ADD THE DAY AND TIME TO A COURSE SECTION IN BANNER

TABLE OF CONTENTS

REVISION HISTORY

Version	Date	Name	Description
Initial	7/20/16	David Gilbert	Formatted procedures in currently approved template format
Update	7/7/17	Margaret Stewart	Added steps to input a multiple meeting pattern for the same schedule type/course activity
Update	6/27/18	Merlin Krieger	Updated to Banner 9.
Update	3/7/2019	Jeff Williams	Updated for agreement with the Scheduling Guidelines, effective Fall 2019 and added language regarding the session indicator field
Update	10/14/19	Bryan Cracchiolo	Updated STVMEET and other screenshots (10 min. time shift); all start/end times are standard options.

INTRODUCTION AND PURPOSE

How to add the meeting day(s) and time(s) for a course section in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Adherence to standard meeting patterns (the day(s) and times that a course section meets) helps to facilitate effective course scheduling and promote efficient classroom utilization. Standard meeting patterns for on-campus and University Village general assignment classrooms are available on MWF, TR, MW, WF, MF, MTWR, and F. These meeting patterns begin on the hour or half-hour and end 20 or 50 minutes after the hour (e.g. MWF 0800-0850 or TR 0800-0920). A non-standard meeting pattern is any combination of day(s) and time(s) that does not conform to a listed standard meeting pattern. Non-standard meeting patterns in general assignment classrooms must still conform to the start and end time conventions listed above. For additional information, including a list of all standard meeting patterns, please reference the Standard Class Times documents available from Academic Scheduling and the Scheduling Guidelines for General Assignment Classrooms, effective Fall 2019.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Create or display sections for the courses that were created in the Course Catalog.

GTVMTYP	Meeting Type Validation	Meeting type codes for class sections.
STVMEET	Meeting Time Code Validation	Standard meeting patterns available for course sections

PROCEDURES

NAVIGATE TO THE MEETING DATES TAB

1. Navigate to **SSASECT (Scheduling)**.
2. Enter the **Term Code** and **CRN** of the desired course section and click **GO**.

3. Click on the **Meeting Times and Instructor** tab.

4. Select the appropriate section below to utilize a pre-defined, standard meeting pattern or manually enter a standard or non-standard meeting pattern.

USE A PRE-DEFINED, STANDARD MEETING PATTERN

1. Click the **LOV button** below the **Meeting Time** column header.

2. Use the arrow buttons to page through available meeting patterns on **STVMEET (Meeting Time Code Validation)**.
3. Once the desired meeting pattern has been located, click on its row, then click the **SELECT** button.

4. On the **Meeting Dates** tab, the **Start Date**, **End Date**, **Days**, **Start Time**, **End Time**, and **Session Indicator** fields will be populated.

5. Update the Meeting Type field to match the Schedule Type entered on the **Course Section Information** tab.
   a. If the **Meeting Type** code (LEC, DIS, LAB, etc.) is known, type it into this field.
   b. Otherwise, click the **LOV button** below the **Meeting Type** column header.

   c. Use the arrow buttons and scroll bars to locate the desired code in the **GTVMTYP** window.
   d. Once the desired code has been located, click on its row, then click the **OK** button.
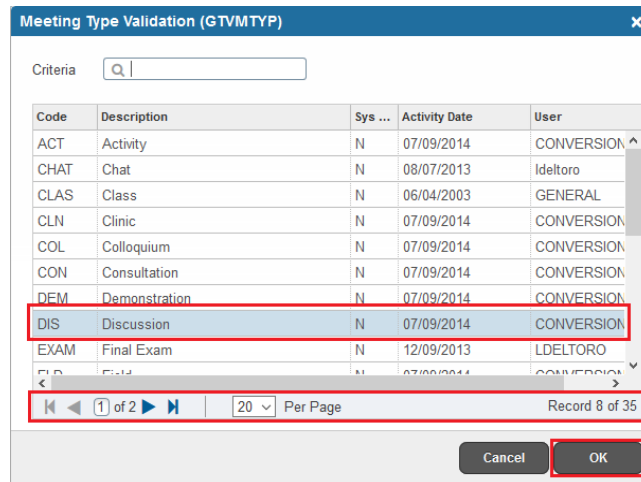
6. Ensure that the Session Indicator field has a value of "**01**". This is the default value, but it can easily be unintentionally overwritten or edited.
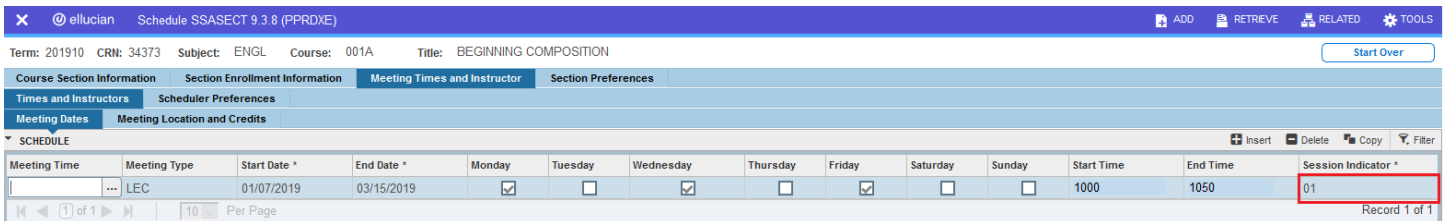
7. Once the desired meeting pattern has been selected and the **Meeting Type** and **Session Indicator** field values have been confirmed, click **Save**. A confirmation message will be displayed and the value in the **Meeting Time** field will disappear.
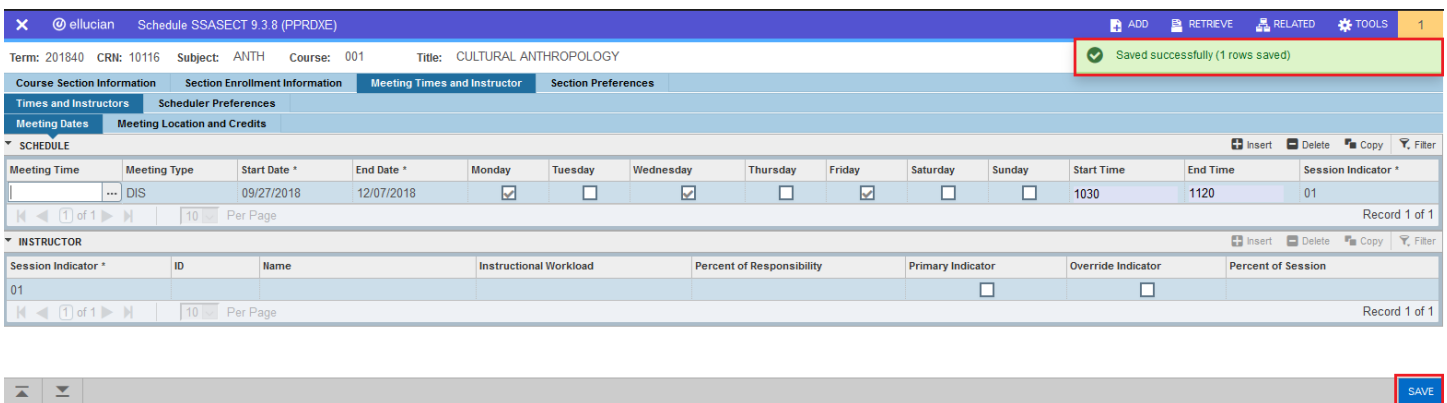
MANUALLY ENTER A STANDARD OR NON-STANDARD MEETING PATTERN

1. Click into the **Meeting Type** field where the **CLAS** value is displayed and update the value to match the **Schedule Type** entered on the **Course Section Information** tab.
   a. If the **Meeting Type** code (LEC, DIS, LAB, etc.) is known, type it into this field.
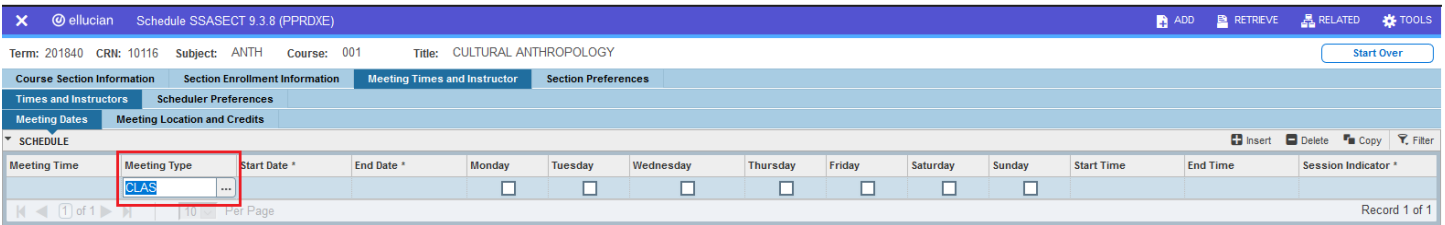
b. Otherwise, click the **LOV button** to load the **GTVMTYP** window.
c. Use the arrow buttons and scroll bars to locate the desired code.
d. Once the desired code has been located, click on its row, then click the **OK** button.
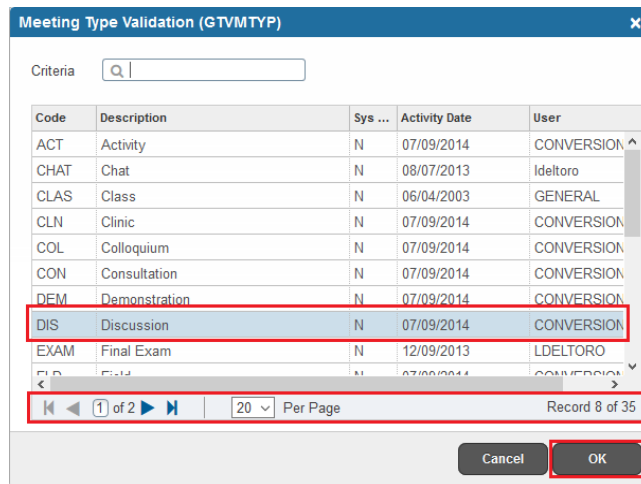

2. Press the TAB key to automatically populate the dates of instruction in the **Start** and **End Date** fields.
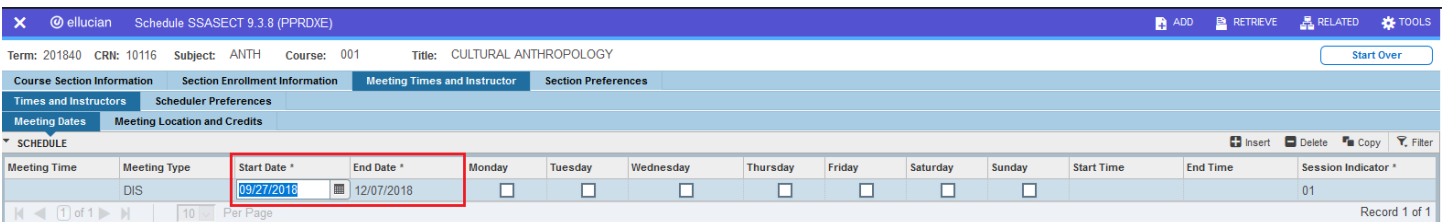
3. Select the check boxes for the desired day(s) of the week.
4. Enter the section's **Start Time** in 24-hour (military) format, using 4 characters (e.g. 0800, 1530). For sections in General Assignment classrooms, the start time should be on the hour or half-hour (XX00 or XX30).
5. Enter the section's **End Time** as above. For sections in General Assignment classrooms, the end time should be 20 or 50 minutes after the hour (XX20 or XX50).
6. Ensure that the **Session Indicator** field has a value of "**01**". This is the default value, but it can easily be unintentionally overwritten or edited.
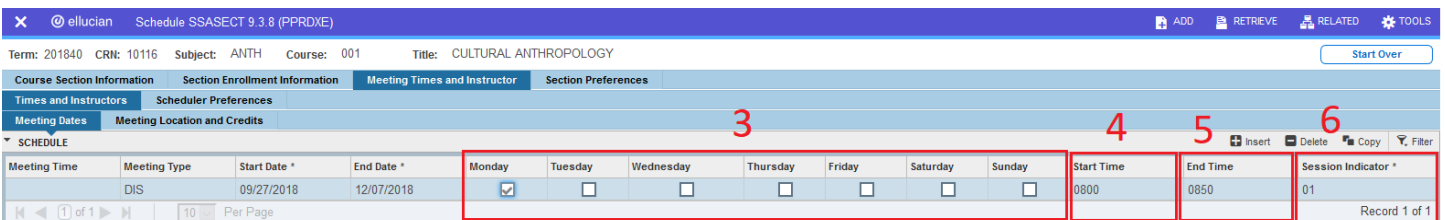
7. Once the desired meeting pattern has been entered and the Session Indicator value has been verified, click **Save**. A confirmation message will be displayed.

DEFINE AND IDENTIFY MULTIPLE MEETING PATTERNS

Definition: A course section has multiple meeting patterns when its meeting days and times cannot be expressed as a single, repeating day/time pattern or when an otherwise repeating pattern must be divided to accommodate classroom scheduling.

A course section with multiple meeting patterns will have one primary meeting pattern and one or more secondary meeting patterns. The primary meeting pattern is used when determining a section's final exam day and time and in calculating compliance with the Scheduling Guidelines, as well as in determining which meeting pattern displays in many reports.

Each meeting pattern requires a unique value in the **Session Indicator** field. The value for the primary meeting pattern is "**01**". Secondary meeting patterns should be numbered sequentially, beginning with "**02**", "**03**", etc. Incorrectly numbered meeting patterns can have negative effects, including inaccurate compliance calculations, exclusion from scheduling reports, and failure to import to 25Live for classroom scheduling.

In order to determine the primary meeting pattern, follow the list of criteria below. The primary meeting pattern:

a. conforms to a standard meeting pattern (if no meeting pattern is standard, then …)
b. contains the greatest number of contact hours (if all meeting patterns have equal contact hours, then …)
c. has the earliest start time (if all meeting patterns have the same start time, then …)
d. begins earliest in the week

For example:
- If a course section meets MWF 0900-0950 & W 1000-1050, the MWF meeting pattern is primary because it is a standard meeting pattern. In this instance, the meeting patterns should not be entered as MF 0900-0950 & W 0900-1050, as times that are common across all meeting days should be grouped together.
- If a course section meets MF 1500-1550 & W 1600-1650, the MF meeting pattern is primary because it contains the greatest number of contact hours.
- If a course section meets M 0930-1050 & F 0800-0920, the F meeting pattern is primary because it has the earliest start time.
- If a course section meets T 1230-1350 & R 1230-1350, the T meeting pattern is primary because it occurs first in the week. **Please Note**: This occurrence is incredibly rare and is utilized only when a different classroom is to be assigned to each day of the meeting pattern. Otherwise, this should be entered as a single meeting pattern of TR 1230-1350.

Best Practice: If any portion of a section's day(s) and time(s) constitute a standard meeting pattern, that standard meeting pattern should be entered and the remaining day(s) and/or time(s) should be divided among additional meeting patterns as required.

Though Academic Scheduling will assist in identifying and correcting issues where possible, it is the responsibility of the academic department to correctly code multiple meeting patterns as part of the maintenance of course sections.

ENTERING MULTIPLE MEETING PATTERNS ON A COURSE SECTION

1. Enter the primary meeting pattern as determined by the above criteria by followings steps 1-6 under Use a Pre-Defined, Standard Meeting Pattern or Manually Enter a Standard or Non-Standard Meeting Pattern.
2. Ensure that the **Session Indicator** value is "**01**".
3. Enter the secondary meeting pattern(s).
   a. Click the **Insert** button above the primary meeting pattern.
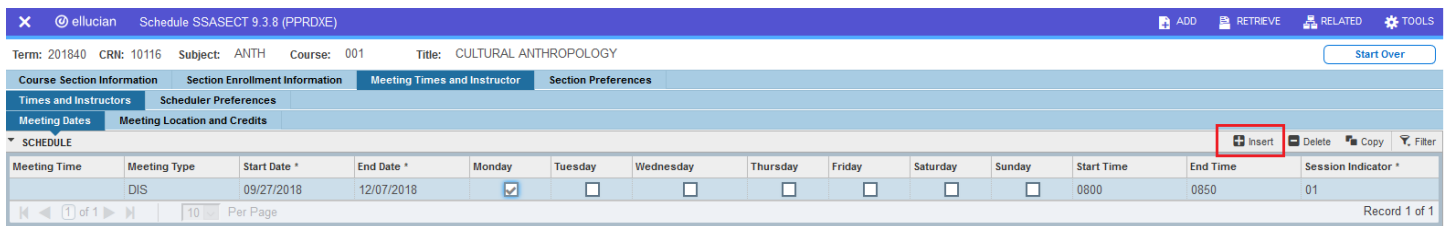
   b. On the new row, follow steps 1-6 under Manually Enter a Standard or Non-Standard Meeting Pattern.
   c. Enter sequentially higher values in the **Session Indicator** field. The first secondary meeting pattern should be "**02**", followed by "**03**", etc.
      Reminder: Each meeting pattern <u>must</u> have a unique **Session Indicator** value.
4. After all required meeting patterns have been entered, click **Save**. A confirmation message will be displayed.