

Banner 9 – Schedule Section Query (SSASECQ) and Export

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

On **SSASECT** if you click “...” next to the “CRN” field this screen will open; it’s used to search for specific sections.

The screenshot shows the 'Schedule Section Query SSASECQ 9.3 (RACT)' interface. A dropdown menu titled 'Add Another Field ...' is open, listing search criteria: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, and Course. The 'Subject' option is selected. Below the dropdown, three search criteria are configured: 'Term' contains '201810', 'Subject' contains 'HNRS', and 'Course' contains '311V'. There is also an 'Add Another Field ...' option at the bottom. Buttons for 'Clear All' and 'Go' are visible on the right.

Use the “Add Another Field ...” drop-down to select search criteria and then click “Go”.

Note: If you don't include a term in your search the results will include all matches from 2006 to present.

The screenshot shows the search results for the query. The results are displayed in a table with the following columns: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, and Section. The results are as follows:

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201810	1			14352		HNRS	311V	001
201810	1			10978		HNRS	311V	H01
201810	1			11153		HNRS	311V	H02
201810	1			13910		HNRS	311V	H03

Below the table, there is a pagination control showing '1 of 1' and '10 Per Page'. A 'Filter Again' button is located in the upper right corner. At the bottom, there is a summary table for enrollment and waitlist:

	Maximum	Actual	Remaining
Enrollment	20	0	20
Waitlist	0	0	0

Use the scrollbars to view additional information on each section. The highlighted section’s enrollment will be listed at the bottom. In the example above, CRN 14352 has a max enrollment of 20 but no students currently enrolled.

Note: If you came to this screen from SSASECT double-click the CRN to autofill it into the previous form.

To select different search criteria and query again click “Filter Again” on the upper right.

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

