

This manual covers instructions on adding course sections in the BANNER student system.

BANNER pages used: SWASECT, SSATEXT

Banner link: <https://support.utrgv.edu/TDClient/1849/Portal/KB/ArticleDet?ID=118992>
Then go to INB and click on Banner 9 Admin on Production (Chrome preferred browser)



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Contact Information for the Registrar's Office Scheduling Team

Name	Title	Email	Assignments
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Michelle Madrid	Assistant Registrar	michelle.madrid@utrgv.edu	Oversee Scheduling and Registration

Adding and Maintaining Course Sections

Adding a Section in Banner

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

Course Section Information

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

Note: When the subject and course number are entered, the course section title, credit, billing, contact hours, Print, Gradable and Voice Response and Self-Service Available fields are automatically populated – DO NOT MODIFY THESE FIELDS.

6. Course Title DO NOT modify. Press tab.
7. Section Enter section number and press tab.
Section numbers should be entered as a 2 digits i.e. 01, 02, 03 – max of 3-characters is allowed.
If you attempt to enter a section number that already exists, Banner will not allow you to
Navigate to the next field.
8. Cross List Details regarding this field will be presented in the next section.
9. Campus Enter the appropriate campus code and tab.
10. Status Enter "A" for Active. If cancelling a section, enter "C".

- | | |
|--------------------------|---|
| 11. Schedule Type | Select valid schedule type from the drop down menu and tab to the next field. |
| 12. Instructional Method | Enter 'TR' for traditional instructional method. If not traditional, select from drop down menu. Appropriate list is available on page 17 under "Instructional Methods". |
| 13. Grade Mode | Leave blank to default to the approved grade mode for the course. |
| 14. Session | Indicate time of day, or may be left blank. |
| 15. Special Approval | Enter 'SP' code only if you want to restrict the section to individual students. A 'SP' override will need to be processed by the department, for each student, in SFASRPO. |
| 16. Part of Term | Defines the date range for the course offering. Select from drop down menu. Fall and Spring Semesters 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. |

When Course Section Information is complete, click the 'Save' button at the bottom right corner. Once saved, a **Course Registration Number (CRN)** will be generated for the class section.

Term: 201920 **CRN: 61143** Subject: ACCT Course: 2301 Title: Intro to Financial Acc

✓ Saved successfully (1 rows saved)

COURSE SECTION INFORMATION

Subject * ACCT ACCOUNTING - ACCT Campus * ED Edinburg Grade Mode ...

Course Number * 2301 Status * A Active Session ...

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

Section * 10 Instructional Method TR Traditional Duration ...

Cross List ... Integration Partner ... Override Duration

CLASS TYPE

Traditional Class

Part of Term 1 01/14/2019 05/09/2019 16

Section * 0 Instructional Method TR Duration ...

Cross List ... Integration Partner ... Override Duration

CLASS TYPE

Traditional Class

Part of Term ...

Open Learning Class

Registration Dates First Last Processing Rules

Start Dates First Last

Maximum Extensions 0

SAVE

Section Enrollment Information

1. Navigate to the Section Enrollment Information tab.
2. Add the maximum capacity for the class.
3. Add the maximum waitlist number 999 in the Waitlist Maximum field. Leave at 0 (zero) if the section is a linked lab.
4. Save (F10 or the save button).

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	30	Waitlist Maximum *	999	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved	

Authorization Codes Active for Section Generated Credit Hours 0.000

Class Meeting Days and Times

1. Click on the Meeting Times and Instructor tab. Click on the button with the 3 dots. Select a valid standard meeting time.

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

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

INSTRUCTOR

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

2. From the Meeting Time menu, the following options will appear:

MEETING TIME CODE VALIDATION

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
E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
E6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
E7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
E8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
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
FB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1040	1310
FC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1320	1550
FD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1830
L1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1040	1320
L2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1330	1610
LA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
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
LE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1050	1330

3. Select code for meeting day. Double click on code. This will take you back to the Meeting Times and Instructor page.
4. Review the days and start/end times are correct. NOTE: Times must be entered in military time format. Save (F10 or the save button at the bottom right corner).

Manual Entry for Entering Dates and Times

1. Type '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 (F10 or the save button at the bottom right corner of the page).

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

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

Record 1 of 1

SAVE

Note: To avoid classroom scheduling issues and maximize classroom utilization, please adhere to the UTRGV Standard Class Times schedule.

Room Assignments

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

Computer Labs:

When requesting a computer lab for a class, the departments are responsible for submitting an IT managed computer lab event reservation through Ad Astra and contacting Dina Lopez at dina.lopez@utrgv.edu for approval. Once the department receives confirmation for the use of the computer lab, please submit a Class Schedule Change Request (CSCR) thru the Online Class Schedule Change Request portal for "Changes to room assignments within the same campus" and attach the approval email from IT. The academic scheduling team will then assign the room and make it viewable in ASSIST.

Other Labs:

The department must provide a lab room assignment for all lab sections. Please email the academic scheduling team at scheduling@utrgv.edu or submit a Class Schedule Change Request (CSCR).

Assigning an Instructor

1. Still in the 'Meeting Location and Credits' tab, move to the Instructor block.
2. To assign an instructor, enter faculty Banner ID number in the ID field or click on the button with 3-dots to search by name. In the 'Faculty/Advisor Query' page, click 'Go' (on the right top corner) and enter the Last Name to search for faculty. *Note that these fields are caps sensitive.*
3. To change/remove an instructor, select 'Delete' from the Instructor's menu option.
4. Save the information

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Start Over

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

INSTRUCTOR

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

Common Error Messages

- Error ID is not Valid:** Instructor is not active for the term.
- Schedule Conflict:** If there is a schedule conflict, check the override indicator box, and save.

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc Start Over

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	20048810	Gonzalez, Alexandra M.		0.000	100	<input type="checkbox"/>	100

Changing an Instructor

1. Highlight the Instructor field
2. Select 'Delete' from the Instructor's menu
3. Enter the new instructor as outlined above
4. Save

Adding Multiple Instructors

Add the first instructor. Click 'Insert' in the Instructor's menu to add second instructor.

One instructor will always be identified as the Primary instructor. Check the Primary Indicator box to select the primary instructor.

The Percent of Responsibility box must be updated when there are multiple instructors on record. The total Percent of Responsibility must add up to 100%.

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc												Start Over		
Course Section Information												Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Times and Instructors												Scheduler Preferences		
Meeting Dates												Meeting Location and Credits		
* SCHEDULE														
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *	
CLAS		01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01	
Record 1 of 1														
* INSTRUCTOR														
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session							
01	20048810	Gonzalez, Alexandra M.		0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100							
01					<input type="checkbox"/>	<input type="checkbox"/>								
Record 2 of 2														

Linking Classes

Class linking codes for courses with lecture/lab components are added by the Registrar's Office as requested by departments.

Linking is the process of connecting a lecture/lab class in which the lecture and lab have the same subject and course number but varying section numbers and schedule types (one section is a lecture and the other section is a lab).

Linking is a two-part process, which consist of the Link Identifier and the Link Connector. Link Connectors and Link Identifiers consist of two-character alphanumeric fields.

Lecture sections may be linked to all scheduled labs or may be linked exclusively to specific lab sections. See page 9 for Link Identifier codes.

*Please submit a Class Schedule Change Request (CSCR) through the online CSCR portal for changes to lecture/lab link identifier & connector for adding and updating links.



Linking Codes Used by the Registrar's Office Staff

Codes for Linking Lecture/Lab Courses				
Brownsville		Edinburg		
Lecture	Lab	Lecture	Lab	
B1	A1	E1	L1	If you want all labs to be linked to all lectures.
B2	A2	E2	L2	For the lecture and lab you want to be exclusive to each other. NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.
B3	A3	E3	L3	If there are multiple lectures and labs in a course and you want certain labs to be assigned to specific lectures, you would use the same letter coding, but change the number coding so they match the right lecture/lab. NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.
U1	Y1	U1	Y1	Used specifically for ASTR, PHYS, NURS courses. Lecture and lab courses you want to allow to any lec/lab or vice versa. Not specifically linked to a specific lec or lab. These are universal.
U2	Y2	U2	Y2	Used specifically for ASTR, PHYS, NURS courses. For the lecture and lab you want to be exclusive to each other. NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.

Example below for linking lecture/lab classes in the Brownsville campus (use the B1 and A1 codes):

LECTURE section:

Link Identifier is B1 in SWASECT. Save
Link Connector is A1 in SSADETL. Save

LAB section:

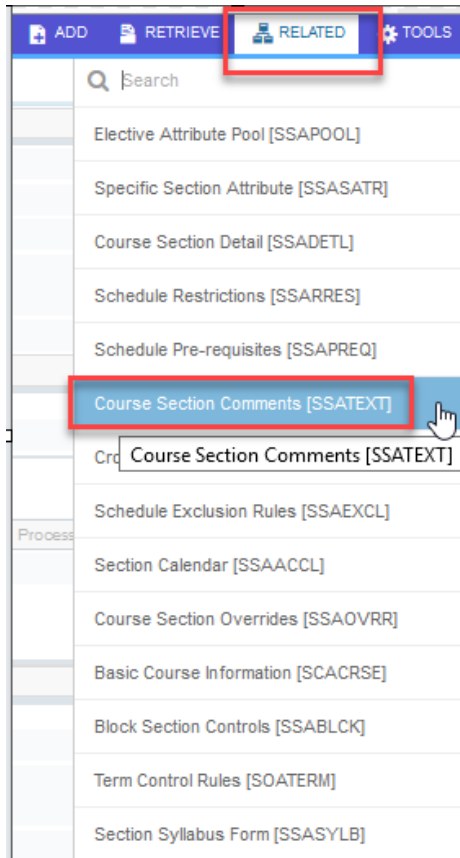
Link Identifier is A1 in SWASECT. Save
Link Connector is B1 in SSADETL. Save

Adding Course Section Comments

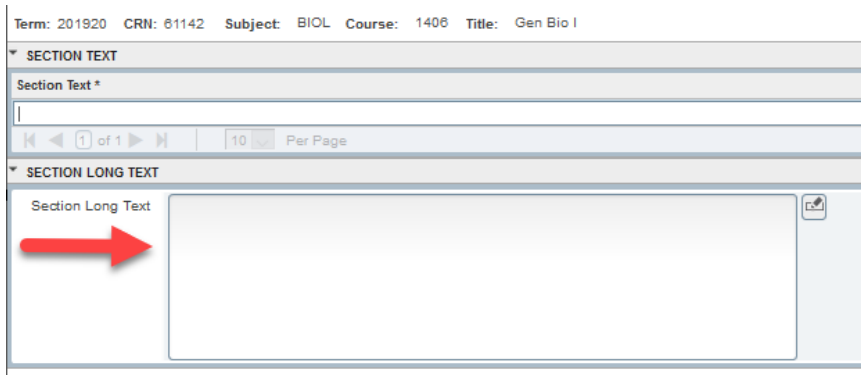
To display a section comment or instructions in ASSIST for students to see, text may be added in SSATEXT.

Access SSATEXT via SWASECT:

- a. Select 'Related' from the menu.
- b. Select 'Course Section Comments (SSATEXT)', then click 'Go' on the top right corner of the next page.



- c. Add comment in Section Long Text. **SAVE.**





Interactive Video (ITV)

Interactive Video (ITV) classes require approval from the IT technology group.

Two separate class sections must be created for the course (one will broadcast and the other will receive the broadcast). For example, if scheduling one section in the Edinburg campus and one in the Brownsville campus, two sections of the same class must be created with same meeting times and instructor of record. The letter 'I' will follow the two-digit section number (i.e. 011, and 021).

ITV classes will be assigned an ITV equipped classroom in each campus. The IT technology group will review the classroom assignments.

Cross-Listed Courses

The academic scheduling team will enter the cross-listing information in SSASECT if courses are approved in the UTRGV inventory. If courses need to be cross-listed, the department needs to provide the cross-listing information. In order to have classes cross-listed, sections must have same meeting days/times, instructor, and classroom assignments.

Please note that courses must be approved to be cross-listed in the course inventory.

Class Schedule Change Request (CSCR)

When scheduling access is closed to departments, requests need to be sent to the Registrar's Office through the online CSCR portal: https://enrollment.utrgv.edu/ESS_CSCR/login. The following requests may be submitted:

1. Adding a course or section
2. Add or Remove Section Text in Assist
3. Lab room assignments and room changes.
4. Cancelling a course or section
5. Changes to part-of-term.
6. Changes of instructor.
7. Changes to campus location (e.g. Brownsville to Edinburg)
8. Changes to maximum enrollment.
9. Changes to meeting times or days.
10. Changes to or from fully online delivery.
11. Changes to or from ITV (interactive video) delivery
12. Changes to reduced seat time delivery
13. Changes to room assignments within the same campus.
14. Changes to section number.
15. Changes to special approval requirements.
16. Changes to special topics course subtitles.
17. Cross-listing a course or section.
18. Reinstate a course or section.
19. Changes to lec/lab link identifier & connector.

Special Notes:

1. **All classrooms are assigned by the Registrar's Office using the Ad Astra Room Optimizer.**
2. **Please inform the Registrar's Office if you change a maximum enrollment capacity after rooms are assigned and a smaller/larger classroom is needed.**
3. **Requests to change the instructional method for a section with enrollment may be delayed due to a process that requires students be dropped, change instructional method, then re-enroll students.**

SWASECT Data Dictionary

Banner Field	Code	Description
Section Designation	Composed of 3-characters max: 2 numbers, plus Alpha Character	Alpha characters on end of numbers identify specific Section Information
	90L	Online Courses start with 90L numbering
	A	Dual Pilot Program
	B	BMED Course
	C	BECHS Dual Enrollment
	D	HECHS Dual Enrollment
	E	Courses taught in Spanish only
	ET	Extended Term for 10/14 week Summer Sessions
	H	Honors Course
	I	Interactive Video (ITV)
	J	Jump Start
	M	Math Science Academy
	MT	Miniterm
	P	Peer-Led Team Learning, Stem Program (MATH/CHEM)
	PN	Social Work Placeholder
	Q	Vaquero Innovators Program
	R	Identifies section is Hybrid/Reduced Seat
	S	Service Learning
	SA	Study Abroad
	V	Accelerated Online Program in Module Terms
	X	Courses taught bilingually (English and Spanish)
Campus	BRW	Brownsville
	ED	Edinburg
	HAR	Harlingen
	MCA	McAllen
	ONL	Online
	PHR	Pharr
	RGC	Rio Grande City
	SPI	South Padre Island
	OFC	Off Campus
Class Status	A	Active
	C	Cancelled
Schedule Type	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	ITV	Interactive Video (at least one counterpart section required)
	OASYN	Online Asynchronous (no meeting times)
	OSYNC	Online Synchronous (with scheduled meeting times)
	HYBRD	Hybrid/Reduced Seating
	STABD	Study Abroad
	TR	Traditional Face-to-Face
	VIRT	Accelerated Online
Meeting Session	A	Afternoon
	E	Evening
	M	Morning
	O	Online
	W	Weekend
Special Approval	SP	Special Approval Restriction
Part of Term	1	Full Term
	W8A	8 Week term
	W8B	8 Week Term



Scheduling Tips

- **Cancelling a Course.** Request to cancel courses with zero/low enrollment to help free up classrooms.
- **Comments.** Comments are viewable in ASSIST if added in SSATEXT. Comments assist students with registration when the classes are restricted or linked. Please add contact information when sections have restrictions.
- **Cross-Listed Courses.** The Registrar's Office will only cross-list courses that have been approved to be cross-listed and are listed in the course inventory.
- **Faculty Assignment.** If instructor has back-to-back classes, make sure to assign him/her to the class. Without the assigned instructor, the scheduling team is unable to assign in the same building.
- **Interactive Video (ITV) Courses.** Two sections need to be created for one course (i.e. one section will be offered in Brownsville and the other in Edinburg). The section should be composed of two numbers followed by the letter 'I'.
- **Instructional Method.** Once a student registers, you cannot modify this field. The Registrar's office will need to remove the students from the section, make the change, and add the students back into the course.
- **Meeting Days/Times.** Days/times are required to be added for assigning rooms. [Standard class meeting times](#) should be followed. Note: Classes following standard meeting times are given priority when assigning classrooms.
- **Part-of-Term.** Select the correct part-of-term. Both summer terms have multiple part-of-term dates. Spring/Fall terms have two part-of-terms. Once a student registers, you cannot modify this field. The Registrars' office will need to remove students from the section, make the change, and add the students into the course.
- **Scheduling Grid Calendar.** This is a useful tool in Astra for verifying room availability by room and date/time.
- **Section Capacity.** If you increase the maximum enrollment for a section after rooms are assigned, please consider the room capacity. There may not be a room available for your class during the new time change.
- **Section Number.** Assign in sequential order. Use reference on page 12 for section coding when needed.
- **Section Restrictions.** Inform the scheduling team EACH term, if class sections need to be restricted (i.e. major restrictions for UNIV 1301, special cohorts, special approval, etc.).
- **Special Accommodations.** Request special accommodations for classroom assignments to the Office of Human Resources. Contact aubrey.murray@utrgv.edu.
- **Special Approval.** If a section is restricted by special approval, each student will need an override in SFASRPO by a department chair or staff member, to be able to register for the class.
- **Waitlist.** Enter '999' capacity to allow students to waitlist for the class. A waitlist will not be added to a linked lab class. The '999' capacity is also used to monitor course interest.