

## Updating the Class Schedule

All active departmental course offerings for Fall 2023 are the same as Fall 2022 using the same CRN numbers that rolled on October 14, 2022.

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 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

The screenshot shows the 'Course Section Information' tab in the SSASECT system. The form is for a course section with the following details:

- Term: 202220, CRN: 32936, Subject: CHEM, Course: 1402, Title: GEN CHEM FOR HEALTH SCI
- 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)
- Schedule Type: 01 (Lecture)
- Session: (empty)
- Special Approval: (empty)
- Duration: (empty)
- Override Duration: (unchecked)

Under the 'CLASS TYPE' section, the 'Part of Term' field is set to 1, with start and end dates of 01/13/2022 and 05/06/2022, and a value of 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).

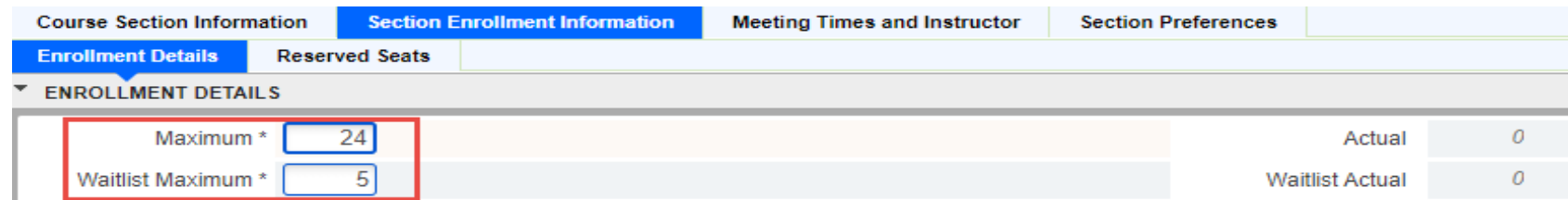
Figure 2: SSASECT: Schedule Types

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;"> <span>+</span> Insert <span>-</span> Delete                 </div>												
<div style="text-align: left;"> <span>▼</span> SCHEDULE                 </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: left;"> <span>◀</span> <span>▶</span> 1 of 1 <span>▶</span>   10 Per Page                 </div>												
<div style="text-align: left;"> <span>▼</span> INSTRUCTOR                 </div>												
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: left;"> <span>◀</span> <span>▶</span> 1 of 1 <span>▶</span>   10 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 fall 2023)	IRB	Irby Hall	MH	Old Main Hall
CCCS	Conway Corp Center for Science	LAN	Manion Hall	PHYT	Physical Therapy
COB	College of Business Building	LIB	Torreyson Library	PRIN	Prince Center
DHSC	Doyne Health Science Center	LSC	Lewis Science Center	SFAC	Snow Fine Arts Center
EST	Estes Stadium	LSCA	Lewis Annex	SRH	Stanley Russ Hall
FC	Farris Center	MAC	McAlister Hall	SSA	Schichtl Studio Arts Building
HAR	Harrin Hall	MASH	Mashburn Hall	TORW	Torreyson Library West
HPER	Health Physical Education Building	MCC	McCastlain Hall	WIN3D	Windgate Center 3D Building
IHS	Integrated Health Sciences Building	MCS	Math, CSci & Tech	WTH	Win Thompson Hall
		MEAD	Meadors 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 of 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 methods (Basic or None, CAPP, DegreeWorks) and daily contact hours options (Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available).

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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 fall 2023 (**202410**) 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)". At the top left, there is a blue header with the "ellucian" logo and the page title. Below the header, the "Term:" field contains "202220" and is highlighted with a red box. To its right is the "CRN:" field, which is empty. Below the "Term:" field are the "Subject:" and "Title:" labels. To the right of these labels are the "Course:" label and a "Copy CRN" button. At the bottom center, there is a "Create CRN" button, which is highlighted with a red arrow pointing to it from the right.

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 a web form titled "Schedule SSASECT 9.3.23 (TEST)". At the top left, there is a blue header with the "ellucian" logo and the page title. Below the header, the "Term:" field is set to "202220" and "CRN: ADD" is highlighted with a green circle. Below the "Term:" field are the "Subject:", "Course:", and "Title:" labels. Below these labels are the "Course Section Information" tabs, which are currently selected. The "Course Section Information" section contains several fields: "Subject \*", "Course Number \*", "Section \*", "Campus \*", "Status \*", "Schedule Type \*", "Instructional Method", "Grade Mode", "Session", "Special Approval", "Duration", and "Override Duration". The "Subject \*", "Campus \*", "Status \*", "Schedule Type \*", "Instructional Method", and "Grade Mode" fields are highlighted with a red box. The "Part of Term" field is 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 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. It includes several input fields and checkboxes. The 'Prerequisite Check Method' section has three radio buttons: 'Basic or None' (selected), 'CAPP', and 'DegreeWorks'. Below this is a 'CEU Indicator' checkbox. The 'Link Identifier' and 'Attendance Method' fields are empty text boxes. The 'Weekly Contact Hours' field is also empty. On the right side, there is a 'Daily Contact Hours' field 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 box.

**Figure 12: Fall 2023 (202410) Part-of-Term Dates**

1	Full Term:	Aug 24 – Dec 15
1H	First Half of Term:	Aug 24 – Oct 13
1R	Full Term Restricted:	Aug 24 – Dec 15
2H	Second Half of Term:	Oct 16 – Dec 15
5W1	First 5 Weeks:	Aug 24 – Sept 29
5W2	Second 5 Weeks:	Oct 2 – Nov 3
5W3	Third 5 Weeks:	Nov 6 – Dec 15

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### 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 displays the SSASECT system interface for editing a course section. At the top, a blue header bar shows the user 'ellucian' and the section 'Schedule SSASECT 9.3.23 (TEST)'. Below this, a summary bar lists: Term: 202220, CRN: 32500, Subject: FILM, Course: 4392, and Title: TOPICS: Feature Screenwriting. The main interface has four tabs: 'Course Section Information' (selected), 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. Under the 'COURSE SECTION INFORMATION' tab, several fields are visible: 'Subject' (FILM), 'Course Number' (4392), 'Title' (TOPICS: Feature Screenwriting, highlighted with a red box), and 'Section #' (0). Each field has a dropdown menu icon to its right.



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### 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

The screenshot shows a web interface for updating class information. At the top, it displays course details: Term: 202220, CRN: 21845, Subject: BIOL, Course: 1441, Title: PRINCIPLES OF BIOLOGY II. Below this, there are two expandable sections: 'SECTION TEXT' and 'SECTION LONG TEXT'. The 'SECTION TEXT' section is expanded, showing a text input field with the label 'Section Text \*'. The field contains the text 'Principles of Biology II for HRC, SDC, SRC, MCC only'. Below the text field, there are navigation controls including a '1 of 1' indicator and a '10 Per Page' dropdown menu.

### 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

The screenshot shows the SSARRES interface with several tabs: 'Department and Field of Study', 'Class and Level' (which is selected), 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. Below the tabs, there is a section for 'CLASS RESTRICTIONS'. It includes radio buttons for 'Include/Exclude (I/E)', with 'Include' selected. Below this is a table with two columns: 'Class' and 'Description'. The table contains one row with 'FR' in the 'Class' column and 'Freshman' in the 'Description' column. At the bottom of the table, there are navigation controls including a '1 of 1' indicator and a '10 Per Page' dropdown menu. Below the table, there is a section for 'LEVEL RESTRICTIONS'.