



PRAIRIE VIEW
A&M UNIVERSITY

Spring 2025 Course Section Scheduling Training and Guidelines

Office of the Registrar

Resource Documents

- Resource Packet Provided Today
 - Semester Update Meeting Presentation
 - Task and Action Plan
 - Banner 9 Navigation Guide
 - Adding Course Sections-SSASECT
 - Basic Course Section
 - Lecture/Lab Combo Courses-Linked Courses
 - Variable Credit
 - Meeting Time and Faculty Assignment
 - Standard Time Blocks Document



Important Processes

- Schedule labs/special labs to classes (Do not schedule lecture rooms)
- Standard Class Meeting Time Guidelines
- Hybrid Contact Time Enforcement
- B-Global Designation
- Acadeum Courses
- Administrative Cleanup



Process: Scheduling Labs/Special Labs

- Labs/Special Labs may be assigned to sections.
- Labs must be assigned before the Optimizer can be run.
- DO NOT assign sections to Classrooms/Lecture rooms (110).
- Classrooms will be assigned by the Optimizer.



Process: Standard Class Meeting Time Guidelines

- Undergraduate classes should not be scheduled from 3:00 p.m. – 5:00 p.m. on Fridays.
- All meeting times must follow a standard meeting pattern.
- Adhere to the contact hours requirement for the course.
- Do not over or under schedule classes.
- For Fall/Spring all meeting times must end at 10 minutes to the hour or 10 minutes to the half hour, (ex.) end at 9:20 a.m., and begin at 9:30 a.m., or end at 8:50 a.m., and begin at 9:00 a.m.
- For Fall/Spring a department may schedule a maximum of 60% of classes between 8 AM and 3 PM



Process: Hybrid Hours

- From the PVAMU Website <https://www.pvamu.edu/dlearning/course-definitions/>
- In hybrid courses, more than 15 percent, but less than 50 percent, of planned instruction occurs in the F2F environment. Hybrid courses are defined by the Texas Higher Education Coordinating Board as courses in which “a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.” The instructor determines how much time is spent F2F within the parameters noted. eCourses is used for the web-based elements of the course. At PVAMU, hybrid courses are identified by a three-character section number that starts with the letter Y (for example: Y01).
- The schedule should reflect the actual time the instructor meets face-to-face in a class room setting with students, given it stays within the 15-50% range. For example, a regular face-to-face class with a minimum requirement of 3 contact hours per week (typical of a 3 credit hour lecture) would be scheduled MWF 8:00 – 8:50 AM. This represents 100% face-to-face instruction. The same class offered in hybrid format may meet Monday from 8:00 a.m. to 8:50 a.m. representing 33% of the planned instruction in the F2F environment and within the allowable range. The other 66% of planned instruction occurs online asynchronous in eCourses.



Process: Hybrid Hours cont'd

- For a 3 **contact** hour class...

Incorrect	Correct
MWF 8:00 – 8:50 AM	M 8:00 – 8:50 AM
TR 8:00 – 9:20 AM	T 8:00 – 9:20 AM

- Hybrids may only meet between 15 - 49% of time in a classroom, the rest of the course time is asynchronous.
- Only schedule for the actual time spent in the classroom.



Process: B-GLOBAL and AFAM Designation

- Designation is entered in SSASYLB in “Section Long Title”

The screenshot shows the 'Section Syllabus SSASYLB 9.3.23 (PROD)' interface. At the top, there are tabs for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the tabs, the course information is displayed: Term: 202310, CRN: 19482, Subject: ENGL, Course: 1301, Course Title: Freshman Composition I. A 'Start Over' button is visible. The 'Long Title and Learning Objectives' tab is selected. Under the 'SECTION LONG TITLE' section, there is a 'Copy' button and a text field containing 'Freshman Composition I (B-GLOBAL)'. Below this is a 'URL' field.

- Example 1:
Freshmen Composition I → Freshmen Composition I (B-GLOBAL)

The screenshot shows the 'Section Syllabus SSASYLB 9.3.23 (PROD)' interface. At the top, there are tabs for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the tabs, the course information is displayed: Term: 202310, CRN: 16963, Subject: COMM, Course: 2300, Course Title: Media Literacy. A 'Start Over' button is visible. The 'Long Title and Learning Objectives' tab is selected. Under the 'SECTION LONG TITLE' section, there is a 'Copy' button and a text field containing 'Media Literacy (AFAM)'. Below this is a 'URL' field.

- Example 2:
Ethics → Media Literacy (AFAM)



Process: B-GLOBAL and AFAM Designation cont'd

- It is important to be consistent with coding the designation.
- The coding is used by Institutional Research and report writers to identify the sections.



Process: Acadeum Courses

- Schedulers will be responsible for building Acadeum courses at the request of Academic Advising.
- Acadeum courses are placeholders; therefore, do not require full building.
- Acadeum Setup:
 - Section Code = A01
 - Campus = CE
 - Instructional Method = 7
 - Special Approval = DP
 - Voice Response and Self-Service Available = Uncheck
 - Set Enrollment = 0
 - Do NOT Assign Days, Times, Instructor
 - For lecture/lab combos only build the credit bearing section of the course



Process: Acadeum Courses Cont'd

Schedule SSASECT 9.3.23 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202310 CRN: 20302 Subject: SPAN Course: 1301 Title: Elem Spanish I Start Over

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	SPAN SPANISH	Campus	CE	Course Exchange	Grade Mode	S	Standard Letter
Course Number	1301	Status	A	Active	Session		
Title	Elem Spanish I	Schedule Type	1	Lecture	Special Approval	DP	Dept Head Approval Required
Section	A01	Instructional Method	1	Face to Face	Duration		
Cross List		Integration Partner	WCT	WebCT Integration			Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term	8B	10/18/2022	12/07/2022	8
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Open Learning Class

Registration Dates First Last

Start Dates

Maximum Extensions 0

CREDIT HOURS Insert Delete Copy Filter

Credit Hours

Credit Hours	3.000		Lecture	3.000	
Credit Hours Indicator	☒ None ☐ To ☐ Or		Lecture Indicator	☒ None ☐ To ☐ Or	
Billing Hours	3.000		Lab		
Billing Hours Indicator	☒ None ☐ To ☐ Or		Lab Indicator	☒ None ☐ To ☐ Or	
Contact Hours	3.000		Other		
Contact Hours Indicator	☒ None ☐ To ☐ Or		Other Indicator	☒ None ☐ To ☐ Or	

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Daily Contact Hours	☐ Long Title
CEU Indicator	☐	☒ Print	☐ Comments
Link Identifier		☒ Gradable	☐ Syllabus
Attendance Method		☐ Tuition and Fee Waiver	
Weekly Contact Hours		☐ Voice Response and Self-Service Available	

SAVE

ENT Record 1/1 SSASECT9.3.23 SUBJ_CODE 11 ©2000 - 2021 Ellucian. All rights reserved. ellucian



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Process: Administrative Cleanup

- The Administrative Cleanup period begins on the first day of class and ends on the last day of the late registration period.
- Small Class
 - Undergraduate classes with enrollment < 12
 - Graduate classes with enrollment < 7
- Close classes by setting enrollment to zero (0).
- Communicate to the students enrolled letting them know that the section is being closed and deleted from the schedule.
- Once you have communicated, Drop Delete (DD) the students from the section.
- Delete the section from the schedule.
- If you are having trouble deleting sections, you may have students with a “DD” registration code that needs to be Record Removed.
 - Review the CRSE_Drops Without Record report in Argos to identify these students.



Contact Hours Guidelines

- Contact hours requirements are listed on SSASECT.
- Value represents contact hours required per week for a full term (16 week) course.
- Traditional classes (lectures, labs, and seminars) must meet the required contact hours.
- Non-traditional classes (private lessons, thesis, dissertation, etc.) should meet minimum requirements.

The screenshot displays the SSASECT system interface for a course section. The main window shows 'Schedule SSASECT 9.3.30 (PROD)' with fields for Term (202420), CRN (23768), Subject (AGRI), Course (1301), and Title (Natl Res Cons Mgmt). The 'COURSE SECTION INFORMATION' tab is active, showing details like Subject (AGRI), Course Number (1301), Title (Natl Res Cons Mgmt), Section (P01), and Campus (PV). The 'CLASS TYPE' section shows 'Traditional Class' with 'Part of Term' set to 1. The 'CREDIT HOURS' section is expanded, showing 'Credit Hours' (0.000 to 3.000), 'Billing Hours' (0.000 to 3.000), and 'Contact Hours' (4.000). The 'CLASS INDICATORS' section shows 'Prerequisite Check Method' (Basic or None) and 'Attendance Method' (01). A red arrow points to the 'Contact Hours' field in the 'CREDIT HOURS' section. A pop-up window titled 'CREDIT HOURS' is overlaid on the right, showing the same fields and a 'SAVE' button at the bottom.

Field	Value
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	4.000
Contact Hours Indicator	None To Or



Summer Contact Hours Calculation

- A calculator has been provided for calculating contact contact times for summer and all types of courses (including those that meet less than 5 days a week), use the calculator to determine the meeting duration for a course section per day.

Example: For a 4 SCH Lecture course, meeting 4 days a week in a 10 week session (40 days long) the meeting duration is 1 hour and 30 minutes (rounded up to nearest 10th) per class day.

Calculate Meeting Times for Summer Terms	
Number of days	40
Min. Req. Contact hours	60
Hours/day	1.50
Mins/day	90
Required Meeting Time	1:30

Enter Number of days in the session

Enter Contact hours here from 'Contact Hours Guidelines'

<--- Enter Value here

<--- Enter Value here

round up to next 5th or 10th minute if necessary

Schedule your course section for at least this duration



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Contact Hours Guidelines

**Office of the Registrar
Prairie View A&M University
REVISED Contact Hours Guidelines (as of 9/28/15)

Lecture & Seminar

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
1	1	15
2	2	30
3	3	45
4	4	60
5	5	75
6	6	90

LAB

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
1	2	30
2	4	60
3	6	90

Private Lessons

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
1	.5	7.5
2	1	15
3	1.5	22.5

Hybrid

Number of credits hours per course	Contact hours per week (*long semester)	Contact hours per semester
3	1.5	23

Combinations of contact hours

Based on contact group information from the Course Inventory (Screen 125)

Example Course	Contact hours for LEC	Contact hours for LAB	Contact hours per week (*long semester)	Contact hours per semester
GNEG 1011	1	1	2	30
TECH 4082	1	3	4	60
TECH 3103	1	4	5	75
HUPF 3053	2	1	3	45
BIOL 3064	2	4	6	90
CODE 5026	2	8	10	150
NURS 5245	2	12	14	210
PHYS 2014	3	2	5	75
CVEG 4024	3	3	6	90
BIOL 1015	3	4	7	105

*Contact hours per week will increase for summer sessions. **Contact hours per semester remains consistent for any semester.**

Method of Instruction	Contact hours per semester
IND (Independent Study)	Minimum of 15
PRA (Practicum)	Minimum of 15
DSR (Dissertation)	Minimum of 15
THE (Thesis)	Minimum of 15



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Room Selection Guidelines

- Classrooms (110) will be assigned through the Optimizer.
- After room assignments have been published departments will be able to assign rooms to courses.
- Do not hold rooms for course sections that will not make.
- You may be asked to increase maximum enrollments in sections to decrease the number of small sections. Please be mindful of where you have historically had small sections and schedule accordingly.
- You may need to change the room assigned if you are updating the enrollment.
- You may be asked to change your time block to help increase/improve space utilization.
- We have listed some reasons that a room might be changed:
 - Specialized lab or class
 - Maximum enrollment issues
 - Violation of scheduling guidelines
 - Another class needs to be scheduled in the room and takes precedence
- Do not schedule classes on Sunday.
- Classes may not be scheduled for more than 10 hours per day.
- Non-traditional classes should be scheduled in the evenings and placed in 210/220 labs.



THECB Room Utilization Standard

- Avg % Fill
 - 65% Classroom (110)
 - 30 seats – minimum enrollment 20
 - 36 seats – minimum enrollment 24
 - 40 seats – minimum enrollment 26
 - 100 seats – minimum enrollment 60
 - 200 seats – minimum enrollment 120
 - 75% Labs (210/220)
 - 30 seats – minimum enrollment 23
 - 36 seats – minimum enrollment 27
 - 40 seats – minimum enrollment 30
 - 100 seats – minimum enrollment 75
 - 200 seats – minimum enrollment 150



THECB Room Utilization Standard cont'd

- Utilization Rate

- 38 HPW Classroom (110)

- If a classroom was scheduled for every hour MTWRF from 8 AM – 4 PM this requirement would be met.

- 25 HPW Labs (210/220)

- If a lab was scheduled for 5 hours a day MTWRF this requirement would be met.

* HPW – Hours per week



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General Scheduling Reminders

- **Course Titles**
 - Do not change the title of a course for any reason.
- **Assigning Instructors:**
 - Using their F***** or if you do not have their number you can click on the lov button to do a search for their name once you find it double click and save.
 - Contact Institutional Research if you cannot find a faculty member in Banner.
 - Faculty should be listed when courses are built.
 - All faculty must be assigned before the 20th class day.
- **Changing Instructors:**
 - Highlight Instructor name → Record Remove → Save → Add new Instructor name → Save
- **Independent Study Forms:**
 - Independent Study requests should be submitted to the Registrar's Office. A syllabus is required.
 - The Registrar's Office creates the section and enrolls the student.
 - Please make sure that your department has approved Independent Study forms for all level courses that you offer independent studies for.
 - Please use the Independent Study form that can be found on the Academic Affairs website / Forms Library.



General Scheduling Reminders (Continued)

- **Online Sections:**

- All Online courses must be approved by the Center for Instructional Innovation and Technology Services (CIITS).
- Hybrid sections should be coded with a “Z” in the section number (i.e.: Z01, Z02).
- All Online courses are taught as asynchronous.

- Example:

Class	Campus	Schedule Type	Instructional Method
ACCT ##### Z01	IT	1IT	7

- **Hybrid Sections:**

- Hybrid Course: A course in which at least 50%, but less than 85% of the planned instruction occurs when the students and instructor(s) are not in the same place.
- All Hybrid courses must be approved by the Center for Instructional Innovation and Technology Services (CIITS).
- Hybrid sections should be coded with a “Y” in the section number (i.e.: Y01, Y02)

Class	Campus	Schedule Type	Instructional Method
ACCT ##### Y01	PV	1YB	6
ACCT ##### Y01	NC	1NY/1YB	6
NURS ##### Y01	MC	1YB	6



General Scheduling Reminders (Continued)

- **How do I request a Special Topics Course Section?**
 - Complete the Special Topics form and submit for processing. All sub-titles for Special Topic Courses must be approved by the College and received by the Registrar's office before a section for that sub-title is built.
 - The Associate Registrar will notify department when sub-title has been added to SCACRSE with the coinciding section number.
 - Department Scheduler will then proceed to build the section; however, **do not add the sub-title in SSASECT**. Notify the Associate Registrar when the section is ready for the sub-title to be added. Please provide the CRN number.
 - The Associate Registrar will make the sub-title change and notify department when completed. **Schedulers are not to change titles under any circumstances.**
 - State Rule/Time Limit on Special Topics Course Offering- If the topic is offered 3 times in 5 years the topic will be deactivated. The Department and College may submit to either UG Council or Grad Council, a request for new course to be added to the course inventory.



Frequently Asked Questions

- **How do I find Available Classrooms?**
 - Under Meeting Location and Credits tab, make sure building and classroom spaces are blank → Select Related from menu → Select Query Available Classroom (SLQMEET) → Select a classroom based on the maximum enrollment for the section and click on Select → Save
 - **Please watch the capacity of your classrooms. Please do not go over capacity, capacity will be monitored and we reserve the right to change your selected classroom after we have a conversation with you.**
- **How do I Change Classrooms?**
 - Delete building number (if applicable) and classroom number → Enter new building number and classroom number → Save (if students are registered you will get a warning).
- **What should the Grade Mode be?**
 - Grade mode should always be S (standard) mode.
- **What should the Integration Partner code be?**
 - Should always be WCT Code. This code allows sections to be exported into E-Courses.
- **What type of courses do not require rooms to be assigned?**
 - All courses require a room assignment except for Online courses.



Questions and Answers

- Any questions relative to the scheduling information please email below:
- tlmontgomery@pvamu.edu
- mamartinez@pvamu.edu
- Insert into email subject line: Scheduling Questions Regarding Summer/Fall 2024



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