Academic Space & Course Management

Organizational Unit

Academic Space & Course Management is an integral part of The Office of the Registrar under the leadership of The Office of Student Success.

The Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. By recruiting and enrolling college-ready students, awarding financial aid and scholarships, and planning for timely degree completion for all students, the Student Success Team strives to create a positive teaching and learning environment designed to enrich all aspects of the student experience and ensure that every student who enters USF has the opportunity to succeed.

The Office of the Registrar has a two-part mission: to support the University's teaching function by documenting the extent and quality of students' formal learning experiences and to provide quality service to students, faculty, staff, and the general public in the creation, maintenance, and release of student academic records. The mission is accomplished in accordance with institutional academic policies and practices as well as adherence to rules of other external regulatory agencies.

Academic Space & Course Management’s purpose is to ensure the catalog of courses and classroom space utilization is managed in conjunction with the University's teaching and learning environment. These essential functions are achieved by creating a culture of communication, partnership, and a common objective to support USF student success.

<table>
<thead>
<tr>
<th>Academic Space &amp; Course Management</th>
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<th>Louis Gray</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email <a href="mailto:AskSpace@usf.edu">AskSpace@usf.edu</a></td>
<td>Associate Director</td>
<td>Assistant Registrar</td>
</tr>
<tr>
<td>Mail Stop SVC 1034</td>
<td><a href="mailto:farris@usf.edu">farris@usf.edu</a></td>
<td><a href="mailto:louis12@usf.edu">louis12@usf.edu</a></td>
</tr>
<tr>
<td></td>
<td>(813) 974-2462</td>
<td>(813) 974-7213</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Jordan Richardson</th>
<th>Dominique King</th>
<th>Vacant</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>(813) 974-2461</td>
<td>(813) 974-5811</td>
<td>(813) 974-TBD</td>
</tr>
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</table>
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Scheduler Responsibilities

Schedulers are responsible for adhering to the established deadlines found in the Class Scheduling Timetable established by the Office of the Registrar. All requests received after the posted deadline cannot be guaranteed. [https://www.usf.edu/registrar/documents/timetable.pdf](https://www.usf.edu/registrar/documents/timetable.pdf)

- Email all academic course requests to Academic Space & Course Management via AskSpace@usf.edu. This is a centralized inbox that all personnel in Academic Space & Course Management have access to. It is essential that requests come through this mailbox to ensure that it is received in a timely manner.

- Academic Space & Course Management requires a minimum of two business days for processing all requests. Do not resend requests or inquire further unless it has been more than two business days.

- All event requests for General Use Space should be done through the 25Live event scheduling software. If you do not have access to this request our space in 25live, please sign up for the 25live Requestors training provided in GEMS self-service.

- To gain access to academic scheduling in Banner, you must complete FERPA and Banner Training. Schedulers should email AskSpace@usf.edu to sign up for the next training scheduled.

- It is the responsibility of the department to monitor their course schedule fully. Scheduling coordinators are responsible for monitoring department scheduling patterns and ensuring that all available periods are utilized daily as well as ensuring that courses without room assignments do not take enrollment.

- Before altering course enrollment, contact AskSpace@usf.edu. It is imperative to ensure that the change will not affect the room assignment and that an appropriately sized room is available during the necessary day and time. Do not override course enrollment or over-enroll courses. A room assignment cannot be guaranteed if it is over-enrolled beyond its assigned capacity.

- Monitor all courses on hold closely as the start of the term approaches. Departments with courses on hold need to release the rooms no later than close of business the Friday prior to the term start date.

- To find the appropriate scheduling listserv visit our website here: [https://www.usf.edu/space/contact-us/listservs.aspx](https://www.usf.edu/space/contact-us/listservs.aspx)
Faculty Responsibilities

All special requests must be submitted to the department’s scheduler prior to the deadline listed on the Class Scheduling Timetable. A Special Request should be used when faculty need specific classroom seating orientations to facilitate their teaching methods or when faculty require special accommodations due to physical limitations (see guidelines on pages 7-8).

Course room assignments are made approximately (6) months prior to the start of the term. The schedule of courses is available for viewing in the Staff Schedule Search at any time. If there are any concerns about a room assignment, submit those to our office through the department’s scheduler before enrollment opens.

Faculty are welcome to inspect a classroom prior to the start of the term. Arrangements can be made through the department’s scheduler. For reference here are room photos:

http://usf.edu/pace/documents/room-list.pdf

Dedicated Space

Departments using dedicated space must optimize classroom time and capacity utilization and support efficiency in student course scheduling. Course scheduling takes priority over any other departmental activities. Extra events such as faculty meetings and guest speakers should not be scheduled until after all courses have been assigned space.

Alternative calendar courses that deviate from the approved class scheduling time patterns should be given priority for placement in dedicated space.

Classroom Furniture

Classrooms are equipped with the appropriate number of seats per the Fire Marshal’s student capacity. Moving furniture from neighboring classrooms negatively impacts student capacity for other courses scheduled and poses safety hazards. Please ensure that the classroom furniture orientation is returned to the way it was found.

Room capacities posted outside the classrooms are for total occupancy of the room and include all persons. These numbers do not reflect the seating orientation and cannot be used to determine student seating capacity. The student capacity is determined by the Fire Marshal and is based on the number of student seats. Academic Space & Course Management cannot add or take away furniture from classrooms. All furniture in classrooms must remain in their current orientation.

If you have questions about furniture or seating, please contact AskSpace@usf.edu prior to making any changes to course enrollment to ensure compliance with these regulations.
Academic Space Assignment Guidelines

Academic Space & Course Management receives all requests for use of the Tampa campus General Use classrooms and schedules over 5,000 academic courses and extra-curricular events per term in a manner that is conflict-free and offers optimal use of available space for student success.

- Academic Space & Course Management reserves the right to move classes to other rooms up until the beginning of the term for optimization of space when necessary.

- All courses following the university approved time patterns will get priority for room placement. Graduate classes are expected to conform to the standard schedule timeslots to ensure optimal instructional utilization.

- Special Events will not be scheduled until the first business day following the conclusion of drop/add week each semester. This includes review sessions, help sessions, lecture series, tests/exams, non-academic events, etc. This is to ensure that all academic courses are fully accommodated first.

- Only final exams are scheduled during the six (6) days after the term ends. All space is reserved for the exclusive use of facilitating final exams. This applies to both general use and dedicated space.

- Classrooms are equipped with the appropriate number of seats per the Fire Marshall’s student capacity. Moving furniture from neighboring classrooms negatively impacts student capacity for other courses scheduled and poses safety hazards.

- No food or drinks are allowed in General Use Space.

- If a course is canceled, the room assignment must be removed from the course in Banner.

- 25Live is a comprehensive scheduling software allowing requestors to view events (both academic and non-academic) that are scheduled in general use classroom space to check for availability for new requests. To create a viewer account for 25Live, use your netID/password to login. [https://25live.collegenet.com/us-f/#home_my25live](https://25live.collegenet.com/us-f/#home_my25live)
Locking and Weekend Calendar Schedule

A door locking schedule is prepared two weeks in advance for doors that are not automated to read 25Live. Submit all changes or requests via the AskSpace@usf.edu email. Last minute changes to the locking schedule cannot be guaranteed for accommodation. Please note that most general use classroom locks are automated to read the 25live room schedules and open accordingly.

The weekend calendar is completed on Wednesday before the upcoming weekend. Submit all changes to the weekend calendar must be submitted to AskSpace@usf.edu prior to that day. Dedicated space is not unlocked by Academic Space & Course Management. It is the department’s responsibility to unlock dedicated space for events scheduled over the weekend.

Submitting a request for a weekend event does not guarantee a room assignment. If a room is available for use during the requested day and time or preferred room, Academic Space & Course Management will confirm the reservation with the event requestor after the request is processed in 25live.

All doors on automatic locks are scheduled to open 30 minutes prior to the scheduled event start time and lock 15 minutes after the scheduled event end time. The doors will remain unlocked between events if the gap is within 15 minutes.

Lockouts

During Standard business hours please contact Academic Space & Course Management if the general use classroom door hasn’t unlocked within these guidelines. Do not contact University Police or Physical Plant directly. For General Use lockouts after regular business hours or on the weekend contact the after-hours line (813) 974-2845. This phone number will reach answering services. They will ask for the name and number of the person calling and the reason for the call. They will then verify that the door should be unlocked per 25Live and/or the master schedule received on Friday. Answering services will contact the on-call supervisor who will return the call or send someone to check the status of the door.

Use the following timelines to request space for academic events.

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Last day to request general use rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the event happens on Monday</td>
<td>Request on Thursday the preceding week</td>
</tr>
<tr>
<td>If the event happens on Tuesday</td>
<td>Request on Friday the preceding week</td>
</tr>
<tr>
<td>If the event happens on Wednesday</td>
<td>Request on Monday the preceding week</td>
</tr>
<tr>
<td>If the event happens on Thursday</td>
<td>Request on Tuesday the preceding week</td>
</tr>
<tr>
<td>If the event happens on Friday, Saturday or Sunday</td>
<td>Request on Wednesday the preceding week</td>
</tr>
</tbody>
</table>
Guidelines for Final Exams

Final exam week is the six (6) days after classes end. It is a designated week reserved for the administration of final exams. All space is reserved for the exclusive use of facilitating final exams. This applies to both general use and dedicated space.

The Final Exams Matrix will be available for the upcoming term approximately four (4) weeks prior to the start of the term here: [http://www.usf.edu/space/documents/final-exam-matrix.pdf](http://www.usf.edu/space/documents/final-exam-matrix.pdf). All edits and revisions to the block final exam matrix must be submitted prior to the Friday preceding drop/add week. No changes or accommodations will be made after drop/add week has begun.

All final exams must conform to the university approved exam matrix in accordance with USF Final Exam Policy as outlined here: [http://www.usf.edu/space/documents/final-exam-policy.pdf](http://www.usf.edu/space/documents/final-exam-policy.pdf)

If a student has a direct conflict of scheduled examinations that are scheduled according to the final exam matrix, or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student’s examinations. Please see the official USF Final Exam Policy for the ordered list of priorities.

**Frequently asked questions**

- Alternative Calendar classes not in approved time patterns and courses on approved variances need to be scheduled separately. The department scheduler will work with Academic Space & Course Management to schedule these finals to ensure conflict-free scheduling around approved time patterns.

- Courses held in dedicated space will need to be scheduled separately by the department using the same guide-lines that are in place for courses in General Use Space.

- A block final exam is for courses that will administer the same final exam to all students of a particular course regardless of instructor or section number. All instructors administer the same exam on the same day and time to ensure that students are being tested on course content equally and to prevent cheating or sharing of information between individual exam dates. The Saturday immediately following the conclusion of the academic term is the day reserved exclusively for the administration of Block Final Exams.

- For online courses that will administer face-to-face exams as a part of their curriculum, the Sunday immediately following the conclusion of the academic term is reserved. This day is exclusively for the administration of Final Exams for courses that meet online throughout the term but have face-to-face exams. The department scheduler will work with Academic Space & Course Management to schedule these finals.
Guidelines for Large Capacity Requests

A Large Capacity Request is for courses that need to utilize large general use rooms to facilitate mass lecture course meetings or individual courses that need to accommodate a minimum of 75 students or more.

➢ The deadline for submitting Large Capacity Requests is located on the Class Scheduling Timetable. Submission of a Large Capacity Request to the Academic Space & Course Management Office does not guarantee your preferred room assignment.

➢ All Large Capacity Requests must follow the Approved Class Scheduling Patterns. Submissions must be submitted by email to AskSpace@usf.edu.

Your request should include the following information:
   a. Term
   b. Department
   c. Subject/Prefix
   d. CRN
   e. Day/Time Preference
   f. Room/Building Preference
   g. Expected Enrollment
   h. Contact Phone Numbers
   i. Any Additional Notes or Comments that will help facilitate your request

➢ Reasons NOT to submit a Large Capacity Request

   a. Online courses with large capacities that need room assignments for limited campus meetings will be assigned at the conclusion of drop/add week. The Academic Space & Course Management will determine day and time, building, and room placement at that time. If the first meeting must occur during drop/add week, it must be scheduled after 5pm Monday – Thursday or anytime on Friday.
   b. Proximity to personal office or departmental offices is not considered.

Note: All Large Capacity Requests must be submitted by email to AskSpace@usf.edu separately from all other submissions that are due by the same deadline.

No consecutive scheduling for courses capped 75+ between 9:30 am – 2:00 pm.
Guidelines for Special Requests

A Special Request is used when a faculty member requires certain classroom seating orientations to facilitate specific teaching methods.

➢ The deadline for submitting Special Requests is located on the Class Scheduling Timetable.

➢ Submission of a Special Request to Academic Space& Course Management does not guarantee your preferred room assignment.

➢ All Special Requests must follow the approved Class Scheduling Patterns. Submissions must be submitted by email to AskSpace@usf.edu.

Your request should include the following information:
   a. Reason for Request
   b. Term
   c. Department
   d. Subject/Prefix
   e. CRN
   f. Day/Time Preference
   g. Room/Building Preference
   h. Expected Enrollment
   i. Contact Phone Numbers
   j. Any Additional Notes or Comments that will help facilitate your request

➢ Reasons NOT to submit a Special Request
   a. Online courses that need room assignments for limited campus meetings will be assigned at the conclusion of drop/add week. Academic Space& Course Management will determine day and time, building, and room placement at that time. If the first meeting must occur during drop/add week, it must be scheduled after 5pm Monday – Thursday or anytime on Friday.
   b. Proximity to personal offices or departmental offices is not considered.

Note: All Special Requests must be submitted by email to AskSpace@usf.edu separately from all other submissions that are due by the same deadline.

No consecutive scheduling for courses capped 75+ between 9:30 am – 2:00 pm.
Guidelines for Physical Limitations Requests

A Physical Limitations Request is used when a faculty member requires special accommodations in classroom room assignments due to physical limitations*.

- The deadline for submitting Physical Limitations Requests is located on the Class Scheduling Timetable. [https://www.usf.edu/registrar/documents/timetable.pdf](https://www.usf.edu/registrar/documents/timetable.pdf)

- Submission of a Physical Limitations Request to Academic Space & Course Management does not guarantee your preferred room assignment.

- All Physical Limitations Requests must follow the Approved Class Scheduling Patterns.

- Submissions must be submitted by email to AskSpace@usf.edu.

Your request should include all of the information of a Special Request (see page 7) along with the following information:

a. Physician’s Note
b. Department Chair’s Signature

The Physician’s Note must be signed and dated by the physician in charge of the faculty member’s medical care as well as the Department Chair and must include:

a. Name of the faculty member requiring a physical limitation accommodation
b. Reason for the accommodation
c. Academic Term

The specific medical condition does not need to be stated in the note. If the faculty member is uncomfortable with providing Academic Space & Course Management with this information, they are free to submit their request to Accessibility Services or Human Resources for verification. Those offices can verify their need for special accommodation.

*USF is an Equal Opportunity/Equal Access Institution. ADA accessible teaching stations are available throughout general use classrooms. If any faculty has a disability and requires an ADA accessible teaching station, contact your department’s scheduler prior to the deadline listed in the Class Scheduling Timetable.

Note: All Physical Limitations Requests must be submitted individually by email to AskSpace@usf.edu separately from all other submissions that are due by the same deadline. Submissions without all the necessary documentation will not be accepted and a room assignment will not be made until all documentation is received by ASPA.
Guidelines for Use of Variances

A Request for Variance is used when there is a pedagogical reason for a course to deviate from the University’s Approved Class Scheduling Patterns. Strong written justification is required for any exceptions. Rooms will not be assigned until the department receives confirmation that the request has been fully approved.

For general use space, any deviation from the Approved Class Scheduling Patterns must be preceded by an approved Request for Variance form.

Academic Space & Course Management will review all requests. The responsibility for the final coordination of all class schedules as to time and place of meetings shall rest with Academic Space & Course Management.

- All Requests for Variance must begin at an approved class scheduling pattern start time. Approved Class Scheduling Patterns can be found at [https://www.usf.edu/space/scheduling/index.aspx](https://www.usf.edu/space/scheduling/index.aspx).
- All courses following an Alternative Calendar require a Request for Variance if placed in general use space.
- Requests for Variance are not required for courses placed in dedicated space. It is the department’s responsibility to optimally schedule courses in dedicated space.
- Receiving an approval for your request does not guarantee that a general use room will be available during your needed day and time.
- Any Requests for Variance receiving a notice of approval applies to one term only. If the need becomes evident over time, permanent status may be approved.
- There are multiple summer sessions, days, and times to choose from and in most cases all courses can be accommodated. Requests for Variance in the summer terms are discouraged.
- It is the department’s responsibility to maintain copies of the Request for Variance forms that are submitted to Academic Space & Course Management for approval. After review, Academic Space & Course Management will email scanned copies of the requests with the decision back to the department scheduler for retention purposes.
- Academic Space & Course Management is not responsible for maintaining approved copies for departmental use.

**Note:** All Requests for Variance must be individually submitted by email to AskSpace@usf.edu separately from all other submissions that are due by the same deadline.

Incomplete requests and requests received without all the required signatures will not be accepted.
Alternative Calendar Courses

An Alternative Calendar course is a course that does not run the full length of an academic term but still requires completion of the same number of contact hours as a full-term course. These courses require special accommodation to be placed in general use classroom space because they usually do not meet in approved university time patterns in order to complete the proper amount of contact hours in less time, meeting for longer periods each week.

- Alternative Calendar courses that deviate from the Approved Class Scheduling Time Patterns should be given priority for placement in dedicated space.
- Alternative Calendar classes not in approved time patterns need to be scheduled for final exams separately. The department scheduler will work with Academic Space & Course Management to schedule these final exams.
- All courses following an Alternative Calendar require a Request for Variance if placed in general use space. See Guidelines for using a Request for Variance on Page 9.
- Alternative Calendar room assignments are good for one term only. If the need becomes evident over time, permanent status may be approved at the discretion of the Academic Space & Course Management.
- Alternative Calendar courses must be scheduled during either the first 8 weeks of the term or the last 8 weeks of the term. Courses following other schedule will not be approved for room assignments in general use classroom space.
- Any Alternative Calendar course room request that only meets on Saturdays can be submitted prior to drop/add week via email. They will be accommodated early due to the low demand for classroom space on Saturdays.

Section Set up

Alternate Calendar course sections cannot begin more than six days before the official start of the term date; Alternate Calendar courses cannot end more than six days after the official end of term date. Exceptions cannot be made to this without putting the institution at risk of losing Title IV (financial aid) eligibility. Alternate Calendar course sections need to have refund and withdrawal deadlines appropriate to their start and end dates and in keeping with applicable percentage of class meetings
Course Management
Guidelines

*What is the process for a new course proposal?*

The academic department submits a proposal for a new course to the college faculty committee. Once the course proposal is approved, it then goes to the GR/UG Councils to determine if the course is appropriate. The necessary signatures are obtained and it is then sent back to the submitting department. From there the proposal is sent to the State (SCNS) and when approved, forwarded to the University Registrar’s Office. The URO must create the course in Catalog, before a section and be created. When the course data is entered into Banner, all parties will be notified when sections can be created.

**Grade Mode**

The grade modes are identified in the Course Proposal Process; sections must adhere to course master. Changes to the grade mode beyond what is listed on the course master must be verified through Undergraduate or Graduate Council.

Currently the grading options are Continuing Registration, Regular, and S/U Only. S/U Grade System: Certain courses have been designated as S/U courses. The "S" and "U" grades are used to indicate the student’s final grade. These S/U only courses are identified with (S/U only) after the course definition in this catalog. Mechanism for Assigning S/U Grades “S” and “U” grades are not computed in the student’s GPA.

The method by which a student receives an “S” or “U” grade in an option course will consist of the following:

- A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the college. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if they wish to take the course on an S/U basis.
- The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar “S” or “U” consistent with the following:
  - Letter grade, A, B, C, or C- shall be equivalent to a letter grade of “S.”
  - Letter grades D or F shall be equivalent to a letter grade of “U.”

**Requisites**

Requisites (pre and co) must match the course master. Changes to requisites beyond what is listed on the course master must be verified through Undergraduate or Graduate Council.
Course Management
Guidelines (Continued)

Schedule Type
Schedule types are identified in the Course Proposal Process. Changes to Schedule Type beyond what is listed on the course master must be verified through Undergraduate or Graduate Council. All sections inherit this Schedule Type, so careful consideration should be given to this selection.

There are several options. The most common are:

- **C - Class Lecture** is a course that is typically delivered by speech or presentations by the instructor. Class Lecture is the preferred type code for a regularly scheduled course.
- **D - Discussion** is an open-ended exchange of ideas among instructors and students. Discussion type similar to a Recitation. This type should be closely scrutinized before identified in the course proposal process.
- **L - Laboratory** is a period set aside for hands-on course work usually in addition to a lecture.
Course Section
Building Guidelines

Course Section Preparation Processes

Each course being built in the schedule building process must follow certain guidelines. The definitions and explanations of each field in Banner SSASECT are define below.

Instructional Method

Instructional methods define how the course section is being offered to students:

- **AD**: All Distance Learning: 100% of direct instruction delivered using some form of technology. Zero in person meetings
- **PD**: Primarily Distance Learning: 80-99% of direct instruction delivered using some form of technology. Fewer than 3 hours of in person meetings
- **HB**: Hybrid Blend: 50-79% of direct instruction delivered using some form of technology. 3 or more hours of in person meetings
- **CL**: Classroom: Less than 50% of direct instruction delivered using some form of technology. 1 – 49% of instruction is Online

Campus Type Codes

Campus type codes designate where the course section is being taught. It may be different than the account code if the course section is “owned” by a college at a different campus:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Off-Campus – Tampa</td>
</tr>
<tr>
<td>3</td>
<td>Off-campus – Sarasota</td>
</tr>
<tr>
<td>4</td>
<td>Off-campus – St. Petersburg</td>
</tr>
<tr>
<td>C</td>
<td>Off Campus Special Programs</td>
</tr>
<tr>
<td>M</td>
<td>Medicine</td>
</tr>
<tr>
<td>P</td>
<td>St. Petersburg</td>
</tr>
<tr>
<td>S</td>
<td>Sarasota-Manatee</td>
</tr>
<tr>
<td>T</td>
<td>Tampa</td>
</tr>
</tbody>
</table>

Section Numbering

The section numbering format is always a three-digit number. Never use a letter for a section number. Use these examples as a guide for section numbering:

- Tampa Courses- 001+
- St. Petersburg Courses- 600+
- Sarasota Courses- 500+
- Evening Courses- 900
Course Section

Building Guidelines (Continued)

Override

The only time to use on “O” Override when creating a course section is when the college, department, or account needs to be changed because the course section is being taught at another campus. Otherwise, all sections must be built without an override label. When there is a change to the college or department, the Office of Registrar must be consulted before the override sections are created; we will inform you of the new code based on system availability. Failing to take this step will prevent sections from appearing to students for registration.

Cancelled Sections

Remove course sections that have been cancelled, active/zero enrollment, or held for three (3) consecutive years by deleting them from Banner in SSASECT.

Building and Room Assignments

Any course sections that meets in-person, must have building and rooms assignments. If a course section does not meet in-person, populate the meeting locations with: TBA% TBA for unscheduled sections, OFF% OFF for online sections. Note the meeting locations in SSATEXT.

Instructor Percentage of Responsibility

Any instructor with 10% or more Percent of Responsibility assigned will be evaluated by the students through the online evaluation tool (eXplorance Blue) at the end of each term. The percentage of responsibility must add up to 100% for each course.

Cross Listing

A cross listed course is a single course offered collaboratively through two or more departments or programs. Cross listing codes do not roll with the course and need to be designated as meeting together each term. Any unique alphanumeric code can be used as a crosslisting code. For example: AA, A3, or 32 can all be used to crosslist two or more CRNs but must be unique to the grouping per term.

Gradable, Voice Response, Print

Ensure that “Gradable” is selected so faculty can enter grades barrier-free. Ensure “Voice Response” and “Print” are selected so sections are visible in registration searches.
Course Section Building Guidelines (Continued)

General Education Attributes

Gen Ed attributes are needed at the section level if the course is taught as:

- INT: Internship
- EDR: Education Abroad
- CEL: Community Engaged Learning
- SLCC: Service Learning
- CST: Capstone
- UGR: Undergraduate Research

Fees

Make sure course fees are correct and added before registration. Any fees that are missing or less than expected will not be corrected once term registration begins. If a new course is added after registration begins keep the course on hold if fees are needed. Once the fees are applied, you can activate the course. Fee submissions should be emailed to AskSpace@usf.edu.

Immunizations for Off Campus Sections

If a course meets off campus and is not online only (AD), the students must demonstrate meeting immunization requirements effective Spring 2020.

Variable and Fixed Credit Hours

When a course section is offered with variable credit hours, leave the credit hour field blank in SSASECT. When a course section is offered with fixed hours, list the number of hours in credit and billing in SSASECT.

Variable Topics

Variable topics vary from year to year. A specific topic should only be offered for three years before it is submitted through the course proposal process.

Directed Study vs One Person Section

Directed Study is for a specific topic that is not duplicated by an existing course within the University’s curriculum. One person sections of regular courses should only be created for students who are in their last term and need that course to graduate. We will begin reviewing these enrollments to ensure that students have applied to graduate. Otherwise, students should seek Directed Study options.
Other Affiliated Offices

The Registrar’s Office

The Registrar’s Office is responsible for maintaining the course schedule in Banner. All questions related to Banner use and operations are directed here.

Website: https://www.usf.edu/registrar/
Phone Number: (813)974-2000

USF St. Pete: https://www.usfsp.edu/registrar/
USF St. Pete Scheduling Website: https://www.usfsp.edu/academic-scheduling-and-space/

Facilities Maintenance

The Facilities Maintenance is responsible for maintaining the conditions and appearance of all classrooms. They are also responsible for the doors/locking schedule. Any minor repairs or maintenance issues are addressed using an Unpaid Work Order. They can be submitted by anyone via this link - https://usf.famis.com/LB_My_Open_Requests.asp

Website: https://www.usf.edu/administrative-services/facilities/
Phone: (813)974-2845

Classroom Technology Services

Classroom Technology Services is responsible for all technical equipment located in classrooms. Any issues regarding equipment are directed here. CTS offers training on equipment to all faculty throughout the year.

For immediate equipment assistance, contact the Classroom Helpline at (813) 974-2382.

Website: https://www.usf.edu/it/class-prep/classroom-technology.aspx
Phone Number: (813) 974-2868

Student Accessibility Services

Student Accessibility Services are responsible for faculty/student accommodations in classrooms. Any questions related to special accommodations are directed here.

General use auditoria are equipped with assistive listening devices. For more information, contact Audio Visual Services at (813) 974-2380.