

The SSR1000 is a printable copy of the course offerings for a particular term. They are distributed to departments for editing shortly after copying a term from one year to the next. They are then returned to the Schedule Desk to implement the requested changes. See the Scheduling Deadlines page for distribution and due dates.

Please make all changes in **RED INK** or type in red colored font if editing/submitting electronically.

Write your phone number, SIGN, and DATE your edited SSR1000, then return to the Schedule Desk on or before the deadline. Submissions can be made in person, via email, or through campus mail. If scanning and emailing, please ensure you scan your documents in COLOR so the red will show. Make and keep a copy of your edited SSR1000 before submitting it to the Schedule Desk.

[CRN Proofing Guide](#)

[Registration Restrictions Guide](#)

[Linking Sections Guide](#)

To Change a Section	To change data, line through incorrect data lightly, and enter correct data.
To Delete a Section	Place "D" at the far left and then lightly line through entire first line of the course.
To Add a Section	Place "A" at far left, and enter all necessary information, either at the bottom of the page, or on an added piece of paper or spreadsheet. Please include all items when adding course, including grading mode.
To Activate/ Inactivate	<p>If an "I" appears after the STATUS: at the far right, the course is <i>Inactive</i>. To make it <i>Open</i>, cross out the "I" and place an "O" for "<i>Open</i>". Enter the maximum enrollment in the <i>MAX</i>: space.</p> <p>To inactivate a course cross out the "O" and enter "I" at the far left-hand side of the beginning of the first line of the course. An <i>inactive</i> course is a course that is not presently being offered but may become available during the registration period. This will temporarily inactivate registration and the course will not appear in the Schedule of Classes.</p> <p>Note: Please do NOT make a section Inactive if you know it will not be offered that term—mark it Deleted (see above).</p>
To Cross list	A course can be cross listed with one from another department if approved by Academic Programs. You can check SCADETL to see if your course is a cross listed course. Write the additional CRNs in the space provided. List total students accepted after INT MAX (Internal Maximum).
To Combine	Courses taught together, such as ME 421/521, can be "tied" together, either with the same enrollments, such as 48/48 and total max 48; or they can be

	48/48 with a total max enrollment of 96. Different sections of the same course may also share a room and should be combined to ensure the headcount does not exceed room capacity. Write the additional CRNs in the space provided and list total students accepted after INT MAX. "Combine" is functionally the same as "Cross list" and will often be referred to as such by the Schedule Desk.
Rooms	<p><i>If a GP room will be needed</i>, check with instructors for specific attributes desired: enhanced room, white board, etc. Record those needs in the space provided. (Review the Valid Classroom Attributes List for room information). DO NOT include attributes that are not on the valid list. There are attributes listed by Facilities Services on Banner's SLARDEF that we do not include in the scheduling software.</p> <p><i>If a departmental room will be used</i> indicate the room. If unsure of the exact room at the present time, indicate "GRP TBAD".</p> <p><i>If no room is needed</i>, such as location based teaching, indicate "GRP OC".</p> <p>Please note: classes are scheduled at the times and in the locations shown on the printout. If the class size/room size is not a good fit, the Schedule Desk will make necessary adjustments.</p>
Change Meeting Dates	<i>If a course meets for less than the full term</i> , cross out the full term dates (which defaulted from the roll process) and indicate the correct dates or date range. These dates should adhere to established part of term dates as outlined on the Non-traditional Course Offerings page.
Restrictions	You can restrict by Department, Field of Study, Class, Level, Degree, Campus, College, and Student Attributes. To indicate INCLUDE put a +. To indicate EXCLUDE put a -. Course prerequisites and recommended courses cannot be added, deleted or changed at the section level. They must be changed at the catalog level with a course change proposal. However, they can be switched from "Enforced" to "Recommended" with an email request to the Catalog Coordinator . See official prerequisite policy .
To Change the Section Max or Waitlist	Use SYASECT.

SSR1000 Definitions

TITLE	<i>Course title</i> . May not be changed unless approved by curriculum approval process. Special courses and reserve number courses may, however, list a subtitle. A maximum of 30 characters may be used in a title, including any required designators (ST/, INT/, SEM/, etc.) and spaces.
SUBJECT	<i>Subject</i> . Abbreviation for the subject, such as MUS for Music.
NUMBER	<i>Course number</i> . If changed, a different CRN will be created.

SECTION	<i>Section number.</i> Can be changed and still maintain the original CRN.
LI:	<i>Link Identifier.</i> Links lectures to their labs and/or recitations.
TYPE:	<i>Schedule Type.</i> Identifies the class format, such as lecture, lab, recitation, seminar, online. Type indicated is the first three letters of the type description. Can only be scheduled as indicated in the Academic Catalog .
MODE:	<i>Grade Mode.</i> The kind of grades earned in a class. VERY important that you verify these. Either A/F or P/N. Can only be scheduled as indicated in the Academic Catalog .
CRED:	<i>Credits.</i> The number of credits for which a course is offered. Variable credit courses can have either the full range or a specific credit amount; they cannot have a range within the full range. Can only be scheduled as indicated in the Academic Catalog .
PT:	<i>Part of Term.</i> Full term lengths are part of term 1. Dates for other parts of term (5A, 5B, EXT, SUP, and Summer 2-6) can be found on the Academic Calendar .
DP:	<i>Departmental Approval (SAPR).</i> If indicated with a Y, CRN is listed, but students must obtain department permission to take the section.
STATUS:	<i>Course Status.</i> "I" indicates <i>Inactive</i> . "O" indicates <i>Open</i> . "C" indicates <i>Cancelled</i> .
CRN:	<i>Course Reference Number.</i> A unique identifier for each section, assigned by the Schedule Desk through Banner. Changes from term to term.
MAX:	<i>Enrollment.</i> Maximum you want accepted into the section. Can be changed by the department often as needed.
WAIT:	<i>Waitlist.</i> Specifies the number of seats made available for the electronic waitlist. If a registered student drops the course, thus creating an opening, the first student on the waitlist will be automatically emailed that he or she has 24 hours to register. Students must meet all prerequisites and restrictions. For details, see waitlisting .
XLISTS:	Indicates cross listed CRNs. CRNs that share a room should be taught as cross listed.
INT MAX:	The combined total max desired for the cross listed sections. Required if cross lists exist.
INSTRUCTOR	<p>This field is required. OSU collects and analyzes this data; please enter as soon as possible the name and OSU ID number of your instructor/s. The percentage of responsibility should total 100%. The primary instructor is listed first and indicated with an *. Additional instructors are listed alphabetically.</p> <p>The primary instructor must have an active preferred email address in SPAIDEN in order for Schedule 25 to properly find locations for your classes. This email address must be their OSU email.</p>
RESTRICTIONS:	<p>- Indicates EXCLUSION</p> <p>+ Indicates INCLUSION</p>

COMMENTS:	Any restrictions in this area ARE NOT ENFORCED . Rows appear on SSR1000 only if comments exist. Comments are subject to approval and editing by the Schedule Desk.
SECTION FEES (code-amt):	Fees must be approved and listed at https://fees.oregonstate.edu before they can be added to a section. The fee detail code, amount, and type (CRED, FLAT) should be included if requesting to add a new fee to a section.
DATES	The start date and end date of this meeting. Sections that meet for shortened sessions or on specific dates should have these adjusted as needed. Dates for different parts of term can be found on the Academic Calendar . These dates must adhere to established parts of term.
DAYS	<i>Days of the week for this meeting.</i> M-Monday; T-Tuesday; W-Wednesday; R-Thursday; F-Friday; S-Saturday; U-Sunday.
TIME	<i>Beginning & Ending Time.</i> Use the 24 hour clock. We need a starting time and an ending time. Ending times generally need to be 10 minutes before the hour or the half hour. See class meeting times in Zone Requirements .
MEETING TYPE	Specific type for this meeting time. Follows same rules as the schedule type.
BLDG	<i>Building.</i> See the campus map for building abbreviations.
ROOM	<i>Room Number.</i> As listed. Sections that will be in departmental rooms must be indicated with the room or, if unsure at the present time, GRP TBAD. Sections that will be meeting off campus and don't need a room should be indicated with GRP OC if meeting times exist.
(GP ATTR:)	<i>General Purpose Room Attributes.</i> See Scheduling Classrooms for Courses for a list of valid attributes. Does not apply to sections using departmental rooms.