

Schedule Plus Check List

After entering schedules in Schedule Plus, double check for the following areas for accuracy.

1. Comments – are comments listed in the right field: Schedule Plus Notes or Banner Notes. Be sure the comments are included on Session 01 of S+. Notes on any other session will NOT be loaded to Banner.
2. Check all sections to make sure a previous restriction has not been forwarded and left marked by mistake. If a section is restricted – please note the restriction under Banner
3. Ghosted Sections : Under Schedule Plus Notes: indicated “Ghost” and under Registration Approval Select “DE = Dean/EVP approval”
4. Are online sections coded with the correct text which includes the website direction address: BC Online Education website"
5. Section Numbers – check for sequence and duplicates of section numbers
6. Session errors (make sure sessions are coded 01,02, or 03 for all lecture/discussion/labs)
7. Part of Term – is the location correct so a fee is or is not changed. All sections coded with the part of term ‘B and G’ will generate health fees.
8. Instructor # - make sure the primary instructor (instructor to enter grades and responsible for roll sheet) is coded one (1), the primary instructor.
9. Location/Room – Acceptable rooms are listed on the drop-down menu Arvin High School and Fresno Pacific University classrooms will be assigned at a later time.
10. Date errors – make sure late start and Saturday sections list the correct starting and ending dates
11. Fees – make sure fees are listed in the appropriate field
12. Waitlist Maximum – Every *open* section should have a minimum waitlist of 5 students. Individual waitlist maximums vary and are proposed by the Dean and after consultation with Faculty chair.
13. Units - There should be **nothing** entered in the Units field.
14. Zero Unit Sections (0 units) – Part of Term should be coded **BC Area** or **I** (not B for Bakersfield College). Health or Student Body fees should **NOT** be accessed.
15. Override Units/Hours – ONLY variable unit sections should have a unit value or hours entered in the Override Units/hours fields as designed in the college catalog

16. Lecture/Lab hours field – Only variable unit/hour sections should have these fields entered. Make sure the specified hours match what has been approved in the Bakersfield College catalog (lecture, lab, or other).

17. Attendance Method is correct:

- **Weekly Student Census Hours (WSCH)** = any credit course regularly scheduled by days and hours per week.

Must have three consistent things:

- a) co-terminus/full semester dates,
- b) Same number of days each week and
- c) Same meeting times each day.

- **Daily Student Census Hours (DSCH)** = Any credit course scheduled to meet 5 days or more regularly, but not co-terminus with the primary term

Must have three consistent things:

- a) short dates (must be 5 days or more),
- b) Meets same number of days each week &
- c) Same meeting times each day.

- **Positive Attendance (P)** = Classes not meeting above requirements,
 - a) Based on actual count of enrolled students present at each class meeting
 - b) Courses meeting fewer than five days
 - c) Course irregularly scheduled with respect to number of days per week or number of hours on scheduled day.
- **Independent Study (WSCH) (I)** = Online Classes

18. Override Title – all special topic courses should have this description completed

19. check to make sure Learning Community sections include necessary courses and information.

20. TBA hours:

Schedule Plus Notes must have the following:

- a) Date
- b) Days
- c) Time

Banner Notes must have the arrange hours(s) statement:

- a) In addition to the scheduled hours, students must arrange ____/total required class[lab] hours. OR
- b) Students must arrange ____/total required lab hours according to a scheduled posted in ____.

21. Staff Assignment sheets Facts:

Adjunct Faculty

- a) Must not exceed .67 FTE unless approved by Nan Gomez-Heitzeberg, Executive Vice President
- b) All FTE must show under XP (extra pay FTE column)

Fulltime Faculty

- a) Semester load equals 1.0 -- loads falling between .97 and 1.03 (inclusive) will not need adjustment
- b) "Semester workloads shall not exceed 0.6 above a full load. Exceptions on a semester-by-semester basis to the above maximum overload amount may be made by written mutual agreement between the faculty member and the College President or designee."
- c) The maximum amount of banked load a faculty member is allowed to accumulate shall be the equivalent of a 1.5 semester load.

22. Please make sure the Comments under "Schedule by Faculty" are current or applies to the semester.