Creating and maintaining course sections for transcript courses

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Overview

Flow of course data

Here's how data about courses and sections is created and propagated for student registration.

1 — Course Catalog

When approved by the Subcommittee on Courses and Teaching Programs (SCTP), new courses are added to the catalog by the University Class Schedule Office (UCSO) in Enrolment Services. Information at the catalog level includes course title, description, credit weight, pre-requisites, co-requisites, and standard registration restrictions. UCSO is also responsible for calendar notes and symbols.

2 — Class Schedule

Once courses are in the catalog, course sections can be created for each term by the departmental class schedulers. Schedule information for course sections includes the information from the catalog plus information such as days, times, instructor, room, registration restrictions, etc.

To reduce the workload for departments, course section are "rolled" (copied) from one academic year to the next. Class schedulers in departments and faculties revise rolled section information as needed, and also create or delete sections as needed.

3 — Registration

Once course sections are activated and approved for a term by the faculty class schedulers, Enrolment Services opens the Class Schedule, followed by registration on Minerva.

Note Class Schedule and registration is opened according to an established schedule described in the following timeline for creating course sections.

Timeline for creating class schedules

The following timeline shows the process for creating class schedules for the new academic year. (Precise dates and instructions are sent out to departmental class schedulers each year from the UCSO).

November	UCSO rolls current year's sections to fall and winter of upcoming year.	**Minerva Class Schedule is closed for students for upcoming fall / winter terms.**
November - January	**Departmental class schedulers update rolled sections — changing days, times, instructor, etc., or adding new sections as necessary.**	
January	Updating period ends for class schedulers.	
February	UCSO runs a scheduling software for automatic room booking.	
March (end)	**Faculty class schedulers finalize room bookings, changing days / times if necessary.**	
March	Minerva Class Schedule opens for students.	**Students plan for registration for upcoming fall / winter terms.**
March	Minerva Registration opens for students.	

What terms and sections get rolled?

Generally speaking, fall and winter course sections are rolled (copied) from one academic year to the next, to reduce data input. Summer course sections are not rolled.

Note

Inactive sections are not rolled to future terms. Sections with other statuses are rolled. If you need to add new sections for a term, see "How to create a new course section" on page 16.

Which information gets rolled?

Not all section information is rolled; some must be re-entered year by year.

Is this information rolled?	Yes	No	Notes
SSASECT			
CRNs		✓	Sections are rolled, but with a new CRN. See "Verify if an appropriate section already exists" on page 18.
Section number	✓		May see gaps in the sequence because Inactive sections are not rolled. Renumber if necessary to make the sequence smooth, as described on page 11.
Cross List code	✓		Crosslisted sections are rolled manually by UCSO. Cross List groupcodes will not show immediately; wait for updated list from UCSO. When adding new crosslisted sections, email details to UC-SO, who will assign the Cross List group code.
Campus	✓		
Status	✓		Existing sections are rolled with their current status, EXCEPT those with 'I' (Inactive) are not rolled.
Instruct Meth	✓		Display only. Users are blocked from entering a value.
Grade Mode	✓		Course-level only. Not enterable.
Appr	✓		Not enterable.
Part/Term	✓		
Link Ident	✓		Link identifiers. Use in conjunction with Section Links (also called Link Connectors), in SSADETL.

Is this information rolled?	Yes	No	Notes
			SSASECT (continued)
Meeting Times	✓		Only **one** line of schedule information is retained unless the additional lines are for different days/times, and on Lab sections. Additional lines for single dates, or partial term bookings are deleted.
Start/End Dates	✓		
Days/Times	✓		
Auto Schd flag		✓	Automatically generated. Do not enter.
All Location fields (Building/Room)		✓	Except 'L' (Labs), whose locations are rolled from year to year.
Conflict Override flags		✓	
Instructors	✓		
Room Attribute Preferences	✓		If you enter room attributes, each year the section will be assigned a room that meets those requirements.
Enrollment Data	✓		**Maximum** is rolled. Previous year's enrollment is shown in the **Prior** field; consider enrollment history when setting enrollment for the current year.
Reserved seats	✓		To see Reserved Seating for current/ next year, use the Minerva Report SZRSRSVS, refreshed daily.
			SSADETL
Section links	✓		(Link Connectors). See also Link Identifiers in SSASECT.
Co-requisites, Prerequisites		✓	Carried over from Catalog (SCACRSE), not from section level.
Section Fees	✓		Rolled from section level. Management fees and codes are deleted by UCSO.
Degree Program Attributes and Remarks	✓		Use Remarks, not Comments, for information you wish to be retained from year to year. See "Remarks and Comments" on page 59.
Block codes	✓		Applies to Dentistry, Medicine, & Phys. & Occ. Therapy.

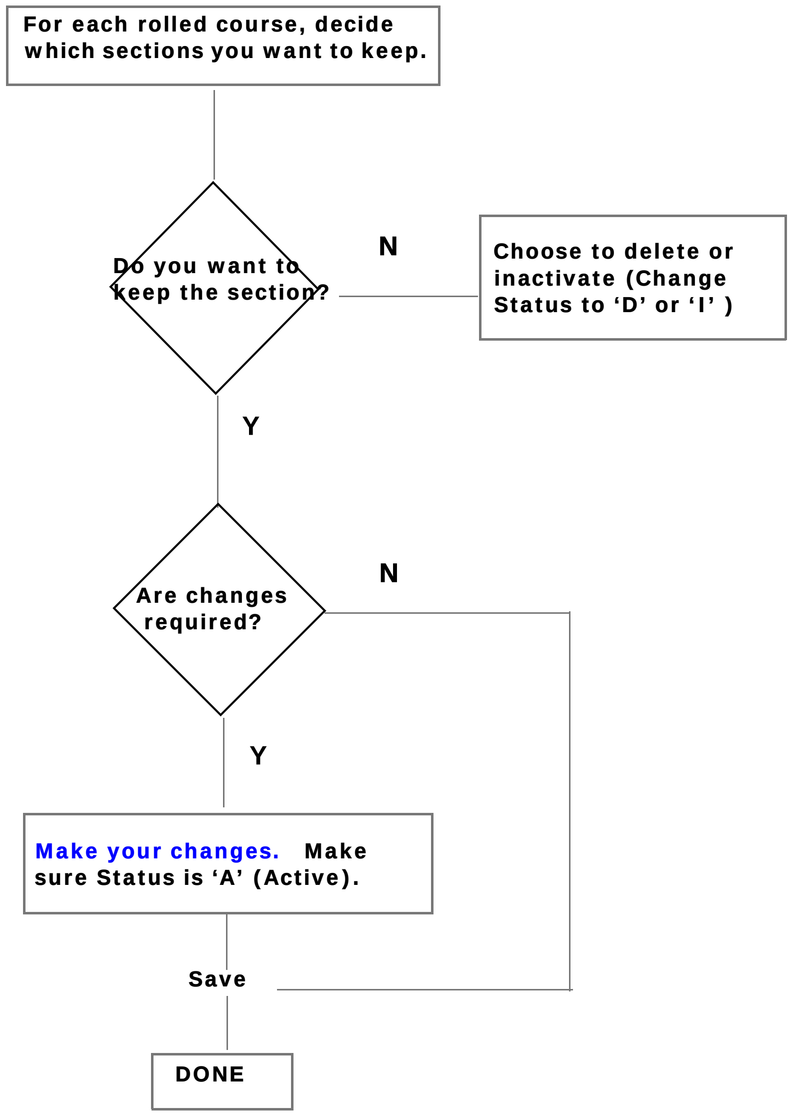
Is this information rolled?	Yes	No	Notes
SSADETL (continued)			
Section Comments		✓	Enter or view in SSATEXT directly, or access through **Section Comments** in SSADETL. Comments apply only to the specified term. Comments preceded by an asterisk (*) at the beginning of each line will appear in Class Schedule on Minerva.
Registration Restrictions	✓		Rolled from section level. Changes and additions by departments are rolled. All restrictions, including Approval codes, should be on before registration opens in March.
Course Section Overrides	✓		Used by Continuing Education (from SSAOVRR).

Information that does not get rolled — as well as any changes you wish to make — must be entered for the section.

How to update course sections

Process

The following chart shows the process for sections that are rolled from one academic year to the next.



The importance of the CRN

Each term, each course section is assigned a unique Course Reference Number (CRN).

Even though a section may be rolled from year to year, the CRN is not rolled with it, so that last fall term's CRN 1234 may be next fall term's CRN 2345. In order to access a rolled section and update it as necessary, you must determine the correct CRN, as described below.

Query to find the section and CRN

1 Access the SSASECT form.

2 In the key block, enter the **Term** (e.g. 200509), and <Tab> to the **CRN** field.

3 Double-click in **CRN** to display the SSASECQ query form shown on page 19.

In SSASECQ, the **Term** defaults to the term entered in step 2.

4 <Tab> to the desired fields and enter search criteria. For example:

– Enter the 4-letter **Subject** code, such as CSPN, ABEN or ENGL to search on all course sections for the specified course and term.

– To narrow the search, you can also enter a **Crse** number, such as 201, or 700D1 (for a spanned course) or a partial number with wildcard, such as 7% to search on all course numbers beginning with 700.

5 Execute Query (F8) to display all current matches for your search.

6 If the section already exists:

a Place your cursor in the appropriate line.

b Double-click to return the section information — including its new CRN — to the key block in SSASECT.

You are ready to update the section as necessary. Click Next Block to go to **Section Details**.

How to speed up multiple queries

Querying for section CRNs can be lengthy depending on the number of sections you are responsible for scheduling, and the number of courses rolled. Here's how you can shorten the task of finding the CRN for each rolled section.

If your computer is properly configured by your LAN administrator for this purpose, you can:

1. Access the SSASECQ query form, and execute the query for the appropriate term.

   Examples: enter a query for all History courses (**Subject** = HIST). The results will show each section's Status and new CRN for the specified term.

2. Extract that data to an Excel spreadsheet, by choosing the **Help > Extract Data No Key** menu option. Remember, your computer must be configured for this purpose by your LAN administrator in order for this to work.

Notes When using the data extraction function, take note of the location on your computer where the extracted data is to be stored so you can access it. Typically, the excel data will be stored in the windows temp folder of your drive.

3. Use that list to view which sections may require updating. Use the CRNs for quick access in SSASECT.

Delete a section

To delete sections that will not be offered:

1. In the SSASECT key block, enter the Term and CRN of the section and Next block to display the **Section Details**.

2. Choose the **Record > Remove** menu option.

   All fields are cleared, and the **Autohint** line informs you that the section will be deleted.

3. **Save.**

You will return to the key block. If you have no more sections to delete, you can exit the form. If all sections of a course are deleted, the course will not appear in Minerva Class Schedule.

Notes For Faculties of Arts and Science and Agriculture:

- If you delete all sections in a course by the January deadline, the course description will appear in the printed Calendar with a bullet, indicating it is not offered for the period covered.
- If at least one Active section exists, the course will be unbulleted in the Calendar.

Update section information before registration

It is always prudent to verify all rolled information to identify any possible changes required or cancel, delete, or temporarily close the section if necessary.

4 If the section requires renumbering, follow the instructions below in "Renumber sections for proper sequencing" .

For any other changes, follow the instructions for the relevant task under "How to create a new course section" .

For example, if you need to change the instructor, see "Change an instructor" on page 35; if you need to update the section enrollment, see "Set Maximum Enrollment" on page 22.

Messages in the **Autohint** line will inform you of errors or specific interactions required.

5 When satisfied with the section updates, make sure the section's **Status** is 'Active', and **Save.**

6 If you have more sections to change, Rollback  to return to the key block. Make sure your work is saved beforehand (check **Autohint**) since no warning is issued, and your changes will be lost.

If you have no more sections to change, you can exit the form.

If you need to make changes after registration opens, e.g. change the section timeslot, see "Changes to section schedule/ location after registration opens" on page 40.

Renumber sections for proper sequencing

It is good to "clean up" section numbering to avoid gaps in sequence, and out-of-sequence numbering.

Avoid gaps

Section 003 was not rolled, so that sections are now 001, 002, 004, 005.

1 Access section 004, renumber it to 003, and **Save**.

2 Renumber 005 to 004, and **Save**.

Group similar Schedule Types

Schedule types are usually grouped (e.g. Lecture sections, followed by Labs). However, when sections are added mid-term, the schedule types are no longer sequentially numbered.

Example: 001 - Lecture; 002 - Lab; 003 - Lab; 004 - Lecture

1 Renumber Lecture 004 to 999.

2 Renumber 003 to 004, and 002 to 003, so the Labs stay sequential.

3 Renumber 999 to 002; the Lectures are now sequential too.

Change the status of a section

Note Course sections are rolled with the same **Status** code they had, except for Inactive ('I') sections, which do not get rolled.

You can change the section's status as needed, using the following:

Status Code ...	To do this ...	On Minerva Class Schedule ...
A - Active	Allow students to register for a section.	Students can view the section, add/drop/withdraw from it.
C - Cancelled	Cancel a section that was included in the printed Calendar	Section will appear as 'Cancelled'. Students currently registered can drop/withdraw from it.
I - Inactive	You are not sure if the section will be offered. You can make it active later. If you are sure it will not be offered, you can delete it.	Students cannot view the section. Inactive sections are not rolled for subsequent terms.
R - Registration not Required	The section does not require registration — break-out sessions, optional tutorials, most tests and exams No class list will be generated.	Students can view the section but not register for it. Students who registered before the registration restriction was dropped can drop/withdraw from the section.
T- Temporarily Closed	Suspend registration, after registration opens.	Students can view the section, but not register for it. Students currently registered can drop/withdraw from it.
D - Delete	The course will not appear in Minerva Class Schedule if all sections are deleted. (For Arts & Science and Agriculture) If you delete all sections in a course by the January deadline, the course description will be bulleted in the printed Calendar, indicating it is not offered in the period covered.	

1. Go to the SSASECT form and enter or query the CRN in the key block.
2. Next block to **Section Details.**
3. In **Status**, enter the appropriate code and **Save**.
4. When cancelling a section, see "Cancelling a section" on page 39.

Useful reports

To help track updates, make corrections, and evaluate scheduling decisions, numerous reports are available on the Minerva **Reports Menu**, such as:

Most frequently used by schedulers	
SZRSOVUN (Over/Under Capacity Report)	Information from SSASECT for all sections, including section comments and remarks, Auto Schd flag, and (in some cases) section enrollment. Helps track historical enrollment and set Maximum Enrollment in future terms. In Excel format. Refreshed daily. This report comes in 3 versions: • Basic: All basic reports have the following extensions: – ~C~FW (for current fall/winter term) and ~C~S (for current year's summer term, until Jan. 1, when it refers new year's summer term) – ~F~FW (for next year's fall/winter term) and ~F~S (for next year's summer term, until Jan. 1, when it refers the following year's summer term – ~FW (for previous year's fall/winter term) and ~P~S (for previous year's summer term • Enrollment History: have **EH** appended to all report names. Includes all basic information with the actual enrollment for the previous years. • Instructor Email Address: have **EM** appended to all report names. Includes all basic information plus the email address for each Instructor. Useful for contacting instructor(s) teaching in a specific room.
SZRSDCSR (Detailed Class Schedule Reports)	Schedule information for all sections, including registration restrictions, prerequisites. Listed by department code, one report per term and department. Refreshed every Thursday.
Other reports of interest	
SZRSLINK (Linked Sections Report)	(For the current term) If a course has any linked sections, this report shows all sections of the course (i.e. both with and without links), with Link ID where applicable. Helps you review existing links and spot potential corrections or additions. See "How to link sections" on page 44.
SZRSSAC1	Course sections with Approval codes. Helps you see which sections have such codes and which type of approval is required.
SLAEVNT	Shows all current/future bookings in SLAEVNT (does not show past bookings). All information fields in the Event Form (SLAEVNT) are in this Excel report.

Other reports of interest (continued)	
SZRCCRIN (Course Inventory Report)	For all courses and terms shows the title as it appears on transcript, course description, notes including prerequisites and restrictions, credit weight, the department offering the course, and the status in the catalog (e.g. Active or Inactive) Useful alternative to SCACRSE, where you must view course by course.
SZRSRSVS (Reserved Seating	Shows reserved seating for current year and next year. Refreshed daily.
SZRCUML T Cumulative Coursetable)	Legacy coursetable information; course number, enrolment, years offered, year retired. Dated September 10, 2004.

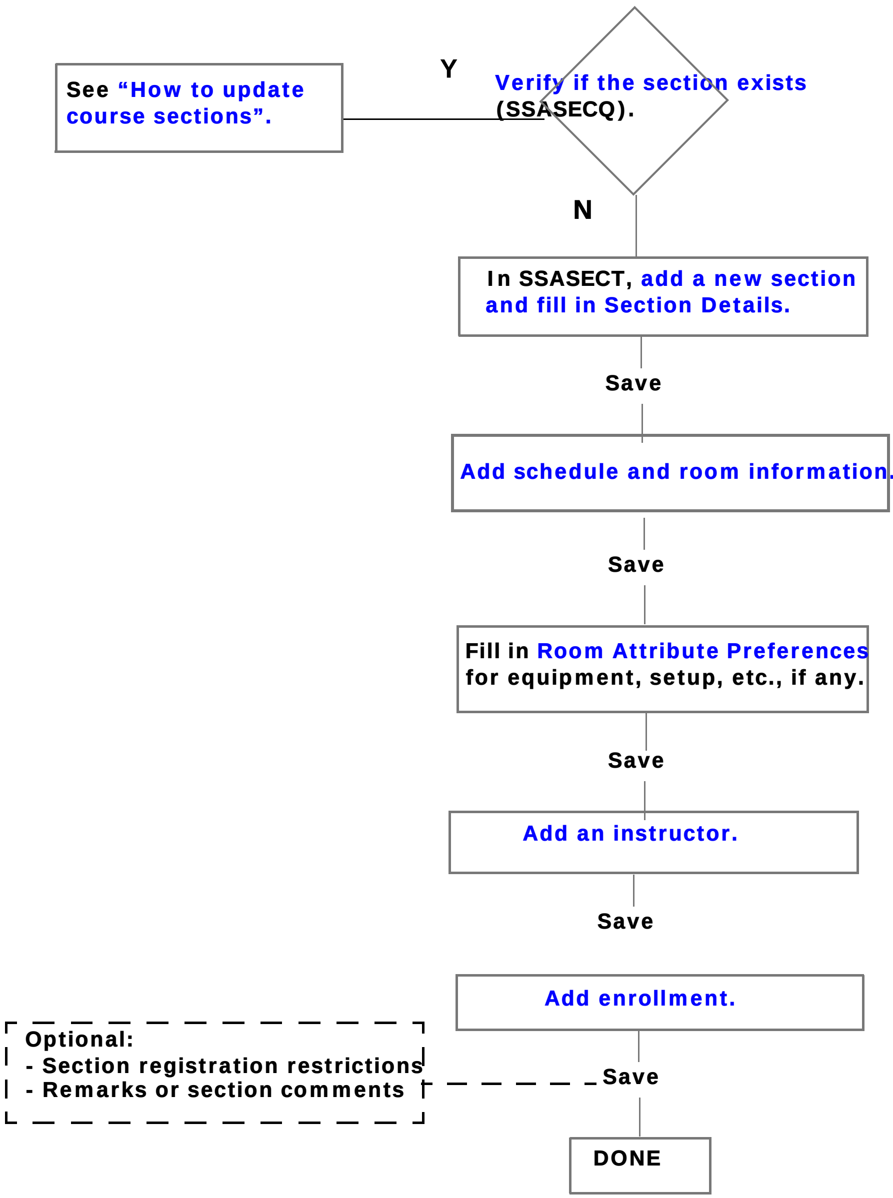
Checklist

√	Have you done this?
	Verified that all rolled information is correct: • On blocks accessed within SSASECT — – Section numbers: renumber sections as necessary to avoid gaps and group sections of similar schedule types. – Schedule Type. Example: course sections converted from legacy systems may incorrectly show the section as a Lecture when it should be a Seminar, or show it as both a Lecture and a Seminar when it should only be a Seminar. In such cases, send an email to UCSO to change or delete the sections. – Link identifiers, if any – Proper credit weight, for courses with multiple schedule types. See "Credit values and gradable indicator" on page 49." – Meeting times – Reserved seating: **Enrollment Data** block, click  beside the **Maximum** field) – Instructor(s) – Room attribute preferences – Section enrollment information (access from **Options**) • On other forms, accessed from **Options —** – **Course section restrictions** (SSARRES) – Remarks (SSADETL) **Options > Degree Program Attributes >** select from all attributes beginning RM**) – Block schedule codes: (SSABLCK); **Options > Block Section Controls**.
	Entered any necessary information that does not get rolled — • Section comments: (SSATEXT). Access from Main Menu; or in SSASECT, in **Options > Course Section Comments**, or **Options > Course Details > Section Comments**.
	Made the **Status** 'Active' in the **Section Details** block.

How to create a new course section

Process

In Acrobat, click any blue text to go to the corresponding procedure.



Overview

This section offers step-by-step instructions for entering course section information.

Tip

Viewing this file using Acrobat, use the bookmarks on the left to go directly to a section title; use the back arrow to return to the spot you jumped from.

Before you begin

- The course itself must exist and be currently 'Active' in the catalog (SCACRSE).
- All blocks in SSASECT have required fields except **Partition Preferences** (not used) and **Room Attribute Preferences** (optional, but recommended if you need scheduling software to assign a room for the section).
- You should know the Class Schedule details for the section you want to create, such as:
  - Course Subject and Course Number
  - Campus, Schedule Type, Start and End Dates (if different than the defaults)**,** Meeting times
  - Name(s) of instructor(s)
  - The type of approval required, if any
  - Room attribute preferences
  - Maximum enrollment capacity
  - Registration restrictions for the section
  - Comments
  - Is it a linked course?
- You should also be familiar with the following:
  - Latest roombooking policies from the UCSO, described at:

    http://www.mcgill.ca/arr/schedule/roombooking

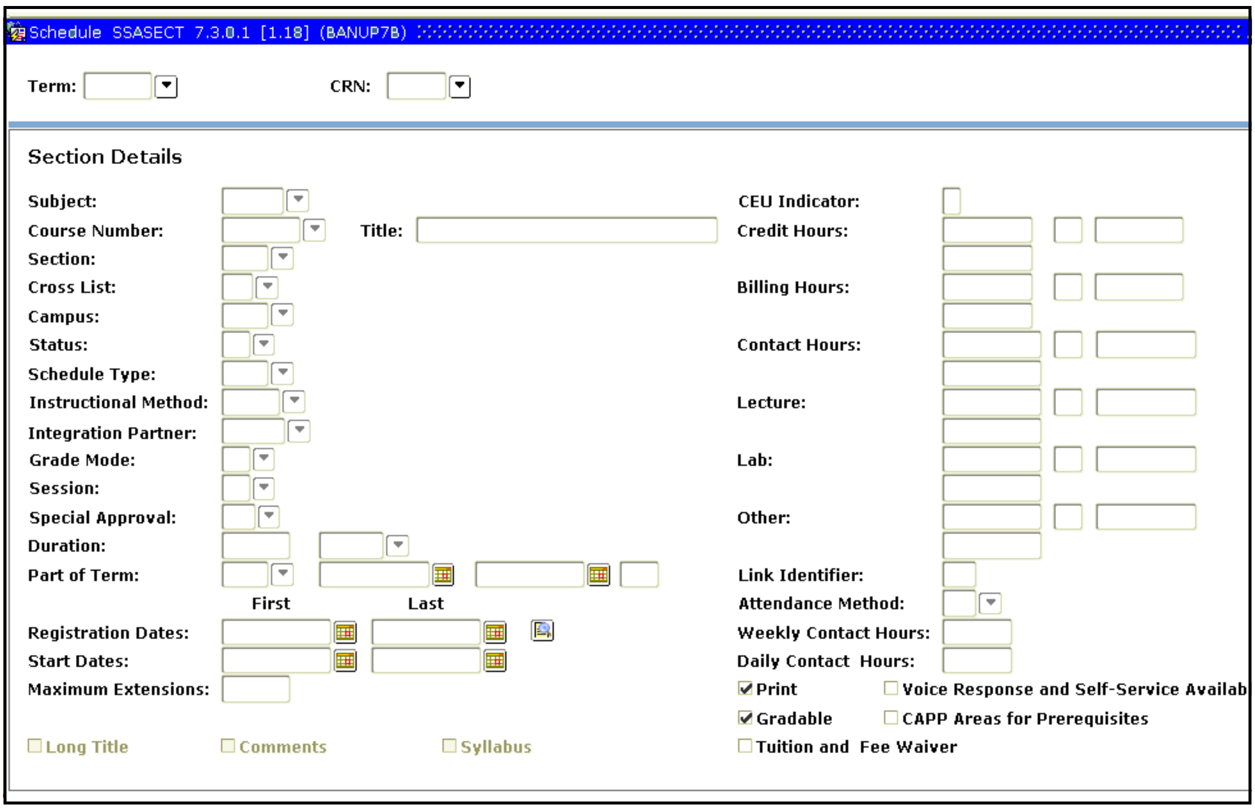
Verify if an appropriate section already exists

Note

Sections are rolled from year to year, but their CRNs are not rolled with them. Before creating a new section which may be unnecessary, ALWAYS verify whether:

- One or more sections exist and have been rolled, with new CRNs.
- Furthermore, the available rolled section(s) may meet your requirements as far as schedule and enrollment are concerned. You may not need to create a new section for 30 students on Monday and Wednesday, if one already exists, or if you can increase the enrollment for existing sections to accommodate.

1 Access the SSASECT form to display it in its initial state:

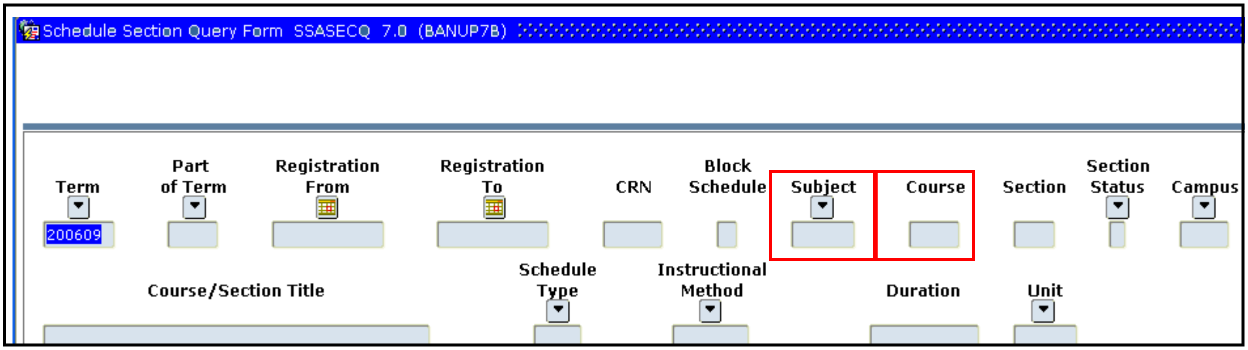


2 In the key block enter the **Term,** such as ‘200609’ and <Tab> to the **CRN** field.

3 To verify which sections already exist, access and use the Section Schedule Query Form (SSASECQ) as follows:

a Double-click in **CRN** to display the SSASECQ query form.

The **Term** defaults to the term entered in step 2.



b <Tab> and enter search criteria such as

– 4-letter **Subject** code, such as CSPN, ABEN or ENGL, and usually **Course** number, such as: 201, or 700D1 (for a spanned course) or a partial number with wildcard, such as 7% (to search on all courses beginning with 7).

c Execute Query (F8) to display all sections for the specified course.

Based on the query results, do one of the following:

If ...	Then ...
The search returns no results	Go to d) and continue with creating a section.
Sections exist (e.g. 001 and 002) but none meets your requirements	Take note of the next available section number (e.g. 003). Go to step d) and continue on with creating a section.
A sufficient number of sections already exist, with appropriate timeslots, and you simply need to verify and update their data	Double-click on a section to bring the data into SSASECT. To update, see “How to update course sections” on page 8.
Sections exist but out of sequence (e.g. 001, 002, 004)	Go to step d). Then see page 11 to renumber sections for proper sequencing.

d **Exit** to return to SSASECT without bringing back any data from SSASECQ.

Tip

For fast searches: In the key block enter the **Term** and ‘ADD’ in **CRN**. Next Block to **Section Details**, enter the **Subject** (e.g. ‘HIST’) and **Course** (e.g. ‘201). Double-clicking in **Section** displays the SSASECQ form, ready to immediately execute the query for the specified course (F8).

Add a new section and fill in the Section Details block

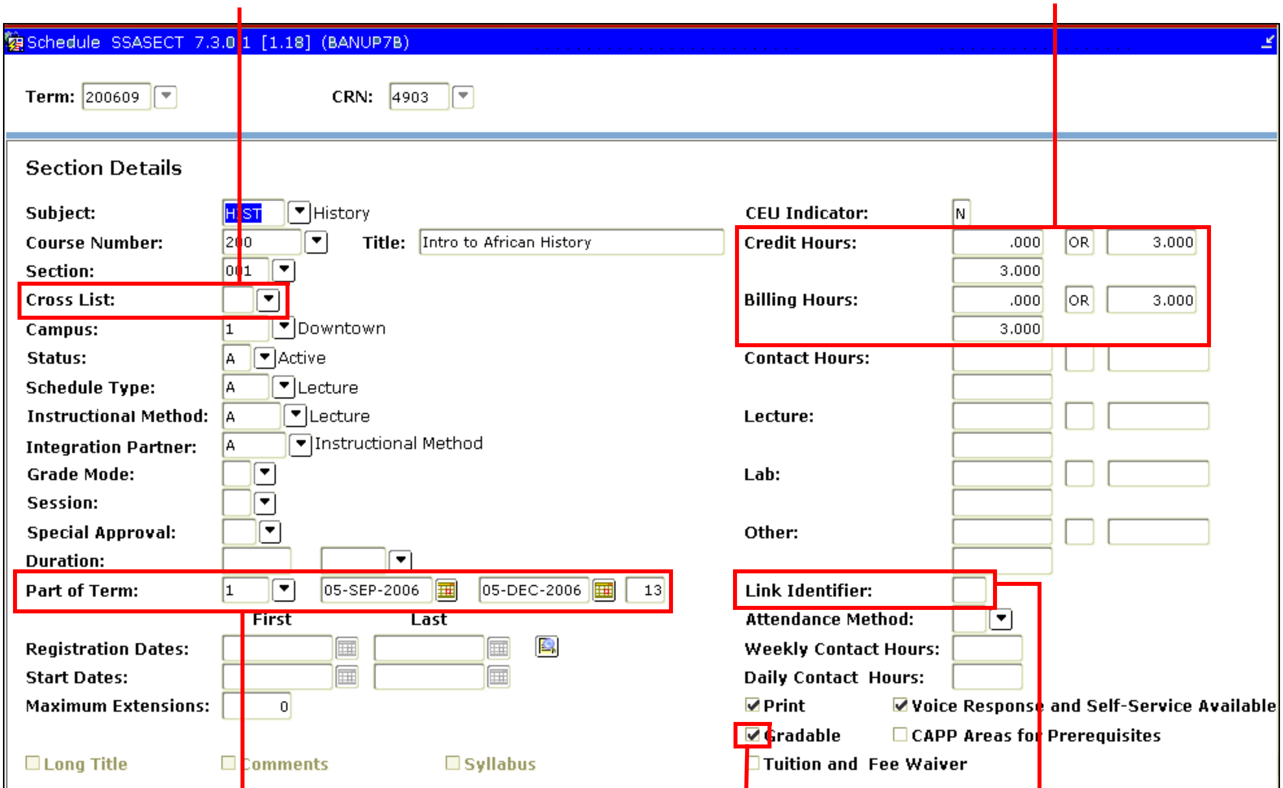
1. If you haven't done so yet, verify if a new section is really necessary before adding one. See "Verify if an appropriate section already exists" on page 18.
2. If so, enter 'ADD' in **CRN and** Next Block to **Section Details.**
3. Fill in at least the following required fields either by entering values or selecting from the drop down lists. These fields are required to save the record and generate a section CRN.

Field	Description
Subject	4 characters, such HIST, CSPN or ABEN.
Course Number	3 to 5 alphanumeric characters, such as 401 or 200D1.
Campus	'1' for Downtown, '2' for MacDonald, and so on. Not all codes are used.
Section *Tip*	3 digits such as '001', '002, and so on. Correct: '001' Incorrect: '01' or '1'. If you get an error that the section already exists, double-click on the field to display the SSASECQ query form, with
Status	In most cases, make the section 'Active'. Some sections such as Midterms, Break-out-Sessions and Optional Tutorials, may be 'Registration not Required.' In some cases, select 'T' (Temporarily Closed) to prevent or suspend registration. See page 39 and page 40.
Schedule Type	'A' for Lecture, 'L' for Lab, and so on. The List of Values will limit the choices to the possible schedule types for the course, as defined in SCACRSE.
Part of Term *Notes*	Example: '1' for a Full Term course in the fall or winter term. Once you enter a code and press <Tab>, default start/end dates appear in the fields beside it, along with the corresponding number of weeks, such as '13'. These dates also default into the **Meeting Time** block for scheduling. • **NEVER DECREASE** the default Start/End dates for Part of Term. Reducing the number of weeks in a term affects students' tax receipts. • **Extending dates:** If the section will meet OUTSIDE the default dates, you can EXTEND the Start / End dates for Part of Term. See "Modifying start and end dates (optional)" on page 29 for details. • See also the document "Fields that control section schedules" on the Documentation Index.
Other fields	Some required values are defaulted in from other forms. Others are required only for some sections — for example, a **Cross List** code or **Link Identifier**.

4 **Save**. The **CRN** entry changes from 'ADD' to a generated CRN number, which is unique to this section of this course.

For crosslisted courses only. Code must be entered by UCSO. Details on page 42.

Credit / billing hours may need to be filled in adjusted by UCSO. See page 49 for example



The selected Part of Term determines section's start / end dates and # of weeks.

Check / uncheck Gradable according to Schedule Type. Details on page 49.

Fill in for linked sections only. Details on page 44.

5 Check the **Autohint** line to make sure **Section Details** was successfully saved.

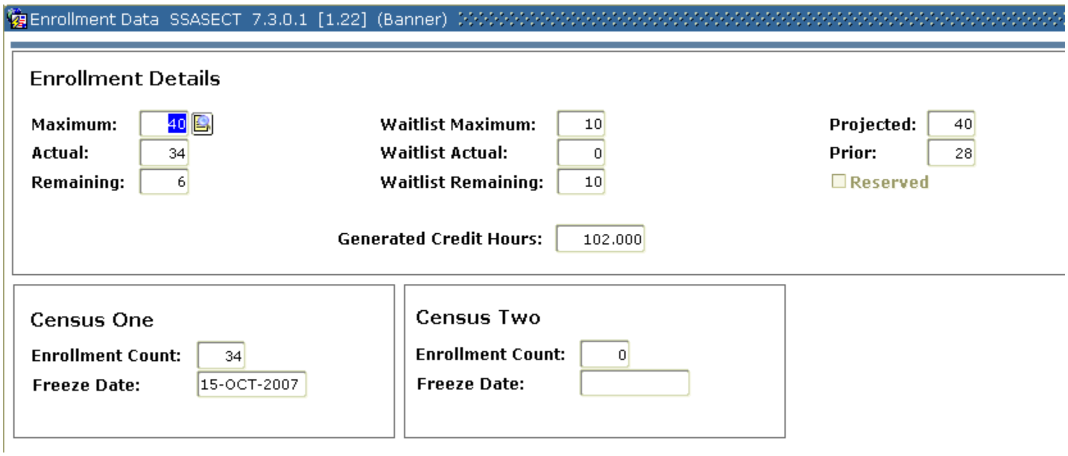
6 From the **Options menu**, or by continuing to tab through the **Section Details** block, go to the **Enrollment** window. The **Next Block** function will bypass the **Enrollment** window.

Section Details	✓
What's next?	
Enrollment Data	
Meeting Time	
Room Attribute Pref	
Instructor	
Course Assistants	
Other options as necessary	

Set Maximum Enrollment

Tip

Don't forget to set the enrollment to a number greater than 0 (the default). Otherwise, students will not be able to register for the section in Minerva. This is a common oversight when creating course sections. Remember, you cannot access **Enrollment Data** using Next Block. See first step below.



1 From **Section Details** block, do one of the following to access **Enrollment Data**:
   - Select **Options > Section Enrollment Info,** or
   - <Tab> out of the final field in the block (CAPP Areas).

2 Enter the **Maximum** enrollment number.

   If you enter a room preference, the maximum should not exceed the room capacity, or the scheduling software will ignore the preference.

3 Enter a **Waitlist Maximum** if a waitlist is specified for this section.

4 **Save**.

You have now finished the required steps for adding a course section. Use the checklist on the next page to make sure you have done all required tasks properly.

Section Details	✓
Enrollment Data	✓
What's next?	
Meeting Time	
Room Attribute Pref	
Instructor	
Course Assistants	
Other options as necessary	

Notes

To reserve a specific number of seats within the section for a specific Level, Major or Class, click beside **Maximum** and follow the procedure in "Reserved seating" on page 50.

If you need to make changes after registration opens, see "Changes to section schedule/ location after registration opens" on page 40.

Waitlist Maximum

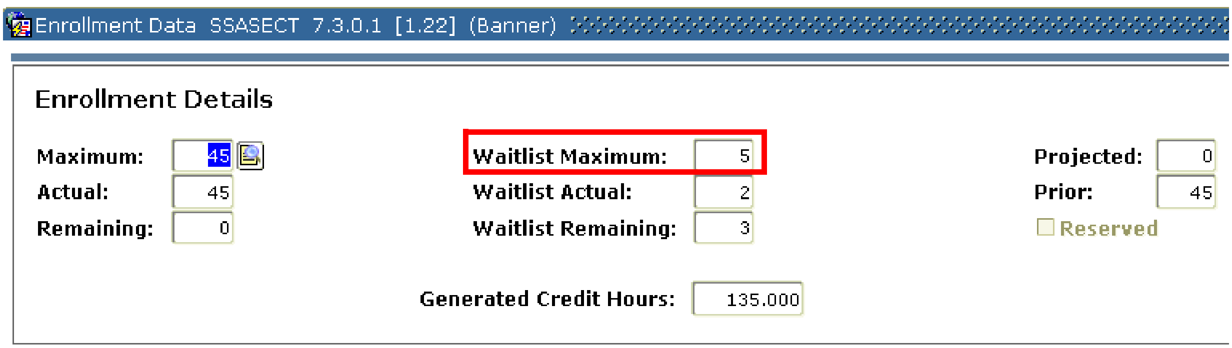
Certain course sections have registration waitlists. This means that when course sections are full, a student can add his/her name to the waitlist

The student then enters into a priority sequence for registering in the section should space become available.

An e-mail is automatically generated upon waitlist registration and sent to the student within 24 hours indicating that they have been placed on a waitlist. Movement only occurs on the waitlist when registered students withdraw from the stated course section.

If and once the student has moved into the 5th priority spot, he/she is sent another e-mail acknowledging the position.

Once the student has moved to the 1st priority spot, he/she is sent an e-mail with a specified registration deadline. The duration allotted for registering will vary relative to the period in the registration or add/drop cycle. If the student fails to register in the course by the specified deadline, the seat is forfeited, passing to the next person on the waitlist.



For the procedures to set the waitlist Maximum, see previous section.

The course and waitlist information will appear to students in Minaerva as below.

Business Law 1

CRN	Subj	Crse	Sec	Type	Credits/CE Units	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	I
3133	BUS1	432	001	Lecture	3.000	Bankruptcy.	F	08:05 AM-10:55 AM	45	45	0	5	2	3	K A

NOTES: Waitlist section.

Scheduling overview

Before you begin

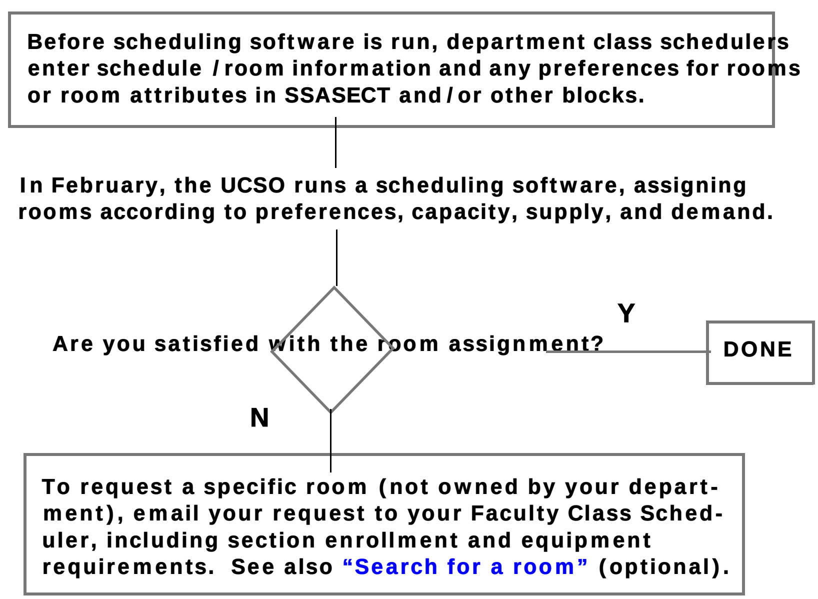
Your schedule/room entries depend on the answers to these questions:

- How many different combinations of day/time/location are there?
- Does the section require a general purpose classroom, a seminar room or lab? Or specific equipment or setup, such as a video data projector?
- Does your department own a suitable room?
- Do you have a preference for a specific room not owned by your department?
- Does the section have no specific timetable, e.g. a Special Topic? Does it not require a meeting place, such as a Field Trip?
- Is it crosslisted with another course section?

Procedures in this section include answers to these important questions.

Process

Here is the room booking process in brief.



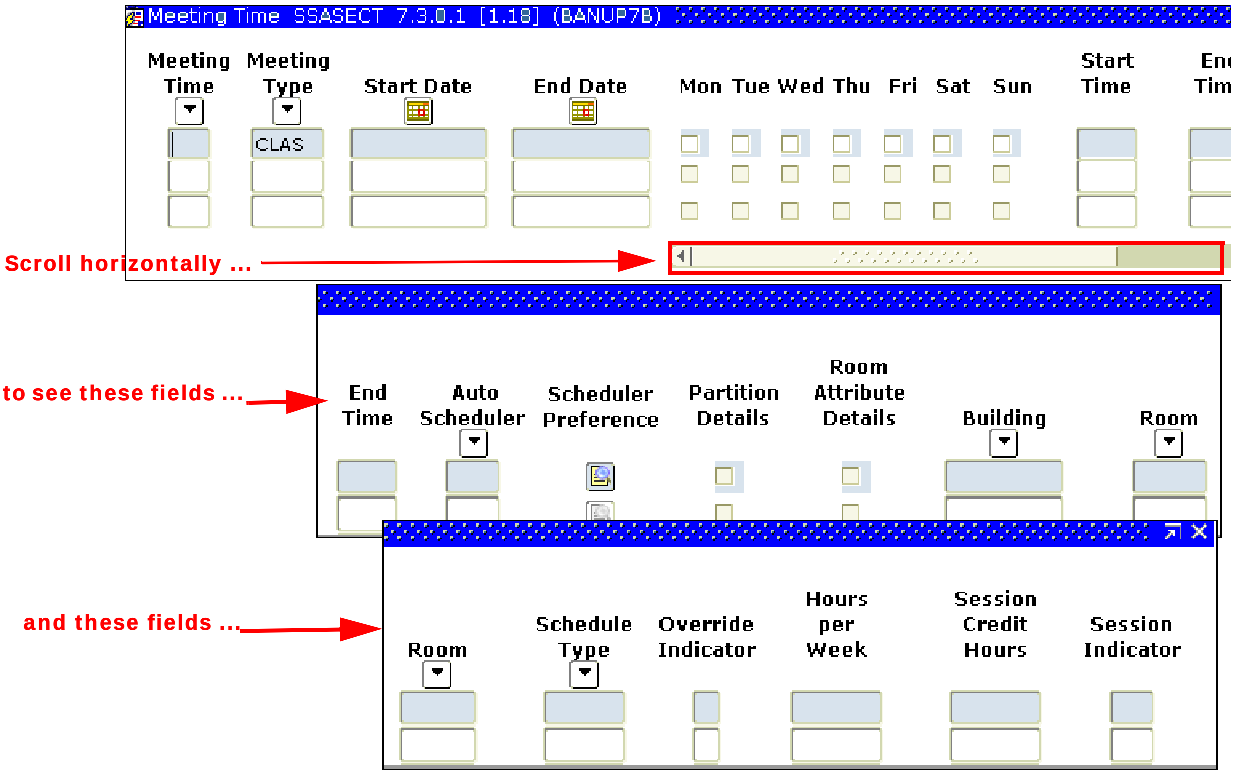
McGill's scheduling software

UCSO uses a scheduling software or automatic room assignment, depending on the faculty and **Schedule Type** of the section. When it is run, it takes into account:

- Any attributes you specified for the room (equipment, seating, etc.) in **Room Attribute Preferences** block of SSASECT.
- Section enrollment in **Enrollment Data.**
- Your preference for a specific room, as noted in **Section Comments**.

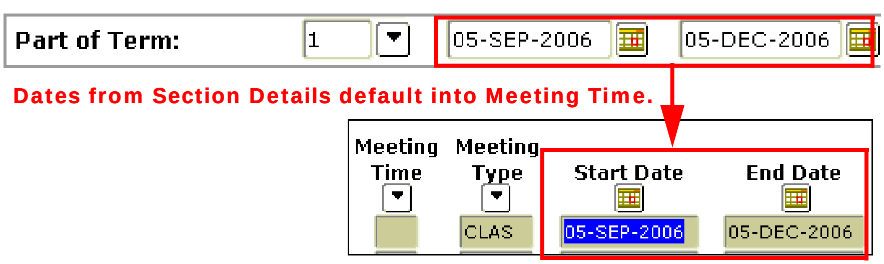
Scheduling procedures in detail

1. To access the **Meeting Time** window, Next Block from the **Section Details** block or select **Options > Scheduled Meeting Times**.



Display Start and End Dates

2. When you <Tab> through **Meeting Time**, the **Start** and **End Date** are automatically populated with the dates associated with **Part of Term**.

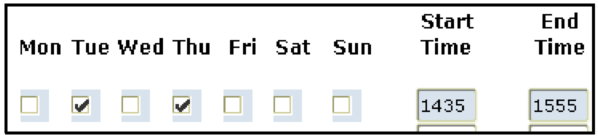


If necessary for scheduling, you may extend or reduce these dates, using instructions in "Modifying start and end dates (optional)" on page 29. Otherwise, accept the default dates and go to the next step.

Enter Days and Times

3 Select the checkbox(es) for the meeting day(s).

4 <Tab> to enter the **Start** and **End Time.**



Use the 24-hour format to enter a standard McGill timeslot from the table below. Start each session 5 minutes *after* the hour or half-hour, and end each session 5 minutes *before* the hour or half-hour:

Day(s)	Standard timeslots
M, W, F	50 minutes, scheduled between 0835 and 1725 0835 -0925, 0935-1025, 1035-1125, 1135-1225, 1235-1325, 1335-1425, 1435-1525, 1535-1625, 1635-1725.
M, W	Two 80-minute slots (1435 - 1555 and 1605 - 1725). These may be used IF the other Monday/Wednesday corresponding timeslot is filled with a section of the same size in the same room. If you wish to use these slots, email UCSO.
T, R	80 minutes, scheduled between 0835 and 1725 0835-0955, 1005-1125, 1135-1255, 1305-1425, 1435-1555, 1605-1725.

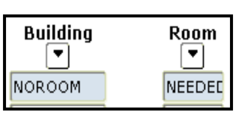
Note

Sections requiring general purpose classrooms must conform to these standard timeslots. If you wish to offer a section outside standard timeslots, you must assign it to a room controlled by your department and enforce the section Maximum Enrollment. No general purpose room will be found for sections that become too large.

5 <Tab> to the **Building** and **Room** fields. For instructions, see “Fill in Building and Room” on page 27.

Sections without meeting times

If the section will not meet at specific times — such as Special Topics, Reading Courses, Projects, Field Courses — you should still enter a line of schedule information in order to save the record and enter an Instructor.



1 <Tab> to skip through **Days** and **Times** fields to the **Building** field.

2 Enter ‘NOROOM NEEDED’ in **Building** and **Room** as shown on the left, to indicate you do not require a room.

3 <Tab> to **Hrs/Wk** and enter any number, such as ‘3’ or ‘0’. (**Hrs/Wk** is normally calculated from your **Time** entries; in this case, entering any value allows you to save the record and continue).

4 **Save** and Next Block to add the Instructor.

Multiple lines of schedule information

You will need to fill in one line of schedule information for each *different* combination of day(s), time and location.

Example 1: Occasional switching of Monday and Tuesday schedules

In 200609, Monday / Wednesday course sections miss a Monday class on Thanksgiving Monday, October 9.

To make up for this, the next day (Tuesday, Oct. 10) regular Tuesday classes are cancelled in favour of the Monday schedule.

For a Monday / Wednesday course section:

You would enter 2 lines like this.

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	CLAS	05-SEP-2006	05-DEC-2006	✓		✓					1435	1555
	CLAS	10-OCT-2006	10-OCT-2006		✓						1435	1555

Section will meet Mondays and Wednesdays except for the Thanksgiving holiday. On one day, Tuesday, October 10, they will meet at the Monday scheduled time.

On Minerva Class Schedule, students will see that on Tuesday, October 10, they will have a class at the same time as their normal Monday / Wednesday class.

For a Tuesday / Thursday course section:

These sections will miss a class on Tuesday, October 10. To indicate this, you would enter 2 lines of schedule information like this. .

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	CLAS	05-SEP-2006	09-OCT-2006		✓		✓				1135	1255
	CLAS	11-OCT-2006	05-DEC-2006		✓		✓				1135	1255

Two lines omit Oct. 10, 2006 the day that the section would normally meet but wil not. Thereafter, it will meet at the usual times for the rest of the term.

On Minerva Class Schedule, students will see that on Tuesday, October 10, there is no class scheduled.

Example 2: Sections that meet at different times or in different rooms

If a section will meet at the same time twice a week but in different rooms, or in the same room at different times, you would enter 2 lines of schedule information -- one for each distinct combination.

Fill in Building and Room

1 Fill in the **Building** and **Room** fields as follows:

If ...	Then in Building and Room ...
You want McGill's scheduling software to assign a general purpose room **Note:** Only UCSO and Faculty Schedule Coordinators can book general purpose classrooms.	Leave these fields blank. To indicate any equipment or setup needed in whichever room you will be assigned, remember to use the **Room Attribute Preferences** block as described on page 31.
You want to book a seminar or lab room owned by your department	Enter the building and room, if known. If you do not yet know which of your departmental rooms will be used, enter 'NOROOM NEEDED' (see below).
You want to enter a room preference (e.g. if an instructor would like a specific general purpose room which is not owned by your department)	Leave these 2 fields blank. Enter the preferred room location in **Section Comments**, as described on page 60. Note: • This does not guarantee the scheduling software will assign the room to this section. • Specify also any room attribute preferences, in case you do not get the specific room you requested. • Section enrollment cannot exceed the capacity of the room, or your preference will be ignored. Capacities can be found in the Roomtable maintained by UCSO, available at http://www.mcgill.ca/arr/schedule/roombooking.
The section does not require a meeting place, e.g. Special Topic, Projects, and so on	Enter 'NOROOM' in **Building** and 'NEEDED' in **Room** as shown below.  The scheduling software will not try to find you a room.

2 **Save**. The remaining fields are automatically filled in for you.

Room conflicts

3 If you get a room conflict message, do one of the following:

If ...	Then ...
The section is crosslisted,	You can override the conflict with an 'R' in the **Override Indicator** field. (Banner has assumed the room is double-booked). Even in this case, however, you should verify that this is the only conflict for the room. See "Verifying conflicts before overriding" on page 43.
The section is not crosslisted	Do not override the conflict. Instead, enter your room preference as a comment. See "How to add comments" on page 60.

4 **Save.** Next Block to add an Instructor.

Modifying start and end dates (optional)

Notes

You are only allowed to schedule meeting times within the date range shown in **Meeting Time**. However, if it is necessary for scheduling purposes, you may either extend or reduce the start and end dates using the steps and restrictions below.

It is always the **Start and End Dates** from **Meeting Time** that students will see in Minerva.

Extending date range

If the section will meet OUTSIDE the default start and end dates, then:

1 In **Section Details**, you can extend the start and end dates OUTSIDE the **Part of Term** default dates as follows:

  a Double-click on the icon beside the (unlabelled) date fields.

  b Use the calendar to select new start and/or end date(s), such as 05-Sep-06 to 08-Dec-06.

  These new dates will then default into the **Meeting Time** block.

2 Fill in the lines of schedule information in **Meeting Time** as required, based on the new **Start/End Dates.**

Reducing the date range

What if the section will meet for LESS than the normal Part of Term default dates? For example, the default start and end dates are Sep 05 to Dec 05, but the section will only meet from Sep 08 to Nov 30. In this case, by reducing the Start and End Dates in **Meeting Time,** the room will be available for other bookings on the days you don't require it, but the default start and end dates in **Section Details** (and thus, the students' tax receipts) are not affected.

1 In **Section Details**, leave the default start and end dates as is.

Note

NEVER reduce the default start and end dates in **Section Details,** as this would affect students' tax receipts.

2 In **Meeting Time**:

  a Change the **Start/End Dates** to the actual dates you require, by double-clicking on the icon(s) beside **Start Date** and/or **End Date** as required.

3 <Tab> to the next field and fill in the remaining schedule information for meeting times/locations.

Roombooking FAQ

After the scheduling software is run, can you still book a room owned by your department?

Yes, you can do this at any time before or after the scheduling software is run. Before it is run, however, you should enter the room number or ‘NOROOM NEEDED’ in **Meeting Time** so that UCSO can flag the section.

What if you don’t like the room assigned by the scheduling software?

After a scheduling software is run, you can still book a suitable room if it is controlled by your department.

Otherwise, email a request for a room to your Faculty Schedule Coordinator, including the section enrollment and room attributes you require. Only Faculty Schedule Coordinators can get permission to use rooms controlled by other departments. You can also search for a suitable room using SLQMEET and include it in your request. See page 33.

What if you add a new section after a scheduling software is run?

Booking rooms after a scheduling software has been run is usually reserved for Faculty Schedule Coordinators, unless your department owns the room. See “Creating a section after scheduling software is run” on page 39.

What are the Auto Schd flags and how are they generated?

Do not touch. These flags are automatically generated before a scheduling software is run, and may change again after it is run. For your information, definitions for each flag are provided in the field description in the Field Lookup for SSASECT.

When should you use SLAEVNT to find a room?

For non-academic bookings, i.e. there is no Course Number attached.

Where can you get more information?

Visit http://www.mcgill.ca/arr/schedule/roombooking for the:

- Roomtable — latest list of rooms used for academic purposes at McGill; this list is maintained by the UCSO in Enrolment Services.
- McGill policies regarding room booking.

Visit http://www.mcgill.ca/inb/resources, for links to this and other documents of specific interest to Class Schedulers, and to the overall Banner Documentation Index.

Section Details	✓
Enrollment Data	✓
Meeting Time	✓
What’s next?	
Room Attribute Pref	
Instructor	
Course Assistants	
Other options as necessary	

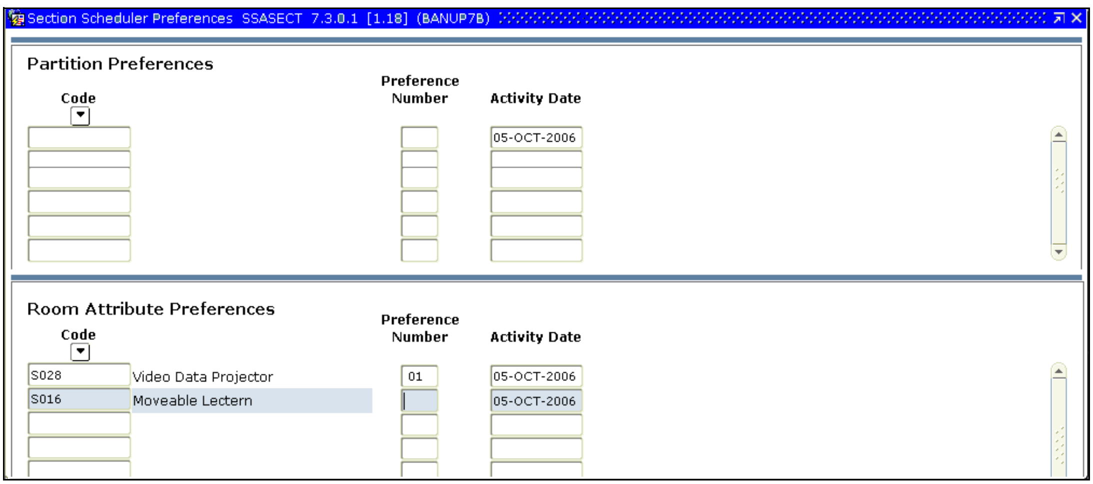
Enter room attribute preferences

In most cases you should specify any attributes the room should have — equipment, setup, and so on — even if you requested a particular room in **Section Comments.**

Here's why:

- If the scheduling software cannot give you your preferred room, it will still consider these attribute preferences when assigning you another room.
- Room attributes are rolled from year to year; it is less work to enter the attributes you require and let the scheduling software find a room with these attributes each year, than to look for specific rooms each time.

1 Select **Options > Section Room Attributes Preferences**.



2 Skip **Partition Preferences** block. Do not enter anything in this block.

Section Details	✓
Enrollment Data	✓
Meeting Time	✓
Room Attribute Pref	✓
What's next?	
Instructor	
Course Assistants	
Other options as necessary	

3 In **Room Attribute Preferences**:

a Double-click in **Code** or (F9) to display a list of attributes**.**

b Attribute codes for instruction rooms begin with 'S'. Enter 'S%' in **Find**, and click the **Find** button.

c Select a S-code such as 'S011' for film projector, or 'S028' for Video Data Projector, and click **OK** to return to **Room Attribute Preferences.**

d In **Preference**, enter '01' for all room attributes. All such preferences are considered equal for purposes of the scheduling software.

e To add more attributes, go to the next line and repeat.

4 **Save** and select **Options > Assigned Instructors** to add an instructor.

Search for a room (optional)

You can search for available rooms that fit the section's requirements. The search form (SLQMEET) is not accessible from the Main Menu; access it through SSASECT.

1 In SSASECT, select (or create) the appropriate section.

2 Go to the **Meeting Time** window.

Enter search criteria

3 Select **Options > Query Available Class Room** to display the SLQMEET query form. The section enrollment number defaults into the **Capacity** field. You can search for rooms that are still available, by attribute and capacity.

4 Enter search criteria:

a Double-click in **Attribute** to select from a list of room attributes. (Attributes saved in **Section Room Attribute Preferences** do not default into this query form. You must re-enter them here.)

b If necessary, you can change the number in **Capacity** for search purposes only; note that changing the number does not alter the actual section enrollment).

Execute the query

5 To execute the query, select **Options > Available Rooms**. (F8 does not execute a query in this query form).

The search returns a list of rooms which fit your attribute / capacity requirements, and are available.

If the search returns no matches, you can enter new search criteria, or change the timeslot, etc.

Book or request the room

6 If you find an available room, do one of the following:

– If the room is controlled by your department, you can book it in the **Meeting Time** window. See instructions in "Fill in Building and Room" on page 27

– If not, email your request to your Faculty Class Scheduler, who will process the request.

7 Make sure to temporarily close the section until the room is booked, then activate it.

Add the instructor

You can assign one or more instructors to a section. One of the instructors must be the Primary Instructor.

Notes

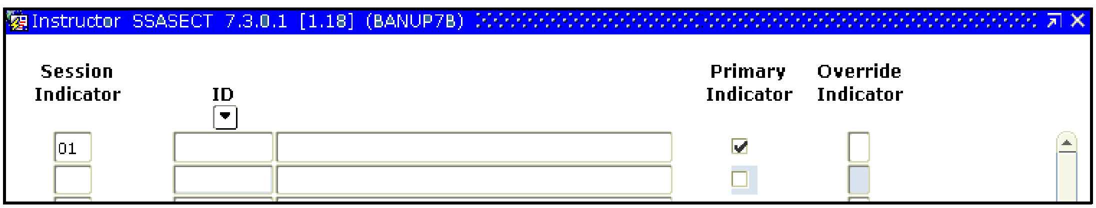
An instructor's name is required in order for grades to be submitted. If the instructor is not yet known, enter nothing. In this case, on Minerva Class Schedule, the instructor will appear as 'TBA' (To be announced). On Banner reports, the default value ('Staff') will appear.

If the instructor is known but not yet created as an instructor, enter the name as a comment in SSATEXT; the name will appear in Minerva Class Schedule. See "How to add comments" on page 60.

1 To access the **Instructor** window:

– Select **Options > Assigned Instructors,** or

– Next Block from the **Meeting Time** window.

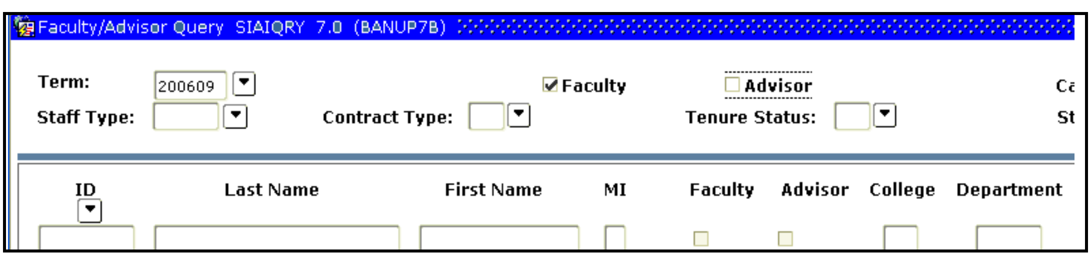


2 If you know the instructor's McGill ID, enter it, press <Tab> and skip to step 5.

3 To query the McGill ID for the Instructor:

a Put the cursor in the first line.

b Click the **ID** drop down list or select **Options > Query Faculty and Advisors** to display the **SIAIQRY** query form.



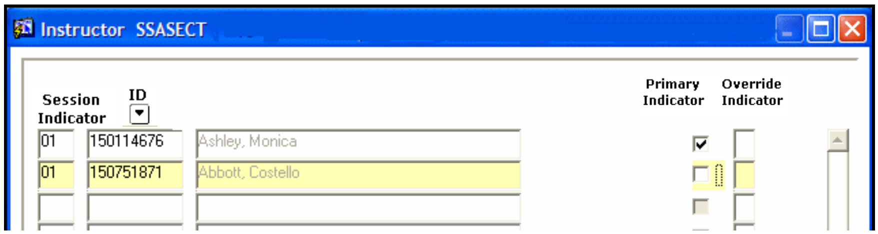
c Enter one or more search criteria — such as the full or partial last name, or the two-letter Faculty code in **College** — and Execute Query (F8). For example, to view the names and IDs of all instructors in the Engineering faculty, enter 'EN' in **College.**

If you enter no search criteria, the search returns a list of all instructors.

4 Double-click on a name to select it and return to the **Instructor** window.

5 For the first instructor entered, a checkbox in **Primary Indicator** indicates that this instructor has primary responsibility for the section. You can change this default selection, as long as one instructor is selected as Primary.

To select more instructors, put the cursor in the next line and repeat steps 2 to 4 for a result as shown below.



6 **Save**.

7 Upon saving, if you get an error message signalling a conflict in the instructor's schedule, do one of the following:

– If you want to override the conflict and save the record anyway, enter 'O' in **Override Indicator** and save again; for example, if the instructor is teaching a crosslisted section, Banner assumes the instructor is already booked for that day/timeslot.

or

– Choose a different instructor.

Make sure you successfully save before leaving the **Instructor** window.

Section Details	✓
Enrollment Data	✓
Meeting Time	✓
Room Attribute Pref	✓
Instructor	✓
What's next?	
Course Assistants	
Other options as necessary	

Before leaving SSASECT, don't forget to set the section's maximum enrollment to ensure that the scheduling software will assign a room of adequate capacity.

Students can only register for the course if the enrollment is greater than 0.

Change an instructor

To change the instructor for a section, you must delete the record for the instructor and add a new one.

1 Make sure the section is Active.

2 Access the **Instructor** block in SSASECT.

3 Click on the instructor to be removed, and choose the **Record > Remove** menu option.

If two instructors exist, remove the second, save, then remove the Primary Instructor.

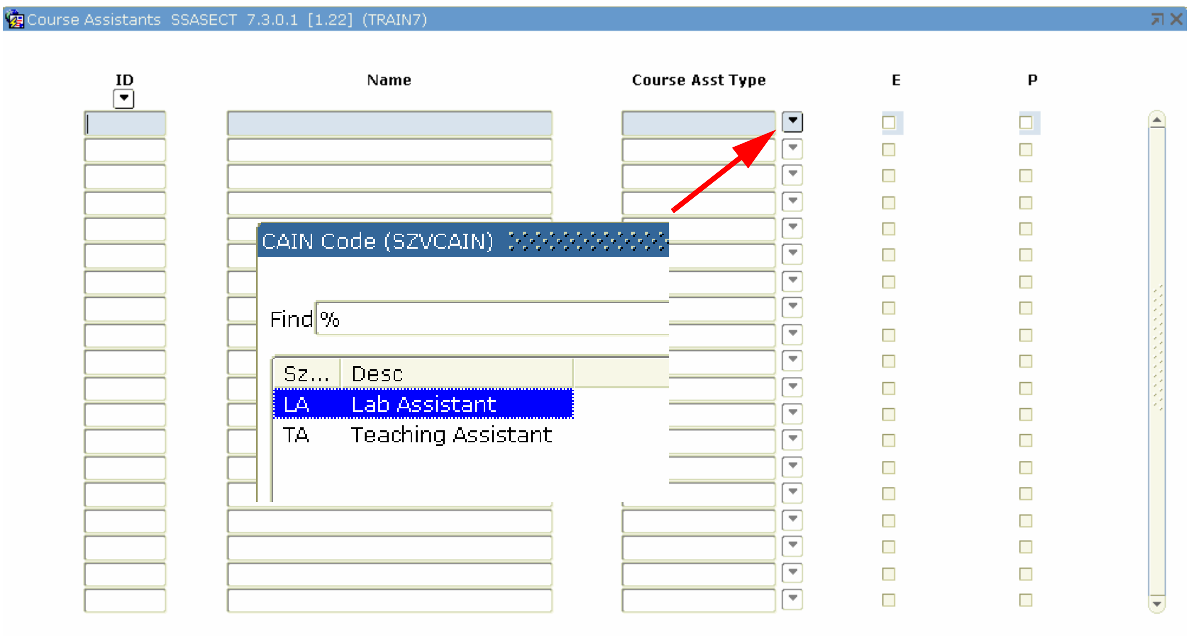
4 Add a new instructor using the steps in "Add the instructor".

5 **Save**.

Add Course Assistants

Teaching assistants and/or lab assistants can be assigned to a given section by entering their McGill ID in the ID fields of this block. A course assistant type enables the assistant type to be designated and there are currently only the two types: Teaching Assistant and Lab Assistant.

Two additional checkboxes are available which may optionally be used. The first column is for designating the individual for evaluations and the second column is to designate one of assistants as the primary, if necessary. do Individuals do not need to be created as faculty in Banner in order to be designated as course assistants.



Checklist

Before exiting the SSASECT form, use this checklist to verify whether the job is complete and correct.

√	Have you done this?
	Verified whether it is necessary to create the new section, using the SSASECQ form. See page 18.
	Set enrollment to a number greater than 0 in the **Enrollment Data** window?
	Assigned one or more instructors in the **Instructor** window?
	If you are creating this section before the scheduling software is run, have you • entered necessary information on meeting times and/or preferred room (**Meeting Time** block and/or **Section Comments)**? • entered any preferences regarding equipment or setup (**Room Attribute Preferences** block)?
	If you are creating this section after the scheduling software is run, have you emailed your Faculty Schedule Coordinator requesting a room for it?
	For sections of courses that span multiple terms, such as sections of a Fall and Winter language course, have you created or activated the section for the subsequent term, as described in "Spanned courses" on page 41. If not, students will not be able to register for the course.
	For crosslisted course sections, have you: • had the UCSO enter the **Cross List** code for you? • set up the section as described in "Crosslisted sections" on page 42? • verified any room conflict messages using the procedure on page 43?
	For courses with multiple Schedule Type sections, such as a Lab and a Lecture, have you: • linked the sections for which the students must register, using the instructions in "How to link sections"? • informed the UCSO of any incorrect credit weighting and asked for correction? See "Credit values and gradable indicator" on page 49. • made sure that **Gradable** is checked for the Lecture section(s) and unchecked it for other section types? See page 49.

Other options

If you want to ...	Then see ...
Create a section after a scheduling software is run	“Creating a section after scheduling software is run” on page 39
Cancel a section	“Cancelling a section” on page 39
Make changes to section information after registration opens	“Changes to section schedule/ location after registration opens” on page 40
Make sure students register for sections in subsequent fall/winter terms	“Spanned courses” on page 41
Ensure that crosslisted sections are correctly scheduled for the same room/timeslot Verify all other possible conflicts for that room/timeslot to avoid inadvertent double-booking	“Crosslisted sections” on page 42
Make sure that students register for concurrent sections required to complete the course, such as a Lab and a Lecture	“How to link sections” on page 44
Need to make sure there is room for a group of students to register in the section	“Reserved seating” on page 50
Include or exclude students from registering, based on faculty, or major, or other criteria	“Registration restrictions” on page 56
Enter section-specific text that will appear on Minerva Class Schedule	“Remarks and Comments” on page 59
See a list of related tasks and forms	“Related tasks and forms” on page 61

Creating a section after scheduling software is run

To open a new course section after a scheduling software is run, create the section as usual, with the following caveats:

- Set **Status** to 'Temporarily closed'.
- If the section has a spread credit weight (e.g. 0.00 OR 3.00), email the UCSO to assign/correct the credit weight (martha.hancock@mcgill.ca).
- Enter **Maximum Enrollment** for the section.
- In **Meeting Time**, do not enter the **Days/Times**. Instead, email the preferred timeslot to your Faculty Schedule Coordinator, who will enter the schedule information and book the room for the section.

  If no room is available, you will be contacted about alternatives such as lowering max, changing timeslot, etc.
- Once these issues are settled, change section **Status** to 'Active' so that students can register.

Cancelling a section

You may need to cancel a section after the Class Schedule is displayed on Minerva or the section is displayed in the printed Calendar.

1. In **Section Details** for the specified CRN:
   a. Change the **Status** to 'C' (Cancelled)
   b. **Save**.
2. Next Block to **Meeting Time** and:
   a. Delete any **Building/Room** information, to free up the room.
   b. Do not delete the **Days / Times**, so students can see the timeslot they now have free.
   c. **Save**.

Students can drop/withdraw from cancelled sections on Minerva. Your Faculty Student Affairs Office can advise you how to notify the students about cancelled sections.

Changes to section schedule / location after registration opens

If you need to change the scheduling information (rare) or location of a section after registration opens, you may need to close the section temporarily using the ‘T’ (Temporarily Closed) **Status** code.

Example

After registration opens, you need to change the room.

1. Temporarily close the section to suspend registration.
2. Do not delete the existing schedule and room information (in **Meeting Time**) until you have another room booked, so you won’t lose the room your have.
3. Instead, you can either:
   - Email the proposed changes to your Faculty Schedule Coordinator, who will find a different room if possible, and enter any new schedule information.

     or

   - If your department owns an available room, you may book it yourself using the procedures in “Scheduling procedures in detail” on page 24.
4. Once a room is booked, reactivate the section to allow registration.
5. (Optionally) you can add sections comments to explain the changes.
6. Immediately inform any previously registered students of the change so that they may unregister if necessary.

Spanned courses

Spanned courses last more than one term. Consequently, you must create the corresponding course section for each term of the spanned course. For example, create sections 001 through 003 for both the fall *and* winter term.

Spanned courses are not supported by Banner, so it does not prompt you to create corresponding sections for the next spanned term.

Create spanned course sections as any other, with the following caveats:

Item	Description
Course Number	For spanned courses, **Course Numbers** have the usual 3 digits *plus* a 2-character code as follows to identify each spanned term: • Course with 2 consecutive terms: D1, D2. Examples: 221D1 and 221D2 • Course with 3 consecutive terms: 271J1, 271J2, 271J3 • Course with 2 non-consecutive terms: 251N1,251 N2 Example: for all sections of a fall / winter course, enter **Course Number** '221D1' for fall section records and '221D2' for winter sections records.
Part of Term	Choose the appropriate **Part of Term** for each spanned term. • **F** - First spanned term • **G** - Second spanned term • **H** - Third spanned term
Approval code	If approval is required for registration, enter the **Approval** code only in the first spanned term, to avoid unnecessary approvals or entry tests for subsequent terms. A common example is a fall/winter language course — the entry test is required only on the fall section.
Status and **Enrollment**	Make sure both **Status** and **Enrollment** values match for the same section in each term. e.g. section 001 should be 'Active' in both fall and winter terms, with the same maximum enrollment in both terms.

Notes

- For courses that span the fall/winter terms, students only need to register on Minerva for the fall term section; the winter term section is automatically entered. For other term combinations, students have to register separately for each term/section.
- If you use SFAREGS to register a student, you must register the student in D1 and D2 sections manually.
- Don't forget to create the corresponding section for the next spanned terms. Banner does not prompt you to do so.

Crosslisted sections

Course sections are called crosslisted when two sections of the same course (or of different courses) are offered at the same time in the same room by the same instructor.

For example, an undergraduate course and a graduate course, each with a different **Subject** and **Course Number,** are offered to two groups of students by the same instructor in the same room.

Creating a crosslisted section

Follow the same instructions as when creating a new section, except:

1. In **Section Details**, leave the **Cross List** field blank.

   If section registration is already open, Temporarily Close the section to prevent registration. If not, you can make the section Active.

2. In **Meeting Time**:

   a. Upon saving, if Banner indicates a room and/or time conflict, you can enter 'R' in the **O** field to override the conflict. Make sure that meeting time data was properly saved before continuing.

   b. Take a minute to verify whether the crosslisted section is the only conflict, using the instructions in "Verifying conflicts before overriding".

3. In the **Instructor block,** enter 'O' in the **O** field to override the instructor conflict.

4. In **Enrollment Data,** enter the Section **Maximum.**

5. Send an email to Martha Hancock in UCSO requesting that the section be crosslisted with another. Provide the enrollment for the section.

   Result: For all the crosslisted sections, the UCSO enters the **Cross List** code and sets up total enrollment data, which will determine appropriate room assignment and registration.

6. IF YOU NEED TO RAISE THE SECTION MAXIMUM ENROLLMENT, EMAIL MARTHA HANCOCK WITH THIS INFORMATION. If you simply increase the Section Maximum Enrollment, students still might not be able to register if the total Cross List Maximum and room maximum have already been reached.

Verifying conflicts before overriding

When scheduling a crosslisted section, if you enter a room in **Meeting Time** you may get a room conflict error message (since Banner assumes that the room is double-booked).

For crosslisted sections, you are allowed to override the conflict by entering 'R' in the **Override Conflict** field. This allows you to save the record.

However, you should still verify whether this is the ONLY conflict, since the section may have a room conflict with other sections or single day events of which you are not aware.

To verify conflicts:

1. In **Meeting Time**, access the SSAMATX search form **(Options > Building Room Schedules**).
2. For accurate results, enter the widest possible search criteria:
   - Do not select any day of the week or enter a **Term**.
   - Enter only the **Building, Room**, **Begin** and **End Time**, **Start** and **End Date.**

     Example: LEA 219, 1435-1555, 05-SEP-2006 to 05-DEC-2006.
3. <F8> to execute the query.

   The search returns all sections/ events which overlap your timeslot on any day in the range (i.e. even those with schedules such as 1435-1725).

   This may reveal other conflicts aside from the crosslisted section.
4. If no other conflict is found, you can return to **Meeting Time** and enter "R' in **Override Indicator** to override the room conflict.

   If the search reveals another conflict, do not override it!

   Try to resolve the conflict by finding another room for your own section (see SLQMEET) or arranging for the conflicting group to change rooms) If the room is not controlled by your department, notify your Faculty Schedule Coordinator immediately to resolve the conflict.

Notes

Override flags stay on schedule information unless you remove the whole line (**Record > Remove)**. If you subsequently change the room, the conflict override flag will remain in force, in which case you may not realize there is a room conflict with another section in the new room.

For more details on searches using SSAMATX, consult the How-to document at **http://www.is.mcgill.ca/whelp/howto/ssamatx.pdf**.

How to link sections

Why links?

Many courses have more than one Schedule Type that students are required to take in order to complete the course.

For example, students may need to take a Lecture AND a Lab to complete the course. In this case, it is very desirable that students register for all such mandated course activities during the registration process.

Linking such course sections in SSASECT facilitates the registration process and has the following benefits:

- It forces students to register for all mandated course activities, to complete the registration process. Otherwise, students may register for one section such as the Lecture, but not register for the Lab.
- It allows departments to get accurate enrolment numbers, i.e. to know how many students are registered for the Lecture and for each of the available Labs.

Notes

You can only link sections before registration opens, unless you are simply adding another section to a course which already uses links.

For example, if a course has a Lecture and two Labs and these already have links set up, after registration opens you could add a third Lab section and link it to the Lecture as well. However, if no links existed between any of the course sections, you could not start creating links after registration opens.

Enrolment Services recommends that you link sections in SSASECT, when creating or updating sections. In general, the Faculties of Engineering and Science know their schedules and mandated activities sufficiently in advance to do so. However, not all faculties have this information in time.

How do links work? (Link Identifiers and Connectors)

You assign each linked course section a **Link Identifier** and one or more **Link Connectors.**

Link Identifier

For each section, assign a Link Identifier in the **Section Details** block of SSASECT, using the format:

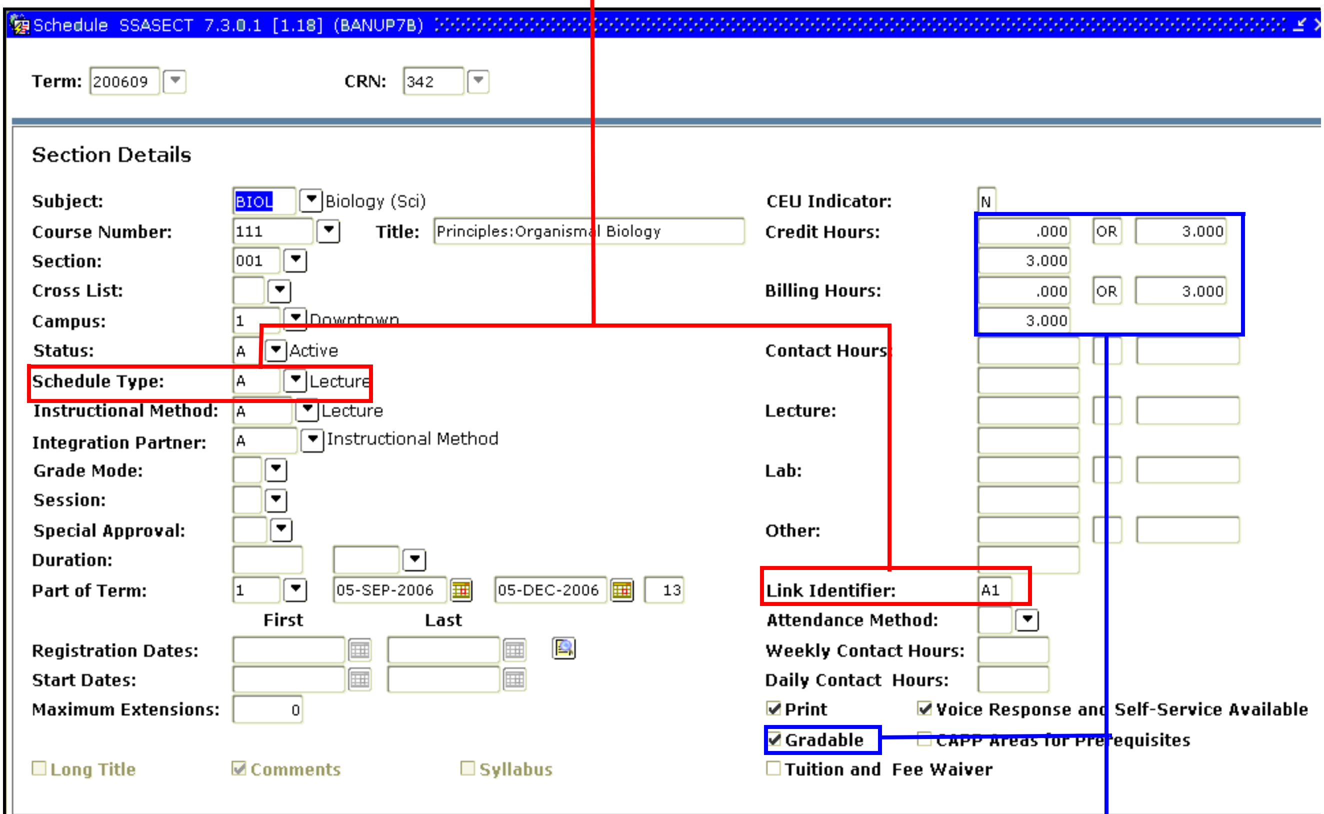
<Schedule Type> + <number> where the number is usually ‘1’.

Examples:

A1 = Lecture (i.e. Schedule Type ‘A’ and number is ‘1’
L1 = Lab ((i.e. Schedule Type ‘L’ and number is ‘1

Here's what the **Section Details** settings for the **Lecture** section look like:

In Section Details, enter a Link Identifier for the current section (i.e. 'A1' for Le

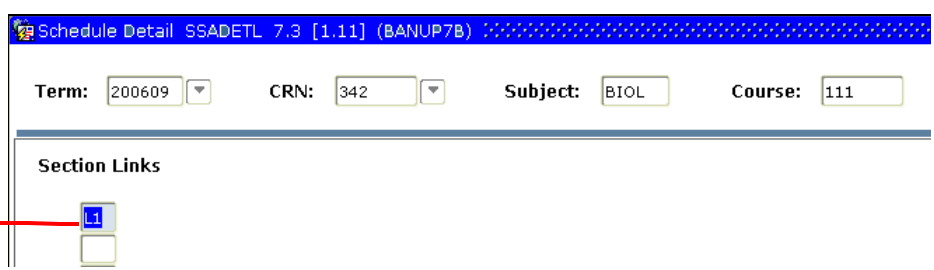


See also page 49 for description of correct credit weights and gradable status for linked sections.

Link Connector

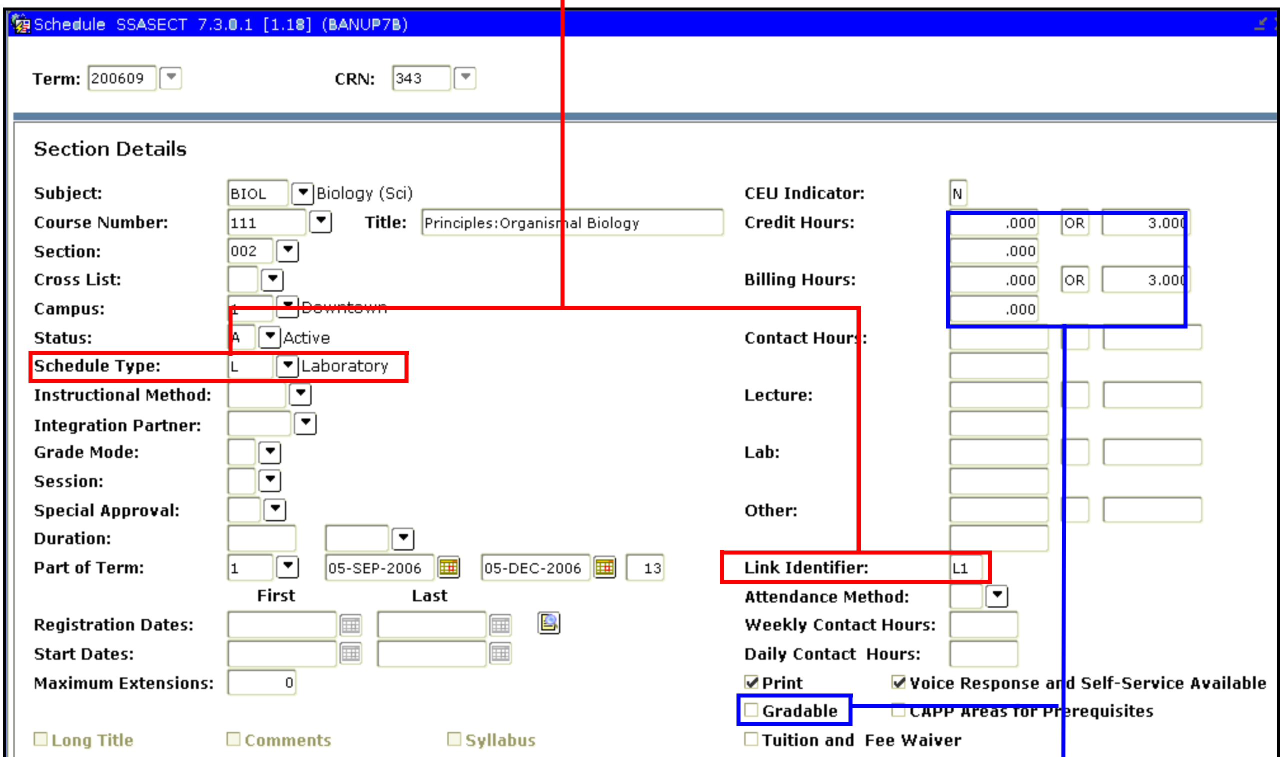
Next, access SSADETL (**Options > Course Section Detail SSADETL**). In **Section Links**, in the (unlabelled) **Link Connector** field enter the Link Identifier for the *other* section(s) you wish to link to.

Link Connector field (not labelled). Enter the Link ID for the section you wish to link to — in this case, a Lab, 'L1'.



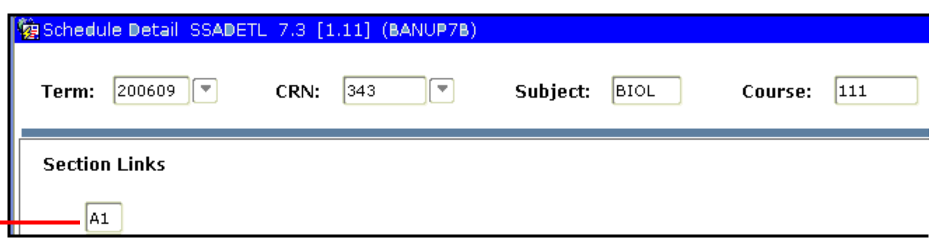
Repeat the previous steps for sections you wish to link to. Here's what the **Section Details** settings for the linked **Lab** section should look like:

In Section Details, enter a Link Identifier for current section (i.e. 'L1' for the



See also page 49 for description of correct credit weights and gradable status for linked sections.

Here's what the Link Connector looks like for the Lab section in SSADETL:



Enter the Link ID for the other section you wish to link to — in this case, the Lecture, 'A1'.

See the following pages for detailed examples of linking combinations.

Examples of linked sections

Example 1

PHYS 110 has one Lecture and one Lab.

For the Lecture section assign a Link Identifier of ‘A1’ and a Link Connector of ‘L1’, which refers to the Lab section.

For the Lab assign a Link Identifier of ‘L1’ and Link Connector of ‘A1’, as shown below:

For this section	In SSASECT, enter this Link Identifier	In SSADETL, enter this Link Connector
PHYS 110, Section 001 Schd Type: A (Lecture)	A1	L1
PHYS 110, Section 002 Schd Type: L (Lab)	L1	A1

Example 2

CHEM 210 has one Lecture section, and two Lab sections.

You want to make sure students register for the Lecture and *one* of the Lab sections (it doesn’t matter which).

For this section	In SSASECT, enter this Link Identifier	In SSADETL, enter this Link Connector
Section 001 (Lecture)	A1	L1
Section 002 (Lab)	L1	A1
Section 003 (Lab)	L1	A1

Example 3

For BIOL 120, students may take any Lab section and any Lecture section, but must have one of each.

Note that for this combination, all Lecture sections have the same Identifier, and all Lab sections the same Identifier.

Course/Section	In SSASECT, enter this Link Identifier	In SSADETL, enter this Link Connector
BIOL 120, Section 001 (Lecture)	A1	L1
BIOL 120, Section 002 (Lecture)	A1	L1
BIOL 120, Section 003 (Lab)	L1	A1
BIOL 120, Section 004 (Lab)	L1	A1

Example 4

Students in section 001 Lecture must take section 003 Tutorial; students in section 002 Lecture must take section 004 Tutorial.

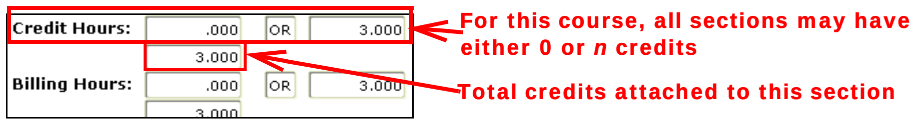
Note that for this combination, the Identifiers are unique values for each Lecture section and for each Tutorial section.

Course/Section	In SSASECT, enter this Link Identifier	In SSADETL, enter this Link Connector
ENGL 110, Section 001 (Lecture)	A1	T1
ENGL 110, Section 002 (Lecture)	A2	T2
ENGL 110, Section 003 (Tutorial)	T1	A1
ENGL 110, Section 004 (Tutorial)	T2	A2

Credit values and gradable indicator

For courses with multiple Schedule Types, e.g. both Lectures and Labs, all sections display a range of values in **Credit / Billing Hours**.

However, only the primary Schedule Type (usually the Lecture) should get the total **Credit / Billing hours** and use the **Gradable** indicator. .



Sections with other Schedule Types, such as the Lab, should have 0.00 in the total for Credit / Billing Hours and should not be gradable.

If these settings are not correctly assigned, students may either receive too many credits for the course on their transcript, or none at all, which would require manual correction of each student record.

Example of correct values

The Biology course sections on previous pages illustrate the correct settings. On page 45 notice that the Lecture (primary Schedule Type) has all 4.00 credit hours attached to it, and the **Gradable** checkbox is selected. On page 44 the Lab (secondary Schedule Type) has 0.00 credit hours attached to it, and the **Gradable** checkbox is not selected.

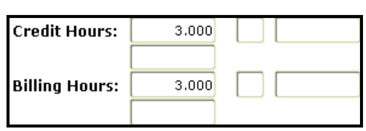
Examples of incorrect values

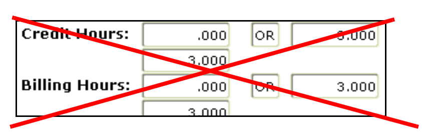
Normally, rolled sections show the correct Credit / Billing Hour totals and gradable status. However, credit weights may occasionally be wrongly distributed even for newly created sections.

Example 1: The primary Schedule Type (usually Lecture) should have *n*.00 Credit / Billing Hour totals, e.g. 3.00. A total of 0.00 or a blank is incorrect.

Example 2: A secondary Schedule Type (such as Lab) should have 0.00 Credit / Billing Hour totals. Anything greater, such as 3.00, is incorrect.

Example 3: A course with one Schedule Type, such as a course with only ‘Project’ Schedule Type, should display Credit / Billing Hours as shown below (i.e. not show a range).





Assigning / correcting credit values

If you notice incorrect credit weighting as in these examples, change the **Status** to ‘T’ (Temporarily Closed) on the primary Schedule Type section (i.e. usually the Lecture) and email the UCSO to assign the correct credits.

When creating new sections, if you notice a range of values defaulting into **Credit / Billing Hours** (e.g. 0.00 OR 3.00), follow the same procedure, i.e. temporarily close the section and advise the UCSO (martha.hancock@mcgill.ca), who will ensure that the correct credit weight is assigned.

Reserved seating

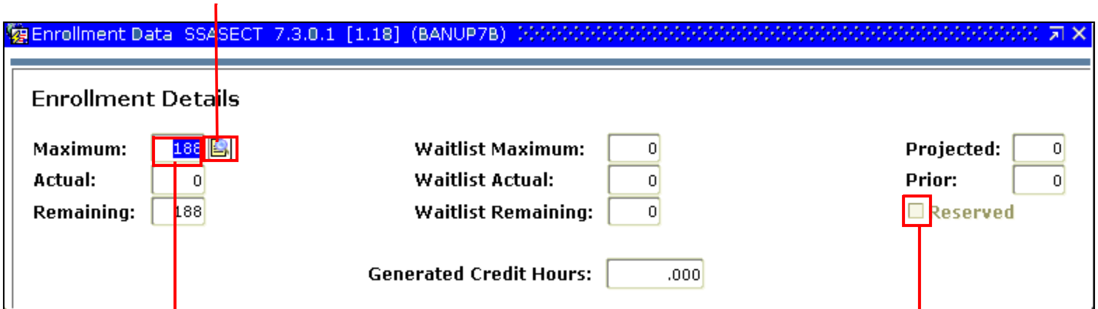
You can reserve a number of seats for a particular group of students in the classroom. Seats can be reserved by Level and/or Major and/or Class. If you wish to define which Levels/Majors/Programs and so on are allowed to register for a section, see “Registration restrictions” on page 56.

Creating reserved seating

Before you begin

You can only access **Reserved Seats** from the **Enrollment Data** window, if the **Maximum** field contains a value greater than 0 as shown below.

Click here to access Reserved Seats window



Maximum enrollment is 188

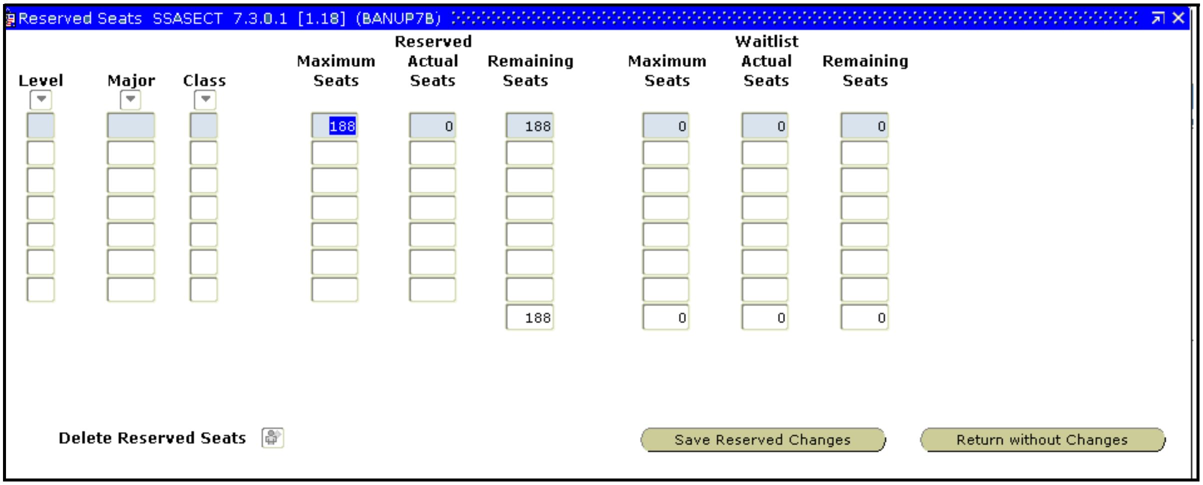
Indicates no reserved seating for this section

Example

This English course section allows a total enrollment of 188 students. You wish to reserve seating as follows:

- 88 seats should be available for all students allowed to register for this section
- 50 seats are needed for students in the English honours program (Major ENG1)
- 50 seats are needed for final year English students (Major ENG, Class U3)

1 Click on the icon to the right of **Maximum** to display the **Reserved Seats** window.



The first line shows the number of non-reserved seats — at this point, the value is still 188. In the first line, **Level, Major**, and **Class** fields must be blank; you can modify the **Maximum** value.

2 In line 1, reduce **Maximum** to 88.

3 In line 2:

a Click in **Maximum** to highlight the line.

b <Tab> to **Major** and enter HIS1 for History Honours; <Tab> to **Class** and enter U4.

c <Tab> to **Maximum** and enter 50.

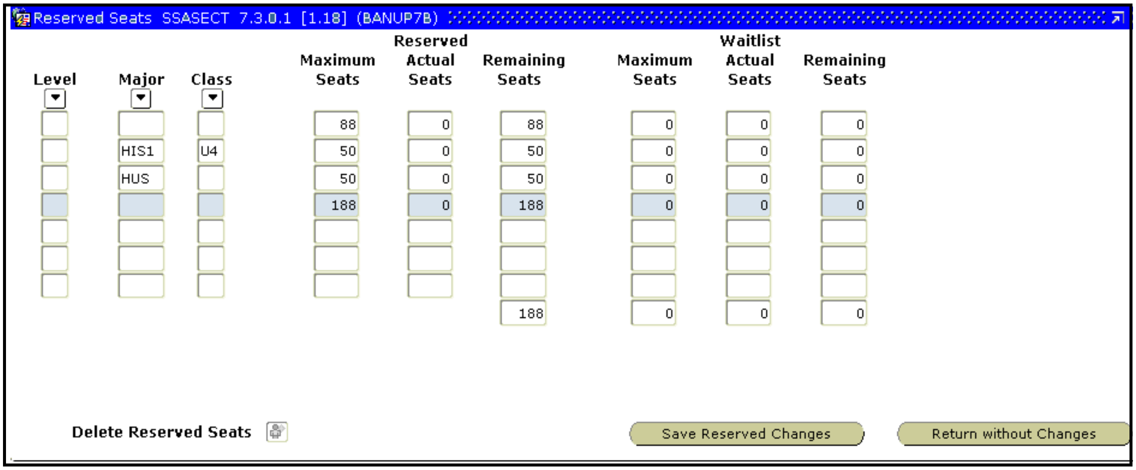
4 In line 3:

a Click in **Maximum** to highlight the line.

b <Tab> to **Major** and enter HUS for Humanistic Studies.

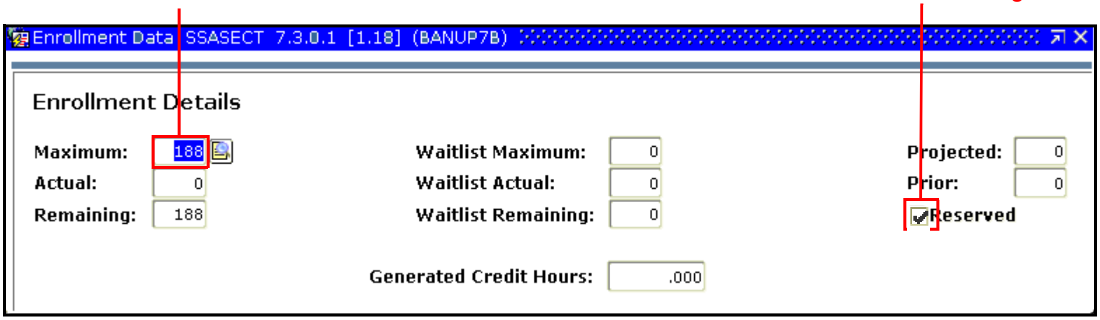
c <Tab> to **Maximum** and enter 50.

As you click in different lines, the total are recalculated according to the current entries.



5 **Save Reserved Changes** to save and return to the **Enrollment Data** window, which now looks like this.

Maximum enrollment is unchanged at 188. **Checkmark indicates reserved seating is set.**



Note It is the **Maximum Enrollment** value in this window that appears on Minerva Class Schedule.

Modifying reserved seating

When you modify existing reserved seating, it is recommended that you save after changes to each line rather than after multiple line changes, in order to reduce the risk of errors in the totals.

Saving after each change will prompt the following warning, if the section total enrollment is changed:

> "You will be changing the original maximum number of seats available for this section. Do you still want to commit?"

Click **Yes** to dismiss the warning, return to **Reserved Seats** and continue your changes, saving after each one.

For example, if you want to change the reserved seating on the previous page, e.g. to change 50/50 to 60/40/:

1. In line 2, change the **Maximum** from 50 to 60 and click **Save Reserved Changes**.

   Result: This changes the **Overall Section Total** to 198, prompting the warning message.

2. Click **Yes** to dismiss.
3. Reopen **Reserved Seats**, change the **Maximum** in line 3 from 50 to 40 and save again.

   The **Overall Section Total** changes again to 188.

4. Click **Yes** to dismiss the warning and return to the **Enrollment Data** window.

Deleting some or all reserved seating

To delete one line of reserved seating:

1. Click in the line to be deleted and choose **Record > Remove**.
2. **Save Reserved Changes**.

   Result — This reduces the overall enrollment for the section. Click **Yes** to dismiss the resulting warning.

3. To preserve the same maximum enrollment:
   a. Reopen the **Reserved Seats** window.
   b. Modify the current totals or add more lines in order to re-establish the same overall maximum enrollment.

To delete all reserved seating:

1. Access Reserved Seating and click **Delete Reserved Data.**
2. Acknowledge the warning about changing the original section maximum.

Before registration opens

You may use Level, Major, and Class to build reserved seating, bearing in mind these guidelines.

- It is not necessary to use Level as a restriction in reserved seating if the course carries registration restrictions for Level in SCARRES or SSARRES.
- If you must use Level combined with Class or Major, use a Level that would match a Class or Major on a student's record; for example, an undeclared Level (code 00) is invalid on the record of any registered student.
- Registration is being phased in by Class (i.e. year) for returning students. As well, newly admitted students in year 1 and higher will have two days' registration priority over year 0 students. Where possible, use these registration dates to give priority during those dates instead of using reserved seating.
- It is not recommended to micro-manage seating in large classes by assigning a small number of seats (e.g. 5 seats or less) to a particular Major or Class. While the system permits it, you may waste those places if no one in that category registers for the course, and may run some risk if you decide to delete those rows after registration opens.
- Before registration opens, you may add or delete reserved seating rows, revise maximum seats as necessary, or delete all reserved seating data.
- To reduce the risk of the numbers not totalling correctly, don't make changes on multiple rows and then save; instead, save after each change.

Note It is important to establish correct reserved seating before student registration begins. After registration begins, it is NOT recommended that you change this setting. See "After registration opens" below.

After registration opens

Once registration is open, it is strongly recommended that you not make changes to reserved seating. If you must, here are important guidelines:

- **Do not** create reserved seating, add new rows, or attempt to delete all reserved seating in a course section once students have started to add and drop the course.
- **Do not** reduce reserved seating on a row below the number of actual registrants in an attempt to prevent further registration.
- Before you alter reserved seating on a course, (in order to prevent anyone else registering in the course), **do** change the **Status** to Temporarily Closed (T), to permit students to drop the course but prevent any new registrants.
- **Do not** use negative numbers to try to fix totals that are out of whack.

After registration begins you may raise or lower enrolment limits on individual rows of reserved seating which may change the overall section totals - as long as you respect all previous rules.

- **Do not** remove a reserved seating line once students have registered in that particular reserved seating section.

Other restrictions

- Additional registration restrictions can be added at the Class Schedule level (SSASECT) that are not included for the course in the Catalog. For example, if you wish to restrict a section to a particular faculty. See "Registration restrictions" on page 56 for more information.

Registration restrictions

What kind of restrictions can you define?

The registration restrictions in the table below are defined for a course in the Course Catalog module (SCARRES). Course-level settings default to the section level (in the Schedule Restrictions form (SSARRES).

You can alter most of the restriction settings in SSARRES to define specific section-level restrictions. When students register, it is the section-level restrictions that are checked.

Exceptions

At the section level, do not alter restrictions for College or Level. These restrictions are based on policies and faculty agreements; if you wish to change these, contact the UCSO.

Pre-requisite courses and co-requisite courses are also defined at the course level (SCARRES), and should not be altered at the section level.

How to restrict registration

Before you begin

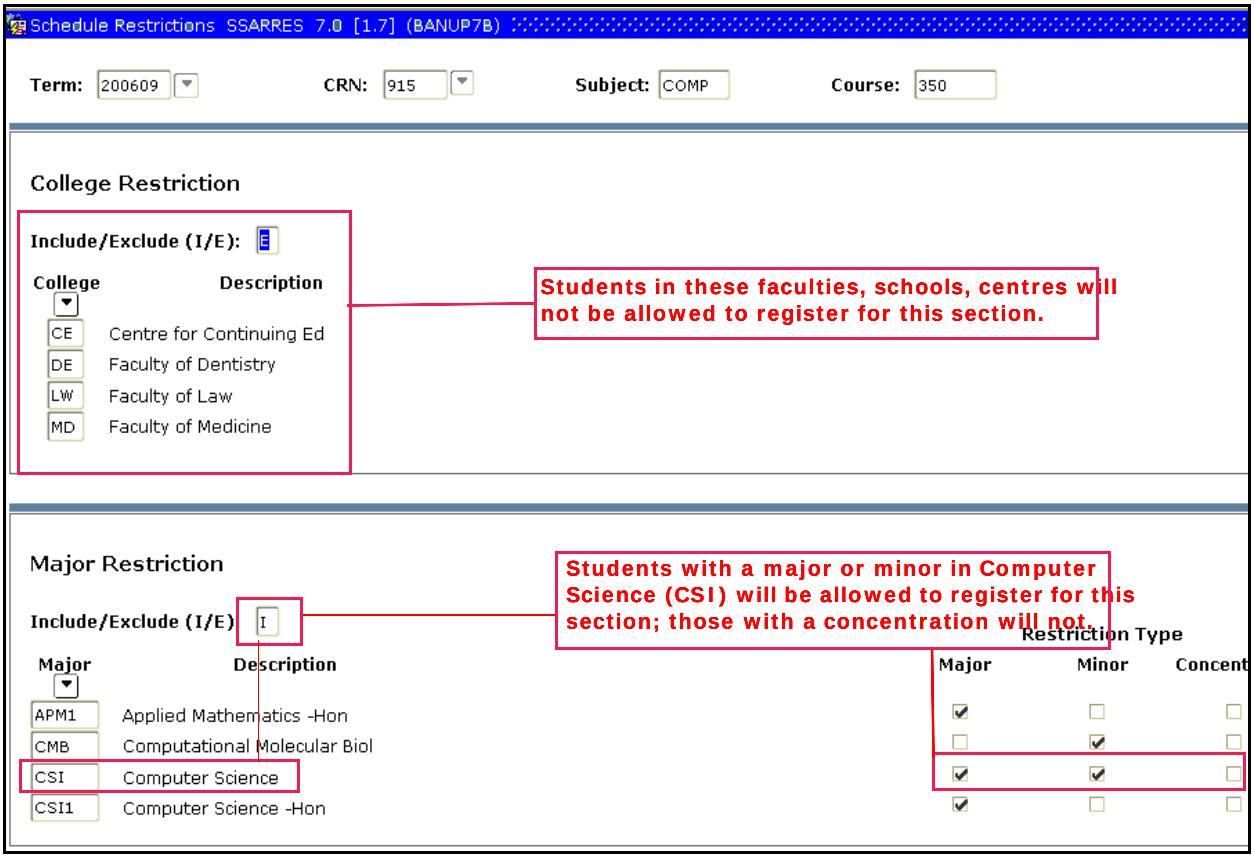
The order in which SSARRES blocks present restrictions is different than the actual checking order applied in Minerva Class Schedule.

Thus, restrictions applied at first levels of checking may affect how many/ which restrictions you need to apply at later levels of checking. For example, if B-COM students are excluded (Degree) you would not need to exclude any students with a B-COM related Program.

Minerva Class Schedule checks restrictions in this order	SSARRES shows restrictions in this order
Level	College *
College	Major
Major/Minor/Concentration Exclusions	Class
Major/Minor/Concentration Inclusions	Level *
Campus	Degree
Class	Program
Degree	Campus
Program	* Do not alter these at the section level. If necessary, contact UCSO to change these restrictions for the section.

1 Select **Options > Course Section Restrictions** to display SSARRES.

2 Next Block to display restrictions.



Enter your restrictions

For each type of restriction, decide whether you want to include only <your list of selections> or exclude only <your list of selections>.

It may be faster and easier to specify only the group(s) of students you wish to include, rather than all the groups of students to exclude.

Example

1 To specify restrictions by Major:

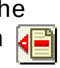
   a Type **I** or **E** in **Include/Exclude**.

   b Double-click in the **Major** field and select from a list of values, such as in the screenshot.

   c Use the corresponding checkboxes to enforce checking of the majors, minors, and concentrations in students' primary and secondary curriculum. See the annotated screenshot on the previous page.

   d Go to the next line and double-click again to make another selection.

   e Repeat steps c and d as required.

2 To delete a restriction, place your cursor in the line and choose the **Record > Remove** menu option or click the **Remove Record** icon  in the toolbar.

3 Next Block through each of the restriction blocks until all the restrictions are specified.

4 **Save** and **Exit**.

For further details, see "How to enter and maintain registration restrictions for course sections in Banner" at http://www.is.mcgill.ca/whelp/howto/SSARRES.pdf.

Remarks and Comments

There are many types of text associated with a course, such as the course description, and information at the Catalog and Class Schedule level. Here is a summary of their purposes, and where they appear.

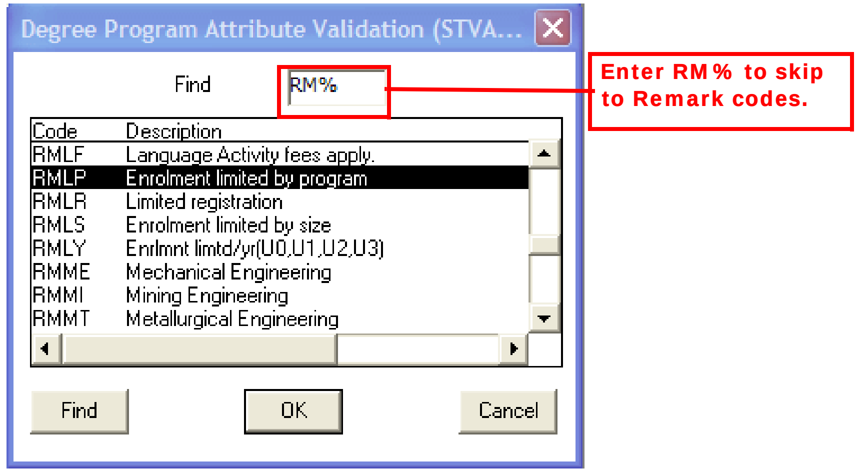
Type of Text	Description
Catalog Notes	Appear in the University Course Calendar and are entered by UCSO. Example: (Given in German).
Catalog Symbols	Appear in the University Course Calendar and are entered by UCSO. Example: * (star) denotes courses taught only in alternate years.
Section Remarks (in SSADETL)	**Remarks are rolled from year to year.** Remarks are supposed to apply to the section every time it is given, and appear in the Class Schedule on Minerva for students to view. Class schedulers can only select remarks from a pre-defined list. Example: RMLP— Enrollment limited by program To add a new remark, email the UCSO with your request.
Section Comments (in SSATEXT)	**Comments apply only to the current term** and are not rolled to the next academic year. Enter room preferences, or describe special topics. Enter 1 or 2 lines of free form text. If you wish the comment to appear on Minerva Class Schedule, precede each line with an asterisk (*). Example: * This section is reserved for English Honour students. **Note:** If you are entering your preference for a specific room as a Section Comment, do not precede with an asterisk. Example (no asterisk): Please assign Am 123 in the Arts Building. Other uses for Section Comments — Instructor comments will appear, preceded by an @, do not remove. Also, departments will enter Special Topics course descriptions, preceded by a $. These will appear on the web and in the printed Calendar.

How to add remarks

To add remarks (to be rolled from year to year):

1. In SSASECT, select **Options > Course Section Detail** to display the SSADETL form.
2. Select **Options > Degree Program Attributes.**
3. Double-click in the **Attribute** field to display a list of values, which includes codes for pre-defined Remarks.

4 Select an attribute starting with ‘RM’, such as **RMLP.**



5 **Save**.

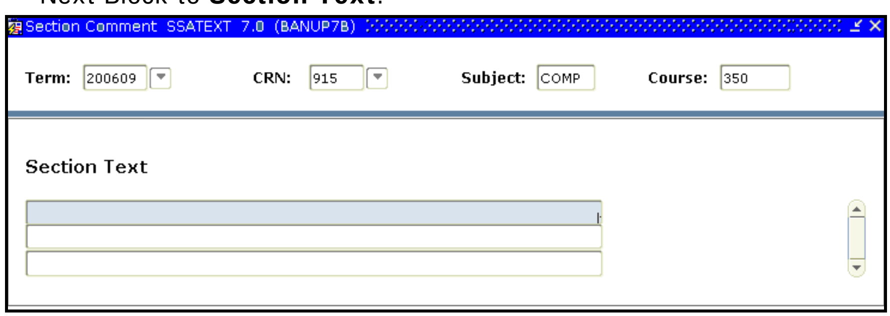
How to add comments

To enter comments (only for the selected term):

1 In SSASECT, select **Options > Course Section Detail** to display SSADETL; then select **Options > Section Comments** to display SSATEXT with the **Term** and **CRN** filled in.

You can also access SSATEXT directly from the Main Menu, fill in the **Term** and **CRN**, enter and save your comments for the section.

2 Next Block to **Section Text**.



3 Enter up to two lines of text. If you wish the text to be displayed in Minerva Class Schedule, precede each line with an asterisk (*).

Example: * Priority given to Science students

If the comment is for your information only, or for a room preference, do not use asterisks. Example: Request Rm 123 of Arts Building.

4 **Save**.

Related tasks and forms

The forms below are accessed on their own or from **Options** in SSASECT. Also, refer to the Schedule FastTrack Menu on Banner for related forms.

Use this form ...	To do this ...
SSASECQ	Query for sections by term.
SSADETL	Add section link connectors, and remarks.
SSARRES	Add registration restrictions for a section.
SSAPREQ	Query section prerequisites.
SSAOVRR	Used by CCE (Continuing Education) to override the administering faculty on sections of non-CCE subject codes offered by CCE.
SSATEXT	Add section comments, including preference for a specific room.
SSABSCQ	Query sections for block registration. Block Schedules are rolled.
SSASYLB	Add Syllabus information.Accessible in Minerva
SSAXLSQ	Query Cross Listed sections.
SSAXMTI	Query crosslist meeting time and instructors.
SSAMATX	Query to find bookings for a specified room, including regularly scheduled sections or single events.
SIAIQRY	Query for instructors, using steps on page 34.
SIAASGQ	Query the schedule of an instructor.
SLAEVNT	View or book a room for an event that is not a course-related academic activity. Example: Orientation meeting All users have query access to SLAEVNT. You can request update access from UCSO.
SLQMEET	Query available rooms, using steps on page 33.

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