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## Get Connected

<table>
<thead>
<tr>
<th>On-Line Help: Employee Help</th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Training</td>
<td>Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services 5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
<tr>
<td>Shocker Technical Assistance Center</td>
<td>Passwords, hardware and software support for students, faculty and staff HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
</tr>
</tbody>
</table>
How Do I Build the Schedule of Courses?

Audit your schedule **daily** during the Schedule Building process to locate and correct errors.

**Rolled CRNs**

Full term and first and second half term classes (part of term 1, F10 and S10) from the previous year are rolled forward by the Registrar’s Office. This provides schedule builders with a **starting point** for building the upcoming schedule of courses. For example, Spring 2010 rolls to Spring 2011 and Fall 2010 rolls to Fall 2011.

A new CRN is generated for each copied or rolled CRN. When creating new CRNs, **Banner automatically generates a CRN for you.** See Section Details Block for additional details.

Schedule Building packets are sent to the designated college/department representative at the start of each schedule building session. The following information is posted on the Schedule Building Web site: [http://wichita.edu/schedulebuilding](http://wichita.edu/schedulebuilding).

<table>
<thead>
<tr>
<th>Schedule building time frame</th>
<th>Master Classroom Request Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part of Term template</td>
<td>Projector Plus Class List</td>
</tr>
<tr>
<td>General Instructions</td>
<td>Tip Sheet</td>
</tr>
</tbody>
</table>

**Step1: Access Reporting Services**

Before creating any new CRNs, access the following Reporting Services report:  
Student – Schedule Building > SRS00100_Course_Schedule

This report is updated **daily** – usually after 12:00 am. If this report does not have the current date in the Data Source Date, notify Applications Training at 978-5800 or training@wichita.edu.
Step 2: Review Report

Review the report and verify the following:

1. Do any CRNs need to be assigned:
   - Meeting times (time/days)
   - Building and room
   - Instructor
   - Quota (all CRNs must have a quota – zero is not allowed)
   - Special Approval
   - Comments

2. Grade mode should only be entered by the department if:
   - The course can be graded Standard or CR/NCR (credit/no credit)
   - OR
   - The course can be offered either as graded or nongraded.

3. For any zero credit hour lab/course, verify in Banner the Gradable box is unchecked.

4. Are there any classes that need to be added?

5. Are there any CRNs on the report that need to be deleted?

6. Since anyone can delete a CRN, even one that isn’t theirs, are there any CRNs missing?

Step 3: Make Corrections

After reviewing the report, make the necessary corrections or additions (create any new CRNs) in Banner.

Remember to enter optional notes/comments (SSATEXT) for any course. Notes are not rolled from prior years.

Step 4: Delete Unwanted CRNs

Unwanted CRNs that were rolled from the previous term should be deleted by the schedule builder in Banner.
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.

Courses must first be created at the catalog level before Schedule Builders can create them at the schedule level.

Use the Basic Course Information (SCACRSE) form to determine which courses are active and available for building.

Title Changes

Title changes are made by the Registrar’s Office at the catalog level. Schedule Builders must contact Joyce Hadley by email with any title changes. Title changes must be done before a CRN (with the title change) is created. For example:

- The course CJ 783 has a title of Adv Spec Top CJ. There are many topics within this area and each topic would need a letter assigned to identify the correct title.

- A course of CJ 783W could be created by the Registrar’s Office with the title of Critical Issues In American Jails.

Schedule (SSASECT)

The Schedule (SSASECT) form is used to create and modify sections for the courses which were created in the Catalog module.

- The Create CRN button is used to generate a new CRN.
- The Copy CRN button is used to duplicate a CRN.
- The term code to be viewed is entered directly into the Term box or selected from the list of values (LOV).

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Term</th>
<th>Calendar Year</th>
<th>Banner Term Code</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>2012-2013</td>
<td>Fall</td>
<td>2012</td>
<td>201310</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>2013</td>
<td>201320</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>2013</td>
<td>201330</td>
</tr>
</tbody>
</table>
Wichita State University

Section Details Information (SSASECT), Continued

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Reference Number (CRN) is a unique five-digit identifier assigned when adding a course and cannot be changed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Banner Section Code Examples</td>
</tr>
<tr>
<td>Fall</td>
<td>10323</td>
</tr>
<tr>
<td>Spring</td>
<td>20037</td>
</tr>
<tr>
<td>Summer</td>
<td>30194</td>
</tr>
</tbody>
</table>

Subject, Course, Title

The subject, course and title display after a valid Term and CRN combination are entered in the Key Block.

List of Values (LOV)

Many of the boxes on the Schedule form have list of values (LOV) associated with them. Depending on the characteristics of the course that is being created, the LOV will populate with the available values for that course.

Section Details

Fall

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Cross List</th>
<th>Campus</th>
<th>Status</th>
<th>Schedule Type</th>
<th>Instructional Method</th>
<th>Integration Partner</th>
<th>Grade Mode</th>
<th>Session</th>
<th>Special Approval</th>
<th>Duration</th>
<th>Part of Term</th>
<th>Registration Dates</th>
<th>Start Dates</th>
<th>Maximum Extensions</th>
<th>Long Title</th>
<th>Comments</th>
<th>Syllabus</th>
</tr>
</thead>
</table>
| Status: Active or Reserved

Spring

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Cross List</th>
<th>Campus</th>
<th>Status</th>
<th>Schedule Type</th>
<th>Instructional Method</th>
<th>Integration Partner</th>
<th>Grade Mode</th>
<th>Session</th>
<th>Special Approval</th>
<th>Duration</th>
<th>Part of Term</th>
<th>Registration Dates</th>
<th>Start Dates</th>
<th>Maximum Extensions</th>
<th>Long Title</th>
<th>Comments</th>
<th>Syllabus</th>
</tr>
</thead>
</table>
| Status: Active or Reserved

Summer

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Cross List</th>
<th>Campus</th>
<th>Status</th>
<th>Schedule Type</th>
<th>Instructional Method</th>
<th>Integration Partner</th>
<th>Grade Mode</th>
<th>Session</th>
<th>Special Approval</th>
<th>Duration</th>
<th>Part of Term</th>
<th>Registration Dates</th>
<th>Start Dates</th>
<th>Maximum Extensions</th>
<th>Long Title</th>
<th>Comments</th>
<th>Syllabus</th>
</tr>
</thead>
</table>
| Status: Active or Reserved

Campus

Campus is used to designate the campus code associated with the section. The primary campus codes used are ‘M’ for Main campus, ‘W’ for Westside campus and “SC” for Southside Campus.

Status: Active or Reserved

Schedule Type = Integration Partner

Subject

Subject is used to identify the subject of the section.

Course Number

Course Number is used to identify the course number of the section. The term, subject, and course number must be a valid combination otherwise an error will result.

Title

The Title is automatically populated from the catalog level. **The Title should never be changed. For additional information, contact Gina Crabtree or Joyce Hadley in the Registrar’s Office.**

Section

Section is used to designate a section number associated with the subject course combination. This box may be used for multiple sections of the same CRN.

Cross List

Cross listing is two or more different course sections, usually taught by the same instructor, in the same room at the same time. The Cross List box is used to designate the cross list identifier which links two or more courses together.

Continued on next page
## Section Details Information, Continued

### Status
Status is used to designate the status code of a section. Examples of valid status types are Active and Reserved.

### Schedule Type
Schedule Type is used to designate the type of instruction for the section. This value is set at the catalog level. Depending on the characteristics of the course section (CRN), only certain schedule type values are valid. Examples of valid schedule types include:

<table>
<thead>
<tr>
<th>Status 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>WS</td>
<td>Workshop</td>
</tr>
</tbody>
</table>

### Instructional Method
Instructional Method represents the delivery method of course instruction (Web, TV, or Classroom) and may be directly tied to the Schedule Type.

### Integration Partner
Integration Partner is used to designate which class lists will be copied to Blackboard. The value entered in Integration Partner is the same value that was entered in the Schedule Type box and **should never be left blank**. **Do not enter B for Blackboard in the Integration Partner box.**

If Integration Partner is not entered, the names of students enrolled in the CRN will not be copied to Blackboard.

### Grade Mode
Grade mode should only be entered by departments if:

- The course can be graded Standard or CR/NCR (credit /no credit).
- The course can be offered either as graded or nongraded.

**This change was made in July, 2011.**

### Session
Session will not be used and must be left blank.

### Special Approval
Special Approval specifies the type of special approval a student must have to register. **If a value is selected, all students who wish to take the class will need permission before registering for the class.**

- AA  Contact Advising Center
- BA  Call BA Advising 978-3203
- CO  Call CO-OP 978-3688
- DE  Contact College Office
- DP  Contact Dept Office
- EN  Call Engr 978-3420
- HN  Contact Honors Progrm 978-3375

### Duration
Duration is not used and must be left blank.

*Continued on next page*
Section Details Information, Continued

Part of Term

Part of Term is used to designate the length of the term that the section is offered. Examples of valid Part of Terms include:

1. Full Term
2. First Half Term
3. Second Half Term
4. P Presession

The Registrar's Office will provide a Part of Term sheet every semester, which will include start and end dates for each part of term.

The Part of Term sheet is posted each term on the Schedule Building Web site: http://wichita.edu/schedulebuilding.

Link Identifier

This box can be used to link other sections of the same course which must be taken concurrently. Typically, link identifiers are used to link a lecture to a lab course or to link several classes together.

Co-requisites, such as English or Math, will be used for a limited amount of course sections, rather than link identifiers.

Check Boxes

Check boxes are used to enable or disable features or options. When an option is enabled, a check mark appears in the check box. When the option is disabled, the check box is empty.

- Print
- Voice Response and Self-Service Available
- Gradable
- CAPP Areas for Prerequisites
- Tuition and Fee Waiver

Check boxes may be checked or unchecked by clicking inside the box. The spacebar may also be used to check or uncheck the box.

Checked = Option is turned on  Clear = Option is turned off

Print

This checkbox indicates whether or not the course section should be printed in the Schedule of Courses.

Voice Response and Self-Service Available

This checkbox indicates whether or not a course section is available to Web Registration.

Gradable

This checkbox indicates whether or not the selected course section (CRN) is gradable.

If the CRN is a zero (0) credit hour course, such as a lab, the gradable box should be unchecked. A class roster will be available for the class, but grades will not be expected.

Continued on next page
Check Boxes, Continued

**CAPP Areas for Prerequisites**
CAPP (Curriculum, Advising and Program Planning) degree audit module. The checkbox indicates whether or not CAPP areas or existing prerequisite and test score restrictions are in effect for the section.

**Tuition and Fee Waiver**
This checkbox indicates whether or not tuition and fees may be waived for the selected course section (CRN).

**Display Only Checkboxes**
The Title, Comments, and Syllabus checkboxes are display only and indicate if that item exists for the CRN in the Key Block.

- [ ] Long Title
- [x] Comments
- [ ] Syllabus

### Instructional Method

**Instructional Method Definitions**

**CDO: Off-Campus CD/DVD Based**
Self-study or self-paced course taught via the computer using CD-ROM or DVD as primary instructional mode. Student is not in any official WSU classroom (i.e. off campus)

**CLI: Computer Lab – Instructor Driven**

**CTV: Cable TV Course**
Instruction primarily using WSU Cable TV
This is required by the Library to identify who can check out tapes.

**IFN: Internet Facilitated**
Internet used only to facilitate course instruction for faculty-student communication including assignments, examination keys, notes, etc.

**IIE: Internet Only**
Totally taught using internet including examinations. **Student is never required to come to campus.**

**IIF: Instruction > 2/3 Internet**
2/3 or more but less than 100% of instructions is delivered via the internet

**ILL: Instruction < 2/3 Internet**
Internet used for more than facilitation of the course but less than 2/3 i.e. More than 0 but less than 2/3 taught using the internet.

**ITV: Interactive TV**
Interactive TV using two-way audio and video.

**SPC: Self-Paced Computer Lab Inst.**
Self-study/paced via computer in an on-campus WSU laboratory (Centers are included, also includes open labs)

**TCI: Traditional Classroom instruction.**
PCs are not available to students.

**HINT**
Review the entries for the previous term!
Part of Term Selection

Part of Term controls many processes, such as:

- When a student can register or drop a course (with a grade or a W)
- Tuition Refunds
- Grading Period for Faculty

When choosing a part of term, select the smallest part of term that completely fits the date range for the CRN. Be sure to avoid selecting a larger part of term when a smaller one is available.

Example: Part of Term too large

A CRN in the fall semester meets from September 9th through October 14th (5 weeks). Since the date range of the CRN doesn't fit within either 5 weeks Part of Term, a different part of term must be selected.

While the Full Term part of term could work, the 10 Weeks A is the best fit for the CRN in this example.

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th># of Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Term</td>
<td>Aug-20</td>
<td>Dec-18</td>
<td>16</td>
</tr>
<tr>
<td>151</td>
<td>10 Weeks A</td>
<td>Aug-20</td>
<td>Nov-2</td>
<td>10</td>
</tr>
<tr>
<td>510</td>
<td>First 5 weeks</td>
<td>Aug-20</td>
<td>Sept-24</td>
<td>5</td>
</tr>
<tr>
<td>520</td>
<td>Second 5 weeks</td>
<td>Sept-25</td>
<td>Nov-2</td>
<td>5</td>
</tr>
</tbody>
</table>

Based on the Tuition Refund Deadlines below, if a Schedule Builder uses part of term 1 (full term) for this CRN instead, a student could potentially attend the entire course and withdraw with a W after the course is over.

<table>
<thead>
<tr>
<th>Amount of Refund</th>
<th>16 Week Course</th>
<th>10 Week Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 % Refund</td>
<td>August 26</td>
<td>August 24</td>
</tr>
<tr>
<td>80% Refund</td>
<td>September 2</td>
<td>August 27</td>
</tr>
<tr>
<td>60% Refund</td>
<td>September 9</td>
<td>September 1</td>
</tr>
<tr>
<td>40% Refund</td>
<td>September 23</td>
<td>September 11</td>
</tr>
<tr>
<td>Withdraw with a W</td>
<td>November 1</td>
<td>October 6</td>
</tr>
</tbody>
</table>

Fixed Credit Hours/Billing Hours

If the None radio button is selected between Credit and Bill Hours, leave the box under Credit Hour blank.

Range of Credit Hours/Billing Hours

If the To radio button is selected between Credit and Billing Hours, a value needs to be entered under both Credit Hours and Billing Hours. Billing Hours must match Credit Hours.

A range of hours indicates that at some time in the past, the course had been offered for various credit hours. These values may display on students’ transcripts and cannot be changed.
Students cannot enroll in a class if enrollment data (quota) does not exist for a course. **A quota is required for all CRNs.**

1. Enter the **Maximum** enrollment.

2. To use automated Waitlisting for this course section, enter the **Waitlist Maximum**.

3. **Save** the record.
Meeting Time Information Block (SSASECT)

Meeting Time Block

The Meeting Time block contains two tabs: Meeting Dates and Meeting Location and Credits.

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>The Meeting Time designates a time for the specific section. A preset list of Spring and Fall meeting times and dates can be accessed by clicking the Search drop down arrow under Meeting Time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>The Start Date box is used to designate the start date of the section.</td>
</tr>
<tr>
<td>End Date</td>
<td>The End Date box identifies the end date of the section meetings.</td>
</tr>
<tr>
<td>HINT</td>
<td>Meeting dates can be shorten but NOT expanded!</td>
</tr>
<tr>
<td>Checkboxes:</td>
<td>The days of the week checkboxes are section meeting time indicators.</td>
</tr>
<tr>
<td>Days of the</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto</td>
<td><strong>Auto Scheduler will not be used and must be left blank.</strong></td>
</tr>
<tr>
<td>Scheduler</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td>The Building box is used to designate the building in which the section will be held.</td>
</tr>
<tr>
<td></td>
<td>Know your building codes!</td>
</tr>
</tbody>
</table>

Continued on next page
### Meeting Time Information Block (SSASECT), Continued

<table>
<thead>
<tr>
<th>Room</th>
<th>The Room box is used to designate the room in which the section will be offered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Type</td>
<td>The Schedule box is used to designate the schedule type for the section.</td>
</tr>
<tr>
<td>Override Indicator</td>
<td>The Override indicator is used to allow the user to override any schedule conflict errors. This allows the scheduling of two or more sections in the same room at the same time.</td>
</tr>
<tr>
<td>Only enter information in this box if there are two or more classes held in the same room.</td>
<td></td>
</tr>
<tr>
<td>Hours per Week</td>
<td>The Hours/Week box is used to designate the hours per week a section meets. If the beginning time, end time and days of the week are entered, the Hours/Week box is calculated by Banner, but may be changed.</td>
</tr>
<tr>
<td>Session Credit Hours</td>
<td>The Session Credit box is used to designate the number of credits to be associated with the section sessions not to exceed the total number of section credits.</td>
</tr>
<tr>
<td>Session Indicator</td>
<td>The Session Indicator box is used to designate the meeting time/instructional sessions for a section.</td>
</tr>
</tbody>
</table>

### CRNs with Arranged Meeting Times

If a CRN has an Arranged Meeting Time, such as Co-Op or directed study courses, no day of the week or time need to be entered.

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Meeting Location and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Time Type</td>
<td>Start Date</td>
</tr>
<tr>
<td>CLAS</td>
<td>20-JUL-2099</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Meeting Location and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Scheduler</td>
<td>Building</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**HINT**

- Tab twice to auto fill the meeting times.
- Hours per week cannot be blank, enter 0.
## CRNs with Meeting Times

### Single Meeting Times/Dates

Days of the week and start/end times are entered for CRNs that meet during specific times of the semester.

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Room</td>
</tr>
<tr>
<td>Type</td>
<td>Schedule Type</td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Session Indicator</td>
<td></td>
</tr>
</tbody>
</table>

### Multiple Meeting Times/Dates

A CRN can have multiple records on the Meeting Times block if the CRN meets at multiple different times and/or dates.

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Room</td>
</tr>
<tr>
<td>Type</td>
<td>Schedule Type</td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Friday</td>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Session Indicator</td>
<td></td>
</tr>
</tbody>
</table>

### Assigning Rooms: Message from the Registrar’s Office

**Room Requests**

Master classrooms especially must not be overridden. Refer to the list below for additional room scheduling information.

- **BA**: Send room requests to Jim Clark.
- **EN**: Send room requests to schedule@cs.wichita.edu.
- **HP**: Send room requests to Linda Black.

- **Education, Fine Arts**
  - May schedule CRNs in own buildings.
  - Send room requests for master classrooms to Gina Crabtree.

- **LAS**
  - May schedule CRNs within own area or department in rooms dedicated to own area or department.
  - Send room requests for master classrooms to Gina Crabtree.
Overriding Room Assignments

Override Indicator

In certain cases, it may be necessary to schedule two or more classes in one room. Examples:
- Cross listed courses (WOMS 316 and SOC 316 American Male)
- Multiple Chemistry/Biology CRNs sharing a common room
- Undergraduate and Graduate courses that meet at the same time/location

Using the guidelines from the Registrar’s Office above, Schedule Builders indicate the room is double booked by entering the letter **O** in the Override Indicator column. In the example below, the second meeting time required an override to assign the room MC 224.

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Meeting Dates</th>
<th>Meeting Location and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Type</strong></td>
<td><strong>Start Date</strong></td>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td>CLASS</td>
<td>29-Aug-2009</td>
<td>10-Dec-2009</td>
</tr>
</tbody>
</table>

Adjusting Meeting Times to Fit

When choosing a part of term, select the **smallest** part of term that **completely** fits the date range for the CRN.

If the CRN does not meet the entire part of term, it is important to adjust the Meeting Times on the Meeting Time block to indicate to students when the class will meet.

**Example**

A CRN in the fall semester meets from November 9th through November 14th (1 week). The **Third 5 Weeks** Part of Term is the best fit for the CRN in this example.

Since the CRN does not meet the entire time (November 3 through December 10), adjustments can be made on the Meeting Times block to indicate the exact meeting dates.

In addition to adjusting the dates on SSASECT, a **note** must be entered on SSATEXT to indicate the adjusted meeting times.

**Examples of Notes on SSATEXT**
- This class will not meet on 99/99/2099.
- This class will start on Thursday, 99/99/2099 (not Monday, 99/99/2099).

**HINT**
- Choose the correct Part of Term prior to entering meeting times.
- If the wrong information was selected, delete and start over.
Instructor Information Block (SSASECT)

**Session Indicator**
The Session Indicator box is used to assign a faculty member to a session, as defined in the meeting time window. This prevents a non-existent session identifier from being entered.

**ID**
The Faculty ID box is used to identify the myWSU ID number associated with the Faculty member that is to instruct the session/section.

Click on the **Search** drop down arrow under **ID** to display the Faculty/Advisor Query Form (SIAIQRY).

**Percent of Responsibility**
The Percent Responsibility box is used to designate Instructional Workload. It defaults to 100, but may be changed.

For course sections with multiple instructors, the percent responsibility may be divided among the instructors and must add up to at least 100.

**Primary Indicator**
The Primary Indicator checkbox is used to designate the primary instructor of a section. A primary instructor must exist for a section, and there can only be one primary instructor for each section.

**Override Indicator**
The Override Indicator box is used to allow the user to override any faculty time conflict errors. This allows the instructor to be scheduled for two or more sections at the same time.

*Never check this box unless the instructor is teaching more than one course at the same time.*

**Percent of Session**
The Percent of Session box is used to designate the percentage of faculty responsibility for a section during a session. It defaults to 100, but may be changed.

For course sections with multiple instructors, the percent of session may be divided among the instructors and must add up to at least 100.
Assigning Instructors

Single Instructor

An instructor is assigned by entering their myWSU ID in the ID column.

<table>
<thead>
<tr>
<th>Instructor Section Indicator</th>
<th>ID</th>
<th>Instructional Workload</th>
<th>Percent of Responsibility</th>
<th>Primary Indicator</th>
<th>Override Indicator</th>
<th>Percent of Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 1</td>
<td></td>
<td>000</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID 2</td>
<td></td>
<td>000</td>
<td>25</td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>ID 3</td>
<td></td>
<td>000</td>
<td>25</td>
<td></td>
<td></td>
<td>110</td>
</tr>
</tbody>
</table>

No Instructor

If no instructor is assigned, TBA will display on both Self Service and the printed copy of the Schedule of Courses. **Do not type in TBA!**

Instructor Block on SSASECT

<table>
<thead>
<tr>
<th>Instructor Section Indicator</th>
<th>ID</th>
<th>Instructional Workload</th>
<th>Percent of Responsibility</th>
<th>Primary Indicator</th>
<th>Override Indicator</th>
<th>Percent of Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 1</td>
<td></td>
<td>000</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID 2</td>
<td></td>
<td>000</td>
<td>25</td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>ID 3</td>
<td></td>
<td>000</td>
<td>25</td>
<td></td>
<td></td>
<td>110</td>
</tr>
</tbody>
</table>

Self Service: Schedule of Courses

*Scheduled Meeting Times*

**Type Time Days Where Date Range**

| Class TBA | TBA | Aug 20, 2009 - Dec 18, 2009 Appointment Course TBA |

Multiple Instructors

If multiple instructors are assigned, the primary instructor is listed first. Only the primary instructor is eligible to enter grades in Self Service.

**Percent of Responsibility** and **Percent of Session** may be divided among the instructors and must add up to **at least 100**.

Problems Adding an Instructor

Banner will not assign an instructor to a course section if they are not **flagged** as a faculty member. The **SIAIQRY** form will look up instructors who are flagged as faculty for a selected semester. **New hires and/or GTAs may not be flagged as faculty yet.**

If you are unable to assign an instructor to a CRN, contact the Registrar’s Office with the instructor’s myWSU ID.

Changing Instructors

In order to change instructors:

1. Remove the instructor on the Instructor block by selecting **Record**, **Remove** from the Menu bar.

2. Assign the new instructor.
Course Section Comments (SSATEXT)

The Section Comment Form (SSATEXT) is used to build and maintain comments for a course section.

If Meeting Dates were adjusted on SSASECT, a note must be entered on SSATEXT to indicate the adjusted meeting times.

Notes are not copied forward in the roll and must be entered each term.

It is helpful to save notes in Microsoft Word and copy/paste into SSATEXT one line at a time.

Leave Section Long Text blank!

Section Text
Use the Section Text area to enter notes, such as meeting dates, test dates, etc. Information typed on this form will appear on the online Class Schedule. The printed Schedule of Courses will indicate which classes have notes online.

Only 60 characters may be entered per line in Section Text.

Section Long Text
Section Long Text is not used by WSU.
Cross Listed Courses

The Business School and the College of Health Professions are responsible for creating their own cross listings. Cross listings for all other colleges will be setup by the Registrar’s Office.

Verify that the meeting time for cross listed CRNs (two CRNs that meet in the same place at the same time) are the same. *These CRNs should have the exact same start and end times.*

For all other colleges, to cross list a class:

1. Create a new CRN for the course section and assign a quota.
2. Assign meeting days and times.
3. If the course section is held in a room that you are allowed to reserve or schedule, assign the building and room to the CRN.
4. Assign the instructor and override if necessary.

Email the Registrar’s Office at schedulebuilding@wichita.edu which CRNs need to be cross listed for your department.

Reserved Courses

Reserved courses are CRNs created by the Schedule Builders that are not open for enrollment, but are available if enrollment numbers require additional classes to be offered for a term.

Reserved courses are created just like a new CRN, but with the following exceptions or warnings:

- **Status:** "R" Reserved
- Uncheck Print check box
- Uncheck Voice Response and Self-Service Available box
- Assign quota and meeting time
- Do not assign a room
- Do not assign an instructor
### Create a New CRN

The following exercises take users through the schedule building process. To create a new CRN, follow the steps sequentially.

**Fine Grained Access** will not display an error message if a class is created in a term that is not opened for schedule building **until the record is saved**.

### Modify a CRN

To modify an existing CRN:

1. Enter the Term and CRN in the Key block and perform a **Next Block**.
2. Make corrections/updates on desired information.
3. Save after making corrections before leaving the block.

Refer to the **Look Up a CRN from SSASECT** exercise in the **Schedule Building Queries** Learning Guide for additional information on searching for a CRN.

### SIAINST

The Banner form SIAINST contains the schedule builder’s Department Code and is used in these three ways.

1. Restricts when data can be entered in SSASECT.
2. Restricts the person’s data entry access in SPAAPIN and SOAHOLD to the assigned department(s).
3. Restricts the person’s access in Reporting Services.

### Tricks and Tips

<table>
<thead>
<tr>
<th><strong>F9 Keyboard Button</strong></th>
<th><strong>List of Values (LOV)</strong> are predefined validation tables and are accessed by clicking on the associated <strong>Search</strong> drop down box.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key</strong></td>
<td><strong>Icon</strong></td>
</tr>
<tr>
<td>F9</td>
<td>➕</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Next Block</strong></th>
<th><strong>Use the <strong>Next Block</strong> function to navigate from the <strong>Key</strong> block to the <strong>Other</strong> block or between <strong>Other</strong> blocks.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key</strong></td>
<td><strong>Icon</strong></td>
</tr>
<tr>
<td>CTRL + Page Down</td>
<td>➕</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Rollback</strong></th>
<th><strong>Use <strong>Rollback</strong> to return to the <strong>Key</strong> block from an <strong>Other</strong> block.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key</strong></td>
<td><strong>Icon</strong></td>
</tr>
<tr>
<td>Shift + F7</td>
<td>➕</td>
</tr>
</tbody>
</table>

---

**Wichita State University**

**Schedule Building Exercises**

**Section D**

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Schedule Building (SSASECT) – July 10, 2011

Page 21 of 37
Exercise: Create a New CRN

This exercise shows how to create a new CRN.

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. Click the **Create CRN** icon.

4. Enter the four-character subject code in the **Subject** box. **[Tab]** to the **Course Number** box. Once Course Number is entered, the subject, course and title appear in the Key Block.

   **Tip:** Click the Search drop down arrow next to Course Number to view a list of courses. Use the Start Term and End Term columns to determine which course are active.

5. Enter the course number in the **Course Number** box. **[Tab]** to the **Section** box. The **Section** box is optional. It is used for individual departments to track the number of courses created.

6. **[Tab]** to the **Campus** box

7. Enter ‘M’ for main campus or ‘W’ for west side campus in the **Campus** box and press **[Tab]**.

**Continued on next page**
**Exercise: Create a New CRN, Continued**

<table>
<thead>
<tr>
<th>8</th>
<th>Enter ‘A’ for Active or ‘R’ for Reserved in the <strong>Status</strong> box and press [Tab].</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Click the <strong>Search</strong> drop down arrow next to the <strong>Schedule Type</strong> box. Select the appropriate schedule type.</td>
</tr>
</tbody>
</table>
| 10 | Click the **Search** drop down arrow next to the **Instructional Method** box. Select the appropriate instructional method type.  
*Instructional Method definitions are located in the previous section.*  
[Tab] to **Integration Partner**. |
| 11 | Enter the **same value** in the **Integration Partner** box that was entered in the **Schedule Type** box.  
The **Search** drop down arrow does not contain values for the Integration Partner box. Clicking on the **Search** drop down arrow next to the Integration Partner box will display an error message. **Do not enter B for Blackboard**.  
[Tab] to **Grade Mode**. |
| 12 | **Grade Mode** should only be entered by a department if:  
➢ The course can be graded Standard or CR/NCR (credit/no credit)  
➢ The course can be offered either as graded or nongraded.  
Do not enter anything in the **Session** box. |

*Continued on next page*
Exercise: Create a New Course Section (CRN), Continued

13. If the course section (CRN) needs special approval, click the Search drop down arrow next to Special Approval and select the appropriate value. [Tab] to the Part of Term box.

When creating Co-Op classes, the CO Special Approval is required.

Remember, if a value is selected, all students who wish to take the class will need permission before registering for the class.

14. Do not enter anything in the Duration box. This field is not used and should be left blank.

15. Click the Search drop down arrow next to the Part of Term box.

Refer to the Part of Term sheet for a complete listing of available Parts of Term and accompanying date ranges.

Select a Part of Term that will span the entire length of the course section and press [Tab].

Continued on next page
### Exercise: Create a New Course Section (CRN), Continued

<table>
<thead>
<tr>
<th>16</th>
<th>If the <strong>To</strong> radio button is selected between Credit and Billing Hours, a value needs to be entered under both Credit Hours and Billing Hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Billing Hours</strong> must match <strong>Credit Hours</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Credit Hours and Billing Hours" /></td>
</tr>
<tr>
<td></td>
<td>If the <strong>None</strong> radio button is selected between Credit and Billing Hours, <strong>no value should be entered</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Credit Hours and Billing Hours" /></td>
</tr>
<tr>
<td></td>
<td>Contact Hours, Lecture, Lab and Other should be left blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17</th>
<th>If the course section is <strong>Reserved</strong> (‘R’ in the Status box):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>➢ Uncheck the <strong>Print</strong> check box</td>
</tr>
<tr>
<td></td>
<td>➢ Uncheck the <strong>Voice Response and Self-Service Available</strong> check box</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Print and Voice Response" /></td>
</tr>
<tr>
<td></td>
<td>If the CRN is an <strong>arranged</strong> (co-op, directed study) or a <strong>graduate level</strong> course:</td>
</tr>
<tr>
<td></td>
<td>➢ Uncheck the <strong>Print</strong> check box:</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Print" /></td>
</tr>
<tr>
<td></td>
<td>If the CRN is a <strong>zero credit hour course</strong>, such as a lab/course:</td>
</tr>
<tr>
<td></td>
<td>➢ Uncheck the <strong>Gradable</strong> check box.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Gradable" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18</th>
<th>Save the record using one of these options.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Key</strong> <strong>Icon</strong> <strong>Menu, Options</strong></td>
</tr>
<tr>
<td></td>
<td><strong>F10</strong> <img src="image" alt="F10 Icon" /> <strong>File, Save</strong></td>
</tr>
</tbody>
</table>
Saving a Record

General Information
When a record is saved:
1. When a course section is created, a unique CRN number is automatically generated and displayed in the **CRN:** box in the key block.
2. The **Auto Hint and Status Bar** located at the bottom of the form indicates if the record was saved or if errors occurred that prevented record saving.

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.

If an error message displays after saving the record on SSASECT for the first time, then the course section was created in a closed term.

If an error message displays:
1. Perform a **Rollback**.
2. Change the term.
3. Re-enter the information for the new course section.

Exercise: Entering Enrollment Data
This exercise shows how to assign a quota and Waitlisting to a class.

**Students cannot enroll in a class if enrollment data (quota) does not exist for a course.**

1. Next block to (or click on) the **Section Enrollment Information** tab.
2. Enter an enrollment amount (quota) in the **Maximum** box.
3. To use automated Waitlisting for a course section, enter the **Waitlist Maximum**.
4. Save the record.
Military Time Conversion

All class times are entered in military format in Banner.

<table>
<thead>
<tr>
<th>Military Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midnight 0000</td>
</tr>
<tr>
<td>1:00 AM 0100</td>
</tr>
<tr>
<td>2:00 AM 0200</td>
</tr>
<tr>
<td>3:00 AM 0300</td>
</tr>
<tr>
<td>4:00 AM 0400</td>
</tr>
<tr>
<td>5:00 AM 0500</td>
</tr>
<tr>
<td>6:00 AM 0600</td>
</tr>
<tr>
<td>7:00 AM 0700</td>
</tr>
<tr>
<td>8:00 AM 0800</td>
</tr>
<tr>
<td>9:00 AM 0900</td>
</tr>
<tr>
<td>10:00 AM 1000</td>
</tr>
<tr>
<td>11:00 AM 1100</td>
</tr>
<tr>
<td>Noon 1200</td>
</tr>
<tr>
<td>1:00 PM 1300</td>
</tr>
<tr>
<td>2:00 PM 1400</td>
</tr>
<tr>
<td>3:00 PM 1500</td>
</tr>
<tr>
<td>4:00 PM 1600</td>
</tr>
<tr>
<td>5:00 PM 1700</td>
</tr>
<tr>
<td>6:00 PM 1800</td>
</tr>
<tr>
<td>7:00 PM 1900</td>
</tr>
<tr>
<td>8:00 PM 2000</td>
</tr>
<tr>
<td>9:00 PM 2100</td>
</tr>
<tr>
<td>10:00 PM 2200</td>
</tr>
<tr>
<td>11:00 PM 2300</td>
</tr>
</tbody>
</table>

Exercise: Assigning Meeting Times

- TBA will display if values for Days, Start/End Time, Building or Room are not entered.
- Meeting times display in Self Service and the Schedule of Courses in the order they are entered on this form.

1. From the Meeting Times block, [Tab] twice to populate the Start Date and End Date.
2. Select the Day check boxes for the days the CRN will be held.
   Example: A CRN meeting MWF will have the Mon, Wed, and Fri boxes checked.
3. [Tab] to the Start Time box.
   Enter the Start Time and End Time for the CRN.
   Note that the format is military time (1:00 pm is 1300).
4. Use a new record for each unique meeting day/time and room.
5. Save the record.
Exercise: Assigning Rooms

This exercise shows how to enter meeting days, times, buildings, and rooms.

- TBA will display if values for Building or Room are not entered.
- Only enter building codes and room numbers for which you are procedurally authorized.

1. Enter meeting days/times for a CRN.
2. Click the Meeting Location and Credits tab.
3. Enter a valid building code in the building column. Use the Search drop down arrow box under Building to search for a valid building code.
4. Enter the room number.
5. Reminder: SRS01100 - Building and Room Scheduling, located in Reporting Services, Student – Scheduling Building folder, identifies building and room assignments.

Do not enter AR (arranged) in Building. AR is the code for NIAR.

6. If the CRN is cross listed or if two classes meet in the same room at the same time, enter the letter O in the Override Indicator column. This allows the room to be scheduled for multiple CRNs at the same time.
7. Check Auto Hint for errors. Save the record.
Meeting Time Block Errors

If you experience problems assigning meeting times, use one of the following actions:

- Remove the record (Select Record, Remove from the Menu Bar).
- Rollback to the Key block then Next Block back to the Meeting Time block.
- Exit the form then activate SSASECT again.

Room Errors on Auto Hint

If the room is too small to accommodate the enrollment number previously indicated, the following error displays in Auto Hint:

"WARNING* Room capacity is less than maximum enrollment for section.

If the room is already in use by another CRN, the following error displays in Auto Hint:

"ERROR* Room conflict, HELP room availability, COUNT QUERY HITS schedule.

HINT

Session Credit Hours

If the **number of Credit Hours for a new CRN is changed** on the Section Details block, you may encounter an error on the Meeting Time block.

When entering Meeting Times, if an error message involving the Session Credit Hours displays in the Auto Hint line:

1. Rollback to the Key block.
2. Next Block to the Meeting Time block.
3. Verify that the Session Credit Hours matches the amount of Credit Hours on the Section Details block.
4. Re-enter the meeting time.
Exercise: Assigning Arranged Meeting Times

This exercise shows how to enter information on the Meeting Time block when the CRN has **arranged** meeting times. Examples of this type are Co-Op and Thesis classes.

**Tip:** TBA will display if values for Days, Start/End Time, Building or Room are not entered.

1. From the **Meeting Times** block, press the [Tab] key twice to populate the Start Date and End Date.

2. Click the **Meeting Location and Credits** tab.

3. Enter **zero (0)** in the **Hours per Week** column.

4. **Save** the record.
Exercise: Using Preset Meeting Times

This exercise shows how to use the preset meeting days and times. These dates are for the Spring and Fall schedules only and is not often used.

1. From the Meeting Times block, click the Search drop down arrow box under Meeting Time.

2. Use the vertical scroll bar to see if the desired Day/Time combination exists. Highlight the record. Double click in the Code box to return the values.

3. The days of the week and start/end times are returned to the Meeting Times block.

Exercise: Removing Meeting Times

This exercise shows how to remove an entry on the Meeting Times block.

1. Next block to the Meeting Times block.
2. Select Record, Remove from the Menu bar.
3. Use one of the previous methods to enter new meeting times for the CRN.
Exercise: Adjusting Meeting Times

If a CRN does not meet the entire duration of the selected Part of Term, the dates may be adjusted on the **Meeting Times** block.

In addition to adjusting the dates on SSASECT, **a note must be entered on SOATEXT to indicate the adjusted meeting times.**

1. From the **Meeting Times** block, press the **[Tab]** key **twice** to populate the Start Date and End Date.

2. Enter the adjusted dates in the Start Date and End Date boxes.

3. Save the record.

If the entered Start Date or End Date are outside of the Part of Term selected on the Course Section Information tab, one of the following error messages may display in the Auto Hint line.

*ERROR* Start date must be >= section start date of 03-NOV-2009.
Record: 1/1

*ERROR* End date must be less than or equal to section end date of 10-DEC-2009.
Record: 1/1
Exercise: Assigning Instructor(s) to a CRN

This exercise shows how to assign an instructor to a CRN.

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

1. Next Block to the Instructor block.

2. [Tab] to the ID column.

3. ➢ Enter the myWSU ID in the ID column

   Or

   ➢ Click on the Search drop down arrow to search for an instructor.

4. Press [Tab] to display the instructor’s name on the form.

If the CRN is cross listed or if two classes meet in the same room at the same time, check the Override Indicator box.

This allows the instructor to be scheduled for multiple CRNs at the same time.

5. If there are multiple instructors:
   ➢ Select Record, Insert from the Menu bar or select the next blank line.
   ➢ Repeat steps 3 – 4 to assign additional instructors to this course section.
   ➢ Adjust the totals in the Percent of Responsibility and Percent of Session columns if necessary. The total in each column must equal at least 100%.

6. Save the record.
Exercise: Removing an Instructor

1. Next block to the Meeting Times block.

2. If multiple instructors exist and the Primary Instructor needs to be removed, all instructors must be removed before a new primary instructor can be assigned.

   Highlight the instructor to remove.

3. Select Record, Remove from the Menu bar.

Changing Part of Term

Part of Term is linked to meeting times and instructor. All instructors and meeting times must first be removed to change the Part of Term. If the Part of Term needs to be changed, it may be easier to delete the CRN and create a new one with the desired Part of Term.

To save time and avoid frustration, identify the correct Part of Term prior to starting data entry!

Follow these steps to change the part of term:

1. Remove all entries on the Instructor block.
   (Select Record, Remove from the Menu Bar.)

2. Perform a Previous Block.

3. Remove all entries on the Meeting Times block.
   (Select Record, Remove from the Menu Bar.)

4. Previous Block to the Course Section Information tab.

5. Change the part of term.

6. Next Block to the Meeting Times and Instructor tab.

7. Re-enter the information on the Meeting Times block.

8. Perform a Next Block.

9. Re-enter the instructor on the Instructor block.
Exercise: Adding Comments (SSATEXT)

This exercise shows how to enter optional comments for a course section (CRN).
If information is entered on SSATEXT, the printed copy of the Schedule of Courses will have the letter ‘N’ next to the CRN indicating that Notes exist on Self Service.

1. Select Options, Course Section Comments (SSATEXT) from the Menu bar.

2. Next Block to the Section Text block.

3. Only 60 characters may be entered per line.
   - Start entering information on the first line.
   - When a new line (record) is needed, press the [Down Arrow] key on the keyboard to insert a new line (record).

4. Save the record.

5. Exit the form SSATEXT.

Rollback to Key Block

Once all information is entered for a new CRN, perform a Rollback to return to the Key block.

From the Key block, return to the Create a New Course Section exercise to create additional course sections or refer to Modifying CRNs below.

Modifying CRNs

Full term and first and second half term classes (part of term 1, F10 and S10) from the previous year are rolled forward by the Registrar’s Office. A new CRN is generated for each copied or rolled CRN.

The following information is not rolled from prior years and must be re-entered:
  - Building and Room
  - Instructor(s)
  - Notes (SSATEXT)

Refer to Exercise: Look Up a CRN from SSASECT in the Schedule Building Queries Learning Guide or use the SRS 100 Course Schedule Report in Reporting Services to view a list of existing CRNs to modify.
## Exercise: Copying CRNs

This exercise shows how to create a new course section (CRN) by duplicating or copying an existing course section.

**Note:** Course sections can only be copied from previous semesters if the Part of Term exists in both semesters.

1. **Activate the Banner form** SSASECT.
2. **Enter a term in the** Term box or click on the Search drop down arrow to search for a valid term value and press [Tab].
3. **Click the Copy CRN button.**
4. **If the CRN to copy is known:** Enter the term and CRN to copy in Default Term and Default CRN.

   ![Default Term and Default CRN](image)

   If the CRN to copy is not known:
   
   Use the Search drop down arrow next to Default CRN to search for a CRN to copy.

5. **Look at the Process Default icon.**

   The little man needs to have his yellow shirt on to copy a CRN. If his shirt is gray, press the [Tab] key on the keyboard to turn his shirt yellow.

6. **Click the Process Default icon.**

   A new CRN is generated. The information in the Section Details block and the Enrollment Quota block are copied to the new course section.

   *Meeting times, instructors and comments are not copied to the new CRN. If an error message displays while copying a CRN, click the Retry button.*

7. **When copying course sections, verify all required information is entered. It is possible that information was omitted if the course was copied from previous terms.**

8. **Enter meeting times, instructor and comments (if necessary) on the respective blocks.**

9. **Save the record.**
**Exercise: Deleting a CRN**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activate the Banner form SSASECT.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the <strong>Term</strong> and <strong>CRN</strong> of the course section to delete in the key block. Refer to the <strong>Look Up a CRN from SSASECT</strong> exercise in the Banner Navigation and Schedule Queries Learning Guide for instructions on searching for a CRN.</td>
</tr>
<tr>
<td>3</td>
<td>Perform a <strong>Next Block</strong>.</td>
</tr>
<tr>
<td>4</td>
<td>Verify that this is the correct CRN to delete.</td>
</tr>
</tbody>
</table>
| 5    | Review the two ways to delete a CRN and select one method:  
  - Click on the **Remove Record** icon located on the **Toolbar**.  
  - From the **Menu** bar, select **Record, Remove**. |
| 6    | **Save** the record to complete the removal. |