

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 has been published to CougarNet.

1. Select term from drop-down field and enter 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 field 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. Select Schedule Type from drop-down menu.

| Code | Description | Definition |
|------|-------------------------|---|
| ACT | Activity | Active learning and individualized instruction with a faculty member. |
| CLN | Clinical | Course where students are engaged in the practice and use of techniques for treating clients or patients for the purpose of improving their well-being. Student activities cover a broad spectrum. Instruction varies from direct assistance to simple availability for questions and supervision. |
| COL | Cooperative Learning | Supervised experience that may be conducted either on or off-campus with the student making periodic reports to the instructor. May include practicum, internship and cooperative work experience. |
| IDV | Individualized Learning | Study where students work primarily on their own initiative through reading, writing, performing experiments, research, etc. Contact with the instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignments, have progress checked, etc. |
| IND | Independent Study | Study where students work primarily on their own initiative through reading, writing, performing experiments, research, etc. Contact with instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignments, have progress checked, etc. |
| LAB | Laboratory | That part of a course set aside for experimentation, |

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| | | observation or practice in a field of study. |
| LCL | Lecture/Laboratory | Instruction including both laboratory activities as defined above in addition to lecture instruction as defined below. |
| LEC | Lecture | An academic discourse given by an instructor before a group. |
| SEM | Seminar | Course pursued by a small group of students under the direction of an instructor for the purpose of presenting and exchanging ideas or research findings via lectures, reports and discussions. |
| STU | Studio | Course where students are engaged in the practice and use of techniques in the areas of art, dance, music, theater and other art forms. Student activities cover a broad spectrum. Instruction is used to further advance students' skills in their field and may vary from direct assistance to simple availability for questions and supervision. |

12. Select Instructional Method from drop-down menu.

| Code | Description | Definition |
|------|---------------------------|---|
| BL | Blended | Blended classes are scheduled to combine face-to-face and online formats, in which the online component accounts for 30-99% of instructional time. These classes need to be assigned classroom space for the in-person portion of the class (up to 70% of overall class). |
| CB | Contract Delivery Blended | Contract Delivery Blended. |
| CD | Contract Delivery | Contract Delivery. |
| CO | Contract Delivery Online | Contract Delivery Fully Online. |
| INPR | Internship/Practicum | Internship or Practicum |
| NT | Non-Traditional | Instruction delivered via activity, clinical, cooperative or individualized learning. |
| OL | Online | All course instruction* (100%) is delivered online. Additional in-person attendance may be required at off-campus sites for exams or other proctored activities. |
| TR | Traditional | Instruction delivered via face-to-face meetings. |

* Course instruction does NOT include "homework".

13. 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.)
14. Indicate total enrollment maximum and waitlist seats needed, if any.
15. If any seats need to be reserved for a specific student population, enter number of seats to be reserved, number of reserved waitlist seats, and specific student population the seats will be restricted to.
16. Select Days of Week pattern. (Click inside field for checkmark box indicator.)
17. Indicate Start Time and End Time. (Military Time entry)
18. Indicate Building Code, if known or preferred. Sections with no meeting pattern will not have room assignment. 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 |
|---------------|-------------------------|
| AD | Art and Design Building |

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| ADW | Art and Design Building West |
| AH | Alumni Hall |
| BH | Birger Hall |
| BL | Biotechnology Lab Incubator |
| BLI | BJC Learning Institute |
| BR | Bluff Residence Hall |
| CL | Clinical Location |
| CS | Counseling Center |
| DH | Katherine Dunham Hall |
| EB | Engineering Building |
| ECC | SIUE Early Childhood Center |
| ER | Evergreen Residence Hall |
| ES | ESL Higher Ed. Center |
| ESL | East St. Louis Charter HS |
| FH | Founders Hall |
| LB | Lovejoy Library |
| MUC | Morris University Center |
| OL | Online |
| PC | Pharmacy Clinicals |
| PH | John Mason Peck Hall |
| PL | Pharmacy Laboratory Building |
| PR | Prairie Residence Hall |
| PS | Public School |
| SC | Student Fitness Center |
| SE | Science East |
| SEL | East Saint Louis |
| SLU | St. Louis University |
| SSC | Student Success Center |
| ST | Metcalf Student Exp. Theater |
| SW | Science Lab Building West |
| TC | Technology Mgmt. Center |
| U2 | 200 University Park |
| UP | University Park |
| VC | Vadalabene Center |
| WR | Woodland Residence Hall |

19. Indicate Room Location, if known or preferred.
20. Indicate Faculty/Instructor name teaching the section. (Contract must be active with HR Employee Services.)
21. Indicate Instructor University identification number. (9-digits)
22. Indicate Instructor percentage of responsibility. If multiple instructors are listed, each individual percentage must be a whole number and must total 100%.
23. Additional Comments/Special Handling, including details of face-to-face meetings for blended or online classes (e.g. individual days/dates, times, and locations) and any other scheduling details or notes for Academic Scheduling staff.
24. Approvals and Signatures/Date. To ensure timely processing of the A/B Form, please collect

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all necessary signatures and approvals prior to submission to Academic Scheduling at academicscheduling@siue.edu.

25. For assistance or questions, please contact Academic Scheduling at Extension 3087 or 5593, or by emailing academicscheduling@siue.edu.