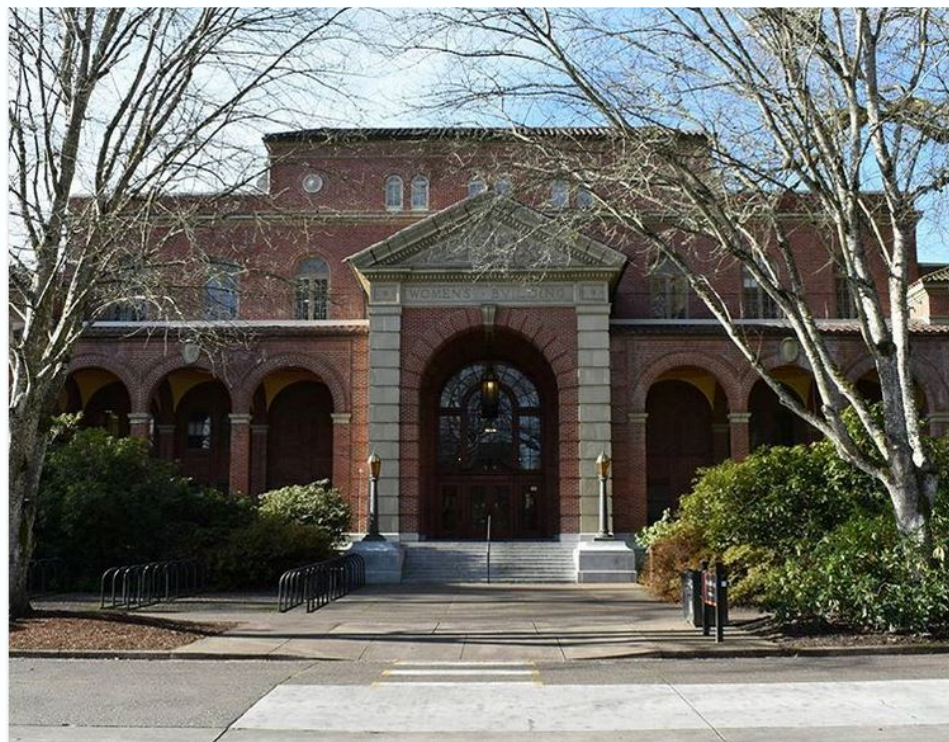


# The Scheduler



## Deadlines:

<https://registrar.oregonstate.edu/scheduling-deadlines>

### Spring term 201903

**Adds/Deletes Due:** 8/31/18

**SSR1000 to depts:** 9/14/18

**SSR1000 due:** 10/12/18

**Banner locked:** Mid-January

**Registration Begins:** 2/24/19

**Classes Begin:** 4/1/19

### Summer Term 202000

**Adds/Deletes Due:** 11/30/18

**SSR1000 to depts:** 12/14/18

**SSR1000 due:** 1/18/19

**Registration Begins:** 4/14/19

**Classes Begin:** See Summer schedule

## Classroom Updates

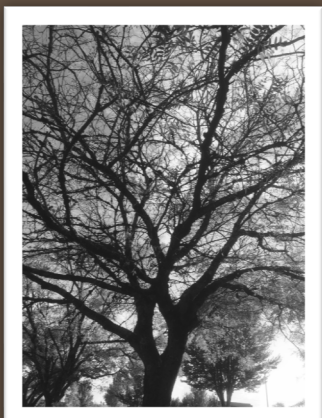
We expect renovations in the large GILB auditoriums, 124 and 224, to be completed in time for winter 201902.

Peavy Hall, Forestry Complex, is anticipated to be complete fall 202001 (2019).

MFD 105 is offline until further notice.

# BANNER 9 Shortcuts

| Shortcuts                                |                       |
|--|-----------------------|
| Buttons display shortcut with mouse-over |                       |
| Command                                  | Banner 9              |
| Save                                     | F10                   |
| Rollback/Start Over                      | F5                    |
| Quit/Close                               | Ctrl+Q                |
| List of Values/Lookup                    | F9                    |
| Log Out of Banner                        | Ctrl+Shift+F          |
| Next Block/Next Section; Go              | Alt+PgDwn             |
| Previous Block/Section                   | Alt+PgUp              |
| Clear Block/Section                      | Shift+F5              |
| Next Field Tab Tab                       | Tab                   |
| Previous Field Shift+Tab Shift+Tab       | Shift+Tab             |
| Checkbox toggle                          | Spacebar              |
| Radio Group toggle                       | Left/Right Arrow      |
| Go To: Search                            | Ctrl+Shift+Y          |
| Go To: Recently Opened                   | Ctrl+Y+Up/Down        |
| Forms with Tabs direct to Tab            | Ctrl+Shift+1, 2, 3, 4 |
| Enter Query/Filter                       | F7                    |
| Execute Query/Go (on Filter) F8 F8       | F8                    |
| Quit/Exit/Cancel Query                   | Ctrl+Q                |
| Insert Record F6 F6                      | F6                    |
| Delete Record                            | Shift+F6              |
| Copy Record/Section                      | F4                    |
| Clear Record                             | Shift+F4              |
| Next Record                              | Down Arrow            |
| Previous Record                          | Up Arrow              |
| Cut                                      | Ctrl+X                |
| Copy                                     | Ctrl+C                |
| Paste                                    | Ctrl+V                |
| Print                                    | Ctrl+P                |
| Open Related Menu                        | Alt+Shift+R           |
| Open Tools Menu                          | Alt+Shift+T           |
| Help                                     | Ctrl+Shift+L          |



Photos by Sara Hoyt

# Thesis Sections

503 and 603 thesis sections are only allowed one instructor per CRN.

503/603 thesis sections & instructors need to be added or deleted by the Office of the Registrar scheduling desk.

When we add a 503/603 thesis section, we do verify the instructor has FERPA in Banner. If they do not, we will let you know. They will be required to take FERPA before the section can be added.

<https://registrar.oregonstate.edu/ferpa-faqs>





# Welcome!

## Schedule Team Updates!

The Schedule team has doubled in size! With the new scheduling software and other upcoming process improvements, we are fortunate to have Rebecca and Carson on board.

Our new Program Representative joined the OtR on Monday, December 10. **Rebecca Wagner** comes to us from Boise, ID, by way of Flagstaff, AZ where she worked for the City of Flagstaff in their sustainability and energy section. In this role she helped develop processes for tracking and visualizing energy and water use, collected greenhouse gas data, and worked on an energy efficient rebate program. Prior to working for the city she worked for Northern Arizona University, also in Flagstaff, as a Graduate Assistant to the Dean where she supported scholarships, recruitment, event scheduling, and prospective graduate students.

Our new Schedule Coordinator joined the OtR on Monday, December 17. **Carson Hoffman** comes to us from the US Navy where he served for 10 years as a Naval Aviator, Air Operations Officer, and ROTC instructor. He taught Naval Science courses at OSU from 2014-2017 and earned his MBA in 2017.



Yaquina Bay Bridge, Newport OR