

# HOW TO SEARCH FOR ROWAN COURSES IN THE SECTION TALLY

[http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally)

The Rowan Section Tally is organized by term and includes all Rowan course offerings.

### Section Tally

Select Term

**Traditional Format Courses:** Rowan undergraduate or graduate courses offered in face-to-face settings and on one of Rowan's campus locations. Any questions about these courses should be directed to the appropriate academic department.

**Non-traditional Format Courses:** Rowan courses that are either accelerated and/or offered in an alternative mode of delivery such as off-site, online, or hybrid. Non-traditional-format courses may be found at all levels and in any college/school, and unless otherwise, noted, should be accessible to view in the Tally and register for just like any other course. However, keep in mind that they may have very different start and end dates and different registration-related deadlines due to the length of the course. Any questions about these courses should be directed to the appropriate academic department or Rowan Global.

**A Note about Letter Sections:** Those courses that have a letter (usually C or S) after the section number in the "Sect" column in the Section Tally are known as "Letter Sections," and these are administered by the Division of Global Learning & Partnerships (Rowan Global). Letter Sections could be either traditional-format or non-traditional-format courses, they may have slightly different costs (see [www.rowanu.com](http://www.rowanu.com)), and they may require manual registration more often, but are otherwise accessible to view and register for just like any other course. Any questions about these courses should be directed to the appropriate academic department or Rowan Global.

**A Note about Online Courses:** Online courses will be listed as "online" in the "campus" column in the Section Tally. Only 100% online courses are given that label, and if they are, they will be offered through the Canvas Learning Management System through Rowan Global. Some traditional-format courses are not labeled "online" but may have a partial online component and in those cases, that portion would be offered through the Office of Academic Technology.

**GSBS Courses:** Rowan's Graduate School of Biomedical Sciences (GSBS) courses are included in the Section Tally but may have different registration-related dates, deadlines, and policies. Any questions about these courses should be directed to GSBS.

**Medical Courses:** Rowan's medical courses include those from the School of Osteopathic Medicine (SOM), and the Cooper Medical School of Rowan University (CMSRU). These are included in the Section Tally but may have different registration-related dates, deadlines, and policies. Any questions about these courses should be directed to the appropriate medical school.

**The Office of the University Registrar manages the registration-related needs for all courses above with the exception of GSBS (in most cases) and the medical schools. Contact [registrar@rowan.edu](mailto:registrar@rowan.edu) for registration assistance.**

## 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 subject, college, or department. The Section Tally lists all registration-related information for each course including start and end dates, meeting days and times, campus, location, mode of delivery (hybrid, online, etc.) instructor, pre-requisites/restrictions, and whether or not there is any space available in the class.

### Section Tally - Spring 2016

College:

Department:

Subject:

Part of Term:

Session:

Professor:

Attribute:

Campus:

Building:

Display only sections with space available

Display only sections with no pre-requisites, co-requisites, or other restrictions

Display only sections available to Freshmen

### Follow the steps/tips below to search for courses in the Section Tally.

- Go to [http://banner.rowan.edu/reports/reports.pl?task=Section\\_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally). (You can also access this report by going to [www.rowan.edu/registrar](http://www.rowan.edu/registrar) and then clicking on the "Course Availability" tab on the upper left of the screen.) Once on the Section Tally report, 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.
  - We recommend starting with subject code.

The list will have the header shown below and includes the pertinent information about the course. (See page 2 of this document for details.)

CRN	Subj	Crse	Sect	Part of Term	Session	Title	Prof	Day	Beg	End	Bldg	Room (Type)	Campus	AddInfo	Hrs	Max	MaxResv	LeftResv	Enr	Avail	Room	Cap
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## Tips for Navigating the Section Tally

CRN	Subj	Crse	Sect	Part of Term	Session	Title	Prof	Day	Beg	End	Bldg	Room	Type	Campus	AddInfo	Hrs	Max	Max Reqs	Left Reqs	Enr	Avail	Room Cap
<a href="#">22781</a>	ASTR	11120	1	Full Term 19- JAN to 09- MAY	Evening	INTRO TO ASTRONOMY	Farnelli, Donald	MW	1100	1215	SCIEN	C-149	(Lecture)	Main		4.00	26	0	0	26	0	26
<del><a href="#">24594</a></del>	ASTR	11120	3	CGCE Module Four Online 01- MAR to 25- APR	Online	INTRO TO ASTRONOMY ONLINE AFTER REGISTRATION VISITING STUDENTS ONLY ANU.COM TO GET STARTED	Haldola aratchi, ic, Neel S							Online		4.00	26	0	0	25	1	26
<del><a href="#">22805</a></del>	ASTR	44230	2	Full Term 19- JAN to 09- MAY	Day	INTRO ASTRONOMY AS TROPHYSICS	STAFF							Main		4.00	0	0	0	0	0	0
<del><a href="#">22996</a></del>	ASTR	11250	1	Full Term 19- JAN to 09- MAY	Day	ASTRONOMY RESEARCH	Dobbins Labbeth, Amanda							Main		1.00	0	0	0	0	0	0

This is where any available seats would be listed.

Military time is used to indicate the meeting times of the class.

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

This is the CRN. Click on this to learn more details including pre-reqs. and restrictions.

This strike-through means that the course has been cancelled and is no longer available.

This is an accelerated course that will run for 7-8 weeks.

This is an online course.

**Section Tally Header Explained:**

- 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 and represents the academic subdivision.
- Crse:** This is the official course number and it is also how **course level** is identified.
  - The "Crse" or course number is a 5-digit number group. The first two digits typically indicate department or discipline, the last two digits are the specific numbers used to identify the course within the department and level, and the third digit indicates the **level of the course** as outlined below:
    - "0" is fundamental undergraduate coursework whose credits do not count toward the degree
    - "1" is lower level undergraduate work
    - "2" is intermediate level undergraduate work
    - "3" and "4" indicate advanced level undergraduate work
    - "5" and "6" are graduate-level courses
    - "7" and "8" are doctoral-level courses
- Sect:** This is the section number of the course. (Remember, Letter Sections 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 the Primary Parts of Term are listed on the Registrar's website: <http://www.rowan.edu/provost/registrar/courseschedule.html>.
  - Primary Parts of Term are those Parts of Term that are intended for non-medical students and have at least 20 sections and/or serve more than one student population.
- Session:** This indicates whether a course is Day, Evening, Weekend, 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). Building codes/names can be found at: <http://www.rowan.edu/provost/registrar/courseschedule.html>.
  - 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 or Stratford campuses. It also might list one of our partner campuses such as Rowan College at Gloucester County or Rowan College at Burlington County. Additional details about a meeting location (if needed) are included in the Title column. Online courses are also indicated here as "online" for campus.
- AddInfo:** This is a location where additional information about the course might be listed.
  - Rowan Global often uses this column and if used, a "Materials Required" link to list the texts for the course will appear. 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" unless notified otherwise, all texts will be listed by course and may be purchased through the Rowan Bookstore in person or online at [rowanbookstore.bncollege.com](http://rowanbookstore.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 may be listed as zero (“0”) for any course that requires manual registration, which includes some Letter Section courses. For such a course, check with the instructor (if traditional format) or Rowan Global Academic & Student Services at [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu) (if a Letter Section 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 may be listed as zero (“0”) for any course that requires manual registration, which includes some Letter Section courses. For such a course, check with the instructor (if traditional format) or Rowan Global Academic & Student Services at [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu) (if a Letter Section course) to request to register for the course or confirm availability.
  - You can perform a search for only those courses that have space available; however, be very careful using this search because many Letter Section 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 in which the course is located is on a Rowan campus, the maximum capacity for the room is listed here. If this capacity has been met, no overrides for the course are allowed as we cannot exceed the fire-code maximum room capacity.

## How to Access Additional Course Details in the Section Tally

- **The official name of the course is listed at the top of the new page once you click on “CRN.”**
- **How to search for Basic Skills, General Education, and/or Rowan Experience courses:** Click on the “Attribute” search box on the main Section Tally search page and it will list all options.
- **How to search for the official course description of the course:** 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. Click on the link “View Catalog Entry” and you will be connected to the official course catalog description for the course
- **How to search for any Prerequisites and/or Restrictions associated with a course:**
  - 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 official 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.

A Note about “Levels:” When you click on the CRN, you may also see the following:

**Associated Term: Spring 2016**  
**Registration Dates: Oct 11, 2015 to Jan 25, 2016**  
**Levels: Graduate, Undergraduate**

Please understand that in this case, “levels” is addressing the *student* level and identify those who are eligible (provided other pre-reqs, policies, and permissions have been met) to register for the course. It does not in any way refer to either the level of the course, or the level of credit you will receive should you enroll in the course. For that, you must refer to the 3<sup>rd</sup> digit in the 5-digit course number and see the information under “CRSE” on page 2 of this document. Students may only receive credit for the course according to *course* level (identified in the CRSE #); undergraduate courses cannot count toward graduate programs.

**Once you have chosen your course(s) and have the CRN(s), you are ready to register.  
 Register at [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice) once registration is open for your student classification.**

### **Should you have any registration problems or questions:**

- Contact the Office of the University Registrar at 856-256-4350 or [registrar@rowan.edu](mailto:registrar@rowan.edu).
- Contact your instructor/academic department if your questions relate to pre-requisites, restrictions, overrides, etc.
- If a GSBS or medical course, follow the instructions provided by your particular college/program.