LEARNING COMMUNITY COHORT AND BLOCK SCHEDULING PREPARATION FOR COLLEGES

TABLE OF CONTENTS

Revision History 2
Proposed Training Methodology and Delivery 2
Introduction and Purpose 2
Related Policies, Regulations, Guiding Principles, and Common Practices 2
Impacted Departments, Units, Programs, and Centers 3
Before You Begin 3
Forms 3
Procedures 3

REVISION HISTORY

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1	8/2/16	Margaret Stewart	Initial draft
2	8/19/16	Margaret Stewart	Edited draft -
3	8/25/16	Margaret Stewart	Edited draft – updated document's title
4	8/26/16	Margaret Stewart	Edited draft – incorporated selected text from procedure "Block Scheduling: Student Self-Service," last edited by Bracken Dailey. Also removed Roll Forward procedure.
5	9/19/16	Margaret Stewart	Edited draft – clarified points under the policies and common practices section
6	9/26/16	Margaret Stewart	Made edits suggested by K Geske on email of 9/20/16

PROPOSED TRAINING METHODOLOGY AND DELIVERY

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

INTRODUCTION AND PURPOSE

To guide College Learning Community coordinators in preparation of the scheduling of their Learning Community blocks: (1) submitting the "bucket list" of course sections in LC blocks for classroom pre-assignment; (2) establishing the Learning Community cohorts and block names; (3) completing the template of LC blocks and the course sections each block contains; and (4) adding the cohort code to a student's record.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. College/Department/Programs who would like to utilize block registration for a student population will need to first provide the Registrar's Office with details of the student population and program requesting block registration.
2. Once a College/Department/Program is approved for block registration, they are responsible for creating the names of their own course blocks and submitting these names to Academic Scheduling for Banner input.
3. The College/Department/Program is also responsible for creating the names of their own cohort codes that will be assigned to applicable Learning Community students. These cohort codes will also be submitted to Academic Scheduling for Banner input.
4. If reserved seating will be used to assist with enrollment management of course sections assigned to Blocks, the academic departments administering these course sections will use *Academic Scheduling: Banner* procedures to set up reserved seating.

5. Due to the fact that this process requires students to be able to select a block through self-service during registration, all cohort and block data must be submitted to Academic Scheduling and reserved seating set up by applicable academic departments by the deadline established in the scheduling production cycle.
6. It is the responsibility of the College/Department/Program to manage their enrollment, block registration, and drop students from courses if they no longer meet the criteria to enroll in the block.
    a. For example, students who are not active Learning Community cohort participants after enrolled in a Learning Community block must be dropped from all the courses in that block and should have their cohort inactivated.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments (those participating in the Learning Communities)
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training:

Form	Form Name	Description
STVCHRT	Cohort Code Validation	Establish the cohort codes that will be attached to each Learning Community student
SGASADD	Additional Student Information	Add Learning Community cohort code to student record
STVBLCK	Block Code Validation Form	Establish the names of the blocks that will contain Learning Community course sections

PROCEDURES

1. The Learning Community "Bucket List"
    a. Due to the extent of inticacies involved with coordinating multiple block schedules within and without the College, the College Learning Community Coordinators may submit a "bucket list" of course sections to be included in a Learning Community block for the coming term.
    b. The "bucket list" is a tentative course list; the final list is the Learning Community template consisting of the designated blocks and the courses being offered under each block.
    c. Classroom pre-assignments will be made on discussions and those lectures deemed to contain the stronger enrollment history that justifies assigning a general assignment classroom at the requested day and time.
    d. The understanding with the Colleges is while the day and time will be guaranteed for a Learning Community course section, the classroom assignment is subject to change to accommodate a scheduling need.

   e. Generally, the "bucket list" is submitted to Academic Scheduling within a week after the "Call" deadline for academic departments to enter their course information in Banner.

2. Submitting and Processing "Bucket List" Requests
   a. To identify the course sections that will be in a Learning Community block and will need a general assignment (GE) classroom, College Learning Community Coordinators should submit the list to Academic Scheduling by the deadline date provided.
   b. The "bucket list" is to be part of the Learning Community Excel:
      i. One worksheet will contain the "bucket list" template; another worksheet will contain the block template.
   c. GE classrooms will be manually scheduled by Academic Scheduling after course data has been imported from Banner to 25Live for room scheduling.
   d. College Learning Community Coordinators will be notified (with applicable academic departments cc'd) when GE classrooms have been pre-assigned to LC block course sections.

3. Cohort Code Validation Form
   a. College Learning Community Coordinators first need to define the cohort codes that will be attached to their College's Learning Community students.
   b. The cohort code structure is as follows:

Example #1	Example #2	Explanation
L	L	L INDICATES THIS IS A LEARNING COMMUNITY COHORT
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	
C	H	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
E	S	MATH PLACEMENT
G	C	MAJOR
E	N	ETC.
N	T	
R	R	INDICATES RESEARCH
Y	N	N=NO; Y=YES (RESEARCH)

c. A list of LC cohorts for that term need to be submitted to Academic Scheduling for input into Banner V.8 prior to the College Learning Community Coordinator submitting their LC template.

4. Block Code Validation Form
   a. College Learning Community Coordinators then need to define the **block code and description** that will be attached to each Learning Community block.
   b. The block code structure is as follows:

Example #1	Example #2	Explanation
L	L	L INDICATES THIS IS A LEARNING COMMUNITY COHORT
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	
C	H	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
E	S	MATH PLACEMENT
G	C	MAJOR
E	N	ETC.
N	T	**NOTE: the first 8 charactes match the associated cohort code**
0	0	
1	2	**NOTE: Last 2 digits define the block's section number**

c. The description of a block code should reflect what the block code represents (e.g., major, math placement, CHASS Connect).
    i. The **Block Code Description** field in Banner V. 8 has a 30-character limit.
d. A list of Learning Community block codes and their descriptions that will be utilized for the coming term should be sent to Academic Scheduling for input prior to submission of the LC template.
e. NOTE: Block codes and descriptions cannot be changed once they have courses assigned to them. Please ensure the set-up for each LC block is final and accurate before assigning any courses to a block in the Learning Community template.

5. Learning Communities template
    a. The template is submitted after the "bucket list" submission <u>and</u> after the Learning Community College Coordinators provide their lists of LC cohorts and block names for the coming term.
    b. Academic Scheduling will send a template with the Learning Community "Call" for the upcoming quarter.
    c. This "Call" will be sent approximately 1-2 weeks after the academic departments' "Call" is sent.
    d. Ensure the template is for your College and is the current version.
        i. Request a current version from Academic Scheduling if needed.
    e. The College Learning Community Coordinator is responsible for contacting appropriate academic department(s) to get permission to use specific course sections for their College's Learning Community course blocks.
    f. The College Learning Community Coordinator will designate which course sections will go into which Learning Community course block.

6. Completing the Learning Community template – top portion
    a. Term field – enter the block's effective quarter
    b. Learning Community Cohort – enter the cohort code specific to the block(s) on the template (e.g., LHCHSCNTRN)
    c. Learning Community Name – enter the description tied to the cohort code (e.g., CHASS CONNECT UNDECL)

7. Entering Learning Community blocks
    a. Block Description – enter the description tied to the **block code** on **STVBLCK** (e.g., CHASS CONNECT UNDEC BLK 1).
    b. Enter the **block code** for this Learning Community (e.g., LHCHSCNT01).
    c. Course section – enter the CRN, Subject, Course ID, Section, and its schedule type.
    d. Limit field – number of seats reserved for the Learning Community cohort of that block.
        i. To be entered as reserved seating on each section by the applicable academic department.

8. Deadline for submitting Learning Community templates to Academic Scheduling is the same date department proof reminder is sent to the academic departments.

9. Additional Student Information Form
    a. Each Learning Community student needs their **cohort code** entered on this form.
    b. Please refer to procedures "How to Add, Inactivate, and Maintain a Cohort Code on a Student Record" for more information.
    c. If interested in a batch load of cohort codes, contact James Fox in Student Affairs Information Systems for more information.