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/](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/](https://cam.illinois.edu/policies/asa-06/)
  - Student Code is a great tool as well: [http://studentcode.illinois.edu/](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 is 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](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 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.

ENTRY: 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.
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.

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.

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.

Course Explorer Goes Live

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

Priority Registration Begins

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

First day of instruction for Fall Term

- August 24, 2020
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.

List of all active sections in Banner for specific term

Note multiple tabs of information
Section Information Forms

**SSACRSE**
- Course Details
- as approved by the Office of the Provost.

**SCADETL**
- Link Connector: Linking LEC & LAB
- FMS Maintained: Degree Attributes & Fees

**SSADETL**
- Course Description
- Equivalent Courses

**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

**SOAHOILD**
- Holds on student accounts

**SIAASGQ**
- Faculty Schedule Query

**SGASADD**
- Look up student attributes and cohorts
Banner Navigation

Sign into Banner:
https://apps.uillinois.edu/

Then choose:
Banner Administrative Pages

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.

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

Key Block

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

Page Help—Banner technical page details

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

Move between sections/Tabs of data
Term Code

120191 – Spring 2019
120195 – Summer 2019
120198 – Fall 2019

1 = Urbana Campus

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.
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.
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
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).

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.
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.

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.

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.

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]

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.

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.

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.
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.

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.
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.

  Jazzonism OR AgComm Major
  
  AND
  
  Junior OR 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](https://webprod.admin.uillinois.edu/codebook/jsp/instruct_entry.jsp)
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.

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

**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.
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

SSADETL – Link Connector
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

SSASECT –

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

Enter specific Schedule Types on each meeting row
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.
Cross-Listing continued

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.
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.

**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).

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