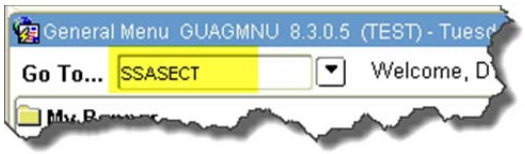
Banner Student Desk Procedure
Creating a Class Section

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.

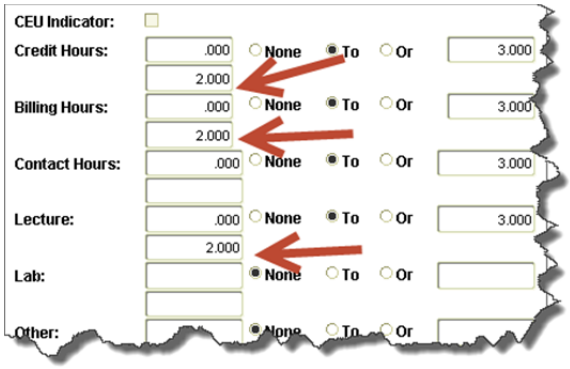
3. Enter appropriate values for each of the following fields (you can search for values if needed):
   - **Subject**
   - **Course Number**
   - **Section**
     - has to be unique for each section- 3 character max
     - aside from section numbers reserved for Online and Distance Education (800-999), 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)

- **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.

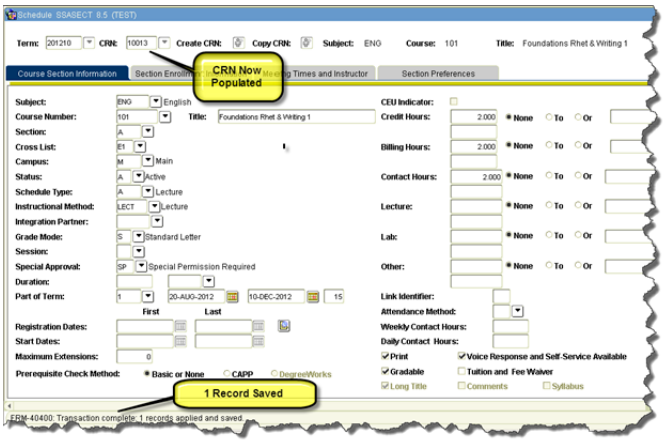
- Review the **Credit Hours** and **Billing Hours** field for accuracy
  - If course is variable credit course and you wish to change this from the minimum, make sure to complete all areas.



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

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.



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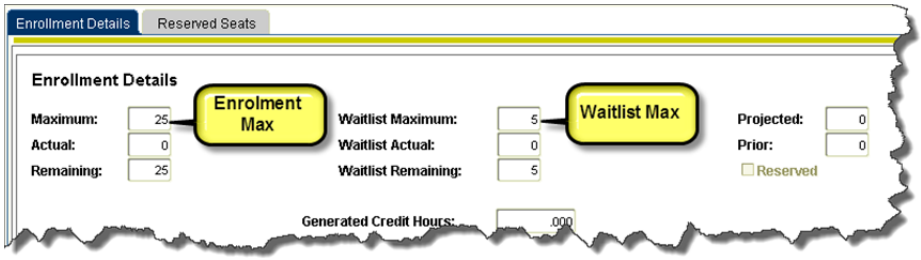
4. Perform a **Next Block** function or select the **Section Enrolment** tab. In the **Enrolment Details** block, enter the appropriate **Maximum** enrolment and **Save** the record. If the section is to have **Waitlist** seats, enter the number of waitlist seats available in the **Waitlist Maximum**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



Save the record

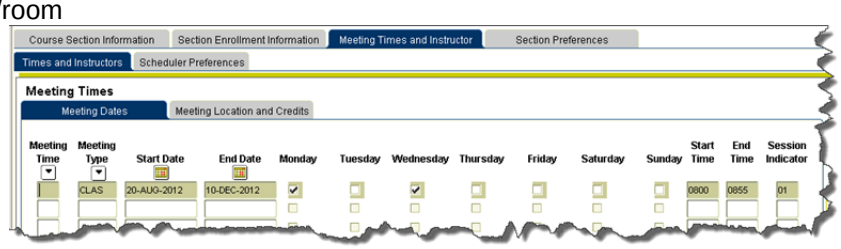
5. Perform a **Next Block** function or select the **Meeting Times and Instructor** tab. You will be in the **Meeting Dates** block.

   - 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**.

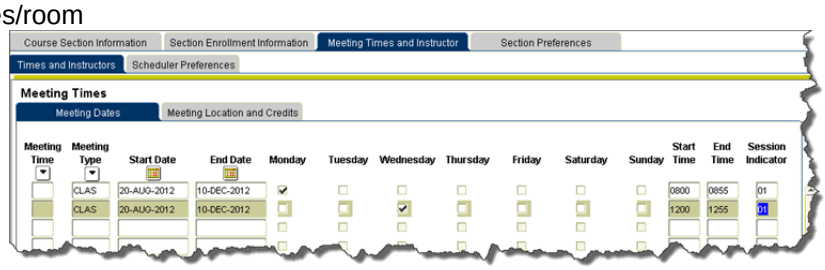
Save the record.

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.

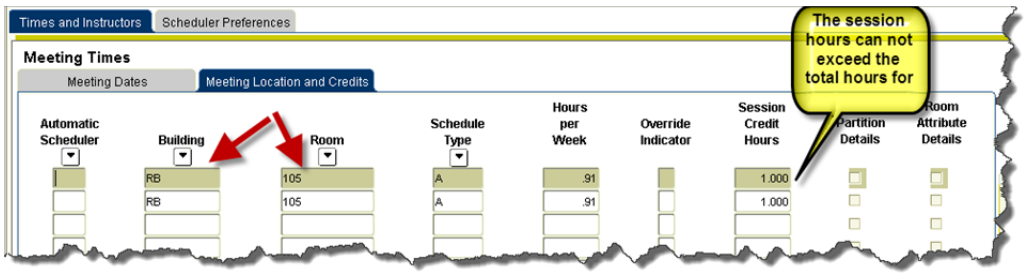
Same times/room



Different times/room

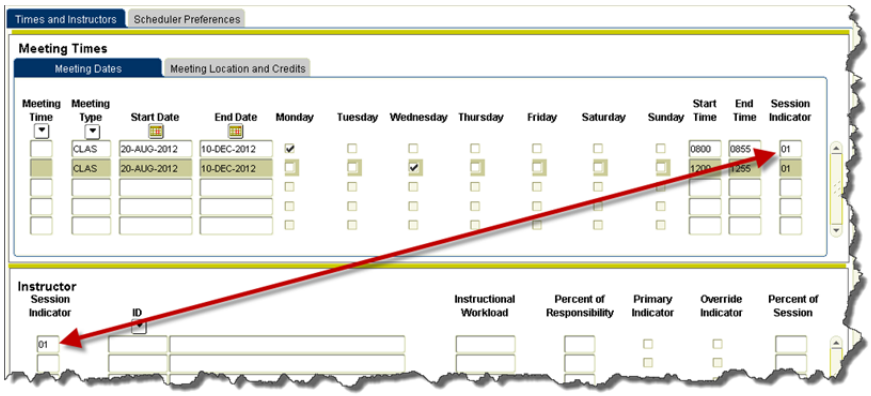


6. Select the **Meeting and Credits** tab. The meeting location row is tied to the meeting time row. If you know the **Building** and **Room** enter them in the appropriate field.



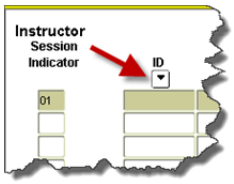
Save the record.

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.

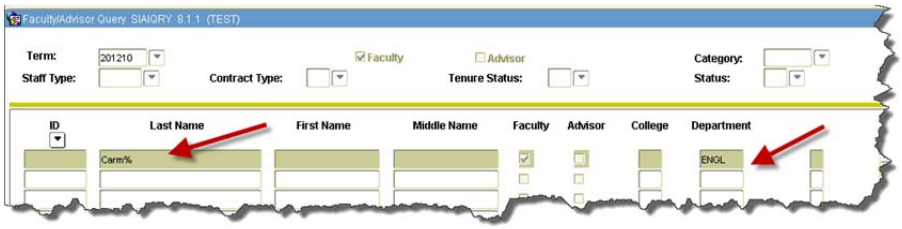


To assign an instructor:

- 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- **SIAIQRY**. 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.**

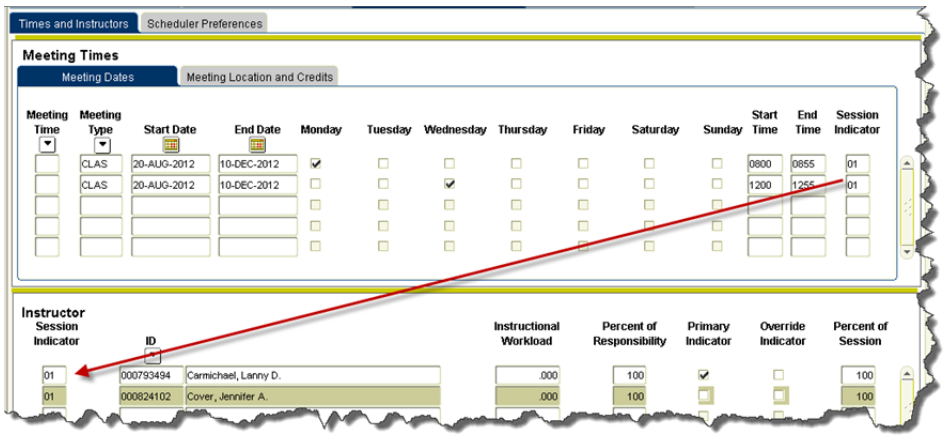
STOP Process ends.

<u>Special Cases</u>

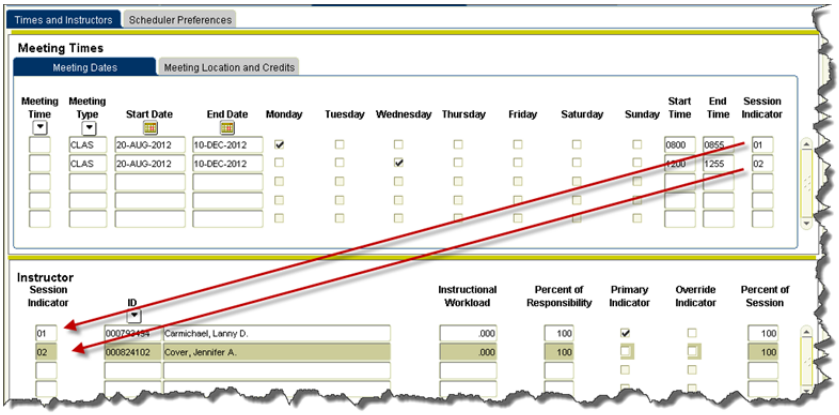
Multiple Instructors.

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

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



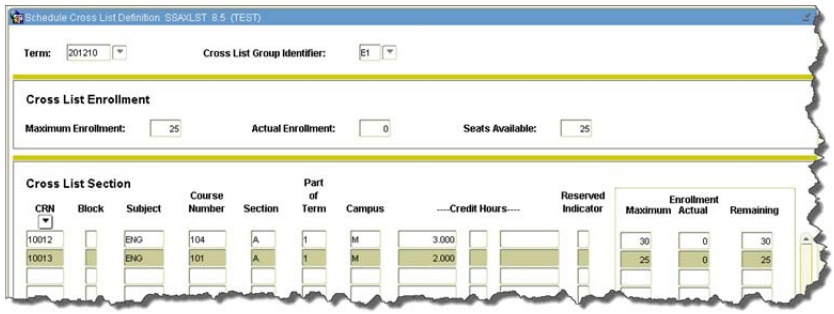
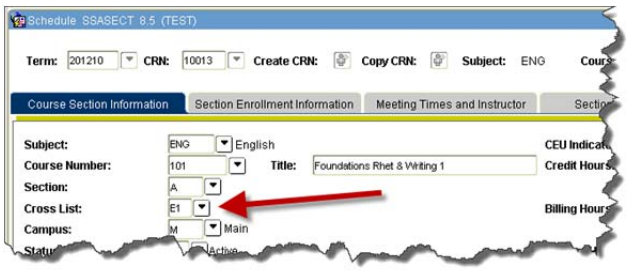
- If each instructor will teach on different days, the first one should be matched with **Session 01** and the second one with **Session 02.**



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:

1. Build each section according to the normal process
2. Access the Cross List Definition form **(SSAXLST)**
3. 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)
4. Perform a **Next Block** function.
5. Enter an appropriate value in the **Maximum Enrolment** field. This is the maximum enrolment for the combined grouping.
6. Perform a **Next Block** function.
7. In the **Cross List Section** block, enter the **CRNs** for the cross listed courses, and **Save** the record.



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.