

BLOCK SCHEDULING: MANUAL

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REVISION HISTORY

Version	Date	Name	Description
Initial	2/11/2016	Bracken Dailey	Initial
Update	7/6/2018	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. The purpose of this procedure is to demonstrate how to create blocks when the College/Department/Program intends to enroll the students either manually or by batch. This means the student will not enroll in the block or have a choice of block in self-service registration. UCR's primary use of block registration is for Learning Communities; therefore, the examples in these procedures will focus on 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, refer to "Cohort Assignment" procedures to assign the necessary cohorts.
4. If reserved seating will be used to assist with enrollment management of course sections assigned to Blocks, use Academic Scheduling: Banner procedures to set these up.
5. All batch processing for blocks and enrollment are processed by Information Technology Solutions (ITS).
6. Due to the fact that this process has the College/Department/Program manually enrolling the student, IF the student must enroll in additional coursework above and beyond the block the manual block registration MUST be completed prior to the Schedule of Classes going live for the quarter.
 - a. For Highlander Orientation, the manual block registration needs to be completed prior to registration for that orientation session.
7. 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 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
STVBCK	Block Code Validation	Use Block Code Validation (STVBCK) to create, update, insert, and delete block codes which are used in Block Scheduling processing.
SFABCK	Block Registration Control	Use Block Registration Control (SFABCK) to add course sections to a Block code.
STVCHRT	Cohort Code Validation	Cohorts can be used to identify and track any group of students.
SFAREGS	Student Course Registration	Student Course Registration Page (SFAREGS) provides an automated mechanism for registering students into sections created by the Class Schedule module.

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 the block.
3. Academic Scheduling will enter Learning Community block names and descriptions in **STVBLC (Block Code Validation)**.

Block Code *	Description *
LEBIEN001	BIEN HIGHER MATH
LECHE1B17A	CHEM 1C CEE MSE A
LECHE1B17B	CHEM 1C CEE MSE B
LECHEM9A03	MATH 9A - BIEN CHEM ENEN MSE
LECHEM9A3A	MATH 9B BIEN CEE MSE BLOCK A
LECHEM9A3B	MATH 9B BIEN CEE MSE BLOCK A
LECHEM9A3C	MATH 9B BIEN CEE MSE BLOCK A
LECHEM9A3D	MATH 9B BIEN CEE MSE BLOCK A
LECHEM9B06	MATH 9C BIEN
LECHEM9B11	MATH 9C CEE MSE B

Block Code Validation Form STVBLOCK 9.3 (PPRDXE)		LH – CHASS Learning Community Blocks	
Block Code *	Description *		
LHEXPSC05	TRACK B BLOCK 2		
LHEXPSC06	TRACK B BLOCK 3		
LHEXPSC07	TRACK C BLOCK 1		
LHEXPSC08	TRACK C BLOCK 2		
LHEXPSC09	TRACK C BLOCK 3		
LHEXPSC10	TRACK D BLOCK 1		
LHEXPSC11	TRACK D BLOCK 2		
LHEXPSC12	TRACK D BLOCK 3		
LHEXPSC13	TRACK C BLOCK 4		
LHEXPSC14	TRACK C BLOCK 5		

Block Code Validation Form STVBLOCK 9.3 (PPRDXE)		LN – CNAS Learning Community Blocks	
Block Code *	Description *		
LN45LF7ARN	MATH7A CHEM1A TRACKD BLOCK6		
LN50LF5BY	MATH7B CHEM1A TRACKE BLOCK1		
LN51LF5BY	MATH7B CHEM1A TRACKE BLOCK2		
LN52LF5BY	MATH7B CHEM A TRACKE BLOCK 3		
LN53LF5BN	MATH7B CHEM1A TRACKE BLOCK4		
LN54LF5BN	MATH7B CHEM1A TRACKE BLOCK5		
LN55LF5BN	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		

SET-UP AND USE BLOCK REGISTRATION

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

Block Name	Block Description	Block Pre Limit Assignment	CRN	SUBJ	COURSE # #	SECT
LN45LF7ARN	MATH 7A, CHEM 1A TRACK D BLOCK 6	24	24334	ARC	72	45
LN45LF7ARN			23674	MATH	7A	1
LN45LF7ARN			23798	MATH	7A	12
LN45LF7ARN			11922	CHEM	1A	1
LN45LF7ARN			11927	CHEM	1A	6
LN45LF7ARN			21205	CHEM	1LA	70
LN45LF7ARN			24260	NASC	93	45
LN45LF7ARN			24941	NASC	93	145

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

Block Registration Control SFABLCK 9.3 (PPRDXE)		Block: LN45LF7ARN	
Term: 201840	Fall 2018	MATH7A CHEM1A TRACKD BLOCK6	Go

Block Registration Control SFABLCK 9.3 (PPRDXE)

Term: 201840 Fall 2018 Block: 11451E7A9N MATH7A.CHEM1A.TRACKO.BLOCK6

Start Over

Block - Pre-Assignment Limit: 24

Maximum number of students who can enroll in this block

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	<input type="checkbox"/>	L	Letter	C	Riverside
11927	CHEM	001A	006	2	1	1	Lesser than block capacity		0	0	<input type="checkbox"/>	L	Letter	C	Riverside
21205	CHEM	01LA	070	23	0	23	Lesser than block capacity		1	1	<input type="checkbox"/>	L	Letter	C	Riverside
23674	MATH	007A	001	120	0	120	Greater than block capacity	24334			<input type="checkbox"/>			C	Riverside
23798	MATH	007A	012	25	0	25	Greater than block capacity				<input type="checkbox"/>			C	Riverside
24260	NASC	093	045	24	0	24					<input type="checkbox"/>			C	Riverside
24334	ARC	072	045	24	0	24		23674			<input type="checkbox"/>	gradable		C	Riverside
24941	NASC	093	145	24	0	24					<input type="checkbox"/>	S/NC		C	Riverside

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: /

Section: 001 Link Identifier: L1 Registration To Date: /

Course Title: / Status: A Campus: C Riverside Multiple Block:

Part Of Term: / Full Term Cross List: /

- 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.
- Each section including linked discussion or labs are entered in the **Block Registration Control** section.
- Blocks cannot contain time conflicts.
 - 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 **College Learning Community Coordinator** must resolve the time conflict.
- Adding and dropping of courses in a block can impact enrollment and ultimately enrollment management of course sections.
 - Make sure to double check work to ensure everything is accurate prior to start of registration.
- The block is now complete, and staff can enroll students.

MANUALLY ENROLLING A STUDENT INTO A BLOCK

Manual enrollment can be done in three different ways:

- Batch assignment of blocks and enrollment.
- Batch assignment of blocks and manual enrollment.
- Manual assignment of blocks and enrollment.

STEPS – BATCH ASSIGNMENT OF BLOCK AND ENROLLMENT

- Batch assignments should be coordinated with **Information Technology Solutions (ITS)**.
- In preparation for this, ensure the following has been completed:
 - Block(s) were created in **STVBLCK (Block Code Validation)** and section in **SFABLCK (Block Registration Control)**.
 - Created the applicable population rules or list. Three possible ways are:
 - If using Cohorts to help identify the student population, ensure they were created in **STVCHRT (Cohort Code Validation)**. Changes to cohort codes and descriptions cannot be made once students have been assigned to them; therefore, ensure that the cohort set up is final and accurate. The cohorts could already be assigned to the appropriate students, or ITS could be requested assign them at this time as well.
 - Have specific criteria using fields in Banner such as college or major that can identify the students.
 - Have an Excel of SIDs.
- THIS PROCESS MUST BE COMPLETED PRIOR TO THE OPENING OF REGISTRATION, SO PLAN AHEAD AND COORDINATE WITH ITS TO ENSURE ALL UPDATES ARE DONE A WEEK PRIOR TO THE SCHEDULE OF CLASSES GOING LIVE.

STEPS – BATCH ASSIGNMENT OF BLOCK AND MANUAL ENROLLMENT

1. Batch assignments for blocks should be coordinated with **Information Technology Solutions (ITS)**.
2. In preparation for this, ensure the following has been completed:
 - a. Block(s) were created in **STVBLCK (Block Code Validation)** and sections entered in **SFABLCK (Block Registration Control)**.
 - b. Created the applicable population rules or list. Three possible ways are:
 - i. If using cohorts to help identify the student population, ensure they were created in **STVCHRT (Cohort Code Validation)**. Changes to cohort codes and descriptions cannot be made once students have been assigned to them; therefore, ensure that the cohort set up is final and accurate. The cohorts could already be assigned to the appropriate students, or ITS could be requested to assign them at this time as well.
 - ii. Have specific criteria using fields in Banner such as college or major that can identify the students.
 - iii. Have an Excel of SIDs.
3. THIS PROCESS IS BEST COMPLETED PRIOR TO THE OPENING OF REGISTRATION, SO PLAN AHEAD AND COORDINATE WITH ITS TO ENSURE ALL UPDATES ARE DONE A WEEK PRIOR TO THE SCHEDULE OF CLASSES GOING LIVE.
4. Once ITS completes the batch assignment of blocks, go to **SFAREGS (Student Course Registration)** to enroll students.
5. Enter the quarter in which the student is to enroll in the **Term** field.
6. Enter the **Student ID** number in the **ID** field.
7. Click **Go**.

8. Navigate to the **Enrollment Information** block.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
Error Flag															
Status Type															

9. Click the **box next to the Process Block** field; this will cause the courses to populate in the **Course Information** block.
10. **Save** to add the registration
11. **Save** again to assess fees and complete the enrollment – a message that the fee assessment has been processed will appear when the enrollments are complete.

STEPS – MANUAL ASSIGNMENT OF BLOCK AND ENROLLMENT

Manual assignment of blocks can be completed in either SGASTDN or SFAREGS, and it is dictated by the timing of when it's desired to assign the block. Assignment of blocks must occur in SGASTDN prior to enrollment preparation for the term (traditionally the 4th week of the current term), and then once registration is open, the enrollment can be completed in SFAREGS. Therefore, it is suggested that if the intent is to manually assign the block and enroll the student, wait until registration is officially open so both actions can be completed in SFAREGS at one time. This minimizes the number of pages used.

1. Ensure block(s) were created in **STVBLCK (Block Code Validation)** and sections in **SFABLCK (Block Registration Control)**.
2. Go to **SFAREGS (Student Course Registration)**.
3. Enter **Term** and **Student ID** number in the ID field.
4. Click on the **Student Term** tab.
5. Enter the block code in the **Block Schedule** field
6. If the **Block Code** is unknown, click on the **Search** button (contains three dots) and select **Valid Blocks for Term**.
7. Click on desired block code; then click **OK**.
8. **Save**.

Student Course Registration SFAREGS 9.3.5 (PPRDXE)

Term: 201840 Student Name/ID Date: 07/06/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Start Over

Registration Student Term Curricula Study Path Time Status

STUDENT TERM

Student Status * AS ... Active Class JR Junior

Student Type * C ... Continuing

Residence * R ... Confirmed CA Resident

Fee Assessment Rate

Last Term Attended 201820 Spring 2018

Block Schedule [] ...

Effective Term 201610 Winter 2016

Student Centric Cycle

Option List

Block List (STVBLCK)

Valid Blocks for Term

Criteria []

Code	Description
LHEXPSC17	TRACK F BLOCK 1
LHEXPSC18	TRACK F BLOCK 2
LHFTANTH01	Track A Block 1
LHFTANTH02	Track A Block 2
LHTRNPSC01	Fall Transfers POSC 1
LN4GLFARJ	MATH7A CHEM1A TRACKD BLOCK6
LTESTCHAS1	B9 TESTING - CHAS BLOCK 001
LTESTCHAS2	B9 TESTING - CHAS BLOCK 002

(2) of 2 Per Page Record 21 of 28

Cancel OK

Student Course Registration SFAREGS 9.3.5 (PPRDXE)

Term: 201840 Student Name/ID Date: 07/06/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Start Over

Registration Student Term Curricula Study Path Time Status

STUDENT TERM

Student Status * AS ... Active Class JR Junior

Student Type * C ... Continuing

Residence * R ... Confirmed CA Resident

Fee Assessment Rate

Last Term Attended 201820 Spring 2018

Block Schedule [LN4GLFARJ] MATH7A CHEM1A TRACKD BLOCK6

Effective Term 201610 Winter 2016

Student Centric Cycle

Advisor Sharif, Sumar Manwan

Academic Standing 00 ... Good Standing

Override Term

Progress Evaluation

Override Term

Combined Academic Standing

Override Term

EDIT Record: 1/1 SGBSTDN_SGBSTDN_STST_CODE [1] ellucian

SAVE

9. Click the **Registration** tab.
10. Check the **box next to the Process Block** field; this will cause the courses to populate in the **Course Information** block.
11. **Save**.

Student Course Registration SFAREGS 9.3.5 (PPRDXE)

Term: 201840 Student Name/ID Date: 07/06/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Start Over

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register Status Date 07/06/2018 Minimum * 0.000 ... Source M-HRS
Reason ... Delete All CRNs Maximum * 17.000 ... Source M-HRS
Process_Block L445L7ARN Acceptance Confirmed None Accepted

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
...											<input type="checkbox"/>				
Error Flag															
Status Type															

Record 0 of 1

ENROLLMENT TOTALS

Fees * Y - Immediate assessment Date
Credit Hours Bill Hours
CEU Hours

EDIT Record: 0/1 SFTREGS.SFTREGS_CRN [0] SAVE ellucian

FINAL QUIZ

- All batch processing for blocks and enrollment are processed by Information Technology Solutions (ITS).
 - TRUE
- The description of the block will not be visible to the student in self-service since the student will be manually enrolled.
 - TRUE
- When entering the **CRN** for the courses in the block, only the primary activity of a course has to be added.
 - FALSE; you need to add each section, including linked discussions or labs, to be included in the block in the **CRN** field
- Manual enrollment can be done in three different ways: batch assignment of blocks and enrollment; batch assignment of blocks and manual enrollment; and manual assignment of blocks and enrollment.
 - TRUE
- If a student needs to enroll in additional courses above and beyond those courses included in the block, wait and enroll them in the block after they register for the other courses.
 - FALSE; ensure that the block is registered for BEFORE registration begins so the student can appropriately plan around the courses included in the block.
- If you are both manually assigning the block and enrolling the student, it is suggested this process be completed after the enrollment preparation for the term (traditionally the 4th week of the current term).
 - TRUE