Banner Class Scheduling Instructions

Banner 9 •
Student Services Module

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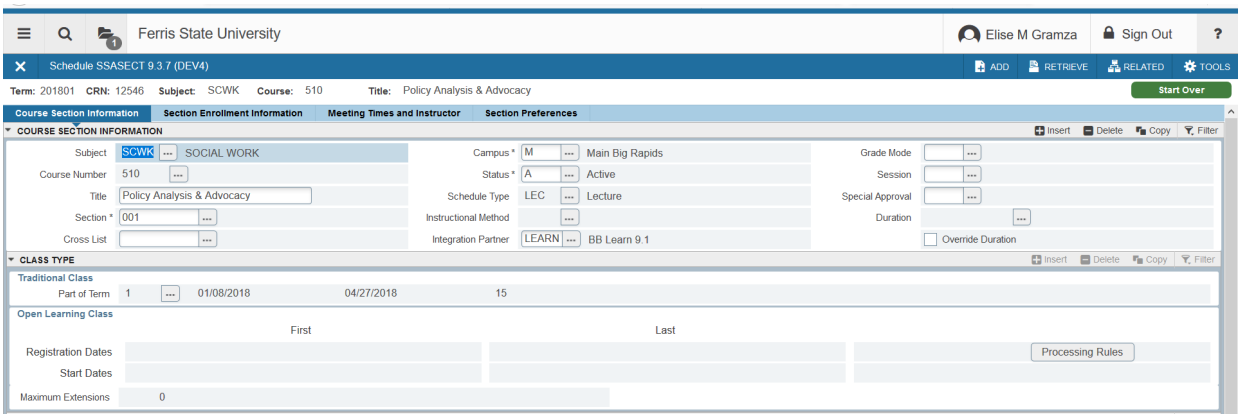
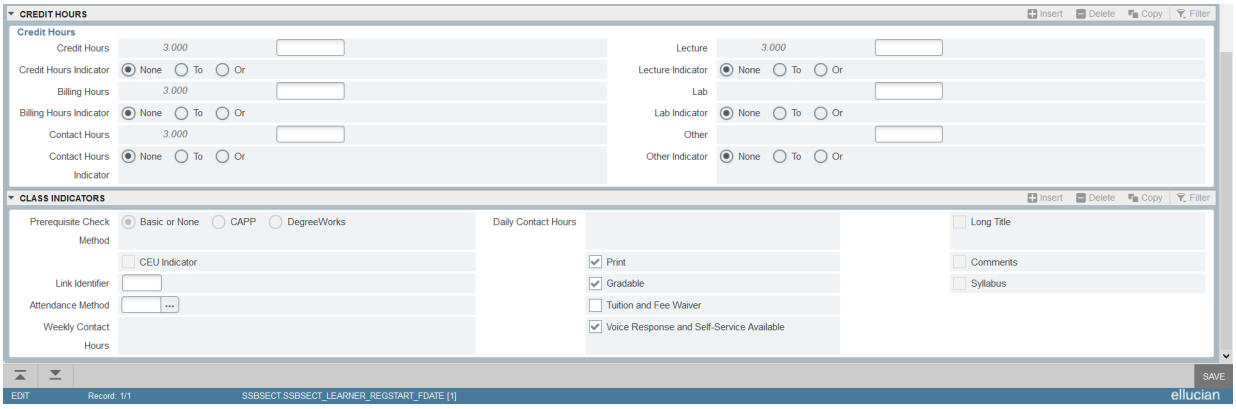
Using the Schedule Form (SSASECT)

We are not currently using the following fields on this section of the SSASECT form:

Start Dates	Link Identifier
Instructional Method	Maximum Extensions
Grade Mode	Daily Contact Hours
Session	Attendance Method
Duration	Weekly Contact Hours
Registration Dates	





Also, DO NOT change the boxes – checked or unchecked – for Print, Voice Response and Self-Service Available, Gradable, Prerequisites Check Method, and Tuition and Fee Waiver.

In the term section enter the term; use the 4-digit year and two-digit month (example: Fall 2014 should be typed as 201408; Spring 2014 as 201401 or Summer 2014 as 201405).

☒	*NOTE to the Registrar's Office: The exception to this rule is Study Abroad (ORSA. They should have the Voice Response and Self-Serve Available unchecked. LLLS classes uncheck Print, Gradable, and Voice Response and check Tuition and Fee Waiver.*

Search for Existing Course Reference Numbers (CRN) or find the next section number

Find an existing CRN or determine next available section number:

- Enter the correct term information.
- Use the elipis after the CRN to execute a query.
- Use the Add Another field drop down to select what field(s) you want to query by such as Subject and Course. You can add as many query fields as necessary to narrow your search.
    - You will probably want your first query field to be the term, that is not automatically assumed even though you had a particular term in the Term Section of SSASECT.
- Use the empty field to enter the text you want to query on, such as ENGL
- Execute the query by selecting Go or F8.
- Double click on the CRN to bring it into SSASECT.

Add Feature

Adding a section:

- Enter the correct term information.
- Type ADD in the CRN field.
- Go to the next section (ALT + PAGE DOWN) and fill in the fields.
- The new CRN will automatically be assigned to the section when the save function is performed on the first section.

Copy Feature

Use the copy function to add more sections with the same or slightly modified information. Leave the section number as zero (0) on the existing section you are going to copy.

- Make note of the CRN you want to copy, which will be the zero section number.
- Stay in the Term Section, type ADD in the CRN field and select or TAB to prompt the Copy CRN button.
- Enter the CRN of the section you want to copy and press Process Default.The zero (0) section has now been copied into a new CRN
- Repeat as needed.
- Once all new sections are added, change the zero (0) section to the next available unused section number; usually the first number in the sequence.
- The copy feature copies the first section information only. This will include the Enrollment Data. It does not copy the meeting or instructor sections.

Title

Titles are not to be changed for course sections. Exceptions to this rule are as follows:

- _90 sections which are always assigned a title per the Form F paperwork.
- _97 sections if the credit hours are changed from variable to fixed credits.
- EDUC _94 if the credit hours are changed from variable to fixed credits.
- RMLS 101 sport sections.
- Sections of courses designated for Honors (only adding to existing to title Honors or HRNS)

Section

Numbers are used for on campus sections and letters are used for EIO sections. Section codes are to be sequential; 001, 002, 003 or 211, 212, 213; 221, 222, 223 or, for example, NTA, NTB, NTC for sections held in Traverse City. Fully online sections are coded as VL1, VL2, VL3, etc.

Study Abroad sections will have the Section code of 401, 402, 403, etc. The Campus code is OS for these sections. Study Abroad sections are to have the default attribute of MFSU entered on SSADETL. The BIG code is removed.

Code BBD is assigned by an automated process in Student Financial Services for various courses.
Please do not add or remove this attribute.

EIO section abbreviations can be viewed by using the drop down box in the Campus field. Use the code that will reflect where the course will be offered, such as:

- EF for Flint
- NT for Traverse City
- AG for Grand Rapids

EIO sections will need to have an attribute added or removed on SSADETL. Accounts Receivable will use these codes to indicate special billing requirements. Depending on the location of the section, one of the following codes should be entered on SSADETL in the Degree Program Attributes section and the MFSU and BIG codes are removed:

EAST	East Michigan	MID	Mid Michigan	NRTH	North Michigan
WEST	West Michigan	ATC	Grand Rapids		

☒	*If your Campus starts with an "E" the SSADETL attribute would be EAST, "N" – NRTH etc.*

Fully On-Line (Internet) course sections will have Section codes built using VL (Virtual Learning) as the first two characters followed by a number; VL1 (1st section), VL2 (2nd section), etc. If you build more than 9 sections, the sectioning changes to V and the two digit number, V10 etc.

The code entered on the first section of SSASECT in the Campus field should always be flagged with an "MB" for Big Rapids/EIO. Fully On-Line sections never have "M" in the campus field.

The attribute WBD (Fully On-Line) must be added to the Degree Program Attributes on SSADETL. In addition to the WBD, all EIO Internet sections are to have the default attribute of MFSU or can be changed to 1VL entered on SSADETL. The BIG code is removed.

	By assigning 1VL vs. MFSU, no refundable fees will be charged (best used for classes offered to EIO or fully online students only). It will also read "Priority Reg to Off Campus" vs. " Big Rapids Tuition."

On- and off-campus section numbers are as follows:

LEC activity	On-campus	001 – 199
	Off-campus	501 – 599
CLL/LEC/LAB combination	On-campus	211 – 299
	Off-campus	611 – 699
FLD, LAB activity only	On-campus	301 – 399
	Off-campus	701 – 799
PRActicum, INDependent & SEMinar	On-campus	001 – 199
	Off-campus	401 – 499

	NOTE: Combined lecture/lab section coding changes from 211, 212, 213 to 221, 222, 223 to 231, 232, 233 etc. when the lecture portion of the section changes for any one of the days/times/room/faculty.

Campus

Big Rapids (main campus) uses M, and Kendall uses K. Clicking on the down arrow will produce all available EIO campus codes.

Fully On-Line section campus codes entered on the first section of SSASECT should be flagged with an "MB" for Main Campus.

Study Abroad sections should be coded as OS.

	NOTE: Changes to campus codes after registration has begun for the term should not be made. If the change must be made all students must be dropped from the section, the changes made, and then all students are to be re-added.

Status

Status indicates whether the section is (A) active, (C) cancelled, or (T) temp closed. Sections flagged with T or C prevents enrollment and are not viewable on the Internet (Look up Classes).

Course sections can be temp closed with day, time, room, and faculty left on the system. To cancel a course, any registered students should be dropped, the course should be temp closed, and all information must be removed from instructor section of SSASECT before submitting the request to RRC. To keep a section viewable on the Internet, but restrict registration, the enrollment number can be entered as zero.

Course sections that are closed because the seating/enrollment capacity has been reached will be visible on Look up Classes but there will be a "C" that replaces the registration check box a student would normally click on to register for the section.

Schedule Type

DO NOT enter the codes of WBD (Fully Online Delivery) or WBM (Mixed Delivery/F2f Online Supplement) in the Schedule Type field on the first section of SSASECT. The code of CLL for lecture/lab combination sections is to be entered on the first section and separated into the lecture and lab portions on the second section. To change incorrect codes in the Schedule Type field requires removal of all information on the second and third sections of SSASECT.

These are commonly used schedule type codes: LEC, LAB, CLL (combined lecture laboratory), IND, SEM, etc.

Special Approval

Department permits (DP) or Instructor permits (IP) are entered in this field. This code will block all students from registering themselves into the section. Permit designations are easily viewed by students on Look up Classes as long as an attribute code of 1PRM (Permission Required) has been assigned to the SSADETL form in the Degree Program Attributes field.

Part of Term

- Use the elipsis in the Part of Term field to select a Part of Term, or enter the code.
- Press ENTER or tab to fill in the date fields.
- Choose the Part of Term that fits the date range of the course.

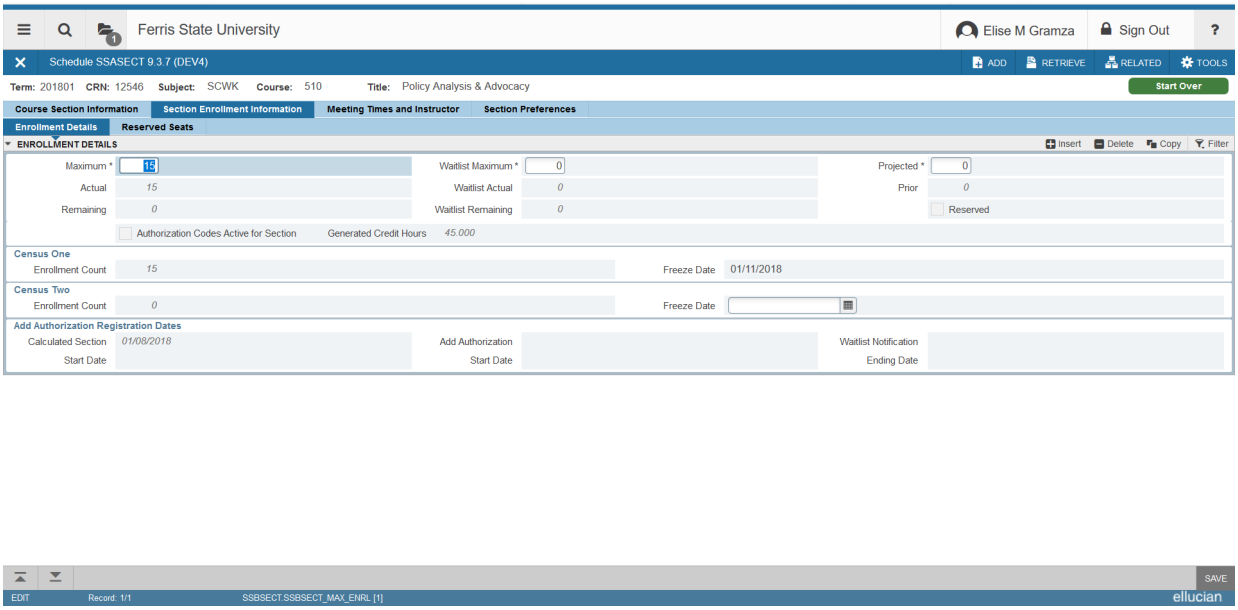
Part of Term information can be viewed in the Registration and Academic Guide located various places on Ferris' home page.

Credit – Billing Hours

If you have a variable credit course that you are changing to a fixed credit, the information is to be entered in the field below the variable Credit Hours and Billing Hours fields.

In some manner, you will want to take note of the credit and contact hours for combination lecture/lab courses before leaving the first section. Many times this information will need to be manually entered/fixed on the second section in the Hours per Week and Session Credit Hours fields.

Maximum Enrollment



Go to Section Enrollment Info to enter the max enrollment number.

Once the maximum information is filled in Save (F10).

To find the approved enrollment number, go directly to SCADETL and go to Supplemental Data tab and view the Credit Category field.

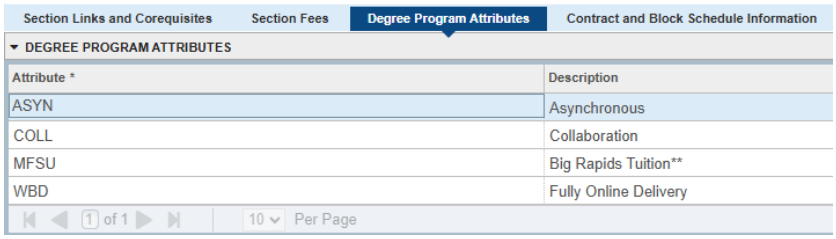
Waitlist

If you wish to have a waitlist, add the waitlist maximum here.

Meeting Time Section (SSASECT)

Options for course delivery and instructions.

- Fully Online (current practices/coding) asynchronously or synchronously
  - Asynchronous
    - All contact hours taking place asynchronously via LMS (i.e. Canvas)
      - SSASECT
        - Section VL
        - Campus MB
          - NOTE – this will require students to be dropped and added back into the course after the changes are made. We will be looking at a mass way to do this to alleviate the need for manual entry
        - Meeting times block "Schedule Type" of WBD = Fully Online Course
        - Complete the meeting times block with *no* specific days and times
        - Ensure Hours per Week Field is completed with the correct number of contact hours
      - SSADETL
        - Attribute WBD = Fully Online Course
        - Attribute ASYN = Asynchronous
        - Remove BIG Attribute



Section Links and Corequisites | Section Fees | Degree Program Attributes | Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
ASYN	Asynchronous
COLL	Collaboration
MFSU	Big Rapids Tuition**
WBD	Fully Online Delivery

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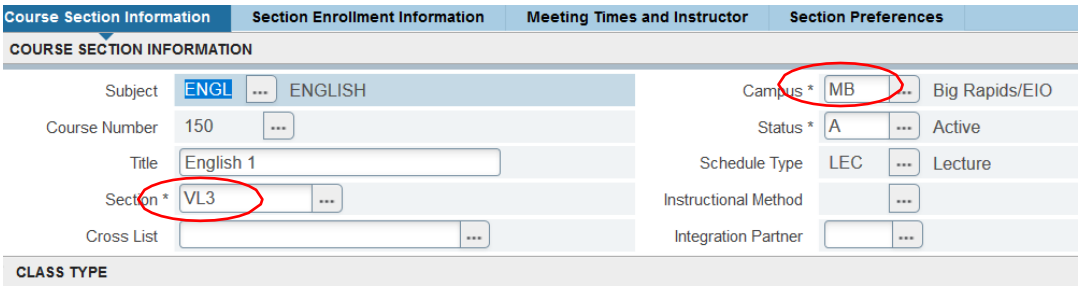
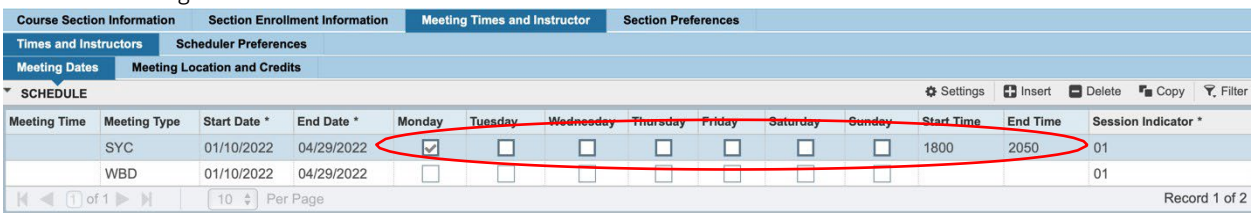
  - Synchronous
    - Some or all contact hours taking place synchronously
      - SSASECT
        - Section VL
        - Campus MB
          - NOTE – this will require students to be dropped and added back into the course after the changes are made. We will be looking at a mass way to do this to alleviate the need for manual entry
        - Complete the meeting times block with the days and times the course will meet online synchronously.
          - For those lines with the days/times change the "schedule type to SYC"
          - If this is not an option for your course, please let the registrar's office know and we can add it so it will become an option.
        - Also add a blank Meeting times block line with the "Schedule Type" of WBD = Fully Online Course
          - Ensure Hours per Week Field is completed with the correct number of contact hours only in this line

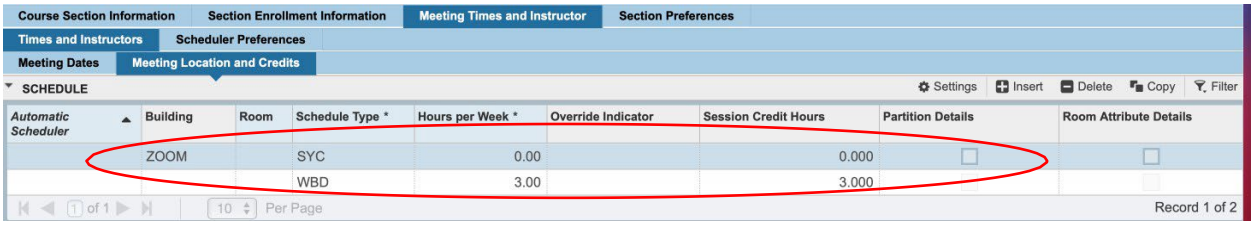
- SSADETL
  - Attribute WBD = Fully Online Course
  - Attribute SYNC = Synchronous Online Meeting Required
  - Remove BIG Attribute

SSASECT:



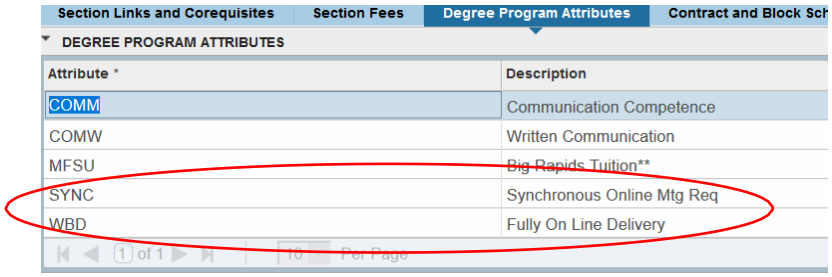
SAASECT meeting times block:





- Note- "ZOOM" can be used if desired as the synchronous meeting location, not required.

SSADETL:



- Face to Face (current practices/coding)
  - Regular Face to Face
    - Meeting Face to Face for all contact hours
      - SSASECT
        - Enter appropriate section and campus code (pg. 5-6)
        - Complete the meeting times block with the days and times the class will meet
        - Add the building and room for the class in the meeting location and credits block
      - SSADETL
        - Attribute F2F = Face-to-Face

Section Links and Corequisites | Section Fees | **Degree Program Attributes** | Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
BIG	Big Rapids Campus
F2F	Face-to-Face
MFSU	Big Rapids Tuition**

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  - Mixed Delivery
    - Meeting Face to Face but not for all contact hours, meeting some contact hours online via LMS
      - SSASECT
        - Sections as face to face
        - Campus as desired
      - Days, times and rooms listed when they need to meet Face to Face
        - Schedule Type remains whatever the course is (i.e. LEC) and add a line for WBM = Hybrid
          - Please make sure the WBM line have hours per week and session credit hours zeroed out. All hours per week and session credit hours should be on one line that contains the days and times.
      - SSADETL
        - Attribute WBM = Hybrid

Section Links and Corequisites | Section Fees | **Degree Program Attributes** | Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute *	Description
BIG	Big Rapids Campus
F2F	Face-to-Face
MFSU	Big Rapids Tuition**
WBM	Hybrid

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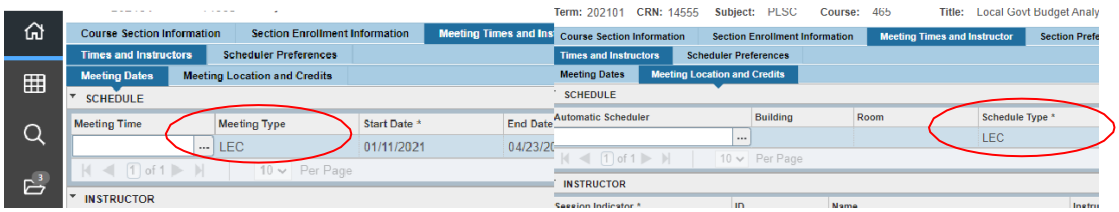
Detailed information for entry:

Meeting Time

- Click on the down arrow box to view and select approved days and times.
- Double-click on a code or use the function keys SHIFT + F3 to bring the information forward to this form.
- Dates and times can also be entered manually.

Meeting Type

Update the Meeting Type from CLAS to the schedule type for that part of the course. For example, if the schedule type for part line in banner is LEC then the Meeting Type should be LEC. Or WBD and WBD, LAB and LAB, PRA and PRA etc.



Start and End Dates

Start and end dates should fall within the approved term calendar. Exceptions must be approved by the Dean's Office of the college offering the class.

All sections are to have Start and End Dates, including those that are TBA. If you need the days/times TBA, you must have the Start and End dates, Schedule Type, Hours per Week and Session Credit hours filled in.

Specific dates can be built using the Start and End Date fields. Examples would be a class meeting 3 weekends or a course meeting for only one week of the term.

Days

Enter days by clicking in the box below the day of the week the section will meet. Helpful Hint: As you tab through the days, pressing on the space bar will enter or remove a check mark in the day fields.

If either days or times are unknown both fields are to be left blank until complete information is available.

Banner sorts sections with multiple lines in the order of days of the week rather than schedule type. Therefore, a lecture/lab course could have the lab portion of the section listed before the lecture portion.

Start and End Times

Times are entered using military standards. Building a cheat sheet may be helpful for some people. Something along the line of 1:00PM is equal to 1300, 2:00PM is equal to 1400, etc.

All section times should end with a 15, 20, 30, 45 or 50 minute time. Class sections do not end on the hour. Some ending time examples are 9:15, 13:50, 17:20, 17:45. For consistency purposes this applies to EIO sections also.

If either days or times are unknown both fields are to be left blank until complete information is available.

Changes/exceptions to the matrix require dean approval.

Auto Scheduler, Scheduler Preference, Partition Detail, Room Attribute Details

We will not be using the above fields at this time.

Building/Room

This part of the system compares room size to section size. Sections can be built in rooms too small for the set max enrollment of a section; however, a pop up box will inform you of the room size discrepancy.

If either the building or the room is unknown both fields are to be left blank until complete information is available.

To search for a building or room:

SLIAEVN or SSAMATX forms can be used to search for available rooms and SLAEVNT is used to build or view special events. SLARDEF is the room definition form.

The SLIAEVN form is used to check room availability.

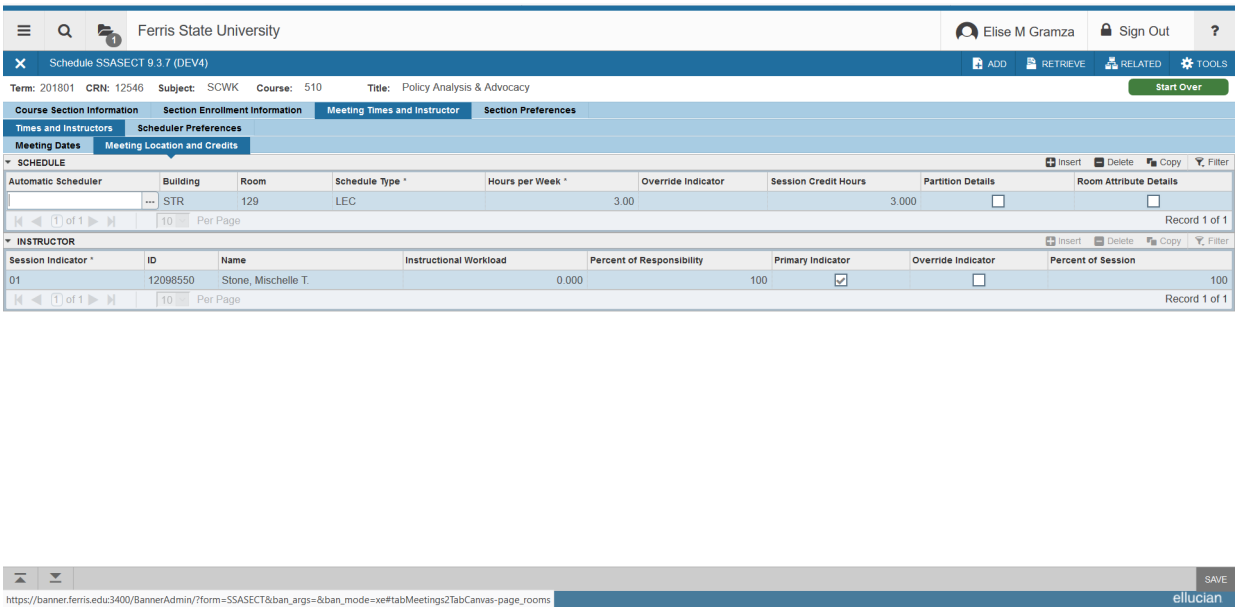
- Access the form and enter the pertinent information. Leave Room Type as All.
- Next Section (ALT + PAGE DOWN) to enter room attributes.
- Next Section (ALT + PAGE DOWN) to display available rooms. This part of the form does not have a scroll bar so you may need to arrow or page down to view all available rooms.

The SSAMATX form is used to search for classes or events already booked in a building or room. This form displays the term, dates, days, times, building and room for classes or special events. And it has a few quirks.

- Entering day information will greatly restrict the search for information. An example, if I check all the days, Monday through Sunday, the only return information I will receive will be for classes/events held all seven days.
- If you want to see classes and special events in a room do not enter a term in the term field. By entering the term the form will not display special events.
- Start and End Dates <u>must</u> be entered as day/month/year. Example: 30-MAY-2014.

SLAEVNT is the special events form. When searching on SSAMATX and a special event is booked in a room a person can copy and paste the CRN (event number) into SLAEVNT to view information about the special booking.

The form SLARDEF will list information about a room such as ownership, attributes, inactivity and special comments.



Schedule Type

For lecture/lab courses, be sure to change CLL (combined lecture lab) to LEC for lecture and LAB for the lab portion of the section.

This is also where Internet codes are replaced from LEC or LAB to WBD (Fully Online). If a course is WBD (Fully Online) the approved Hours per Week and Session Credit Hours fields are filled in with the approved contact and credit hours from the first section of the form. If the course is a combined lecture/lab course the WBD code is used for both schedule types (lecture and lab). For courses that are fully online but are meeting online at designated dates and times, enter those days and times on the meeting times block of SSASECT with the schedule type of SYNC in addition to the WBD line with no days and times. For these synchronous courses, also add the attribute of SYNC to SSADETL.

If a course is WBM (Hybrid) an additional line must be entered to designate the mixed delivery portion of the section. The Hours per Week and Session Credit Hours are filled in on the LEC, LAB, etc. line of the section and zeroes are entered on the WBM line in these fields.
WBM is used when the course is hybrid and Hours per Week are NOT met.

If a course is SLA (Structured Learning Assistance) an additional line must be entered to designate that portion of the section. The Hours per Week and Session Credit Hours are filled in on the LEC, LAB, etc. line of the section and zeroes are entered on the SLA line in these fields.

The entry of some Schedule Types will cause a message to display "WARNING, Section does not have this schedule type code." We still don't know why this message appears but the message is a warning only and allows the change to be made. If you do have a schedule type that can't be entered, contact the Registrar's Office to update the catalog.

	NOTE: Be sure to attach the correct attribute on SSADETL for WBD, WBM, and SLA sections so students can easily view this information on SSB.

Override Indicator

This must be checked to override any schedule conflicts, such as scheduling two or more sections in the same room at the same time.

DO NOT enter an Override Indicator on SSASECT unless you intentionally want to override a building and/or room. Overrides should not be done on the first section of a course.

- T overrides time conflicts
- R overrides room conflicts
- O overrides both

It is suggested to use the O option.

Hours per Week (Contact Hours)

Refer to the first section of SSASECT for the correct break down of these hours.

Any section not meeting 50 or 75 minutes per meeting time will need to have the Hours per Week manually adjusted/corrected. (Ex: If you have a LAB which meets for a 3 hour block, i.e. 0800-1050, this will auto-calculate as 3.40 hours per week. You would need to manually adjust to correctly show 3.00 hours per week).

There must be hours entered in Hours per Week or faculty cannot be added to the section. PRA and IND sections do not have contact hours. In these cases the entry of zeroes is necessary. TBA sections should have all fields left blank except the Date, Hours per Week, Session Credit Hours and Session Indicator fields.

If adjustments are made to Start and End Dates, Days, Times and sometimes to the Building /Room fields, these changes should be saved and then the Hours per Week manually corrected.

Combination lecture/lab courses may need to be manually changed to reflect the correct break down of the Hours per Week for the section. Summer term will be manual entry for all Hours per Week information.

	NOTE: If there are multiple lines for one Schedule Type, enter contact hours only in the first line of each Schedule Type. Zeroes are entered in the following lines.

For sections meeting multiple hours (evening or weekends) all break and lunch times are to be incorporated when figuring Hours per Week. When classes are scheduled in blocks of more than two hours, accommodations for a 10-minute break for each two-hour time block must be included.

Session Credit Hours (Credit Hours)

Refer to the first section of SSASECT to determine the correct hours.

Combination lecture/lab courses will need to be manually changed to reflect the correct break down of credit hours for the section.

	NOTE: If the course is combination lecture/lab, the lecture contact and credit hours should be the same. The lab contact hours are actual meeting hours and the lab credit hours are what are left after credit hours are used for the lecture.

If there are multiple lines for one Schedule Type enter credit hours in only the first line.

Variable hours will always be reflected as the minimum number or the fixed number entered on the first section.

Session Indicator

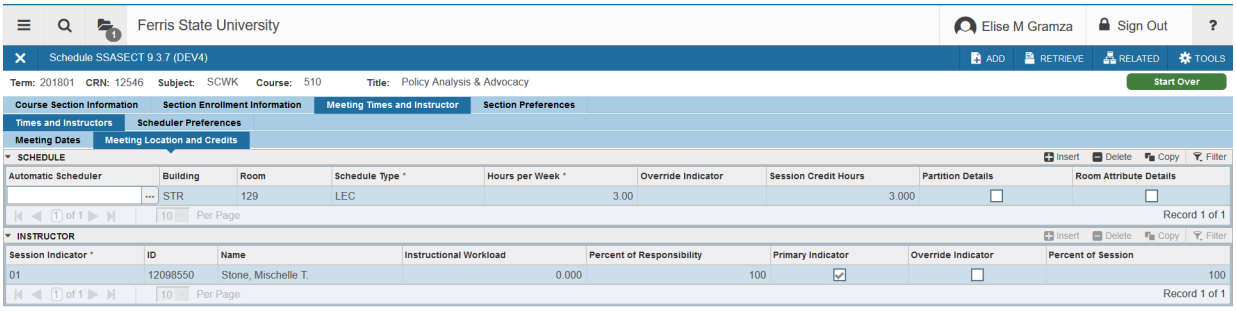
This code defaults to 01. If the section is a combination lecture/lab, 01 should be used for the lecture portion of the section and 02 for the laboratory.

The SLA line of the section will be coded as 03.

ALL other sections will have a session indicator of 01 regardless of the number of lines used to enter the section. This includes lecture, lab only, independent study, internet (Fully on Line), mixed delivery, etc.

Press F10 to save this information. Go to the next section (ALT + PAGE DOWN).

Instructor Section (SSASECT)



Session Indicator

The session indicator in the Instructor section ties to the session indicator in the meeting dates section. For every session indicator in the meeting dates section a session indicator needs to be assigned in the instructor section. For example, even if the same instructor is teaching both the lec/lab of a course, the instructor will need to be listed twice, as 01 and 02.

The SLA portion of a section does not have an instructor assigned.

ID

Clicking in the name field to the right of the ID field, faculty can be searched using the same search methods for students. Upper/lower case is not needed when using this method to search for a faculty name.

When searching using the ID field you must either know the faculty ID or click on the down arrow button to go to the query form SIAIQRY. In this form go to the next section (ALT + PAGE DOWN).

- Tab to enter the faculty last name or portion of the last name, enter the wild card (%), and Execute a Query (F8) to display a list of faculty name options. This field is case sensitive. You must type the name in upper/lower case.
- Double-click on the ID to assign a faculty member to the section. Press Save (F10).
- To remove/change faculty names, start with the last faculty name on the form and perform a record remove (SHIFT + F6). Repeat as needed and Save (F10) when completed.

All faculty assigned to a section are able to enter grades for that section. Some coordination may be required to insure grades are correctly assigned to all students.

If the Instructor section is left blank in SSASECT, self-serve will indicate TBA in the instructor field.

Overloads for faculty are entered on the form SIAASGN in the Assignment Type field. The down arrow box will list available options. See the faculty overload section of this manual for further instructions.

Instructional Workload

This field is not used at this time.

Percent of Responsibility

This is used to designate the instructional workload and session credits. The Percent of Responsibility total should not exceed 100%.

Primary Instructor

This designates the primary instructor. There can be only one primary instructor for each section. All instructors assigned to a section can enter grades.

When changing instructor names the current name must be removed (record remove) and the action saved before entering a new name. If there are multiple instructors assigned to a section the removal process must take place from the bottom up with the removal of the Primary Instructor taking place last.

Override Indicator

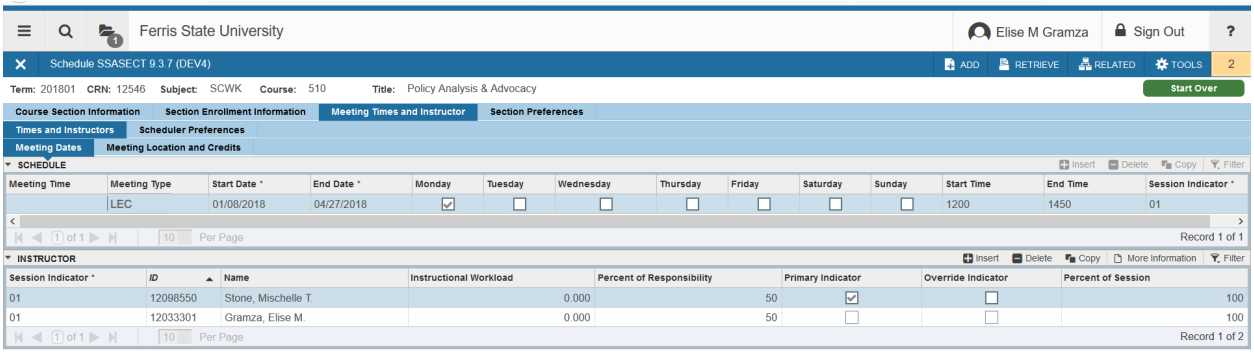
The override checkbox is used to determine if the faculty schedule will be checked for conflicts. The valid entry is O – Override instructor conflicts. Do not enter an override code unless the faculty member is going to teach multiple sections in the same day, time, building and room.

If a faculty override is not desirable, available faculty can be searched for by selecting Options from the menu, and then selecting Query Available Faculty (SIAFAVL).

Percent of Session

This field must be filled in with 100.

Team Teaching

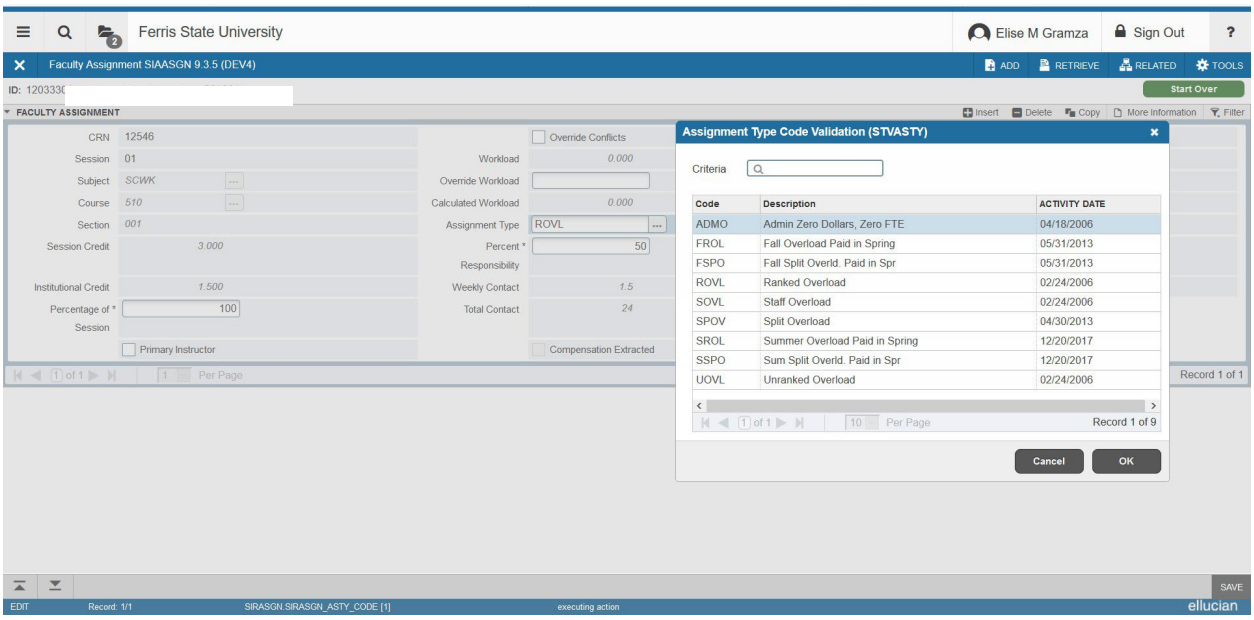


Team teaching information (multiple faculty listed for a session) is entered on the Instructor section of the SSASECT form.

The Session Indicator, ID, and Percent of Responsibility need to be entered for each instructor on the course session. Note: Only the first instructor will have the Primary Indicator checked.

Percent of Session will always be 100.

Faculty Overload



Faculty overloads or Admin Zero Dollar/ Zero FTE or Faculty Zero Dollar /Zero FTE are entered on the first section of SIAASGN in the Assignment Type field using the following codes:

ADMO – Admin Zero Dollars, Zero FTE (see FCMO, ADMO, EXMO explanation below)

EXMO – Expert/External, Zero $ Zero FTE (see FCMO, ADMO, EXMO explanation below)

FROL – Fall Overload Paid in Spring

FCMO – Faculty Zero $ Zero FTE (see FCMO, ADMO, EXMO explanation below)

FSPO – Fall Split Overld. Paid in Spr (**see additional Split Overload instructions below)

ROVL – Ranked Overload

SOVL – Staff Overload

SPOV – Split Overload (**see additional Split Overload instructions below)

UOVL – Unranked Overload

When entering overload information and you receive the message "*ERROR* Instructor Schedule Conflict" you need to click in the Override Conflicts field on the far right side of the form. This message will display when entering overload information for lecture/lab sections that have multiple listings of the lab portion of the section. Once this field is checked the Assignment Type can be saved.

If the class has more session indicators of 01 and 02 (CLL), please ensure this is done for both sessions of the course. 01 and 02 have their own row and each need this field populated.

If you need to delete an Assignment Type delete and save F10.

Go to the next section (ALT + PAGE DOWN) to the second section of SIAASGN to enter release time assignments on the Faculty Non-Instructional Assignments section.

**Split Overload or Annualized split overload are also entered on the first section of SIASSGN by using the SPOV for Split Overload and code FSPO Fall Split Overload Paid in Spring. These codes are entered into the Assignment Type field. After choosing the SPOV or FSPO code accordingly hit OK and then save F10.

While the same course is highlighted click More Infomration on the tool bar. This will open a new box in which the overload and regular % can be entered. ONLY numeric values are to be entered. Do not enter the actual % sign. After entering the numbers save, F10.

<u>FCMO, ADMO and EXMO</u>

ADMO, FCMO or EXMO are entered on the first section of SIAASGN in the Assignment Type field using the following codes:

ADMO – Admin Zero Dollars, Zero FTE

FCMO – Faculty Zero Dollars, Zero FTE

EXMO – External professional/Expert in the field, Zero FTE

<u>Scenario 1 – FSU instructor for $0- Courses for which a FSU faculty is assigned but there are no instructional dollars or FTE associated with the course.</u>

Instructor of record will be added at 100% responsibility with FCMO code. No administrator. The courses themselves will have a code assigned to them in SCADETL, through the Curriculum Process, in order to monitor that a FCMO is assigned.

Scenario 2 – Non FSU Instructor for $0- Courses for which a non FSU faculty is assigned and there are no instructional dollars or FTE associated with the course.

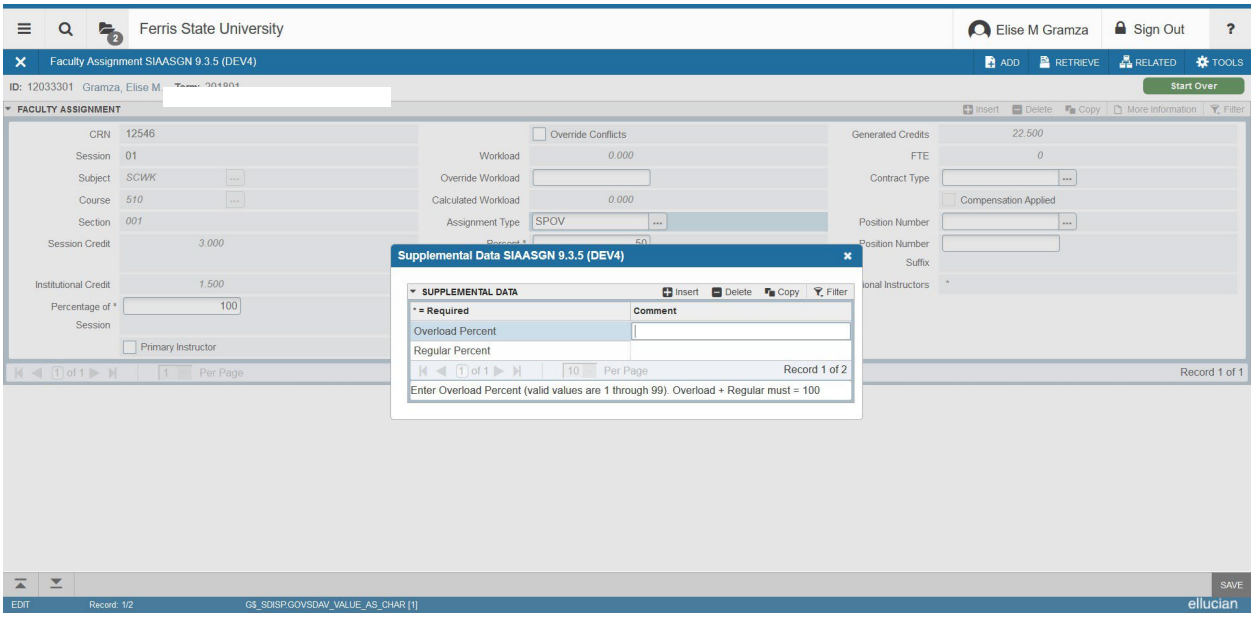
Non FSU instructor of record will be added at 100% responsibility with FCMO code. No administrator. After review, might suggest adding MSCI to this scenario (previously under scenario 4). Non FSU instructor could be added as an affiliate, if not already, through HR and coded them using this new function.

Scenario 3 – Non FSU professional for $0 (Courses for which an external professional/expert in the field is facilitating and administering the course outcomes, assessment and ultimately determining the grade.

Instructor of record will be added at 100% responsibility with EXMO code. The courses themselves will have a code assigned to them in SCADETL, through the Curriculum Process, in order to monitor that a FCMO is assigned.

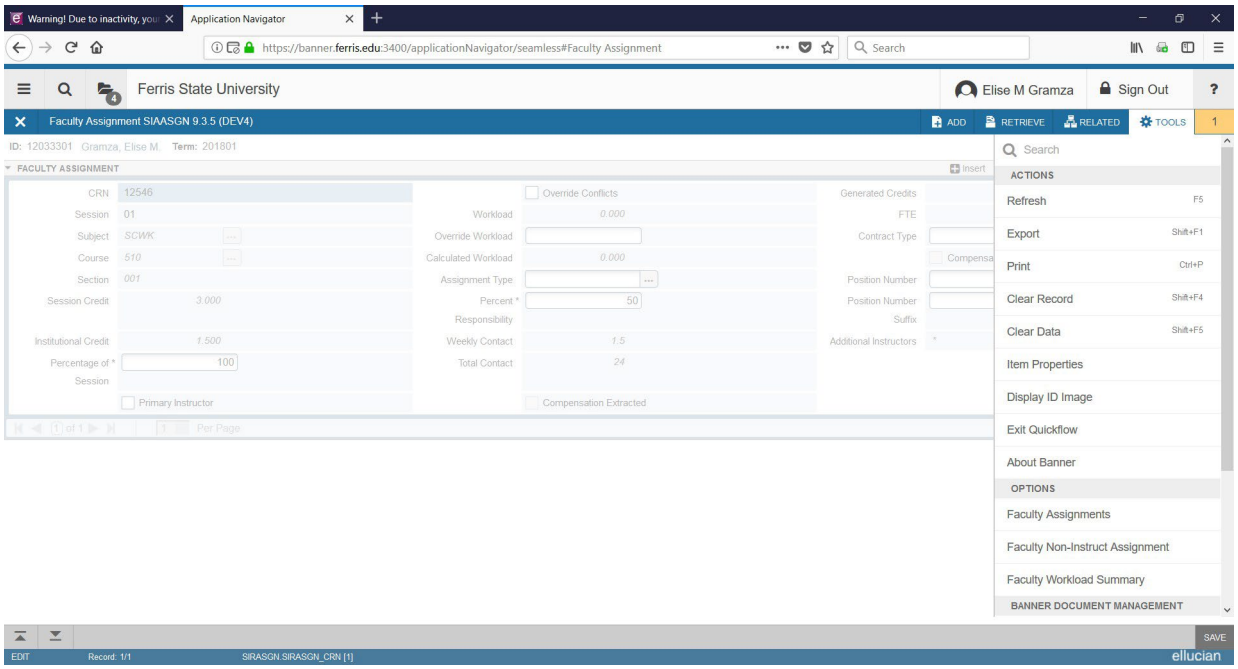
Scenario 4 – FSU Administrator is the instructor of record for $0 – Courses for which a FSU administrator is assigned but there are no instructional dollars or FTE associated with the course.

Administrator of record will be added at 100% responsibility with ADMO code.

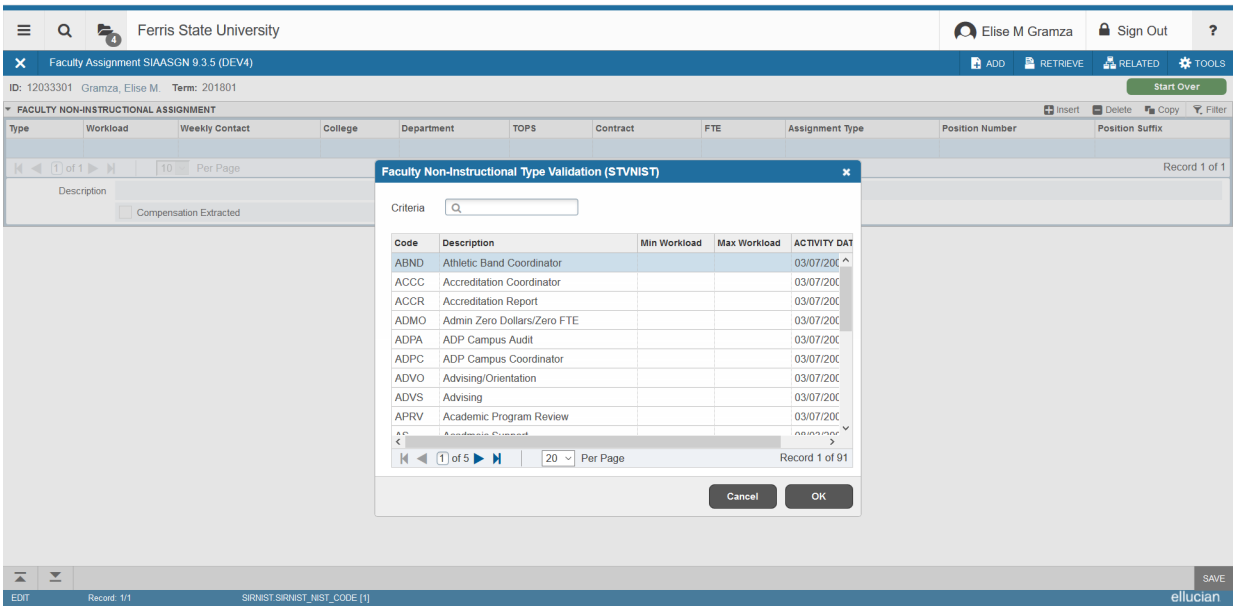


Once Supplemental Data has been tied to a course there will be data under More Information.

Release Time



To access the Faculty Non Instructional Assignment (Release Time) Page Down using ALT Page Down or the Page Down arrow.

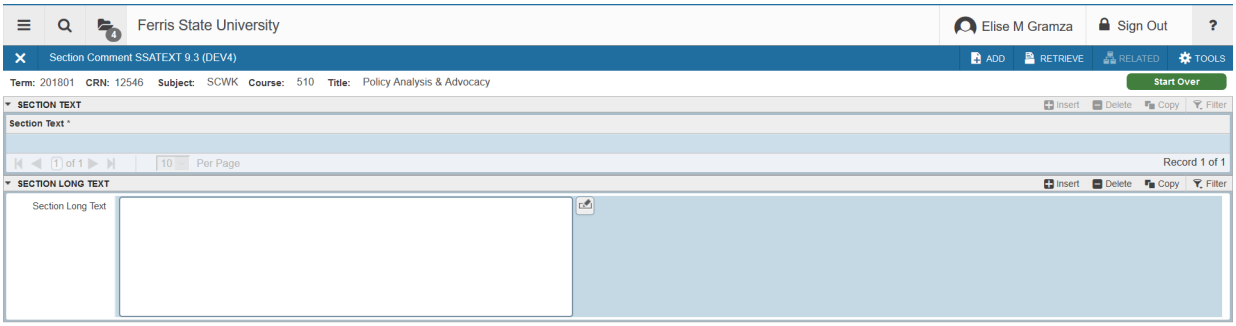


The Type, College, Department and TOPS fields must have pertinent information entered. At this time the rest of the fields will not be used.

Release time codes can by viewed by clicking on the drop down box in the Type field. Enter the appropriate code. If you are unable to find a code/description that closely matches your needs for a specific release time please contact the Institutional Research Office, extension 3800, for assistance.

College, Department and TOPS codes can be viewed by clicking on the drop down box in the College, Department or TOPS field. Enter the appropriate codes.

Section Comment (SSATEXT)



To enter, edit or view text for a section go to the form SSATEXT. This form can be selected from Related at the top of the SSASECT form, or you can close the SSASECT form (CTRL + Q) and type SSATEXT in the Go To box on the main menu.

The Section Text section will not be used.

Section Long Text

This is a message area that will appear on self-serve when a student clicks on the CRN to get detailed information about the section.

The course descriptions for _90 and _97 courses are entered in this field.

Additional Information

Course Modalities

- Face-to-Face: Face-to-Face course sections meet all required contact hours via a live, in person format.
- Fully Online – Asynchronous: Fully Online Asynchronous course sections are delivered entirely online and do not include designated real-time class instruction. Regular and substantive interaction is embedded in the course.
- Hybrid: Hybrid course sections are delivered face-to-face with designated meeting times and may include up to 50% online contact hours.
- Fully Online – Synchronous: Fully Online Synchronous course sections are delivered via live online instruction with designated meeting times.

Special Topic (_90) and Special Study(_97)Courses

The Title is not to be changed for courses other than _90 or _97. This type of course can be given a section title by typing it in the Title field. If a title is assigned, the hours need to be changed from variable to fixed on the first section of SSASECT. Please note that both _90 and _97 courses should be assigned in accordance with the level of the subject matter. If a request is made for a 390 or 397 then the subject matter should be equivalent to a 300 level course.

The _90 courses are Special Topic courses that can be held two semesters using the same Form EF. The Registrar's Office must have a Form F on file before processing requests for _90 courses. The title, plus credit and contact hour information is entered from this form. These courses can be held in a variety of ways. They can be entered into the system as lecture, lab or combination lecture/lab courses with fixed credit hours. The course description is to be entered on SSATEXT so students can view this information.

_90 sections must be assigned a title. This information is entered in the Title field. Credit hours are entered in the fields just below the variable Credit Hours and Billing Hours on the first section of SSASECT.

_90 courses need to be approved by the department and the Dean's Office. After the third time they are held, the course either has to follow the approval process to be entered as a new course or not be held again using that title and description.

_97 courses are designated Special Study (Independent Study) courses. These courses are normally built for 5 or less students. They are held as TBA without assigned days, time or room. The course work is done independently by the student with supervision by a faculty member.

Forfacultyloadpurposesthedepartmenthead/chairorotheradministratorisenteredastheinstructorwith 100% responsibility. For grading and record keeping purposes the instructor working with the student should also be listed on the course with 0% responsibility.

The course normally remains on the system with the generic title and variable credit, but if the course is to be changed from variable to fixed credits a title must be added to the Title field of the course or included with the request. Fixed credit hours are entered in the fields just below the variable Credit Hours and Billing Hours on the first section of SSASECT. The course description is to be entered on SSATEXT if the credits are fixed and a title is assigned.

Graduate Topics in Education (_94) Courses

This type of section should be given a section title by typing it in the Title field. Credit hours are entered in the fields just below the variable Credit Hours and Billing Hours on the first section of SSASECT. These courses can be held in a variety of ways with fixed credit hours. The course description is to be entered on SSATEXT so students can view this information.

Approved Enrollment Number

Go directly to SCADETL and go to the Supplemental Data tab. The enrollment number is in the Credit Category field.

Scheduling and Catalog Screens

In addition to the SSASECT form, the following forms may be used when building sections of courses. The information on the forms SSADETL, SSAPREQ, SSARRES will normally be brought over from the information entered in the Course Catalog. Changes to these forms can be made based on what is appropriate for each section.

- SSADETL

  Use this form to enter attributes on the Degree Program Attributes section. Common attributes, but not all, are the Permission Required code (1PRM), regional location codes (North, East, West, Mid, ATC), Internet and Mixed Delivery codes (WBD, WBM), SLA, etc. Once registration has begun, changes to this form may affect student billing.

- SSARRES

  This form is used to enter college, field of study, class, or level restrictions on a section. When entering a code the Include/Exclude field must be marked correctly. Please do not use the program restrictions option.

- SSAPREQ

  This form can be used to view section prerequisites (view only).

- SCACRSE

  This is the Basic Course Information form (view only) that lists title, college, department, status (active or inactive), credit and contact hours, if the course is repeatable, level, grade mode, and schedule type.

- SCADETL

  This is the Course Detail Information form (view only) and it contains information such as co-requisites, equivalent courses, degree attributes (similar to the list given for SSADETL), the official enrollment number for a course, and the course description. Within the description the terms offered and any pre/co requisites are also listed.

- SCAPREQ

  The Catalog Prerequisites and Test Score Restriction form (view only) lists all required prerequisite(s), associated grade(s), and test score information for the course.

- SCARRES

  The Course Registration Restriction form (view only) shows college, major, class, or level restrictions.

Term Roll (SSRROLL)

The schedule term roll process in Banner is run by the Registrar's Office and copies active, temp closed, and hold for future term roll sections from the current term and recreates them in the respective term of the next academic year. This process removes the need for departments to rebuild sections from scratch each term.

Before department schedule builders begin work on sections for future terms, the Registrar's Office will run the term roll process. This process carries over the following information:

- Meeting times and locations
- Co-requisites
- Fees
- Degree attributes
- Schedule overrides
- Catalog level restrictions, prerequisites, and test scores

Excluded from the term roll process are instructors and courses that have been inactivated at the catalog level.

The Registrar's Office will cancel all x90 and x97 classes in the new term. Departments can choose to reopen those sections, build new sections, or leave them canceled. The Registrar's Office will also add any Gen Ed attributes that have been added for the new term at the catalog level.

Schedule modification fine grain access will be turned on and departments will then be able to inspect and modify their department's schedule for the future term.

- For Section Status = A, Active Courses
    - Add instructors for courses being maintained
    - Edit course builds, if necessary
    - If no longer needed, change section status to "C"

- For Section Status = T, Temp Closed Courses:
    - Make any necessary updates if the course will be offered, then set section status to "A"
    - If no longer needed, change section status to "C"

- If an x90 Experimental or x97 Independent Study section is needed, complete one of the following:
    - If a section exists, change section status from "C" to "A" or "T", and modify the course build as needed
    - If no section exists, build section as usual

H- Hold for Future Term Roll: This section status was created to assign to courses that will not be offered in the current term, but need to be preserved during term roll. Examples of using this status in practice include courses offered every other year, as well as sections that are created and held off the active schedule pending enrollment trends.

To prevent a build-up of sections with the status "H", the Registrar's Office will change any courses/sections which have had the status "H" for two consecutive years to the status "C" on the third year.

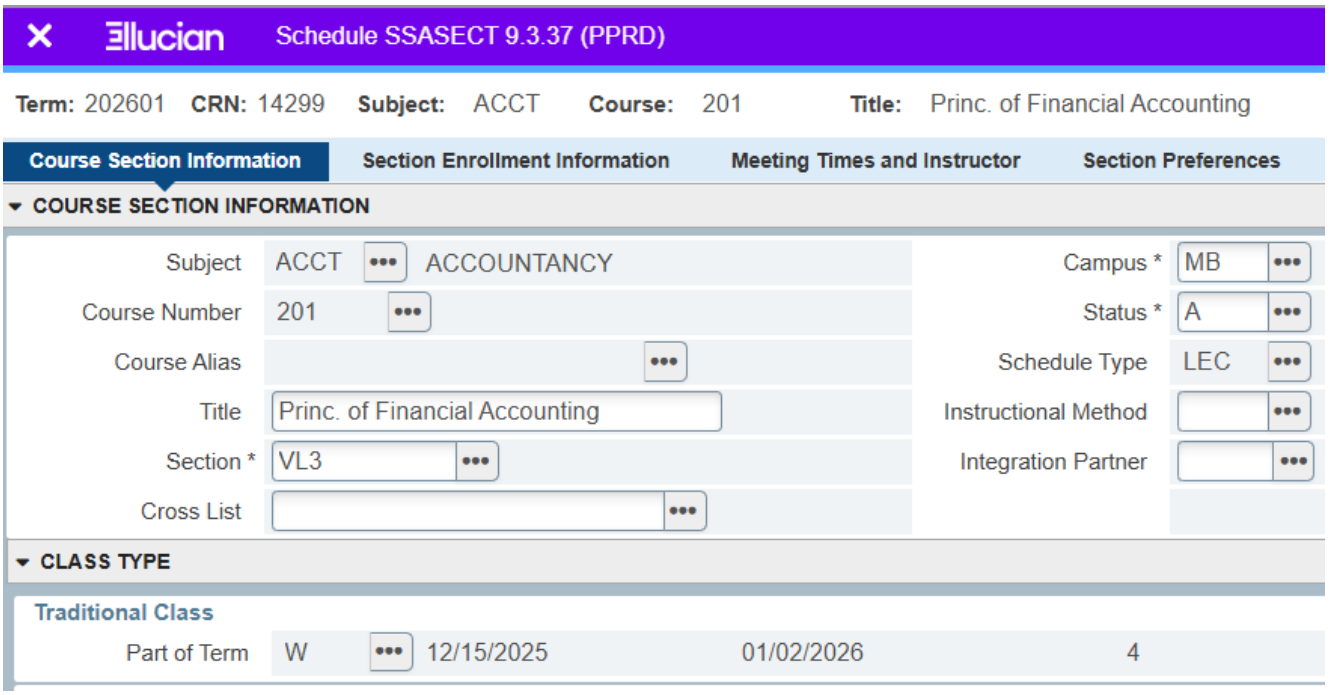
Term roll dates and deadlines can be found on the Registrar’s Office website.

Wintermester Sections

Enrollment in Wintermester classes requires students to complete the Wintermester Registration Acknowledgement Form. This form is located at bit.ly/fsuwintermester.

Wintermester sections are fully online, asynchronous sections offered between the end of fall term and the beginning of spring term. While these sections conclude prior to the start of the spring term, Wintermester is considered a part of spring term. Wintermester sections are subject to the same scheduling deadlines as spring term. Schedule deadlines can be found in the Course Scheduling Resources page of the Registrar's Office website.

Wintermester sections follow the same instructions as asynchronous online sections in this manual, with exceptions noted below.



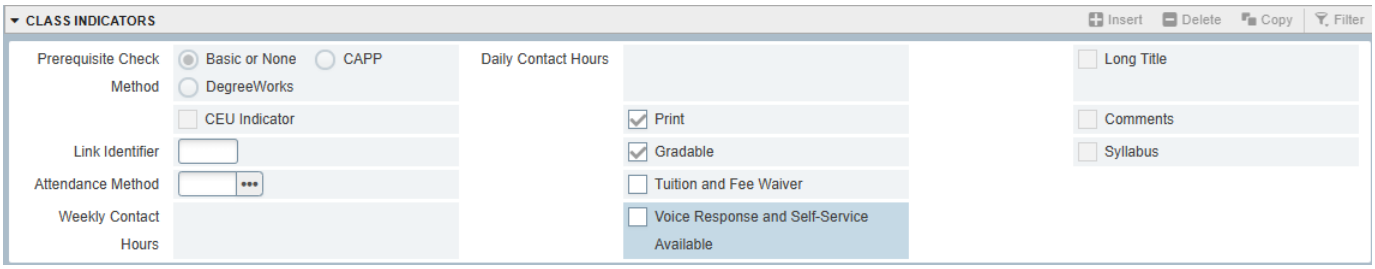
- The part of term selected in SSASECT should be W (Wintermester).
- Add the following text in SSATEXT: To register for a Wintermester Course, you must first complete the Wintermester Registration Acknowledgement Form. Visit bit.ly/fsuwintermester.
- Add WRAF in SSADETL.
- Add cohort restriction in SSARRES.
  - The cohort code restriction will be WINT followed by the two-digit year. For example, Spring 2026 = WINT26, Spring 2027 = WINT27, etc.
- Do not modify the section title for Wintermester classes.

Dual/Concurrent Enrollment Sections

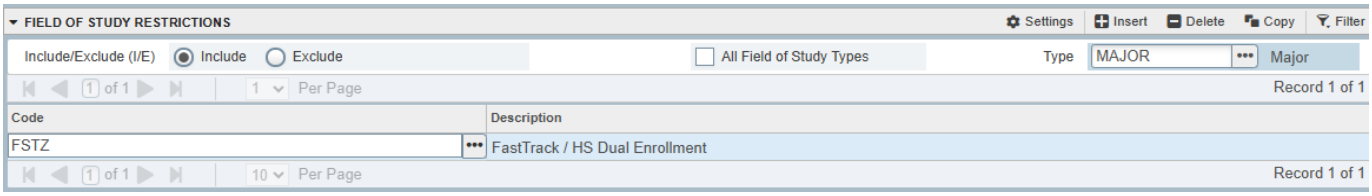
Dual enrollment sections will have campus code MB. Section number for dual enrollment sections will be either 001, 002, 003, etc. or VL1, VL2, VL3, etc. Concurrent enrollment sections will have campus code MX. Section numbers for concurrent enrollment sections should be MXA, MXB, MXC, etc.

To help prevent undergraduate students from inadvertently registering for, or being placed in, dual/concurrent enrollment sections, there are three safeguards that are put in place on each dual/concurrent enrollment section.

1. The Voice Response and Self-Service Available box in Class Indicators block in SSASECT should be unchecked. This is located in the Course Section Information tab. Because dual/concurrent enrollment students do not register themselves for classes, this box should be unchecked to hide the section from the Look Up Classes and Self-Service Banner registration screens.



2. The FSTZ (FastTrack/HS Dual Enrollment) field of study restriction should be applied in SSARRES. Select "Include", Type = MAJOR, Code = FSTZ.



3. A department approval (DP) restriction should be placed on the section in SSASECT. See page 7 for more details on DP restrictions.

The following updates should be made in SSADETL:

<u>Remove</u>
- MFSU/1VL
- BIG (if fully online or off campus)

<u>Add</u>
- 1PRM
- RSP
- CCEN, CTRT, or DEOC (contact EIO for help determining which code to use)

Dual/Concurrent Enrollment Sections Continued

Using the list below, dual and concurrent enrollment sections should be assigned the appropriate building code in SSASECT. The room assignment is left blank.

'Code'	'Description'
ARMDA	Armada High School
BENZ	Benzie Central High School
BRHS	Big Rapids High School
CHHS	Chippewa Hills High School
CLTC	Careerline Tech Center
COOPV	Coopersville High School
COOR	COOR Intermediate School Dist
CTA	Creative Technologies Academy
CTHS	Cass Technical High School
DPSCD	DPSCD: Detroit Public School
DRYDEN	Dryden High School
FHHS	Forest Hills High School
GLHS	Grand Ledge High School
GRVLL	Grandville High School
HATC-B	Huron Area Technical Center
ICCC	Ionia County Career Center
JENHS	Jenison High School
KCTC	Kent Career Technical Center
LHS-L	Lapeer High School
MACC	Montcalm Area Career Center
MCHS	Michigan Collegiate HS
MOISD	MOISD Career Center
NVHS	Northview High School
OAISD	Ottawa Area Int School Dist
RCKFRD	Rockford High School
RVHS	Riverview High School
SAHS	Saugatuck High School
SPRT	Sparta High School
TCCHS	Traverse City Central HS
TCHS	Tri County High School
WHS-W	Williamston High School
WTC	Wilson Talent Center

Contact Hour Information

Please see the Course Scheduling Policy at the Ferris State University Policies website for more information about contact hours and the scheduling matrix.

All courses require 750 minutes of instructional time per contact hour. (For example: A 2-contact hour class = 1500 minutes, a 3-contact hour class = 2250 minutes, a 4-contact hour class = 3000 minutes, and a 5-contact hour class = 3750 minutes). Each lecture credit hour should conssist of one 50-minute session of classroom instruction per week. For example, a 3-credit hour lecture course should contain 150 minutes of contact (e.g., three 50-minute sessions per week, two 75-minute sessions per week).

Courses taught in other modalities should ensure regular and substantive interaction (RSI) between instructor and student that is equivalent to the amount of required instruction in a lecture course.

Face-to-Face and Hybrid lecture, lab, seminar, studio, and combined lab/lecture courses, must have designated meeting times to meet contact hours. Practicum and independent study are typically arranged by the student and instructor.

How to Calculate Contact Hours

Activity contact hours_ x 750 min per contact hour = required meeting contact minutes___

Total minutes for each meeting time_____ (-10 min if over 2 hours) x number of meeting times_____ = contact min_____

If contact minutes are short, subtract contact minutes from required meeting contact minutes_____ divided by number of meeting times = additional meeting minutes required for each meeting time_____

If contact minutes are over the required contact minutes, subtract required contact minutes from requested contact minutes _____ divided by number of meeting times = minutes that need to be subtracted from each meeting time_____.

Below is an equation example for computing the correct contact hours:

Activity contact hours____3_____ x 750 min per contact hour = required meeting contact minutes_2250_____

Total required minutes for schedule type __2250__ divided by total meeting times ____12__= required min for each meeting time___188__ plus 10min for break = ___198__= 3 hr and 20 min.

Matrix Information

Fall and Spring Term Class Information

Most institutions on the semester system use a Monday-Wednesday-Friday, Tuesday-Thursday calendar, at least through the early afternoon hours. The typical MWF classes are 50 minutes long and the typical TR classes are 75 minutes long.

Classroom scheduling will be improved with the MWF, TR concept. In a given three hour block of time, a room could be scheduled for three MWF classes and two TR classes.

To achieve the maximum utilization of classroom space and to facilitate student scheduling, departments/units are encouraged to follow the class scheduling recommendations listed below.

Class Scheduling Suggestions (Please remember the scheduling of classes must follow the approved matrix)

- If the class is scheduled for two lecture hours per week, those hours should be scheduled in one of the following configurations:

  MW or MF or WF for 50 minutes

  TR for 50 minutes

  Any day for 100 minutes if the class meets at 3:00 p.m. or later

- If the class is scheduled for three lecture hours per week, a department/unit is encouraged to use one of the following configurations:

  MWF for 50 minutes

  TR for 75 minutes

  MW for 75 minutes, if the class meets at 3:00 p.m. or later

- If the class is scheduled for four lecture hours per week, those hours should be scheduled in one of the following configurations:

  Any four days for 50 minutes

  MW for 100 minutes, if the class meets at 3:00 p.m. or later

  TR for 100 minutes, if the class meets at 3:00 p.m. or later

- If the class is scheduled for five lecture hours per week, those hours should be scheduled in one of the following configurations:

  MTWRF for 50 minutes

  MW for 50 minutes, and TR for 75 minutes

- Laboratory hours may be scheduled any day of the week. However, if a class requires multiple weekly sessions, they should be scheduled in either TR or MWF time blocks.

Campus Meeting Times

Classes should not be held from 11:00 to 11:50 on Tuesday and Thursday. These time slots are reserved for meetings.

Course Schedule Fall and Spring Terms

The scheduling of classes for fall and spring terms must follow the approved matrix. Changes/exceptions to the matrix require dean approval.

Fall and Spring Semester Start Time and Duration:

Three days per week:

- Monday, Wednesday, and Friday classes start on the hour for 50 minutes.

Two days per week:

- Monday and Wednesday classes start at 8:00 am, 9:30 am, 11:00 am, 1:30 pm, 3:00 pm, 4:30 pm, 6:00 pm or 7:30 pm for 75 minutes.
- Tuesday and Thursday classes start at 8:00 am, 9:30 am, 12:00 pm, 1:30 pm, 3:00 pm, 4:30 pm, 6:00 pm, or 7:30 pm for 75 minutes.

One day per week:

- Held during weekdays, classes start at 8:00 am, 12:00 pm, or 3:00 pm for 150 minutes.

Campus meeting times are on Tuesday and Thursday at 11:00 a.m. No classes will be scheduled during this time.

Classes will not run later than 10:30 p.m. without Dean's Office approval.

When classes are scheduled in blocks of more than two hours, accommodations for a 10-minute break for each two-hour time block must be included.

All classes must be scheduled within the Board approved academic calendar for each semester. Classes scheduled outside this timeframe will require department and Dean's Office approval.

Once early registration has begun, courses scheduled both on and off campus must include days and times the classes will meet. The dean of the appropriate college must approve any exceptions.

Course Schedule Summer Term

12 week term (3 Cr Class)	6 week term (3 Cr Class)	8 week term (3 Cr Class)	8 week term (4 Cr Class)	4 week term (3 Cr Class)	4 week term (4 Cr. Class
8:00 – 9:35 a.m. (2 days/week) 8:00 – 9:05 a.m. (3 days/week) 8:00 – 8:50 a.m. (4 days/week)	8:00 – 10:05 a.m. (3 days/week) 8:00 – 9:35 a.m. (4 days/week) 8:00 – 9:15 a.m. (5 days/week)	8:00 – 10:35 a.m. (2 days/week) 8:00 – 9:35 a.m. (3 days/week) 8:00 – 9:15 a.m. (4 days/week)	8:00 – 10:05 a.m. (3 days/week) 8:00 – 9:35 a.m. (4 days/week) 8:00 – 9:15 a.m. (5 days/week)	8:00 – 9:55 a.m. (5 days/week)	8:00 – 10:40 a.m. (5 days/week)
9:15 – 10:20 a.m. (3 days/week) 9:00 – 9:50 a.m. (4 days/week)	9:30 – 10:45 a.m. (5 days/week)	9:30 – 10:45 a.m. (4 days/week)	9:30 – 10:45 a.m. (5 days/week)		
10:00 – 10:50 a.m. (4 days/week)					
11:00 – 12:35 p.m. (2 days/week) 11:00 – 12:05 p.m. (3 days/week) 11:00 – 11:50 a.m. (4 days/week)	11:00 – 1:05 p.m. (3 days/week) 11:00 – 12:35 p.m. (4 days/week) 11:00 – 12:15 p.m. (5 days/week)	11:00 – 1:35 p.m. (2 days/week) 11:00 – 12:35 p.m. (3 days/week) 11:00 – 12:15 p.m. (4 days/week)	11:00 – 1:05 p.m. (3 days/week) 11:00 – 12:35 p.m. (4 days/week) 11:00 – 12:15 p.m. (5 days/week)	11:00 – 12:55 p.m. (5 days/week)	11:00 – 1:40 p.m. (5 days/week)
12:15 – 1:20 p.m. (3 days/week) 12:00-12:50 p.m. (4 days/week)	12:30 – 1:45 p.m. (5 days/week)	12:30 – 1:45 p.m. (4 days/week)	12:30 – 1:45 p.m. (5 days/week)		
1:00 – 1:50 p.m. (4 days/week)					
2:00 – 3:35 p.m. (2 days/week) 2:00 – 3:05 p.m. (3 days/week) 2:00 – 2:50 p.m. (4 days/week)	2:00 – 4:05 p.m. (3 days/week) 2:00 – 3:35 p.m. (4 days/week) 2:00 – 3:15 p.m. (5 days/week)	2:00 – 4:35 p.m. (2 days/week) 2:00 – 3:35 p.m. (3 days/week) 2:00 – 3:15 p.m. (4 days/week)	2:00 – 4:05 p.m. (3 days/week) 2:00 – 3:35 p.m. (4 days/week) 2:00 – 3:15 p.m. (5 days/week)	2:00 – 3:55 p.m. (5 days/week)	2:00 – 4:40 p.m. (5 days/week)
3:15 – 4:20 p.m. (3 days/week) 3:00 – 3:50 p.m. (4 days/week)	3:30 – 4:45 p.m. (5 days/week)	3:30 – 4:45 p.m. (4 days/week)	3:30 – 4:45 p.m. (5 days/week)		
4:00 – 4:50 p.m. (4 days/week)					
6:00 – 7:35 p.m. (2 days/week) 6:00 – 7:05 p.m. (3 days/week) 6:00 – 6:50 p.m. (4 days/week)	6:00 – 8:05 p.m. (3 days/week) 6:00 – 7:35 p.m. (4 days/week) 6:00 – 7:15 p.m. (5 days/week)	6:00 – 8:35 p.m. (2 days/week) 6:00 – 7:35 p.m. (3 days/week) 6:00 – 7:15 p.m. (4 days/week)	6:00 – 8:05 p.m. (3 days/week) 6:00 – 7:35 p.m. (4 days/week) 6:00 – 7:15 p.m. (5 days/week)	6:00 – 8:35 p.m. (4 days/week) 6:00 – 7:55 p.m. (5 days/week)	6:00 – 8:40 p.m. (5 days/week)
7:15 – 8:20 p.m. (3 days/week) 7:00 – 7:50 p.m. (4 days/week)	7:30 – 8:45 p.m. (5 days/week)	7:30 – 8:45 p.m. (4 days/week)	7:30 – 8:45 p.m. (5 days/week)		
8:00 – 8:50 p.m. (4 days/week)					

Any combination of days may be used. Example: Three day courses may be held M,W,F or M,T,W or W,R,F. The only requirement is they must meet contact hours and fit within the above time frames.

Classes do not need to follow this matrix after 5:00 p.m. in the summer term. They do need to meet contact hours. Classes are not to run later than 10:30 p.m. Changes/exceptions to the matrix require dean approval.

It is imperative that the course schedule matrix be followed so students have the opportunity to develop a schedule of courses in both their major and general education with minimum conflicts. As the enrollment increases, it is necessary to follow the matrix to provide maximum usage of our available classrooms.

Guide for Summer Term Matrix Configurations by Part of Term

Parts of Term E, F, and H are to be used only by the College of Pharmacy and the Criminal Justice Department.

Accommodation for a 10 minute break has been incorporated into these times for courses meeting two hours or more per guidelines from the VPAA Office.

Part of Term D, E, F (4 weeks)

Each one contact hour class meets 750 minutes. This could be accomplished by meeting:

1 day for 200 minutes; 2 days for 95 minutes; 3 days for 65 minutes

Each two contact hour class meets 1500 minutes. This could be accomplished by meeting:

1 day for 375 minutes; 2 days for 200 minutes; 3 days for 125 minutes; 4 days for 95 minutes; 5 days for 75 minutes

Each three contact hour class meets 2250 minutes. This could be accomplished by meeting:

2 days for 305 minutes; 3 days for 200 minutes; 4 days for 155 minutes; 5 days for 115 minutes

Each four contact hour class meets 3000 minutes. This could be accomplished by meeting:

2 days for 400 minutes; 3 days for 250 minutes; 4 days for 200 minutes; 5 days for 160 minutes

Each five contact hour class meets 3750 minutes. This could be accomplished by meeting:

5 days for 200 minutes

Part of Term A, B (6 weeks)

Each one contact hour class meets 750 minutes. This could be accomplished by meeting:

1 day for 125 minutes; 2 days for 65 minutes

Each two contact hour class meets 1500 minutes. This could be accomplished by meeting:

1 day for 260 minutes; 2 days for 125 minutes; 3 days for 85 minutes;

4 days for 65 minutes; 5 days for 50 minutes

Each three contact hour class meets 2250 minutes. This could be accomplished by meeting:

1 day for 415 minutes; 2 days for 200 minutes; 3 days for 125 minutes;

4 days for 95 minutes; 5 days for 75 minutes

Each four contact hour class meets 3000 minutes. This could be accomplished by meeting:

4 days for 125 minutes; 5 days for 100 minutes

Each five contact hour class meets 3750 minutes. This could be accomplished by meeting:

4 days for 170 minutes; 5 days for 125 minutes

Part of Term G, H (8 weeks)

Each one contact hour class meets 750 minutes. This could be accomplished by meeting:

1 day for 95 minutes 2 days for 50 minutes

Each two contact hour class meets 1500 minutes. This could be accomplished by meeting:

1 day for 200 minutes; 2 days for 95 minutes; 3 days for 65 minutes; 4 days for 50 minutes

Each three contact hour class meets 2250 minutes. This could be accomplished by meeting:

1 day for 305 minutes; 2 days for 155 minutes; 3 days for 95 minutes; 4 days for 75 minutes

Each four contact hour class meets 3000 minutes. This could be accomplished by meeting:

2 days for 200 minutes: 3 days for 125 minutes; 4 days for 95 minutes; 5 days for 75 minutes

Each five contact hour class meets 3750 minutes. This could be accomplished by meeting:

4 days for 120 minutes; 5 days for 95 minutes

Full Term (12 weeks)

Each one contact hour class meets 750 minutes. This could be accomplished by meeting:

1 day for 65 minutes

Each two contact hour class meets 1500 minutes. This could be accomplished by meeting:

1 day for 125 minutes; 2 days for 65 minutes; 3 day for 45 minutes

Each three contact hour class meets 2250 minutes. This could be accomplished by meeting:

1 day for 200 minutes; 2 days for 95 minutes; 3 days for 65 minutes; 4 days for 50 minutes

Each four contact hour class meets 3000 minutes. This could be accomplished by meeting:

1 day for 270 minutes; 2 days for 125 minutes; 3 days for 85 minutes; 4 days for 65 minutes; 5 days for 50 minutes

Each five contact hour class meets 3750 minutes. This could be accomplished by meeting:

3 days for 105 minutes; 4 days for 80 minutes; 5 days for 65 minutes

Keep in mind that due to the shorter Parts of Term during Summer term, if you offer a section meeting one day of the week, and a holiday falls on that day of the week, you will need to add extra time to that section. This may also be the case for four week Parts of Term sections meetings two days a week.

Courses meeting one day with a holiday falling on that day for the full term use this guide:

Each two contact class meets 1500 minutes. This could be accomplished by meeting:

11 times for 140 minutes

Each three contact class meets 2250 minutes. This could be accomplished by meeting:

11 times for 215 minutes