## **INB – Creating a Section in SSASECT**

#### Basic Set-Up for Open or Reserve Quota Sections

- 1. Open the SSASECT form
- 2. In the key block, enter Term and type in 'ADD' in the CRN field. Click on the **Next Block** icon to move to the information block.

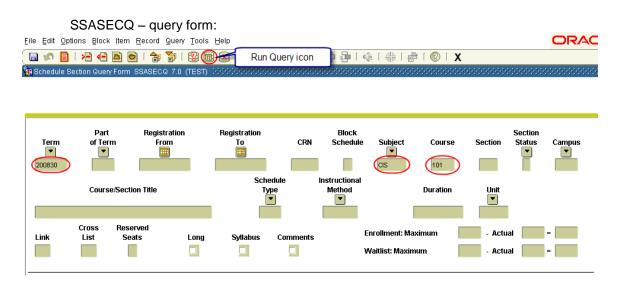
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🙀 Schedule Form SSASECT 7.4.0.18 (TES	
Term: 200830 💌	CRN: ADD

 Enter a subject and course number. You can use your mouse to click on the fields or use the Tab key. Verify the course title which should populate automatically (you can change a title here only if the section title is variable). Enter a section number (use the sequence 01, 02, 03, etc.). If you are not sure what to enter in the Section field, click on the Search arrow to run a query for all existing sections.

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Term: 200830 💌	CRN: ADD	
Section Details		
Subject:	CIS Computer Information Systems	CEU Indicator: N
Course Number:	101 Title: COMPUTER FUND	Credit Hours:
Section: Cross List: Campus:	Click on the Search arrow to find all existing sections of the course	Billing Hours:
Status:		Contact Hours:
Schedule Type:		

**Note:** if you click on the Search arrow next to the **Section** field, it will automatically open the **SSASECQ** form. Make sure the term, subject, and course data is correct and click on the **Execute Query** icon or press **F8**. The query result page should display all existing sections of the course (use the side scroll bar to view all of them). If there are no existing sections, the result page will be blank.



4. Enter 'M' in the Campus field. Enter 'A' in the Status field. Enter 'LEC' in the Schedule Type field. In the Instructional Method field, enter 'TR' for 'Traditional'. If you need to use another code, click on the Search arrow for a list of values (see below).

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Term: 200830 💌	CF	N: ADD	
Section Details			
Subject:	CIS 🔽 Com	puter Information Systems	CEU Indicator: 🛛 🛛 🔊
Course Number:	101 💌	Title: COMPUTER FUND	Credit Hours:
Section:	01 💌 「	Enter 'M' for Main Campus	
Cross List:			Billing Hours:
Campus:	Main	Enter 'A' for Active	
Status:	A	Enter II ECI far Leature	Contact Hours:
Schedule Type:	LEC Lecture	Enter 'LEC' for Lecture	
Instructional Method:			Lecture:
Integration Partner:		Enter 'TR' for Traditional. If you need to select a different method, click on the	
Grade Mode:		Search arrow.	Lab:
Session:		<u> </u>	
Ensoial Annea ali			Other

List of values for Instructional Method:

Code		Description	
DL		Distance Learning	
HY		Hybrid	
NT		Non-Traditional	
oc		Out of Country	
OS		Out of State	
TR		Traditional	
VC		Videoconferencing	
WB		Web-Based	
WE		Web-Enhanced	
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5. Enter '1' for **Part of Term** for Spring or Fall (enter '**IS**' for intersemester). Hit Tab or Enter so the **To** and **From** dates fields and weeks auto populate.

Part of Term:		22-JAN-2008	08-MAY-2008	15	Link Identifier:	
	First	Last			Attendance Method:	
Registration Dates:					Weekly Contact Hou	rs:
Start Dates:					Daily Contact Hours:	
Maximum Extensions:	0	🗹 Random Registi	ration Indicator		Print	Voice Response a
Course Location:	SDF Lev	vel: 📘 Credit Typ	oe: 🔲 💌 CASA Tim	ne: 🗌	🗹 Gradable	CAPP Areas for P

6. Tab throughout the form. **Note:** if credit hours are variable, you will see a range in credit hours and billing hours. Tab to the box just below each. Enter the amount in both credit hours and billing hours. The amount entered must be the same for both credit and billing hours.

CEU Indicator:	N		
Credit Hours:	6.000	то	12.000
	6.000		
Billing Hours:	6.000	то	12.000
	6.000		
Contact Hours:	30.000		
Lecture:	30.000		

7. The **Print** and **Voice Response and Self-Service Available** check boxes are automatically set with check marks. If you do not want to print/display the section, uncheck those boxes.

e Response and Self-Service Available
P Areas for Prerequisites

Tuition and Fee Waiver

- 8. **Tuition and Fee Waiver** is unchecked by default. If the section is non-billable, check the box.
- 9. Save the form by clicking on the Save icon at the top (first icon from the left). The CRN that Banner assigns to the section will appear in the **CRN** field in the key block. Write it down.

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Term: 200810	CRN: (3350) New course reference number	

#### 10. Click on **Options** (at the top) and select **Section Enrollment Information**.

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Term: 200810	CRN: 3350			
Section Details				
Subject:	CIS Computer Information Systems	s	CEU Indicator:	N
Course Number:	Credit Hours:			
Section:	31			
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Enrollment Details				
Maximum:	Waitlist Maximum:	0	Projected:	0
Actual:	Waitlist Actual:		Prior:	0
Remaining: 0	Waitlist Remaining:	0	Reserved	
	Generated Credit Hours:	.000		

- 11. Enter the quota in the **Maximum** field. Save the form by clicking on the Save icon.
- 12. Click on **Options** again and select **Scheduled Meeting Times**.
- 13. Hit the Tab key. **Meeting Type**, **Start Date**, and **End Date** should auto-populate. Place check mark(s) in the correct day(s). Enter **Start** and **End Time** using <u>military time</u>.

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Term: 200810	CRN: 3350
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Meeting Time 💌	Meeting Type 💌	Start Date	End Date	Required Space	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Schedulı 💌
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14. Scroll to the side to enter Building and Room fields. Schedule Type should auto-populate.

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Term: 200810 V CRN: 3350 V		
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Meeting     Meeting     Required       Time     Type     Start Date     End Date     Space     Building     F       Image: CLAS     22-JAN-2008     08-MAY-2008     BUTL     316	Room Type Indicator Week	
15. Save the form.		
16. Click on <b>Options</b> again and select Assigned Instruc	ctors.	
17. The <b>Session Indicator</b> should display <b>'01'</b> . If not, en	nter <b>'01'</b> .	
<ol> <li>Enter Banner ID only in the ID field. You can search f name: place cursor in the field next to ID (use the Tal (last, first), and hit Enter. You cannot use SSN in this</li> </ol>	b key), enter the instructor's name	st
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Term: 200810 CRN: 3350 V		
nstructor SSASECT 7.4.0.1S (TEST) 000000000000000000000000000000000000		÷÷
Session Indicator ID	Instructional Percent of Primar Workload Responsibility Indicate	
01 B00565047 Instructor, Isabel		

- 19. Instructional Workload should auto populate. Percent Responsibility should auto populate at 100% if there is one instructor. If you have more than one, set each at 50%. The Primary Indicator field should auto populate as well. If you have more than one instructor, make sure one of the instructors has the checkmark.
- 20. Save the form.
- 21. Click on **Options** and select **Course Section Comments (SSATEXT)**. Click on the **Next Block** icon to move down to the information block.

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Tern	n: <mark>2008</mark>	10 🔻		CRN:	3350 💌		Subject:	cis	Course:	101	
Sec	tion Te	xt									

Section Long Text		
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	<u></u>	
		Activity Date:
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- 22. Under **Section Long Text**, type in the section notes; format is text in capital letters only. You can enter as much text as needed in this field. Be sure to double-check for spelling and grammar. DO NOT ENTER ANY INFORMATION IN THE SECTION TEXT BLOCK.
- 23. Save and close the form.
- 24. Open the **Reserved Seats tab** on the SSASECT form. The section you have created on the previous form should display in the key block automatically.

We use the following reservations in Banner:

- MAJOR is ALPHA
- CLASS (i.e., FR-Freshman, SO-Sophomore, JR-Junior, SR-Senior)
- LEVEL (i.e., GR-Graduate, UG-Undergraduate)
- ATTRIBUTE (i.e., ORIE-first-semester orientation, EOP1-first-time, firstsemester EOP, HON-all college honors program)

Please note: we do not use College, Degree, Program, and Campus reservations.

To place a reservation:

- Use form SSASECT.
- Enter Term.
- Enter CRN.
- Next block.
- Select Section Enrollment Information tab.
- Select Reserved Seats tab.
- Use reserved seats form to enter LEVEL, MAJOR, CLASS, OR ATTRIBUTE reservations.
- To begin using this form, you must first RECORD INSERT.
- Once line is highlighted, you can enter your data.

*LEVEL FIELD OF STUDY TYPE	GR for graduate or UG for undergraduate Always select MAJOR
FIELD OF STUDY CODE	Select major code you want to use. You must enter each major code needed on a separate line or entry.
CLASS	FR for freshmen, SO for sophomore, JR for junior, or SR for senior.
ATTRIBUTE	EOP1 for first-time, first-semester EOP, HON for all college honors program, or ORIE for first-time, first-semester freshmen attending orientation.

- To delete a reservation line or entry, you can use RECORD REMOVE.
- To make changes to the reserved maximum, just enter your change on the correct line or entry.
- Once registration exists for a reservation, you cannot delete the entry, you can only decrease the actual number of students registered.

ENROLLMENT DETAILS tab-Maximum, this field will auto-populate from the actual reserved maximum you enter on the reserve seats form. Just be sure to double-check the math for accuracy, always compare the total seats you entered vs. the total seats the system calculated.

#### EXAMPLE:

One section, under one CRN, that can have a total quota of 15 students: 4 seats reserved for ACM majors 5 seats reserved for ORIE students 6 seats reserved for AMT majors

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Term: 201210 💌 CRN: 5367 💌 Create CRN: 🖗 Copy CRN: 🖗 Subject: MAT Course: 103 Title: INTRODUCTION TO MATHEMATIC!
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research
Enrollment Details Reserved Seats
Field of Field of Study Study Level Campus College Degree Program Type Code Department Curricula Class Attribute Cohort
Admission Term: Graduation Term: Graduation Term: User ID: FASLACM Activity Date: 26-JUN-2012
Overflow Reserved Maximum: O Actual: O Remaining: O Waitlist Maximum: O Actual: O Remaining: O
Admission Term: 🖉 Matriculation Term: 🐨 Graduation Term: 🖤 User ID: FASLACM Activity Date: 25-JUN-2012
Overflow Reserved Maximum: 5 Actual: 0 Remaining: 5 Waitlist Maximum: 0 Actual: 0 Remaining: 0
Admission Term: Graduation Term: Viser ID: FASLACM Activity Date: 25-JUN-2012
Overflow Reserved Maximum: 6 Actual: 0 Remaining: 6 Waitlist Maximum: 0 Actual: 0 Remaining: 0
Reserved Seat Totals Maximum Actual Remaining Maximum Actual Remaining
Total Reserved: 15 0 15 Total Waitlist: 0 0 0 Delete Reserved Seats 🖗
Image: A state of the served seats for rule combination.
Record: 1/?

\*Note: Banner automatically sets a level reservation on each graduate-level section so you do not have to do this.

# **INB – Canceling a Section in SSASECT**

#### If no students are enrolled in the section:

- 25. Open the SSASECT form
- 26. Enter term and CRN in the key block. Click on the **Next Block** icon to move to the information block.
- 27. Click on Options and select Section Enrollment Info.
- 28. Set Maximum at 0 and save the form.

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Section Details									
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	Waitlist Maximum: 0 Waitlist Actual: 0	Projected: 0 Prior: 0							
Maximum:									

- 29. Click on Options and select Scheduled Meeting Times.
- 30. Click on **Record** and select **Remove**. Save the form.

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- 31. Click on **Options** and select **Assigned Instructors**.
- 32. Click on **Record** and select **Remove**. Save the form.

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- 33. Click on the **Rollback** icon to go back to the **SSASECT** form. Click on the **Next Block** icon to view the information block.
- 34. Enter 'C' for 'Canceled' in the Status field. Save the form.

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