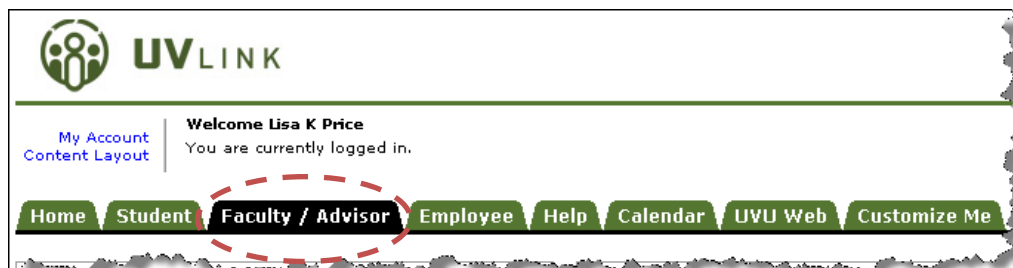
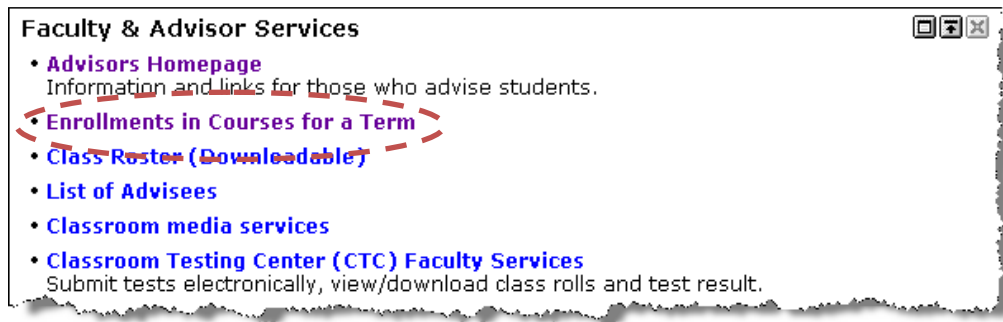


Navigation	UVLink – Banner Online Services (https://uvlinx.uvu.edu)
Department	Academic Scheduling (http://www.uvu.edu/acadsched/)
Contact	Academic_Scheduling@uvu.edu 801.863.8770
Access	For Banner access, see: Advisor Training and Development (http://www.uvsc.edu/advisortraining/). You must complete a Banner training (DVD) before “Faculty” or “Advisor” access can be assigned.
Did You Know...?	<ul style="list-style-type: none"> • The “Enrollments in Courses” web view... <ul style="list-style-type: none"> ○ ... is the most comprehensive listing, as it includes canceled, “no print” and “no web display” course sections (<i>excluded from the Student views</i>). ○ ... is separate from Banner INB and may not display information in the order it was entered, or the way it is displayed in Student views. Course sections are sorted first by time, then by day. ○ ...does not include: course descriptions, prerequisites, section notes, fees, or secondary Instructor names. For this type of information, refer to the Class Schedule Search at: https://uvaps.uvu.edu/pls/prod/bwckschd.p_disp_dyn_sched. • Always use the navigation buttons available in Banner (<i>avoid your browser navigation buttons</i>). • Never share your login. You are responsible for any data entry made using your login.
Related Information	<ul style="list-style-type: none"> • IT Help Desk for UV Banner login issues, errors, and outages: http://www.uvu.edu/oit/uvbanner/ • Student Timetables: http://www.uvu.edu/schedule/timetables/index.html • Calendars: http://www.uvu.edu/calendar/

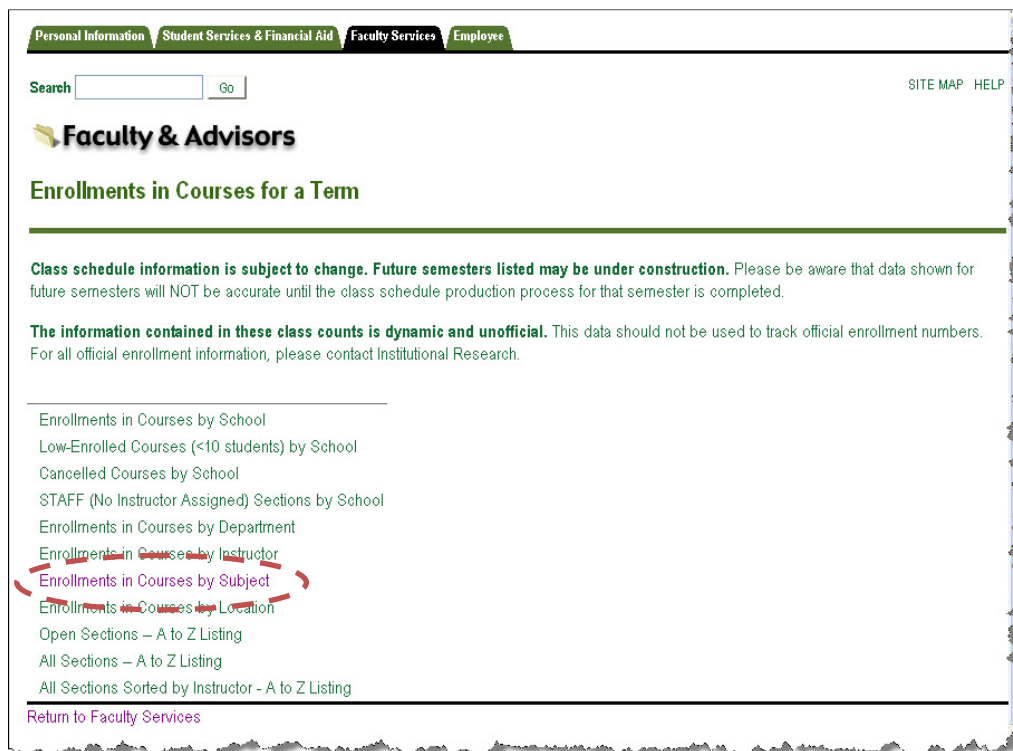
- 1) From the UVU home page, click  **UVLINK** (top, left corner). Log in to your UVLink account.
- 2) Click the **Faculty / Advisor** tab at the top of your screen.



3) Locate the "Faculty and Advisor Services" menu and click **Enrollments in Courses for a Term**. For example:



4) From the "Enrollments in Courses for a Term" menu, select **Enrollments in Courses by Subject**.



"Enrollments in Courses by Subject" is used for this training document. However, other search options are available, including:

Department	Displays all course sections within a particular department. For example, selecting Behavioral Sciences would list subject codes ANTH, BESC, PSY, SOC and SW.
Location	Displays all course sections and subject codes that are offered by various off-campus locations, by special programs, and by various delivery methods.
Instructor	Displays all course sections where a specific Instructor has been assigned. If the desired Instructor is not listed, there are no sections assigned to him/her in the current semester, or he/she has not been set up as an "active" Instructor in Banner.

- 5) Select the term to update from the drop-down menu:

Select Term: 2008 FALL ▼

...then click "Submit Term."

If a future term is not listed, it is still in schedule production. Terms are opened to departments when schedule production is near completion (*after the final department proofing reports have been processed by [Academic Scheduling](#)*).

If past or present terms are not listed, they are closed to any activity. Contact [Academic Scheduling](#) with any questions.

- 6) Select the appropriate subject from the drop-down menu:

Select Subject: Biology (BIOL) ▼

Click "Submit Subject".

- 7) The screen will display all courses based on the criteria selected. The following pages include sample course listings, including highlighted sections and a description of each field. The information is sorted first by subject (prefix), then by course number and section number.

CRN	SUBJ	CRS	SEC	STATUS	TITLE	START DATE	END DATE	DAYS	TIMES	BLDG/RM	SPEC PRGRM/LOC	INSTRUCTOR	GRADE MODE	CREDITS	CL	ENRL	MAX	OPEN SEATS	LAB/EC LINK
12594	BIOL	1010	001	A	General Biology BB	27-AUG-08	18-DEC-08	MWF	07:00 am-07:50 am	PS 115		Priddis, Edmund R	S	3		61	65	4	
16783	BIOL	1010	002	A	General Biology BB	27-AUG-08	18-DEC-08	TR	07:00 am-08:15 am	PS 202		Gray, Lawrence James	S	3		116	160	44	
12508	BIOL	1010	003	A	General Biology BB	27-AUG-08	18-DEC-08	MWF	08:00 am-08:50 am	CS 404		Carpenter, Daniel W	S	3		156	160	4	
12311	BIOL	1010	004	A	General Biology BB	27-AUG-08	18-DEC-08	TR	08:30 am-09:45 am	PS 202		Gray, Lawrence James	S	3		149	160	11	

CRN	The CRN (<i>Course Reference Number</i>) uniquely identifies a course section in a given term. This number is automatically assigned by Banner when an ADD request is processed.
SUBJ	The prefix of the academic subject (<i>i.e., BIOL, NURS, SOC, etc.</i>). A full listing of academic subjects and their prefixes is available in the current UVU Course Catalog.
CRS	The course number as it appears in the current UVU Course Catalog (<i>i.e., 3400, 491R, 101H, etc.</i>)
SEC	The section number of the course (<i>i.e., 202, X06, 001, etc.</i>) For more information, refer to Course Section Numbering .
STATUS	A = Active C = Canceled
TITLE	Title of the course as it appears in the current UVU Course Catalog. For courses with subtitles, the subtitle will also be displayed in this field.

CRN	SUBJ	CRS	SEC	STATUS	TITLE	START DATE	END DATE	DAYS	TIMES	BLDG/RM	SPEC PRGRM/LOC	INSTRUCTOR	GRADE MODE	CREDITS	CL	ENRL	MAX	OPEN SEATS	LAB/EC LINK
12504	BIOL	1010	001	A	General Biology BB	27-AUG-08	18-DEC-08	MWVF	07:00 am-07:50 am	PS 115		Hiddis, Edmund R	S	3		61	65	4	
16783	BIOL	1010	002	A	General Biology BB	27-AUG-08	18-DEC-08	TR	07:00 am-08:15 am	PS 202		Gray, Lawrence James	S	3		116	160	44	
12508	BIOL	1010	003	A	General Biology BB	27-AUG-08	18-DEC-08	MWVF	08:00 am-08:50 am	CS 404		Carpenter, Daniel W	S	3		156	160	4	
12511	BIOL	1010	004	A	General Biology BB	27-AUG-08	18-DEC-08	TR	08:30 am-09:45 am	PS 202		Gray, Lawrence James	S	3		149	160	11	
18432	BIOL	1010	J53	A	General Biology BB	27-AUG-08	05-JUN-09	MTWTF	TBA	HSSH TBA	Waive Tuition High School Conc	Shuler, Brad Lynn	S	3		6	100	94	
13856	BIOL	1010	N61	A	General Biology BB	27-AUG-08	18-DEC-08	MW	06:00 pm-07:15 pm	NV 111	North Valley	Priddis, Edmund R	S	3		15	35	20	
13167	BIOL	1010	R01	A	General Biology BB	27-AUG-08	18-DEC-08	MW	10:00 am-11:15 am	WC 220	Wasatch Campus	Boulter, Richard James	S	3		27	30	3	
13172	BIOL	1010	R61	A	General Biology BB	27-AUG-08	18-DEC-08	TR	05:30 pm-06:45 pm	WC 220	Wasatch Campus	Boulter, Richard James	S	3		24	30	6	
13947	BIOL	1010	S61	A	General Biology BB	27-AUG-08	18-DEC-08	TR	07:30 pm-08:45 pm	SF 20	Spanish Fork	Erdmann, Connie J	S	3		30	35	5	
13299	BIOL	1010	T01	A	General Biology BB	27-AUG-08	18-DEC-08	TBA	TBA	TBA TBA	Television	Harris, James G	S	3		88	200	112	
13993	BIOL	1010	T51	A	General Biology BB	27-AUG-08	18-DEC-08	TBA	TBA	TBA TBA	Dis Ed Off Bud-Global Aviation	Harris, James G	S	3		49	0	-49	
13685	BIOL	1010	U01	A	General Biology BB	27-AUG-08	18-DEC-08	TR	10:00 am-11:15 am	NG 103	National Guard Building	Remington, Rachael Katherine	S	3		21	30	9	
13823	BIOL	1010	U61	A	General Biology BB	27-AUG-08	18-DEC-08	TR	06:00 am-07:15 am	NG 103	National Guard Building	Remington, Rachael Katherine	S	3		21	30	9	

START / END DATE	The start and stop dates for the course. Verify the dates are correct, particularly if a course is not a full 15 weeks session (<i>i.e.</i> , <i>block classes</i>). Dates are driven by the <u>Part of Term</u> codes.																							
DAYS / TIMES	<p>Verify the correct days / times have been entered.</p> <p>M Monday T Tuesday W Wednesday R Thursday F Friday S Saturday U Sunday</p> <p>Start / Stop times are expressed in military format. For example:</p> <p>7:00am 0700 8:50am 0850 5:00pm 1700 6:45pm 1845</p>	<p>Did you know...?</p> <ul style="list-style-type: none"> Adhering to standard class times ensures the most efficient use of campus rooms. Optional summer day scheduling is available for 7 1/2 week, 3 contact hour classes held TR. For more information, see <u>Contact Hour Requirements</u>. <table border="1"> <thead> <tr> <th>MWF*</th> <th>TR*</th> </tr> </thead> <tbody> <tr><td>0700-0750</td><td>0700-0815</td></tr> <tr><td>0800-0850</td><td>0830-0945</td></tr> <tr><td>0900-0950</td><td>1000-1115</td></tr> <tr><td>1000-1050</td><td>1130-1245</td></tr> <tr><td>1100-1150</td><td>1300-1415</td></tr> <tr><td>1200-1250</td><td>1430-1545</td></tr> <tr><td>1300-1350</td><td>1600-1715</td></tr> <tr><td>1400-1450</td><td></td></tr> <tr><td>1500-1550</td><td></td></tr> <tr><td>1600-1650</td><td></td></tr> </tbody> </table> <p>(*Class times beginning after 1700 vary.)</p>	MWF*	TR*	0700-0750	0700-0815	0800-0850	0830-0945	0900-0950	1000-1115	1000-1050	1130-1245	1100-1150	1300-1415	1200-1250	1430-1545	1300-1350	1600-1715	1400-1450		1500-1550		1600-1650	
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1600-1650																								
	<p>"TBA" generally indicates an Internship or Coop Work Experience program where a specific day and time would not be assigned. These programs are also coded as "Grade Mode = R" (<i>credit/no credit</i> vs "S" – <i>standard grade</i>). Where multiple meeting times exist, your report will reflect multiple lines.</p>																							
BLDG / RM	Identifies the building code and room number scheduled for the section. If general classroom scheduling has not been run (<i>round 1 Proofing reports</i>), this field may be blank. "TBA" generally indicates an Internship or Coop Work Experience program where a specific location would not be assigned.																							

SPEC PRGRM/LOC	<p>For regular academic departments this field will be blank. If your area is assigned a special TOPS code, the code displayed ties to scheduling authority and helps drive what sections appear on which department's reports.</p> <table> <tr> <td><i>(blank)</i></td> <td>Not applicable</td> <td>ISP</td> <td>International Study Programs</td> </tr> <tr> <td>APPR</td> <td>Apprentice</td> <td>NG</td> <td>National Guard Building</td> </tr> <tr> <td>DE</td> <td>Dist Ed Off Bud-Global Aviation</td> <td>NV</td> <td>North Valley</td> </tr> <tr> <td>DEOT</td> <td>Dist Ed Off Budget-Other</td> <td>SF</td> <td>Spanish Fork</td> </tr> <tr> <td>H</td> <td>Honors</td> <td>TV</td> <td>Television</td> </tr> <tr> <td>HSC1</td> <td>High School Conc Waive Tuition</td> <td>UEC</td> <td>Utah Electronic College</td> </tr> <tr> <td>HSC2</td> <td>High School Conc Chg Tuition</td> <td>V</td> <td>Live Interactive Video</td> </tr> <tr> <td>HSCTRS</td> <td>High School Centers</td> <td>WC</td> <td>Wasatch Campus</td> </tr> <tr> <td>INT</td> <td>Internet</td> <td>WK</td> <td>Weekend</td> </tr> </table>	<i>(blank)</i>	Not applicable	ISP	International Study Programs	APPR	Apprentice	NG	National Guard Building	DE	Dist Ed Off Bud-Global Aviation	NV	North Valley	DEOT	Dist Ed Off Budget-Other	SF	Spanish Fork	H	Honors	TV	Television	HSC1	High School Conc Waive Tuition	UEC	Utah Electronic College	HSC2	High School Conc Chg Tuition	V	Live Interactive Video	HSCTRS	High School Centers	WC	Wasatch Campus	INT	Internet	WK	Weekend
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12966	PES	3700	001	A	Exercise Physiology	27-AUG-08	18-DEC-08	MWF	11:00 am-11:50 am	PS 004		Creer, Andrew R	S	4	G7	27	20	-7	22
12967	PES	3700	201	A	Exercise Physiology Lab	27-AUG-08	18-DEC-08	T	11:20 am-02:10 pm	PE 125		Creer, Andrew R	S	0	H0	14	19	-4	C2
14643	PES	3700	202	A	Exercise Physiology Lab	27-AUG-08	18-DEC-08	W	02:00 pm-04:50 pm	PE 125		Creer, Andrew R	S	0	K2	13	10	-3	C2
13010	PES	3850	001	A	Ethical Concerns in PE	27-AUG-08	18-DEC-08	TR	08:30 am-09:45 am	PE 107		Creer, Andrew R	S	3		30	30	0	
17722	PES	4300	001	A	Research Methods in PE and Rec	27-AUG-08	18-DEC-08	TR	10:00 am-11:15 am	PS 203		Creer, Andrew R	S	3		28	30	2	

INSTRUCTOR	Displays the name of the Instructor assigned to this course, or "Staff" if an Instructor has not been assigned. For team taught courses, only the Instructor designated as "primary" will be displayed here. The Student class schedule view will display all assigned Instructors.
GRADE MODE	Indicates how the course will be graded. S Standard Letter R Credit/No-Credit
CREDITS	Reflects the number of credits for this course. If this is a variable credit course, the fixed credit amount of the section is displayed.
CL	<ul style="list-style-type: none"> This field appears only if the course is cross-listed or double-booked. <i>For more information, refer to the Approved Curriculum Change Logs.</i> Review the Cross-Listed Sections report to verify your section is linked correctly, and that the total group enrollment number is accurate. <i>(The total group enrollment number indicates when the enrollment will close, and supersedes the section enrollment max number.)</i> Double-booked courses each have their own section, but are taught at the same day/time, in the same building/room, and by the same Instructor(s).
ENRL	Reflects the number of students currently enrolled in the section.
MAX	Reflects the maximum enrollment limit allowed for the section. If the course is active and this limit is set to "0", it indicates the owning department controls the enrollment manually (<i>students cannot register online</i>). Always review maximum enrollment limits carefully as they are very important in terms of scheduling a classroom with the correct seating capacity.
OPEN SEATS	Reflects the number of open seats remaining in the section. If the course is active and a negative number is displayed, the current maximum enrollment limit has been superseded by the owning department. It is the owning department's responsibility to verify that the assigned building and room can accommodate the higher enrollment limit. <i>For more information, refer to Scheduling Tools.</i>
LAB/LEC LINK	This field will appear only if the course section is linked with a lecture or lab section <u>of the same course number</u> . For linked lectures and labs, students are required to register for both a lecture and a lab section within the link group. All credit hours are reflected under the <u>lecture</u> section (<i>the lab section will display zero credit</i>).

FREQUENTLY ASKED QUESTIONS

Is the class schedule information in Banner Online Services accurate?

Class schedule information is subject to change. Future semesters listed may be under construction. Please be aware that data shown for future semesters will NOT be accurate until the class schedule production process for that semester is completed. The information contained in these class counts is dynamic and unofficial. This data should not be used to track official enrollment numbers. For all official enrollment information, please contact Institutional Research (IRI@uvu.edu).

Who can I contact for help?

Academic Scheduling - 801.863.8770 - Academic_Scheduling@uvu.edu