Checklist for Entering Schedule of Courses in Banner

The ARGOS report 'Course Information by Department' may be used to check the following information for accuracy:

1. Section Numbers entered correctly?

   Before saving the ARGOS report 'Course Information by Department' view section numbers. Click on the header 'Section' to sort the section numbers numerically. You are looking for section numbers that are not three digits. Once you open the report in Excel the sections are just one number.

   Self Service Lookup Classes can also be used to view section numbers.

   Examples of correct and incorrect section numbers:

Classes meeting in classroom	001 **not** 0 or 1 or 01 or OO1
Web classes	TC1 **not** *TC*
Outreach and Honor classes	A01, H01 **not** AO1 or HO1.

   The number zero should be used in section numbers, not the letter O.

   Hint: If section numbers appear out of order, it may be due to courses being cancelled. Cancelled classes may be viewed by selecting Cancelled Class option in the ARGOS report Course Information by Department.

   The significance of the section numbers may be found at: http://www.atu.edu/registrar/reginfo-sections.php

   Save ARGOS report as an Excel file. The filtering option in Excel may be used to check the following items.

2. All courses should have **Main** listed as Campus.
        NOTE: Campus indicates ownership, not physical location of class.

3. Web Classes
        a. Section number entered as TC_ or if it is an Outreach web course, AT_
        b. Instructional method WEB or eTech
        c. Web entered as Meeting Type on SSASECT, Meeting Times

4. Mixed Technology Classes

Section number M__ (example: M01, not MT1)

Instructional method MT49 or MT99
(MT49 = 1-49% of content online; MT99 = 50-99% of content online)

Make sure that both the CLAS and WEB line is on the course. You can check this by filtering only the mixed technology sections and then using conditional formatting. Select the meeting type (AJ) column of your spreadsheet and select conditional formatting on the home tab. Click highlight cell rules and then click "text that contains…" and then type the word "WEB" in the first box and click okay. Your courses then should have a pattern. If the pattern does not exist you missed a CLAS or WEB line on the meeting time in INB.

Term C	Term	Part of	Part of	CRN	Campu	College	Dept	Subject	Numbe	Section	Session	Active	Course	Section	Catalog	Instructional Method	Meetin	Meetin	Beginn	Ending	Buildin	Room	E
201570	Fall Term	1	Full Term	71240	Main	AH	BVSC	PSY	2053	M01	1	A	3	STATISTIC	STATISTIC	1% To 49% of Content Online	WEB	MWF					E
201570	Fall Term	1	Full Term	71240	Main	AH	BVSC	PSY	2053	M01	1	A	3	STATISTIC	STATISTIC	1% To 49% of Content Online	CLAS	MWF	800	850	Witherspo	334	E
201570	Fall Term	1	Full Term	71243	Main	AH	BVSC	SOC	2053	M01	1	A	3	STATS/BEI	STATS/BEI	1% To 49% of Content Online	WEB	MWF					E
201570	Fall Term	1	Full Term	71243	Main	AH	BVSC	SOC	2053	M01	1	A	3	STATS/BEI	STATS/BEI	1% To 49% of Content Online	CLAS	MWF	800	850	Witherspo	334	E
201570	Fall Term	1	Full Term	71245	Main	AH	BVSC	CJ	3023	M01	1	A	3	JUDICIAL F	JUDICIAL F	1% To 49% of Content Online	WEB						E
201570	Fall Term	1	Full Term	71245	Main	AH	BVSC	CJ	3023	M01	1	A	3	JUDICIAL F	JUDICIAL F	1% To 49% of Content Online	CLAS	TR	1100	1200	Rothwell	138	E
201570	Fall Term	1	Full Term	71450	Main	AH	BVSC	SOC	6033	M01	1	A	3	ADVANCE	ADVANCE	50% to 99% of Content Online	WEB						E
201570	Fall Term	1	Full Term	71450	Main	AH	BVSC	SOC	6033	M01	1	A	3	ADVANCE	ADVANCE	50% to 99% of Content Online	CLAS	MTWRF			Witherspo	337	E

5. Face to Face has not been entered by the department. Face to Face as an instructional method should only be entered by the Office of the Registrar. Face to Face is reserved for condensed courses only. If a course is an in-class class, and is full-term, the instructional method should be left blank.

6. Verify course titles have not been modified, unless Faculty Senate or Graduate Council has approved the courses to have extended titles. Compare section title against catalog title.

7. Title changes are modified using standard format.
   a. Title is in all upper case
   b. Original title abbreviated appropriately

Extended titles may be added to courses that have been approved by the appropriate governing committee (Faculty Senate or the Graduate Council). The title which originally appears must remain, but can be abbreviated as follows:

AT	=	Advanced Topics	SP	=	Special Problem
DR	=	Directed Research	ST	=	Special Topics
IND	=	Independent Study	UR	=	Undergraduate Research
RDG	=	Reading	WS	=	Workshop
SEM	=	Seminar			

Add the extended title at "Title" on SSASECT. **NOTE: Type title in ALL CAPS**

Subject:	HIST ▼ History	CEU Indicator: ☐	
Course Number:	4983 ▼ Title: SEM: MODERN CHINA	Credit Hours: 3.000	⦿ None ○ To ○ Or

Special Problems and Independent Studies may be included in the schedule, if they are being taught as a class with a meeting time and location.

Do not modify Titles that have not been approved. Titles must match the title shown in the course inventory in Banner. Titles are only changed by the Office of the Registrar when title changes have been approved through the established system. Please contact the Office of the Registrar if you have any questions or concerns.

8. Dates of Course Correct? Course dates which are different from the full-term must be created in the Office of Registrar. A Request for Condensed Courses or Off-Campus Locations form is available at the following link: http://www.atu.edu/registrar/forms-faculty.php.

   For the summer term do you have the correct part of term entered? (Ex. Part of term 1 for summer session 1 and Part of term 2 for summer session 2).

9. Meeting times and location entered, unless course is 'To Be Arranged'. If meeting time is TBA, are Session Begin Date and Session End Date displaying?

   If the *course is arranged*, tab to Hours per Week and enter course credit hours. Save. Read message at bottom of form. Information saved? If *web* course change Meeting Type to WEB, tab to Hours per Week and enter course credit hours. Save.

10. Courses to be evaluated have been have been selected by entering "E" in 'Integration Partners' in SSASECT.

Schedule of Courses Procedures are available at the following link: http://www.atu.edu/registrar/banner_forms.php.

If the Office of the Registrar can be of assistance, please feel free to contact Alexis Scrimshire at 479-964-0800 or by email at ascrimshire@atu.edu.

Examples Using Excel Filtering to Verify Classes are Entered Accurately

Verify all classes have main as campus by selecting Filter, then select arrow at Cam pus. If Ozark or Off Site is listed, view those classes by checking only those options. When finished select 'Clear' under Sort & Filter if option is available.
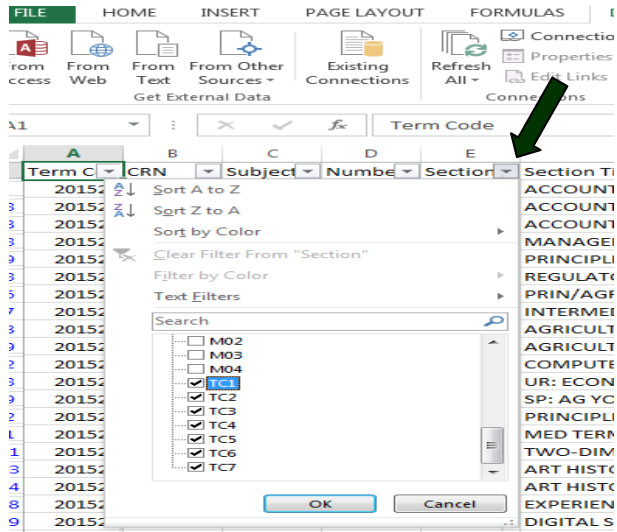

Verifying section numbers and instructional methods are correct.

Example: In filtering drop down box select only web section numbers, TC_ or AT_, then select drop down box at 'Instructional Method'. Only 'Web Only' or 'eTech Online' should display. If other options including 'Blank' are displayed the Instructional Methods for these courses are incorrect. The courses which need to be modified may be viewed by selecting only the options which need changed. When finished select 'Clear' under Sort & Filter, if option is available.

Then select the drop down box titled Instructional Methods and select 'Web Only' and 'eTech Online'. Only sections TC_ and AT_ should be displayed.

HINT: Deselect 'Select All' in drop down box, then select only selections you want to view.

And then