

Updating the Class Schedule

All active departmental course offerings for Fall 2022 are the same as Fall 2021 using the same CRN numbers that rolled on December 20, 2021.

A list of departmental offerings can be obtained through ARGOS (Student / Class Information / **Course CRN Detail**). Review the ARGOS Course CRN Detail Report for your fall 2022 schedule to determine what sections should be updated, inactivated, or new sections created in SSASECT. Pull the ARGOS Major Minor Concentration Report (Student/ Student Information/ **Major Minor Concentration Report**) and confirm all students within your area (major and minor) have an advisor and a current advisor for your area. Key Banner screens to review for registration preparation: SSASECT, SSATEXT, and SSARRES.

1 SSASECT review and update

1.1 Course Section Information

At the 'Course Section Information' tab, review the below items for a possible update (Figure 1)

- Status
 - How to update a section to an inactive status (pg. 5)
- Instructional Method
- Grade Mode
- Part of Term (pg. 7)
 - You will have to remove the instructor and class meeting times before updating the 'part-of-term' field.

Figure 1: SSASECT: Course Section Information

ellucian Schedule SSASECT 9.3.23 (TEST)

Term: 202220 CRN: 32936 Subject: CHEM Course: 1402 Title: GEN CHEM FOR HEALTH SCI

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

COURSE SECTION INFORMATION

Subject CHEM CHEMISTRY Campus * M Main Grade Mode S Standard

Course Number 1402 Status * A Active Session

Title GEN CHEM FOR HEALTH SCI Schedule Type 01 Lecture Special Approval

Section * 0 Instructional Method TRAD Duration

CLASS TYPE

Traditional Class

Part of Term 1 01/13/2022 05/06/2022 16

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1.2 Section Enrollment Information (seat capacity)

At the 'Section Enrollment Information' and 'Enrollment Details' tab, set the section seat capacity and waitlist seat capacity (if applicable) (Figure 2).

Figure 2: SSASECT: Section Enrollment Information / Enrollment Details

The screenshot shows the 'Section Enrollment Information' tab with the 'Enrollment Details' sub-tab selected. The 'ENROLLMENT DETAILS' section contains the following fields:

Maximum *	<input type="text" value="24"/>	Actual	0
Waitlist Maximum *	<input type="text" value="5"/>	Waitlist Actual	0

1.3 Meeting Times and Instructor

At the 'Meeting Time and Instructor' and 'Meeting Dates' tab, update the days, times, and instructor.

- At the 'Meeting Type' field, choose the appropriate meeting type from the drop down menu. After making the selection, the start days and times will auto-populate from the part-of-term selection on the 'Course Section Information' tab (entry from 1.1) (Figure 3).
- Select the meeting days and enter the class start time and end time.

Figure 3: SSASECT: Meeting Time and Instructor / Meeting Dates

The screenshot shows the 'Meeting Times and Instructor' tab with the 'Meeting Dates' sub-tab selected. The 'SCHEDULE' section contains the following table:

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	LECT	01/13/2022	05/06/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1615
	LAB	01/13/2022	05/06/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950

The 'INSTRUCTOR' section contains the following table:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Perce
01					<input type="checkbox"/>	<input type="checkbox"/>	

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1.3a Meeting Location and Credits (building and room)

At the 'Meeting Locations and Credits' tab, add the building (Figure 5), room, and hours per week information. If the location is unknown at this time, leave it blank (Figure 4). Click SAVE before moving to the instructor block.

Figure 4: SSASECT: Meeting Time and Instructor / Meeting Locations and Credits

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
Times and Instructors		Scheduler Preferences					
Meeting Dates		Meeting Location and Credits					
SCHEDULE							
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	
	LSC	102	L	2.50	O	4.000	
	CCCS	211	L	2.66	O	0.000	

Figure 5: Academic Building Abbreviations

BURD	A. E. Burdick Hall
CCCS	Conway Corp Center for Science
COB	College of Business Building
DHSC	Doyne Health Science Center
EST	Estes Stadium
FC	Farris Center
HAR	Harrin Hall
HPER	Health Physical Education Building
IHS	Integrated Health Sciences Building

IRB	Irby Hall
LAN	Manion Hall
LIB	Torreyson Library
LSC	Lewis Science Center
LSCA	Lewis Annex
MAC	McAlister Hall
MASH	Mashburn Hall
MCC	McCastlain Hall
MCS	Math, CSci & Tech

MEAD	Meadors Hall
MH	Old Main Hall
PHYT	Physical Therapy
PRIN	Prince Center
SFAC	Snow Fine Arts Center
SRH	Stanley Russ Hall
SSA	Schichtl Studio Arts Building
TORW	Torreyson Library West
WTH	Win Thompson Hall

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1.3b. Meeting Times and Instructor (instructor):

At the 'Meeting Time and Instructor' and 'Meeting Dates' tab, arrow down to the instructor block to add the instructor information.

- An instructor **must** be listed for any course a student is registered for reporting requirements. If this information is unknown at this time, leave it blank. This information must be completed before classes begin.
- You can use the search option in the Instructor ID field to locate the instructor ID.
- If you are adding a lecture and lab, you can give the lecture a 01 indicator and add the 01 indicator to the instructor for the lecture (add 02 for the lab in both areas), this will allow the student to be able to see which instructor will teach the lecture and lab in the self-service view (Figure 6).

Figure 6: SSASECT: Meeting Time and Instructor / Meeting Locations and Credits

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	More Information
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator				
	LECT	01/13/2022	05/06/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1615	01				
	LAB	01/13/2022	05/06/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950	02				

INSTRUCTOR													Insert		Delete	Copy
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session									
01	B01030268	Bear, Bruce D.	0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										
02	B01282089	Bear, Victor E.	0.000	100	<input type="checkbox"/>	<input checked="" type="checkbox"/>										

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1.4 Update an existing course to an inactive status

At the Section Enrollment Information, Meeting Times and Instructor, and Course Section Information tab, follow the below steps to inactivate a section (Figure 7). A section that is set with an inactive status will not roll forward during the annual schedule roll process.

- I. Set enrollment maximum seats to zero (Section Enrollment Information tab) (SAVE)
- II. Remove the instructor (Meeting Times and Instructor tab) (SAVE)
- III. Remove the meeting time (Meeting Times and Instructor tab) (SAVE)
- IV. Uncheck the Self-Service Available box (Course Section Information tab) (SAVE)
- V. Change the status to inactive (Course Section Information tab) (SAVE)

Figure 7: SSASECT: Inactivate a section

The screenshot displays the 'Course Section Information' tab in the SSASECT system. The interface includes several sections: 'COURSE SECTION INFORMATION', 'CLASS TYPE', 'CREDIT HOURS', and 'CLASS INDICATORS'. In the 'COURSE SECTION INFORMATION' section, the 'Status' dropdown menu is set to 'Inactive' and is highlighted with a red box. Below this, in the 'CLASS INDICATORS' section, the 'Voice Response and Self-Service Available' checkbox is unchecked and also highlighted with a red box. Other visible fields include Subject (CHEM), Course Number (1402), Title (GEN CHEM FOR HEALTH SCI), Section # (0), Campus (Main), Schedule Type (Lecture), and Instructional Method (TRAD).

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1.5 Create a new section or Course Reference Number (CRN)

To create a new CRN, enter the term code for fall 2022 (**202310**) and click the 'Create CRN' button (Figure 8). The course section information field will appear for input (Figure 9).

Figure 8: SSASECT: Create a new section

The screenshot shows a web form titled "Schedule SSASECT 9.3.23 (TEST)". The form includes several input fields and buttons:

- Term:** A dropdown menu with "202220" selected.
- CRN:** An empty input field.
- Subject:** An empty input field.
- Course:** An empty input field.
- Title:** An empty input field.
- Create CRN:** A button with a plus icon, highlighted by a red arrow.
- Copy CRN:** A button with a plus icon.

After information has been entered into the indicated fields and saved, a CRN will be provided (update CRN: ADD to CRN: XXXXX).

Figure 9: SSASECT: Create a new section /Course Section Information

The screenshot shows the "COURSE SECTION INFORMATION" section of the form. The "Term" field is set to "202220" and the "CRN" field is set to "ADD". The "Subject" field is highlighted with a red box. The "Course Number" field is also highlighted with a red box. The "Title" field is empty. The "Section" field is set to "0". The "Campus" field is highlighted with a red box. The "Status" field is highlighted with a red box. The "Schedule Type" field is highlighted with a red box. The "Instructional Method" field is highlighted with a red box. The "Grade Mode" field is highlighted with a red box. The "Session" field is empty. The "Special Approval" field is empty. The "Duration" field is empty. The "Override Duration" checkbox is unchecked. The "CLASS TYPE" section is expanded to show "Traditional Class" with the "Part of Term" field highlighted with a red box.

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NOTE: Uncheck the 'Voice Response Self-Service Available' box to remove a section from view within self-service (Figure 10)

Figure 10: SSASECT: Self-Service View

The screenshot shows a web interface for 'CLASS INDICATORS'. On the left, there are several input fields: 'Prerequisite Check Method' with radio buttons for 'Basic or None' (selected), 'CAPP', and 'DegreeWorks'; 'CEU Indicator' with an unchecked checkbox; 'Link Identifier' with an empty text box; 'Attendance Method' with a dropdown menu showing '---'; and 'Weekly Contact Hours' with an empty text box. On the right, there is a 'Daily Contact Hours' text box and a list of checkboxes: 'Print' (checked), 'Gradable' (checked), 'Tuition and Fee Waiver' (unchecked), and 'Voice Response and Self-Service Available' (checked). The 'Voice Response and Self-Service Available' checkbox is highlighted with a red square.

Figure 11: Fall 2022 (202310) Part-of-Term Dates

1	Full Term:	Aug 25 – Dec 16
1H	First Half of Term:	Aug 25 – Oct 14
1R	Full Term Restricted:	Aug 25 – Dec 16
2H	Second Half of Term:	Oct 17 – Dec 16
5W1	First 5 Weeks:	Aug 25 – Sept 30
5W2	Second 5 Weeks:	Oct 3 – Nov 4
5W3	Third 5 Weeks:	Nov 7 – Dec 16

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1.6 Modifying the Title

Title modifications are authorized for certain courses (Special Problems, Seminars, and Topics). 'Departments may add to a course title to specify content only if the course is one in which the content is intended to change significantly with each offering (typically, special topics courses). Customized titles may not be used with courses whose content is more specifically defined. In those cases, if the course needs a different title, a title change may be submitted through the curriculum process' (Customizing Titles in the Class Schedule: Rules and Instructions).

To list the title for a section of Special Problems, Seminars or a Topics course, enter the title in the 'Title' field (Course Section Information) (Figure 12).

NOTE: 'Customized titles may not be used with a course whose content is more specially defined. In those cases, if the course needs a different title, a title change may be submitted through the curriculum process' (Customizing Titles in the Class Schedule: Rules and Instructions).

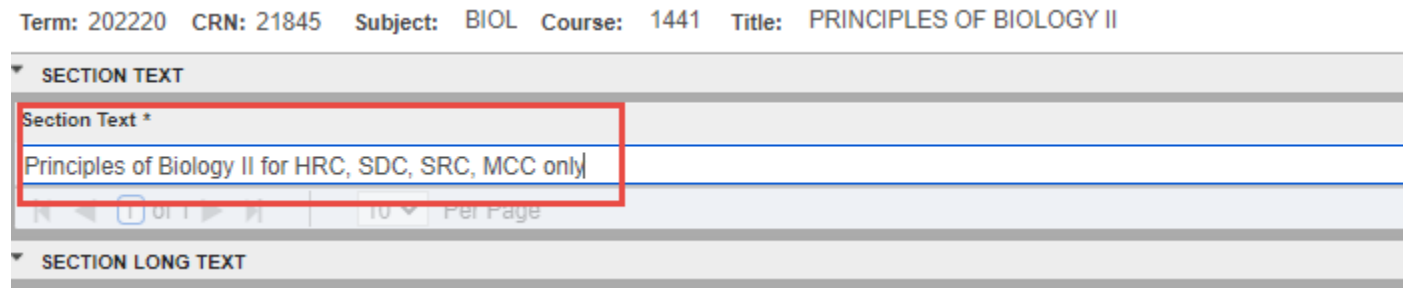
Figure 12: SSASECT: Customization to Special Problems, Seminars, and Topic sections

The screenshot shows the SSASECT system interface for scheduling a course section. The top navigation bar is blue and contains a close button (X), a user profile icon (ellucian), and the page title 'Schedule SSASECT 9.3.23 (TEST)'. Below the navigation bar, the current course details are displayed: Term: 202220, CRN: 32500, Subject: FILM, Course: 4392, and Title: TOPICS: Feature Screenwriting. The 'Course Section Information' tab is selected and highlighted in blue. Below the tabs, the 'COURSE SECTION INFORMATION' section is expanded, showing several fields: Subject (FILM), Course Number (4392), Title (TOPICS: Feature Screenwriting), and Section * (0). The 'Title' field is highlighted with a red rectangular box. Each field has a dropdown arrow to its right.

2 SSATEXT Review and Update

2.1 Use SSATEXT to list additional information or requirements that pertain to a specific section of a course (Figure 13). This information is viewable in self-service and can provide additional information to the student.

Figure 13: SSATEXT: Section Text (additional wording for the student to view in Self-Service)



3 SSARRES Review and Update

3.1 If section restrictions are needed, you can add or update restrictions in SSARRES (Figure 14).

Figure 14: SSARRES: Section Restrictions

