Did You Know...?

- The “Enrollments in Courses” web view…
  - ...is the most comprehensive listing, as it includes canceled, “no print” and “no web display” course sections (excluded from the Student views).
  - ...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/prod/bwckschd.p_disp_dynamicsched.

- Always use the navigation buttons available in Banner (avoid your browser navigation buttons).
- Never share your login. You are responsible for any data entry made using your login.

Related Information

- Calendars: http://www.uvu.edu/calendar/
- IT Help Desk for UV Banner login issues, errors, and outages: http://www.uvu.edu/oit/uvbanner/
- Student Timetables: http://www.uvu.edu/schedule/index.html

From the UVU home page, click UV Link (top, left corner). Log in to your UV Link account.

1) Click the Faculty / Advisor link on the left of your screen.
2) From the Faculty & Advisor Services Menu click **Enrollments in Courses for a Term**.

3) From the “Enrollments in Courses for a Term” menu, select **Enrollments in Courses by Subject**.

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th>Displays all course sections within a particular department. For example, selecting Behavioral Sciences would list subject codes ANTH, BESC, FAMS, PSY, SOC, and SW.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Displays all course sections and subject codes that are offered by various off-campus locations, by special programs, and by various delivery methods.</td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
4) Select the desired term from the drop-down menu:

[Select a Term: 2012 FALL]

...then click “Submit Term.”

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

[Select Subject: Accounting (ACC)]

Click ‘Submit Subject’.

6) 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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>STATUS</th>
<th>TITLE</th>
<th>START DATE</th>
<th>END DATE</th>
<th>DAYS</th>
<th>TIMES</th>
<th>BLDG/ROOM</th>
<th>SPEC/PROP/LOC</th>
<th>INSTRUCTOR</th>
<th>GRADE MODE</th>
<th>CREDITS</th>
<th>CL</th>
<th>MAX</th>
<th>WAIT</th>
<th>OPEN</th>
<th>WAIT</th>
<th>WAIT</th>
<th>LAB</th>
<th>LEC</th>
<th>LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>BIOL</td>
<td>1010</td>
<td>001</td>
<td>A</td>
<td>General Biology</td>
<td>07/AUG-12</td>
<td>13-DEC-12</td>
<td>MWF</td>
<td>07:00 am - 07:30 am</td>
<td>NR 139</td>
<td>STAFF</td>
<td>S</td>
<td>3</td>
<td>0</td>
<td>60</td>
<td>60</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1678</td>
<td>BIOL</td>
<td>1010</td>
<td>002</td>
<td>A</td>
<td>General Biology</td>
<td>07/AUG-12</td>
<td>13-DEC-12</td>
<td>TR</td>
<td>07:00 am - 06:15 am</td>
<td>PS 202</td>
<td>Gray, Lawrence</td>
<td>S</td>
<td>3</td>
<td>0</td>
<td>150</td>
<td>150</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2299</td>
<td>BIOL</td>
<td>1010</td>
<td>003</td>
<td>A</td>
<td>General Biology</td>
<td>07/AUG-12</td>
<td>13-DEC-12</td>
<td>W</td>
<td>08:00 am - 08:50 am</td>
<td>NR 139</td>
<td>Holt, Emily A</td>
<td>S</td>
<td>3</td>
<td>0</td>
<td>60</td>
<td>60</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1257</td>
<td>BIOL</td>
<td>1010</td>
<td>004</td>
<td>A</td>
<td>General Biology</td>
<td>07/AUG-12</td>
<td>13-DEC-12</td>
<td>W</td>
<td>09:00 am - 10:00 am</td>
<td>NR 134</td>
<td>Parker, Bruce D</td>
<td>S</td>
<td>3</td>
<td>0</td>
<td>400</td>
<td>400</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRN The CRN (Course Reference Number) 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.e., BIOL, NURS, SOC, etc.). Prefix definitions are posted at: [http://www.uvu.edu/asc/course_prefix.html](http://www.uvu.edu/asc/course_prefix.html).

CRS The course number as it appears in the current UVU Course Catalog (i.e., 3400, 491R, 101H, etc.)

SEC The section number of the course (i.e., 202, X06, 001, etc.). For more information, refer to [http://www.uvu.edu/asc/section_numbers.html](http://www.uvu.edu/asc/section_numbers.html).

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.

- If a future term is not listed, it is still in schedule production.
- If past or present terms are not listed, they are closed to any activity.
- Contact Academic Scheduling with any questions.
<table>
<thead>
<tr>
<th>START / END DATE</th>
<th>The start and stop dates for the section. The dates are driven by the Part of Term codes. As the section numbers no longer include A and B for Block classes, the start/end dates are the best way to determine the part of term.</th>
</tr>
</thead>
</table>
| DAYS / TIMES     | • Start and Stop times must be expressed in military time format. For example: 9:00am = “0900”, 1:50pm = “1350”.  
• “TBA” generally indicates an Internship, Coop Work Experience, or Hybrid program where a specific day and time is not assigned.  
• Adhering to standard class times ensures the most efficient use of campus rooms. (Class times beginning after 1700 may vary.)  
• Under the direction of President Holland, ASC will adjust all 3-contact hour sections to fit the standard grid. This change maximizes space utilization in the morning, while making the afternoon more appealing for students and faculty (effective Spring 2010).  
• Standard Start Times are listed under Scheduling Tools. For more information, see “NEW” Standard Start Times.  
  - http://www.uvu.edu/asc/fall_spring_semester.html  
  - http://www.uvu.edu/asc/fall_spring_block.html  
  - http://www.uvu.edu/asc/summer_semester.html  
  - http://www.uvu.edu/asc/summer_block.html  
  Note: Academic Scheduling has added new approved exceptions for specialty labs (where exclusive scheduling rights exist). |
| BLDG / RM        | Identifies the building code and room number scheduled for the section. If room scheduling has not been run (Initial Round Proofing reports), 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   | 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.  
  - (blank) Not Applicable  
  - DE Dist Ed Off Budget - Global Aviation  
  - DEOT Dist Ed Off Budget - Other  
  - H Honors  
  - HSC1 High School Conc. Waive Tuition  
  - INT Internet  
  - ISP International Study Programs  
  - NG National Guard Building  
  - NV North Valley  
  - SF Spanish Fork  
  - TV Television  
  - V Live Interactive Video  
  - WC Wasatch Campus  
  - WK Weekend |
### 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
- This field appears only if the course is cross-listed or double-booked. For more information, refer to [http://www.uvu.edu/asc/curriculum/curriculum_reports.html](http://www.uvu.edu/asc/curriculum/curriculum_reports.html)
- Review the Cross-Listed Sections report to verify your section is linked correctly, and that the total group enrollment number is accurate. (The total group enrollment number indicates when the enrollment will close, and supersedes the section enrollment max number.)
- 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. 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. For more information, refer to [http://www.uvu.edu/asc/Master_Room_List.pdf](http://www.uvu.edu/asc/Master_Room_List.pdf)

### WAITLIST
- WAITLIST CAP—Reflects the maximum capacity of the waitlist
- WAITLIST CNT—Reflects the current number of students on the waitlist
- WAITLIST AVAIL—Reflects the current number of available openings on the waitlist

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### 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