Schedule Building Queries

Banner Module: Student
Last revised: October 30, 2009

myHelp
How-To Demos, Docs and Guides for WSU Faculty and Staff
# Schedule Building Queries

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## Get Connected

<table>
<thead>
<tr>
<th>Section</th>
<th>Faculty/Staff Cube</th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
<th>Look for this icon in myWSU:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Training</td>
<td>Training and Support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applications</td>
<td>Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services</td>
<td>5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
<tr>
<td></td>
<td>Help Desk</td>
<td>Passwords, hardware and software support for students, faculty and staff</td>
<td>HELP <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
</tr>
</tbody>
</table>
GUAPMNU

**My Banner (GUAPMNU)** is used to create and organize (update) your personal My Banner menu. Both frequently and infrequently used Banner options can be added for easy access.

**Training and Security**

WSU folders are based on an individual’s completed training sessions and Banner security. Training is required to gain access to Banner options.

In Banner training sessions, attendees typically add WSU folders to their My Banner. Most common *WSU folders include:

*WSUREQ*  
WSU Requisitions

*WSUGRANT*  
WSU Grant Inquiry

*WSUHR*  
WSU Human Resources

*WSUSTUADM*  
WSU Student and Admissions Inquiry

*WSUPERMHOLD*  
WSU Permissions and Holds

*WSUSB*  
WSU Schedule Builders

*WSUALUMINQ*  
WSU Alumni Inquiry

**Tips**

- Options are displayed on My Banner in the same order they are entered in the **Object** box.

- Forms can be entered more than once to the **Object** list.

**View Completed Training**

**Training / Workshop Registration, Schedule**

Not sure which training sessions you completed?

- Logon to **mywsu.wichita.edu** and click on the Help for Faculty/Staff tab.

- In the **Training Opportunities** channel, select **Training/Workshop Registration, Schedule**.

- Click the **Session List** button.

Completed sessions are indicated with a ‘Y’ in the completed column.
## Exercise: Adding Options to My Banner

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the General Menu, double click on My Banner to open (expand) the options. <strong>New My Banner users:</strong> Select Empty; Select to build. [GUAPMNU] <strong>Current My Banner users:</strong> Select Organize My Banner. [GUAPMNU]</td>
</tr>
<tr>
<td>2</td>
<td>The following form will display. The cursor is active in the Object box in the right panel.</td>
</tr>
</tbody>
</table>
| 3    | In the Object box:  
   - On an empty row, enter *WSUSB.*  
   - Press the [Down Arrow] keyboard key to move to a blank row.  
   - Press the [Tab] key to display the description.  
   ![Object box example](image) \[WSUSB\] WSU Schedule Builders |
| 4    | **Invalid object** will display in the Description box if:  
   - The form name was entered incorrectly or  
   - The user does not have security to the form.  
   An *ERROR* message will also display in Auto Hint if an option was entered without the proper security.  
   ![ERROR message](image) *ERROR* You are not authorized to access any objects on this menu. Record: 19919 |
| 5    | When complete, verify the cursor is NOT on a blank row.  
   - Save the record. (F10 on the Menu bar)  
   - Exit the form. (X on the Menu bar) |
| 6    | In the Go To: box, type REFRESH and press [Tab] or [Enter]. |
| 7    | My Banner automatically collapses.  
   Double click on My Banner to view the new options. |

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Navigating My Banner

Delete All

The **Delete All** button in the middle of the form is used to quickly delete all current **Objects** on an individual's **My Banner**.

![Image of Delete All button]

- To insert a new option on **My Banner**, a blank row must be added.

  **Do not overtype information in the Object or Description boxes!**

  - To insert a blank row, first decide its location.
  - Highlight the row above.
  - Select **Record, Insert** on the Menu bar to insert a blank row.
  - Enter the Banner menu or form name in object box.
  - Banner will not save your **My Banner** if there is a blank row imbedded in the list.

Record, Insert

Record, Remove

To delete a blank or unwanted row:

- Highlight the row to be deleted (removed).
- Select **Record, Remove** from the Menu bar.
Schedule Building Forms

Catalog and Schedule Forms

Schedule Builders have access to view forms at the catalog and schedule levels. Schedule Builders have access to create courses at the schedule level, but may only view information at the catalog level.

<table>
<thead>
<tr>
<th>Catalog</th>
<th>Schedule</th>
<th>Description Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCADETL</td>
<td>SSADETL</td>
<td>Detail Information</td>
</tr>
<tr>
<td>SCAPREQ</td>
<td>SSAPREQ</td>
<td>Pre-req and Test Score Restrictions</td>
</tr>
<tr>
<td>SCARRES</td>
<td>SSARRES</td>
<td>Restrictions</td>
</tr>
<tr>
<td>SCASYLB</td>
<td>SSASYLB</td>
<td>Syllabus</td>
</tr>
<tr>
<td>SCADEXT</td>
<td>SSAXLEXT</td>
<td>Course/Section Comments</td>
</tr>
<tr>
<td>SCASTCH</td>
<td>SSASECQ</td>
<td>Search form</td>
</tr>
<tr>
<td>SCACRSE</td>
<td>SSASECT</td>
<td>Course/Schedule form</td>
</tr>
</tbody>
</table>

Fine Grained Access

Fine Grained Access allows the Registrar’s Office to control when courses can be created in Banner and in which term they may be entered.

Schedule Building Time Frame

The Schedule Building time frame is posted on the Schedule Building help pages. Access the help pages on myWSU > Help for Faculty/Staff tab > Schedule Building (under Student Support Help).

Term

Term is defined by academic year using the following scheme:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Term</th>
<th>Calendar Year</th>
<th>Banner Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2011</td>
<td>Fall</td>
<td>2010</td>
<td>201110</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>2011</td>
<td>201120</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>2011</td>
<td>201130</td>
</tr>
<tr>
<td>2011-2012</td>
<td>Fall</td>
<td>2011</td>
<td>201210</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>2012</td>
<td>201220</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>2012</td>
<td>201230</td>
</tr>
</tbody>
</table>
Basic Course Information (SCACRSE) Form

Basic Course Information is used to view the Wichita State University course catalog. This form indicates the status of courses (active or inactive) at WSU.

Key Block

Subject
The subject code is four letters long. For example, Women’s Studies is represented by WOMS.

Course
The course number is the same as it was in the legacy system.

Term
The catalog term to be viewed is entered directly into the Term box or selected from the List of Values (LOV).

Course Title
The course title automatically displays based on a correct subject, course, term combination.
Exercise: Viewing Course Titles

1. Activate the Banner form SCACRSE.

2. Enter a **Subject** code in the Subject box or click on the **Search** drop down arrow to look up a code.

3. Click on the **Search** drop down arrow located by **Course** to open the associated **List of Values (LOV)**.

4. This list of values displays the list of courses along with their course titles. When a new class has been added to a department, use this exercise to determine the new course number.

An 'I' in the **Status** column indicates the course is inactive. **Start Term** and **End Term** indicates in which terms a course may be created.

*Only active courses may be built in the schedule.*
## Course Details Block

**Course Details**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>From Term</th>
<th>To Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Education</td>
<td>200710</td>
<td>999999</td>
</tr>
</tbody>
</table>

**Course Title**

The title of the course. This title is displayed on reports such as class rosters and student schedules.

**College Division and Department**

The college, division and department of the course.

**Status**

The valid codes are:
- A Active
- I Inactive

**Approval**

Approved course are coded “A”. Other codes indicate where a new catalog course resides in the approval process at WSU.

- A Approved
- C Curriculum Committee
- D Department
- P Pending

**CIP**

CIP codes are required for state reporting purposes.

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Continued on next page
### Course Details Block, Continued

<table>
<thead>
<tr>
<th>Prerequisite Waiver</th>
<th>If a prerequisite waiver is required for the course, the responsible party is noted in the List of Values (LOV).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>The course duration in number of units. <em>Duration will not be used by WSU.</em></td>
</tr>
</tbody>
</table>
| CAPP Areas for Prerequisites | ➤ The box is checked if CAPP areas are to be used for the course for the effective term.  
➤ The box is unchecked if the existing prerequisites and test score restrictions are used. |
| Syllabus Exists     | The box is checked if learning objectives, required materials and/or technical requirements are entered on the SCASYLB for this course. |
| Long Title Exists   | The box is checked if a long course title exists on SCASYLB for this course.                  |
| Hours               | The number of hours or hours range for credit, billing, lecture, lab, other and contact information. |

  - **Credit Hours Low** is the least number of credit hours received for the course.
  - **Credit Hours Or / To** displays the credit hour range. TO indicates a range between the low and high credit hours. OR indicates either the low or the high credit hours may be used, but nothing in between.
  - **Credit Hours High** is the maximum number of credit hours received.

<table>
<thead>
<tr>
<th>Repeat Details</th>
<th>Limit, maximum hours and repeat status are contained in this information block. Valid repeat status values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>Course may not be repeated</td>
</tr>
<tr>
<td>RP</td>
<td>Course may be repeated</td>
</tr>
</tbody>
</table>
Course Level Block

The level of the course is displayed. Valid descriptions include Non-credit, Undergraduate and Graduate.

Grading Modes Block

Grading modes, such as standard and audit, are assigned to the course. Only one grade mode can be defined as the default.
Schedule Types Block

Schedule types define the type of course. Examples of valid schedule types include:

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Lecture</td>
</tr>
<tr>
<td>1</td>
<td>Lab</td>
</tr>
<tr>
<td>2</td>
<td>Experiential</td>
</tr>
<tr>
<td>WS</td>
<td>Workshop</td>
</tr>
</tbody>
</table>

![Schedule Type Table]

**Table Notes:***
- **From Term:** Winter 2010
- **To Term:** Winter 2011
- **Instructional Method:** Experiential
- **Description:**
- **Workload:**
- **Enrollment Overload:**
- **Adjusted Workload:**
Course Detail Information (SCADETL)

After Basic Course Information (SCACRSE) is created for a course, SCADETL is accessible to view course details.

Course co-requisites are viewable on this form.

Options Menu

From the Options menu, the following forms can be viewed by selecting the form or performing Next Block and Previous Block functions.
Course Restrictions (SCARRES)

After Basic Course Information (SCACRSE) is created for a course, SCARRES is accessible to view specific restrictions.

Restrictions at the college, major, class, level, degree, program, and campus level are viewable on this form.

Options Menu

From the Options menu, the following forms can be viewed by selecting the form or performing Next Block and Previous Block functions.
After Basic Course Information (SCACRSE) is created for a course, SCASRES is accessible to view scheduling restrictions by the term and campus.
Prerequisites and Test Score Restrictions (SCAPREQ)

**Prerequisite and Test Score Restrictions**

This form is used to maintain prerequisite and test score restrictions at the catalog level.

Test score checking is used primarily for **English** and **Math** prerequisite checking.

**Course Prerequisite Information**

From the **Options** menu, the following forms can be viewed by selecting the form or performing **Next Block** and **Previous Block** functions.

**Options Menu**

- Course Test Scores
- Course Area
- Basic Course Information

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Wichita State University

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With the proper security, catalog course text can be entered on this form by the college or department.

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>Term</th>
<th>From Term</th>
<th>To Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED</td>
<td>College of Education</td>
<td>2010</td>
<td>2010</td>
<td>999999</td>
</tr>
<tr>
<td>CI</td>
<td>Curriculum and Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Syllabus

The Course Syllabus form houses optional descriptions of student learning objectives, required materials and technical requirements available for the production of the course syllabus.

This information is displayed on the Web to help students select and register for courses.

The syllabus information can be copied down to the section level, but may not be representative of all the sections of the course.

Options Menu

From the Options menu, the following forms can be viewed by selecting the form or performing Next Block and Previous Block functions.
The catalog search form provides non-term search capabilities to administrative users. All courses, by subject or subject and course that are active for a specified date range can be viewed on this form.

The date ranges entered are compared against the term start and end dates.

- **Subject** is required.
  Enter a specific **Subject** or select one using the **Search** function. If the code is entered directly, it is validated against the appropriate LOV. If it is selected using **Search**, the **Subject** and **Course** boxes are populated.

- **Course** is optional.
  Enter a specific **Course** or select one using the **Search** function.

- **From Date** is required.
  *Fall 2006 is the first available Catalog term on Banner.* Enter the beginning date of the effective term in **DDMMYYYY** or **DDMMYY** format. Hyphens are not required.

- **To Date** is required.
  Enter the ending date of the effective term in **DDMMYYYY** or **DDMMYY** format. Hyphens are not required.

**Navigation tips**

- **Next Block** to view the search results.
- **Rollback** to return to the Key block.
- **Page Up** and **Page Down** to view courses.
The Schedule Section Query Form (SSASECQ) form is used in Banner to query section records.

There are different ways to access the query form SSASECQ:

<table>
<thead>
<tr>
<th>Query form</th>
<th>From</th>
<th>Where to access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Section Query Form (SSASECQ)</td>
<td>General menu</td>
<td>Go To… box</td>
</tr>
<tr>
<td></td>
<td>SSASECT</td>
<td>Search ▼ or Help, List</td>
</tr>
</tbody>
</table>
Exercise: Course/Section Title Search Using Wildcards

This exercise shows how to look up a partial Course/Section Title using the ‘%’ wildcard.

1. Activate the Banner form SSASECQ.

2. Enter 200810 in the Term box and %Eco% in the Course/Section Title box.

3. Review the three different ways to execute a query search and select one method.
   - Press [F8] on the keyboard.
   - Click on the Execute Query icon located on the Toolbar.
   - From the Menu bar, select Query, Execute.

4. Navigate through the results using one of the following methods.
   - Previous Record and Next Record icons located on the Toolbar.
   - Use the vertical scroll bars.

5. The Auto Hint and Status Line located at the bottom of the form displays the number of records found.

6. Clear the selected records from the query form using one of the following methods.
   - Click on the Enter Query icon located on the Toolbar.
   - From the Menu bar, select Query, Enter.
Exercise: CRN Search Using Wildcards

Only five characters may be typed in the CRN box. This exercise shows how to use the '_' wildcard to search for a partial CRN.

1. Type 1003_ in the CRN box.
2. Execute the query.
3. Describe the results.
4. Perform an Enter Query function to clear the results.

Exercise: Search for Zero Quota Courses

Data may be entered in multiple columns to narrow the search results.

Use this search for CRNs to find courses with no enrollment maximum or a zero quota.

1. Enter a term in the Term box.
2. Enter a subject in the Subject box.
3. Enter =0 in the Enrollment Maximum box shown below.
4. Execute the query.
5. Describe the results.
6. Exit the form SSASECT one of the following ways:
   - Press [CTRL] + [Q] on the keyboard.
   - Click on the Exit icon located on the Toolbar.
   - From the Menu bar, select File, Exit.
Exercise: Query Returns No Results

This exercise shows what happens when a query returns no results and how to exit a form that is in query mode.

1. Activate the Banner form SSASECQ.
2. Enter 200810 in the Term box.
3. Enter 50000 in the CRN box.
4. Execute the query.
5. Since the CRN with a value of 50000 does not exist for the 200810 term, no results are returned.

The Auto Hint and Status Line located at the bottom of the form indicates that the query caused no records to be retrieved.

6. When exiting a query form when no results have been returned, users must Exit the form twice – first, to cancel the query form, then to close the form.

Exit the form twice to return to the General Menu.
The Schedule (SSASECT) form is used in Banner to create section records.

There are different ways to access the application form SSASECT:

<table>
<thead>
<tr>
<th>Query form</th>
<th>From</th>
<th>Where to access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule (SSASECT)</td>
<td>General menu</td>
<td>Go To… box</td>
</tr>
<tr>
<td></td>
<td>Other forms</td>
<td>[F5] Go To… box</td>
</tr>
</tbody>
</table>
# Exercise: Term Selection – SSASECT

This exercise shows how to look up a term code.

1. **Activate the Banner form SSASECT.**

2. **Click on the Search drop down arrow located by Term to open the associated List of Values (LOV).**

   Select **List of Terms** from the **Option List**.

3. **Using the scroll bar on the right, search for the desired term.**

4. **Double Click on the desired code or highlight the code and click the OK button to select.** The code will be returned to the calling form.
Exercise: Look Up a CRN from SSASECT

1. **Continued from the previous exercise.**
   - Click on the **Search** drop down arrow box next to the **CRN:** box to open the associated query form **SSASECQ.**

2. If the **SSASECQ** form is accessed from **SSASECT** with a valid term, the term may be carried into the query form, but may be changed.
   - Enter **COMM** in the **Subject** box.

3. **Execute** the query.

4. Review the results using the scroll bar if available.

5. Review the two different ways to select a record and select one method:
   - Click on the **Select** icon located on the **Toolbar**.
   - Double click in the **Term** box of the desired record.

6. The selected CRN is returned to the Key Block of SSASECT.
Exercise: Viewing CRN Details & Rollback Function

1. Continued from the previous exercise. Review the three different ways to perform a **Next Block** function and select one method.

   - Press **[CTRL] + [Page Down]** on the keyboard.
   - Click on the **Next Block** icon located on the **Toolbar**.
   - Select **Block, Next** from the **Menu** bar.

2. Review the three different ways to **Rollback** to the Key Block and select one method.
   
   - Press **[Shift] + [F7]** on the keyboard.
   - Click on the **Rollback** icon located on the **Toolbar**.
   - Select **File, Rollback** from the **Menu** bar.

3. **[Tab]** to the CRN box and enter **14542**.

4. Perform a **Next Block** function.

5. Review the details then perform a **Rollback** function.

6. Enter **10999** in the CRN: box.

7. Perform a **Next Block** function. Since the CRN does not exist for the given term, the form is not populated and the following error is displayed in **Auto Hint**.

   ```
   *ERROR* Invalid CRN, to add section 'ADD', COUNT QUERY HITS for valid CRNs.
   Record: 1/1  ...  ...  ...  <OSC>
   ```

8. Exit the form **SSASECT**.
There are two queries that can help Schedule Builders when building the schedule in banner. These forms help determine room capacity and room usage.

**Room Query (SLQROOM)**

Use the Room Query form (SLQROOM) to display summary information, such as capacity, about the rooms in WSU’s buildings for an indicated term. Users can query all rooms, or can limit the query by entering selection criteria.

**Accessing the Room Query**

The Room Query form is accessed from the **Meeting Times** block of **SSASECT**.

To access the form:
- Next Block to the **Meeting Times and Instructor** tab.
- Click the **Meeting Location and Credits** tab.
- Click the **Search** drop down arrow under **Room**.
## Exercise: Running the Room Query

How to look up room capacity for an entire building or a specific room.

**Note:** The SLQROOM form must be accessed from SSASECT.

1. Activate the Banner form SSASECT.
2. Enter a valid term and CRN in the Key block.

```
Term: [201001]   CRN: [15071]
```

3. **Next Block** three times to the Meeting Times and Instructor tab.
4. Click the Meeting Location and Credits tab within the Meeting Times block.

5. Click the Search drop down arrow under the Room column header.
6. The Room Query displays.

---

*Continued on next page*
Exercise: Running the Room Query, Continued

7. Enter a Building code in the building column.

Click the Search drop down arrow to view valid building codes.

8. Execute the query.

The results display.

9. Press F7 to run another query or close the form to return to SSASECT.
Building/Room Schedule (SSAMATX)

The Building/Room Schedule form (SSAMATX) allows users to view when a particular room is booked for a CRN in a given term.

Accessing the Form

The Building/Room Schedule form can be accessed either from the Meeting Times block of SSASECT or from the General Menu.

To access the form from the Meeting Time block, select Query, Count Hits from the Menu bar.
## Exercise: Viewing the Building/Room Schedule

How to look up CRNs scheduled in a specific room during a given term.

1. **Activate the Banner form SSASECT.**

2. **Enter a valid term and CRN in the Key block.**

![Schedule SSASECT 5.2.1 (TEST)](image)

    **Term:** 201010  **CRN:** 15071

3. **Next Block** twice to the Meeting Time block.

4. **Select Query, Count Hits** from the Menu bar.

![Query Tools](image)

5. **The Building/Room Schedule (SSAMATX) form displays.**

![Building/Room Schedule SSAMATX 6.0 (TEST)](image)

*Continued on next page*
Exercise: Viewing the Building/Room Schedule, Continued

6. Enter a building code in the **Building** column and a room number in the **Room** number.

   ![Building, Room, Campus Selection](image)

   Use the **Search** drop down arrow to view valid building codes.

7. Tab to the **Term** column. If necessary, enter a term in the term box.

   ![Building, Room, Campus, Begin, End, Term Selection](image)

   If the SSAMATX form was accessed from SSASECT, the term is carried into the form and **may be changed**. If the form was accessed directly, the **Term** box will be blank.

8. **Execute** the query.

9. The results are displayed. Information such as meeting days and times, term, begin and end dates, subject, course and CRN.

   ![Meeting Patterns Days, Times](image)

   Use the scroll bar under the Meeting Patterns Days, Times columns to view begin and end dates.

10. Press F7 to run another query or close the form to return to **SSASECT**.
**Schedule Calendar (SSAACCL)**

**Schedule Calendar Form**

**Part of Term** is used to designate the length of the term that the CRN is offered. They are created by the Registrar’s Office each term and only a small number are created.

For each course, Schedule Builders must choose a Part of Term that completely encompasses the meeting times of the CRN. If a CRN does not meet the entire Part of Term, the meeting times are adjusted to the duration of the course. The **Schedule Calendar (SSAACCL)** form displays the Part of Term and Meeting Time information for a CRN.

---

**Calendar Information Block**

**Enrollment**

Enrollment indicates the number of students enrolled in the selected CRN.

**Section Begin/End Dates**

The **Section** Begin and End Dates specify the start and end of the Part of Term assigned to the CRN. *These dates do not necessarily indicate the first or last day of the CRN.*

---

*Continued on next page*
### Calendar Information Block, Continued

**Number of Weeks**
The highlighted Number of Weeks in the picture below indicates the number of weeks in the **Part of Term** for the selected CRN.

<table>
<thead>
<tr>
<th>(Section)</th>
<th>Section Begin Date: 26-JAN-2009</th>
<th>Number of Weeks: 5</th>
<th>Part of Term: 510</th>
<th>First Five Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section End Date: 29-FEB-2009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session Begin Date: 13-FEB-2009</td>
<td>Number of Weeks: 1.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session End Date: 22-FEB-2009</td>
<td>Number of Days:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part of Term**
Part of Term is used to designate the length of the term that the CRN is offered.

Part of Term 1 or 1A designates the entire term.

**Session Begin/End Dates**
The **Session Begin and End Dates** specify the duration of the CRN.

These dates may differ from the Section Begin and End Dates and do not necessarily indicate the first or last day of the CRN.

**Number of Weeks**
The highlighted Number of Weeks in the picture below indicates the number of weeks the selected CRN actually meets.

<table>
<thead>
<tr>
<th>(Session)</th>
<th>Section Begin Date: 26-JAN-2009</th>
<th>Number of Weeks: 5</th>
<th>Part of Term: 510</th>
<th>First Five Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section End Date: 29-FEB-2009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session Begin Date: 13-FEB-2009</td>
<td>Number of Weeks: 1.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Session End Date: 22-FEB-2009</td>
<td>Number of Days:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Census Dates**
The census date listed is the 20th day of classes for the term listed in the Key block. The Census One/Two Enrollment numbers are the enrollment number as of that date.

For current or past terms, the Enrollment and Census One/Two Enrollment numbers may not match indicating that one or more students dropped from the course.

For future terms, the Census One/Two Enrollment number indicates the number of students currently enrolled.

| Census One Date: 20-FEB-2009 | Census One Enrollment: 11 |
| Census Two Date: 16-FEB-2009  | Census Two Enrollment: 11 |
| Last Date to Enroll:         |                          |
| Last Date to Record Academic History: |                  |
| Last Date to Drop without a Penalty: |                           |
Exercise: Viewing a CRN’s Meeting Times

<table>
<thead>
<tr>
<th></th>
<th>How to view the meeting times for a CRN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activate the <strong>Schedule Calendar</strong> (SSAACCL) form.</td>
</tr>
<tr>
<td>2</td>
<td>Enter a term in the <strong>Term:</strong> box.</td>
</tr>
</tbody>
</table>
| 3 | ➢ Enter a CRN in the **CRN:** box.  
    ➢ Click the **Search** drop down arrow to search for a CRN. |
| 4 | Perform a **Next Block**. |
| 5 | The **Subject** and **Course** number display in the Key block. |

<table>
<thead>
<tr>
<th>Term: 2009W2</th>
<th>CRN: 25624</th>
<th>Subject: CS</th>
<th>Course: 1502</th>
</tr>
</thead>
</table>

- **Academic Calendar Type:**  
- **Enrollment:** 11

- **Section Begin Date:** 20-JAN-2009  
- **Section End Date:** 02-MAR-2009  
- **Number of Weeks:** 6  
- **Part of Term:** 220  
- **Number of Days:** 4.54

- **Census One Date:** 16-FEB-2009  
- **Census One Enrollment:** 11  
- **Census Two Date:** 16-FEB-2009  
- **Census Two Enrollment:** 11

- **Last Date to Record Academic History:**  
- **Last Date to Drop without a Penalty:**  

Enrollment number and the dates the CRN meets (Session Begin/End Dates) display.

| 6 | Exit the form. |
The Faculty Advisor Query (SIAIQRY) form is used to select key pieces of information about faculty members or advisors.

This form is case sensitive.

There are different ways to access the query form SIAIQRY:

<table>
<thead>
<tr>
<th>Query form</th>
<th>From</th>
<th>Where to access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Advisor Query (SIAIQRY)</td>
<td>General menu</td>
<td>Go To… box</td>
</tr>
<tr>
<td></td>
<td>SSASECT (Instructor block)</td>
<td>Search or Help, List</td>
</tr>
</tbody>
</table>

Schedule Building Tip

Create a list of all the instructors that teach in your area.
Columns (SIAIQRY)

### SIAIQRY form

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Faculty</th>
<th>Advisor</th>
<th>College</th>
<th>Department</th>
</tr>
</thead>
</table>

#### Last Name

The **Last Name** of the faculty or advisor may be searched. The wildcard (%) may be used when searching for a partial name.

For example:

<table>
<thead>
<tr>
<th>Hen%</th>
<th>%der%</th>
<th>%son</th>
</tr>
</thead>
<tbody>
<tr>
<td>will return all last names starting with Hen containing der ending with son</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capitalization matters.** Many query forms are case sensitive. Data is matched against the search criteria exactly as it is entered.

Refer to Section D: *Wildcards* for additional information.

#### First and Middle Names

**First** and **Middle** names may be searched using the same methods discussed under **Last Name**.

#### Faculty Flag

Indicates that the person is a faculty member.

#### Advisor Flag

Indicates that the person is an advisor.
Exercise: Name Column Search Techniques

How to query for a partial name using Wildcard (%).

1. Activate the Faculty/Advisor Query, **SIAIQRY**.
2. Enter a valid term code in the Term box.
3. Perform a **Next Block**.
4. **[Tab]** to the **Last Name** column and enter **Jones**.

5. **Execute** the query and describe the results.
6. Perform an **Enter Query** to clear the form.
7. **[Tab]** to the **Last Name** column and enter **%mar%**.
8. **Execute** the query and describe the results.
9. **Rollback** to the Key Block.

Exercise: Multiple Column Search Techniques

How to query for a partial ID and Last Name using Wildcards (%).

1. Enter **200710** in the Term box.
2. Check the **Faculty** checkbox.
3. Perform a **Next Block**.
4. Enter **%55%** in the **ID** column.
5. **[Tab]** to **Last Name** and enter **M%**.

6. **Execute Query** and describe the results.
7. **Exit** the query form **SIAIQRY**.
Exercise: Accessing SIAQRY from SSASECT

This exercise shows how to assign an instructor to a course section (CRN).

If an instructor is not assigned, TBA will appear as the instructor.

1. Activate the Banner form SSASECT.

2. Enter a term in the Term box or click on the Search drop down arrow to select a valid term value and press [Tab].

3. Enter a CRN in the CRN box or click on the Search drop down arrow to select a valid CRN.

4. Next Block to the Instructor block.

5. Access the SIAIQRY form using one of the following methods:
   - Click the Search drop down arrow under ID.
   - From the Menu bar, select Help, List.
   - Press [F9] on the keyboard.

6. The Faculty/Advisor Query (SIAIQRY) form displays.

   The Term is automatically entered and the Faculty box is checked in the Key block. Do not change these values!

7. Perform a Next Block.

8. Enter the instructor’s Last Name and First Name in the appropriate boxes using title case (first letter of the name is capitalized). Leave the remaining boxes (College and Department) blank.

9. Execute the query.

Continued on next page
Exercise: Assign Instructor to a CRN, Continued

<table>
<thead>
<tr>
<th>10</th>
<th>The results are returned. Review the three ways to select a record and select one method:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>➢ Click on the Select icon located on the Toolbar.</td>
</tr>
<tr>
<td></td>
<td>➢ Double click in the ID box of the desired record.</td>
</tr>
<tr>
<td></td>
<td>➢ Highlight the record, then select File, Select from the Menu bar.</td>
</tr>
</tbody>
</table>

The ID is returned to the SSASECT form.

<table>
<thead>
<tr>
<th>11</th>
<th>Press [Tab] to display the instructor’s name on the form.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Instructor Information Table" /></td>
<td></td>
</tr>
</tbody>
</table>

| 12 | Save the record. |
The Faculty Assignment (SIAASGN) form may be used to view CRNs assigned to a person for a given term. A person must be flagged as faculty prior to being assigned to a CRN.

**Terms**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Session</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Session Credit</th>
<th>Institutional Credit</th>
<th>Percentage of Session</th>
<th>Primary Instructor</th>
<th>Override Conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Session Credit**/**Institutional Credit** – Number of credit hours for CRN.

**Percentage of Session** – Percent of term instructor will teach.

**Primary Instructor** – Only the primary instructor (box will be checked) is allowed to enter grades on Self Service.

**Percent Responsibility** – Percent of instructor’s course load.

**Generated Credits** – (# of students enrolled) X (# of session credits).
## Exercise: Viewing an Instructor’s Course Load with SIAASGN

**How to view the CRNs assigned to an instructor.**

1. **Activate the Faculty Assignment (SIAASGN) form.**

2. 
   - Enter an instructor’s *myWSU* ID in the **ID:** box.
   - or
   - Click the **Search** drop down arrow to search for an ID.

3. **Enter a term in the **Term:** box.**

4. **Perform a **Next Block**.**

5. **The instructor’s course load displays.**

### Tips

- **To determine number of students enrolled, divide **Generated Credits** by **Session Credit**.**

- **Tip:** If the person entered in the Key Block is not an instructor, the following message displays in the Auto Hint line:

  ```plaintext
  *ERROR* Person not an Instructor for term, press CGQUERY for faculty query
  ```

6. **Exit the form.**
The Faculty Schedule Query (SIAASGQ) form may be used to view a person’s teaching schedule for a given term. A person must be flagged as faculty prior to being assigned to a CRN.

The SIAASGQ form can be accessed directly from the General Menu or from SIAASGN by selecting Query, Count Hits from the menu bar.

The Faculty Schedule Query displays the start/end dates, days of the week, and begin/end times for the CRNs assigned to the faculty selected in the Key Block. Building and room are listed if assigned. There are also boxes to indicate if the CRN is cross listed, if an override was used to assign the faculty and if there is a time conflict for the CRN.
Exercise: Viewing an Instructor’s Schedule with SIAASGQ

<table>
<thead>
<tr>
<th></th>
<th>How to view faculty member’s schedule.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activate the <strong>Faculty Schedule Query</strong> (SIAASGQ) form.</td>
</tr>
<tr>
<td>2</td>
<td>Enter a term in the <strong>Term</strong>: box.</td>
</tr>
<tr>
<td>3</td>
<td>➢ Enter an instructor’s <strong>myWSU</strong> ID in the <strong>ID</strong>: box.</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>➢ Click the <strong>Search</strong> drop down arrow to search for an ID.</td>
</tr>
<tr>
<td>4</td>
<td>Perform a <strong>Next Block</strong>.</td>
</tr>
<tr>
<td>5</td>
<td>The instructor’s schedule displays.</td>
</tr>
</tbody>
</table>

To determine number of students enrolled, divide **Generated Credits** by **Session Credit**.

**Tip:** If the person entered in the Key Block is not an instructor, the following message displays in the Auto Hint line:

```
*ERROR* Person not an Instructor for term, press CGQUERY for faculty query
```
Exercise: Viewing Cross Listed CRNs with SIAASGQ

Continued from the previous exercise. Use the following steps to verify that cross listed CRNs start and end at the same time.

It is important for departments that cross list CRNs to communicate with each other to ensure the dates, days of the week, time and location (campus and building/room) match.

1. A CRN is cross listed if there is a value in the Cross List Group box. Make a note of this value.

2. To quickly search for assigned, cross listed CRNs, enter into query mode using one of these options:

   Key Icon | Menu, Options
   --- | ---
   F7 | Query, Enter

3. Enter the value from Step 1 in the Cross List Group box.

4. Execute the query.

5. CRNs that are cross listed together are returned. Verify the following information match for all listed CRNs:
   - Start and End Date
   - Days of the week
   - Begin and End Times
   - Building and Room number

If building and room number are not listed, it is important to check that all cross listed CRNs meet on the same campus on SSASECT.