

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.
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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
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Attendance Method

- **W (Weekly)** = 12-week long classes that is 100% face-to-face with a specific meeting days and times during fall, winter, and spring quarters only. 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 during fall, winter, and spring quarters OR all summer classes that meet face-to-face.
 - **IW (Independent Study Weekly)** = 12 week long, distance learning, hybrid classes, internship, or special project classes during fall, winter, and spring quarters. 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 during fall, winter, and spring quarters OR summer hybrid, distance learning, special project, and internship classes.
 - **P (Positive Attendance)** = Classes that have no specific meeting days/times, or class that meets less than five times, or class that has no consistent number of hours when it meets. Instructor must collect attendance and report it to A&R.
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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 instructor will be available 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.**

Correct way to input pay information in Banner SIAASGN form:

AT	LOAD	Position #	Position # Suffix	Contract Type
0	cannot be zero	blank	blank	blank
3	must be zero	blank	blank	blank
5	must be zero	blank	blank	blank
4	cannot be zero	Term	Need 2-digit # (i.e. 00, 01, 02)	AC
8	cannot be zero	Term	Need 2-digit # (i.e. 00, 01, 02)	AC
2	cannot be zero	Term	Need 2-digit # (i.e. 00, 01, 02)	FO

***AT Codes: 0=Full-time, part of load; 2=Full-time, overload; 3=Full-time, no pay; 4=Part-time, contract pay; 5=Part-time, no pay; 8=Full-time classified employee.**

***For summer term, the Contract Type is “SU” for both part-time (AT=4) and full-time overload (AT=2).**

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, Umoja, Puente, First Year Experience, honors, and Civic Engagement.
- Not full term classes, ex. 6-week classes during fall, winter, and spring quarters.