
Time Ticketing and Part of Term requests for terms 201210 and 201220

Below are important deadlines for:

- The course section roll
- The requesting of parts of terms
- Creating time tickets for registration for 201210, 201220 (and 201230 if your students register for summer in the fall)

COURSE SECTION ROLL

The course roll will take place on the morning of **October 28th** from/to the following terms:

201140 to 201240

201210 to 201310

201220 to 201320

201230 to 201330

PART OF TERM

IF YOU WANT TO USE YOUR CURRENT PART OF TERM NUMBER for your rolled courses (such as part of term 4) for these future terms, you need to submit a part of term request form no later than Monday, OCTOBER 10th by the end of the day. Please enter the part of term number that you need in the comments section of the form. We need this information to set these up before the sections are rolled to the next academic year.

If your course sections currently have a unique part of term number (anything other than the default of part of term such as 1) for 201140-201230 and you do not request a part of term, your courses will not roll.

If you use the following parts of term, you do not need to do anything. The Registrar's office will set up these parts of terms.

Fall, J-Term, Spring: parts of term 1, 2, 3, 99

Summer: parts of term 5,6,7,8 (remember, we do NOT use part of term 1 during the summer)

An email will be sent after the roll has been completed. You may then set up your courses for these terms, add any new sections, or delete sections that will not be offered after the roll. You should not enter any sections for these terms *prior* to the roll because they will halt the course roll.

Each unique part of term requested must be set up with their own, Internet Native Banner and Murphy registration, drop, audit, cancel and withdrawal codes and dates of activation.

201210 and 201220 REGISTRATION TIME TICKETING

There is a form that coordinators can fill out to give the appropriate information to set up the time ticketing groups, dates and times, and attach the students to the groups.

DEADLINE for Time Ticketing form for 201210 and 201220 registration: Monday, October 10th by the end of the day. (Include summer time ticket information ONLY if your students register for summer courses in the fall).

Keep in mind that a student may not register online without a time ticket. *After the Office of Institutional Effectiveness runs the initial file of time tickets*, any students needing a time ticket **must be entered manually by the graduate department coordinator**. If you need access or a refresher, please watch the time ticketing video, located at:

<http://www.stthomas.edu/registrar/facultystaff/bannertraining/bannervids/default.html>

If your students do not register online, you do not need to submit a Time Ticketing form.

FORMS

Please click on the link below to find the two forms for parts of term and time ticketing.

<http://www.stthomas.edu/registrar/facultystaff/forms/default.html>

You may contact Linda Dorn at ljdorn@stthomas.edu with questions.