SCHEDULE BUILDING IMPORTANT TIPS

Please pay very careful attention to the following items:

1. Part of Term dates will fill in on the meeting times tab of the SSASECT form. If the course dates are different, you should change them on SSASECT and put a note with those same dates on the first line of section text (SSATEXT). These dates MUST fit within the dates for the selected Part of Term.

2. Be very sure that you have entered the integration partner code on SSASECT. Without this, the course will not display in Blackboard. The code should be the same value as the schedule type code that you already entered.

3. If the course you are working on has variable credits, be very sure you have entered the number of credits that you want to offer the course for on the blank line beneath credit hours and also beneath billing hours.

4. If you are making a section that is a zero credit hour lab, the gradable box at the bottom of the SSASECT form MUST BE UNCHECKED. We had many sections where this was not done, and it creates huge problems at grading time.

5. Do NOT change any titles on SSASECT or we will change them back to the original entry. Request title changes from Joyce Hadley (schedulebuilding@wichita.edu) in the Enrollment Office.

NOTE! REMINDER!!

A Special Approval requirement should only be entered on courses for which you want students to contact your department for a permit code. If you want to restrict enrollment based on other factors and allow students who meet those criteria to enroll without contacting your office, do not put a Special Approval. We can restrict courses based on a student’s department, major code, class, level, degree, program, college and student attribute. To place such restrictions, please email gina.crabtree@wichita.edu. This will be done at the course as well as section level.

Detailed instructions for all of these items are in your learning guide. If you are unsure of how to do something, please ask, as this prevents major problems at a later time.

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