UCRN PROCESS

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PROCESS

The UCRN workflow in Banner is made up of four different screens: SSASECT, SSARRES, SSAPREQ, and SSATEXT. These screens are used to build and maintain the semester schedule for student registration.

Quick Reference to Forms used for Scheduling:
- **SSASECT:** used to build and maintain sections
- **SSARRES:** used to build and maintain the restrictions that will be enforced during registration
- **SSAPREQ:** used to build and maintain the required prerequisites for the section
- **SSATEXT:** used to attach comments to a section that will display in the "Notes" section of the schedule of classes

RESPONSIBILITIES

Scheduling Coordinators are responsible for updating their sections in Banner using the Course Reference Number process (UCRN) according to the established deadlines. Scheduling Coordinators are classified according to the chart below and access is provisioned as outlined. Frequent review of the UCRN instructions is necessary in order to create accurate section data. In the event you are no longer responsible for updating this information in Banner or duties have been redistributed, please contact the Registrar's Office. If you are responsible for updating sections in Banner and do not have access, please find the Banner Access request form at the link below.

https://www.augusta.edu/registrar/registrarsystems/documents/system-access-request.pdf

INSTRUCTIONS

Once the Registrar's Office has launched the Administrative Course Scheduling proposal, it will be routed to the Scheduling Coordinator for that department. Attached you will find a list of CRNs for your department that need to be reviewed and updated in Banner.

Using the list of CRNs that is provided, log into Banner.

On the Banner home screen, type UCRN in the "Go To…" box and press Enter. This will begin the UCRN workflow.
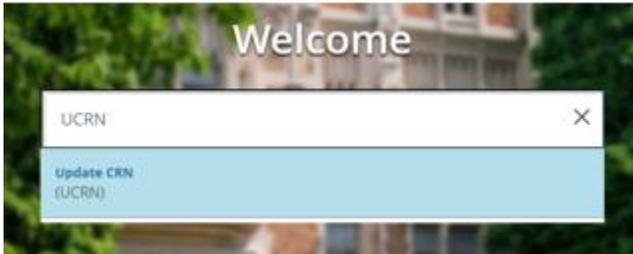
SSASECT

Course Section Information
CRN and Course Validation

Type the term (four digit year and two digit term code) and the CRN for the section that is being updated into the fields at the top of the screen labeled "Term" and "CRN:" then click "Go" or press ALT + Page Down keys on the keyboard.

*Two digit term codes are: (02) spring, (05) summer, (08) fall

Confirm this is the correct course. Navigate to the "Status" field. Enter the letter "A" to make this section active and available for registration.
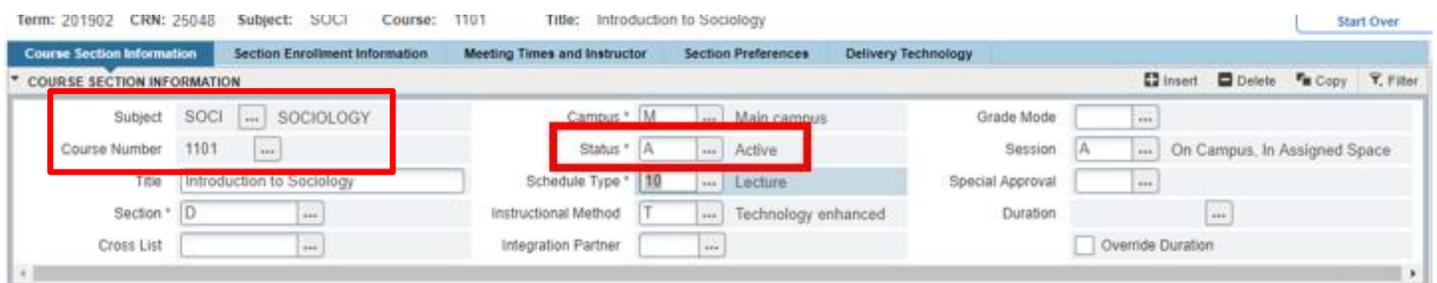
Please note, if a section remains inactive, that indicates that the section is not scheduled to be offered for the term. This also means that when schedules are rolled forward for the next corresponding semester, this section will not roll forward. In the event you intend to offer this section in future terms, a new CRN will have be created.

Cross-Listing/Cross-Leveling and Policy
Cross-listed sections are sections that share title, professor, meeting days, times, and location with another section. Please make sure you attach the cross-list template with the sections that need to be cross-listed to your Curriculog proposal. The Registrar's Office will process these requests in Banner. You may refer to the policy on cross-listing and cross-leveling here: https://www.augusta.edu/compliance/policyinfo/policy/course-numbering-cross-listing-cross-leveling-suffixes-policy.pdf

Example of Cross-listed Sections:
SOCI 4442 Introduction to Behavioral and Social Science M 8:00-8:50 UH 170
WGST 4442 Introduction to Behavioral and Social Science M 8:00-8:50 UH 170

Example of Cross-leveled Sections:
HIST 4361 Age of Reason and Enlightenment TR 7:00-8:15 UH 170
HIST 6361 Age of Reason and Enlightenment TR 7:00-8:15 UH 170

For additional assistance cross-listing your sections after the initial scheduling deadline, please contact our office at classes@augusta.edu.

Campus Codes

Confirm the correct campus code is listed in the "Campus" field. See chart below for descriptions.

Campus Code	Description
ATH	Athens Campus
FG	Fort Gordon
FHC	Forest Hills Campus
HSC	Health Sciences Campus
INT	Internship
MBL	Mobile Lab
NWC	Northwest Campus
OC	Off Campus*
RC	Riverfront Campus
SC	Summerville Campus
VMS	Visiting Medical Student
WEB	WEB
SEC	Southeast Campus
SWC	Southwest Campus
STW	Study Away
STB	Study Abroad

*if a section is offered off campus, please contact the Registrar's Office at classes@augusta.edu to assist with assigning that location. An example of this could be a student teaching section.

Schedule Type

Confirm the correct code is listed in the "Schedule Type" field. If so, continue to the next step. If not, you can review the approved schedule type options for this course by selecting the three dots. **Please note, the options that are listed in this table are the only options that were approved for this.** If additional options are needed, please contact Curriculog@augusta.edu as a course revision will have to be submitted. **Once registration has opened, the Schedule Type information cannot be altered.**

Code for Schedule Type	Description	Definition
10	Lecture	Formal presentation, primarily one-way communication of information by one individual. Often considered the "traditional" classroom setting.
11	Lecture/Supervised Laboratory/Clinic	Combination or hybrid of lecture and supervised laboratory/clinic and contains elements of each of these two course types.
12	Lecture/Unsupervised Laboratory/Clinic	Combination or hybrid of lecture and unsupervised laboratory/clinic and contains elements of each of these two course types.
20	Seminar	Group based discussion of a topic of interest under the direction of an instructor. Requires the instructor to play less of a leadership role, with responsibility for discussion and analysis vested in students with the instructor functioning as a resource person.
30	Supervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations under the direction of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
40	Unsupervised Laboratory/Clinic	Instructing, preparing, and supervising student investigations independently of an instructor. Designed to enhance student concept attainment, problem solving, and critical thinking.
50	Independent Study	A self-directed approach to the acquisition of knowledge and/or competence in which a student plans and carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
55	Directed Study	A faculty-directed approach to the acquisition of knowledge and/or competence in which a student carries out learning activities on his/her own under minimal faculty direction. Usually used for topics not part of formal course offerings.
57	Asynchronous Instruction	Instruction delivered via a distance education platform where students and faculty do not interact at a specific time and/or place.
60	Practice Teaching	Full-time teaching under the supervision of an experienced teacher. Practice teaching provides the student with a professional field experience in the appropriate teaching discipline.
81	Internship/Practicum	Extended field and "hands-on" experiences and/or training under the tutelage of an experienced practitioner and/or university supervisor.
91	Thesis	Preparation of a scholarly paper completed by a candidate for the bachelor's, master's, or specialist in education degree. The thesis is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.
92	Dissertation	Preparation of a scholarly paper completed by a candidate for the doctoral degree. The dissertation is (1) prepared under the direction of a faculty committee; (2) requires in-depth knowledge of a particular subject; (3) is based on independent research; and (4) reflects the highest level of scholarship and knowledge of research methodology.

Instructional Method

Confirm the correct instructional method is listed in the "Instructional Method" field. If so, continue to the next step. If not, update using the chart below. Please note, if you select F (fully at a distance), P (partially at a distance), H (hybrid), HA (hybrid alternate), HF (hybrid flex), or T (technology enhanced), meeting information must be entered in Banner. **Once registration has opened, the Instructional Method information cannot be altered.**

Code for Instructional Method	Category	Description	Example
E	Entirely at a Distance	This course is delivered 100% through distance education technology. No visits to campus or designated site are required.	A course that has no scheduled class meetings and all class sessions are via technology would be coded E.
F	Fully at a Distance	More than 95% of class sessions are delivered via distance education technology. This course may require that students travel to campus or other designated site to attend an orientation, take an exam, or participate in other on-site experience.	A course that requires students to meet for an orientation on the first day of class and to meet for midterm and/or the final exam would be coded F.
P	Partially at a Distance	More than 50% and up to 95% of class sessions are delivered via distance education technology, but some visits to a classroom or designated instructional site are required.	A course that is scheduled to meet M, W, F, but only meets on Wednesday, with Monday and Friday class sessions replaced by technology would be coded as P.
H	Hybrid Traditional	Up to 50% of class sessions are delivered via distance education technology. At least half of the class sessions meet in a classroom or at a designated instructional site.	A course that is schedule to meet T, TH, but only meets Tuesday with Thursday class session replaced by technology would be coded as H.
HA	Hybrid Alternate	Face to face attendance is required; however, students determine which day they will attend during the semester for face to face instruction and online attendance is required on the days with both a campus time and location "Course Taught Online".	A course is scheduled online W, F but only meet Mondays in the classroom OR scheduled online M, F, but meet in the classroom on Wednesday's. See the appendix for more details.
HF	Hybrid Flex	Each class session is offered in-person, synchronously online, or asynchronously online and students	A course is scheduled online W, F but only meet Mondays in the classroom OR scheduled online M, F, but meet in the

		decide how to participate each session.	classroom on Wednesday's. See the appendix for more details.
T	Technology Enhanced	Technology is used in delivering instruction to all students in the section, but no class sessions are replaced by technology.	A course that is scheduled to meet T, TH, and meets each class session, with some course materials available online would be coded as T.

Integrated Partner/Grade Mode

Do not enter any values in the "Integration Partner" field.
Do not enter any values in the "Grade Mode" field.

Session Code

Confirm the correct session code is listed in the "Session Code" field. If so, proceed to the next step. If not, update using the chart below. Please note, this is used to determine whether or not classroom space should be assigned to this section.

Session Code	Description
A	Section on campus in assigned space
B	Section with unassigned space (this code should be assigned for student teaching, nursing practicum, internet course, etc., that take place at unspecified sites (i.e. too numerous and varied to be specified) as well as on-campus with no assigned space, e.g., physical education)
C	Section on campus in assigned space, but conducted by outside institution; outside institution enrolls student
D	At an off-campus site in assigned space
E	At a specific off campus site with unassigned space

Special Approval

If you would like to require students to obtain special permission from the department in order to enroll in this course, enter "DP" in the "Special Approval" field. Please note, this will require your department to enter a permission in Banner on SFASRPO in order for a student to register for this section. Additionally, a note will need to be placed on the section when you have navigated to SSATEXT later in the workflow.

Duration

Do not enter any values in the "Duration" field.

Part of Term

Confirm the correct part of term is listed in the "Part of Term" field. If so, proceed to the next step. If not, please click on the three dots to select the appropriate part of term. This field is extremely important and has the ability to impact official student reporting. If you have questions regarding this field, please contact our office at classes@augusta.edu. **Once registration has opened, the Part of Term information cannot be altered.**

Registration Dates/Start Times/Maximum Extension Fields

Do not enter any values in the "Registration Dates", "Start Dates", or "Maximum Extensions" fields.

Credit Hours

Confirm the correct credit hours are listed in the "Credit Hours" field. If this is a variable credit hours course (ex: 1–12 credit hours) this section will need to be "locked in" for the number of hours the student is allowed to register for. Enter the locked hours in the two fields indicated below. If you have students that need the same course but for a different number of locked hours, you will need a separate CRN. Please contact classes if a new CRN is needed.

To reiterate, failure to "lock in" the credit hours means a student can register for any number of hours between the minimum and the maximum. This affects graduation requirements; billing, and credit hour generation. For additional information on what determines a "Credit Hour", please refer to: https://www.augusta.edu/compliance/policyinfo/policy/definition-credit-hour.pdf

Once registration has opened, the Credit Hour information cannot be altered.

Do not complete any information in the Class Indicators section of SSASECT. This defaults and is managed by the Registrar's Office.

Before moving to the next screen, be sure and select the "Save" icon in the bottom right corner. Now select the "Section Enrollment Information" tab along the top on the screen.

Section Enrollment Information
Confirm the correct maximum enrollment amount is listed in the "Maximum" field. If so, proceed to the next step. If not, enter the correct number of seats and save. If you are interested in implementing the waitlist, please contact our office at classes@augusta.edu.

Reserved Seating

If you wish to utilize reserved seating for a specification population of students, complete the template attached to the Curriculog proposal. Upload the spreadsheet to the proposal so it can be processed by the Registrar's Office.

Before moving to the next screen, be sure and select the "Save" icon in the bottom right corner. Now select the "Meeting Times and Instructor" tab along the top on the screen.

Meeting Times and Instructor

Meeting Dates

Place your cursor in the "Meeting Time" field and enter the standard course meeting time code this section will follow. Please refer to the table below for the meeting time codes. In the event, this course will not follow the standard course meeting time policy, move to the next step for information on how to enter the non-standard meeting patterns.

Please note, any section that does not meet the Standard Course Meeting Time policy, is required to submit a Variance form for review and approval.

STANDARD COURSE MEETING TIMES

Meeting Time Code	Days	Times
50 Minutes (MWF)		
1	MWF	0700-0750
2	MWF	0800-0850
3	MWF	0900-0950

4	MWF	1000-1050
5	MWF	1100-1150
6	MWF	1200-1250
7	MWF	1300-1350
8	MWF	1400-1450
9	MWF	1500-1550
10	MWF	1600-1650
75 Minutes (MW, T/TH, or WF)		
11	MW	1300-1415
12	MW	1430-1545
13	MW	1600-1715
14	MW	1730-1845
15	MW	1900-2015
16	MW	2030-2145
17	TR	0700-0815
18	TR	0830-0945
19	TR	1000-1115
20	TR	1130-1245
21	TR	1300-1415
22	TR	1430-1545
23	TR	1600-1715
24	TR	1730-1845
25	TR	1900-2015
26	TR	2030-2145
27	WF	1300-1415
28	WF	1430-1545
29	WF	1600-1715
30	WF	1730-1845
31	WF	1900-2015
32	WF	2030-2145

Term: 201902 CRN: 27874 Subject: SOCI Course: 4442 Title: Sociology of Gender   Start Over

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences | Delivery Technology

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

▼ SCHEDULE   Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
1 ··· CLAS		01/07/2019	05/09/2019	☑	☐	☑	☐	☑	☐	☐	0700	0750	01

|◀ ◀ 1 of 1 ▶ ▶| 10 ∨ Per Page   Record 1 of 1

▼ INSTRUCTOR   Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	927180980	Powell-Williams, Melissa A.		0.000	100	☑	☐	100

|◀ ◀ 1 of 1 ▶ ▶| 10 ∨ Per Page   Record 1 of 1

In the event, this course will not follow the standard course meeting time policy, tab once to the "Meeting Type" field. Pay close attention to the code entered in the "Meeting Type" field as this will be used in determining the type of classroom space that is needed on campus. Please reference the chart below.

Meeting Type Code	Description
CLAS	Regular Classroom
CLIN	Clinic

CR##	Computer Room
CXAM	Computer Exam
EXAM	Exam
FLEX	Flexible Furnishings
GSAM	GSAM-Distance learning via two-way interactive videoconferencing with remote campus
LAB	Laboratory
LXAM	Exam using Laptop
SG##	Small Group

Please note: CR# means computer room with a max of 20, 30... Select the one you need in the dropdown. SG# means small group of 20, 30 ...etc.

Tab once more to populate the start and end date fields (note-these dates pull from the Part of Term listed on SSASECT). Select the boxes underneath the days of the week this section will meet. Enter the class start and end times (military time) in the "Start Time" and "End Time" fields. To enter additional meeting patterns, arrow down to navigate to the next line and adjust the start and end dates as necessary. Some examples of when this should be used: sections who have lab times separate sections that require different meeting locations on campus.

Please note when entering the meeting day(s) and time to be mindful of the Standard Course Meeting Time Policy. Refer to the policy at:

https://www.augusta.edu/compliance/policyinfo/policy/standard-course-meeting-times.pdf

If there is a clear business reason for non- compliance, submit a Standard Course Meeting Time Variance with your Curriculog proposal.

https://www.augusta.edu/registrar/documents/standard-course-variance.pdf

Select the "Save" icon in the bottom right corner. Note: The session indicator field should always be"01".

Meeting Location and Credits
Select the "Meeting Location and Credits" tab. Tab to the "Building" field and enter the preferred building for this section. If you do not know or don't have a preference, leave it blank. A list of centrally scheduled classrooms available for

preference are listed below. The official list of classrooms available is listed on the Classroom Scheduling Office website.

CENTRALLY SCHEDULED CLASSROOMS

Room Number	Campus	Building	Capacity	Room Type
AH E126	Summerville	AH-Allgood Hall	30	212-Computer Classroom
AH E150	Summerville	AH-Allgood Hall	44	110-Classroom
AH E151	Summerville	AH-Allgood Hall	44	110-Classroom
AH E152	Summerville	AH-Allgood Hall	56	110-Classroom
AH E156	Summerville	AH-Allgood Hall	32	110-Classroom
AH E157	Summerville	AH-Allgood Hall	44	110-Classroom
AH E251	Summerville	AH-Allgood Hall	44	110-Classroom
AH E252	Summerville	AH-Allgood Hall	44	110-Classroom
AH E253	Summerville	AH-Allgood Hall	24	110-Classroom
AH E254	Summerville	AH-Allgood Hall	32	110-Classroom
AH E257 (Mac Lab)	Summerville	AH-Allgood Hall	32	212-Computer Classroom
AH E258	Summerville	AH-Allgood Hall	44	110-Classroom
AH E259	Summerville	AH-Allgood Hall	40	110-Classroom
AH E260	Summerville	AH-Allgood Hall	36	110-Classroom
AH E354	Summerville	AH-Allgood Hall	32	110-Classroom
AH E355	Summerville	AH-Allgood Hall	32	110-Classroom
AH E356	Summerville	AH-Allgood Hall	32	110-Classroom
AH E357	Summerville	AH-Allgood Hall	38	110-Classroom
AH E362	Summerville	AH-Allgood Hall	48	110-Classroom
AH E363	Summerville	AH-Allgood Hall	32	110-Classroom
AH E364	Summerville	AH-Allgood Hall	32	110-Classroom
AH E365	Summerville	AH-Allgood Hall	32	212-Computer Classroom
AH N126	Summerville	AH-Allgood Hall	58	110-Classroom
AH N127	Summerville	AH-Allgood Hall	32	110-Classroom
AH N132	Summerville	AH-Allgood Hall	29	110-Classroom
AH N233	Summerville	AH-Allgood Hall	32	110-Classroom
AH N234	Summerville	AH-Allgood Hall	48	110-Classroom
AH N240	Summerville	AH-Allgood Hall	24	110-Classroom
AH N241	Summerville	AH-Allgood Hall	32	110-Classroom
AH N344	Summerville	AH-Allgood Hall	33	212-Computer Classroom
CFH113	Christenberry	CFH-Christenberry Field House	44	110-Classroom
CFH 199	Christenberry	CFH-Christenberry Field House	55	212-Computer Classroom
CFH233	Christenberry	CFH-Christenberry Field House	23	110-Classroom

CFH237	Christenberry	CFH-Christenberry Field House	24	110-Classroom
E1047	Summerville	SCI- Science Hall	37	110-Classroom
E1049	Summerville	SCI- Science Hall	63	110-Classroom
E1051	Summerville	SCI- Science Hall	63	110-Classroom
E1053	Summerville	SCI- Science Hall	48	110-Classroom
E1054	Summerville	SCI- Science Hall	36	110-Classroom
E1056	Summerville	SCI- Science Hall	23	212-Computer Classroom
W1001	Summerville	SCI- Science Hall	42	110-Classroom
W1002	Summerville	SCI- Science Hall	120	110-Classroom
W1004	Summerville	SCI- Science Hall	45	110-Classroom
W1008	Summerville	SCI- Science Hall	77	110-Classroom
UH 157	Summerville	UH-University Hall	16	110-Classroom
UH 160	Summerville	UH-University Hall	16	110-Classroom
UH 162	Summerville	UH-University Hall	24	212-Computer Classroom
UH 170	Summerville	UH-University Hall	152	110-Classroom
UH 216	Summerville	UH-University Hall	30	110-Classroom
UH 219	Summerville	UH-University Hall	30	110-Classroom
UH 220	Summerville	UH-University Hall	45	110-Classroom
UH 221	Summerville	UH-University Hall	55	110-Classroom
UH 223	Summerville	UH-University Hall	31	212-Computer Classroom
UH 224	Summerville	UH-University Hall	52	110-Classroom
UH 239	Summerville	UH-University Hall	30	110-Classroom
UH 241	Summerville	UH-University Hall	44	110-Classroom
UH 242	Summerville	UH-University Hall	48	110-Classroom
UH 243	Summerville	UH-University Hall	48	110-Classroom
UH 245	Summerville	UH-University Hall	30	110-Classroom
UH 246	Summerville	UH-University Hall	46	110-Classroom
UH 247	Summerville	UH-University Hall	50	110-Classroom
UH 248	Summerville	UH-University Hall	56	110-Classroom
UH 250	Summerville	UH-University Hall	28	212-Computer Classroom
UH 314	Summerville	UH-University Hall	34	110-Classroom
UH 326	Summerville	UH-University Hall	57	110-Classroom
UH 327	Summerville	UH-University Hall	48	110-Classroom
UH 328	Summerville	UH-University Hall	46	110-Classroom
UH 329	Summerville	UH-University Hall	48	110-Classroom
UH 330	Summerville	UH-University Hall	47	110-Classroom
UH 347	Summerville	UH-University Hall	43	110-Classroom
UH 348	Summerville	UH-University Hall	47	110-Classroom
UH 349	Summerville	UH-University Hall	42	110-Classroom
UH 350	Summerville	UH-University Hall	50	110-Classroom
UH 352	Summerville	UH-University Hall	44	110-Classroom

UH 353	Summerville	UH-University Hall	36	110-Classroom
UH 354	Summerville	UH-University Hall	56	110-Classroom
UH 355	Summerville	UH-University Hall	30	110-Classroom
UH 356	Summerville	UH-University Hall	36	110-Classroom
UH 357	Summerville	UH-University Hall	30	110-Classroom
AB 1005	Health Science	AB-Greenblatt Library	168	110-Classroom
BC 1030	Health Science	BC-Auditoria Center	54	110-Classroom
BC 1400	Health Science	BC-Auditoria Center	120	110-Classroom
CB 2318	Health Science	CB-Sanders Research and Education Building	50	110-Classroom
CB 2401	Health Science	CB-Sanders Research and Education Building	22	110-Classroom
CB 2405	Health Science	CB-Sanders Research and Education Building	58	110-Classroom
CB 3801	Health Science	CB-Sanders Research and Education Building	70	110-Classroom
CB 3803	Health Science	CB-Sanders Research and Education Building	60	110-Classroom
CJ 1106	Health Science	CJ-Pavillion III	42	110-Classroom
CL 1101	Health Science	CL-Hamilton Wing	198	110-Classroom
CL 1103	Health Science	CL-Hamilton Wing	198	110-Classroom
EC 1204	Health Science	EC-Health Sciences Building	104	110-Classroom
EC 1208	Health Science	EC-Health Sciences Building	26	110-Classroom
EC 1210	Health Science	EC-Health Sciences Building	125	110-Classroom
EC 1211	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 1218	Health Science	EC-Health Sciences Building	99	110-Classroom
EC 1222	Health Science	EC-Health Sciences Building	206	110-Classroom
EC 2204	Health Science	EC-Health Sciences Building	24	212-Computer Classroom
EC 2207	Health Science	EC-Health Sciences Building	30	110-Classroom
EC 2209	Health Science	EC-Health Sciences Building	28	110-Classroom
EC 2210	Health Science	EC-Health Sciences Building	54	110-Classroom
EC 2214	Health Science	EC-Health Sciences Building	53	110-Classroom
EC 2216	Health Science	EC-Health Sciences Building	48	212-Computer Classroom
EC 2230	Health Science	EC-Health Sciences Building	45	110-Classroom
EC 2231	Health Science	EC-Health Sciences Building	24	212-Computer Classroom
EC 2234	Health Science	EC-Health Sciences Building	46	110-Classroom
EC 2237	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 2238	Health Science	EC-Health Sciences Building	48	110-Classroom
EC 3001	Health Science	EC-Health Sciences Building	25	110-Classroom
GB 1110	Health Science	GB-Education Commons Building	156	110-Classroom
GB 1120	Health Science	GB-Education Commons Building	128	110-Classroom
GB 1210	Health Science	GB-Education Commons Building	298	110-Classroom
GB 1220	Health Science	GB-Education Commons Building	298	110-Classroom
RV 2201	Riverfront	RV1- Hull McKnight Georgia Cyber Center	40	110-Classroom

RV 2301	Riverfront	RV1- Hull McKnight Georgia Cyber Center	40	110-Classroom
RV 2401	Riverfront	RV1- Hull McKnight Georgia Cyber Center	22	110-Classroom
RV 2402	Riverfront	RV1- Hull McKnight Georgia Cyber Center	24	110-Classroom
RV 2300	Riverfront	RV1- Hull McKnight Georgia Cyber Center	30	212-Computer Classroom
RV 2400	Riverfront	RV1- Hull McKnight Georgia Cyber Center	48	212-Computer Classroom
RV 2600	Riverfront	RV1- Hull McKnight Georgia Cyber Center	30	212-Computer Classroom

If it is a WEB class, be sure to enter ONLINE in the Building field. If applicable, tab to the "Room" field and enter the preferred room in the building you just entered. Select the "Save" icon in the bottom left corner.

Note: If you receive the "room conflict" error pictured below, enter the letter "O" in the "Override Indicator" field and then save.

ERROR Room conflict, HELP room availability, COUNT QUERY HITS schedule.

Hours per Week

Confirm credit hours are present in both the "Hours per Week" block as well as "Session Credit Hours". Please note they may not match; however, if not present, enter the same approved credit hours in the block. The system will

automatically make the adjustments. Select the "Save" icon in the bottom right corner.

Hours per Week *	Override Indicator	Session Credit Hours	
2.50		3.000	

Entering the Instructor

To get to the instructor block, click on the "down" arrow in the lower left corner of the page or (ATL+ Page Down) to navigate to the instructor field. Tab over to the instructor ID field. Enter the instructor's ID number and tab to populate. If you do not have the instructor's ID, use the three dots in the block below the "ID" field to search for the instructor. Select Go in the top right, tab to last name and enter the last name, tab to first name and click GO. Please note- the search is case sensitive. Once the instructor is located, click select in the bottom right column and save. To enter multiple instructors, arrow down or insert a new line and repeat the steps outlines above. Select save when complete.

Note: The session indicator field should always be"01". If you receive an error indicating there is an instructor conflict, check the box under "Override Indicator" in the column that is highlighted.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Ses
01					☐	☐	

Section Preferences

Select the Section Preferences tab. In the Room Attribute Preferences section, enter any room preferences code (attribute) below that are needed for this section including the priority (priorities range from 01-04 only) in the preference number field. You can have as many assigned attributes as you need with the same priority or with a priority not higher than 04 for each. If this section doesn't have specific room attribute requirements, leave this information blank and move to the next step. SAVE when complete.

These attributes will be used by Classroom Scheduling to assign classroom space on campus.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences	Delivery Technology

PARTITION PREFERENCES   Insert Delete Copy Filter

Code	Description	Preference Number

| ⬚ ◁ [1] of 1 ▷ ⬚ | 10 ∨ | Per Page | Record 1 of 1 |

ROOM ATTRIBUTE PREFERENCES   Insert Delete Copy Filter

Code	Description	Preference Number
DCAM ...	Document Camera	01
ECHO	ECHO/Video Conferencing	01

Attribute	Description
CHBD	Chalkboard
EACC	Ethernet Access
INRS	In Room Storage
MONI	Monitors
NMD	Needs Movable Desks/Chairs
NMT	Needs Movable Tables
PIA	Piano Needed in Room
POUT	Power Outlets
SHSP*	Shares Space
TABL	Tables
VCON	Video Conferencing
WCON	Web Audio Conferencing
WHBD	Whiteboard

Please note, Document Camera (DCAM), Echo360 (ECHO), and Projector (PROJ) are standard in all shared spaces.

*SHSP (shares space)-Courses that do not meet the definition of being a Cross-Listed or Cross-Leveled course; but share an on–campus instructional space. Note-when this attribute is selected, the shared space location must be entered as the room preference for the courses that share space and the attribute would be applicable to.

Delivery Technology
Review the course section technology options below and select the correct one. Tab to the "Percentage" field and enter 100, then tab to "Primary Indicator" and check the box. SAVE. Please note the majority of our courses are coded as 21 Internet.

Code	Category	Description
21	Internet	Instruction delivered via the internet (web delivery).
22	Special Facilities	Class session meets at a specified assigned space where instruction is delivered via distance education technology (i.e. two-way interactive videoconferencing).
23	Distributed Media	Instruction transmitted via satellite, cable TV, broadcast TV, radio, CD ROM, DVD, Blu-Ray Disc, etc.

SSARRES

The second screen in the UCRN workflow is the Schedule Restrictions Screen (SSARRES). This screen will allow you to manage which student populations are allowed to register for this course. For example, if you would like prevent any other students from registering for this section except students with a particular major, level, class, degree, program, campus, college, or student attribute, you would enter that information here. Please note, you DO NOT need a restriction on for every option. Also, be mindful of which option you choose- include or exclude. Review the restrictions on each tab to confirm they are correct. Update if appropriate. Select the "Save" icon in the bottom right corner. Below is an example of a section that will only allow students in the Sociology program to register for it. Below is a link to the troubleshooting guide for registration errors related to course restrictions.

https://www.augusta.edu/registrar/documents/registration-errors-administrators.pdf

SSAPREQ

The third screen in the UCRN workflow is the Schedule Prerequisite and Test Score Restrictions screen (SSAPREQ). This controls the prerequisites that are required in order for a student to register for this section. Review this information on the "Section Test Score and Prerequisite Restrictions" tab. See below. Please note, the only way a student who doesn't meet these prerequisites will be allowed to register for this section is by receiving departmental approval that is entered on SFASRPO.

Term: 201902 CRN: 27874

Start Over

| Section Information | Section Test Score and Prerequisite Restrictions | | | | | | | |

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS   Insert Delete Copy Filter

And/Or	Y	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	Y
			...	WMST	1101	US	C	No	
And	(			SOCI	1101	US	C	No	
Or				SOCI	1103	US	C	No	
Or				PSYC	1103	US	C	No	)
And	(			SOCI	3002	US	C	(None)	
Or				SOCI	3003	US	C	(None)	)
And				SOCI	3380	US	C	(None)	

|◄ ◄ 1 of 1 ► ►| 10 ▼ Per Page   Record 1 of 7

SECTION CAPP AREA PREREQUISITE RESTRICTIONS   Insert Delete Copy Filter

Area *	Description

|◄ ◄ 1 of 1 ► ►| 10 ▼ Per Page   Record 1 of 1

Before moving to the next screen, be sure and select the "Save" icon in the bottom right corner if an adjustment was made.

Select the "X" in the top left to move to the next screen.

SSATEXT

The fourth screen in the UCRN workflow is the Section Comment screen (SSATEXT). This screen contains the information that is found in the "Notes" that are displayed on the Schedule of Classes in POUNCE. Please note, there are guidelines for the text that is entered here so please contact our office at classes@augusta.edu before adding anything other than:

"Permission Only" when a DP status is indicated on SSASECT

Subj	Num	Sec	CRN	Title	Max	Enr	Rem	Instructor	Hrs	Term	Time	Days	Location	Notes
BIOL	2990	A	18710	Undergrad Research	1	1	0	Csanyi, Gabor	3	Full Term	TBA		TBA	Permission Only

Course theme information

Subj	Num	Sec	CRN	Title	Max	Enr	Rem	Instructor	Hrs	Term	Time	Days	Location	Notes
INQR	1000	A	17363	Fund. of Academic Inquiry	20	21	-1	Leeper, Karla	1	Full Term	1430-1545	T	Allgood Hall E260	Humans and Heroes at Augusta University

"Study Abroad" or "Study Away" on study abroad sections

Subj	Num	Sec	CRN	Title	Max	Enr	Rem	Instructor	Hrs	Term	Time	Days	Location	Notes
SABR	2930	SA	27125	Model United Nations	99	0	99	Albert, Craig	3	Full Term	1000-1300	F	Allgood Hall	Study Abroad - Permission Only

Before moving to the next screen, be sure and select the "Save" icon in the bottom right corner.

Select the "X" in the top left to go back to the home screen or click "Start Over" in the upper right corner.

WORKFLOW COMPLETION NEXT STEPS

You have now completed the UCRN process. Be sure and follow these steps for each section you wish to activate. Once complete, you are encouraged to proof the data entered. You may do so by running the following Crystal report: WSC0102 Sections for Term by College and Department. This will provide you with a comprehensive list of active, inactive sections and canceled sections.

Once your audit is complete, please attach a copy of the report to your Administrative Course Scheduling Proposal in Curriculog and approve the proposal so it might route to the next step which is the Registrar's Office. For assistance approving the proposal, please contact curriculog@augusta.edu.

DEADLINES

Scheduling Coordinators are responsible for updating their sections in Banner using the UCRN process according to the established deadlines. All deadlines related to scheduling are listed below.

SCHEDULES LAUNCHED IN CURRICULOG DEADLINES

TERM	DEADLINE
Summer	November 1
Fall	November 1
Spring	July 1

SCHEDULE SUBMISSION DEADLINES

TERM	DEADLINE
Summer	December 15
Fall	December 15
Spring	August 15

DATES OF RESTRICTED BANNER ACCESS

TERM	DEADLINE
Summer	December 16 - June 30

Fall	December 16 - June 30
Spring	August 16 – October 31

DATES OF RELEASE TO CLASSROOM SCHEDULING

TERM	DEADLINE
Summer	January 19
Fall	February 15
Spring	September 27

DATES OF CLASSROOM ASSIGNMENT RELEASE

TERM	DEADLINE
Summer	January 29
Fall	February 26
Spring	October 8

DEADLINE FOR COURSE MATERIAL SUBMISSIONS

TERM	DEADLINE
Summer	February 1
Fall	April 1
Spring	September 1

SCHEDULE OF CLASSES PUBLICATION

TERM	DEADLINE
Summer & Fall	Tuesday after Martin Luther King Jr. Holiday
Spring	Tuesday after Labor Day

NOTES

Once registration has begun, the following course data cannot be altered: Part of Term, Schedule Type, Instructional Method, or Credit Hours. Additional information can be found on our website at the link below.
https://www.augusta.edu/registrar/section-update

Please be sure and designate any sections that should be coded as Low Cost or No Cost or HIP by sending the section information to classes@augusta.edu. See attribute guides listed below.

LOW COST AND NO COST ATTRIBUTES

Additional information may be found on our website at:

https://www.augusta.edu/registrar/courseattributes.php#NoLow

Attribute	Description
ZNCM	No-cost: $0 required costs
ZLCM	Low-cost: $40 or under required costs

HIP (HIGH IMPACT PRACTICES) ATTRIBUTES

Additional information may be found on our website at:

https://www.augusta.edu/registrar/courseattributes.php

STUDY ABROAD/AWAY

Additional information may be found on our website at:

https://www.augusta.edu/registrar/courseattributes.php

CONTACT

If you have any additional questions, please contact our office at classes@augusta.edu.