

# LEARNING COMMUNITY COHORT AND BLOCK SCHEDULING PREPARATION FOR COLLEGES

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## REVISION HISTORY

Version	Date	Name	Description
1	8/2/16	M Stewart	Initial procedures created
2	9/19/16	M Stewart	Edited draft – clarified points under the policies and common practices section
3	5/3/18	T Montgomery & M Stewart	Update due to 9.8.1 Upgrade
4	6/28/18	M Stewart	Initial procedures for Version 9.

The purpose of this document is to guide College Learning Community coordinators in preparation of the scheduling of their Learning Community blocks: (1) coordinating with applicable academic departments in selection of course sections for their College's Learning Community blocks (sections department schedulers will identify in Banner with the LC – Learning Community room attribute); (2) establishing the Learning Community cohorts and block names; (3) completing the template of LC blocks and the course sections each block contains; and (4) adding the cohort code to a student's record.

## 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 the names of their own course blocks and submitting these names to Academic Scheduling for Banner input.
3. The College/Department/Program is also responsible for creating the names of their own cohort codes that will be assigned to applicable Learning Community students. These cohort codes will also be submitted to Academic Scheduling for Banner input.
4. If reserved seating will be used to assist with enrollment management of course sections assigned to blocks, the academic departments administering these course sections will use *Academic Scheduling: Add Reserved Seating and waitlist* procedures to set up reserved seating.
5. Due to the fact that this process requires students to be able to select a block through self-service during registration, all cohort and block data must be submitted to Academic Scheduling and reserved seating set up by applicable academic departments by the deadline established in the scheduling production cycle.

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 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 the courses in that block and should have their cohort inactivated.
7. If academic departments desire to set up waitlisting for general population students on course sections with reserved seating for Learning Community students (reserved seating to be used to assist with enrollment management of course sections assigned to Learning Community blocks), the academic departments administering applicable course sections will use *Academic Scheduling: Add Reserved Seating and waitlist* procedures to set up the waitlist seating.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Academic Departments (those participating in the Learning Communities)
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
STVCHRT	Cohort Code Validation	Establish the cohort codes that will be attached to each Learning Community student
SGASADD	Additional Student Information	Add Learning Community cohort code to student record
STVBLOCK	Block Code Validation Form	Establish the names of the blocks that will contain Learning Community course sections

## PROCEDURES

### THE LEARNING COMMUNITY ROOM ATTRIBUTE CODE

Due to the extent of intricacies involved with coordinating multiple block schedules within and without the College, the College Learning Community Coordinators, in conjunction with the applicable academic departments, are to identify which course sections in the coming term will be included in each College's Learning Community blocks.

### STEPS

1. Once course sections are identified for Learning Communities, each academic department must then in Banner add or update the room attribute code on each Learning Community-designated section that will need a general assignment classroom.
  - a. Room attribute code is **LC – Learning Community General Assignment**.
  - b. For steps on this procedure, please refer to **“Add and Update General Assignment or Department Room Attribute Preferences.”**
2. Pre-assignment in general assignment classrooms will be made on discussions and lectures containing the **LC – Learning Community General Assignment** room attribute code.
3. The understanding between the Colleges and the Office of the Registrar is while the day and time will be guaranteed for a Learning Community section with an **LC room attribute code**, the classroom assignment is subject to change to accommodate a scheduling need.
4. Generally, academic departments are to complete entering the **LC room attribute on applicable sections in Banner within a week after the “Call” deadline** for the departments to enter and/or update their course information in Banner.
  - a. This ensures timely pre-scheduling of general assignment classrooms prior to the date when Academic Scheduling is to run the **25 Live Optimizer** (as per the established **Schedule of Classes Production Calendar**).
5. College Learning Community Coordinators are to be notified (with applicable academic departments cc'd) when the sections with a LC room attribute code have been scheduled in a general assignment classroom.

## COHORT CODE VALIDATION

College Learning Community Coordinators first need to define the cohort codes that will be attached to their College’s Learning Community students.

### STEPS

1. The **Learning Community cohort code** structure is as follows:

Example #1	Example #2	Explanation
L	L	L INDICATES THIS IS A LEARNING COMMUNITY COHORT
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
C	H	MATH PLACEMENT
E	S	MAJOR
G	C	ETC.
E	N	
N	T	
R	R	INDICATES RESEARCH
Y	N	N=NO; Y=YES (RESEARCH)

2. A list of Learning Community cohorts for that term needs to be submitted to Academic Scheduling for input into Banner prior to the College Learning Community Coordinator submitting their Learning Community template.

## BLOCK CODE VALIDATION

College Learning Community Coordinators then need to define the block code and description that will be attached to each of their Learning Community blocks.

### STEPS

1. The **Learning Community block code** structure is as follows:

Example #1	Example #2	Explanation
L	L	L INDICATES THIS IS A LEARNING COMMUNITY COHORT
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
C	H	MATH PLACEMENT
E	S	MAJOR
G	C	ETC.
E	N	
N	T	<b>NOTE: the first 8 characters match the associated cohort code</b>
0	0	
1	2	<b>NOTE: Last 2 digits define the block's section number</b>

2. The description of a block code should reflect what the block code represents (e.g., major, math placement, CHASS Connect).
  - a. The **Block Code Description** field in Banner has a **30-character limit**.
3. A list of Learning Community block codes and their descriptions that will be utilized in the coming term should be submitted to Academic Scheduling for Banner input prior to the College Learning Community Coordinator submitting their Learning Community template.
  - a. NOTE: Block codes and descriptions cannot be changed once they have courses assigned to them. Please ensure the set-up for each Learning Community block is final and accurate before assigning any courses to a block in the Learning Community template.



7. Following for reference are screen shots of **STVCHRT** and **STVBLC**:

Cohort Code Validation STVCHRT 9.3.2 (PPRDXE)

COHORT CODE VALIDATION

Cohort Code *	Description *	Start Term	100% Term	End Term	Degree Level	Print Indicator
LEXCEEXXRN	CEE Higher Math					<input type="checkbox"/>
LEXCEE05RN	CEE MATH 5					<input type="checkbox"/>
LEXCEE6ARN	CEE MATH 6A					<input type="checkbox"/>
LEXCEE9ARN	CEE MATH 9A					<input type="checkbox"/>
LEXCEE9BRN	CEE MATH 9B					<input type="checkbox"/>
LEXCEE9CRN	CEE MATH 9C					<input type="checkbox"/>
LEXCENXXRN	CEN Higher Math					<input type="checkbox"/>
LEXCEN05RN	CEN MATH 5					<input type="checkbox"/>
LEXCEN6ARN	CEN MATH 6A					<input type="checkbox"/>
LEXCEN9ARN	CEN MATH 9A					<input type="checkbox"/>

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Block Code Validation Form STVBLC 9.3 (PPRDXE)

BLOCK CODE VALIDATION

Block Code *	Description *
LEARC0351B	MATH 6B
LEBIEN0501	BIEN MATH 5 BLOCK 1
LEBIEN1001	BIEN MATH10A BLOCK 1
LEBIEN1002	BIEN MATH 10A BLOCK 2
LEBIEN6A01	BIEN MATH 6A BLOCK 1
LEBIEN6B01	BIEN MATH 6B BLOCK 1
LEBIEN9A01	BIEN MATH 9A BLOCK 1
LEBIEN9B01	BIEN MATH 9B BLOCK 1
LEBIEN9C01	BIEN MATH 9C BLOCK 1
LEBIENLC01	BIEN LC

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## STUDENT COHORT CODE ASSIGNMENT

Once a College Learning Community Coordinator has determined the cohort codes and to which Learning Community block(s) they will be tied, these codes need to be attached in Banner to the student records of that Learning Community population prior to when Learning Community students can enroll for the coming term.

### STEPS

1. A student’s **Learning Community cohort code** is entered on Banner page **SGASADD (Additional Student Information)**.
2. It is the responsibility of the College Learning Community Coordinator to ensure all their College’s Learning Community students have their assigned cohort code entered. For procedures on entering the cohort code, refer to procedures “**Cohort Assignments.**”
3. If interested in a batch load of cohort codes, submit a **Workfront** ticket to attention of **Integrated Technology Solutions (ITS)**.
  - a. Current contact for this job is James Fox, Registrars Data and Systems Manager.