Schedule-Building Reminders

1. Delete any remnants from last semester that do not belong on this semester’s schedule. Examples might include courses that are no longer offered or sections of a course that were offered last semester but will not be offered this semester.

2. Remove independent studies that do not belong on this semester’s schedule. (Student Records will perform this task.)

3. For all sections for which students do not earn grades (labs, discussions, etc), uncheck the “gradable” check box on SSASECT. Also, ensure that these sections are set to be worth 0 credits.

4. For all cancelled sections, uncheck the “Voice Response and Self-Service Available” checkbox on SSASECT. When that box is unchecked, the section will not be visible on the schedule of classes, and students will not be able to register themselves for it.

5. Ensure that the campus codes are set appropriately according to the start time and day of each section:

<table>
<thead>
<tr>
<th>Meeting Days</th>
<th>Meeting Start Time</th>
<th>Schedule Type Code</th>
<th>Correct Campus Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Before 1700 (5pm)</td>
<td>LEC, LAB, or DIS (not WEB)</td>
<td>DU (regular)</td>
</tr>
<tr>
<td>Weekdays</td>
<td>1700 (5pm) or later</td>
<td>LEC, LAB, or DIS (not WEB)</td>
<td>DE (evening/weekend)</td>
</tr>
<tr>
<td>Weekends</td>
<td>Any</td>
<td>LEC, LAB, or DIS (not WEB)</td>
<td>DE (evening/weekend)</td>
</tr>
<tr>
<td>None – Online Only</td>
<td>N/A</td>
<td>Should be WEB (not LEC, LAB, or DIS)</td>
<td>DW (web)</td>
</tr>
</tbody>
</table>

6. Ensure that the instructor is entered correctly.

7. Ensure that the meeting times fit within the standardized course times. (Some exceptions may exist.)

8. Ensure that the meeting days and times entered accurately. Times should be entered in military time, so a 3:00pm class = 1500 (not 0300!).

9. Ensure that the pre-requisites are listed accurately on SSAPREQ. Consult department chair if necessary.

10. Ensure that the AOI attributes are listed accurately on the “Degree Program Attributes” tab on SSADETL. Consult Student Records if necessary.

11. Ensure that the LINK codes (Link Identifier on SSASECT and Link Connector on SSADETL) are entered accurately.

12. For all cross-listed sections, ensure that the meeting times/dates, credits, instructors, and enrollment information match for all sections. Ensure that the maximum enrollment for the combined cross-listed sections is set appropriately on SSAXLST.
Notes about the data fields on the front page of SSASECT:

- **Title** – Please do not change the title from what is automatically populated. (Some exceptions may occur, such as courses that are “special topics” courses.)
- **Section** – This is an arbitrary field. You may skip over it or change it to any string of 0-3 letters or numbers.
- **Cross-List** – This may remain blank unless the section is to be cross-listed with a different section.
- **Instructional Method** – This field may remain blank. However, an “NT” or a “TR” may appear in this field without hurting anything. These codes can be disregarded.
- **Integration Partner** – This field always should be left blank.
- **Grade Mode** – A code may be entered in this field if appropriate. For example, if this section MUST be offered only for “credit/no credit,” then it is appropriate to enter “CR” in this field. Likewise, if this section MUST be offered only for a standard letter grade, then it is appropriate to enter “S” in this field. Otherwise, the field may remain blank.
- **Session** – This field may remain blank. However, a “D” (daytime) or “E” (evening) or “I” (web instructed) or “S” (World Languages and Cultures) or “W” (weekend) may appear in this field without hurting anything.
- **Special Approval** – This field may remain blank unless students are required to receive special permission from the instructor, the dean’s office, or Student Records before being allowed to register for it. (These are somewhat rare.)
- **Duration** – This field always should be left blank.
- **Part of Term** – First box in this set should always be “1.” The other boxes will populate with the semester dates.
- **Registration Dates** – This field always should be left blank.
- **Start Dates** - This field always should be left blank.
- **Maximum Extensions** - This field always should be left blank.
- **Contact Hours** – These fields may be left blank.
- **Lecture** – These fields may be left blank.
- **Lab** – These fields may be left blank.
- **Other** – These fields may be left blank.
- **Link Identifier** – This field may be left blank unless the section is to be linked to a different section.
- **Attendance Method** - This field always should be left blank.
- **Weekly Contact Hours** - This field always should be left blank.
- **Daily Contact Hours** - This field always should be left blank.
- **Print check box** – Always be checked.
- **Gradable check box** – Check only if the students should earn a grade for the section. Sections worth 0 credits (i.e., discussion sections, some 0-credit labs) should always have this box UN-checked.
- **Voice Response and Self-Service Available check box** – Check only if this section should be displayed on the schedule of classes. If the section should remain hidden from the schedule of classes, then uncheck the box.
- **Tuition and Fee Waiver check box** – Please do not touch. This box is controlled by the Office of Student Accounts.