

Class Schedule Creation
Revised August 2021

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Class Schedule Preparation

Creating a Class Section (SSASECT): Course Section Information

Enter a **Term**: Format: Year + Term Code, i.e. **202220**
Term Codes: **20** (Spring); **50** (Summer); **70** (Fall)

Click on the **Create CRN** icon OR enter ADD in the **CRN** field and Next Section (Alt + Page Down).

The screenshot shows the Ellucian SSASECT 9.3.23 (TRNG) interface. The form has the following fields and buttons:

- Term:** 202120
- CRN:** ADD
- Subject:** (empty)
- Course:** (empty)
- Buttons:** Go, Copy CRN, Create CRN (highlighted with a white arrow)

A status bar at the bottom of the window displays: EDIT Record: 1/1 KEY_BLOCK_SSASECT_CRN [1] ©2000 - 2021 Ellucian. All rights reserved. ellucian.

Banner will place the cursor in the Course Section Information section, **Subject:** field. Enter the following information.

Subject: Type in the appropriate 3 or 4 character Subject code or click on ellipses button to the right of the field to search using “View Existing Courses” then click on the one you want to use.

Course Number: Type in the 3 character course number. Exception: The division of Music uses a 4 character numbering system.

Title: Defaults to the catalog course Title on SCACRSE. To change the **Title**, such as adding a topic to a special studies class, type over the default title.

Section: 01, 01L for lab, **W01** for web-based, or 01X for overseas class.

Campus: **M** if program has any on campus component (even if section is web-based).

W if course is completely online

Do not use the H or D Campus code.

Status: **A** = Active. NOTE: The status must be A to allow the section to be viewed on the web or open for registration. If you want to build a section (especially core curriculum classes) but do not want it to be available for registration until a need is determined, build it as usual but set maximum enrollment to zero (0). If the section is needed later, you can increase the maximum enrollment.

Schedule Type: Click on ellipses button to the right of the field to search for the one you want to use. Only the Schedule Types available on the Catalog definition **SCACRSE** will be listed for the course section. If you think another value is required, please contact the Office of the Registrar.

Instructional Method: Click on ellipses button to the right of the field to search for the one you want to use. It should correspond to the Schedule Type

Integration Partner: The **WEB** value (W) is automatically set for each section to allow integration with Canvas and other third party programs. Do not change this value.

Grade Mode: Click on ellipses button to the right of the field to see appropriate values and click on the one you want to use. Only the grade modes available on the Catalog definition **SCACRSE** will be listed for the section. (**S** = Standard, **P** = Pass/Fail, **A** = Audit)
NOTE: If the Grade Mode is left blank, students may only register for the default grade mode listed on **SCACRSE**, but **SFAREGS** registrations can be given any grade mode on **SCACRSE**. Please e-mail Office of the Registrar if the grade mode you need is not listed.

Session: Leave blank

Special Approval: If Instructor/Departmental permission will be required for registration, click on ellipses button to the right of the field to see appropriate values and double click on the one you want to use. ALSO **add** the appropriate text on **SSATEXT** so the information is shown on the class list (For example: "Global Engagement Office Approval Required.")

Duration: Leave blank

Part of Term: Click on ellipses button to the right of the field to see the values and click on the one you want to use.

[Jump down to Credit Hours]

Hours: The credit, billing, contact, lecture, lab and other hours on the Catalog definition **SCACRSE** will automatically be entered here. If the course has fixed credits, no further action is needed. If the course has variable credits the To or Or buttons will be highlighted and the hours for this section **must be entered** on the blank lines below the minimum hours.

Reminder: **Credit Hours = Billing Hours = (either Lecture, Lab or Other)**

[Jump down to Class Indicators]

Link Identifier: The link is only needed for sections that require the student to register for another section at the same time, such as lecture and lab sections. Use **A1** for LEC section requiring a LAB and use **L1** for the LAB section requiring a LEC. (These **A1** or **L1** values are then added on **SSADETL** for the required companion section.)

Print – Check

Gradable – Check for all sections except non-graded, zero credit LAB sections.

Voice Response and Self-Service Available – Check

The three boxes above are usually *checked* by default.

The Tuition and Fee Waiver is *unchecked* by default and should remain as is.

The screenshot shows the Ellucian course management interface. The top section is titled 'CREDIT HOURS' and contains three rows of input fields. Each row has a text input field with '3.000' entered, followed by 'To' and 'Or' radio buttons. Below each row is a radio button labeled 'None', 'To', or 'Or'. The bottom row is labeled 'Contact Hours'. The middle section is titled 'CLASS INDICATORS' and contains several checkboxes: 'Print' (checked), 'Gradable' (checked), 'Tuition and Fee Waiver' (unchecked), and 'Voice Response and Self-Service Available' (checked). There are also checkboxes for 'Long Title', 'Comments', and 'Syllabus'. A red arrow points to the 'SAVE' button at the bottom right of the form. The footer of the interface includes 'EDIT Record: 1/1', 'SSBSECT.SSBSECT_LINK_IDENT [1]', '©2000 - 2021 Ellucian. All rights reserved.', and the 'ellucian' logo.

SAVE the Course Section Information before continuing. The CRN will be assigned at this time.

Special Note: Directions for deleting or inactivating a section are on page 8. It is critical that the steps be done in reverse order of how the section was built.

Creating a Class Section (SSASECT): Section Enrollment Information

After entering and saving the Course Section Information, click on the Section Enrollment Information tab or Next Section (Alt + Page Down).

Maximum: Change from 0 to the actual maximum enrollment and SAVE. The maximum enrollment can be increased or decreased at any time. If the maximum is left as 0, students will NOT be allowed to register for the section.

The screenshot shows the 'Section Enrollment Information' tab in a software interface. The 'Maximum' field is highlighted with a red box and a red arrow pointing to it. The 'Projected' field is also highlighted. The interface shows various enrollment details, including 'Enrollment Count' and 'Freeze Date' for different censuses.

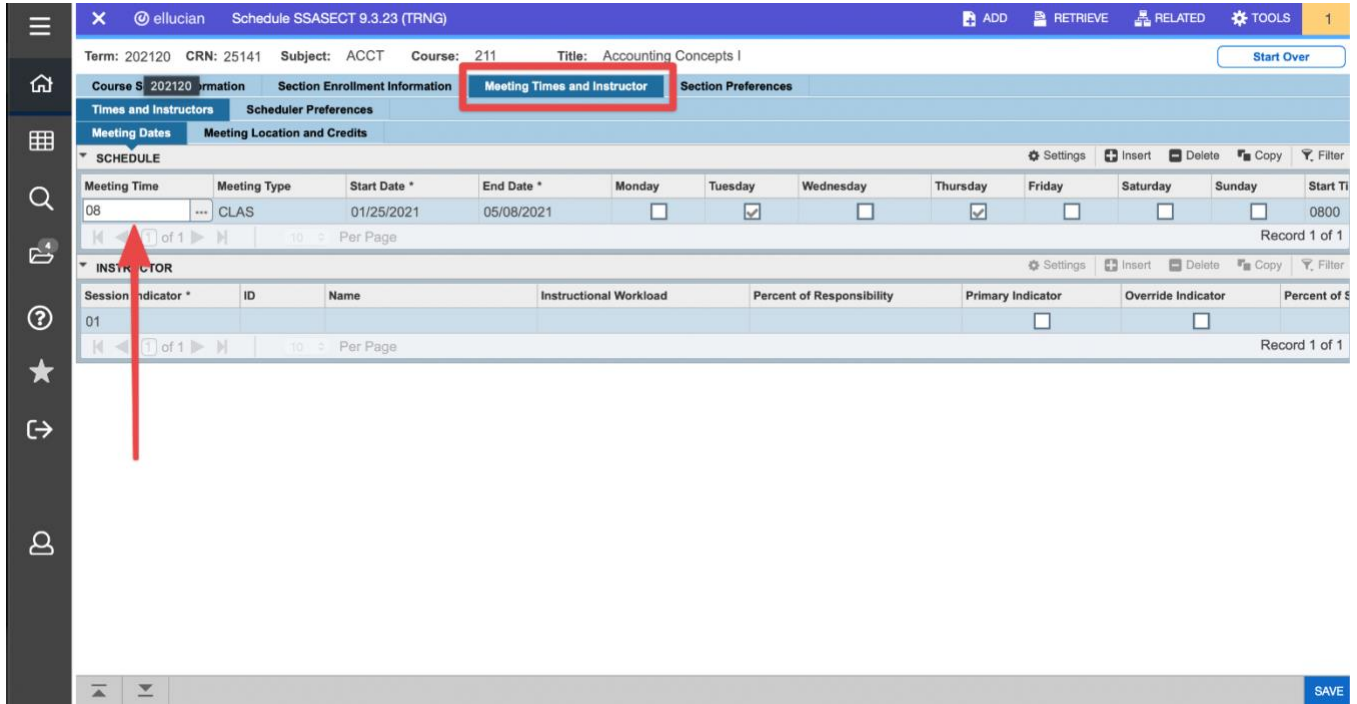
ENROLLMENT DETAILS					
Maximum *	<input type="text" value="0"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *	<input type="text" value="0"/>
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 0.000			
Census One					
Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text" value="02/05/2021"/>		
Census Two					
Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text"/>		
Add Authorization Registration Dates					
Calculated Section Start Date	<input type="text" value="01/25/2021"/>	Add Authorization Start Date	<input type="text"/>	Waitlist Notification Ending Date	<input type="text"/>

Waitlist: Leave at 0

Projected: Make sure an accurate Projected Enrollment is entered for each section.

Creating a Class Section: Meeting Times and Instructor(s)

After entering the enrollment information click on the Meeting Times and Instructor tab or Next Section (Alt + Page Down).



Click on ellipses button to the right of the **Meeting Time** field to pull up the common meeting structures and select one by double-clicking on **Code**. To manually enter the data, first tab past the **Start Date** and **End Date** to allow the dates to be automatically pulled in from **SOATERM**. (These dates may be adjusted for a given course by typing over the supplied date or using the calendar icon provided.) **Remember that the days and times set here reserve the room and instructor later associated with this class section.** Use the space bar or mouse to check the appropriate Meeting Day(s) and enter the **Start Time** and **End Time** in **Military Time**. **SAVE**.

Important Note: Courses must use a Part of Term that accurately reflects the course start and end dates. Assigning incorrect start and end dates to a course can impact the financial due date, the timing of financial aid disbursements, the amount of aid a student is eligible to keep in the event of a withdrawal, a student's eligibility for future aid disbursements, and it puts the University at risk of being fined or penalized due to failed compliance audits. Contact the Office of the Registrar if there are questions.

Military Time Conversion Guide

Morning		Afternoon	
12 hour clock	24 hour clock	12 hour clock	24 hour clock
01:00 am	0100 hours	01:00 pm	1300 hours
02:00 am	0200 hours	02:00 pm	1400 hours
03:00 am	0300 hours	03:00 pm	1500 hours
04:00 am	0400 hours	04:00 pm	1600 hours
05:00 am	0500 hours	05:00 pm	1700 hours
06:00 am	0600 hours	06:00 pm	1800 hours
07:00 am	0700 hours	07:00 pm	1900 hours
08:00 am	0800 hours	08:00 pm	2000 hours
09:00 am	0900 hours	09:00 pm	2100 hours
10:00 am	1000 hours	10:00 pm	2200 hours
11:00 am	1100 hours	11:00 pm	2300 hours
Noon	1200 hours	Midnight	0000 hours

Meeting Location and Credits:

This information is not entered in Banner. It will be added in SPACES where room changes/assignments can be made.

Adding an Instructor

While on the Meeting Times and Instructor tab Next Section (Alt + Page Down) to the **Instructor** section.

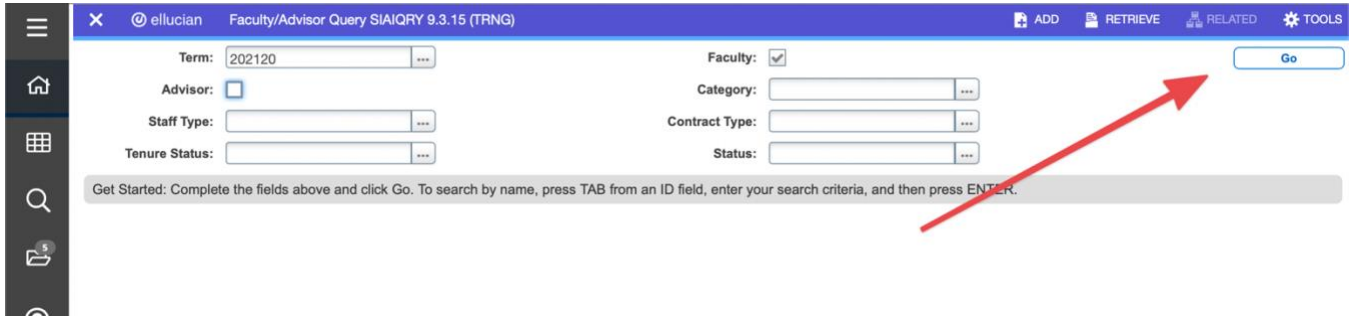
The screenshot displays the Banner system interface for 'Schedule SSASECT 9.3.23 (TRNG)'. The 'Meeting Times and Instructor' tab is active. The 'SCHEDULE' section shows a meeting with the following details:

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	CLAS	01/25/2021	05/08/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800

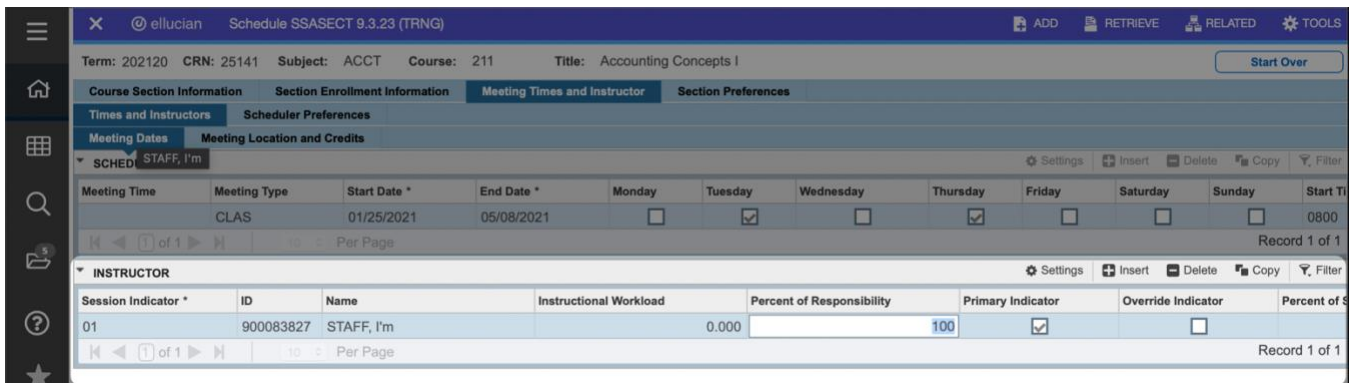
The 'INSTRUCTOR' section shows one instructor with the following details:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of S
01					<input type="checkbox"/>	<input type="checkbox"/>	

Enter the instructor **ID** if known. If the **ID** is not known, enter a last and first name or partial name in the name field to do a search. The % wild card may be used, i.e. WESTMORE%. Another way to find an ID is to click on ellipses button to the right of the field to go to the **SIAIQRY** form where you then click on Go in the upper right hand corner to go to **SIAIQRY** form and enter a name.



After you have found the instructor you want, double click in the selected **ID** field to pull the information back to the Instructor **ID** field on **SSASECT**. Tab to complete the line of information. To add a second instructor, repeat the steps, but adjust the **Percent of Responsibility** so that the total is 100. The **Percent of Session** should have the same values. **Save (F10)**.



Creating TBA Sections

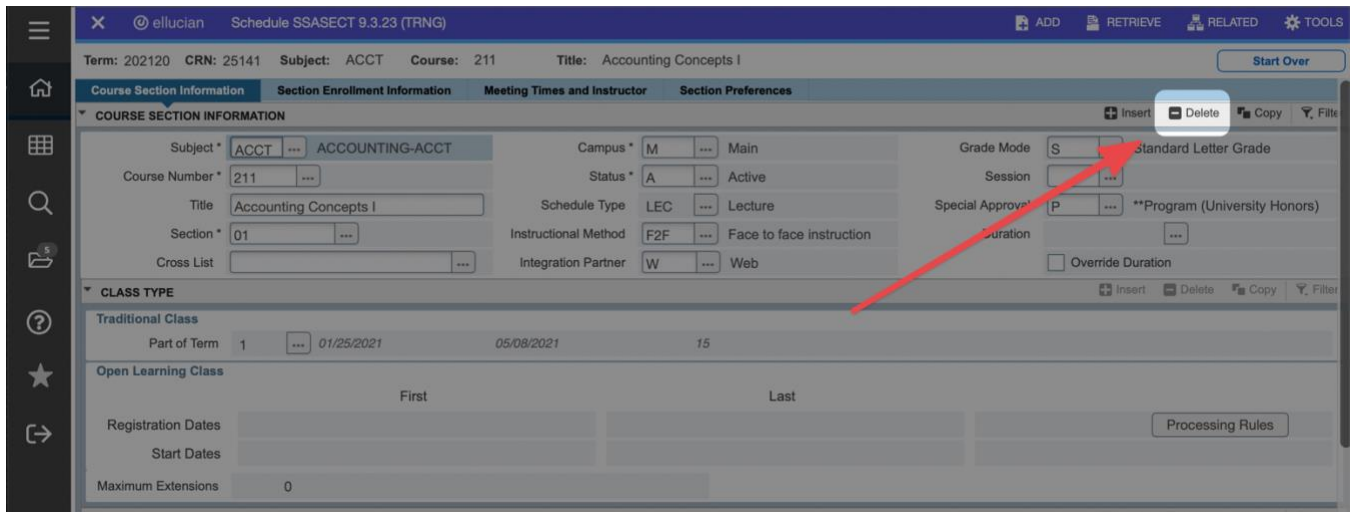
If an instructor is unknown during section creation, there is a default "I'M STAFF" instructor with the ID 900083827

Changing Meeting Days/Times: If an instructor has been assigned, the instructor must be removed before the meeting days and times are removed. Refer to the instructions below for removing the instructor. After the instructor is removed, highlight the days and times line on the **SSASECT** Meeting Dates tab. Record remove the line by using the Delete icon. **SAVE (F10)**.

Changing an Instructor: On **SSASECT** click on the Meeting Times and Instructor tab and Next Section (Alt + Page Down) to the Instructor block. Highlight the line of the current instructor and Delete it by using the Delete icon. After that record is removed, enter the new instructor's information. **SAVE (F10)**.

Deleting a Class Section

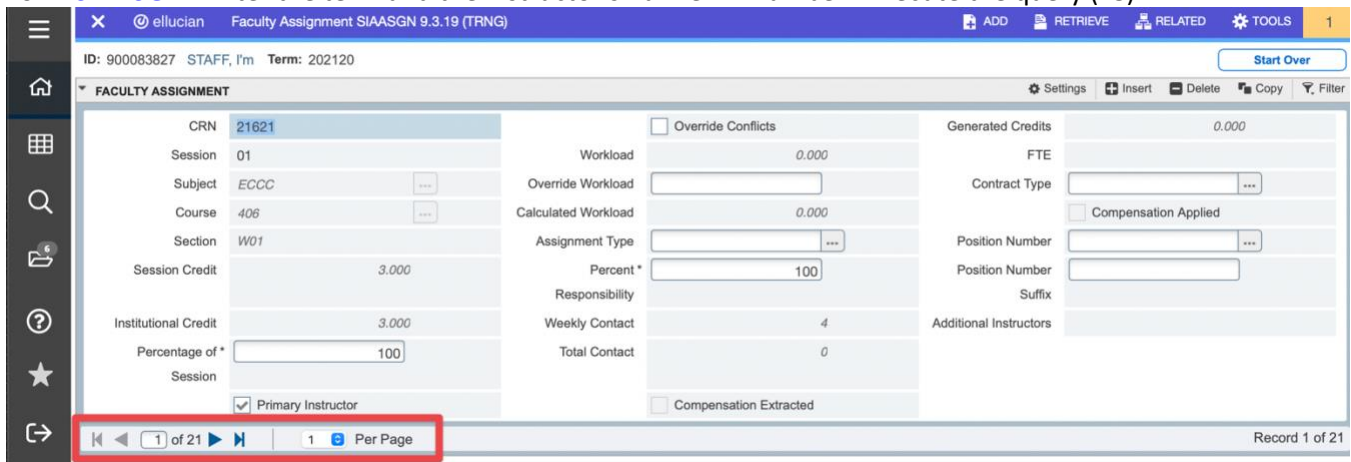
During open schedule building, classes that will not be offered can simply be record removed. To do this, simply put your cursor on the first line of SSASECT (the subject line) and select Delete:



Note: For sections that need to be cancelled after Fine Grain Access is implemented, contact the Academic Room Scheduling Coordinator.

Viewing Faculty Teaching Assignments

For a given term, all courses that have been assigned to an instructor may be viewed on the Faculty Assignment Form [SIAASGN](#). Enter the term and the instructor's Banner ID number. Execute the query (F8).



You can see each course that instructor is assigned to individually by clicking on the arrows shown in the red box above.

Note: If a section is inactivated and the instructor information is not removed, the assignment will appear on the [SIAASGN](#) form. Correct the error on [SSASECT](#) by entering the Term and course CRN in the Key Block then Next Section (Alt + Page Down) to the **Instructor** block and **Delete. SAVE (F10)**.

Building Focus Groups

- *****FIRST** you must notify the Office of the Registrar of your intention to build focus groups.***
- After the Registrar's Office has informed you that the preparation has been done at the Catalog level, you may proceed with building your groups, using the grid that your department has provided for you.
- On [SSA DETL](#) link the courses (UCCA 101, UCCP 101, FOUN 101) as co-requisites.

Course Detail Information SCADETL 9.3.23 (TRNG)

Subject: UCCA Communication Arts-UCCA Course: 101 Term: 202120 Course Title: Communication Arts I

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

COREQUISITE COURSE

From Term: 202120 To Term: 999999

Subject *	Course *
UCCP	101
UCR	101

Record 2 of 2

EQUIVALENT COURSE

From Term: 202120 To Term: 999999

Subject *	Course *	Start Term *	End Term *
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Record 1 of 1

- **Be sure to do this step:** ***NOTIFY Office of the Registrar when you have finished building your groups.***

Creating and Tracking Overseas Sections

- Overseas sections are tracked by an **X** in the **Section** field in the Course Section Information block on **SSASECT** (i.e. LOND201 01X) and with a **Degree Attribute Code** in the **Degree Program Attributes** block of **SSADETL**. The overseas degree attribute codes begin with a **Z** (**ZLON** = London Centre, **ZKS** = Korea) if the Bursar is involved regarding special fees or tuition. Other values begin with an **X** and use the two-letter US Postal code for the country (**XBH** = Belize, **XCS** = Costa Rica).

NOTE: Do not remove or add other values in the Degree Program Attributes block. Existing attributes have been added to assist with degree auditing or fee assessing purposes. If you think any are incorrect, please contact the Office of the Registrar

COURSE SECTION INFORMATION

Subject: UCCA COMMUNICATION ARTS-UCCA
 Course Number: 101
 Title: Communication Arts I
 Section: 01
 Campus: M Main
 Status: A Active
 Schedule Type: LEC Lecture
 Instructional Method: F2F Face to face instruction
 Grade Mode: S Standard Letter Grade
 Session:
 Special Approval:
 Duration:
 Override Duration

CLASS TYPE

Traditional Class
 Part of Term: 1
 Registration Dates: 01/25/2021 to 05/06/2021
 Maximum Extensions: 0

Open Learning Class
 Registration Dates:
 Start Dates:
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 4.000
 Credit Hours Indicator: None To Or

Billing Hours: 4.000
 Billing Hours Indicator: None To Or

Contact Hours: 4.000
 Contact Hours Indicator: None To Or

Lecture: 4.000
 Lecture Indicator: None To Or

Lab:
 Lab Indicator: None To Or

Other:
 Other Indicator: None To Or

DEGREE PROGRAM ATTRIBUTES

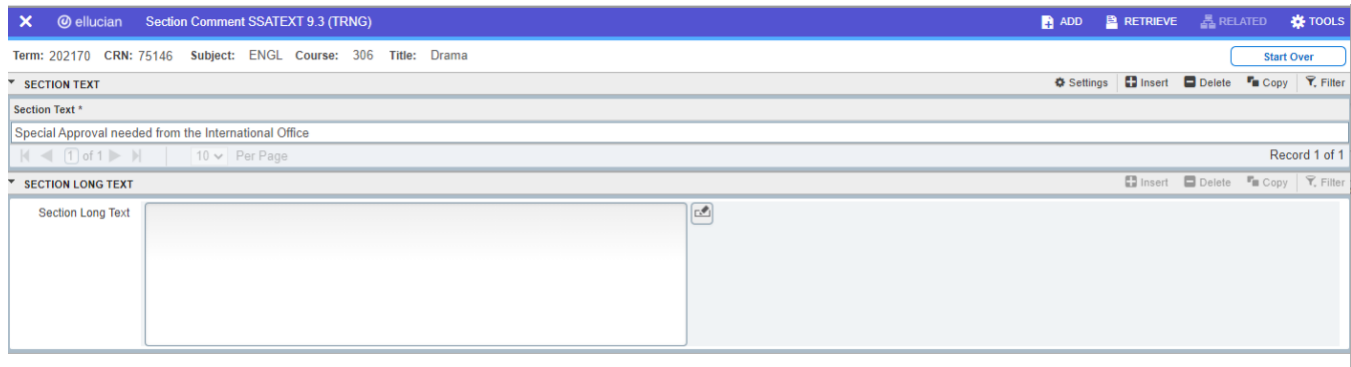
Attribute *	Description
ZDAY	Undergrad Day course

Record 1 of 1

Overseas sections need a Special Approval code on **SSASECT**.

Creating and Tracking Sections Requiring Special Approval

Sections with a **Special Approval** code need to have a text message added to **SSATEXT** so that the special approval requirement will be explained on the class listing. See class listing example on next page.



Entering Section Comments

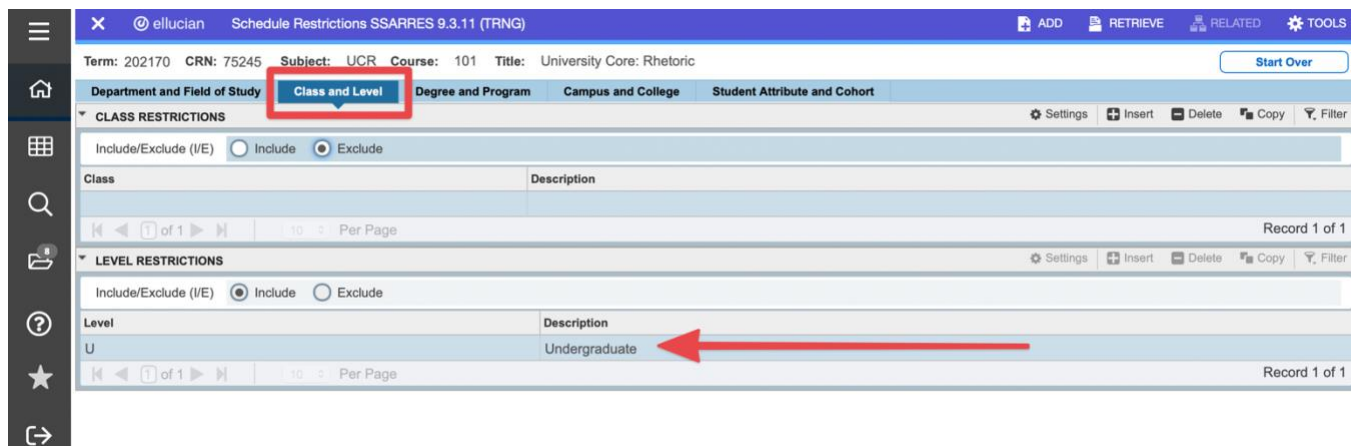
On the **Section Comment Form (SSATEXT)** Next Section (Alt + Page Down) to the **Section Text** block to add comments at the section level. Comments should be brief, contain appropriate grammar, spelling, and punctuation. If a long or formatted comment is needed Next Section (Alt + Page Down) again to the **Section Long Text** block. **Save (F10)**. Comments entered in these text fields will be shown on the class listing.

Checking Registration Restrictions, Pre-requisites and Co-requisites

The combination of registration restrictions, pre-requisites and co-requisites prevents students from registering in inappropriate classes without extra approvals. They are not to be changed at the section level except in consultation with the Office of the Registrar. Requests for changes must be submitted to the Office of the Registrar so that course information can be updated at the catalog level.

Registration Restrictions

Registration restrictions that have been established in the Catalog on **SCARRES** may be reviewed (not changed) for individual sections on **SSARRES**. **SSARRES** may be accessed directly or from **SSASECT** through **Options, Course Section Restrictions**. You may then Next Section (Alt + Page Down) through the restrictions (Department, Field of Study, Class, Level, Degree, Program, College, Student Attribute). The example below has restricted this class to undergraduate students only.



Pre-requisites

Pre-requisites that have been established in the Catalog on **SCAPREQ** may be reviewed (not changed) for individual sections on **SSAPREQ**. This form may be accessed directly or from **SSASECT** through **Options, Course Pre-requisites [SSAPREQ]**.

Subject: ACCT Accounting-ACCT Course: 211 Term: 200750 Course Title: Accounting Concepts I

Course Prerequisite Information Course Prerequisite Restrictions

COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS

From Term: 200750 To Term: 201470

And/Or *	(Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrency)
				MATH	150	U	D- (None)		
Or				MATH	240	U	D- (None)		
Or				MATH	210	U	D- (None)		
Or				BUSA	130	U	D- (None)		
Or				BUSA	231	U	D- (None)		

Record 1 of 5

COURSE AREA PREREQUISITE RESTRICTIONS

From Term: 200750 To Term: 999999

Area Description

Record 1 of 1

Co-requisites

Co-requisites that have been established in the Catalog on **SCADETL** may be reviewed (not changed) for individual sections on **SSADETL**.

A section can only have pre-requisites or co-requisites – not both. If both are needed, the co-requisite may be entered on the prerequisite screen with the Concurrency indicator set to Yes. This requires the student to register for the main class and the co-requisite class at the same time unless the co-requisite class had been taken previously.

Term: 202170 CRN: 70044 Subject: ACCT Course: 211 Title: Accounting Concepts I

Section Links and Co-requisites Section Fees Degree Program Attributes Contract and Block Schedule Information

SECTION LINKS

Link Connector *

COREQUISITES

CRN *	Subject *	Course *	Section *
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Record 1 of 1

Cross-Listing Sections

Courses that have different course numbers and titles and meet in the same room may be cross-listed.

If a course needs to be set up as cross-listed, please email the Registrar's Office. They will tie the CRNs together and assign a Cross List Group Identifier. Before this can be done, ALL CRNs for the cross listed course must be created first.

Searching for Class Sections in a Term

On **SSASECQ** run a query (**F8 or Query, Execute or Query icon**) using any combination of the variables listed. (The Term values for Banner consist of the year plus the term code. For example: **202150 = Summer, 202170 = Fall** and **202120 = Spring**.)

NOTE: Searches will produce a list of CRN's that fit the criteria entered including (but not limited to):

- Classes in a given Part of Term
- All class sections for a given Subject
- All class sections with "Intro" in the Title (use %Intro% in the Course/Section Title field)
- All class sections with a given Link value
- All classes of a given Schedule Type (LAB, INT)
- All classes with no Actual enrollment
- All classes with no seats remaining

The screenshot displays the 'SCHEDULE SECTION QUERY' interface. At the top, there are navigation icons and a search bar. Below the search bar, there are several input fields: 'Term', 'Part of Term', 'Registration From', 'Registration To', and 'CRN'. Each field has a dropdown arrow. Below these fields is a button labeled 'Add Another Field ...'. To the right of the input fields are buttons for 'Clear All' and 'Go'. Below the input fields is a table with the following columns: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, and Campus. The table is currently empty, showing only the headers. Below the table is a pagination bar showing 'Record 1 of 1'. At the bottom of the interface, there are two rows of data: 'Enrollment' and 'Waitlist'. Each row has three columns: 'Maximum', 'Actual', and 'Remaining'. The 'Enrollment' row shows 'Maximum' as a text input field, 'Actual' as a text input field, and 'Remaining' as a text input field. The 'Waitlist' row shows 'Maximum' as a text input field, 'Actual' as a text input field, and 'Remaining' as a text input field.