To: Department Chairpersons

From: Bill Wynne, Registrar

Date: June 30, 2010

Subject: SPRING 2011 SCHEDULE BUILDING

The Spring 2010 schedule of courses has been rolled forward into the Banner production system to facilitate the building of the Spring 2011 schedule of courses. Only classes that had a part of term 1 or 1a (the full semester) have been rolled, except those that had cancelled status. Any classes that had one of the other parts of term for Spring 2010 have not been rolled. The part of term on the rolled sections can be changed if desired. Following is a list of what was and was not rolled:

1. Meeting days and times were rolled, and can be changed if desired
2. Buildings and rooms were not rolled, and should be entered if appropriate.
3. Instructors have not been rolled; please enter, attached to the sections.
4. CRN’s were not rolled; a new one was created when the roll was done.
5. No cross-listings, co-requisites, or links were rolled. Send these to Joyce Hadley by September 10, to be entered for Spring 2011.
6. Attributes were rolled; please do not change any of them.
7. The text for notes was not rolled, and will need to be re-entered.
8. Course restrictions have been rolled, as have the special approval restrictions.
9. The quota has been rolled. Be sure to change if needed. On the form for quota, the box that says “prior” has the actual enrollment for that section from Spring 2010.

Schedule building will begin on July 6, 2010 and schedules are due to the Registrar’s Office on September 10, 2010. Changes or additions after that date should be sent via e-mail. Your Dean’s office may set an earlier deadline for the schedule to be ready for their review. If you have a new employee who needs training, please contact Gina Crabtree at ext. 3089.

Planning between the departments and the Director of Satellite Campuses, and those responsible for other outreach sites, should occur prior to the September 10 deadline. Detailed instructions accompany this memo along with your prerequisite table, master classroom request form, and part of term table. The complete Banner Learning Guide for Schedule Building, as well as all schedule building documents, can be downloaded by going to www.wichita.edu/schedulebuilding. There have been changes made so please review the guide.

cc: Provost and Vice President Miller
    Associate Provost Pendse
    Associate Provost Pickus
    All Deans and Associate Deans
    Susan Norton

tencl: General Instructions
       Master Classroom form
       Projector Plus Classrooms
       Part of Term Template

Prerequisite Table
Schedule Building Aid
Schedule Buildings Tips