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
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:

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:

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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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 maxes).

In the example above, if 34438 had 20 students enrolled, and 36430 had 15 students enrolled, then we would suggest lowering the section enrollment maxes 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.
**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. After registration begins section changes must include documented support from the department chair.

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.

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**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. Official dates of instruction are published in the Schedule of Classes and need to be adhered to by faculty. This ensures that there are no ‘ghost’ syllabi and the transparency of expectations between the student and instructor is upheld.

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. With that request, the class would be evaluated by the OtR and Financial Aid to determine the suitability of offering it outside of established part of term dates. This is NOT meant to restrict faculty from teaching innovative/experiential courses, but to align the university with accreditation standards and federal education requirements. The use of section notes or websites with information contradictory to the approved dates listed by the academic calendar will result in the class being cancelled. With your assistance, we will be able to provide a better learning experience to all of our students!

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