BLOCK SCHEDULING: REGISTRATION - R'WEB

TABLE OF CONTENTS

REVISION HISTORY

Version	Date	Name	Description
Initial	2/11/2016	Bracken Dailey	Final
Update	7/9/2018	Merlin Krieger	Updated to Banner 9.
Update	9/20/18	Margaret Stewart	Reviewed content; made grammatical edits and minor text edits; updated table of contents

INTRODUCTION AND PURPOSE

Management of block scheduling can be done in several ways depending on the extent of the student's involvement in the registration process for the block of courses. UCR's primary use of block registration is for Learning Communities; therefore, the procedures will focus on examples of Learning Communities.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. College/Department/Programs who would like to utilize block registration for a student population will need to first provide the Registrar's Office with details of the student population and program requesting block registration.
2. Once a College/Department/Program is approved for block registration, they are responsible for creating their own course blocks.
3. If cohorts will be used to identify student populations for block registration, use "Cohort Assignments" procedures to assign the necessary cohorts.
4. If reserved seating will be used to assist with enrollment management of course sections assigned to blocks, the *Academic Scheduling: Reserved Seating and Waitlist* procedures should be followed.
5. Once block registration has been set up by the Office of the Registrar, it is expected that the Learning Community Coordinator for each college will verify the accuracy of the set up prior to registration, including ensuring that there are not time conflicts between courses assigned to the blocks.
6. It is the responsibility of the College/Department/Program to manage their enrollment, block registration, and drop students from courses if they no longer meet the criteria or choose not to enroll in the block.
    a. For example, students who are not active Learning Community cohort participants after being enrolled in a Learning Community block must be dropped from all those courses and should have their cohort inactivated.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

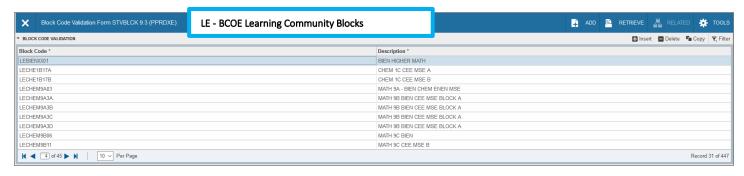| Page	Page Name	Description
STVBLCK	Block Code Validation	Use Block Code Validation (STVBLCK) to create, update, insert, and delete block codes which are used in Block Scheduling processing.
SFABLCK	Block Registration Control	Use Block Registration Control (SFABLCK) to add course sections to a Block code.
STVCHRT	Cohort Code Validation	Cohorts can be used to identify and track any group of students.
SFABRDF	Block Rule Definition	The rule attributes defined on this page are matched with the student characteristics (such as level, class, program, and so on) that are created as part of the learner record on the General Student (SGASTDN) page. When a match occurs, the rule is applied to the student.

PROCEDURES

DEFINE A BLOCK

1. Enter the Block Code
    a. Block codes should follow a naming convention to allow for ease in searching and reporting. The field has a 10-character limit.
    b. For example, when creating block codes for Learning Communities the following naming convention should be used:

L	L	L INDICATES THIS IS A LEARNING COMMUNITY BLOCK
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	
C	H	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
E	S	MATH PLACEMENT
G	C	MAJOR
E	N	ETC.
N	T	NOTE: the first 8 digits match the cohort code
0	0	Indicates the
1	2	Block number NOTE: the last 2 digits indicate the block

2. Enter the Description
    a. The description of the block will not be visible to the student in self-service since the student will be manually enrolled.
    b. The field has a **30-character limit**.
    c. It should follow a similar structure to the code as a way to differentiate the blocks from others.
    d. Block codes and descriptions cannot be changed once they have courses assigned to them so it **MUST** be ensured that the block set-up is final and accurate before assigning any courses to the block.
    e. Double check the set-up before adding courses to your block.
3. Academic Scheduling will enter Learning Community block names and descriptions in **STVBLCK (Block Code Validation).**

Block Code Validation Form STVBLCK 9.3 (PPRDXE) — LH – CHASS Learning Community Blocks
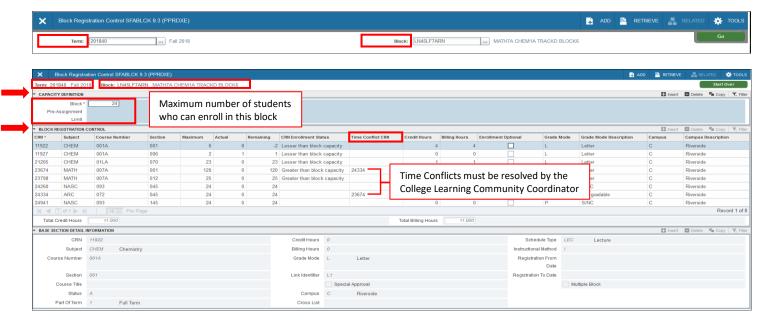
ADD · RETRIEVE · RELATED · TOOLS

▼ BLOCK CODE VALIDATION

Insert · Delete · Copy · Filter

Block Code *	Description *
LHEXPSCH05	TRACK B BLOCK 2
LHEXPSCH06	TRACK B BLOCK 3
LHEXPSCH07	TRACK C BLOCK 1
LHEXPSCH08	TRACK C BLOCK 2
LHEXPSCH09	TRACK C BLOCK 3
LHEXPSCH10	TRACK D BLOCK 1
LHEXPSCH11	TRACK D BLOCK 2
LHEXPSCH12	TRACK D BLOCK 3
LHEXPSCH13	TRACK C BLOCK 4
LHEXPSCH14	TRACK C BLOCK 5

◄ 16 of 45 ► ► | 10 ▼ Per Page — Record 151 of 447

Block Code Validation Form STVBLCK 9.3 (PPRDXE) — LN – CNAS Learning Community Blocks

ADD · RETRIEVE · RELATED · TOOLS

▼ BLOCK CODE VALIDATION

Insert · Delete · Copy · Filter

Block Code *	Description *
LN45LF7ARN	MATH7A CHEM1A TRACKD BLOCK6
LN50LFS7BY	MATH7B CHEM1A TRACKE BLOCK1
LN51LFS7BY	MATH7B CHEM1A TRACKE BLOCK2
LN52LFS7BY	MATH7B CHEM A TRACKE BLOCK 3
LN53LFS7BN	MATH7B CHEM1A TRACKE BLOCK4
LN54LFS7BN	MATH7B CHEM1A TRACKE BLOCK5
LN55LFS7BN	MATH7B CHEM1A TRACKE BLOCK6
LN60LF9CRY	MATH 9C CHEM 1A TRACKF BLOCK1
LN61LF9CRY	MATH 9C CHEM 1A TRACKF BLOCK2
LN62LF9CRN	MATH 9C CHEM 1A TRACKF BLOCK3

◄ 36 of 45 ► ► | 10 ▼ Per Page — Record 351 of 447

SET UP AND USE OF BLOCK REGISTRATION

1. Each College Learning Community Coordinator will submit a completed LC template.

Block Name	Block Description	Block Pre Limit Assignment	CRN	SUBJ	COURSE # #	SECT	Reserved seats for cohort	Cohort Name	Cohort Description
LN10LF6ARY	ATH 6A, CHEM 1 TRACK A BLOCK	24	44093	ARC	72	010	23	LN10LF6ARY	Sci, MATH 6A & CHEM 1, (GE
LN10LF6ARY			40388	MATH	6B	001	23	LN10LF6ARY	
LN10LF6ARY			40392	MATH	6B	005	23	LN10LF6ARY	
LN10LF6ARY			40870	CHEM	1A	040	23	LN10LF6ARY	
LN10LF6ARY			40875	CHEM	1A	043	23	LN10LF6ARY	
LN10LF6ARY			32116	CHEM	1LA	011	23	LN10LF6ARY	

Academic Scheduling will enter this in the **SFABLCK (Block Registration Control)**.

Block Registration Control SFABLCK 9.3 (PPRDXE)

ADD · RETRIEVE · RELATED · TOOLS

Term: 201840 ... Fall 2018   Block: LN45LF7ARN ... MATH7A CHEM1A TRACKD BLOCK6   Go

Block Registration Control SFABLCK 9.3 (PPRDXE)

Term: 201840 Fall 2018   Block: LN45LF7ARN MATH7A CHEM1A TRACKD BLOCK6   Start Over

▼ CAPACITY DEFINITION

Block * 24
Pre-Assignment Limit

Maximum number of students who can enroll in this block

▼ BLOCK REGISTRATION CONTROL

CRN *	Subject	Course Number	Section	Maximum	Actual	Remaining	CRN Enrollment Status	Time Conflict CRN	Credit Hours	Billing Hours	Enrollment Optional	Grade Mode	Grade Mode Description	Campus	Campus Description
11922	CHEM	001A	001	6	8	-2	Lesser than block capacity		4	4	☐	L	Letter	C	Riverside
11927	CHEM	001A	006	2	1	1	Lesser than block capacity		0	0	☐	L	Letter	C	Riverside
21205	CHEM	01LA	070	23	0	23	Lesser than block capacity		1	1	☐	L	Letter	C	Riverside
23674	MATH	007A	001	120	0	120	Greater than block capacity	24334						C	Riverside
23798	MATH	007A	012	25	0	25	Greater than block capacity							C	Riverside
24260	NASC	093	045	24	0	24								C	Riverside
24334	ARC	072	045	24	0	24		23674					gradable	C	Riverside
24941	NASC	093	145	24	0	24			0	0	☐	P	S/NC	C	Riverside

Time Conflicts must be resolved by the College Learning Community Coordinator

◄ 1 of 1 ► ► | 10 ▼ Per Page — Record 1 of 8

Total Credit Hours 11.000   Total Billing Hours 11.000

▼ BASE SECTION DETAIL INFORMATION

CRN 11922   Credit Hours 0   Schedule Type LEC Lecture
Subject CHEM Chemistry   Billing Hours 0   Instructional Method /
Course Number 001A   Grade Mode L Letter   Registration From Date
Section 001   Link Identifier L1   Registration To Date
Course Title   ☐ Special Approval   ☐ Multiple Block
Status A   Campus C Riverside
Part Of Term 1 Full Term   Cross List

2. The maximum number of students who can enroll in that block is entered in the **Block Pre-Assignment Limit** field in the **Capacity Definition** section.

3. Each section including linked discussion or labs are entered in the **Block Registration Control** section.
4. Blocks cannot contain time conflicts.
    a. If the **Time Conflict CRN** column is populated at any time during data entry (indicating a time conflict with another CRN in the block), the applicable <u>College Learning Community Coordinator</u> must resolve the time conflict.
5. Adding and dropping of courses in a block can impact enrollment and ultimately enrollment management of course sections.
    a. Make sure to double check work to ensure everything is accurate prior to start of registration.
6. The block is now complete, and staff can enroll students.

DEFINE STUDENT CHARACTERISTICS FOR THE BLOCKS

The following set-up allows you to define the students who can view the block or blocks during registration. If you select to use cohort as a means to identify the student population, please use "Cohort Assignment" procedures to ensure the students are assigned appropriately.

STEPS

1. Identifying characteristic(s) a student must have to enroll in the block are entered in **SFABRDF (Block Rule Definition)**.
2. In preparation for this, ensure the following has been completed:
    a. Cohort(s) created in **STVCHRT (Cohort Code Validation).**
    b. Block(s) created in **STVBLCK (Block Code Validation)** and section(s) created in **SFABLCK (Block Registration Control)**.

3. This will open the **Block Rules Definition (SFABRDF)** page and **Block Settings** tab.
4. Learning Community students will be identified by **Cohort**.
    a. This "rule" indicates that students enrolling in this block must be part of the indicated cohort.

5. In the **Block Rules Definition** field, the three columns to the very far right are:
    a. The **Block Selection Required** checkbox - when checked, presents the blocks to students when they log into Registration.
    b. If the student has more than one block for which they qualify (per the rules set up on **SFABRDF**), the **Allow Change Block** checkbox will allow students to switch blocks if it is checked or prevent block changes if it is unchecked.
    c. The **Active** checkbox triggers the block to display to students for enrollment if it is checked.
6. In the **Block Settings** field, the block code(s) associated with the cohort and rule are defined.

a. The **Add and Drop Courses** field indicates if adding or dropping courses that are part of the block is not allowed; is allowed only for courses which are not part of the block; or if students may add and drop any course without restriction.

7. Students may now enroll via R'Web.

FINAL QUIZ

1. The maximum number of students who can enroll in the block should be placed in the field labeled **Block Pre-Assignment Limit?**
    a. TRUE
2. In Banner 9 navigation, you will use the "Go" button instead of "Next Block".
    a. TRUE
3. Adding and dropping of courses in a block can impact enrollment and ultimately enrollment management of course sections. Make sure to double check your work to ensure everything is accurate prior to start of registration.
    a. TRUE
4. When entering the **CRN** for the courses in the block, only the primary activity of a course has to be added.
    a. FALSE; you need to add <u>each section, including linked discussions or labs,</u> to be included in the block in the **CRN field**.
5. Due to the fact that this process requires students to be able to select a block through self-service during registration, all set-up MUST be completed prior to the Schedule of Classes going live for the quarter.
    a. TRUE