Class Scheduling Cheat Sheet

Banner FORMS:
- SSASECT – Class info, such as dates, days, times, room, instructor, etc
- SSAACCL – Code determines A&R dates for adding, dropping, refund, census, etc
- SIAASGN – Instructor load, contract, and pay info.

Term Code – quarter, 6-digit code.
- 201512 – summer 2014 (always one year ahead)
- 201522 – fall 2014 (always one year ahead)
- 201532 – winter 2015
- 201542 – spring 2015

Attendance Method
- **W (Weekly)** = 12-week long classes that is 100% face-to-face with a specific meeting days and times. Exception: summer classes that are 12-week must be coded as D, not W.
- **D (Daily)** = Less than 12 weeks, meets 5 times or more with the same number of hours at each meeting.
- **IW (Independent Study Weekly)** = 12 week long, distance learning, hybrid classes, internship, or special project classes. Exception: summer classes that are 12-week long must be coded as ID, not IW.
- **ID (Independent Study Daily)** = Less than 12 weeks, distance learning, hybrid classes, internship, or special project classes.
- **P (Positive Attendance)** = Classes that have no specific meeting days and/or times. Instructor must collect attendance and report it to A&R.

Distance Learning Classes
- IW or ID attendance method
- Schedule Type “72”
- Room location is “online”
- Need footnote

Hybrid Classes
- IW or ID attendance method
- Schedule Type “02” or “04”
- Indicate face-to-face time and room
- Indicate “online” as the room location for the online portion, use code “88” for this meet line.
- Need footnote clarifying when class meets face-to-face and when meet online.
Faculty Assignment Type & Pay

*** Failure to properly complete the SIAASGN form will interfere with the payroll contract process. It will also delay issuing of contract, or produce incorrect contract.

Part of load or no pay, NO contract issued:
- AT = 0, 3, or 5
- Assignment Type field in SIAASGN must be 0, 3, or 5.
- BLANK OUT these fields in SIAASGN:
  - Contract Type
  - Position Number
  - Position Number Suffix

Full-time Over load, contract IS issued:
- AT = 2
- Assignment Type field in SIAASGN must be 2
- COMPLETE these fields in SIAASGN:
  - Contract Type (FO for winter, fall, spring, and SU for summer)
  - Position Number (use the term code)
  - Position Number Suffix (2-digit, i.e. 01, 02, 03)

Part-time, contract IS issued:
- AT = 4 or 8
- Assignment Type field in SIAASGN must be 4 or 8
- COMPLETE these fields in SIAASGN:
  - Contract Type (AC for winter, fall, spring, and SU for summer)
  - Position Number (use the term code)
  - Position Number Suffix (2-digit, i.e. 01, 02, 03)

Class Footnotes

The state requires footnotes for the following types of classes:
- Distance learning – footnote must indicate how the online class is delivered.
- Hybrid - footnote must indicate face-to-face meeting time/day and when the instructor will be available on-line.
- Off campus classes - footnote must indicate address of off-site location.
- Special programs, such as LinC, Sankofa, Puente, First Year Experience, and Civic Engagement.