CLASS SCHEDULE CREATION AND MAINTENANCE GUIDE

Registrar's Office

Updated 1/23/2023

Contents

OVERVIEW

Soon after the beginning of each regular semester (fall and spring), departments begin the process of entering class schedule information into Banner for the next semester. The summer schedule is created along with the spring schedule during the preceding fall semester. At this time, the Registrar's Office will send an email to deans, chairs, and administrative assistants containing important information regarding class schedule creation. Departments cannot begin working on the schedule of classes until 8:00 am on the day indicated in the Academic Calendar.

During this schedule creation period, departments are responsible for creating and adjusting course section information, assigning instructors, setting capacities, and assigning meeting dates/times. Classrooms become open for scheduling after approximately four weeks into this process (as noted on the Academic Calendar). Deans are then given approximately one week to review section information in Argos and approve the schedule as entered.

After the dean's review deadline, the upcoming class schedule is published online in Banner and is accessible to the departments in Argos. Students and advisors may then plan for registration accordingly. Please note that though the schedule is considered "approved", changes to section will occur for a variety of reasons which makes it important to run new reports in Argos periodically and check Banner during the advising and registration periods.

SECTION ROLL PROCESS

To help facilitate the schedule creation process, the Registrar's Office will copy existing <u>active</u> sections from the previous like-term forward to the upcoming term (e.g. Fall 2015 to Fall 2016, Spring 2016 to Spring 2017, etc.). **NOTE:** Summer sections <u>will not</u> be copied forward and must be manually created in Banner.

Items that will be rolled include:

- Course title
- Course section number
- Credit hours
- Enrollment capacity
- Prerequisites, corequisites, and test scores
- Registration restrictions
- Campus code
- Instructional method
- Part of term
- Schedule Type

Though the items above are copied forward, departments should update various fields as needed.

The following items <u>will not</u> be rolled and must be updated for each section

- Meeting times
- Instructor
- Cross-list information
- Cancelled sections

BANNER FORMS AND INSTRUCTIONS

There are a limited number of forms that users need to access to update/maintain Class Schedule records:

- **Section Information (SSASECT)** – Create/edit course sections, seats, days, times, rooms and instructor(s), campus, part of term
- Section Syllabus (SSASYLB) – Pulls long course titles from the catalog. Occasionally used for Selected Topics courses that have long titles
- Schedule Cross List Definition (SSAXLST) – Used only as needed to cross-list courses

SSASECT

ADDING A COURSE TO THE CLASS SCHEDULE THAT WAS NOT ROLLED FROM THE PREVIOUS CLASS SCHEDULE

1. Log in to Banner
2. Type in SSASECT in the Search Box or select from your Applications (My Banner) menu and press enter.
3. Enter the term in **Term** field using the following format examples
    a. 20XX80 = Fall 20XX
    b. 20XX10 = Spring 20XX
    c. 20XX50 = Summer term (this includes May, Summer 1 and Summer 2 as parts of term
4. Type "ADD", click on Create CRN or do a search query in the CRN field by clicking on the "…"
5. If you know the CRN enter then click the **GO** link (located top right of the screen), if using the query click on the CRN

6. Your cursor should be on the Subject field:
    a. Type the subject (e.g. BIO or ENG) if you don't know the Initials you can click on … next to the box, select from the option list View Existing Courses (this will provide you with the subject and course number). Click on the one you want and you will automatically be back on SSASECT
7. Tab to **Course Number** field if you are not already there and type in the course number. Press tab again and the title of the course will populate
8. Tab to **Section** and enter the appropriate section number according to the guide above

9. Tab past **Cross list**
10. Tab to **Campus** and enter campus type: Online (OL), Main (MA), Study Away (SA), Off Campus (OC) Pelham (RSC)
11. Tab to **Status** and type A for active.
12. Tab to **Schedule type** and type Lecture (LEC), Lecture and Lab (LLB), Independent Study (IND), Seminar (SEM), Online (OL), Hybrid (HY), Study Away (SA) etc. You can click on the down arrow to for a list. (Please refer to you Section Number Guide for assistance)
13. Tab to **Instructional Method** If this is a traditional course it will automatically fill in (TR). Enter Online (OL), or Hybrid (HY), Study Away (SA), Study Abroad (SA) Distance Education (DE) if applicable.
14. Tab past **Integration Partner**
15. Tab to Grade Mode enter **S for Standard Letter** or A if is only an Audit course.
16. Tab past **Session**
17. Tab to **Special Approval.** If the course requires Instructor or Department approval, then click the down arrow and select the appropriate option.
18. Tab past **Duration**
19. Tab to **Part of Term,** select the appropriate code from below:
    - 1: fall and spring semester classes, or full summer (May through Summer II)
    - MAY: May Term
    - JUN: Summer I
    - JUL: Summer II
    - CMB: Combined Summer I & II

    When you put in the correct code and press tab the dates will fill in. **Do NOT** change the dates.
20. Credit hours will automatically populate. F10 to save or click the Save located at the bottom of the screen.

******Locking Variable Credit Courses, if applicable** *(Used by departments under special circumstances)*****

A Class Section can be left unrestricted and variable section hours will default from the course catalog. Using the example above, if at the catalog level is variable and no changes are made to SSASECT a course can be taken for variable credit and a specific credit and billing amount is not defined. **Students will then have the flexibility to select from the variable number of credits during registration for that course.**

When specific Class Sections are created in SSASECT, the hours may be restricted so that a section is not variable but is offered for a set number of credits as shown in the example below. The credit hours entered must be within the hours defined in the Bulletin. The restricted number of hours must be entered under Credit hours and Billing Hours. Billing and Credit Hours must be the same. In the example below students will be required to register for 2 hours.

F10 to save or click the Save located at the bottom of the screen.

Check at the top of the screen for error messages. If all is successful it will say saved successfully (X) rows saved.

ENTER NUMBER OF AVAILABLE SEATS IN THE CLASS

1. Click on Section Enrollment Information tab
2. Double click box for the Maximum number of seats, will have a window open to enter the number of seats then click on Use to enter the number in the field.
3. F10 to save or click on the Save icon located at the bottom

ENTER MEETING TIMES AND INSTRUCTORS

1. Click on the Meeting Times and Instructor Tab and tab over to Meeting Type this should be the same as the Schedule Type, CLAS is a default field that <u>should not</u> be used.
2. Tab to the **days**. (dates for the term will automatically fill in) Click on the radial box for each day the course will meet.
3. Tab to or click on **start time** and enter the start time in military time. You will automatically move to **end time**. Enter the end time in Military time:

8:00a.m. = 0800	1:00p.m. = 1300	6:00p.m. = 1800
9:00a.m. = 0900	2:00p.m. = 1400	7:00p.m. = 1900
10:00a.m. = 1000	3:00p.m. = 1500	8:00p.m. = 2000
11:00a.m. = 1100	4:00p.m. = 1600	9:00p.m. = 2100
12:00 (noon) = 1200	5:00p.m. = 1700	10:00p.m. = 2200

    a) For example if the course meets from 9:00 am to 9:50 enter 0900 start time and 0950 end time
    b) If the course meets from 5:00p.m. to 8:15p.m. enter 1700 start time and 2015 end time.
    c) F10 to save or click on the Save icon located at the bottom

4. Click on **Meeting Location and Credit** tab and enter the building abbreviation. If you don't know the abbreviation for the building you can click on the down arrow above the building field and query to get a list then double click on the one you want.
5. Tab to **Room** and enter the room number you want. From the room field click on Options at the top of the screen and select Query Available Classrooms. (SQLMEET) This screen will only show the classrooms that are open in that building you selected. Double click on the one you want and it will take you back to the meeting time screen with the room field filled in.

6. F10 to save or click on the Save icon located at the bottom, check the top of the screen to see if you get any errors. If the room was open it will say "Saved successfully". If there is a problem it will give you an error message.
7. If this course has a lab or will meet in an additional room, day, or time click on the insert located at the top of the box above end time.
8. SAVE after every meeting time and room you add so you will know which one is giving you an error message.

Adding instructor to section

Click on the instructor ID field
a. If the Instructor is not known leave it blank and the instructor will be listed as staff on the schedule. You can add an instructor at a later date. (see f below)
b. If you know who the instructor will be tab to ID and click on the … next to the box to query the instructor. Click on the down arrow button located at the bottom of the screen or the GO located at the top.

c.
d. You may enter the M# directly if known.
e. Tab to Last Name field. Type in upper and lower case part or all of the instructor's last name with the % sign right after the last letter. Press the Execute Query button (F8) or click on the Go .

f. Instructors that match you search criteria will now be listed. Double click on the one you want or click on Select located at the bottom after you have selected the ID.

g. You should be back to the Instructor block with the instructor listed. Check the Primary indicator for the instructor. You can put in more than one instructor but one must be primary. If you have more than one instructor list the % of responsibility and % of session for each instructor. Click SAVE or F10 and you should get the message "Saved Successfully ___ rows saved".

You can click on the start over button to take you back to the beginning of SSASECT. (to clear the saved message click on [1] and this will remove the message so that you can see the Start Over button.

CANCELLING SECTIONS

Course sections that are not being taught in the upcoming semester will need to be cancelled in Banner.

NOTE:SECTIONS FOR WHICH STUDENTS HAVE ALREADY REGISTERED CANNOT BE CANCELLED. PLEASE CONTACT THE REGISTRAR'S OFFICE FOR ASSISTANCE***

1) **CANCEL A COURSE SECTION THAT HAS ROLLED BUT IS NOT BEING TAUGHT THIS TERM**

(This is done when you want it to be rolled forward to the NEXT Spring or Fall Semester)

1. Go to SSASECT and enter the Term and CRN for the course section to be canceled. Ctrl Page Down
2. Click on the Meeting Times and Instructor tab
3. Remove the instructor(s). F10 to save
4. Remove the meeting time line(s). F10 to save
Remove by clicking on the delete located at the top of both boxes

5. Click on the Course Section Information tab and Enter "C" in the Status field
6. F10 to save

MAKING CHANGES TO A COURSE SECTION IN THE CLASS SCHEDULE (keep the course and section but make changes to days, times, instructor, etc.)

GO TO SSASECT

1. Enter the term
2. Tab to CRN. If you know the CRN of the course type it in, otherwise click on the little down arrow button next to CRN. You will now be in a query form. Enter the subject of the course you want to find and press F8 or the execute query button on the top of the screen.
3. Find the course and section you want to change and double click on the CRN#. This will bring you back to SSASECT with the correct CRN in the CRN field.
4. If you need to change something on this block of the form Click on the correct tab.
5. Sometimes you will get a conflict message when changing times before you remove the instructor. If the happens delete the Instructors before changing days and times.
6. When you get to the instructor block the Session Indicator will be highlighted. Click on Record and Remove. Then Click Save. It should say it was saved at the bottom of the screen. Enter the new instructor and click save or F10.
   a. If the instructor is going to be Staff, leave it blank.
   b. If you are going to put in a different instructor Record Remove the instructor line. Click on the ID field and do a query for the correct instructor. After the correct instructor is chosen by double clicking on the one you want; Save (F10).

DUPLICATING A SECTION TO CREATE ADDITIONAL SECTIONS

You have to have a section number 0 duplicate any section. If you are creating multiple sections double check so you don't miss sections numbers. When you attempt to save a copied section that has a duplicate section number you previously saved you will get a message. The only information that is copied is the first form on SSASECT all other information will have to be entered.

1. On SSASECT click the Copy CRN icon. A box will pop up
2. Click on the Default CRN and enter or select the section that has the 0 as the section you want to copy, (you will need to change this back to 1 after you have copied the sections you need) hit enter or tab for the Process default Icon to become active.
3. Click on Process Default Icon

4. SSASECT will now have the new section. Change it to the next consecutive number
5. Continue entering the information for this section on the Section Enrollment Information and Meeting Times and instructor tabs

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LONG SECTION TITLES ARE CREATED ON THE SECTION SYLLABUS (SSASYLB)

This form will allow long section Titles which may be up to 100 characters to be entered. (The Section Title entered on SSASECT allows a maximum of 30 characters.) In some cases the section title is so short it does not convey what the course is. Follow these instructions to copy the long title from the course catalog to the section.

1. Enter the Term and CRN for the section.
2. Click on Go (located at the top of the screen) or down arrow (located at the bottom of the screen)
3. Copy the Long Title from the catalog by clicking Copy from Course (only if available). The long title will automatically fill in.
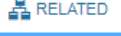
Some courses generally called "Selected Topic" will require a title once the topic has been established. The titles must have the approval of the department chair. If the title is long you can use this form to type the title in.
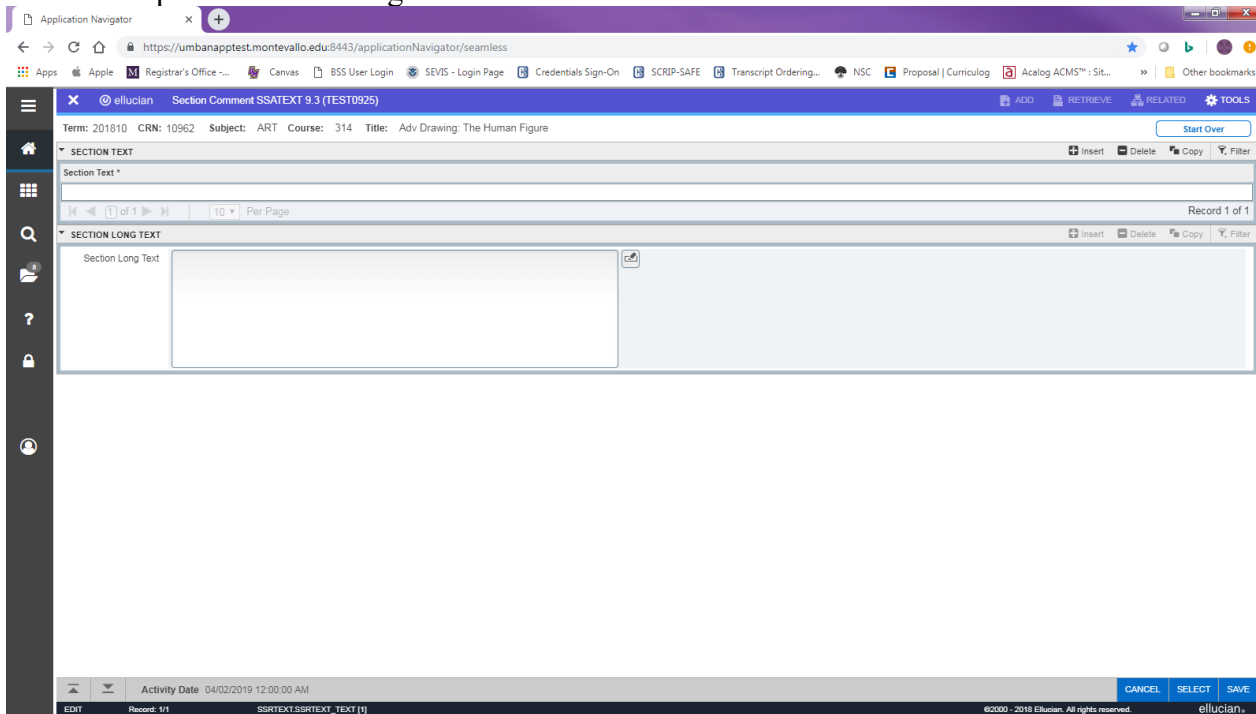
Do not enter anything on the Learning Objectives

SECTION TEXT

Section text – Important information about a section of a class may be added on SSATEXT. This Information will appear on the web but not in the advisors PDF copy of the class schedule. All text should be approved by the Department Chair.

1. Go To SSATEXT or if you are on SSASECT click on Related [⊞ RELATED] located at the top right side of the screen and select SSATEXT

2. Enter the text in the **Section Long Text** box. There is no spell checking in Banner so you may want to have another staff member proof for errors. You also can copy any text from Word after spell checking and paste it in the Long Text Box on SSATEXT.

CROSS LISTING COURSE SECTIONS

Introduction:

Sections may be cross-listed if they meet the following criteria:

- Offered at the same time/location
- Cover the same content
- Taught by the same instructor(s)

As a general rule, courses should only be offered under course numbers that are most directly related to the content, and delivered by an instructor(s) that is qualified to teach the discipline.

The Schedule Cross List Definition Form (SSAXLST) can create and maintain the cross list information associated with a group of sections. Cross listing is made possible by using a cross list group identifier.

Information maintained about a cross list in SSAXLST includes
• Maximum enrollment for all sections in the group
• Actual enrollment
• Seats remaining for all sections, which are cross-listed together

Note: A cross list identifier must be established. Select a cross list identifier that has not been used by clicking on the drop down box next to the Cross List Group Identifier at the top of the screen. Start Identifiers with 1, 2, 3 to 99. Then begin using 1A through 1Z; 2A through 2Z and so forth.

The picture below shows how the SSAXLST looks and functions. Captions identify important parts of the form. **Step by step directions are on the next page.**

HOW TO CROSS-LIST COURSE SECTIONS

CRN numbers control cross listed courses. Write down the CRN(s) as you create each course in the group for reference while working on the remainder of the cross listing directions

1. On SSASECT create the section of the primary course. Enter the primary course with all the days, times, building, room, and instructor information. F10 to save or click on SAVE bottom right corner. Roll back (F5 or start over) to create the next course in the group.
2. Enter the other courses on SSASECT that will be cross listed with this course. You can put in the enrollment information for each section as you create them and save. **Do not enter days, times rooms and instructor.** Or you can complete all the information for the course, then add the cross listed code.
3. Go to SSAXLST: Click on the ⬜ to excess the filter, you can enter the term and click on go to get the list of identifiers that have been used, find an identifier that has not been used by anyone else for the group. Enter the Identifier you will use for this group of cross listed classes *(see previous screen for an example of the screen)* Start Identifiers with 1, 2, 3 to 99 or use A-Z then a number. Then begin using 1A through 1Z; 2A through 2Z and so forth.
4. **Write down the Identifier to be used for the group because you will need it later in the directions!**
5. Enter the Maximum Enrollment you will allow for all the courses combined. ALT Page Down or click the arrows located at the bottom left corner.
6. Enter the CRNs of the courses that will comprise the group. Save (F10) or click on save bottom right corner. If all information has been entered for the courses this should create the cross listing got to option D. If you did not complete the course information see below instructions.
7. Go to SSASECT and enter the CRN of the secondary (or next) course in the cross list group
   a) ALT Page Down. Click on the Meeting Times and Instructor tab. Do not enter anything here!
   b) Click on Options and Select Cross List Definition Query (SSAXMTI) enter the Cross List Identifier for the group of courses that you created previously on SSAXLST
   c) ALT page down and the courses you entered should fill in on the block
   d) Double click on the CRN of the Primary course (The one that has the days, times, building and room)
   e) This will take you back to the meeting time block with the information from the primary course copied to the section of the secondary course you are currently working on
   f) Save (F10) or click on save bottom right corner
   g) Note: If you have multiple instructors you will have to change the % or Session to 50% for the instructors. F10 to save
8. The courses are now cross listed. If you go back to SSASECT for each of the courses you will see the Cross list field is now filled in with the Cross List Group Identifier you created.
9. Deleting a cross listing must be done on SSAXLST. Record Remove the CRN you no longer want in the group or all the CRNs you want to remove from the cross listing. Click Save.

NOTE: Deleting the cross listing on SSAXLST will not delete the course section on SSASECT. Go to each course on SSASECT and enter the changes as necessary.

SFASRPO – Permit Override

Use SFASRPO to enter a permit or an override for a student. This allows a student to register for a course for which the student is ineligible to register because of some restriction (capacity, prerequisite, etc.)

1. Type SFASRPO into the search field

2. Enter the student's **ID** (or search for ID) and the **term**, then '**GO**'.
3. Enter the **permit code** in the blank field
    * Use the ellipses to see a list of valid permit/override codes

4. Enter the CRN to enter a permit for a particular section
5. Tab over and enter a subject/course code to enter a permit for a general course
6. Save. Confirm with the 'saved successfully' message
7. Insert to add another permit. Delete to remove a permit.

BANNER 9-SGAADVR

 Use SGAADVR to assign multiple advisors in Banner.

Enter the student's ID and term (or search for
these fields) and click 'GO'.

If the key block term is different than the 'FROM TERM', click the Maintenance button to update. 'Copy' if
adding another type of advisor. 'End' if updating the advisor.

1. Enter the advisor's ID. If you are adding another advisor, use the 'insert' button to activate a blank field.

2. When you have entered the new adviser click on Save

BANNER 9-SGASADD

Use **SGASADD** to assign student attributes in Banner. **NOTE: FERPA releases are coded as an attribute. Because of this, it is important to not delete any current attributes associated with a student.** If any attributes are listed, use the 'Maintenance' option to COPY these attributes forward. Failure to do so will remove the FERPA attribute as well as any other existing attributes from the student.

1. Type SGASADD
2. Enter the student's ID and term (or search for these fields) and click 'GO'.

3. Use the arrow down to move to the Student Attribute section. **IF ANY ATTRIBUTES ARE LISTED, USE THE MAINTENANCE OPTION TO UPDATE THE TERM.** If this is the first attribute for the student, use 'INSERT' to add an attribute. Disregard any warning messages pertaining to fee adjustments.

4. COPY ANY EXISTING STUDENT ATTRIBUTES
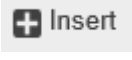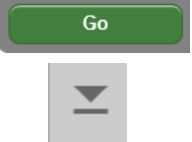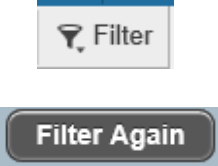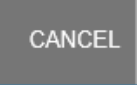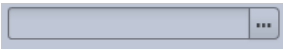
5. Once any attributes are copies forward, use the 'insert' button to add a new attribute.

6. F10 or click on Save to submit changes.

Banner 8 Icon	Banner 9 Icon	Banner 9 Keyboard	Explanation
	SAVE	**Save** (F10)	Saves all changes made in a form since the last time you saved. Banner also refers to save as **Commit** in some messages.
	Start Over	**Rollback/Refresh** (F5)	Clears all information and returns you to the Key Block of a form.
	SELECT	**Select**	Enters the highlighted value into the current field of the form you are working from. List of values uses **OK** as the select.
	Insert	**Insert Record** (F6)	Inserts a new blank record into a group of existing records.
	Delete	**Remove Record** (SHIFT+F6)	Removes all information for the record. When you Save, the record will be deleted from the database.
	◀◀ ◀	**Previous Record** (UP ARROW)	Moves the cursor to the first enterable field in the previous record.
	▶ ▶▶	**Next Record** (DOWN ARROW)	Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.
	▼	**Previous Block/Section** (ALT+PG UP)	Moves the cursor to the previous information block in a form.
	Go ▼	**Next Block/Section** (ALT+PG DOWN)	Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened.
	▼ Filter Filter Again	**Enter Query/Filter** (F7)	Opens a filter form and lets you enter search criteria to see what information is already in the database.
	Go	**Execute Query/Filter** (F8)	In query mode, searches the database and displays any records that match the search criteria.
	CANCEL	**Cancel** (CTRL+Q)	Cancels a query and takes a form out of query mode.
	⚙ TOOLS	**Print** (CTRL+P)	Captures the active screen (only what you can see) and prints it to your local printer.
	?	**Help** (CTRL+SHIFT+L)	Displays the Help window for the current field.

Banner 9 Icon	Banner 9 Keyboard	Explanation
✕	**Exit** (CTRL + Q)	In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.
Q	**Search** (CTRL+SHIFT+Y)	Activates a window, where users can navigate to another form without having to return to the main menu.
⚙ TOOLS Actions/Export	**Export** (SHIFT+F1)	Extracts data to an excel spreadsheet.
[...]	**List of values** (F9)	Lookup values
⊡ Copy	**Copy Record** (F4)	Copies or duplicates previous record.
⛁	**Related to Current** (ALT+SHIFT+R)	Related Forms (similar to options menu)
⛁	**Drills down on some forms** (F3)	Drills down to some related forms
≡	**Toggle Menu** (CTRL+M)	Brings up Banner Main Menu.
📁6	**Toggle Open Applications** (CTRL+Y)	Forms previously opened in Banner.

Function	Keystroke	Function	Keystroke	Function	Keystroke
Next field/item	TAB	**Up**	UP ARROW	**Previous page up**	PAGE UP
Previous field/item	SHIFT+TAB	**Down**	DOWN ARROW	**Next page down**	PAGE DOWN
First page	CTRL+HOME	**Copy**	CTRL+C	**Paste**	CTRL+V
Last page	CTRL+END	**Cut**	CTRL+X	**Undo**	CTRL+Z
Cancel action	ESC	**Choose/Submit/Action**	RETURN/ENTER	**Redo**	CTRL+SHIFT+Z