



## **BANNER COURSE SCHEDULE USER GUIDE**

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## BANNER COURSE SCHEDULING

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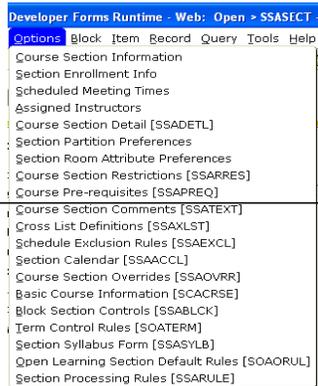
**Prerequisites**, including registration **restrictions** (such as major, class etc.) have been reviewed as part of the Banner implementation process. All approved prerequisites and registration restrictions are recorded at the catalog level and are not to be changed at the sections level. Requests for changes to prerequisites and registration restrictions must be directed to the Provost's Office.

**Open learning** is defined as a course section that is not offered as a full term or any of the established parts of term sessions. All departments with course sections that fall outside of these parameters must email the request to the Registrar Office Class Scheduling Services mailbox.

**Cross List** is defined by Banner as different courses/sections usually taught by the same instructor, in the same room at the same time.  
Banner does not default cross listed courses from Catalog.

## Options dropdown menu (SSASECT):

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### SSASECT Blocks:

**Course Section Information:** Section details block, shell information (SSASECT).

**Section Enrollment Info:** Used to set enrollment and reserved seating.

**Scheduled Meeting Times:** Delivery information block.

**Assigned Instructors:** Faculty attached to delivery block.

### Course Section Detail (SSADETL):

**Section Links:** Not used at this time.

- **Co-requisite Block in (SSADETL):**  
Course co-requisite will default from Catalog (SCACRSE) if applicable.  
You will be permitted to attach an existing section of that course only.

**Section Fees:** Not used at this time.

- **Degree Program Attributes block in (SSADETL):**  
Code will default from catalog.  
If you have an Honors section, send your request to the Registrar Office Class Scheduling Services mailbox.
- **Section Contract block in (SSADETL):**  
**(DL definition codes):**  
This field is associated with the Instructional Method field on the SSASECT section details form. If the Instructional Method is a Distributed Learning type, it is necessary to enter the appropriate code for the detailed definition of that Instructional Method.

**Block Schedules:** Not used at this time.

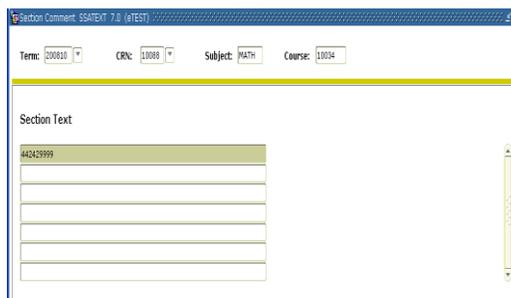
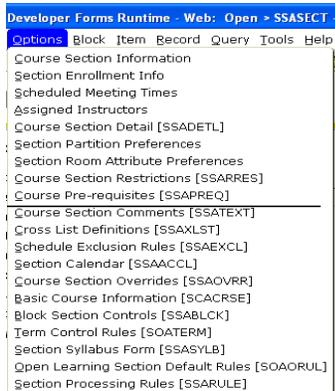
**NOTE: Section Contract block is a required field for all non-traditional sections**

**Section Partition Preferences:** Not used at this time.

**Section Room Attribute Preferences:** Not used at this time.

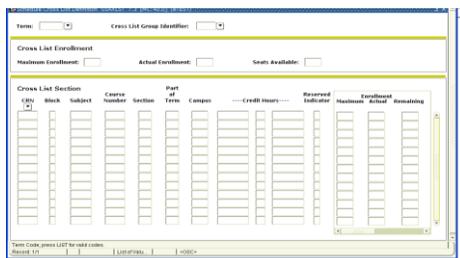
**Course Section Restrictions (SSARRES):** Default from catalog. Changes at this level are not permitted.

**Course Prerequisites (SSAPREQ):** Default from catalog. Changes at this level are not permitted.



**Course Section Comments (SSATEXT):**  
 Section Text: Off campus zip code block  
 Section Long Text: Section specific notes

**Cross List Definitions (SSAXLST):**  
 This form allows you to attach all member of a cross listed group under one identifier.



- Schedule Exclusion Rules (SSAEXCL):** Changes at this level are not permitted.
- Section Calendar (SSAACCL):** Changes at this level are not permitted.
- Course Section Overrides (SSAOVRP):** Changes at this level are not permitted.
- Basic Course Information (SCACRSE):** Changes at this level are not permitted.
- Block Section Controls (SSABLCK):** Changes at this level are not permitted.
- Term Control Rules (SOATERM):** Changes at this level are not permitted.
- Section Syllabus Form (SSASYLB):** Changes at this level are not permitted.
- Open Learning Section Default Rules (SOAORUL):** Changes at this level are not permitted.
- Section Processing Rules (SSARULE):** Changes at this level are not permitted.

## FIELD DEFINITIONS (SSASECT):

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. A course catalog record must exist prior to the creation of sections for a particular course.

**TERM:** Six digit field XXXX (year): xx (semester): 10 = Spring 60 = Summer 80 = Fall

**CRN:** Course Reference Number (System generated).

**Subject:** Default from Catalog (SCACRSE) Select from dropdown or type in.

**Course:** Default from Catalog (SCACRSE) Select from dropdown or type in.

**Title:** Will default from catalog.

**NOTE: Submit all variable topic changes in writing via email or fax to the Scheduling Center to the Registrar Office Class Scheduling Services mailbox for update. Schedulers are not able to update this field.**

**Section:** Three digit section number.

**Cross List:** Department specific codes for group identifiers.

**Campus:** (Associated with fees) Select from drop down.

**Status:** "A" (Active) or "C" (Cancelled).

**Schedule Type:** Default from course catalog, if multiple schedule types only one can appear here.

*The options that are available from the course you are entering will appear in the drop down or by double-clicking in the field. If a course is taught as Lecture only, the LEC will appear. If the course has two schedule types, Lecture and Lab, both will appear. You then choose the appropriate schedule type for the section you are creating.*

**NOTE: Schedule type will be identified further on the meeting time block**

**Instructional Method:** Traditional (TR) or Distributed Learning. Select from dropdown.

**Integrated Partner:** CHANGES AT THIS LEVEL ARE NOT PERMITTED.

**Grade Mode:** CHANGES AT THIS LEVEL ARE NOT PERMITTED.

**Integration Partner:** Set the Integration Partner Code equal to **BB9** for any section where the instructor wishes to use Vista to deliver content.

**Session:** Used for off campus sections only.

**Special Approval:** When populated the student is unable to register and must receive permission prior to registration.

The screenshot shows the 'Section Details' form in the SSASECT 7.3.1 (TEST) application. The form is organized into several sections:

- Section Details:** Includes fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, Part of Term, Registration Dates, Start Dates, Maximum Extensions, Title, CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, Print, Voice Response and Self-Service Available, Gradable, CAPP Areas for Prerequisites, and Tuition and Fee Waiver.
- Registration Dates:** Includes fields for First and Last dates.
- Checkboxes:** Load Title, Comments, Syllabus.

## SAASECT FIELD DEFINITIONS CONTINUED

**Duration:** CHANGES AT THIS LEVEL ARE NOT PERMITTED.

**Part of Term:** Select appropriate value from drop down.

*The Part of Term should be selected based on the course dates. Part of Term dates directly affect students' ability to add and drop classes and fees.*

**NOTE: Once enrollment occurs, Part of Term cannot be updated.**

Registration/Start Dates and Maximum Extensions: CHANGES AT THIS LEVEL ARE NOT PERMITTED

CEU Indicator: Default value from Catalog.

Credit Hours: Default value from Catalog.

**NOTE: Submit all variable credit hour changes in writing via email or fax to the Scheduling Center for update. Schedulers will not be able to update this field.**  
**\* It is strongly recommended that course sections which are variable credit hours be locked into a specific credit hour. Be aware, course sections that remain variable credit hours may be problematic for the student during the registration process. If the course section must be offered at variable hours a course section for each amount of credit hours might be to your advantage and the students. Please contact Scheduling Center supervisor for additional details.**

Billing Hours/Contact Hours/Lecture/Lab and Other: Default from Catalog.

CHANGES AT THIS LEVEL ARE NOT PERMITTED.

Link Identifier/Attendance Method/Weekly Contact Hours/Daily Contact Hours:

CHANGES AT THIS LEVEL ARE NOT PERMITTED.

Print: Defaults with check, will print on Class Schedule report (SSRSECT).

Voice Response and Self-Service Available: When checked the CRN will appear on self service. Defaults with check.

Gradable: Defaults with check.

CAPP Areas for Prerequisites: Default from Catalog.

Tuition and Fee Waiver: CHANGES AT THIS LEVEL ARE NOT PERMITTED.

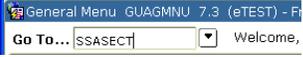
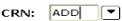
**Long Title:** Box will be checked when the section long title on (SSASYLB) contains data. The long title is added by the Registrars office only.

**Comments:** Box will show checked when section text (SSATEXT used for off campus zip codes) contains data.

NOTE: Data in the Long Text block will NOT activate check.

**Syllabus:** Blocks not being used at this time.

## Creating a Course Reference Number (CRN) on SSASECT:

Step	Action
1	Access the Schedule Form (SSASECT). 
2	Enter the term in the <b>Term</b> field. Six digit field XXXX (year) xx (semester) 10 = Spring 60 = Summer 80 = Fall 
3	Enter <b>ADD</b> in the <b>CRN</b> field. 
4	Perform a <b>Next Block</b> function.
5	Click the down arrow next to the <b>Subject</b> field to access a list of existing courses. Information assigned to the course from catalog (SCACRSE) will be displayed. Select from list or type in your subject area abbreviation and course number. (US 10097, COMM 15000, etc.).
6	Continue by entering the following information where applicable. <b>Example below:</b>

Field name	Enter	Value	
<b>Section</b>	999	999	Required/Banner
<b>Campus</b>	KC	Kent Campus	Required/Banner
<b>Status</b>	A	Active	Required/Banner
<b>Schedule Type</b>	LEC	Lecture	Required/Banner
<b>*Instructional Method</b>	TR	Traditional	Required/KSU
<b>**Session</b>	O	Off Campus	Required <b>ONLY</b> for Off Campus and International sections
<b>Special Approval</b>	SA	Special Approval	Optional
<b>Part of Term</b>	1	Full Term	Required/Banner

\*For all non-traditional Instructional Method sections this field will be populated with a distributed learning type code. Select from the dropdown a valid distributed learning (**DL**) type. Additional information concerning distributed learning sections will be entered in the **section contract block** in (SSADETL).

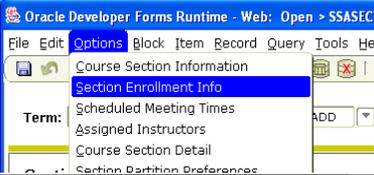
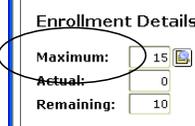
\*\*All **Off Campus** sections are required to have the appropriate nine digit zip code on the **section text block** in (SSATEXT).

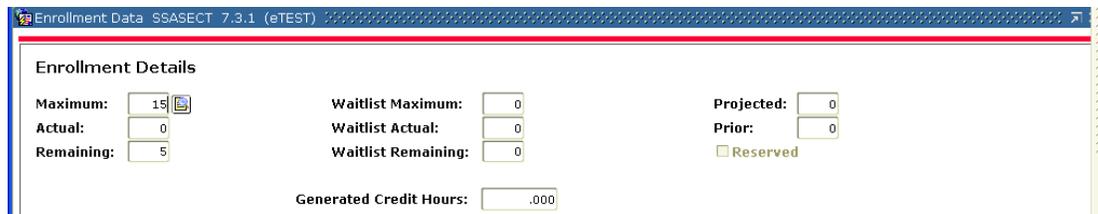
7	Click the <b>Save</b> icon. Note: A CRN has been assigned to the section.
8	<b>Set Section Enrollment from Options.</b> <b>NOTE: Section enrollment can <u>ONLY</u> be accessed by using the Options dropdown from SSASECT.</b>

## Section Enrollment Info:

### Setting Class Max

Follow these steps:

Step	Action	
1	Select Section Enrollment Info from Options in the menu bar. This is the ONLY way to access the enrollment block for SSASECT.	
2	Enter Class Maximum in the Maximum field.	
3	Click <b>SAVE</b> .	



Enrollment Data SSASECT 7.3.1 (eTEST)

**Enrollment Details**

Maximum:	<input type="text" value="15"/>	Waitlist Maximum:	<input type="text" value="0"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>
Remaining:	<input type="text" value="5"/>	Waitlist Remaining:	<input type="text" value="0"/>	<input type="checkbox"/> Reserved	
Generated Credit Hours:		<input type="text" value=".000"/>			

## Reserving Seats

This area is used to enter and maintain reserved seating information for a specified section. Reserved seating is in addition to the Maximum already established.

**Note: Use of the Reserved Seats option may create registration problems for students who have secondary majors or secondary curricula. Banner only looks at the student's primary. Review your prerequisites and restrictions on the course. There may be seating which will not be applied.**

Follow these steps to complete the process for reserved seating.

Step	Action
1	Click the <b>Details</b> icon next to the <b>Maximum</b> field to access the Reserved Seats window.

**Enrollment Details**

Maximum: <input type="text" value="10"/>	Waitlist Maximum: <input type="text" value="0"/>	Projected: <input type="text" value="0"/>
Actual: <input type="text" value=""/>	Waitlist Actual: <input type="text" value="0"/>	Prior: <input type="text" value="0"/>
Remaining: <input type="text" value="10"/>	Waitlist Remaining: <input type="text" value="0"/>	<input type="checkbox"/> Reserved
Generated Credit Hours: <input type="text" value=".000"/>		

2	Example below will reserve 10 seats for Undergraduate Junior HIST Majors.
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**NOTE: To input data for reserved seats click your cursor in the maximum seats column first. Once you have entered the number to reserve you can then add necessary restrictions.**

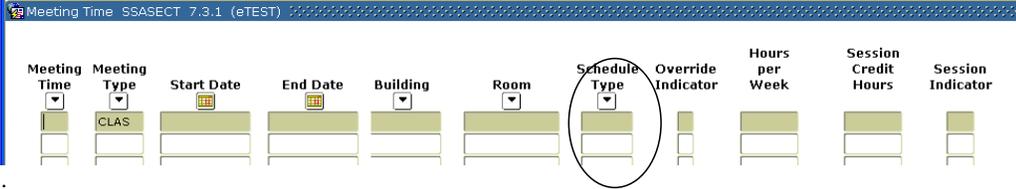
Level	Major	Class	Maximum Seats
			15
UG	HIST	JR	10





## Assigning multiple deliveries with different schedule types

Follow these steps to complete the process:

Step	Action
1	Perform a <b>Next Block</b> function to navigate to the Meeting Time block.
2	Click the down arrow below the <b>Meeting Time</b> field to access the University Approved Time Pattern table (STVMEET). <b>NOTE:</b> The Start Date and End Date will default from Part of Term fields on previous block. No update allowed to these fields. <b>You must TAB through these fields.</b>
3	Select a meeting time by double-clicking a value on STVMEET showing all University Approved time patterns.
4	Tab or scroll to the Schedule Type column (right side of screen) and select from the dropdown or type in the appropriate value (LEC, STU, LAB etc). 
5	Click <b>SAVE</b> icon. <b>NOTE:</b> Date fields must be populated before you are permitted to save. Using the <b>TAB</b> key will bring in dates from SSASECT.
6	Repeat steps 2 through 5 to add additional lines of delivery. <b>NOTE: The session indicator will default to 01 for all lines of delivery. This field ties to the instructor assignment(s) and is addressed in the Instructor assignment portion of this manual.</b>

**NOTE:**

**Hours per week:** Will default based on the delivery information.

**Session Credit Hours:** This field is associated with faculty load. Session credit hours will default as deliveries are entered and at this time should not be changed.

Office of the Provost is reviewing the entire faculty load/session credit hour process. Should any changes need to be made in the future you will be contacted.

## Assigning Building and Room (SSASECT):

**NOTE: All policies and procedures are still in effect as stated in the Class Scheduling Guidelines.**

To force in a room that has the room type equal to GYM, STU, LBC, TEA, LAB or that is an exclusive room to your department follow these steps:

Step	Action
1	Tab to the building column and type in the building code. To view off-campus buildings, click on the search (LOV) icon.
2	Tab to the room column and type in the room number. To view off-campus rooms, click on the search (LOV) icon.
3	Click the <b>Save</b> Icon.
4	To override a room conflict, enter the letter "O" in the Override Indicator column.
5	Click the <b>Save</b> Icon.

*Right side of meeting screen*

The screenshot shows a table interface for meeting scheduling. The columns are: Meeting Time, Meeting Type, Start Date, End Date, Building, Room, Schedule Type, Override Indicator, Hours per Week, Session Credit Hours, and Session Indicator. The Building and Room columns are circled in red. An arrow points to the scroll bar at the bottom of the table, indicating that the user should scroll right to view these columns.

**Scroll right to view Building and Room columns**

**Hours per week:** Will populate based on delivery information.

**Session Credit Hours:** This field is associated with faculty load.

**Session Indicator:** Will default to 01 for all lines of delivery. Refer to Instructor assignment section of this manual for further information regarding the session indicator field.

**NOTE:** The following fields on the Meeting Time block are not used at this time:

Auto Scheduler, Scheduler Preference, Partition Details, Room Attribute Details.



## Assigning Instructor(s) (SSASECT):

**NOTE:** Minimal meeting time of TBA must be assigned before you can attach an instructor, see Creating TBA sections portion of this manual.

*If days and times are not already input, go to the meeting time screen, tab to Start date and End date and enter the information. Tab to the Hours per Week column where you must input hours per week.*

*Note: Without a meeting time record, instructors cannot be attached.*

**Tab** to the Hours per Week column on the meeting times block.

**Note:** This will populate the Start and End Date fields which are required for this process.

**If you know the instructor(s) ID follow these steps to complete the process.**

Step	Action
1	Perform a <b>Next Block</b> function from the meeting time block to navigate to the Instructor window.
2	If you know the instructors ID you may enter it in the ID field. Hit your TAB key, the instructor name and additional fields on this form will automatically populate.
3	Click the <b>Save</b> icon. <b>NOTE:</b> The primary indicator will default “checked” when there is only one instructor.
4	To Add additional instructors repeat step 2 as needed.
5	<b>SAVE.</b> Note: You may receive a warning message indicating that the Percent of Responsibility and/or the Percent of Session do not total 100%. Banner does not require these fields to total 100% however it is recommended they be adjusted for proper reporting.
6	Click the Primary checkbox to identify the primary instructor for this section. Any assigned instructor who is listed on the form can assign grades. <b>NOTE: A Primary instructor must be checked.</b>
7	Click the <b>Save</b> icon.

**For additional assigned instructors, type the next sequential number, (02, 03, etc.,) prior to adding the instructor’s name.**

If you do NOT know the instructor ID, follow these steps to complete the process:

Step	Action
1	Perform a <b>Next Block</b> function from the meeting time block to navigate to the Instructor window.
2	Click the SEARCH icon (A) to access the Faculty/Advisor Query Form (SIAIQRY)- Instructor Search (B).
3	You may choose to enter information assigned to the faculty member (such as the category and the staff type) to narrow your search.
4	Click in the ID or last name field and press F8 to run Query.
5	Select the appropriate ID and double click to return instructor to (SSASECT) instructor.
6	Click the <b>Save</b> icon.

**(A) Search Icon**

Instructor SSASECT 7.3.1 (eTEST)

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Per S
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(B) Instructor search**

Faculty/Advisor Query SIAIQRY 7.0 (eTEST)

Term: 200810  Faculty  Advisor Category:

Staff Type:  Contract Type:  Tenure Status:  Status:

ID	Last Name	First Name	MI	Faculty	Advisor	College	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Assigning Multiple Instructors:**

Step	Action
1	Repeat steps 2 through 5 above until all your instructors are attached.
2	<b>SAVE.</b> <b>NOTE:</b> You may receive a warning message indicating that the Percent of Responsibility and/or the Percent of Session do not total 100%. Banner does not require these fields to total 100% however it is recommended they be adjusted for proper reporting.
3	Click the Primary checkbox to identify the primary instructor for this section. <b>NOTE: A Primary instructor must be checked.</b>

**(A) Search Icon**

The screenshot shows the Banner SSASECT 7.3.1 (eTEST) interface. It features a table with columns: Session Indicator, ID, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The Session Indicator field contains the value '01'. An arrow points to a 'Search' button located in the ID field.

**(B) Instructor search**

The screenshot shows the Banner SIAIQR 7.0 (eTEST) interface. It includes a search form with the following fields: Term (200810), Staff Type, Contract Type, Faculty (checked), Advisor, Tenure Status, Category, and Status. Below the form is a table with columns: ID, Last Name, First Name, MI, Faculty, Advisor, College, and Department. The Faculty checkbox is checked in the first row.

**NOTE:** The Session Indicator field default value is “01”.

An example of how multiple instructors will appear on the web is as follows:

Multiple instructors as it appears on the schedule of classes search.

Class Schedule Listing

HELP EXIT  
Spring 2008  
Mar 08, 2007

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**Sections Found**  
[Advertising Media Planning - 10127 - JMC 31003 - 002](#)

**Associated Term:** Spring 2008  
**Registration Dates:** Oct 03, 2007 to Jan 17, 2008  
**Levels:** Undergraduate

**Instructors:** Diane C Walker (P), Bailey Bash

Kent Campus Campus  
Lecture Schedule Type  
3.000 Credits  
[Syllabus Available](#)  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:50 am - 9:40 am	MW	Business Administration Bldg 100	Jan 14, 2008 - Feb 17, 2008	Lecture	Diane C. Walker (P), Bailey Bash

## Multiple meeting times (deliveries) with different instructors

**NOTE:** Before attaching instructors to a multiple schedule type delivery review the meeting times block to insure proper schedule type has been selected on each line of delivery.

Step	Action
1	<b>TAB</b> to the last column of the meeting times block (Session Indicator).
2	You must assign a different number in the Session Indicator field to each line of delivery that will have a different instructor.
3	Click <b>SAVE</b> .
4	Perform a <b>Next Block</b> function from the meeting time block to navigate to the Instructor window.
5	Click the SEARCH icon (A) to access the Faculty/Advisor Query Form (SIAIQRV)- Instructor Search (B).

### (A) Search Icon

The screenshot shows the 'Instructor SSASECT 7.3.1 (eTEST)' window. The 'Session Indicator' field contains '01'. A yellow box highlights the 'Search' button next to the 'ID' field. Other fields include 'Instructional Workload', 'Percent of Responsibility', 'Primary Indicator', 'Override Indicator', and 'Per Si'.

### (B) Instructor search

The screenshot shows the 'Faculty/Advisor Query SIAIQRV 7.0 (eTEST)' window. Search criteria include: Term: 200810, Staff Type: [dropdown], Contract Type: [dropdown], Faculty: , Advisor: , Tenure Status: [dropdown], Category: [dropdown], Status: [dropdown]. Below the criteria is a table with columns: ID, Last Name, First Name, MI, Faculty, Advisor, College, Department. The 'Faculty' column has a checked box for the first row.

6	You may choose to enter information assigned to the faculty member (such as the category and the staff type) to narrow your search.
7	Click in the ID or last name field and press F8 to run Query.
8	Select the appropriate ID and double click to return instructor to (SSASECT) instructor block.
8	Repeat steps 2 through 5 until all your instructors are attached.
10	Assign the same session indicator number on the Instructor block that you assigned on the meeting times block.
11	<b>SAVE</b> <b>NOTE:</b> If you Save before updating the session indicator on the Instructor block the system will create an error which will force you to remove record and then attach instructor again.

Meeting time block:

Meeting Time	Meeting Type	Start Date	End Date	Building	Room	Schedule Type	Override Indicator	Hours per Week	Session Credit Hours	Session Indicator
	CLAS	14-JAN-2008	04-MAY-2008			CLN		.830	4.000	01
	CLAS	14-JAN-2008	04-MAY-2008			LEC		.830	.000	02

Instructor block:

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	TBASH Bash, Tammy	.000	50	<input checked="" type="checkbox"/>		50
02	BAILEY Bash, Bailey	.000	100	<input type="checkbox"/>		100

An example of how this will appear on the web is as follows:

Multiple meeting times (deliveries) with different instructors as it appears on the schedule of classes search.

### Class Schedule Listing

---

**Sections Found**  
[Gero/Rehab Nursing - 10130 - NURS 30040 - 001](#)

**Associated Term:** Spring 2008  
**Registration Dates:** Oct 03, 2007 to Jan 27, 2008  
**Levels:** Undergraduate

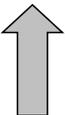
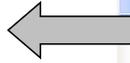
**Instructors:** Tammy Bash (P), Bailey Bash

Kent Campus Campus  
 Lecture Schedule Type  
 4.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	7:45 am - 8:35 am T	TBA	Jan 14, 2008 - May 04, 2008	Clinic	Tammy Bash (P)
Class	7:45 am - 8:35 am R	TBA	Jan 14, 2008 - May 04, 2008	Lecture	Bailey Bash

[HELP](#) [EXIT](#)  
 Spring 2008  
 Feb 16, 2007

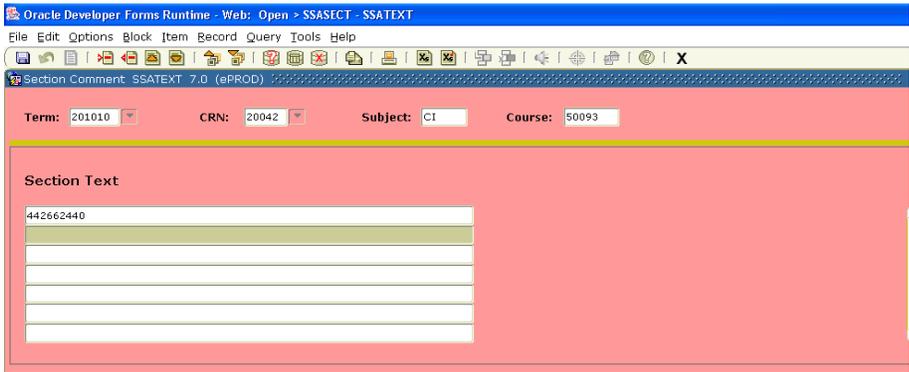
**Course Section Comments (SSATEXT):** Section Text and Section Long Text

---

**Section Text: Off campus zip codes**

**NOTE:** Input of the nine digit zip code in this field is required for all off campus course sections. No other information is to be put in this block.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the <b>TERM</b> field.
3	Enter the Course Reference Number in the <b>CRN</b> Field.
4	<b>NEXT BLOCK</b> function to access the Section Details block.
5	From Options select <b>Course Section Comments (SSATEXT)</b> field.
6	<b>NEXT BLOCK</b> to move to the <b>Section Text</b> block.
7	Enter the nine digit zip code in the first line of Section Text to the very left. Do NOT include the dash. See example below.
8	Click <b>SAVE</b> .



**NOTE:** Data contained on this block will NOT appear on the web.

## Section Long Text: Section specific notes

Used for section specific notes that will replace subject area notes and individual section memo notes. The Section Long Text is an open format field. Comments entered on this form will be displayed in the Schedule of Classes for the students to view. Notes can be typed in Word and copied to this form.

**NOTE:** Data entered here will be immediately displayed on the web once it is saved.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the <b>TERM</b> field.
3	Enter the Course Reference Number in the <b>CRN</b> Field.
4	<b>NEXT BLOCK</b> function to access the Section Details block.
5	From Options select <b>Course Section Comments</b> field.
6	<b>NEXT BLOCK</b> to move to the <b>Section Text</b> block then <b>NEXT BLOCK</b> again to the <b>Section Long Text</b> area.
7	Type in your section notes either by entering them directly in the open box or you may click the pencil icon to open an edit window.
8	Click <b>SAVE</b> .

**NOTE:** Do not enter prerequisite information.

EDIT

Section Long Text

Activity Date: 29-JAN-2007

FRM-40350: Query caused no records to be retrieved.  
Record: 1/1

An example of how the text will appear on the web is as follows:

**SECTION LONG TEXT AS IT APPEARS ON THE SCHEDULE OF CLASSES SEARCH**

Class Schedule Listing

HELP EXIT  
Spring 2008  
Feb 05, 2007

**Sections Found**  
**Art Education Field Experience - 10104 - ARTE 41003 - 999**

This is the section LONG text field. You are able to enter messages pertaining to course sections here and it will appear on the web. If you keep typing to enter information, this sentence will appear on the web. It will not wrap until you have alot of information blah, blah, blah, blah, blah, blah. This is the open text box using the pencil to edit.

**Associated Term:** Spring 2008  
**Registration Dates:** Jan 17, 2007 to Feb 15, 2007  
**Levels:** Undergraduate

Kent Campus Campus  
Field Experience Schedule Type  
3.000 Credits  
[View Catalog Entry](#)

[Return to Previous](#)      [New Search](#)

RELEASE: 7.2

KENT STATE UNIVERSITY

## Cross List sections (SSAXLST):

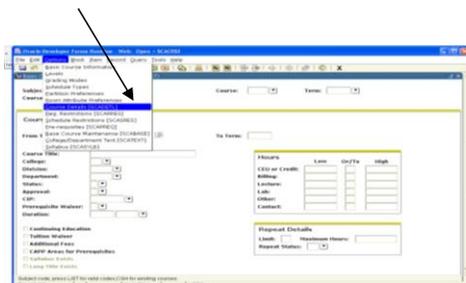
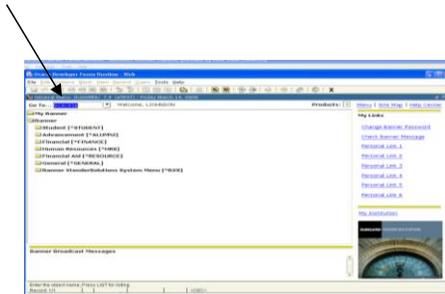
Cross List is defined by Banner as different courses/sections usually taught by the same instructor, in the same room at the same time.

This form allows you to attach all members of a cross listed group under one identifier.

**NOTE: Banner does not default cross listed courses from Catalog.  
Official cross listing codes are found at the Catalog Level.**

To identify specific course codes follow these steps:

Step	Action
1	To find the appropriate code for the cross list identifier you must access SCACRSE.
2	Correct Subject and course number must be in the Key Block.
3	Select SCADETL from the options dropdown.
4	Next Block and select <b>Course Text</b> tab.
5	The first line has the first three character of the group code to be used on the SSAXLST group identifier field.
6	The last character will differentiate the different sections.



To build a cross listed grouping follow these steps:

Step	Action
1	Create all CRN shell information on SSASECT including class max.
2	Access the Schedule Form (SSAXLST) from the Options dropdown in SSASECT.
3	Enter the term in the <b>TERM</b> field.
4	<b>Tab</b> to the Cross List Group Identifier field and create a new cross list identifier by typing in the four-digit department appropriate code.
5	Next Block to set the maximum enrollment number for the cross list in the Maximum Enrollment field. <b>NOTE: Banner will limit registration to the smaller enrollment number between section enrollment and cross list enrollment.</b>
6	<b>Next Block</b> to CRN column and type in or use the search for applicable CRN. Continue to add CRN's as necessary.
7	Click the <b>Save</b> icon.
8	Click the <b>Exit</b> icon.

Term:  Cross List Group Identifier:

---

**Cross List Enrollment**

Maximum Enrollment:  Actual Enrollment:  Seats Available:

---

**Cross List Section**

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---	Reserved Indicator	Enrollment Maximum	Enrollment Actual	Enrollment Remaining
<input type="text" value="10003"/>	<input type="text"/>	<input type="text" value="ACCT"/>	<input type="text" value="23020"/>	<input type="text" value="011"/>	<input type="text" value="1"/>	<input type="text" value="KC"/>	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>
<input type="text" value="10252"/>	<input type="text"/>	<input type="text" value="ACCT"/>	<input type="text" value="23020"/>	<input type="text" value="020"/>	<input type="text" value="1"/>	<input type="text" value="KC"/>	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Banner will limit registration to the smaller enrollment number between section enrollment and cross list enrollment.

The Cross List Query Form (SSAXLSQ) may be accessed to view the existing cross list information for the term.

To verify that the cross list identifier exists, follow these steps:

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term and CRN.
3	Next block to populate the Section Detail Block.
4	Result: You will see that your cross list identifier is now in the appropriate Cross List field.

Term: 200810 CRN: 10003

**Section Details**

Subject: ACC1 Accounting

Course Number: 23020 Title: Intro to Financial Accounting

Section: 01

**Cross List:** TEST

Campus: KC Kent Campus

Status: A Active

Schedule Type: LEC Lecture

Instructional Method: TR Traditional

Integration Partner:

Grade Mode:

Session:

Special Approval:

Duration: 1 14-JAN-2008 04-MAY-2008 15

Part of Term: First Last

Registration Dates:

Start Dates:

Maximum Extensions: 0

CEU Indicator: N

Credit Hours: 3.000

Billing Hours: 3.000

Contact Hours: 3.000

Lecture: 3.000

Lab:

Other:

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

## Creating Duplicate sections:

This feature is used to create multiple sections with the same shell information.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the <b>TERM</b> field.
3	Enter "ADD" in the <b>CRN</b> Field.
4	Perform a <b>Next Block</b> function.
5	Click the down arrow next to the <b>Subject</b> field to access a list of existing courses. Information assigned to the course from catalog (SCACRSE) will be displayed or you may choose to type in your subject area abbreviation and course number.
6	Section field will default to "0". DO NOT CHANGE. This section is the section you will copy/duplicate.
7	Continue to enter fields on SSASECT as needed. Use Section Status value "C" (cancelled).
8	Click the <b>Save</b> icon. <b>NOTE: A CRN has been assigned to the section. WRITE DOWN THE CRN.</b> <b>This is the CRN you will copy from/duplicate.</b> <b>NOTE: If the Maximum enrollment is set on this CRN it will also duplicate.</b>
9	<b>Rollback.</b>
10	Enter the term in TERM field and ADD in the CRN field.
11	<b>TAB.</b>
12	The default section details screen will pop up.



## Creating Duplicate sections: (Continued)

13	Enter the CRN to be copied (this is the CRN you created in step 8) – <b>TAB</b> .
14	The process default icon will now show activated. 
15	<b>Click the icon.</b>
16	A new CRN has now been established.
17	<b>IMPORTANT: UPDATE THE SECTION NUMBER.</b>
18	<b>SAVE</b>
19	Continue to duplicate/create CRN's as needed.
20	When all CRN's have been established <b>cancel</b> section "0" (the CRN created in step 8). You may also edit the section number to make it a valid section for use.
20	<b>Set Section Enrollment if not duplicated from original. Change the new sections' status from cancelled to active after checking the data and adding the details.</b>

Comment [s1]: DELETE!

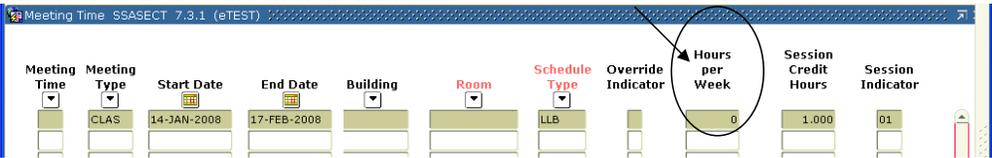
**NOTE:** Section enrollment can *ONLY* be accessed by using the Options dropdown.

## Creating TBA sections:

Follow the below steps to create TBA sections as required:

### TBA delivery

**NOTE:** Minimal meeting time of TBA must be assigned before you can attach an instructor.

Step	Action
1	Access the meeting times block in SSASECT.
2	<b>TAB</b> to the Hours per Week column on the meeting times block. <b>Note:</b> This will populate the Start and End Date fields which are required for this process.
3	Enter the credit hour (from SSASECT details block) under Hours per Week column, if this is a variable credit hour course enter the minimum. 
4	<b>SAVE.</b>
5	To assign an instructor continue with steps 6 and 7. If instructor is TBA stop here.
6	<b>Next Block</b> to Instructor.
7	Attach instructor(s) as described in instructor assignment section of this manual.

### TBA instructor with delivery:

Enter your delivery information and Save.

No information is required in the instructor block, Banner will default to TBA.

## CRN Maintenance (SSASECT):

---

- **Edit a section with enrollment:**

**Subject:** Not updateable.

**Course:** Not updateable.

**Section:** Do not update.

**Any Dates:** Not updateable.

**NOTE:** Please be aware that the section number can be altered at any time. There are no edits or checks against this field. Please give special attention to data entry and follow the three digit numeric standard.

**Campus:** Yes with warning that states “Changing campus may impact Registration Fee Assessment”

**Status:** Not updateable.

**Schedule Type:** Not updateable if meeting time is attached.

This may be updated if meeting times are not attached. Banner will give warning that states “Changing Schedule Type may impact Registration Fee Assessment”.

**Instructional Method:** Not updateable.

**Integrated Partner:** CHANGES AT THIS LEVEL ARE NOT PERMITTED.

**Grade Mode:** CHANGES AT THIS LEVEL ARE NOT PERMITTED.

**Session:** May be updated.

**Special Approval:** May be updated.

**Part of term field:** Not updateable.

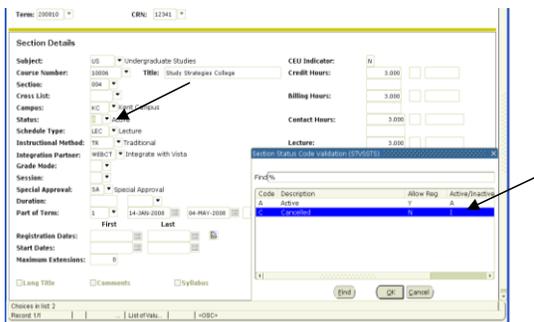
The screenshot displays the 'Schedule SSASECT 7.3.1 (eTEST)' application window. At the top, there are dropdown menus for 'Term: 200810' and 'CRN:'. Below this is the 'Section Details' section, which is organized into two columns of fields. The left column includes fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, and Part of Term. The right column includes CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, and Daily Contact Hours. At the bottom, there are checkboxes for 'Long Title', 'Comments', and 'Syllabus', and a group of checkboxes for 'Print', 'Gradable', 'Voice Response and Self-Service Available', 'CAPP Areas for Prerequisites', and 'Tuition and Fee Waiver'.

- **Cancel a section**

**Banner will not allow a CRN to be cancelled if there is enrollment.**

**NOTE:** Before a section status can be changed to “C” (cancelled) on SSASECT, the instructor and meeting information must be removed first, in that order. Banner will not allow a CRN to be cancelled if either of these blocks contains information.

Step	Action
1	Access SSASECT.
2	Enter Term and CRN.
3	Next Block.
4	Tab to Status Field and enter “C” or select from dropdown.
5	<b>SAVE.</b>

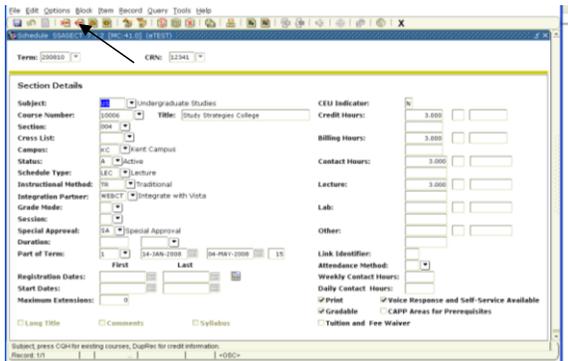


- Delete a section

Delete course sections only while building a future term.  
 Courses that should not appear on the web should be deleted.  
 No CRN is to be deleted once the Schedule of Classes has been published.  
 Banner will not allow a CRN to be deleted if there is enrollment.

Follow the process below to delete a course section from Banner.

Step	Action
1	Access SSASECT.
2	Enter Term and CRN.
3	Next Block.
4	Click Remove record icon.
5	<b>SAVE.</b> NOTE: A warning in auto hint block states that all section information for this section will be deleted.



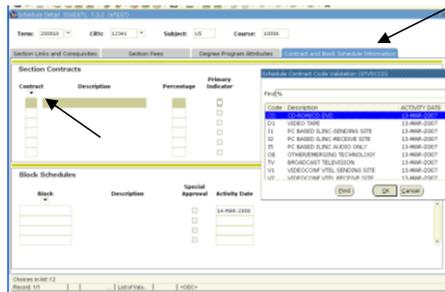
## Special situations

### Distributed Learning Sections (SSAETL):

All CRNs that have been coded as distributed learning in the Instructional Method field of SSASECT must also be coded with the appropriate DL level in the Section Contracts block of SSAETL.

Follow these steps:

Step	Action
1	Access SSASECT.
2	Enter Term and CRN.
3	Next Block to pull in section information.
4	Select <b>SSAETL</b> from the Options dropdown - Next Block to active.
5	Select <b>Contract</b> tab to access Section Contracts Block.
6	Select the appropriate code from the dropdown box under Contract column. Note: Percentage and Primary Indicator fields are not being used at this time. Do not use.
7	<b>SAVE.</b>



### Honors Sections (SSAETL):

All CRNs that are being offered as Honors sections must be coded with the appropriate attribute from the Degree Program block of SSAETL.

**Honors College and Regional Campus Honors coordinators will contact the Office of the University Registrar (Attn: Scheduling Center), in order to complete set up for non-'HONR' sections.**

## Co-requisite sections (SSADETL):

Course co-requisite(s) will default from Catalog if applicable. You will only be permitted to attach an existing section of that course.

To view co-requisites at the Catalog level follow these steps:

Step	Action
1	Access Catalog (SCACRSE).
2	Enter the Subject, Course number and term in the key block fields.
3	Next Block to bring in the course details.
4	Select SCADETL from the options dropdown.
5	Next Block to activate the Co-requisite block.
6	Course co-requisites will show listed.

The screenshot shows the SCACRSE application interface. The top section displays course details for 'Study Strategies College' in the '20000' term. The 'Course Details' section includes fields for 'From Term' (20000), 'Copy', and 'To Term' (20000). The 'Course Title' is 'Study Strategies College'. The 'Department' is 'SS Undergraduate Studies'. The 'Hours' section shows 'Hours' (0.000), 'Lab' (0.000), 'Other' (0.000), and 'Total' (0.000). The 'Repeat Details' section shows 'Limit' (0) and 'Repeat Status' (0). Below the course details is a table for co-requisites:

From Term	Subject	Course	Start Term	End Term

## Co-requisite sections (SSADETL): (Cont.)

To attach sections follow these steps:

Step	Action
1	Access SSASECT and applicable CRN's.
2	Select <b>SSADETL</b> from the Options dropdown off SSASECT.
3	Next Block two (2) times to access the co-requisite block.
4	Click on the dropdown arrow under the CRN label to show all applicable co-requisite sections or type in CRN.
5	Double click the section you wish to attach, repeat if multiple co-requisites.
6	SAVE.
7	Repeat steps 2 through 6 for all members.

The screenshot shows the 'Section Links and Corequisites' tab in the SSASECT system. At the top, there are fields for Term (200810), CRN (12341), Subject (US), and Course (10006). Below these are tabs for 'Section Links and Corequisites', 'Section Fees', 'Degree Program Attributes', and 'Contract and Block Schedule Information'. The 'Section Links Link Connector' section is currently empty. The 'Corequisites' section contains a table with the following columns: CRN (with a dropdown arrow), Subject, Course, and Section. An arrow points to the 'Section' column header. At the bottom, there is a footer with the text: 'Corequisite course ref no, press LIST for valid corequisites. Record: 1/1 | List of Valu... | <OSB>'.

**Note: Co-requisite members must be attached to each other.  
(FDM 30122-001 to FDM 30142-001 and FDM 30142-001 to FDM 30122-001).**

## Open Learning Sections:

Open learning is defined as a course section that is not offered as a full term or any of the established parts of term sessions.

To submit requests for Open Learning Sections follow these steps:

Step	Action
1	Submit request in writing with the following information to: Registrar's Class Scheduling Mailbox.  cc: Scheduling Center
2	Required information:  Department and course number Campus Schedule Type Instructional Method Duration (number of days/weeks or months): i.e.: 10 Days, 4 weeks etc. Exact start and end dates Delivery (Days and times) Enrollment Max.
3	Rationale explaining why this section cannot be offered within established Part of Term dates.

Your request will be reviewed. If approved, the Scheduling Center will build the CRN in Banner and notify the department scheduler when complete.

It is the responsibility of the department scheduler to input delivery and instructor information in Banner if it was not provided at the time of request.

## HELPFUL HINTS:

### Helpful reports:

- Class schedule report (SSRSECT):  
Use to print the schedule of classes for a term.
- Scheduled Section Tally Report (SSRTALY):  
Use to list all the sections for a term, with enrollment counts and seats remaining.

### How to Generate a Banner Report:

This example illustrates the Class Schedule Report (SSRSECT):

Step	Action
1	Access the Class Schedule Report (SSRSECT).
2	Select the Next Block function.
3	Enter the desired printer name in the printer field. Note: You can enter DATABASE to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Select the Next Block Function.
5	Enter Parameter Values.
6	Perform a Next Block function to access the submission block.
7	Save the parameter set, if desired.

Process: SSRSECT Class Schedule Parameter Set:

Printer Control  
Printer: DATABASE Special Print: Lines: 65 Submit Time:

Number	Parameters	Values
01	Schedule Term	200810
02	Part-of-term (% for all)	1
03	Order 1-subj, 2-ctrl,Div,Dept	S
04	Campus (% for all)	KC
05	Course Status (% for all)	A
06	Use Scheduler Results	N
07	Schedule Type (% for all)	%
08	Instructional Method (%=all)	%
09	Print Long Course Title	Y
10	Print Long Section Title	Y

Submission  
 Save Parameter Set as Name: Description:  Hold  Submit  
 Save Entered Parameters; CHECK to save.  
 Record: 1/1



## Helpful Forms and Queries:

- Schedule Calendar (SSAACCL)
- Cross List/Meeting Time Instructor Query (SSAXMTI)
- Cross List Query Form (SSAXLSQ)
- Building/Room Schedule Query (SSAMATX)
- Schedule Section Query (SSASECQ): Use to display all sections currently on the system.
- Class Roster (SFASLST): Will show registration by CRN. Not associated with the scheduling process.
- Faculty Assignment (SIAASGN)

## How to Generate a Banner Query:

The below example illustrates the Schedule Section Query (SSASECQ):

Step	Action
1	Access SSASECQ from the Search Icon in the CRN field of SSASECT (A).
2	Input your search criteria in the Query blocks. The example below (B) is set to Query all ACCT sections for Term 200810.
3	F8 to run Query.
4	Scroll down or page down to view Query returns.
5	Click the "X" to exit.

(A)

(B)

Figure (A) shows a web browser window titled "Schedule SSASECT 7.3.0.1 [40.1] (eTEST)". It features a "Term" dropdown menu set to "200810" and a "CRN" field with a search icon. A red horizontal line separates the header from the "Section Details" section.

Figure (B) shows a web browser window titled "Schedule Section Query Form SSASECQ 7.0 [MC:40.0] (eTEST)". It displays a form with various search criteria: "Term" (200810), "Part of Term", "Registration From", "Registration To", "CRN", "Block Schedule", "Subject" (ACCT), "Course", "Section", "Section Status", and "Campus". Below these are fields for "Course/Section Title", "Schedule Type", "Instructional Method", "Duration", and "Unit". At the bottom, there are checkboxes for "Link", "Cross List", "Reserved Seats", "Long", "Syllabus", and "Comments", along with enrollment and waitlist statistics.

**Note: The wildcard symbol is %**

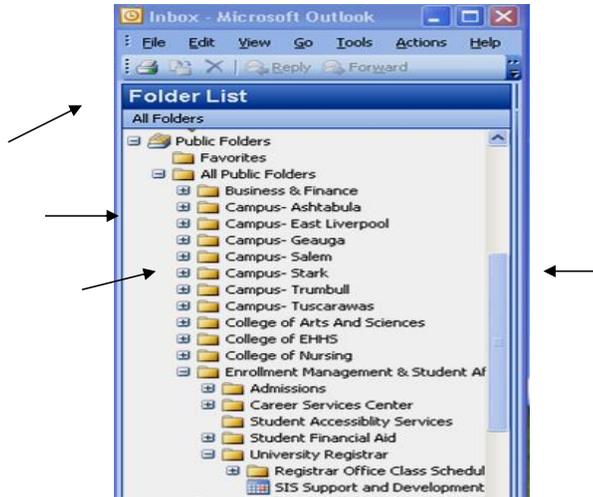
## Special Features:

- Personal Menu – See attachment to this manual for instructions on creating your personal menu.

## Tips and reminders:

- Remove Record function = delete.
- Areas with dropdown (LOV) boxes: select from the dropdown box or type in the information.
- Look at the **BOTTOM** of your screen for Error explanations (Auto Hint line).
- F5 to access Go to block.
- When there is a solid bar across the screen you will, in most cases, need to **NEXT BLOCK** to continue.
- F8 to execute a Query.
- Rollback function = start over.
- Click in the key block to return to first page of form.
- Click X (exit) to return to menu or exit Query (may need to click twice to exit the Query).
- Errors that are **ORA** (oracle) need to be written down or screen printed for **UIS** to review.
- **DO NOT USE THE FOLLOWING CHARACTERS FOR ANY TEXT:**
  - “ .....**DOUBLE QUOTE**
  - % .....**PERCENT**
  - & .....**AMPERSAND**
  - , .....**COMMA**
- Cancelled course sections (CRN's) will not appear on the online Scheduled of Classes.
- Do not stack (open multiple) Banner forms.

If you have any questions, email them to the Registrar Office Class Scheduling Services mailbox (in the Outlook Global Address Listing).



## NOTES