

## Process to Update BANNER with Modality Changes

### Communication to Students

1. DCs - NO DE Forms needed if class is converting to Completely Online. DE form is needed if changing to VidCon or modifying current VidCon classes. Any classes offered completely online such as Online asynchronous and Online synchronous (Zoom) do NOT need forms. VidCon classes (that use our PolyCom rooms on campus) will need forms unless they have "no changes" to days/times from their original submission.
2. Melanie/Jessica - Assure Delivery Modality and Classroom Assignment spreadsheets are accurate.
3. Kesha - Generic communication was sent to all students to inform them about changes to modalities.
4. Changes will be done in groups by Modalities; 1st: Online asynchronous. 2nd: Online synchronous. 3rd: VidCon needs, 4th: other in-person needs.
5. SherrieAnn - Temporarily drop the caps and WaitList(WL) down to zero to prevent new students from registering until the changes are completed.
6. SherrieAnn - Pull rosters.
7. Sherrie Ann - Flag students from the class/CRN.
8. SherrieAnn - Make necessary modality and other changes to each class/CRN.
9. Sherrie Ann - FileDrop rosters to Dorinna.
10. Dorinna - Re-enroll students
11. Dorinna - Send Message to students (see message\* below)
12. Department Secretaries - Sherrie Ann will notify secretaries to input SSATEXT comments for each class/CRN. (FYI: This should happen after Dorinna is finished. Banner will glitch if multiple people try to update the same CRN.) Secretaries will keep cap and WL at zero to prevent registrations, and will post CRNs to Class Availability.
13. Department Secretaries - After #12 is completed, inform DCs to Review updated Class Availability for accuracy.
14. DCs - Review updated Class Availability for Accuracy. (to be completed by 12:00noon the following day)
15. DCs - After careful Review, let secretaries know CRNs are ok to open for registration.
16. Department Secretaries - update cap and WL to allow registration.
17. Kesha - sends out text
18. Larissa - call-outs