The Scheduler

Deadlines:

Winter 2021

- Banner Locked, TBD
- Classes start 1/4/2021

Spring 2021

- Banner locked TBD
- Registration 2/22/2021
- Classes begin 3/29/2021

Inside this issue:

WAITLISTS

- Waitlists are managed by department schedulers in SYASECT.

- The Schedule Desk does not add waitlists to sections.

- For linked courses such as lecture and lab/recitation, the waitlist must be added to the lab/recitation. Students need to enroll in both CRN's (lecture and lab/recitation) when registering.

    - Students should enroll in an open lecture and lab/recitation combination, and then waitlist for the preferred lab/recitation (making sure to waitlist on a section linked to the lecture).

- If a section enrollment max is increased to a section with a waitlist, the waitlisted students will be notified to add the course. For example: if there are 5 students on a waitlist for a section, and the max enrollment is increased by 3, the first 3 students on the waitlist will be notified to add the course.

- Enrollment overrides should <u>never</u> be given to students for sections that have waitlists.

- Students can begin registering for a waitlist starting in PHASE 2 of registration. When a space becomes available in a section, the student will be notified via their official osu onid email, and they will have 24 hours to register for the section.

    - If they miss their 24-hour time period, they are removed from the waitlist, and the next student is notified. This 24-hour period starts as soon as the space is available.
    - Students may add themself back to the same waitlist or a different one if they miss their 24-hour window.
    - Students registering for waitlists should be encouraged to check their student email frequently.

https://registrar.oregonstate.edu/waitlisting-courses

Phase 1 & 2 Restrictions

Some sections are intended to have enforced registration restrictions only during registration phase 1. Adding and removing restrictions on sections require notification to the Schedule Desk. Phase 1 restrictions should be added during the SSR editing period, or before registration opens in the case of new sections. To remove restrictions for Phase 2, email schedule@oregonstate.edu the day phases are changing from 1 to 2. List all sections, with CRN and what restriction to be removed. Do not send requests early.
https://registrar.oregonstate.edu/priority-
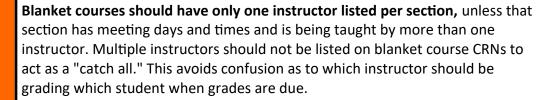
Asian & Pacific Cultural Center

Hattie Redmond Women & Gender Center

Centro Cultural Cesar Chavez

Blanket Courses

Blanket courses should have only one instructor listed per section, unless that section has meeting days and times and is being taught by more than one instructor. Multiple instructors should not be listed on blanket course CRNs to act as a "catch all." This avoids confusion as to which instructor should be grading which student when grades are due.

It is strongly recommended that blanket courses should have Departmental Approval (DP/SAPR) restrictions in place to avoid students registering for incorrect sections.

Departments should not update instructors for 503/603 Thesis sections in SYASECT. Requests to update those sections should be sent to the Schedule Desk.

Individualized blanket courses may be offered to students wanting to explore areas of special interest that are not provided in the existing curriculum. A faculty member and student must together negotiate a course of study. The department must then create an individualized CRN before the student can register. **All individualized blanket courses *must* require special approval (SAPR-Departmental Approval)**. The department should request a CRN that will reflect the individual course of study (including a unique course title) and an assigned instructor of record. Please advise students to register for the section with their unique course title and instructor. Departments should not advise students to register for any available section as a placeholder. This will help to avoid late registration petitions later in the term. Incorrect registration could also negatively impact grade collection, end of term processing, academic history, and degree clearance.

- **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/Projects
- **407/507/607:** Seminar
- **408/508/608:** Workshop
- **409/509/609:** Practicum/Clinical Experience
- **410/510/610:** Internship/Work Experience

https://registrar.oregonstate.edu/scheduling-protocols-and-policies

Native American Longhouse
Eena Haws

Section Title Policy

Only specific variable topic and blanket course sections may have their title altered from the catalog title. Any custom section title will include a required prefix to indicate the course type. Some examples of these prefixes are listed below. Department Schedulers should consult the Schedule Desk for guidance on custom section titles. All custom section titles are subject to review and edits by the Schedule Desk.

Course Type	Prefix/Course Indicator
Special/Selected Topics	ST/
Special/Selected Studies	SS/
Topics	TOPICS/ or T/
Advanced Topics	AT/
Studies	STUDIES/ or ST/
Research/Research & Conference	RESEARCH/ or RES/
Thesis (403 only)	THESIS/
Independent Study	IS/
Writing & Conference	W&C/
Reading & Conference	R&C/
Projects	PROJECTS/ or PROJ/
Seminar	SEMINAR/ or SEM/
Workshop	WORKSHOP/ or WS/
Practicum	PRACTICUM/ or PRAC/
Internship	INTERNSHIP/ or INT/
Service Learning	SERVICE LEARNING/ or SERV LRN/
Leadership	LEADERSHIP/ or LEAD/
Overseas Study	OS/

https://registrar.oregonstate.edu/scheduling-protocols-and-policies

The photos in this newsletter are of the seven cultural resource centers at OSU:

Asian & Pacific Cultural Center   Lonnie B. Harris Black Cultural Center
Centro Cultural Cesar Chavez   Ettihad Cultural Center
Pride Center   Native American Longhouse Eena Haws
Women & Gender Center

Learn more about OSU cultural resource centers here:
https://dce.oregonstate.edu/cultural-resource-centers

Pride Center

Section Numbers

Academic course sections will have section numbers based on the following protocols determined by campus and/or type.

- **001-089** sections are for Corvallis campus
- **090-099** sections are for EOP Corvallis campus students
- **100-179** sections are for Corvallis campus
- **180-199** sections are for Corvallis campus exam for credit sections
- **200-399** *sections are not available for use*
- **400-449** sections are for Ecampus sections
- **450-479** sections are for Portland/PDX Campus
- **480-499** sections are for Ecampus Hybrid sections
- **500-599** sections are for OSU-Cascades campus
- **600-699** sections are for INTO OSU students
- **700-799** sections are for EOU-La Grande campus
- **800-899** sections are for HMSC-Newport campus
- **900-999** sections are for Study Abroad / OSU GO

Multiple updates were made to this list in 2020. If you notice sections that are not following this protocol, please alert the Schedule Desk before registration begins for that term.

https://registrar.oregonstate.edu/scheduling-protocols-and-policies

---

Faculty and FERPA

Occasionally when we are asked to add a grad level thesis section (503/603), we will reply that the faculty member does not have FERPA in Banner, and we cannot create the section until the faculty member has taken the FERPA training module.

If a faculty member took FERPA prior to January 2005, their record may not be in Banner. They will need to take the FERPA training module as the FERPA law has changed since 2005, and they are out of compliance with the federal law.

Unfortunately, Banner does not prevent long-time faculty from being assigned to sections when they do not have FERPA training on file. Department Schedulers are encouraged to check for FERPA training before assigning new instructors to sections.

There are two CORE reports where you can check to see if someone has current FERPA training: BIC2910, and BIC 2911. Results may take up to 48 hours to display after passage of training.

The Office of the Registrar, as a whole, encourages everyone to retake the FERPA training module every other year to remain current with FERPA knowledge.

https://registrar.oregonstate.edu/FERPA

OREGON STATE UNIVERSITY

Cindy Lehto—Master Scheduler
Sara Hoyt—Scheduler
Rebecca Wagner—Assistant Registrar Scheduling
Mike Jefferis—Associate Registrar Catalog, Curriculum, Scheduling

Schedule@oregonstate.edu
Summer.session@oregonstate.edu
25Live.help@oregonstate.edu

Ettihad Cultural Center
380 Student Experience Center

Lonnie B. Harris
Black Cultural Center

Crosslisting and Slash Listing

The Office of Academic Programs and Assessment (APA) describes parameters and guidelines with regards to crosslisting and slash listing courses; the Schedule Desk uses the term "crosslisting" interchangeably to describe both situations because they utilize the same types of crosslist codes.

Sections are considered crosslisted when two or more sections are linked together via a crosslist code in Banner (consisting of two alphanumeric characters). Sections should only be crosslisted in Banner if they are taught in the same space at the same time.

While crosslisting in the Scheduling world indicates mostly that two sections will be taught in the same space at the same time (classroom and/or Canvas site), the Schedule Desk also follows the spirit of those APA guidelines when determining which sections may and may not be crosslisted. At its very essence, crosslisting is intended for otherwise identical sections from different academic units, or for slash courses (graduate/undergraduate).

Courses do not need to be described as crosslisted in the catalog in order to be crosslisted at the section level, but must, in most circumstances, follow those APA guidelines, including:
- Matching or closely matching titles
- Matching credit amounts
- Matching or closely matching course descriptions
- Matching or closely matching prerequisite course requirements

Limited exceptions may be made if the spirit of the courses dictates that the sections should be taught in the same space while not necessarily following those guidelines listed above. Mentor/mentee, teacher/student, presenter/audience, or other similar situations, for example, may involve different titles or credit amounts, but should by their very nature be taught in the same room at the same time and must be crosslisted sections. These types of course relationships should, ideally, be noted in the course descriptions.

Other Schedule Desk protocols for crosslisting include:
- On campus and Ecampus sections may not be crosslisted together.
- Any graduate level section crosslisted ("slash" listed) with an undergraduate section must include the section comment "Does not meet Graduate School's stand-alone requirement" prior to students registering for the class.
- Any crosslisted sections will have individual section maximum enrollments, as well as a combined crosslist max enrollment (also referred to as an "internal max"). While overall management of enrollment maxes (section and internal) should be monitored by the Department Scheduler in SYASECT, only the Schedule Desk can update the crosslist max in Banner. Requests to update should be sent to schedule@oregonstate.edu.
- Crosslisted courses will be automatically combined into one Canvas course. Instructors may also choose to use the Canvas Course Merge Tool to merge some non-crosslisted sections of a course into a single Canvas course.
- Sections are not automatically crosslisted by the Schedule Desk. Crosslisting needs to be indicated by the requestor, along with the crosslist max enrollment.

Contact Canvas Support for more information about merging Canvas sites.

OREGON STATE UNIVERSITY

Cindy Lehto—Master Scheduler
Sara Hoyt—Scheduler
Rebecca Wagner—Assistant Registrar Scheduling
Mike Jefferis—Associate Registrar Catalog, Curriculum, Scheduling

Schedule@oregonstate.edu
Summer.session@oregonstate.edu
25Live.help@oregonstate.edu

Courses vs. Sections

Course: A class that is part of a program leading to a degree. Courses are listed in the academic Catalog. Courses are added to the catalog through the curriculum proposal process (CIM).

Section: The unit of a course offered to students during a term under an individual course reference number (CRN). Sections are listed in the Schedule of Classes. Sections are created during SSR editing, or the course section add form.

A metaphor that we like to use: *The approved course is the smörgåsbord, the section is the plate. You cannot put it on your plate if it's not on the smörgåsbord.*

Check if and how a course can be requested as a section:

> Check the Catalog.
>> If the request is for a future term, and the course has recently been approved, the course is likely not listed in the catalog, which only displays the current term.
> Check SCACRSE in Banner.
>> *All department schedulers should have read-only access to SCACRSE.*
>> *If you do not, contact the Schedule Desk.*
> **SCACRSE** – basic course information
>> Enter the Subject, Course Number, and TERM.
>>> Be sure you're checking the term in which you want to request the section to be created. This is especially important if you know that changes have been made recently or it is a new course.
>> Use either ALT+Page Down, **or** click the arrow icon at the bottom left of each page to navigate through different pages of SCACRSE. You will find:
>>> Course Details page to view course title/college/dept/status/credit hours
>>> Course Level page
>>> Grading Mode page to view available grade modes
>>> Schedule Type page to view available schedule types

❄❄❄❄❄❄❄❄❄❄

Season's greetings
and a
Happy New Year
from the Schedule Desk crew.

Cindy   Becca
Mike   Sara

❄❄❄❄❄❄❄❄❄❄❄❄❄❄