KENT STATE UNIVERSITY

Office of the
University Registrar

Academic Scheduler
Banner User Guide 9

Revised September 2018

INTRODUCTION

This user guide is intended to assist the schedulers within academic departments and Regional Campuses in understanding the functions of the Internet Native Banner (INB) system when creating sections and inputting the information needed for registration.

Within this guide the information is categorized as follows:

- Create section information such as:
  - Enrollment information
  - Meeting time
  - Location
  - Instructor
  - Restrictions
- Maintain section information
- Reports available in INB and Cognos

NOTE: Three tabs on the SSASECT form are utilized to create/build a section.

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

Any additional questions the scheduler may have should be directed to the Academic Scheduling Center, Registrar's Office at acadschedctr@kent.edu.

GUIDE OVERVIEW

Banner provides the ability to manage and maintain course and section data, making it possible for students to enroll in classes. This guide contains information needed to create new sections in INB, maintain the course registration information and reporting functions.

Course Section Information
This chapter will aid the Scheduler in creating the Course Reference Number (CRN), capturing section enrollment numbers, assigning delivery time and location, assigning the instructor and creating duplicate sections.

CRN Maintenance
When there is changed/edited section information, the guide will lead the Scheduler through the process of editing, cancelling a section, etc.

Banner Reports
There are various types of information departments may need regarding registration and rosters for courses. Through the reports listed, information may be obtained easily. Class Scheduler report and Scheduled Section Tally report are available through Internet Native Banner.

LEGEND

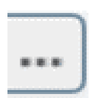
Each **chapter** contains:

- An **introduction** to the concepts to be presented
- One or more **topic(s).** Each topic presents a function within the Banner application. Included is a brief **description** of the task to be performed (e.g., adding an Instructor), the **steps** needed to accomplish the task.

Illustrations used to call attention to important information (e.g., Note, Key Point).

Note: 

Key Point: 

Ellipsis: 

Caution: 

Question and Answer: 

Chapter 1: Create a Section

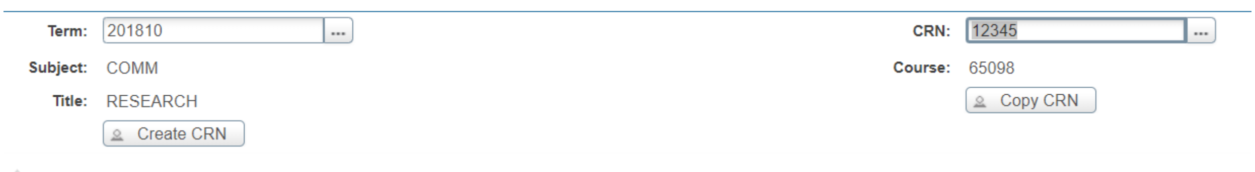
INTRODUCTION

This chapter will aid the scheduler in creating a course section that generates a Course Reference Number (CRN), setting section enrollment numbers, assigning delivery times, location, and the instructor and duplicating sections.

A course catalog record MUST exist in Banner on the Basic Course Information (SCACRSE) form prior to the creation of sections for a particular course. The course catalog is maintained by the Office of Curriculum Services.

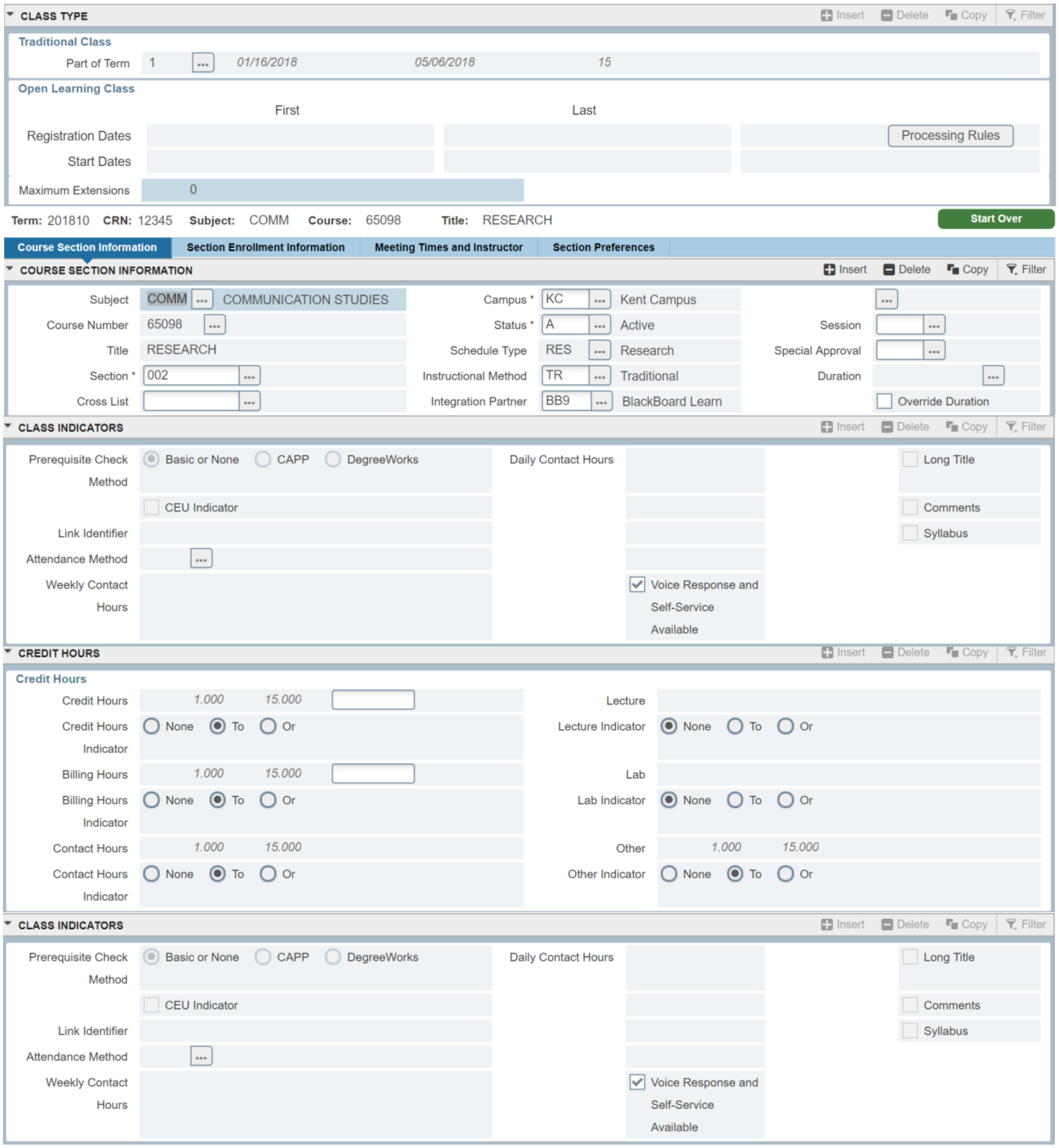
The Schedule (SSASECT) form is used to build and maintain course sections according to the definitions and restrictions created in the course catalog.

SSASECT Key Block Field Definitions



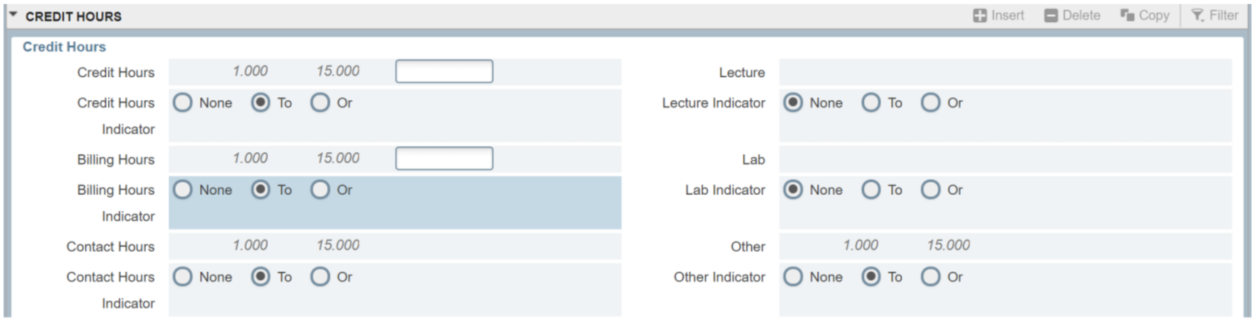
Field	Information
Term	Identifies the year and semester. This is a six-digit field. Sequencing for the term is as follows: Term YYYY(year)XX(semester) semesters: 10 = Spring 60 = Summer 80 = Fall
CRN	**C**ourse **R**eference **N**umber. This is a unique system-generated number and is used to identify the section for registration purposes.
Create CRN	May be used when creating a new section.
Copy CRN	May be used to duplicate/copy an existing CRN as a 'shortcut' to creating a new CRN.
Subject	Defaults the subject of the course.
Course	Defaults the catalog course number.
Title	Displays the title of the section. This may be the title from the course catalog or the variable title assigned to this section.

SSASECT Course Section Information Tab Definitions



<table>
<tr><th>Field</th><th>Information</th></tr>
<tr><td>Subject</td><td>Identifies the subject of the course. The scheduler may enter the subject code or utilize the ellipsis ... button.</td></tr>
<tr><td>Course Number</td><td>Identifies the course number. The scheduler may enter the course number or utilize the ellipsis ... button.</td></tr>
<tr><td>Title</td><td>Defaults from the course catalog. Scheduler requests for title updates to variable title sections must be submitted via the Section Title Change workflow process.</td></tr>
<tr><td>Section</td><td>Three-digit number specifying the course section number. Each campus has a specific range of numbers which will identify the associated campus.</td></tr>
<tr><td>Cross List</td><td>Three-digit user-generated identification code.</td></tr>
<tr><td>Campus</td><td>Indicates the campus offering the section. The scheduler may enter the campus code or utilize the ellipsis ... button.</td></tr>
<tr><td>Status</td><td>Status will indicate if the section is currently an active (A) course, or if it has been cancelled (C).</td></tr>
<tr><td>Schedule Type</td><td>Defaults from course catalog. This indicates how the course will be conducted (e.g., lecture, lab, workshop).</td></tr>
<tr><td>Instructional Method</td><td>Represents the delivery method of the course.
<table>
<tr><td>CDDVD</td><td>CD or DVD ROM</td></tr>
<tr><td>ILINC</td><td>Ilinc</td></tr>
<tr><td>TR</td><td>Traditional</td></tr>
<tr><td>V1</td><td>100% Online-No Set Meet Times</td></tr>
<tr><td>V2</td><td>100% Online-Set Meeting Times</td></tr>
<tr><td>V3</td><td>Partially Online</td></tr>
<tr><td>VCONF</td><td>Video Conference</td></tr>
<tr><td>VTAPE</td><td>Video Tape</td></tr>
<tr><td>VTEL</td><td>Video Teleconference</td></tr>
<tr><td>WEB</td><td>Web Based</td></tr>
</table>
This value falls into two main categories – traditional or distance learning. Academic Schedulers primarily use TR or V1, V2, V3 codes. WEB is no longer used and should not be attached to any sections.</td></tr>
<tr><td>Integration Partner</td><td>This field is used to allow access to the BlackBoard Learn Partner System.</td></tr>
<tr><td>Grade Mode</td><td>This value is determined at the catalog level and defines the grades that can be assigned to the section. It should NOT be populated while building a section.</td></tr>
</table>

Session	This field is used for off campus sections only. An off campus section is defined by the Ohio Board of Regents as: A location away from the physical campus of the college or university used for course section offerings. This location must be a physical facility that is not owned by the institution or its associated agents (i.e., foundation or alumni association). Select from the following values: • F = International/Study Abroad • L = LCCC Partnership indicates the course is held at Lorain County Community College • N = NEOUCOM represents Northeast Ohio Universities College of Medicine and NEOUCOP (Pharmacy) and/or NEOMED Northeast Ohio Medical University (formerly NEOUCOM) • = Off Campus. When choosing this value, the 9 digit zip code must be entered on SSATEXT under Section Long Text. • T = Twinsburg Center (used by Geauga campus) • X = National Student Exchange • H = CCP High School Location • P = Third-Party Education Away
Special Approval	When this field is populated, it prevents registration into the section and the student requires a Special Approval override by the department.
Duration	This field defines the number of days an open learning section is offered. An open learning section is one that does NOT fit within an established part of term. Duration cannot be changed once enrollment exists in the section.
Part of Term	Designates the length of time for which the section is to be offered. Part of term dates are defined on SOATERM. A part of term selection cannot be changed once enrollment exists in a section.
Registration Dates	Registration dates are pre-populated when an open learning section is created. Registration dates reflect the first and last dates that registration is available. When a part of term is selected these fields are bypassed.
Start Dates	The Start Date is the first meeting date of an open learning section. The First and Last Start Date will always be the same date. The student can register up to and including the first meeting date. When a part of term is selected these fields are bypassed.
Maximum Extensions	This field is NOT UTILIZED at KSU.
CEU Indicator	This field is NOT UTILIZED at KSU.

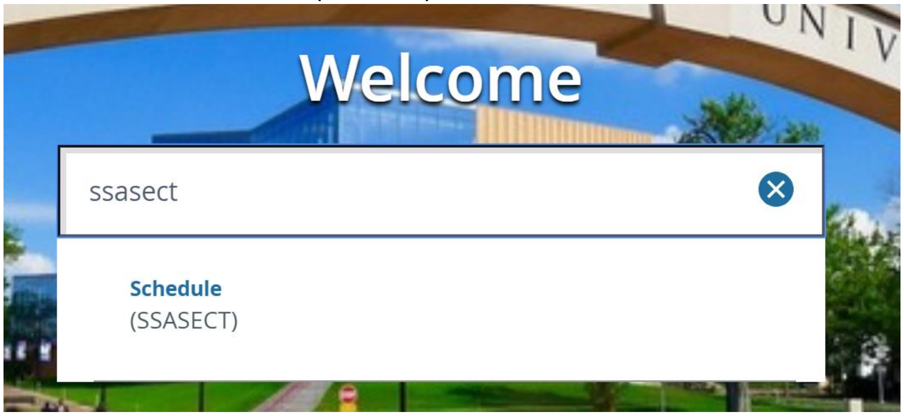


Credit Hours Low/High	Defaults from the course catalog. Relationship between low and high credit hours. Display only. • None no relationship exists • To sets the credit hours within a range, such as 2 to 6 credit hours • Or sets the credit hours at two specific offerings, such as 3 or 4 credit hours
Credit Hours	This field indicates the exact number of credit hours for which the section can be offered. This is used if the course was set up with a variable credit hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the Course Hours Low and Course Hours High fields. The hours may be locked prior to any enrollment in the section.
Billing Hours	This field indicates the exact number of billing hours for which the section can be offered. This is used if the course was set up with a variable billing hour range but you want to limit this particular section to only one choice. The value specified must fall between the variable credit range specified in the Billing Hours Low and Billing Hours High fields. The hours must be locked prior to any enrollment in the section.
Contact Hours	Defaults from the course catalog.
Lecture	Defaults from the course catalog.
Lab	Defaults from the course catalog.
Other	Defaults from the course catalog.
Link Identifier	This field is NOT UTILIZED at KSU.
Attendance Method	This field is NOT UTILIZED at KSU.
Weekly Contact Hours	This field is NOT UTILIZED at KSU.
Daily Contact Hours	This field is NOT UTILIZED at KSU.
Print	Viewable by Registrar's Office only. Not visible to schedulers.
Voice Response and Self Service Available	A check in this box indicates a section will be displayed in the Class Schedule Search in Banner Self Service. Uncheck the box to prevent section information from displaying in the Class Schedule Search in Banner Self Service.

Gradable	Viewable by Registrar's Office only. Not visible to schedulers.
CAPP Areas for Prerequisites	Viewable by Registrar's Office only. Not visible to schedulers.
Tuition and Fee Waiver	For Registrar's Office use only. Not visible to schedulers.
Long Title	A checkmark in this box indicates a long title has been entered on the SSASYLB form. Updates to the long title are processed by the Registrar's Office. Scheduler requests for updates to variable title sections must be submitted via the Section Title Change workflow process.
Comments	A checkmark in this box indicates information has been entered in the Section Text field within the SSATEXT form.
Syllabus	This field is NOT UTILIZED at KSU.

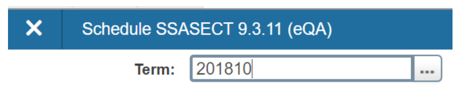
Create a Section

1. Access the Schedule Form (SSASECT)



Press enter or click the form name.

2. Enter the **Term.**



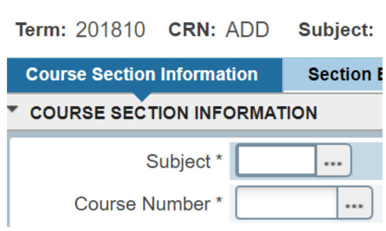
NOTE: This is a six-digit field
Format: XXXX(year)XX(semester)
semester = 10 (Spring)
60 (Summer)
80 (Fall)

3. In the CRN field, enter the word 'ADD'

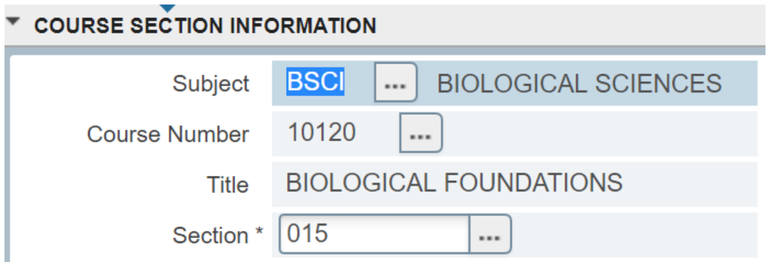
Click the Go button

or click on the 'Create CRN' button

4.a The cursor will now be in the Subject field on the next screen.
Enter the **Subject code** and the **Course Number**

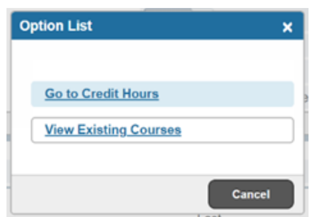


Once the Subject and Course Number are entered and the tab key is pressed, the title will auto fill. If the course is a variable hour course, the Credit Hours, Billing Hours, Contact Hours and Lecture hours will auto fill.

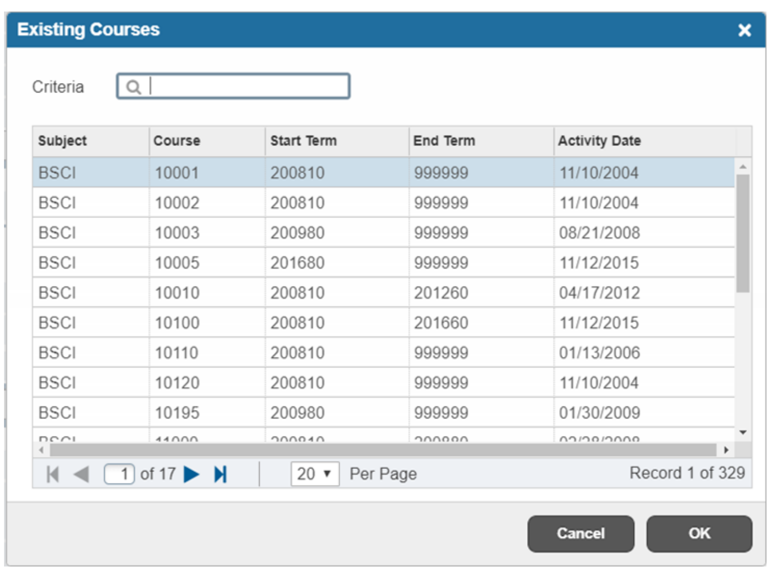


or follow the instructions below to search for existing courses:

4b. Click the ellipsis button next to the subject field and select 'View Existing Courses' from the Option List.

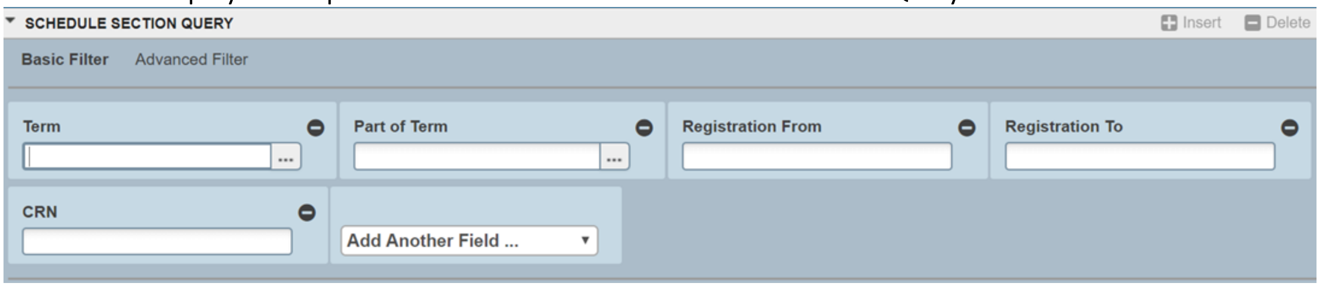


A listing of courses will display, allowing a search to be performed.

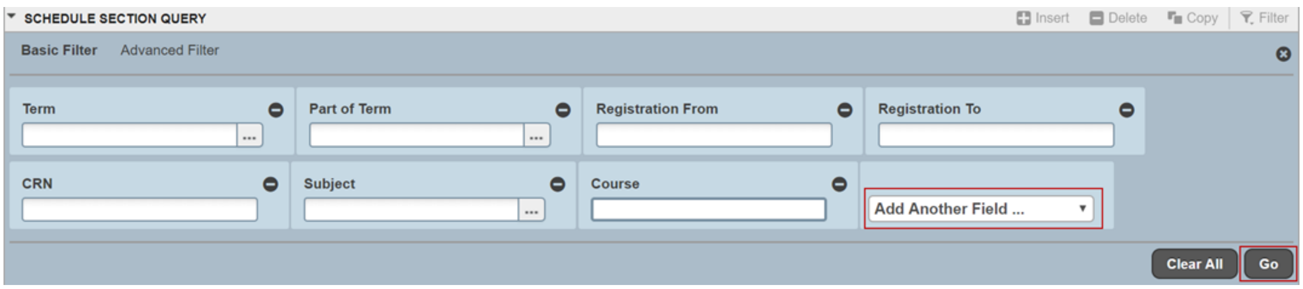


If the first character of the subject area abbreviation is known, utilize the 'wild card' (%) function to narrow the search. Both the subject and the course number are displayed. When selecting from this list, choose the appropriate course and click on OK. Course information (subject, course number and title) will fill the SSASECT form.

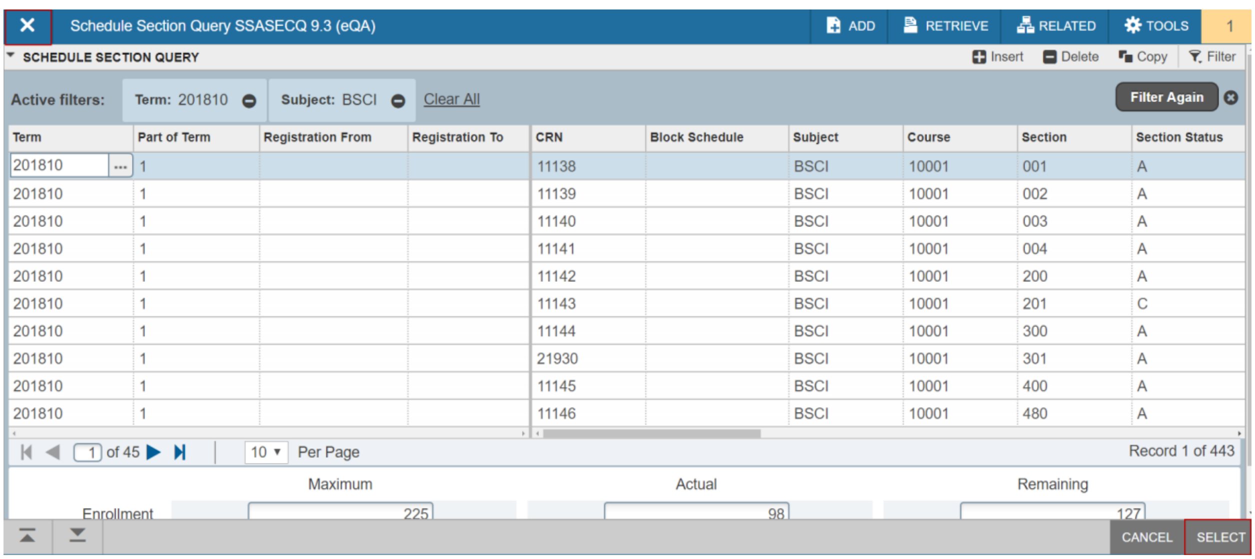
5. Tab to the **Section Number** field. Enter the 3-digit Section Number. To determine numbers in use: Employ the ellipsis button ... to enter the Schedule Section Query form.



6. Term, Part of Term, Registration From, Registration To, and CRN will be the default values listed on the query. To add other fields, such as subject and course, select the value from the "Add Another Field" dropdown box.



Click the go button to execute the query. Exit the query to return to the SSASECT Section field. Use the Select button to select an existing course and return to the SSASECT screen.



Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status
201810	1			11138		BSCI	10001	001	A
201810	1			11139		BSCI	10001	002	A
201810	1			11140		BSCI	10001	003	A
201810	1			11141		BSCI	10001	004	A
201810	1			11142		BSCI	10001	200	A
201810	1			11143		BSCI	10001	201	C
201810	1			11144		BSCI	10001	300	A
201810	1			21930		BSCI	10001	301	A
201810	1			11145		BSCI	10001	400	A
201810	1			11146		BSCI	10001	480	A

The Section Number field value is auto-filled to '0' (zero). Zero is used only when creating a default template or when creating multiple sections. Otherwise, a 3-digit section number that corresponds with the hosting campus is used.

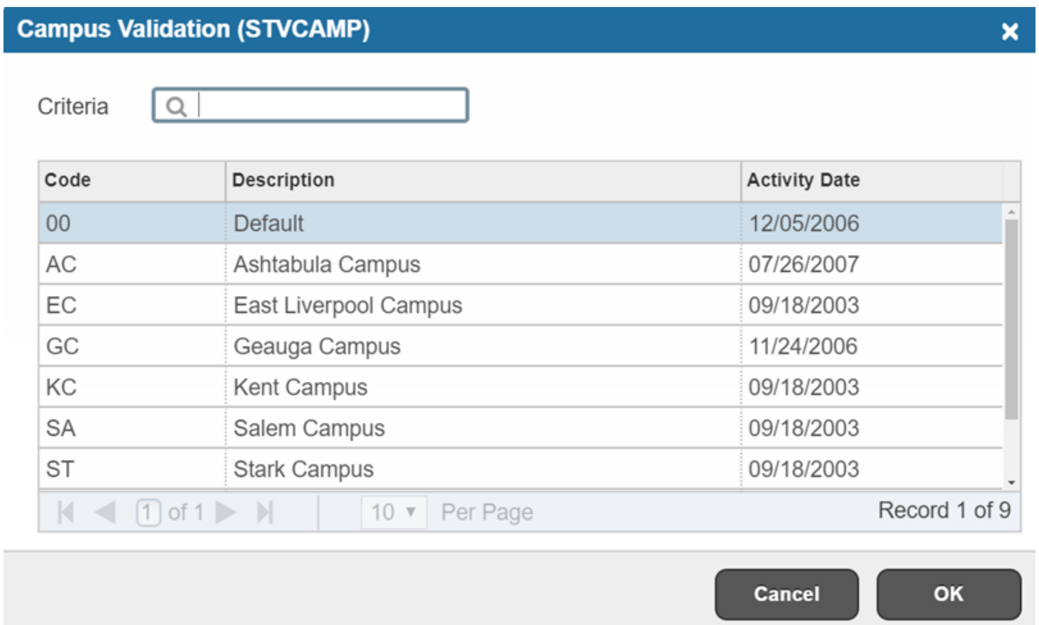
Campus Section Number Assignments

KC	001-199		SA	500-599
AC	200-299		ST	600-699
EC	300-399		TR	700-799
GC	400-499		TU	800-899

*900 – 999 are reserved for Study Abroad, EMBA, etc.

7. Tab to the **Cross List** field. Cross List is a University-defined function used to group specific sections together in the same room under a maximum enrollment limit. Direct questions concerning this function to the Academic Scheduling Center, Registrar's Office at acadschedctr@kent.edu. This field is utilized under specific circumstances and is normally left blank.

8. Tab to the Campus field. Enter the Campus code. If the code is not known, utilize the ellipsis button to view all available values.



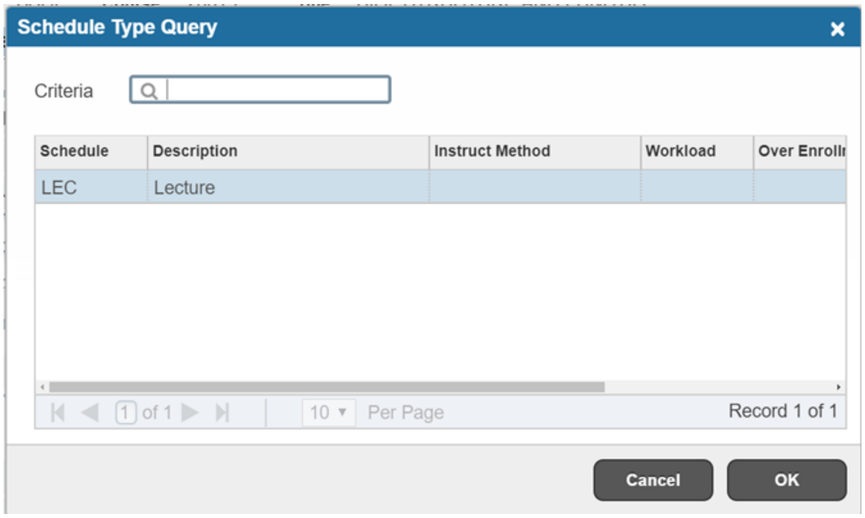
9. Tab to the **Status** field. Enter the Status of the class.

When initially setting up the section, enter '**C**' (Cancelled). This will prevent anyone from accidentally registering for the section *until the section is ready for enrollment*.

NOTE: Once the scheduler has completed entering all information pertinent to the section, the section status should be changed to active by entering an 'A' in the status field.

10. Tab to the Schedule Type field. Enter the Schedule Type. This will indicate if the class is a lecture, lab, etc. The list may vary depending upon how the course is defined in catalog.

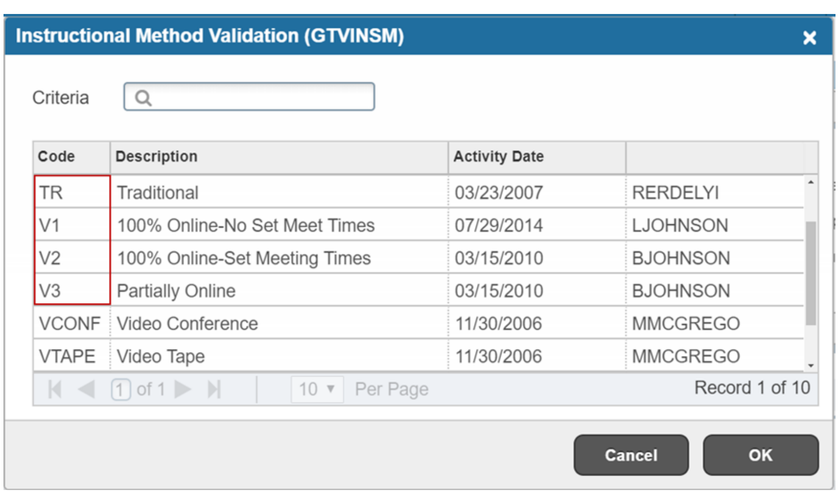
Make the appropriate selection by using the ellipsis button. 



NOTE: Open Learning sections are created by the Academic Scheduling Center. Contact the Academic Scheduling Center, Registrar's Office at acadschedctr@kent.edu to request the creation of Banner Open Learning sections.

11. Your cursor will automatically move to the **Instructional Method** field. Enter the Instructional Method. This value represents the delivery method of the course.

This value falls into two main categories – traditional or distance learning. Traditional (TR) would include attendance in a classroom. Distance Learning (all other codes) would include a "virtual classroom" which allows the learner an opportunity to attend a class via an internet/web-based environment. Schedulers primarily use TR and V1, V2, or V3 codes. WEB is no longer used and should not be selected.



12. Tab to the **Grade Mode** field. DO NOT UPDATE. The Grade Mode field must remain blank a<u>t all times.</u>

13. Tab to the **Session** field. The Session field is updated only if the section is to be held 'off campus', as defined by the Ohio Board of Regents.
An off campus section is defined by the Ohio Board of Regents as:
A location away from the physical campus of the college or university used for course section offerings. This location must be a physical facility that is not owned by the institution or its associated agents (i.e., foundation or alumni association).

Select from the following values:

- F = International/Study Abroad
- L = LCCC Partnership indicates the course is held at Lorain County Community College
- N = NEOUCOM represents Northeast Ohio Universities College of Medicine and NEOUCOP (Pharmacy) and/or NEOMED Northeast Ohio Medical University (formerly NEOUCOM)
- O = Off Campus. When choosing this value, the 9 digit zip code must be entered on SSATEXT under Section Long Text.
- T = Twinsburg Center (used by Geauga campus)
- X = National Student Exchange
- H = CCP High School Location
- P = Third-Party Education Away

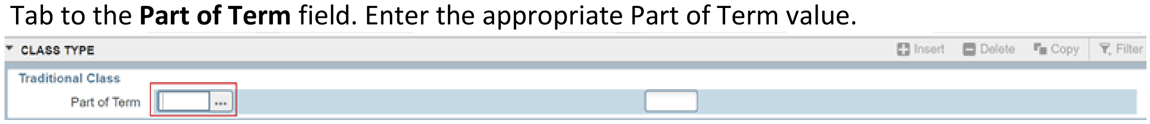
NOTE: For US off campus sections (session codes L, N, O, T):
- The *9-digit zip code* of the off campus location (e.g. 102134441) MUST be entered in the SSATEXT form Section Text field. DO NOT include the dash in the zip code.

For International/Study Abroad sections (session code F):
- FOREIGNCN must be entered on the SSATEXT form in the Section Text field.
See Chapter 4 for information on adding information to the SSATEXT form.

14. Tab to the **Special Approval** field. If appropriate for this section, enter the value of **SA** in the Special Approval field. This value prevents registration into the section without permission. Populating this field with the value of SA requires a Special Approval override by the academic department for all students who wish to enroll in the section.

15. Tab to the **Duration** field. **DO NOT UPDATE**. The Duration field is only used for Open Learning sections and is updated by the Academic Scheduling Center.

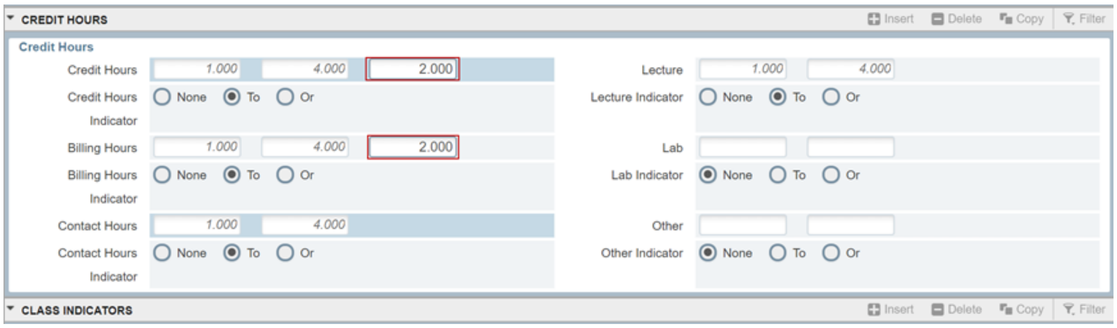
16. Tab to the **Part of Term** field. Enter the appropriate Part of Term value.



If the section begin or end dates DO NOT fall within an established part of term, the section will be considered an 'Open Learning' section. Contact the Academic Scheduling Center (acadschedctr@kent.edu) to create an opening learning section.

Question – Is this a section of a variable hour course?
Answer – If yes, go to step 17.
If no, go to step 18.

17. Tab to the Section Credit Hours field. It is strongly recommended that course sections with varible hours be locked into a specific credit hour value.



If the credit hours entered are not within the variable credit range, you will receive an error message at the bottom of the form - ***ERROR* Section credit hours/CEUs must be in course credit hour/CEUs range.**

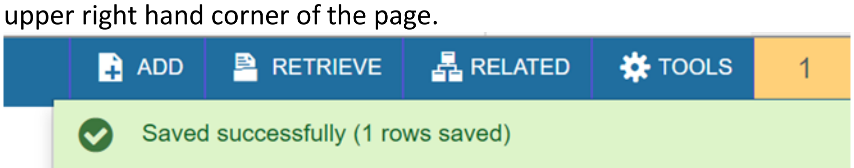
If the course is **NOT** set up with a variable range, you do not need to enter any credit hours in the Section Credit Hours field**.**

Section hours must be set prior to the first enrollment in the section. If you attempt to change the credit hours after enrollment has been established, you will receive an error message at the bottom of the form – **Hours may not be updated while student enrollment exist.**

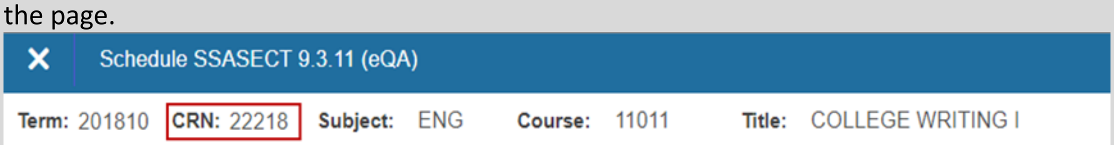
18. **SAVE**

Click on the Save button 

in the lower right-hand corner of the page.
Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



A successful save will replace the word ADD with a unique system-generated CRN at the top of the page.



Once the section is created, the scheduler can continue to the Section Enrollment Information tab. The section status must be changed from C (cancelled) to A (active) before meeting and instructor records may be added.

For variable credit-hour sections, update the meeting record's Session Credit Hour field to reflect the locked-in credit hour value!

Question - Does the section have a variable title?
Answer – If yes, submit a Section Title Change workflow request.

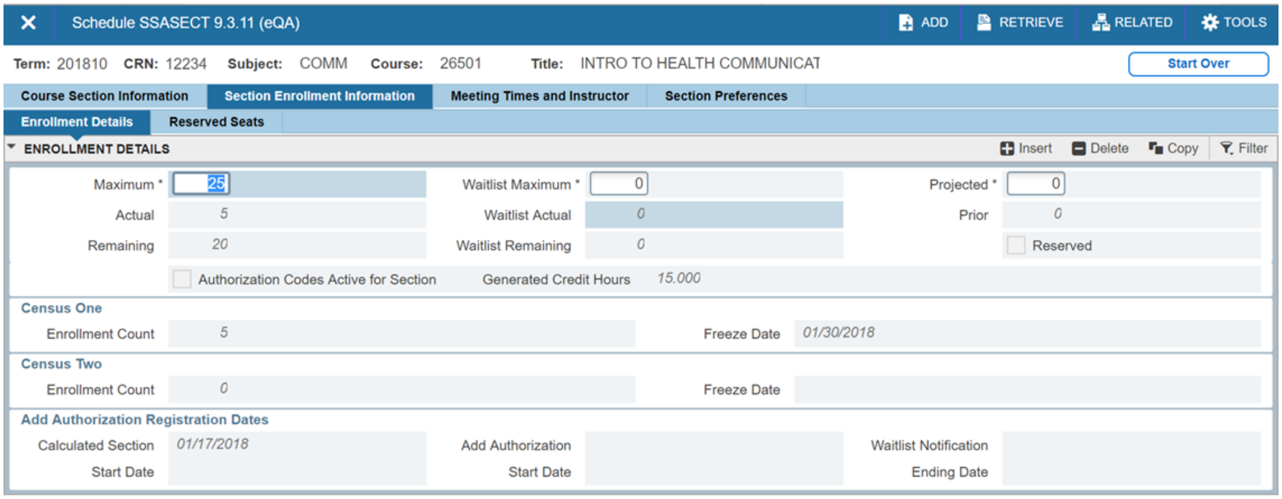
See https://www.kent.edu/registrar/user-guide for information on the Section Title Change Workflow.

Question – Does the section have a "Special Tuition Rate"?
Answer – If yes, email the Academic Scheduling Center (acadschedctr@kent.edu) to update the Tuition and Fee Waiver checkbox. Copy the appropriate individuals in the Comptroller's Office to have the section's special tuition rate added.

Chapter 2: Section Enrollment Information

INTRODUCTION

The Section Enrollment Information Tab is utilized for capturing the maximum number of students allowed in a section, and to indicate if any seats are to be reserved for a specific demographic.



SSASECT Section Enrollment Information Tab Enrollment Details Sub Tab Definitions

Field	**Information**
Maximum	Maximum enrollment for the section.
Actual	Actual enrollment for the section (system generated).
Remaining	Remaining number of seats available for the section (system generated).
Waitlist Maximum	Maximum number of students allowed to be waitlisted for the section.
Waitlist Actual	Actual number of students waitlisted for the section.
Waitlist Remaining	Remaining number of waitlist seats available for the section.
Generated Credit Hours	Display Only. Total credit hours of enrolled students. (Enrollment count X student credit hours)
Projected	Anticipated enrollment in the section.
Prior	Display Only. Number of students enrolled in the section in the previous term.
Reserved	A check in the box indicates reserved seats exist for the section.
Census One	
Enrollment Count	Display Only; system-calculated value.

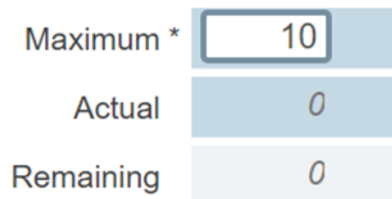
Freeze Date	Display Only. Pulled from SOATERM Census One Date value. Reflects the date for which enrollment is locked for reporting purposes.
Census Two	This field is NOT UTILIZED at KSU.
Enrollment Count	This field is NOT UTILIZED at KSU.
Freeze Date	This field is NOT UTILIZED at KSU.
Add Authorization Registration Dates	This section is NOT UTILIZED at KSU.

Set Section Enrollment Information

Enrollment Details Tab

1. Access the Section Enrollment Details tab
SSASECT|Section Enrollment Information|Enrollment Details tab

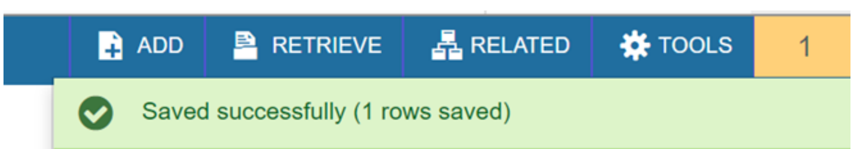
2. Your cursor will be in the Maximum field. Enter the maximum enrollment allowed in the section.



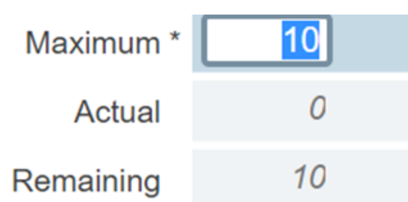
3. **SAVE**

Click on the Save button 

in the lower right-hand corner of the page.
Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.

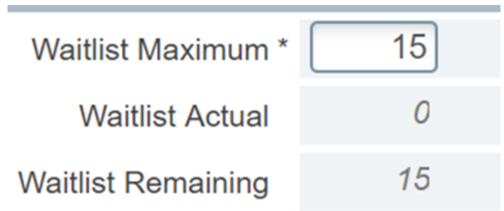


4. The **Remaining** field will populate with the Maximum field value.



Question – Can the enrollment max be changed if the section has reserve seating?
Answer – The enrollment max must be changed on the Reserved Seats tab in the unreserved rule. See the Reserved Seats Rules section.

5. If a waitlist is to be attached to the section, tab to the **Waitlist Maximum** field and enter the maximum number of seats available for the waitlist.

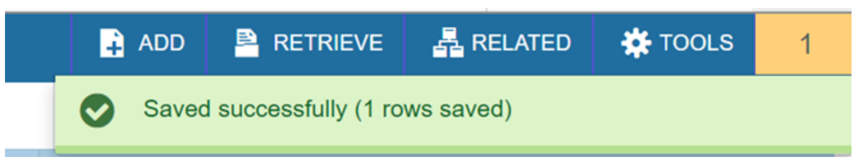


NOTE: Waitlist cannot be used with open learning sections.

6. SAVE

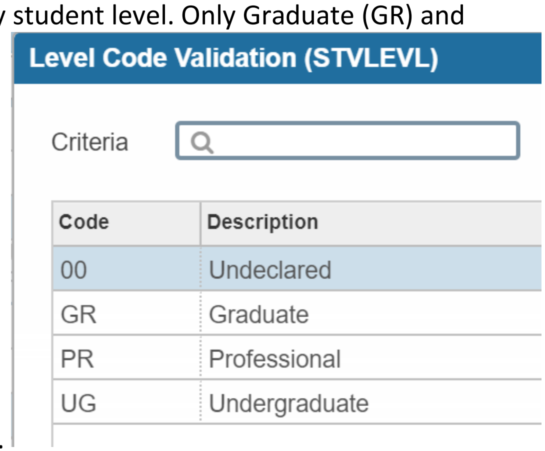
Click on the Save button 

in the lower right-hand corner of the page.
Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.

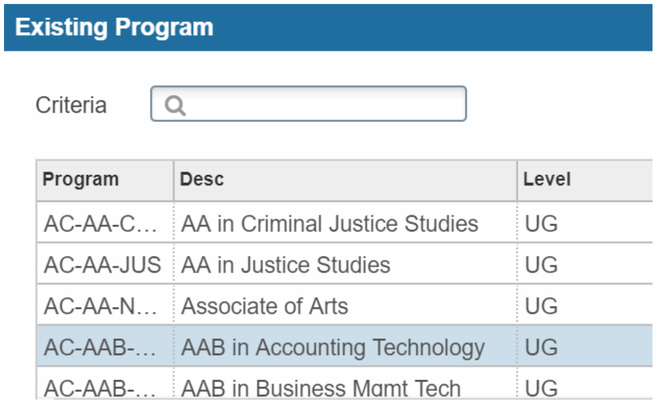
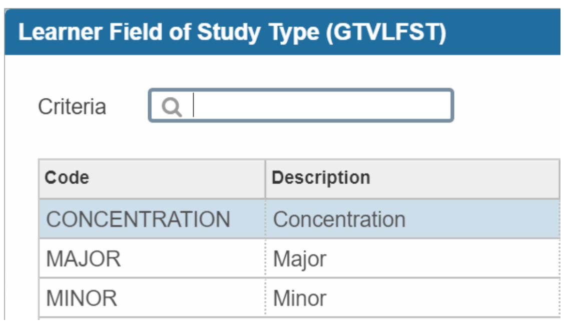
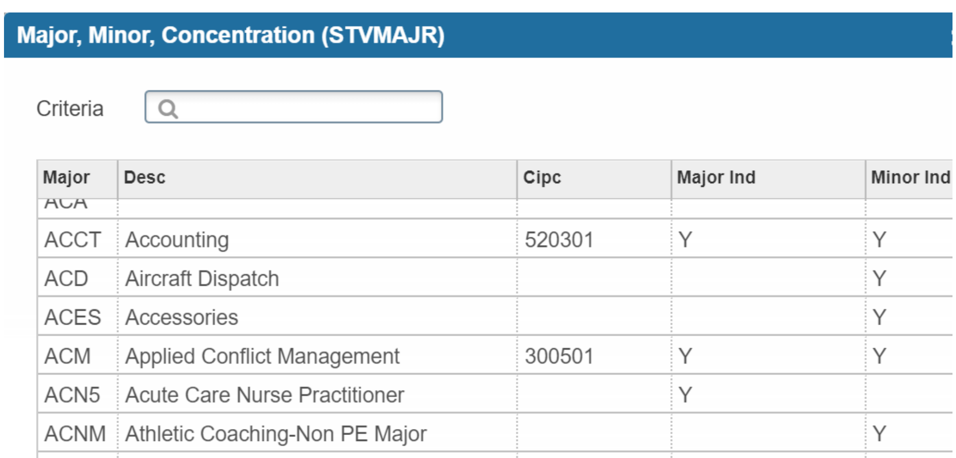


SSASECT Section Enrollment Information Tab – Reserved Seats Tab Definitions

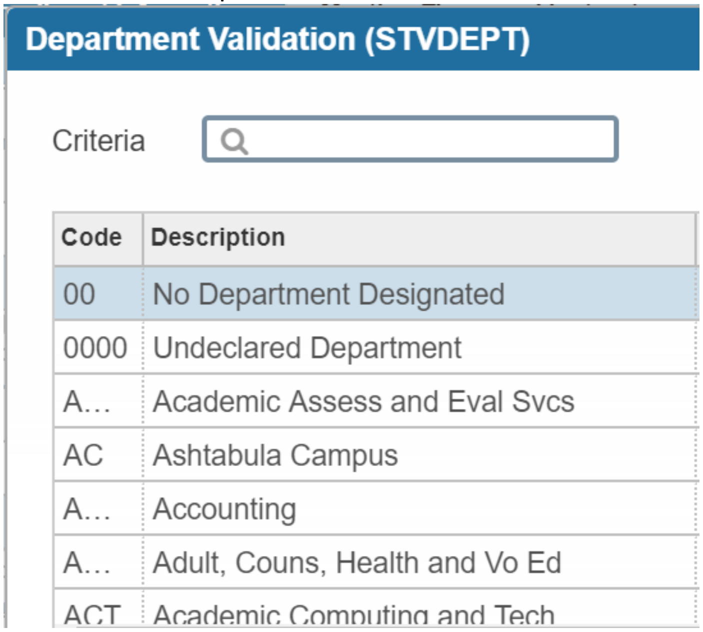
NOTE: Use this tab to establish reserved seating for the section. This tab contains Reserved Seats selection criteria, and Reserved Seat Totals.

Field	Information
Level	Allows seats to be reserved by student level. Only Graduate (GR) and  Undergraduate (UG) are used.

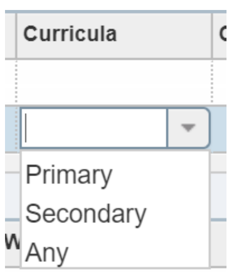
<table>
<tr><td>Campus</td><td>Allows seats to be reserved by campus for students whose programs are tied to the selected campus.
Campus Validation (STVCAMP)
Criteria<table><tr><th>Code</th><th>Description</th></tr><tr><td>00</td><td>Default</td></tr><tr><td>AC</td><td>Ashtabula Campus</td></tr><tr><td>EC</td><td>East Liverpool Campus</td></tr><tr><td>GC</td><td>Geauga Campus</td></tr><tr><td>KC</td><td>Kent Campus</td></tr></table>1 of 1   10 Per Page</td></tr>
<tr><td>College</td><td>Allows seats to be reserved by college for students whose program is tied to the selected college.
College Validation (STVCOLL)
Criteria<table><tr><th>Code</th><th>Description</th></tr><tr><td>00</td><td>No College Designated</td></tr><tr><td>99</td><td>Not used in standing</td></tr><tr><td>AC</td><td>Ashtabula Campus</td></tr><tr><td>AE</td><td>Coll of Arch and Env Design</td></tr><tr><td>AR</td><td>Aeronautics and Engineering</td></tr></table></td></tr>
<tr><td>Degree</td><td>Allows seats to be reserved by degree for students whose program is tied to the selected degree.
Degree Code Validation (STVDEGC)
Criteria<table><tr><th>Code</th><th>Description</th></tr><tr><td>000000</td><td>Undeclared</td></tr><tr><td>AA</td><td>Associate of Arts</td></tr><tr><td>AAB</td><td>Associate of Applied Business</td></tr><tr><td>AAS</td><td>Associate of Applied Science</td></tr><tr><td>ADN</td><td>Assoc Appld Science: Nursing</td></tr></table></td></tr>
</table>

<table>
<tr><td>Program</td><td>Allows seats to be reserved by program for students whose program is tied to the selected program.

Existing Program
Criteria
<table>
<tr><th>Program</th><th>Desc</th><th>Level</th></tr>
<tr><td>AC-AA-C…</td><td>AA in Criminal Justice Studies</td><td>UG</td></tr>
<tr><td>AC-AA-JUS</td><td>AA in Justice Studies</td><td>UG</td></tr>
<tr><td>AC-AA-N…</td><td>Associate of Arts</td><td>UG</td></tr>
<tr><td>AC-AAB-…</td><td>AAB in Accounting Technology</td><td>UG</td></tr>
<tr><td>AC-AAB-…</td><td>AAB in Business Mgmt Tech</td><td>UG</td></tr>
</table>
</td></tr>
<tr><td>Field of Study Type</td><td>Allows seats to be reserved by the field of study values below.

Learner Field of Study Type (GTVLFST)
Criteria
<table>
<tr><th>Code</th><th>Description</th></tr>
<tr><td>CONCENTRATION</td><td>Concentration</td></tr>
<tr><td>MAJOR</td><td>Major</td></tr>
<tr><td>MINOR</td><td>Minor</td></tr>
</table>
</td></tr>
<tr><td>Field of Study Code</td><td>Allows seats to be reserved by concentration, major or minor associated with the field of study type. In the List of Values, the “Y” indicates if the value can be used as a major, minor or concentration.

Major, Minor, Concentration (STVMAJR)
Criteria
<table>
<tr><th>Major</th><th>Desc</th><th>Cipc</th><th>Major Ind</th><th>Minor Ind</th></tr>
<tr><td>ACA</td><td></td><td></td><td></td><td></td></tr>
<tr><td>ACCT</td><td>Accounting</td><td>520301</td><td>Y</td><td>Y</td></tr>
<tr><td>ACD</td><td>Aircraft Dispatch</td><td></td><td></td><td>Y</td></tr>
<tr><td>ACES</td><td>Accessories</td><td></td><td></td><td>Y</td></tr>
<tr><td>ACM</td><td>Applied Conflict Management</td><td>300501</td><td>Y</td><td>Y</td></tr>
<tr><td>ACN5</td><td>Acute Care Nurse Practitioner</td><td></td><td>Y</td><td></td></tr>
<tr><td>ACNM</td><td>Athletic Coaching-Non PE Major</td><td></td><td></td><td>Y</td></tr>
</table>
</td></tr>
</table>

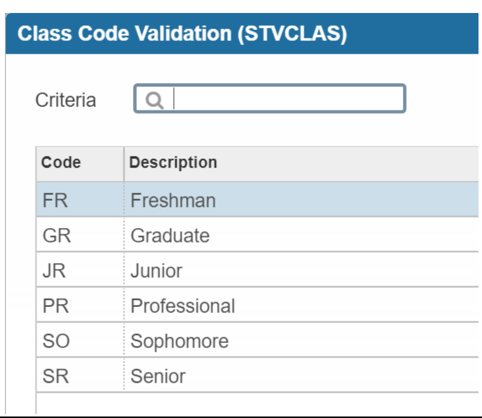
<table>
<tr>
<td>Department</td>
<td>
Allows seats to be reserved by department for students whose programs are tied to the selected department.



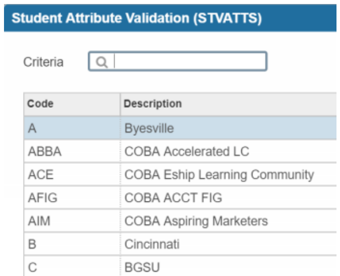
</td>
</tr>
<tr>
<td>Curricula</td>
<td>
Allows seats to be reserved by curricula for students whose program is tied to the selected program.



</td>
</tr>
<tr>
<td>Class</td>
<td>
Allows seats to be reserved by student class level.



</td>
</tr>
</table>

Attribute	Allows seats to be reserved for students who have been assigned a selected attribute. 
Cohort	This field is **NOT UTILIZED** at KSU. Allows seats to be reserved for students who have been assigned a selected cohort.
Admission Term	This field is **NOT UTILIZED** at KSU. Allows seats to be reserved by admission term.
Matriculation Term	This field is **NOT UTILIZED** at KSU. Allows seats to be reserved by matriculation term.
Graduation Term	This field is **NOT UTILIZED** at KSU. Allows seats to be reserved by graduation term.
User ID	Identifies the person who last updated reserved seating for the section. Display only.
Activity Date	Date on which reserved seating was last updated. Display only.
Overflow	Utilize this checkbox when establishing reserve seat criteria in each parameter set. This will allow students who meet the reserved seat criteria to register for available non-reserved seats once the reserved seats in that parameter set are filled.
Reserved Maximum	Maximum seats to be reserved for each set of criteria.
Reserve Actual	Number of students enrolled who met the reserved seats criteria.
Reserve Remaining	Number of seats available for enrollment within the reserved seats criteria.
Waitlist Maximum	Maximum seats to be waitlisted for each set of criteria.
Waitlist Actual	Number of students enrolled who met the waitlist criteria.
Waitlist Remaining	Number of seats available for enrollment within the waitlist criteria.
Deleted Reserved Seats	Deletes reserved seats. Reserved seats can only be deleted when no enrollment exists that meets the reserved seating requirement.

Set Reserved Seats Rules

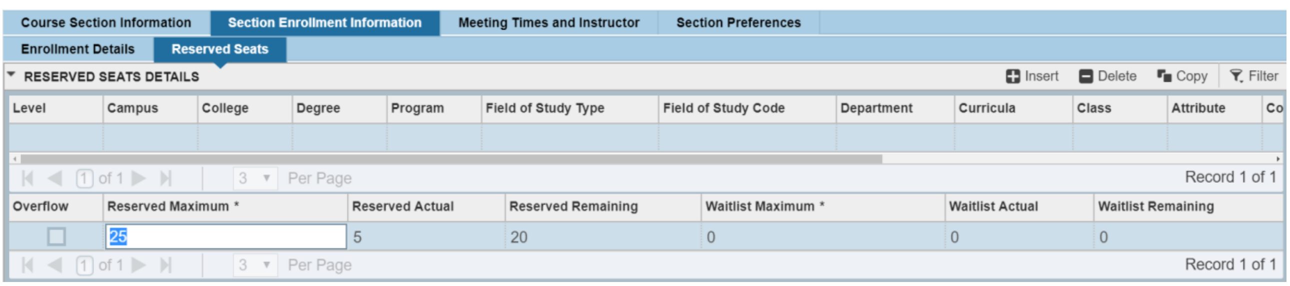
Reserved Seats Tab

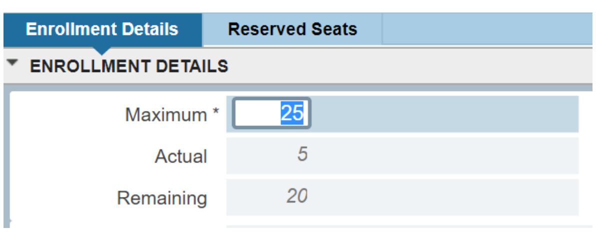
Reserved Seating can be difficult to manage. Review the following section carefully before entering any Reserved Seat criteria.

- Once enrollment exists you cannot adjust reserve seating totals or rules.
- The Reserved Maximum on the first rule will need to be adjusted after creating or deleting reserved seating rules.
- Clicking on the Delete Reserved Seats icon will delete ALL Reserved Seats rules. Once a set of rules has been saved only the Reserved Maximum can be adjusted.
- Verify the accuracy of the Enrollment Maximum number on the Enrollment Details tab after Reserved Seats rules have been created or deleted.

1. Access the Section Enrollment Details tab
   SASECT|Section Enrollment Information|Reserved Seats tab

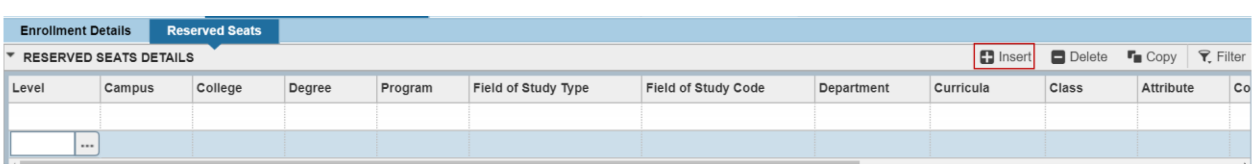
The first set of rules cannot be modified except for the **Reserved Maximum** value. The reserved Maximum will default from the Maximum field on the Enrollment Details tab. his number equals the total number of **unreserved seats** and must be adjusted as reserved seats are added.





Do not save your reserved seat criteria until all steps have been completed.

2. Use the insert button  above the existing record to add a second set of seating rules. A second row will populate and this is where reserved seating information should be entered.



One or more criteria may be utilized when reserving seats (see the Reserved Seats Tab Definitions).

However, if multiple criteria exist on a single set of rules, the student must meet ALL reserve seat criteria for that set in order to enroll in one of the reserved seats.

3. Enter reserved seats criteria by utilizing the ellipsis to make the appropriate selection(s).

4. Enter the number of seats to be reserved in the Reserved Maximum field for that set of rules.

5. Check the Overflow checkbox in each rule. This allows students who meet the reserved seats criteria to register for available non-reserved seats once the reserved seats in that rule are filled.

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
☐	25	5	20	0	0	0
☑	10	0	0	0	0	0

NOTE: The Overflow checkbox can be utilized at any point in time, even if enrollment exists in the section. It is possible after enrollment but not advisable.

Question – If the Overflow checkbox is not checked and reserved seating maximum has been reached for a certain population, what override do you give the student?
Example: You have a reserved seating rule for juniors only and you want to add an additional junior to the section.
Answer – The student will need a capacity override.

6. To add additional set of rules, repeat steps 2-5.

7. In the first set of rules, the Reserved Maximum that defaulted from the Maximum field on the Enrollment Details tab must be reduced by the total number of reserved seats established in each rule.

   Enter the corrected number of unreserved seats, and tab to view the adjusted Maximum value in the Total Reserved field. (e.g., total seats – reserved seats = total unreserved seats) (e.g., 25 – 10 = 15).

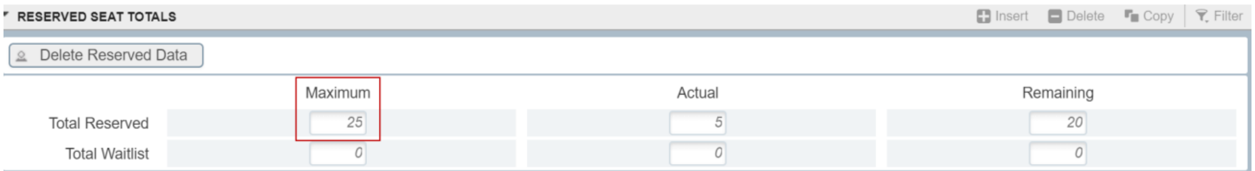
RESERVED SEATS DETAILS — Insert | Delete | Copy | Filter

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Co
	GC										

1 of 1 | 3 Per Page | Record 1 of 2

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
☐	15	5	10	0	0	0
☑	10	0	10	0	0	0

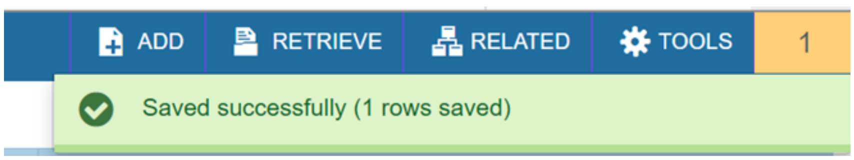
Total allowable seats (both reserved and unreserved) will display in the Maximum field of the Reserved Seat Totals at the bottom of the page.



8. **SAVE**

Click on the Save button  in the lower right-hand corner of the page.

Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



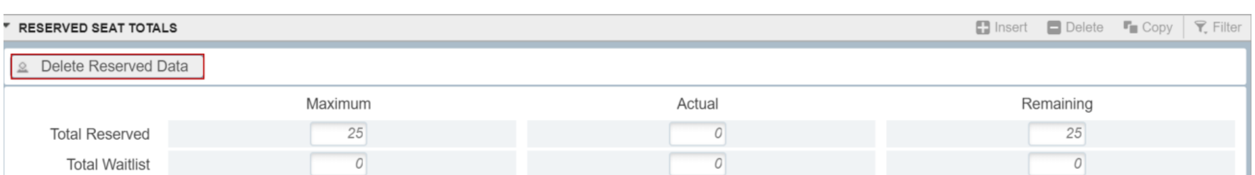
- Once a set of rules has been saved only the Reserved Maximum can be adjusted. To correct a set of rules prior to enrollment in the section, the rule must be record removed and reentered.
- Once a set of rules has enrollment, you must contact the Academic Scheduling Center to have the rule adjusted.

Deleting Reserved Seats

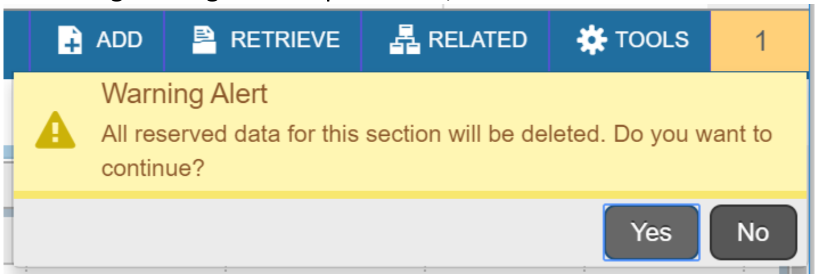
Deleting All Reserved Seat Rules

- The Reserved Maximum on the first rule will need to be adjusted after deleting reserved seating rules.
- Clicking on the Delete Reserved Seats icon will delete ALL Reserved Seats rules.
- Verify the accuracy of the Enrollment Maximum number on the Enrollment Details tab after Reserved Seats rules have been deleted.
- **Reserved Seats may be deleted only if no actual enrollment exists in the section.**

1. To delete ALL Reserved Seating, click on the Delete Reserved Data button located at the bottom of the form, in the Reserved Seat Totals block.

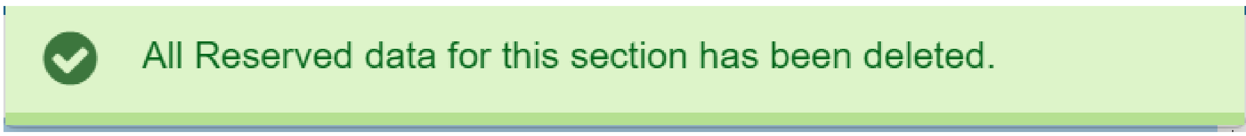


A warning message will be presented, select Yes.

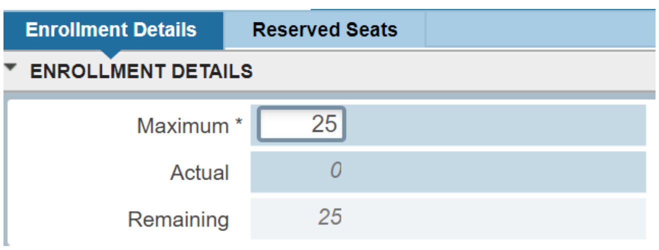


All reserved seat information will be deleted, leaving only the section enrollment numbers.

A message, "All Reserved data for this section has been deleted." will appear in the top right hand corner of the page, confirming the deletion.



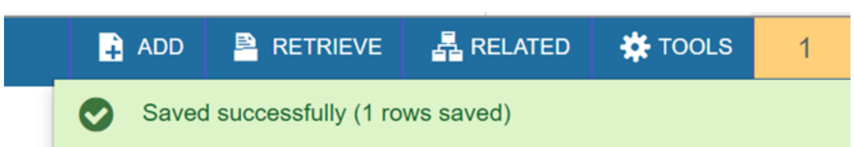
2. <u>Before saving</u>, click on the Enrollment Details tab. Enrollment Details Maximum must be adjusted to the desired total for the section.



3. **SAVE**

Click on the Save button  in the lower right-hand corner of the page.

Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



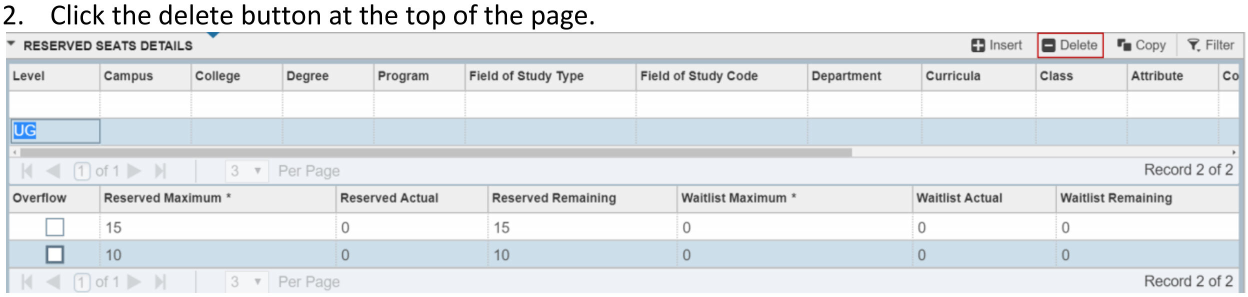
Deleting an Individual Set of Reserved Seat Rules

- The Reserved Maximum on the first rule will need to be adjusted after deleting reserved seating rules.
- Clicking on the Delete Reserved Seats icon will delete ALL Reserved Seats rules.
- Verify the accuracy of the Enrollment Maximum number on the Enrollment Details tab after Reserved Seats rules have been deleted

A Reserved Seat rule may only be deleted if no actual enrollment exists in that rule.

1. Use the down arrow on the keyboard to access the appropriate set of rules.

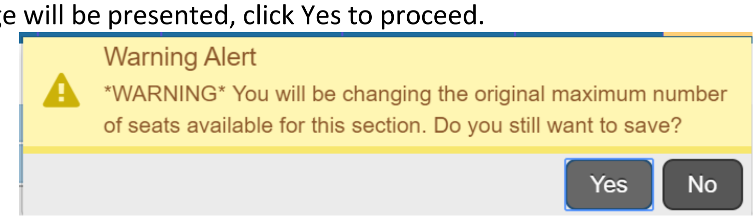
2. Click the delete button at the top of the page.



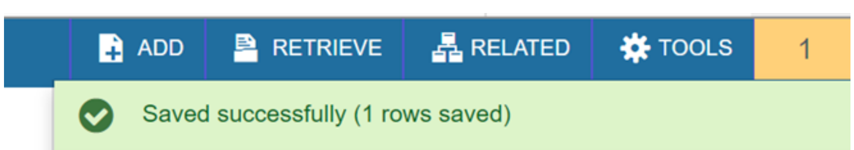
4. **SAVE**

   Click on the Save button  in the lower right-hand corner of the page.

   A warning message will be presented, click Yes to proceed.



   Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



   An error message may appear underneath the save confirmation. Click on the Enrollment Details to confirm that your capacity count is correct. The error message will resolve.

Chapter 3: Meeting Times and Instructors

INTRODUCTION

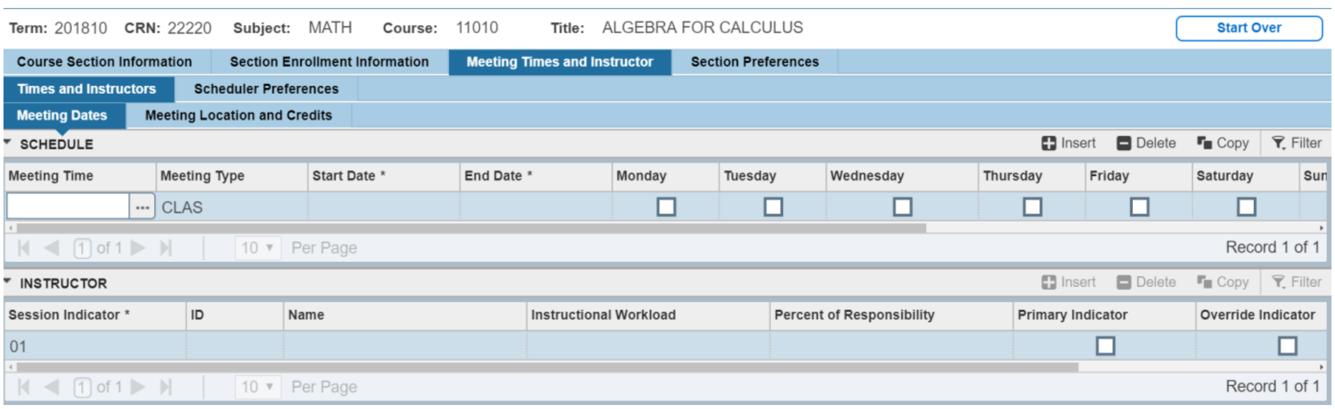
The Meeting Times and Instructor tab is utilized to identify when and where a section meets, and all instructors assigned to the section.

Meeting Times and Instructor tab consists of two sub tabs:

- Times and Instructors
- Scheduler Preferences (Not utilized)

Times and Instructors tab consist of two sub tabs:

- Meeting Dates
- Meeting Location and Credits



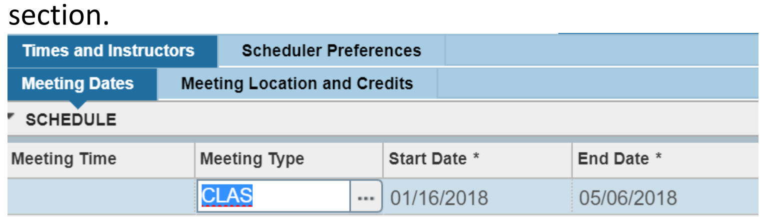
NOTE: TBA will display in FlashFAST fields where Banner Meeting Times Day/Time/Instructor fields are blank.

Meeting Times and Instructor Tab

Times and Instructors Sub Tab

Meeting Dates Sub Tab

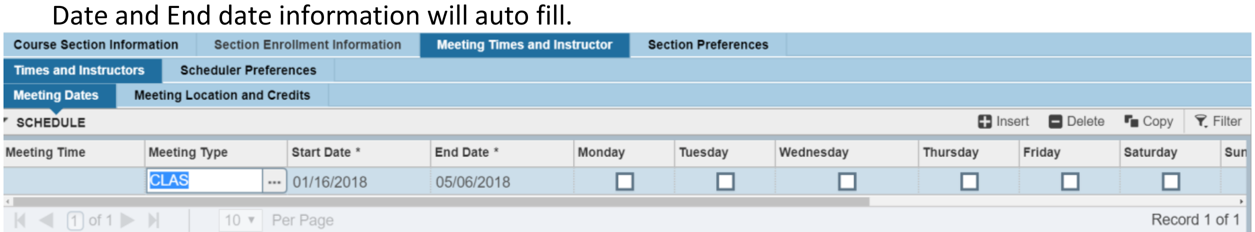
Definitions

<table>
<tr><th>Field</th><th>Information</th></tr>
<tr><td>Meeting Time</td><td>Tab twice to populate the start and end dates for the section.

</td></tr>
</table>

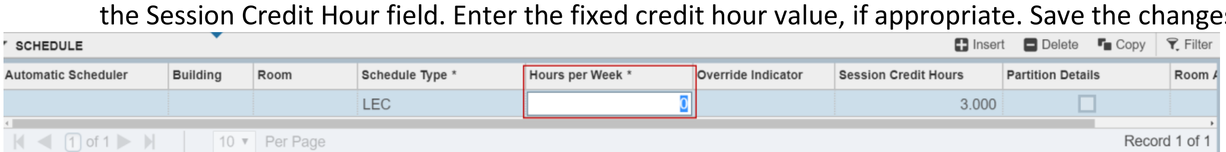
Meeting Type	The field will auto fill with 'CLAS'. This field is not updateable.
Start Date	The first date of the selected part of term or open learning date range.
End Date	The last date of the selected part of term or open learning date range.
Days of the week Check Boxes	Specifies the section meeting days**. Kent Campus Scheduler updates are restricted to Summer terms.** Requests for updates to Fall/Spring records must be submitted via the Section Meeting Time Location workflow process.
Start Time	Indicates the section start time. Times are entered in 24-hour format (Military time). **Kent Campus Scheduler updates are restricted to Summer terms.** Requests for updates to Fall/Spring records must be submitted via the Section Meeting Time Location workflow process. The Section Meeting Time & Location Workflow user guide is available at https://www.kent.edu/registrar/user-guides
End Time	Indicates the section end time. Times are entered in 24-hour format (Military time). **Kent Campus Scheduler updates are restricted to Summer terms.** Requests for updates to Fall/Spring records must be submitted via the Section Meeting Time Location workflow process.
Session Indicator	Two-digit numeric user-defined identifier for the session, such as a session number. NOTE: The Meeting Type will default to the value of CLAS on all lines of delivery. This field is not updateable.

Set Meeting Dates

1. The cursor will be situated in the Meeting Time field. This field is not utilized at KSU. Tab twice; Start Date and End date information will auto fill.

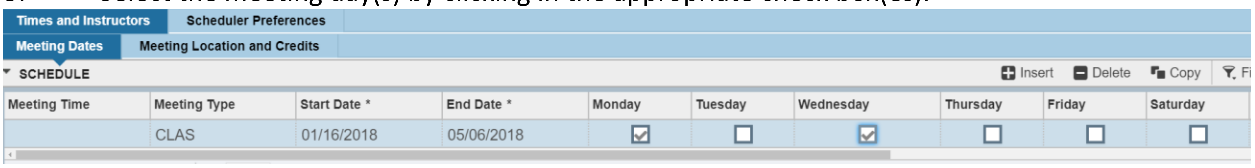


2a. **Kent Campus schedulers are permitted to assign meeting days/times/rooms for summer terms only. For fall and spring terms**: Tab to or click in the Schedule Type field and update if needed. Tab to the Hours per Week field; enter a value of 0. For variable hour sections, tab to the Session Credit Hour field. Enter the fixed credit hour value, if appropriate. Save the changes.

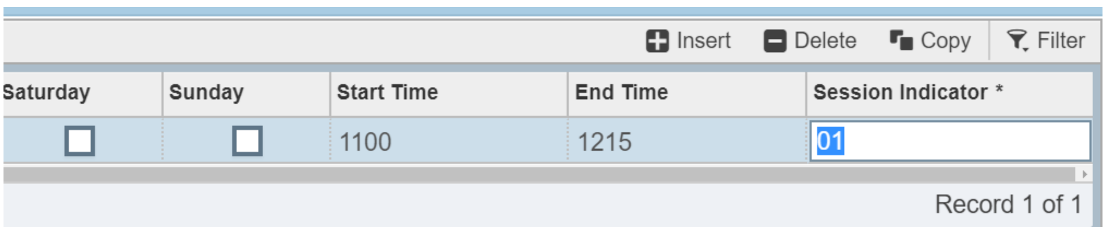


2b. For summer terms: Continue to step #3.

3. Select the meeting day(s) by clicking in the appropriate check box(es).



4. Click in or tab to the Start Time field. Enter the time in military format. Repeat to enter the End Time. Make sure the zero value is populated in the Hours Per Week Field and click the save button.



Times and Instructors Sub Tab

Meeting Location and Credits Sub Tab

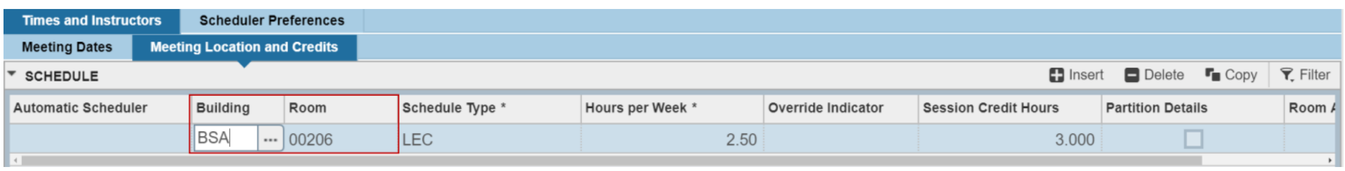
Definitions

Field	**Information**
Automatic Scheduler	This field is NOT UTILIZED at KSU.
Building	Three-digit alpha code of the building in which the section will meet.
Room	Numeric code (minimum 5-digit) of the room in which the section will meet.
Schedule Type	Three-digit alpha code of the schedule type of the section. Defaults from the Schedule Type field housed on the Course Section Information tab. This indicates how the course will be conducted (e.g., lecture, lab, and workshop).
Hours per Week	Number of hours the section meets per week for the meeting type. This value is system calculated. Any default value can be changed. The valid value range is 0 to 999.99.
Override Indicator	Used to override schedule conflict errors. This allows the scheduling of two or more sections in the same room at the same time. Indicator for whether the system should check the faculty member's schedule for conflicts. O- Override all conflicts Null – Check conflicts T – Override time conflicts

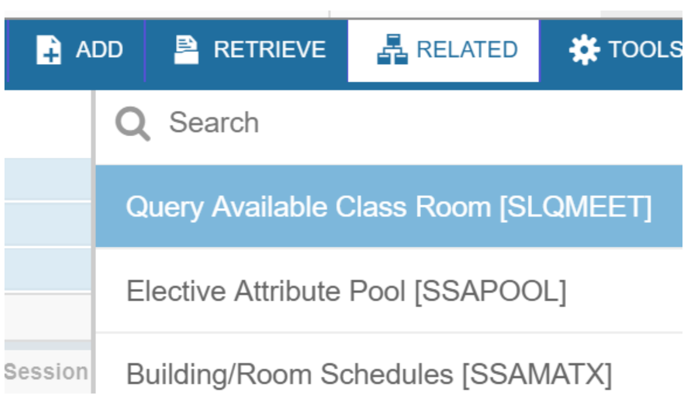
Session Credit Hours	Number of credits associated with the section for this meeting type, not to exceed the total number of section credits. Field must be updated to reflect locked-in value for variable credit hour sections.
Partition Details checkbox	Checkbox used to indicate whether meeting time partition preferences have been defined for this meeting time. Display only.
Room Attribute Details checkbox	Checkbox used to indicate whether room attribute preferences have been defined for this meeting time. Display only.

Set Meeting Location and Credits

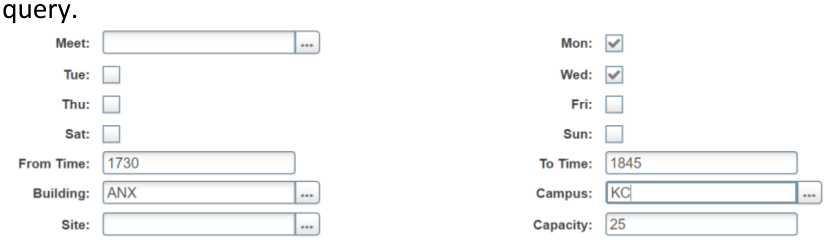
1. Tab to the Building field. Enter the three-digit alpha code for the requested building. **Kent Campus schedulers are restricted to assigning rooms within their department's home pavilion.** Click on the Search icon to enter search parameters and launch the Building Query if needed.



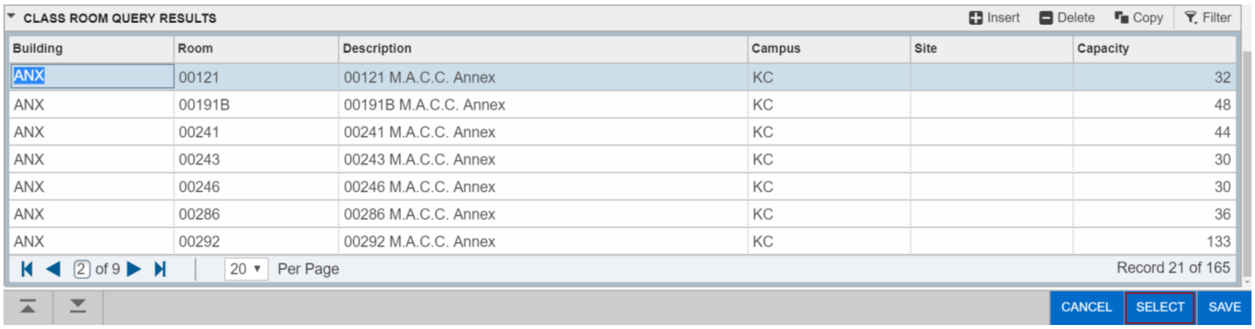
1a. To search for available rooms: Click on Related in the toolbar; select Query available classroom (SLQMEET).

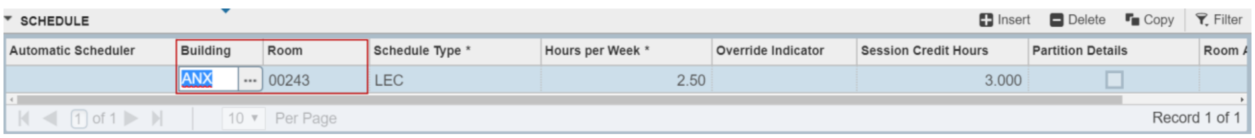


The Query will be prefilled with critical information; update parameter fields as needed. Click the Go button  to proceed to the Desired Room Attributes page. On the Desired Room attributes page, click the next block button  in the bottom left hand corner of the page to run the query.



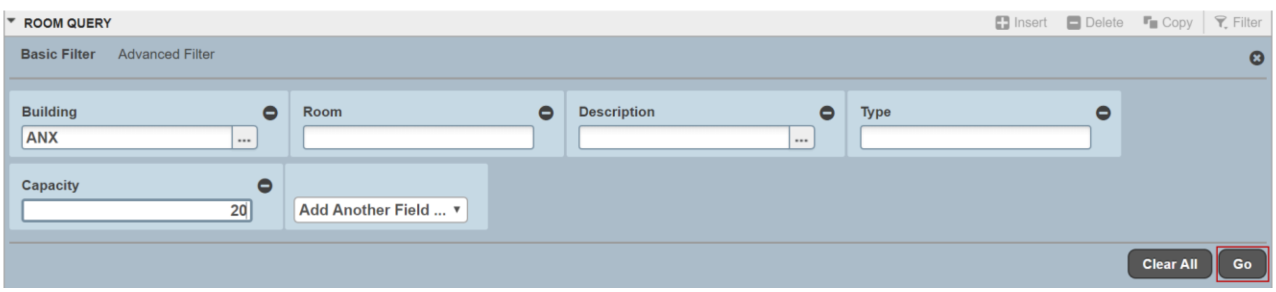
1b. A list of available rooms will display. Click on the desired room record. Double-click or choose the Select button from the bottom right hand corner of the page to transfer the selection to the meeting record. Save the update.

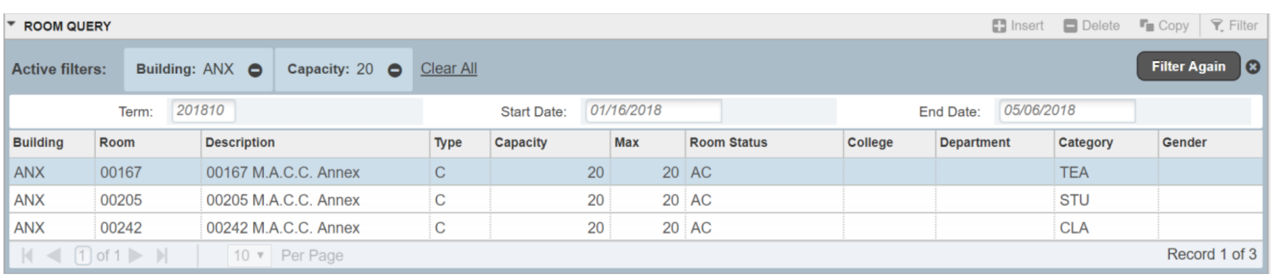




2. Tab to the Room field; enter the room code.

2a. Alternately, choose the ellipsis button next to the room field; execute the Room Query (SLQROOM). All classrooms within the selected building will be displayed. Click the Filter again button if you want to adjust your query.





3. The cursor will advance to the Schedule Type field. Update the value if needed. Save the changes.

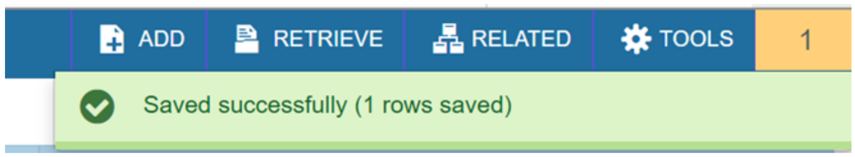
4. The Hours per Week field will be updated with a system-calculated value.

5. Tab to or click in the Session Credit Hours field. For variable-credit hour sections where a fixed credit hour value has been entered: Update the existing default value to reflect the locked-in value.

6. **SAVE**

Click on the Save button 

in the lower right-hand corner of the page.
Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



Meeting Times and Instructors Tab

Times and Instructors Sub Tab

Meeting Dates Sub Tab

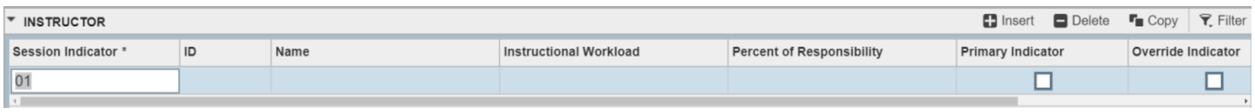
Instructor Block Definitions

Field	Information
Session Indicator	Identifies meeting session associated with the instructor assignment.
ID	Identifies the Banner ID of the faculty member assigned to instruct the session/section.
Name	Displays Name associated with the ID, automatically displayed when a valid value is entered in the **ID** field. Display only.
Instructional Workload	Specifies hours assigned to the instructor for the course. Display only.
Percent of Responsibility	Specifies percentage of the instructional workload and session credits for which this instructor is responsible.
Primary Indicator checkbox	Indicates the primary instructor for the section.
Override Indicator checkbox	Indicates the system should override conflicts in the faculty member’s schedule. When checked (value of **O**), instructor conflicts are overridden. When unchecked (null), conflicts are checked but not overridden.
Percent of session	Percentage of the session for which an instructor is responsible.

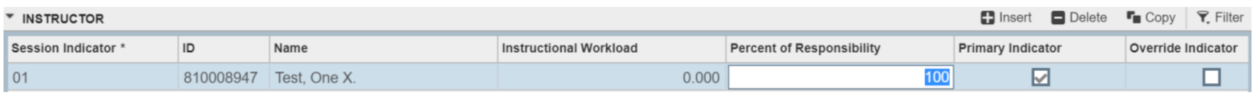
Set Instructor

NOTE: A meeting record must be created before an instructor record may be added to a part of term section.

1. Next Block to the Instructor block. The Session Indicator will auto fill with the Session Indicator from the Meeting Dates block.

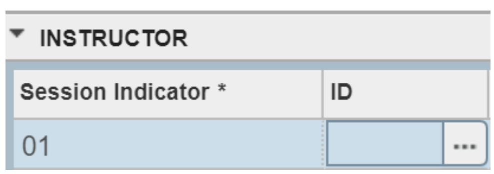


2. Tab to the ID field. For the first instructor, enter the instructor's Kent State ID number (Banner ID) or social security number and tab.

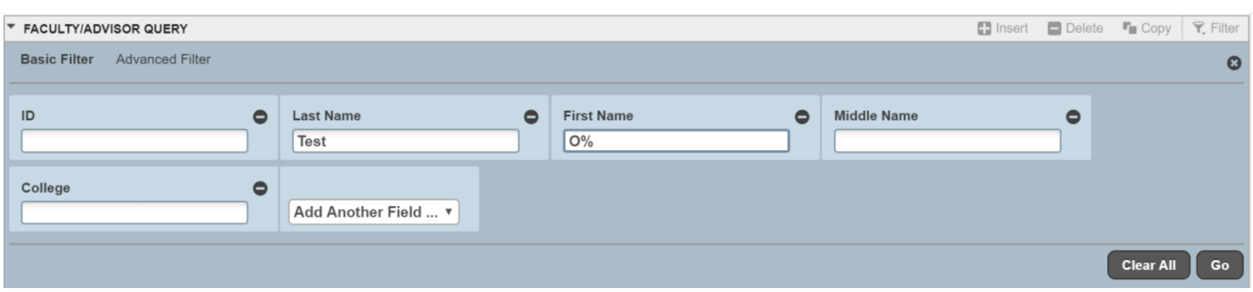


The instructor's name will auto fill along with the Instructional Workload, Percent of Responsibility, Primary Indicator checkmark, and Percent of Session. **Defaults can be modified if additional instructors are added.**

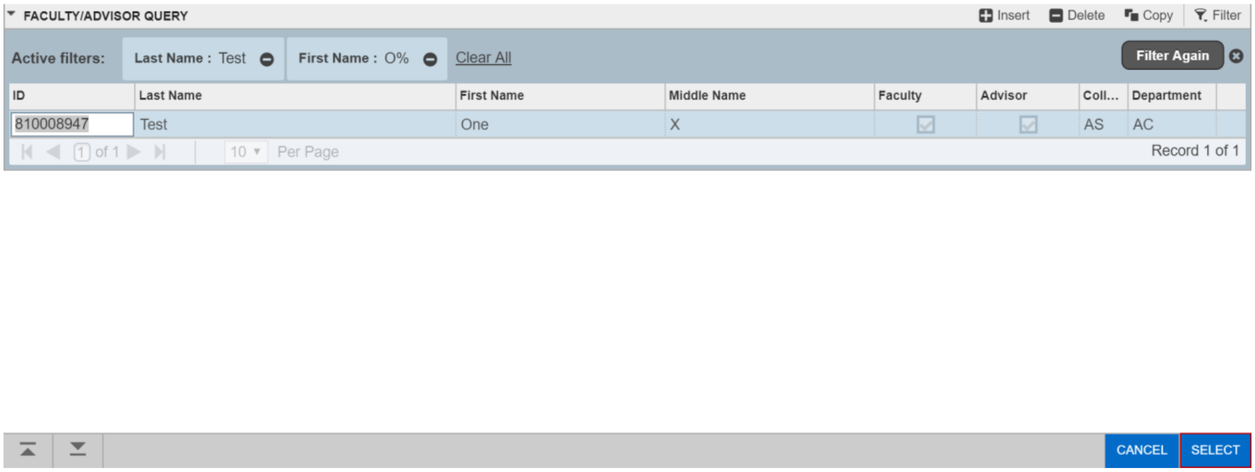
2a. Or perform a search for instructor information. Click on the ellipsis button next to the ID field.



This will bring the SIAIQRY Faculty/Advisor Query form. Click the Go button in the upper right hand corner to navigate past the first page and enter the query. Enter the instructor's last name. **The first letter of the last name must be capitalized for the search to work.** To narrow the search enter the first name. **The first letter of the first name must be capitalized for the search to work.** Click the Go button at the bottom of the query to execute.



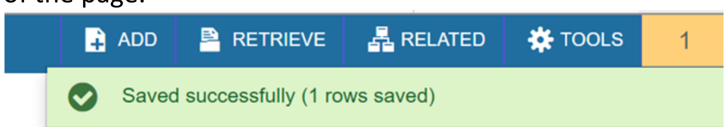
A list of all faculty members that fit the search parameters will display. Select the correct instructor, then click on the Select Button in the bottom right hand corner of the page to walk the faculty information into the SSASECT instructor field.



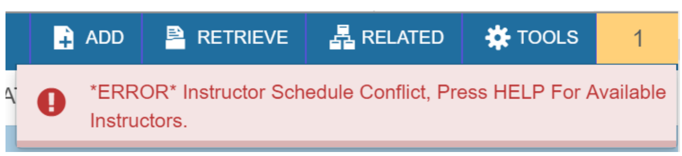
3. **SAVE**

Click on the Save button 

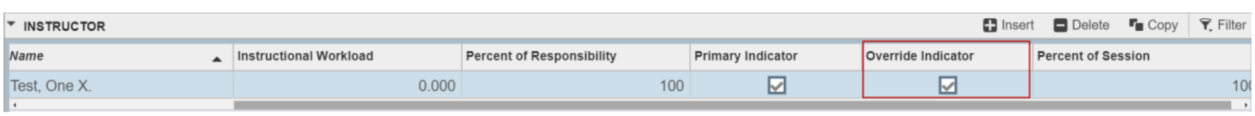
in the lower right-hand corner of the page.
Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



4. If the following Error message is received, the instructor's schedule is in conflict with the Meeting Days and Times selected above. You must change the Instructor or the Meeting Days and Times.



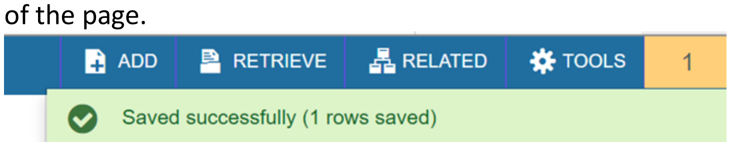
If appropriate, enter a checkmark in the Override Indicator field. This will override the schedule conflict error.



5. **SAVE**

Click on the Save button 

in the lower right-hand corner of the page.
Confirmation of the completed and saved transaction will appear in the messaging area in the upper right hand corner of the page.



Chapter 4 – Course Section Maintenance

Introduction

This chapter covers the steps used to maintain information contained within a course reference number (CRN).

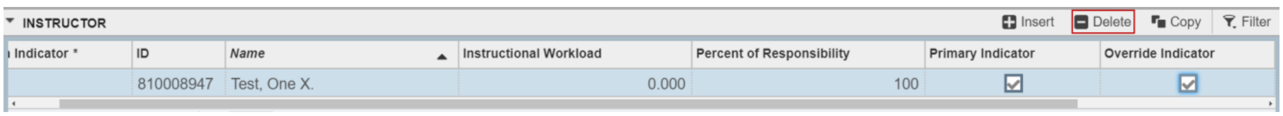
Information covered in this section includes procedures for:
- Cancelling sections
- Creating distributed learning sections
- Defining co-requisite sections
- Creating open learning sections
- Duplicating sections
- Adding section text to view on Schedule of Classes

We will also cover the steps needed for:
- Creating TBA sections and off campus sections
- Updating section long titles
- Deleting sections
- Updating Honors course sections

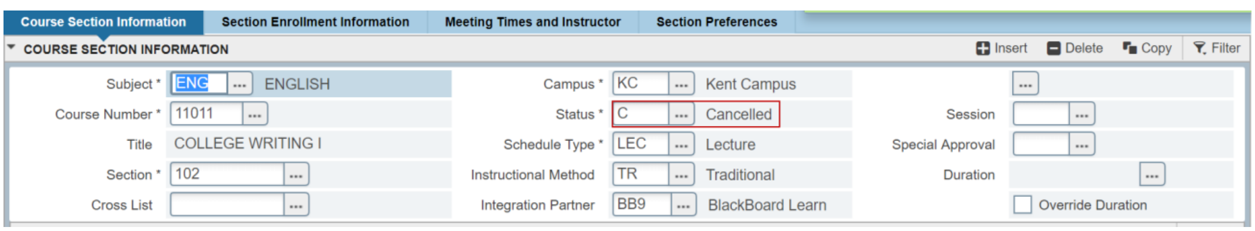
Cancelling Course Sections

If enrollment exists, students must be dropped and instructor and meeting time records must be removed prior to cancelling course sections. Course sections can be cancelled after the Schedule of Classes has been published. Prior to publication, unneeded course sections can be deleted. **After a course begins, department schedulers cannot cancel sections**. An email should be sent to the Academic Scheduling Center for cancellation.

1. Meeting times and instructor records can be removed by clicking in to the record to be removed and using the delete button above the corresponding field. Click the Save button at the bottom of the page to complete the deletion.



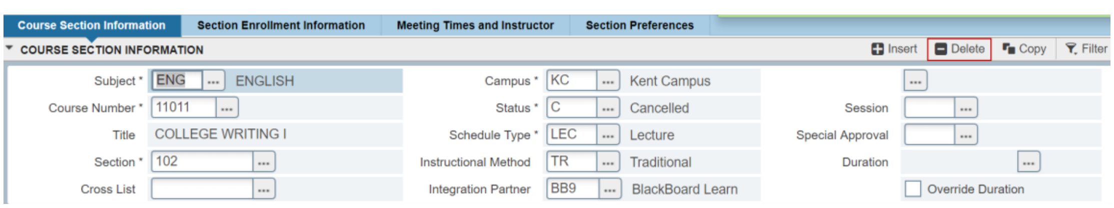
2. Once this step has been completed, lower your maximum enrollment to zero and change the course section status on SSASECT to 'C'. Click the Save button at the bottom of the page to save the cancelled status.



Deleting Course Sections

Delete course sections only while building a future term. Sections that should not appear in the Schedule of Classes 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.

1. On the SSASECT screen, click the Delete Button above the Course Section Information.



2. An error message will display. Click the Save button at the bottom right hand corner of the screen to proceed.

> *WARNING* All section data will be deleted, SAVE to continue, START OVER to quit.

3. The section will be deleted and the CRN will no longer be valid. A Saved successfully message will display in the top right hand corner of the page.

Honors Sections

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

Honors College and Regional Campus Honors coordinators will contact the Office of the University Registrar (Academic Scheduling Center) in order to complete set up for non-‘HONR’ sections.

Open Learning Sections

An open learning course section is defined as one 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 the steps below:

Step	Action
1	Submit request in writing with the following information to: Academic Scheduling Center acadschedctr@kent.edu
2	Required information: Subject and course number Campus Schedule Type Instructional Method Duration (number of days) Exact start and end dates Number of credit hours (if variable credit hours) Max enrollment Meeting days, times and requested building/room information

Instructor information will be input by the department scheduler once the course section has been created.

Chapter 5: Helpful Forms and Queries

INTRODUCTION

Many times questions arise as to what would be the best way to find information regarding a particular course or an instructor and his/her schedule, locating a suitable classroom or finding the class roster for a class.

This chapter contains information on where to go in Banner to solve these dilemmas as well as other useful tips. Also found in this section is important information on what characters cannot be used in particular forms in Banner when course section updating is necessary.

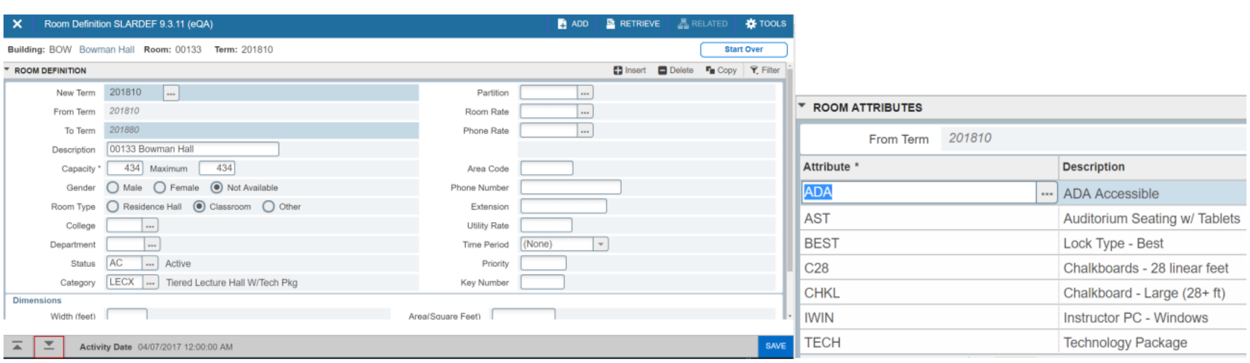
- Room Definition (SLARDEF)
- Building/Room Schedule Query (SSAMATX)
- Event Available Room Query (SLIAEVN)
- Schedule Section Query (SSASECQ)
- Class Roster (SFASLST)

Room Definition (SLARDEF)

The SLARDEF Screen provides detailed information about a specific room, including capacity, room type, and room attributes.

1. Enter the 3-digit building code, the room number, and the current term in the query fields. Click the Go Button in the top right hand corner to execute.

2. Capacity and room type will display on the first page. Use the next block button in the bottom left hand corner of the page to see a list of room attributes.

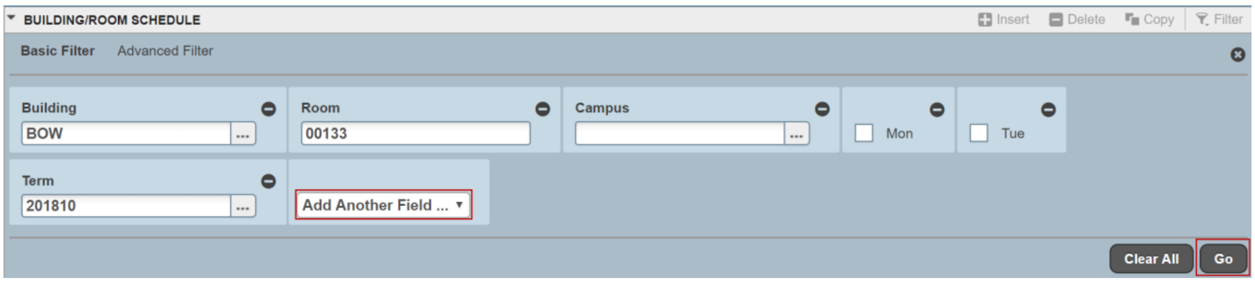


Building/Room Schedule Query (SSAMATX)

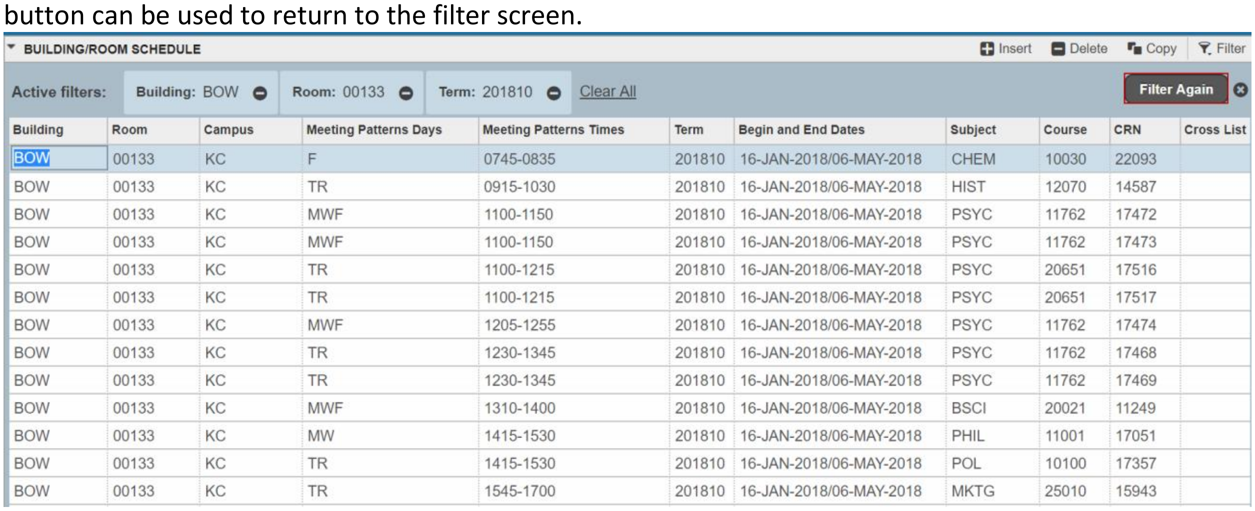
The SSAMATX screen can be used to retrieve a class schedule for a specific room or building.

1. On the Filter Screen, enter the building and room.

2. Use the Add Another Field dropdown to add the term. The Start Date and End Date fields can also be added to search for a specific date or event use the dates instead of the term to search for events and classes in the space. Click the Go button to execute the query.

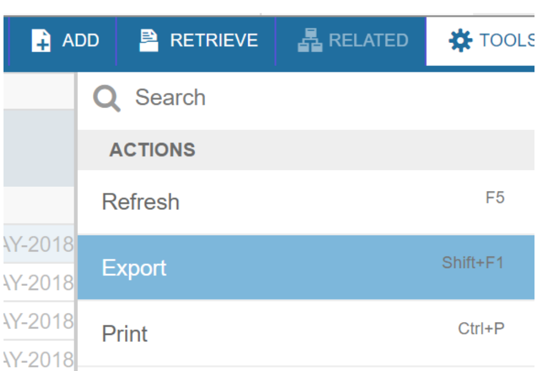


3. A list of classes scheduled in the space during the term specified will populate. The Filter Again button can be used to return to the filter screen.



Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List
BOW	00133	KC	F	0745-0835	201810	16-JAN-2018/06-MAY-2018	CHEM	10030	22093	
BOW	00133	KC	TR	0915-1030	201810	16-JAN-2018/06-MAY-2018	HIST	12070	14587	
BOW	00133	KC	MWF	1100-1150	201810	16-JAN-2018/06-MAY-2018	PSYC	11762	17472	
BOW	00133	KC	MWF	1100-1150	201810	16-JAN-2018/06-MAY-2018	PSYC	11762	17473	
BOW	00133	KC	TR	1100-1215	201810	16-JAN-2018/06-MAY-2018	PSYC	20651	17516	
BOW	00133	KC	TR	1100-1215	201810	16-JAN-2018/06-MAY-2018	PSYC	20651	17517	
BOW	00133	KC	MWF	1205-1255	201810	16-JAN-2018/06-MAY-2018	PSYC	11762	17474	
BOW	00133	KC	TR	1230-1345	201810	16-JAN-2018/06-MAY-2018	PSYC	11762	17468	
BOW	00133	KC	TR	1230-1345	201810	16-JAN-2018/06-MAY-2018	PSYC	11762	17469	
BOW	00133	KC	MWF	1310-1400	201810	16-JAN-2018/06-MAY-2018	BSCI	20021	11249	
BOW	00133	KC	MW	1415-1530	201810	16-JAN-2018/06-MAY-2018	PHIL	11001	17051	
BOW	00133	KC	TR	1415-1530	201810	16-JAN-2018/06-MAY-2018	POL	10100	17357	
BOW	00133	KC	TR	1545-1700	201810	16-JAN-2018/06-MAY-2018	MKTG	25010	15943	

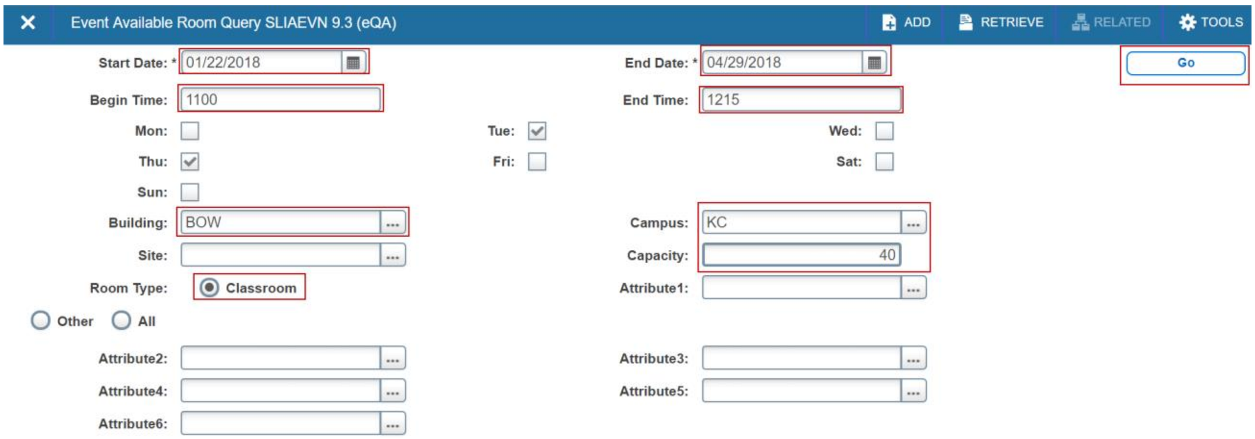
4. The list can be exported to an Excel spreadsheet by navigating to Tools > Export.



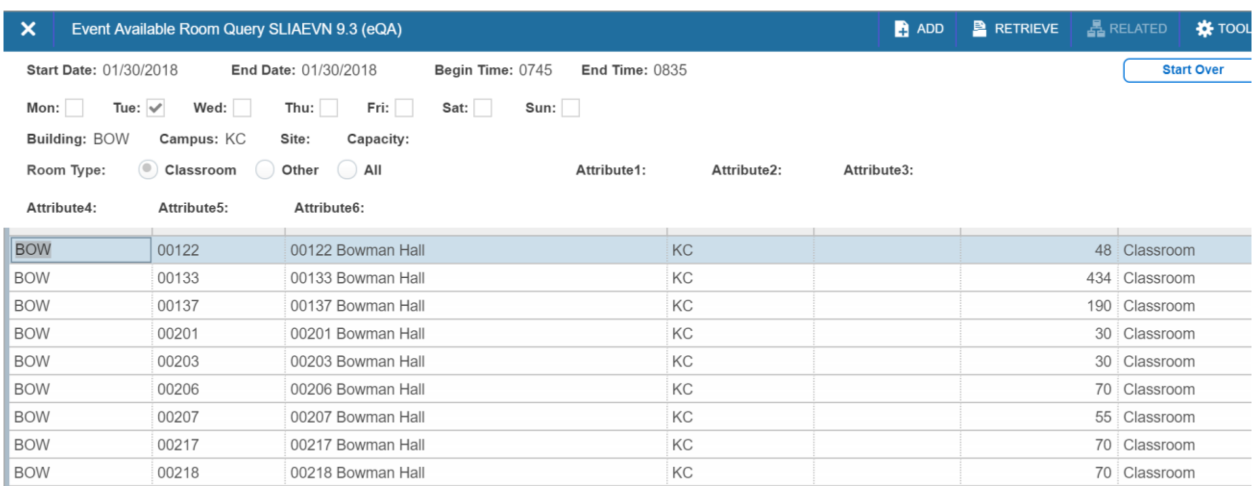
Event Available Room Query (SLIAEVN)

The SLIAEVN query can be used to find an available room at specific dates and times. This is useful for finding available rooms for classes and other events.

1. Enter the building and campus to search. Enter the capacity needed. Make sure the room type radio button is set to classroom. Enter the start and end time in military time and click the appropriate meeting days. Click the Go button in the top right hand corner of the page to execute the query.



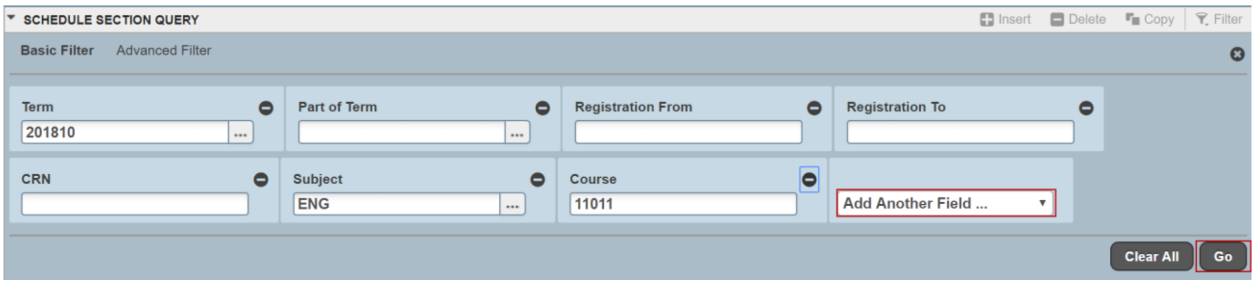
2. A list of available rooms will populate. Submit an event request to University Scheduling to request an event or submit an SMTL workflow to have a room assigned to a course. Provide a list of space options if applicable. Click the Start Over button to re-query.



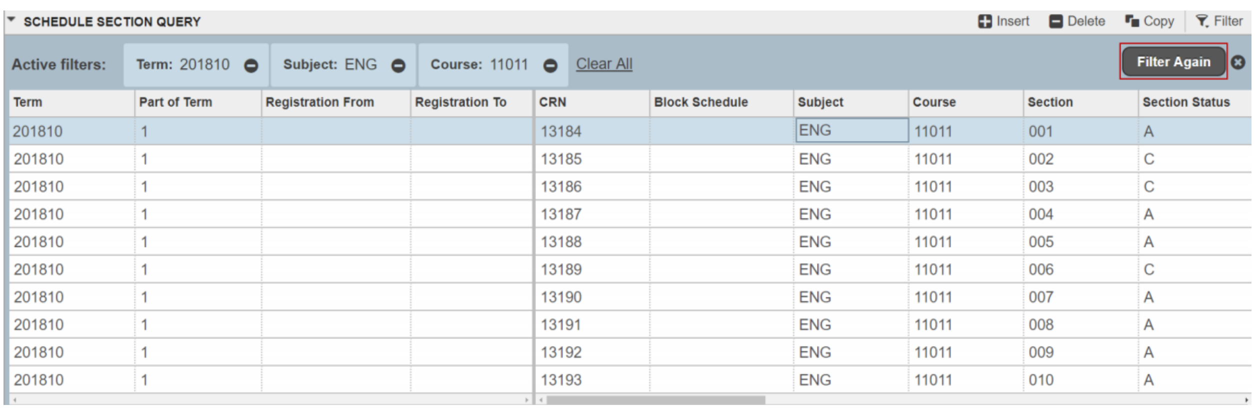
Schedule Section Query (SSASECQ)

This query is useful for finding existing sections of a specific course or sections that meet certain requirements (ie: a specific part of term).

1. Access SSASECQ from the ellipsis button in the CRN field of SSASECT or from the General Menu by typing in SSASECQ.
2. Use the Add Another Field dropdown menu to add additional fields to your search criteria (subject, course, section, etc.). Click the Go button to execute the query.

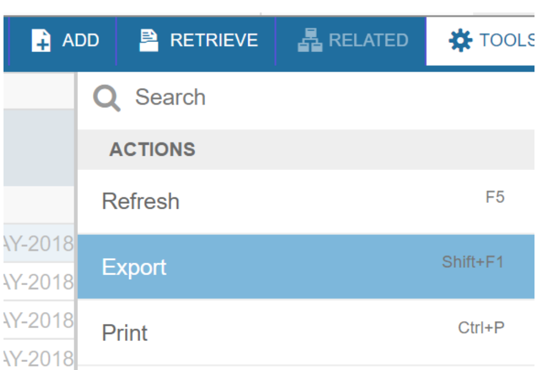


3. A list of courses that meet the search criteria will populate. Use the Filter Again button to return to the query page and refine your search if necessary.



Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status
201810	1			13184		ENG	11011	001	A
201810	1			13185		ENG	11011	002	C
201810	1			13186		ENG	11011	003	C
201810	1			13187		ENG	11011	004	A
201810	1			13188		ENG	11011	005	A
201810	1			13189		ENG	11011	006	C
201810	1			13190		ENG	11011	007	A
201810	1			13191		ENG	11011	008	A
201810	1			13192		ENG	11011	009	A
201810	1			13193		ENG	11011	010	A

4. The list can be exported to an Excel spreadsheet by navigating to Tools > Export.



Class Roster (SFASLST)

Used to show registration by CRN. Not associated with the scheduling process.

1. Enter the term and the CRN. Click the Go button in the upper right hand corner of the screen to execute the query.

A list of the students enrolled in the section will populate. Note: This list cannot be exported.

Questions?

If you have any questions about any of these processes, email them to the Academic Scheduling Center mailbox at acadschedctr@kent.edu