

ADD AND UPDATE GENERAL ASSIGNMENT OR DEPARTMENT ROOM ATTRIBUTE PREFERENCES

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REVISION HISTORY

Version	Date	Name	Description
Update	12/21/2016	M Stewart	Initial procedures
Update	6/27/2018	M Krieger	Updated to Banner 9.

INTRODUCTION AND PURPOSE

How to identify in Banner whether a course section is to be assigned a General Assignment or Department Classroom after course data is transferred to 25Live.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

UCR's Provost and Executive Vice Chancellor has purview over the campus-wide scheduling policy for general assignment classrooms. The Registrar is responsible for implementing the policy with help from faculty and departmental staff. The course scheduling policy was changed in spring 2016 in response to limited classroom space. In order to ensure appropriate assignment of classroom space, each course section is to be assigned a **Room Attribute Preference** code, note commonly used codes below on pages 3 and 4. The room attribute code identifies whether the section will be scheduled in either a General Assignment or Department classroom when section data is transferred to 25Live. Special Studies sections which do not meet in an assigned classroom do not need a Room Attribute Preference code.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
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
SSASECT	Schedule	Create or display sections for the courses that were created in the Course Catalog.
STVRDEF	Building/Room Attributes Validation	To look up Room Attribute Code

PROCEDURES

ASSIGNING A ROOM ATTRIBUTE PREFERENCE CODE

1. Go to **SSASECT (Scheduling)**.
2. Enter: **Term** and **CRN** number of the desired course section and click **Go**.
3. Click: **Meeting Times and Instructor** tab
4. Click: **Scheduler Preferences** tab
5. Enter the code in the **Room Attribute Preferences** section.

The screenshot shows the 'Schedule SSASECT 9.3.5 (PPRDXE)' window. The 'Meeting Times and Instructor' tab is active, and the 'Scheduler Preferences' sub-tab is selected. In the 'ROOM ATTRIBUTE PREFERENCES' section, the 'Code' field is empty and has a dropdown arrow, which is highlighted with a red box and a red arrow pointing to it.

6. If you don't know the **Room Attribute Preferences Code**, click the LOV button  (List of Values) button. This will bring up **STVRDEF (Building/Room Attributes Validation)** to look up the Code.

The screenshot shows the 'Building/Room Attributes Validation (STVRDEF)' dialog box. It contains a table with the following data:

Code	Description	Activity Date
DOU	Double Occupancy	05/27/2014
DP	DP - Department Classroom	08/05/2015
EDUC	EDUC - Education Sem Pre-Asst	09/08/2015
FIX	Fixed Chairs	02/06/2014
FOR	FOR - Foreign Language 4 Day	09/03/2015
GAS	Gas for Lab	02/06/2014
GE	GE - General Assignment	07/29/2015
LAN	Language Lab Equipment	02/06/2014
LC	LC - General Assignment	07/21/2017
LOF	Loft Occupancy	05/27/2014

The 'GE' row is highlighted in blue. The dialog also includes a search criteria field, pagination controls (1 of 2, 50 Per Page, Record 22 of 60), and 'Cancel' and 'OK' buttons.

7. If a General Assignment classroom is desired, enter **GE** in the **Code** field.
8. If a section is a 4-Day foreign language course, introduction to foreign language, or foreign language course numbered 025 and below, enter **FOR** in the **Code** field.
9. If a section is part of a Learning Community block and needs a general assignment classroom, enter **LC** in the **Code** field.
10. If a section is for Graduate School of Education, enter **EDUC** in the **Code** field.
11. If a department classroom will be scheduled (regardless of whether or not the section is part of a Learning Community block), enter **DP** in the **Code** field.

12. Enter **01** in the **Preference Number** field.

13. Save.

Code	Description	Preference Number
FOR	FOR - Foreign Language 4 Day	01