

This manual provides detailed instructions for adding course sections in the BANNER student information system.

BANNER pages used: SWASECT, SSATEXT

Banner link: [Link to access Banner prod.](#)

*Under **INB**, click on the 'Banner 9 Admin on Production (Chrome - preferred browser)' link.*



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## Adding and Updating Course Sections in SWASECT

### Adding a New Section

1. In the Banner Welcome Home Page, type 'SWASECT'
2. In the SWASECT page, enter a Term code.
3. Click 'Create CRN'.

### Course Section Information

4. In the 'Course Section Information' tab, enter the course subject code.
5. Enter the course number.

*Note: When the subject and course number are entered, the course title will populate automatically. – DO NOT MODIFY THE TITLE UNLESS THE COURSE HAS BEEN FORMALLY APPROVED TO INCLUDE A SUBTITLE.*

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>6. Course Title</li> <li>7. Section</li> <li>8. Cross List</li> <li>9. Campus</li> <li>10. Status</li> </ol> | <p>DO NOT modify the title unless formally approved. Press tab to move to the next field.</p> <p>Enter section number or letter and press tab.</p> <p>Note: Two-digit section <i>numbers</i> between 1-9 should include a zero, i.e. <b>01</b>, <b>02</b>, <b>03</b>. Section <i>letters</i> are designated for linked labs ONLY. If you attempt to enter a section number/letter that already exists, Banner will not allow you to navigate to the next field. A total max of 3-characters is allowed for section designations.</p> <p>Submit a <a href="#">CSCR</a> request to cross-list classes previously approved to be cross-listed.</p> <p>Enter the appropriate campus code and press tab. List of approved campus codes is on page 12.</p> <p>Enter "A" for Active. Press tab.</p> |
|---|--|

- 11. Schedule Type                   Select a valid schedule type from the drop-down menu and press tab to the next field.
- 12. Instructional Method           Enter the appropriate instructional method. (A list of approved instructional methods is provided on pages 15-16 under "Instructional Method"). Press tab to continue.
- 13. Grade Mode                    Leave blank to default to the approved grade mode for the course.
- 14. Session                         Leave blank.
- 15. Special Approval               Enter "SP" (Special Approval) to restrict registration to individual students. An "SP" override must then be processed by the department in the SFASRPO page for each approved student.
- 16. Part of Term                   Defines the date range for the course offering. Select the appropriate part of term from the drop-down menu. Fall and Spring terms are defined as "1" for full term.
- 17. Registration Dates            Not used. DO NOT MODIFY.
- 18. Start Dates                    Not used. DO NOT MODIFY.
- 19. Max Extensions                Not used. DO NOT MODIFY.

Term: 202710   CRN: ADD   Subject: ACCT   Course: 2301   Title: Intro to Financial Acc   Course Alias:   Start Over

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

▼ COURSE SECTION INFORMATION   Insert   Delete   Copy   More Information   Filter

Subject \* ACCT   ACCOUNTING - ACCT   Section \* 01   Instructional Method TR   Traditional Face-to-Face

Course Number \* 2301   Campus \* ED   Edinburg

Course Alias   Status \* A   Active   Session   

Title Intro to Financial Acc   Schedule Type \* LEC   Lecture   Special Approval SP   Special Approval

▼ CLASS TYPE   Insert   Delete   Copy   More Information   Filter

Traditional Class

Part of Term 1   04/06/2026   12/10/2026   16

When all class information on the first tab is complete, click **Save** on the bottom-right corner. After saving, a Course Registration Number (CRN) will be generated for the course section.

Term: 202710   **CRN: 44150**   Subject: ACCT   Course: 2301   Title: Intro to Financial Acc   Saved successfully (1 rows saved)

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

▼ COURSE SECTION INFORMATION   Insert   Delete   Copy   More Information   Filter

Subject \* ACCT   ACCOUNTING - ACCT   Section \* 01   Instructional Method TR   Traditional Face-to-Face

Course Number \* 2301   Campus \* ED   Edinburg

Course Alias   Status \* A   Active   Session   

Title Intro to Financial Acc   Schedule Type \* LEC   Lecture   Special Approval SP   Special Approval

▼ CLASS TYPE   Insert   Delete   Copy   More Information   Filter

Traditional Class

Part of Term 1   04/06/2026   12/10/2026   16

**SAVE**

## Add Section Enrollment Capacity

1. Navigate to the 'Section Enrollment Information' tab.
2. Enter the maximum enrollment capacity for the class.
3. Enter "999" in the Waitlist Maximum field. Leave the field at 0 (zero) if the section is a linked lab.
4. Click Save.

Term: 202710 CRN: 44150 Subject: ACCT Course: 2301 Start Over

Title: Intro to Financial Acc Course Alias:

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

Enrollment Details Reserved Seats

▼ ENROLLMENT DETAILS + Insert - Delete Copy More Information Filter

Maximum *	50	Waitlist Maximum *	999	Actual	0
Waitlist Actual	0	Prior	0	Remaining	0
Waitlist Remaining	0	<input type="checkbox"/> Reserved			

## Adding Class Meeting Days and Times

### Option 1 of 2 – Selecting Class Times from the Existing List

1. Navigate to the 'Meeting Times and Instructor' tab. Click on the drop-down menu under the Meeting Time column and select a valid [standard meeting time](#) by double clicking on the 2-digit Code.

Term: 202710 CRN: 44150 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Start Over

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

Times and Instructors

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Settings + Insert - Delete Copy More Information Filter

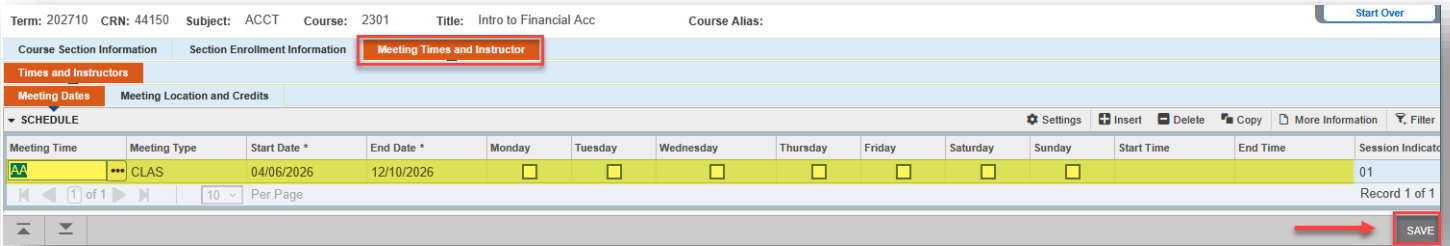
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
***	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Record 1 of 1

▼ MEETING TIME CODE VALIDATION Settings + Insert - Delete Copy More Information

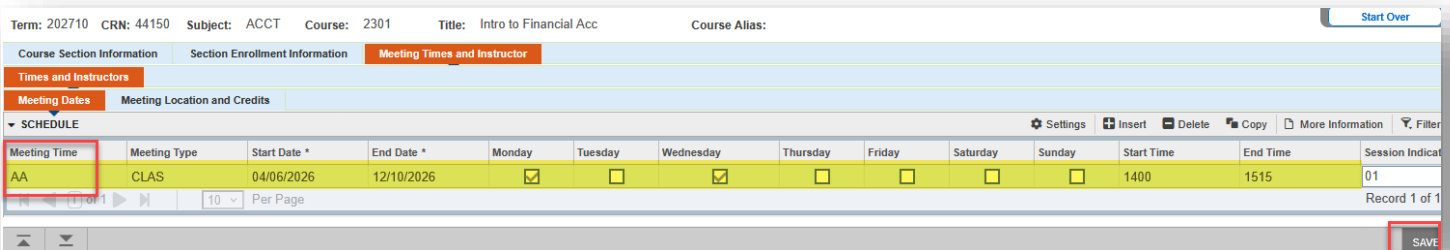
Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
AA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
FA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1030
L3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045
L4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045
L5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215
L6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215
LC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0750	1030
LZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0750	1030
M1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515
M2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515
M3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645

2. After double-clicking on the appropriate class time, your selection will return you to the previous page where you can review that the days and times are correct, notice that times are entered in military time, then click Save.
  - If the class will not have meeting days/times, enter or double-click the “AA” code. The Start Time and End Time fields will auto-populate and must be cleared before saving.



## Option 2 of 2 – Manually Entering Meeting Times

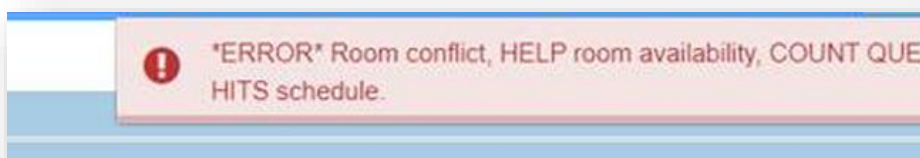
1. Enter “AA” in Meeting Time and tab across.
2. The start/end dates will auto-populate after the second tab. Check the boxes for the appropriate days of the week.
3. Enter the start and end times in 24-hour military format.
4. Save.



Reminder: To avoid classroom scheduling issues and to maximize classroom utilization, please adhere to the [UTRGV Standard Class Times](#) schedule.

### \*\*Changing Class Meeting Days/Times After a Room Has Been Assigned \*\*

When making changes to meeting days or times for a section that already has a room assigned, you may receive an **\*ERROR\* Room conflict** message when attempting to save. The error indicates that the assigned room is not available for the new meeting days/times. To proceed with the changes, first delete the assigned instructor and save. Then delete the entire Meeting Time row and save again. Re-enter the updated meeting days and times as described in Step 3 and save. Finally, re-enter the instructor and save.



## Assigning an Instructor of Record

1. In the 'Meeting Location and Credits' tab, after saving the meeting times, scroll down to the Instructor block. *Note: The Meeting Time row must be complete and saved before an instructor can be assigned.*
2. To assign an instructor, enter the 8-digit faculty Banner ID (BID) in the ID field. (To look up a BID, open the drop-down menu, then click 'Go' on the top-right corner of the page. Enter the faculty member's name and click 'Go' again. Please note that these fields are case-sensitive. After you click the 'Select' button, you will return to the scheduling page.) Save.

Term: 202710 CRN: 44150 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Course Alias: Start Over

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

Times and Instructors

Meeting Dates Meeting Location and Credits

SCHEDULE Settings Insert Delete Copy More Information Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS	04/06/2026	12/10/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515

Record 1 of 1

INSTRUCTOR Settings Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

Term:

Faculty:

Advisor:

Category:

Staff Type:

Contract Type:

Tenure Status:

Status:

Term: 202710 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status: Start Over

FACULTY/ADVISOR QUERY Settings Insert Delete Copy Filter

Basic Filter Advanced Filter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Another Field ..."/>
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Term: 202710 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status: Start Over

FACULTY/ADVISOR QUERY Settings Insert Delete Copy Filter

Active filters:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
000000	Smith	John	Josephine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SA	SAAS
000000	Smith	John	Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SA	PSAC
000000	Smith	John	Mark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SA	COMB

Term: 202710 CRN: 44150 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Course Alias: Start Over

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

Times and Instructors

Meeting Dates Meeting Location and Credits

SCHEDULE Settings Insert Delete Copy More Information Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS	04/06/2026	12/10/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515

Record 1 of 1

INSTRUCTOR Settings Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	000000	John Smith	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

3. To remove an assigned instructor, highlight the row and click 'Delete'. Save.

INSTRUCTOR								Settings	Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session					
01			0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100					

Record 1 of 1

### Common Error Messages When Attempting to Save

**"Error ID is not Valid"** = Instructor is not yet active in Banner for the term.

**"Schedule Conflict"** = If a known schedule conflict exists, check the override indicator box and save.

**"Error Session Has No Meeting Times..."** = Add meeting days/times and click Save. If class has no meeting days/times, make sure the Start and End Date fields have the dates populated.

Term: 202710 CRN: 44150 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Course Alias: [Start Over](#)

Course Section Information Section Enrollment Information Meeting Times and Instructor

Times and Instructors

Meeting Dates Meeting Location and Credits

SCHEDULE											Settings	Insert	Delete	Copy	More Information	Filter
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
	CLAS	04/06/2026	12/10/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Record 1 of 1

INSTRUCTOR								Settings	Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session					
01			0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100					

Record 1 of 1

### Changing an Instructor of Record

1. Highlight the row of the instructor you want to remove.
2. Click 'Delete'.
3. Enter the new BID (the instructor name will auto-populate).
4. Save.

INSTRUCTOR								Settings	Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session					
01			0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100					

Record 1 of 1

INSTRUCTOR								Settings	Insert	Delete	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session					
01					<input type="checkbox"/>	<input type="checkbox"/>						

Record 1 of 1

[SAVE](#)

## Adding Multiple Instructors

After adding the first instructor, click 'Insert' in the Instructor block to add a second instructor. One instructor must be designated as the Primary instructor; check the Primary Indicator box to select the primary instructor. Repeat this step for any additional instructors.

The Percent of Responsibility field must be updated when multiple instructors are assigned. The total Percent of Responsibility must equal 100%.

- For example: If two instructors share the course equally (50/50), enter '50' in both the Percent of Responsibility and Percent of Session fields for each instructor.

Term: 202710 CRN: 44150 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Course Alias: Start Over

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

Times and Instructors

Meeting Dates Meeting Location and Credits

SCHEDULE Settings Insert Delete Copy More Information Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS	04/06/2026	12/10/2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515

Record 1 of 1

INSTRUCTOR Settings Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				0.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50
01				0.000	<input type="checkbox"/>	<input type="checkbox"/>	50

## Room Assignments

**\*\*All room assignments are entered by the Registrar's Office staff. \*\***

### Classrooms:

The Registrar's Office uses the Ad Astra room-scheduling software to assign classrooms. Most classrooms are assigned in bulk based on class capacity using the optimizer feature. Classes not scheduled by the optimizer are manually assigned to available rooms based on remaining inventory.

### NEW PROCESS

#### Computer-Labs:

- The Registrar's Office will continue to schedule IT-Managed Computer Lab rooms based on the previous year's assignments. Departments do not need to submit the request unless changes are required, however, they must still review their assignments.
- Departments may request two computer lab rooms for a single class if needed. Partitioned computer labs are only available on the Edinburg campus; the rooms are: EACSB 2.148, 2.158, 2.160, and 2.164.
  - To request additional computer labs for a class, first submit the IT computer event request form through Ad Astra, then submit a CSCR and provide room details in the notes section. This is required because only one room can be assigned per meeting time; therefore, additional rooms need to be added as text in SSATEXT.

#### Department-Managed Labs:

Departments must provide lab room assignments for all lab courses. Please submit CSCR to provide the room information.

## Canceling a Class

- To cancel a class, first delete the assigned instructor(s) and save. Then delete the Meeting Time row and save. Finally, return to the 'Course Section Information' tab and change the status from A (Active) to C (Cancelled).

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

**Times and Instructors**

**Meeting Dates**    Meeting Location and Credits

▼ SCHEDULE    Settings    + Insert    - Delete    Copy    More Information    Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
Put cursor here, then click delete then save	CLAS	01/19/2027	03/12/2027	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730

Record 1 of 1

▼ INSTRUCTOR    Settings    + Insert    - Delete    Copy    Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Sess
Put cursor here, then click delete then save				0.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

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

▼ COURSE SECTION INFORMATION    + Insert    - Delete    Copy    More Information    Filter

Subject	ACCT    ...	ACCOUNTING - ACCT	Section *	01    ...	Instructional Method	TR    ...	Traditional Face-to-Face	
Course Number	6362    ...		Campus *	ED    ...	Edinburg			
Course Alias		...	Status *	A    ...	Active	Change status from Active to Cancelled and save	Session	...
Title	Wealth, Transfers, Trusts, Esta		Schedule Type	LEC    ...	Lecture	Special Approval	...	

▼ CLASS TYPE    + Insert    - Delete    Copy    Filter



## Linking Classes for Lecture-Lab Components

The Registrar’s Office Scheduling Team will add the link codes in Banner as requested by the department. Only courses that have both lecture and lab components will be linked. Linking the lecture(s) and lab(s) ensures that students will be required to register in both class components. Departments must review the assigned links each semester to verify that lectures and labs are linked correctly as these roll from the previous term. A links report may be run in [WebFocus Managed Reporting](#) (path to report: CM Banner PROD→Standard Reports→1\_Faculty→RE\_SSASECT\_Crse to link) or may be requested by emailing [scheduling@utrgv.edu](mailto:scheduling@utrgv.edu). To link class sections, or to make changes, please submit a [Class Schedule Change Request](#) (CSCR) through the online CSCR portal. See below for a list of linking codes.

### Codes for Linking Lecture-Lab Courses:

Linking Codes by Campus				
Brownsville		Edinburg		
Lecture	Lab	Lecture	Lab	
B1	A1	E1	L1	<b>If all labs should be linked to all lectures:</b> Use this coding when every lab section is allowed to pair with any lecture section.
B2	A2	E2	L2	<b>If each lecture and lab should be exclusive to one another:</b> Use this coding when a specific lecture must be paired with a specific lab. <b>Note:</b> Departments should request to add a comment in <b>SSATEXT</b> indicating which lab is linked to which lecture.
B3	A3	E3	L3	<b>Multiple Lectures and Labs:</b> If a course has multiple lecture and lab sections and certain labs must be assigned to specific lectures, use the same letter code but adjust the number code so the correct lecture/lab pairs match. <b>Note:</b> Departments should request to add a comment in <b>SSATEXT</b> indicating which lab is linked to which lecture.
U1	Y1	U1	Y1	<b>For universal lecture/lab pairing:</b> Used for ASTR, BIOL, CLSC, EECE, ENVR, GEOL, NURS, PHYS, and PSCI courses when any lecture may pair with any lab. These codes are not tied to specific lecture–lab combinations.
U2	Y2	U2	Y2	<b>For exclusive lecture/lab pairing:</b> Used for ASTR, BIOL, CLSC, EECE, ENVR, GEOL, NURS, PHYS, and PSCI courses when a lecture and lab must be paired exclusively with each other. <b>Note:</b> Departments should request to add a comment in <b>SSATEXT</b> indicating which lab is linked to which lecture.

The following is an example for linking all lecture-lab sections in the Brownsville campus using the B1 and A1 codes:

#### **LECTURE section:**

Link Identifier is B1 in SWASECT. Save

Link Connector is A1 in SSADETL. Save

#### **LAB section:**

Link Identifier is A1 in SWASECT. Save

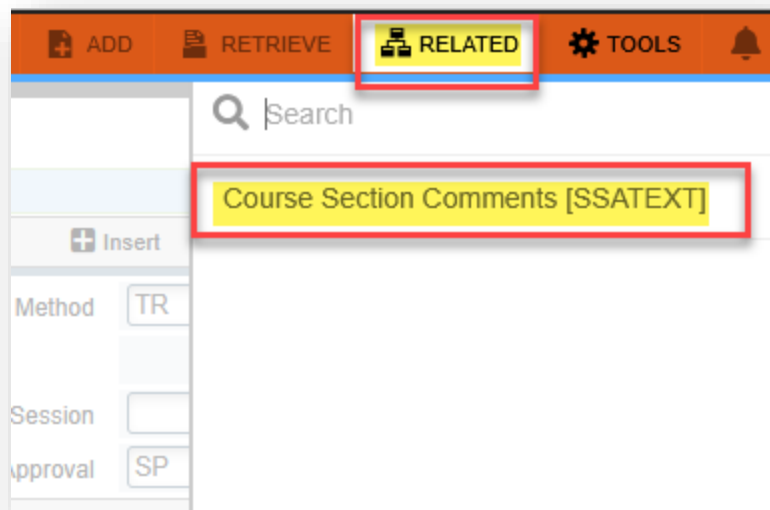
Link Connector is B1 in SSADETL. Save

## Adding Course Section Comments

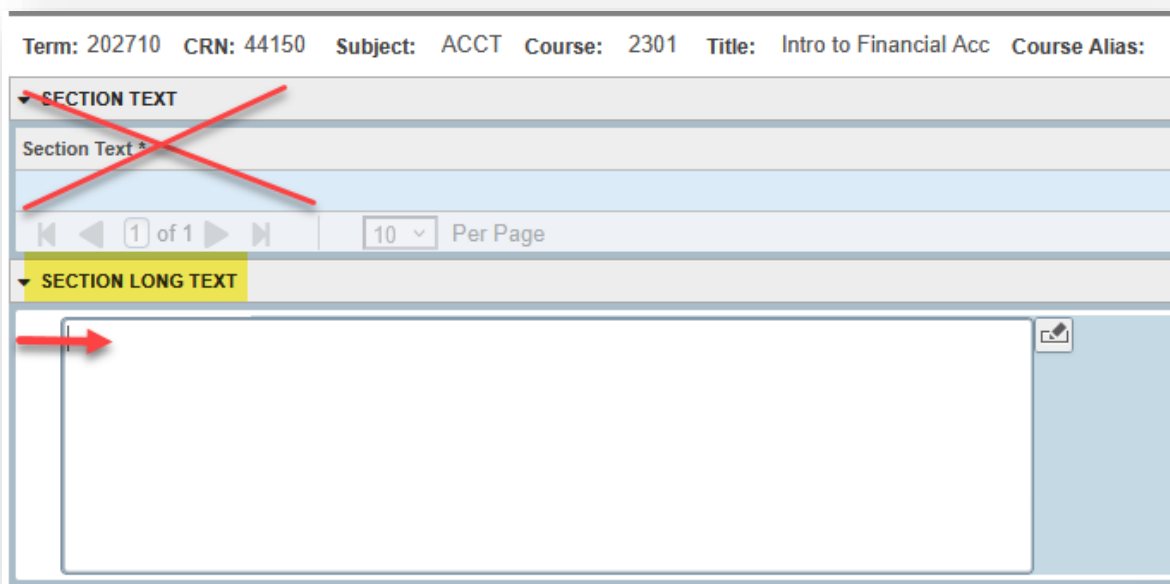
To display a section comment or instructions in ASSIST for students to see, enter the text on the SSATEXT page.

### Access SSATEXT via SWASECT:

- From the 'Course Section Information' tab, click on 'Related' on the top right corner of the page.
- Select 'Course Section Comments (SSATEXT)', then click 'Go' on the top right corner of the page.



- Add the comment in the 'Section Long Text' block only, then save. Please review the text for correct grammar and punctuation, as this message will be visible to students in ASSIST.





### **Interactive Video (ITV)**

Interactive Video (ITV) classes will be assigned ITV-equipped rooms on each campus. Beginning **Fall 2026**, scheduling ITV courses will require approval from the Office of Curriculum & Institutional Assessment (OCIA). For additional information, email the OCIA office at [curriculum@utrgv.edu](mailto:curriculum@utrgv.edu).

Once the class is approved to be offered as ITV, two separate sections of the same course must be scheduled, one to broadcast and one to receive the broadcast. For example, if offering the course on the Edinburg and Brownsville campuses, designate one campus for each section and schedule both with identical meeting times and the same instructor of record.

### **Cross-Listed Courses**

The Office of the Registrar Scheduling Team will assign cross-listing information for courses officially approved as cross-listed in the course inventory upon departmental request each semester. Cross-listed sections must share the same meeting days/times, instructor, and classroom assignments.

Courses not officially approved to be cross-listed require **one-semester approval** from OCIA.

- If the request is approved, departments must submit a CSCR and attach the OCIA approval confirmation.
- Information on Cross-Listing / Cross-Leveling is available at: <https://www.utrgv.edu/curriculum-assessment/curriculum/approvals/index.htm>
- For additional information, email the OCIA office at [curriculum@utrgv.edu](mailto:curriculum@utrgv.edu)

### **Special Topics Courses**

Beginning **Summer 2026**, Special Topics courses require approval from OCIA **before** the class is requested for scheduling.

- If the request is approved, departments must submit a CSCR and attach the OCIA approval confirmation.
- Information on the Special Topics course approval process is available at: <https://www.utrgv.edu/curriculum-assessment/curriculum/approvals/index.htm>
- For additional information, email the OCIA office at [curriculum@utrgv.edu](mailto:curriculum@utrgv.edu)



## Adding and Updating Course Sections in the CSCR Portal

### Submitting a Class Schedule Change Request (CSCR)

Departments should complete their semester scheduling in SWASECT during their access period. After SWASECT access closes, any subsequent changes must be submitted through the Class Schedule Change Request (CSCR) portal at:

[https://enrollment.utrgv.edu/ESS\\_CSCR/login](https://enrollment.utrgv.edu/ESS_CSCR/login).

The following request types may be submitted:

1. Adding a course or section
2. Add or Remove Section Attribute Code
3. Add or Remove Section Text in Assist
4. Lab room assignments and room changes.
5. Cancelling a course or section
6. Changes to part-of-term.
7. Changes of instructor (Provide Banner Id).
8. Changes to campus location (e.g. Brownsville to Edinburg)
9. Changes to maximum enrollment.
10. Changes to meeting times or days.
11. Changes to or from fully online delivery.
12. Changes to or from ITV (interactive video) delivery
13. Changes to or from traditional delivery.
14. Changes to reduced seat time delivery
15. Changes to room assignments within the same campus.
16. Changes to section number.
17. Changes to special approval requirements.
18. Changes to special topics course subtitles.
19. Changes to Viewable/Not Viewable in Assist
20. Cross-listing a course or section.
21. Reinstate a course or section.
22. Changes to lec/lab link identifier & connector.



## SWASECT Codes and Descriptions

### Campus Codes

Code	Campus
BRW	Brownsville
ED	Edinburg
HAR	Harlingen
LAR	Laredo
MCA	McAllen
ONL	Online
PHR	Pharr
POR	Port Isabel
RGC	Rio Grande City
SPI	South Padre Island
WES	Weslaco
OFC	Off Campus

### Section Status

Code	Status
A	Active
C	Cancelled

### Schedule Type

Code	Description
ACT	Physical Education Activity
DIS	Dissertation
IND	Independent Study
INT	Internship
LEC	Lecture
LAB	Lab
PRA	Practicum
PRL	Private Lesson
SEM	Seminar
STU	Studio
THE	Thesis

### Instructional Method

Code	Description	Notes
TR	Traditional Face-to-Face	Students and instructor(s) attend class in person at the same time.
OASYN	Online Asynchronous (no meeting times)	Online class without scheduled meeting times. Students access class via Brightspace on their own time.

OSYNC	Online Synchronous (with scheduled meeting times)	Online class with scheduled meeting times. Students and instructor(s) meet at the same time online via Brightspace.
HYBRD	Hybrid/Reduced Seating	A combination of traditional face-to-face and online instruction where the 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.
STABD	Study Abroad	Classes scheduled to be taught in another country.
ITV	Interactive Video (requires at least two scheduled sections)	Effective Fall 2026, scheduling a course as ITV will require prior approval. ITV courses are those in which the primary class on one campus is broadcasted to students in a class on another campus.
VIRT	Accelerated Online	Classes scheduled during an Accelerated Online Program term only.

### Special Approval

Code	Description
SP	Special Approval Restriction

### Part of Term

Code	Description
1	Full Term
W8A	8 Week term
W8B	8 Week Term
W8X	8 Week Term – VIP Program

### Banner Term Codes

The term code is a 6-digit number structured as YYYYTT (YYYY = Academic year, TT = Term)

Term Code	Term Name
10	Fall
13	Fall Module I
17	Fall Module II
20	Spring
23	Spring Module I
27	Spring Module II
30	Summer I
33	Summer Module I
40	Summer II
43	Summer Module II



### Scheduling Tips

- **Cancelling a Course.** Request to cancel courses with zero or low enrollment to help free up classrooms.
- **Comments.** Comments entered in SSATEXT are viewable in ASSIST and help guide students when classes are restricted or linked. Please include department contact information for any section with restrictions.
- **Cross-Listed Courses.** The Registrar's Office will only cross-list courses that appear in the course inventory or have been formally approved for cross-listing.
- **Faculty Assignment.** If an instructor has back-to-back classes, ensure the instructor is assigned in SWASECT. Without an assigned instructor, the Scheduling Team cannot place the class in the same building.
- **Meeting Days/Times.** Meeting days and times are required for room assignments. UTRGV Standard Class Times must be followed. Note: Classes following standard meeting times receive priority in room scheduling.
- **Part-of-Term.** Select the correct part-of-term. Summer terms include multiple part-of-term options; Fall and Spring each include two. Once a student registers, this field cannot be changed without Registrar assistance to remove and re-add students.
- **Scheduling Grid Calendar.** Use the Astra Scheduling Grid to verify room availability by room and date/time.
- **Section Capacity.** If you increase the maximum enrollment for a section after rooms are assigned, ensure the assigned room can accommodate the new capacity. A larger room may not be available at the same time.
- **Section Restrictions.** Notify the Scheduling Team **each term** if sections require restrictions (e.g., major restrictions for UNIV 1301, special cohorts, special approval, etc.).
- **Special Accommodations.** Request classroom accommodation needs through the Office of Human Resources. Contact: [aubrey.murray@utrgv.edu](mailto:aubrey.murray@utrgv.edu).
- **Special Approval.** Include a comment in SSATEXT with department contact information so students know whom to contact to request approval to register.
- **Waitlist.** Enter '999' capacity to enable waitlisting. Note: Waitlists cannot be added to linked labs. The '999' capacity is also used to monitor course interest.