

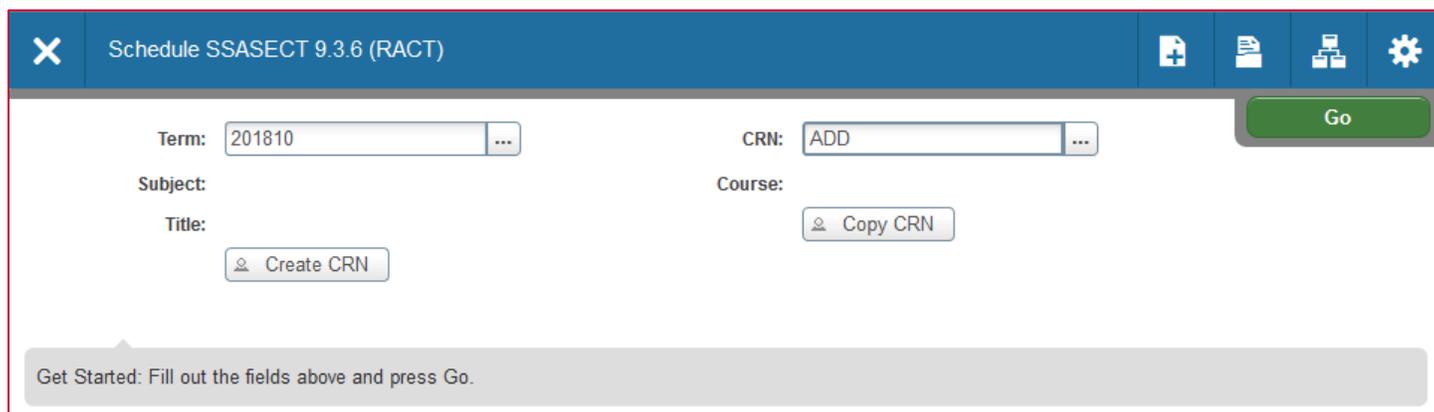
## Banner 9 – Schedule (SSASECT)

Search for “SSASECT” using either “Search...” on the home screen or the upper left corner magnifying glass.

**To edit a section** enter the term and CRN then click “Go”. Make your changes and click “Save” on the lower right.

*If you don't know the CRN of a section you need to edit* click “...” next to the ‘CRN’ field to search for the section.

**To create a new section** type “ADD” into the ‘CRN’ field and click “Go”.



Under ‘Course Section Information’ fill in the following fields. (If a field isn’t listed below leave it blank.):

**SUBJECT:** (Ex: MATH) You can only create courses in your college.

**COURSE NUMBER:** (Ex: 1023) Once entered, the matching title will display.

*NOTE: All title changes (Special Problems/Topics, Thesis, etc.) must be done by the Office of Admissions, Records and Registration. The title cannot exceed 30 characters including spaces.*

**SECTION:** (Ex. 001, 002, etc.) This needs to be a 3-digit format.

**CAMPUS:** (Ex: ‘J’ = Jonesboro, etc.)

*NOTE: Changing Campus Location AFTER enrollment exists can result in inaccurate billing for the student. If enrollment exists, contact the Office of Admissions, Records and Registration.*

**STATUS:** (Ex. ‘A’ = Active, ‘I’ = Inactive, etc.)

**SCHEDULE TYPE:** You can double click to select the correct type.

**INSTRUCTIONAL METHOD:** This will automatically populate, but you can type over the text and change it.

*NOTE: Once enrollment exists, banner will not allow you to change the method.*

**SESSION:** Enter ‘E’ if course is offered after 5:00PM.

**SPECIAL APPROVAL:** (Ex. ‘IN’ = Instructor’s Signature, ‘HA’ = Honors Advisor, etc.)

Under ‘Class Type’ fill in the **PART OF TERM** (‘1’ = full term, ‘2’ = 1st session, ‘3’ = 2nd session, etc.) Hit ‘Enter’ after filling in the part of term so the dates populate. It won’t save if the dates aren’t populated.

*NOTE: Once Part of Term is assigned and saved, it CANNOT be changed.*

Click “Save” on the lower right to save and generate a CRN.

Term: 201810 CRN: ADD Subject: Course: Title: Start Over

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**COURSE SECTION INFORMATION** + Insert - Delete Copy Filter

Subject * <input type="text"/>	Campus * <input type="text"/>	Grade Mode <input type="text"/>
Course Number * <input type="text"/>	Status * <input type="text"/>	Session <input type="text"/>
Title <input type="text"/>	Schedule Type * <input type="text"/>	Special Approval <input type="text"/>
Section * <input type="text" value="0"/>	Instructional Method <input type="text"/>	Duration <input type="text"/> <input type="text"/>
Cross List <input type="text"/>	Integration Partner <input type="text"/>	<input type="checkbox"/> Override Duration

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**CLASS TYPE** + Insert - Delete Copy Filter

**Traditional Class**

Part of Term

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**Open Learning Class**

Registration Dates:    Processing Rules

Start Dates:

Maximum Extensions:

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**CREDIT HOURS** + Insert - Delete Copy Filter

**Credit Hours**

Credit Hours <input type="text"/> <input type="text"/> <input type="text"/>	Lecture <input type="text"/> <input type="text"/> <input type="text"/>
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 <input type="text"/> <input type="text"/> <input type="text"/>	Lab <input type="text"/> <input type="text"/>
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 <input type="text"/> <input type="text"/> <input type="text"/>	Other <input type="text"/> <input type="text"/> <input type="text"/>
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

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**CLASS INDICATORS** + Insert - Delete Copy Filter

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

NOTE: Some personal identifying information, including ID Number, has been redacted.

The 'Credit Hours' (with the exception of variable hour courses, see below) and 'Class Indicators' sections will be automatically populated based on what information is on the course level.

*Note: Do not check 'Tuition and Fee Waiver' as this will remove all costs associated with the CRN.*

If a course number ends in 'V' it's a variable hour course and the section needs to have its hours set. Some variable hour courses don't end in 'V' but can be identified by having "To" or "Or" checked on the 'Credit Hours' section.

Credit Hours	1.000	4.000	<input type="text" value="3.000"/>	Lecture	1.000	4.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	Lecture Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	4.000	<input type="text" value="3.000"/>	Lab			
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Contact Hours	1.000	4.000	<input type="text" value="3.000"/>	Other			<input type="text"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	Other Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

In the example above the variable hours have been set to 3.

*Note: Students should **NOT** enroll in variable hour courses before the hours are set. You must email the Office of Admissions, Records and Registration to set the hours on a section.*

Once a CRN has been generated you can set the enrollment for the section on 'Section Enrollment Information'.

Term: 201810	CRN: 14352	Subject: HNRS	Course: 311V	Title: HONORS SPECIAL TOPICS	<a href="#">Start Over</a>
Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences		
Enrollment Details	Reserved Seats				
ENROLLMENT DETAILS					
Maximum *	<input type="text" value="0"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *	<input type="text" value="0"/>
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input checked="" type="checkbox"/> Authorization Codes Active for Section	Generated Credit Hours	0.000			

Enter a maximum enrollment and click "Save" on the lower right.

The "Actual" field will tell you the number, if any, of students registered for the section.

On the 'Meeting Times and Instructor' tab you can set the section meeting dates under 'Times and Instructors'.

Term: 201810 CRN: 14352 Subject: HNRS Course: 311V Title: HONORS SPECIAL TOPICS Start Over

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE Insert Delete Copy Filter

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Sess
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	01

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You can enter the meeting days and times manually by checking the boxes and entering the time. Or you can select a preset day and time combination by clicking "..." next to the "Meeting Time" field to open **STVMEET**. Double-click the code to automatically fill that information onto 'Meeting Dates'. Code "02" was used for the example above.

*Note: Times must be entered in military time.*

*Note: **WEB** courses do NOT have meeting days/times but **WEBA** courses DO have meeting days/times.*

Meeting Time Code Validation STVMEET 9.3.4 (RACT) Insert Delete Copy Filter

MEETING TIME CODE VALIDATION Insert Delete Copy Filter

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
01	<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	0850
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050

After entering the days/times click the 'Meeting Location and Credits' tab to enter the building and room number for where the section will be meeting. You can search for buildings/room numbers using the "..." on those fields.

Meeting Dates **Meeting Location and Credits**

SCHEDULE Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partitio
...	FA	120	LEC	2.50		3.000	

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The 'Hours per Week' field must be filled out in order to save. If you entered days/times it will automatically populate, however for **WEB** courses you must enter a number. Once this has been entered click "Save" on the lower right.

*Note: Enter "WEB" in the "Building" field for **WEB** courses to prevent "TBA" from showing in Self Service.*

*Note: If a **WEBA** course has a physical meeting location you need to create a second meeting date entry that lists "WEBA" as the building and "0" for the hours per week. If there isn't a physical meeting place just use "WEBA" in the "Building" field for the one meeting date entry.*

*Note: If you encounter a time or room conflict error when you save, you can enter an Override Indicator to force the setting. ('T' = Time override, 'R' = Room Override, 'O' = Override both)*

After adding a meeting time you can add an instructor in the 'Instructor' section.

INSTRUCTOR						+	-	Copy	Filter
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator				
01		, Allyson	0.000	100	<input checked="" type="checkbox"/>				

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Enter the instructor's ID and click "Save". If there's a time conflict, you can override it by checking "Override Indicator".

*Note: There can only be one primary instructor per course, but a course can have multiple instructors.*

INSTRUCTOR						+	-	Copy	Filter
	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session				
	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100				

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If you don't know the instructor's ID number click "..." in the 'ID' field and **SIAIQR** will open.

Faculty/Advisor Query SIAIQR 9.3 (RACT)

Term: 201810 ... Faculty:  Go

Advisor:  Category: ...

Staff Type: ... Contract Type: ...

Tenure Status: ... Status: ...

Get Started: Fill out the fields above and press Go.

On the page above make sure the term is correct then click "Go". The next page will allow you to search by name, college, department, etc. Once your search criteria is entered click "Go" again to view the results.

*Note: The search fields on this screen are case sensitive.*

When you locate the appropriate instructor, double-click the ID number to populate the previous form.

Click "Save" in the lower right corner.

To edit/create another section, click "Start Over" on the upper right.

**SECTION CANCELLATION:** A section can only be cancelled if there are: no students enrolled, no instructor assigned to the section, and no meeting times attached. If any of these exist Banner will not allow you to cancel the course.

1. Remove the Instructor by highlighting the entry and clicking “Delete” then “Save”
2. Remove the Meeting times by highlighting the entry and clicking “Delete” then “Save”  
*Note: the meeting times must be removed AFTER removing the instructor.*
3. If enrollment exists, set your enrollment max to “0” to prevent further enrollment and contact each student enrolled asking them to drop the section. You can view the roster on **SFASLST**.
4. Once no students are enrolled, change the status to “C”, cancelled.

**SECTION DELETION:** Section deletion can be performed when you are certain that the section is not needed, or has been entered in error. Banner will not allow you to delete a course if students are enrolled, an instructor is assigned, or meeting times exist.

1. Remove the Instructor by highlighting the entry and clicking “Delete” then “Save”
2. Remove the Meeting times by highlighting the entry and clicking “Delete” then “Save”  
*Note: the meeting times must be removed AFTER removing the instructor.*
3. If enrollment exists, set your enrollment max to “0” to prevent further enrollment and contact each student enrolled asking them to drop the section. You can view the roster on **SFASLST**.
4. Once no students are enrolled, click “Delete” on ‘Course Section Information’ then “Save”  
*Note: This will remove the CRN as well, preventing it from being used again for the current term.*