

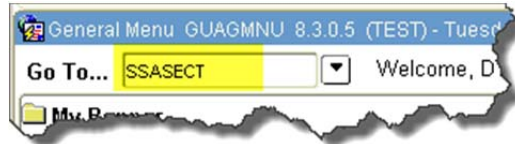
Banner Student Desk Procedure Creating a Class Section

Overview

Academic departments create and maintain course sections in Banner starting with the Fall 2012 term (201210).

Steps

1. After logging into the Banner INB system, From the Main Banner Menu, enter **SSASECT** (Schedule form) in the **Go To....** Box and press the **Enter** key.



Result: You will be directed to **SSASECT**.



2. Enter the appropriate value in the **Term** field (201210 for Fall 2012) and select the **Create CRN** icon.



Result: You will be directed to the Course Section Information block.

3. Enter appropriate values for each of the following fields (you can search for values if needed):
 - **Subject**
 - **Course Number**
 - **Section**
 - has to be unique for each section- 3 character max
 - aside from section numbers reserved for Online and Distance Education (800-999), departments are free to choose section numbers as they see fit
 - **Campus** (use course coding grid as a guide)
 - **Status**
 - must be **A** (Active) to register students
 - **H** (Hold) removes section from SSB but does not remove currently enrolled students
 - **I** (Inactive) should not be used
 - **Schedule Type** (choices defined at Catalog level, refer to course coding grid)
 - **Instructional Method** (refer in course coding grid)

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- **WLB** in **Integration Partner** (if this section will be in BlackBoard)
- **Grading Mode** (choices are defined at the Catalog level)
- **SP in Special Approval**
 - if the student needs special approval to register for the class. Note, this will be enforced, and if a student does not have permissions, he/she will not be able to register for the class
 - if special permission is added to a section AFTER students are enrolled those students need to be granted permission in SFASRPO – otherwise they will be automatically removed from the section.
- **Part of Term**

PTRM CODE	DESC
1	Full Term
21	First Half Term
22	Second Half Term
31	First Third Term
32	Middle Third Term
33	Final Third Term

Note: The start and end date of the class will default from the start and end date of the term. It is no longer possible to change these dates due to Financial Aid implications.

- Review the **Credit Hours** and **Billing Hours** field for accuracy
 - If course is variable credit course and you wish to change this from the minimum, make sure to complete all areas.

- Ensure that the **Print, Voice Response and Self-Service Availability** and **Gradable** indicators are checked. (If this is a lab course that will not be graded, uncheck the Gradable indicator.)

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Save the record.

Result: The **CRN** field at the top of the form will now be populated with the next available CRN, and the hint line at the bottom of the page will indicate one record applied and saved.

- Perform a **Next Block** function or select the **Section Enrolment** tab. In the **Enrolment Details** block, enter the appropriate **Maximum** enrolment and **Save** the record. If the section is to have **Waitlist** seats, enter the number of waitlist seats available in the **Waitlist Maximum** field.

Save the record

- Perform a **Next Block** function or select the **Meeting Times and Instructor** tab. You will be in the **Meeting Dates** block.
 - The **Meeting Type** of **CLAS** will default. Press the **Tab** key twice, and the **Start Date** and **End Date** of the class will default from the first block of SSASECT.
 - Select the appropriate days of the week from the checkboxes.
 - Enter the **Start Time** and **End Time** in the appropriate fields (24 hour military time format). The **Session Indicator** will default to **01**.

Save the record.

Note: If the meeting times will be different on different days, or if the room will be different on different days, 2 meeting time entries will be needed.

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Same times/room

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	20-AUG-2012	10-DEC-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01

Different times/room

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	20-AUG-2012	10-DEC-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01
	CLAS	20-AUG-2012	10-DEC-2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1255	01

6. Select the **Meeting and Credits** tab. The meeting location row is tied to the meeting time row. If you know the **Building** and **Room** enter them in the appropriate field.

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	RB	105	A	.91	<input type="checkbox"/>	1.000	<input type="checkbox"/>	<input type="checkbox"/>
	RB	105	A	.91	<input type="checkbox"/>	1.000	<input type="checkbox"/>	<input type="checkbox"/>

Save the record.

7. Perform a **Next Block** function and click the **Meeting Dates** tab. The **Session Indicator** in the Meeting Dates block is matched to the **Session Indicator** in the **Instructor** block.

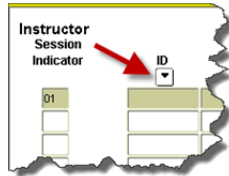
Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	20-AUG-2012	10-DEC-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01
	CLAS	20-AUG-2012	10-DEC-2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1255	01

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

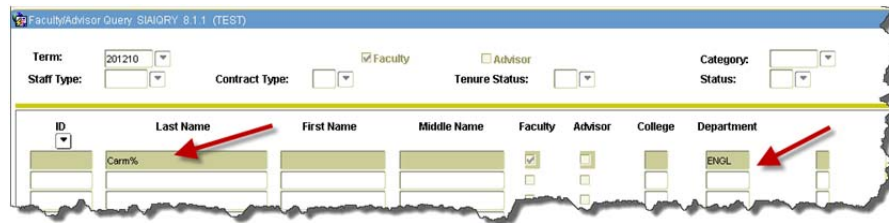
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To assign an instructor:

- If you know the instructor ID, type it in the **ID** field, and press **Enter**. The instructor name will fill in.
- If you do not know the instructor ID, click on the pull down arrow under the **ID** field.



You will navigate to the Faculty/Advisor Query form- **SIAIQR**. Perform a **Next Block** function and enter the faculty member's last name (or portion), College and/or Department, and **Execute the Query** (F8 on a PC keyboard or **Query/Execute** from the menu bar).



After execution of the query:

After you have identified the correct instructor either **Double Click** on the name or select the 3rd icon from the top left (Select icon).

Result: You will be returned to SSASECT with the instructor name and ID fully populated.

Save the record.

Note: Banner will inform you if there is a room schedule conflict or instructor assignment conflict. Do not override this error message. Instead research the error and make appropriate adjustments to the conflicting records.



Process ends.

Special Cases

Multiple Instructors.

If more than one instructor will be teaching the class, there are several options available:

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- If both instructors will be at each session of the class, enter each instructor in the Instructor block, both matched to **Session 01**.

The screenshot shows the 'Meeting Times' and 'Instructor Session Indicator' sections. In the Meeting Times table, two rows are shown with Session Indicator '01'. In the Instructor Session Indicator table, two instructors are listed, both with Session Indicator '01'.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	20-AUG-2012	10-DEC-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01
	CLAS	20-AUG-2012	10-DEC-2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1255	01

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	000793494 Carmichael, Lanny D.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
01	000824102 Cover, Jennifer A.	.000	100	<input type="checkbox"/>	<input type="checkbox"/>	100

- If each instructor will teach on different days, the first one should be matched with **Session 01** and the second one with **Session 02**.

The screenshot shows the 'Meeting Times' and 'Instructor Session Indicator' sections. In the Meeting Times table, two rows are shown with Session Indicators '01' and '02'. In the Instructor Session Indicator table, two instructors are listed, one with Session Indicator '01' and one with '02'.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	20-AUG-2012	10-DEC-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01
	CLAS	20-AUG-2012	10-DEC-2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1255	02

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	000793494 Carmichael, Lanny D.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
02	000824102 Cover, Jennifer A.	.000	100	<input type="checkbox"/>	<input type="checkbox"/>	100

Taught With Classes

In Banner, classes that are schedule for the same room, same instructor but different subject/course numbers are known as **Cross Listed** courses. To establish cross listed sections follow these steps:

- Build each section according to the normal process
- Access the Cross List Definition form (**SSAXLST**)
- In the key block, enter the appropriate **Term Code**, and enter a 2 character **Cross List Group Identifier** (you can select the pull down list to see which ones are in use for the term. These codes must be unique for each combination of courses in a term)
- Perform a **Next Block** function.
- Enter an appropriate value in the **Maximum Enrolment** field. This is the maximum enrolment for the combined grouping.
- Perform a **Next Block** function.
- In the **Cross List Section** block, enter the **CRNs** for the cross listed courses, and **Save** the record.

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Term: 201210 Cross List Group Identifier: E1

Cross List Enrollment
Maximum Enrollment: 25 Actual Enrollment: 0 Seats Available: 25

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours	Reserved Indicator	Enrollment Maximum	Enrollment Actual	Enrollment Remaining
10012		ENG	104	A	1	M	3.000		30	0	30
10013		ENG	101	A	1	M	2.000		25	0	25

Result: The classes are now cross listed. Additionally, if you review **SSASECT** for either class you will now see that each section now displays the cross list identifier that you established.

Term: 201210 CRN: 10013 Create CRN: Copy CRN: Subject: ENG

Course Section Information Section Enrollment Information Meeting Times and Instructor Section

Subject: ENG English CEU Indica
Course Number: 101 Title: Foundations Rhet & Writing 1 Credit Hour
Section: A
Cross List: E1 Billing Hour
Campus: M Main
Status: Active