

Course Scheduling Info for New Admins

Course Scheduling Process Flow Chart: A visual flow chart of the course scheduling process and what to expect.

Course Scheduling General Information: A brief overview of the most critical things to keep in mind while dealing with Course Scheduling.

Exporting Schedule of Classes to Excel: A “how-to” document that walks you through how to copy and paste the Schedule of Classes into an Excel spreadsheet. This is the preferred method of receiving updates to the schedule. Things of note: please use ~~striketrough~~ to indicate the items you would like to change and add new information in red font. This method preserves an original copy of the Schedule, as once the change is made in Banner we have no way of retrieving the history of a section. Also, please indicate somewhere on the spreadsheet if you are adding a section or cancelling a section, and provide the last 4 of an instructor’s GID if making changes to instructors.

Schedule Section Changes Form: This form is required when submitting major changes, adding/cancelling a section for a term after Advising and Registration for that term has begun. This form will require Department Head, Dean, and Provost signatures of approval before it can be delivered to our office. You can also find this form on our website under the ‘All Forms’ link at www.montana.edu/registrar.

Special Topics Courses: Special Topics courses can only be offered twice before pursuing a hard-coded number. First time Special Topics course requests go through the Course Inventory Management (CIM) system. If the course is being offered for the second time, the request can be submitted via a Schedule Section Changes form.

Available Room Search in Ad Astra: This PDF demonstrates how to use the Available Room tool in Ad Astra when searching for available classrooms for academic courses or events. *Hint: Be sure to use standard meeting pattern times when searching for classrooms for sections to return best results.

Standard TR & MWF Time Block Scheduling: This document contains all the standard meeting patterns for TR courses and MWF. Courses to be scheduled in Registrar-scheduled rooms during primetime hours (9am-3pm Mon-Fri) must adhere to these standards as we need to be stringent in our use of resources to improve room utilization. Summer timetabling is different. As the Bobcat 4x4 scheduling is refined, the standard meeting patterns are subject to change.

Military Time: We use military time in Banner when scheduling courses.