COURSE SCHEDULING TERMS & DEFINITIONS

Term: Semester in which the course modification is requested

CRN = Course Reference Number (This is the Banner term for the previously used index#)

Subject: Alpha code (i.e. English = ENGL)

Courses numbers: All course numbers are now four digits. For Academic courses, the first digit has been duplicated (i.e. ENGL 101 is now ENGL 1101). For non-academic College of Technology courses, the courses are preceded with a leading zero (i.e. ACRR 146 is now ACRR 0146).

Section #: Two digit number. You may not have two identical courses with the same section number.

Section Title: Course titles will automatically default from the catalog. Only courses that are defined in the Undergraduate and Graduate catalogs as offering varying content will be allowed to change the title of a course (i.e. Workshops, Seminars, Special Topics, Special Problems, Independent Problems, Independent Study, etc.). All title changes will be prefaced with either ST: (Specialized Topics), IP: (Independent Problems), or IS: (Independent Study). Please note that there are only 30 available characters including spaces for titles, however, 3 characters are already used for IP:, IS:, or ST:. Approved title change example: ACCT 4491 Seminar in Accounting - Title changed to: ST: IT Compliance.

Campus: Pocatello = PC, Idaho Falls = IF, Meridian = MD, Twin Falls = TF, HS = High School

Schedule Types: If a course will be taught by any method other than standard in-class lecture/lab, please be sure to identify the appropriate schedule type from the list below:

  WC = Web Course / Fully Online
  WS = Web Supplemented (i.e. Moodle or other Internet based supplementation)
  VS = Video Conference & Web Supplemented

Moodle: ISU will no longer automatically create a Moodle account for every section listed in the class schedule. If an instructor requires a Moodle account, please mark an “X” in the MOODLE REQUIRED field on the Excel spreadsheet. The section will be coded accordingly in Banner and this will automatically create a Moodle account. For additional Moodle information, please see: http://www.isu.edu/itrc/handouts.shtml.

Instructor Approval: Courses with a class limit of zero will not be allowed. If a course requires Instructor Permission in order for students to register, please mark an “X” in the appropriate field on the Excel spreadsheet and the section will be coded accordingly in Banner. Note: Only the Primary Instructor will be able to process registration overrides that will allow students to register. Be sure to specify a class limit for these courses or we will automatically enter a class limit of five (5).

Registration Permits: Registration permits are no longer utilized in Banner. Prerequisite and co-requisite checking has been enabled and students will not be able to register for a course if they do not meet the criteria as defined in the published Undergraduate/Graduate catalogs.
**Part of Term: (Spring / Fall)**

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Full session</td>
</tr>
<tr>
<td>E8</td>
<td>Early 8 weeks</td>
</tr>
<tr>
<td>L8</td>
<td>Late 8 weeks</td>
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<tr>
<td>CE</td>
<td>Continuing Education</td>
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</tbody>
</table>

**Part of Term: (Summer)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Full session</td>
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<tr>
<td>E4</td>
<td>Early 4 weeks</td>
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<td>E8</td>
<td>Early 8 weeks</td>
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<tr>
<td>L4</td>
<td>Late 4 weeks</td>
</tr>
<tr>
<td>L6</td>
<td>Late 6 weeks</td>
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</tbody>
</table>

(CE for 97 or 98P courses only)

**Credits:** Credits automatically default from the catalog. Note: The min and max of a variable credit course cannot be modified. For example, if a course is variable 1-8 credits, it can either be offered for fixed hours (1 or 2 or 3, etc) or 1-8; it cannot be offered for 2-6 credits.

**Class Limit:** Type the maximum number of students allowed to register for the course. NOTE: Class limits of zero will not be allowed. If you do not enter a class limit, we will automatically add a limit of five (5) and add the Instructor Approval flag.

**Waitlisting:** A waitlist of 50% of the maximum class limit will automatically be added to each course unless a department specifically requests otherwise.

**Reserved Seats:** Due to known issues in Banner regarding the Reserved Seating option, we will not be implementing this feature at this time.

**Days Held Key:** *(Thursday and Sunday are different from the old system)*

- Monday = M
- Tuesday = T
- Wednesday = W
- Thursday = R
- Friday = F
- Saturday = S
- Sunday = U

**Start / Stop Time:** All times must be entered in military time.

**Bldg/Room:** Rooming will be scheduled in Astra based on your submitted course preferences. However, please enter a building and room for those courses that require a specific bldg/room.

**Instructor:** Banner has the ability to add multiple instructors for each course. Please be aware that while all instructors listed on a section will have access to class lists and web grading, only the primary instructor can process registration overrides for students. Be sure to provide the instructor's full name Last, First (i.e. Morris, Lara) as we no longer have the ability to look up individual 4x4 info.

**Section Notelines:** Banner does not have the capability to attach Headers to courses. However, there is a section noteline field available for brief information. If a course requires a noteline, please be sure to add it in the SECTION NOTELINE field on the Course Scheduling Worksheet during the scheduling process. Section notelines from the previous term will automatically rollover and must be reviewed carefully each term to ensure accuracy.
**Class Fees:** The Office of Academic Affairs establishes the deadlines for class fee additions or changes. All class fee modifications must be submitted to the Office of Academic Affairs for approval. Approved course fee detail codes, fee amounts, and fee changes are then provided to the Office of the Registrar. Fees will be applied to courses at both the catalog and section level. Although fees are listed by departments during the scheduling process, if a discrepancy is identified we will verify these fees against the historical records on file with Accounts Receivable. Any requests for new class fees or changes to class fees must follow the procedures and guidelines as defined on the following website: [http://www.isu.edu/fin/serv/forms/ClassFeeProcedures1009.pdf](http://www.isu.edu/fin/serv/forms/ClassFeeProcedures1009.pdf)

**Registration Permits:** Registration permits will no longer be utilized. Prerequisite and co-requisite checking are enabled in Banner and students will not be able to register for a course if they do not meet the criteria as defined in the published Undergraduate and Graduate Catalogs. If a course has incorrect prereq/coreq information identified in the published catalogs, your department must complete and submit a Curriculum Change Proposal to Curriculum Council for undergraduate level courses or the Graduate Council for graduate level courses. (Please see the following website for more information regarding curriculum changes: [http://www.isu.edu/ccouncil/guidelines.shtml](http://www.isu.edu/ccouncil/guidelines.shtml)). **NOTE:** Proposed changes will not be implemented until the following academic year. If you feel that prereq/coreq checking will not meet the registration needs of your department, please contact Chris Hunt, Assistant Registrar, for other possible options.

**Cross-listed Courses:**

Banner defines cross-listed courses as different courses/sections taught by the same instructor in the same room on the same days and times.

When cross-listing a course, please identify the corresponding course in the **CROSS LIST** fields on the course scheduling form to ensure that the courses will be scheduled correctly.

Please keep in mind that there is no longer a "g" label for cross-listed grad/undergrad courses and if an undergraduate course has a corresponding graduate course this should also be defined in the **CROSS LIST** fields on the course scheduling form.

When we create a cross-list, an automatic note is generated on the class schedule listing all courses in the group. Departments should not add a "Cross-listed with" section noteline.

**Cross-listed Class Limits:** Each department must specify the class limits for each course and not the total combined class limit. (i.e. CMLT 4435 = 10, CMLT 5535 = 2 / ENGL 3305 = 10 / GERM 4425 = 10) **TOTAL = 32**

**Cross-listed Cancellations:** If the primary department cancels a cross-listed course, they MUST contact all cross-listed departments so they can cancel their corresponding sections.