



## Office of the Registrar

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To: Deans and Departmental Chairpersons  
From: Angela R. Anderson, University Registrar *Angela R. Anderson*  
Re: Course Requisition Forms Spring 2010  
Date: August 21, 2009

This memo is to officially request that you begin the process of entering your Spring 2010 course offerings into Internet Native Banner (INB). Please enter all course information into INB by **October 2, 2009, at 4 pm**. As a part of the Space Scheduling policy, approved February 2008, we will once again run Schedule 25 to assign space for all non-laboratory sections. Please do not enter classroom information as you are creating your courses, unless it is for a lab or other identified space, per the scheduling policy. In order to accomplish this, **at 4 p.m. on October 2**, all users' access to SSASECT will be changed to inquiry only until the room scheduling process is complete. You will not be able to make changes or add to the schedule until Schedule 25 is complete, and the information has been re-loaded into Banner. Our office will notify you when the process is complete, and you can begin adjustments to your schedule.

A tutorial for entering course requisitions into INB is attached, and is also available on the Office of the Registrar website, under the Banner FAQ's link (along with other tutorials on common processes in Banner Student – check back regularly for updates). As a reminder, this tutorial shows all the available options you can use on a course section – please do not add course restrictions, unless you need it. The Banner catalog has been programmed so that major, degree and class level restrictions are already entered for you, along with the Faculty Senate approved prerequisite and corequisite courses.

Walk in assistance with creating course schedules (or other Banner Student related questions) will be available in 204 Joyner East during the following days and times:

- September 28, 9am – 12 noon
- September 30, 9 am – 12 noon
- October 2, 9 am – 12 noon

Distance education off-campus and on-line courses for students away from the campus can be entered directly by departments into Banner. These courses include campus codes of 650 for online courses and 100-199 for classes meeting off campus. Section codes for these courses begin with 601. If we can be of assistance in this process please contact Mrs. Kim Smith via email ([smithkim@ecu.edu](mailto:smithkim@ecu.edu)). Continuing Studies will continue to assist departments with their special registration and program needs related to cohorts, grants and other arrangements. For additional information in the development and approval of degree programs for distance delivery, please feel free to contact John Connelly at [connellyj@ecu.edu](mailto:connellyj@ecu.edu).

As a reminder, campus 008 also has online classes – you can accomplish this by changing the delivery method to WWW on SSASECT.

Please note: the term code for Spring 2010 is **201030**.

In order to communicate to the student a more accurate description of the meeting type of the class, you may now choose from the following: CLAS (Classroom), INDS (Independent Study), NTRN (Internship), REAS (Research) and WWW (World Wide Web). CLAS will automatically default into the meeting time but you can change it if desired by entering the codes above or using the pull down menu in that field.

Course times must be assigned using the Faculty Senate approved course scheduling guidelines, which can be found at the following url: <http://www.ecu.edu/cs-acad/fsonline/ca/calendar.cfm>. Remember, that Banner will see a time conflict if one section ends and another begins at the same time, so please use the course offering times as built to avoid this error during registration.

In an effort to provide all course scheduling information at one time, please note the following information concerning the Student Opinion of Instruction Survey (SOIS). Please contact Chuck Rich, [richc@ecu.edu](mailto:richc@ecu.edu), in Institutional Effectiveness, with any questions you have concerning SOIS.

This information should help you code your courses correctly for the SOIS survey. For each course please do the following steps in the order presented. All SOIS coding is done in SSASECT in Banner.

Directions: The steps below help you decide what type of course you want to code and then how to code it in SSASECT in Banner. You may need to consult with the instructor or department chair as you go through the steps below. For all courses, make sure you enter an instructor and correctly specify the course. Remember that section and campus codes are 3 digits—use leading zeros if necessary (e.g., 001, 008, 050).

- Step 1: Is this an online course? (at least 25% of the instruction is delivered via the internet or other non-face-to-face method).
- Step 2: If yes, then (a) enter the Instructional method in SSASECT as WWW, WEBA, WEBS, NREN, or TWI and (b) leave the Session field blank.
- Step 3: If no, then it is considered a face-to-face course for survey purposes and may be classified as a lab, field-based, or standard face-to-face course.
- Step 4: If it is a lab course (e.g., most commonly CHEM, BIOL, and PHYS have lab sections), then (a) the instructional method must be TR or NT and (b) Session must be coded with L.
- Step 5: If it is a field-based course (e.g, student teaching, field placement, certain seminars, etc) then (a) the instructional method must be TR or NT and (b) Session must be coded with F.
- Step 6: If it is a Standard face-to-face course (does not meet criteria for being an online course and students meet in classroom with instructor), then (a) the instructional method should be TR and (b) Session should be left blank.

All information contained in this memo is also available on the Office of the Registrar home page (<http://www.ecu.edu/registrar/>) under the “Faculty and Staff” section.

Thank you for your time and cooperation in this matter.