

## Updating the Class Schedule

All active departmental course offerings for Spring 2024 are the same as Spring 2023 using the same CRN numbers that rolled on October 13, 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 Spring 2024 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 'Schedule SSASECT 9.3.23 (TEST)' window. At the top, it displays 'Term: 202220', 'CRN: 32936', 'Subject: CHEM', 'Course: 1402', and 'Title: GEN CHEM FOR HEALTH SCI'. Below this are four tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing a form with the following fields:

- Subject: CHEM (dropdown menu)
- Course Number: 1402 (dropdown menu)
- Title: GEN CHEM FOR HEALTH SCI (text field)
- Section #: 0 (text field)
- Campus: M (dropdown menu)
- Status: A (dropdown menu)
- Grade Mode: S (dropdown menu)
- Schedule Type: 01 (dropdown menu)
- Instructional Method: TRAD (dropdown menu)
- Session: (text field)
- Special Approval: (text field)
- Duration: (text field)
- Override Duration: (checkbox)

Below the form is a 'CLASS TYPE' section with a table showing the 'Part of Term' field set to 1, and other fields like '01/13/2022', '05/06/2022', and '16'.

### 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 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"/>		<input checked="" type="checkbox"/>					
02	B01282089	Bear, Victor E.		0.000	100	<input type="checkbox"/>		<input checked="" 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 form is divided into several sections: 'COURSE SECTION INFORMATION', 'CLASS TYPE', 'CREDIT HOURS', and 'CLASS INDICATORS'. In the 'COURSE SECTION INFORMATION' section, the 'Status' field is highlighted with a red box and set to 'Inactive'. Other fields include 'Subject' (CHEM), 'Course Number' (1402), 'Title' (GEN CHEM FOR HEALTH SCI), and 'Section #' (0). The 'CLASS INDICATORS' section contains various checkboxes, with 'Voice Response and Self-Service Available' highlighted by a red box and unchecked. The 'Prerequisite Check Method' is set to 'Basic or None', and the 'Daily Contact Hours' section includes checkboxes for 'Print', 'Gradable', 'Tuition and Fee Waiver', and 'Voice Response and Self-Service Available'.

Field	Value
Subject	CHEM
Course Number	1402
Title	GEN CHEM FOR HEALTH SCI
Section #	0
Campus	Main
Status	Inactive
Schedule Type	Lecture
Instructional Method	TRAD
Prerequisite Check Method	Basic or None
CEU Indicator	Unchecked
Link Identifier	
Attendance Method	
Weekly Contact Hours	
Daily Contact Hours	Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available (unchecked)

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

To create a new CRN, enter the term code for Spring 2024 (**202420**) 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)". It has a blue header bar with a close button and the ellucian logo. Below the header, there are several input fields: "Term:" with the value "202220", "CRN:" (empty), "Subject:" (empty), and "Course:" (empty). There is a "Copy CRN" button next to the "Course:" field. Below these fields is a "Title:" label and a "Create CRN" button. A large 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 "Schedule SSASECT 9.3.23 (TEST)" form with the "Course Section Information" tab selected. The "Term" is "202220" and "CRN" is "ADD". The "Subject" field is highlighted with a red box. The "Course Number" field is highlighted with a red box. The "Section #" field is highlighted with a red box. 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 highlighted with a red box. The "Special Approval" field is highlighted with a red box. The "Duration" field is highlighted with a red box. The "Override Duration" checkbox is checked.

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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**

**Figure 12: Spring 2024 (202420) Part-of-Term Dates**

W	Winter:	Dec 18 – Jan 5
1	Full Term:	Jan 11 – May 3
1H	First Half of Term:	Jan 11 – Mar 1
1R	Full Term Restricted:	Jan 11 – May 3
2H	Second Half of Term:	Mar 4 – May 3
5W1	First 5 Weeks:	Jan 11 – Feb 16
5W2	Second 5 Weeks:	Feb 19 – Mar 29
5W3	Third 5 Weeks:	April 1 – May 3

### 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 scheduling. At the top, a blue header bar contains a close button (X), the ellucian logo, and the text 'Schedule SSASECT 9.3.23 (TEST)'. Below this, a navigation bar shows the following details: 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 empty input fields with dropdown arrows.



## 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

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▼ 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

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▼ LEVEL RESTRICTIONS