Using Section Tally to Search for Courses

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

Go to http://banner.rowan.edu/reports/reports.pl?task=Section_Tally

Select the term of interest and then click Select Term.

Section Tally

Select Term | TERM

Note: Schedules for the Glassboro Campus are tentative and are subject to change through the following dates, when they become official.

• Summer: February 15
• Fall: March 15
• Spring: August 29

Enter any search criteria you would like and select Search.

• Be careful not to enter too many criteria, as this may unintentionally limit the results of your search
• We recommend starting with the subject
• Avoid selecting “Display only sections with space available” because many Rowan Global courses and other courses that require manual registration will not appear—even if space is available in the class
• To search for Basic Skills, General Education, and/or Rowan Experience courses, use the Attribute search box

A list of courses matching your criteria will then display at the bottom of the screen and includes dates, times, meeting location, professor, and course availability. See page three for a detailed explanation of the results screen.

For more details on a course, click on the CRN. See page two for additional information.

Once you have chosen your course(s) and have the CRN(s), you are ready to register. Register at www.rowan.edu/selfservice (open between 7AM-11PM each day).

Your Academic Advisor is available to assist with any questions or concerns.
The CRN link takes you to Banner and more course information.

Click on **View Catalog Entry** to view the official course catalog description.

Click on the **Course Title** for detailed class information including prerequisites, restrictions, or other requirements.
<table>
<thead>
<tr>
<th>Sect</th>
<th>Section number of the course. Courses with a letter (usually C or S) after the section number are Rowan Global courses. They frequently require manual registration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of Term</td>
<td>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: <a href="https://sites.rowan.edu/registrar/registration-information/registration-dates.html">https://sites.rowan.edu/registrar/registration-information/registration-dates.html</a></td>
</tr>
<tr>
<td>Session</td>
<td>Indicates whether a course is Day, Evening, Weekend, Online or Hybrid.</td>
</tr>
<tr>
<td>Title</td>
<td>Abbreviated title of the course. This column also lists any special information such as skipped classes, unique meeting locations, or additional registration instructions.</td>
</tr>
<tr>
<td>Prof</td>
<td>Last name of the course instructor. (If “Staff” is listed, an instructor name is pending.)</td>
</tr>
<tr>
<td>Day, Beg, End, Bldg, Room</td>
<td>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 a partner campus). Building codes/names can be found at: <a href="http://www.rowan.edu/provost/registrar/courseschedule.html">http://www.rowan.edu/provost/registrar/courseschedule.html</a>. The room the class is in if on Rowan’s campus (or a partner campus).</td>
</tr>
<tr>
<td>Campus</td>
<td>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. Online courses are also indicated here as “online.”</td>
</tr>
<tr>
<td>Addl Info</td>
<td>Includes additional information, such as a “Materials Required” link for textbook requirements. If there is no link for “Materials Required” unless notified otherwise, all texts will be listed by course and may be purchased through the <a href="https://rowanbookstore.rowan.edu">Rowan Bookstore</a>.</td>
</tr>
<tr>
<td>Hrs</td>
<td>Indicates the course’s number of semester hours (credit hours).</td>
</tr>
<tr>
<td>Max</td>
<td>The maximum number of seats in the class. This may be listed as zero (“0”) if manual registration is required. Contact your Academic Advisor for assistance.</td>
</tr>
<tr>
<td>Avail</td>
<td>The number of spots/spaces available in the class. This may be listed as zero (“0”) if manual registration is required. Contact your Academic Advisor for assistance.</td>
</tr>
<tr>
<td>Room Cap</td>
<td>Room capacity for on-campus classes. If this capacity has been met, no overrides for the course are allowed as we cannot exceed the fire-code maximum room capacity.</td>
</tr>
</tbody>
</table>

### CRN
Course Registration Number. This is the number you will need to register for the course.

### Subj
Subject code for the course and represents the academic subdivision.

### Crse
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 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