

STEPHEN F. AUSTIN STATE UNIVERSITY

A graphic of a white banner with a black outline, featuring a central rectangular section and two pointed ends. The text "Banner 9" is written in a large, bold, black sans-serif font across the central section.

Banner 9

Student

SSASECT

**Building/Modifying the
Class Schedule**

Building/Modifying the Class Schedule

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:

Revised: Stephen F. Austin State University

Registrar's Office

April 7, 2020

Building/Modifying the Class Schedule

Table of Contents

Session Overview	4
SSASECT - Building Sections.....	6
I. Create a Section.....	6
i. Variable Credit Hours	9
ii. CAPP Areas For Pre-Requisites.....	9
II. Section Enrollment	10
III. Section Meeting Times.....	11
IV. Section Building and Room Locations	12
i. SLQMEET – Query Available Classroom	12
V. Section Faculty Assignments	14
i. SIAFAVL – Available Faculty Query	15
ii. Other sources of assistance:.....	15
iii. Adding Multiple Instructors:	15
VI. Making Changes to Time, Location, or Faculty Assignments**	16
SSADETL – Schedule Detail.....	17
I. Co-reqs	17
II. Section Attributes.....	18
SSARRES - Schedule Restrictions.....	19
I. Types of Restrictions in SSARESS by tab:.....	19
II. To View or Assign Restrictions:	20
Optional Section Set-up.....	21
I. SSAEXT - Section Comment Form.....	21
II. SSASYLB - Adding A Section Long Title.....	22
Helpful Tactics: SSASECT Query Mode.....	23
Canceling v.s. Deleting	25
I. How to Cancel.....	25
II. How to Delete.....	25
III. Cancelling A Section When Enrollment Exists.....	26
Important Notes + Helpful Tips.....	27
SSASECT Rules.....	29

Building/Modifying the Class Schedule

Section A

Session Overview

In this training, users will learn about the course inventory and building and scheduling courses in Banner.

Topics Include:

- Viewing the Course Inventory
- Building a Course Section
- Adding and Editing Scheduling Details
- Optional Additional areas of set-up
- Helpful Tactics
- Important Notes
- SSASECT Rules

Building/Modifying the Class Schedule

Section B

SCACRSE – Catalog/Course Inventory

Before a course **section** can be created, it must exist in the Course Catalog (SCACRSE). The Course Catalog is the equivalent of Course Inventory. 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. After a course is created and approved by these SFA entities, users will be able to create sections within the parameters set by its Catalog listing beginning in the following Fall term (approvals of new courses and modifications to old courses are completed late each Spring term).

The screenshot shows the 'Basic Course Information SCACRSE 9.3.15 (TSTU)' window. The subject is ENG English, course is 131, term is 202010, and title is Rhetoric & Composition. The 'COURSE DETAILS' section includes fields for From Term (201810), To Term (999999), Course Title (Rhetoric & Composition), College (LA), Division, Department (ENGL), and Status (A - Active). It also shows checkboxes for Continuing Education, Tuition Waiver, and Additional Fees, and radio buttons for Prerequisite Check Method (Basic or None, CAPP, DegreeWorks). The 'Hours' section has a table with columns Low, None/Or/To, and High, and rows for CEU or Credit, Billing, Lecture, Lab, Other, and Contact. The 'Repeat Details' section includes Limit, Maximum Hours, and Repeat Status fields. A 'SAVE' button is at the bottom right.

	Low	None/Or/To	High
CEU or Credit	3.000		
Billing *	3.000		
Lecture	3.000		
Lab			
Other			
Contact	3.000		

In the screenshot above, a user can learn that the current version ENG 131 course was approved beginning with term 201810 (Fall 2017), as noted by the start term, and is currently an active course, as noted by the status field showing A for 'Active' and the end term field showing the 'forever term' of '999999'.

From this page, Banner will pull all the basic course information into the Schedule Build page, SSASECT. We will note those as we go through the process of building a course.

Building/Modifying the Class Schedule

Section C

SSASECT - Building Sections

I. Create a Section

1. Navigate to SSASECT using the home page search box.
2. Enter the proper term code.
3. Tab over to the CRN field and type 'ADD'. Select the Go box or Alt+PgDn ("Next Bloc").

The screenshot shows the SSASECT 9.3.15 (TSTU) interface. At the top, there is a blue header bar with the text 'elucian Schedule SSASECT 9.3.15 (TSTU)' and navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there are input fields for 'Term:' (containing '202110'), 'CRN:' (containing 'ADD'), 'Subject:', and 'Title:'. There are also buttons for 'Go', 'Copy CRN', and 'Create CRN'. A grey status bar at the bottom contains the text: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

4. Fill in the following fields: (to query, hit F9, double-click in the field, or click the List-of-Values button). **Bold** indicates a required field. *An example screenshot of these fields can be found at the end of this section on page 8.*
 - a. **Subject:** (Ex: ENG) You should only create courses that are within your specific department.
 - b. **Course Number:** (Ex: 131) Once entered, the matching title will display.
 - c. **Section:** (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.

- d. Cross List: SKIP - this will be added in the Registrar's Office.
- e. **Campus:** (*Required Field) (Ex: M for Main Campus/ SFA, 8WW for World Wide Web, 2HB for Humble public school).
- f. **Status:** (O) for Open; (X) for Cancelled.
- g. **Schedule Type:** Click LOV "Three dots" button (F9) to select correct type. Only Schedule types approved for this course will be displayed.
- h. **Instructional Method:**
This will initially and automatically populate as "TR" (Traditional/Face to Face) when filling in Schedule Type.

Building/Modifying the Class Schedule

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.

- i. **Integrational Partner:** D2L
 - j. Grade Mode: SKIP this field. Grading information related to a course is pulled from the Catalog level not the section level.
 - k. Session: This is an optional field. Options are as follows:
 - 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)
 - l. Special Approval:
 - PD (Department Permit req.)
 - PI (Instructor Permit req.)
 - PM (MBA Director Permit req.)
 - m. **Part of Term:**
 - 1 = Full term fall, spring, or summer
 - F1 = First half semester fall
 - F2 = Second half semester fall
 - 81 = First half semester spring
 - 82 = Second half semester spring
 - M = Maymester
 - S1 = Summer 1
 - S2 = Summer 2
 - REM = Remedial/developmental
 - RMT = Remedial/developmental companion to TSI
 - TSI = Companion to remedial/developmental
 - n. Duration: SKIP – Not Used.
 - o. 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 remaining fields on this form will be automatically populated, based on the information that is pulled down from the Catalog level (SCACRSE and similar pages). These setting should not be changed.
- p. Link Identifier: SKIP – Not Used.
 - q. Attendance Method: SKIP – Not Used.
 - r. Weekly Contact: SKIP – Not Used.
 - s. Daily Contact: SKIP – Not Used.
 - t. Gradable: Should only be "unchecked" for NONGRADED sections thus preventing a grade from being entered for it.

Building/Modifying the Class Schedule

- u. 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.

ellucian Schedule SSASECT 9.3.17 (PPRD) ADD RETRIEVE RELATED TOOL

Term: 202110 CRN: 13409 Subject: ENGL Course: 1301 Title: Rhetoric and Composition Start Over

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	ENGL ... ENGLISH	Campus	M ... On Main Campus	Grade Mode	...
Course Number	1301 ...	Status	O ... Open	Session	...
Title	Rhetoric and Composition	Schedule Type	LEC ... Lecture	Special Approval	...
Section *	050 ...	Instructional Method	TR ... Traditional	Duration	...
Cross List	...	Integration Partner	D2L ... Desire2Learn	<input type="checkbox"/> Override Duration	

CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term	1 ...	08/24/2020	12/11/2020	15
--------------	-------	------------	------------	----

Open Learning Class

Registration Dates	First	Last	Processing Rules
Start Dates			
Maximum Extensions	0		

CREDIT HOURS Insert Delete Copy Filter

Credit Hours		Lecture	
Credit Hours	3.000	Lecture	3.000
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Billing Hours	3.000	Lab	
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Contact Hours	3.000	Other	
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or	Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method	<input type="radio"/> Basic or None <input checked="" type="radio"/> CAPP	Daily Contact Hours	<input type="checkbox"/> Long Title
Link Identifier		<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Comments
Attendance Method		<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> Syllabus
Weekly Contact Hours		<input type="checkbox"/> Tuition and Fee Waiver	
		<input checked="" type="checkbox"/> Voice Response and Self-Service Available	

SAVE

Building/Modifying the Class Schedule

i. Variable Credit Hours

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.

The screenshot shows the ellucian Schedule SSASECT 9.3.17 (PPRD) interface. The top bar includes navigation links: ADD, RETRIEVE, RELATED, and TOOLS. The main header displays course information: Term: 202010, CRN: 18198, Subject: SCE, Course: 589, Title: Thesis Research. A green status bar indicates "Saved successfully (1 rows saved)".

The interface is divided into several sections:

- COURSE SECTION INFORMATION**: Includes fields for Subject (SCE), Course Number (589), Title (Thesis Research), Section # (050), and Cross List.
- CLASS TYPE**: Includes fields for Part of Term (1), Start Date (08/26/2019), End Date (12/13/2019), and Credits (15).
- CREDIT HOURS**: This section is highlighted with a bracket. It contains fields for Credit Hours (1.000 to 3.000), Credit Hours Indicator (None, To, Or), Billing Hours (1.000 to 3.000), Billing Hours Indicator (None, To, Or), Contact Hours (3.000), and Contact Hours Indicator (None, To, Or). The "To" indicator is selected for both Credit Hours and Billing Hours. The "Credit Hours" field is set to 3.000.
- Other**: Includes fields for Lecture, Lab, and Other indicators.

In the example above, 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.

ii. 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.

The screenshot shows the ellucian CLASS INDICATORS interface. The top bar includes navigation links: Insert, Delete, Copy, and Filter. The main header displays course information: Term: 202010, CRN: 18198, Subject: SCE, Course: 589, Title: Thesis Research.

The interface is divided into several sections:

- Prerequisite Check**: Includes radio buttons for Basic or None, DegreeWorks, and CAPP. The "CAPP" button is selected and highlighted with an arrow.
- Daily Contact Hours**: Includes checkboxes for Print, Gradable, Tuition and Fee Waiver, and Voice Response and Self-Service Available.
- Other**: Includes checkboxes for Long Title, Comments, and Syllabus.

Building/Modifying the Class Schedule

II. Section Enrollment

1. Navigate to the next tab – **Section Enrollment Information** – by selecting the tab at the top of the page, selecting the arrow at the bottom of the page, or typing the 'Next Block' shortcut, Alt + PgDn.

The screenshot displays the 'Section Enrollment Information' tab within a software application. The tab is highlighted with a red circle. The interface shows various enrollment fields such as Maximum, Actual, Remaining, Waitlist Maximum, Waitlist Actual, Waitlist Remaining, Projected, and Prior. It also includes sections for Census One, Census Two, and Add Authorization Registration Dates.

Tab Areas: **Bold** indicates required areas.

Maximum - maximum number of seats

Actual - number of student currently registered for the course

Remaining - number of seats remaining

Waitlist – the maximum number of people allowed to 'wait in line' to register after the course has reach its capacity. Students can add themselves to a waitlist (if made available here) and have the opportunity to register in the order they waitlisted as enrolled students dropped the course.

Projected Enrollment – department's projected or estimated enrollment for the course. This field must be *greater than or equal to* the maximum enrollment field.

2. Click in the Maximum Enrollment field and type the department's desired maximum enrollment for the section.
3. Tab over through the remaining fields and enter the desired caps for each field.

A note on the Projected Enrollment Field and enrollment balancing practices:

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.

Building/Modifying the Class Schedule

This field will should 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. Upon initial setup "Maximum" is set to 15, while "Projected" is set to 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. 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.

4. Once you have completed the required/desired fields, click Save or F10.

***** 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. *****

III. Section Meeting Times

5. Navigate to the next tab – **Meeting Times and Instructor** – by selecting the tab at the top of the page, selecting the arrow at the bottom of the page, or typing the 'Next Block' shortcut, Alt + PgDn.

The screenshot shows the Banner 9.3.17 interface for the 'Schedule SSASECT 9.3.17 (PPRD)' window. The 'Meeting Times and Instructor' tab is selected and circled. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, course information is displayed: Term: 202110, CRN: 13409, Subject: ENGL, Course: 123, Title: Rhetoric and Composition. The 'Meeting Times and Instructor' tab is active, showing a 'SCHEDULE' section with a table of meeting times and an 'INSTRUCTOR' section with a table of instructors. The 'SCHEDULE' table has columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week. The 'INSTRUCTOR' table has columns for 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	En
...	CLAS	08/24/2020	12/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	08

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	

Building/Modifying the Class Schedule

- It is highly recommended that the first four fields be tabbed through, allowing them to auto-populate. **These fields should never be changed.**
- The days of the week may be selected and the desired start and end times entered as planned by the department. **The start and end time fields are 24-hour time/military time.** If you know your desired time slot but not the 24 hour version, put your cursor *in the Session Indicator field and select the LOV 'Three Dots' button* or F9 in order to bring up the normal class time frames. Double click on the left most cell in the row you desire and the information will populate accordingly.

In order to continue, simply tab until the row changes information or select the 'Meeting Location and Credits' sub-tab and proceed with the Section Building and Room information.

The screenshot displays the SSASECT 9.3.17 (PPRD) interface. At the top, there is a header bar with the user 'ellucian' and the title 'Schedule SSASECT 9.3.17 (PPRD)'. Below this, a navigation bar shows tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Meeting Times and Instructor' tab is active, and within it, the 'Meeting Location and Credits' sub-tab is selected and circled. The main area contains two tables. The first table, titled 'SCHEDULE', has columns for 'Automatic Scheduler', 'Building', 'Room', 'Schedule Type *', 'Hours per Week *', 'Override Indicator', 'Session Credit Hours', 'Partition Details', and 'Room Attribute Details'. A single row is visible with values: FERG, 179, LEC, 2.50, 3.000. The second table, titled 'INSTRUCTOR', has columns for 'Session Indicator *', 'ID', 'Name', 'Instructional Workload', 'Percent of Responsibility', 'Primary Indicator', 'Override Indicator', and 'Percent of Session'. A single row is visible with values: 01, and several empty fields. Both tables have pagination controls at the bottom, showing 'Record 1 of 1'.

IV. Section Building and Room Locations

- If your department has already settled on a building and room location that you know is available, enter that information in the proper fields. Keep in mind that the building field requires a shorthand code for each building. Ex. FERG – Ferguson; BOYT – Boynton.
- If your department is unsure of an available location, keep your cursor in the building or room field and select **Related** at the top right-hand corner and open **SLQMEET – Query Available Classroom**.

i. SLQMEET – Query Available Classroom

Notice that any capacity, day, time, and location information entered into SSASECT was automatically carried over. From here simply narrow the provide parameters as desired and search by selecting Go or the 'Next Block' shortcut, Alt +PgDn. *If the parameters are not restricted to a particular building, the query will output all available rooms on campus.*

Building/Modifying the Class Schedule

In the example below, the query will search for rooms in the Ferguson building with a room capacity of 40 that are available from 8-8:50 on Mondays, Wednesdays, and Fridays in the for the term of the course.

Available Class Room Query SLQMEET 9.3.15 (PPRD)

Meat: Mon: ☒ Tue: ☐ Wed: ☒ Thu: ☐ Fri: ☒ Sat: ☐ Sun: ☐ Go

From Time: 0800 To Time: 0850 Building: FERG Campus: M Capacity: 40

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Available Class Room Query SLQMEET 9.3.15 (PPRD)

Meat: Mon: ☒ Tue: ☐ Wed: ☒ Thu: ☐ Fri: ☒ Sat: ☐ Sun: ☐ Start Over

From Time: 0800 To Time: 0850 Building: FERG Campus: M Capacity: 40

DESIRED ROOM ATTRIBUTES

Attribute 1 Attribute 2 Attribute 3 Attribute 4 Attribute 5 Attribute 6

CLASS ROOM QUERY RESULTS

Building	Room	Description	Campus	Site	Capacity
FERG	179		M	001	42
FERG	371		M	001	51
FERG	372		M	001	51
FERG	377		M	001	51
FERG	471		M	001	48
FERG	479		M	001	53

Record 1 of 6

Once the desired building/room is found, double click in the leftmost field or select the row and select 'Select' at the bottom right hand corner - Banner will input the selected information accordingly. **Before moving on, SAVE.**

- i. Other sources of assistance for scheduling can be found in the Related menu on the right. If you are interested in viewing the existing schedule for a particular term, select **SSAMATX – Building/Room Schedules**. This page operates as a query based page where the operator can query for the existing schedule for particular buildings, rooms, campuses, days, etc. See a screenshot of this page below.

Building/Modifying the Class Schedule

V. Section Faculty Assignments

After saving the meeting location details, Banner will reset the top row of the Meeting Time and Instructor tab.

The screenshot shows the Banner system interface for 'Schedule SSASECT 9.3.17 (PPRD)'. The 'Meeting Times and Instructor' tab is active. The 'SCHEDULE' table shows a meeting time of 0800 on Monday, Wednesday, and Friday. The 'INSTRUCTOR' table has a single row with 'Session Indicator' 01, which is highlighted by a black arrow pointing to its bottom-left corner. The interface includes navigation buttons like 'Insert', 'Delete', 'Copy', and 'Filter'.

10. In order to enter a Faculty Assignment, click the down arrow at the bottom left-hand corner or type the 'Next Block' shortcut, Alt + PgDn.
11. Tab over from the **Session Indicator** field to the **ID** field and enter the ID number of the faculty member assigned to the section. If you know the faculty member assigned, but do not have the ID, tab over to the **Name** field and enter the faculty member's name. E Doe, Jane. After typing, tab over and the ID number will be populated automatically. Otherwise, select the LOV 'Three Dots' button or F9 in order to open **SIAIQR - Faculty/Advisor Query**. This form allows the user to search for different faculty members based on type and category. Once the proper faculty member has been found, 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.

If there is not a faculty member assigned to this section and the department does not wish to make an assignment, this area may be left blank.

If there is not a faculty member assigned to this section and the department wishes to make an assignment, tab the cursor over to the **ID** field and, using the Related menu on the right, open **SIAFAVL - Available Faculty Query**.

Building/Modifying the Class Schedule

i. SIAFAVL – Available Faculty Query

Notice that some course information in SSASECT was pulled over. From here, simply enter any other desired parameters and select Go or type Alt + .PgDn

Available Faculty Query SIAFAVL 9.3 (PPRD)

Term: 202110 CRN: 13409 Subject: ENGL Course: 1301 Section: 050 Session: 01 Category: Staff: Contract Type: College: Department:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Available Faculty Query SIAFAVL 9.3 (PPRD)

Term: 202110 CRN: 13409 Subject: ENGL Course: 1301 Section: 050 Session: 01 Category: Staff: Contract Type: College: Department: Start Over

DESIRED FACULTY ATTRIBUTES

Attribute 1 Attribute 2 Attribute 3 Attribute 4 Attribute 5 Attribute 6

AVAILABLE FACULTY

ID	Name	Category	Staff	Contract Type	College	Department
1001001	Abreu, [REDACTED]	TA			ED	KINE
1001002	Abshire, [REDACTED]	TA			ED	KINE
1001003	Acosta, [REDACTED]	ADJU			ED	ELEM
1001004	Adams, [REDACTED]	ADJU			LA	SADV
1001005	Adhikary, [REDACTED]	TA			SM	BIOL
1001006	Adkins, [REDACTED]	ASST			FR	AGEN
1001007	Adkins, [REDACTED]	ADJU			ED	HUSR
1001008	Aguerrevere, [REDACTED]	ASSOC		RE	ED	HUSR
1001009	Ainsworth, [REDACTED]	LIBR			LI	LBRY
1001010	Alber, [REDACTED]	ASST			FA	THTR
1001011	Alexander, [REDACTED]	ADJU			ED	ELEM
1001012	Alford, [REDACTED]	TA			FA	ART
1001013	Alge, [REDACTED]	TA			ED	KINE

1 of 76 20 Per Page Record 1 of 1520 CANCEL SELECT

ii. Other sources of assistance:

For more assistance assigning an instructor, utilize the Related tab with your cursor in the Session Indicator field, and open **SIAASGQ – Query Faculty Schedule**. If there was already an ID number in SSASECT, it would have pulled over to SIAASGQ. If not, the ID field will be blank. Be sure both fields are completed and select Go or Alt + PgDn. The instructor's schedule for the term will be shown.

iii. Adding Multiple Instructors:

SSASECT allows for multiple instructors. In order to add an additional instructor, select the Insert button or F6. 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.

Building/Modifying the Class Schedule

VI. Making Changes to Time, Location, or Faculty Assignments**

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.

Do not make changes to course day or time after the enrollment period has begun.

If you want to change the room number assignment ONLY, type the new room number over the current room number and click Save or F10.

In order to change a building assignment, you will need to first remove the instructor and the current room assignment by navigating to the ID field and selecting the 'Delete' icon to remove the instructor and click Save or F10. Once the instructor is removed, building assignments may be changed and saved before re-adding the instructor to the section.

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 during the planned time frame.

If you want to override a day, time, or location conflict, click on the Meeting Location tab and then click in the Override Indicator field and enter an O for Override and save.

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.

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.

Building/Modifying the Class Schedule

Section D

SSADETL – Schedule Detail

I. Co-reqs

The co-requisite labs and practicums for lectures and seminars are set at the catalog level and cannot be seen on this page. If you wish to see if a course has co-requisite at the catalog level, look at **SCADETL – Course Detail Information**.

The purpose of a co-requisite on this page is to require students to enroll in **particular sections of courses with its co-requisite set at the catalog level**, if the department so wishes to require it. This means that two courses like BIO 238 and 238L, which are already considered to be co-requisites at the catalog level (SCADETL), can be linked per section of each course as the department requires. The department can enforce enrollment of students into BIO 238.001 and BIO 238L.001 to keep the same group of students together for the possibility particular curriculum strategies such as group work that crosses over between the two sections.

This page is optional. If the department wishes to allow the students to choose any combinations of lecture and lab/practicum sections, changes do not need to be made to SSADETL. Alternately, if the department wishes to restrict student groups in the manner mentioned above, that can be done by following the steps below. **Note: Both sections the department plans to link but be already built. Complete these steps for EACH section being linked.**

1. There are two ways to enter this page.
 - a. **From SSASECT via the Related menu on the right.**

The screenshot displays the Banner SSADETL interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main header shows 'Term: 202110', 'CRN: 13409', 'Subject: ENGL', 'Course: 1301', and 'Title: Rhetoric and Composition'. Below this, there are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing fields for Subject (ENGL), Course Number (1301), Title (Rhetoric and Composition), Section (050), and Cross List. To the right, there are fields for Campus (M), Status (O), Schedule Type (LEC), Instructional Method (TR), and Integration Partner (D2L). A 'RELATED' menu on the right side lists various functions, with 'Course Section Detail [SSADETL]' highlighted by an arrow. Other functions include Elective Attribute Pool [SSAPOOL], Specific Section Attribute [SSASATR], Schedule Restrictions [SSARRES], Schedule Pre-requisites [SSAPREQ], Course Section Comments [SSATEXT], Cross List Definitions [SSAXLST], and Schedule Exclusion Rules [SSAEXCL].

- b. **From the Banner Home Page search bar (or search function on side panel).**
2. Once to the SSADETL homepage, enter the parameters if needed. Navigating to this page via SSASECT Related menu should auto-populate fields. Select Go or ALT + PgDn into the page

Building/Modifying the Class Schedule

3. Select the 'Next Section' arrow at the bottom left-hand corner or Alt + PgDn to access the 'Co-requisites' block.
4. Enter the CRN of the co-requisite *section*. The reminder of the course information will populate.
5. Select Save (bottom right-hand corner) or F10.

II. Section Attributes

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.

This page is optional. If the department wishes to assign attributes to a specific section, complete the following these steps:

1. Enter the SSADETL page from either the SSASECT Related menu or from the Banner Search function.
2. Enter the parameters if needed. Select 'Go' or Alt + PgDn.
3. Navigate to the 'Degree Program Attributes' tab.
4. Insert a Record by selecting the 'Insert' button at the top right-hand corner or F6.
5. If you do not know the Attribute Name, use the LOV 'Three Dots' Button or F9 to find the code for the attribute you need.

Reminder: Never remove attributes that rolled from the Catalog level. If you accidentally remove an attribute, open the Tools menu and select Clear Data or Shift + F5 and then F5 to start over without saving changes.

6. Select Save (bottom right-hand corner) or F10.

If you entered SSADETL from SSASECT, simply click the white 'X' at the top left-hand corner or Shift + Q to close the page and return to SSASECT.

Building/Modifying the Class Schedule

Section E

SSARRES - Schedule Restrictions

If departments wish to restrict the registration of a course to include or exclude particular student groups, that set-up is completed in SSARRES.

Some restrictions are assigned at the Catalog level (**SCARRES – Course Registration Restrictions**), and all sections created after those restrictions are added that will automatically have the designated restriction. However, restrictions can also be edited and controlled at the section level.

I. Types of Restrictions in SSARESS by tab:

Tab 1: Department and Field of Study (major, minor, concentration, or all)

Restrictions added to this tab can include or exclude students within particular departments, majors, minors, concentrations, or all field of study types. For example, a department can restrict a course on this tab to include or exclude students whose major belongs to the Department of Biology. This would cover all majors housed within that department. If excluded, those students cannot register for the course and would receive a 'Department Restriction' error. If included, *only* those student would be able to register and all other students would receive the error. Alternatively, this inclusion or exclusion may be done by major, restricting a course to include or exclude students with particular major, minor, or concentration codes.

Tab 2: Class and Level

Restrictions added to this tab can include or exclude students by classification or by level.

Classifications: Freshman, Sophomore, Junior, or Senior, Master's Candidate, etc.

Level: Undergraduate, Master, Doctoral.

Tab 3: Degree and Program

Restrictions added to this tab can include or exclude students by degree type or program type.

Degree Type: Bachelor of Arts, Bachelor of Science, BS in Nursing, MS in Forestry, etc.

Program: All based on program codes tied to particular majors.

Tab 4: Campus and College

Restrictions added to this tab can include or exclude students by campus or college.

Campus: Different campuses where SFA courses are offered. Not used very often.

Building/Modifying the Class Schedule

College: College of Education, College of Science and Mathematics, College of Liberal and Applied Arts, etc.

Tab 5: Student Attributes

Restrictions added to this tab can include or exclude students by Student Attributes, attributes placed on student records. This tab also includes Cohorts. **Do not edit this area as it cohorts are only used by the business office at SFA and is not used in the registration process.**

Student Attributes: Gen. Nursing Program Student, Overlap, Pre-professional attributes.

II. To View or Assign Restrictions:

1. Access SSARRES from the Related Tab in SSASECT or via the Banner Search function.
2. Enter the parameters if needed. Select 'Go' or Alt + PgDn
3. Navigate to the type of restriction desired by clicking on the appropriate tab and using the 'Next Section' arrow at the bottom left-hand corner or Alt + PgDn.
4. Once at the desired area, select whether you want to **exclude or include** and particular group.
5. **Tab** through to add the student group. **Note: If adding a Field of Study Restriction, either the 'All Field of Study Types' box must be checked or the Type Field populated. Reference the Types of Restrictions area above to review the field of study types.**
6. Enter the appropriate name or code for the restrictions. If you do not know the proper information to add in this field, use the LOV 'Three Dots' Button or F9 to find the code for the student group you need.
7. Select Save (bottom right-hand corner) or F10.

If you entered SSARRES from SSASECT, simply click the white 'X' at the top left-hand corner or Shift + Q to close the page and return to SSASECT.

The screenshot displays the SSARRES 9.3.11 (PPRD) application window. The top navigation bar includes tabs for 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Department and Field of Study' tab is active, showing two sections: 'DEPARTMENT RESTRICTIONS' and 'FIELD OF STUDY RESTRICTIONS'. Both sections have 'Include/Exclude (I/E)' options and a table with 'Code' and 'Description' columns. The 'DEPARTMENT RESTRICTIONS' section shows a table with one record: 'ENGL' with description 'English'. The 'FIELD OF STUDY RESTRICTIONS' section shows a table with one record: 'ENGL' with description 'English'. The interface also includes a 'Start Over' button and a 'Per Page' dropdown menu.

Section F

Optional Section Set-up

I. SSAEXT - Section Comment Form

The Section Comment form, SSATEXT, is used to attach 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. **This page is optional.**

To add a section comment:

1. Access SSATEXT from the Related Tab in SSASECT or via the Banner Search function.
2. Enter the parameters if needed. Select 'Go' or Alt + PgDn
3. Click in the **Section Text Block**
 - a. Enter desired message.

NOTES:

- i. Each line is an individual record.
 - ii. Character maximum of 60 characters for per line.
 - iii. No word processing features are provided. This includes spellcheck, grammar check, or word wrapping.
 - iv. 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.
4. OR use the 'Next Section' arrow at the bottom left-hand corner or Alt + PgDn to access the **Section Long Text Block**.
 - a. Enter desired message.

NOTES:

- i. A maximum of 32,760 characters.
 - ii. In order to create a second line, like using the enter key in Word, this area requires the use of HTML line break coding. Enter
 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.
 - iii. Some word processing features are available such as text wrapping and some spellcheck.
 - iv. Users can copy and paste information from a Word document into this block.
 - v. Information entered here will display on the Schedule of Classes for students to view.
5. Select Save (bottom right-hand corner) or F10.

Building/Modifying the Class Schedule

If you entered SSARRES from SSASECT, simply click the white 'X' at the top left-hand corner or Shift + Q to close the page and return to SSASECT.

II. SSASYLB - Adding A Section Long Title

Titles are limited to 30 characters, including spaces, on the SSASECT form (and at the Course Level in SCACRSE). Due to this, course and section titles are often abbreviated. A full or more specific version can be added to a section on **SSASYLB**. By using this page, departments are provided a maximum of 100 characters for additional titling. This title will be displayed as the section title in the Schedule of Classes 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 topic specific title to Independent Study or Special Problems courses. **All other title changes must be submitted through the Curriculum Change process.**

To add a long section title:

1. Access SSATEXT from the Related Tab in SSASECT or via the Banner Search function.
2. Enter the parameters if needed. Select 'Go' or Alt + PgDn.
3. Enter the desired extended title into the Section Long Title field
4. Select Save (bottom right-hand corner) or F10.

If you entered SSARRES from SSASECT, simply click the white 'X' at the top left-hand corner or Shift + Q to close the page and return to SSASECT.

Notes:

- For Special Topics or Independent Study sections with only one enrolled student or multiple enrolled students **studying one topic**, this is a good process to consider completing. For such sections with multiple enrolled students **studying multiple topics**, this process is not recommended
- An update to a Special Topics or Independent Study course may look like the following:
 - Default: SOCI 4175.020 – Indep Studies in Sociology
 - Update: SOCI 4175.020 – Independent Studies in Sociology: Possible Socioeconomic Impacts on College Students during COVID-19 Social Distancing

Building/Modifying the Class Schedule

Section G

Helpful Tactics: SSASECT Query Mode

This is a tool that is ceaselessly useful to know how to manipulate. With a SSASECT Query, a user can search the Banner **Section** Inventory using multiple possible parameters.

To perform a SSASECT Query:

1. open SSASECT from the banner home page
2. tab the cursor to the CRN field
3. Use the LOV 'Three Dots' Button or F9 to open **SSASECQ – Schedule Section Query** .
4. This page can also be opened on its own from the banner home page by searching for it directly.
5. Edit the parameters as desired by removing unwanted fields using the '-' button or adding additional fields via the 'Add Another Field...' area.
 - a. Which parameters are used depends on what information is being searched for.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section
------	--------------	-------------------	-----------------	-----	----------------	---------	--------	---------	----------------	--------	----------------

One particularly useful way to use this function is to find a lost CRN. This can happen easily due to forgetting to write it down or banner timing out before you are able to document it.

Using SSASECQ to find a lost CRN:

6. Remove ALL fields **except** for the Term field.
7. Add fields 'subject', 'course', 'section'.
8. Complete parameters as needed using the course information associated with the lost CRN.
9. Select 'Go' or Alt + PgDn.

Building/Modifying the Class Schedule

This query should only produce all course(s) that match those parameters in the term indicated.

The screenshot shows the 'Schedule Section Query' interface with the 'Basic Filter' tab selected. The filter section includes input fields for 'Term', 'Subject', and 'Course', each with a dropdown arrow. There is also an 'Add Another Field ...' button. Below the filter section is a 'Clear All' button and a 'Go' button. The main table is empty, showing columns: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, Campus, and Course/Section. Below the table is a pagination bar showing '1 of 1' and '10' per page. At the bottom, there are summary rows for 'Enrollment' and 'Waitlist' with columns for 'Maximum', 'Actual', and 'Remaining'.

The screenshot shows the 'Schedule Section Query' interface with the 'Active filters' section displaying: Term: 202110, Subject: ENGL, Course: 1301, and Section: 050. The 'Filter Again' button is visible. The main table contains one record for Term 202110, Part of Term 1, CRN 13409, Subject ENGL, Course 1301, and Section 050. The section status is 'O' and the campus is 'M'. The course/section is 'Rhetoric and C'. Below the table is a pagination bar showing '1 of 1' and '10' per page. At the bottom, there are summary rows for 'Enrollment' and 'Waitlist' with columns for 'Maximum', 'Actual', and 'Remaining'.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section
202110	1			13409		ENGL	1301	050	O	M	Rhetoric and C

	Maximum	Actual	Remaining
Enrollment	0	0	0
Waitlist	0	0	0

NOTE: More than just the current term may be search, as SSASECQ has access to the full inventory of courses offered and not deleted at SFA since Banner went live in 2009.

Building/Modifying the Class Schedule

Section H

Canceling v.s. Deleting

I. How to Cancel

Sections are canceled for many reasons, the most common being low enrollment. Follow the steps below to cancel a section.

1. Open SSASECT
2. Enter parameters, as needed. Select 'Go' or Alt + PgDn.
3. Select the _____ field and type over the 'O' with an 'X'.
4. Select Save (bottom right-hand corner) or F10.

The screenshot shows the 'Schedule SSASECT 9.3.17 (PPRD)' window. The 'Course Section Information' tab is active. The 'Status' field is set to 'X' (Cancelled). An arrow points to the 'Status' field. The 'Campus' is 'On Main Campus', 'Grade Mode' is '...', 'Session' is '...', 'Special Approval' is '...', 'Duration' is '...', and 'Override Duration' is '...'. The 'Integration Partner' is 'D2L' (Desire2Learn).

II. How to Delete

This procedure should only be conducted DURING SCHEDULE BUILD ONLY. Never after the enrollment period has begun.

5. Open SSASECT
6. Enter parameters, as needed. Select 'Go' or Alt + PgDn.
7. Select the 'Delete' icon at the top right-hand corner or Shift + F6
8. You will receive a notification confirming the deletion. Select Save (bottom right-hand corner) or F10 to proceed.

The screenshot shows the 'Schedule SSASECT 9.3.17 (PPRD)' window. A yellow warning message is displayed: "WARNING: All section data will be deleted. SAVE to continue, START OVER to quit." An arrow points to the 'Delete' icon in the top right corner. The 'Status' field is set to 'X' (Cancelled). The 'Campus' is 'On Main Campus', 'Grade Mode' is '...', 'Session' is '...', 'Special Approval' is '...', 'Duration' is '...', and 'Override Duration' is '...'. The 'Integration Partner' is 'D2L' (Desire2Learn).

Building/Modifying the Class Schedule

III. Cancelling A Section When Enrollment Exists

If students are enrolled in a course the department wishes/needs to cancel, the department is responsible for contacting the students via email or through the instructors SSB to notify them of this cancellation.

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. Cancellation may proceed without contact.

If the department wishes to make accommodations for the students and request they be moved to another section, the department needs to contact the students to inform them of changes being made. The Registrar's Office is available to process sections switches within certain parameters.

DO NOT DELETE THESE SECTIONS. Simply cancel it. When a section is CANCELLED, it will be removed from the Online Schedule and students will not be able to register for it.

Building/Modifying the Class Schedule

Section I

Important Notes + Helpful Tips

IMPORTANT NOTES:

- SFA moves officially to the Texas Common Course Numbering System effective Fall 2020. All prefixes and numbers are moving to four digits. Ex. ENG 131 = ENGL 1301.
 - The first number denotes the course level (freshman, sophomore, etc.)
 - The second number denotes the courses credit hours. It denotes the lowest possible credit hour option for variable hour courses.
- Fall 2020 (202110), Spring 2021 (202120), and Summer 2021 (202130) schedules must be built manually for transition to TCCNS.
- All co-requisite labs and practicums are currently separate from their lecture portions with "L" or "P", respectively, in the course number. This process ends with the start of TCCNS.
- Summer 2021 will be a full term with parts of term. Term codes for 'Maymester' and 'Summer II' will be dropped, using 202130 for the entire summer term.
 - New Summer Parts of Term:
 - M = Maymester
 - S1 = Summer 1
 - S2 = Summer 2
 - TEN = Ten week POT (S1 - S2)
- Upcoming Banner Term Codes:
 - 202025 – Maymester 2020
 - 202030 – Summer I 2020
 - 202040 – Summer II 2020
 - 202110 – Fall 2020
 - 202120 – Spring 2021
 - 202130 – Summer 2021

HELPFUL TIPS:

- Document each CRN as you build each course so you don't have to go looking for it.
- 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.

Building/Modifying the Class Schedule

- Regularly 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.
- 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.
- Never override a room conflict message without first checking to see what is causing the conflict.
- The only override code that should ever be used is "O".
- Review! Review! Review!

Building/Modifying the Class Schedule

Section K

SSASECT Rules

SSASECT Rules are the section building guidelines SFA uses to organize the schedule of classes into easily reportable categories regarding enrollment numbers, types of courses offered, the platform what was used to offer the course, number of courses successfully offered, number of courses canceled, etc.

This reporting is completed by the Office of Institutional Research.

SFA ITS has built the SSASECT rules into Banner. On the occasion a user attempts to save a course that does not follow SSASECT rules, the system will produce an error.

Please carefully review the following grid and save it where it may be easily referenced when needed.

SSASECT Rules are periodically updated. Please be sure to replace your saved copy with any updates you department may receive.