

Section Building Training Manual

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How to Log in to Internet-Native Banner

Set your web browser to: <http://tifton.winthrop.edu:9090/>

From the links, go under **Internet-Native Banner (INB)** and click **Production Database (PROD)**



Internet Native Banner (INB)

[Banner 8 Production Database - \[PROD\]](#)

[Banner 8 TRNG Database - \[TRNG8\]](#)

[Banner 8 Pre-Production Database - \[PPRD8\]](#)

[Banner 8 Conversion Database - \[CONV8\]](#)

[Banner 8 Staging Database - \[STAGE\]](#)

[Banner 8 Old Staging Database - \[OLDSTAGE\]](#)

[Banner 8 Finance Database - \[FTEST\]](#)

[Banner 8 Student Database - \[STEST\]](#)

Converter Tool

[Banner 8 Converter Toolkit - \[CONV8\]](#)

AppWorx (Applications Manager)

[AppWorx Java Client Production](#)

[AppWorx Java Client Development](#)

Self-Service Banner (SSB)

[Production Database \[PROD\]](#)

[Alternate Production Database](#)

[Banner 8 Training Database \[TRNG8\]](#)

[Banner 8 Pre-Production Database \[PPRD8\]](#)

[STAGE Database \[STAGE\]](#)

[OLDSTAGE Database \[OLDSTAGE\]](#)

[FTEST Database](#)

[HTTPS 1494 FTEST Database](#)

[STEST Database](#)

[Banner 8 Bookshelf Documentation](#)

Enter your User ID, which is the **capital W** followed by your 8-digit **Winthrop-issued ID number**, not your SSN. If you have logged in to Banner Finance, you may need to use the password you previously set. If this is the first time you will sign in to Banner, contact Maria Linn at x3928 or Joe McNamee at x4737 for your system-assigned password. After signing in with the system-assigned password, you will be immediately prompted to change your password and enter a security question and answer to be used in case you forget your password. When choosing and entering your password, remember that Banner is case sensitive. (If you cannot log in to Internet-Native Banner, please contact Joe McNamee at x4737.)

Term Codes

(Y stands for Year and T stands for Term)

SIS

- S = Spring
- M = Summer
- F = Fall

Format: YYT
(ex: 15F is Fall 2015)

Banner

- 10 = Spring
- 50 = Summer
- 80 = Fall

Format: YYYYTT
(ex: 201580 is Fall 2015)

Special Section Number Designations

- 600-699 = Contract Courses (students register via Special Course Registration Form.) **Contract courses should be capped at zero and should have the “Voice Response and Self-Service Available” box on SSASECT unchecked. When completed by Financial Aid, check for SITE code, reset cap, and check “VR.” Then, approve.**
- 080 = Restricted courses; registration by override only

Frequently Used Banner Forms

- SSASECT: Basic course building screen
- SSASECQ: Course search to locate sections when you don't have the CRN
- SIAASGQ: Faculty schedule query
- SSAMATX: Room schedule query
- SLQMEET: Available room query
- SIAINST: Faculty flag as "Active"
- Lesser used student screens: SHATERM – Course History; SFAREGQ – student schedule; SFARHST- registration history; SFASLST – course roster

Registration controls go on several different forms in Banner:

- Permission required = SSASECT – *section level only – chair will use RESTRICT on SFASRPO to override*
- Corequisite = SCADETL – *catalog level only – chair will use CO-REQ on SFASRPO to override*
- Section corequisite = SSADETL – *section level, but must first be set up at catalog level – chair will use CO-REQ on SFASRPO to override*
- Major, minor, class, level, cohort, attribute restrictions = SCARRES/SSARRES - *catalog/section level – chair will use RESTRICT on SFASRPO to override*
- Prerequisites = SCAPREQ/SSAPREQ to view name of CAPP Area prereq and SMAAREA to view definition (or view on Wingspan) - *catalog/section level – chair will use PRE-REQ on SFASRPO to override*

SFASRPO – Student Permit/Override screen. Other override options are:

- DUPLICATE – allows students to take duplicate courses
- LIMIT – allows students into a class that has reached capacity
- TIME – overrides student time conflicts

- ALL – overrides everything. Discourage chairs from using this. Even though it's easiest for them, it will override things they may not want it to, like time conflicts.

Keyboard Shortcuts

Function	Menu Option	Keystroke Option
Cancel Query	Query/Cancel	Ctrl + Q
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6
Enter Query	Query/Enter	F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block	Block/Next	Ctrl + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block	Block/Previous	Ctrl + Page Up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	File/Rollback	Shift + F7
Save	File/Save	F10
Select	File/Select	Shift + F3

Toolbar Buttons



Save



Rollback



Select



Insert Record



Delete Record



Previous Record



Next Record



Previous Block



Next Block



Enter Query



Execute Query



Cancel Query



Online Help



Exit

Searching for an Existing Course

(if you have already accessed the section, start with Step # 5)

1. If you know the CRN (i.e., from Wingspan), skip to step 2. If not, go to SSASECQ, where a variety of queries can be performed. The example below shows a search of all fall 2010 300-level NUTR courses (the % acts as a wild card). Hit F8 to execute the query. You will see two courses at a time and have to scroll down to see more. When you have found the course you wish to access, highlight it and select SSASECT under Options to take you to the main schedule form.

Schedule Section Query SSASECQ 8.2 (PROD)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
201080						NUTR	3%			
Course/Section Title						Schedule Type	Instructional Method	Duration	Unit	
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum <input type="text"/> - Actual <input type="text"/> = <input type="text"/>				
						Waitlist: Maximum <input type="text"/> - Actual <input type="text"/> = <input type="text"/>				

2. Access the Schedule Form (SSASECT).
3. Enter the term code in the **Term** field in the key block.
4. Tab to the **CRN** field and enter the Course Reference Number you want to update.

Schedule SSASECT 7.3.0.1 (BANTEST7)

Term: 200680 CRN: 12731

Section Details

Subject:	ENGL English	CEU Indicator:	N
Course Number:	1101 Title: English Composition	Credit Hours:	3.000
Section:	001	Billing Hours:	3.000
Cross List:		Contact Hours:	3.000
Campus:	M Main/Uptown Center	Lecture:	3.000
Status:	A Active	Lab:	
Schedule Type:	LC Lecture	Other:	
Instructional Method:	TRC Traditional-CE	Link Identifier:	
Integration Partner:	TRC Instructional Method	Attendance Method:	
Grade Mode:		Weekly Contact Hours:	
Session:		Daily Contact Hours:	
Special Approval:		<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Voice Response and Self-Service Available	
Duration:		<input checked="" type="checkbox"/> Gradable <input type="checkbox"/> CAPP Areas for Prerequisites	
Part of Term:	1 21-AUG-2006 06-DEC-2006 16	<input type="checkbox"/> Tuition and Fee Waiver	
Registration Dates:			
Start Dates:			
Maximum Extensions:	0		

☐ Long Title ☐ Comments ☐ Syllabus

5. Perform a **Next Block** (or Ctrl Page Down).
6. Update the section information. To change a section number (even if the section is cross-listed), enter the new section number.
7. Click the **Save** icon (or press F10).
8. Click the **Exit** icon (or Ctrl Q) to go back to the General Menu.

Adding a Section of a Course

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5 (PROD)

Term: [] CRN: [] Create CRN: [] Copy CRN: [] Subject: [] Course: [] Title: []

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

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: []

Prerequisite Check Method: ☐ Basic or None ☐ CAPP ☐ DegreeWorks

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 ☐ Tuition and Fee Waiver
☐ Long Title ☐ Comments ☐ Syllabus

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** (Course Reference Number) field and type ADD. Perform a next block.
4. Type the subject code (ex. MATH) in the **Subject** field.
5. Type the course number (ex. 101) in the **Course Number** field. The course title will automatically fill. This information is brought from the catalog. *****Do not make changes to the course title.*****
6. Tab to the **Section** field.
7. Enter a section number (should use the 3-digit format starting with 001 and using 600 for contract courses). If you have entered a section number that already exists, you will not be able to move past this field.
8. Type 'M' in the campus code in the **Campus** field for main campus. **Required field*
9. Type 'A' in the status code in the **Status** field for active. **Required field*
10. Type the schedule type code in the **Schedule Type** field (ex., LEC). If you do not know the schedule type code, double click (or press F9) in the **Schedule Type** field to access a list of existing schedule type codes, then select the appropriate code.
11. Type 'CLASS' for regular classes, 'WEB' for online classes, or 'HYB' for hybrid classes (part online but with regular assigned meeting times too) in the **Instructional Method** field.

12. The **Integration Partner** field should be left blank.
13. The **Grade Mode** field should be left blank to allow students the option of choosing the grade mode for their sections. For courses that have been approved as only S/U, this will be the only option the student has for grading. Grading information related to a course is pulled from at the catalog level, not the section level.
14. The **Special Approval** field will be used in place of the restriction "Permission of department". Double click (or press F9) in this field to access a list of existing Approval codes. Students will not be able to register for these sections unless a registration override is given.
15. Tab to the **Part of Term** field. Enter the Part of Term code (will be 1 for full-term Fall, Spring and Summer terms. Press F9 or double click for a list of other parts of term that have been set up for half-term, third-term, etc. courses). The dates of the term will automatically fill. If you need a different special term set up, contact the Academic Scheduling Office.
16. If the course is a fixed credit hour course you will not need to enter the credit hours into the **Credit Hours** and **Billing Hours** fields. This information is brought from the catalog.

Term: 201080 CRN: 11129 Create CRN: Copy CRN: Subject: FREN Course: 101 Title: Elementary French

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

Subject: FREN French
 Course Number: 101 Title: Elementary French
 Section: 001
 Cross List:
 Campus: M Main
 Status: A Active
 Schedule Type: LEC Lecture
 Instructional Method: CLASS Classroom
 Integration Partner: WEBCT WebCT
 Grade Mode:
 Session:
 Special Approval:
 Duration:
 Part of Term: 1 24-AUG-2010 14-DEC-2010 15
 Registration Dates: First Last
 Start Dates:
 Maximum Extensions: 0

CEU Indicator:
 Credit Hours: 4.000 * None To Or
 Billing Hours: 4.000 * None To Or
 Contact Hours: 4.000 * None To Or
 Lecture: 3.000 * None To Or
 Lab: 1.000 * None To Or
 Other: .000 * None To Or

Link Identifier:
 Attendance Method:
 Weekly Contact Hours:
 Daily Contact Hours:
☒ Print ☒ Voice Response and Self-Service Available
☒ Gradable ☐ CAPP Areas for Prerequisites
☐ Tuition and Fee Waiver

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17. ***If the course is a **variable credit** hour course, the credit hours should be entered when the course is created, in the fields shown below (credit, billing, and contact).***

Schedule SSASECT 8.3 (PROD)

Term: 201080 CRN: 10087 Create CRN: Copy CRN: Subject: CHEM Course: 351 Title: Independent Study

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

Subject: CHEM Chemistry
 Course Number: 351 Title: Independent Study
 Section: 002
 Cross List:
 Campus: M Main
 Status: A Active
 Schedule Type: IND Independent Study/Research
 Instructional Method: CLASS Classroom
 Integration Partner: WEBCT WebCT
 Grade Mode:
 Session:
 Special Approval:
 Duration:
 Part of Term: 1 24-AUG-2010 14-DEC-2010 15
 Registration Dates: First Last
 Start Dates:
 Maximum Extensions: 0

CEU Indicator:
 Credit Hours: 1.000 None To Or 3.000
 Billing Hours: 1.000 None To Or 3.000
 Contact Hours: 1.000 None To Or 3.000
 Lecture: .000 None To Or
 Lab: .000 None To Or
 Other: 1.000 None To Or 3.000
 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

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18. Click the **Save** icon (or press F10). The CRN will be created once you save.

19. Click the **Exit** icon (or Ctrl +Q)

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Entering Maximum Enrollment

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Perform another next block or click on the **Options** menu at the top of the screen. Select Section Enrollment Info.

The screenshot shows the 'Options' menu open, with 'Section Enrollment Info' highlighted. The main window displays the following fields:

- Term:** [Dropdown]
- CRN:** [Text Field]
- CEU Indicator:** [N]
- Credit Hours:** [3.000]
- Billing Hours:** [3.000]
- Contact Hours:** [3.000]
- Lecture:** [3.000]
- Lab:** [Text Field]
- Other:** [Text Field]
- Link Identifier:** [Text Field]
- Attendance Method:** [Dropdown]
- Weekly Contact Hours:** [Text Field]
- Daily Contact Hours:** [Text Field]
- Print:** [Checked]
- Gradable:** [Checked]
- Voice Response and Self-Service Available:** [Checked]
- CAPP Areas for Prerequisites:** [Unchecked]
- Tuition and Fee Waiver:** [Unchecked]

6. Enter the maximum number of students you want to allow to register for this section in the **Maximum** field.

If the maximum enrollment is left as zero, students will not be able to register.

The screenshot shows the 'Enrollment Data' window with the following fields:

- Enrollment Details:**
 - Maximum:** [42]
 - Actual:** [0]
 - Remaining:** [42]
 - Waitlist Maximum:** [0]
 - Waitlist Actual:** [0]
 - Waitlist Remaining:** [0]
 - Projected:** [0]
 - Prior:** [0]
 - Reserved:** [Unchecked]
 - Generated Credit Hours:** [.000]
- Census One:**
 - Enrollment Count:** [0]
 - Freeze Date:** [01-SEP-2006]
- Census Two:**
 - Enrollment Count:** [0]
 - Freeze Date:** [Text Field]

7. Click the **Save** icon (or press F10).

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

(if you have already accessed the section, start with Step # 4)

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduler	Scheduler Preference	Partition Details
	CLAS	21-AUG-2006	06-DEC-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1750	<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform three Next Blocks to navigate to the **Meeting Time window**.
5. Double click in the **Meeting Time** field to access the pre-set meeting times. **times are in military format*

Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	13-DEC-2005
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045	13-DEC-2005
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215	13-DEC-2005
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1345	13-DEC-2005
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515	13-DEC-2005
06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645	13-DEC-2005
07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1815	13-DEC-2005
08	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	13-DEC-2005
09	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045	13-DEC-2005
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215	13-DEC-2005
11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1345	13-DEC-2005
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515	13-DEC-2005
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645	13-DEC-2005
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1815	13-DEC-2005
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	1945	13-DEC-2005
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2000	2115	13-DEC-2005
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	1945	13-DEC-2005
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2000	2115	13-DEC-2005
1M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	21-FEB-2006
1R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	21-FEB-2006
1T	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	21-FEB-2006
1W	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	21-FEB-2006

- Double click on the meeting time that the section is scheduled for. It will automatically fill in the days and time. Using the pre-set meeting time codes prevents typos, but you may also enter the times manually. Tab across to populate the **course start** and **end** date, click on the proper meeting day(s) and type in the time **in military format** (add 12 to anything after noon).
- If the section should be listed as **TBA**, you must tab to the **Start Date** field. Tabbing will cause the term dates to fill. Tab to the **building** and enter TBA, then tab and enter the credit hours in the **Hours per Week** field. The meeting day, time, and room fields should be left blank. This will automatically list TBA in the day and time columns on Wingspan.
- Click the **Save** icon (or press F10).

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Assigning a Building and Room

(if you have already accessed the section, start with Step # 4)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform Next Blocks to navigate to the Meeting Time window. A meeting time must be entered before a building and room can be assigned.
5. Click Meeting Location and Credits or tab across to view the **Building** and **Room** fields.

The screenshot shows the SSASECT 8.2.1 (PROD) web application. At the top, there are fields for Term (201080), CRN (10065), Subject (SOCL), Course (503A), and Title (Service-Learning in Sociology). Below these are tabs for Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The Meeting Times and Instructor tab is active, showing two sub-tabs: Meeting Dates and Meeting Location and Credits. The Meeting Dates sub-tab is selected, displaying a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Sunday). The Meeting Location and Credits sub-tab is also visible, showing a table with columns for Instructor Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	24-AUG-2010	26-APR-2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	1945	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Session Indicator	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W10299878	Miller, Lee Q.	.000	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
01	W10134873	Marx, Jonathan I.	.000	50	<input type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

6. Enter the **building** and **room** or contact the Academic Space & Scheduling Office for assistance.

***If you enter a building code, you **MUST** also enter a room number (except for TBAs).

***If no room is required, enter **TBA** in the building field.

***For online courses, enter the building code of INTR and room 000 (three zeroes).

***To schedule a class in more than one room, use two lines and enter a T in the Override Indicator to force the time conflict. Use the Meeting Type code **CLSS** for the second (or third, etc.) lines.

9. If you receive a **Room Conflict error message** in the Help Line, view the course(s) that are causing the conflict. Click the Options menu and select Building/Room Schedules (SSAMATX). Enter the building abbreviation in the **Building** field and the room number in the **Room** field. Use the scroll bar and enter the term in the **Term** field (a term must be filled in to provide only that particular term's room scheduling information). Click the Execute Query icon (or F8) to see a list of all courses scheduled in that building and room for the term entered. Do **NOT** enter any information in the **Auto Scheduler** field. Either correct the room or enter the code of T, R or O in the **Override Indicator** field to override the conflict. T will override a Time conflict (i.e., the course can have overlapping meeting times as in cases where two different rooms are listed at the same meeting time), R will override Room conflicts, and the letter O will override both time and room conflicts. **DO NOT use the override codes unless you are certain you want to force the time/room conflict.**
10. Click the **Save** icon (or F10).

To CHANGE a room in the same building, simply type over the old room and save. If you need to change the building and room, you will need to first erase the existing room (Shift F6), enter the correct building, and then enter the correct room.

To add/update several sections, click the Rollback icon (Shift F7) to navigate to the Key Block.

(if you have already accessed the section, start with Step # 4)

- Schedule SSASECT 8.2.1 (PROD)

Term: 201080

CRN: 10065

Create CRN:

Copy CRN:

Subject: SOCL

Course: 503A

Title: Service-Learning in Sociology

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

Times and Instructors

Scheduler Preferences

Meeting Times

Meeting Dates

Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	CLAS	24-AUG-2010	26-APR-2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	1945	01
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructor Session Indicator

ID	Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W10299878 Miller, Lee Q.	.000	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
01	W10134873 Marx, Jonathan I.	.000	50	<input type="checkbox"/>	<input type="checkbox"/>	100
<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="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

- [illegible]

6. To add additional instructors, insert a new record by clicking the Insert Record icon, pressing the down arrow key, or pressing F6 and repeating Step # 5.
7. If more than one instructor is entered, only one instructor should be checked as the primary in the **P** field (Primary Instructor) and the numbers in the **Percent of Responsibility** field should equal 100. The **Percent of Session** field may total over 100 for team-taught courses where both instructors may have 50% responsibility each but for 100% of the semester. In these cases, you will get an error message, but click OK.
8. If no instructor has been assigned to teach this section, you should leave the **Instructor** window blank. TBA will appear in the Instructor column on Wingspan.
9. If you receive an "Instructor schedule conflict" error message in the Help Line, you can query the faculty schedule by choosing SIAASGQ under Options. Do a next block to fill in the schedule (to view a different instructor's schedule, you will have to follow step 5 instructions to perform a query to find their ID number). If you want to override the instructor conflict (ex., for cross-listed courses), check the Override Indicator box. **DO NOT override unless you are certain you want to force the instructor conflict.**
10. Click the **Save** icon (or F10).
11. Click the **Next Block** icon (or Ctrl Page Down) 3 times to take you back to SSASECT.

To CHANGE an instructor, you will first need to delete the original instructor assigned (shift F6) and save (F10). Then follow steps 4-10 above.

To add/update several sections, click the Rollback icon (Shift F7) to navigate to the Key Block.

Special Topics Titles

1. Check to see whether the subtitle you want to use has been approved for the course by going to SCADETL. Enter the course designator, number, and the term, and next block to navigate to the **Course Text** tab. The list of approved titles will appear on this screen. You may have to use the scroll bar to view all entries. They are not in alphabetical order but in order of when the title was approved.

Course Detail Information SCADETL 8.2.1 (PROD)

Subject: ANTH Anthropology Course: 350 Term: 201080

Course Title: Special Topics in Anthropology

Corequisites and E... Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description **Course Text** Integration Partners

Text

From Term: 201080 Maintenance To Term: 999999

Course Text

Approved Titles:

- Human/Environmental Issues
- Witchcraft and Healing
- Primate Biology
- Chinese Culture
- Ecological Anthropology
- Anthropology of Religion
- Ancient Civilizations Americas
- Intro to Archeology
- Anthropology Andean Highlands
- Catawba Indian Research
- Medicine, Culture and Healing
- Cherokee Women: Gender & Cult Chg
- Archaeology at Brattonsville
- Anthropology of Globalization
- Ethnomusicology

2. If the special topics title you want to add **does not** appear on the list of approved titles on SCADETL, request a paper or electronic R19 form (signed by the dean or associate dean) to be sent to AAAS in 102 Tillman. Scan the R19 and send to Rec/Reg for archiving. If the title **does** appear on SCADETL, you may enter it to SSASECT in the Title field (limited to 30 characters). Save (F10).
3. Under options, choose Section Syllabus form SSASYLB to enter the Section Long Title.

Section Syllabus SSASYLB 8.5.8 (PROD)

Term: 201080 CRN: 10062 Subject: ANTH Course: 350 Course Title: Forensic Anthropology

Long Title and Learning Objectives Required Materials and Technical Requirements

Section Long Title

Special Topics in Anthropology: Forensic Anthropology (3).

URL:

Activity Date: 03-JUN-2015

4. Type the catalog title, a colon, then the subtitle, credit hours in parentheses, as shown in the above example. Save (F10).

Faculty Schedule Query

Faculty Schedule Query SIAASGQ 8.0 (PROD)

Term: 201080 ID: W10292489 Gordon, April A.

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
10030	SOCL	301	001	01	24-AUG-2010	14-DEC-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645
					Building	Room	Cross List Group		Override		Time Conflict				
					KINA	316									
10031	WMST	300	001	01	24-AUG-2010	14-DEC-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045
					Building	Room	Cross List Group		Override		Time Conflict				
					KINA	316			0						
10032	SOCL	201	001	01	24-AUG-2010	14-DEC-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515
					Building	Room	Cross List Group		Override		Time Conflict				
					OWEN	G01									
CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					Building	Room	Cross List Group		Override		Time Conflict				

1. Access the Faculty Schedule Query form (SIAASGQ).
2. Enter the faculty ID # in the **ID** field or hit F9 to go to SIAIQR, Next Block, and tab to the Last Name field to search by name. Type in the name (case sensitive) or partial name and wildcard (%) and hit F8 to execute the query. Double click the correct ID number.
3. Enter the term code in the **Term** field in the key block.
4. Perform a Next Block (or Ctrl Page Down).
5. This will show all sections this faculty is scheduled to teach in that term.

Deleting a Section (before registration opens ONLY)

(if you have already accessed the section, start with Step # 4)

NOTE: If the schedule has been published for students, please see instructions for Cancelling a Section on page 21.

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to cancel.
4. Perform a **Next Block** to make sure the enrollment is zero. If no students are enrolled, the section can be deleted. **DO NOT DELETE any sections after Early Registration has begun.**

The screenshot shows the SSASECT 7.3.0.1 (BANTEST7) window. At the top, there are dropdown menus for 'Term' (200680) and 'CRN' (12731). Below this is the 'Section Details' section. It contains various fields for course information: Subject (ENGL), Course Number (1101), Title (English Composition), Section (001), Cross List, Campus (M - Main/Uptown Center), Status (A - Active), Schedule Type (LC - Lecture), Instructional Method (TRC - Traditional-CE), Integration Partner (TRC - Instructional Method), Grade Mode, Session, Special Approval, Duration, Part of Term (1), Registration Dates (First: 21-AUG-2006, Last: 06-DEC-2006), Start Dates, Maximum Extensions (0), and Link Identifier. To the right of these fields are input boxes for CEU Indicator (N), Credit Hours (3.000), Billing Hours (3.000), Contact Hours (3.000), Lecture (3.000), Lab, Other, Attendance Method, Weekly Contact Hours, and Daily Contact Hours. At the bottom, there are checkboxes for 'Long Title', 'Comments', 'Syllabus', 'Print', 'Voice Response and Self-Service Available', 'Gradable', 'CAPP Areas for Prerequisites', and 'Tuition and Fee Waiver'.

5. Perform a next block to return to the main SSASECT form.
6. Click the **Remove Record** icon (or Shift F6).
7. Click the **Save** icon (or F10).
8. Click the **Exit** icon (or Ctrl Q) to take you back to the General Menu.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Removing a Section from View on Wingspan without Deleting It

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block. **Uncheck the Voice Response and Self-Service Available** box. The course will still be visible in INB but not in Self-Service/Wingspan. Students will not see the course when they do a search, and will only be able to register if they have been given the CRN.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Canceling a Section (without students enrolled)

(if you have already accessed the section, start with Step # 4)

NOTE: If students are enrolled, change the cap to 0 and contact the Associate Registrar to remove the students ONLY after they are notified by the Instructor. Then, proceed from end to beginning of form to Remove Record and Save.

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab the **CRN** field and enter the Course Reference Number you want to cancel.

Term: 200680 CRN: 12731

Section Details

Subject: ENGL English
Course Number: 1101 Title: English Composition
Section: 001
Cross List:
Campus: M Main/Uptown Center
Status: A Active
Schedule Type: LC Lecture
Instructional Method: TRC Traditional-CE
Integration Partner: TRC Instructional Method
Grade Mode:
Session:
Special Approval:
Duration:
Part of Term: 1 21-AUG-2006 06-DEC-2006 16
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

4. To determine if any students are enrolled, click on the **Options** menu at the top of the screen and select Section Enrollment Info or Next Block to get to this tab. The number of enrolled students will show in the Actual field. Change the number in the **Maximum** field to zero.
5. Perform a next block three times, which will open the Instructor window. If only one instructor is listed, click on the **Delete Record** icon (or Shift F6). If more than one instructor is listed, remove the secondary instructor first, click the **Save** icon (or F10), then remove the primary instructor. This will take out the instructor(s) for this section.
6. Click the **Save** icon (or F10).
7. Perform a previous block, which will open the Meeting Time window.
8. Click on the **Delete Record** icon (or Shift F6). This will take out the meeting days, times, and room information for this section.
9. Click the **Save** icon (or F10).
10. Perform a previous block (Ctrl + Page Up) to take you back to the SSASECT form.
11. In the **Status** field change the status code from A (Active) to X (Cancelled).
12. Click the **Save** icon (or F10).
13. Click the **Exit** icon (or Ctrl Q) to take you back to the General Menu.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Adding Section Footnotes

(if you have already accessed the section, start with Step # 4)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Select *Course Section Comments* (SSATEXT) from the Options Menu.
5. Perform a next block.

The screenshot shows a web application window titled "Section Comment SSATEXT 8.2 (PROD)". At the top, there are several fields: "Term:" with a dropdown menu showing "201080", "CRN:" with a dropdown menu showing "11513", "Subject:" with the text "SCWK", "Course:" with the text "601", and "Title:" with the text "Human Behavr in Social Envirnm". Below these fields is a section titled "Section Text" which contains a vertical stack of seven empty text input boxes. Below that is a section titled "Section Long Text" which contains a large text area. The text area has a small edit icon (a pencil inside a square) in the top right corner. The text inside the area reads "SCWK 601-002: Weekend class. Meets Aug. 27, 28, 29 & Sept. 25, 26." To the right of the text area is a vertical scrollbar. At the bottom right of the form, there is a field labeled "Activity Date:" with a dropdown menu showing "28-APR-2010".

6. Enter Course Section Comments into the **Section Long Text** area. You can copy and paste or use HTML coding such as shown above to put the note in bold face.
7. Click the **Save** icon (or F10).
8. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Viewing Section Degree Attributes

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Detail (SSADETL) from the Options Menu.
6. Perform a next block 4 times to take you to the Degree Program Attributes block. The codes in the **Attribute** field have been brought from the catalog. *This field is view only. No changes should be made in the Degree Program Attributes block.*

The screenshot shows a software window titled "Section Fees/Degree Program Attribute SSADETL 7.3 (BANTEST7)". The window is divided into two main sections. The top section, "Section Fees", contains a table with columns: Level, Details, Description, Amount, Fee Type, and Duration Unit. Each column has a series of input boxes. The bottom section, "Degree Program Attributes", contains a table with columns: Attribute and Description. The first row shows "RWRI" in the Attribute column and "Writing Intensive Requirement" in the Description column. There are four empty rows below it.

Level	Details	Description	Amount	Fee Type	Duration Unit

Attribute	Description
RWRI	Writing Intensive Requirement

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Viewing Section Restrictions (SSAPREQ)

(if you have already accessed the section, start with Step # 5)

Pre-requisite Courses

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Pre-requisites (SSAPREQ) from the Options Menu.
6. Perform 2 next blocks to take you to the Section CAPP Area Prerequisite Restriction block. The information in these fields has been brought from the catalog. *These fields are view only. No changes should be made to the Section Test Score & Pre-requisite Restriction block. Nothing should appear in the top block. The bottom block will indicate which CAPP Area Prerequisites are attached.*

Schedule Prerequisite and Test Score Restrictions SSAPREQ 8.2 (PROD)

Term: CRN:

Section Information **Section Test Score and Prerequisite Restrictions**

Section Test Score and Prerequisite Restrictions

And	Or	'('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	')
<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(None)	<input type="text"/>
<input type="radio"/>	<input type="radio"/>	<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="radio"/>	<input type="radio"/>	<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="radio"/>	<input type="radio"/>	<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="radio"/>	<input type="radio"/>	<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"/>

Section CAPP Area Prerequisite Restrictions

Area	Description	Activity Date
ENGL2	Prq OF ENGL 203 &HMXR or GR	17-FEB-2010
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. To look at the prereq definitions, put your cursor on the Area name, go to **Options** and select **Query Area Requirements**. On SMAAREA, do six next blocks to get to the Area Attachment screen. This information will appear with coding and may be difficult to decipher. The simplest way to review registration controls is to look at the Detailed Course Information screen on Self-Service Banner/Wingspan. Any questions or corrections should be sent to Maria Linn in Academic Space & Scheduling.
8. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Viewing Section Corequisites (SSADETL)

(if you have already accessed the section, start with Step # 5)

Co-Requisites

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Detail (SSADETL) from the Options Menu.

The screenshot shows the SSADETL form with the 'Options' menu open. The menu items include: Course Section Information, Section Enrollment Info, Scheduled Meeting Times, Assigned Instructors, **Course Section Detail [SSADETL]**, Section Partition Preferences, Section Room Attribute Preferences, Course Section Restrictions [SSARES], Subject Course Pre-requisites [SSAPREQ], Course Section Comments [SSATEXT], Cross List Definitions [SSAXLST], Schedule Exclusion Rules [SSAEXCL], Section Calendar [SSAACCL], Campus Course Section Overrides [SSAOVRR], Basic Course Information [SSACRSE], Block Section Controls [SSABLCK], Instructor Term Control Rules [SOATERM], Integr Section Syllabus Form [SSASYLB], Grade Open Learning Section Default Rules [SSAORUL], and Session Section Processing Rules [SSARULE]. The form also contains fields for Term, CRN, Subject, Course, Section, Cross List, Campus, Status, Schedule, Instructor, Integr, Grade, Session, Special Approval, Duration, Part of Term, Registration Dates, Start Dates, Maximum Extensions, and various checkboxes for Print, Gradable, Tuition and Fee Waiver, etc.

6. Perform a next block 2 times to take you to the Corequisites block. The information entered in the Course Reference Number, Subject, Course, and Section fields are for section specific co-requisites. *These fields are view only. No changes should be made to the Corequisites block.*

The screenshot shows the SSADETL form with the 'Corequisites' block. The form includes fields for Term, CRN, Subject, Course, and Section. The Corequisites block contains a table with columns for CRN, Subject, Course, and Section, and a list of checkboxes for each row.

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Viewing Section Restrictions (SSARRES)

(if you have already accessed the section, start with Step # 5)

College Restrictions

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Restrictions (SSARRES) from the Options Menu.

The screenshot shows the SSARRES form with the 'Options' menu open. The 'Course Section Restrictions [SSARRES]' option is highlighted. The form displays the following fields and values:

- Term:** 201080
- CRN:** 10036
- Subject:** SOCL
- Course:** 316
- Title:** Social Research I: Statistics
- 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:** ☐

6. Perform a next block to take you to the **Department and Field of Study Restriction** block. *These fields are view only and show restrictions by major, minor, or concentration that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.*

The screenshot shows the 'Schedule Restrictions SSARRES 8.0 (PROD)' form. The 'Department and Field of Study' tab is selected. The form displays the following fields and values:

- Term:** 201080
- CRN:** 10036
- Subject:** SOCL
- Course:** 316
- Title:** Social Research I: Statistics
- Department Restrictions:**
 - Include:** ☒
 - Exclude:** ☐
 - Department:** SOCL
 - Description:** Sociology
- Field of Study Restrictions:**
 - Include:** ☒
 - Exclude:** ☐
 - All Field of Study Types:** ☐
 - Type:** MAJOR
 - Description:** Sociology

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT or continue.
8. Perform a next block to take you to the **Class and Level Restriction** block. *These fields are view only and show restrictions by class and level that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.*

The screenshot shows a web application window titled "Schedule Restrictions SSARRES 8.0 (PROD)". At the top, there are fields for "Term: 201080", "CRN: 10036", "Subject: SOCL", "Course: 316", and "Title: Social Research I:Statistics". Below these are five tabs: "Department and Field of Study", "Class and Level" (which is selected), "Degree and Program", "Campus and College", and "Student Attribute and Cohort". The "Class and Level" tab contains two sections: "Class Restrictions" and "Level Restrictions". Each section has radio buttons for "Include" and "Exclude" (with "Exclude" selected). Below each section is a table with two columns: "Class" (or "Level") and "Description". Each column has a dropdown menu and four empty input boxes. A vertical scrollbar is on the right of each table.

9. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT or continue.
10. Perform a next block to take you to the **Degree and Program Restriction** block. *These fields are view only and show restrictions by degree and program that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.*

The screenshot shows the same "Schedule Restrictions" window, but with the "Degree and Program" tab selected. The "Degree Restrictions" section has "Include" and "Exclude" radio buttons (with "Exclude" selected) and a table with "Degree" and "Description" columns, each with a dropdown and four input boxes. The "Program Restrictions" section also has "Include" and "Exclude" radio buttons (with "Exclude" selected) and a table with "Program" and "Description" columns, each with a dropdown and four input boxes. A vertical scrollbar is on the right of each table.

11. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT or continue.
12. Perform a next block to take you to the **Campus and College Restriction** block. *These fields are view only and show restrictions by degree and program that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.*
13. Perform a next block to take you to the **Student Attribute and Cohort Restriction** block. *These fields are view only and show restrictions by degree and program that are pulled from the catalog. Contact the Academic Scheduling Office to make section-level changes.*

Schedule Restrictions SSARRES 8.0 (PROD)

Term: 201080 CRN: 10036 Subject: SOCL Course: 316 Title: Social Research I:Statistics

Department and Field of Study Class and Level Degree and Program Campus and College **Student Attribute and Cohort**

Student Attribute Restrictions

☐ Include ☒ Exclude

Attribute	Description
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Cohort Restrictions

☐ Include ☒ Exclude

Cohort	Description
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

14. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.

Cross-listing Courses

*Cross-listed & double-booked/multiple use of a room situations are handled the same way in Banner. Neither requires the same section number.

*The override indicator (letter O or check) is used in setting up cross-listings. It allows for multiple use of a room and overrides an instructor conflict. This field is listed on the Meeting Time and Instructor form on SSASECT. The override indicator should only be used when connecting courses. Misuse will cause scheduling errors.

Schedule SSASECT 8.2.1 (PROD)

Term: 201080 CRN: 10036 Create CRN: Copy CRN: Subject: SOCL Course: 316 Title: Social Research I:Statistics

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	KINA	316	LEC	2.50	<input type="checkbox"/>	4.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	KINA	216	LAB	2.50	<input type="checkbox"/>	.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Instructor Session Indicator ID Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

01	W10134873	Marx, Jonathan I.	6.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	

- Each of the courses going to be cross-listed (connected) must be built first on SSASECT. (See "Adding a Section of a Course" information on page 6.)
- To perform the connection between courses you need to know the CRN for each course and their maximum enrollment size.
- The information related to building, room and instructor should be entered for the primary course in the series (checking to make sure there are no room or instructor conflicts). Then you use the Override Indicator when entering building/room and instructor information on the secondary course(s) (enter the letter O for the room and check the box for the instructor).
- On SSASECT for any course in the cross-listing series, use the Option tab at the top of the form and select Cross-List Definitions [SSAXLST].
- Click on the down arrow to the left of the Cross-List Group Identifier field. This will bring you to SSAXLSQ. Execute an inquiry (F8 key). This will bring up a list all of the cross-list identifier codes already in use for the term. The bottom portion displays the courses connected by the cross-list identifier highlighted.

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
201080	01	30	0	30
201080	02	20	0	20
201080	03	15	0	15
201080	04	20	0	20
201080	05	30	0	30

Cross List Section

CRN	Subject	Course	Section	Part of Term	Credits		
10020	PLSC	371	001	1	3.000		
10021	WMST	371	001	1	3.000		

Term Code; press COUNT QUERY HITS for Cross List Meeting Time/Instructor Form.

6. Scroll down to see last two digit code used (***cross-list identifier codes and sequence are noted below**) and exit out of SSAXLSQ to re-enter original SSAXLST form. Enter the next identifier code to be used (in the above example, that would be 06) and do a Next Block. It is extremely important to be consistent and use the codes in the sequence stated so that the next user will know what code to use. Randomly selecting codes becomes labor intensive at the end of the scheduling process.
7. In the maximum enrollment field enter the collective total maximum enrollment for all of the courses to be connected and do a Next Block function. If you enter a collective max of zero, it will block students from registering for courses.

Term: 201080 Cross List Group Identifier: 05

Cross List Enrollment

Maximum Enrollment: 30 Actual Enrollment: 0 Seats Available: 30

Cross List Section		Course Number	Section	Part of Term	Campus	Credit Hours	Reserved Indicator	Enrollment		
CRN	Block							Subject	Maximum	Actual
10062		350	002	1	M	3.000		20	0	20
10063		350	002	1	M	3.000		10	0	10

8. In the CRN field, enter the primary course in the series that also holds the initial building, room, and instructor information.
9. Do a next record (down arrow) to enter a CRN number for each additional course being connected in the group. Save.

10. Return to the SSASECT form (Options>SSASECT). Each of your courses will now have the Cross List Identifier code stated in the "Cross List" box. This number is what connects the courses.
11. Use the SSAXLST form to verify your work.
12. If you need to **remove** one of courses that was connected in the group or all, simply delete the cross-list identifier code on SSASECT.
13. You can check to see what courses are connected together on SSASECT for any course with a code listed in the Cross List field by double-clicking in the cross-list identifier code box. This will take you to an inquiry form SSAXLSQ. Hit F8 to execute an inquiry. The courses connected by code will be displayed at the bottom of the form.
14. You can also do a search on the Schedule Section Query Form SSASECQ to see what courses are connected by a cross-list identifier code. You can get to this inquiry form by double-clicking in the Course Reference Number field on SSASECT form. Enter a code into the Cross List box and hit the F8 key to activate the inquiry. This will produce the courses linked in Banner by this cross-list identifier.

Note: Simply using the over-ride function in Banner and not connecting courses via the cross-list identifier will affect room scheduling and final exams. **Please use the cross-list identifier to connect courses.**

Banner Cross-List Identifier Codes:

The cross-list identifier code is only two digits; therefore, to maximize the use of this field and to locate the next code in line to be used easily, a scheme is needed and must be observed. Please adhere to the scheme noted below. The scheme is based on how Banner orders the codes on the SSAXLST form.

First use: 01-99
Then: A1-A9
AA-AZ
B1-B9
BA-BZ
C1-C9
CA-CZ
Etc.

How to Access a Room's Class Schedule

From the main menu, type in **SSAMATX** in the Go To...box and hit **Enter**. Enter the 4-letter building code and the room number (leaving the room number blank will show all classes scheduled in that building).

[illegible]

Tab over to the Term field, or scroll over, using the bar shown circled below. Enter the term to view courses only. Enter a range of dates if you wish to view courses AND events scheduled in the room. Events will be listed after all courses and are only identified by event numbers. In order to see the name of the event, check the University's online Master Calendar of Events.

The screenshot shows the Oracle Developer Forms Runtime web interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > SSAMATX". Below it is a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". A toolbar contains various icons for file operations, editing, and navigation. The main window displays a form titled "Building/Room Schedule SSAMATX 8.2.1 (PROD)". The form consists of several columns: Building, Room, Campus, Begin Time, End Time, Term, Subject, Course, CRN, Cross List, and Function. Each column has a dropdown arrow at the top. The "Term" dropdown is currently set to "201110". At the bottom of the form, there is a "Query Term:" label followed by a text input field containing "201150". A green circle highlights a horizontal scrollbar located below the form fields. The status bar at the very bottom indicates "Record: 1/1" and provides keyboard shortcuts: "Enter-Qu...", "List of Valu...", and "<OSC>".

Execute the Query by choosing Enter under the Query menu, pressing the Execute Query icon, or hitting F8. To download the room schedule into an Excel file, go to **Help** and select **Extract Data No Key**. A window of Internet Explorer will open, asking if you want to open, save, or cancel the Excel file. Select Open. After a few moments, the data will appear in an Excel spreadsheet that you can save, re-sort, print, etc.

Helpful Hints

- Double check variable-credit courses to make sure a unique credit hour has been assigned to the course.
- Do not enter anything in the Grade Mode field. Doing so will cause problems at grading. Course grading information is pulled from the catalog level, not the section level.
- An instructor must be assigned to the course by at least the day before the class starts. Contact the Academic Scheduling Office to add new faculty.
- Do not use the override indicator unless setting up cross-listed courses.
- Double check courses to make sure a maximum enrollment has been set for the course. Students will not be able to register for courses capped at zero, and they will appear at the bottom of the student's screen as closed.
- When setting up cross-listed courses, make sure all of the courses being connected have the same meeting time pattern and instructor. Unlike SIS, Banner doesn't do this automatically, either at the time of creating OR updating cross-listed courses.
- Never override a room conflict message without first checking to see what is causing the conflict.
- Building and room information must be entered for courses with meeting times. Otherwise, enter TBA as the building and leave room and meeting times blank. All will appear as TBA on Wingspan. For online courses, use the building INTR and the room 000 (three zeroes).
- When deleting data, work in REVERSE order from how it was input.
- Remember that Banner is case-sensitive.
- Don't change course titles on SSASECT unless you have an R19 (either electronically or paper).
- Updates cannot be made when you are in query mode on a screen.

- Some fields cannot be updated if students are enrolled. In those cases, contact the Associate Registrar, give him the CRN and ask him to drop the students. Cap the course at 0. Once he has dropped them, go in and make the change. Email him once again to add the students back. Change the cap back where it was. This applies to the following fields: Schedule Type (Lecture, Lab, Independent study, etc.), Instructional Method (Hybrid, Web, Classroom), and Part of Term (dates).