Section Building Training Manual

Revised: June 24, 2022
Monique Wilson, Office of the Registrar

Table of Contents

Banner Term Codes

Format: YYYYTT   Y = 4 Digit Year; T = 2 Digit Term

ex: 201980 is Fall 2019

Part of Term

- **10 = Spring**   1 = Full term
H1 = First Half Term
H2 = Second Half Term

- **60 = Summer**   1 = Full Term (Extended Summer)
H1 = First Half Term (Summer I)
H2 = Second Half Term (Summer II)

- **80 = Fall**   1 = Full Term
H1 = First Half Term
H2 = Second Half Term
MF = Mini-Fall

Banner Terminology

- SSASECT = Main Schedule Building Form

- CRN = Course Reference Number

- Next Block/Section = To move to next section of the form

Special Section Number Designations

- "9" as a <u>second</u> digit = Evening Courses

- "U" as a <u>first</u> digit = Uptown Courses

- "8" as a <u>second</u> digit = Distant Education Courses *only*

- "9" as a <u>first</u> digit = Saturday Courses

- "L" as a <u>first</u> digit = Lab

- "H" as a <u>first</u> digit = Honors

- "G" as a <u>first</u> digit = Globally Networked Learning (GNL)

- "C91" = Co-op students

- "300" = credit-by-exam (with the exception of LBST courses)

- Study abroad uses an alpha numeric scheme, usually starting with 'SA'. For example, SAB, SA1, etc.

*ALL sections <u>must</u> be three (3) characters.

Keyboard Shortcuts

FUNCTION	MENU OPTION	KEYSTROKE OPTION
Cancel Query	Query Cancel/Exit	Ctrl + Q
Clear or Delete Record	Clear Record	Shift + F6
Enter Query - Home	Enter Query/Filter	Shift + F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block/Section	Next Block/Section	Alt + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block/Section	Previous Block/Section	Alt + Page up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	Rollback/Start Over	F5
Save	File/Save	F10
List of Values	List of Values/Lookup	F9

Adding a Section of a Course

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field.

3. Tab to the **CRN** (Course Reference Number) field and type ADD (or click the **Create CRN** button and skip step 4.)

4. Perform a **Next Block/Section** (Alt Page Down) or Click the green 'Go' button.

5. Type the subject code (ex. MATH) in the **Subject** field. If you do not know the subject code, double click (or press F9) in the **Subject** field to access a list of existing subjects. Then select the subject code.

6. Type the course number (ex. 1101) in the **Course Number** field. If you do not know the course number, double click (or press F9) in the **Course Number** field to access a list of existing course numbers. *The course title will automatically fill. This information is brought from the catalog.

7. Tab to the **Section** field.

8. Enter a section number. It can be letters or numbers, but must be 3 characters long. (See pg. 3-4 for Special Section Number Designations). If you have entered a section number that already exists, you will not be able to move past this field.

9. Type the campus code in the **Campus** field. If you do not know the campus code, double click (or press F9) in the **Campus** field to access a list of existing campus codes. *Required field*

10. Type the status code in the **Status** field. If you do not know the status code, double click (or press F9) in the Status field to access a list of existing status codes. *Required field*

11. Type the schedule type code in the **Schedule Type** field. If you do not know the schedule type code, double click (or press F9) in the **Schedule Type** field to access a list of existing schedule type codes. When you enter the schedule type, the **Instructional Method** field will automatically fill. This information is brought from the catalog.

12. Leave the **Integration Partner** field blank. This is for the sole use of the Center for Teaching and Learning (CTL). This field will update automatically on a daily basis to add the Course Management System.

13. **The Grade Mode field should be left blank** to allow students the option of choosing the grade mode for their sections. For courses that have been approved as only Pass/No Credit, this will be the only option the student has for grading. Grading information related to a course is pulled from the catalog level not the section level.

14. The **Special Approval** field is be used in place of the restriction. Double click (or press F9) in this field to access a list of existing Approval codes. Students will not be able to register for these sections unless a registration override is given.

15. Tab to the **Part of Term** field. Enter the Part of Term code (It will be "1" for Fall, Spring and Summer Full Terms. Half Terms will be either "H1" for the first Half Term or "H2" for the second Half Term.) The dates of the term will automatically fill when you tab, as well as, the number of weeks for the term.

16. If the course is a fixed credit hour course, you do not need to enter the credit hours into the **Credit Hours** and **Billing Hours** fields. This information is brought from the catalog.

17. If the course is a variable credit hour course, the credit hours for this specific section need to be entered into the **Credit Hours** and **Billing Hours** fields.

*** The credit hours *MUST BE ENTERED* for variable credit hour sections. ***

18. Click the **Save** button (or press F10). The CRN will be created once you save.

19. Click the **Exit** button (or Ctrl +Q) or proceed with Entering Maximum Enrollment.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Using the Copy CRN Function

1. Follow instructions for *Adding a Section of a Course*, and create the course section you wish to copy with '0' as the section number. Make note of the new CRN. You will use this as your "Default CRN".
2. If the enrollment is the same for each new section you are creating, you may proceed to *the Section Enrollment Information* tab (**Next Block/Section**) and enter the Max Enrollment.
3. **Save** (F10)
4. Click the **Start Over** button (or F5)
5. Enter the Term you are creating the new course in.
6. Click the **Copy CRN** button.
7. The *Default Section Details* box will appear and the *Default Term* should already be populated.

8. Enter the *Default CRN*. (This should be the CRN you created with the '0' section number.)
9. Perform a **Next Block/Section** (Alt Page Down).
10. Tab to the *Section Number* field and enter the new section number.
11. Tab to the *Credit/Billing Hour* field and adjust the Credit/Billing Hours if the course is a Variable Credit Hour course.
12. **Save** (F10).
13. Perform a **Next Block/Section** (Alt Page Down) to go the *Section Enrollment Information* tab.
14. Adjust the enrollment if necessary.
15. **Save** (F10).

**Note: The Course Section Information and Section Enrollment Information will be identical to the Section '0' course you created.

15. Continue following instructions for *Assigning a Meeting Time* onward.

  If you are adding/updating several sections, click the Start Over button to navigate to the Key Block.

Adding a Lab Section of a Course

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and type ADD in the **CRN** (Course Reference Number) field or click the Create CRN button.

4. Perform a **Next Block/Section**.

5. Type the subject code (ex. MATH) in the **Subject** field. If you do not know the subject code, double click (or press F9) in the **Subject** field to access a list of existing subjects. Then select the subject code you want.

   Note: Labs have been set up with their own course number. Lab courses will have "L" at the end of the course number.

6. Type the course number (ex. 1110L) in the **Course Number** field. If you do not know the course number, double click (or press F9) in the Course Number field to access a list of existing course numbers. The course title will automatically fill. This information is brought from the catalog.

7. Tab to the **Section** field.

8. Enter a section number (can be letters or numbers up to 3 characters long). If you have entered a section number that already exists, you will not be able to move past this field.

9. Type the campus code in the **Campus** field. If you do not know the campus code, double click (or press F9) in the **Campus** field to access a list of existing campus codes. *Required field*

10. Type the status code in the **Status** field. If you do not know the status code, double click (or press F9) in the Status field to access a list of existing status codes. *Required field*

11. Type the schedule type code in the **Schedule Type** field. If you do not know the schedule type code, double click (or press F9) in the **Schedule Type** field to access a list of existing schedule type codes. When you enter the schedule type, the **Instructional Method** field will automatically fill. This information is brought from the catalog.

12. Tab to the **Part of Term** field. Enter the Part of Term code (will be 1 for Fall, Spring and Summer terms, with one exception, 10-week will be "S"). The dates of the term will automatically fill.

13. If the course is a fixed credit hour course you will not need to enter the credit hours into the **Credit Hours** and **Billing Hours** fields. This information is brought from the catalog.

14. If the course is a ***Variable Credit Hour Course***, the credit hours for this specific section need to be entered into the **Credit Hours** and **Billing Hours** fields.

    The credit hours *MUST BE ENTERED* for variable credit hour sections.

15. The **Special Approval** field will be used in place of the restriction "Permit needed from department". Double click (or press F9) in this field to access a list of existing Approval codes. Students will not be able to register for these sections unless a registration override is given.

16. Click the **Save** button (or press F10). The CRN will be created once you save.

17. Click the 'X' to **Exit** (or Ctrl Q).

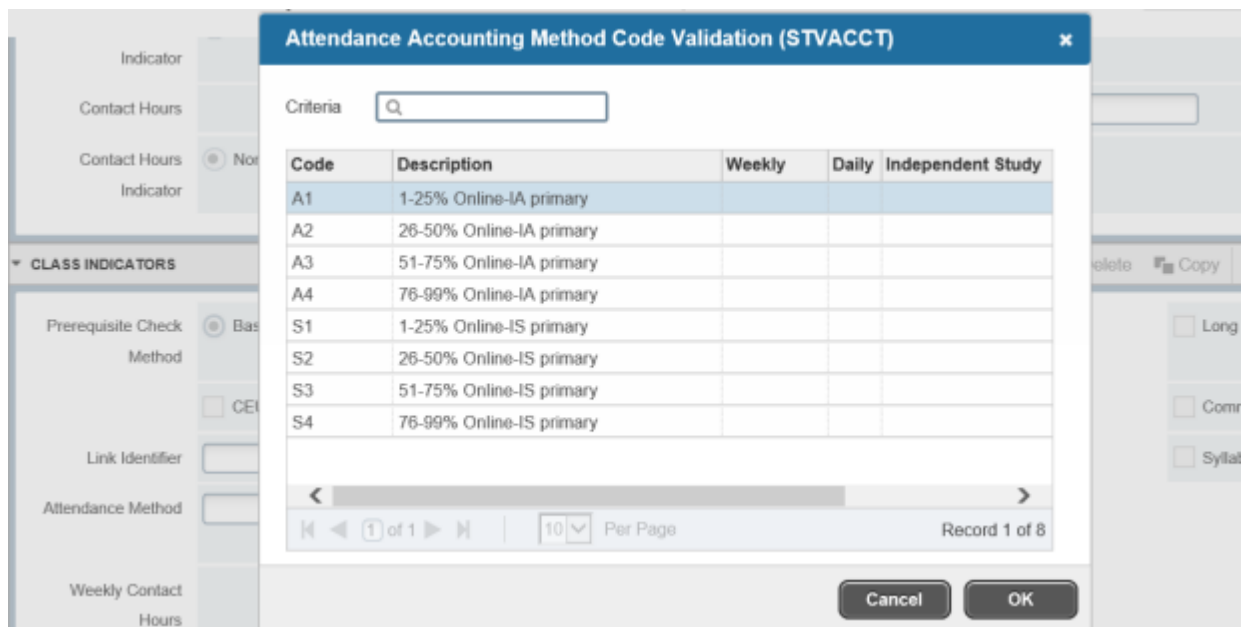*If you are adding/updating several sections, click the Start Over button to navigate to the Key Block.*

Adding an Online Section of a Course

1. Follow the instructions for *Adding a Section of a Course*, and create the section you wish to add as an online course until you've entered the Schedule Type in step #11.

2. After the Schedule Type has been entered, and you have tabbed to the next field, this field *may* have automatically been populated with TR. Type over the TR updating this field to one of the Instructional Method Validation codes for online courses (IA, IS, HYA or HYS). If you are not sure which code to use, click on the search arrow next to the Instructional Method field (or F9) for a full list of Instructional Method Validation codes and their descriptions.

3. Continue *Adding a Section of a Course* through step #17.

4. If the course you have entered is a **Hybrid (HYA or HYS)** course, you will also need to populate the **Attendance Method** field.

5. Click the search arrow next to this field (or F9) to view a list of Attendance Accounting Method codes. Select the percentage range that best represents the amount of time and primary method of online instruction for this course section. Keep in mind that the Hybrid entry **HYA - Hybrid: F2F & Online (Async)**, should correspond with one of the **A1 – A4** Attendance Method options and the **HYS – Hybrid: F2F & Online (Sync)** entry should correspond with one of the **S1 – S4** Attendance Method options.

Attendance Accounting Method Code Validation (STVACCT)

Criteria

Code	Description	Weekly	Daily	Independent Study
A1	1-25% Online-IA primary			
A2	26-50% Online-IA primary			
A3	51-75% Online-IA primary			
A4	76-99% Online-IA primary			
S1	1-25% Online-IS primary			
S2	26-50% Online-IS primary			
S3	51-75% Online-IS primary			
S4	76-99% Online-IS primary			

⏮ ◀ ① of 1 ▶ ⏭   10 ▽ Per Page   Record 1 of 8

Cancel   OK

6. Click the **Save** button (F10).

7. Perform a **Next Block/Section** (Alt Page Down).

8. You are on the *Section Enrollment Information* tab. Enter the enrollment, waitlist (if, necessary) and projected enrollment.

9. Click the **Save** button (F10).

10. Perform a **Next Block/Section** (Alt Page Down).

11. You are on the *Meeting Times and Instructor* tab. If this is an **Internet Synchronous (IS)** course, double click in the **Meeting Time** field to access the pre-set meeting times and select (by double clicking the highlighted time slot) the time slot the section is scheduled for. **times are in 24 hour format** or tab through the start and end dates and click the day(s) of the week and enter the meeting time manually on the Meeting time form. (If the course is **Internet Asynchronous (IA)**, tab through the start and end dates, leave the day/time and building/room fields blank. Hours per week may need to be added.)

12. Tab over to the Building field and enter **ONLINE**, tab again to the room field and enter **INTERNET** for Internet Synchronous sections only.

13. Click the **Save** button (F10).

14. Proceed with following instructions on *Assigning an Instructor*.

12

Entering Maximum Enrollment

(If you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (Alt Page Down) or Click on the Section Enrollment Information tab.

5. Enter the maximum number of students you want to allow to register for this section in the **Maximum** field. *** If the maximum enrollment is left as zero, a room will ***NOT*** be assigned to the section during the room assignment process. The max enrollment must be entered if a room is required. ***

6. Enter the projected enrollment for this section. This number represents the number of students expected to enroll in the course and may be different from the maximum enrollment.

7. Click the **Save** button (or press F10).

If you are adding/updating several sections, click the Start Over button to navigate to the Key Block.

Adding Waitlist to a Section

(If you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (Alt Page Down) or Click on the Section Enrollment Information tab.

5. Enter the maximum number of students you want to waitlist in the **Waitlist Maximum** field.

6. Click the **Save** button (or press F10).

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Waitlist FYI::

o Can be added to any individual section of a course
o Holds a spot for a student in a closed course if a seat becomes available
o Does not mean the student is registered for the class
o Does not add more seats to a course's maximum enrollment
o The suggested general guideline is a maximum of 10% of the enrollment in the class. This number can be modified based on the turnover of seats in the class during registration.
o **DO NOT** issue registration overrides (PERMIT or AUTH) when there is a Waitlist Maximum populated.

Assigning a Meeting Time
(If you have already accessed the section, start with Step # 5.)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform three **Next Block/Sections** to navigate to the **Meeting Time and Instructor** window or Click the **Meeting Time and Instructor** tab.
5. Double click in the **Meeting Time** field to access the pre-set meeting times. *times are in 24 hour format*

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
01	☑	☐	☑	☐	☐	☐	☐	800	915
02	☑	☐	☑	☐	☐	☐	☐	930	1045
03	☑	☐	☑	☐	☐	☐	☐	1100	1215
04	☑	☐	☑	☐	☐	☐	☐	1230	1345
05	☑	☐	☑	☐	☐	☐	☐	1400	1515
06	☑	☐	☑	☐	☐	☐	☐	1530	1645
07	☑	☐	☑	☐	☐	☐	☐	1700	1815
08	☐	☑	☐	☑	☐	☐	☐	800	915
09	☐	☑	☐	☑	☐	☐	☐	930	1045
10	☐	☑	☐	☑	☐	☐	☐	1100	1215
11	☐	☑	☐	☑	☐	☐	☐	1230	1345
12	☐	☑	☐	☑	☐	☐	☐	1400	1515
13	☐	☑	☐	☑	☐	☐	☐	1530	1645
14	☐	☑	☐	☑	☐	☐	☐	1700	1815
15	☑	☐	☑	☐	☐	☐	☐	1830	1945
16	☑	☐	☑	☐	☐	☐	☐	2000	2115
17	☐	☑	☐	☑	☐	☐	☐	1830	1945

6. Double click on the meeting time that the section will be scheduled. This will automatically fill in the days and time.

7. If the meeting days and times are not included in the pre-set meeting times or you just prefer to manually enter the meeting time, then:

   a. Tab through the **Start Date** and **End Date** fields, which will automatically fill with the term dates.

   b. Click the box(es) under the days of the week indicating the day(s) the class will be offered.

   c. Type in the **Begin Time** and **End time** in the indicated fields.

8. If the section has Multiple Meeting times (MMP), perform a **Next Record** (Down Arrow) to enter the second meeting time on the next line.

9. If the section should be listed as TBA or FOOTNOTE tab through the **Start Date** and **End Date** fields, which will automatically fill with the term dates, click on the day(s) of the week and enter the time, then enter NONE in the building field and TBA or FOOTNOTE in the room field. If the section is internet synchronous (IS), tab through the **Start Date** and **End Date** fields, which will automatically fill with the term dates, click on the day(s) of the week and enter the time, then enter ONLINE in the building field and INTERNET in the room field.

10. Click the **Save** button or (F10).

DO NOT enter a partial meeting pattern. Days entered without meeting time and times entered without days, are not permitted.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Assigning a Building and Room
(If you have already accessed the section, start with Step # 5.)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform several **Next Block/Sections** (about 3) to navigate to the **Meeting Times and Instructor** window or click the Meeting Times and Instructor tab. *A meeting time must be entered before a building and room can be assigned.*

5. Verify the correct days and times have been entered, and then click the **Meeting Location and Credits** tab or use your TAB key to navigate from the Meeting Dates to the Meeting Location and Credits tab. The tab will be highlighted when you have successfully moved to the screen.

6. Tab to the **Building** field. Enter the building code in the **Building** field and the room number in the **Room** field. If you don't know the building code, double click in the **Building** field (or click the search arrow) to bring up a form that allows you to perform a query to find the building code. If you don't know the room number, double click in the **Room** field (or click the search arrow) to bring up a form that allows you to perform a query to find the room number.

    ***If you enter a building code, you *MUST* also enter a room number.
    ***If both building and room fields are not entered, a room will *NOT* be assigned by 25Live.
    ***If no room is required, and days/times are entered, **NONE** should be entered into the building field and **TBA or FOOTNOTE** should be entered into the room field. The **Hours Per Week** field must be filled in and will auto-calculate.

7. When no day, time or room is required on a course section (i.e.: Independent Study, Internet Asynchronous, etc.), tab through the **Start Date** and **End Date,** so the dates populate in those fields. Continue to tab through to the **Hours Per Week** field which must be populated with zero. **DO NOT** enter a number greater than zero, for course sections without day and times, in Hours Per Week. **DO NOT** populate the building and room fields.

8. If you receive a **Room Conflict error message** in the Help Line, *DO NOT* use the override code, this will cause a room scheduling conflict. You can view the course(s) that are causing the conflict. Click the Related menu and select Building/Room Schedules (SSAMATX). Use the drop down arrow to Filter by the term, building and room. Enter the six-digit term code in the blank **Term** field (a term must be entered to provide only that particular term's room scheduling information). Enter the building abbreviation in the **Building** field and the room number in the **Room** field. Click the **Go** button (or F8, Execute Query) to see a list of all courses scheduled in that building and room for the term entered. ***DO NOT** use the override code of T or R. This affects the room scheduling system!*

9. If you received a ***Warning* Room capacity is less than maximum enrollment for section** message after entering the room assignment, ***DO NOT*** ignore this message. The room is too small to accommodate the max enrollment number entered. Adjust the max enrollment to the capacity of the room or smaller OR use another priority assigned room. If you do not know or are unsure of the capacity of the room, review the capacity information by:

    a. Clicking the arrow over the room field. This takes you to form SLQROOM.
    b. Enter the building code. (Execute query (F8) at this point to see all rooms in that building.)
    c. Enter the room number
    d. Execute Query (F8)

10. Do *NOT* enter any information in the **Auto Scheduler** field; it will cause problems with the room scheduling system.

11. Click the **Save** button (or F10).

12. Click the **Previous Block** (or Alt Page Up) to take you back to the SSASECT main page.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Assigning an Instructor
(If you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Continue performing a **Next Block/Section** until you come to the Instructor window (should be 4 Next Block/Sections).

5. Tab over to the **ID** field.

6. If you know the Instructor's UNC Charlotte ID # (number beginning with 800; *not the Social Security Number*) you may enter it in the **ID** field.
   - If you do not know the Instructor's UNC Charlotte ID#, click on the Search button (three dots next to the ID field) to take you to the Faculty/Advisor Query form (SIAIQRY).
   - Perform a **Next Block/Section** (Alt Page Down) or click the 'Go' button to perform a search for the Instructor's ID#.
   - You may search by any of the filters provided. First and Last name would probably be the most likely filters. Enter the Instructor's first and last name or partial name, using a % wildcard.

- Then, F8 to **Execute Query**.
- When you have found the instructor ID# you want, you can copy the ID#, Click the X (top left corner) or **File/Exit** (Ctrl Q) which will take you back to the Meeting Times and Instructor tab and paste the ID # in the instructor ID field.

7. To add additional instructors, insert a new record by clicking the **Insert** button (F6) or **Next Record** (down arrow key) and repeat from Step # 5.

8. If more than one instructor is entered, only one instructor may be checked as Primary Instructor in the **Primary Indicator** field. The Primary will be listed first in the public view of the schedule and will be the only instructor permitted to issue electronic overrides. The numbers in the **Percent of Responsibility** and **Percent of Session** fields should both total 100% *each*.

9. If no instructor has been assigned to teach this section, you should leave the **Instructor** window blank. TBA will appear in the Instructor column on Banner Self-Service.

10. If you receive an "Instructor schedule conflict" error message in the Help Line, please remove the instructor. This message indicates the instructor is scheduled to teach another section at the same time. See SIAASGQ (Faculty Schedule Query – page 17) to review the instructor's schedule.

11. Click the **Save** button (or F10).

12. Click the **Next Block/Section** button (or Alt Page Down) 3 times to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block..

Faculty Schedule Query

1. Access the Faculty Schedule Query form (SIAASGQ).

2. Enter the term code in the **Term** field in the key block.

3. Enter the faculty 800 ID # in the **ID** field.

4. Click **Go** or perform a **Next Block/Section** (Alt Page Down).
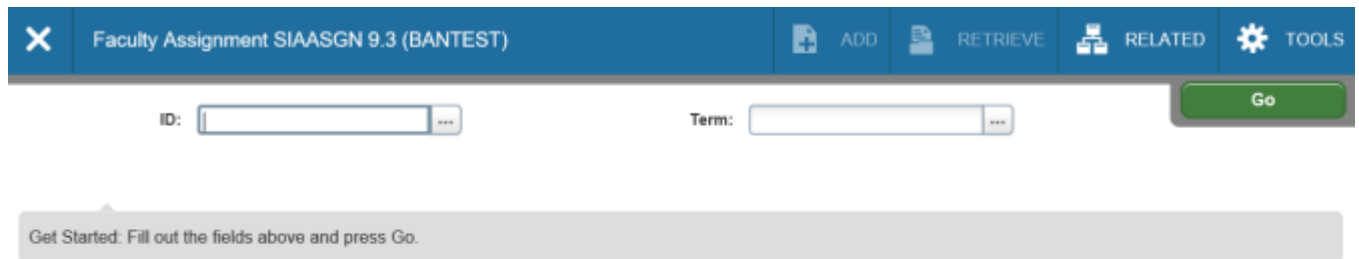
5. This will show all sections this faculty is scheduled to teach in that term, if any.

6. Click the 'X' to **Exit** or (Ctrl Q).

Using the Faculty Assignment Form (SIAASGN)

*You will maintain continuous access to the Faculty Assignment form SIAASGN throughout the semester to update the instructor assignment on a course section.

Adding an Instructor

1. Access the Schedule Form (SIAASGN).

2. Enter the instructor's 800 ID number in the **ID** field. The instructor's full name will automatically populate next to the **ID** field. (*Verify that you have accessed the correct instructor.*)

3. Enter the term code in the **Term** field.

4. Perform a **Next Block/Section or 'Go'**. (If the instructor already has assigned sections in the term entered, the sections will be viewable upon performing a **Next Block/Section**.)

5. If the instructor already has assignments, perform a **Next Record** (down arrow) until you have come to a blank record. Alternatively, you may click the **Insert** button (or F6) to insert a new record.

6. Enter the CRN of the section that you wish to add to the instructor's assignment. (The cursor will already be flashing in this field.) The complete section information will automatically populate when the CRN is entered.

7. Click the **Save** button (or press F10).

If you are replacing one instructor with another, you must remove the existing instructor first before adding the new. (Follow instructions for Removing an Instructor first.)

Removing an Instructor

1. Access the Schedule Form SIAASGN.

2. Enter the instructor's 800 ID number in the **ID** field. The instructor's full name will automatically populate next to the **ID** field. (*Verify that you have accessed the correct instructor.*)

3. Enter the term code in the **Term** field.

4. Perform a **Next Block/Section**. The instructor's assignments should appear.   If the instructor has more than one assignment, use the left and right arrows to navigate and highlight the course section you want to remove the instructor.

5. Click the **Delete** button (or SHIFT F6).

6. Click the **Save** button (or F10).

Adding an Instructor to Cross-listed Sections

1. Follow steps 1-5 on "Adding an Instructor" on page 40.

2. Click the **Insert** button (F6) to add a blank record. Then, add the CRN.

3. Check the "Override Conflicts" box. (Continue step 2-3 for each CRN in the cross-listing.)

4. Click **Save** or (F10)

* Only the second CRN, and those after, need the "Override Conflicts" box checked. The first CRN should not be checked.

Adding Multiple Instructors

1. Follow steps 1-5 on "Adding an Instructor".

2. Tab two (2) times to the "Percent Responsibility" field.

3. Insert the percentage of the work load this instructor will have responsibility over.
   *Note: the total percentage for all instructors should equal 100%.

4. Tab one (1) more time to the "Percent of Session" field.

5. Insert the percentage of the session this instructor will have control of.
   *Note: the total percentage for all instructors should equal 100%.

6. If this instructor will be the Primary Instructor, check the "Primary Instructor" box.

7. **Save** (F10).

8. Perform a **Rollback** (F5) or click the **Start Over** button.

9. Enter the second instructor's 800 ID number. (Follow steps 1-5 on "Adding an Instructor".)

10. Follow steps 2-6 above.

11. Click **Save** (F10).

Deleting a Section (before schedule is published to students)
(If you have already accessed the section, start with Step # 5.)

1.   Access the Schedule Form (SSASECT).

2.   Enter the term code in the **Term** field in the key block.

3.   Tab to the **CRN** field and enter the Course Reference Number you want to delete.

4.   Perform a **Next Block/Section**.

5.   To determine if any students are enrolled, click on the Section Enrollment Information tab, then the Enrollment Details tab. The number of enrolled students will show in the Actual field. If no students are enrolled, return to the Course Section Information and;

6.   Perform a **Previous Block** to return to the main SSASECT form.

7.   Click the **Delete** button (or Shift F6).

8.   Click the **Save** button (or F10).

9.   Click the 'X' to **Exit** (or Ctrl Q) to take you back to the General Menu.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Updating an Existing Section

(If you have already accessed the section, start with Step # 5.)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (or Alt Page Down).

5. Update the section information. To change a section number (even if the section is cross-listed), enter the new section number.

6. Click the **Save** button (or press F10).

7. Click the 'X' to **Exit** (or Ctrl Q) to go back to the General Menu.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Searching for a section

1. Access the Schedule Query Form (SSASECQ) either from the General Menu or by accessing SSASECT and double clicking in the **Course Ref Number** (CRN) field or press F9 while in the field or press the search button to the right of the CRN field.

2. Enter the term code if you would like to search in a specific term. Leave the 'Term' field blank to search for a course section in all available terms.

3. Click on the down arrow next to 'Add Another Field' to access section search criteria (Subject, course, section, etc.). Each time you click a search criteria option a new filter will appear and allow you to add additional criteria options. Populate the blank field(s) with your specific search criteria.

4. Click the **Go** button (or press F8 or press ENTER) to search for sections that match the criteria you selected.

5. Select the section you want by double clicking on the CRN or highlight the section and click the **Select** button to enter the information on the SSASECT form.

Web Options for Sections
(If you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (Alt Page Down).

5. Enter the status code of R (*Reserved*) in the **Status** field.

6. *If the section Status is Reserved, the section will not be listed in the "Look-up Classes to Add" section on the web and will not be available for registration on the Web. Reserved sections should not have a room assignment.*

7. Click the **Save** button (or F10).

8. Click the 'X' to Exit (or Ctrl Q) to take you back to the General Menu.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Adding Section Comments (Footnotes)
(If you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (Alt Page Down)

5. Select *Course Section Comments* (SSATEXT) from the Related menu.

6. Perform a **Next Block/Section** or click the **Go** button.

7. Enter Course Section Comments into the **Section Text or Section Long Text** area, but not both.
    *Only Section Text will display on the web if you enter notes in both.
    Examples: "This course will meet on Tuesdays, in the third floor conference room." or "This is a Hybrid section. Exams throughout the term will be held online. The Final exam will take place on main campus." or "Majors only. Departmental approval required."

    Note: Each line of Section Text area only allows 60 characters. The broken word or line will appear correctly on the web. The Section Long Text area allows for wrap-around text, and will allow use of cut/copy and paste editing.

8. Click the **Save** button (or F10).

9. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Adding a Section Long Title (Topics courses, LBST)
(If you have already accessed the section, start with Step # 5.)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section**.

5. Select Section Syllabus Form (SSASYLB) from the Related menu.

6. In the **Section Long Title** field for a topics course, enter the title of the course and the long title of the section separated by a colon. (example: **Topics in English: British Literature in the 1900's**). ***All topics courses should have a long title.* LBST long title example: **Arts & Soc: Dance (DANC).** The Long Title appears as the title of the section on Self-Service and on student's transcripts.
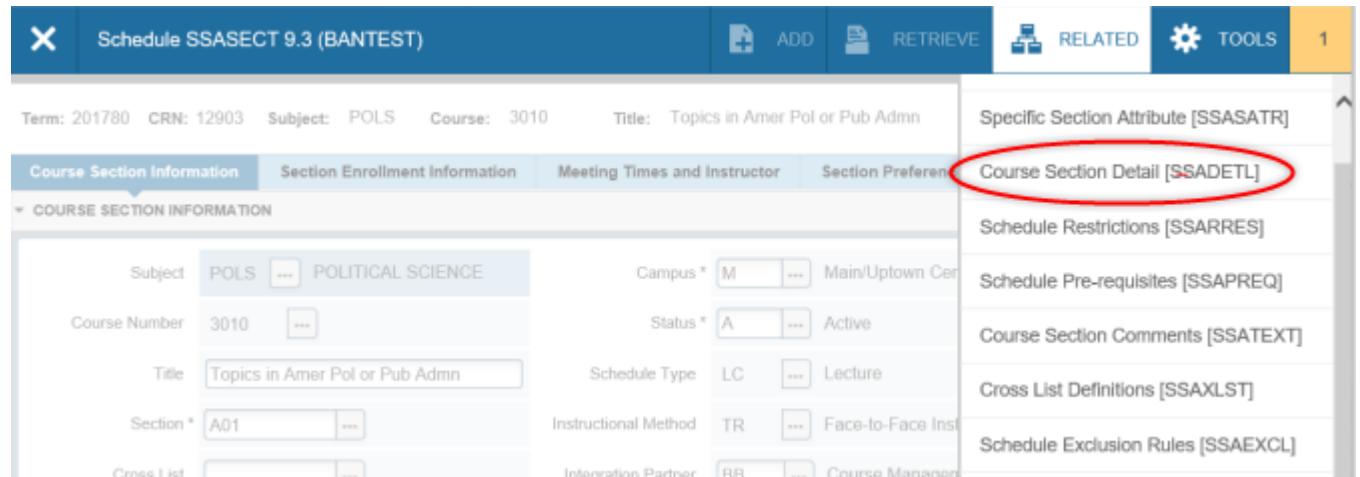
7. Click the **Save** button (or F10).

8. **Exit** (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.
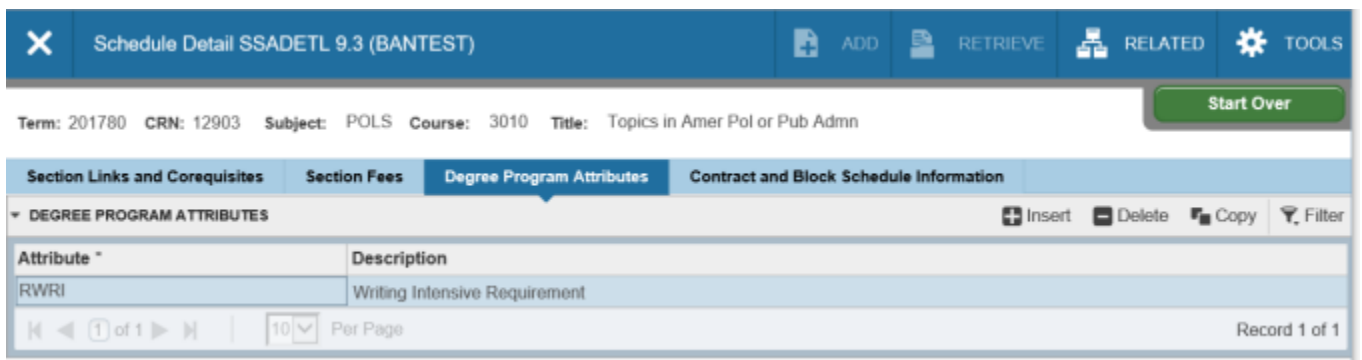
Viewing Section Degree Attributes
(If you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (Alt Page Down).

5. Select Course Section Detail (SSADETL) from the Related menu.

6. Perform a **Next Block/Section** 4 times to take you to the **Degree Program Attributes** block or click the **Degree Program Attributes** tab. The codes in the **Attribute** field have been brought from the catalog. *This field is view only. No changes should be made in the Degree Program Attributes block.*

7. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Viewing Section Restrictions (SSAPREQ)

(If you have already accessed the section, start with Step # 5)

Pre-requisite Courses

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section** (Alt Page Down).

5. Select Course Pre-requisites (SSAPREQ) from the Related menu.

6. Perform 2 **Next Block/Sections** to take you to the Section Test Score & Pre-requisite Restriction block. The information in these fields has been brought from the catalog. *These fields are view only. No changes should be made to the Section Test Score & Pre-requisite Restriction block.*

7. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Viewing Section Restrictions (SSADETL)
(If you have already accessed the section, start with Step # 5.)

Co-Requisites

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section**.

5. Select Course Section Detail (SSADETL) from the Related menu.

6. Perform a **Next Block/Section** 2 times to take you to the **Co-Requisites** block. The information entered in the Course Reference Number, Subject, Course, and Section fields are for section specific co-requisites.

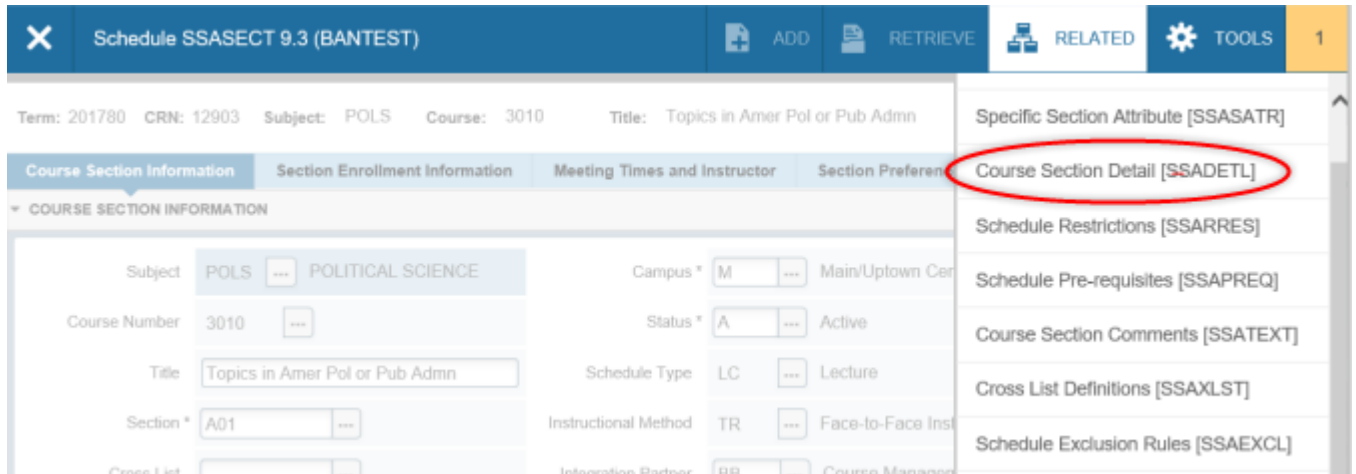7. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.
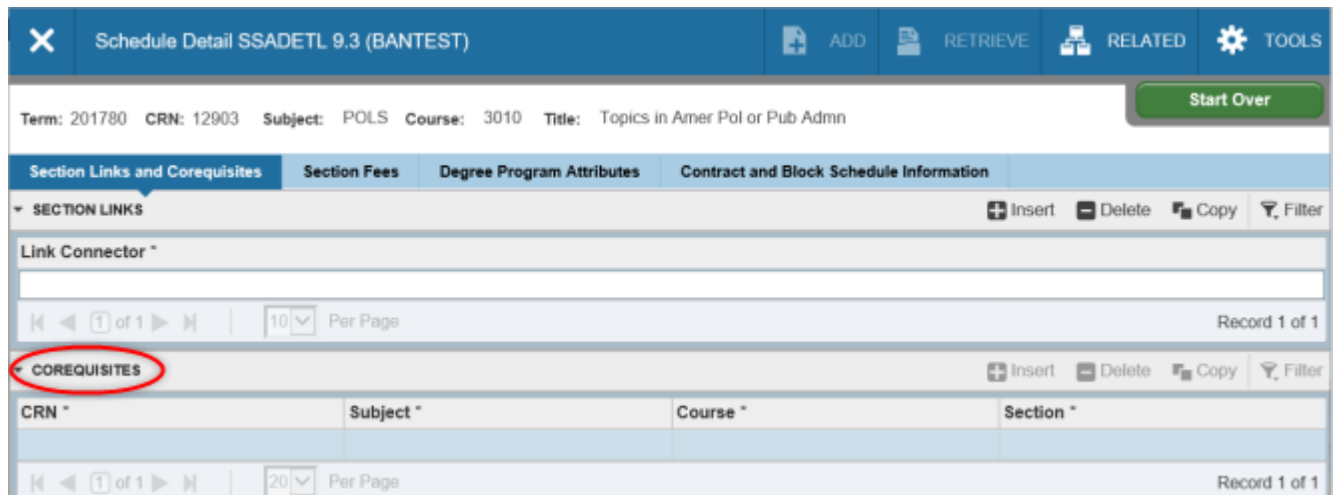
Viewing Section Restrictions (SSARRES)
(If you have already accessed the section, start with Step # 5.)

College Restrictions

1. Access the Schedule Form (SSASECT).

2. Enter the term code in the **Term** field in the key block.

3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

4. Perform a **Next Block/Section**.

5. Select Course Section Restrictions (SSARRES) from the Related menu.

6. Perform a **Next Block/Section** to take you to the **Department Restrictions** block. The information in the **Include/Exclude** and **Department** fields has been brought from the catalog. N*o changes should be made to the Department Restrictions.*

7. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT or continue.

8. Perform a **Next Block/Section** to take you to the **Field of Study Restrictions** block. The information in the **Include/Exclude**, **Type** and **Code** fields have been brought from the catalog. *No changes should be made to the Field of Study Restrictions.*

9. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT or continue.

10. Perform a **Next Block/Section** to take you to the **Class Restriction** block. The information in the **Include/Exclude** and **Class** fields have been brought from the catalog. *No changes should be made to the Class Restriction block.*

11. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT <u>or</u> continue.

12. Perform a **Next Block/Section** to take you to the **Level Restrictions** block. The information in the **Include/Exclude** and **Level** fields have been brought from the catalog. *These fields are view only. No changes should be made to the Level Restrictions block.*

13. Click the **Exit** button (or Ctrl Q) to take you back to SSASECT.

If you are adding/updating several sections, click the Start Over button (or F5) to navigate to the Key Block.

Cross-listing Courses

*Cross-listed & double-booked/multiple use of a room situations are handled the same way in Banner. However, cross-listed courses should have the <u>same</u> section number where as double-bookings do not require same section number.

*Courses should only be cross-listed if they meet at the same time, in the same location and in most cases, with the same instructor. Courses should not be cross-listed to accommodate **Canvas**. Use the Center for Teaching and Learning (CTL) website https://canvas.uncc.edu/ to join courses for Canvas purposes.

*The "override" function (O) is used to set up cross-listings. It allows for multiple use of a room. This field is listed on the Meeting Times and Instructor > Meeting Location tab, under the heading "Override Indicator". Entering an alpha O into this field overrides the existing room conflict recognized in Banner. The override function should only be used when connecting courses. Misuse will cause room-scheduling errors. To override the instructor's time conflict, *check the box* under the heading "Override Indicator".

1. Each of the courses to be cross-listed (connected) must be built first in SSASECT. (See "Adding a Section of a Course" information on page 6.)

2. The information related to building, room and instructor should be entered for the primary course in the series (checking to make sure there are no room or instructor conflicts). Then you use the "override" (O) function when entering building/room and instructor information for the other additional courses you are connecting.

3. To perform this connection between courses you need to know the CRN for each course and their maximum enrollment size.

4. On SSASECT for any course in the cross-listing series, use the Related button, at the top of the form, and select **Cross-List Definitions** [SSAXLST].

5. The term field will auto-populate. However, if it has not, enter the five digit term code.

6. Click on the search button to the left of the **Cross-List Group Identifier** field. This will bring you to SSAXLSQ.

7. Click the drop down arrow next to the search criteria and select term.

8. Enter the five-digit term code in the blank field.

9. Click **Go** or **Execute Query** (F8).   This will bring up a list all of the cross-list identifier codes already in use for the term. The bottom portion displays the courses connected by the cross-list identifier highlighted.

10. Scroll down to see last two digit code used *(*cross-list identifier codes and sequence are noted below)* It is extremely important to be consistent and use the codes in the sequence stated so that the next user will know what code to use. Randomly selecting codes becomes labor intensive at the end of the scheduling process.

11. Click the **Cancel** button or (CTRL Q) to exit SSAXLSQ and re-enter the SSAXLST form.

12. Enter the new identifier code in the **Cross List Group Identifier** field.

13. Click **Go** or **Next Block/Section** (Alt Page Down)

14. You should be in the *Cross List Enrollment* block. In the **Maximum Enrollment** field enter the collective total maximum enrollment for the cross-listed courses to be connected. *If you enter a collective max of zero, it will block students from registering for courses and block Schedule 25 from assigning a room if one is needed.*

15. Perform a **Next Block/Section**.

16. In the **CRN** field, enter the primary course in the series that also holds the initial building, room, and instructor information.

17. Do a **Next Record** (down arrow) to enter a CRN number for each additional course being connected in the group.

18. Click the **Save** button (F10).

19. Click the **Exit** button or (Ctrl Q) to return to the SSASECT form. Each of your courses will now have the Cross List Group Identifier code stated in the "Cross List:" field. This code is what connects the courses.

Removing a Single or Multiple Cross-listed Section:
1. Access the **SSASECT** form.

2. Enter the term in the **Term** field.

3. Enter the **CRN** of the course section you want to remove from the cross-listing in the CRN field.

4. Perform a **Next Block/Section** (Alt Page Down).

5. Access **SSAXLST** via the Related Menu.

6. The Term and Cross List Group Identifier should be populated in their respective fields. If not, enter them now.

7. Perform two **Next Block/Sections** so that you are in the Cross List Section block**.**

8. Highlight the sections you wish to remove, navigating with the up and down arrow keys (**Next Record/Previous Record**).

9. Perform a **Remove Record** (Shift F6) to remove a section or repeat steps 8 and 9 to remove multiple sections.

10. Perform a **Previous Block/Section (Alt Page Up)** to navigate to the **Cross List Enrollment** block.

11. Adjust the maximum enrollment to reflect the difference in the section that was removed or adjust to zero if all sections were removed.

12. Click the **Save** button or (F10).

Viewing Cross-listed Sections:

1. If you have not already accessed the cross listed section, start with steps 1-4 above.

2. Tab (4 times) to the **Cross List** field.

3. Double-clicking in the cross-list identifier code box or Click the Search arrow next to the box. This will take you to an inquiry form **SSAXLSQ**.

4. Perform and **Execute Query** (F8). The courses connected by code will be displayed at the bottom of the form.

   * You _can also do a search on the Schedule Section Query Form SSASECQ to see what courses are connected by a cross-list identifier code. You can get to this inquiry form by double-clicking in the CRN field or click the search arrow by the field on SSASECT form. Enter a code into the Cross List box and Execute Query (F8).   This will produce the courses linked in Banner by this cross-list identifier._

**Note: Simply using the over-ride function in Banner and not connecting courses via the cross-list identifier code, works in Banner but not in R25. Only the first course would be acknowledged and assigned a room in R25 and room allocation would be based solely on the maximum enrollment set for this course. You must use the cross-list identifier to connect courses. Failure to correctly set up cross-listed courses will affect room scheduling and final exams.

Banner Cross-List Identifier Codes:

The cross-list identifier code is only two digits, therefore, to maximize the use of this field (we had over 400 connected for Fall 2006) and to locate the next code in line to be used easily, a scheme is needed and must be observed. If you start choosing codes randomly, no one will know what has been used and what is available without a great deal of difficulty. Therefore, please adhere to the scheme noted below. The scheme is based on how Banner orders the codes on the SSAXLST form.

First use:	01-99
Then:	A1-A9
Then:	AA-AZ
Etc.:	B1-B9
	BA-BZ
	C1-C9
	CA-CZ

Helpful Hints!

➢ Double check variable courses to make sure a unique credit hour has been assigned to the course.

➢ Do not enter anything in the Grade Mode field. This will cause problems at grading. Course grading information is pulled from the catalog level not the section level.

➢ Continually check schedules for missing instructor information. An instructor must be assigned to the course in order to allow the instructor web access to the course information and grading.

➢ Do not use the override function unless setting up cross-listed courses.

➢ The only override code that should ever be used is "O" (alpha). Other codes are available in Banner but are not recognized by the room scheduling software and will cause problems.

➢ Double check courses to make sure a maximum enrollment has been set for the course. Courses set to zero will not be assigned a room.

➢ When setting up cross-listed courses, make sure all of the courses being connected have the same meeting time pattern and instructor.

➢ Never override a room conflict message without first checking to see what is causing the conflict.

➢ Always enter building and room information when pre-assigning rooms. Entering a building and no room information interferes with the room scheduling process. It is interpreted by the room scheduling system as an error and no room assignment at all is made for the course.

➢ Review! Review! Review!

Term Roll Process

The following is a chart reflecting the Term Roll Criteria:

Roll Criteria	Does Information Roll?	Catalog or Section Level?
Meeting time	No	Section Level
Instructors	No	Section Level
CRNs (Course Ref. Numbers)	No	Section Level
Co-Requisites	Yes	Catalog Level
Fees	Yes	Catalog Level
Degree Attributes	Yes	Catalog Level
Text	No	Section Level
Class Restrictions	Yes	Catalog Level
College Restrictions	Yes	Catalog Level
Field of Study Restrictions	Yes	Catalog Level
Level Restrictions	Yes	Catalog Level
Cross-List Data	No	Section Level
Campus Restrictions	Yes	Catalog Level
Test Restrictions & Pre-Requisites	Yes	Catalog Level
CAPP Area Pre-requisites	Yes	Catalog Level
Degree Restrictions	Yes	Catalog Level
Program Restrictions	Yes	Catalog Level
Section Syllabus (Long title)	Yes	Catalog Level
Department Restrictions	Yes	Catalog Level
Student Attribute Restrictions	Yes	Catalog Level
Cohort Restrictions	Yes	Catalog Level

Points to keep in mind:
- Like terms roll semester to semester. (Example: Spring- 200910 rolls to 201010 and Fall- 200980 rolls 201080.)
- Summer term schedules **will**.
- Cancelled sections **will not** roll.
- Courses created using a one-time special approval **will not** roll.
- New subjects/course prefixes approved and implemented for the previous semester **will not** roll. Please make note of these courses; they will have to be built for the current semester.
- Catalog updates to credit hours for the previous term will not reflect in the current term. Please make a note to revisit and update these sections. (Example: MATH 1100 was approved to be changed from a 3 credit hour to a 4 credit hour course during *Fall 2020*. Sections of MATH 1100 will not reflect the updated credit hour information in *Spring 2021*)
- Campus code, course status, schedule type, instructional method, integration partner, special approvals, part of term, and course credit (including set variable credit hours) **will roll**.

Suggested areas to visit when reviewing rolled sections:

- ✓ Make note of the new **CRN**.
- ✓ Update **variable credit hours**, if necessary. This information does roll.
- ✓ Review **Enrollment** data and update if necessary.
- ✓ Enter new **meeting times**. If the section has no meeting times, you must still tab through the *Start and End dates* and enter hours per week. (Do Not populate building/room fields with NONE TBA for classes that don't require days/times)
- ✓ Enter **priority room assignment** (Building/Room).
- ✓ **Cross-list** sections that were previously cross-listed, if necessary. Cross-listed information does not roll.
- ✓ Enter **Instructor** Information.
- ✓ Re-enter Section **Long Title** (*Section Syllabus Form SSASYLB*), if necessary. This information does not roll.
- ✓ Re-enter Section **Footnotes** (*Course Section Comments SSATEXT*), if necessary. This information does not roll.