



Course Schedule Building Guide

Revised August 2026

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Schedule Building Process Outline – Points of Contacts

Beginning of Academic/Catalog Year:

Process	Banner Screen	Lead	Audited/Reviewed by	Notifies
New & Revised Approved Courses	SCACRSE, SCADETL	Curriculum Specialist	Catalog & Schedule Coordinator (see <i>schedule production guide for department code process</i>)	Program Divisions as applicable, NOCE ITS (<i>department codes for Canvas</i>)
New & Revised Programs	SOACURR, Degree Works	Catalog & Schedule Coordinator/A&R Analyst	Education Services & Tech Coordinator (NOCCCD)	A&R, Counseling, Program Divisions
New & Revise Course Advisories (Pre-reqs, Co-reqs)	SCAPREQ, SCADETL	Curriculum Specialist	Catalog & Schedule Coordinator	Program Deans, Schedulers, Office of Instruction
Catalog Production	CourseLeaf/ CourseDog	Catalog & Schedule Coordinator	Curriculum Specialist	All Team

Before – Prepare for Schedule Building Process and Production:

Process	Banner Screen	Lead	Audited/Reviewed by	Notifies
Build Term	SOATERM	Director of A&R		Catalog & Schedule Coordinator
Schedule Roll	SSRROLL	Catalog & Schedule Coordinator		Program Deans, Schedulers, Office of Instruction
Holiday Exclusion Calendar	SSAEXCL	Catalog & Schedule Coordinator	Curriculum Specialist/ A&R Staff TBD	Program Deans, Schedulers, Office of Instruction
Build Course Sections	SSASECT, SSATEXT, SSAACCL, SSAWLSC, SIAASGN	Schedulers	Schedulers – ARGOS Audits	

During –Schedule Production:

Process	Banner Screen	Lead	Audited/Reviewed by	Notifies
Schedule Pull	ARGOS	Catalog & Schedule Coordinator	Schedulers – by department	Schedulers
Schedule Production	inDesign	Catalog & Schedule Coordinator	Director of Communications, Schedulers, Department Deans,	
Schedule Audits	Argos, SSASECT etc	Schedulers	Schedulers	
Part of Term Registration Rules	SFARSTS	Records Coordinator	A&R Analyst	
Auto Drop Rules (CTE)	SFADROP	A&R Analyst		
Lab Hour Removal due to Time Conflict validation *must be completed prior student registration	SSASECT	Schedulers	Banner – Time Conflict Error	

After –Schedule Production/Start of Term:

Process	Banner Screen	Lead	Audited/Reviewed by	Notifies
Faculty Load (FLAC)	SIASSIGN	Schedulers	Admissions & Records Admin III, Instructional Support Service	Faculty
Class Edits	SSASECT	Schedulers	Argos Reports	Admissions & Records, Counseling, Students/Faculty as applicable
Class Cancellations	SSASECT	Schedulers	OIRP (during 320 process)	Admissions & Records, Counseling, Students/Faculty as applicable
Attendance Tracking	iTendance, Tableau Dashboard	Program Deans	Schedulers	Faculty

During/End of Term:

Process	Banner Screen/Systems	Lead	Audited/Reviewed by	Notifies
320 (FTES): P1, P2, P3	SSASECT, iTendance	OIRP, in collaboration with Admissions & Records	OIRP, NOCE IS, NOCCCD IT	Department Deans & Schedulers as applicable
Mid Term: (Fall/Spring) Grade Roll End of Term: (Fall, Spring, Summer) Grade and Attendance Roll	SFAALST, iTendance	Director of Admissions and Records	OIRP, A&R Records Coordinator	Admissions and Records, Counseling, Program Departments
MIS – Throughout the year		OIRP	OIRP, NOCCCD IT	

Attendance Accounting Methods

Attendance Accounting Method	Definition	Tips	FTES Formula
Positive Attendance (P)	Used for fully in-person or synchronous distance education courses. Requires the actual hours the student attends be tracked and reports.	Do not override hours in Banner for synchronous sessions. Reference Contact Hour Computation Guide for reference.	Total Student Contact Hours/525 = 1 FTES
Other (O)	For courses that cannot be claimed for apportionment funding.	May be funded through General Funds or other grants such as CAEP	N/A – FTES not computed
Alternative Attendance - Noncredit (N)	Used for courses with any noncredit asynchronous distance education courses (sessions), including courses that are open-entry/open-exit or short term. (pg 125 (2025 Attendance Accounting Manual))	Use this method for open-entry/open-exit courses until an attendance accounting procedure is added for open-entry/open-exit noncredit distance education courses.	Alternative Attendance: $[(\text{WSCH Factor} \times \text{Census 1 enrollment} \times 17.5) + (\text{WSCH Factor} \times \text{Census 2 enrollment} \times 17.5)/2]/525 = \text{FTES}$

***WSCH = Weekly Student Contact Hours**

- Census Date Calculation - Alternative Attendance Courses
 - **Fully Asynchronous Course:**
 Census dates (20% & 60%) calculated using Part of Term dates on Course Section Information tab in SSASECT. If course is not a full term course, Part of Term dates and week must be adjusted to match actually course offering dates/duration.
 - **Mixed Synchronous and Asynchronous:**
 Census dates (20% & 60%) calculated using the start end and end date of synchronous session.

NOCE Part of Terms

Part of terms (POTs) are built in SOATERM by Director of Admissions and Records. Use only highlighted POTs for scheduling.

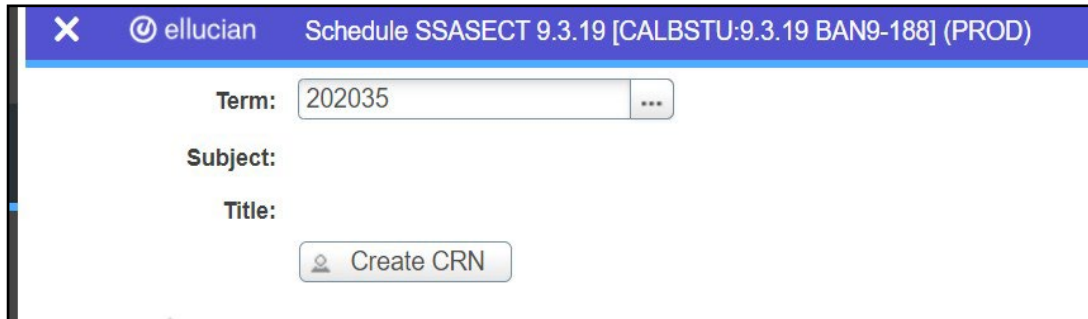
NOTE: If you need to use an offsite part or term due to a difference in academic/holiday calendar, inform the Director of Admissions and Records to build registration capability in SFARSTS and the Schedule/Catalog Coordinator with any holidays (non-instruction) days observed by the offsite that will included in addition to the NOCCCD holidays in the Holiday Exclusion Calendar (SSAEXCL) prior to building the CRNS.

1	Full Term Classes
AUE	NOCE AUHSD ESL Program
AUH	NOCE AUHSD High School Program
BRE	NOCE Brea Olinda School District
BUE	NOCE Buena Park School District
CSD	NOCE Centralia School District
DSK	NOCE DSS Kaiser Program
FSD	NOCE Fullerton School District
LAH	NOCE La Habra School District
LOS	NOCE Los Alamitos School District
MAG	NOCE Magnolia School District
NRC	NOCE Roll Career
NRD	NOCE Roll DSS
NRE	NOCE Emeritus - Older Adults
NRF	NOCE Roll ESL
NRH	NOCE Roll High School Diploma
NRP	NOCE Parenting
NRR	NOCE Roll Regular
NRY	NOCE Roll Year-Round
PYL	NOCE Placentia Yorba Linda Sch Dist.
SAV	NOCE Savanna School District

How to build/edit a course

Create/Edit a Course Registration Number (CRN) – Course Section Information

1. Navigate to the Schedule (SSASECT) page.
2. Locate the term field to enter the term code. Term codes are created by combining a year with one of the following codes. For example:
 - a. 202605 = Summer 2026
 - b. 202615 : Fall 2026
 - c. 202635 : Spring 2027
3. In the term field, enter the term code.



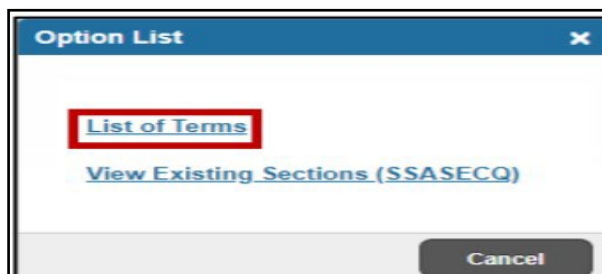
Term: 202035

Subject:

Title:

Create CRN

- a. If you do not know the term code, click the “...” search button next to the Term field. Another way is to press F9 in the field.
- b. Click on **List of Terms** and click on the term you wish to select and click **OK**

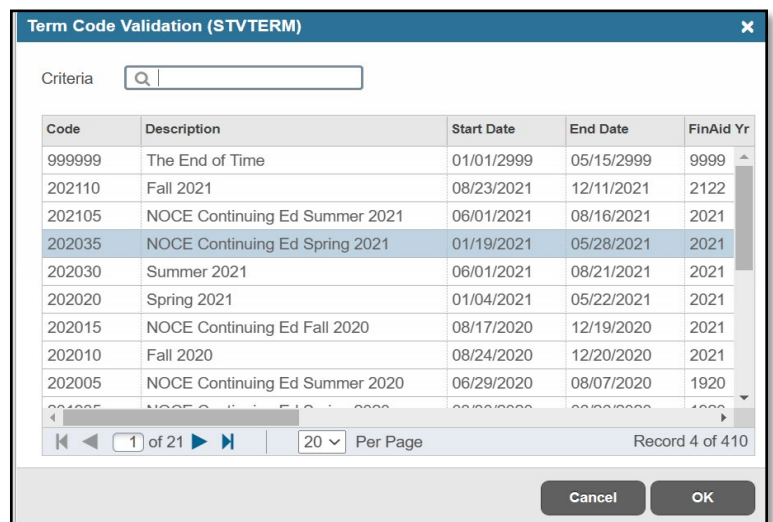


Option List

List of Terms

View Existing Sections (SSASECQ)

Cancel



Term Code Validation (STVTERM)

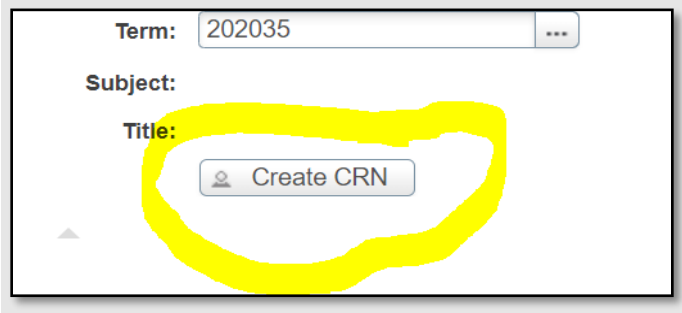
Criteria

Code	Description	Start Date	End Date	FinAid Yr
999999	The End of Time	01/01/2999	05/15/2999	9999
202110	Fall 2021	08/23/2021	12/11/2021	2122
202105	NOCE Continuing Ed Summer 2021	06/01/2021	08/16/2021	2021
202035	NOCE Continuing Ed Spring 2021	01/19/2021	05/28/2021	2021
202030	Summer 2021	06/01/2021	08/21/2021	2021
202020	Spring 2021	01/04/2021	05/22/2021	2021
202015	NOCE Continuing Ed Fall 2020	08/17/2020	12/19/2020	2021
202010	Fall 2020	08/24/2020	12/20/2020	2021
202005	NOCE Continuing Ed Summer 2020	06/29/2020	08/07/2020	1920
201995	NOCE Continuing Ed Spring 2020	01/19/2020	05/28/2020	1920

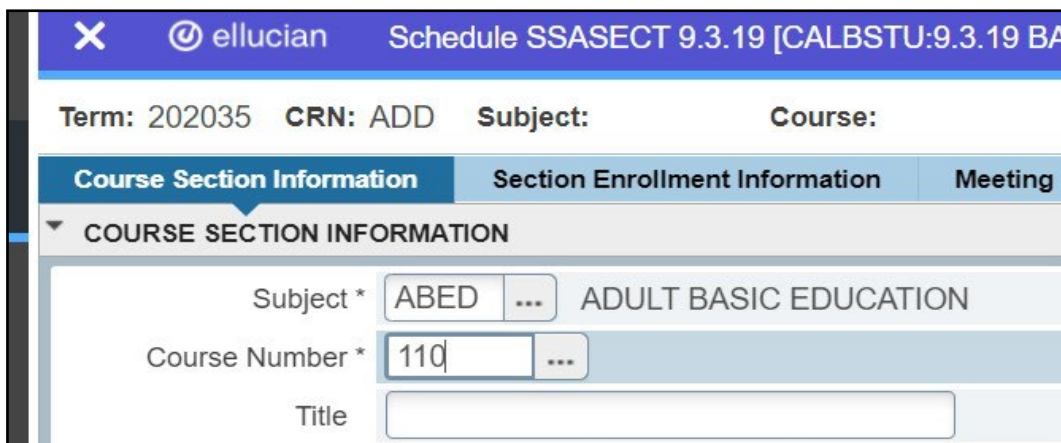
1 of 21 | 20 Per Page | Record 4 of 410

Cancel OK

4. Once you have entered or selected your term, click the Create CRN icon to create a new course from the beginning. To edit a course that has a CRN due to the schedule roll, enter the CRN and click **GO**.

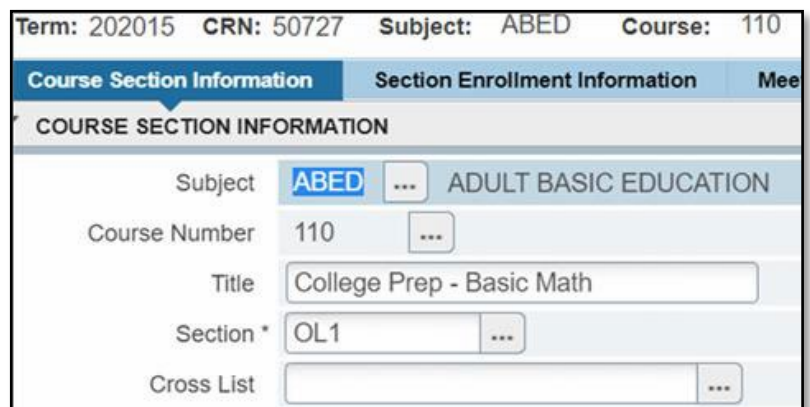


5. If not already populated, enter the subject code: In this example use ABED
6. Enter the Course Number: In this example use 110



7. Click the Course Title: Self-population. Never update the course title.

8. Enter the section number in the section
- a. (01, 02, etc for on campus)
 - b. OL1, OL2, etc for online/hybrid
 - c. If the number of sections exceeds 100 then continue to numeric coding instead of alpha (eg 101, 102).



9. Select the Campus field.

Term: 202015 CRN: 50727 Subject: ABED Course: 110 Title: College Prep - Basic Math

COURSE SECTION INFORMATION

Subject: ABED ADULT BASIC EDUCATION Campus: 3CC NOCE Cypress College

Course Number: 110

Title: College Prep - Basic Math

Section: OL1

Cross List:

- a. If you do not know the campus code, click the search icon next to the Campus field or F9. The Campus Validation window appears. Click the appropriate campus from the list to select it. In this example, we are using 3CC for NOCE Cypress College. Click OK.

10. If not already populated, enter the appropriate code. If not known, search/F9 and Click OK. In this example we will use A for Active.

Section Status Code Validation (STVSSTS)

Criteria:

Code	Description	Allow Reg	Active/Inactive	ACTIVITY
A	Active	Y	A	07/06/20
C	Canceled	N	I	06/25/20
H	Hold/Canceled	N	A	06/25/20
I	Inactive	N	I	07/06/20
L	SCE Last Day of Attendance	N	A	10/18/20
P	Pending	N	I	07/06/20
R	Reserved	N	I	07/06/20

1 of 1 Per Page Record 1 of 7

Cancel OK

11. **Schedule Type:** Enter the Schedule Type If not known, search/ F9 and options for the course are shown.

On Campus Instruction		
02	Lecture	In Person Lecture (Synchronous)
04	Lab	Lab
Distance Education		
71	Synch Online	Courses scheduled at specific days/times (synchronous) in Canvas on Zoom.
72	Online	Completely online classes done on your own (asynchronously) in Canvas
Mixed Schedule Types		
HY	Hybrid	Classes that have mixed asynchronous/synchronous and/or in-person/online sessions.

Instructional Method: The instructional method of the course you wish to add should populate, but if not enter it in the Instructional Method field. In our example, 72 is also the instructional method.

On Campus Instruction		
02	Lecture	In Person Lecture (Synchronous)
04	Lab	Lab
Distance Education		
71	Synch Online	Courses scheduled at specific days/times (synchronous) in Canvas on Zoom.
72	Online	Completely online classes done on your own (asynchronously) in Canvas
Mixed Schedule Types		
HY	Hybrid	Classes that have mixed asynchronous/synchronous and/or in-person/online sessions.
HYA	Async Hybrid	On campus and Async Online
HYS	Synch Hybrid	On campus and Synch Online
HYO	Other Hybrid	On campus and Synch and Async Online
OLZ	Synchronous and Asynchronous Online	NO On Campus

Note: EMH and EMO are for classes approved to be taught in this method only during emergencies

*****See guides and examples on pages 19-28 for specific builds based on course offering structure.*****

12. **Grade mode:** enter appropriate mode as shown in search/F9 below. All NOCE courses are built as Pass/No Pass except High School used Standard Letter. If unsure, verify with your director.

Grade Mode Options		
C	Credit/No Credit	
P	Pass/No Pass	All Other Courses
S	Standard Letter	Use for High School Diploma

13. **Session Code:** If you do not know the session code, then you may search/F9. Our example will use “O” for Online.

D	Day Class
E	Evening Class (4pm or later)
H	Hybrid
O	Online
S	Saturday

14. **Special Approval Code:** Enter as applicable by department and time of term (e.g. add/drop dates).
- Some programs enter a Special Approval Code for registration. This allows for the course to remain showing on the searchable and published class schedules but prevents students from being able to register themselves. Instead the student sees that the class is “Restricted” and the customized message such as “Call ESL” or “Call CTE” or “Call StarHelp” etc. Our example will show a restriction.
 - The Special Approval Code **rolls over**, so it must be cleared out if the CRN is to initially be open to students registering themselves at the beginning of registration. Use Argos Audit to manage (pg59).

C	Counselor	HS	Past Add Date for HSDP
ES	Call ESL 714-808-4638	IP	Instructor Permission Required
CL	Call LEAP Office 714-808-4909	RC	Register in Class
CT	Call CTE 714-808-4915	RO	Call Starhelp 714-808-4679
HD	Call HSDP 714-808-4500 X88170	RZ	Registration Closed

NOTE: RE and RW functions MUST be built in SFARSTS by Records Coordinator or Director of Admissions & Records for above codes and messages to appear for student/staff during registration attempts. If there are courses in your department that do not need to restrict registration, do not use a Special Approval code.

15. **Part of Term:** If unsure, please consult the Schedule Coordinator and/or Director of Admissions and Records for further guidance. Below are details on search selections.

NRC	NOCE Roll Career	NRH	NOCE Roll High School Diploma
NRD	NOCE Roll DSS	NRP	NOCE Parenting
NRE	NOCE Emeritus - Older Adults	NRR	NOCE Roll Regular
NRF	NOCE Roll ESL		

The beginning and end dates of the term appear automatically once the part of term code is entered. Adjust to account for late start and/or shorter course lengths (6 week, 9 week, etc.)

Traditional Class			
Part of Term	NRR	08/17/2020	Part-of-Term End Date 12/23/2020
			Part of Term Weeks 18

NOTE: Adjusting Part of Term dates for fully asynchronous courses for shorter term courses is **REQUIRED** for census dates to calculate accurately. If not built correctly, see “**How to make edits to a course: changing schedule type, instructional method, and/or Part of Term (dates) on Course Section Information tab**” on page 46.

16. **Attendance Method:**

Special Approval Code Options		
P	Positive Attendance	Fully Synchronous (in-person & zoom) classes that are apportionment are “P” for positive attendance. These are courses that we will receive state funding for 320 submissions. These are classes offered with hours being collected.
N	Alternative Attendance - NC	Distance Education courses that are fully asynchronous or have ANY asynchronous sessions (Hybrids). Course section is eligible for state funding.
O	Other	Other is for those courses that are not eligible for state funding. They will not be submitted to the State. These are courses to be funded with grants or categorized funding. This would also be any course section that is fee based. Exceptions to grant funding exist when a substantial portion of fees are paid from general fund such as the online GED courses with CAEP-funded activity where faculty are funded by CAEP, but tutors are funded by the General Fund, so we are allowed to collect apportionment. As such, they are coded with "me". The position number needs to be different, so it does not come out of general fund.

17. **Course Hours:** Looking further into the Class Indicators section, you will see that the course hours populate. Our example course shows the following:

Weekly Contact Hours	4.00
Daily Contact Hours	4.00
Total Contact Hours	68.00

18. **Print Indicator:** Pull into the printed schedule. Next is the option to have the course shown in print. Check the box if you want the course to be published. Our example course checks the box.

☒ Print

19. **Gradable Indicator:** should ALWAYS be checked.

☒ Gradable

- a. **NEVER** uncheck unless special approval has been provided – confirm with Catalog/Schedule Coordinator and Director of Admissions and Records. Unchecking Gradable will disrupt the following:
 - i. Prevent the course from receiving grades at the end of term.
 - ii. Remove the course from Degree Works as “in-progress”
 - iii. The course will not be recognized as an “in-progress” or “completed” course if it is a pre-requisite of a subsequent course, preventing registration.

20. **Searchable Schedule View and Self-Register Online Indicator:** Allow for the course to be available for students to self-register online and viewable in the online searchable schedule, the Voice Response and Self-Service Available box must be checked. Our example course checks the box.



21. At this point we want to save our course. Click the Save button located at the bottom-right of the screen.
Note: Alternatively, you can use function key F10 to save your changes. The Saved Successfully message will appear in the upper right-hand corner.

This is what our saved example course looks like now. Make a note of the CRN you are working on:

Ellucian Schedule SSASECT 9.3.41.1 [CALBSTU:9.3.41 BAN9-188] (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202615 CRN: 50760 Subject: FSRV Course: 100 Title: Intro 2 Funeral Svc Practice Course Alias: Start Over

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	FSRV *** FUNERAL SERVICE - NOCE	Campus *	3ON *** NOCE Online	Grade Mode	P *** Pass/No Pass
Course Number	100 ***	Status *	A *** Active	Session	O *** On-line class
Course Alias	***	Schedule Type	72 *** Online	Special Approval	RZ *** Registration Closed
Title	Intro 2 Funeral Svc Practice	Instructional Method	72 *** Online/No Live Sessions	Duration	***
Section *	OL1 ***	Integration Partner	***	☐ Override Duration	
Cross List	***				

CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term	NRC ***	08/10/2026	Part-of-Term End Date	10/09/2026	Part of Term Weeks	9
--------------	---------	------------	-----------------------	------------	--------------------	---

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours		☐ Long Title
Method		Daily Contact Hours	0.00	☐ Tuition and Fee Waiver
CEU Indicator	☐	Total Contact Hours	45.00	☒ Voice Response and Self-Service Available
Link Identifier		☒ Print		☐ Comments
Reporting Year	2026 2026-2027	☒ Gradable		☐ Syllabus
Attendance Method	N *** Alternative Attendance-NC			

NOTE: If course held 100% synchronously (in-person and/or zoom) the Attendance method would be a "P"

Create/Edit a Course Registration Number (CRN) – Section Enrollment Information

1. **Max Enrollment Capacity:** if kept at 0, course will indicate "Closed Section" when registration is attempted.
2. **Max Waitlist Capacity:** if kept at 0, course will indicate "Closed Section" and not provide students option of waitlisting.

Create/Edit a Course Registration Number (CRN) – Meeting Times and Instructor

See *Schedule Grids and Examples* on pages 19-28 for reference.

Synchronous Sessions – Student Contact Hours Only

1. Meeting Dates Tab
 - i. Meeting Type
 - ii. Insert start and end dates
 - iii. Meeting days: check as appropriate
 - iv. Insert start and end times using military time
 1. Refer to the Contact Hour Computation Table Only
 - v. Type Session number: Synchronous session should be session 01.
2. Meeting Location and Credits
 - i. Building
 - ii. Room
 - iii. Schedule Type
 - iv. **Check Include Break**; If session meets for more than 1 hour
 - v. **Override Hours: DO NOT CHECK.** Banner will auto calculate daily/weekly/total contact hours based on information located in Meeting Dates Tab. **If hours do not appear correct, refer to the Contact Hour Computation Table and/or holiday exclusions.**
3. **Save.** Control page down to insert instructor – continue with instructions found in FLAC guide for total load, position numbers etc.

Asynchronous Sessions – Student Contact Hours Only

1. For courses with both synchronous and asynchronous sessions, build synchronous session first and then asynchronous session to identify how many Course Outline of Record (COR) are left to schedule.
2. Meeting Dates Tab:
 - a. **Meeting Type:** ONL
 - b. Insert start and end dates
 - c. **Meeting Days, Start and End Times:** Leave Blank
 - d. Type Session number if adding multiple sessions
3. Meeting Location and Credits:
 - a. **Building and Room:** Online
 - b. **Schedule Type:** 72
 - c. **Include Break:** Do not check
 - d. **Override Hours:** CHECK.
 - e. **Daily/Weekly Contact Hours:** Remaining or Total COR hours ÷ Number of weeks
 - f. **Total Contact Hours:** Remaining or Total COR hours for the session
 - g. **Save.** Control page down to insert instructor – continue with instructions found in FLAC guide for total load, position numbers etc.

Create/Edit a Course Registration Number (CRN) – SSAACCL (Section Calendar)

This controls the settings for enrollment collections, calculated add/drops, and census dates for alternative attendance courses. If need to make start/end date corrections, inform Director of Admissions and Records to run a recalculation of the census dates.

1. Pull up CRN in SSASECT.
2. On top right hand corner of screen click on Related.
3. Select SSAACCL from drop down menu.
4. Term and CRN will already be populated, click GO.
5. Enter **Academic Calendar Type** with code as appropriate:
 - a. **OE**: Open Entry/Exit Rule (All other courses)
 - b. **PC**: Percent Rule (CTE (Career Technical Education) is the only program that will use “PC.”)
 - c. **DE**: NOCE DE Formula (all courses using attendance accounting method ‘N’).
6. All dates self-populated as well as enrollment numbers
7. Click Save on lower right corner or hit F10. To return to SSASECT click X on top left-hand corner.

The screenshot shows the 'Schedule Calendar SSAACCL 9.3.3 [CALBSTU:9.3.16] (PROD)' window. The top bar includes navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. The main header shows: Term: 202015, CRN: 50727, Subject: ABED, Course: 110, Title: College Prep - Basic Math. A 'Start Over' button is on the right. Below the header is a 'SCHEDULE CALENDAR' section with a table of data.

Academic Calendar Type	OE ... Open Entry/Exit Rule	Enrollment	33
Section Begin Date	08/17/2020	Part of Term Number of Weeks	18
Section End Date	12/23/2020	Part of Term	NRR NOCE Roll Regular
Session Begin Date	08/17/2020	Session Number of Weeks	17.71
Session End Date	12/18/2020	Number of Days	89
Calculated Section Start Date	08/17/2020		
Census One Date	09/09/2020	Census One Enrollment	33
Census Two Date	10/28/2020	Census Two Enrollment	33
Last Date to Enroll		Last Date to Record Academic History	08/17/2020
Last Date for Refund	09/09/2020	Last Date to Drop without a Penalty	12/18/2020

How to edit dates in Section Calendar (SSAACCL)

These steps are available for fully synchronous (positive attendance) courses to adjust Census Two/Last Date to Enroll for enrollment management. For adjustments to Census dates of asynchronous courses, confirm with OIRP correct calculations prior to making adjustments.

1. Delete OE/PC/DE from Academic Calendar Type and then Tab
2. Step 1 will unlock the Census One through Last Date to Drop without a Penalty date fields.
3. Enter adjusted dates. Click Save. (Academic Calendar Type will remain blank)

Elucian

Schedule Calendar SSAACCL 9.3.41 [CALBSTU:9.3.30] (TEST)

ADD

RETRIEVE

Term: 202615 CRN: 50502 Subject: ABED Course: 105 Title: NOCE Learning Center Course Alias:

▼ SCHEDULE CALENDAR

Insert

Academic Calendar Type		Enrollment	0
Section Begin Date	08/10/2026	Part of Term Number of Weeks	18
Section End Date	12/17/2026	Part of Term	NRH NOCE High School Diploma
Session Begin Date	08/10/2026	Session Number of Weeks	18.57
Session End Date	12/17/2026	Number of Days	70
Calculated Section Start Date	08/10/2026		
Census One Date *	09/01/2026	Census One Enrollment	0
Census Two Date	12/04/2026	Census Two Enrollment	0
Last Date to Enroll	12/04/2026	Last Date to Record Academic History	12/04/2026
Last Date for Refund	12/04/2026	Last Date to Drop without a Penalty	12/04/2026

Create/Edit a Course Registration Number (CRN) – SSATEXT (Course Comments)

Section comments appear in printed schedules and the online searchable schedule.

1. Pull up CRN in SSASECT.
2. On top right hand corner of screen click on Related.
3. Select SSATEXT from drop down menu.
4. Term and CRN will already be populated, click GO.
5. Click in Section Long Text box for text to appear.
 - a. Comments are restricted to list required meeting dates and times of mixed instructional method courses such as hybrid.
 - b. **Do not** include NO CLASS dates as holidays are noted in the academic calendar and yellow static pages of printed schedule.
 - c. **Not to be used to include additional description of course section** -this exists in the course description. Any changes in the course description must go through NOCE Curriculum approvals and process and be active in the NOCE Catalog. **No Exceptions.**

The screenshot displays the Ellucian SSATEXT 9.3.41 (PROD) interface. At the top, a purple header bar contains the Ellucian logo and the text 'Section Comment SSATEXT 9.3.41 (PROD)'. Below this, a status bar shows 'Term: 202615 CRN: 53471 Subject: ENTR Course: 115 Title: Business Basics: Law and Accou'. The main content area is divided into two sections: 'SECTION TEXT' and 'SECTION LONG TEXT'. The 'SECTION TEXT' section is currently collapsed. The 'SECTION LONG TEXT' section is expanded, showing a text input field with the following text: 'Required in-person meetings on Wednesdays 6:00 pm - 8:20 pm. Meeting dates: 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, and 12/16. All remaining hours completed online asynchronously.' To the right of the text input field is a small icon of a document with a checkmark.

Scheduling Guide Grid

Fully Synchronous (In-person/Online Lectures)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lecture (In-person) Campus Location: 3AN, 3CC, 3OS, or 3WL	P (Positive Attendance)	02 (Lecture)	02 (Lecture)	01	CLAS (Lecture)	02 (Lecture)	In person location	In person location	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Do not override hours - Utilize Contact Hours Computation Table. If hours do not auto calculate correctly, confirm holiday exclusion calendar is correct.
Lecture (Zoom) Campus Location: 3ON	P (Positive Attendance)	71 (Synch Online)	71 (Synch Online)	01	ONL (Online)	71 (Synch Online)	Zoom	Zoom	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Do not override hours - Utilize Contact Hours Computation Table. If hours do not auto calculate correctly, confirm holiday exclusion calendar is correct.

Synchronous Open-Entry Labs (In-person/Online)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lab (On campus) Campus Location: 3AN, 3CC, or 3WL	P (Positive Attendance)	04 (Lab)	04 (In-person Lab)	01	CLAS (Lecture)	04 (Lab)	In person location	In person location	Blank due to no days and times in Meeting Dates.	Blank due to no days and times in Meeting Dates.	Blank due to no days and times in Meeting Dates.	Days and Times blank due to Time Conflict Validation. Student attendance tracked through timekeeper.
Lecture (Zoom) Campus Location: 3ON	P (Positive Attendance)	04 (Lab)	71 (Zoom/Live Online)	01	ONL (Online)	04 (Lab)	Zoom	Zoom	Blank due to no days and times in Meeting Dates.	Blank due to no days and times in Meeting Dates.	Blank due to no days and times in Meeting Dates.	Days and Times blank due to Time Conflict Validation. How to track student attendance through online Lab pending?

Fully Asynchronous (Online, No Live Sessions)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Lecture (Online) Campus Location: 3ON	N (Alternative Attendance - NC)	72 (Online)	72 (Online)	01	ONL (Online)	72 (Asynch Online)	Online	Online		**COR Hours ÷ Scheduled Weeks = Weekly Contact Hours	Total Course Outline of Record (COR) hours	Click Override to input Weekly and Total Contact Hours

iTendance Notes: Weekly Contact Hours for each session must be divisible by .25 for asynchronous link to appear for the instructor. If needed, create a second session and split the Total COR hours. See “*How to divide asynchronous sessions for Distance Education*” instructions on pages 45-46 for instructions.

Notes for Future: For upcoming new attendance tracking tool, weekly student contact hours must exist in order for attendance/participation link to be available.

Zoom Synchronous + Asynchronous Online (Synchronous/Asynchronous Online - OLZ)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
Synchronous (Zoom/Live Sessions) and Asynchronous (no live sessions) Online Campus Location: 3ON	N (Alternative Attendance - NC)	71 (Synch Online)	OLZ	01	ONL (Online)	71 (Synch Online)	Zoom	Zoom	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Do not override hours - Utilize Contact Hours Computation Table. If hours do not auto calculate correctly, confirm holiday exclusion calendar is correct.
				02	ONL (Online)	72 (Asynch Online)	Online	Online		**TCOR Hours ÷ Scheduled Weeks = Weekly Contact Hours	Total Course Outline of Record (COR) hours remaining after synchronous hours computed	Click Override to input Weekly and Total Contact Hours.

iTendence Notes: Weekly Contact Hours for each **asynchronous** session must be divisible by .25 for asynchronous link to appear for the instructor. If needed, create a second session and split the Total COR hours. See “How to divide asynchronous sessions for Distance Education” instructions on pages 45-46 for instructions.

Notes for Future: For upcoming new attendance tracking tool, weekly student contact hours must exist in order for attendance/participation link to be available.

In-Person Synchronous + Asynchronous Online (Hybrid Asynchronous – HYA)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
In-Person Synchronous + Asynchronous Online (Hybrid Asynchronous) Campus Location: 3AN, 3CC, 3OS, or 3WL	N (Alternative Attendance - NC)	HY	HYA	01	CLAS	02	In person location	In person location	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	Do not override hours - Utilize Contact Hours Computation Table. If hours do not auto calculate correctly, confirm holiday exclusion calendar is correct.
				02	HY (Asynch Online Lecture)	72 (Asynch Online)	Online	Online		**TCOR Hours ÷ Scheduled Weeks = Weekly Contact Hours	Total Course Outline of Record (COR) hours remaining after synchronous hours computed	Click Override to input Weekly and Total Contact Hours.

iTendence Notes: Weekly Contact Hours for each **asynchronous** session must be divisible by .25 for asynchronous link to appear for the instructor. If needed, create a second session and split the Total COR hours. See “How to divide asynchronous sessions for Distance Education” instructions on pages 45-46 for instructions.

Notes for Future: For upcoming new attendance tracking tool, weekly student contact hours must exist in order for attendance/participation link to be available.

In-Person Synchronous + Online Synchronous (Zoom) (Hybrid Synch – HYS)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
In-Person Synchronous + Online Synchronous (HYS) Campus Location: 3AN, 3CC, 3OS, or 3WL	P (Positive Attendance)	HY	HYS	01	CLAS	02	In person location	In person location	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	In-person meeting days and zoom meeting days differ – not concurrent (not hyflex)
				02	ONL	71	Zoom	Zoom	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	

Asynchronous: In-Person Synchronous + Online Synchronous (Zoom) + Asynchronous Online (Hybrid Other Classes – HYO)

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	
In-Person Synchronous + Online Synchronous + Asynchronous Online (HYO) Campus Location: 3AN, 3CC, 3OS, or 3WL	N (Alternative Attendance - NC)	HY	HYO	01	CLAS	02	In person location	In person location	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	In-person meeting days and zoom meeting days differ – not concurrent (not hyflex)
				02	CLAS	71	Zoom	Zoom	Banner computed lecture hrs	Banner computed lecture hrs	Banner computed lecture hrs	
				03	HY (Asynch Online Lecture)	72 (Asynch Online)	Online	Online		**TCOR Hours ÷ Scheduled Weeks = Weekly Contact Hours	Total Course Outline of Record (COR) hours remaining after synchronous hours computed	Click Override to input Weekly and Total Contact Hours.

iTendance Notes: Weekly Contact Hours for each **asynchronous** session must be divisible by .25 for asynchronous link to appear for the instructor. If needed, create a second session and split the Total COR hours. See “How to divide asynchronous sessions for Distance Education” instructions on pages 45-46 for instructions.

Notes for Future: For upcoming new attendance tracking tool, weekly student contact hours must exist in order for attendance/participation link to be available.

Mirrored Course: TBD

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	

HyFlex: TBD

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	

Faculty Overload, Substitutions, Make Up Days: TBD

Type of Course (Description)	Section Level			Session Level								Comments
	Attendance Method	Schedule Type	Instruction Method	Session Indicator	Meeting Type	Schedule Type	BLDG	Room	Daily Student Contact Hours	Weekly Student Contact Hours	Total Student Contact Hours	

Scheduling Examples

Example 1: Fully Synchronous (Lecture In-Person)

Ellucian

Schedule SSASECT 9.3.41.1 [CALBSTU:9.3.41 BAN9-188] (TEST)

ADD

RETRIEVE

RELATED

TOOLS

Term: 202535 CRN: 63120 Subject: WFPR Course: 300 Title: Canva for Work Course Alias:

Start Over

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

COURSE SECTION INFORMATION

Insert

Delete

Copy

Filter

Subject	WFPR *** WORKFORCE PREPARATION	Campus *	3AN *** Anaheim Campus	Grade Mode	P *** Pass/No Pass
Course Number	300 ***	Status *	A *** Active	Session	E *** Evening class
Course Alias	***	Schedule Type	02 *** Lecture	Special Approval	***
Title	Canva for Work	Instructional Method	02 *** In-person Lecture/Lab	Duration	***
Section *	01 ***	Integration Partner	***	☐ Override Duration	
Cross List	***				

CLASS TYPE

Insert

Delete

Copy

Filter

Traditional Class						
Part of Term	NRC ***	01/12/2026	Part-of-Term End Date	02/23/2026	Part of Term Weeks	6

CLASS INDICATORS

Insert

Delete

Copy

Filter

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours	2.00	☐ Long Title
CEU Indicator	☐	Daily Contact Hours	2.00	☐ Tuition and Fee Waiver
Link Identifier		Total Contact Hours	12.00	☒ Voice Response and Self-Service Available
Reporting Year	2025 2025-2026	☒ Print		☐ Comments
Attendance Method	P *** Positive Attendance	☒ Graggable		☐ Syllabus

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

Times and Instructors

Scheduler Preferences

Meeting Dates

Meeting Location and Credits

SCHEDULE

Settings

Insert

Delete

Copy

Filter

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicate
CLAS	01/12/2026	02/23/2026	☒	☐	☐	☐	☐	☐	☐	1830	2020	5		01

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

Times and Instructors

Scheduler Preferences

Meeting Dates

Meeting Location and Credits

SCHEDULE

Settings

Insert

Delete

Copy

Filter

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours	\$
AN	405	02	☒	10		☐	2.00	2.00	12.00	

SILICON Schedule SSASECT 9.3.41.1 [CALBSTU-9.3.41 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

Term: 202535 CRN: 62945 Subject: ESLA Course: 182 Title: ESL Speaking Skills Beginning Course Alias:

COURSE SECTION INFORMATION

Subject	ESLA *** ESL CLASSES	Campus *	3ON *** NOCE Online	Grade Mode	P *** Pass/No Pass
Course Number	182 ***	Status *	A *** Active	Session	D *** Day class
Course Alias	***	Schedule Type	71 *** Synch Online	Special Approval	ES *** Call ESL at 714-808-4638
Title	ESL Speaking Skills Beginning	Instructional Method	71 *** Zoom/Live Online	Duration	***
Section *	0 ***	Integration Partner	***	☐ Override Duration	
Cross List	***				

CLASS TYPE

Traditional Class
Part of Term NRF *** 01/12/2026 Part-of-Term End Date 05/21/2026 Part of Term Weeks 18

CLASS INDICATORS

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours	2.00	☐ Long Title
☐ CEU Indicator		Daily Contact Hours	1.00	☐ Tuition and Fee Waiver
Link Identifier		Total Contact Hours	36.00	☒ Voice Response and Self-Service Available
Reporting Year	2025 2025-2026	☒ Print		☐ Comments
Attendance Method	P *** Positive Attendance	☒ Gradable		☐ Syllabus

COURSE SECTION INFORMATION

Meeting Times and Instructor

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator
ONL	01/12/2026	05/21/2026	☒	☐	☒	☐	☐	☐	☐	1130	1220	34		01

COURSE SECTION INFORMATION

Meeting Times and Instructor

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
ZOOM	ZOOM	71	☐				1.00	2.00	34.00

Example 3: Synchronous Open-Entry Labs (In-person)

✕
ℳ
llucian
Schedule SSASECT 9.3.41.1 [CALBSTU:9.3.41 BAN9-188] (TEST)
ADD
RETRIEVE
RELATED
TOOLS

Term: 202605
CRN: 42542
Subject: ESLA
Course: 001
Title: ESL Student Support Center
Course Alias:
Start Over

Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences

Subject
ESLA
ESL CLASSES

Course Number
001

Course Alias

Title
ESL Student Support Center

Section *
0

Cross List

Campus *
3AN
Anaheim Campus

Status *
A
Active

Schedule Type
04
Lab

Instructional Method
04
In-person Lab

Integration Partner

Grade Mode
P
Pass/No Pass

Session
D
Day class

Special Approval
ES
Call ESL at 714-808-4638

Duration

☐ Override Duration

CLASS TYPE

Traditional Class

Part of Term
NRF
06/01/2026
Part-of-Term End Date
07/31/2026
Part of Term Weeks
10

CLASS INDICATORS

Prerequisite Check
Basic or None
CAPP
DegreeWorks

Link Identifier

Reporting Year
2026
2026-2027

Attendance Method
P
Positive Attendance

Weekly Contact Hours
8.00

Daily Contact Hours
2.00

Total Contact Hours
64.00

☐ Long Title

☐ Tuition and Fee Waiver

☒ Voice Response and Self-Service Available

☐ Comments

☐ Syllabus

☒ Print

☒ Graggable

Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences

Times and Instructors
Scheduler Preferences

Meeting Dates
Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number
	CLAS	06/01/2026	07/24/2026	☐	☐	☐	☐	☐	☐	☐			
	CLAS	06/01/2026	07/24/2026	☐	☐	☐	☐	☐	☐	☐			

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Instructor Conflict Override	Percent of Session
01	@020828...	Houser, Tatiana N.	0.000	100	☒	☐	
04	@002352...	Nam, Victorya S.	0.000	100	☐	☐	

Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences

Times and Instructors
Scheduler Preferences

Meeting Dates
Meeting Location and Credits

SCHEDULE

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
AN	702 A/B	04	☐			☐			
AN	702 A/B	04	☐			☐			

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Instructor Conflict Override	Percent of Session	Faculty Load Override
01	@020828...	Houser, Tatiana N.	0.000	100	☒	☐		100
04	@002352...	Nam, Victorya S.	0.000	100	☐	☐		100

NOTE: The “Time Conflict and Labs” instructions on pages 54-55 must be completed prior to courses registration. Overriding Time Conflict error is **NOT PERMITTED**.

31

Example 4: Synchronous Open-Entry Labs (Online)

Schedule SSASECT 9.3.41.1 [CALBSTU:9.3.41 BAN9-188] (TEST)

ADD
RETRIEVE
RELATED
TOOLS

Term: 202605
CRN: 42756
Subject: ESLA
Course: 001
Title: ESL Student Support Center
Course Alias:
Start Over

Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences

Subject
ESLA
ESL CLASSES

Course Number
001

Course Alias

Title
ESL Student Support Center

Section *
0

Cross List

Campus *
3ON
NOCE Online

Status *
A
Active

Schedule Type
04
Lab

Instructional Method
71
Zoom/Live Online

Integration Partner

Grade Mode
P
Pass/No Pass

Session
D
Day class

Special Approval
ES
Call ESL at 714-808-4638

Duration

☐ Override Duration

CLASS TYPE

Traditional Class

Part of Term
NRF
06/01/2026
Part-of-Term End Date
07/31/2026
Part of Term Weeks
10

CLASS INDICATORS

Prerequisite Check Method
Basic or None
CAPP
DegreeWorks

Link Identifier

Reporting Year
2026
2026-2027

Attendance Method
P
Positive Attendance

Weekly Contact Hours

Daily Contact Hours
0.00

Total Contact Hours
0.00

☐ Long Title

☐ Tuition and Fee Waiver

☒ Voice Response and Self-Service Available

☐ Comments

☐ Syllabus

☒ Print

☒ Gradable

Meeting Dates
Meeting Location and Credits

SCHEDULE

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator *
ONL	06/01/2026	07/24/2026	☐	☐	☐	☐	☐	☐	☐			0		01
ONL	06/01/2026	07/24/2026	☐	☐	☐	☐	☐	☐	☐			0		02

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Instructor Conflict Override	Percent of Session
01	@000038...	Doherty, Doreen M.		0.000	100	☒	
02	@000033...	Lynch, Candace C.		0.000	100	☐	

Course Section Information
Section Enrollment Information
Meeting Times and Instructor
Section Preferences

Times and Instructors
Scheduler Preferences

Meeting Dates
Meeting Location and Credits

SCHEDULE

Session Indicator	Automatic Scheduler	Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours
01		ZOOM	ZOOM	04	☐			☐
02		ZOOM	ZOOM	04	☐			☐

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Instructor Conflict Override	Percent of Session
01	@000038...	Doherty, Doreen M.		0.000	100	☒	
02	@000033...	Lynch, Candace C.		0.000	100	☐	

NOTE: The “Time Conflict and Labs” instructions on pages 54-55 must be completed prior to courses registration. Overriding Time Conflict error is **NOT PERMITTED**.

Example 5: Fully Asynchronous (Online, No Live Sessions)

Schedule SSASENT Schedule SSASENT 9.3.41.1 [BANR-188] (TEST)

Term: 202535 CRN: 62071 Subject: BUSA Course: 100 Title: Acct Fundamentals Bookkeepers Course Alias:

COURSE SECTION INFORMATION

Subject	BUSA *** BUSINESS - ACCOUNTING	Campus *	3ON *** NOCE Online	Grade Mode	P *** Pass/No Pass
Course Number	100 ***	Status *	A *** Active	Session	O *** On-line class
Course Alias	***	Schedule Type	72 *** Online	Special Approval	Registration Closed
Title	Acct Fundamentals Bookkeepers	Instructional Method	72 *** Online/No Live Sessions	Duration	***
Section *	02 ***	Integration Partner	***	☐ Override Duration	
Cross List	***				

CLASS TYPE

Traditional Class

Part of Term NRC *** 01/12/2026 Part-of-Term End Date 03/13/2026 Part of Term Weeks 9

CLASS INDICATORS

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours		☐ Long Title
Link Identifier	CEU Indicator	Daily Contact Hours	0.00	☐ Tuition and Fee Waiver
Reporting Year	2025 2025-2026	Total Contact Hours	36.00	☒ Voice Response and Self-Service Available
Attendance Method	N *** Independent Study NOCE	☒ Print		☐ Comments
		☒ Graggable		☐ Syllabus

Meeting Times and Instructors

Meeting Time	Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override
	*** ONL	01/12/2026	03/13/2026	☐	☐	☐	☐	☐	☐	☐			0	

SCHEDULE

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
ONLINE	ONLINE	72	☐			☒	4.00	4.00	36.00

Example 6: Zoom Synchronous + Asynchronous Online (OLZ)

Schedule **SSASECT 9.3.41.1 [CALBSTU:9.3.41 BAN9-188] (TEST)**

Term: 202615 CRN: 53553 Subject: ESLA Course: 229 Title: ESL Integrated Skills Beg Lit Course Alias:

COURSE SECTION INFORMATION

Subject *	ESLA *** ESL CLASSES	Campus *	3ON *** NOCE Online	Grade Mode	P *** Pass/No Pass
Course Number *	229 ***	Status *	A *** Active	Session	D *** Day class
Course Alias		Schedule Type	71 *** Synch Online	Special Approval	ES *** Call ESL at 714-808-4638
Title	ESL Integrated Skills Beg Lit	Instructional Method	OLZ *** Hybrid: Zoom+Online/Not live	Duration	***
Section *	0 ***	Integration Partner		☐ Override Duration	
Cross List					

CLASS TYPE

Traditional Class	Part of Term	NRF ***	08/10/2026	Part-of-Term End Date	12/17/2026	Part of Term Weeks	18
Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks			Weekly Contact Hours	14.00		
☐ CEU Indicator				Daily Contact Hours	5.00		
Link Identifier				Total Contact Hours	246.00		
Reporting Year	2026		2026-2027	☒ Print			
Attendance Method	N ***		Alternative Attendance-NC	☒ Gradable			
				☐ Long Title			
				☐ Tuition and Fee Waiver			
				☒ Voice Response and Self-Service Available			
				☐ Comments			
				☐ Syllabus			

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

Times and Instructors

Scheduler Preferences

Meeting Dates

Meeting Location and Credits

SCHEDULE

Settings

Insert

Delete

Copy

Filter

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator
ONL	08/10/2026	12/17/2026	☒	☒	☒	☒	☐	☐	☐	0930	1220	70	O	01
ONL	08/10/2026	12/17/2026	☐	☐	☐	☐	☐	☐	☐			0		02

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

Times and Instructors

Scheduler Preferences

Meeting Dates

Meeting Location and Credits

SCHEDULE

Settings

Insert

Delete

Copy

Filter

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours	St
ZOOM	ZOOM	71	☒		20	☐	3.00	12.00	210.00	
ONLINE	ONLINE	72	☐			☒	2.00	2.00	36.00	

Example 7: In-Person Synchronous + Asynchronous Online (HYA)

Elucian Schedule SSASECT 9.3.41.1 [CALBSTU 9.3.41 BAN9-188] (TEST) ADD RETRIEVE RELATED TOOLS

Term: 202615 CRN: 53554 Subject: COMP Course: 685 Title: Computer Keyboarding Beg Course Alias: Start Over

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject * **COMP** COMPUTER Campus * **3AN** Anaheim Campus
 Course Number * **685** Status * **A** Active
 Course Alias **Computer Keyboarding Beg** Schedule Type **HY** Hybrid
 Title **Computer Keyboarding Beg** Instructional Method **HYA** Hybrid: In-person + Online
 Section * **0** Integration Partner *******
 Cross List ******* Grade Mode **P** Pass/No Pass
 Session **D** Day class
 Special Approval *******
 Duration *******
☐ Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class
 Part of Term **NRC** 08/10/2026 Part-of-Term End Date 10/09/2026 Part of Term Weeks 9

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check ☒ Basic or None ☐ CAPP ☐ DegreeWorks
 Method ☐ CEU Indicator
 Link Identifier **2026** 2026-2027
 Reporting Year **2026** 2026-2027
 Attendance Method **N** Alternative Attendance-NC
 Weekly Contact Hours 4.20
 Daily Contact Hours 4.20
 Total Contact Hours 36.00
☒ Print
☒ Gradable
☐ Long Title
☐ Tuition and Fee Waiver
☒ Voice Response and Self-Service Available
☐ Comments
☐ Syllabus

Course Section Information **Section Enrollment Information** **Meeting Times and Instructor** **Section Preferences**

Times and Instructors **Scheduler Preferences**

Meeting Dates **Meeting Location and Credits**

SCHEDULE Settings Insert Delete Copy Filter

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator
CLAS	08/10/2026	10/09/2026	☒	☐	☐	☐	☐	☐	☐	0900	1050	8		01
HY	08/10/2026	10/09/2026	☐	☐	☐	☐	☐	☐	☐			9		02

Course Section Information **Section Enrollment Information** **Meeting Times and Instructor** **Section Preferences**

Times and Instructors **Scheduler Preferences**

Meeting Dates **Meeting Location and Credits**

SCHEDULE Settings Insert Delete Copy Filter

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
AN	405	02	☒	10		☐	2.00	2.00	16.00
ONLINE	ONLINE	72	☐			☒	2.20	2.20	20.00

1 of 1 10 Per Page Record 1 of 2

Example 8: In-Person Synchronous + Online Synchronous (Zoom) (HYS)

Schedule SSASECT 9.3.41.1 [CALBSTU.9.3.41 BAN-188] (TEST)

Term: 202615 CRN: 53555 Subject: DSSS Course: 370 Title: Ed Support & Employ Prep Lab Course Alias:

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

COURSE SECTION INFORMATION

Subject *	DSSS *** DISABLED STUDENTS	Campus *	3AN *** Anaheim Campus	Grade Mode	P *** Pass/No Pass
Course Number *	370 ***	Status *	A *** Active	Session	D *** Day class
Course Alias		Schedule Type	HY *** Hybrid	Special Approval	C *** Counselor
Title	Ed Support & Employ Prep Lab	Instructional Method	HYS *** Hybrid: In-person+Zoom	Duration	***
Section *	0 ***	Integration Partner		☐ Override Duration	
Cross List					

CLASS INDICATORS

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours	7.50	☐ Long Title
☐ CEU Indicator		Daily Contact Hours	2.50	☐ Tuition and Fee Waiver
Link Identifier		Total Contact Hours	132.50	☒ Voice Response and Self-Service Available
Reporting Year	2026 2026-2027	☒ Print		☐ Comments
Attendance Method	P *** Positive Attendance	☒ Graggable		☐ Syllabus

Course Section Information | **Section Enrollment Information** | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeti... Confl... Over...	Session Indicator *
CLAS	08/11/2026	12/17/2026	☐	☒	☐	☒	☐	☐	☐	0900	1115	36	01	
ONL	08/14/2026	12/11/2026	☐	☐	☐	☐	☒	☐	☐	0900	1115	17	02	

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | **Meeting Location and Credits**

SCHEDULE

Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
AN	313	02	☒	10		☐	2.50	5.00	90.00
ZOOM	ZOOM	71	☒	10		☐	2.50	2.50	42.50

Example 9: In-Person Synchronous + Online Synchronous (Zoom) + Asynchronous Online (HYO)

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences									
▼ COURSE SECTION INFORMATION															
Subject *	PTEC *** PHARMACY TECHNICIAN	Campus *	3AN *** Anaheim Campus	Grade Mode	P *** Pass/No Pass										
Course Number *	200 ***	Status *	A *** Active	Session	E *** Evening class										
Course Alias		Schedule Type	HY *** Hybrid	Special Approval											
Title	Pharm Tech Lab In-Patient Lab	Instructional Method	HYO *** Hybrid: In-person+Zoom+Online	Duration											
Section *	0 ***	Integration Partner		☐ Override Duration											
Cross List															
▼ CLASS TYPE															
Traditional Class															
Part of Term	NRC ***	08/10/2026	Part-of-Term End Date	10/09/2026	Part of Term Weeks	9									
▼ CLASS INDICATORS															
Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours	7.30		☐ Long Title										
☐ CEU Indicator		Daily Contact Hours	5.30		☐ Tuition and Fee Waiver										
Link Identifier		Total Contact Hours	48.00		☒ Voice Response and Self-Service Available										
Reporting Year	2026 2026-2027	☒ Print			☐ Comments										
Attendance Method	N *** Alternative Attendance-NC	☒ Gradable			☐ Syllabus										
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences															
Times and Instructors Scheduler Preferences															
Meeting Dates Meeting Location and Credits															
▼ SCHEDULE															
M...	Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	M... C... O...	Session Indicator *
	CLAS	08/12/2026	09/30/2026	☐	☐	☒	☐	☐	☐	☐	1800	1950	8		01
	CLAS	10/07/2026	10/07/2026	☐	☐	☒	☐	☐	☐	☐	1800	1950	1		02
	HY	08/10/2026	10/09/2026	☐	☐	☐	☐	☐	☐	☐			9		03
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences															
Times and Instructors Scheduler Preferences															
Meeting Dates Meeting Location and Credits															
▼ SCHEDULE															
Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours						
AN	408	02	☒	10		☐	2.00	2.00	16.00						
ZOOM	ZOOM	71	☒	10		☐	2.00	2.00	2.00						
ONLINE	ONLINE	72	☐			☒	3.30	3.30	30.00						

Example 10: Mirrored Course – TBD

Example 11: HyFlex – TBD

Example 12: Faculty Overload – TBD

Example 13: Substitutions – TBD

Example 14: Make Up Days - TBD

How to divide asynchronous sessions for Distance Education attendance (iTendence)

This process ensures the attendance links populate for instructors every Tuesday to record student weekly engagement for asynchronous sessions. Reference [Asynchronous Courses with Invalid Workload](#) report in iTendence to audit and reconcile before start of classes.

1. Use following formula to confirm weekly hours is a number divisible by .25 (in other words a whole number or number that ends in .25, .5, or .75)

Total Contact Hours ÷ Number of weeks in session = Number divisible by .25

h.

Override Hours	Hours per Day	Hours per Week	Total Contact Hours
☒	4.00	4.00	36.00

Record 1 of 1

36 Total Contact Hours ÷ 9 Weeks = 4

Meeting Dates		Meeting Location and Credits							
SCHEDULE									
Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun
ONL	08/10/2026	10/09/2026	☐	☐	☐	☐	☐	☐	☐

2. Confirm Total Contact Hours in the session is the same number noted in the Workload in SIAASGN.

Override Hours	Hours per Day	Hours per Week	Total Contact Hours
☒	4.00	4.00	36.00

Record 1 of 1

FACULTY ASSIGNMENT			
Active filters: CRN: 52035 Primary Instructor: unchecked Override Conflicts: unchecked Clear All			
CRN	52035	☐ Override Conflicts	
Session	01	Workload	0.000
Subject	BUSA	Override Workload	36
Course	100	Calculated Workload	0.000
Course Alias		Assignment Type	
Section	01	Percent *	100
Session Credit	0.000	Responsibility	
Institutional Credit	0.000	Weekly Contact	4
Percentage of * Session	100	Total Contact	36
☒ Primary Instructor		Generated Credits	0.000
		☐ Compensation Extracted	

1 of 1 Per Page

- If number is not divisible by .25, split the Total Contact hours and weeks in the session into multiple sessions and staggered weeks so that each session is divisible by .25.

Example: 16 Total Contact Hours ÷ 9 weeks (3/16 – 5/21) = **1.777**

Solution:

Session 02: 14 Total Contact Hours ÷ 8 weeks (3/16-5/15) = 1.75

Session 03: 2 Total Contact Hours ÷ 1 week (5/18-5/21) = 2

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator
HY	03/16/2026	05/15/2026	☐	☐	☐	☐	☐	☐	☐			0		02
CLAS	03/17/2026	05/19/2026	☐	☒	☐	☐	☐	☐	☐	0900	1050	9		01
HY	05/18/2026	05/21/2026	☐	☐	☐	☐	☐	☐	☐			0		03

Session Indicator	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
02	☒		1.75	14.00
01	☐		2.00	20.00
03	☒		2.00	2.00

- Add the additional sessions to the instructor and match the Total Contact Hours for each session in each of the sessions for the instructor in SIAASGN.

Meeting Dates											
Meeting Location and Credits											
▼ SCHEDULE											
Session Indicator	A... S...	Building	Room	Schedule Type *	Include Break Time	Break Minutes per Day	Override Break Minutes	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
02		ONLINE	ONLINE	72	☐			☒	1.75	1.75	14.00
01		CYP18	117	02	☒	10		☐	2.00	2.00	20.00
03	***	ONLINE	ONLINE	72	☐			☒	2.00	2.00	2.00
Document was last saved: Just now											
1 of 1 10 Per Page											
▼ INSTRUCTOR											
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Instructor Conflict Override	Percent of Session	Fac			
01	@017741...	Quintanilla, Melissa C.	0.000	100	☒	☐	100				
03	@017741...	Quintanilla, Melissa C.	0.000	100	☐	☐	100				
02	@017741...	Quintanilla, Melissa C.	0.000	100	☐	☐	100				

Active filters: CRN: 60675 Primary Instructor: unchecked Override Conflicts: unchecked Clear All

CRN: 60675 ☐ Override Conflicts

Session 01 Workload 0.000

Subject PARN *** Override Workload 20.000

Course 101 Calculated Workload 20.000

CRN: 60675 ☐ Override Conflicts

Session 02 Workload 0.000

Subject PARN *** Override Workload 14.000

Course 101 Calculated Workload 14.000

CRN: 60675 ☐ Override Conflicts

Session 03 Workload 0.000

Subject PARN *** Override Workload 2.000

Course 101 Calculated Workload 2.000

Assignment Type NNY ***

Percent * 100

Responsibility 2

Weekly Contact 2

Total Contact 2

Compensation Extracted ☒

Generated Credits 0.000

Primary Instructor ☐

Class Cancellation Reference Guide

Class has not started
1. Inform students of cancellation and/or change. 2. Email StudentAccounting@noce.edu to request drop of students. Inform them of the following: a. Student Drop Code: DD 3. Section Status: C
Class has started
1. Inform students of cancellation and/or change. a. Turn off waitlist processor for CRN (if applicable). 2. Department confirms that instructor has submitted all attendance. 3. Email StudentAccounting@noce.edu to request drop of students. Inform them of the following based on scenario: a. Student Drop Code with hours of attendance: DC b. Student Drop code with hours of attendance for CTE classes: DT c. Student does not have any hours of attendance: NS 4. Section Status: L a. DO NOT delete any sessions meeting dates and times. 5. Add a note in SSATEXT with the last date of attendance (e.g., "Last date of attendance August 12, 2025").

Note: Schedulers are advised to run audits throughout term to confirm cancellations are entered in Banner correctly. Final audit and follow up for 320 submission will be led by OIRP.

How to make edits to a course: Changing Schedule Type, Instructional Method, and/or Part of Term (Dates) on Course Section Information tab

Once a course has been created, Schedule Type, Instructional Method, and Part of Term located under Course Section Information tab are locked, and changes cannot be made without deleting the sessions in Meeting Times and Locations tab. Depending on whether students are registered and whether the course has started, the required steps and the potential impact on students may vary.

1. Identify the appropriate scenario by referring to the grid below:

Before Student Registration	After Student Registration, Before Course Start	After Course Start
Continue to follow instructions below	1. Freeze waitlist at SSAWLSC (if applicable) 2. Uncheck Voice Response (hide from public view) and Special Approval Code to keep students from registration while edits are in progress. 3. Inform students of temporary change 4. Email StudentAccounting@noce.edu and request students be dropped from the CRN and inform that the students will need to be re-enrolled after course edits are completed. 5. Follow steps below based on scenario 6. Remove Special Approval Code and inform StudentAccounting@noce.edu that students can be re-enrolled. 7. Once students are re-enrolled, Check Voice Response and unfreeze waitlist (if applicable). *Note: this process needs to be completed in its entirety at least 24 hours prior to course start to avoid delayed Canvas sync.	Avoid at all costs (if possible) <i>The process of dropping/re-enrolling students and deleting meeting times and locations will cause immediate disruption to Canvas for students and faculty. It deletes any customizations a faculty has created for the course and immediately drops students while re-adding requires an overnight sync.</i> For Part of Term edits due to census dates – see How to edit Section Calendar (SSAACCL) instructions on page 17 for work around. Reach out to OIRP to confirm accurate 20% and 60% census dates for course.
Notes for changing Part of Term Dates for fully asynchronous courses for accurate census date calculation: Census dates calculation for a fully asynchronous course are calculated on the date range of the Part of Term on Course Section Information tab. If the course is not full term, the dates must reflect the true course duration as seen under Meeting Times and Instructor tab. Otherwise, the census dates will be calculated on the full-term dates and not the actual course dates.		

2. Copy all course information including but not limited to, course start and end dates, total contact hours, and instructor for all sessions.
3. Delete all sessions under **Meetings Times and Locations** tab and Click **Save** (F10). This will also remove instructor information.
4. Click Course Section Information tab

5. Make Edits necessary edits
 - a. Schedule Type or Instructional Method (if applicable)
 - b. **Part of Term** section will be unlocked. Adjust start date, end date, and total number of weeks to match the true course duration. Click **Save**.
 - i. Double confirm this has saved with accurate information before moving forward.
6. Return to **Meeting Times and Locations** tab and re-enter course start and end dates, total contact hours, and instructor for all sessions. Remember to re-enter SIAASGN.
7. For Schedule Type and Instructional Method edits – return to grid in step 1 and complete steps as applicable.
8. For Part of Term edits:
 - a. Contact Director of Admissions and Records to request a re-calculation of Census Dates. Provide the following information:
 - i. Term, Course Subject, CRN, and Part of Term
 - b. Once Director of Admissions and Records has confirmed the re-calculation is complete, return to SSASECT → **Section Enrollment Information** tab and confirm Census One and Census Two dates are within accurate range of 20% and 60% of course duration.
 - c. Return to grid in step 1 and complete steps as applicable.

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
Enrollment Details		Reserved Seats					
▼ ENROLLMENT DETAILS							
Maximum *	10	Waitlist Maximum *	0				
Actual	0	Waitlist Actual	0				
Remaining	10	Waitlist Remaining	0				
☒ Authorization Codes Active for Section		Generated Credit Hours		0.000			
Census One							
Enrollment Count	0			Freeze Date	08/21/2026		
Census Two							
Enrollment Count	0			Freeze Date	09/15/2026		

Cross-listing

This process resolves the time conflict errors in 25live due to multiple CRNs being schedule at the same place and same time.

1. Run ARGOS report to identify Course Subjects and CRNs that are scheduled at the same time and location.
(**Report Path:** Student.NOCE.CRN Enrollment Summary-Dashboard)
2. Export report and save as an excel file

Term	CRN	Subject	Course N Title	Max. Enro	Enrollmer	Part of ter	Start date	End date	All days	Begin time	End time	Status	Campus	Building #	Room #1	Instructor Last Name
202435	60090	IHSS	100 High School English 1	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi
202435	60089	IHSS	101 High School English 2	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi
202435	60992	IHSS	102 High School English 3	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi
202435	60993	IHSS	105 High School Writing Skills	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi
202435	60084	IHSS	109 High School World History	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi
202435	60995	IHSS	110 High School World Geography	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi
202435	61000	IHSS	113 High School Mass Media	999	0	NRH	1/13/2025	5/22/2025	MTWRF	8:30am	2:45pm	A	3AN	AN	602	Balasi

3. Open Banner and go to **SSAXLST**. Insert Term, Insert desired label, and click Go.

4. Insert **Maximum Enrollment** and **control Pg Down**. Insert the first 5 digit Course Registration Number (CRN) in the first. **Arrow down** or click insert to create a new row and insert the next CRN and so on. Click **Save** when done.

- Go to **SSASECT** for each CRN to confirm the label and group created has populated in **Cross List** section.

ellucian Schedule SSASECT 9.3.34 [CALBSTU:9.3.34 BAN9-188] (PROD)

Term: 202435 CRN: 60090 Subject: IHSS Course: 100 Title: High School English 1

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Pre

COURSE SECTION INFORMATION

Subject IHSS *** INDIVIDUAL HIGH SCHOOL SUBJECTS Campus *

Course Number 100 *** Status *

Title High School English 1 Schedule Type

Section * 0 *** Instructional Method

Cross List HSA *** Integration Partner

CLASS TYPE

ellucian Schedule SSASECT 9.3.34 [CALBSTU:9.3.34 BAN9-188] (PROD)

Term: 202435 CRN: 60089 Subject: IHSS Course: 101 Title: High School English 2

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Pre

COURSE SECTION INFORMATION

Subject IHSS *** INDIVIDUAL HIGH SCHOOL SUBJECTS Campus *

Course Number 101 *** Status *

Title High School English 2 Schedule Type

Section * 0 *** Instructional Method

Cross List HSA *** Integration Partner

- If the Cross List field is not filled in, click on the ...

Cross List

- Insert the **term** and click **Go**

ellucian Schedule Cross List Query SSAXLSQ 9.3.15 (PROD)

ADD RETRIEVE RELATED TOOLS

SCHEDULE CROSS LIST QUERY

Settings Insert Delete Copy Filter

Basic Filter Advanced Filter

Term 202435 Cross List Maximum Enrollment Actual Enrollment Seats Available

Clear All Go

- The list of available Cross list groups and labels will appear. **Click** on the appropriate label and Click **Select** at the bottom right-hand corner.
 - HSA: High School Anaheim
 - HSC: High School Cypress

ellucian Schedule Cross List Query SSAXLSQ 9.3.15 (PROD)

ADD RETRIEVE RELATED TOOLS

SCHEDULE CROSS LIST QUERY

Settings Insert Delete Copy Filter

Active filters: Term: 202435 Clear All

Filter Again

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
202435	HSA		999	0
202435	HSC		999	4

Record 2 of 2

CROSS LIST SECTION

Settings Insert Delete Copy Filter

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
60013	IHSS	100	04	NRH	0.000	TO	10.000
61027	IHSS	101	04	NRH	0.000	TO	10.000
61028	IHSS	102	04	NRH	0.000	TO	10.000
61029	IHSS	105	04	NRH	0.000	TO	10.000
61031	IHSS	109	04	NRH	0.000	TO	10.000
61032	IHSS	110	04	NRH	0.000	TO	10.000

- Save** when you return to the **SSASECT** screen.

Cohort (Orientation) Codes

Cohort Codes are what a student receives when completing an online orientation:

- **3GEN** NOCE General Orientation
(including and not limited to High School Diploma Program and most CTE programs)
- **3PTO** NOCE Pharmacy Technician Orientation
- **3ESO** NOCE ESL Orientation

This allows a student to register for a course that requires an orientation prior to registration. If a student does not have the required cohort code and attempts to register, they will receive a “Cohort Error”.

The Cohort Codes are built at the catalog/course level in Banner by the Schedule/Catalog Coordinator and the codes roll into the CRNs when they are built for each term.

For long term edits, contact the Schedule/Catalog Coordinator. For immediate/emergency edits needed for registration purposes, Schedule Builders can control the codes at the course level by going to:

SSARRES .Student Attribute .Cohorts. Any cohort codes listed should have the **“Include”** option checked.

The screenshot shows the Banner SSARRES 9.3.11 (PROD) interface. The top navigation bar includes 'ellucian', 'Schedule Restrictions SSARRES 9.3.11 (PROD)', and various tool icons. The main header displays 'Term: 202435', 'CRN: 60550', 'Subject: BMGR', 'Course: 431', and 'Title: Finance Non-Financial Manager'. Below this, there are tabs for 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Student Attribute and Cohort' tab is active, showing two sections: 'STUDENT ATTRIBUTE RESTRICTIONS' and 'COHORT RESTRICTIONS'. The 'STUDENT ATTRIBUTE RESTRICTIONS' section has a table with columns 'Attribute' and 'Description'. The 'COHORT RESTRICTIONS' section has a table with columns 'Cohort' and 'Description'. The 'COHORT RESTRICTIONS' table lists three cohorts: '3ESO' (NOCE ESL Orientation), '3GEN' (NOCE General Orientation), and '3PTO' (NOCE Pharmacy Tech Orientation). The 'Include/Exclude (I/E)' radio buttons are set to 'Include'.

To run an audit, the Cohort Restriction Argos report can be found via the following pathway:

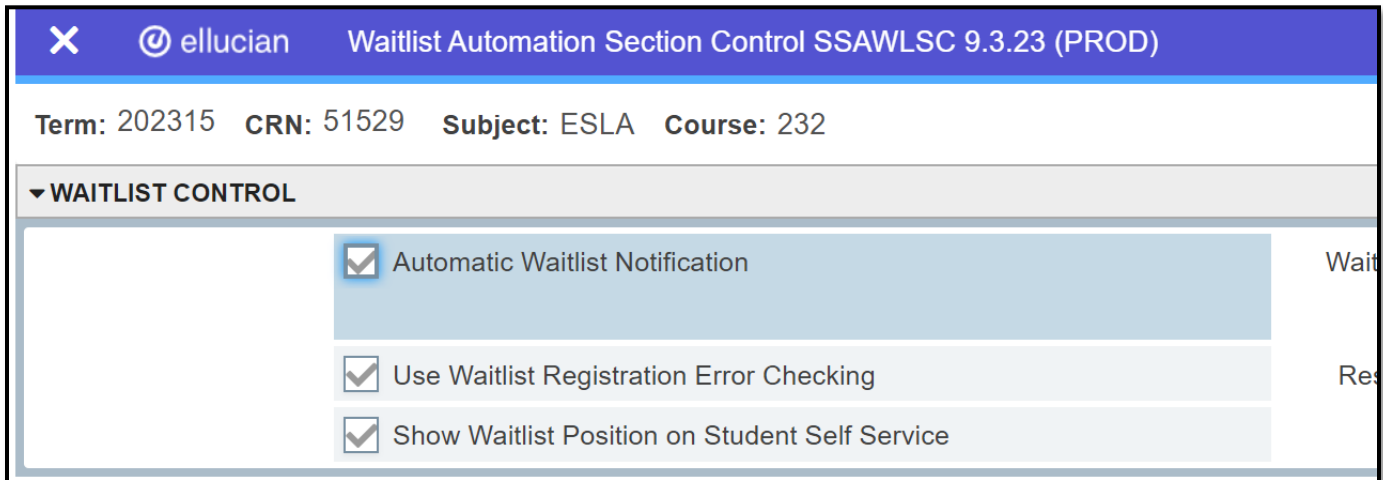
Student.NOCE.NOCE Cohort Restriction Report

The screenshot shows the 'NOCE Cohort Restriction Report - Dashboard' interface. The top navigation bar includes 'Root', 'Student', 'NOCE', and 'NOCE Cohort Restriction Report - Dashboard'. The main header displays 'NOCE NORTH ORANGE CONTINUING EDUCATION' and 'NOCE Cohort Restriction Report'. Below this, there is a 'Purpose:' section and a 'Methodology:' section. The 'Required Fields:' section includes a 'Select Term:' dropdown (set to 'Spring 2025') and a 'Select Program:' dropdown (set to 'Career Technical Education (CTE)'). A 'Run Query' button is located below the dropdowns. The 'Cohort Restrictions' section displays a table with columns 'TERM', 'CRN', 'COURSE', 'PROGRAM', and 'COHORT_CODE_LIST'. The table lists various course sections and their associated cohort codes. The bottom of the page shows '227 items'.

Waitlist Management at the CRN Level

This function should be used to freeze a waitlist when a correction needs to be made to a course that requires students to be dropped and then re-added after corrections. After corrections are made and students are re-added, you should unfreeze the waitlist. This prevents students on the waitlist mistakenly receive a notification when students are dropped for the purpose of corrections.

1. Pull CRN in SSASECT, Click on Related Tab (top right hand corner), Click on Waitlist Automation Section Control (SSAWLSC).
2. Once there, you are presented with a set of Waitlist management options at the CRN level:



✕ ellucian Waitlist Automation Section Control SSAWLSC 9.3.23 (PROD)

Term: 202315 CRN: 51529 Subject: ESLA Course: 232

▼ WAITLIST CONTROL

- ☒ Automatic Waitlist Notification
- ☒ Use Waitlist Registration Error Checking
- ☒ Show Waitlist Position on Student Self Service

The above are default settings for courses built with a waitlist.

- To turn off waitlist and remove from view, uncheck “Automatic Waitlist Notification” and “Show Waitlist Position on Student Self Service”.
 - Special Approval Codes notes: The “**Automatic Waitlist Notification**” and “**Show Waitlist Position on Student Self Service**” should be unchecked at **least 24 hours** before placing any Special Approval Codes if the CRN has students on the Waitlist.
 - The logic is that the waitlist processor will be running with notices going out to students.
 - As students have 24hrs from the time of notification, placing the Special Approval Code
- After 24 hours of unchecking boxes: students will not receive an automatic notification and experience confusion when attempting to self-register when the course is in fact closed or paused for enrollment.
- If using the waitlist by staff to manage behind the scenes registration, then leave the “Use Waitlist Registration Error Checking” box checked and activated to support the waitlist management.
- Once a CRN is no longer using the waitlist feature at all, then all three should be unchecked.

3. Click SAVE (F10).

Time Conflict Validation and Lab Edits

Effective Summer 2026, the Time Conflict Validation Check will be reinstated and will block students from registering in courses with overlapping meeting times. Due to the wide variation in lab scheduling, lab section days and times must be temporarily removed during open registration and reenter at the end of the term.

1. Build/Roll Lab CRN with all information (days, times, location, instructors)
2. Before the start of registration or start of term follow the remaining steps.
3. Pull course/session information from Argos or take screenshots of each section prior to removing the information. You will use this to re-enter at the end of the term.
4. Delete the days by unchecking each box and delete each time for each session. Leave all other section data (CRN, instructors, location, etc.) intact.

Elucian Schedule SSASECT 9.3.37 [CALBSTU.9.3.37 BAN9-188] (TEST)

Term: 202605 CRN: 41015 Subject: IHSS Course: 100 Title: High School English 1 Course Alias:

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Sessi
CLAS	06/01/2026	07/31/2026	☒	☐	☒	☐	☐	☐	☐	0830	1435	18	O	01
CLAS	06/01/2026	07/31/2026	☐	☒	☐	☐	☐	☐	☐	0830	1220	9	O	02
CLAS	06/01/2026	07/31/2026	☐	☒	☐	☐	☐	☐	☐	1230	1435	9	O	03
CLAS	06/01/2026	07/31/2026	☐	☐	☐	☒	☒	☐	☐	0830	1435	16	O	04
CLAS	06/01/2026	07/31/2026	☒	☒	☒	☒	☐	☐	☐	1700	2050	36	O	05
CLAS	06/01/2026	07/31/2026	☒	☐	☐	☐	☐	☐	☐	1800	2050	9	O	06
CLAS	06/01/2026	07/31/2026	☐	☒	☐	☐	☐	☐	☐	1800	2050	9	O	07
CLAS	06/01/2026	07/31/2026	☐	☐	☒	☐	☐	☐	☐	1800	2050	9	O	08
CLAS	06/01/2026	07/31/2026	☒	☒	☒	☒	☐	☐	☐	1700	2050	36	O	09

5. Click Save. You will need to click OK on the Warning Alert for each session until the final Save.

Elucian Schedule SSASECT 9.3.37 [CALBSTU.9.3.37 BAN9-188] (TEST)

Term: 202605 CRN: 41015 Subject: IHSS Course: 100 Title: High School English 1 Course Alias:

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End		
***	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			18	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			9	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			9	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			16	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			35	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			9	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			9	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			9	O
	CLAS	06/01/2026	07/31/2026	☐	☐	☐	☐	☐	☐	☐			35	O

Warning Alert
WARNING Building/room specified without both day and time information entered.

OK

6. The total contact hours and instructors assigned to each session will remain.
7. At the conclusion of the term, use the saved Argos data or screenshots to re-enter the original days and times for each lab section.

Banner Example: Registration Time Conflict Error

ellucian

Student Course Registration Form SFAREGS 9.3.39 [CALBSTU/9.3.15] (TEST)

ADDRETRIEVERELATEDTOOLS

Term: 202605 ID: @01462838 Test_Sce Date: 04/14/2026 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Confidential

Student schedule has errors. Correct or delete to continue.

RegistrationStudent TermCurriculaStudy PathTime Status

ENROLLMENT INFORMATION

Status * EL *** Eligible to Register Reason *** Process Block ☐

Status Date 04/29/2026 ☐ Delete All CRNs

Minimum * 0.000 *** Source MHRS Maximum * 999999.999 *** Source MHRS Acceptance ☐ Confirmed ☒ None ☐ Accepted

COURSE INFORMATION

Section DetailView Detailed Results

CRN	Subject *	Course *	Course Alias	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr
41067	IHSS	101		01	Time conflict with CRN 41076	S	0.000	0.000	0.000	0.000	RE	3H	
41076	IHSS	100		04		S	0.000	0.000	0.000	0.000	RE	3H	

Error Flag Fatal error Status Type In Progress Message Time conflict with CRN 41076

Record 1 of 2

ENROLLMENT TOTALS

Fees * Y - Immediate assessment

Credit Hours 0.000 CEU Hours 0.000

Date 04/14/2026 Bill Hours 0.000

SAVE

a.

Student Self- Service Registration Example: Time Conflict Error

ellucian

Valle, Marcela2

StudentRegistrationSelect a TermRegister for Classes

Register for Classes

Find ClassesEnter CRNsPlansSchedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: NOCE Spring 2026

ScheduleSchedule Details

Class Schedule for NOCE Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Tuition and Fees

Title	Details	Hour	CRN	Schedule	Status	Action
Health and Wellnes...	EMER 310, 0	0	62215	Lecture	Errors Preventi...	Remove
Health and Wellnes...	EMER 310, 0	0	62196	Lecture	Registered	None
Joyful Parenting: Art...	PARN 200,...	0	63129	Hybrid	Registered	None
Creative Writing for...	EMER 115, 0	0	63127	Synch...	Dropped	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

Hiding Courses from Public View/Online Searchable Schedule

Hiding a course from public view or from the online searchable schedule is a departmental decision, made for a variety of operational or enrollment-related reasons. For example, departments may choose to hide in-person sections of high school courses held in open-entry labs, or to remove full and waitlisted courses from public view to encourage students to explore other available options. Each department's scheduler has the access and responsibility to review, update, and maintain the visibility settings for the courses within their department.

Argos Report Path: Student.NOCE.NOCE Special Approval and Waitlist/Student Self-Service Report

Report Key:

Y	N
Checked (Turned On)	Unchecked (Turned Off)

How to hide courses from public view:

1. Visit SSASECT, enter Term and CRN
2. Course Section Information (tab) under Class Indicators:
 - a. Uncheck (turn off) Voice Response and Self-Service Available
 - b. Gradable must remain checked.
 - c. Print allows course to be pulled for printed schedule.

CLASS INDICATORS [Insert] [Delete] [Copy] [Filter]

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours	61.50	Before	☐ Long Title
CEU Indicator	☐	Daily Contact Hours	14.25		☒ Voice Response and Self-Service Available
Link Identifier		Total Contact Hours	1,074.00		☐ Tuition and Fee Waiver
Reporting Year	2025 2025-2026	☒ Print			☐ Comments
Attendance Method	P *** Positive Attendance	☒ Gradable			☐ Syllabus

CLASS INDICATORS [Insert] [Delete] [Copy] [Filter]

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours	61.50	After	☐ Long Title
CEU Indicator	☐	Daily Contact Hours	14.25		☐ Tuition and Fee Waiver
Link Identifier		Total Contact Hours	1,074.00		☐ Voice Response and Self-Service Available
Reporting Year	2025 2025-2026	☒ Print			☐ Comments
Attendance Method	P *** Positive Attendance	☒ Gradable			☐ Syllabus

NOTE: DO NOT uncheck gradable.

Unchecking the Gradable setting will cause the following:

- Course will be removed from a student's degree audit in DegreeWorks.
- Final grades cannot be posted for the course at the end of the term.
- The course will not be recognized as an in-progress prerequisite for registration in the following term.

☒	Print	
☒	Gradable	

iTendence Errors

Grades:

- Links for instructor will appear 24 hours after the end date of the course as noted in the meeting dates in SSASECT.
 - **IHSS courses – grades can be submitted at any time.
- Only the instructor noted as Primary can submit final grades.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator
01			0.000	100	☒
02			0.000	100	☐

Asynchronous Weekly Engagement links:

Reference [Asynchronous Courses with Invalid Workload](#) report in iTendence to audit and reconcile before start of classes.

- Total Contact Hours ÷ Number of weeks in session = Number divisible by .25

Override Hours	Hours per Day	Hours per Week	Total Contact Hours
☒	4.00	4.00	36.00

Record 1 of 1

$$36 \text{ Total Contact Hours} \div 9 \text{ Weeks} = 4$$

Meeting Dates		Meeting Location and Credits								
▼ SCHEDULE										
Meeting Type		Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun
ONL	...	08/10/2026	10/09/2026	☐	☐	☐	☐	☐	☐	☐

Confirm Total Contact Hours in the session is the same number noted in the Workload in SIAASGN.

Override Hours	Hours per Day	Hours per Week	Total Contact Hours
☒	4.00	4.00	36.00

Active filters: CRN: 52035 Primary Instructor: unchecked Override Conflicts: unchecked Clear All

CRN	52035
Session	01
Subject	BUSA
Course	100
Course Alias	
Section	01
Session Credit	0.000
Institutional Credit	0.000
Percentage of * Session	100
☒ Primary Instructor	

Workload 0.000

Override Workload 36

Calculated Workload 0.000

Assignment Type

Percent * 100

Responsibility

Weekly Contact 4

Total Contact 36

Generated Credits 0.000

FTE

Contract Type ZL

Compensation Applied

Position Number

Position Number Suffix

Additional Instructors

Faculty Load None

Override

Faculty Load Message

- If number is not divisible by .25, split the Total Contact hours and weeks in the session into multiple sessions so that each session is divisible by .25.

Example: 16 Total Contact Hours ÷ 9 weeks = **1.77**

Solution:

Session 02: 14 Total Contact Hours ÷ 8 weeks = 1.75

Session 03: 2 Total Contact Hours ÷ 1 week = 2

Meeting Type	Start Date *	End Date *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Number of Days	Meeting Conflict Override	Session Indicator
HY	03/16/2026	05/15/2026	☐	☐	☐	☐	☐	☐	☐			0		02
CLAS	03/17/2026	05/19/2026	☐	☒	☐	☐	☐	☐	☐	0900	1050	9		01
HY	05/18/2026	05/21/2026	☐	☐	☐	☐	☐	☐	☐			0		03

Session Indicator	Override Hours	Hours per Day	Hours per Week	Total Contact Hours
02	☒		1.75	14.00
01	☐		2.00	20.00
03	☒		2.00	2.00

Missing iTendence links due to missing Faculty information in SIAASGN:

Reference [Courses with Zero Workload](#) report in iTendence to audit and reconcile before start of classes.

FACULTY ASSIGNMENT

CRN: 41045

Session: 01

Subject: MEDO

Course: 105

Course Alias:

Section: OL1

Session Credit: 0.000

Institutional Credit: 0.000

Percentage of * Session: 100

☒ Primary Instructor

☐ Override Conflicts

Workload: 0.000

Override Workload: 0.000

Calculated Workload: 0.000

Assignment Type: XXX

Percent * 100

Responsibility

Weekly Contact: 0

Total Contact: 31.5

☐ Compensation Extracted

Generated Credits: 0.000

FTE: 0.000

Contract Type: ***

Compensation Applied

Position Number: ***

Position Number: ***

Additional Instructors

Faculty Load: None

Override

Faculty Load

Message

FACULTY ASSIGNMENT

Active filters: CRN: 41045 Primary Instructor: unchecked Override Conflicts: unchecked Clear All

CRN: 41045

Session: 01

Subject: MEDO

Course: 105

Course Alias:

Section: OL1

Session Credit: 0.000

Institutional Credit: 0.000

Percentage of * Session: 100

☒ Primary Instructor

☐ Override Conflicts

Workload: 0.000

Override Workload: 31.500

Calculated Workload: 31.500

Assignment Type: XXX

Percent * 100

Responsibility

Weekly Contact: 0

Total Contact: 31.5

☐ Compensation Extracted

Generated Credits: 0.000

FTE: 0.070

Contract Type: ZS

Compensation Applied

Position Number: 9793A4

Position Number: 00

Suffix

Additional Instructors

Faculty Load: None

Override

Faculty Load

Message

After

Argos Reports Guide

Schedule Review – Overall

Argos Path: Catalog and Schedule.CourseInfo Dashboard (Single-Select/ (All) Filters – Dashboard

320 (FTES) Schedule Coding Audit

Argos Path: Student.NOCE.NOCE Schedule Coding Audit Report – Dashboard

Type of errors and meaning

- Total contact hours scheduled not within Course Outline of Record (COR) range
 - Total Contact Hours cannot **exceed** COR hours
 - Total Contact Hours less than COR hours can be slightly under due to Holiday calendar
 - Exception: Labs
- Coded for positive attendance accounting collection, has asynchronous component listed in course section information
 - **SSASECT** – change P to N
- Coded for alternative attendance accounting collection, no asynchronous component found in course section information
 - **SSASECT** – change I/N/O to P
- Missing Academic Calendar Code
 - SSAEXCL
- Census 1/2 does not fall within the timeframe of the class
 - Scenario 1: Often due to missing calendar code **SSAEXCL**
 - Scenario 2: Reference “How to make edits to a course: changing schedule type, instructional method, and/or Part of Term (dates) on Course Section Information tab” instructions in the NOCE Schedule Guide for instructions on correcting census dates due to error in schedule build – Part of Term for asynchronous courses
 - Contact the Director of Admissions & Records to run recalculation after update.
- Modality unable to be determined due to unexpected course coding
 - Review Schedule and Instructional Method compared to Meeting Locations.
- Course session information has not been built for this course section
 - Blank CRN
- Has one or more course sessions either missing total contact hours or with 0 total contact hours
 - Sessions must be at least 50 minutes or greater
 - **Exception:** Wednesday start asynchronous courses have first session of first week at 0 and hours added to remaining weeks.
- Total instructor workload does not match total contact hours scheduled
 - **Exception:** Labs and In-person IHSS

Special Approval, Waitlist, & Searchable Schedule

- **Argos Path:** Student.NOCE.NOCE Special Approval and Waitlist/Student Self-Service Report
 - Provides information on Special Approval Codes, if the Waitlist is on/off, and if the Voice Response indicator is on for public view in the searchable schedule.

Special Approval code prevents registration and communicates the reason to the student/staff member through an error message:

- SSASECT.Course Section Information.Special Approval

Course available to view in public search

- SSASECT.Class Indicators
 - **Voice Response and Self Service Available:** visible in online searchable schedule.
 - **Print:** for Schedule production
 - **Gradable:** ability to receive grades at end of course/term.
 - Y = Yes, checked (on)
 - N = No, unchecked (off) - **never use**
- **Important Note:** Turning OFF Voice Response also removes the in-progress course from the student's degree audit in DegreeWorks.

Waitlist Management at CRN level

- SSAWLSC
 - Y = Yes, checked (on)
 - N = No, unchecked (off)

Cohort Restriction (Orientation)

Argos Path: Student.NOCE.NOCE Cohort Restriction Report

- Provides information on what orientations are required for each CRN (if any).
- **Important Note:** **Must be set to "INCLUDE" in SSARRES.** If course set to "EXCLUDE", students will be blocked from registration
- Orientation Key:
 - 3GEN –General Orientation
 - 3PTO – Pharmacy Technician Orientation
 - 3ESO – ESL Orientation

Prerequisites Rules Review:

Argos Path: Student. Catalog and Schedule. Prerequisite Rules Review – Dashboard Report by term and CRN.

Course Equivalency – Dashboard

Argos Path: General. Course Equivalency

FLAC Report: Faculty Load Report and Total FTE

Argos Path: FLAC Administrator Folder. Faculty Load Report and Total FTE

This report provides the total workload entered for both Full-Time and Adjunct Faculty. Full-Time Faculty should have a load between 428 and 450, with anything above 450 coded as overload (NO). Adjunct Faculty workload must not exceed 301.5 (67%), unless an HR-approved exception is on file. This report can be used to verify that Full-Time Faculty meet their workload requirements and that schedulers correctly coded any overload assignments.

FLAC Report: SIAASGN Faculty Load by term

Argos Path: FLAC Administrator Folder. SIAASGN Faculty Load by term

This report is similar to the Faculty Load Report and Total FTE; however, it provides a detailed breakdown of workload by CRN. It can be used to audit whether the workload entered for each CRN was inputted accurately.

FLAC Report: Faculty Load Compensation Errors Table

Argos Path: FLAC Administrator Folder. Faculty Load Compensation Errors Table

This report identifies information that was not inputted or left blank in SIAASGN and needs to be updated such as: Contract Type, Position Number or Position Number Suffix on a faculty's assignment.

FLAC Report: Faculty NIST Codes

Argos Path: FLAC Administrator Folder. Faculty NIST Codes

This report displays all workload entered on the non-instructional screen of SIAASGN (Reassigned Time, Counselor Workload, LOA, Load banking, etc.).

iTendence Reports

Asynchronous Courses with Invalid Workload

Path: Report → Scheduler Reports → Asynchronous Courses with Invalid Workload

This shows total contact hours/workload that is not evenly divisible by class weeks. Workload should be divisible by a quarter of an hour to ensure instructors are being paid according to their contract. See page XX for instructions.

Courses with Zero Workload

Path: Report → Scheduler Reports → Courses with Zero Workload

This is a list of assignments from Banner and their corresponding Workload. This needs to be corrected for iTendence payroll to work properly. Once you modify Workload in Banner it will take up to 24 hours for the changes to be reflected here. See page XX for instructions.

Contact Hour Computation Guide

Calculating Class Hours (Student Contact Hours)

1. Definitions

a. *Class Hour*: The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).

b. *Clock Hour*: A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20.

c. *Passing Time/Break*: Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as "passing time," "break," etc.. No additional attendance may be claimed for this 10-minute segment, except as provided for a "multiple hour class." (See e. below) Note: The 10-minute break time permitted in each clock hour may not be accumulated during a multiple hour class to be taken at the end of the class and be counted for FTES apportionment.

d. *Partial Class Hour*: A "partial class hour" is that fractional part of a class hour in a class scheduled for more than one clock hour, starting from and including the 51st minute of the last full clock hour. For example, continuous instruction from 8:00 - 9:35 would have a 45-minute partial class hour (8:51-9:35). 45 minutes is the longest possible partial class hour. Instruction after a 45-minute partial class period hour would require a 10-minute break in the previous clock hour.

e. *Multiple Hour Class*:

1. A multiple hour class is any period of instruction scheduled continuously for more than one clock hour.
2. In multiple hour class scheduling, each 50 minutes exclusive of breaks (formal or informal) is a class/contact hour. However, the fractional part of a class hour beyond the last full clock hour may be counted for apportionment, starting from and including the 51st minute of the last full clock hour.
3. The divisor for this fractional part of a class shall be 50.
4. There shall be no class break in the last full clock hour or the partial class hour.
5. The sum of class hours cannot exceed the total number of elapsed clock hours for which the class is scheduled. For this rule, "clock hours" is interpreted to mean the total whole number (an integer) of clock hours, each being a 60-minute time frame. For example, if you have a class scheduled from 8:00 to 11:25, the resulting class hours (contact hours) would be 3.7 (see example 2.d below) and are within the maximum number of class hours for the 4 "clock hour" period of 8:00 to 12:00.

2. Examples for Calculating Student Contact Hours (SCH)

a. Single Hour Class Meeting		
Class scheduled from 8:00 to 8:50 (no break)		
8:00 - 8:50	1.0 SCH	1 class hour in 1 clock hour = 1 SCH
Total	1.0 SCH	

b. Multiple Hour Class Meeting		
Class scheduled from 8:00 to 9:15 (no break)		
8:00 - 8:50	1.0 SCH	50 Instructional Minutes = 1 SCH
8:50 - 9:15	0.5 SCH	25 Instructional Minutes / 50 = .5 SCH
Total	1.5 SCH	

c. Multiple Hour Class Meeting		
Class scheduled from 8:00 to 10:05 (one 10 minute break)		
8:00 - 9:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00 - 9:50	1.0 SCH	50 Instructional Minutes = 1.0 SCH
9:50 - 10:05	0.3 SCH	15 Instructional Minutes / 50 = 0.3 SCH
Total	2.3 SCH	

d. Multiple Hour Class Meeting		
Class scheduled from 8:00 to 11:25 (two 10 minute breaks)		
8:00 - 9:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
9:00 - 10:00	1.0 SCH	50 Instructional Minutes plus 10 min break = 1.0 SCH
10:00 - 10:50	1.0 SCH	50 Instructional Minutes = 1.0 SCH
10:50 - 11:25	0.7 SCH	35 Instructional Minutes / 50 = 0.7 SCH
Total	3.7 SCH	

3. Contact Hours Computation Table

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
50 Minutes	00:50	8:00 - 8:50	1.0	NA	1 CH
65 Minutes	01:05	8:00 - 9:05	1.3	NA	1 CH + 15-minute PCH
70 Minutes	01:10	8:00 - 9:10	1.4	NA	1 CH + 20-minute PCH
75 Minutes	01:15	8:00 - 9:15	1.5	NA	1 CH + 25-minute PCH
80 Minutes	01:20	8:00 - 9:20	1.6	NA	1 CH + 30-minute PCH
85 Minutes	01:25	8:00 - 9:25	1.7	NA	1 CH + 35-minute PCH
90 Minutes	01:30	8:00 - 9:30	1.8	NA	1 CH + 40-minute PCH
95 Minutes	01:35	8:00 - 9:35*	1.9	NA	1 CH + 45-minute PCH
110 Minutes	01:50	8:00 - 9:50	2.0	1	2 full CH
125 Minutes	02:05	8:00 - 10:05	2.3	1	2 CH + 15-minute PCH
130 Minutes	02:10	8:00 - 10:10	2.4	1	2 CH + 20-minute PCH
135 Minutes	02:15	8:00 - 10:15	2.5	1	2 CH + 25-minute PCH
140 Minutes	02:20	8:00 - 10:20	2.6	1	2 CH + 30-minute PCH
145 Minutes	02:25	8:00 - 10:25	2.7	1	2 CH + 35-minute PCH
150 Minutes	02:30	8:00 - 10:30	2.8	1	2 CH + 40-minute PCH
155 Minutes	02:35	8:00 - 10:35*	2.9	1	2 CH + 45-minute PCH
170 Minutes	02:50	8:00 - 10:50	3.0	2	3 full CH
185 Minutes	03:05	8:00 - 11:05	3.3	2	3 CH + 15-minute PCH
190 Minutes	03:10	8:00 - 11:10	3.4	2	3 CH + 20-minute PCH
195 Minutes	03:15	8:00 - 11:15	3.5	2	3 CH + 25-minute PCH
200 Minutes	03:20	8:00 - 11:20	3.6	2	3 CH + 30-minute PCH
205 Minutes	03:25	8:00 - 11:25	3.7	2	3 CH + 35-minute PCH
210 Minutes	03:30	8:00 - 11:30	3.8	2	3 CH + 40-minute PCH
215 Minutes	03:35	8:00 - 11:35*	3.9	2	3 CH + 45-minute PCH

Class Meeting Time	Clock Time Hrs : Mins	Example Start/End Time	Contact Hours	# of 10 Min. Breaks	Comments
230 Minutes	03:50	8:00 - 11:50	4.0	3	4 full class hours
245 Minutes	04:05	8:00 - 12:05	4.3	3	4 CH + 15-minute PCH
250 Minutes	04:10	8:00 - 12:10	4.4	3	4 CH + 20-minute PCH
255 Minutes	04:15	8:00 - 12:15	4.5	3	4 CH + 25-minute PCH
260 Minutes	04:20	8:00 - 12:20	4.6	3	4 CH + 30-minute PCH
265 Minutes	04:25	8:00 - 12:25	4.7	3	4 CH + 35-minute PCH
270 Minutes	04:30	8:00 - 12:30	4.8	3	4 CH + 40-minute PCH
275 Minutes	04:35	8:00 - 12:35*	4.9	3	4 CH + 45-minute PCH
290 Minutes	04:50	8:00 - 12:50	5.0	4	5 full CH
305 Minutes	05:05	8:00 - 1:05	5.3	4	5 CH + 15-minute PCH
310 Minutes	05:10	8:00 - 1:10	5.4	4	5 CH + 20-minute PCH
315 Minutes	05:15	8:00 - 1:15	5.5	4	5 CH + 25-minute PCH
320 Minutes	05:20	8:00 - 1:20	5.6	4	5 CH + 30-minute PCH
325 Minutes	05:25	8:00 - 1:25	5.7	4	5 CH + 35-minute PCH
330 Minutes	05:30	8:00 - 1:30	5.8	4	5 CH + 40-minute PCH
335 Minutes	05:35	8:00 - 1:35*	5.9	4	5 CH + 45-minute PCH
350 Minutes	05:50	8:00 - 1:50	6.0	5	6 full CH
365 Minutes	06:05	8:00 - 2:05	6.3	5	6 CH + 15-minute PCH
370 Minutes	06:10	8:00 - 2:10	6.4	5	6 CH + 20-minute PCH
375 Minutes	06:15	8:00 - 2:15	6.5	5	6 CH + 25-minute PCH
380 Minutes	06:20	8:00 - 2:20	6.6	5	6 CH + 30-minute PCH
385 Minutes	06:25	8:00 - 2:25	6.7	5	6 CH + 35-minute PCH
390 Minutes	06:30	8:00 - 2:30	6.8	5	6 CH + 40-minute PCH
395 Minutes	06:35	8:00 - 2:35*	6.9	5	6 CH + 45-minute PCH

CH = Class Hour. PCH = Partial Class Hour. See Definitions.

Note: Individual class schedules must be based on five-minute increments for starting and ending times (e.g., 8:00 a.m. to 9:25 a.m. or 8:00 a.m. to 11:10 a.m.)

* A partial class hour cannot exceed 45 minutes. Instruction after a 45-minute partial class hour period would require a 10-minute break in the previous clock hour. As a result, classes should be scheduled only for the time lengths listed in the table (or extension). See definitions of *Passing Time/Break* and *Partial Class Hour*.

SSASECT Quick Reference Guide

Term Codes:

Academic Year	Semester	Term Code
2026-2027 = 2026	05 – Summer 2026	202605
	15 – Fall 2026	202615
	35 – Spring 2027	202635

Keyboard Shortcuts

FUNCTION	MENU OPTION	KEYSTROKE OPTION
Cancel Query	Query Cance/Exit	Ctrl + Q
Clear or Delete Record	Clear Record	Shift+ F6
Enter Query - Home	Enter Query/Filter	Shift+ F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block/Section	Next Block/Section	Alt + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block/Section	Previous Block/Section	Alt+ Page up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	Rollback/Start Over	F5
Save	File/Save	F10
List of Values	List of Values/Lookup	F9

BUILDING & ROOM CODES

- **On-Campus Course Setup**
Enter building and room for campus or on site location
 - **Online Course Setup**
 - ◆ **CLAS** for on campus session
 - ◆ **ONL** for fully online teaching
 - ◆ **HY** for Hybrid, mixture of teaching in the session to be online and in-person
-
- ◆ **ONLINE** - Asynchronous Online use with Building and Room
 - ◆ **ZOOM** - use for Synchronous online with specific meeting times.

Setup

Banner Field	On-Campus Course	Online Course Setup
Section Code	Enter: 01 on campus	Enter: OL1 for online or HY1 for Hybrid
Campus Code	Enter: 3AN, 3CC, 3OS, or 3WL	Enter: 3ON
Instructional Method	Enter: 02 – Traditional Face to Face 04 – Lab	Enter: HY: Hybrid 71 (sync) or 72 (async) : Online
Schedule Type	Populates to match instructional method or enter to match	71, 72, HY
Session	Enter: D or E	Enter: H or O
Attendance Method	Enter: P or O	Enter: N
SSAACCL	Enter: OE or PC	Enter: OE, PC, or DE
Meeting Pattern	Enter: CLAS the section meeting type(s) and meeting time(s).	Enter: CLAS: campus/on-site ONL: online (asynchronous & synchronous)

NOTE: See Schedule Guide Grid for additional details on pages 19-28.

NOCE Quick Reference Guide for Schedule Inputting

Lucian Schedule SSASECT 9.3.37 [CALBSTU:9.3.37 BAN9-188] (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202605 CRN: 41876 Subject: OTEC Course: 100 Title: Office Essentials Course Alias: Start C

Course Section Information **Section Enrollment Information** **Meeting Times and Instructor** **Section Preferences**

COURSE SECTION INFORMATION Insert Delete Copy

Subject	OTEC *** OFFICE TECHNICIAN	Campus *	3ON *** NOCE Online	Grade Mode	P *** Pass/No Pass
Course Number	100 ***	Status *	A *** Active	Session	O *** On-line class
Course Alias	***	Schedule Type	72 *** Online	Special Approval	RZ *** Registration Closed
Title	Office Essentials	Instructional Method	72 *** Online/No Live Sessions	Duration	***
Section *	01 ***	Integration Partner	***	☐ Override Duration	
Cross List	***				

CLASS TYPE Insert Delete Copy

Traditional Class

Part of Term NRC *** 06/01/2026 Part-of-Term End Date 07/24/2026 Part of Term Weeks 8

Open Learning Class

First Last

Registration Dates Start Dates Maximum Extensions 0 Processing Rules

CREDIT HOURS Insert Delete Copy

CLASS INDICATORS Insert Delete Copy

Prerequisite Check Method	☒ Basic or None ☐ CAPP ☐ DegreeWorks	Weekly Contact Hours		☐ Long Title
☐ CEU Indicator		Daily Contact Hours	0.00	☐ Tuition and Fee Waiver
Link Identifier		Total Contact Hours	24.00	☒ Voice Response and Self-Service Available
Reporting Year	2026 2026-2027	☒ Print		☐ Comments
Attendance Method	N *** Alternative Attendance-NC	☒ Gradable		☐ Syllabus

Subject, Course Number & Title:

- Populated from SSASCET Screen
- **Cross List:** In-person IHSS lab sections only

Section:

- **0:** First Class
- **01:** Next section
- **02:** etc

Campus:

- **3AN:** Anaheim Campus
- **3CC:** NOCE Cypress Center
- **3WL:** NOCE Wilshire
- **3OS:** NOCE Wilshire
- **3ON:** NOCE Online

Status:

- **A:** Active
- **C:** Canceled
- **I:** Inactive
- **L:** Last Day of Attendance a.

Part of Term: Department unique

*Adjust dates/weeks for shorter than 18-week courses

Schedule Type & Instructional Method:

In-person	Schedule Type	Instructional Method
Lecture	02	02
Lab	04	04

Distance Ed	Schedule Type	Instructional Method
Online (Async)	72	72
Online (Sync)	71	71
Online Lab	04	71
Zoom + Async	71	OLZ
In-person + Async	HY	HYA
Zoom + In-person	HY	HYS
In-person + Zoom + Async	HY	HYO

*Use Scheduling Guide Grid for additional set up parameters

Grade Mode:

- **P:** Pass
- **S:** Standard Letter

Session:

- **D:** Day
- **E:** Evening (starts after 4:30p.m.)
- **H:** Hybrid
- **O:** Online

Special Approval: Department unique – prevents student self-registration

Attendance Method:

- In-person or fully synchronous
 - **P:** Positive Attendance
 - **O:** Other (grant funded/fee-based/not reported)
- Distance Education (any asynchronous)
 - **N:** Online & Hybrid

Check or not to Check:

- **Print:** To be included in the schedule: printed/on-line pdf
- **Gradable: NEVER uncheck.** Allows grades to be posted and viewable as “in-progress” Degree Works. For all departments: Pass, No Pass; except for Basic Skill which is Standard Letter.
- **Voice Response & Self-Service Available:** to be visible in the online searchable class listing

Definitions

- **320 Report:** Apportionment Attendance Report (CCFS-320) used to submit student attendance contact hours (and equivalent Full-Time Equivalent Students) to the State Chancellor's Office
- **Asynchronous:** Instruction occurs virtually online and through prepared resources, without real-time teacher-led interaction. Asynchronous distance education courses do not have designated scheduled meeting days and times. Students complete class activities and assignments as detailed in the course syllabus by logging into the online system, completing work and submitting electronically to the instructor.
- **NOTE:** Asynchronous/Synchronous definitions adapted from CCCCO Memo FS 21-9 *Attendance Accounting Guidance for Transitions to In-Person Instruction*, October 6, 2021.
- **Campus:** Site location for a course.
- **CCCCO:** California Community College Chancellor's Office
- **Class Hour:** The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing full-time equivalent student (FTES), a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).
- **Clock Hour:** A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, 8:20 to 9:20
- **Cohort Code:** Code enforcing an orientation at the class level in SSARRES
- **Contact Hours:** The time per term that a student is under the direct supervision of an instructor.
- **CRN :** Course Reference Number that is unique number associated with a section.
- **Cross Listing:** Process of linking two or more course sections so they are treated as a single class for scheduling and enrollment purposes.
- **Date Format:** The date format in Banner 9 is mmddyyyy (two digit month, two-digit day, and four-digit year). You may also type a letter on your keyboard and Tab to populate the field.
- **DCH:** Daily Contact Hours
- **Department Code:** Organizes courses and sections to designate responsibility for courses and distribute information to appropriate departments.
- **DSCH:** Daily Student Contact Hours
- **Enrollment Maximum:** The maximum number of students able to enroll in a class section.
- **Filter:** This allows the user to narrow down criteria in a search on a page which offers this functionality. (Banner 8 this was "Query")

- **Go Button:** This is the button that will take you to the next section.
("Next Block" in Banner 8)
- **Hybrid:** Sections that combine traditional classroom learning (in-person) with online coursework.
- **Instructional Method:** The method in which a course is being taught such as in-person (lecture/lab) or online (online/hybrid).
- **Instructor Name:** Assigned instructor.
- **Location:** Specific building and room where a class section is assigned.
- **Lookup:** The lookup button allows you to look up a value from a list that exists elsewhere in the Banner database.
- **Management Information System (MIS):** Chancellor's Office data system designed to collect and report on information about California's community colleges, including data on students, courses, programs, and employees.
- **Multiple Instructors:** More than one instructor is teaching the same course. Please note, only one instructor can be listed as the primary instructor.
- **Next Block/Section:** To move to next section of the form.
- **Notification Center:** Located in the upper right-hand corner of each page, this notification center will alert you to successful saves, warnings, errors, informational messages, and the number of messages which require attention for you to continue.
- **Online:** Section that meets synchronously or asynchronously via a remote, computer-based platform. These sections do not have traditional classroom meetings or in-person schedules.
- **Override:** Authorization bypassing a restriction. **Do not use for in-person synchronous courses in SSASECT Meeting Locations and Instructions.** Can cause conflict with location in 25Live and for students/faculty.
- **Part of Term (POT):** A set of dates within the larger semester.
- **Passing Time/Break:** Each clock hour is composed of one 50-minute class hour segment and a 10-minute segment referred to as "passing time," "break," etc.
- **Previous Section Block button:** This button will take you back to the previous section.
- **Primary Instruction:** Main instructor teaching the course. Each course must list one primary instructor.
- **Required Field:** Marked with an asterisk (*) on any page in which that data is required before you may save.
- **Save button:** This is the button which will save your data.

- **Schedule Type:** Distinguishes the instructional delivery mechanism for a course such as lecture or lab.
- **Subject Code:** Indicates the discipline or subject matter.
- **Synchronous (Zoom):** Interactive, two-way online or distance education that happens in real time with an instructor (e.g., Zoom class). Synchronous distance education courses are structured similarly to face-to-face courses, however rather than being on campus, students interact with the instructor via some kind of interactive technology (such as Zoom). All students are expected to meet in real time at scheduled class times through a remote connection (e.g., Zoom).
- **NOTE:** Asynchronous/Synchronous definitions adapted from CCCCO Memo FS 21-09 *Attendance Accounting Guidance for Transitions to In-Person Instruction*, October 6, 2021.
- **TCH:** Total Contact Hours
- **Term Code:** A six-digit numeric value including the year and semester; the four-digit year followed by a two-digit term that relates to the month the term begins.
- **TSCH:** Total Student Contact Hours
- **Title:** Course titles are used to indicate the course topic and no other purpose. These titles will display student transcripts, and any changes must be approved through appropriate curriculum approval.
- **Voice Response and Self Service Available:** Indicates whether a section is available for students to self-register online. The Voice Response and Self-Service Available checkbox is found on SSASECT and is checked by default.
- **Wait-List Maximum:** The maximum number of students able to wait-list a class section.
- **WCH:** Weekly Contact Hours
- **WSCH:** Weekly Student Contact Hours
- **Workload:** Defines the amount of time spent in the classroom for a section.

Banner Screen Cheat Sheet

Scheduler Access at the CRN Level

- **SIAASGN:** Faculty Assignments
- **SSASECQ:** Main Schedule Building Query Form to view current and past course information.
- **SSASECT:** Main Schedule Building Form to input sections and adjust.
- **SSARRES:** Schedule Restrictions. Controls Cohort (Orientation) codes at the CRN level
- **SSAPREQ:** Schedule Pre-requisites at the CRN level
- **SSASEXT:** Course Section Comments
- **SSAXLST:** Cross List Definitions
- **SSAACCL:** Section Calendar
- **SSAWLSC:** Waitlist Automation Section Control
- **SSADETL:** Co-requisites at the CRN level

Office of Instruction Access at the Catalog Level

- **SSAEXCL:** Schedule Exclusion Rules (Holidays and No-Instruction Days) by Calendar Year and Part of Term
- **SCACRSE:** Basic Course Information
- **SCADETL:** Co-requisites and equivalencies at the catalog level
- **SCAPREQ:** Pre-requisites at the catalog level
- **SCARRES:** Controls Cohort (Orientation) codes at the catalog level

Resource Links:

1. [CCCCO Student Attendance Accounting Manual](#)
2. [CCCCO Attendance Accounting and Residency](#)
 - a. Attendance Accounting
 - i. Student Contact Hours Computation (PDF)
 - b. Mandated Holidays
 - c. CCFC-320
3. [NOCCCD Course Scheduling Manual](#)