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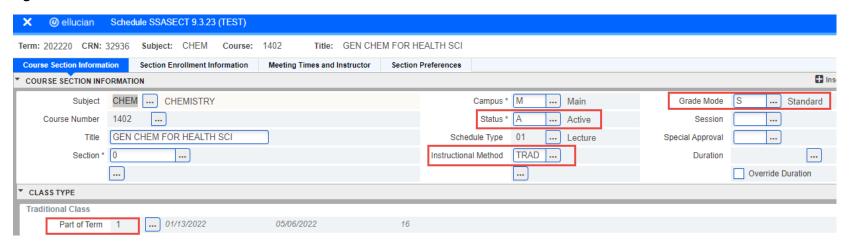
1   SSASECT review and update
1.1 Course Section Information
At the 'Course Section Information' tab, review the below items for a possible update (Figure 1)

- 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

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 scheulde types are provided below (Figure 2).
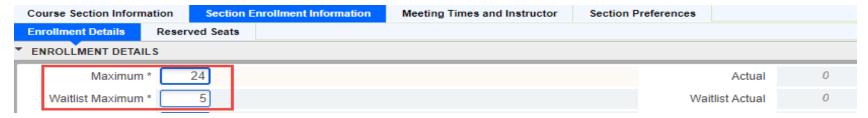
Figure 2: SSASECT: Schedule Types

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).
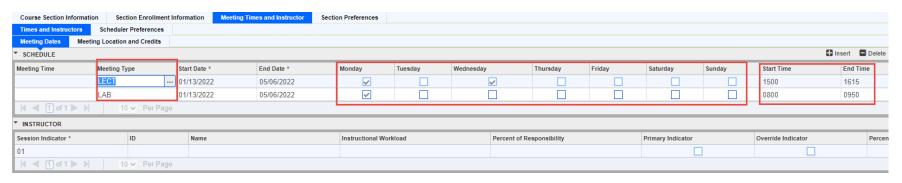
Figure 3: SSASECT: Section Enrollment Information / Enrollment Details

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.

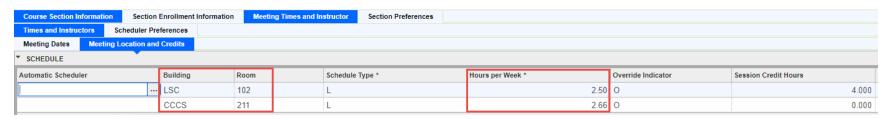**Figure 4: SSASECT: Meeting Time and Instructor / Meeting Dates**

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 2024)	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

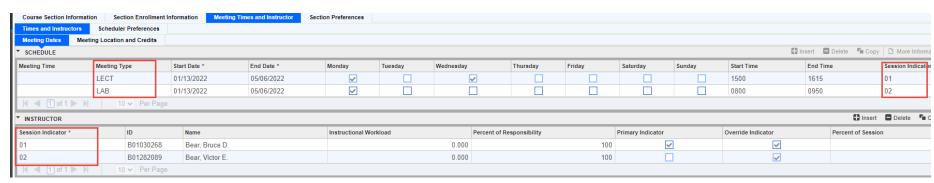**Figure 6: SSASECT: Meeting Location and Credits**

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
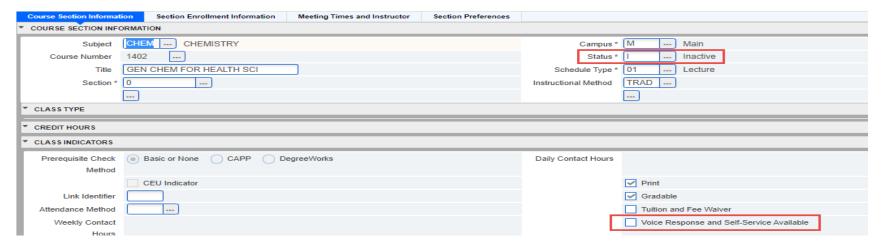
1.5 Update an existing course to an inactive status

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

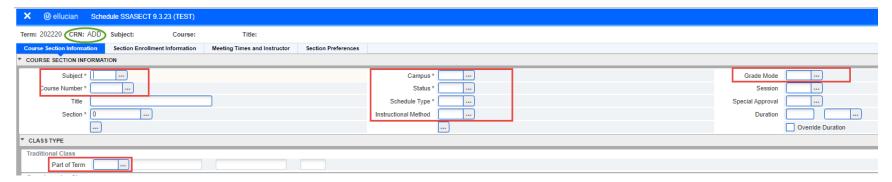### 1.6 Create a new section or Course Reference Number (CRN)

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

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

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.
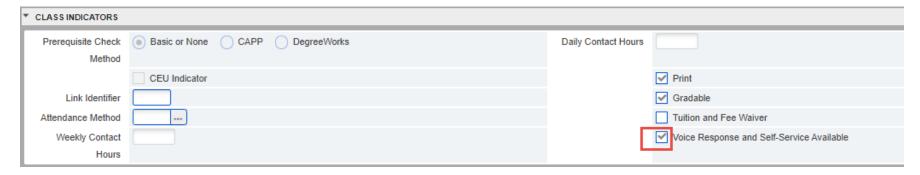
Figure 11: SSASECT: Self-Service View

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

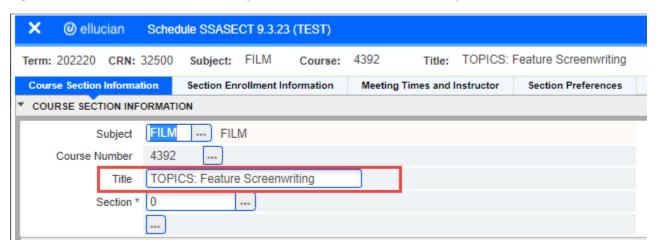| W	Winter:	Dec 18 – Jan 5
1	Full Term:	Jan 11 – May 3
1H	First Half of Term:	Jan 11 – Mar 1
1R	Full Term Restricted:	Jan 11 – May 3
2H	Second Half of Term:	Mar 4 – May 3
5W1	First 5 Weeks:	Jan 11 – Feb 16
5W2	Second 5 Weeks:	Feb 19 – Mar 29
5W3	Third 5 Weeks:	April 1 – May 3

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)'.
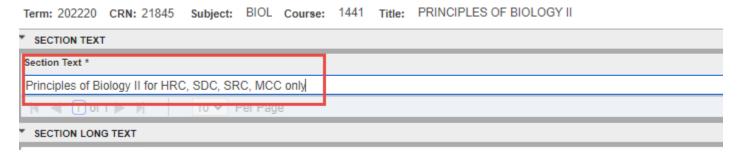
Figure 13: SSASECT: Customization to Special Problems, Seminars, and Topic sections

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)

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