



PRAIRIE VIEW  
A&M UNIVERSITY

# Summer & Fall 2024 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



# UPDATES to Processes

- Schedule labs/special labs
- Changes to Time Blocks (Spring/Fall)
  - MW times
  - One day a week times
- Hybrid Contact Time Enforcement
- B-Global Designation
- Acadeum Courses
- Administrative Cleanup



# UPDATES: 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 (110).
- Classrooms will be assigned by the Optimizer.



# UPDATES: 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.



# UPDATES: 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.



# UPDATES: 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, it displays course information: Term: 202310, CRN: 19482, Subject: ENGL, Course: 1301, and Course Title: Freshman Composition I. Below this, there are two tabs: 'Long Title and Learning Objectives' (selected) and 'Required Materials and Technical Requirements'. Under the 'Long Title and Learning Objectives' tab, the 'SECTION LONG TITLE' section is expanded, showing a 'Copy' button and a text field containing 'Freshman Composition I (B-GLOBAL)'. Below the text field is a 'URL' field. The 'LEARNING OBJECTIVES' section is also expanded, showing a 'Copy' button.

- 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, it displays course information: Term: 202310, CRN: 16963, Subject: COMM, Course: 2300, and Course Title: Media Literacy. Below this, there are two tabs: 'Long Title and Learning Objectives' (selected) and 'Required Materials and Technical Requirements'. Under the 'Long Title and Learning Objectives' tab, the 'SECTION LONG TITLE' section is expanded, showing a 'Copy' button and a text field containing 'Media Literacy (AFAM)'. Below the text field is a 'URL' field. The 'LEARNING OBJECTIVES' section is also expanded, showing a 'Copy' button.

- Example 2:  
Ethics → Media Literacy (AFAM)



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## UPDATES: 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.





# UPDATES: 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 = 2
  - 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



# UPDATES: 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 Section Enrollment Information Meeting Times and Instructor Section Preferences

**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	
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Billing Hours	3.000	
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Contact Hours	3.000	
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	

Lecture

Lecture	3.000	
Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Lab		
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	
Other		
Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	

**CLASS INDICATORS** Insert Delete Copy Filter

Prerequisite Check ☒ Basic or None ☐ CAPP ☐ DegreeWorks

Method ☐ CEU Indicator

Link Identifier

Attendance Method

Weekly Contact Hours

Daily Contact Hours

☐ Long Title

☒ Print

☒ Gradable

☐ Tuition and Fee Waiver

☐ Voice Response and Self-Service Available

☐ Comments

☐ Syllabus

SAVE

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



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# UPDATES: Administrative Cleanup

- Close the course 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.



# 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



# 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 10<sup>th</sup>) 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'

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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# Contact Hours Guidelines

- Contact hours requirements are listed on SSASECT.
- Value represents contact hours required per week for a full term (16 week) course.

The screenshot displays the SSASECT system interface for scheduling a course. The main window is titled "Schedule SSASECT 9.3.30 (PROD)". It contains several tabs: "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences". The "Course Section Information" tab is active, showing details for a course section with Subject: AGRICULTURE, Course Number: 1301, Title: Natl Res Cons Mgmt, and Section: PD1. The "CLASS TYPE" section shows "Traditional Class" with "Part of Term" set to 1. The "CREDIT HOURS" section is expanded, showing "Credit Hours" set to 3.000, "Billing Hours" set to 3.000, and "Contact Hours" set to 4.000. A red arrow points to the "Contact Hours" field. The "CLASS INDICATORS" section shows "Prerequisite Check Method" set to "Basic or None" and "Link Identifier" set to "01". A pop-up window titled "CREDIT HOURS" is overlaid on the main window, showing the same "Credit Hours" and "Billing Hours" fields, with a red arrow pointing to the "Contact Hours" field.

Term: 202420 CRN: 23768 Subject: AGRIC Course: 1301 Title: Natl Res Cons Mgmt

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

COURSE SECTION INFORMATION

Subject: AGRIC AGRICULTURE Campus: PV Main Campus Grade Mode: S Standard Letter  
Course Number: 1301 Status: A Active Session: \*\*\*  
Title: Natl Res Cons Mgmt Schedule Type: 1 Lecture Special Approval: \*\*\*  
Section: PD1 Instructional Method: 1 Face to Face Duration: \*\*\*  
Cross List: \*\*\* Integration Partner: WCT WebCT Integration

CLASS TYPE

Traditional Class  
Part of Term: 1 01/16/2024 05/08/2024 16  
Open Learning Class  
Registration Dates: First Last  
Start Dates: Processing Rules  
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: 4.000  
Contact Hours Indicator: None To Or

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAPP DegreeWorks  
Link Identifier: 01  
Attendance Method: \*\*\*  
Weekly Contact Hours: Voice Response and Self-Service Available

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: 4.000  
Contact Hours Indicator: None To Or



# 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





# 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 20<sup>th</sup> class day.
- **Changing Instructors:**
  - Highlight Instructor name → Record Remove → Save → Add new Instructor name → Save
- **Independent Study Forms:**
  - Each form should have 2 course prefixes and numbers (ex: ENGL 5399-the Independent Study Course, and ENGL 5313- the actual topic the student is to study. Please don't place a section number as the Registrar's office will use the first available section number. Contact hours should coincide with SCH (ex: 5399 = 3 semester credit hours). Please don't set up a different SCH course under a 3 SCH Independent Study Course (ex: 5399 and 5643), otherwise student will not receive proper credit for hours worked.
  - 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.
- **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)
- **Deleting sections during Administrative Cleanup periods:**
  - The Administrative Cleanup period begins on the first day of class and ends on the last day of the late registration period.
  - If you are having trouble deleting sections, you may have students with a “DD” registration code that needs to be Record Removed.

# 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.
- **What type of courses do not require rooms to be assigned?**
  - All courses require a room assignment except for Online/Internet courses.



# Frequently Asked Questions

- **What is a Web Assist Course Section?**
  - A 100% Face to Face course section, but the instructor may post items such as a syllabus or homework assignments on the web for students to access. However, the class still meets for the full amount of contact hours as outlined by the Texas Higher Education Coordinating Board (THECB).
  - Please do not confuse Web assist with Hybrid. Web assist does not need approval because it is not an instructional mode.
- **How do I Delete course sections during Administrative Cleanup periods?**
  - Enter student information into SZAREGS go to the course section to be dropped **place a DD code in Status field → Delete (for course where DD status is noted)→ Save. Then go to SSASECT and enter CRN Number → Delete → Save**



# Questions and Answers

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



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