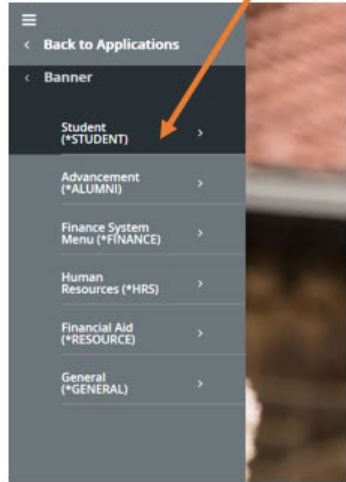
Then choose:

[Banner Administrative Pages](#)

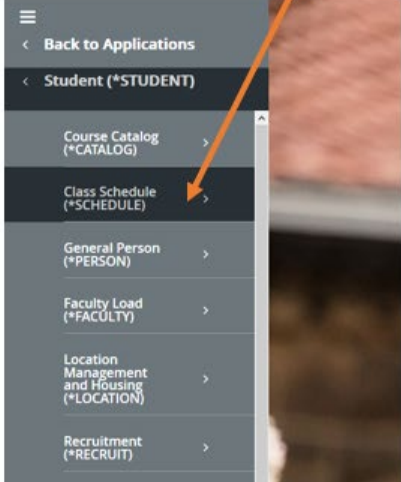
Click on BANNER



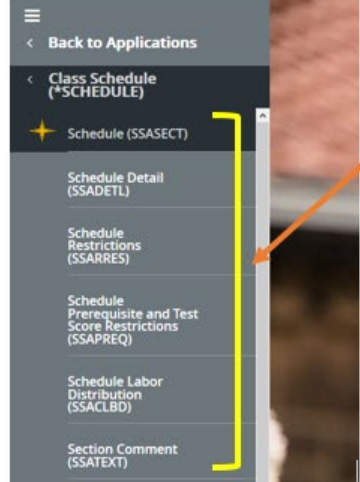
Click on STUDENT



Click on CLASS SCHEDULE



Now you will see the entire Class Schedule menu which includes SSASECT



Banner Navigation continued

Schedule SSASECT 9.3.11 UI_9121 (BANPROD) (1UIUC)

Term: 120191 CRN: 69099

Subject: ARCH Course: 591

Title: Spec Prob Arch Hist & Pres

Go

Create CRN

Key Block

Go: Finds your record in Banner.

Related Menu: Navigate to other related forms

3 dots - Ellipsis: Opens the List of Values (LOV) available.

Scroll bars

Insert Record, Delete Record

Save

Exit Form: Return to other open forms or back to the Welcome Screen.

Page Help—Banner technical page details

Schedule SSASECT 9.3.11 UI_9121 (BANPROD) (1UIUC)

Term: 120191 CRN: 69099 Subject: ARCH Course: 591 Title: Spec Prob Arch Hist & Pres

Start Over

Course Section Information

COURSE SECTION INFORMATION

Subject	ARCH	ARCHITECTURE	Campus *	100	Urbana-Champaign	Grade Mode	
Course Number	591		Status *	A	Active	Session	
Title	Spec Prob Arch Hist & Pres		Schedule Type	CNF	Conference	Special Approval	
Section *	HG		Instructional Method			Duration	
Cross List			Integration Partner				

CLASS TYPE

Traditional Class

Part of Term	1	01/14/2019	05/01/2019	16
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Open Learning Class

Registration Dates

Start Dates

Maximum Extensions

0

Processing Rules

SAVE

ellucian

Move between sections/Tabs of data

Term Code

120191 – Spring 2019

120195 – Summer 2019

120198 – Fall 2019

1 = Urbana Campus

Year

1 2019 5

The last number correlates to the starting month of the term:

1 = January (Spring Term)

5 = May (Summer Term)

8 = August (Fall Term)

Creating a New Section/CRN

Banner Form: SSASECT

- 1. Enter the Term.
- 2. Type the word "ADD" in the CRN box.
- 3. Click Go.

-OR-

- 1. Enter the Term.
- 2. Click the Create CRN button.

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

Term: 120191 CRN: ADD

Subject: Course:

Title:

Create CRN

Go

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

Term: 120191 CRN: ADD Subject: Course: Title:

Start Over

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

COURSE SECTION INFORMATION

Subject * Campus * Grade Mode

Course Number * Status * Session

Title Schedule Type * Special Approval

Section * 0 Instructional Method Duration

Cross List Integration Partner

Creating a New Section [SSASECT]

You are now in the Subject field on the "Course Section Information" tab. Only enter information in the fields highlighted in **YELLOW**. Never enter information in the fields marked with a black **X** without discussing with FMS. A gray **X** represents areas that will not allow you to enter information. Tab through the fields.

Subject

Course Number

Title – Auto Populates based on SUBJ NUM that is entered.

Section ID – Department determines the section ID. 3 characters max.

Campus – Always 100

Status – Enter value or click on down arrow to choose from List of Values (LOV).

Schedule Type – Enter value or click on 3 dots to populate List of Values (LOV).

Grade Mode – Leave blank if using default grade mode. Enter value or click on 3 dots to populate List of Values (LOV).

Part of Term – Dates that the course will meet. Tab after entering preferred POT.

1 = Full Semester Course; A = First 8 weeks; B = Second 8 weeks

Credit/Billing Hours – Approved credit will auto populate into the Credit/Billing Hours field from SCACRSE. You cannot change this. You can add section specific credit if there is more than one credit choice (variable credit).

Check Boxes – Print, Gradable, & Voice Response are automatically checked. Leave them checked.

Save Record - Press F10 to save the record or use SAVE in bottom right corner. Note that the word ADD has been replaced with your CRN and your confirmation of record saved.

Term: 120191 **CRN: ADD** Subject: CHEM Course: 101 Title: Introductory Chemistry

COURSE SECTION INFORMATION

Subject *	CHEM ... CHEMISTRY	Campus *	100 ... Urbana-Champaign	Grade Mode	
Course Number *	101 ...	Status *	A ... Active	Session	X ...
Title	Introductory Chemistry	Schedule Type *	LEC ... Lecture	Special Approval	
Section *	ABC ...	Instructional Method	X ...	Duration	X ...
Cross List	X ...	Integration Partner	X ...		

CLASS TYPE

Traditional Class

Part of Term	1 ...	01/14/2019	05/01/2019	16
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Open Learning Class

Registration Dates				
Start Dates				
Maximum Extensions	0			

CREDIT HOURS

Credit Hours	0.000	3.000	3.000
Credit Hours Indicator	None	To	Or
Billing Hours	0.000	3.000	3.000
Billing Hours Indicator	None	To	Or
Contact Hours	X	X	X
Contact Hours Indicator	None	To	Or

CLASS INDICATORS

Prerequisite Check Method	Basic or None	CAPP	Degree Works	CEU Indicator
Link Identifier				
Attendance Method	X ...			
Weekly Contact Hours	X			
Daily Contact Hours	X			
Print	<input checked="" type="checkbox"/>			
Gradable	<input checked="" type="checkbox"/>			
Tuition and Fee Waiver	<input type="checkbox"/>			
Voice Response and Self-Service Available	<input checked="" type="checkbox"/>			

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Section Enrollment Information [SSASECT]

Maximum Enrollment

- Total number of students that the system will allow to register.

Actual Enrollment

- The number of students that are currently registered.

Projected Enrollment

- Total number of students you wish to have in the class. Should not exceed room capacity.
- Not always the same as Max Enrollment.
 - If you are slowly releasing seats during registration, you know not to go over the projected enrollment number since it should not exceed the **room capacity**.
- This number is used by FMS to determine the room size that is needed.

Please note

- Using reserved seats is strongly discouraged
- The waitlist feature is non-functioning

The screenshot displays the 'Section Enrollment Information' for 'Statistics and Probability I' (Course: 400, CRN: 35030, Term: 120188). The 'Enrollment Details' section shows the following data:

Category	Value	Category	Value	Category	Value
Maximum *	179	Waitlist Maximum *	0	Projected *	200
Actual	169	Waitlist Actual	0	Prior	168
Remaining	10	Waitlist Remaining	0	Reserved	<input type="checkbox"/>

Generated Credit Hours: 676.000

Census One
Enrollment Count: 174 | Freeze Date: 08/27/2018

Census Two
Enrollment Count: 174 | Freeze Date: 09/10/2018

Buttons: Insert, Delete, Copy, Filter, SAVE

Meeting Times & Instructor [SSASECT]

Please note the tab structure on each form.

Tab through the Start/End Date to populate the dates. This will populate dates based on Part of Term that was entered.

Check mark the days the class will meet and enter the time in Military time then Save (F10).

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/27/2018	12/12/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	01

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Lee, Hyoeun	0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

After entering the days/time, keep tabbing and you will end up on the Meeting Location & Credit tab.

➡ This is the tab where you enter room assignments and 'Hours per Week'. If Hours per Week does not auto populate a number, Banner will prompt you to enter a number when you try to save. Please enter the approximate contact (face-to-face) hours here.

Enter the instructor here:

Best practice to always use a UIN. You can also enter the Last, First Name to search for the instructor.

If instructor is not in the system as an instructor. You can add them in SIAINST.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
1F	1MH	103	LEC	3.00	O	4.000	<input type="checkbox"/>	<input type="checkbox"/>

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Lee, Hyoeun	0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

ICES Online

- Web-based version of the paper-and-pencil Instructor and Course Evaluation system
- Used for promotion-and-tenure decisions, instructional awards, and job searches
- Used for all online sections and certain departments in their entirety
- Relies on Banner data to determine who should be evaluated
 - Only instructors with % Responsibility greater than zero are loaded
 - Completeness and accuracy of instructor data are critical
 - Consult with FMS about uncommon instructional arrangements
- Send questions about ICES to ices@illinois.edu

Schedule Types

Schedule Types available on every course

Discussion (**DIS**) – smaller sections, typically 1-2 hour sessions where instructors and students have more interaction to discuss information that was presented in the Lecture component. Gives ability for more collaborative activities.

Laboratory (**LAB**) – instructor supervises in a computer lab or wet-lab setting or students may work independently under the supervision of the instructor

Lecture (**LEC**) – instructor lectures for the majority of the class period

Lecture/Discussion (**LCD**) – instructor lectures for part of the class period, and students participate in collaborative discussions/activities during the same class period

Independent Study (**IND**) – this is restricted to individual instruction with faculty and students. No meeting times/locations are assigned as instruction is scheduled on an individual agreement between the faculty and student(s). Includes classes that are research based or where the work is done over multiple semesters with the final results compiled at the end of the experiment/project.

Internship (**INT**) – A course requiring students to participate in a partnership, professional employment, work experience, or cooperative education with an entity external to the institution. Generally does not include organized course meetings.

Laboratory/Discussion (**LBD**) – a combination of a lab section and discussion where the lab component is part of the class period and time is allowed for more discussion on the topic during the same class time.

Online (**ONL**) – instruction entirely online and no campus meeting location assigned (exams may be an exception)

Package (**PKG**) – a combination of multiple schedule types offered under the same CRN.

Research (**RES**) – Classes that involve research component and are not considered independent study sections.

Seminar (**SEM**) – Classes that incorporate outside speakers as a significant part of the delivery of the course.

Travel (**TRV**) -UIUC faculty-led travel. Can be domestic or international.

Additional Schedule Types available upon Request.

Contact FMS at fms-catalog@illinois.edu

Other Schedule Types (may need to request):

Online Discussion (**OD**) – A synchronous online discussion that is packaged with either a face-to-face or online lecture component.

Online Lecture (**OLC**) – A synchronous online lecture that is packaged with either a face-to-face or online discussion or lab component.

Online Lab (**OLB**) – A synchronous online lab that is packaged with either a face-to-face or online lecture component.

Practice (**PR**) – classes that involve performance-based teachings

Studio (**ST**) – for classes in studio spaces. Work may be independent, but the section could have set times for students to be in the studio spaces.

Study Abroad (**STA**) – placeholder sections for study abroad; instruction provided from another institution

Mock Schedule Types: These are mainly used for topics based courses where a student will take more than one section of a specific Course. The registration system does not allow students to register for multiple CRNs of the same course. Mock schedule types are used to “trick” the registration system so that the scheduler does not have to give overrides to each student.

Grade Mode [SSASECT]

Grade Mode – **Leave blank if using the default Grade Mode.** You can view the default grade mode in SCACRSE found under the Course Catalog menu.

Basic Course Information SCACRSE 9.3.11 (BANDEV) (1UIUC)

Subject: STAT Statistics Course: 400 Go

Term: 120188 Course Title: Statistics and Probability I

After entering the course information, press Go to view the record. Use the arrows on the bottom left of your screen to navigate through the pages. Stop once you land on the Grading Mode screen.

In the diagram below, you can see that STAT 400 has 4 grade mode options with Standard Letter set as the default. Credit/No Credit should never be used as a Grade Mode. This is only applied to the student record by student request.

Basic Course Information SCACRSE 9.3.11 (BANDEV) (1UIUC)

Subject: STAT Statistics Course: 400 Start Over

Term: 120188 Course Title: Statistics and Probability I

GRADING MODE

From Term: 120048 To Term: 999999

Grade Mode *	Description	Default *
S	Standard Letter	Default
C	Credit/No Credit	Not Default
H	Honors	Not Default
L	Honors Learning Agreement UIUC	Not Default

1 of 1 Per Page Record 1 of 4

For the example below, the instructor has requested Honors grading. You know the default grade mode is Standard Letter. You will press the ellipsis next to Grade Mode to view the List of Values (LOV). You will choose H from this list. You can also type in the H if you know what the grade modes are.

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

120188 CRN: 35030 Subject: STAT Course: 400 Title: Statistics and Probability I Start Over

Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

RSE SECTION INFORMATION

Subject	STAT STATISTICS	Campus *	100 Urbana-Champaign	Grade Mode	Honors
Course Number	400	Status *	A Active	Session	
Title	Statistics and Probability I	Schedule Type	LEC Lecture	Special Approval	
Section *	AL1	Instructional Method		Duration	
Cross List	C061	Integration Partner			



If you change the Grade Mode once there are registered students, the students will need to drop the course and re-register in order to capture the new grade mode.

If they do not correct their grade mode, the instructor will not be able to easily give the student a grade.

Part of Term (POT) [SSASECT]

➤ 10 year Senate Academic Calendar http://senate.illinois.edu/a_calendar.asp

➤ Registrar Academic Calendar by Term (POT dates, Drop dates, Registration Dates) <http://registrar.illinois.edu/academic-calendars>

Fall and Spring POTs

1 = Full Term

A = First 8 weeks

B = Second 8 weeks

Summer POTs

1 = Full Term

- use for IND courses only

SF = Full Summer Term

S1 = First 4 week Term

- Starts right after graduation.

S2 = 8 week session of summer

- S2A = First 4 weeks of 8 week session.
- S2B = Second 4 weeks of 8 week session.

➤ Unique POTs - **XMOL** = This is used when your class does not meet during the standard parts of term. There are refund rules that need to be set up for special circumstances like this.

Do not attempt to build XMOL courses without first consulting FMS. Please email fms-courses@Illinois.edu

Credit & Billing Hours [SSASECT]

Variable credit – When a course is approved for multiple credit hour options.

- According to the Catalog Entry to the right, LA 438 is approved for 3 TO 6 hours.
- Undergrads are only approved for 5 hours.
- Grads can receive anywhere from 3 to 6 hours.

LA 438 Design Workshop Studio II credit: 3 to 6 Hours.
Project design at various scales utilizing problems of a wide range of complexity and subject matter; rural, community, and urban problems, housing, recreation, and natural areas; and emphasizes problem analysis and generation of innovative design alternatives. The student selects from several sections depending on specific interests. Additional fees may apply. See Class Schedule. **5 undergraduate hours. 3 to 6 graduate hours.** May be repeated. Prerequisite: [LA 336](#) or consent of instructor.

➤ If these fields are left blank on a variable credit course, the student can choose any credit within the approved range when registering. If they do not pick a credit amount, it will default to the lowest available credit.

The screenshot shows a form titled 'CREDIT HOURS'. It contains three main sections: 'Credit Hours', 'Billing Hours', and 'Contact Hours'. Each section has a range of values (3.000 to 6.000) and a radio button indicator set to 'To'. The 'Credit Hours' field has a red arrow pointing to its input box, which is currently blank.

➤ If you do not want the student to pick the credit hours, then you will need to assign **section specific** credit.

This is accomplished by filling in the blank boxes under the Credit Hours and the Billing Hours fields. When a student registers, they are automatically registered for 5 hours and cannot choose anything else. You can set up multiple CRNs that meet together if you need to set up specific credit for undergrad vs grad.

This screenshot shows the same form as above, but with the 'Credit Hours' and 'Billing Hours' input boxes filled with the value '5.000'. Red arrows point from the text above to these fields. The 'Credit Hours' indicator is still 'To', but the 'Billing Hours' indicator is now 'None', indicating that the credit is fixed for that section.

Print, Gradable, Voice Response Boxes [SSASECT]

- Print Box = Must be checked to show up in the Course Explorer and Student Self Service.
- Voice Response Box = Must be checked to show up in the Course Explorer and Student Self Service.
- Gradable = All courses should be checked as gradable.

Exceptions to the above rules:

Independent Study (IND) sections – The only box that should be checked is the Gradable box. IND sections do not appear in the Course Explorer or Student Self Service. Specific CRNs are given to students upon request.

Linking – When a student is required to register for a LEC and a LAB, one of the components will NOT be gradable so the box will need to be unchecked. You can choose to grade all LEC sections or all LAB sections but not both.

How to Find & Edit an Existing CRN [SSASECQ]

Use form SSASECQ. There are multiple ways to get to this form.

- Type SSASECQ in the search box.
- Go to SSASECT, double click in the CRN box. This will bring you to SSASECQ.

Once in SSASECQ, you will need to "Add Another Field" to add the fields that you would like to Query. Typically you will add the *Subject* and *Course* fields as I have shown below. Once you have entered your criteria, press F8 to execute query or press the Go button.

Screenshot of the SSASECQ form. The "Advanced Filter" tab is selected. The "Term" field is set to "120181", "Part of Term" is empty, "Registration From" and "Registration To" are empty, "CRN" is empty, and "Subject" is set to "LA". The "Course" field is set to "199". An "Add Another Field ..." button is visible. The "Clear All" and "Go" buttons are at the bottom right.

For the example, I used LA 199 and it returned 27 existing CRNs for Spring 2018.

You can use the TOOLS menu to export the data to Excel.

Open the SSASECT record with the CRN you want to use and edit with the current information.

Make sure to check SSARRES and SSATEXT to remove old information.

Screenshot of the SSASECQ results table. The "TOOLS" menu is circled in red. The table shows 27 records for Term 120181, Subject LA, and Course 199. The enrollment information at the bottom shows a maximum of 9, actual of 0, and remaining of 9.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method
120181	1			10486		LA	199	0	A	100	Undergraduate Ope...	IND	
120181	1			65332		LA	199	100	A	100	Undergraduate Ope...	IND	
120181	1			60211		LA	199	A	I	100	Undergraduate Ope...	LEC	
120181	1			20899		LA	199	AS	A	100	Undergraduate Ope...	IND	
120181	1			41540		LA	199	B	A	100	Undergraduate Ope...	IND	
120181	1			65328		LA	199	BD	A	100	Undergraduate Ope...	IND	
120181	1			20910		LA	199	CED	A	100	Undergraduate Ope...	IND	
120181	1			65334		LA	199	CO	A	100	Undergraduate Ope...	IND	
120181	1			20892		LA	199	DAK	I	100	Undergraduate Ope...	IND	
120181	1			65330		LA	199	DD	I	100	Undergraduate Ope...	IND	

	Maximum	Actual	Remaining
Enrollment	9	0	9
Waitlist	0	0	0

Restrictions [SSARRES]

Restrictions can be set up to narrow down the pool of students that will be able to register.

You can Include or Exclude groups of students based on things like department, Major, Undergrad/Grad, First time Freshman, Unit One (housing), College, James Scholar, and Program codes just to name a few.

There is an **AND** relationship between each block in SSARRES.

This means if you put restrictions on more than one block, the student must meet the criteria of each block in order to register.

If you have multiple restrictions in one block, that is an **OR** relationship.

*The example on the right states the student must fulfill the following requirements in order to register.

Journalism **OR** AgComm Major

AND

Junior **OR** Senior

The screenshot shows the 'DEPARTMENT RESTRICTIONS' section of the SSARRES interface. The 'Include/Exclude (I/E)' options are set to 'Exclude'. The table below shows the following entries:

Department	Description
0278	Journalism
5284	Agricultural Communications

The screenshot shows the 'CLASS RESTRICTIONS' section of the SSARRES interface. The 'Include/Exclude (I/E)' options are set to 'Include'. The table below shows the following entries:

Class	Description
3	Junior
4	Senior



The specific restriction codes for Field of Study, Degree and Program, Student Attribute and Cohorts are managed through the college. You can also search for them using CodeBook: https://webprod.admin.uillinois.edu/codebook/jsp/instruct_entry.jsp

Overrides [SZACSRP]

If you have a restriction on a course but want to allow a student in, you will need to give the student an override.

**If you need override help, contact Registration Services at registration@Illinois.edu or 217-333-6565

Registration Permission Overrides are entered on the Banner **SZACSRP** form by term and course. An override for any section in a course can be given by entering the term, subject and course in the top block, then leaving the CRN column blank. An override for a specific section is provided by entering the CRN for the desired section. Users can only enter overrides for courses in the department(s) approved for them when the security access was granted. Specific Permit Override codes are listed to the right.

SFASRPO can be used to VIEW a student's current schedule and all overrides given for the term. Overrides can only be updated on SZACSRP for users with Registration Permission Override Maintenance security profile.

SFASTCA is the Banner Registration Audit form that can be used to view the error message the student is receiving to help determine which override is needed. The Message box displays the error that the student should see by CRN.

ID *	Name	Permit *	Permit Description	CRN	Section	User	Activity Date
						SNOOK	11/05/2018

Override Code	Preventing Registration	Banner Form and/or example
APPROVAL	Special Approval	SSASECT (department, instructor, dean, advisor, etc)
ATTRIBUTE	Attribute	SSARRES
CLASS	Class	SSARRES
CLOSED	Closed	SSARRES
COHORT	Cohort	SSARRES
COREQ	Concurrent Enrollment	SSAPREQ
COLL	College	SSARRES
DEGR	Degree	SSARRES
DEPARTMENT	Department	SSARRES
DUPL	Duplicate courses	Register multiple sections of a "special topics" or "seminar" course
LEVEL	Level	SSARRES
LINK	Linked sections	SSASECT & SSADETL
MJR_MN_CNC	Field of Study	SSARRES
PREREQ	Prerequisite	SSAPREQ
PROG	Program	SSARRES
TIME	Time conflict	SSASECT
WAITLIST	Waitlist	N/A Waitlist is not functional!

Creating an Instructor Record [SIAINST]

- SIAINST is used to designate a person as an Instructor in Banner.
- You cannot assign an instructor to a Section/CRN unless they exist in SIAINST.

Enter the UIN and Term, then Go.

To perform a search by name: Tab from the ID field and a blank box will appear. Search by Last Name, First Name.

Faculty/Advisor Information SIAINST 9.3.5 (BANPROD) (1UIUC)

ID: Term: 120191

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.

Status: A (active)

Status Date: Auto Populates

Faculty: Checkmark Box

Save: Use Save button or F10

You can move through the screens and enter more detailed information i.e. College, Department, etc.

Faculty/Advisor Information SIAINST 9.3.5 (BANPROD) (1UIUC)

ID: Snook, Rebecca L. Term: 120191

FACULTY MEMBER BASE DETAILS

From Term 120188 Maintenance To Term 999999

Status * A Active

Status Date * 10/12/2018

Faculty Advisor

Appointment Date

Category Staff Type Workload Rule

Linking a behind the scenes way to force registration in multiple sections/CRNs

When a student is required to register for a Lecture and Discussion/Lab. Use linking when there are multiple Discussion/Labs for the student to choose from. You can only link sections under the same Subject and Number. If there is only one Discussion/Lab option for the student, use Packaging (PKG). See next page for explanation.

*****Please contact FMS for full instructions to set up linking*****

SSASECT – Link Identifier

Term: 120188 CRN: 36153 Subject: CHEM Course: 101 Title: Introductory Chemistry

Course Section Information

Subject: CHEM CHEMISTRY Campus: 100 Urbana-Champaign Grade Mode: ...

Course Number: 101 Status: A Active Session: ...

Title: Introductory Chemistry Schedule Type: PKG Packaged Section Special Approval: ...

Section: ADA Instructional Method: ... Duration: ...

Cross List: ... Integration Partner: ...

CLASS TYPE

CREDIT HOURS

Credit Hours: 0.000 3.000 0.000 Lecture

Credit Hours: None To Or Lecture Indicator: None To Or

Billing Hours: 0.000 3.000 0.000 Lab

Billing Hours: None To Or Lab Indicator: None To Or

Contact Hours: ... Other

Contact Hours: None To Or Other Indicator: None To Or

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Daily Contact Hours: Long Title

CEU Indicator Print Comments

Link Identifier: AD Gradable Syllabus

Attendance Method: Tuition and Fee Waiver

Weekly Contact Hours: Voice Response and Self-Service

SSADETL – Link Connector

Term: 120188 CRN: 36153 Subject: CHEM Course: 101 Title: Introductory Chemistry

Section Links and Corequisites

Section Links

Link Connector: AL

1 of 1

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COREQUISITES

CRN *	Subject *	Course *	Section *

Packaging (Schedule Type PKG) – when there is a Lecture and only one Discussion/Lab choice for the students to register for.

SSASECT – Course Section Info Tab

Choose Schedule Type - PKG

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

Term: 120188 CRN: 64713 Subject: ECON Course: 510 Title: Economics of Taxation

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

COURSE SECTION INFORMATION

Subject	ECON	...	ECONOMICS	Campus *	100	...	Urbana-Champaign
Course Number	510	...		Status *	A	...	Active
Title	Economics of Taxation			Schedule Type	PKG	...	Packaged Section
Section *	M1	...		Instructional Method		...	
Cross List		...		Integration Partner		...	

SSASECT –

Meeting Times and Instructor Tab; Times and Instructors Tab; then Meeting Location and Credits Tab

Enter specific Schedule Types on each meeting row

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

Term: 120188 CRN: 64713 Subject: ECON Course: 510 Title: Economics of Taxation

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

Meeting Times and Instructor | Scheduler Preferences | Meeting Dates | Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *
1F	1DKH	119	LEC
	1DKH	215B	DIS

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Cross-Listing

The same course taught as two or more sections at the same time.

- A true cross-list is approved at the catalog level by the Office of the Provost. You know a course is cross-listed by the Academic Catalog entry.
- LA 446 and GEOG 446 appear differently.
- For LA 446, there is a description of the course and it does not say “See SUBJ NUM”.
- For GEOG 446, the description is not there, and you see the statement “See SUBJ NUM”, that defines the department that controls the setup of the course.
- This means that Landscape Architecture controls the set-up of this course and is responsible for creating CRNs for LA 446, GEOG 446, NRES 446 and UP 446 in Banner.
- The other department schedulers (GEOG, NRES and UP) will not do anything with this course in BANNER.
- LA will create CRNs under each rubric and all information will be identical. Once you are done, you will contact FMS with the CRNs and the cross-list max enrollment and ask us to cross-list them.
- Cross-list max is the total combined number of students you will allow to register in the class regardless of which CRN they choose. This number should never go over the seating capacity of your assigned room.
- You can view your cross-list grouping once you are in one of the CRNs in SSASECT by choosing RELATED, then SSAXLST from the drop down menu.



LA 446 Sustainable Planning Seminar credit: 4 Hours.

Examines sustainability issues of concern to planners, such as resource conservation, urban growth, environmental justice, industrial development, social equity, sustainable agriculture, and economic development. Presents holistic approaches ranging from theoretical concepts to detailed case studies that combine urban and regional land use, physical design, and policymaking. Same as GEOG 446, NRES 446, and UP 446. 4 undergraduate hours. 4 graduate hours.

GEOG 446 Sustainable Planning Seminar credit: 4 Hours.

Same as LA 446, NRES 446, and UP 446. See LA 446.

The screenshot shows the Banner system interface for scheduling a cross-list definition. The window title is 'Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDEV) (1UIUC)'. The term is 120181 and the cross-list group identifier is C333. The enrollment summary shows a maximum enrollment of 35, actual enrollment of 18, and 17 seats available. Below this is a table of cross-list sections.

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 *
49010		UP	446	BD	1	100	4.000				35	9	26
49795		GEOG	446	BD	1	100	4.000				35	3	32
49796		NRES	446	BD	1	100	4.000				35	0	35
67977		LA	446	BD	1	100	4.000				35	6	29

Meets With Cross-List

This is a cross-list that will not appear in the Academic Catalog.

Meets With Cross-Lists are usually set up as an Undergrad and Grad offering.

Spring 2018, LA 315 35304 and LA 515 60421.

You can also work with another department to set up a meets with cross-list. Each department is responsible for the section set-up in BANNER.

✕ Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDEV) (1UIUC)

Term: 120181 Cross List Group Identifier: B092

▼ CROSS LIST ENROLLMENT

Maximum Actual Enrollment

Enrollment:

▼ CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit H
35304		LA	315	A	1	100	3.000	
60421		LA	515	A	1	100	4.000	

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✕ Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDEV) (1UIUC)

Term: 120181 Cross List Group Identifier: A006

▼ CROSS LIST ENROLLMENT

Maximum Actual Enrollment

Enrollment:

▼ CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit H
32281		ENGL	564	T	1	100	4.000	
63839		MDVL	500	B	1	100	4.000	

< | 1 of 1 | 10 Per Page

Assigning Rooms in Banner vs ASTRA

BANNER – The Class Schedule of Record, real-time data. Only has Class Schedule Data. Does not have Final Exams or Event data.

Screenshot of the Banner system interface. The top bar shows the course section: "Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)". Below this, it displays "Term: 120188 CRN: 64713 Subject: ECON Course: 510 Title:". The interface has several tabs: "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructors", "Scheduler Preferences", "Meeting Dates", and "Meeting Location and Credits". The "Meeting Location and Credits" tab is active, showing a table with columns for "Automatic Scheduler", "Building", and "Room".

Automatic Scheduler	Building	Room
1F	1DKH	119
	1DKH	215B

At the bottom, there is a pagination control showing "1 of 1" and "10 Per Page".

ASTRA – A room scheduling software used by FMS. ASTRA is used to schedule rooms for classes, student organizations, Evening Exams, Final Exams, Commencement, etc. Information transfers between ASTRA and Banner at varying rates (quickest during business hours).

Screenshot of the ASTRA system interface. The top navigation bar includes "HOME", "DASHBOARDS", "CALENDARS", "ANALYTICS", "ACADEMICS", "RESOURCES", "EVENTS", "PEOPLE", "REPORTING", and "SETUP". The main content area is titled "Section ECON 510 / Economics of Taxation M1". It displays "Section Info" with fields for Subject (*), Course (*), Delivery Method (*), Section (*), Course Offering Id, Title, Campus (*), Term (*), Part Of Term, and SIS Key. Below this is a "Section Notes" section and a "Same Time Info" section. At the bottom, there is a "Meetings" table.

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
PKG	4:00 PM	5:50 PM	TR	08/27/2018	12/12/2018	Gahvari, Firouz	Scheduled	1DKH 119
PKG	9:00 AM	11:00 AM	F	08/27/2018	12/12/2018	Gahvari, Firouz	Scheduled	1DKH 215B



After the initial scheduling period, ALL data from Banner is dumped into ASTRA. From that point forward, all room scheduling must go through FMS, even departmental space. If rooms are entered in Banner during this time, they will drop out overnight when ASTRA pushes the room assignments to Banner.

Useful Resources

- BANNER - <https://apps.uillinois.edu/banner/>
- Academic Catalog (Program of Study)- <http://catalog.illinois.edu/>
- Course Explorer (Class Schedule)- <https://courses.illinois.edu/>
- FMS Course Scheduling Website - <http://registrar.illinois.edu/course-scheduling>
 - Banner Shortcut Keys – <https://registrar.illinois.edu/faculty-staff/course-catalog-and-scheduling/training-fms/>
 - FMS Training Resources - <https://registrar.illinois.edu/faculty-staff/course-catalog-and-scheduling/training-fms/>
 - FMS Processing Calendar - <https://registrar.illinois.edu/faculty-staff/course-catalog-and-scheduling/departmental-processing-schedule/>
- MOBIUS view (Formerly View Direct) – Used to view Room Charts - <https://mobiusview.apps.uillinois.edu/mobius/view#/home>
- DMI – Division of Management Information – Roster Information and I/U's - <http://dmi.illinois.edu/>
- EDDIE Reports – View report of all sections - <https://eddie.ds.uillinois.edu>

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