



On-Line Scheduling Manual

2010-2011

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ECAMnlSchedlg.pdf

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**MANUAL OF INSTRUCTION
FOR USING
THE ACADEMIC SYSTEMS ON-LINE SCHEDULING SYSTEM**

One of Ball State University's most important resources is the course master database, which contains the valid course offerings and individual course/sections.

The valid courses/sections for the 2010-2011 academic years have been transferred (rolled) to the database by University Computing Services.

In the Scheduling section of this manual you will become acquainted with accessing the ECA system, the scheduling screens, the reports that allow you to review your course/section offerings, and the procedures for making changes to your course offerings.

As always, we will try to assist you with this system. Please call us at the number listed below with any questions or problems you may have regarding the scheduling system.

Academic Systems Office – North Quad 328-A
Susan Slaven – Course Master Coordinator – phone: **(765) 285-5719**

The ECA System

2009-2010

2010-2011

091 – Fall Semester 2009 (082409-121109)*	101 – Fall Semester 2010 (082310-121010)*
103 – Spring Semester 2010 (011110-043010)*	113 – Spring Semester 2011 (011011-042911)*
104 – Summer Semester 2010 (051710-072310)	114 – Summer Semester 2011 (051611-072211)
105 – 1 st Summer Session 2010 (051710-061810)	115 – 1 st Summer Session 2011 (051611-061711)
106 – 2 nd Summer Session 2010 (062110-072310)	116 – 2 nd Summer Session 2011 (062011-072211)

*(dates exclude finals weeks)

C – Advising (catalog, section scheduling, open sections, class lists, etc.)

Catalog

C100 BIO,100,99999

Catalog codes & posting info

C101 BIO,100,99999

Course restrictions

C111 BIO,100,99999

Course description

Section scheduling, open sections, class lists, info lists

C200 M,05,BIO,100,001,101

Limit/credit hours/Taught-with, etc.

Or use the Course Reference Number,year/term for all C200 level screens

C200 10953,091

C201 M,05,BIO,100,001,101

Section restrictions

C210 M,05,BIO,100,001,101

Meeting days/times, instructor, etc.

C220 M,05,BIO,100,001,101

Section tally

C221 M,05,BIO,100,001,101

Open section tally

C230 M,05,BIO,100,001,101

Class List

C250 M,05,BIO,100,001,101

Section request list

C260 M,05,BIO,100,001,101

Taught-with family tree display

C270 BIO,,,101

Discipline Tally (regardless of location)

C271 BIO,,,101

No Instructor Tally (regardless of location)

D – Course Requests

D100 student id number,101

Course requests

E – Students Schedules

E100 student id number,101

Current schedule

E110 student id number,101

Original schedule (with drops, etc.)

F – Facilities Management (space, room searches, etc.)

F110 CL,167,1011

Room (capacity,type,priorities,etc.)

F130 CL,,1011

Building list (building codes)

F140 CL,,1011

Room list (capacity, VIS, etc.)

F200 CL,278,011011,0800,0015

Weekly room schedule

(bldg,room,date,begin time,duration)

F210 CL,278,011011,0800,0015

Daily room schedule

(same as F200)

F220 **,1011

Room search

F230 CL,278,011011,0800,0100

Room conflict search

(bldg,room,date,begin time,end time)

F240 CL,278,1011

Room index (attributes)

F250 **,1011

Room search (within time range)

**The ECA System cont.
Scheduling/Course Master Quick Reference**

Access ADMAC in usual manner (also described above)

ECA sign-on **S000** (enter)

Department ID Department password
oasp (tab) **zoot** (tab)

User ID User password
Dept (tab) **suit** (tab or center)

ECA exit tran ID (optional – A non ECA transaction) (enter)

PF1 key or **S002** takes you to the initial ECA menu

Choose G (Course Schedule Development Menu), (enter) then
Choose B (Course Schedule) (enter) or
C (Course Schedule – Department) (enter)

Follow on screen prompts and menus (**HELP is available by pressing the PF2 key**)

ECA sign – off **S999**

KEY* (EXAMPLE) M,05,BIO,100,001,091

Location code					Year/Term
(M=main campus)	College code	Course prefix	Course number	Section number	

*Alternate Key: The course reference number and year/term can be substituted for the above key (for C200 level transactions only).

College Codes: 01=College of Applied Sciences & Technology (CAS&T)
02=College of Architecture & Planning (CAP)
03=College of Business (COB)
04=college of Fine Arts (CFA)
05=college of Sciences & Humanities (CS&H)
06=Teachers College (TC)
07=College of Communications, Information and Media (CCIM)
99=Interdepartmental (ID)

To “toggle” between ADMAC and ECA:

To ADMAC from ECA	PF3
To ECA from ADMAC	type S002 (enter)

To scroll forward (wherever “MORE PAGES FOLLOW” appears) press enter/return (the C220 “Section Tally”, C221 “Open Sections”, C270 “Discipline Tally” & C271 “No Instructor Tally” transactions scroll backward with the PF7 key; the PF8 key also scrolls forward on these transactions).

SIGNING ONTO THE SCHEDULING SEGMENT OF THE ECA SYSTEM

After signing onto ADMAC (PRODCICS) using your regular department sign-on, clear the screen and type S000 in the upper left hand corner of the screen (the home position) and enter. The ECA sign-on screen will appear and prompt you to type your department ID. Using the tab key, if necessary, to move the cursor between fields, type your department password, user id, and user password in that order and enter. Then the following message will appear on your screen:

“SIGN-ON SUCCESSFUL-ENTER YOUR TRANSACTION ID AND KEY AND PRESS ENTER”

If you do not get this message, clear your screen and enter your identification details one more time.

Once you have signed onto the ECA System, press your PF1 key or type S002 in the home position and enter. This transaction will bring up the ECA main menu screen. Select “G” for Course Schedule Development Menu. When the second menu appears, select “B” for Course Schedule, or “C” for Course Schedule (department). The key to most section screens contains the following fields:

Location code	M=Main Campus
College code	01=AS&T, 02=ARCH, 03=BUS, 04=FINART, 05=S&H, 06=TCHRS, 07=CICMS, 99=ID
Course prefix	BIO=Geology, HIST=History, etc.
Course number	100 (three digits and possibly a suffix)
Section number	001 (three digits and possibly a suffix)
Year and term	101=2010 Fall Semester

A sample “key” would be: M,05,BIO,100,001,101

NOTE:

- 1.) A comprehensive listing of the location, college, and other codes can be found in the ECA Tables section of this manual.
- 2.) The commas between fields tell the system that the data in one field has ended and the next field begins. **THESE COMMAS MUST BE TYPED IN ORDER TO RECEIVE THE CORRECT INFORMATION.**

VIEWABLE SCREENS

The C200 screens are **viewable** screens only.

The **C200 (Section Maintenance)** screen contains the data relevant to a section, such as limit, begin and end dates, corequisite course/section and taught-with sections. It is the first of the scheduling screens. Most of the information displayed on this screen is retrieved from the catalog level.

```

C200 M,05,BIO,100,001,101          G044 07/20/09 10:12 AM
CRN 51587                          SECTION MAINTENANCE

FUNC TITLE                          COLLEGE                          LVL  LAST CHANGE
      LIFE SCI                      SCIENCES & HUMANITIES          U    052609

                                PART      FUND
SESS  LMT RQTS CEN ENR  SCHRS REM  STATUS  BEGIN  END    OF TERM  DEPT
  1    24   0   0   0    0.00  24      082310 121010 01-16
160600
      TW 192   0   0   0    0.00 192

                                CNTCT      ----FEES 1---- ----FEES 2----  DIR MTHD
GRD
CRDTYP CREDIT HOURS  CEU  HRS  CRU  CDE  I   FEE  CDE  I   FEE  ENT INST
MTH
  0    3.0          0.00  2.0  0.0          0   A   2

GRD  GRD
LINK TBL  CFG      MIN      MAX      TAR      FTE      SRF
STC
  N   00          10      24      24      0.250    5
GPCR

-----COREQUISITE-----      -----TAUGHT-WITH-----      -----SUBSTITUTE-----
CDE COURSE NUMB SEC  TYP  L  CL DEPT  CRSE SEC          CL DEPT  CRSE SEC
0 05 BIO   100L      A

```

The **C201 (Restriction)** screen shows the restrictions (Permission, Special Program, Classification and Program Code) which have been placed on an individual section.

A “permission” restriction is denoted by the letter “P”. (SEE EXAMPLE ‘A’)

EXAMPLE ‘A’

C201 M,05,BIO,100,001,101
CRN 51587

G044 07/20/09 10:16 AM

SECTION RESTRICTIONS

LAST CHANGE
052609

TITLE
LIFE SCI

RESTRICTIONS

PERMISSION	SPECIAL PROGRAM	IND	C1	C2	C3
P	FC				

----CLASS----

----- MAJOR -----
IND MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8

REENTRANT

----- MAJOR ----- --CLASS--
MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8 C1 C2 C3

Of the 9 “special program” used (EXEL, EDEL Overseas, FRESHAMN CONNECTIONS, HONORS COLLEGE, LONDON CENTRE, MEDICAL EDUCATION, TEACHING CURRICULUM, and UNIVERSITY COLLEGE), a maximum of 5 could be assigned to any one section. For example, a class that is restricted only to Freshman Connection Students should have the code “FC” present in this field (see EXAMPLE “A”) to prevent other students from registering for this class.

The “Student Scheduling System” is a multi-pass system, which simply means that once all the student requests pass through the algorithm, they are lined up and passed through (re-entered) again in an attempt to improve class schedules. The two occurrences of the ‘Major’ restriction is related to this.

The system enables departments to restrict enrollment in courses by major and/or classification.

For example, if the Art department limits enrollment in a section to Art departmental majors and minors only (EXAMPLE ‘B’), the 201 screen would appear as follows:

EXAMPLE ‘B’

C201 M,04,ADS,102,001,101
CRN 22188

G044 07/20/09 10:18 AM
SECTION RESTRICTIONS

TITLE
FOUNDATION 2

LAST CHANGE
052609

RESTRICTIONS

PERMISSION SPECIAL PROGRAM ----CLASS---
IND C1 C2 C3

----- MAJOR -----
IND MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8
I 401*****

REENTRANT

----- MAJOR ----- --CLASS--
MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8 C1 C2 C3
401M*** 401A000

If the Art Department wishes the course to be open to ALL students, but give priority to Art majors and Art minors, then to anyone else, (EXAMPLE 'C') the C201 screen would appear as follows:

EXAMPLE 'C'

C201 M,04,ADS,498,001,101
CRN 22421

G044 07/20/09 10:25 AM
SECTION RESTRICTIONS

TITLE
SEMINAR

LAST CHANGE
052609

RESTRICTIONS

PERMISSION SPECIAL PROGRAM ----CLASS---
P IND C1 C2 C3

----- MAJOR -----
IND MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8

REENTRANT

----- MAJOR ----- --CLASS--
MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8 C1 C2 C3
401M*** 401A*** 401T*** 401N*** 401R***

The class restriction fields operate similarly to major restrictions. If a course is to be taken by juniors and seniors only (Example 'D'), the C201 screen would appear as follows:

EXAMPLE 'D'

```

C201 M,04,ADS,441,001,101          G044 07/20/09 10:27 AM
CRN 22340                          SECTION RESTRICTIONS

TITLE                               LAST CHANGE
VIS COM 3                          052609

RESTRICTIONS                        -----CLASS-----
          PERMISSION  SPECIAL PROGRAM  IND C1 C2 C3
          i 4 3

----- MAJOR -----
IND MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8

REENTRANT
----- MAJOR -----          --CLASS--
MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8 C1 C2 C3

```

The **C210 (Section Meeting Maintenance)** screen displays the meeting times, days, instructors, section comments, and the assigned final examination "cell".

```

C210 M,05,ENG,103,001,101          G044 07/20/09 10:29 AM
CRN 54535                          SECTION MEETING MAINTENANCE
TITLE                               COLLEGE          LVL  LAST CHANGE  SESS
ENG COMP 1                          SCIENCES & HUMANITIES  U    0526079      1
  LMT RQTS CEN ENR  SCHRS REM  STATUS  BEGIN  END    PART OF TERM
    25   0   0   0   0.00  25      082310 121010    01-16

TW
U/N:
MEETING TIME(S)
  DAYS      BEGIN-END BLDG ROOM TYP      DAYS      BEGIN-END BLDG ROOM TYP
1. M W F    0800 0850 RB   292      2.
3.
4.
INSTRUCTOR(S)
  NUMBER    PCT NAME          NUMBER    PCT NAME
1.
2.
3.
4.
5.
6.
7.
8.

SECTION COMMENTS          PRINT IND P          FINAL EXAM
1. FC                      A1  A
2.

```


The **C230 (Class List) screen** lists the roster (class list) for each section, contains pertinent section information, and the name, major, class, and credit hours for each student. Students are listed in alphabetic sequence.

```

C230 M,05,BIO,100L,001,101                                G044 07/20/09 10:38 AM
  L CL DEPT  CRSE SEC  TITLE  CLASS LIST  COLLEGE                                LVL
  M 05 BIO   100L 001  LIFE SCI LAB      05 SCIENCES & HUMANITIES            U

      CRN  INSTRUCTOR          DAYS  BEGN-END  HRS LMT ENR SCHRS REM
      M 51633                T      0800 0950  0.0 24  0  0.0 24 C
SEQ C NUMBER      NAME          MAJOR1  MAJOR2  CLS HRS GO T
R

```

The **C250 (Section Request List) screen** lists the name, number, and pertinent data for each student who has requested the section during advanced registration process. Students are listed in the “right-to-schedule” sequence.

```

C250 M,05,BIO,100L,001,101                                G044 07/20/09 10:39 AM
                        SECTION REQUEST LIST

  L CL DEPT  CRSE SEC  TITLE          COLLEGE                                LVL
  M 05 BIO   100L 001  LIFE SCI LAB      05-SCIENCES & HUMANITIES            U

  CRN  INSTRUCTOR          DAYS  BEGN-END  HRS LMT REQ CEN ENR SCHRS REM
  51633                T      0800-0950  0.0 24  0  0  0  0.0 24

  SEQ NUMBER      NAME          MAJOR1  MAJOR2  PL  HRS

```

The **C260 (Taught-With Family Tree) screen**

```

C260 M,05,SP,301,001,101                                G044 07/20/09 10:40 AM
                        TAUGHT-WITH FAMILY TREE

      L CL DEPT  CRSE SEC  CRN  LMT RQTS CEN ENR SCHRS REM  STATUS
      TITLE

OVERALL                                25  0  0  0  0.0 25

PARENT  M 05 SP   301 001  41174 25  0  0  0  0.0 25
      CONVERSATION

CHILDREN: M 05 SP   501 001  41506 25  0  0  0  0.0 25
      ADV CONVER

```


DEPARTMENTAL ON-LINE SCHEDULING INPUT SCREENS

The C300 (Section Maintenance) screen

Is similar to the C200 (Section Maintenance) screen. Some non-essential fields have been excluded, the permission field has been added, and other fields have been moved to better facilitate the flow of input. See field explanations.

The **C300** screen is used to:

*Add a section

Limit
 Permission**
 Taught-With
 U/N Code
 Session Code
 Spec Fee Code
 Fund Code
 Corequisite Type
 Coding

*Drop a section

Permission
 Taught-With
 Corequisite Type
 Coding
 U/N Code
 Spec Fee Code

*Change a section

Limit**
 Title**
 Begin/End Dates
 Credit Hour**
 Taught-With
 Spec Fee Code
 Corequisite Type
 Coding

- ** -A **permission** restriction cannot be added to a section after the deadline for changes are due for a semester Schedule of Classes publication.
- ** -A **limit** should not be lowered, unless necessary, after the scheduling run for a semester. The limit cannot be lowered lower than the current enrollment.
- ** -The **title** can only be changed to match what is reflected at the catalog level for the course, unless it is a variable titled course. Short title changes have a limit of 12 characters. A title change should be reflected in the comment also.
- ** -**Credit hours** cannot be changed after the deadline for changes has passed for the Schedule of Classes publication. (See SOC Publication Calendar) **After that time, the section must be canceled and another section added to accomplish the change.**

C300 M,05,PHYSL,210,001,101
CRN 59804

SECTION MAINTENANCE

G044 07/20/09 10:48 AM
LAST CHANGE: 052609

FUNC	U/N	TITLE	SESS	LMT	RQTS	ENR	REM	STATUS	BEGIN	END
		HUMAN PHYS 1	1	106	0	0	106		082310	121010

CREDIT HOURS	TOTAL TW	LIMIT	FEE CODE	PERMIS	FTE	FUND DEPT
3.0					0.166	164800

-----COREQUISITE----- -----TAUGHT-WITH-----
CDE COURSE NUMB SEC TYP L CL DEPT CRSE SEC
0 05 PHYSL 210L

The **C301 (Section Meeting Maintenance)** screen is similar to the C210 (Section Meeting Maintenance) screen. See field explanations.

The **C301** screen is used to:

*Add

*Drop

*Changes

Days

Begin/End Class Times

Bldg/Rooms

Section Comment**

Section Comment

Days**

Begin/End Class Times**

Bldg/Rooms

Section Comment**

** -The **section comment** has 1 line of 50 characters or spaces available for comments regarding the section. (**About 24 characters show in the Schedule of Classes booklet**) There is a priority order in which the comments need to be listed. That order is as follows:

Priority Order of Information in Comment

1. Dates
2. Special fees
3. Permission
4. Other Comments

If more than one space is used between any two characters, the comment will be truncated at that point when tally material is printed.

Please abbreviate when possible.

** -**Days and Begin/End Class Times cannot** be changed after the deadline for a semester for the printing of the Schedule of Classes booklet.

Day/Time Change Deadlines

FALL 2010= 1/15/10
SPRING 2010= 7/31/09
SUMMER 2010= 12/4/09

C301 M,05,PHYSL,210,001,101 G044 07/20/09 10:50 AM
CRN 59804 SECTION MEETING MAINTENANCE
TITLE LMT RQTS ENR REM STATUS LAST CHANGE
HUMAN PHYS 1 106 0 0 106 052609
TW
MOI
A
MEETING TIME(S) CALC HRS (2.00) NOT = STATED (3.00)
DAYS BEGIN-END BLDG ROOM TYP DAYS BEGIN-END BLDG ROOM TYP
1. M W 1600 1650 SU SU 2.
3. 4.
INSTRUCTOR(S)
NUMBER PCT NAME NUMBER PCT NAME
1. 2.
3. 4.
5. 6.
7. 8.
SECTION COMMENTS FINAL EXAM
1. TK W/PHYSL 210L D

The **C302 (Section Info Cont'd)** screen is similar to the C201 (Restriction) screen, except the 'permission' field has been moved to the C300 Screen. See field explanations.

The **C302** screen is used to:

*Add or Change

Special Program – (Special Programs are listed under the C201 explanation)

Class Restrictions – (See Class Restriction Table in 'Tables' section of manual)

Major Restrictions – (see 'Major Restrictions Table' section of manual)

Reentrant Class & Major Restrictions – (These restrictions work, as above, but **only** before on-line registration)

C302 M,05,PHYSL,210,001,101 G044 07/20/09 10:51 AM
 CRN 59804 SECTION INFO CONT'D LAST CHANGE 052600

RESTRICTIONS

TITLE	SPECIAL PROGRAM	CLASS RESTRICTION	STATUS
HUMAN PHYS 1		IND C1 C2 C3	

-----MAJOR RESTRICTION-----
 IND MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8

-----REENTRANT MAJOR RESTRICTION-----
 MAJOR1 MAJOR2 MAJOR3 MAJOR4 MAJOR5 MAJOR6 MAJOR7 MAJOR8
 516****

-----REENTRANT CLASS RESTRICTION-----
 C1 C2 C3

The **C305 (Section Maintenance Approval) screen** is similar to the C300 screen, but used by the Dean's offices to approve or reject course section adds, drops, or changes. This screen is not available for view by the department offices.

C305 M,05,SP,201,010,101 G044 07/20/09 10:54 AM
 CRN 92879 SECTION MAINTENANCE APPROVAL LAST CHANGE: 071909

APPROVAL

U/N	TITLE	SESS	LMT	RQTS	ENR	REM	STATUS	BEGIN	END
	INTERMED 1	1	25	0	0	25	PEND	082310	121010
	INTERMED 1	1	25					082310	121010

CREDIT HOURS	TOTAL	TW	LIMIT	FEE CODE	PERMIS	FTE	FUND	DEPT
3.0						0.250	162100	
3.0						0.250	162100	

-----COREQUISITE----- -----TAUGHT-WITH-----
 CDE COURSE NUMB SEC TYP L CL DEPT CRSE SEC

The **C310** (Section Approval Tally) screen can be viewed by departments, but is primarily for the dean's office use in the approval process. **Once a course section has been approved, it will disappear from this screen listing. The key line for the C310 screen is as follows:**

Example: College,Year,Term (04,101)

C310 ,04,,,,,116

G044 07/20/09 10:55 AM

SECTION APPROVAL TALLY

L	CL	DEPT	CRSE	SEC	TRM	DATE	TIME	DEPT	USER	
M	04	AFA	101	006	101	090718	1119	ART	HEATHER	NEW
M	04	THEAT	100	008	101	090719	1347	THEAT	KRISTIN	NEW
M	04	MUHIS	401	001	113	090718	0935	MUSIC	KRISTI	DEL
M	04	MUHIS	440	001	113	090718	0937	MUSIC	KRISTI	DEL
M	04	MUHIS	492	001	113	090718	0934	MUSIC	KRISTI	DEL
M	04	MUHIS	536	001	113	090718	0910	MUSIC	KRISTI	
M	04	MUHIS	539	001	113	090718	0909	MUSIC	KRISTI	
M	04	MUSED	492	001	113	090719	1434	MUSIC	KRISTI	NEW TW/P
M	04	MUSED	692	001	113	090719	1458	MUSIC	KRISTI	NEW

C300 (Section Maintenance) screen

Used to: Add/Drop/Change Course Sections

- *Limit
- *Permission
- *Title (short title changes for variable title courses only. Limit of 12 characters)
- *Taught-With
- *U/N Code
- *Session Code
- *Special Fee Code
- *Fund Code
- *Corequisite Type Coding
- *Begin/End Dates
- *Credit Hour

C301 (Section Meeting Maintenance) screen

Used to: Add/Drop/Change Course Sections

- *Days
- *Begin/End Class Times
- *Bldg/Rooms
- *Section Comment

C302 (Section Info Cont'd) screen

Used to: Add/Drop/Change Course Sections

- *Special Program Code
- *Class Restrictions
- *Major Restrictions
- *Reentrant Class and Major Restrictions

C305 (Section Maintenance Approval) screen

Used to: -Approve or reject course sections by dean's offices
-Viewable screen for the departmental offices

C310 (Section Approval Tally) screen

Used to: -Summary listing of all course sections within a college, which require approval of rejection by the dean's office. Departmental offices can only view this screen.

To Add A Course Section:

Adding When adding a section **please** complete the information on at least **two** (C300 & C301) of the three screens. A limit on the C300 screen adds the section, but additional information is required on the C301 screen, and possibly the C302 screen.

Depending on the type of section added, you may also need to input information in the following fields:

- | | |
|--------------|--|
| U/N | -An 'N' is added to this field when the section is an under enrolled/negotiated section (formerly called a contract course). |
| TITLE | -This field can be changed if the course is a variable titled course. |
| SESS | -the session field number can be changed (from '1' to '2') only during the Summer Semester. Any dates other than the full semester dates on a class, need to have the dates changed in two places, the Begin/End Dates and also in the comment. A session table is shown below: |

SESSIONS

	<u>TERM#</u>	<u>YEAR</u>	<u>DATE</u>	<u>SESSION</u>
SUM	4	2011	5/16-7/22/11	1
1SS	5	2011	5/16-6/17/11	1
2SS	6	2011	6/20-7/22/11	1
SEP	4	2011	5/9-13/11 & 7/25-8/17/11 (est.)	2

*SEP= Summer Extended Period

C300 Screen Field Explanations

BEGIN/END	-Begin/End dates need to be input when the course section meets any time other than the entire semester dates shown. (<u>REMEMBER</u> to put dates in the comment also.)
CREDIT HOURS	-A <u>specific</u> credit hour value needs to be chosen when the course is a variable credit hour course.
TOTAL TW LIMIT	-A limit for the total family tree is entered here when the section is the 'Parent' of the family taught-with tree.
FEE CODE	-The code '0101' is added to this field when a course has special fees. (<u>REMEMBER</u> to mention special fees in the comment also.)
PERMIS	-A 'P' is added to this field when the course section requires permission.
FTE	-The FTE will default from the catalog level, but can be changed.
FUND DEPT	-Your individual department fund code (Budget Code) needs to be added in this field when you are adding a course with an interdepartmental prefix. (i.e., DISS, RES, THES, TPREP, etc. [anything with a college 99 code])
COREQ SEC/TYP	-Codes are input in these fields when type coding is needed to connect co-requisite lecture and lab sections together. <u>PLEASE</u> watch your coding carefully. Mistakes can cause enumerable problems with student registration.

TAUGHT-WITH

-The following fields are filled in when the section you are adding is a child in a taught-with family tree. The parent information is input into the following fields:

- L** -The location of the parent course in the taught-with family tree. (i.e., **M** = Main Campus)
- CL** -The college code of the parent course in the taught-with family tree. (i.e., **03** = College of Business)
- DEPT** -The department code of the parent course in the taught-with family tree. (i.e., **ECON** = Economics)
- CRSE** -The course number of the parent course in the taught-with family tree.
- SEC** -The section number of the parent course in the taught-with family tree.

Then, moving to the **C301** screen:

- MOI** -The MOI defaults from the catalog level, but can be updated.
- DAYS** -The days the class will meet.
- BEGIN-END** -the beginning and end times of the class.
- BLD/ROOM** -The building and room where the class will meet. (Additional help may be needed in the case of a conflict. Please refer to the 'Facilities' portion of the manual to search for an open room, OR contact Carol Kenipe (#5-1165) in Academic Systems.
- SECTION COMMENTS** -A comment may be added. Please refer to the explanation under the C301 screen for the priority order listing and remember to abbreviate when possible. A 1 line, 50 space area is available for your comment. (**Remember:** There are only about 24 characters shown on the Schedule of Classes Booklet)

The **C302** screen is used to input restrictions:

SPECIAL PROGRAM -Refer to explanation under C201 for special program code listing.

CLASS RESTRICTION

IND -Input either an '**I**' to include or an '**E**' to exclude the class codes listed.

C1 C2 C3 -Input the class restrictions needed using the Class Restriction Table for code reference.

MAJOR RESTRICTION

IND -Input either an '**I**' to include or an '**E**' to exclude the major codes listed.

MAJOR1 -Input the major restrictions needed using the Major Restriction Table for code reference.

REENTRANT MAJOR RESTRICTION

MAJOR1 -Same as major restriction above without indicator. The reentrant major restriction is effective **only** during the scheduling run.

REENTRANT CLASS RESTRICTION

C1 C2 C3 -Same as the class restriction above without the indicator. The reentrant class restriction is effective **only** during the scheduling run.

TO DROP (CANCEL) A SECTION:

Cancel/Delete

A section is **deleted** up to the change deadline for the Schedule of Classes Booklet for that semester. (see SOC calendar) This is done so no canceled sections show up in the Schedule of Classes Booklet. **To delete a section**, place a '**D**' under the function field on the C300 screen and enter. The section then no longer exists. The section number can be used again when adding further sections of the course.

After the deadline for changes for the Schedule of Classes Booklet for a specific semester, sections for that semester are **canceled**. **To cancel a**

section, place a ‘C’ under the function field on the C300 screen and enter. The section number cannot be reused. The section shows as a canceled section with all previous information showing. (**Please remember to break the taught-with family tree** when canceling one or more members of a family tree.)

Course **sections are deleted** from the time the annual comes out in July until the deadline for changes for the Schedule of Classes booklet for that specific semester. After that deadline (see SOC deadline calendar), **a course section is canceled.**

BE CAREFUL, once a course section has been deleted, it cannot be brought back. Also, sections **cannot** be **un-**canceled!!

TO CHANGE A SECTION:

Changes can be made to the **C300, C301** and **C302** as described in the ‘To Add A Course Section’ portion of the manual. Remember specific restrictions and deadlines regarding certain kinds of changes (i.e., Days, Times, Permission, etc.).

VARIABLE CREDIT COURSES

The ECA systems allows for **three types of credit hour values** for each course. The first type is **fixed credit** value. The second type is **variable within a range**, i.e., 1 to 3, and the last type is **variable with two possible values**, low and high, i.e., 2 or 4.

Each section should have only one specific credit hour value. Departments must create a sufficient number of sections each with the appropriate credit hour value to meet projected student demand. It is very important to remember that each section must have a unique instructor-credit hour combination. Since the registration system is based on the course master database, the course master must contain the data that can be used during computerized registration. The ECA registration system **will not** permit students to register for more than one section of the same course, thus the appropriate credit hour values must be represented in each section created. If a student must register for more than one section of the same course in the same term, it is necessary to create “alternate versions” of the course.

For example, CHEM 470 is an independent study course available for 1 to 5 credit hours. A student wishes to take 1 hour of CHEM 470 with Professor Smith and 1 hour of CHEM 470 with Professor Jones. Since the system does not permit this, a CHEM 470**A** course must be created at the catalog level. Then, a section of CHEM 470A can be added. A student can then register for CHEM 470 and CHEM 470A. If a third registration for CHEM 470 is necessary, a CHEM 470B course would need to be created, etc. (Contact Curriculum Publications, #5-1166, for assistance if the prefixed course is not on at the catalog level).

COREQUISITE COURSES

In an attempt to identify a course and its components, the co-requisite feature must be used. The course master database permits these components (lecture and lab, etc.) of courses to be linked to one another through the co-requisite feature, then during advanced registration the system can generate the missing part (lab component) of the co-requisite group when only one part (lecture) of the group is requested. (This missing part generation occurs **ONLY** during advanced registration, **NOT** during on-line registration).

Co-requisites can be created, dropped or put on hold **separately**. It is also possible to link co-requisite courses in such a manner that the specified sections of each course are always scheduled together during registration. A special field on the course master is used to control this limiting relation.

CAUTION: If the co-requisite type field is to be used to link specific sections of a lecture and laboratory, additional sections that are outside this linkage **must** have **different type codes**. (i.e., off-campus locations)

SECTION NUMBERS AND SUFFIXES

The scheduling system permits four character course and section numbers. In the variable credit hour and co-requisite sections of the manual, you saw the uses for the 4th character of the course number. In this section the 4th character of the section number and its uses will be explained.

Suffixes

Course- Course suffixes are used when a course can be taken more than once during the semester for a different credit hour or title. (Please check your catalog listing for such courses) When a student needs to register for more than one section of a course, a suffix is added to the course number to allow the student's registration. Otherwise, the system sees each section individually, and will allow a student to register for only one section per semester.

Course Suffixes A-C, E-K, M-R, and T-Z can be used as course suffixes. D, L, & S are currently used for Discussion, Lab, and Seminar respectively.

Section- Section suffixes are used to define the type of section offered. Section suffixes are located in the scheduling portion of the manual. Please use the correct suffixes with the correct location code, if needed.

Section **suffixes B, C, D, H, K, M, P, Q, W, X, and Y** always **require** the input of **special dates** on the C300 screen under the 'BEGIN END' field (Example: 082310 121010). The dates should also show in the comment on the C301 screen (Example: 8/23-12/10).

Section **suffixes A, F, L, N, R, S, T, U, and Z may or may not require** the listing of **special dates** on the C300 and C301 screens.

Sections offered at the ‘**LC**’ location always **has special fees**. The fee code ‘0101’ needs to be added to the C300 Screen, as well as, adding ‘special fees’ to the comment on the C301 screen.

Certain suffixes that go along with specific location codes require the addition of a location in the comment on the C301 screen.

Example: VN = 001**A** section (Put ‘Vienna’ in the comment on the C301 screen).

XX = 001**S** (Put ‘country’ location in the comment on the C301 screen).

CO = 001 (Billed per hour when student is off-campus and professor is on-campus). Put location in comment.

The following list contains the section suffixes which are to be used according to the descriptions.

<u>SUFFIX</u>	<u>SECTION TYPE</u>
Blank	Regular On-Campus Class
A	Class in Vienna (Use with a ‘VN’ Location Code)
B	On-Campus Class/Workshop, 1 week or less, IN Summer Semester Extended Period.
C	Off-Campus Class/Workshop, NOT in Summer Semester Extended Period
D	On-Campus Class/Workshop, more than 1 week, IN Summer Semester Extended Period
E	International Student Education Program Class
F	Field Study Class, NOT in Summer Semester Extended Period
G	Immersive Learning
H	Off-Campus Class/Workshop, IN Summer Semester Extended Period
J	Independent Learning Program (formerly Correspondence Courses) used only by Extended Education
K	On-Campus Class/Workshop, more than 1 week, NOT in Summer Semester Extended Period
L	Class at London Centre (Use with ‘LC’ location Code)
M	On-Campus U/N** Class/Workshop, 1 week or less, NOT in Summer Semester Extended Period
N	Off-Campus U/N** Class/Workshop, NOT in Summer Semester Extended Period
P	On-Campus U/N** Class/Workshop, more than 1 week, NOT in Summer Semester Extended Period

****U/N = Under-enrolled/Negotiated section (formerly referred to as contract section).**

Q	Off-Campus U/N** Class/Workshop, IN Summer Semester Extended Period
S	Off-Campus Class, Out of USA (not London nor Vienna) (Use with an 'XX' Location Code)
T	Live Television (on-campus) (interactive) Class
U	Field Study Class, IN Summer Semester Extended Period
W	On-Campus Class/Workshop, 1 week or less, NOT in Summer Semester Extended Period
X	On-Campus U/N** Class/Workshop, 1 week or less, IN Summer Semester Extended Period
Y	On-Campus U/N** Class/Workshop, more than 1 week, IN Summer Semester Extended Period
Z	Live Television Off-Campus Receiving Sites

Locations & Section Suffixes

Locations used by Departments:

Location

Suffix used with Location

AC	Australia Center	S = out-of-country
CO	By-Hr Contract	M, N, P, Q, X, Y, Blank
HS	High School	C or H (off-campus codes)
ID	Indiana School for the Deaf	C or H
IL	Independent Learning	J
IT	Internet	?
LC	London Centre	L suffix – also requires LC special program code, & special fee code and comment notation (LC LC bldg/room)
M	Main Campus	Blank, B, D, F, K, M, P,T, U, W, X, W
MU	Muncie (not on BSU property)	
OC	Off-campus non specified (in Indiana)	H, N, Q, U
OF	Off-campus Field Study (outside Indiana)	F, U
OI	Outside Indiana (in USA)	F, U, C, H, N, Q, U

PS	Partnership	?
TM	Television MBA (higher fee) on-campus business section)	Z suffix (taught-with an
TV	Television Class on-campus section)	Z suffix (taught-with an
VN	Vienna Center	A
XX	Out-of-Country (not Vienna Ctr or London Ctr)	S, F, U

Extended Education Location Codes Suffix used – almost always ‘C’

AB, AG, AN, AR, AU, AV, BA, BE, BK, BL, BO, BR, BT, BV, CA, CB, CC, CE, CF, CH, CI, CM, CN,
 CR, CS, CV, DC, DH, DI, ED, EL, ET, EV,EW,FA,FB,
 FC, FF, FI, FK, FL, FR, FV, FW, GB, GH, GM, GO, GR, GS, GT, GU, GY, HA, HE, HL, HM, HN, HT,
 HW, IL, IM, IN, IT, JA, JE, JO, KE, KL, KN, KO, LA,
 LB,LE, LF, LO, LP, LT, MA, MB, MC, MD, ME, MH, MI, MJ, ML, MM, MN, MO, MS, MT, MU, NA,
 NB, NC, NE, NH, NM, NO, NR, NV, OS, PE, PG, PH,
 PL, PO, PR, PS, PU, RE, RI, RO, RU, SA, SE, SH, SO, ST, SY, TE, TI, TR, UN, UP, VA, VE, VI, VV,
 WB, WD, WF, WH, WI, WO, WP, WR,
 WT,WV,YO, ZN

When offering DISS, ID, RES, THES courses, each department **MUST** use **ONLY** the section numbers allocated to them as listed below. These section numbers have been apportioned according to historical departmental utilization of these courses. In cases where the number of students requesting these courses in a department exceeds the allocated number of sections, contact our office.

<u>DEPARTMENT</u>	<u>SECTION RANGE</u>
Academic Assessment	741-
Accounting	081-090
Anthropology	191-210
Architecture	051-060
Art	141-160
Biology	211-240
Ctr/Intn'l Prgs	771-
Chemistry	241-250
Computer Science	271-290
Communication Studies	531-550
Couns. Psych & Guid Services	571-590
Criminal Justice	291-300
Economics	101-110
Educational Leadership	591-610

Educational Psychology	611-630
Educational Studies	591-610
	651-690
Elementary Education	631-650
English	301-320
Family & Consumer Sciences	001-010
Finance & Insurance	111-120
Geography	331-340
Geology	341-350
Graduate School	761-
History	351-380
Industry & Technology	011-020
Information & Communication Sci's	251-270
Information Sys & Operational Mgt	091-100
Journalism	381-400
Landscape Architecture	061-070
Marketing & Management	121-140
Mathematics	401-410
Modern Languages & Classics	321-330
Music	161-180
Natural Resources & Envirnmntl Mgt	411-430
Nursing	021-030
Philosophy	431-440
Physical Education	031-050
Physics & Astronomy	441-460
Physiology & Health Science	461-470
Political Science	471-480
Psychological Science	481-500
Reading (Grad Program)	711-720
Secondary, Hi. Fn. Ed.	671-690
Social Work	501-510
Sociology	511-530
Special Education	691-710
Speech Pathology & Audiology	551-570
Telecommunications	900-920
Theatre & Dance Performance	181-190
Urban Planning	071-080
Wellness & Gerontology	721-730
University College	731-

TAUGHT-WITH COURSES

A “taught-with family tree” exists when two or more courses or sections of a course are taught on the same days, at the same time, in the same building/room.

To build a taught-with family tree, the lower numbered course or section is usually made the **parent** by adding a **total taught-with limit** on the second line of the C300 screen under the 'Total TW Limit' field. The parent would have an individual total amount of students permitted into the combined sections without exceeding the capacity of the building/room listed. **A parent must be formed first when building the family taught-with tree.**

To add **children** to a parent of a taught-with family tree, **add the parent's full information** to the 'TAUGHT WITH' fields on the last line of the C300 screen. (Example: M 05 ENG 103 101) No total taught-with limit is needed in this instance. **A child must be removed first when breaking a taught-with family tree.**

TO REVIEW: A **Total Taught-With Limit** is needed to build a **Parent** in the family taught-with tree.

The **Parent Information** is needed to connect the **Child** to the parent in the Family taught-with tree.

The "parent" section of the 'taught-with family' must be created first, followed by the addition of "child" sections(s). Please specify the parent section and total taught-with limit when establishing taught-with families.

Ball State University offers courses in a variety of locations via TV. While some of the students are attending a lecture on campus, some off-campus students are attending the same lecture in their receiving sites. When this occurs add a location code (see table) to the taught-with family field to make the off-campus sections (with a "Z" section suffix and a "TV" location code) and the on-campus section (with a "T" section suffix and "main" = "M" location code) a part of the same family, with the on-campus section as the parent.

Or refer to 'Other Scheduling Rules & Procedures' portion of the 'Scheduling' section of the manual.

You can use the C260 screen on the system to view your department's 'taught-with families'. The key to this screen, as with other scheduling screens is:

Location, College, Dept, Prefix, Course, Section, Year and Term.

OR

Course Reference Number, Year and Term

OTHER SCHEDULING RULES & PROCEDURES

Comment There is one 50-character line available for comments regarding the section on the C301 screen. Please try to use a minimum

amount of space. Only about 24 of the 50 spaces show in the Schedule of Classes Booklet. Try not to use unnecessary punctuation, such as ;-()-etc. Abbreviate whenever possible, while still making the comment readable.

There is a priority order (shown under C301 explanation) in which the comments need to be listed. That order is as follows:

1. Dates (other than full semester dates)
Example: 7/5-8/6 (**NO** year needed)
2. Special Fees (Can be abbreviated as: S/F, Spec Fees, etc. Please be consistent within sections of a course.)
3. Permission (The listing of permission in the comment is at the discretion of the department. A permission code does all ready show in the Schedule of Classes, as well as, on all tallies.)
4. Other Comments (This may include a section title change, location, instructor name, department name [as in the case of interdepartmental sections], specific instructions for students, restrictions of the section, etc.)

Credit Hours

Each section added requires a specific credit hour value. Credit hours cannot be changed after the deadline for changes before the printing of the Schedule of Classes Booklet for that semester. (See SOC Calendar)

Day/Time

The days and times of a section **cannot** be changed after the deadline (see SOC calendar) for the changes before the printing of the Schedule of Classes Booklet for that semester. After that deadline, to change either days or times, you must cancel one section and add a new section with the correct information.

(EOF)

End of Field Key

The End of Field Key (EOF) is *very important* for use when deleting a field on a screen. This key could vary in location, depending on your computer setup. If you don't know where your EOF key is located, you can call the Computing Services Help Desk (#5-1517). They can either tell you where your key is located, or help you to look at your keyboard mapping to find the key, or assign a key.

Final Exam

Final Exam (FE) guidelines and schedules are in the Final Exam portion of this manual. A final exam cell should appear in the lower right corner of the C301 screen once you have added

time/day/building/room information to a section and entered the screen. If no FE cell is assigned at that time, a 'D' will appear. Carol Kenipe in the Office of Academic Systems will then assign a FE cell to the section. Direct any questions to Carol Kenipe, #5-1165.

Hold

A hold is put on a section by placing an 'H' under the function field on the C300 screen and entering. To remove a hold, place an 'A' under the function field on the C300 screen and enter. A hold will stop enrollment to the section. **A permission will NO LONGER override a hold. (Per the Registrar's Office – starting 5/2000)**

Instructor Update

Updating instructors is accomplished on the INSM or INST screens. These screens fall under the responsibility of the Office of Academic Assessment/Institutional Research. (Call Andrea Ingle #5-5209) If there is an instructor that is not on the Human Resource File, you can call either Ron Murphy (#5-5439), or Evelyn Goss (#5-1166) in the Office of Academic Systems to have the instructor added to the file.

Inter- Departmental

Inter-departmental prefixed course sections use College 99, and a specific departmental section range section number (see range listing) in the key line. Also, these sections are further identified, by putting the departmental (budget) fund code on the C300 screen, and spelling out the department in the comment on the C301 screen.

Example: m,99,thes,698,301,101 = key line
Fund Code #999999 (your budget code)
Comment: English

Location

All main ('M') location course sections are entered by the individual departments. All **other** locations (*) course sections are entered by the Office of Extended Education (**Except: 'TV' & 'CO' location course sections. These will still be entered by the individual departments**). All locations are listed in the ECA Tables section of this manual.

(*)Television (TV), London Centre (LC), Vienna Centre (VN), Billed by Hour (CO), and Other locations Out of the Country (XX) [*Other than LC or VN*] are also added by the individual departments. All of these location codes (except sometimes 'CO') require a specific section suffix be added. (See section suffix list)

Off-Campus Location Requirements

- TV =825Z section (Should be made child in taught-with family with on-campus 001T parent section.)
- LC =001L section (Use 'LC LC' for Building/Room instead of 'SU SU'. Also requires special fee code on C300 screen and special fees in comment on C301 screen.)
- CO =001 section (May sometimes require suffix M, P, X, or Y if being taught as an under enrolled/negotiated section.)
- VN =001A section (Might put 'Vienna' in comment on C301 screen.)
- XX =001S section (Put 'country' location in comment on C301 screen.)

Limits

Lowering section limits should not be done after a section is established, and during the Dean's Approval Time. If a limit must be lowered, it cannot be made lower than the current enrollment. (See Taught-With for information regarding those limits.)

Permission

Permission **cannot be added** to a section (on C300 screen) after the deadline for changes before the printing of the Schedule of Classes Booklet for that semester. (See calendar for the Schedule of Classes)

Permission **can be removed** at any time by using the EOF key under the permission field and entering the screen. Once removed, you cannot re-add the permission to a section if it is past the Schedule of Classes change deadline.

Re-Entrant

Re-entrant restriction codes are entered on the C302 screen using the Class and Undergrad/Graduate code tables listed in the back of this manual.

The re-entrant codes are used for priority during the Scheduling Run (Fall 101=April 20, 2010 & Spring 103=November 17, 2009). They are no longer valid after that point. From that point on, only those restrictions listed on the C302 screen under the regular class and major restrictions fields are valid.

Restrictions

See above (Re-Entrant Restrictions)

Special Fees

When a course section has special fees of any kind, the section needs to be coded as such. The code '0101' should be added to the C300 screen under the 'Fee Code' field. Also, when a fee code is added to the C300 screen, special fees should also show in the comment on the C301 screen.

Special fees should be added to any course section that runs one week or less. Sections with suffixes of B, M, W, Or X would always require special fees, as well as, London Centre sections (L section suffix).

Times

Time/Day configurations are at the end of this section of the manual. Configurations should, if at all possible, conform to the listed examples. Minimum class times should be observed, in any case. Days and times cannot be changed after the change deadline for the Schedule of Classes. After that point, the section would have to be canceled and a new section added with the correct information.

Under Enrolled/ Negotiated (U/N)

When adding a course section that **you know will be an under enrolled/negotiated section** (formerly 'contract'), put the section up with a 'P' section suffix, place an 'N' under the 'U/N' field on the C300 screen, and complete the NOA (Notice of Appointment form) process.

If a **section currently up as a regular section needs to be designated as under enrolled/negotiated**, leave the section number as is, add the 'N' code to the 'U/N' field on the C300 screen, and complete the NOA process.

DEVELOPING THE ANNUAL COURSE MASTER

The Office of **Academic Systems** is responsible for coordinating the compilation of the Annual Master Schedule from all areas of instruction. Therefore, **PLEASE PREPARE YOUR ANNUAL MASTER SCHEDULE ACCORDING TO THIS GUIDELINE.**

You have **one** report (COS 1005) for **each** semester (Fall, Spring and Summer) and session (First Summer and Second Summer).

The purpose of the Course Section Detail Tall (COS 1005) is to aid in the compilation of data required to build a new Annual Master Schedule.

Use these reports to prepare your annual course master. **All revisions must be made by Wednesday, September 23, 2009** for Fall 2010; and **Wednesday, October 21, 2009** for Spring & Summer 2011.

CHECK COURSE NUMBER AND CREDIT HOURS WITH THE CURRENT GRADUATE AND/OR UNDERGRADUATE CATALOG.

This office will then check all changes, additions and/or deletions. The 2010-2011 Annual Course Master for Fall 2010 will be available for on-line viewing on **Wednesday, December 16, 2009**. The 2010-2011 Annual Course Master for Spring and Summer 2011 will be available for on-line viewing on **Monday, February 15, 2010**.

CALENDAR AND FLOW CHART FOR THE COMPILATION OF THE 2010-2011 ANNUAL COURSE MASTER

Wednesday, June 17, 2009	Distribution of <i>Annual</i> 2010-2011 Reports to Departments
Begin Accepting One-on-One Appts/Monday, July 6, 2009	Annual Training from the <i>Office of Academic Systems</i> to departmental personnel.
Wednesday, September 23, 2009	Final <i>Fall 2010</i> departmental input of Annual Master Schedule material.
Friday, October 21, 2009	Final <i>Spring & Summer 2011</i> departmental input of Annual Master Schedule material.
Thursday, September 24, 2009 - Friday, December 11, 2009	Office of Academic Systems <i>Fall 2010</i> Checking & Clean-up Period (NO departmental input, please!)
Thursday, October 22, 2009- Friday, February 12, 2010	Office of Academic Systems <i>Spring & Summer 2011</i> Checking & Clean-up Period (NO departmental input, please!)
Wednesday, December 16, 2009	Fall 2010 Annual Master Schedule available for on-line viewing by college deans, departments, associate provost, and provost. (Departmental input resumes for the Fall semester ONLY)
Monday, February 15, 2010	Spring and Summer 2011 Annual Master Schedule available for on-line viewing by college deans, departments, associate provost, and provost. (Departmental input resumes for ALL semesters and sessions)

051005

05/23/01 TIME RUN 09.42

BALL STATE UNIVERSITY

COURSE SECTION DETAIL - TERM 011 (1)

PAGE 66

REPORT DATE 05/23/01

SCIENCE & TECH. DEPARTMENT 152800 - NURSING (3)

TITLE CREDIT HRS

(6) (7)

CR HRS LIMIT DAYS TIMES BLDG ROOM MAJOR RESTRICTION

00) (11) (12) (13) (14) (15) (16) (17)

(20) (21) (22) (23)

COREQUISITE TAUGHTWITH

(18)

(23)

GL

1. **Term** The current processing term. YYT=(101)
2. **College** College Code—2 characters (Refer to College Code Table) Ex: 01=College of Applied Sciences and Technology
3. **Department** Department name and funding code
4. **Prefix** Course Prefix (alphabetic) up to 5 characters
Ex: EDJHM
5. **Course Number** Course Number—4 characters (last position reserved for special character==D=Discussion, L=Lab)
Ex: 100L
6. **Title** Title—12 characters Ex: ORGANIC CHEM
7. **Credit Hours** This field contains the credit hours for the course.
Ex: 2 to 6
8. **Location** Location Code—up to 2 characters (Refer to Location Code Table) Ex: 'M' = main campus
9. **Section Number** Section Number—4 characters (last position reserved for special character—see suffix list) Ex: 001T
10. **Reference Number** Course Reference Number—5 numeric characters (system maintained)
11. **Credit Hour** This field contains the specific credit hour for the individual section of a course. Ex: 3.0
12. **Limit** Limit—Total number of seats offered in this section.
13. **Days** The days of the week this class meets.
M=Monday R=Thursday U=Sunday
T=Tuesday F=Friday
W=Wednesday S=Saturday
14. **Times** Start and stop time of the class (24 hour clock time, i.e., 2:00 pm = 1400)
15. **Bldg Room** The Building (2 characters) and Room (room number, 4

character with 2 character suffix) where the class is taught. Validated against the Facilities Management file. Ex: TC 200G

16. **Being/End Dates** Beginning/Ending course dates. (extracted from Term Date Table [TRMD] System maintained except in cases of workshop dates, etc.) Ex: 082310-121010 (August 23, 2010 – December 10, 2010)
17. **Special Fees** Special fee indicator. Denotes special fees are required for course. (The code is '0101')
18. **Corequisite** College Code, Department Name, and Course Number of the co-requisite course.

The Section number, if the course/section is to be linked to a specific section.

Type—Links certain section types (instructors) to other specific section types for the linked courses.
19. **Permission** "P" to indicate Permission is required for enrollment.
20. **Special Programs** Used to restrict enrollment to those students with the same Special Program Code(s) on their student record. (see list below)
EO=EDELO MD=MEDED
EX=EXEL TC=TCHNG CURRIC
FC=FRESH CONNECT UC=UNIV COLLEGE
H=HONORS
LC=LONDON CTR

(see Special Programs list in ECA System Tables)
21. **Class Restrictions** Class Restriction Indicator
I – Include only those students in these classes
1=FR; 2=SOPH; 3=JR; 4=SR; 5=GRAD; 6=POST GRAD; 7=GRAD SPECIAL
E – Exclude all students in these classes

The class code used to restrict enrollment in a course. There are up to 3 occurrences of the 2 character class code. Validated against the "CLAS" System Table.
22. **Major Restriction** Major Restriction Indicator
I – Include only those students with these majors

E – Exclude all students with these majors

The major code used to restrict enrollment in a course. There are up to 8 occurrences of 7 character major codes. Validated against the “MAJR” System Table. (See “Academic Programs” section in manual.)

Hierarchical validation – The registration system will validate major restrictions on a hierarchical basis. Major Code is a 7 character, hierarchical field. The user may enter from 1 to 7 significant characters depending on the inclusiveness of the desired restrictions. The remaining positions of the field must be filled with asterisks. For example, if the user wished to restrict at only the college level (College of Business), the field would be encoded as “3*****”. If the user enters the entire major code, then students requesting this course must match the entire code. If just the first 4 characters are entered followed by 3 asterisks, then all students with the matching college, department, and program type code will match, etc.

23. **Taught-With**

College Code, Department Name, Course Number and Section of course which is taught with this course in the same room.

When adding taught-with courses during annual input time, (COS 1005) be sure to include a total taught-with limit.

24. **Section Comments**

Miscellaneous section comments.

One 50 character Line.

Ex: Workshop Dates, Contract Numbers, short message etc. (**Remember:** Only about 24 characters show in the Schedule of Classes Booklet)

COMPILING THE SEMESTER COURSE MASTER

The purpose of the Schedule Build Tally (BC 3=4007) is to provide course data contained on the annual master schedule to assist in the compilation of the Semester "Schedule of Classes".

SEMESTER/SESSION SCHEDULE PROCESSING INSTRUCTIONS

PART 1 MATERIAL -The informational material contained in the front portion of the "Schedule of Classes".

i.e., Fees, How To's, Calendars, Due Dates, Advising & Scheduling Information, etc.

PART 2 MATERIAL -Course Information

i.e., Course, Time, Day, Credit Hours, Restrictions, etc.

Calendar for the Schedule of Classes *Spring, Summer & Fall 2010*

	Part 1* Sent For Update	Part 1* Due To OAS	Part 2** Sent For Update	Part 2** Deptl Input Finished	Schd Avail On OAS Website
Spring 2010	Mon 1/11/10 - 4/30/10 29 2009	Wed July 22 2009	Mon May 4 2009	Fri July 31 2009	Wed Oct 7 2009
Sum 2010	Mon 5/17/10 - 7/23/10 12 2009	Wed Nov 11 2009	Fri Nov 6 2009	Fri Dec 4 2009	Wed Feb 17 2010
Fall 2010	Wed 8/23/10 - 12/10/10 (<i>estimated</i>) 2009	Wed Jan 6 2010	Wed Dec 16 2009	Fri Jan 15 2010	Mon Mar 15 2010

[Semester dates above do not include finals week dates]

SUMMER 2010 (104)

-- 5/17/10 – 7/23/10

EXTD. SUMMER PERIOD 2010 -- 5/10-14/10 & 7/26-8/17/10

FIRST SUMMER 2010 (105) -- 5/17/10 – 6/18/10

SECOND SUMMER 2010 (106) -- 6/21/10 – 7/23/10

- * Part 1 – General Information Section
- ** Part 2 – Class Schedule Information Section

Semester and Session Schedule by Schedule Build Tally (BC 4007)

The Schedule Build Tally (BC 4007 report is produced from the Annual Master Schedule (COS 1005) as certified by the Office of **Academic Systems**, (400 N. McKinley Avenue) and is distributed approximately two months prior to printing of the “Schedule of Classes”. The report should be carefully reviewed for possible errors, and all scheduling changes (for the 2010-2011 academic year) must be made from the information contained in this tally.

Changes should be input and approved by the College Dean before the established deadline. Since student course requests are based on the information in the “Schedule of Classes” booklet, it is **critical** that the information be correct, and input by the deadline.

Following is an example of the Schedule Build Tally, with field explanations.

BALL STATE UNIVERSITY
SCHEDULE BUILD TALLY

SE COURSE TITLE

RESTRICTIONS	ST	DAYS	BEGN	END	BLDG	ROOM	RCAP	LMT	F	DEPT	CRSE	SEC	L	INSTRUCTOR	FNL	EXM
(5)																
ENT-																
ENT-																

ENT- (25)
ENT- (26)

EXPLANATION OF THE "SCHEDULE BUILD TALLY" BC 4007

This report is produced the ECA system to assist department when adjusting course offerings for a specific term in preparation for the production of the "Schedule of Classes".

BC 4007 FIELD EXPLANATIONS

BC 4007 is organized by course number within prefix. The following is a columnar explanation of the data fields on the report.

1. **L** -Location code. Ex: M=main campus. Refer to the Location Code Table for additional codes.
2. **CL** -College Code. Refer to the College Code Table.
3. **DEPT** -Course Prefix.
4. **CRSE** -Course Number.
5. **COURSE
TITLE** -12 character short title of the course.
6. **CRN** -Course reference number.
7. **SECT** -Section number.
8. **CREDIT
HOURS** -The number of credit hours for this particular section offering.
9. **P** -Permission.
10. **SPECIAL
PROGRAMS** -Refer to the manual for special program codes.
11. **ST** -Status of the class. (i.e., C=Cancel, H=Hold)
12. **DAYS** -Meeting days of the section.
13. **BEGN** -Beginning time of the class meeting (24 hour clock).
14. **END** -Ending time of the class meeting (24 hour clock).
15. **BLDG** -Building code.
16. **ROOM** -Room number.

- 17. **CAP** -The capacity of the room into which this section is scheduled.
- 18. **LMT** -The class limit.
- 19. **SF** -Special fees. The system will place a “Y” if a special fee exists for the section.

Data fields 20, 21, and 22 pertain only to courses in a taught-with “family”. The report prints the parent course on “child” sections. If the section is a “parent” then these fields will be left blank.

- 20. **DEPT** -Course Prefix.
- 21. **CRSE** -Course number.
- 22. **SEC** -Section number.
- 23. **INSTRUC** -SSN and name of the instructor assigned to teach this section.
- 24. **FN EXM** -Final Examination Cell.

The following information is printed below the section in a separate row.

- 25. **COMMENT** -The section comment to appear on the “Schedule of Classes”.
- 26. **CATALOG COMMENT** -The course comment to appear on the “Schedule of Classes”.

SCHEDULING DAY/TIME CONFIGURATIONS

SCHEDULE FOR SEMESTER HOURS

Time Tables

The following schedule for semester hours is intended to provide maximum utilization of class times and days while at the same time affording students and faculty flexibility in their schedules. The **departments are responsible** for making sure their classes meet the required number of minutes for the credit hour value of the course. To achieve this objective, departments will need to adhere to the following principles:

Time and day changes that are necessary after the “Schedule of Classes” has been printed, must be accomplished by canceling the present section and adding a new section with the correct information. These changes will need to be approved by the Dean. Please Call Susan Slaven in Academic Systems (#5-5719) for any exceptions.

Class offerings will be spread equally among all class times and days.

Four and five credit hour classes (daytime) are to be offered at 8:00 am, 11:00 am, 2:00 pm, and 5:00 pm only. Failure to do so could cause conflicts in the final exam schedule. Courses such as studios, practicum's, participation, student teaching, and field experience may deviate from this guideline with the approval of the dean of the appropriate college and the Director of the Office of **Academic Systems**.

DAY CLASSES – meeting times and days

- 1 semester hour requires **50** minutes weekly and meets one day.
M or W or F
(15 class meetings of 50 minutes to total **750** minutes)
- 2 semester hours requires **100** minutes weekly and meets two days.
M W or W F
(30 class meetings of 50 minutes to total **1500** minutes)
- 3 semester hours requires **150** minutes weekly and meets three days
(MWF) or two days (TR)
(45 class meetings of **50** minutes or 30 class meetings of **75** minutes to total **2250** minutes)
- 4 semester hours requires **200** minutes weekly and meets three days.
(45 class meetings 15 of **50** minutes and 30 of **75** minutes to total **3000** minutes) M T R or T W R or T R F **or** Meets four days (60 class meetings of **50** minutes to total **3000** minutes) M T W R or T W R F or M T R F
- 5 semester hours requires **250** minutes weekly and meets four days.
M T W R or T W R F or M T R F
(60 class meetings 30 of **50** minutes and 30 of **75** minutes to total **3750** minutes) **or** Meets five days (75 class meetings of **50** minutes to total **3750** minutes)

EVENING CLASSES – Meeting times and days

- 3 semester hours require **2250** minutes.
One day a week, M or T or W or R
(15 class meetings of **150** minutes to total **2250** minutes)
Meeting time: **1830 – 2110** (includes one 10 minute break)
(6:30-9:10 pm)

Two days a week, either M W or T R.
(30 class meetings of **75** minutes to total **2250** minutes)
Meeting times: **1700 – 1815 = 5:00 – 6:15 pm**
1830 – 1945 = 6:30 – 7:45 pm

2000 – 2115 = 8:00 – 9:15 pm

- 4 semester hours require **3000** minutes
One day a week, M or T or W or R
(15 class meetings for **215** minutes to total **3225** minutes,
including fifteen (15) minute break)

TIME CONFIGURATIONS
(24 hour clock)

MONDAY, WEDNESDAY, FRIDAY

0800-0850
0900-0950
1000-1050
1100-1150
1200-1250
1300-1350
1400-1450
1500-1550
1600-1650
1700-1750

TUESDAY, THURSDAY

0800-0915
0930-1045
1100-1215
1230-1345
1400-1515
1530-1645
1700-1815

EVENING CLASSES IN SUMMER SEMESTER 2010

Three (3) credit hour courses meeting, **MW**, will meet for 135 minutes per meeting with one 15 minute break scheduled. Thus, **MW evening classes will begin at 1830 and end at 2045.**

Three (3) credit hour courses meeting **TR**, will meet for 125 minutes per meeting with one 10 minute break scheduled. Thus, **TR evening classes will begin at 1830 and end at 2035.**

Spring 2008 –

Day classes remain the same, but night classes meeting on Monday's (only 14 meeting days) are as follows:

One credit hour classes: Begin at 1830, end at 1925

Two credit hour classes: Begin at 1830, and end at 2020

Three credit hour classes: Begin at 1830, end at 2130 with one 15 minute break

Four credit hour classes: Begin at 1830, end at 2215 with one 10 minute break

Five credit hour classes: Should be scheduled for nights other than Monday (TR)

Time/Day Configurations will be added to the web site at a later date.

CALENDAR AND FLOW CHART FOR THE COMPILATION OF THE 2010-2011 ANNUAL COURSE MASTER

Wednesday, June 17, 2009	Distribution of <i>Annual</i> 2010-2011 Reports to Departments
Begin Acctg One-on-One Appts/Monday, July 6, 2009	Annual Training from the <i>Office of Academic Systems</i> to departmental personnel.
Wednesday, September 23, 2009	Final <i>Fall 2010</i> departmental input of Annual Master Schedule material.
Wednesday, October 21, 2009	Final <i>Spring & Summer 2011</i> departmental input of Annual Master Schedule material.
Thursday, September 24, 2009- Friday, December 11, 2009	Office of Academic Systems <i>Fall 2010</i> Checking & Clean-up Period (NO <i>departmental input, please!</i>)
Thursday, October 22, 2009- Friday, February 12, 2010	Office of Academic Systems <i>Spring & Summer 2011</i> Checking & Clean-up Period (NO <i>departmental input, please!</i>)
Wednesday, December 16, 2009	Fall 2010 Annual Master Schedule available for on-line viewing by college deans, departments, associate provost, and provost. (Departmental input resumes for the Fall semester ONLY)
Monday, February 15, 2010	Spring and Summer 2011 Annual Master Schedule available for on-line viewing by college deans, departments, associate provost, and provost. (Departmental input resumes for ALL semesters and sessions)

Calendar for the Schedule of Classes

Spring, Summer & Fall 2010

	Part 1* Sent For Update	Part 1* Due To OAS	Part 2** Sent For Update	Part 2** Deptl Input Finished	Schd Avail On OAS Website
Spring 2010	Mon	Wed	Mon	Fri	Wed
1/11/10 -	June	July	May	July	Oct
4/30/10	29	22	4	31	7
	2009	2009	2009	2009	2009
Sum 2010	Mon	Wed	Fri	Fri	Wed
5/17/10 -	Oct	Nov	Nov	Dec	Feb
7/23/10	12	11	6	4	17
	2009	2009	2009	2009	2010
Fall 2010	Wed	Wed	Tues	Fri	Mon
8/23/10 -	Dec	Jan	Dec	Jan	Mar
12/10/10	9	6	16	15	15
<i>(estimated)</i>	2009	2010	2009	2010	2010

[Semester dates above do not include finals week dates]

SUMMER 2010 (104) -- 5/17/10 – 7/23/10

EXTD. SUMMER PERIOD 2010 -- 5/10-14/10 & 7/26-8/17/10

FIRST SUMMER 2010 (105) -- 5/17/10 – 6/18/10

SECOND SUMMER 2010 (106) -- 6/21/10 – 7/23/10

* Part 1 – General Information Section

** Part 2 – Class Schedule Information Section

Instructor Updates

2009-2010

<u>Semester Dates</u>	<u>Semester</u>	<u>IU Letters Sent</u>	<u>Input Finished</u>
8/24-12/18/09	Fall 2009	Mon., 8/24/09	Fri., 9/25/09
1/11-5/7/10	Spring 2010	Mon., 1/11/10	Fri., 2/12/10
5/17-7/23/10	Summer 2010	Mon., 5/17/10	Fri., 6/18/10
Summer Extended Period 5/10-14/10 & 7/26-8/18/10			
5/17-6/18/10	1 st Summer 2010	Mon., 5/17/10	Fri., 6/18/10
6/21-7/23/10	2 nd Summer 2010	Mon., 5/17/09	Fri., 7/16/10

Course Withdrawal Period

For

2009-2010

Fall '09	Tues., October 27, 2009
Spring '10	Mon., March 22, 2010
Summer '10	Mon., June 28, 2010
1st Sum '10	Mon., June 7, 2010
2nd Sum '10	Mon., July 12, 2010

Facility Priority Release & Management Report Dates

2009-2010

<u>Semester</u>	<u>Priority Release Dates</u>	<u>Facilities Management Report Run Date</u>
Fall '09	April 21, 2009	October 12, 2009
Spring '10	November 17, 2009	March 8, 2010
Fall '10	April 20, 2010 (tentative)	October 18, 2010 (tentative)

Zero Enrollment Calendar

2009-2010

	<u>Semester Dates</u>	<u>Run Dates</u>
FALL	August 24 – December 18, 2009	Saturday, October 17, 2009
SPRING	January 11 – May 7, 2010	Saturday, March 6, 2010
Summer	May 17 – July 23, 2010	Wednesday, August 11, 2010
Ext. Perd.	May 10-14 2010 & July 26 – August 18, 2010	
1st Sum	May 17 – June 18, 2010	Wednesday, August 11, 2010
2nd Sum	June 21 – July 23, 2010	Wednesday, August 11, 2010

CIN 1023 Distribution Calendar

(Student by Academic Program)

2009-2010

FALL '09	Friday, September 11, 2009
Spring '10	Friday, January 29, 2010
Summer '10	Friday, June 4, 2010
1 st Summer '10	Friday, June 4, 2010
2 nd Summer '10	Friday, July 9, 2010

MOCK SCHEDULING RUN

Spring & Fall 2010

<u>Semester</u>	<u>Run Eve of</u>	<u>Avlb/Depts @ Noon</u>	<u>Changes Due by 5pm</u>	<u>Schedule Run-(evng)</u>
Spr '10	Tues Nov 10 2009	Wed Nov 11 2009	Tues Nov 17 2009	Fri Nov 20 2009
Fall '10	Tues April 13 2010	Wed April 14 2010	Tues April 20 2010	Fri April 23 2010

Statistics Dates

(Census Enrollment)

2009-2010

Fall 2009	Saturday, September 5, 2009
Spring 2010	Saturday, January 16, 2010
Summer 2010	Saturday, August 7, 2010
First Summer 2010	Saturday, August 7, 2010
Second Summer 2010	Saturday, August 7, 2010

Semester Dates

2008-2009

Fall 2007 (081)	8/25/08 – 12/12/08
Spr 2008 (093)	1/12/09 – 5/1/09
Sum 2008 (094)	5/18/09 – 7/24/09
SEP 2009	5/11-15/09 & 7/27-8/19/09
1 st Sum 2008 (095)	5/18/09 – 6/19/09
2 nd Sum 2008 (096)	6/22/09 – 7/24/09

2009-2010

Fall 2009 (091)	8/24/09-12/11/09
Spr 2010 (103)	1/11/10-4/30/10
Sum 2010 (104)	5/17/10-7/23/10
SEP 2010	5/10-14/10 & 7/26-8/17/10
1 st Sum 2010 (105)	5/17/10-6/18/10
2 nd Sum 2010 (106)	6/21/10-7/23/10

2010-2011 (tentative)

Fall 2010 (101)	8/23/10-12/10/10
Spr 2011 (113)	1/10/11-4/29/11
Sum 2011 (114)	5/16/11-7/22/11
SEP 2011	5/9-13/11 & 7/25-8/17/11
1 st Sum 2011 (115)	5/16/11-6/17/11
2 nd Sum 2011 (116)	6/20/11-7/22/11

Session Dates

2009

	<u>Term#</u>	<u>Year</u>	<u>Date</u>	<u>Session</u>
SUM	4	2009	5/18-7/24/09	1
1SS	5	2009	5/18-6/19/09	1
2SS	6	2009	6/22-7/24/09	1
SEP	4	2009	5/11-15/09 & 7/27-8/19/09	2

2010

	<u>Term#</u>	<u>Year</u>	<u>Date</u>	<u>Session</u>
SUM	4	2010	5/17-7/23/10	1
1SS	5	2010	5/17-6/18/10	1
2SS	6	2010	6/21-7/23/10	1
SEP	4	2010	5/10-14/10 & 7/26-8/18/10	2

2011

	<u>Term#</u>	<u>Year</u>	<u>Date</u>	<u>Session</u>
SUM	4	2011	5/16-7/22/11	1
1SS	5	2011	5/16-6/17/11	1
2SS	6	2011	6/20-7/22/11	1
SEP	4	2011	5/9-13/11 & 7/25-8/17/11	2

2009-2010 WEEKLY SEMESTER DATES
FALL 2009

(August 24, 2009 – December 11, 2009)

WEEK	1	8/24/09 – 8/28/09	
	2	8/31/09 – 9/4/09	
	3	9/7/09 – 9/11/09	No class Mon 7 th -Labor Day-Univ Clsd
	4	9/14/09 – 9/18/09	
	5	9/21/09 – 9/25/09	
	6	9/28/09 – 10/2/09	

	8	10/5/09 – 10/9/09	
	9	10/12/09 – 10/16/09	
	10	10/19/09 – 10/22/09	No class F, S, U, Oct 23, 24 & 25 Fall Break
	11	10/26/09 – 10/30/09	
	12	11/2/09-11/6/09	
	13	11/9/09 – 11/13/09	
	14	11/16/09 – 11/20/09	
(rest of wk 10)		11/23/09 – 11/24/09	Classes meet M&T, 11/23&24 No Classes W-F, 11/25-27/09-Thnxgvg 'Fuesday' T/D Classes meet 11/24/09
	15	11/30/09 – 12/4/09	
	16	12/7/09 – 12/11/09	
FINALS		12/14/09 – 12/18/09	Finals M-F Final Exams/Sat Clss-12/12/09

COMMENCEMENT = Saturday, December 19, 2009

SEMESTER BREAK = 12/20/09 – 1/10/10

SPRING 2010

(January 11, 2010 – May 7, 2010)

WEEK	1	1/11/10 – 1/15/10	
	2	1/18/10 – 1/22/10	Mon., Jan 18-MLK Jr. Day-No Class Univ Clsd
	3	1/25/10 – 1/29/10	
	4	2/1/10 – 2/5/10	
	5	2/8/10 – 2/12/10	

6 2/15/10 – 2/19/10

7 2/22/10 – 2/26/10

8 3/1/10 – 3/5/10

SPRING BREAK 3/8/10 – 3/12/10

9 3/15/10 – 3/19/10

10 3/22/10 – 3/26/10

11 3/29/10 – 4/2/10

12 4/5/10 – 4/9/10

13 4/12/10 – 4/16/10

14 4/19/10 – 4/23/10

15 4/26/10 – 4/30/10

FINALS 5/3/10 – 5/7/10 Finals M-F
Finals/Sat Clss-5/1/10

COMMENCEMENT= Saturday, May 8, 2010

SEMESTER BREAK = 5/10/10 – 5/16/10

SUMMER SEMESTER 2010

(May 17, 2010 – July 23, 2010)

WEEK 1 5/17/10 – 5/21/10

2 5/24/10 – 5/28/10

3 5/31/10 – 6/4/10 No Class M, 31st-Memorial Day
Univ Clsd

4 6/7/10 – 6/11/10

5 6/14/10 – 6/18/10

6	6/21/10 – 6/25/10	
7	6/28/10 – 7/2/10	
8	7/5/10 – 7/9/10	No Class M, 5 th -Indpndc Day Recess Univ Clsd
9	7/12/10 – 7/16/10	
10	7/19/10 – 7/23/10	

COMMENCEMENT = Saturday, July 24, 2010

1ST SUMMER SESSION 2010

(May 17, 2010 – June 18, 2010)

WEEK	1	5/17/10 – 5/21/10	
	2	5/24/10 – 5/28/10	
	3	5/31/10 – 6/4/10	No Class M, 31 st -Memorial Day Univ Clsd
	4	6/7/10 – 6/11/10	
	5	6/14/10 – 6/18/10	

2ND SUMMER SESSION 2010

(June 21, 2010 – July 23, 2010)

WEEK	1	6/21/10 – 6/25/10	
	2	6/28/10 – 7/2/10	
	3	7/5/10 – 7/9/10	No Class M, 5 th -Indpndc Day Recess Univ Clsd
	4	7/12/10 – 7/16/10	
	5	7/19/10 – 7/23/10	

COMMENCEMENT = Saturday, July 24, 2010

SUMMER EXTENDED PERIOD 2010

(May 10, 2010 – May 14, 2010 & July 26, 2010 – August 18, 2010)

WEEK	1	5/10/10 – 5/14/10
	2	7/26/10 – 7/30/10
	3	8/2/10 – 8/6/10
	4	8/9/10 – 8/13/10
	5	8/16/10 - 8/18/10

Ball State University 2009-10 Calendar Fall Semester (August 24, 2009-December 18, 2009)

August 20, Thursday	Residence halls open at 9 a.m. for new students.
August 21, Friday	Faculty meetings. Academic year for faculty begins.
August 22, Saturday	Residence halls open at 9 a.m. for returning students. Saturday classes meet.
August 24, Monday	University classes for Fall Semester begin. Late Registration and Change-of-Course accepted.
August 28, Friday	Late Registration and Change-of-Course end.
September 7, Monday	Labor Day – no classes.
Oct. 23-25, Friday-Sunday	Fall Break.
October 27, Tuesday	Course Withdrawal Period ends.
November 24, Tuesday	Classes meet according to a Friday time configuration.
November 25, Wednesday	Residence halls close at 8 a.m.
November 25-29,	Thanksgiving recess – no classes.

Wednesday-Sunday	
November 29, Sunday	Residence halls open at 9 a.m.
November 30, Monday	Classes resume.
December 11, Friday	Last meeting day for regular classes.
December 12, Saturday	Final examination day for Saturday classes.
Dec. 14-18, Monday-Friday	Final Examination Period.
December 18, Friday	Fall Semester ends.
December 19, Saturday	December Commencement.
December 19, Saturday	Residence halls close at 6 p.m.
December 21, Monday	Grades due by 12 noon.
December 20-Jan. 11, 2010	Semester break.

Ball State University 2009-10 Calendar Spring Semester (January 11, 2010-May 7, 2010)

January 10, Sunday	Residence halls open at 9 a.m.
January 11, Monday	University classes for Spring Semester begin. Late Registration and Change-of-Course accepted.
January 15, Friday	Late Registration and Change-of-Course end.
January 18, Monday	Martin Luther King, Jr. Day Celebration – no classes.
March 6, Saturday	Residence halls close at 8 a.m.
March 7-14, Sunday - Sunday	Spring Break.
March 14, Sunday	Residence halls open at 9 a.m.
March 15, Monday	Classes Resume.
March 22, Monday	Course Withdrawal Period ends.

April 30, Friday	Last meeting day for regular classes.
May 1, Saturday	Final examination day for Saturday classes.
May 3-7, Monday - Friday	Final Examination Period.
May 7, Friday	Spring Semester ends.
May 8, Saturday	May Commencement.
May 8, Saturday	Residence halls close at 6 p.m.
May 10, Monday	Grades due by 12 noon.

Ball State University 2009-10 Calendar Summer Semester (May 17, 2010-July 23, 2010)

May 16, Sunday	Residence halls open at 9 a.m.
May 17, Monday	University classes for Summer Semester begin. Late Registration and Change-of-Course accepted.
May 21, Friday	Late Registration and Change-of-Course end.
May 31, Monday	Memorial Day – no classes.
June 28, Monday	Course Withdrawal Period ends
July 5, Monday	Independence Day – no classes
July 23, Friday	Summer Semester ends.
July 24, Saturday	July Commencement.
July 24, Saturday	Residence halls close at 6 p.m.
July 26, Monday	Grades due at 12 noon.
July 26-August 18	Summer Extended Period.

Ball State University 2009-10 Calendar First Summer Session (May 17, 2010-June 18, 2010)

May 16, Sunday	Residence halls open at 9 a.m.
May 17, Monday	University classes for First Summer Session begin. Late Registration and Change-of-Course accepted.
May 19, Wednesday	Late Registration and Change-of-Course end.
May 31, Monday	Memorial Day – no classes.
June 7, Monday	Course Withdrawal Period ends.
June 18, Friday	First Summer Session ends.
June 21, Monday	Grades due at 12 noon

Ball State University 2009-10 Calendar Second Summer Session (June 21, 2010-July 23, 2010)

June 21, Monday	University classes for Second Summer Session begin. Late Registration and Change-of-Course accepted.
June 23, Wednesday	Late Registration and Change-of-Course end.
July 5, Monday	Independence Day – no classes.
July 12, Monday	Course Withdrawal Period ends.
July 23, Friday	Second Summer Session ends.
July 24, Saturday	July Commencement.
July 24, Saturday	Residence halls close at 6 p.m.
July 26, Monday	Grades due at 12 noon.

The 2010-2011 Academic Calendar will be added to the web site after it has been approved by the University Senate.

Scheduling Contacts

(as of 6/10/2009)

Applied Sciences & Technology

	Dean Dr. Mitch Whaley Assoc Dean Dr. Jack Wescott	5816 Tia Albea 5955 Deena White (5818)
Family & Consumer Sciences	Chrp Dr. Alice Spangler Assoc Chrp Dr. Amy Leahy	1470 Gretchen Bales (1460) 5958 Adonica Ellis (4993) 1476 Carol Shaw
Technology	Interim Chrp Dr. Ray Shackelford Adm Asst. Dr. Ed Lazaros (5647) Mr. Dave Riegle	5641 Janet Johnson (5641) 5642 Shauna Turner 5554
PUMET Program	Chrp Lt Col James A. Girdley	8343 Denise Dean (8341)
Military Science	Dir Dr. Linda Siktberg	5571 Doc Hunter (5571)
School of Nursing	Assoc Dir (Bac Prg) Dr. Nancy Dillard Assoc Dir (Grad Prg) Dr. Marilyn Ryan Coord (RN Ext/Ed)	5589 Angie Cole (5570) 5764 Diane Parish (5768) 5298 Connie McIntosh 3206 Don Bonsall (8753)
School of Physical Education	Interim Chrp Dr. Tony Mahon Assoc Chr & Admin Asst Dr. Dave Pearson	1143 Kelli Burke-Sanchez (5176) 8158 Donna Rider (8157) 1296 Debbie Sheller (1293)
John & Janice Fisher Institute for Wellness & Gerontology	Interim Dir Dr. Kathy Segrist Assoc Dir Dist Prof. Dr. David Haber Assoc. Dir. Dr. Jane Ellery	2961 8119

Architecture & Planning

	Dean Dr. Guillermo Vasquez de Valasco Assoc Dean Mr. Michel Mounayar Adm Asst Pat Quinn	5861 Nina Davis (5863) 5859 Judy Ward 5879
Architecture	Chrp Mr. Mahesh Senagala	1986 Cheryl Duffy (1902) Julie Kratzner (1903)
Landscape Architecture	Chrp Prof. Martha Hunt	1982 Marilyn Davis (1977)
Urban Planning	Chrp Prof. Michael Burayidi	1963 Barbara Butler-Hesselgrave

College of Business

	Interim Dean Dr. Rod Davis Assoc Dean Dr. Ray Mantagno Asst to Dean Dr. Inge Hill (Dir Grad & Ungrd) Acad Advsg Gayle Hartleroad	8192 Donna Brown/Linda Fisher 5329 Christine Edgeman 1931 Beth Davis 5329 Teresa Kennedy
Accounting	Chrp Dr. Lucinda Van Alst	5100 Sylvia Ewert
Info Sys & Operational Mgt	Chrp Dr. Sushil sharma	5227 Beverly Missicano (5300)
Economics	Chrp Dr. Tung Liu Dr. Jeffrey Green	5360 Lee Anne Shore 2056
Finance & Insurance	Chrp Dr. Manoj Athavale	5200 Diana Lyons
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Psychological Science	Chrp Dr. Bernard Whitley	1690 Michelle Bosh
	Dir of Grad Prg Dr. Kerri Pickel	Terri Downing
Social Work	Chrp Dr. Darlene Lynch	1016 Alison Gillespie
Sociology	Chrp Dr. Roger Wojtkiewicz (White-kay-vich)	5977 Janet Yadon
Speech Pathology & Audiology	Chrp Dr. Mary Jo Germani	8161 Carla Rose/Linda Johnson

Teachers College

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	Assoc Dn Dr. Tracy Cross	Roberta Cunningham (5447)
	Assoc Dn Dr. Laurie Mullen	Sondra Thompson (3321)
		Lisa Carmichael (5446)
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Educational Psychology	Chrp Dr. Lisa Huffman	8500 Penny Nowaczyk/Linda Jones
Educational Studies	Chrp Dr. Jayne Beilke	5460 Kathy Harrold 5461 Denise Harris 3496 Keri Hatfield
Elementary Education	Chrp Dr. James Stroud	8560 Phyllis Dornberger (3493)
	Asst to Chrp Mr. Harrold Roberts	9046 Valerie Hines (5590)
Special Education	Chrp Dr. John Merbler	5700 Karla Carmichael 5700 Cherie Collins

Comm. Info & Media

	Dean Mr. Roger Lavery	6000 Jahma Gray
	Assoc Dean Dr. Lori Byers	6000 or 1829
Communication Studies	Chrp Dr. Glen Stamp	1882 Kim Hiatt
	Advisor Dr. Beth Messner	1959
Info & Communication Sciences	Dir Dr. Stephan Jones	1889 Tracy Scott
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Telecommunications	Chrp Dr. Joe Misiewicz	1480 Kris Scott
	Asst Chrp Mr. Mike Spillman	3749

Honors College

	Dean Dr. James Ruebel	1024 Dianna Monks
	Asst Dean Dr. John Emert	Sue Rooney/Kristy Dishman

Other Areas

Burriss Laboratory School	Prncpl Dr. Jay McGee	8600 Elaine Orr
Center for MedEd	Dir. Dr. T. Stuart Walker	751-5100 Ila Vernenman
Extended Education	Dir Std Svs Mrs. Staci Davis	1581 or 5753
	Assoc Dir Stud Svs Joel Whitesel	1581
	Linda Parker (Prog Coord)	1584
	Nancy Day (Prog Coord)	3592
	Ted Ward (Dir Correctnl Ed)	1593
	Judith Woolley (Correctnl Ed Prog Coord)	1581 or 1583
	Terri Manning (Correctnl Ed Prog Spclst)	2959
	Cathy Cunningham (Prog Coord IL)	5665
	Lorrie Carey (Prg/Offc Asst)	4288
	John Burton (Dir Adm SOS)	2788
	(IHETS Project Coord)	8230
	Debbie Ellison (Prg Coord Indp Lrng)	4250
	Joel Whitesel	
	Dir of IP Ken Holland	
Ctr for International Programs	Dir of Ctr Prgs Dr. Jim Coffin (IP & Forn Stds)	5422 Lana Nannie
	Dir Intl Svs Mr. Martin Bennett	5422 Nola Nichols
	Jill McKinney/Frank Adams (Study Abroad)	

Foreign Studies				
(Fall 2008)	London Ctr -	Ray Scheele	Australia Ctr -	Dale & Beth Hahn
(Spring 2009)	London Ctr -	Steve Johnson	Australia Ctr -	Kamal Islam

Library Services	Dean Dr. Arthur Hafner	5277 Kristi Pittsenbarger
Peace & Conflict Studies	Dir Dr. Roger Hollands	1622
University College	Assoc Provt & Dean of UC Dr. Marilyn Buck	1511 Jolanna Erickson (3682)
	Dir of Advising & Assoc Dean Dr. Michael Haynes	5488 Jennifer Lawson
	Asst Dean/UC & Interim Dir AS Ms. Laura Helms	8094 Advg 7902 Acad Sys

Women's Studies

Interim Dir Julie Rosser

5451 Adam McLachlan

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Asst to Provost
Assoc Provost Office

Dr. Terry S. King
Dr. Jackie Buckrop
Dr. Marilyn Buck

1333 Lynn Cooper (5358)
1333 Angela Zahner
3716 Janette Hoover
Marie Douglas (1876)

Offc of Tchg & Lrng Advancmnt
Registrar's Office

Dir Dr. Gary Pavlechko
Regtr Mrs. Nancy Cronk

5806 Teresa Brown-Caddell
1423 Kay Collins (1683)

Dean of Students Office

Asst. Dir Steve Reed
Dr. Karl Beeler

1722 Monica Roberts (3451)
5344 Philann Lewis (3734)

Graduate School
Acad Assmnt & Institutional Research
Sports Studies

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Dean Dr. Robert Morris
Ms. Andrea Ingle
Jeffrey Fry

5344 Brenda Smith
1297 Sharon Hahn/
5209
1246 Dpt of Phil NQ G18