1. Course Numbering: Many courses have an alphabetic suffix as part of the course number. Each different title for a course MUST HAVE a different course number/letter combination. Variation of credit hours for a course does not require a different course number/letter combination for each credit hour variation. Number/letter combinations cannot be re-used for different courses. You cannot order a section for any course that has not been approved and entered on the catalog file by the Registrar’s Office. DO NOT CHANGE ANY TITLES on SSASECT - contact the Registrar’s Office.

2. ALL COURSES MUST SHOW BEGINNING AND ENDING TIMES (including AM or PM), OR ARRANGED. All courses must have a Part-of-Term, and the meeting dates must match the dates for the Part-of-Term selected. Registration deadlines, withdrawal deadlines, and refunds are all determined by Part-of-Term dates.

3. TIME FORMATS: The Spring 2011 Part-of-Term template is attached.

   Sessions are scheduled as follows; please see the Part-of-Term sheet for additional approved sessions:

   Pre-session (10 days).... ..........January 3   -   January 15
   16 week semester (80 days) .....January 18   -   May 17
      Part-of-Term #1 = 16 week classes that start before January 24
      Part-of-Term #1A = 16 week classes that have their first class meeting Mon., January 24
   1st session (37 days) ......  ..........January 18 - March 9
   2nd session (38 days) .... ..........March 10   -   May 9

   The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

   Classes in the main parts of terms should be scheduled as follows:

   Pre-session
   1 credit hour - 1 hour and 20 minutes daily (no break)
   2 credit hours - 2 hours 45 minutes daily - includes one 15 minute break
   3 credit hours - 4 hours and 5 minutes daily - includes two 10 minute breaks

   7 ½ week Sessions (examples)
   1 credit hour - 15 meetings, one hour each
   2 credit hours - 15 meetings, two hours each - includes one 10 minute break
   OR 30 meetings, one hour each
   3 credit hours - One hour daily
16 week Semester:

Day: Monday-Wednesday-Friday classes will start on the half-hour, with the first period beginning at 7:30 a.m. Three hour courses meeting on Tuesday-Thursday will be 75 minute periods beginning at 8:00 a.m. The required pattern for this scheduling follows:

- 7:30 - 8:20 MWF
- 8:30 - 9:20 MWF
- 9:30 - 10:20 MWF
- 10:30 - 11:20 MWF
- 11:30 - 12:20 MWF

Evening: Three hour evening classes which meet two evenings per week will be scheduled for 5:35 - 6:50 or 7:05 - 8:30. Those which meet one evening per week will be scheduled 7:05 - 9:45.

Classroom assignments are made based on the class size, which should reflect the number of enrollments in prior terms. Any class requesting a room assignment in one of the master classrooms must complete a master classroom form. These rooms fill quickly; please do not expect to be assigned one of them without making a special request. Many classrooms now have a data port and projector, which enables a user to use a laptop computer to connect to the internet. This would be an option for those who do not need all of the equipment available in a master classroom. A list of those centrally scheduled Projector Plus rooms, as well as the Master Classroom Request Form, is attached; both can also be found online at: www.wichita.edu/schedulebuilding. If you want a particular classroom for a section - other than a Master Classroom - you should indicate that on SSASECT. In the event of any scheduling problems, we will ask your assistance in making necessary adjustments.

4. All courses are to be listed in your schedule, including co-op courses, courses at the South Campus, West Campus, workshops and media courses. All details regarding meeting dates, place, times and grading option for workshops must be included in your schedule.

5. Lecture/labs: Any lecture that has a single zero credit lab accompanying it should be created as a single section. The time, days and room for the lab should be entered on the line immediately below the lecture time, days and room.

Any lecture that has several zero credit labs accompanying it should be created as separate sections for the lecture and all labs. The lecture and labs must have the same course number. Zero credit labs are NOT graded; be sure the gradable box on SSASECT is unchecked for these labs.
6. WORKSHOPS: Workshops must be designated as such before enrollment begins for the semester; “corrections” cannot be made after that point. The course must be designated for S/U grading on the course file (SCACRSE) to be offered as such. S/U grading is an option ONLY for workshops.

A workshop course:
1) is on a current topic of limited interest or is experimental;
2) does not have its own permanent course number; and
3) is not required for any program of study.

If a workshop is offered for graduate credit the instructor must meet the requirements for graduate faculty and be approved by the Dean of the Graduate School; and the workshop must meet over at least a three-day period, with no more than one credit earned per week. One hour of workshop credit requires at least 15 hours of direct instruction (contact time).

7. OFF-CAMPUS courses are defined as those outside the City of Wichita and its contiguous industrial areas. Course sections offered exclusively on the web are also considered to be off-campus. Off-Campus fees, which are residency neutral, must be charged for such courses, even if they are “Workshops.” (Off-campus fees and workshop fees are residency neutral.)

8. Please indicate a quota for us on all courses. For arranged courses, such as Thesis, we must know how many students you will need to accommodate.

9. A table of pre-requisites will be published in a separate section of the Schedule of Courses. The Spring 2010 Schedule Pre-Requisite Table for your department is attached. Please make any additions or changes appropriate for Spring 2011, and return the table to Nancy Allinger, Box 58, by September 10, 2010.

10. Prerequisite checking can be automatic during registration. We have already implemented extensive prerequisite checking for Business, Engineering, and Chemistry. It works best when the prerequisites are other courses or a certain test score. When registering for the next semester, current enrollment in the prerequisite meets the requirement. If you feel that enforcing prerequisites for some of your courses is really needed, please contact bill.wynne@wichita.edu.

11. Carefully follow the Banner Schedule-Building Instructions (found at www.wichita.edu/schedulebuilding).

We encourage all schedule builders to take a refresher training course. These can be found at the WIN Training source link on your myTools menu.

YOUR COMPLETED SCHEDULE INFORMATION MUST BE SUBMITTED TO the Registrar’s Office from the Deans Offices by SEPTEMBER 10, 2010.