

COURSE SECTION MAINTENANCE

Banner 8.2

Revised 2/15/2010

Course section maintenance is processed by the department/regional campus through the first week of classes. Changes that need to be made, beginning the second week of classes, must be forwarded to the Office of the University Registrar.

Cancelled Sections

All students attached to the section must be dropped before a section can be cancelled. You will need to drop the students from the section through Advisor self service.

FIRST WEEK of CLASSES

1. Go to SFAALST

Oracle Developer Forms Runtime - Web: Open > SFAALST

File Edit Options Block Item Record Query Tools Help

Class Attendance Roster SFAALST 8.1.1 [MC:8.0] (eMOCK)

Term: 201010 Spring 2010 CRN: 16520 PSYC 11762 200 Roll Degree Award Status: Select....

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete	Extension Date	Credit Hours	Hours Attended	Last Attendance Date

Rolled ☐ Grade Comment:

2. Enter the term in the TERM field and CRN in the CRN field. The course information will automatically be brought into context when you press the tab key on your keyboard.
3. Next Block

Oracle Developer Forms Runtime - Web: Open > SFAALST

File Edit Options Block Item Record Query Tools Help

Class Attendance Roster SFAALST 8.1.1 [MC:8.0] (eMOCK)

Term: 201010 Spring 2010 CRN: 16520 PSYC 11762 200 ☐ Roll Degree Award Status: Select.....

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
2	810486661	Testtwo, Amber K.	RE	27-JAN-2010		B			3.000		
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											

Student's grade code; press LIST for valid codes.

Record: 1/1 <OSC>

4. **Screen print this form** so you will have the student's information when you go to Advisor self service.

Dropping the Student(s) from the Section

1. Login to FlashLine
2. Click on your Faculty & Advisor Tools tab
3. In the Faculty Advisor Toolbox, click on the FlashFAST link under the For Advisor
4. Click on the Advisor and Faculty Advisor Menus link
5. Click on ID Selection
6. You will have to choose a term, e.g., Spring 2010
7. On the Student and Advisee ID Selection page enter the student's Banner ID from the SFAALST form screen print

Student and Advisee ID Selection - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/eMOCK/bwlkoids.P_AdvIDSel

File Edit View Favorites Tools Help

Student and Advisee ID Selection

RETURN TO MENU SITE MAP HELP EXIT

800312390 Betty A. Johnson
Spring 2010
Feb 02, 2010 11:12 am

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student ID: 810486661

OR

Flashline ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students
☐ Advisees
☐ Both
☒ All

Trusted sites 100%

8. Click on the Submit button

9. This will bring you to the Student Verification page
10. Verify this is the student you need to drop from the section

The screenshot shows a web browser window titled "Student Verification - Microsoft Internet Explorer provided by Kent State University". The address bar displays the URL "https://keys-test.kent.edu:45420/eMOCK/bwilkoids.P_AdvVerifyID". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. The page content features a header for "Kent State University Self Service" with tabs for "Personal Information", "Faculty Services", and "Employee". Below the header, the "Student Verification" section is highlighted. A yellow horizontal line separates the header from the main content. On the right side, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT", along with the text "800312390 Betty A. Johnson" and "Feb 02, 2010 11:13 am". The main content area contains a message: "Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again." Below this message, the text "Amber K. Testtwo is the name of the student or advisee that you selected." is displayed. A "Submit" button is located at the bottom left of the main content area. At the bottom of the page, there is a "RELEASE: 7.2" label on the left, a "[ID Selection]" link in the center, and the "KENT STATE" logo on the right.

Student Verification - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/eMOCK/bwilkoids.P_AdvVerifyID

File Edit View Favorites Tools Help

Student Verification

Kent State University Self Service

Personal Information Faculty Services Employee

Student Verification

RETURN TO MENU SITE MAP HELP EXIT

800312390 Betty A. Johnson
Feb 02, 2010 11:13 am

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Amber K. Testtwo is the name of the student or advisee that you selected.

Submit

RELEASE: 7.2 [ID Selection] KENT STATE.

11. If so, click on the Submit button

12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Student PIN page
 - a. If you currently do not have access to this information, contact your security administrator.

The screenshot shows a web browser window titled "Student PIN - Microsoft Internet Explorer provided by Kent State University". The address bar shows a URL starting with "https://keys-test.kent.edu". The page content includes a header for "Kent State University Self Service" with tabs for "Personal Information", "Faculty Services", and "Employee". Below the tabs, the "Student PIN" section is active. It displays user information: "Information for Amber K. Testtwo" and "Student Banner Id: 810486661". A message prompts the user to enter their PIN. There is a text input field labeled "Student PIN:" and a "Submit" button. At the bottom left, it says "RELEASE: 8.1.1" and at the bottom right is the "KENT STATE" logo.

Student PIN - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/eMOCK/bwilkfrad.P_FacAddDropCrse

File Edit View Favorites Tools Help

Student PIN

Kent State University Self Service

Personal Information Faculty Services Employee

Student PIN

RETURN TO MENU SITE MAP HELP EXIT

800312390 Betty A. Johnson
Feb 02, 2010 11:14 am

Information for Amber K. Testtwo
Student Banner Id: **810486661**

Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.

Student PIN:

RELEASE: 8.1.1

KENT STATE

15. Enter your PIN number which allows you to Add and Drop the student
16. Click on the Submit button

17. This will take you to the Add or Drop Classes page
18. Scroll down to the cancelled course

will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

Note to Advisor: You may register a student from here.

Information for [Amber K. Testtwo](#)
Student Banner Id: **810486661**

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Registered on Jan 27, 2010	None Web Drop	16520	PSYC 11762	200 Undergraduate	3.000	Standard Letter	GENERAL PSYCHOLOGY

Total Credit Hours: 3.000

Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 02, 2010 11:19 am

Add Classes Worksheet

CRNs

19. In the Action column click on the drop down arrow, choose the Web Drop
20. Click on the Submit Changes button at the bottom of the page
21. The page will refresh and the course will no longer appear on the page
22. The student is now dropped from the course

Cancelling the Section

1. Go to SSASECT
2. Cancel the section as instructed in your Scheduler User Guide

Oracle Developer Web - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.2.1 [MC:8.0] (eMOCK)

Term: 201010 CRN: 16520 Create CRN: Copy CRN: Subject: PSYC Course: 11762 Title: GENERAL PSYCHOLOGY

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: PSYC Psychology

Course Number: 11762 Title: GENERAL PSYCHOLOGY

Section: 200

Cross List:

Campus: AC Ashtabula Campus

Status: C Cancelled

Schedule Type: LEC Lecture

Instructional Method: TR Traditional

Integration Partner: BB Integrate with Blackboard

Grade Mode:

Session:

Special Approval:

Duration:

Part of Term: 1 19-JAN-2010 09-MAY-2010 15

First Last

Registration Dates:

Start Dates:

Maximum Extensions: 0

CEU Indicator:

Credit Hours: 3.000 None To Or

Billing Hours: 3.000 None To Or

Contact Hours: 3.000 None To Or

Lecture: 3.000 None To Or

Lab: None To Or

Other: None To Or

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

☒ Print ☒ Voice Response and Self-Service Available

☒ Gradable ☐ CAPP Areas for Prerequisites

☐ Tuition and Fee Waiver

☐ Long Title ☐ Comments ☐ Syllabus

FRM-40400: Transaction complete: 1 records applied and saved.

SECOND WEEK of CLASSES

Beginning the second week of the semester, cancelled section must be processed through the Registrar's Office so students can be dropped at the proper refund percentage.

1. Email sectionmaint@kent.edu with the words – Cancelled Section – as the Subject of the email. Include:
 - a. The term
 - b. The CRN and course information for the cancelled section
2. The Registrar's Office staff will drop the students from the cancelled section.
3. Once the students have been dropped, the Registrar's Office staff will return the email with notification that the drops have been completed.
4. The department can now cancel the section.

Mass Changes – Moving Student(s) to Another Section

If you have a section that you need to move a student or students to another section, the student(s) must first be dropped from their current section and added to the new section through Advisor self service.

FIRST WEEK of CLASSES

1. Go to SFAALST

Oracle Developer Forms Runtime - Web: Open > SFAALST

File Edit Options Block Item Record Query Tools Help

Class Attendance Roster SFAALST 8.1.1 [MC:8.0] (eMOCK)

Term: 201010 Spring 2010 CRN: 16520 PSYC 11762 200 Roll Degree Award Status: Select....

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
Rolled		Grade Comment:									
Rolled		Grade Comment:									
Rolled		Grade Comment:									

2. Enter the term in the TERM field and CRN in the CRN field. The course information will automatically be brought into context when you press the tab key on your keyboard.
3. Next Block

Oracle Developer Forms Runtime - Web: Open > SFAALST

File Edit Options Block Item Record Query Tools Help

Class Attendance Roster SFAALST 8.1.1 [MC:8.0] (eMOCK)

Term: 201010 Spring 2010 CRN: 16520 PSYC 11762 200 ☐ Roll Degree Award Status: Select....

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
2	810486661	Testtwo, Amber K.	RE	27-JAN-2010		B			3.000		
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											
Rolled <input type="checkbox"/> Grade Comment:											

Student's grade code, press LIST for valid codes.

Record: 1/1 <OSC>

4. **Screen print this form** so you will have the student's information when you go to Advisor self service.

Dropping the Student(s) from the Section

1. Login to FlashLine
2. Click on your Faculty & Advisor Tools tab
3. In the Faculty Advisor Toolbox, click on the FlashFAST link under the For Advisor
4. Click on the Advisor and Faculty Advisor Menus link
5. Click on ID Selection
6. You will have to choose a term, e.g., Spring 2010
7. On the Student and Advisee ID Selection page enter the student's Banner ID from the SFAALST form screen print

The screenshot shows a web browser window titled "Student and Advisee ID Selection - Microsoft Internet Explorer provided by Kent State University". The address bar shows the URL "https://keys-test.kent.edu:45420/eMOCK/bwilkoids.P_AdvIDSel". The page has a blue header with the title "Student and Advisee ID Selection" and a yellow horizontal line. In the top right corner, there are links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below these links, the user information is displayed: "800312390 Betty A. Johnson", "Spring 2010", and "Feb 02, 2010 11:12 am". The main content area starts with an information icon and the text "You may enter:". Below this, there are two numbered instructions: "1. The ID of the Student or Advisee you want to process, or" and "2. Partial names, a student search type, or a combination of both. Then select Submit." There are three input sections: "Student ID:" with a text box containing "810486661", "Flashline ID:" with an empty text box, and "Student and Advisee Query" which includes "Last Name:" and "First Name:" text boxes. Below these is a "Search Type:" section with four radio button options: "Students", "Advisees", "Both", and "All", with "All" being selected. The browser's status bar at the bottom shows "Trusted sites" and "100%".

Student and Advisee ID Selection

RETURN TO MENU SITE MAP HELP EXIT
800312390 Betty A. Johnson
Spring 2010
Feb 02, 2010 11:12 am

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student ID:

OR

Flashline ID:

OR

Student and Advisee Query

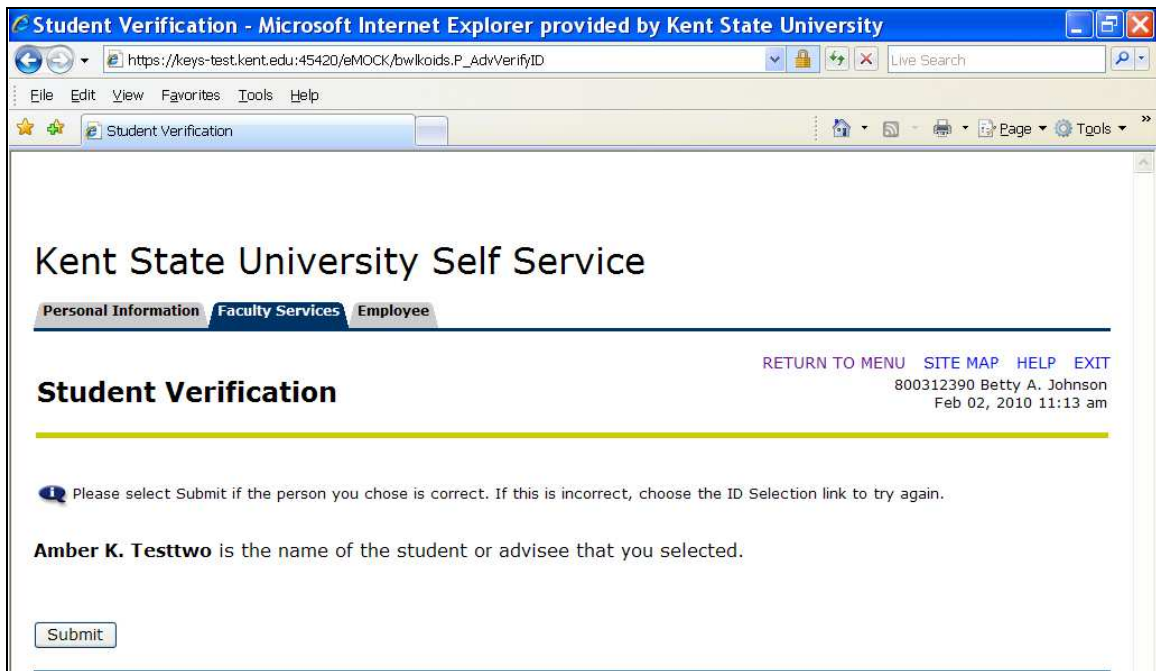
Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

8. Click on the Submit button

9. This will bring you to the Student Verification page
10. Verify this is the student you need to drop from the section



11. If so, click on the Submit button

12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Student PIN page
 - a. If you currently do not have access to this information, contact your security administrator.

The screenshot shows a web browser window titled "Student PIN - Microsoft Internet Explorer provided by Kent State University". The address bar displays a URL starting with "https://keys-test.kent.edu:". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the heading "Kent State University Self Service" with tabs for "Personal Information", "Faculty Services", and "Employee". Below these tabs, the "Student PIN" section is active. It includes a yellow horizontal line and the text "Information for Amber K. Testtwo" and "Student Banner Id: 810486661". To the right, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT", along with the user's name "800312390 Betty A. Johnson" and the date/time "Feb 02, 2010 11:14 am". A message icon indicates a note: "Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student." Below this, there is a label "Student PIN:" followed by a text input field and a "Submit" button.

15. Enter your PIN number which allows you to Add and Drop the student
16. Click on the Submit button

17. This will take you to the Add or Drop Classes page
18. Scroll down to the cancelled course

will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

Note to Advisor: You may register a student from here.

Information for [Amber K. Testtwo](#)
Student Banner Id: **810486661**

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Registered on Jan 27, 2010	None	16520	PSYC 11762	200 Undergraduate	3.000	Standard Letter	GENERAL PSYCHOLOGY

Total Credit Hours: 3.000

Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 02, 2010 11:19 am

Add Classes Worksheet

CRNs

19. In the Action column click on the drop down arrow, choose the Web Drop
20. Click on the Submit Changes at the bottom of the page
21. The page will refresh and the course will no longer appear on the page
22. The student is now dropped from the course

Adding the Student(s) into the New Section

1. While still on the Add or Drop Classes page, scroll to the bottom
2. Enter the new section's CRN in the Add Classes Worksheet block

status.
Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course.

If you would like to look up any errors you have encountered please [Click Here](#)

Add Classes Worksheet

CRNs

13267

Submit Changes Class Search Reset

[ID Selection | Term Selection]

RELEASE: 8.1

KENT STATE UNIVERSITY

Start Course Maintenance.doc... Add or Drop Classes - ... Oracle Application Serve... Oracle Developer Forms ... Removable Disk (E:) 9:15 PM

3. Click on the Submit Changes button
4. The page will refresh and the student will now be enrolled in the new section

Information for Amber K. Testwo
Student Banner Id: 810486661

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Feb 02, 2010	None	13267	PSYC	11762 002	Undergraduate	3.000	Standard Letter	GENERAL PSYCHOLOGY

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Feb 02, 2010 09:23 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Done Start Course Maintenance.doc... Add or Drop Classes - ... Oracle Application Serve... Oracle Developer Forms ... Removable Disk (E:) 9:23 PM

SECOND WEEK of CLASSES

Beginning the second week of the semester, moving students from one section to another, must be processed through the Registrar's Office so students can be dropped at the proper refund percentage and added into the new section with the proper census date.

1. Email sectionmaint@kent.edu with the words – Mass Changes – as the Subject of the email. Include:
 - a. The term
 - b. The student's name and Banner ID number
 - c. The old CRN number and the new CRN number

e.g. Spring 2010
 Jane Doe 810160849
 From CRN 16520 to CRN 13267
2. The Registrar's Office staff will drop the students from the old section and add the student into the new section.
3. Once completed, the Registrar's Office staff will return the email with notification that the changes have been done.