COURSE SCHEDULING
FREQUENTLY ASKED QUESTIONS

Q. When is the schedule created?
A. The Office of the Registrar will provide Deans, Dept. Chairs, and the Department Scheduler with the Course Scheduling Timetable (which establishes production dates and deadlines), and Calendar-Session dates for the term. Only the Primary Department Scheduler will receive the Course Scheduling Worksheet for course modifications.

Q. How is the schedule created?
A. The previous terms active academic courses are rolled over in Banner (i.e. Fall 2011 rolls to Fall 2012). Academic departments are responsible for determining course offerings and submission of schedule information in a timely manner, no later than the specified deadlines via the Course Scheduling Worksheet which is sent out by the University Scheduler to the Department Schedulers. It is important that departments accurately identify enrollment requirements and all A/V, projector, and technology needs on the first draft of the schedule in order to assure proper rooming.

Q. Who can make schedule changes?
A. Academic departments have one designated Department Scheduler. Faculty, instructors, and GA’s must make their requests through their appointed Department Scheduler.

Q. How do I make schedule changes?
A. Requests for course modifications must be submitted via email to the University Scheduler at schedule@isu.edu, by the Department Scheduler on the Course Scheduling Worksheet.

Q. How do I add a course?
A. Indicate on the Course Scheduling Worksheet that you are adding a course and submit it to the University Scheduler at schedule@isu.edu. It is important that you fill out all columns that apply on the worksheet.

Q. Why is the Title of the course different from the one I entered?
A. All course titles default from the catalog. Unless it is specified in the catalog that the title may vary, the title used will be the default. If specific instruction content needs to be listed on a course which does not allow variations in title, please make use of the ‘Noteline’ section of the Course Scheduling Worksheet for this information.

Q. Do I have to fill out a separate form for ViCC (Televised) Courses?
A. No, you will need to indicate on the Course Scheduling Worksheet that the schedule type for the course is “VS” when submitting the schedule for each term.

Q. Do I have to add a new section for each ViCC (Televised) site I wish to broadcast to?
A. Yes, each site will need its own Course Reference Number (CRN) and section number.

Q. How do I create a Moodle account for a class?
A. If an instructor requires a Moodle account, please mark an ‘X’ in the ‘Moodle Required’ field on the Course Scheduling Worksheet and submit it to the University Scheduler at schedule@isu.edu.

Q. How do I allow only certain students to register?
A. Mark the ‘Instructor Approval’ field of the Course Scheduling Worksheet if the course requires instructor permission to register and submit it to the University Scheduler at schedule@isu.edu. Only the Primary instructor will be able to process registration overrides allowing students to register. This may be done before
registration begins if there are specific known students who will be registering for the course. Deans and Department Chairs also have access to provide registration overrides via Internet Native Banner (INB).

Q. Why does my course have an Instructor Approval block I didn’t request?
A. If the Department Scheduler submitted a course with a zero limit, the University Scheduler automatically adds a course limit of five and an Instructor Approval flag. All courses must have a limit higher than zero to allow ANY registration.

Q. Why has my class limit changed from what I submitted?
A. While every effort is made to maintain course information as submitted, class limits may be altered slightly if they exceed a required room’s student capacity, or to fit available resources. This alteration will be based on past enrollment history and listed department preferences. Please email the University Scheduler at schedule@isu.edu, if you have questions about a change.

Q. What is a waitlist and why is it on my course?
A. A waitlist of 50% of the maximum class limit is automatically added to each course unless a department specifically requests otherwise. Students who sign up on the waitlist are automatically notified in the order of class level and sign up if a seat becomes available for the course.

Q. Can I reserve seats in my course?
A. Reserved seating is not currently available.

Q. What if I don’t need a specific building or room?
A. Leave the building and room columns blank. The University Scheduler will assign a room based on your departments submitted course preferences.

Q. What if I need a room in a specific building?
A. Enter the building required in the building column and leave the room column blank.

Q. What if I need a classroom with technology?
A. Enter the technology required in the “Dept. Comments for University Scheduler” column of the Course Scheduling Worksheet. (i.e. Document Camera/Elmo, PC, Projector, etc.)

Q. What if I need a computer lab for a course?
A. Enter “computer lab required” in the COMMENTS column of the Course Scheduling Worksheet.

Q. What if I have classroom that is required due to specialized equipment?
A. Please enter the building and room on the Course Scheduling Worksheet if a course requires a specific building and room.

Q. Why has the classroom been changed from what I entered?
A. There was a room conflict, or your enrollment exceeded maximum student capacity. These changes will be made based on existing course preferences. Please email the University Scheduler at schedule@isu.edu, as soon as possible if the new room is not acceptable.

Q. Why hasn’t my course been assigned a room?
A. A room cannot be assigned if a class limit and/or the days and times a course is taught have not been provided.
Q. How do I enter an instructor?
A. You must provide the instructor’s full name (first, middle, last) and the instructor’s Bengal ID# in the Instructor columns of the Course Scheduling Worksheet and submit to the University Scheduler at schedule@isu.edu. Do not use the instructor 4x4 (i.e. morrlara) as lookup for this is no longer available.

Q. Can I enter multiple instructors?
A. Multiple instructors may be listed on a course. List all instructors in the Instructor columns of the Course Scheduling Worksheet. Be sure to identify which instructor should be listed as the primary instructor, as only the primary instructor will be able to process registration overrides for students. If more than two instructors are identified, please provide the teaching percentage for each instructor.

Q. What do I do if my instructor is TBA?
A. Leave the Primary Instructor Column on the Course Scheduling Worksheet blank.

Q. How do I enter a header or footnote on a course?
A. Banner does not have the capability to add Headers or footnotes to courses. There is however a ‘Section Note-line’ field which fulfills this purpose, and which is available for brief information. If a course requires a note-line, add it in the Section Note-line field of the Course Scheduling Worksheet each term and submit to the University Scheduler at schedule@isu.edu.

Q. How do I cross-list a course?
A. If a course is cross-listed you must provide the corresponding course(s) in the ‘Cross List’ fields on the Course Scheduling Worksheet to ensure the courses will be scheduled correctly.

Q. When do I cross-list a course?
A. Cross-listed courses are defined as different courses/sections taught by the same instructor in the same room on the same days and times. This includes grad/undergrad courses that were previously designated with a ‘g’ label.

Q. Why isn’t my class fee information showing properly/correctly?
A. The University Scheduler attaches all approved course fees to the courses at both the catalog and section level. Course fee detail codes, fee amounts, and fee changes are provided to the scheduler by the Academic Affairs Dept. Although fees are listed by departments during the scheduling process, if a discrepancy is identified, the University Scheduler will verify these fees against those that are on file with accounts receivable. Procedures and Guidelines for approval of class fees can be found at: http://www.isu.edu/finserv/forms/ClassFeeProcedures1009.pdf

Q. How do I cancel a class?
A. Indicate ‘Cancel’ or ‘Delete’ on the Course Scheduling Worksheet with the course information and submit to the University Scheduler at schedule@isu.edu. If there is no enrollment in a course, the cancellation will be processed as soon as it is received. If enrollment exists, the course will be placed in a pending status for 24 hours in order to allow the department to contact affected students before they are dis-enrolled and the course is cancelled. If the primary department cancels a cross-listed course, they MUST contact all cross-listed departments so they can cancel their corresponding sections. If the section has 12 or more students registered, an email approving the cancellation must be submitted to schedule@isu.edu by the Dean of the department’s college.

Q. How do I know if my changes have been processed?
A. All changes in Banner are done in real-time. Once the University Scheduler has received and processed your change(s), it will immediately be available for viewing on BengalWeb.
Q. What if the max capacity of a room is incorrect?
A. Contact the University Scheduler at 282-4226 or via email at schedule@isu.edu.