

The Scheduler

Volume 5, Issue 3

Winter 2020

Deadlines:

Winter 2020

- Registration 11/17/19
- Classes start 1/6/2020

Spring 2020

- SSR1000 due 10/18/19
- Banner locked mid-January
- Registration 2/23/2020
- Classes start 3/30/2020

Summer 2020

- SSR1000 due 1/17/2020
- Registration 4/12/2020

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Blanket Courses

Starting Fall Term 2020 (202101), blanket sections **with no scheduled meeting time** will require one instructor for each section.

It is strongly recommended, as a best practice, to add the departmental approval (DP/SAPR) override to all blanket sections to ensure students are registering for the correct section.

It is up to departments to determine how many sections are needed for each blanket course. This does not mean a section for every instructor, just those teaching a section.

Some blanket courses may only need one or two sections, where others may need multiple sections.

Prior to registration each term, remove instructors from sections (*except 503/603 thesis*) then add them as students inquire about enrolling. If you run out of sections for a blanket course, contact us about creating additional CRNs.

By having one instructor per section **and** departmental approval override on each section, both the student and the department can be certain that they are registering for the correct section.

Blanket courses:

401/501/601: Research and Scholarship

402/502/602: Independent Study

403/503/603: Thesis/Dissertation

404/504/604: Writing and Conference

405/505/605: Reading and Conference

406/506/606: Special Problems/Special Projects

408/508/608: Workshop

409/509/609: Practicum/Clinical Experience

410/510/610: Internship/Work Experience



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What is cross listing?

From the Schedule Desk standpoint, it is the linking of two or more sections that meet at the same day/time/room with the same instructor(s).

These can be:

Slash courses such as 4xx/5xx sections or

Crosslisted sections such as FE 307/ FOR 307.

We often receive calls about classes that have seats available, but a student cannot register because the course is full. Most of the time these sections are crosslisted in Banner. It is important to check a few places before contacting us.

Crosslisted course relationships are usually identified in the schedule of classes:

Using **SYASECT**, you can review crosslist enrollment information and find the two digit code (Group ID/Group identifier) used to connect the sections:

Course Information:

Subject	REL	RELIGIOUS STUDIES	Course Number	350	Section	001	
Campus	C	Oregon State - Corvallis	Status	O	Open	Schedule Type	A Lecture

Enrollment Details:

Maximum *	10	Actual	2	Remaining	8	Changed by	OWA_USER
Waitlist Maximum *	0	Waitlist Actual	0	Waitlist Remaining	0		
Cross List Maximum	35	Cross List Actual	10	Cross List Remaining	25	Group ID	Q2

The Group ID is **Q2** in this example. You can then go to **SSAXLST** to see all cross listed courses within that group and their current enrollments. This may help you to determine where to move available seats, reduce available seats, or to determine if a larger internal (cross list) max is needed:

Cross List Enrollment Summary:

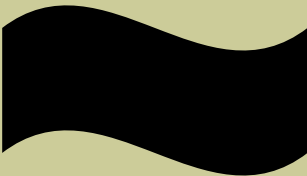
Maximum Enrollment	35	Actual Enrollment	10	Seats Available	25
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Cross List Section Table:

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Remaining *	Wait List Maximum *	Wait List Actual *	Wait
39450		HST	350	001	1	C	4.000				25	0	17	0	0	
39451		REL	350	001	1	C	4.000				10	2	8	0	0	

If there is a registration error, it is often because the **maximum crosslist enrollment (internal max)** and the **maximum enrollments of each section** do not add up.

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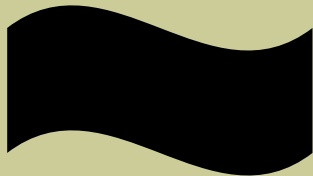


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OtR Schedule Team:

Cindy Lehto—Master Scheduler
Sara Hoyt—Scheduler
Rebecca Wagner—Scheduler
Carson Hoffman—Summer Session
and Non-Traditional Class offerings

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CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual	Enrollment Remaining	Wait List Maximum
34438		HST	388	001	1	C	4,000				35	14	21	
36430		REL	388	001	1	C	4,000				10	9	19	

The internal (crosslist) max enrollment is 35, but the total of the two sections equals 53. **If the actual combined enrollment hits 35**, one or both of the sections will still show available enrollment numbers, which will create the registration error message and confusion among students. They are not able to register at that point because the internal (crosslist) max enrollment has been reached and the crosslist is full.

This is not a wrong way to set up a crosslist, but creates more management on the end of the department scheduler. At the point when a crosslist hits its max enrollment, department schedulers should lower the enrollments of the individual section CRN's to match the current enrollment so as to avoid the appearance of available seats where there are none. The department scheduler should then monitor those sections for students who may drop so those seats can be made available again in either section (by increasing the section maximums).

In the example above, if 34438 had 20 students enrolled, and 36430 had 15 students enrolled, then we would suggest lowering the section enrollment maximums to 20 and 15, respectively. The cross list and both section maxes would then reflect actual available seats. This situation can be avoided by always having the combined individual section maxes equal to the cross list max, but there are many ways and reasons to set up a crosslist.

Another solution may be to contact the Schedule Desk to request an increase to the internal (crosslist) maximum enrollment and (potentially) find a larger room to allow more students to enroll. In that situation, the department scheduler would still need to adjust the section maxes to allow more students to enroll. Giving capacity overrides is **strongly** discouraged until the larger room has been confirmed.

Important: Please do not put waitlists on crosslisted courses. It creates issues when there is space in one section, but not another. A student may get on the waitlist of the 'full' section, but there may be seats available in the other section.

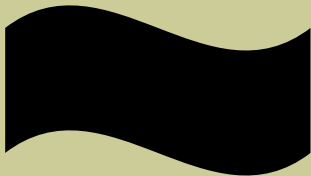
Remember, the Schedule Desk refers to crosslisting as those courses that meet with the same room/day/time/instructors, but we will typically only connect those courses which satisfy the requirements for crosslisting at the catalog level. You can find approved crosslistings in the [Catalog](#) or in the Course Descriptions in the [Schedule of Classes](#). There are exceptions to this (special topics, etc.); please email Schedule@oreonstate.edu with questions.

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Edit requests must be Emailed:

It is imperative that communication regarding changes to sections open for enrollment be sent via email. Phone conversations directing us to cancel a class, etc., cannot be tracked and we must be able to justify edits made to the Schedule of Classes.

Case in point – a fall term section that should have been cancelled was not. The department scheduler thinks they may have called us, but we have no record of a request to cancel. One student was enrolled in the section for the entire term and must now petition to drop the class, thus incurring not only the \$20.00 fee, but also the inconvenience of filling out and submitting the petition to correct a mistake that was not their fault.

Please continue to call us, we love hearing from all of you and assisting when you have questions or issues. Moving forward we will require section changes to be submitted in an email before we process them.



Non-traditional Classes

Continuing the theme of the OtR “Year of Compliance” the Schedule Desk is rolling out an updated framework to maintain accountability for scheduling via parts of term. The part of term code assigned to a course in Banner is essential for our office to effectively communicate and enforce registration timelines and deadlines, as well as enable VA and Financial Aid certifications that make funds available for qualified students.

What does this mean to the scheduling community? Classes that operate for durations other than approved term dates will need approval to be scheduled. For example, a 3-week, spring term class to watch plays in Ashland. The faculty member administering the class will need to decide if the syllabus can be expanded to fit the dates of a 5A/5B term, or otherwise would need to initiate a request to offer the class outside of established dates.

For more information about non-traditional course scheduling, visit the non-traditional courses webpage or reach out with further questions.