HOW TO SEARCH FOR ROWAN COURSES IN THE SECTION TALLY
http://banner.rowan.edu/reports/reports.pl?task=Section_Tally

The Rowan Section Tally is organized by term and includes <u>all</u> Rowan course offerings.
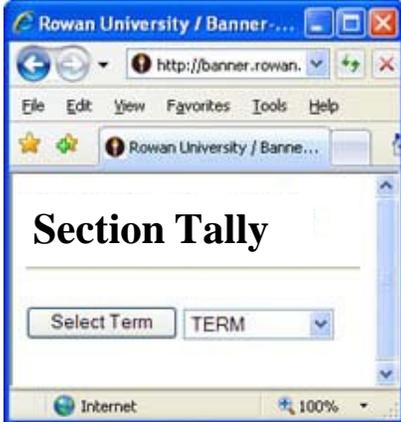
Traditional Format Courses: Rowan courses offered in face-to-face settings and on-campus – either at the Main (Glassboro) or Camden location.

Non-traditional Format ("Extension") Courses: Rowan courses that are either accelerated and/or offered in an alternative mode of delivery such as online/hybrid. (These courses are administered by the College of Graduate & Continuing Education and are known as "CGCE Extension courses.") Extension courses are easily identified in the Section Tally by a letter after the section number in the "Sect" column. Most CGCE Extension courses do not allow online registration and often follow different registration deadlines.

Using the Section Tally to Search for a Rowan Course

You can use the Section Tally to search for courses by term and then you can narrow that search by a number of options such as specific college or department. The Section Tally lists all registration-related information for each course including start and end dates, meeting days and times, location, mode of delivery (hybrid, online, etc.) instructor, pre-requisites/restrictions, and whether or not there is any space available in the class.

The Section Tally is easy to use. Follow the steps/tips below to search for courses.
- Go to http://banner.rowan.edu/reports/reports.pl?task=Section_Tally. Once there, select the term of interest and then click "Select Term." It will bring you to a simple search page.
- Enter any search criteria you would like. Once you have entered your criteria, press 'Search." A list of courses matching your criteria will then pop up at the bottom of the screen.
  - Be careful not to enter too many criteria, as this may unintentionally limit the results of your search.
- The list will have the header shown below and includes the pertinent information about the course.

This is where any available seats would be listed.

The max enrollment is "0" so this course requires manual registration.

This is a CGCE course that will run for 7-8 weeks.

Tips for Navigating the Section Tally
- **CRN:** The first column displays the CRN (Course Registration Number). This is the number you will need to register for the course.
- **Subj:** This is the subject code for the course.
- **Crse:** This is the official course number.
- **Sect:** This is the section number of the course. (Remember, a CGCE Extension course will have a letter after the section number.)

- **Part of Term:** This indicates when a course begins and ends; therefore, it will also let you know which registration deadline to follow. (Registration deadlines for traditional format classes are listed on the Registrar's website: rowan.edu/registrar. Registration deadlines for non-traditional format classes may vary. Please contact cgceenrollment@rowan.edu for more information.)
- **Session:** This indicates whether a course is Day, Evening, Weekend, Web-Assisted, Online or Hybrid.
- **Title:** This is the abbreviated title of the course. It is also important to check this column for any special information such as skipped classes, unique meeting locations, or additional registration instructions.
- **Prof:** This is the last name of the course instructor. (If "Staff" is listed, an instructor name is pending.)
- **Day, Beg, End, Bldg, Room:** This column will include the following:
  - The day(s) of the week the class is held: M, T, W, R (Thursday) F, S, U (Sunday).
  - The beginning and ending times for the class. (Military time is used.)
  - The building the class is in if on Rowan's campus (or sometimes a partner campus).
  - The room the class is in if on Rowan's campus (or sometimes a partner campus).
- **Campus:** This indicates the location of the course *if* it is offered on a college campus. This could be a Rowan campus such as "Main" which is Glassboro or our Camden campus. It also might list one of our partner campuses such as Cumberland County-Vineland or Camden County-Blackwood. Additional details about a meeting location (if needed) are included in the Title column.
- **AddlInfo:** This is a location where additional information about the course might be listed.
  - CGCE uses this column and a "Materials Required" link to list the texts for the course. If there is a link in this column, click on it, and it will bring you to a page that lists detailed textbook information. (If there is no link for "Materials Required" and it is a CGCE class, this means your texts are not yet posted but should be soon.)
  - Unless notified otherwise, all texts may be purchased through the Rowan Bookstore in person or online at rowanbookstore.bncollege.com. (For courses held at Rowan's Camden campus, please order at http://universitydistrict.bncollege.com)
- **Hrs:** This indicates the course's number of semester hours (credit hours).
- **Max:** This indicates the maximum number of "seats" (space available) in the class.
  - This will often be listed as zero ("0") for any course that requires manual registration, which includes most CGCE Extension courses. For such a course, check with the instructor (if traditional format) or CGCE at cgceenrollment@rowan.edu (if a CGCE Extension course) to request to register for the course or confirm availability.
- **Avail:** This indicates the number of spots/spaces available in the class at that time. (This is up-to-the-minute information; but remember, sometimes these spots can fill up quickly. If you want to be registered for the class, don't delay!)
  - This will often be listed as zero ("0") or a negative number for any course that requires manual registration, which includes most CGCE Extension courses. For such a course, check with the instructor (if traditional format) or CGCE at cgceenrollment@rowan.edu (if a CGCE Extension class) to request to register for the course or confirm availability.
  - On the main Section Tally page (http://banner.rowan.edu/reports/reports.pl?task=Section_Tally), you can also perform a search for only those courses that have space available; however, be very careful using this search because most CGCE Extension courses and many other courses that require manual registration will not appear even if space is available in the class.
- **Room Cap:** If the room the course is located in is on a Rowan campus, the maximum capacity for the room is listed here.

How to Access Additional Course Details in the Section Tally
- Search for those **courses that fulfill a particular Basic Skills, General Education, or Rowan Experience Requirement:** To perform this search, click on the "Attribute" search box on the main Section Tally page and it will list all options. (More details about these requirements are available at rowan.edu/registrar.)

Click on the CRN (the number in the first column on the left in the Section Tally), and it will bring you to a new page that lists additional details about each class including:
- **Official name of the course**
- A link ("View Catalog Entry") to the official **course catalog description** for the course
- **Costs**: If the course is a CGCE Extension course, the costs will be listed on this page. (Costs for traditional-format courses are included on the Bursar webpage at rowan.edu/bursar.)
- Course **Prerequisites and/or Restrictions**:
  - If the course is a CGCE Extension course, any prerequisites or restrictions limiting enrollment in the course will be listed at the bottom of the page that appears after you first clicked the CRN.
  - If the course is a traditional-format course, you will need to click the CRN from the main Section Tally page and then click the link for the name of the course itself at the top of the next page that appears. This will then bring you another detail page that lists any prerequisites or restrictions limiting enrollment in that course.

Once you have chosen your course(s) and have the CRN(s), you are ready to register.
(To register for traditional-format courses, please visit rowan.edu/registrar for further instructions.
To register for CGCE courses, please visit rowan.edu/cgce/forms and download the necessary registration form.)