

## Updating the Class Schedule

All active departmental course offerings for Spring 2023 are the same as Spring 2022 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 spring 2023 schedule to determine what sections should be updated, inactivated, or new sections created in SSASECT. **CRN's should not be deleted.** 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. A few key Banner screens to review for registration preparation are: 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

Screenshot of the SSASECT Course Section Information form. The form displays fields for Subject (CHEM), Course Number (1402), Title (GEN CHEM FOR HEALTH SCI), Section (0), Campus (M), Status (A), Instructional Method (TRAD), Grade Mode (S), Session, Special Approval, Duration, and Part of Term (1). Red boxes highlight the Status, Instructional Method, Grade Mode, and Part of Term fields.

Field	Value
Subject	CHEM CHEMISTRY
Course Number	1402
Title	GEN CHEM FOR HEALTH SCI
Section *	0
Campus *	M Main
Status *	A Active
Instructional Method	TRAD
Grade Mode	S Standard
Session	
Special Approval	
Duration	
Override Duration	<input type="checkbox"/>
CLASS TYPE	Traditional Class
Part of Term	1
Start Date	01/13/2022
End Date	05/06/2022
CRN	16

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### 1.2 Schedule Type

The schedule type is created at the course level and there may be more than one option available for selection when creating a section. A listing of current schedule types are provided below (Figure 2).

Figure 2: SSASECT: Schedule Types

01 Lecture	10 Special Topics	17 Dissertation/Thesis Research
02 Lecture/Laboratory	12 Individual Lessons	18 Activity Course
03 Laboratory	13 Applied Instruction	19 Seminar
05 Practice Teaching	15 Clinical Rotation	22 Internship
08 Independent Study/Research	16 Studio Course	23 Practicum

### 1.3 Section Enrollment Information (seat capacity)

At the 'Section Enrollment Information' and 'Enrollment Details' tab, set the section seat capacity and waitlist seat capacity (Figure 3).

Figure 3: SSASECT: Section Enrollment Information / Enrollment Details

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details	Reserved Seats		
ENROLLMENT DETAILS			
Maximum *	<input type="text" value="24"/>	Actual	0
Waitlist Maximum *	<input type="text" value="5"/>	Waitlist Actual	0

### 1.4 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 4). Select the meeting days and enter the class start time and end time.

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**Figure 4: SSASECT: Meeting Time and Instructor / Meeting Dates**

Course Section Information		Section Enrollment Information		Meeting Times and Instructor							Section Preferences	
Times and Instructors		Scheduler Preferences										
Meeting Dates		Meeting Location and Credits										
<div style="text-align: right; font-size: small;"> <span>Insert</span> <span>Delete</span> </div>												
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
<div style="text-align: center; font-size: x-small;"> <span>10</span> Per Page         </div>												
INSTRUCTOR												
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Perce					
01					<input type="checkbox"/>	<input type="checkbox"/>						
<div style="text-align: center; font-size: x-small;"> <span>10</span> Per Page         </div>												

### 1.4a 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 6). Click SAVE before moving to the instructor block.

**Figure 5: Academic Building Abbreviations**

BURD	A. E. Burdick Hall (offline spring 2023)	IRB	Irby Hall	MEAD	Meadors Hall
CCCS	Conway Corp Center for Science	LAN	Manion Hall	MH	Old Main Hall
COB	College of Business Building	LIB	Torreyson Library	PHYT	Physical Therapy
DHSC	Doyne Health Science Center	LSC	Lewis Science Center	PRIN	Prince Center
EST	Estes Stadium	LSCA	Lewis Annex	SFAC	Snow Fine Arts Center
FC	Farris Center	MAC	McAlister Hall	SRH	Stanley Russ Hall
HAR	Harrin Hall	MASH	Mashburn Hall	SSA	Schichtl Studio Arts Building
HPER	Health Physical Education Building	MCC	McCastlain Hall	TORW	Torreyson Library West
IHS	Integrated Health Sciences Building	MCS	Math, CSci & Tech	WTH	Win Thompson Hall
				WFPA	Windgate Cntr Fine and Perf Arts

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**Figure 6: SSASECT: Meeting Location 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	

### 1.4b. 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 7).

**Figure 7: 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													
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													
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"/>							
02	B01282089	Bear, Victor E.		0.000	100	<input type="checkbox"/>							

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### 1.5 Update an existing course to an inactive status

If you don't plan to use the section for the registration term, please update it to the 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 8). 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)
- V. Change the status to inactive (Course Section Information tab) (SAVE)

Figure 8: 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 the 'Voice Response and Self-Service Available' checkbox is unchecked. Red boxes highlight these two elements. 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). The 'CLASS INDICATORS' section shows 'Prerequisite Check Method' set to 'Basic or None' and 'Daily Contact Hours' with 'Print' and 'Gradable' checked.

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### 1.6 Create a new section or Course Reference Number (CRN)

To create a new CRN, enter the term code for spring 2023 (**202320**) and click the 'Create CRN' button (Figure 9). The course section information field will appear for input (Figure 10).

Figure 9: SSASECT: Create a new section

The screenshot shows a web form titled "Schedule SSASECT 9.3.23 (TEST)". The "Term" field contains "202220". The "CRN" field is empty. The "Subject" and "Course" fields are empty. The "Title" field is empty. A red arrow points to the "Create CRN" button.

After information has been entered into the indicated fields and saved, a CRN will be provided.

Figure 10: SSASECT: Create a new section /Course Section Information

The screenshot shows the "Course Section Information" form. The "Term" is "202220" and "CRN: ADD" is highlighted. The "Subject" field is highlighted. The "Course Number" field is highlighted. The "Section #" field is highlighted. The "Campus", "Status", "Schedule Type", and "Instructional Method" fields are highlighted. The "Grade Mode" field is highlighted. The "Part of Term" field is highlighted.

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**NOTE:** Uncheck the 'Voice Response Self-Service Available' box to remove a section from view within self-service (Figure 11). Please keep in mind the section will be viewable in Degree Works even if the Banner Voice Response and Self Service Available indicator is unchecked.

**Figure 11: SSASECT: Self-Service View**

The screenshot displays the 'CLASS INDICATORS' section of a web interface. 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 a text box; 'Attendance Method' with a dropdown menu; and 'Weekly Contact Hours' with a 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 12: Spring 2023 (202320) Part-of-Term Dates**

W	Winter:	Dec 19 – Jan 6
1	Full Term:	Jan 12 – May 5
1H	First Half of Term:	Jan 12 – Mar 3
1R	Full Term Restricted:	Jan 12 – May 5
2H	Second Half of Term:	Mar 6 – May 5
5W1	First 5 Weeks:	Jan 12 – Feb 17
5W2	Second 5 Weeks:	Feb 20 – Mar 31
5W3	Third 5 Weeks:	April 3 – May 5

### 1.7 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 13).

**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 13: SSASECT: Customization to Special Problems, Seminars, and Topic sections

The screenshot shows the 'Schedule SSASECT 9.3.23 (TEST)' interface. At the top, there is a blue header with a close button, the user 'ellucian', and the page title. Below the header, the current session details are displayed: Term: 202220, CRN: 32500, Subject: FILM, Course: 4392, and Title: TOPICS: Feature Screenwriting. The main content area has four tabs: 'Course Section Information' (selected), 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. Under the 'Course Section Information' tab, there is a section titled 'COURSE SECTION INFORMATION'. This section contains several input fields: 'Subject' (FILM), 'Course Number' (4392), 'Title' (TOPICS: Feature Screenwriting), and 'Section #' (0). The 'Title' field is highlighted with a red rectangular border. There are also three menu icons (represented by three dots) next to the Subject, Course Number, and Section # fields.

## 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 14). This information is viewable in self-service and can provide additional information to the student.

Figure 14: SSATEXT: Section Text (additional wording for the student to view in Self-Service)

Term: 202220 CRN: 21845 Subject: BIOL Course: 1441 Title: PRINCIPLES OF BIOLOGY II

SECTION TEXT

Section Text \*

Principles of Biology II for HRC, SDC, SRC, MCC only

SECTION LONG TEXT

## 3 SSARRES Review and Update

3.1 If section restrictions are needed, you can add or update restrictions in SSARRES (Figure 15). Section restrictions are typically not added unless the restriction is listed in the bulletin for the course.

Figure 15: SSARRES: Section Restrictions

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

CLASS RESTRICTIONS

Include/Exclude (I/E)  Include  Exclude

Class	Description
FR	Freshman

LEVEL RESTRICTIONS