



## **Course Offerings Module**

### **User Guide**

## Course Offerings Module

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*For questions concerning course offerings, please contact  
The Office of the Registrar, ext. 2239*

*For questions concerning the application or technical support, please contact  
The Office of Information Systems, ext. 2303*

## Course Offerings Module

### Accessing Course Offerings Module

- Log onto **WPConnect**
- Go to the **Employee Tab**
- Click on the **Employee Applications** Link
- Click on the **Production — Faculty Load Module** Link under the heading of Miscellaneous Online Services

The screenshot displays the WPconnect William Paterson University Employee Applications page. At the top, there is a header with the WPconnect logo and the university name. Below the header, there is a navigation bar with links for 'WPconnect Channels', 'MENU', and 'Log Out'. The main content area is divided into several sections:

- Human Resources**
  - AFT/NTP Appraisal System
  - Employment Opportunities
  - Managerial Performance Appraisal
  - PES - Performance Evaluation System
  - Report of Outside Employment/Activities
  - Blank Form : Report of Outside Activities
  - Report of Outside Employment
  - Employee Timesheet Fillout
  - Fillout Timesheet for someone else
  - Employee Attendance History
  - Job History List
  - Timesheet Supervisor Approval
  - My HR Record/Leave Balance Info.
  - My Banner/Employee ID
- Travel Request**
  - Delete/Edit Travel Request...
  - Fillout Travel Request
  - Fillout Travel Req. for someone else
  - Edit/Delete Travel Req. for someone else
  - Travel Rules & Regulations
  - Print Travel Request Form
  - New Version -Delete/Edit Travel Request...
  - New Version - Fillout Travel Request
  - New Ver. - Fillout Travel Req. for someone else
  - New Ver -Edit/Delete Travel Req. for someone else
  - New version -Print Travel Request Form
- Finance**
  - Combined Trial Balance
  - Combined Trial Balance - By FUND Range
- Banner**
  - Banner INB Production System
- Miscellaneous Online Services**
  - Admissions Recruitment Application
  - Banner ID and PIDM lookup
  - Banner Roles and Authorized Testweb Share Drives
  - Policy Acknowledgement Requests
  - Financial Aid Scholar Match
  - Financial Aid Office :: File Transfer Facility
  - Course Scheduling Tools - TEST
  - **Production - Faculty Load Module** (circled in red)
  - Faculty/Student Info Access [Query Pad]
  - Student Immunization Records
  - WPU Home Page Message Poster
  - Freshman Orientation
  - Homecoming Fall 2006
  - SGA Elections
  - FSPA Faculty Schedule Payroll Auth.
  - FRS-Banner Account Cross Walk
  - Finance FOAP Search
  - Print Any Purchase Order - Real Time
  - Real Time BID Print Routine
  - Print Daily Cycle Purchase Orders
  - Evisions Folder
  - Purchase Order Display
  - Sync INBanner/WPConnect passwords
  - WPU Site Specific Customizations log
  - Found 4054 Duplicate PIDMS
  - Materialized Views Last Refresh
  - Current Banner DB Users/Usage

## Course Offerings Module

- Click on the **Course Offerings Module** Link

The screenshot displays the WPconnect William Paterson University interface. At the top, the header includes the WPconnect logo and the university name. Below the header, there are navigation links for "Employee Applications", "WPconnect Channels", "MENU", and "Log Out". The date and time "18-Jun-07 02:41 PM" and a link to "Banner Self Service Site Map" are also visible. The main content area is divided into several sections: "Applications", "Reports", "Publish Master Schedule Check List Reports", "Approval Queues", and "Administrator Menu". The "Applications" section contains a list of links, with "Course Offerings Module" highlighted in a yellow box and circled in red. Other links in this section include "Course Offerings By Department", "Course Offerings By Department- PDF Format", "Faculty Load Module", "Periodic Faculty Load Module Verification", and "IRA :: Faculty Load Reports". The "Reports" section includes "Faculty Load Approval Status", "Teaching Assignment By Department", "Code Translations", "Comparative Faculty Load Assignment", and "Searchable FOAP List". The "Publish Master Schedule Check List Reports" section includes "Course Offerings By Subject", "Course Scheduling Conflict - By Day of Week", "Instructor Scheduling Conflict - By Day of Week", "Courses with A Staff as primary instructor", "Courses without primary instructor", "Courses missing instructor", "[Possible] Course Duplicates", and "Courses missing schedule Status Code for Resource25". The "Approval Queues" section includes "Dean Approval Queue", "Dean Approval Queue", "Provost Approval Queue", "HR Processing Queue", "HR Processing Report", "Faculty Load - NBAJOBS", and "Periodic Faculty Assignment Verification". The "Administrator Menu" section includes "Course Section Categories", "Course Offerings with Comments", "College Configuration", "Courses with multiple room/meeting times", "Courses Offerings - 90 Activity Audit Report", and "Course Catalog/Inventory".

**WPconnect** WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

**Employee Applications**

WPconnect Channels | MENU | Log Out

18-Jun-07 02:41 PM | Banner Self Service Site Map

**Applications**

- Course Offerings By Department
- Course Offerings By Department- PDF Format
- Course Offerings Module**
- Faculty Load Module
- Periodic Faculty Load Module Verification
- IRA :: Faculty Load Reports

Scheduling Reports By Department

- Faculty Load Approval Status
- Faculty/Student Information Access Page [Query Pad]
- Track Course CRN Number in Banner Tables
- Query/Export Course Assignment and Schedule Data
- Faculty with ONLY Non-Teaching Assignments

**Approval Queues**

- Dean Approval Queue
- Dean Approval Queue
- Provost Approval Queue
- HR Processing Queue

HR Processing Report

- Faculty Load - NBAJOBS
- Periodic Faculty Assignment Verification

**Administrator Menu**

- Course Section Categories
- Course Offerings with Comments
- College Configuration
- Courses with multiple room/meeting times
- Courses Offerings - 90 Activity Audit Report
- Course Catalog/Inventory

**Reports**

- Faculty Load Approval Status
- Teaching Assignment By Department
- Code Translations
- Comparative Faculty Load Assignment
- Searchable FOAP List

**Publish Master Schedule Check List Reports**

- Course Offerings By Subject
- sorted by Building, Room No., Day of Week, and Start Time
- Course Scheduling Conflict - By Day of Week
- Instructor Scheduling Conflict - By Day of Week
- Courses with A Staff as primary instructor
- Courses without primary instructor
- Courses missing instructor
- [Possible] Course Duplicates
- Courses missing schedule Status Code for Resource25

**\*NOTE:** Depending on access privileges, The Faculty Load & Course Scheduling Tools Menu may appear slightly different.

## Course Offerings Module

### Accessing Review/Edit/Add Course Sections

- Select Term from drop down list
- Click “Go”

The screenshot shows the WPconnect William Paterson University interface. At the top, there is a header with the WPconnect logo and the university name. Below the header, there are navigation links: -Refresh-, -Start Auto Refresh-, Employee Applications, WPconnect Channels, MENU, Log Out, Outstanding items found : 0, 12-Dec-06 09:43 AM, and Banner Self Service Site. In the center, there is a section titled Online Faculty Services, which contains the Course Offerings Module link, a MENU button, and a Selected Term dropdown menu set to Fall 2007, with a Go button next to it. This section is circled in red.

- Select Subject from drop down list
- Click “Modify Menu”

The screenshot shows the WPconnect William Paterson University interface. At the top, there is a header with the WPconnect logo and the university name. Below the header, there are navigation links: -Refresh-, -Start Auto Refresh-, Employee Applications, WPconnect Channels, MENU, Log Out, Outstanding items found : 0, 14-Dec-06 09:51 AM, and Banner Self Service Site Map. In the center, there is a section titled Online Faculty Services, which contains the Course Offerings Module link, a MENU button, and a Select Subject dropdown menu set to Philosophy, with a Modify Menu button next to it. This section is circled in red. Below this section, there is a message: The Office of The Registrar has set the following period for editing Course Schedule for the respective term:

## Course Offerings Module

### Review Existing Course Sections

- All existing courses and sections will be displayed
- Scroll down to review course details
  - Course instructors will be defaulted to “A. Staff”
  - No rooms will be assigned
- If there is no change to a section, than no action is required

WPconnect WILLIAMSBURG COLLEGE

--Refresh-- --Start Auto Refresh--

Outstanding items found : 0

WPconnect Channels | MENU | Log Out  
18-Jun-07 02:41 PM | Banner Self Service Site Map

Online Faculty Services [MENU]  
Course Offerings Module :: DB PROD

Select Subject: English [v] Modify Menu

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Course Offering List : Spring 2008 Subject : English 18-Jun-07 02:46 PM Records Found : 125

Click Here To Add New English Course Section for Term Spring 2008

-- Select Section Category to Re-sequence --- [v] --- Select Course Number To Re-sequence --- [v] Go

|        |                  |                                |                |                       |                             |                       |               |              |             |        |                               |                          |                             |                             |
|--------|------------------|--------------------------------|----------------|-----------------------|-----------------------------|-----------------------|---------------|--------------|-------------|--------|-------------------------------|--------------------------|-----------------------------|-----------------------------|
| Delete | CRN # : 10043    | Course # : ENG-108-01          | LEC            | Title : Basic Writing | Instr. Method : Traditional | Part/Term : Full Term | Capacity : 18 | Enrolled : 0 | Avail. : 18 | Active | Prof. : Prim. Instructor : No | Numb. of Instructors : 0 | Schedule Status [R25] : NSM |                             |
| Edit   | Days : Tue   Thu | Class Time : 11:00:AM-12:15:PM | Bldg. / Room : | Sched. Code : LEC     | Credits : 3                 |                       |               |              |             |        |                               |                          |                             |                             |
| Delete | CRN # : 10044    | Course # : ENG-108-02          | LEC            | Title : Basic Writing | Instr. Method : Traditional | Part/Term : Full Term | Capacity : 18 | Enrolled : 0 | Avail. : 18 | Active | Prof. : Alice Deakins         | Prim. Instructor : Yes   | Numb. of Instructors : 1    | Schedule Status [R25] : NSM |
| Edit   | Days : Mon   Wed | Class Time : 02:00:PM-03:40:PM | Bldg. / Room : | Sched. Code : LEC     | Credits : 3                 |                       |               |              |             |        |                               |                          |                             |                             |
| Delete | CRN # : 10045    | Course # : ENG-108-03          | LEC            | Title : Basic Writing | Instr. Method : Traditional | Part/Term : Full Term | Capacity : 18 | Enrolled : 0 | Avail. : 18 | Active | Prof. : Prim. Instructor : No | Numb. of Instructors : 0 | Schedule Status [R25] : NSM |                             |
| Edit   | Days : Mon   Wed | Class Time : 02:00:PM-03:15:PM | Bldg. / Room : | Sched. Code : LEC     | Credits : 3                 |                       |               |              |             |        |                               |                          |                             |                             |

### Edit Existing Course Section

- To edit an existing section, click “Edit”



## Course Offerings Module

### Edit Existing Course Section

You can:

- Change **Time** and or **Days**
- Assign an **Instructor** (if known), otherwise choose A. Staff **Note:** Check “Primary Instructor” if you are assigning an instructor to the course
- Add **Comments:** i.e. Honors, Cross Listed, Q1 or Q2 course, Request a special classroom or lab, Permission Required, Selected Topic (599) or Seminar Course names
- When finished, click “**Update**”

**If you are assigning an instructor, check “Primary Instructor”**

**To return to the review screen, click “Modify Menu”**

Online Faculty Services [MENU]  
Course Offerings Module :: DB PROD

Subject: English [v] [Modify Menu]

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CRN #: 10043 Course #: ENG-108-01 LEC Title: Basic Writing Credits: [3] Primary Instructor: [v] Schedule Status [R25]: NSM  
Capacity: 18 Bldg: /Room: Instructor: - No Instructor Assigned - Check dropdown... Instr. Method: TR Traditional [v]

TR - Traditional Instructional Delivery. Courses that need a classroom for Traditional instruction. This category includes Hybrid classes.  
NT- Nontraditional Instructional delivery. Online classes

Current Meet time: 11:00 AM - 12:15 PM Days: [v] Sun [v] Mon [v] Tue [v] Wed [v] Thu [v] Fri [v] Sat Part/term: Full Term [v]

11:00:AM - 12:15:PM [v] ... OR ... Enter start time [hr] [min] [AM PM] Stop Time [hr] [min] [AM PM] [Update]

Permission required [v] No [v] Yes

Special Room Request  
[v]

Selected Topics/Seminars/Internships Titles & Credits  
[v]

Cross Listed with  
[v]

Meets together with  
[v]

Other  
[v]

[CANCEL] [Update]

- After update, a message will appear confirming date and time of the change

## Course Offerings Module

### Add New Course Section

- Select “Add (New) Course Section”

WPconnect WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

Employee Applications  
WPconnect Channels | MENU | Log Out  
18-Jun-07 02:41 PM | Banner Self Service Site Map

Online Faculty Services [MENU]  
Course Offerings Module :: DB PROD

Select Subject: English Modify Menu

Course Offering List : Spring 2008 Subject: English 18-Jun-07 02:46 PM Records Found : 125

Click Here To Add New English Course Section for Term Spring 2008

Select Section Category to Re-sequence --- Select Course Number To Re-sequence --- Go

Delete CRN #: 10043 Course #: ENG-108-01 LEC Title: Basic Writing Instr. Method: Traditional Part/Term: Full Term  
Capacity: 18 Enrolled: 0 Avail.: 18 Active Prof.: Alice Deakins Prim. Instructor: No Numb. of Instructors: 0 Schedule Status [R25]: NSM  
Edit Days: Tue | Thu Class Time: 11:00:AM-12:15:PM Bldg: / Room: Sched. Code: LEC Credits: 3

Delete CRN #: 10044 Course #: ENG-108-02 LEC Title: Basic Writing Instr. Method: Traditional Part/Term: Full Term  
Capacity: 18 Enrolled: 0 Avail.: 18 Active Prof.: Alice Deakins Prim. Instructor: Yes Numb. of Instructors: 1 Schedule Status [R25]: NSM  
Edit Days: Mon | Wed Class Time: 02:00:PM-03:40:PM Bldg: / Room: Sched. Code: LEC Credits: 3

Delete CRN #: 10045 Course #: ENG-108-03 LEC Title: Basic Writing Instr. Method: Traditional Part/Term: Full Term  
Capacity: 18 Enrolled: 0 Avail.: 18 Active Prof.: Prim. Instructor: No Numb. of Instructors: 0 Schedule Status [R25]: NSM  
Edit Days: Mon | Wed Class Time: 02:00:PM-03:15:PM Bldg: / Room: Sched. Code: LEC Credits: 3

- Select Course number and Section Category
- Click “Go”

WPconnect WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

Employee Applications  
WPconnect Channels | MENU | Log Out  
18-Jun-07 02:41 PM | Banner Self Service Site Map

Online Faculty Services [MENU]  
Course Offerings Module :: DB STEST

Select Subject: English Modify Menu

Add New English Course Section for Spring 2008 ::DB STEST::

Select Course Number----- Select New Section Category --- Go

Course Sequence Numbers Are Automatically Re-Sequenced For Selected Course Section Category.

- A message will confirm the creation of the course
- To return to the course list, click “Modify Menu”.

Online Faculty Services [MENU]  
Course Offerings Module :: DB PROD

Select Subject: English Modify Menu

Add New English Course Section for Spring 2008 ::DB PROD::

Select Course Number----- Select New Section Category --- Go

Course Sequence Numbers Are Automatically Re-Sequenced For Selected Course Section Category.

1 New Course Section Added...

Delete CRN #: 12566 Course #: ENG-110-12 LEC Title: Writing Effective Prose Instr. Method: Traditional Part/Term: Full Term  
Capacity: 22 Enrolled: 0 Avail.: 22 Active Prof.: Prim. Instructor: No Numb. of Instructors: 0  
Edit Days: Tue | Thu Class Time: 08:00:AM-09:15:AM Bldg: / Room: Sched. Code: LEC Credits: 3



## Course Offerings Module

### Delete Course Section

- Select “Delete”
  - A message will appear to confirm deleting the course section
- Click “OK”

**WPconnect** WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

Employee Applications

WPconnect Channels | MENU | Log Out

18-Jun-07 02:41 PM | Banner Self Service Site Map

Online Faculty Services [MENU]

Course Offerings Module :: DB PROD

Select Subject: English [v] Modify Menu

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Course Offering List : Spring 2008 Subject: English 18-Jun-07 02:46 PM Records Found : 125

Click Here To Add New English Course Section for Term Spring 2008

-- Select Section Category to Re-sequence -- [v] -- Select Course Number To Re-sequence -- [v] Go

|        |                                                                                              |                       |                           |                             |                       |               |              |             |                                      |                          |                             |                             |
|--------|----------------------------------------------------------------------------------------------|-----------------------|---------------------------|-----------------------------|-----------------------|---------------|--------------|-------------|--------------------------------------|--------------------------|-----------------------------|-----------------------------|
| Delete | CRN # : 10043                                                                                | Course # : ENG-108-01 | LEC Title : Basic Writing | Instr. Method : Traditional | Part/Term : Full Term | Capacity : 18 | Enrolled : 0 | Avail. : 18 | Active Prof. : Prim. Instructor : No | Numb. of Instructors : 0 | Schedule Status [R25] : NSM |                             |
| Edit   | Days : Tue   Thu Class Time : 11:00:AM-12:15:PM Bldg. / Room : Sched. Code : LEC Credits : 3 |                       |                           |                             |                       |               |              |             |                                      |                          |                             |                             |
| Delete | CRN # : 10044                                                                                | Course # : ENG-108-02 | LEC Title : Basic Writing | Instr. Method : Traditional | Part/Term : Full Term | Capacity : 18 | Enrolled : 0 | Avail. : 18 | Active Prof. : Alice Deakins         | Prim. Instructor : Yes   | Numb. of Instructors : 1    | Schedule Status [R25] : NSM |
| Edit   | Days : Mon   Wed Class Time : 02:00:PM-03:40:PM Bldg. / Room : Sched. Code : LEC Credits : 3 |                       |                           |                             |                       |               |              |             |                                      |                          |                             |                             |
| Delete | CRN # : 10045                                                                                | Course # : ENG-108-03 | LEC Title : Basic Writing | Instr. Method : Traditional | Part/Term : Full Term | Capacity : 18 | Enrolled : 0 | Avail. : 18 | Active Prof. : Prim. Instructor : No | Numb. of Instructors : 0 | Schedule Status [R25] : NSM |                             |
| Edit   | Days : Mon   Wed Class Time : 02:00:PM-03:15:PM Bldg. / Room : Sched. Code : LEC Credits : 3 |                       |                           |                             |                       |               |              |             |                                      |                          |                             |                             |

**WPconnect** WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

Employee Applications

WPconnect Channels | MENU | Log Out

18-Jun-07 02:41 PM | Banner Self Service Site Map

Online Faculty Services [MENU]

Course Offerings Module :: DB PROD

Select Subject: English [v] Modify Menu

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**Course Section Deleted : CR: 12566 Term : 200810**

## Course Offerings Module

### Overview of Applications and Available Reports

*\*Reports will continue to be developed based on department need*

**Wpconnect** WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-  
Outstanding items found : 0

**Employee Applications**  
Wpconnect Channels | MENU | Log Out  
18-Jun-07 02:41 PM | Banner Self Service Site Map

**Applications**

- Course Offerings By Department
- Course Offerings By Department- PDF Format
- Course Offerings Module**
- Faculty Load Module**
- Periodic Faculty Load Module Verification**
- IRA ::: Faculty Load Reports**
- Scheduling Reports By Department
- Faculty Load Approval Status
- Faculty/Student Information Access Page [Query Pad]
- Track Course CRN Number in Banner Tables
- Query/Export Course Assignment and Schedule Data
- Faculty with ONLY Non-Teaching Assignments

**Approval Queues**

- Dean Approval Queue
- Dean Approval Queue
- Provost Approval Queue
- HR Processing Queue
- HR Processing Report
- Faculty Load - NBAJOBS
- Periodic Faculty Assignment Verification

**Administrator Menu**

- Course Section Categories
- Course Offerings with Comments
- College Configuration
- Courses with multiple room/meeting times
- Courses Offerings - 90 Activity Audit Report
- Course Catalog/Inventory

**Reports**

- Faculty Load Approval Status
- Teaching Assignment By Department
- Code Translations
- Comparative Faculty Load Assignment
- Searchable FOAP List

**Publish Master Schedule Check List Reports**

- Course Offerings By Subject  
sorted by Building, Room No., Day of Week, and Start Time
- Course Scheduling Conflict - By Day of Week
- Instructor Scheduling Conflict - By Day of Week
- Courses with A Staff as primary instructor
- Courses without primary instructor
- Courses missing instructor
- [Possible] Course Duplicates
- Courses missing schedule Status Code for Resource25

### The Faculty Load and Course Scheduling Tools Menu

- **Reports**
  - **Faculty Load Approval Status** displays a report that shows how far along in the process each instructors FLM is
  - **Comparative Faculty Load Assignment** displays a comparison based on two selected terms for faculty in a department

## Course Offerings Module

### Faculty Load Approval Status


**WILLIAM PATERSON UNIVERSITY**

[-Refresh-](#)
[-Start Auto Refresh-](#)

**Employee Applications**  
[WPconnect Channels](#) | [MENU](#) | [Log Out](#)  
18-Jun-07 02:41 PM | [Banner Self Service Site Map](#)

**Online Faculty Services**  
**Faculty Load Approval Status** [MENU](#)  
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- Choose Classification, Department and term
- Click “Go”

**Online Faculty Services**  
**Faculty Load Approval Status** [MENU](#)  
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**Term : Spring 2007 :: Selected Department : ALL :: E-Class : ALL**  
**Total Instructors Posted for Approval : 1067 Outstanding at HR :: 0**

Approval Status - AACSB African, Afro-Amer, & Carib St  
Secretary : [Sherry Capers Dock](#) Phone 7203027 :: 15 Records

| Banner ID | Professor                               | E_CLASS                       | Teach | Non Teach | OnLoad | Overload | Total | Dean Approval     | Provost Approval | HR Received        |
|-----------|-----------------------------------------|-------------------------------|-------|-----------|--------|----------|-------|-------------------|------------------|--------------------|
| 8551      | <a href="#">Acosta, Lissette</a>        | AFT - NTP-12 Month - NSF      | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'01/17/07 | flynnv'01/17/07  | oneillj'01/17/07   |
| 8551      | <a href="#">Barnes, David</a>           | AFT - Adjunct - SF            | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'02/13/07 | flynnv'02/13/07  | oneillj'02/15/07   |
| 8551      | <a href="#">Butler, Michael</a>         | AFT - Adjunct - SF            | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'01/26/07 | flynnv'01/29/07  | oneillj'01/29/07   |
| 8551      | <a href="#">Chao, Paul</a>              | AFT - Adjunct - SF            | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'01/23/07 | flynnv'01/23/07  | oneillj'01/23/07   |
| 8553      | <a href="#">Harris, Christopher</a>     | AFT - Adjunct - SF            | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'01/22/07 | flynnv'01/22/07  | franciscc'01/22/07 |
| 8550      | <a href="#">Lewis, Arturo</a>           | AFT - Adjunct - SF            | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'02/20/07 | flynnv'02/21/07  | oneillj'02/22/07   |
| 8551      | <a href="#">Mbogoni, Lawrence</a>       | AFT - Faculty - 10 Month - SF | 6.00  | 6.00      | 12.00  | 0.00     | 12.00 | loboscot'03/01/07 | flynnv'03/01/07  | oneillj'03/06/07   |
| 8551      | <a href="#">McClean, Vernon</a>         | AFT - Faculty - 10 Month - SF | 12.00 | 0.00      | 12.00  | 0.00     | 12.00 | loboscot'02/13/07 | flynnv'02/13/07  | oneillj'02/16/07   |
| 8551      | <a href="#">Nambe, Yvonne</a>           | AFT - Adjunct - SF            | 6.00  | 0.00      | 6.00   | 0.00     | 6.00  | loboscot'01/17/07 | flynnv'01/17/07  | oneillj'01/17/07   |
| 8551      | <a href="#">Ntutela-Murang, Maureen</a> | AFT - Adjunct - SF            | 6.00  | 0.00      | 6.00   | 0.00     | 6.00  | loboscot'01/19/07 | flynnv'01/22/07  | oneillj'01/22/07   |
| 8551      | <a href="#">Okafor, Gabriel</a>         | AFT - Faculty - % of FT - SF  | 9.00  | 0.00      | 9.00   | 0.00     | 9.00  | loboscot'03/01/07 | flynnv'03/01/07  | oneillj'03/06/07   |
| 8551      | <a href="#">Richardson, James</a>       | AFT - Adjunct - SF            | 6.00  | 0.00      | 6.00   | 0.00     | 6.00  | loboscot'01/19/07 | flynnv'01/22/07  | oneillj'01/22/07   |
| 8551      | <a href="#">Safford, Alduha</a>         | AFT - Adjunct - SF            | 6.00  | 0.00      | 6.00   | 0.00     | 6.00  | loboscot'01/17/07 | flynnv'01/17/07  | oneillj'01/17/07   |
| 8550      | <a href="#">Shabaka, Kamau</a>          | AFT - Adjunct - SF            | 3.00  | 0.00      | 3.00   | 0.00     | 3.00  | loboscot'01/26/07 | flynnv'01/29/07  | oneillj'01/29/07   |
| 8551      | <a href="#">Wa-Kerwatta, Kamau</a>      | AFT - Faculty - % of FT - SF  | 9.00  | 0.00      | 9.00   | 0.00     | 9.00  | loboscot'02/02/07 | flynnv'02/02/07  | oneillj'02/05/07   |
|           |                                         |                               | 81.00 | 6.00      | 87.00  | 0.00     | 87.00 |                   |                  |                    |



## Course Offerings Module

### Comparative Faculty Load Assignment

**WPconnect** WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

**Employee Applications**  
 WPconnect Channels | [M E N U](#) | [Log Out](#)  
 14-Dec-06 03:25 PM | [Banner Self Service Site Map](#)

**Online Faculty Services**  
[Faculty Load Approval Status](#) [M E N U](#)  
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----- All Classification -----  
 ----- All Departments -----  
 Spring 2006 Spring 2007

----- All Classification -----  
 AFT - Faculty - 10 Month - SF  
 AFT - Faculty - 10 Month - NSF  
 AFT - Faculty - % of FT - SF  
 AFT - Adjunct - SF  
 AFT - Adjunct - NSF  
 AFT - NTP 12 Month - SF  
 AFT - NTP 12 Month - NSF  
 AFT - NTP 10 Month - SF  
 AFT - NTP Part Time - SF  
 CWA - NE40+35 Hour - SF

- Select Classification (Optional)
- Select Department
- Select two terms to compare
- Click “Go”

**WPconnect** WILLIAM PATERSON UNIVERSITY

-Refresh- -Start Auto Refresh-

Outstanding items found : 0

**Employee Applications**  
 WPconnect Channels | [M E N U](#) | [Log Out](#)  
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Approval Status - CH Community Health  
 Secretary : [Christina Aiello](#) Phone 2394 :: 23 Records

| Comparative Report          |                                       |                               | TERM 1 Fall 2006 |             |          |            |         | TERM 2 Spring 2007 |             |          |            |         |
|-----------------------------|---------------------------------------|-------------------------------|------------------|-------------|----------|------------|---------|--------------------|-------------|----------|------------|---------|
| Banner ID                   | Professor                             | E_CLASS                       | Teach 1          | Non Teach 1 | OnLoad 1 | Overload 1 | Total 1 | Teach 2            | Non Teach 2 | OnLoad 2 | Overload 2 | Total 2 |
| 8553                        | <a href="#">Carter, Jewel</a>         | AFT - Faculty - 10 Month - SF | 9.00             | 3.00        | 12.00    | 0.00       | 12.00   | 15.00              | 0.00        | 15.00    | 0.00       | 15.00   |
| 8553                        | <a href="#">Denekamp, Amy</a>         | AFT - Adjunct - SF            | 3.00             | 0.00        | 3.00     | 0.00       | 3.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8553                        | <a href="#">Depalma, Denise</a>       | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 3.00               | 0.00        | 3.00     | 0.00       | 3.00    |
| 8553                        | <a href="#">Eaddy, Starr</a>          | AFT - Faculty - 10 Month - SF | 15.00            | 0.00        | 12.00    | 3.00       | 15.00   | 9.00               | 0.00        | 12.00    | -3.00      | 9.00    |
| 8553                        | <a href="#">Grodner, Michele</a>      | AFT - Faculty - 10 Month - SF | 12.00            | 3.00        | 12.00    | 3.00       | 15.00   | 12.00              | 0.00        | 12.00    | 0.00       | 12.00   |
| 8553                        | <a href="#">Gungill, Charlene</a>     | AFT - Adjunct - SF            | 9.00             | 0.00        | 9.00     | 0.00       | 9.00    | 6.00               | 0.00        | 6.00     | 0.00       | 6.00    |
| 8553                        | <a href="#">Harrison, Paula</a>       | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 3.00               | 0.00        | 3.00     | 0.00       | 3.00    |
| 8553                        | <a href="#">Hayden, Joanna</a>        | AFT - Faculty - 10 Month - SF | 4.00             | 9.00        | 12.00    | 1.00       | 13.00   | 10.00              | 0.00        | 12.00    | -2.00      | 10.00   |
| 8553                        | <a href="#">Jacko, Dana</a>           | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 6.00               | 0.00        | 6.00     | 0.00       | 6.00    |
| 8553                        | <a href="#">Joslin, Daphne</a>        | AFT - Faculty - 10 Month - SF | 6.00             | 10.00       | 12.00    | 4.00       | 16.00   | 0.00               | 0.00        | 12.00    | -12.00     | 0.00    |
| 8553                        | <a href="#">Keenan, William</a>       |                               | 0.00             | 0.00        | 0.00     | 0.00       | 0.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8554                        | <a href="#">Kernan, William</a>       | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8553                        | <a href="#">Layton, Louise</a>        | AFT - Adjunct - SF            | 3.00             | 0.00        | 3.00     | 0.00       | 3.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8553                        | <a href="#">Levitan, Jean</a>         | AFT - Faculty - 10 Month - SF | 13.50            | 2.50        | 12.00    | 4.00       | 16.00   | 15.00              | 0.00        | 12.00    | 3.00       | 15.00   |
| 8553                        | <a href="#">Lisbe, Stuart</a>         | AFT - Faculty - 10 Month - SF | 12.00            | 1.00        | 12.00    | 1.00       | 13.00   | 12.00              | 0.00        | 12.00    | 0.00       | 12.00   |
| 8553                        | <a href="#">Pirozzi, Sam</a>          | AFT - Adjunct - SF            | 3.00             | 0.00        | 3.00     | 0.00       | 3.00    | 3.00               | 0.00        | 3.00     | 0.00       | 3.00    |
| 8553                        | <a href="#">Riera, Jill</a>           | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8553                        | <a href="#">Rogers, Roslyn</a>        | AFT - Adjunct - SF            | 3.00             | 0.00        | 3.00     | 0.00       | 3.00    | 3.00               | 0.00        | 3.00     | 0.00       | 3.00    |
| 8553                        | <a href="#">Saltiel-Berzin, Rita</a>  | AFT - Adjunct - SF            | 3.00             | 0.00        | 3.00     | 0.00       | 3.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8553                        | <a href="#">Schlusel, Laurie</a>      | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 3.00               | 0.00        | 3.00     | 0.00       | 3.00    |
| 8553                        | <a href="#">Walsh, Maryann</a>        | AFT - Adjunct - SF            | 6.00             | 0.00        | 6.00     | 0.00       | 6.00    | 3.00               | 0.00        | 3.00     | 0.00       | 3.00    |
| 8553                        | <a href="#">Werheim, Kathryn</a>      | AFT - Adjunct - SF            | 3.00             | 0.00        | 3.00     | 0.00       | 3.00    | 0.00               | 0.00        | 0.00     | 0.00       | 0.00    |
| 8553                        | <a href="#">Young-Talbot, Lucille</a> | AFT - NTP 10 Month - SF       | 4.00             | 0.00        | 4.00     | 0.00       | 4.00    | 8.00               | 0.00        | 8.00     | 0.00       | 8.00    |
| CH Community Health Total : |                                       |                               | 144.50           | 28.50       | 157.00   | 16.00      | 173.00  | 111.00             | 0.00        | 125.00   | -14.00     | 111.00  |
|                             |                                       |                               | Teach            | Non Teach   | OnLoad   | Overload   | Total   | Teach 2            | Non Teach 2 | OnLoad 2 | Overload 2 | Total 2 |
| Grand Total                 |                                       |                               | 144.50           | 28.50       | 157.00   | 16.00      | 173.00  | 111.00             | 0.00        | 125.00   | -14.00     | 111.00  |

- Displays Work Load Comparison across two terms, with totals