STEPHEN F. AUSTIN STATE UNIVERSITY

Banner 9

Student

Banner 9  SSASECT

Building/Modifying the Class Schedule

March 7, 2017
Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

Prepared By: Stephen F. Austin State University
Registrar’s Office

Revised: March 7, 2017
A. Overview .......................................................................................................................... 4
   Session Overview ................................................................................................................ 4
   Learning Guide Icons ......................................................................................................... 4
B. Catalog /Course Inventory - SCACRSE ......................................................................... 5
   Catalog listing .................................................................................................................... 5
C. Building Sections - SSASECT ....................................................................................... 6
D. Variable Credit Hours ..................................................................................................... 10
E. Setting/Changing Enrollment ......................................................................................... 11
F. Setting/Changing Meeting Times .................................................................................. 17
G. Setting/Changing Building And Room Assignments .................................................. 19
   Available Classroom Query ............................................................................................ 22
   Building/Room Schedules ............................................................................................... 26
H. Assigning/Changing Faculty Assignments .................................................................... 27
   Available Instructor Search ............................................................................................ 33
   View Faculty Member’s Schedule .................................................................................. 35
I. Section Comment Form - SSATEXT .............................................................................. 37
J. Co-Requisites - SSADETL ............................................................................................ 411
K. CAPP Areas For Pre-Requisites .................................................................................. 43
L. Schedule Restrictions - SSARRES ............................................................................. 455
M. Section Attributes – SSADETL ..................................................................................... 46
N. Adding A Section Long Title - SSASYLB ................................................................. 4848
O. Deleting A Section ........................................................................................................ 50
P. Cancelling A Section When Enrollment Exists ............................................................ 51
Q. Helpful Hints! ................................................................................................................ 52
R. Appendix A ................................................................................................................... 53
S. Appendix B - Section Numbers ..................................................................................... 54
Overview

Session Overview

Introduction

Use the Schedule Form (SSASECT) to create or display sections for the courses that were created in the Catalog module, according to the definitions and restrictions that were set up there.

Prerequisites

The following are prerequisites for completing this session:

- Orientation Training

Learning Guide Icons

In this Banner training manual, watch for these icons to highlight important information.

- Indicates an important trap to avoid.
- Indicates an important warning regarding the form or data entry.
- Indicates a shortcut or tip.
- Indicates hands-on exercise or activity.
Before a course section can be created, it must exist in the Course Catalog (SCACRSE). The Course Catalog is the equivalent of Course Inventory in the Plus System (Screen 125). All SFA courses that have been approved by the SFA Curriculum Committee, SFA Board of Regents, and the Texas Higher Education Coordinating Board will be listed in SCACRSE. SCACRSE maintains and displays the basic course information needed to create a section for the Schedule. Users will only be able to create sections the following Fall within the parameters set by its Catalog listing.
Building Sections - SSASECT

1. Go to SSASECT (must select SSASECT in the drop down box) and type in the appropriate term.

2. Tab over to the CRN field and type 'ADD'. Now, select the green Go box or (Shift + F3).

3. Fill in the following fields: (to query, hit F9, double-click in the field, or click the List-of-Values button).

   - **Subject**: (Ex: ENG) You should only create courses that are within your specific department.
   - **Course Number**: (Ex: 131) Once entered, the matching title will display.
   - **Section**: (*Required Field) (Ex: 001, 002, etc.) Sections must be a 3 digit Format, and you should select section numbers that fall within the values recommended by your Dean’s office and the University.

   *For Online or Distance Education courses, please see Appendix A for SSASECT Rules for Section Numbers.*

   If you have questions regarding an assignment for a Distance Education Course, please contact the Center for Teaching and Learning at x1919.

   **For Academic Partnership courses, please review the Building AP Sections chapter. Specific sections are utilized for AP only.**

   If you have any questions regarding an assignment for an Academic Partnership course, please contact the Registrar’s Office at 1370.

   - **Cross List**: SKIP - this will be added in the Registrar’s Office.
   - **Campus**: (*Required Field) (Ex: M for Main Campus/ SFA, 8WW for World Wide Web, 2HB for Humble public school).
   - **Status**: (*Required Field) (O) for Open; (X) for Cancelled.
   - **Schedule Type**: Click LOV button to select correct type. Only Schedule types approved for this course will be displayed.
- **Instructional Method:** This will initially and automatically populate as “TR” (Traditional/Face to Face) when filling in Schedule Type. If the method needs to be changed to another method, such as WEB, Interactive Video, etc, type it here, or select from the List-of-Values. **NOTE:** Once enrollment exists, Banner will not allow you to change the Instructional Method.

- **Integrational Partner:** D2L

- **Grade Mode:** SKIP and leave blank (Grading information related to a course is pulled from the Catalog level not the section level).

- **Session:** options are as follows: (This field is optional.)
  - M (morning) 8 am or before thru 12 pm
  - A (afternoon) 12:01 pm to 4 pm
  - E (evening) 4:01 pm and after
  - S (Saturday)
  - O (online)

  If the section’s meeting times fit more than one of the sessions, you can leave this field blank.

- **Special Approval:**
  - PD (Department Permit req.)
  - PI (Instructor Permit req.)
  - PM (MBA Director Permit req.)

- **Part of Term:**
  - 1 = Full term Fall or Spring
  - REM = Remedial/Developmental
  - F1 = First Half semester Fall or Spring
  - F2 = Second Half semester Fall or Spring
  - M = Maymester
  - S1 = Summer 1
  - RM1 = Remedial/Developmental Summer 1
  - S2 = Summer 2
  - RM2 = Remedial/Developmental Summer 2

**NOTE:** Once a part of term is assigned and saved, it CANNOT be changed.
• **Duration:** SKIP - Not Used.
  
  ▪ **Credit Hours:** Courses that have multiple credit hours can be assigned designated hours for that specified section in that specific term. This will be addressed more in depth in Section D of this training material.

  Most of the other fields on this form will be automatically populated, based on the information that rolls down from the Catalog level. These setting should not be changed.

• **Link Identifier:** SKIP - Not Used.

• **Attendance Method:** SKIP - Not Used.

• **Weekly Contact:** SKIP - Not Used.

• **Daily Contact:** SKIP - Not Used.

• **Gradable:** Should only be “unchecked” for **NONGRADED** sections thus preventing a grade from being entered for it.

• **Voice Response and Self-Service Available:**
  If unchecked, the section will not show on the Electronic Class Schedule and cannot be registered for online.

• **SAVE your changes.** A CRN (Course Reference Number) will automatically be generated for the course. Once a section is saved and created you can continue with setting max enrollment, meeting times, locations, and instructor assignments.
In some cases, courses may have multiple credit hour options. This occurs with Variable Credit courses.

- **Variable Credit Courses** - are identified with credit hours that are in a range. (Ex. 2 to 12). These courses can be taken for credits that fall within the specified range. Departments can specify a designated number of credit hours when necessary by populating the field directly below the Credit hour range.

Billing Hours MUST always equal Credit Hours.

In this example, although variable, this section has been set to 3 credit hours. This limits students from registering for anything other than the 3 credit hours that are designated.
1. Go to: SSASECT

2. Enter the applicable term and tab to the CRN field
   a. If you know the CRN (Course Reference Number), you can enter the number and then do a Next Block.
b. If you do not know the CRN, you can query for it using the following steps.
   i. With the cursor flashing in the CRN field, click on the LOV.

      ![Schedule Section Query](image)

      This will bring up the Schedule Section Query screen. You can narrow down a search by choosing and filling in the parameters you would like to search by, then clicking ‘Go.’
ii. When you double click on the CRN it will carry you back to the SSASECT form and populate that section in the CRN field.

iv. Select green Go box

3. You will see that the information for the Section is auto-populated and the tabs for Enrollment and Meeting Times and Instructor are accessible.

Please do not alter ANY of the information in the COURSE SECTION INFORMATION area!!
4. Click on the Section Enrollment Information tab.

5. Your enrollment details for this section are now displayed.

6. Click in the Maximum Enrollment field and type the enrollment that you want it updated to.
   (Maximum = maximum number of seats, Actual = number of student currently registered for the course, Remaining = number of seats remaining.)

***Projected*** Enrollment Field

The Projected Enrollment field will be used in conjunction with other software to provide predictive and comparative analysis from term to term. Despite the name, the Projected Enrollment field will be used to indicate the absolute maximum number of students that will be taught in a particular section.
This field will not be manipulated during the enrollment period to balance section fill rates or to manage teaching loads. This field should be updated as required during term planning (after the term is rolled in Banner) and then left alone. The only time this field should be adjusted is if there is an actual requirement to change the total number of seats offered for a section in the upcoming term. The field should not be incrementally adjusted during the enrollment period. If you have a need to manage section enrollment during the enrollment period, use the Max Enrollment field.

* *For example: For section ABC 123, the maximum number of students that can be effectively taught in one section is 40. You are planning on offering two sections, ABC 123.001 and ABC 123.002 and you want to balance the enrollment in the sections. In Banner you would set the Projected Enrollment field for each section at 40. To manage how many students enroll in each section you can set the Maximum Enrollment field to 15 in each section and gradually increase it until you reach 40 students.

Upon initial setup “Maximum” is set to 15, while “Projected” is set to 40.

Once “Actual” enrollment reaches 15, Maximum can be increased by another increment closer to the “Projected” goal of 40.

You may repeat this process over time until Actual Enrollment reaches Projected Enrollment.
The Maximum Enrollment Field should never exceed the Projected Enrollment Field.

If the value entered into the Maximum Enrollment Field exceeds the value in the Projected Enrollment Field, you will receive an error. If you receive this error, decrease the number in the Maximum Enrollment Field to a number below (or equal to) the number in the Projected Enrollment Field.

7. Next, click Save or Shift + F10 to activate and save the change. ***** Be sure to always verify the change by looking at the top of the screen. The message should state “Save was successful” Otherwise, the change may not have gone through.*****

8. Your section enrollment has been modified.
1. Follow steps 1 through 3 as listed in Section E.

2. Click on the Meeting Times and Instructor Tab

**NOTES:**

3. The Meeting Type and Start and End Dates should **NEVER be changed**. This is officially reported information and should **NEVER be altered**.

4. You can select the days that the class is being offered by clicking in the box. If you want to deselect a day - click on it and the check will be removed.
NOTES:

5. If you are only changing the days of the week, you can click Save or Shift + F10.

6. If you also want to change the meeting times, simply type over the existing times and click Save or hit Shift + F10.
   **Keep in mind that in Banner, start and end times MUST be entered as military time.

7. If you want to change the room number assignment ONLY, type the new room number over the current room number and click Save or hit Shift + F10.
   **If you want to change the Building code, see Section G.

If you assign a new time to a class that creates a conflict with another class already assigned, Banner will give a message at the top notifying you of the conflict and your changes will NOT be saved.

**You can “force” the new day, time, and room number settings by typing “O” in the Override Indicator field and click Save.
1. Click on the Meeting Location and Credits Tab.

2. To change a room number, click in the Room field. The cursor will blink behind the current room number. Hit backspace to remove the current room assignment. Enter the new room and click Save or F10.
3. If you get a message that there is a conflict assigning the room, you will need to verify that the room is not already assigned to another section. If you want to override the conflict, click on the Meeting Location tab and then click in the Override Indicator field and enter an O for Override. Then save or continue to the steps to change building assignment.

![Schedule SSASECT 9 3 (TFRTR)](image)

**NOTES:**

In order to change a building assignment, you will need to first remove the instructor and the current room assignment.

4. Click in the ID field of the instructor block so that the ID is highlighted. Click the 'Delete' icon to remove the instructor. Then Save or F10.

![Schedule SSASECT 9 3 (TFRTR)](image)
5. Click the Meeting Location and Credits tab. Select the Room and backspace/delete to remove it.

Click in the Building field. The current building will be highlighted. Hit backspace to remove the building and type in the new building assignment. You can use the List of Values button to look up the building code if you are not sure about the abbreviation for the Building.

Select Room field, assign the room and click save or F10.

To reassign the instructor - see Section H.
Available Classroom Query

This form will aid you in finding and displaying available rooms for specified days and times.

1. In SSASECT, click in the Building Field or the Room field.

NOTES:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
2. Click 'Related' at the top right of the Form. Select the Query Available Class Room to go to the SLQMEET form.

3. This form includes the information for the course (days, time, building, and max enrollment.) Once the correct search parameters have been filled in, click 'Go.'
4. The parameters you searched by will be listed in the fields at the top of this form. Click in the ‘Class Room Query Results’ block (or ALT + Page Down twice) to see the results of your search.

5. If you click “Start Over” you can change the Building designation and query again if needed. - Here we changed it to the Business Bldg. - Notice it also takes into consideration the room capacity.
### Available Class Room Query SQLMEET 9.3 (TESTII)

#### Meet:
- Mon: [ ]
- Tue: [ ]
- Wed: [ ]
- Thu: [ ]
- Fri: [ ]
- Sat: [ ]
- Sun: [ ]

#### Time:
- From Time: 1200
- To Time: 1340

#### Building:
- BUSI

#### Site:
- 001

### Desired Room Attributes
- Attribute 1
- Attribute 2
- Attribute 3
- Attribute 4
- Attribute 5
- Attribute 6

### Class Room Query Results

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Description</th>
<th>Campus</th>
<th>Site</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI</td>
<td>1158</td>
<td>Finance Round Table</td>
<td>M</td>
<td>001</td>
<td>20</td>
</tr>
<tr>
<td>BUSI</td>
<td>224</td>
<td></td>
<td>M</td>
<td>001</td>
<td>32</td>
</tr>
<tr>
<td>BUSI</td>
<td>277</td>
<td></td>
<td>M</td>
<td>001</td>
<td>36</td>
</tr>
<tr>
<td>BUSI</td>
<td>314</td>
<td></td>
<td>M</td>
<td>001</td>
<td>62</td>
</tr>
<tr>
<td>BUSI</td>
<td>322</td>
<td></td>
<td>M</td>
<td>001</td>
<td>30</td>
</tr>
<tr>
<td>BUSI</td>
<td>377</td>
<td></td>
<td>M</td>
<td>001</td>
<td>30</td>
</tr>
<tr>
<td>BUSI</td>
<td>452</td>
<td></td>
<td>M</td>
<td>001</td>
<td>50</td>
</tr>
<tr>
<td>BUSI</td>
<td>458</td>
<td></td>
<td>M</td>
<td>001</td>
<td>50</td>
</tr>
<tr>
<td>BUSI</td>
<td>465</td>
<td></td>
<td>M</td>
<td>001</td>
<td>40</td>
</tr>
</tbody>
</table>
Building/Room Schedules

To see what is currently scheduled for a classroom - Follow these instructions.

1. Return to SSASECT by clicking the white “X” in the upper left corner. While in the Meeting Location and Credits block, click ‘Related’ at the top right and select SSAMAXT (Building/Room Schedules.)

2. In this form you will have to choose search parameters by clicking the drop down menu. You can choose to query by multiple parameters. Enter Building or Building and Room, type in the parameter values, then click ‘Go’ (or F8) to see which classrooms have already been assigned. In the following example, we searched for classes assigned to ART 106.
Assigning/Changing Faculty Assignments

1. On the SSASECT form, enter the term information and the CRN for the section you are modifying. Click ‘Go.’

2. Click on the ‘Meeting Times and Instructor’ tab.
3. Click in the ‘Instructor’ block or ALT + Page Down twice.

4. Click on the Instructors ID to highlight the current instructor.

5. Click ‘Delete’ to remove the current instructor.

6. Tab to or double click in the ID field and enter the ID for the new instructor. If you do not know the instructor’s ID number see step 7.

7. Click on the LOV button to query for the new instructor. This will take you to the SIAIQRY, the Faculty/Advisor query form (see steps a thru d below).
a. Several fields will appear at the top of this form. Unless you would like to further narrow down your search using these parameters, click ‘Go.’ (The essential parameters have already been filled in automatically.)

b. Now, you will have to select the parameters you would like to search by. Click the drop down menu to select what fields you would like to use. In the example below, we chose the ‘Last Name’ and ‘First Name’ parameters to look up the instructor.

Fill in the fields you have chosen - this form is case sensitive so you must use the appropriate capitalization. If you are unsure of the spelling, you can use the wildcard (%) feature. Click ‘Go’ or F8.

c. You will see a list of all instructors who match the parameters you queried by. The fewer parameters you use, the more results you are likely to receive.

d. Double click on the appropriate Instructor's ID number. This will carry you back to the Instructor assignment form and insert the instructor's information.
8. Click Save or F10 and verify transaction completion by watching for the green save verification balloon.
9. If a faculty member is currently assigned to a course that does not have meeting times, (Online courses, Independent Studies, Internships, etc) or a time conflict with their current assignments occurs, you will receive the error:
*ERROR* Instructor Schedule Conflict, Press HELP for Available Instructors.

To force the assignment, check the ‘Override indicator’ box.

Then click Save or F10 and verify transaction completion by checking the save verification balloon.

NOTES:
10. For multiple instructors for the same course, you will need to enter percentages that will equal a total of 100 for the Percent of Responsibility and Percent of Session.
Available Instructor Search

Banner will also let you search for available instructors when trying to determine who is available for a particular time or day.
1. While in the Instructor Block on SSASECT, click in the instructor line and then click ‘Related’ at the top right of the form.

2. Select ‘Query Available Faculty.’ This will pull up the SAIFAVL form.
3. In the Key block of the SIAFAVL form, enter the applicable department code and click ‘Go.’

ALT + Page Down to “Next Block Down.”

A list of faculty within the specified department available at that time will be listed.
View Faculty Member’s Schedule

Use the following steps to view a faculty member’s schedule.

1. In SSASECT, again in the instructor block, make sure that you have selected the value in the ‘Session Indicator’ field. Now click ‘Related’ at the top right of the Form. In the drop down box select ‘Query Faculty Schedule.’ This will take you to the SIAASGQ form.

   ![Screenshot of SSASECT with session indicator highlighted]

   Click ‘Go.’

   ![Screenshot of Faculty Schedule Query with instructor's schedule displayed]

2. The instructor’s schedule of classes will be shown.
Our building, room assignments and instructors are all reported on our State Coordinating Board reports. If you encounter a building, room or instructor that gives an error of invalid, please contact our Office of Institutional Research.
The Section Comment form, SSATEXT, is used to attach important comments to a section. This form can be used to enter or display short or long comments (memo notes) associated with a section that a department or instructor may wish to appear with the class in the online Schedule of Classes. The text entered on this form will also appear on a student’s Student Detail Schedule.

1. Go to SSASECT.

2. Enter applicable term and CRN and click ‘Go.’ If you don’t know the CRN you can query for it.
3. ALT + Page Down to “next block” in order to populate the Course Section Information

4. Click ‘Related’ and select SSATEXT-

Click ‘Go.’

5. This will take you to the specific SSATEXT form for that course section.
1. Click in the **Section Text Block** -
   a. In the Section Text Block, each line is an individual record. You have a maximum of 60 characters for each line. No word processing features are provided, and there is no word wrap function in this block. The information entered here will display on the Schedule of Classes for students to view **IF** there is nothing posted in the Section Long Text block for this specific course.

2. **OR** Next Block down to the **Section Long Text Block** -
   a. In the Section Long Text Block, text does wrap and some text editing is available. You are able to copy information from a Word document into this block. Information entered here will display on the Schedule of Classes for students to view and will override any information entered in the Section Text Block. A maximum of 32,760 characters may be entered in this Block.

3. Type in your section notes and complete the process by clicking ‘Save’ or F10.
By entering `<br>` at the end or beginning of a line creates a line break for easy viewing in Online Schedule of Classes. Without the line break, it would appear as “Freshmen only No sophomores” being all on the same line. Here is how it will look in the Online Schedule of Classes.
Lectures and seminars and their co-requisite labs or practicums are set at the catalog level. If you wish to allow the students to choose any lecture and lab/practicum sections, you do not have to make any changes on the SSADETL form. However, if you wish to pair specific lecture and lab/practicum sections, follow these instructions:

1. Go to SSASECT; enter the term and CRN of the lecture course you wish to pair with a specific lab/practicum.

   ![Screen shot of SSASECT interface]

   Click ‘Related’ and select ‘Course Section Detail.’

   ![Screen shot of Course Section Detail]

   Click ‘Go.’

   ![Screen shot of Course Section Detail with Go button highlighted]
2. Next block (ALT + Page Down) once to the ‘Corequisites’ block.

3. Enter the CRN of the specific lab that you wish the students to register for with this lecture section. You will need to perform the same operation on the lab section listing the CRN of the lecture section in the Corequisites block.
CAPP Areas For Pre-Requisites

The CAPP Radial is used to indicate whether CAPP areas are being used on the section for the effective term. Form SSAPREQ must also have the area identified for the pre-requisite to work.
The Section Test Score and Pre-Requisite Restriction block is not used because ALL pre-requisites are built in CAPP at the Catalog level, so they apply to all sections that are created for that course.
Preventing or restricting particular groups of people from sections is a simple action in Banner 9. When restrictions are assigned at the Catalog level, any section created after that will automatically have the designated restriction. However, restrictions can also be controlled at the section level.

To View or Assign Restrictions:
(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.
3. Tab to the CRN field and enter the Course Reference Number you want to update. Click ‘Go.’
4. Next Block or ALT + Page Down.
5. Click ‘Related’ and select ‘Schedule Restrictions (SSARRES)’ from the drop-down menu.

Verify the term and CRN for the class you wish to set restrictions on and click ‘Go.’

6. Perform a Next Block to take you to the first Restrictions Tab, “Department Restrictions”. By choosing “Include” you are
allowing only the Department(s) you designate to be eligible to register for the section. If you select “Exclude”, you are preventing the Department(s) you designate from being able to register for the section.

7. Other Restrictions that can be assigned include:
   - Field of Study (major, minor, concentration, or all)
   - Classification
   - Level
   - Degree
   - Program
   - Campus
   - College
   - Student Attributes

All restrictions have the option of “Include” (allow) or “Exclude” (prevent). When Restrictions have been placed at the Catalog level, they will be viewable on this form.

8. Click ‘Save’ or F10 to save your changes
9. Click the white X or (Ctrl Q) to take you back to SSASECT.

Attributes can be assigned to sections when needed, such as Writing Enhanced or Honors. Attributes identify special characteristics for courses. Never remove attributes that roll from the Catalog level. Examples of attributes that come from the Catalog level
include: Core Curriculum Attributes, Exclude 3 Peat (for courses that can be taken more than once for credit), and Activity Courses. To assign attributes to a specific section, follow these steps:

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the Term field.
3. Tab to the CRN field and enter the Course Reference Number you want to update. Click ‘Go.’
4. Next Block or ALT + Page Down.
5. Click ‘Related.’ Select ‘Course Section Detail’ from the drop down menu.

Click ‘Go.’
6. Click on the “Degree Program Attributes” tab.
7. Use the down arrow to arrow down to the first blank record, and enter the course attribute needed. Use the List of Values or Drop Down Box if necessary to find the code for the attribute you need.

Never remove attributes that rolled from the Catalog level.

8. Click Save or F10 to save your changes
9. Click the Exit icon or Ctrl + Q to take you back to SSASECT.

**Adding A Section Long Title - SSASYLB**

Titles are limited to 30 characters on the SSASECT form. By using the Section Long Title option on SSASYLB, a maximum of 100 characters is available to use for titling a section. This title will be displayed as the section title in the Schedule on SSB and will print out on a student’s transcript. The purpose of this form is to expand the abbreviated title or to give a title to Independent Studies ONLY. All other title changes must be submitted through the Curriculum Change process.

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the Term field.
3. Tab to the CRN field and enter the Course Reference Number you want to update. Click ‘Go.’
4. Next Block or ALT + Page Down.
5. Click ‘Related.’ Select Section Syllabus Form (SSASYLB).
6. In the Section Long Title field for a topics course, enter the Title of the course and the Long Title of the section. Ex. CHE 275 020 (Special Problems: Spectroscopic Studies of Nitrated Benzathrones).
Click ‘Go.’
7. Click Save icon or (F10).
8. Click the Exit icon or (Ctrl Q) to take you back to SSASECT.

Deleting A Section

This procedure should only be conducted DURING SCHEDULE BUILD ONLY.

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the Term field.
3. Tab to the CRN field and enter the Course Reference Number you want to update. Click ‘Go.’
4. Next Block or ALT + Page Down.
5. Click on the “Course Section Information” tab.
6. Click the ‘Delete’ icon (or Shift + F6).
7. Click ‘Save.’
8. Click the white X to take you back to the General Menu.
Cancelling A Section When Enrollment Exists

Note: If students are enrolled, you MUST contact the students via email or through the instructors SSB and let the enrolled student know the course has been cancelled.

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the Term field.
3. Tab to the CRN field and enter the Course Reference Number you want to update. Click ‘Go.’
4. Next Block or ALT + Page Down.
5. To determine if any students are enrolled, click on the “Section Enrollment Information” tab. The number of enrolled student will show in the ‘Reserved Actual’ field. If no students are enrolled, continue to step 6.
6. Click on the “Course Section Information” tab.
7. Click in or Tab to the “Status” field and enter “X” (cancelled).
8. Click the Save icon or (F10)
9. Click the white X to go back to the General Menu.

When a section is CANCELLED, it will be removed from the Online Schedule, and students will not be able to register for it.
Helpful Hints!

- Double check variable credit hour courses to make sure a unique credit hour has been assigned to the course when needed.
- Do not enter anything in the Grade Mode field. This will cause problems during grading. Course grading information is pulled from the catalog level, not the section level.
- Continually check schedules for missing instructor information. An instructor must be assigned to the course in order to allow the instructor web access to the course information and grading.
- The only override code that should ever be used is “O” (alpha).
- Double check courses to make sure a maximum enrollment has been set for the course. Courses set to zero cannot be selected for registration by students through SSB.
- Never override a room conflict message without first checking to see what is causing the conflict.
- Review! Review! Review!
1. 3 Separate Terms
   a. Maymester - 201325  All CRNS begin with “25”
   b. Summer I - 201330  All CRNS begin with “3”
   c. Summer II - 201340  All CRNS begin with “4”

2. No roll from last summer - Maymester, Summer 1, and Summer 2 2013 schedules must be entered in its entirety.

3. Labs and practicums will need to be built in Fall 2013.

4. All labs will be separate courses with “L” in the course number

5. Co-requisite practicums with be a separate course with “P” in the course number

6. Linking will no longer be possible; courses will be established as co-reqs at the catalog level. This will require students to register for a lecture/lab combination without any entry at the section level. If they want a specific lab with a specific lecture, CRNs will need to be entered on SCADETL. See Section J.
# Appendix B - Section Numbers

## SSASECT RULES

*Updated 10/25/2013*

<table>
<thead>
<tr>
<th>Section Numbers</th>
<th>Description</th>
<th>Campus</th>
<th>Instructional Method</th>
<th>SSASECT Inst Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-300</td>
<td>Traditional or face-to-face – The instructor and the students are in the same physical location at the same time.</td>
<td>M</td>
<td>1 – Face-to-face</td>
<td>TR</td>
</tr>
<tr>
<td>301</td>
<td>Human Sciences Inter-institutional (WEB - Fully Distance Education – A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.)</td>
<td>8WW</td>
<td>2 - Internet</td>
<td>WEB</td>
</tr>
<tr>
<td>490-499</td>
<td>Off Campus Face-to-face</td>
<td>Off-Campus Site Code</td>
<td>1 – Face-to-face</td>
<td>TR</td>
</tr>
<tr>
<td>500-549</td>
<td>Internet (WEB - Fully Distance Education – A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.)</td>
<td>8WW</td>
<td>2 - Internet</td>
<td>WEB</td>
</tr>
<tr>
<td>550-559</td>
<td>AP web in-state: Majors: CHAP, ECAP, APPT, APPB, ELAP (WEB - Fully Distance Education – A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.)</td>
<td>8WP</td>
<td>2 - Internet</td>
<td>WAP</td>
</tr>
<tr>
<td>560-569</td>
<td>Unused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>570-574</td>
<td>Unused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>575-579</td>
<td>Unused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>580-589</td>
<td>Unused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>590-599</td>
<td>Internet (WEB - Fully Distance Education – A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.)</td>
<td>8WW</td>
<td>2 - Internet</td>
<td>WEB</td>
</tr>
<tr>
<td>630-649</td>
<td>Hybrid/Blended Course – A course in which more than 50 percent, but less than 85 percent, of the planned instruction occurs when the students and instructor(s) are not in the same place.</td>
<td>M or 8WW</td>
<td>6 – Hybrid/Blended</td>
<td>HYBR</td>
</tr>
<tr>
<td>650-699</td>
<td>Unused</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>700-795</td>
<td>Off campus Interactive Video</td>
<td>Off-Campus Site Code</td>
<td>4 - Two-way Interactive Video</td>
<td>ITV</td>
</tr>
<tr>
<td>800-899</td>
<td>On campus Interactive Video</td>
<td>M</td>
<td>4 - Two-way Interactive Video</td>
<td>ITV</td>
</tr>
<tr>
<td>900-910</td>
<td>Multiple or Other Electronic Media (use only if no other single mode accounts for 50 percent of the instruction or if the electronic instruction mode is not face-to-face, fully distance education, video tape/ENG and/or broadcast TV or two-way interactive video)</td>
<td>Most appropriate choice for specific section</td>
<td>5 – Multiple</td>
<td>MULTI</td>
</tr>
<tr>
<td>911-999</td>
<td>Unused</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>