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To contact us, email schedule@gmu.edu.

For locked classrooms, contact University Police at their non-emergency number: (703) 993-2810
## General Timelines

<table>
<thead>
<tr>
<th>Action</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedules posted in myMason</td>
<td>September</td>
<td>March</td>
<td>August</td>
</tr>
<tr>
<td><strong>1st Review</strong>: Units edit schedules on spreadsheet. Schedule reviewed by Dean (if required by College).</td>
<td>September – November</td>
<td>March – June</td>
<td>September – October</td>
</tr>
<tr>
<td><strong>1st Review Deadline</strong>: Submit your revised spreadsheet and any necessary Cross-List Form(s) to the Scheduling Office via myMason. Early submission of schedules will be greatly appreciated.</td>
<td>December</td>
<td>June</td>
<td>October</td>
</tr>
<tr>
<td>The Scheduling Office enters changes into Banner as indicated on submitted spreadsheet and runs the scheduling software to assign classrooms. During this time period we cannot accept additional changes beyond the initial submitted spreadsheet. Late submissions of schedule changes will be processed on a space-available basis and only after submissions received by the deadline have been processed.</td>
<td>December – February</td>
<td>June – August</td>
<td>November</td>
</tr>
<tr>
<td><strong>2nd Review</strong>: Units review revised schedule and submit additional changes, additions, and/or deletions. Minor changes can be submitted via email request to <a href="mailto:schedule@gmu.edu">schedule@gmu.edu</a>.</td>
<td>February – March</td>
<td>August – September</td>
<td>December</td>
</tr>
<tr>
<td><strong>2nd Review Deadline</strong>: Units must review and sign-off on their schedule in myMason before publication.</td>
<td>End of February</td>
<td>September</td>
<td>January</td>
</tr>
<tr>
<td>Schedule available on Patriot Web. After publication, modifications to sections (except classroom or instructor changes) require the cancellation of the class and creation of a new section.</td>
<td>March 15</td>
<td>October 1</td>
<td>February 15</td>
</tr>
<tr>
<td>Waitlists added. Every section does not receive a waitlist. If you would like to add or remove a waitlist, please email <a href="mailto:schedule@gmu.edu">schedule@gmu.edu</a>. Linked lectures and labs or recitations may not have waitlists added.</td>
<td></td>
<td></td>
<td>Friday before registration begins.</td>
</tr>
<tr>
<td>Registration begins.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2nd Tuesday of April | 1st Tuesday of November | 3rd Tuesday of March |
**Classes begin and waitlists purged.**

Email [schedule@gmu.edu](mailto:schedule@gmu.edu) with CRNs of sections to control after waitlists are purged.

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>January</td>
<td>May</td>
</tr>
</tbody>
</table>

**Final Exam Scheduling.**

Non-standard Courses, distance education courses, and departments with courses that combine all sections for one exam time (i.e. block exams) should refer to the final exam schedule for instructions on how to schedule their exams.

**After the Last Day to Add**
In order to access all scheduling documents, you must be a member of the Scheduling Coordinators Organization on myMason.

The following documents will be posted for departments to review in the “Documents” section of myMason:

- Handbook for Scheduling Coordinators
- Scheduling Policies and Procedures
- Cross-List Approval form
- Fall, Spring and Summer Schedules
- Classroom Information Lists
- Prerequisite Checking Request form
- Department Space Inventory form

There are also discussion boards available for further information. The General Scheduling Information section includes instructions on accessing the course schedule on the Provost’s website.

Instructions for accessing myMason:

1. Go to [http://mymason.gmu.edu](http://mymason.gmu.edu)

2. In the center box is the Login to myMason. Enter your NetID and password (same as email).
   a. If you are a new coordinator and have not yet been added by us to the organization follow the directions below:
      i. Click on the “Organizations” tab at the top.
      ii. In the left navigation under “Organization Search,” type “Scheduling Coordinators.”
      iii. Our organization should be displayed. Click the “Enroll” button on the right.
      iv. You will go to the Self Enrollment screen, click Submit.
      v. You should receive a message “Receipt: Success.” Click Ok.
      vi. You will then go to our organization page.
GUIDELINES FOR SUBMITTING THE SCHEDULING SPREADSHEET

Please make changes to the spreadsheet as outlined below. We suggest that you retain the original and create a copy of your schedule that contains the changes, additions, and deletions.

Modifying Sections:

- Place “Modified” in the status column and HIGHLIGHT the cells where changes were made in yellow. DO NOT HIGHLIGHT THE ENTIRE ROW unless you are adding a section (see below).

Deleting Sections:

- DO NOT delete the section from the spreadsheet. Change the status column to “Delete” and change text color to RED for the entire row.

Adding Sections:

- Place “Add” in the status column and HIGHLIGHT the entire row in Yellow. Remember that all columns must be filled out completely before the section can be added to the schedule.

If you have made significant course inventory changes, sections may have been deleted from your schedule if you have either recently renumbered courses or changed to a new subject code. The sections that were deleted were not automatically recreated to correspond with either the new number or new subject code. Please ensure that all the appropriate courses are added back to the schedule.

Instructions for Editing the Spreadsheet

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>status</td>
<td>Enter “Modified”, “Add”, or “Delete” depending on the action needed for the section.</td>
<td>Leave blank if no changes are needed.</td>
</tr>
<tr>
<td>crn, subject, course</td>
<td>DO NOT make any changes to the crn, subject, or course columns.</td>
<td>CRNs are tied to the course number once the section is created, so replacing a course with another course number is not a &quot;modify&quot;. The old course and crn will need to be &quot;deleted,&quot; and the new course will need to be “added”.</td>
</tr>
<tr>
<td>section</td>
<td>Make changes to the section number as needed. The character limit is 3.</td>
<td>Lecture sections begin with 0 (i.e. 001, 002). Lab sections begin with 2 (i.e. 201, 202). Recitation sections begin with 3 (i.e. 301, 302). Honors sections begin with H (i.e. H01). Special Programs (More information on page 42.) - Enlisted to Medical Degree Preparatory Program (EDMP2) contains with E (i.e. E01, E02). - Governor’s School contains with G (i.e. G01, G02). - Mason Korea contains with K (i.e. K01, 2K1). - INTO Mason contains P (i.e. P01, 2P1). - 4VA Program starts with V (i.e. V01).</td>
</tr>
<tr>
<td>COLUMN</td>
<td>DESCRIPTION</td>
<td>NOTES</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>title</td>
<td>Do not make changes to the <code>title</code> column unless it’s a special topics course.</td>
<td><strong>Special Topics courses</strong>: In the <code>notes</code> column, provide the full title for special topics courses. Please do not abbreviate the special topics titles. If a title is not given, the special topics course will not be added to the schedule and will not be assigned a room. You may add the section later, once a topic has been decided, but will depend upon room availability.</td>
</tr>
<tr>
<td>xlist (Cross-Listed Courses)</td>
<td>Indicate “Yes” in the <code>xlist</code> column if the section will be cross-listed. In the <code>notes</code> column, provide the section(s) it will be cross-listed with.</td>
<td><strong>Cross lists do not roll to the new term!</strong> If the cross-listed sections are from different departments or need Dean’s approval, a separate Cross-list Approval Form must be filled out. Please go to page 12 for more information.</td>
</tr>
<tr>
<td>campus</td>
<td>Indicate the where the section will be offered.</td>
<td>Standard time blocks are used for all campuses. Undergraduate classes offered at the Arlington campus must meet during daytime hours or at the 4:30-7:10pm time only. Study Abroad (SA, is for all sections meeting outside of the 50 United States)</td>
</tr>
<tr>
<td>IM (Instructional Method)</td>
<td>Indicate the code for hybrid or online sections.</td>
<td>Please see “SCHEV Instructional Method Code Categories” for the codes and more detailed descriptions</td>
</tr>
<tr>
<td>schedType (Schedule Type)</td>
<td>Do not make changes to the <code>schedType</code> column.</td>
<td>This lists the type of course. If LE1, LE2, SE1, etc. is listed, this means that the course is repeatable within term. LEC (Lecture) SEM (Seminar) LAB (Lab) IND (Independent Study) INT (Internship) RCT (Recitation) STU (Studio)</td>
</tr>
<tr>
<td>DA (Departmental Approval/ Controlled Sections)</td>
<td>Indicate “Yes” in the <code>DA</code> column if students can only register for the section with a departmental override.</td>
<td><strong>Departmental Approval/ Controlled Sections</strong></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP (No-Print Sections)</td>
<td>Indicate “Yes” in the NP column if the section should not be displayed on the PatriotWeb.</td>
<td>Examples: 1 (Full Semester) 1F (First Half of Semester) 1M (Middle portion of Semester) 1L (Last Half of Semester) 1N (Multiple meeting pattern w/ same days)</td>
</tr>
<tr>
<td>PoT (Part of Term)</td>
<td>Indicate the part of term for the section.</td>
<td></td>
</tr>
<tr>
<td>COLUMN</td>
<td>DESCRIPTION</td>
<td>NOTES</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Day</td>
<td>Indicate meeting day(s) in the <code>days</code> column and the times in the <code>timeStart</code> and <code>timeEnd</code> columns.</td>
<td>Please refer to the Standard Time blocks on page 19. For guidelines on scheduling, please go to Standard Time Blocks Guidelines on page 20 and Scheduling Standards on page 23. If you choose to use the <strong>7:30am time block</strong>, you may choose the building you would like to schedule the section in. Indicate the building in the <code>bldg</code> column. <strong>If there are sections on your spreadsheet that are missing the dates/days/times</strong>, it means the section was previously scheduled in a room that is now offline. You’ll need to fill in all of the information for these sections and highlight the cells as a “Modify”.</td>
</tr>
<tr>
<td>TimeStart</td>
<td>(Meeting Days and Times)</td>
<td></td>
</tr>
<tr>
<td>timeEnd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bldg room</td>
<td>Leave blank unless the section will be scheduled in a departmental space, in which case the building and room information should be added. You may also insert the building for sections scheduled in the 7:30am time block.</td>
<td><strong>ALL spaces in which sections meet must be in our space inventory. NO EXCEPTIONS!</strong> If you have a space that you want a section to meet in, fill out the <em>Room Inventory Form</em> found in the “Documents” section in myMason and fax it to the Scheduling Office at 3-2430. Conference rooms and research labs do not count towards the departmental or university utilization reports. For Fall and Spring, please make sure that your departmental classrooms (210s) have a minimum of 24 contact hours (i.e. eight 3-credit courses). This is the minimum SCHEV requirement. If you list another department’s classroom, conference room, or lab as the building and room on your schedule, you must provide with your schedule an email from their Scheduling Coordinator with approval to use the room or we will not schedule it.</td>
</tr>
<tr>
<td>tech</td>
<td>(Classroom Technology Type)</td>
<td>Please see the “Classroom Descriptions” on page 14 for more details on each type of classroom.</td>
</tr>
<tr>
<td>tech</td>
<td>Indicate the code for the type of room needed for the section in the <code>tech</code> column. If a type is not indicated, a general classroom will be assigned.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>tech</th>
<th>General Classroom (GC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>tech</td>
<td>Technology Enhanced Classroom (TC)</td>
</tr>
<tr>
<td>tech</td>
<td>TC with Document Camera (TDC)</td>
</tr>
<tr>
<td>tech</td>
<td>TC with Video Conferencing (TVC)</td>
</tr>
<tr>
<td>tech</td>
<td>TC with Student Computers (TSC)</td>
</tr>
<tr>
<td>tech</td>
<td>TSC with Student MAC Computers (TMA)</td>
</tr>
<tr>
<td>tech</td>
<td>TSC with Multimedia Software (TSCM) - Photoshop, Dreamweaver, Flash, etc.</td>
</tr>
<tr>
<td>tech</td>
<td>Technology Enhanced Collaborative Classroom (TCOL)</td>
</tr>
</tbody>
</table>

**Please note:** If an instructor only needs a VCR or a DVD - **THEY DO NOT NEED A TECHNOLOGY CLASSROOM.** This equipment is available in general classrooms. Only request technology for instructors that will use it.
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>instructor</td>
<td>You can add instructors in SIAASGN (Instructions on page 34).</td>
<td>If an instructor is teaching back-to-back sections, the scheduling software will automatically place back-to-back classes into the same classroom IF the sections have the same instructor and similar enrollments and technology requirements. The instructor must be assigned before the sections are scheduled into classrooms. Please be aware this may also cause you to lose out on a room if the combined sections conflict or if the sections are not of similar tech/enrollment requirements.</td>
</tr>
<tr>
<td>instructorID</td>
<td>If you would like us to add the instructor, both columns must be filled out. We will not add the instructor without a Gnumber.</td>
<td></td>
</tr>
<tr>
<td>sectionNotes</td>
<td>Provide any comments that you want to be visible to students on Patriot Web in this column.</td>
<td>Examples:</td>
</tr>
<tr>
<td>(Section Comments)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>notes</td>
<td>Include notes specifically to the Scheduling Office but do not want them attached to the section, please enter that information in the notes column.</td>
<td>This would include classroom attributes such as Whiteboard, type of seating, cross-listed sections, special topics course titles, etc.</td>
</tr>
<tr>
<td>(Notes to Scheduling Office)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** If you do not provide us with the information on the spreadsheet, the section will be deleted from your schedule. Examples:

- Missing meeting patterns
- Section note does not match the course
- No topic for special topics sections
- Missing crosslist form (all sections will be deleted except for one)
- Conflicts in departmental space with other classes or with previously scheduled event
Instructions for Submitting Spreadsheets through myMason

Submission of spreadsheets must be through myMason (mymason.gmu.edu). DO NOT email your spreadsheet to schedule@gmu.edu.

Instructions:

• Click Assignments link on the left hand navigation
• Click “Term 20xx - Submit Spreadsheet”
• To attach file, click "Browse My Computer" and select the correct spreadsheet from your folders.
• Click Submit.

Please Note

If you do not provide us with the information listed below, the section will be deleted from your schedule.

• Missing meeting patterns
• Section note dates do not match meeting pattern days
• No topic for special topics sections
• Missing crosslist form (all sections will be deleted except for one for each crosslist group missing a form)
• Conflicts in departmental space with other classes or with previously scheduled event
CROSS-LISTED SECTIONS

Cross-list Approval Form

If requesting a cross-listing of sections from different levels or different departments, a Cross-list Approval Form must be filled out completely, with either the approval of the Dean or the sponsoring department. The form should be kept in the department and does not have to be submitted to the Academic Scheduling Office.

The Cross-list Approval Form is located in the “Documents” section of the Scheduling Coordinators organization on myMason.

Instructions for completing the Cross-list Approval Form:

• List all sections to be cross-listed.
   Title: All sections at the same level must have the same title. Titles may be different for cross-listing of undergraduate and graduate sections but they must be related. Sections from different levels may have titles that are somewhat different but they must be related.
   Section Number: List the section number if it exists for the sponsor department section only. Other section numbers will be assigned by the Scheduling Office.
   Enrollment (effective Summer 2014): Each cross-listed section must indicate its own individual max enrollment. The total sum of all the sections should also be indicated on the form. The classes will be placed in a room large enough to accommodate the sum total, but students will only be able to enroll up to the individual max cap set for each section.

• Indicate the section from the sponsor department (department providing instructor) if applicable.
   The sponsor department must notify the non-sponsor department(s) and receive their approval before submitting a cross-list approval form.

• Dean’s approval is required for the following:
   Cross-listing sections greater than one level apart (i.e. 400-level and 600-level section, 300-level and 700-level sections)
   Cross-listing sections with different credit amounts.
   Titles that are different within the same level, graduate or undergraduate.

• Submit the completed form with signatures to:
   Scheduling Office for Fall and Spring, email schedule@gmu.edu

**PLEASE NOTE: Sections cannot “meet together” in the same room without being cross-listed.

For more information on the Cross-Level Listing of Graduate/Undergraduate Courses, please go to:
http://universitypolicy.gmu.edu/policies/cross-level-listing-of-undergraduategraduate-courses/
TECHNOLOGY CLASSROOM WAITING LIST

After the scheduling software is run, some sections will have “No Room Assigned” listed if the software was unable to schedule the section into a classroom due to a number of reasons.

There are two options available for these sections:

** Option 1 **

Schedule the section into a general classroom (if available) and place it on the Technology Classroom Waitlist (if necessary)

** Option 2 **

Change the day, time block, or maximum enrollment.

** Please give at least 2 options (one must be in a non-prime time block).**

1.) If your class is on the waiting list, we will automatically move your section when a room opens at your time block. We will email you only to let you know that a room has come open and the section was moved. You will not have the option of waiting for a particular building or room.

2.) You cannot request a particular building. You will receive the first technology classroom open that matches your enrollment cap. If you do not want the technology classroom, it will go to the next person on the list.

3.) If your section is already in a technology room, it cannot go on the list.

4.) Your section must currently have an assigned room in order to be on this list. We do not have a waiting list for sections simply in need of a room at the desired time.

5.) You must have an instructor for the section. If they are not in Banner yet because they are new, we will include the section on the waiting list. We need to know that you have an instructor that really needs the technology.

**PLEASE NOTE**

If for any reason a section that is scheduled in a technology classroom is deleted or cancelled a section, we will first go to the technology waiting list and assign the vacated classroom to a section on the list (if applicable).

If there is a section that you would like to schedule at that same time block and there are no technology classrooms currently available, it will be scheduled in a general room (if available) and will be added to the technology room waiting list.
CLASSROOMS

View Classrooms in 25Live

If you do not have a 25Live account, you must first request access to 25Live. Please go to scheduling.gmu.edu/newuser/ to get your account created.

Instructions:

2. In the “Search Locations” section, type in the classroom you wish to view (i.e. ENT 80) and click “Go”.

3. Click on the name of the space (i.e. ENT 80).

<table>
<thead>
<tr>
<th>Name</th>
<th>Formal Name</th>
<th>Categories</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Capacity</th>
</tr>
</thead>
</table>

4. You are then taken to a page which provides the features, seating capacity, map, and pictures if available.
## Classroom Descriptions

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Classroom</td>
<td>GC</td>
<td>TV with VHS/DVD, Overhead Projector (for transparencies)</td>
</tr>
<tr>
<td>Technology Enhanced Classroom</td>
<td>TC</td>
<td>Overhead, Single LCD Projector, Instructor Computer, Laptop Connection, DVD Playback via the Computer (VHS players available in some rooms or upon request), Auxiliary Video Input, Speech Reinforcement in classrooms &gt;50 seats (44 seats in Innovation Hall).</td>
</tr>
<tr>
<td>Technology Enhanced Classroom with Document Camera</td>
<td>TDC</td>
<td>All technology as listed in a Technology Enhanced Classroom (TC) including: Document Camera instead of Overhead Projector.</td>
</tr>
<tr>
<td>Technology Enhanced Classroom with Video Conferencing</td>
<td>TVC</td>
<td>All technology as listed in a Technology Enhanced Classroom including: Instructional Videoconferencing.</td>
</tr>
<tr>
<td>Technology Enhanced Classroom with Video Recording</td>
<td>TREC</td>
<td>All technology as listed in a Technology Enhanced Classroom with Document Camera (TDC) including: Recording to VHS.</td>
</tr>
<tr>
<td>Technology Enhanced Classroom with Student Computers</td>
<td>TSC</td>
<td>All technology as listed in a Technology Enhanced Classroom with Document Camera (TDC) including: One PC Computer per student seat.</td>
</tr>
<tr>
<td>Technology Enhanced Classroom with Student MAC Computers</td>
<td>TMAC</td>
<td>All technology as listed in a Technology Enhanced Classroom with Document Camera (TDC) including: One MAC Computer per student seat.</td>
</tr>
<tr>
<td>Technology Enhanced Classroom with Student PC Computers with Multimedia Software</td>
<td>TSCM</td>
<td>All technology as listed in a Technology Enhanced Classroom with Student Computers including the following software: Photoshop, Dreamweaver, and Flash, etc.</td>
</tr>
<tr>
<td>Technology Enhanced Collaborative Classroom</td>
<td>TCOL</td>
<td>Multiple Projection Screens and LCD Projectors, DVD, Instructor Computer, Laptop Connections, Auxiliary Video Inputs, and Document Camera. Special collaborative moveable seating.</td>
</tr>
<tr>
<td>Active Learning with Technology Classroom</td>
<td>TPOD</td>
<td>Desk Outlets, Document Camera, Instructor Console, Ethernet, Wireless, Laptop Connection, Microphone Lavilier and Wireless, Player – DVD/VCR, Projector - Data, Lighting - Front Control, Seating - Fixed Table/Chair, Windows - None</td>
</tr>
</tbody>
</table>

## Additional Classroom Features

If the instructor has needs additional classroom needs, they can request the following:

- **Board - Dry Erase Extra** (DEX)
- **Board – Interactive** (IWB) (16 seats and below only)
- **Floor - Flat** (FFL)
- **Floor – Tiered** (FTR)
- **Lighting - Front Control** (DIM)
- **Seating - Auditorium Style** (SAS)
- **Seating - Collaborative** (SCL)
- **Seating - Fixed Flip Seats** (SFF)
- **Seating - Fixed Table/Chair** (SFT)
- **Seating - Moveable Desks** (SMD)
- **Seating - Moveable Table/Chair** (SMT)
- **Seating – Seminar** (SEM)
- **Seating - U-shape Table/Chair** (SUT)
- **Windows – Open** (WIN)
SCHEV INSTRUCTIONAL METHOD CATEGORIES

Choose a campus, a delivery mode, and an interaction mode to find the correct instructional method code. The instructional method code will be stored in the “Instructional Method” field on SSASECT.

Definitional notes/examples

Step 1:  Is the student located on- or off-campus?

- **On-Campus**: Student receives instruction in Fairfax (FX), Arlington (AR), Korea (KOR) or Prince William (PW); Campus of Net (NE) or Mason Online (MOL) are on-campus if student receives instruction in an on-campus classroom or lab.

- **Off-Campus**: Student receives instruction in Front Royal (FR), Herndon-CIT (HE), Loudoun (LC), Malta (MLT), Off-Campus (OC), Off-campus building (OCB) [Keller Annex (KA), Keller Annex II (KAIi), 10340 Democracy Ln (DL)], or Study Abroad (SA); Campus of Net (NE) or Mason Online (MOL) are off-campus if a student receives instruction at an off-campus site or home.

Note:

On-Campus, Face-to-Face 0% to 1%, Asynchronous: Example: if students need to be in an on-campus lab in order to receive instruction. Instruction can be accessed at any time.

On-Campus, Face-to-Face 0% to 1%, Synchronous: Example: if students are in a classroom in Fairfax, Arlington, Prince William, or Mason Korea and the instructor is located off-campus and teleconferences in instruction.

Step 2:  What percent of scheduled class time is taught Face-to-Face?

Percent face-to-face is based on the number of scheduled contact hours that are conducted where faculty and students are in the same physical space.

Use of Blackboard chats and blogs for homework assignments to enhance classroom instruction is not considered distance.

Internships, Clinical, Practicums, and Student Teaching should be either on or off campus AND Face-to-Face 76% to 100% (1AS or 2AS).

If students are required to come to campus to take multiple exams during the semester, the Face-to-Face 0% to 1% does not apply (1CS, 1CA, 2CS, 2CA). Depending on frequency, the Face-to-Face 2% to 49% is most likely the correct choice (1BS, 1BA, 2BS, 2BA).

Examples:

Semester of 14 weeks: Class that meets 3 times a week: 42 class sessions in a semester

- **Face-to-Face 76% to 100%**: instructor and student share same physical space for 32 to 42 class sessions
- **Face-to-Face 51% to 75%**: instructor and student share same physical space for 22 to 31 class sessions
- **Face-to-Face 50%**: instructor and student share same physical space for 21 class sessions
- **Face-to-Face 2% to 49%**: instructor and student share same physical space for 2 to 20 class sessions
- **Face-to-Face 0% to 1%**: instructor and student use electronic means to interact for 41 to 42 class sessions. Initial class meeting and/or final exam may be face-to-face, all other formal instruction between instructor and students uses electronic means to interact.
Semester of 14 weeks: Class that meets 2 times a week: 28 class sessions in a semester

- **Face-to-Face 76% to 100%**: instructor and student share same physical space for 21 to 28 class sessions
- **Face-to-Face 51% to 75%**: instructor and student share same physical space for 15 to 20 class sessions
- **Face-to-Face 50%**: instructor and student share same physical space for 14 class sessions
- **Face-to-Face 2% to 49%**: instructor and student share same physical space for 2 to 13 class sessions
- **Face-to-Face 0% to 1%**: instructor and student use electronic means to interact for 27 to 28 class sessions. Initial class meeting and/or final exam may be face-to-face, all other formal instruction between instructor and student uses electronic means to interact.

Semester of 14 weeks: Class that meets 1 time a week: 14 class sessions in a semester

- **Face-to-Face 76% to 100%**: instructor and student share the same physical space for 11 to 14 class sessions
- **Face-to-Face 51% to 75%**: instructor and student share same physical space for 8 to 10 class sessions
- **Face-to-Face 50%**: instructor and student share same physical space for 7 class sessions
- **Face-to-Face 2% to 49%**: instructor and student share same physical space for 1 to 6 class sessions
- **Face-to-Face 0% to 1%**: instructor and student use electronic means to interact for 14 class sessions. Initial class meeting and/or final exam may be face-to-face, all other formal instruction between instructor and student uses electronic means to interact.

Linked Lecture/Recitation: Total hours of lecture plus total hours of recitation should be added together, and then the instructional mode is assessed based on total combined hours. The same code should be placed on all linked sections. For example:

- **Face-to-Face 76 to 100%**: For a 3-credit course, where there are 150 minutes of combined recitation and lecture minutes each week and more than 112 minutes are taught face-to-face
- **Face-to-Face 51-75%**: For a 3-credit course where there are 150 minutes of combined recitation and lecture each week and 76 to 112 minutes are taught face-to-face.
- **Face-to-Face 50%**: For a 3-credit course where the lecture is taught online and the recitation is taught face-to-face for 75 minutes each.
- **Face-to-Face 2% to 49%**: For a 3-credit course where there are 150 minutes of combined recitation and lecture each week and 5 to 74 minutes are taught face-to-face.
- **Face-to-Face 0% to 1%**: For a 3-credit course where there are 150 minutes of combined recitation and lecture each week and 4 to 0 minutes are taught face-to-face.

**Step 3: How is the distance portion of scheduled class time taught?**

- **Synchronous**: Instructors and students interact at the same time. Examples include: Video conference, classroom, teleconference, or via synchronous software.
- **Asynchronous**: Instructor and students interact at different times: Examples include: Discussion board, chat rooms, Blogs, Wikis, recorded lectures.

Please note:

The distance education course fee is assessed on courses that meet less than 50% face-to-face.
<table>
<thead>
<tr>
<th>Step 1: CAMPUS</th>
<th>Step 2: DELIVERY MODE</th>
<th>Step 3: INTERACTION MODE</th>
<th>Step 4: INSTRUCTION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where are the students receiving instruction?</td>
<td>What percent of scheduled class time is taught face-to-face?</td>
<td>How is the majority of distance portion of scheduled class time taught?</td>
<td>Code</td>
</tr>
<tr>
<td>On-Campus</td>
<td>Face-to-Face 76% to 100% Instructor and student share same physical space 76% to 100% of scheduled class time.</td>
<td>Synchronous: Instructors and students interact at the same time the majority of the time.</td>
<td>No code or 1AS</td>
</tr>
<tr>
<td>Fairfax (FX) Arlington (AR) Korea (KOR) Prince William (PW) Internet (NE) Mason Online (MOL) (if student receives instruction in an on-campus classroom or lab at FX, AR, KOR, or PW)</td>
<td>Face-to-Face 51% to 75% Instructor and student share same physical space 51% to 75% of the scheduled class time.</td>
<td>Asynchronous: Instructors and students primarily interact at different times</td>
<td>1ES</td>
</tr>
<tr>
<td></td>
<td>Face-to-Face 50% Instructor and student share same physical space 50% of scheduled class time (i.e., 50% face-to-face/50% at a distance)</td>
<td>Synchronous: Instructors and students interact at the same time half of the time</td>
<td>1DS</td>
</tr>
<tr>
<td></td>
<td>Face-to-Face 2% to 49% Instructor and student share same physical space 2% to 49% of scheduled class time</td>
<td>Asynchronous: Instructors and students primarily interact at different times</td>
<td>1DA</td>
</tr>
<tr>
<td>100% Distance - Hybrid</td>
<td>Face-to-Face 0% to 1% Instructor and student share same physical space 0% to 1% of scheduled class times (except class orientation and/or final examination).</td>
<td>Synchronous: Instructors and students interact at the same time</td>
<td>1CS</td>
</tr>
<tr>
<td></td>
<td>Synchronous: Instructors and students interact at the same time</td>
<td>1CA</td>
<td></td>
</tr>
<tr>
<td>Off-Campus</td>
<td>Face-to-Face 76% to 100% Instructor and student share same physical space 76% to 100% of scheduled class time.</td>
<td>Synchronous: Instructors and students interact at the same time the majority of the time.</td>
<td>2AS</td>
</tr>
<tr>
<td>Front Royal (FR) Herndon (HE) Loudoun (LC) Malta (MLT) Off Campus (OC) Off Campus Building (OCB) Study Abroad (SA) Internet (NE), Mason Online (MOL) (if a student receives instruction at an off-campus site or home)</td>
<td>Face-to-Face 51% to 75% Instructor and student share same physical space 51% to 75% of the scheduled class time.</td>
<td>Asynchronous: Instructors and students primarily interact at different times</td>
<td>2ES</td>
</tr>
<tr>
<td></td>
<td>Face-to-Face 50% Instructor and student share same physical space 50% of scheduled class time (i.e., 50% face-to-face/50% at a distance)</td>
<td>Synchronous: Instructors and students interact at the same time half of the time</td>
<td>2EA</td>
</tr>
<tr>
<td></td>
<td>Face-to-Face 2% to 49% Instructor and student share same physical space 2% to 49% of scheduled class time</td>
<td>Asynchronous: Instructors and students primarily interact at different times</td>
<td>2DS</td>
</tr>
<tr>
<td>100% Distance - Hybrid</td>
<td>Face-to-Face 0% to 1% Instructor and student share same physical space 0% to 1% of scheduled class times (except class orientation and/or final examination).</td>
<td>Synchronous: Instructors and students interact at the same time</td>
<td>2BS</td>
</tr>
<tr>
<td></td>
<td>Asynchronous: Instructors and students primarily interact at different times</td>
<td>2CA</td>
<td></td>
</tr>
</tbody>
</table>
CALCULATING CLASS HOURS (STUDENT CONTACT HOURS)

“Contact hours” is defined as the time in which the student is involved in direct face-to-face instructional contact with the faculty member(s) teaching a particular section.

Fall and Spring Semester  =  17 weeks

-1 week vacation

16 class weeks (includes final exam week)

<table>
<thead>
<tr>
<th>EXAMPLE</th>
<th>Face-to-Face Instruction (15 weeks)</th>
<th>50 min Classes</th>
<th>75 min Classes</th>
<th>150 min Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>750 min/term</td>
<td>12.5 hours</td>
<td>15 classes/term</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 class/week</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2 credits</td>
<td>1500 min/term</td>
<td>25 hours</td>
<td>30 classes/term</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 classes/week</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>3 credits</td>
<td>2250 min/term</td>
<td>37.5 hours</td>
<td>45 classes/term</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 classes/week</td>
<td>30 classes/term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4 credits</td>
<td>3000 min/term</td>
<td>50 hours</td>
<td>60 classes/term</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 classes/week</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5 credits</td>
<td>3750 min/term</td>
<td>62.5 hours</td>
<td>75 classes/term</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 classes/week</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>6 credits</td>
<td>4500 min/term</td>
<td>75 hours</td>
<td>90 classes/term</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 classes/week</td>
<td>60 classes/term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td>30 classes/term</td>
</tr>
</tbody>
</table>

EXAMPLE Face-to-Face Instruction (15 weeks)

- Mason schedules 160 min to include 10 min break

Lecture Minutes per Week Credit Table

<table>
<thead>
<tr>
<th>1 credit</th>
<th>2 credits</th>
<th>3 credits</th>
<th>4 credits</th>
<th>5 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 min</td>
<td>1500 min</td>
<td>2250 min</td>
<td>3000 min</td>
<td>3750 min</td>
</tr>
<tr>
<td>375 min</td>
<td>750 min</td>
<td>1125 min</td>
<td>1500 min</td>
<td>1875 min</td>
</tr>
<tr>
<td>250 min</td>
<td>500 min</td>
<td>750 min</td>
<td>1000 min</td>
<td>1250 min</td>
</tr>
<tr>
<td>~190 min</td>
<td>~380 min</td>
<td>~570 min</td>
<td>~760 min</td>
<td>~950 min</td>
</tr>
<tr>
<td>150 min</td>
<td>300 min</td>
<td>450 min</td>
<td>600 min</td>
<td>750 min</td>
</tr>
<tr>
<td>~110 min</td>
<td>~220 min</td>
<td>~330 min</td>
<td>~440 min</td>
<td>~550 min</td>
</tr>
<tr>
<td>~95 min</td>
<td>~190 min</td>
<td>~275 min</td>
<td>~370 min</td>
<td>~465 min</td>
</tr>
<tr>
<td>~85 min</td>
<td>~170 min</td>
<td>~255 min</td>
<td>~340 min</td>
<td>~425 min</td>
</tr>
<tr>
<td>~70 min</td>
<td>~150 min</td>
<td>~225 min</td>
<td>~300 min</td>
<td>~375 min</td>
</tr>
<tr>
<td>~65 min</td>
<td>~140 min</td>
<td>~210 min</td>
<td>~280 min</td>
<td>~350 min</td>
</tr>
<tr>
<td>~60 min</td>
<td>~130 min</td>
<td>~195 min</td>
<td>~240 min</td>
<td>~325 min</td>
</tr>
<tr>
<td>~55 min</td>
<td>~120 min</td>
<td>~180 min</td>
<td>~220 min</td>
<td>~300 min</td>
</tr>
<tr>
<td>50 min</td>
<td>~110 min</td>
<td>~166 min</td>
<td>~200 min</td>
<td>~257 min</td>
</tr>
</tbody>
</table>

-19-
Prime time blocks are displayed in **BOLD** and shaded in **GRAY**: No more than 66% or 2/3rds of your total space assignment requests may be made for daytime prime time blocks.

## Fall and Spring (16 weeks)

<table>
<thead>
<tr>
<th>Days</th>
<th>Minutes</th>
<th>Time Blocks</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **3 days/week MWF** | 50 Minutes | 7:30-8:20am (may request building)  
8:30-9:20am  
9:30-10:20am  
10:30-11:20am  
11:30-12:20pm  
12:30-1:20pm (1230-1320)  
1:30-2:20pm (1330-1420)  
2:30-3:20pm (1430-1520)  
3:30-4:20pm (1530-1620) | Sections that meet **MWF** must be evenly distributed across all time blocks.  
Labs and recitations that **meet once per week** must be evenly distributed Monday – Friday and across the time blocks. |
| **2 days/week TR or MW** | 75 Minutes | 7:30-8:45am (may request building)  
9:00-10:15am  
10:30-11:45am  
12:00-1:15pm (1200-1315)  
1:30-2:45pm (1330-1445)  
3:00-4:15pm (1500-1615)  
4:30-5:45pm (1630-1745)  
5:55-7:10pm (1755-1910)  
7:20-8:35 pm (1920-2035)  
8:45-10:00pm (2045-2200) | **Daytime sections that meet before 4:30pm** must be evenly distributed Monday through Friday across day time blocks.  
**Evening sections that meet twice per week (TR or MW) at or after 4:30pm** must be evenly distributed Monday through Thursday **AND** across all evening time blocks.  
Labs and recitations that **meet once per week** must be evenly distributed Monday – Friday **AND** across the time blocks. |
| **1 day/week M,T,W,R, or F** | 160 Minutes | 7:30-10:10am (may request building)  
10:30-1:10pm (1030-1310)  
1:30-4:10pm (1330-1610)  
4:30-7:10pm (1630-1910)  
7:20-10:00pm (1920-2200) | **Daytime sections that meet before 4:15pm** must be evenly distributed Monday – Friday **AND** across day time blocks.  
**Evening sections that meet at after 4:30pm** must be evenly distributed Monday through Thursday **AND** across the evening time blocks. |

Labs and Recitations Only: Monday thru Friday once a week
## Summer (12 weeks)

<table>
<thead>
<tr>
<th>Days</th>
<th>Minutes</th>
<th>Times</th>
</tr>
</thead>
</table>
| 3 days/week: MWF | 70 Minutes | 7:30-8:40am (may request building)  
9:00-10:10am  
10:30-11:40am  
12:00-1:10pm (1200-1310)  
1:30-2:40pm (1330-1440)  
3:00-4:10pm (1500-1610)  
4:30-5:40pm (1630-1740)  
5:55-7:05pm (1755-1905)  
7:20-8:30pm (1920-2030)  
8:45-10:00pm (2045-2200) |

| 2 days/week: TR or MW | 105 Minutes | 8:30-10:15am  
10:30-12:15pm  
1:30-3:15pm (1330-1515)  
5:00-6:45pm (1700-1845)  
7:20-9:05pm (1920-2105) |

## Summer (10 weeks)

<table>
<thead>
<tr>
<th>Days</th>
<th>Minutes</th>
<th>Times</th>
</tr>
</thead>
</table>
| 2 days/week: TR or MW | 125 Minutes | 8:15-10:20am  
10:30-12:35pm  
1:30-3:35pm (1330-1535) |

| 3 days/week: MWF | 85 Minutes | 8:30-9:55am  
10:30-11:55am  
1:15-2:50pm (1315-1450)  
3:00-4:25pm (1500-1625) |

| 3 days/week: MTWF | 70 Minutes | 7:30-8:40am (may request building)  
9:00-10:10am  
10:30-11:40am  
12:00-1:10pm (1200-1310)  
1:30-2:40pm (1330-1440)  
3:00-4:10pm (1500-1610) |
### Summer (8 weeks)

<table>
<thead>
<tr>
<th>Days</th>
<th>Minutes</th>
<th>Times</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 2 days/week   | 160     Minutes | 7:30-10:10am (may request building)  
10:30-1:10pm (1030-1310)  
1:30-4:10pm (1330-1610)  
4:30-7:10pm (1630-1910)  
7:20-10:00pm (1920-2200) |                     |
| TR or MW      |         |                                                                       |                     |

| 3 days/week:  | 120     Minutes | 8:15-10:15am  
10:30-12:30pm  
1:30-3:30pm (1330-1530)  
4:30-6:30pm (1630-1830)  
7:30-9:30pm (1930-2130) |                     |
| MWF           |         |                                                                       |                     |

### Summer (5 weeks)

<table>
<thead>
<tr>
<th>Days</th>
<th>Minutes</th>
<th>Times</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 5 days/week   | 105     Minutes | 8:30-10:15am  
10:30-12:15pm  
1:30-3:15pm (1330-1515)  
5:00-6:45pm (1700-1845)  
7:20-9:05pm (1920-2105) |                                |
| MTWRF         |         |                                                                       |                                 |

| 4 days/week   | 125     Minutes | 8:15-10:20am  
10:30-12:35pm  
1:30-3:35pm (1330-1535)  
4:30-6:35pm (1630-1835)  
7:20-9:25pm (1920-2125) |                                |
| MTWR          |         |                                                                       |                                 |

| 3 days/week   | 180     Minutes | 8:30-11:30am  
1:20-4:20pm (1320-1620)  
7:00-10:00pm (1900-2200) | For TRS classes, the morning or afternoon time blocks can be chosen for Saturday. |
| MWF or TRS    |         |                                                                       |                                 |

### Non-Standard Time Blocks

Sections scheduled at days/times other than those listed above **must** be scheduled in departmental space. Please be aware of the potential impact of scheduling sections in non-standard time bands on students’ ability to schedule other classes. If the section needs to be scheduled in a university classroom, it will be scheduled during a non-prime time such as Friday evenings, Saturday or early morning before 10:30am. Instructors are responsible for coordinating a final exam time through the Registrar’s Office and announcing it to the class by mid-semester.
**Scheduling Standards**

The Classroom Advisory Committee (CAC) proposed scheduling standards that would support appropriate distribution of classes throughout the day and assure available evening teaching slots especially for graduate programs. The goal was to create a small set of understandable and fair standards that would allow the university to meet these goals with equal effort among colleges. The CAC will track this distribution at the college level at its semi-monthly meetings.

These standards were approved by the Provost on November 3, 2011 and are effective as of Fall 2012.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Scheduling Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase late afternoon scheduling</td>
<td><strong>Afternoon Distribution</strong></td>
</tr>
<tr>
<td></td>
<td>Department sections scheduled in university classrooms on MW or TR at 1:30-2:45 pm must not exceed sections scheduled on MW or TR at 3:00-4:15 pm.</td>
</tr>
<tr>
<td>Decrease number of undergraduate sections in the evening to allow for more graduate sections)</td>
<td><strong>Evening Distribution</strong></td>
</tr>
<tr>
<td></td>
<td>At the college-level, only 45% of total sections scheduled after 4:30pm in university classrooms may be undergraduate. (Note this is the only standard that is monitored at the college level.)</td>
</tr>
<tr>
<td>Increase Friday usage</td>
<td><strong>Friday Distribution</strong></td>
</tr>
<tr>
<td></td>
<td>Department sections scheduled before 4:30 pm in university classrooms MW must not exceed sections scheduled on MWF and Friday Only (day or evening).</td>
</tr>
<tr>
<td>Increase earlier morning scheduling</td>
<td><strong>Morning Distribution</strong></td>
</tr>
<tr>
<td></td>
<td>Department sections scheduled in university classrooms at 10:30 am must not exceed sections scheduled before 10:30 am.</td>
</tr>
<tr>
<td>Balance TR and MWF usage throughout the week</td>
<td><strong>Weekly Distribution</strong></td>
</tr>
<tr>
<td></td>
<td>Department sections scheduled in university classrooms before 4:30 pm on TR cannot exceed number scheduled on MW, MWF, and F only.</td>
</tr>
</tbody>
</table>
GUIDELINES FOR SUBMITTING SCHEDULING REQUESTS VIA EMAIL

All e-mails concerning course scheduling should first be sent to the department/program scheduling coordinator who will forward the request to the Scheduling Office.

- **Subject line of the e-mail** must include the following: COLLEGE/SCHOOL, TERM & YR SUBJ
  For example: CHSS FA09 PSYC or SOM SPR06 OM
  - “TERM” means the term which is being scheduled, not the term in which you are writing the message.
  - Other information may be included in the subject line after the above if desired.
    For example: COS SPR10 cancel CHEM 101 001

- **Body of the email** must include CRN (if it exists), Subject, Course Number, Section Number
  - Requests for addition or change of instructor must also include:
    Instructor’s GNumber
    Instructor’s first and last name
  - Requests for a NEW section must be submitted in the following format:
    Subject / Crse# / Sect:
    Title (needed for Topics courses only):
    Campus:
    Control: (yes or no)
    No Print: (Yes or no)
    IM code: (if course is Internet or Off campus)
    Credits:
    Instructor and GNumber:
    Enrollment Cap:
    PoT:
    Dates:
    Day:
    Start time:
    End time:
    Type of Room: Please include 1st and 2nd choices (or currently assigned room if new section is being crosslisted)
    Section Notes:
    CRN of the original section if new section is being crosslisted:

- **DO NOT** make a request for classroom changes unless you have one of the following reasons.
  (Requests based on room or building preferences will not be considered.)
  - To move to a larger room due to an increase in enrollment over the current classroom’s capacity
  - To request a classroom change due to technology needs.
  - To meet established ADA policy in accommodating faculty and/or students with authenticated special needs.
VIEWING YOUR SCHEDULE ON THE PROVOST’S WEBSITE

If you would like to view your schedule before it is published on Patriot Web, please follow the instructions below. This will create a report that displays all the sections in a semester by subject code or unit including all no print and controlled sections. Please note that this data refreshes nightly (it is not “Live” like Patriot Web). If you have requested any schedule changes, they will not show until the next day’s report.

Instructions:

2. Click on "Enrollment Management" in left navigation.
3. Select “Enrollment Planning Reports” from the expanded menu.
4. Select "Course Search.”
5. Enter Parameters as needed. Inputting a term is required.
6. Click "Go." (This may take a while depending on the number of courses you are requesting.)
7. Scroll down to see the report.
8. To export the report into Excel, click "Export" in the left navigation.
9. Choose from the drop down menu "Microsoft Excel Workbook (*.xls).
10. Click "Export" on the right.
11. Once your export is ready, click the button "Click to view or save." You will be given the option of either saving the spreadsheet on your hard drive or just opening it to view.
INB BANNER INSTRUCTIONS

Please note: You must first request access to Internet Native Banner (INB).

1. Log into Patriot Web (https://patriotweb.gmu.edu) and go to Employee Services.
2. Click “Request Access to Banner Products.”
3. Click “Banner Administrative Systems Account Request Form.”
4. Indicate on the form that you would like access to GMU_REGX_DEPT_SCHED_C. With this access, you are only authorized to access your dept sections and any cross-listed section if you are the sponsoring department.
5. Submit it to your Banner Student Liaison for approval and then send it to the Registrar’s Office. The list of approvers is located on the “Request for Access to Banner Products” page under “Departmental Banner Liaisons.”
6. If you are new to Banner, you must attend the mandatory INBT-100 Banner/INB Navigation Workshop. The schedule can be found at http://ittraining.gmu.edu.

Logging into Banner

1. Go to https://patriotweb.gmu.edu/admin/.
2. Click on the appropriate INB for your computer either “For Windows Users” or “For MAC Users.”
3. Log in to Banner with your email username and password. Database is left blank.
General Banner Information and Terms

Semesters – Fall (70)  Spring (10)  Summer (40)

20XX70  20XX10  20XX40

Campus Codes:

AR  Arlington
FR  Front Royal
FX  Fairfax
HE  Herndon
KOR  Korea
MOL  Mason Online
PW  Prince William
OC  Off campus/other
OCB  Off campus building (KA, KAll, DL)
NE  Internet
SA  Study Abroad (outside 50 United States)

CRN (Course Reference Number): This is the 5-digit number assigned to each section of a course that a student uses to register. Fall sections will start with a 7 or 8, Spring with a 1 or 2, and Summer with 4 or 5.

College Codes:

AR = College of Visual and Performing Arts
CA = School of Conflict Analysis & Resolution
BU = School of Business
E1 = College of Education and Human Development
HH = College of Health and Human Sciences
KR = Krasnow Institute for Advanced Studies
LA = College of Humanities and Social Sciences
PP = School of Policy, Government, and International Affairs
SC = College of Science
VS = Volgenau School of Engineering
UN = Provost
Using the Menu or Keyboard Shortcuts in Banner

<table>
<thead>
<tr>
<th>Function</th>
<th>Menu Options</th>
<th>Keyboard Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Form</td>
<td>File/Rollback</td>
<td>Shift + F7</td>
</tr>
<tr>
<td>Delete Record</td>
<td>Record/Remove</td>
<td>Shift + F6</td>
</tr>
<tr>
<td>Exit</td>
<td>File/Exit</td>
<td>Ctrl + Q</td>
</tr>
<tr>
<td>Next Block</td>
<td>Block/Next</td>
<td>Ctrl + Page Down</td>
</tr>
<tr>
<td>Next Field</td>
<td>Field/Next</td>
<td>Tab</td>
</tr>
<tr>
<td>Save or Commit</td>
<td>File/Save</td>
<td>F10</td>
</tr>
<tr>
<td>Execute Query</td>
<td>Query/Execute</td>
<td>F8</td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Query/Cancel</td>
<td>Ctrl + Q</td>
</tr>
</tbody>
</table>

Banner Forms

<table>
<thead>
<tr>
<th>Category</th>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Information</td>
<td>SSASECT</td>
<td>Build and look up sections of a course in a given term, has all section attributes – enrollment limit, title, credits, meeting pattern, instructor</td>
</tr>
<tr>
<td></td>
<td>SSATEXT</td>
<td>Section notes for a section in a given term</td>
</tr>
<tr>
<td></td>
<td>SSAXLST</td>
<td>Look up cross-list group info for sections</td>
</tr>
<tr>
<td></td>
<td>SSARRES</td>
<td>Section restrictions</td>
</tr>
<tr>
<td>Instructor Information</td>
<td>SSASECQ</td>
<td>Search for sections of courses scheduled in a given term</td>
</tr>
<tr>
<td></td>
<td>SIAASGN</td>
<td>Add faculty to multiple listings</td>
</tr>
<tr>
<td></td>
<td>SIAASGQ</td>
<td>Query faculty schedule</td>
</tr>
<tr>
<td></td>
<td>SIAINST</td>
<td>An instructor must be active on this form in order to list as instructor on SIAASGN.</td>
</tr>
<tr>
<td></td>
<td>PEAEMPL</td>
<td>Reference screen to help determine an employee “E” class (must request access from Finance/HR)</td>
</tr>
<tr>
<td></td>
<td>NBIJLST</td>
<td>HR Reference screen to help determine an employee “E” class and view contract dates (must request access from Finance/HR)</td>
</tr>
<tr>
<td>Space Information</td>
<td>SSAMATX</td>
<td>Look up what is scheduled in a departmental room for a given term or date range.</td>
</tr>
<tr>
<td>Course Inventory Information (Catalog)</td>
<td>SCACRSE</td>
<td>Course inventory (catalog) description for a single course</td>
</tr>
<tr>
<td></td>
<td>SCASRCH</td>
<td>Course inventory search for single course or all courses in a subject</td>
</tr>
<tr>
<td></td>
<td>SCADETL</td>
<td>Attributes on courses (upper/lower division), equivalencies, and permanent text notes (prereq notes, etc.)</td>
</tr>
<tr>
<td></td>
<td>SCARRES</td>
<td>Restrictions on courses at the catalog level (will roll down to sections created in a given term)</td>
</tr>
</tbody>
</table>
**View Section Information in Banner**

**Please note:** SSASECT is the form where you will be able to view all the information for a section. This form is view only and you will not be able to make any changes on it.

1. At the general menu, type in **SSASECT** in the **Go To…** Box. Then hit Enter.

2. Type in Term and CRN and next block (CTRL + Page Down).

- **Type SSASECT**
- **Type CRN**
- **Type Term** (i.e. 201070 for Fall 2010)
  - 70 = Fall
  - 10 = Spring
  - 40 = Summer
a. If you do not have the CRN, you can perform a search by inputting the term and clicking the drop down arrow next to the CRN field.

The Scheduling Section Query Form (SSASECQ) will appear. Tab over to the Subject box and enter the Subject Code. Tab to the Course box and enter the Course Number.

Execute the query (F8) and double-click on the appropriate course. You will be returned to SSASECT where you can next block (CTRL + Page Down) to view course information.
3. To view more detailed information regarding the course (i.e. course enrollments, scheduled meeting times, assigned instructors, etc.) click on the Options menu and select an option from the drop down menu.
View Instructor Information in Banner

1. At the main screen, type in **SIAASGN** in the Go To... Box. Then hit Enter. SIAASGN is the form in Banner where you will be able to view, add, or remove course(s) for any instructor for a specific term.

2. Enter the GNumber for the instructor and term then go to the next block (CTRL + Page Down).

   - Type SIAASGN
   - Type GNumber
   - Type term (i.e. 201070 for Fall 2010)
a. If you **do not have the GNumber** for the instructor, type in the name: last name, first name. **No nicknames or abbreviations** then hit Enter. The G# will pop into the ID field, next block (CTRL + Page Down) to add the instructor to a section or view the sections currently assigned to that instructor for that particular semester.

**Type Last Name, First Name**
Add Instructor(s) to Sections in Banner

Please note:

- To assign a section to an instructor, you must have the CRN(s).
- Remember to check the course prior to adding an instructor to ensure that an instructor has not already been added to the course(s) (refer to the section “Viewing course information in Banner”). If necessary, you can remove the instructor; refer to “Removing instructor(s) from courses”.
- Do Not Override Instructor Conflicts! Never override an instructor conflict unless they are teaching a cross-listed course.

1. After entering the instructor and term, go to the next block (CTRL + Page Down) and type in CRN for section to be added.
   - Information for the section will fill in once the CRN is completely entered.
   - Multiple CRNS can be added to an instructor by clicking in an empty block OR using the down arrow OR clicking on “Record” menu and clicking “Insert”.
   - If you receive an error message, refer to the section “Error messages or warnings when adding instructors.”

2. Save the changes (F10) and the instructor will be added to the course.
If you receive an error message refer to the section on “Error messages or warnings when adding instructors”.

If you do not have scheduling coordinator access to Banner, you may send a request, including CRNs, instructor full name, and G#; to scheduling@gmu.edu
**Error messages or warnings when adding instructors**

*WARNING* Active faculty workload rules not defined for this term.

This message will appear for instructors that aren’t yet listed on any sections for the chosen semester. If you receive this error message, you may still be able to add sections to the person. Click “Ok” and continue with adding the sections. If you are unable to add courses, you will need to contact your department office to check on the person’s status.

*ERROR* Person not an instructor.

*ERROR* Person not an instructor for term.

If you receive these error messages, the person does not have an employee classification (e-class) in Banner that designates them as instructional faculty. You will not be able to add the person to a course until s/he has an instructor employee class in Banner. If the person has been terminated in Banner, the person cannot be activated until HR updates their status to active in Banner. Table 1 lists the e-classes that are automatically activated as being eligible to be an instructor. If the person’s contract was just signed and the information was uploaded to HR, please wait one day for the instructor to be activated.

**Table 1. E-Class Designations Automatically Activated in Banner**

<table>
<thead>
<tr>
<th>E-Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Matrix Adjunct Faculty, non-matrix Adjunct Faculty, less than 1.0 FTE 9-month instructional Faculty</td>
</tr>
<tr>
<td>AF</td>
<td>Bi-Weekly Admin/Faculty</td>
</tr>
<tr>
<td>FA</td>
<td>Admin/Professional Faculty</td>
</tr>
<tr>
<td>F9</td>
<td>9-month Instructional Faculty</td>
</tr>
<tr>
<td>FI</td>
<td>1.0 FTE 12-month Instructional</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Teaching Assistant</td>
</tr>
<tr>
<td>GL</td>
<td>Graduate Lecturer</td>
</tr>
<tr>
<td>PA</td>
<td>Less than 1.0 FTE Administrative &amp; Professional Faculty</td>
</tr>
<tr>
<td>PF</td>
<td>Less than 1.0 FTE 9-month Special Faculty</td>
</tr>
<tr>
<td>PH</td>
<td>Less than 1.0 FTE 12-month Special Faculty</td>
</tr>
<tr>
<td>PI</td>
<td>Less than 1.0 FTE 12-month Instructional Faculty</td>
</tr>
<tr>
<td>RP</td>
<td>4/3 Plan Faculty</td>
</tr>
</tbody>
</table>

If the person has an e-class listed in Table 2 or you continue to receive the error message, the person will need to be activated manually. Please email the Scheduling Office at schedule@gmu.edu with the name and G Number of the person. **We will not activate anyone unless they have a faculty employee class in Banner – NO EXCEPTIONS.**
Table 2. E-Class Designations Activated by the Academic Scheduling Office Upon Request

<table>
<thead>
<tr>
<th>E-Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FG</td>
<td>1.0 FTE 9-month Research Faculty</td>
</tr>
<tr>
<td>FR</td>
<td>1.0 FTE 12-month Research Faculty</td>
</tr>
<tr>
<td>GR</td>
<td>Graduate Research Assistant</td>
</tr>
<tr>
<td>NP</td>
<td>Affiliates (no-pays) <strong>Need verification from the Provost’s Office that an affiliate contract is on file</strong></td>
</tr>
<tr>
<td>PF</td>
<td>Less than 1.0 FTE 9-month Research Faculty</td>
</tr>
<tr>
<td>PG</td>
<td>Less than 1.0 9-month Special Faculty</td>
</tr>
<tr>
<td>PR</td>
<td>Less than 1.0 FTE 12-month Research Faculty</td>
</tr>
<tr>
<td>RE</td>
<td>Retirees &amp; Emeritus</td>
</tr>
</tbody>
</table>

Any e-class not listed in Table 1 or 2 (i.e. WG – Wage, SW – Student Wage, CN – Classified Staff, etc.) can be activated if there is an additional e-class on NBIJLST. If there is not an additional e-class, then the Scheduling Office will need approval from your Dean. The Dean is responsible for ensuring that the person is qualified (by SACS accreditation guidelines) to teach the class. Please email the Dean’s office with the person’s name, G Number, a statement of their qualifications to teach the course, and transcripts which must be kept on file for SACS accreditation. Once the person has been approved as an instructor, the Dean’s Office may email the Academic Scheduling Office at schedule@gmu.edu with the name and GNumber.

The e-class MP – Miscellaneous Pays, per HR, can no longer be an employee’s primary position so will not be activated as an instructor of record by our office. Questions on what e-class to use should be directed to Megan Kirk, HR Consultant, at mkirk4@gmu.edu.

*ERROR* instructor schedule conflict.

If you receive this error message, the instructor has a time conflict with another section. You will not be able to add the instructor to a course until the conflict has been resolved.

**NEVER** override the conflict unless the instructor is on a cross-listed course.
Remove Instructor(s) from Sections in Banner

1. At the main screen, type in SIAASGN in the Go To... Box. Then hit Enter.

   a. If you have the GNumber for the instructor, enter the GNumber into the ID box and the Term then next block (CTRL + Page Down).

   Type GNumber

   Type term (i.e. 201070 for Fall 2010)
2. To remove a course from an instructor, click on the course to be deleted and remove record (Shift +F6)

(2) Go to Record Menu, Click Remove

(1) Click on course to be removed.

3. Save the changes (F10) and the instructor will be removed from the course.

Click Save
**WAITLIST INFORMATION**

Not all courses at Mason offer a waitlist!

Students who choose to waitlist for courses that have this option will receive an email when space becomes available in the section and a waitlist override has been posted to their account.

Students have only 72 hours from the date the override was posted to register for the reserved seat.

Students WILL NOT be automatically enrolled from a waitlist into a section. They will be dropped from the waitlist if they do not use their override within the allotted 72-hour time period.

**Procedure**

The week before preregistration begins, waitlists are added to sections in CHSS, CVPA, VSE, COS, CEHD, and SPGIA. Waitlists are removed from all sections with linked lectures/labs/recitations.

- If you want to REMOVE a waitlist from a section, please email your request to schedule@gmu.edu the day before registration begins. After that date, requests for removal of waitlists can only happen if there are **no students** currently on the waitlist.

- If you want to ADD a waitlist to a section, please email your request to schedule@gmu.edu after the script to add waitlists has been run.

Three days before classes start, the last overrides are issued to the students who are next on the waitlist. The students then have 72 hours to register for their class.

**The night before the first day of classes, all waitlists are purged and students are removed. The last of the overrides would have been issued 72 hours before this. If instructors want a list of the waitlisted students, they must print their class lists before the purge. Once students are removed, they will no longer show for instructors to print. After removing the waitlists, registration becomes first come, first served.**

If instructors want to give priority registration to the students that were waitlisted, you’ll need to email the scheduling office with the CRN(s) prior to the waitlist purge so that we can add a department control. When a seat becomes available, the instructor would then issue an electronic override to the next student that was on the waitlist that he/she printed.
**Waitlist Frequently Asked Questions**

**How do I know if a section has a waitlist?**

To see if your section has a waitlist, go to the course search on Patriot Web. The course will show a “0” (zero) in the WL column if it has a waitlist. If the section does not have a waitlist, the WL column will have a “N/A”.

**Why is Patriot Web showing open seats when there are students still on the waitlist?**

The “Closed Waitlist” message indicates that this course does not have any available seats. The message “Open Waitlist” indicates that students who were previously registered for the course have dropped and those seats are reserved for students currently on the waitlist that have been issued overrides.

**How are students notified that they can register for an open seat?**

Students are not automatically registered into a class. Once they add themselves to a waitlist, they will receive an email when space becomes available in the section and a waitlist override has been posted to their account. They must log into Patriot Web and select the “Registration Status and Time Ticket, Override Notification” link. If they have an override, it will display just below their registration status information in a new box labeled, “Registration Permits and Overrides.” When this box appears, they must register for the course.

They will have 72 hours from the date the override notification appeared on their Patriot Web account to drop themselves from waitlist status and register for that course on their Patriot Web registration form. If they do not wish to register for the course, they may simply drop themselves from waitlist status registration form. If they do not change their status from waitlisted to registered within their 72 hour deadline, they will be automatically dropped from the waitlist. If they choose, they may add themselves back to the waitlist for that section, but they will be added to the end of the waitlist.
SPECIAL PROGRAMS

Enlisted to Medical Degree Preparatory Program (EDMP2)

- Contains E in section number (i.e. E01, 2E1).
- Indicate that the section should be “No print”.

Governor’s School

- Contains E in section number (i.e. E01, 2E1).

INTO Mason Sections

When requesting sections for INTO Mason, please follow the guidelines below:
- If cross-listing with another section(s), please provide the max enrollment for each section and the combined total enrollment.
- Start section number with “P” (i.e. P01, P02, etc.)
- Indicate that the section should be “No print”.
- Request that the Tuition Fee Waiver Box be checked.

Mason Korea

- Contains K in section number (i.e. K01, 2K1).
- Request that the Tuition Fee Waiver Box be checked.

4VA Sections

Requests should be submitted through the coordinator for the 4VA program, Linda Sheridan (lsheri2@gmu.edu or 703-993-3789).
Blackboard courses are created during the first week of registration for that semester. For example, Spring courses are generally created in early November. At that time, an empty Blackboard shell is created for every course.

If two or more courses are cross-listed, a third Blackboard course will automatically be created. This “Master” course will contain the enrollments of all of the individual sections. The individual sections in Blackboard will be disabled, and the instructor will be required to use this Master course. Therefore, if a cross-listing is requested after an instructor has already added content to an individual Blackboard section, that course will need to be copied into the Master section. If you are requesting a cross-listing near the beginning of a semester, or after it has begun, please communicate this information with the instructor. (Students will lose access to the course until the content is copied into the Master section.) More details and Blackboard support contact information are available here:

http://tinyurl.com/muxu3wf.