

COURSE SECTION MAINTENANCE

Banner 9

Revised 10/12/2018

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

Cancelled Sections

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

Prior to the First Day of the Term

1. Go to SFAALST
2. Enter the term in the TERM field and CRN in the CRN field. Click the Go button to proceed to the roster.

Class Attendance Roster SFAALST 9.3.3 (eQA)

Term: Spring 2018 CRN: MATH

Roll: ☐ Degree Award: Status:

3. Screen print this page so you will have the student's information when you go to Advisor self service.

Term: 201810 Spring 2018 CRN: 22220 MATH 11010 100 Roll: ☐ Degree Award Status: Select...

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date
1	810160849	Doe, Jane T.	RE	11/10/2017		B		

Dropping the Student(s) from the Section

1. Login to FlashLine
2. Click on your Faculty & Advisor Tools tab
3. In the Faculty Advisor Toolbox, click on the FlashFAST link under the For Advisor
4. Click on the Advisor and Faculty Advisor Menus link
5. Click on ID Selection
6. You will have to choose a term, e.g., Spring 2018
7. On the Student and Advisee ID Selection page enter the student's Banner ID from the SFAALST page.

The screenshot shows a web browser window titled "Student and Advisee ID Selection - Microsoft Internet Explorer provided by Kent State University". The address bar shows the URL "https://keys-test.kent.edu:45420/eMOCK/bwilkoids.P_AdvIDSel". The page has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a title "Student and Advisee ID Selection" and a yellow horizontal line. To the right of the title are links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below these links is the user information: "800312390 Betty A. Johnson", "Spring 2010", and "Feb 02, 2010 11:12 am". The main content area contains an information icon and the text "You may enter:". Below this are two numbered instructions: "1. The ID of the Student or Advisee you want to process, or" and "2. Partial names, a student search type, or a combination of both. Then select Submit." There are three input fields: "Student ID:" with the value "810486661", "Flashline ID:" (empty), and "Student and Advisee Query" with "Last Name:" and "First Name:" fields. Below these is a "Search Type:" section with radio buttons for "Students", "Advisees", "Both", and "All" (selected). The status bar at the bottom shows "Trusted sites" and "100%".

Student and Advisee ID Selection

RETURN TO MENU SITE MAP HELP EXIT

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

You may enter:

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

Student ID:

OR

Flashline ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

8. Click on the Submit button

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

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

Kent State University Self Service

Personal Information Faculty Services Employee

Student Verification

RETURN TO MENU SITE MAP HELP EXIT
800312390 Betty A. Johnson
Feb 02, 2010 11:13 am

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

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

Submit

[ID Selection]

RELEASE: 7.2 KENT STATE

11. If so, click on the Submit button

12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Add or Drop Classes page
15. Scroll down to the cancelled course

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/eMOCK/bwilkilb.P_FacStuPIN

File Edit View Favorites Tools Help

Add or Drop Classes

You will not receive credit or a grade for the course.

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

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

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

Current Schedule

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

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Feb 02, 2010 11:19 am

Add Classes Worksheet

CRNs

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

Cancelling the Section

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

Term: 201810 CRN: 22220 Subject: MATH Course: 11010 Title: ALGEBRA FOR CALCULUS Start Over

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
▼ COURSE SECTION INFORMATION							
Subject	MATH	Campus *	KC	Grade Mode			
Course Number	11010	Status *	C	Session			
Title	ALGEBRA FOR CALCULUS	Schedule Type *	LEC	Special Approval			
Section *	100	Instructional Method	TR	Duration			
Cross List		Integration Partner	BB9	<input type="checkbox"/> Override Duration			

After the First Day of the Term

Beginning the first day of the term, cancelled section must be processed through the Registrar's Office.

1. Email sectionmaint@kent.edu with the words – Cancelled Section – as the Subject of the email. Include:
 - a. The term
 - b. The CRN and course information for the cancelled section
2. The Registrar's Office staff will drop the students from the cancelled section.
3. Once the students have been dropped, the Registrar's Office staff will return the email with notification that the drops have been completed. The Registrar's Office will also remove the meeting days/times/location from the section. **The section must remain active after the start of the term for APV reporting purposes.**

Mass Changes – Moving Student(s) to Another Section

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

Prior to the First Day of the Term

1. Go to SFAALST
2. Enter the term in the TERM field and CRN in the CRN field. Click the Go button to proceed to the roster.

The screenshot shows the 'Class Attendance Roster SFAALST 9.3.3 (eQA)' window. It has a blue header bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the header, there are input fields for 'Term' (set to '201810'), 'CRN' (set to '22220'), and 'MATH'. There are also fields for '11010' and '100'. A 'Go' button is highlighted with a red box. Below these fields, there are checkboxes for 'Roll' and a dropdown for 'Degree Award'.

3. Screen print this page so you will have the student's information when you go to Advisor self service.

Term: 201810 Spring 2018 CRN: 22220 MATH 11010 100 Roll: ☐ Degree Award Status: Select... Start Over

CLASS ATTENDANCE ROSTER									
Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	
1	810160849	Doe, Jane T.	RE	11/10/2017		B			

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

Dropping the Student(s) from the Section

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

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

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

File Edit View Favorites Tools Help

Student and Advisee ID Selection

RETURN TO MENU SITE MAP HELP EXIT

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

Student and Advisee ID Selection

You may enter:

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

Student ID: 810486661

OR

Flashline ID:

OR

Student and Advisee Query

Last Name:

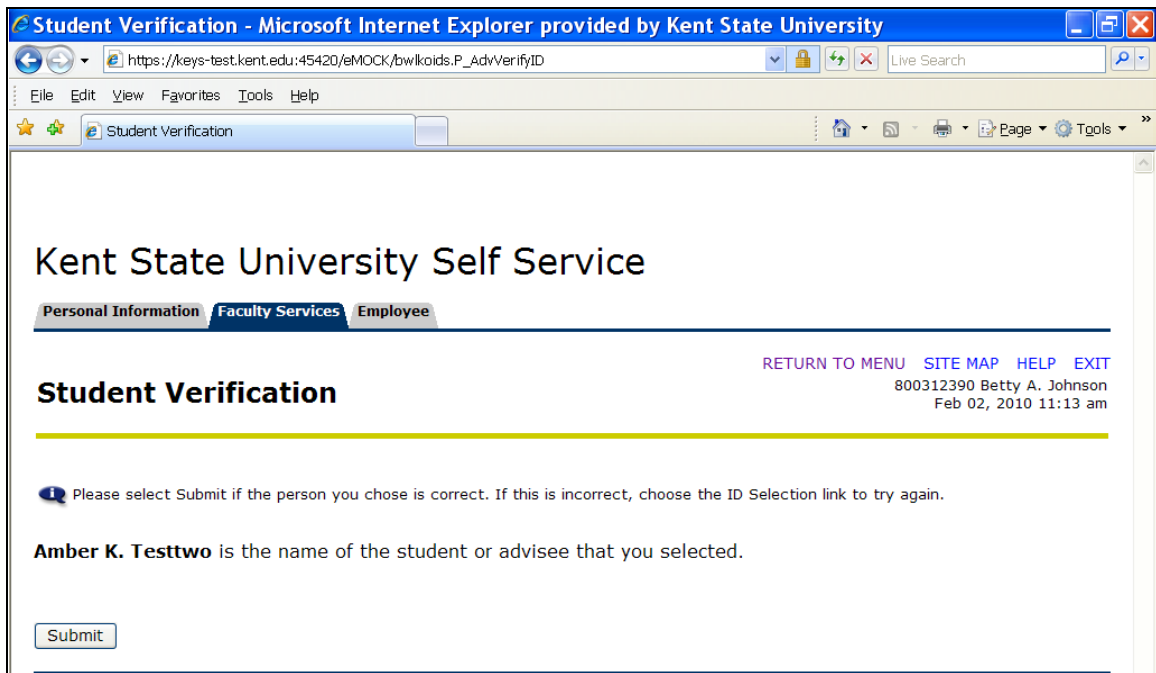
First Name:

Search Type: ☐ Students
☐ Advisees
☐ Both
☒ All

Trusted sites 100%

8. Click on the Submit button

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



11. If so, click on the Submit button

12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Add or Drop Classes page
15. Scroll down to the cancelled course

Add or Drop Classes - Microsoft Internet Explorer provided by Kent State University

https://keys-test.kent.edu:45420/eMOCK/bwilklib.P_FacStuPIN

File Edit View Favorites Tools Help

Add or Drop Classes

will not receive credit or a grade for the course.

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

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

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

Current Schedule

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

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Feb 02, 2010 11:19 am

Add Classes Worksheet

CRNs

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

Adding the Student(s) into the New Section

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

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

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

Add Classes Worksheet

CRNs

13267									
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[[ID Selection](#) | [Term Selection](#)]

RELEASE: 8.1

KENT STATE UNIVERSITY

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

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

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

Current Schedule

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

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

Add Classes Worksheet

CRNs

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Done

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

After the First Day of the Term

Beginning the first day of the term, cancelled section must be processed through the Registrar's Office.

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

e.g. Spring 2018
Jane Doe 810160849
From CRN 16520 to CRN 13267

2. The Registrar's Office staff will drop the students from the old section and add the student into the new section.
3. Once completed, the Registrar's Office staff will return the email with notification that the changes have been done.
4. The Registrar's Office will also remove the meeting days/times/location from the previous section, if necessary. **The old CRN must remain active after the start of the term for APV reporting purposes.**