Guide to Proofing CRNs

When the Schedule Desk asks you to proof a CRN, we are asking that you check over the CRN to make sure we haven't made any errors while inputting the information you provided. We only need you to respond to our proofing request if there is something wrong with the CRN that needs to be fixed.

It is important to proof sections when they are initially created, after they roll (using the SSR 1000), and before registration opens for a term. It is the department scheduler's responsibility to identify and alert the Schedule Desk to errors before the course is opened for enrollment. Instructors should proof their sections whenever possible as well.

There are many aspects of a course that are difficult or impossible to change once there is enrollment in a CRN, so **pay particular attention to:**

- **Meeting times/days**
- **Part of term**
- **Grade mode**
- **Cross lists**
- **Linked sections**
- **Schedule type**
- **Credits**
- **Section comments/class notes**
- **Registration restrictions**

Proofing in Banner

Banner Screen	Used to proof...
SSASECT	Subject, course number, section number, department approval, schedule type, grade mode, credits, links, enrollment, meeting days/times, assigned room, requested GP room attributes, and instructor
SYASECT	Subject, course number, section number, schedule type, enrollment, meeting days/times, assigned room, and instructor (max enrollment, waitlists, and instructors can be edited here)
SSATEXT	Section comments
SSARRES	Registration restrictions (field of study, class, level, college, etc.)
SSAXLST	Cross list enrollment distribution
SSAXMTI	Cross list times/rooms
SSADETL	Links/fees/attributes on courses

Proofing in the Schedule of Classes (classes.oregonstate.edu)

When using this method, please be aware that the Schedule of Classes does not update immediately when a CRN is created or modified in Banner. Also, sometimes the update cycle will run in the middle of CRN creation, so some information might be missing that actually is present in Banner (which is a good reason to proof using both methods). You can find the date/time that the SOC was last updated at the bottom of the first information block of the details panel.

When you're asked to…

Add max enrollment in SYASECT:	Department schedulers should expect to make most edits and updates to section enrollment maxes themselves. The Schedule Desk will sometimes add max enrollment to a section when it is created, especially if we are scheduling it in a classroom. If registration has already opened for a term, we often will **not** add max enrollment and instead ask you to proof the section prior to adding that to the CRN yourself. This is to ensure students aren't registering for a section with an error on it; when you add the max enrollment to a CRN in these instances, you are effectively opening the section for enrollment.
Add instructors in SYASECT:	The Schedule Desk (and **only** the schedule desk) adds/updates instructors for 503/603 thesis sections. For all other sections, the department scheduler is expected add and update their own instructors, so be sure to do so while proofing. We'll send you communications after terms start if there are sections with no instructor listed.

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