

Class Schedule Creation

Revised April 2018

Creating a Class Section (SSASECT)	2
Setting Enrollment (SSASECT)	5
Adding Meeting Days and Times (SSASECT)	6
Military Time Conversion Guide	6
Adding Instructor(s) (SSASECT).....	7
Creating TBA Sections (SSASECT).....	7
Deleting or Inactivating a Class Section (SSASECT)	8
Viewing Faculty Teaching Assignments (SIAASGN)	8
Building Focus Groups (SSADETL)	9
Creating and Tracking Overseas Sections.....	10
Creating and Tracking Sections Requiring Special Approval.....	11
Entering Section Comments (SSATEXT)	12
Checking Registration Restrictions (SSARRES)	12
Checking Pre-requisites (SSAPREQ) and Co-requisites (SSADETL).....	13
Cross-listing Sections (SSAXLST)	14
Searching for Class Sections (SSASECQ)	15

CLASS Schedule Preparation

Creating a Class Section (**SSASECT**): Course Section Information

Enter a **Term**: Format: YYYY(term code), i.e. **201870**
Term codes: **10** (Jan); **20** (Spring); **50** (Summer); **70** (Fall)

Left click on the **Create CRN** icon OR enter ADD in the **CRN** field and Next Block.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.1.1 (DEVL)

Term: 200970 CRN: ADD Create CRN: Copy CRN: Subject: LAW Course: 506 Title: Contracts I

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

Subject: Course Number: Section: Cross List: Campus: Status: Schedule Type: Instructional Method: Integration Partner: Grade Mode: Session: Special Approval: Duration: Part of Term: Registration Dates: Start Dates: Maximum Extensions: CEU Indicator: Credit Hours: Billing Hours: Contact Hours: Lecture: Lab: Other: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours: Print Gradable Tuition and Fee Waiver Voice Response and Self-Service Availa... CAPP Areas for Prerequisites

CRN; type 'ADD' to add new section; 'ADD' and NEXTITEM to default; CGH existing.

Record: 1/1 ... <OSC>

Banner will place the cursor in the Course Section Information section, **Subject**: field. Enter the following information.

Subject: Type in the appropriate 3 or 4 character Subject code or click on List of Values (LOV) down button ▼ to the right of the field to see appropriate values and double click on the one you want to use.

Course Number: Type in the 3 character course number. Exception: The division of Music is using a 4 character numbering system.

Title: Defaults to the catalog course Title on SCACRSE. To change the **Title** such as adding a topic to a special studies class type over the default title.

Section: 01, 01L for lab, **WB1** for web-based, or 01X for overseas class.

Campus: **M** if program has any on campus component (even if section is web-based).
D if program is entirely off campus (such as DNP or MSW)

Status: A = Active. NOTE: The status must be A to allow the section to be viewed on the web or open for registration. If you want to build a section (especially core curriculum classes) but do not want it to be available for registration until a need is determined, build it as usual but set maximum enrollment to zero (0). If the section is needed later, you can increase the maximum enrollment.

Schedule Type: Click the LOV button to see appropriate values and double click on the one you want to use. Only the Schedule Types available on the Catalog definition **SCACRSE** will be listed for the course section. If you think another value is required, please contact the Office of the Registrar.

Integration Partner: The **WEB** value (W) is automatically set for each section to allow integration with Canvas and other third party programs. Do not change this value.

Instructional Method: Click the LOV button to see appropriate values and double click on the one you want to use. It should match the Schedule Type

Grade Mode: Click the LOV button to see appropriate values and double click on the one you want to use. Only the grade modes available on the Catalog definition **SCACRSE** will be listed for the section. (S = Standard, P = Pass/Fail, A = Audit, N = Non-graded)
NOTE: If the Grade Mode is left blank, students may only register for the default grade mode listed on **SCACRSE**, but **SFAREGS** registrations can be given any grade mode on **SCACRSE**. Please e-mail Office of the Registrar if the grade mode you need is not on the LOV.

Special Approval: If Instructor/Departmental permission will be required for registration, click the LOV button to see appropriate values and double click on the one you want to use. **ALSO add** the appropriate text on **SSATEXT** so the information is shown on the class list (For example: “Global Engagement Office Approval Required.”)

Part of Term: Click the LOV button to see the values and double click on the one you want to use.

Part of Term (POT)	Description
1	Full Term
2	Summer I
3	Summer II
A	First nine-week term
B	Second nine-week term
J	Jan Term
G1	Graduate Term 1
G2	Graduate Term 2
LC	Law – Cambridge Program
LS	Law Summer
PS	Pharmacy Summer

Hours: The credit, billing, contact, lecture, lab and other hours on the Catalog definition **SCACRSE** will automatically be entered here. If the course has fixed credits, no further action is needed. If the course has variable credits the To or Or buttons will be highlighted and the hours for this section **must be entered** on the blank lines below the minimum hours.
Reminder: **Credit Hours = Billing Hours = (either Lecture, Lab or Other)**

Link Identifier: The link is only needed for sections that require the student to register for another section at the same time, such as lecture and lab sections. Use **A1** for LEC section requiring a LAB and use **L1** for the LAB section requiring a LEC. (These **A1** or **L1** values are then added on **SSADETL** for the required companion section.)

Print – Check

Gradable – Check for all sections but non-graded, zero credit LAB sections.

Voice Response and Self-Service Available – Check

The screenshot displays the Oracle Developer Forms Runtime interface for the SSASECT application. The 'Course Section Information' tab is active, showing a form for a Music Appreciation section. The form includes the following fields and values:

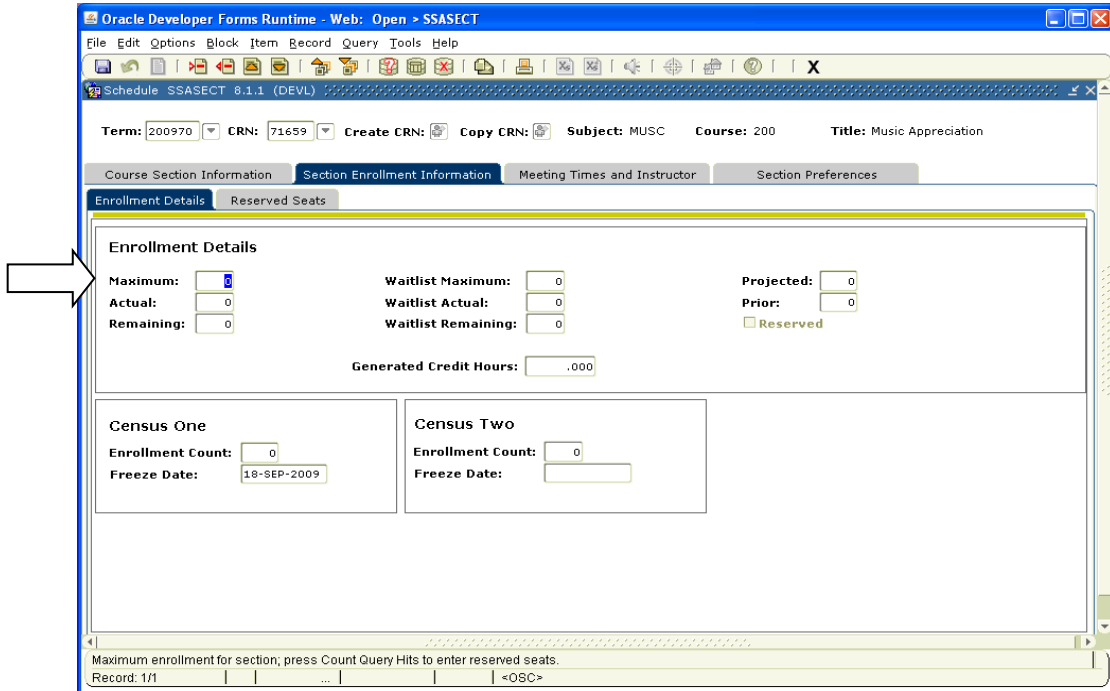
- Term: 200970, CRN: ADD, Create CRN: [icon], Copy CRN: [icon], Subject: MUSC, Course: 200, Title: Music Appreciation
- Subject: MUSC (Music-MUSC), Course Number: 200, Title: Music Appreciation, Section: 06
- Cross List: [empty], Campus: Main, Status: Active, Schedule Type: LEC (Lecture), Grade Mode: Standard Letter Grade
- Instructional Method: [empty], Integration Partner: [empty]
- Duration: [empty], Part of Term: 1, Registration Dates: 24-AUG-2009 to 10-DEC-2009, Maximum Extensions: 0
- Credit Hours: 2.000, Billing Hours: 2.000, Contact Hours: [empty], Lecture: 2.000, Lab: [empty], Other: [empty]
- Checkboxes: Print, Voice Response and Self-Service Available, Gradable, CAPP Areas for Prerequisites, Tuition and Fee Waiver

SAVE the Course Section Information before continuing. The CRN will be assigned at this time.

Special Note: Directions for deleting or inactivating a section are on page 10. It is critical that the steps be done in reverse order of how the section was built.

Creating a Class Section (SSASECT): Section Enrollment Information

After entering and saving the Course Section Information, click on the Section Enrollment Information tab or Next Block. Change the **Maximum:** from 0 to the actual maximum enrollment and SAVE. The maximum enrollment can be increased or decreased at any time. If the maximum is left as 0, students will NOT be allowed to register for the section.



Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.1.1 (DEVL)

Term: 200970 CRN: 71659 Create CRN: Copy CRN: Subject: MUSC Course: 200 Title: Music Appreciation

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum: 0 Waitlist Maximum: 0 Projected: 0
Actual: 0 Waitlist Actual: 0 Prior: 0
Remaining: 0 Waitlist Remaining: 0 Reserved

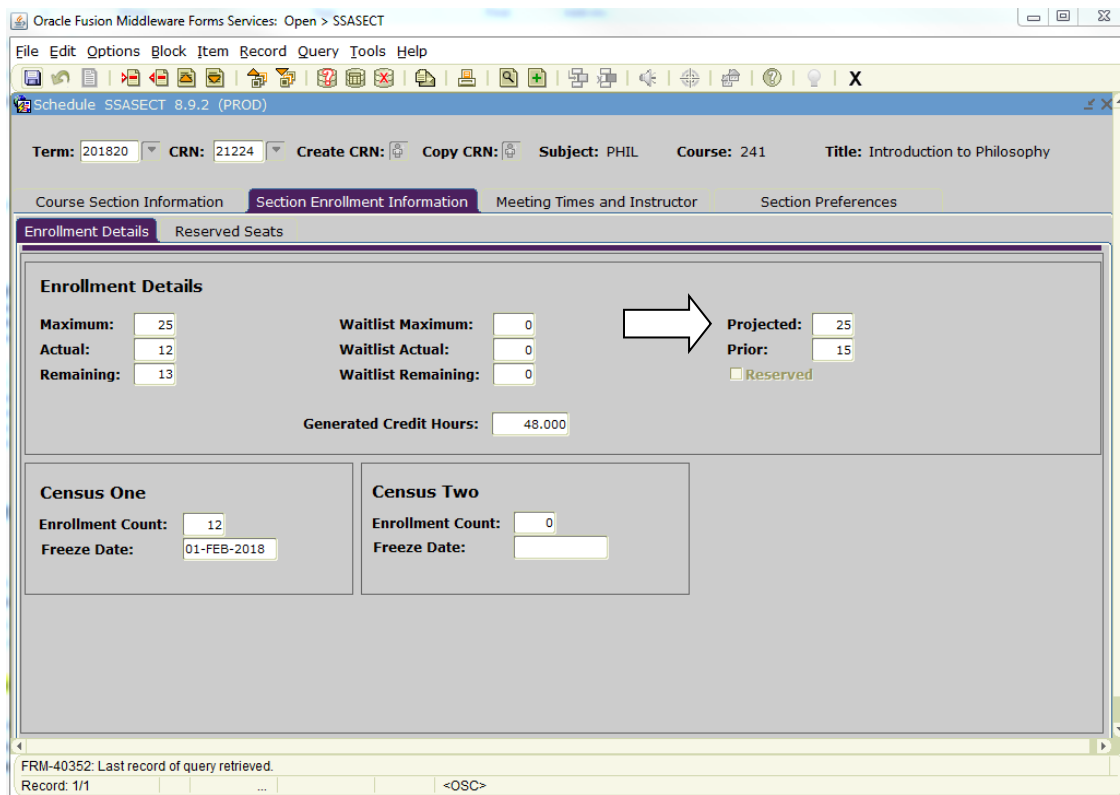
Generated Credit Hours: .000

Census One
Enrollment Count: 0
Freeze Date: 18-SEP-2009

Census Two
Enrollment Count: 0
Freeze Date:

Maximum enrollment for section; press Count Query Hits to enter reserved seats.
Record: 1/1 <OSC>

Make sure an accurate Projected Enrollment is entered for each section:



Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201820 CRN: 21224 Create CRN: Copy CRN: Subject: PHIL Course: 241 Title: Introduction to Philosophy

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum: 25 Waitlist Maximum: 0 Projected: 25
Actual: 12 Waitlist Actual: 0 Prior: 15
Remaining: 13 Waitlist Remaining: 0 Reserved

Generated Credit Hours: 48.000


Census One
Enrollment Count: 12
Freeze Date: 01-FEB-2018

Census Two
Enrollment Count: 0
Freeze Date:

FRM-40352: Last record of query retrieved.
Record: 1/1 <OSC>

Creating a Class Section: Meeting Times and Instructor(s)

After entering the enrollment information click on the Meeting Times and Instructor tab or Next Block.

You may click on the **Meeting Time** LOV down arrow  to pull up the common meeting structures and select one by double-clicking on **Code**. To manually enter the data, first tab past the **Start Date** and **End Date** to allow the dates to be automatically pulled in from **SOATERM**. (These dates may be adjusted for a given course by typing over the supplied date or using the calendar icon provided.) **Remember that the days and times set here reserve the room and instructor later associated with this class section.** Use the space bar or mouse to check the appropriate Meeting Day(s) and enter the **Start Time** and **End Time** in **Military Time**. **SAVE**.

Military Time Conversion Guide

Morning		Afternoon	
12 hour clock	24 hour clock	12 hour clock	24 hour clock
01:00 am	0100 hours	01:00 pm	1300 hours
02:00 am	0200 hours	02:00 pm	1400 hours
03:00 am	0300 hours	03:00 pm	1500 hours
04:00 am	0400 hours	04:00 pm	1600 hours
05:00 am	0500 hours	05:00 pm	1700 hours
06:00 am	0600 hours	06:00 pm	1800 hours
07:00 am	0700 hours	07:00 pm	1900 hours
08:00 am	0800 hours	08:00 pm	2000 hours
09:00 am	0900 hours	09:00 pm	2100 hours
10:00 am	1000 hours	10:00 pm	2200 hours
11:00 am	1100 hours	11:00 pm	2300 hours
noon	1200 hours	Midnight	0000 hours

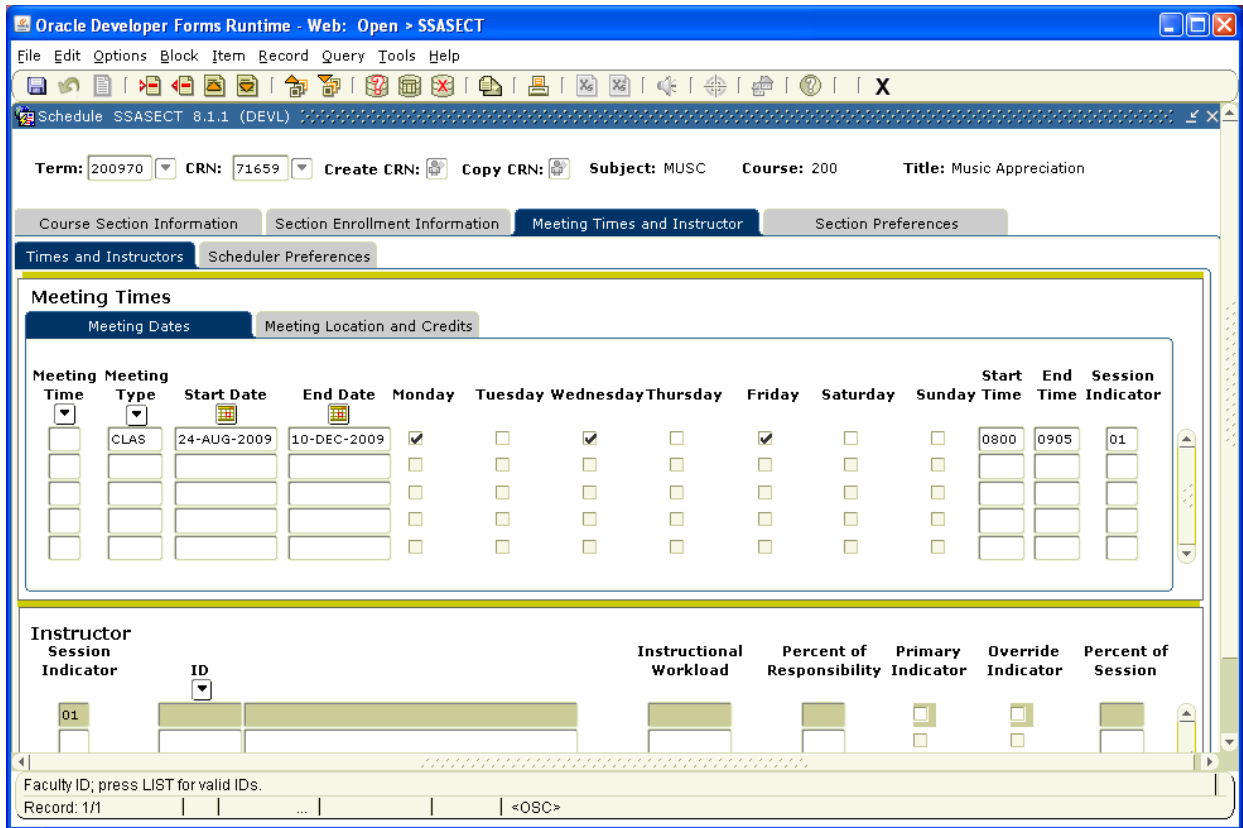
Meeting Location and Credits:

This information is not entered in Banner. It will be added when the SPACES Schedule Optimizer is run and room changes/assignments can be made in SPACES.

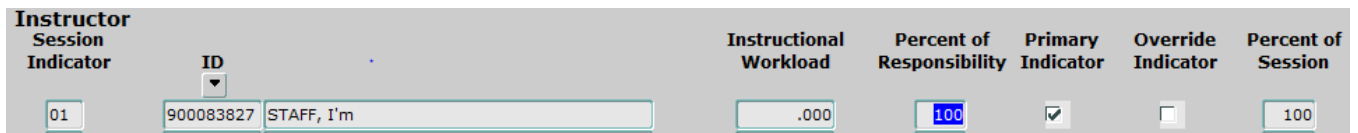
Adding an Instructor: While on the Meeting Times and Instructor tab Next Block to the **Instructor** section.

Enter the instructor **ID** if known. If the **ID** is not known, enter a last and first name or partial name in the name field to do a search. The % wild card may be used, i.e. WESTMORE%. Another way to find an ID is to click the **ID LOV** button to go to the **SIAIQRY** form where you then click another **ID LOV** button to go to **SIAIQRY** form and enter a name.

Double click in the selected **ID** field to pull the information back to the Instructor **ID** field on **SSASECT**. Tab to complete the line of information. To add a second instructor, repeat the steps, but adjust the **Percent of Responsibility** so that the total is 100. The **Percent of Session** should have the same values. **Save (F10)**.



If an instructor is unknown during section creation, there is a default “I’M STAFF” instructor with the ID 900083827

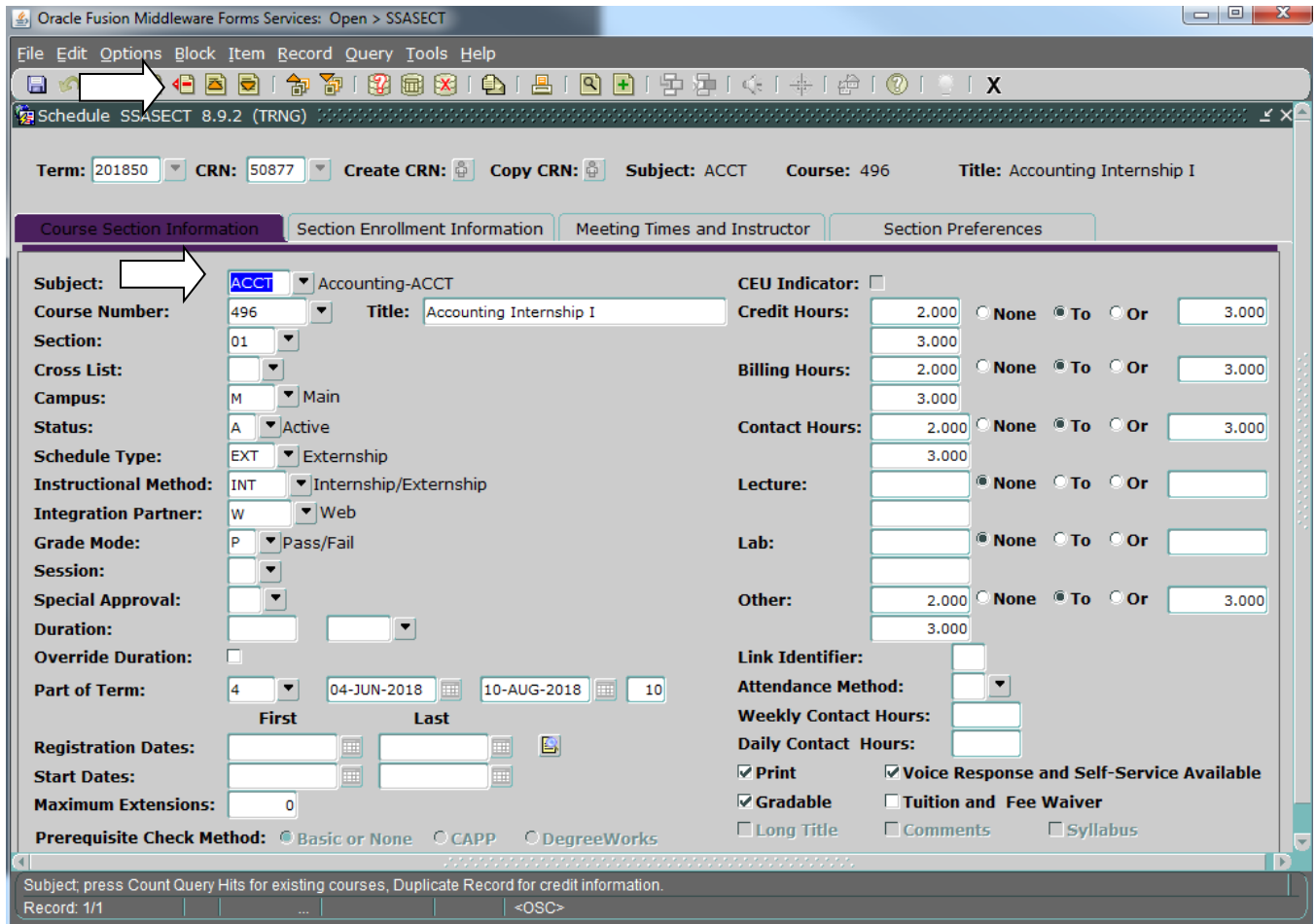


Changing Meeting Days/Times: If an instructor has been assigned, the instructor must be removed before the meeting days and times are removed. Refer to the instructions below for removing the instructor. After the instructor is removed, highlight the days and times line on the **SSASECT** Meeting Dates tab. Record remove the line by using the icon or keystrokes Alt-R, Alt-R. **SAVE (F10)**.

Changing an Instructor: On **SSASECT** click on the Meeting Times and Instructor tab and Next Block to the Instructor block. Highlight the line of the current instructor and Record Remove it by using the icon or keystrokes Alt-R, Alt-R. After that record is removed, enter the new instructor's information. **SAVE (F10)**.

Canceling a Class Section:

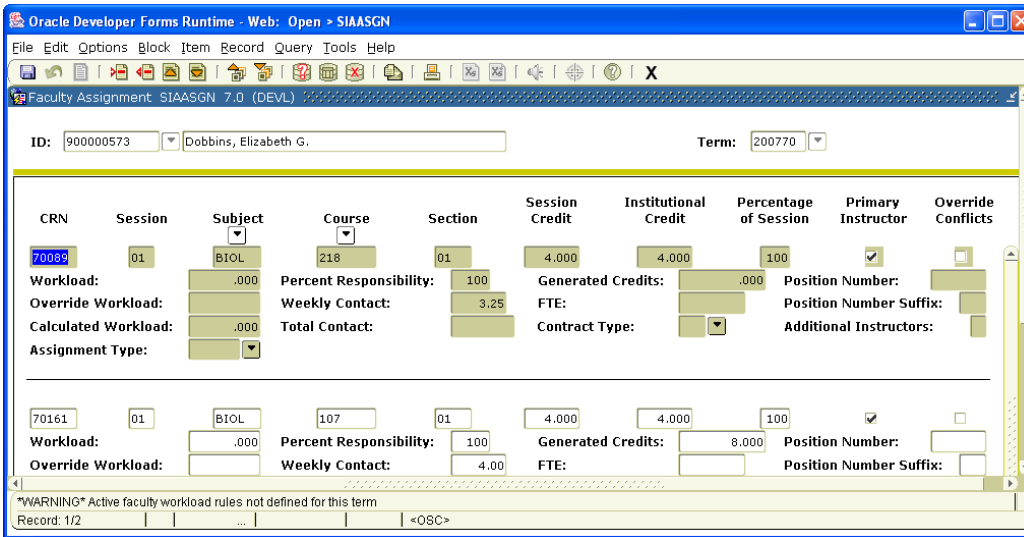
During open schedule building, classes that will not be offered can simply be record removed. To do this, simple put your cursor on the first line of SSASECT (the subject line) and select record remove:



Note: For sections that need to be cancelled after Fine Grain Access is implemented, contact the Academic Room Scheduling Coordinator.

Viewing Faculty Teaching Assignments:

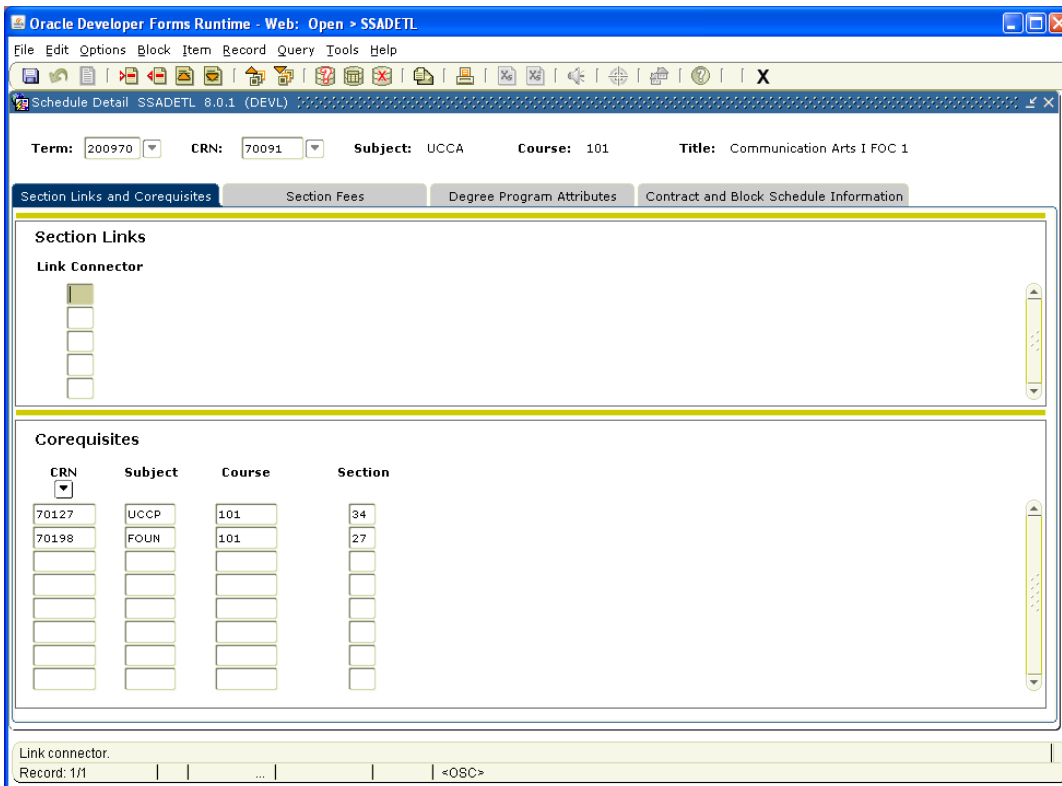
For a given term, all courses that have been assigned to an instructor may be viewed on the Faculty Assignment Form **SIAASGN**. Enter the term and the instructor's Banner ID number. Execute the query (F8).



Note: If a section is inactivated and the instructor information is not removed, the assignment will appear on the **SIAASGN** form. Correct the error on **SSASECT** by entering the Term and course CRN in the Key Block then Next Block to the **Instructor** block and **Record Remove** using the icon or Alt-R, Alt-R. **SAVE (F10)**.

Building Focus Groups:

- *****FIRST** you must notify the Office of the Registrar of your intention to build focus groups.***
- After the Registrar’s Office has informed you that the preparation has been done at the Catalog level, you may proceed with building your groups, using the grid that your department has provided for you.
- On **SSADETL** link the courses (UCCA 101, UCCP 101, FOUN 101) as co-requisites.



- **Be sure to do this step:** *****NOTIFY** Office of the Registrar when you have finished building your groups.***

Creating and Tracking Overseas sections:

- Overseas sections are tracked by an **X** in the **Section** field in the Course Section Information block on **SSASECT** (i.e. LOND201 01X) and with a **Degree Attribute Code** in the **Degree Program Attributes** block of **SSADETL**. The overseas degree attribute codes begin with a **Z** (**ZLON** = London Centre, **ZKS** = Korea) if the Bursar is involved regarding special fees or tuition. Other values begin with an **X** and use the two-letter US Postal code for the country (**XBH** = Belize, **XCS** = Costa Rica).

NOTE: Do not remove or add other values in the Degree Program Attributes block. Existing attributes have been added to assist with degree auditing or fee assessing purposes. If you think any are incorrect, please contact the Office of the Registrar

The screenshot shows the Oracle Developer Forms Runtime interface for the SSASECT form. The title bar indicates the application is running on a web browser. The main window displays the following information:

- Term:** 200970
- CRN:** 71642
- Subject:** ENGL
- Course:** 309
- Title:** LOND: Special Topics in Lit

The **Course Section Information** block is active, showing:

- Subject:** ENGL (English-ENGL)
- Course Number:** 309
- Title:** LOND: Special Topics in Lit
- Section:** 01X
- Cross List:** [Empty]
- Campus:** M (Main)
- Status:** A (Active)
- Schedule Type:** LEC (Lecture)
- Instructional Method:** [Empty]
- Integration Partner:** W (Web)
- Grade Mode:** S (Standard Letter Grade)
- Session:** [Empty]
- Special Approval:** X (Study Abroad Office Approval)
- Duration:** [Empty]
- Part of Term:** 1 (24-AUG-2009 to 10-DEC-2009, 16 days)
- Registration Dates:** [Empty]
- Start Dates:** [Empty]
- Maximum Extensions:** 0

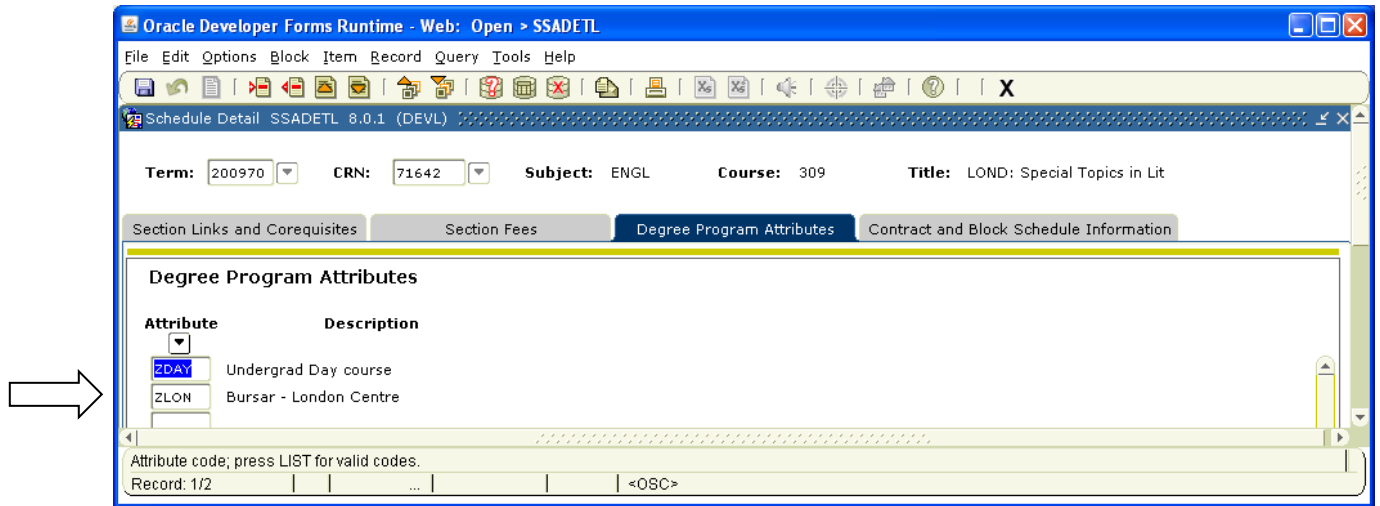
On the right side of the form, there are several hour-based fields with radio button options for 'None', 'To', or 'Or':

- Credit Hours:** 4.000
- Billing Hours:** 4.000
- Contact Hours:** 4.000
- Lecture:** 4.000
- Lab:** [Empty]
- Other:** [Empty]

At the bottom of the form, there are checkboxes for:

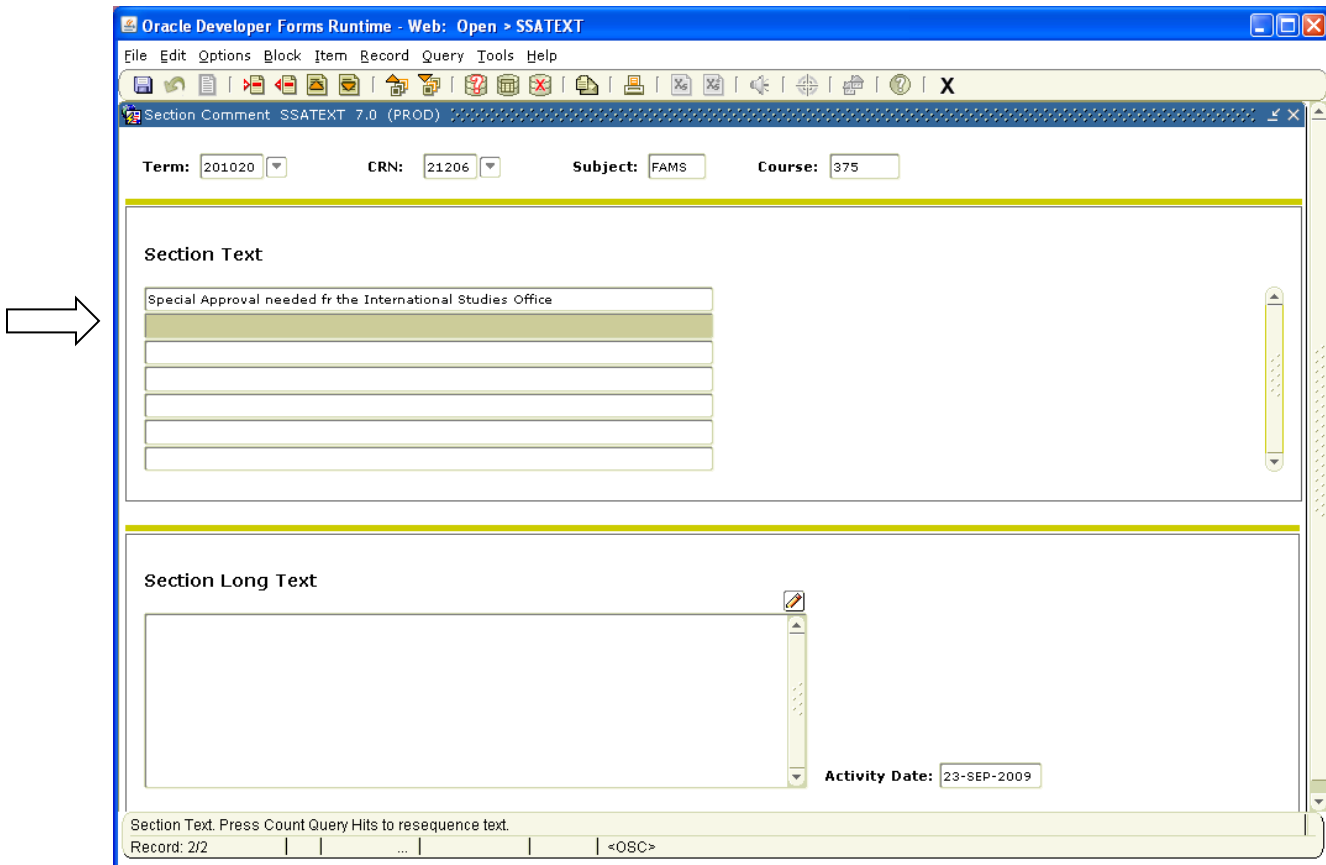
- Long Title
- Comments
- Syllabus
- Print
- Gradable
- Tuition and Fee Waiver
- Attendance Method
- Weekly Contact Hours
- Daily Contact Hours
- Voice Response and Self-Service Availa...
- CAPP Areas for Prerequisites

The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.



Overseas sections need a Special Approval code on **SSASECT**. See prior page for an example.

Sections with a **Special Approval** code need to have a text message added to **SSATEXT** so that the special approval requirement will be explained on the class listing. See class listing example on next page.

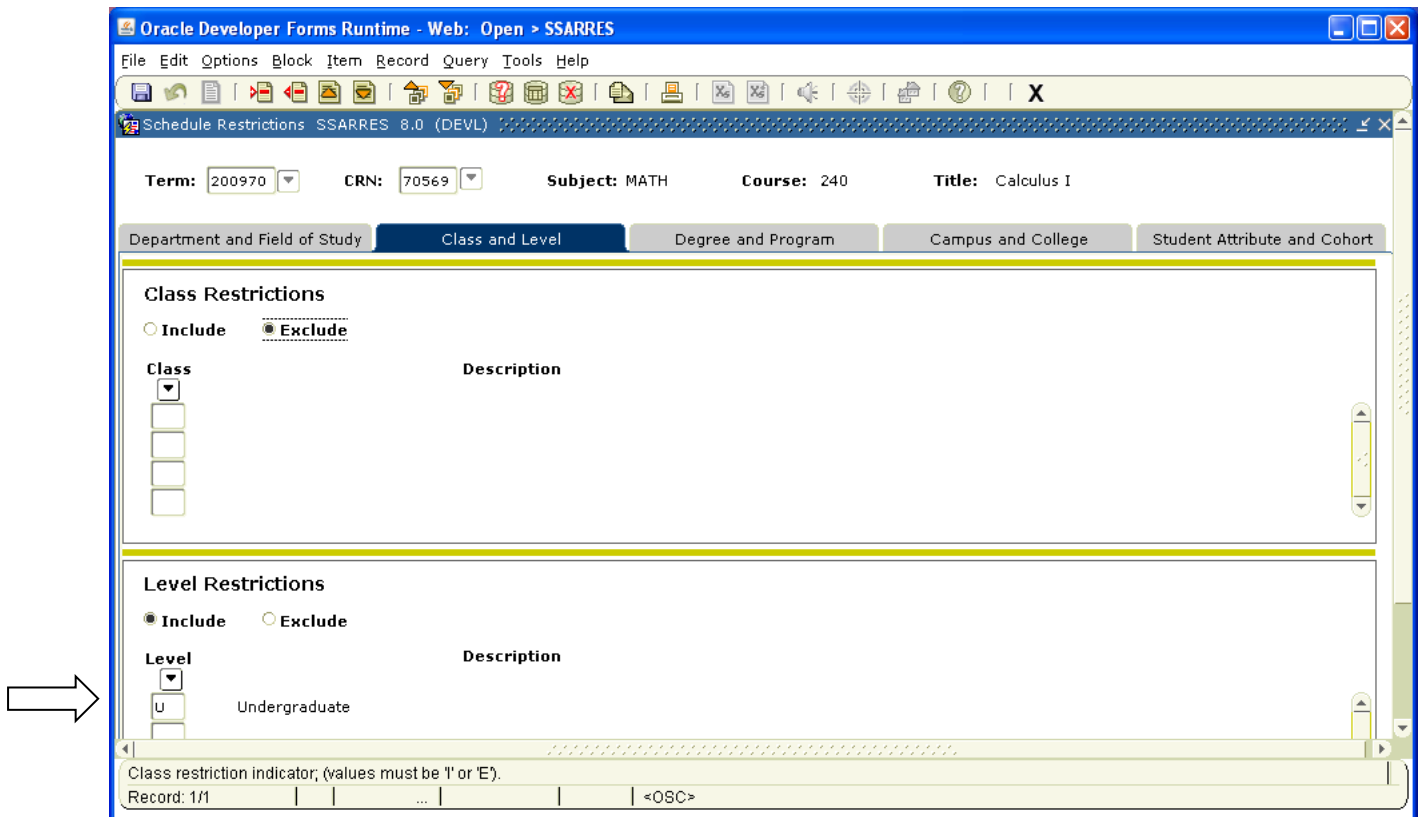


Entering Section Comments: On the **Section Comment Form (SSATEXT)** Next Block to the **Section Text** block to add comments at the section level. Comments should be brief, contain appropriate grammar, spelling, and punctuation. If a long or formatted comment is needed next block again to the **Section Long Text** block. **Save (F10)**. Comments entered in these text fields will be shown on the class listing.

Checking Registration Restrictions, Pre-requisites and Co-requisites:

The combination of registration restrictions, pre-requisites and co-requisites prevents students from registering in inappropriate classes without extra approvals. They are not to be changed at the section level except in consultation with the Office of the Registrar. Requests for changes must be submitted to the Office of the Registrar so that course information can be updated at the catalog level.

Registration restrictions that have been established in the Catalog on **SCARRES** may be reviewed (not changed) for individual sections on **SSARRES**. **SSARRES** may be accessed directly or from **SSASECT** through **Options, Course Section Restrictions**. You may then Next Block through the restrictions (Department, Field of Study, Class, Level, Degree, Program, College, Student Attribute). The example below has restricted this class to undergraduate students only.



Pre-requisites that have been established in the Catalog on **SCAPREQ** may be reviewed (not changed) for individual sections on **SSAPREQ**. This form may be accessed directly or from **SSASECT** through **Options, Course Pre-requisites [SSAPREQ]**.

Co-requisites that have been established in the Catalog on **SCADETL** may be reviewed (not changed) for individual sections on **SSADETL**. This form may be accessed directly or from **SSASECT** through **Options, Course Section Detail**.

A section can only have pre-requisites or co-requisites – not both. If both are needed, the co-requisite may be entered on the prerequisite screen with the Concurrency indicator set to Yes. This requires the student to register for the main class and the co-requisite class at the same time unless the co-requisite class had been taken previously.

Cross-Listing Sections: Courses that have different course numbers and titles and meet in the same room may be cross-listed.

If a course needs to be set up as cross-listed, please email the Academic Room Scheduling Coordinator in the Office of the Registrar. They will tie the CRNs together and assign a Cross List Group Identifier. Before this can be done, ALL CRNs for the cross listed course must be created first.

Note: The **SSASECT** record of any of the CRNs that have been cross-listed, the **Cross List** indicator is now **H1**.

Searching for Class Sections in a term:

On **SSASECQ** run a query (**F8 or Query, Execute or Query icon**) using any combination of the variables listed. (The Term values for Banner consist of the year plus the term code. For example: **201850 = Summer, 201870 = Fall** and **201820 = Spring**.)

NOTE: Searches will produce a list of CRN's that fit the criteria entered including (but not limited to):

- Classes in a given Part of Term
- All class sections for a given Subject
- All class sections with "Intro" in the Title (use %Intro% in the Course/Section Title field)
- All class sections with a given Link value
- All classes of a given Schedule Type (LAB, INT)
- All classes with no Actual enrollment
- All classes with no seats remaining

The screenshot shows the Oracle Developer Forms Runtime window for the SSASECQ 7.0 (DEVL) application. The window title is "Oracle Developer Forms Runtime - Web: Open > SSASECQ". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and actions. The main area displays the "Schedule Section Query Form" with the following fields and values:

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200820	J			20001		FREN	101	01J	A	M
Course/Section Title: Elementary French I										
Schedule Type: LEC										
Instructional Method:										
Duration:										
Unit:										
Link: A1										
Cross List: <input type="checkbox"/>										
Reserved Seats: <input type="checkbox"/>										
Long: <input type="checkbox"/>										
Syllabus: <input type="checkbox"/>										
Comments: <input type="checkbox"/>										
Enrollment: Maximum 10 - Actual 0 = 10										
Waitlist: Maximum 0 - Actual 0 = 0										
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200820	J			20002		FREN	101	01L	A	M
Course/Section Title: Elementary French I										
Schedule Type: LAB										
Instructional Method:										
Duration:										
Unit:										
Link: L1										
Cross List: <input type="checkbox"/>										
Reserved Seats: <input type="checkbox"/>										
Long: <input type="checkbox"/>										
Syllabus: <input type="checkbox"/>										
Comments: <input type="checkbox"/>										
Enrollment: Maximum 0 - Actual 0 = 0										
Waitlist: Maximum 0 - Actual 0 = 0										

Term Code; press COUNT QUERY HITS for Schedule Form. press LIST for valid values.
Record: 1/2 | ... | List of Valu... | <OSC>

(Note LEC section has A1 Link; LAB has L1 Link; neither has enrollment at this time)