



Sam Houston State University

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OFFICE OF THE REGISTRAR

Schedule Build Instructions

Each department will receive a spreadsheet of their course offerings for the new term based on the courses offered in the past like term. (ex: Spring 2024 based on Spring 2023)

Departments will edit their course offerings on the spreadsheets including changing sections, adding building and rooms, adding sections, and deleting sections, before submitting their spreadsheets back to the Registrar's Office for processing.

Viewing the Spreadsheet

Inactive Courses

Courses that are inactive for the term at the catalog level due to curriculum changes, are labeled in orange. These courses could not be rolled and do not exist for the current term.

CRN	Subject	Course Number	Section Number	Long Title	Catalog Title	Special Title	Cross Lis	Campus	Schedule Type	Meeting Type	Instructional Method	Grade Mod	Part of Term	Session Credit Hrs
83435	CIED	5085	01		Advanced Research in Teaching			M	X1	LEC	2	G	1	3
83489	CIED	6394	01		Dvlpng Curriculum for Adults			M	X1	LEC	2	G	1	3
80203	COMS	3372	01		Interpersonal Health Comm			M	X1	LEC	2	U	1	3
85173	COMS	3372	02		Interpersonal Health Comm			M	X1	LEC	2	U	1	3
85024	COMS	3373	01		Environmental Communication			M	X1	LEC	2	U	1	3
84881	COMS	3382	01		Persuasion			M	1	LEC	1	U	1	3
84820	MCPA	3385	01		Advanced Writing for PR & Adv			M	X1	LEC	2	U	1	3
85020	MCPD	2374	01		Sports Media Production I			M	1	LEC	1	U	1	3
85016	MUSI	3381	01		Song History & Literature			M	1	LEC	1	U	1	3
80465	SOCI	4340	01		Rsch Methods In Sociology			M	1	LEC	1	U	1	3
80466	SOCI	4340	02		Rsch Methods In Sociology			M	X1	LEC	2	U	1	3
80467	SOCI	4340	03		Rsch Methods In Sociology			M	X1	LEC	2	U	1	3

Off Grid Courses (Fall and Spring Terms Only)

Courses are considered "Off Grid" if they do not follow standard meeting times. Off Grid courses will need to have their meeting times adjusted to be on grid, or the courses will need written approval from Dr. Gaillard to be offered Off Grid.

- Courses that are off grid, but either begin or end during standard meeting times have their meeting times marked in blue. Off Grid courses will need to have their meeting times adjusted to be on grid, or the courses will need written approval from Dr. Gaillard to be offered Off Grid.

CRN	Subject	Course Number	Section Number	Session Credit Hrs	Link Identifi	Link Connec	Viewable to Students	Capacity	Waitlist Capacit	Department Approv	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Tim	End Tim	Building	Room	Hours Per Week
82431	ACOM	3360	04	3			Y	25	999		M		W					0800	0915			3
82383	AGBU	4319	01	3			Y	30	999		M		W					1400	1515			3
82395	AGBU	4363	01	3			Y	30	999		M		W					1530	1650			3.20
82400	AGBU	4375	01	3			Y	30	999		M		W					1230	1350			3.20
82414	AGBU	4378	01	3			Y	24	0		M		W					0930	1050			3.20
82435	AGET	2303	01	3	I1	J1	Y	30	0		M		W					0900	0950			2
82457	AGET	3301	01	3	I2	J2	Y	30	0		M	T		R				0800	0845			1.80
82461	AGET	3380	01	3	I3	J3	Y	30	0		M		W					0800	0850			2
84552	AGET	4381	01	3	4A	4B	Y	30	0		M	T		R				1100	1145			1.80
82528	AGET	4385	01	3	I6	J6	Y	30	0		M		W					1000	1050			2
82533	AGET	4393	01	3	E5	F5	Y	30	0		M		W					1100	1145			1.80
82001	AGRI	1309	01	3			Y	24	999		M		W					0800	0915			3

- Courses that are off grid and do not start or end on grid have their meeting times marked in purple. Off Grid courses will need to have their meeting times adjusted to be on grid, or the courses will need written approval from Dr. Gaillard to be offered Off Grid.

CRN	Subject	Course Number	Section Number	Session Credit Hrs	Link Identifi	Link Connec	Viewable to Students	Capacity	Waitlist Capacit	Department Approv	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Tim	End Tim	Building	Room	Hours Per Week
82429	ACOM	3360	02	3			Y	25	999		M		W					1530	1645			3
82369	AGBU	2317	01	3			Y	80	999		M		W					1230	1345			3
82618	ANSC	3376	03	3	I9	J9	Y	25	0		M	T		R				1200	1245			1.80
83268	CISE	3384	02	3			Y	31	999		M		W					1530	1645			3
83269	CISE	3384	03	3			Y	30	999		M	T		R				1300	1415			3
83733	CISE	4379	03	3			Y	24	999	DA	M		W					0930	1045			3
83740	CISE	4379	05	3			Y	24	999	DA	M		W					0930	1045			3



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Editing Courses on the Schedule Spreadsheet

Scheduling Options: What to enter in the fields

- All required fields are indicated in dark blue with bold text. They include:

Subject	Grade Mode	End Time
Course Number	Part of Term	Building
Section Number	Session Credit	Room
Campus	Capacity	Instructor ID
Schedule Type	Meeting Days	Instructor Name
Instructional Method	Start Time	Notes

Subject	Course Number	Section Number	Campus	Schedule Type	Instructional Method	Grade Mode
Ex: ENGL	EX: 1301	01-99	M - Main	1 - Lecture	1 - Face to Face	U - Undergraduate
			W - Woodlands	2 - Lab	2 - Internet	G - Graduate
			O - Off Campus	3 - Practicum	6 - Hybrid (refer to maintenance form for hybrid options)	I - UG with IP
			C - Out of Country	4 - Seminar		P - GR with IP
				5 - Independent Study		C - Credit/No Credit
				6 - Private Lesson		Y - Developmental Pass/Fail
				8 - Thesis		
				9 - Dissertation		
				C - Clinical		
				X0 - Online Individualized		
				X1 - Online Lecture		
				X2 - Online Lab		
				X3 - Online Practicum		
				X4 - Online Seminar		
				X5 - Online Ind. Study		
				X6 - Online Private Lesson		
				X8 - Online Thesis		
				X9 - Online Dissertation		
				XC - Online Clinical		
				H0 - Hybrid Individualized		
				H1 - Hybrid Lecture		
				H2 - Hybrid Lab		
				H3 - Hybrid Practicum		
				H4 - Hybrid Seminar		
				H5 - Hybrid Ind. Study		
				H8 - Hybrid Thesis		
				H9 - Hybrid Dissertation		
				HC - Hybrid Clinical		
				OL0 - Online Live Individualized		
				OL1 - Online Live Lecture		
				OL2 - Online Live Lab		
				OL3 - Online Live Practicum		
				OL4 - Online Live Seminar		
				OL5 - Online Live Ind. Study		
				OL6 - Online Live Private Lesson		
				OL8 - Online Live Thesis		
				OL9 - Online Live Dissertation		
				OLC - Online Live Clinical		



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Part of Term	Session Credit	Capacity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Building	Room	Instructor ID	Instructor Name
1 - Full Term	if	enter	Y or N	Y or N	Y or N	Y or N	Y or N	Y or N	Y or N	enter in military time	enter in military time	Enter building code	Enter room number	enter in 000123456 format	Smith, John
7A - First 7 Weeks (Fall)	variable,	capacity													
7B - Second 7 Weeks (Fall)	enter	of course													
5A - First 5 Weeks (Fall)															
5B - Second 5 Weeks (Fall)															
5C - Last 5 Weeks (Fall)															
ND - No Drop Term															
M - May Minimester (Summer)															
S1 - Summer 1															
S2 - Summer 2															

- Entering information into fields other than the required fields for a section is not required but can be done. All other field options have been listed on the instruction page of the spreadsheet.



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Changes to a Section

- Make desired change(s) in cell for course and schedule item (Ex: change the section number from 02 to 01)
- Highlight **EVERY** change made in **yellow**
- Further explain change in notes column if necessary

CRN	Subject	Course Number	Section Number	Notes
80613	ACCT	2301	01	Changed section number to 01

Deletion of a Section

- Highlight section row **red**
- Add note to delete section

CRN	Subject	Course Number	Section Number	Notes
80613	ACCT	2301	01	Delete this section

Create a New Section

- Insert a new row
- Enter information in each required column. Required columns are marked a darker color blue and their titles are bolded.
- Enter information into unrequired fields if deemed necessary
- Add any special notes to the scheduler in the “Notes” column
- Highlight the row **green**

CRN	Subject	Course Number	Section Number	Long Title	Catalog Title	Special Title	Cross List	Campus	Schedule Type
	ACCT	2301	12					M	1

Assigning Classrooms

- **Priority Rooms:** Departments schedule sections into their priority rooms by entering the building code and room number into the designated columns on the spreadsheet
 - o Departments may negotiate room usage as desired
- **Engaging Spaces Classrooms:** Departments that house Engaging Spaces Classrooms (EVC 260, LDB 208, FAR 105, LDB 339, and AB1 215) will have priority scheduling up to 65% of instructional time. Courses in those spaces will be submitted to the Registrar’s Office using the Course Schedule Spreadsheet. The QEP Engaging Spaces office will finalize those schedule requests for these spaces prior to final schedule build. Any time not scheduled by the home department will be subject to discretionary scheduling by the Engaging Spaces Office.
- **Computer Lab Classrooms:** Departments may schedule courses in computer lab classrooms by submitting these classrooms on the Course Schedule Spreadsheet. Computer lab classroom assignments are subject to review by the Registrar’s Office.
- **Sections with Unassigned Classrooms:** sections with unassigned classrooms will be assigned a classroom using the Optimizer after all Draft 1 spreadsheets have been submitted and processed