

Instructions for A/B Form

The following information is presented as a guide for completing the A/B Form and for understanding the related routing procedures. The Schedule Change Request form should be used to request any changes that occur after the initial class schedule solicit has been returned to Academic Scheduling for the term.

1. Indicate Term as “SP” for Spring, “SU” for Summer or “FALL” for Fall, plus year.
2. Indicate Requesting Department of Record.
3. Indicate Department Contact.
4. Indicate Telephone Extension of the Department Contact.
5. Indicate SIUE Email Address of the Department Contact.
6. Indicate Campus Box of the Requesting Department.
7. Choose **one** option per CRN: (Click inside field for checkmark box indicator.)
 - *Add* – To add a new section, indicate a checkmark. The section status will be reflected as (A) for Active in Banner. (Leave the CRN blank)
 - *Change* – To change or revise the CRN section, indicate a checkmark. A section status can be changed to (R) Reserve if indicated in the Add'l Comments/Special Handling box.
 - *Cancel* – To cancel the CRN section, indicate a checkmark. This will cause the section status in Banner to be updated to (C), indicating cancelled.
8. Indicate CRN - a numeric, five-digit section identifier. (Left blank when requesting an Add)
9. Indicate Subject Code and Course Number. (e.g. ENG 101)
10. Indicate Section. (Alpha/Numeric field requiring 3 digits)
11. Indicate Start Time. (Military Time entry)
12. Indicate End Time. (Military Time entry)
13. Select Days of Week patterns. (Click inside field for checkmark box indicator.)
14. Indicate Begin Date and End Date for Sessions. (More detailed dates or meeting patterns should be fully explained in the Add'l Comments/Special Handling box.)
15. Select On or Off Campus. “On” is considered on SIUE Campus. “Off Campus” refers to off-site locations and instructional methods of blended/hybrid, contract delivery, contract delivery/hybrid, contract delivery web, video conference, and online (refer to Instructional Method options listed below).
16. Select Instructional Method from drop-down menu.

Code	Description	Definition
TR	Traditional	Instruction delivered via face-to-face meetings.
NT	Non-Traditional	Instruction delivered via activity, clinical, cooperative or individualized learning.
BH	Blended/Hybrid	Instruction delivered Online: 30 to 74%. Typical Description: Course that blends online and face-to-face delivery of content. Substantial portion of content is delivered online with some course meetings replaced by online sessions. Additional Comments/Special Handling, including details of face-to-face meetings for hybrid (e.g. individual days/dates, times, and location need to be stated. Class sections scheduled for off-site participants will be scheduled as “off-campus” offerings and assessed the off-campus delivery fee. Requires a Form 94 (first time only) Online or Blended/Hybrid Course (94)

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Code	Description	Definition
CD	Contract Delivery	Contract Delivery.
CH	Contract Delivery Hybrid	Contract Delivery Hybrid.
CW	Contract Delivery WEB	Contract Delivery WEB.
VC	Videoconference	Instruction broadcast via one-way or two-way audio or one-way or two-way audio/video. Class sections scheduled for off-site participants will be scheduled as “off-campus” offerings and assessed the off-campus delivery fee.
WEB	Online	All <u>course instruction</u> * is delivered online at 75+%. Students generally are not required to come to campus for any purpose other than orientation. Additional in-person attendance may be required at off-campus sites for exams or other proctored activities. Additional Comments/Special Handling details need to be stated. Class sections scheduled for off-site participants will be scheduled as “off-campus” offerings and assessed the off-campus delivery fee. Requires a Form 94. (first time only) Online or Blended/Hybrid Course (94)

* Course instruction does NOT include “homework”.

17. Indicate Building **Code**. **SIUE Campus and Off-Campus locations must have a BLDG code assigned. Select from building codes listed below; if off-site building not found below, include in the Add'l Comments/Special Handling box:**

Building Code	Description	Building Code	Description
AD	Art and Design Building	PH	John Mason Peck Hall
ADW	Art and Design Building West	PL	Pharmacy Laboratory Building
AH	Alumni Hall	PR	Prairie Residence Hall
BH	Birger Hall	PS	Public School
BL	Biotechnology Lab Incubator	RC	Religious Center
BLI	BJC Learning Institute	RH	John S. Rendleman Hall
BR	Bluff Residence Hall	SC	Student Fitness Center
CL	Nursing Clinics	SEL	East Saint Louis
CS	Counseling Center	SELD	East St Louis - Bldg D
CV	Cougar Village	SH	Shaw Sky Laboratory
DH	Katherine Dunham Hall	SL	Science Laboratory Building
EB	Engineering Building	SLW	Science Lab Building West
ECC	SIUE Early Childhood Center	SQ	Stratton Quadrangle
ER	Evergreen Residence Hall	SS	Supporting Services
ERTC	Environmental Res. Trng. Ctr.	SSC	Student Success Center
ES	ESL Higher Ed. Center	ST	Metcalf Student Exp. Theater
ESL	East St. Louis Charter HS	SW	Swimming Pool
FH	Founders Hall	TC	Technology Mgmt. Center
GSC	Garden Support Center	TR29	Tract House 29

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Building Code	Description	Building Code	Description
KS	Ralph Korte Stadium	TR44	Tract House 44
LB	Lovejoy Library	U1	University Park Adm. Building
MO	Museum Operations	U2	200 University Park
MUC	Morris University Center	UP	University Park
NC	Nat'l Corn to Ethanol Res Ctr.	UPOL	University Police
OL	Online	USS	US Steel Granite City Works
OR	Outdoor Rec. Sports Complex	VC	Vadalabene Center
PH	John Mason Peck Hall	WR	Woodland Residence Hall

Example 1: "FH" BLDG Code will display as "Founders Hall" on CougarNet Class Schedule.

Fundamentals of Financial Accounting - 17034 - ACCT 200 – 011

Associated Term: Spring 2014

Registration Dates: Oct 21, 2013 to Jan 12, 2014

Levels: Undergraduate

Edwardsville Campus

Lecture Schedule Type

Traditional Instructional Method

3.000 Credits

Syllabus Available

View Catalog Entry

Scheduled Meeting Times Type Time Days Where Date Range Schedule Type Instructors

Class 1:30 pm - 2:45 pm MW **Founders Hall** 0107 Jan 13, 2014 - May 09, 2014 Lecture James P. Dixon (P)

Example 2: "OL" BLDG Code will display as "Online" on CougarNet Class Schedule.

Personal Tax Planning - 22910 - ACCT 556 - 7D2

Associated Term: Summer 2014

Registration Dates: Mar 17, 2014 to May 25, 2014

Levels: Graduate

Off-campus Campus

Lecture Schedule Type

Blended/Hybrid Instructional Method

3.000 Credits

Syllabus Available

View Catalog Entry

Scheduled Meeting Times Type Time Days Where Date Range Schedule Type Instructors

Class TBA **Online** Jun 02, 2014 - Aug 08, 2014 Lecture Bradford J. Reed (P)

These are the face-to-face meeting patterns:

Class 6:00 pm - 10:30 pm T Founders Hall 2409 Jun 03, 2014 - Jun 03, 2014 Lecture Bradford J. Reed (P)

Class 6:00 pm - 10:30 pm T Founders Hall 2409 Jun 10, 2014 - Jun 10, 2014 Lecture Bradford J. Reed (P)

Class 6:00 pm - 10:30 pm T Founders Hall 2409 Jun 24, 2014 - Jun 24, 2014 Lecture Bradford J. Reed (P)

Class 6:00 pm - 10:30 pm T Founders Hall 2409 Jul 01, 2014 - Jul 01, 2014 Lecture Bradford J. Reed (P)

Class 6:00 pm - 10:30 pm T Founders Hall 2409 Jul 15, 2014 - Jul 15, 2014 Lecture Bradford J. Reed (P)

Class 6:00 pm - 10:30 pm T Founders Hall 2409 Jul 29, 2014 - Jul 29, 2014 Lecture Bradford J. Reed (P)

Class 6:00 pm - 10:20 pm T Founders Hall 2409 Aug 05, 2014 - Aug 05, 2014 Lecture Bradford J. Reed (P)

18. Indicate Room Location.

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19. Indicate Faculty/Instructor name teaching the section. (Contract must be active with HR Employee Services.)
20. Indicate Instructor University identification number. (9-digits)
21. Indicate Enrollment Max. (Max may not exceed seating capacity.)
22. Indicate Waitlist Seats.
23. Course Fee To Be Charged?* (Yes/No) *A course-specific fee will only be applied to a course section when prior, separate approval exists. Contact the Office of the Provost at Extension 3627 with questions related to course-specific fees.
24. Indicate Freshman Seminar? (Yes/No) Use section identifier that begins with "FR" (e.g. ENG 101 FR1). Requires approval of Director of General Education.

Example 1: Freshman Seminar on CougarNet Class Schedule.

English Composition II - 13561 - ENG 102 - **FR1**

This is a new Freshman Seminar (FRSM) course. Each student should register for only one FRSM course.

Associated Term: Spring 2014

Registration Dates: Oct 21, 2013 to Jan 12, 2014

Levels: Undergraduate

Attributes: Freshman Seminar, Fndtns/Written Expression 102, Skills/Written Expression 102

Edwardsville Campus

Lecture Schedule Type

Traditional Instructional Method

3.000 Credits

Syllabus Available

View Catalog Entry

Scheduled Meeting Times Type Time Days Where Date Range Schedule Type Instructors

Class 11:00 am - 12:15 pm TR John Mason Peck Hall 3310 Jan 13, 2014 - May 09, 2014 Lecture Mary Kim Steible (P)

25. Additional Comments/Special Handling, including details of face-to-face meetings for hybrid or online classes (e.g. individual days/dates, times, and locations) and any other scheduling details or notes for Academic Scheduling staff.
26. Approvals and Signatures/Date. To ensure timely processing of the A/B Form, please collect all necessary signatures and approvals prior to submission to Academic Scheduling.
27. The completed form may be submitted to Academic Scheduling via Campus Box 1047, faxed to Extension 3332, or hand-delivered to Rendleman Hall, Room 1207.
28. For assistance or questions, please contact Academic Scheduling at Extension 3087 or 5593, or by email at academicscheduling@siue.edu.

Instructions for A/B Form

Checklist for Completing A/B Form

- ☐ Review Curricular Timeline below for submitting A/B Form, the Schedule Change Request form should be used to request any changes that occur after the initial class schedule solicit has been returned to Academic Scheduling for the effective term.
- ☐ Complete A/B Form.
- ☐ Submit according to Routing Guide.

Timeline for Form A/B Submission to Academic Scheduling:

Date	Effective Term
May after departments review of class schedule solicit thru start of term.	Spring Semester
November after departments review of class schedule solicit thru start of term.	Summer Semester
November after departments review of class schedule solicit thru start of term.	Fall Semester

Routing Guide

1. Department Chair.
2. College/Dean of School.
3. Asst. VC for Enrollment Management for **Cancellations Only**.
4. Director of General Education for **Freshman Seminars Only**.
5. Academic Scheduling.