



## Semester Course Roll Timeline

Lori – Set up SOATERM:

Summer semester – April 1 of prior year

Fall semester – July 1 of prior year

Spring semester – November 1 of prior year

Lori – Check matrix for the semester to roll

Check for missing instructors – insert Staff Instructor if applicable

Run Banner process – term roll - SSRROLL

Summer semester – May 1 of prior year

Fall semester – August 1 of prior year

Spring semester – January 1 of prior year

Mark procedures to S25– (detail information)

Reports to Lori any errors

Corrections complete

Mark – Rolls to R25 within 2 weeks of roll timeline

Produce matrix on T: drive for viewing – within 1 week

Train schedulers on the new term matrix and scheduling changes – September & February

Changes to the rolled term must be entered in the scheduling database

Changes are included on the addendums

## Instructions for transferring semester course from BANNER into S25 then R25

Fall to Fall, Spring to Spring, Summer to Summer

1. Create a new semester folder in G/Pplant (amstore 5)/Programs/Schedule25/
2. Enter Banner and type- breport
3. Under values, type – br\_coresched
4. Under parameter A, type – semester wanted (200902)
5. Hit submit
6. Save
7. View the report output
8. Double click on the report number
9. Double click on the report file name
10. Go to options, show document (yes),view source, once in notepad then save to file (G/Pplant (amstore 5)/Programs/Schedule25/ “choose semester
11. Copy file and change name to datain.dat
12. Make sure the cross listings are in before proceeding
13. Change end dates of all courses to exclude finals
14. Make sure finals are scheduled
15. Check days and times of cross listed classes to make sure that they are the same.
16. Eliminate all off campus (clinic, images, auto body, bowling, etc.), arranged, athletic field, etc.
17. Replace the NSM for the cross listed classes with either the HSM (first cross listing) or the VSM (second of the cross listing).
18. Replace the NSMs that already have classrooms assigned to them with ASM.

They should look like this:

```
S138 TR 10001115H0024PHYS**** B7HSM22056Physics II 01120510 FOLKERT
S138 TR 10001115H0024PHYS**** B7VSM22057Engineering Physics 01120510 FOLKERT
S101 T 18002100H0024PHSC**** ASM20386Astronomy 01120510 FOLKERT
```

19. Run the S25 executable (G/Pplant (amstore 5)/Programs/Schedule25/).
20. If execution is halted, run the diagnostics report.
21. Make corrections & rerun S25 executable until it completes (contact Lori for conflicts).
22. Save the sortrm.dat file along with the datain.dat file in the appropriate semester file under G/Pplant (amstore 5)/Programs/Schedule25/
23. Set up import tag in R25.
24. Create new folder in R25, copy all subject folders from template, with the name of the Academic semester, ensure that tag matches the import tag.
25. Insert all constraints into the new semester folder in R25 (get dates from academic calendar)
26. Check import profile in R25
27. Inherit start and end dates from semester folder along with all constraints (check academic calendar for these dates)

28. Import into R25.
29. Check missing spaces
30. If missing spaces exist, check datain.dat file & compare.
31. Notify both Heather and Lori that all changes from this point on should appear on an addendum.