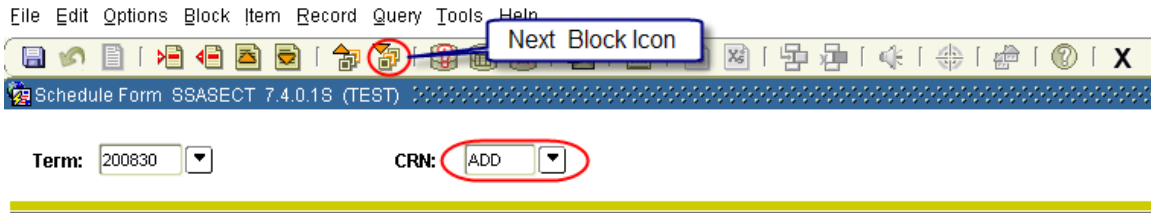


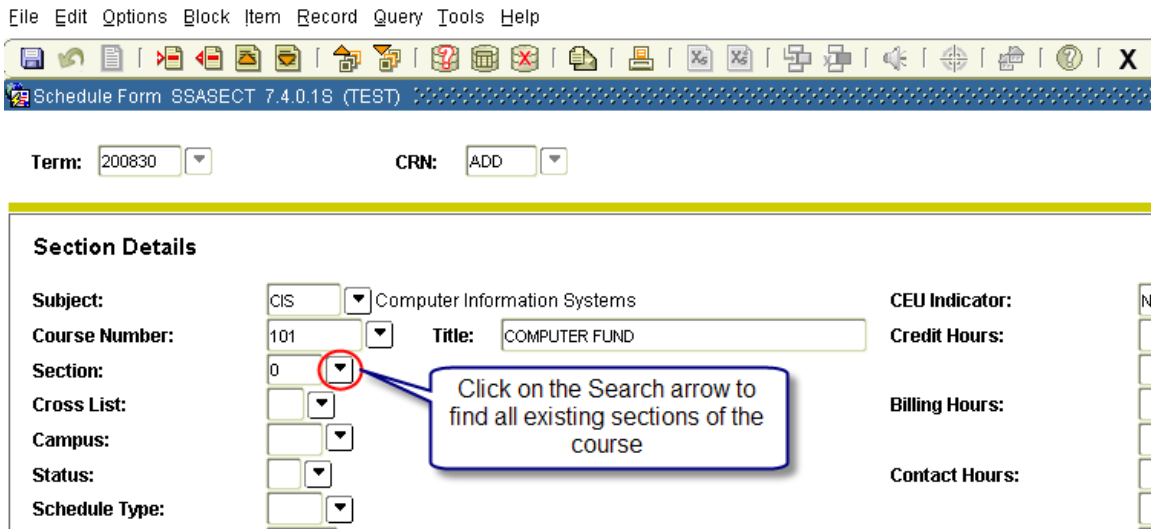
INB – Creating a Section in SSASECT

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.

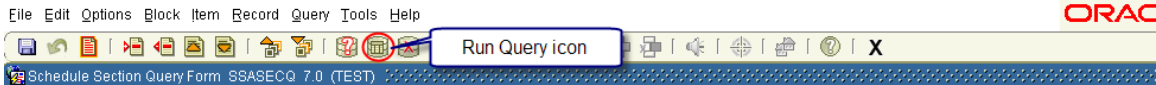


3. Enter a subject and course number. You can use your mouse to click on the fields or use the Tab key. Verify the course title which should populate automatically (you can change a title here only if the section title is variable). Enter a section number (use the sequence 01, 02, 03, etc.). If you are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



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.

SSASECQ – query form:



Form fields for SSASECQ 7.0 (TEST):

- Term: 200830
- Part of Term: [Empty]
- Registration From: [Empty]
- Registration To: [Empty]
- CRN: [Empty]
- Block Schedule: [Empty]
- Subject: CIS
- Course: 101
- Section: [Empty]
- Section Status: [Empty]
- Campus: [Empty]
- Course/Section Title: [Empty]
- Schedule Type: [Empty]
- Instructional Method: [Empty]
- Duration: [Empty]
- Unit: [Empty]
- Link: [Empty]
- Cross List: [Empty]
- Reserved Seats: [Empty]
- Long: [Empty]
- Syllabus: [Empty]
- Comments: [Empty]
- Enrollment: Maximum [Empty] - Actual [Empty] = [Empty]
- Waitlist: Maximum [Empty] - Actual [Empty] = [Empty]

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).

SSASECT 7.4.0.1S (TEST) Section Details form:

Term: 200830 CRN: ADD

Section Details:

- Subject: CIS Computer Information Systems
- Course Number: 101 Title: COMPUTER FUND
- Section: 01
- Cross List: [Empty]
- Campus: M (Main) *Enter 'M' for Main Campus*
- Status: A (Active) *Enter 'A' for Active*
- Schedule Type: LEC (Lecture) *Enter 'LEC' for Lecture*
- Instructional Method: TR (Traditional) *Enter 'TR' for Traditional. If you need to select a different method, click on the Search arrow.*
- Integration Partner: [Empty]
- Grade Mode: [Empty]
- Session: [Empty]
- Social Assessment: [Empty]

CEU Indicator: N

Credit Hours: [Empty]

Billing Hours: [Empty]

Contact Hours: [Empty]

Lecture: [Empty]

Lab: [Empty]

Other: [Empty]

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

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

File Edit **Options** Block Item Record Query Tools Help

Term: 200810 CRN: 3350

Section Details

Subject: CIS Computer Information Systems CEU Indicator: N
 Course Number: 101 Title: COMPUTER FUND Credit Hours:
 Section: 31

Enrollment Data SSASECT 7.4.0.1S (TEST)

Enrollment Details

Maximum: Waitlist Maximum: Projected:
 Actual: Waitlist Actual: Prior:
 Remaining: Waitlist Remaining: Reserved
 Generated Credit Hours:

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 military time.

File Edit Options Block Item Record Query Tools Help

Term: 200810 CRN: 3350

Meeting Time SSASECT 7.4.0.1S (TEST)

Meeting Time	Meeting Type	Start Date	End Date	Required Space	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduling
	CLAS	22-JAN-2008	08-MAY-2008		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1500	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Use the scroll bar to view other fields

14. Scroll to the side to enter Building and Room fields. Schedule Type should auto-populate.

File Edit Options Block Item Record Query Tools Help

Term: 200810 CRN: 3350

Meeting Time SSASECT 7.4.0.18 (TEST)

Meeting Time	Meeting Type	Start Date	End Date	Required Space	Building	Room	Schedule Type	Override Indicator	Hours per Week
	CLAS	22-JAN-2008	08-MAY-2008		BUTL	316	LEC		4.000

15. Save the form.

16. Click on **Options** again and select **Assigned Instructors**.

17. The **Session Indicator** should display '01'. If not, enter '01'.

18. Enter Banner ID only in the **ID** field. You can search for the instructor by his/her last, first name: place cursor in the field next to **ID** (use the Tab key), enter the instructor's name (last, first), and hit Enter. You cannot use SSN in this field.

File Edit Options Block Item Record Query Tools Help

Term: 200810 CRN: 3350

Instructor SSASECT 7.4.0.18 (TEST)

Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator
01	B00565047	Instructor, Isabel	.000	100	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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.

File Edit Options Block Item Record Query Tools Help

Section Comment SSASECT 7.0 (TEST)

Term: CRN: Subject: Course:

Section Text

Section Long Text

Activity Date:

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, first-semester 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	GR for graduate or UG for undergraduate
FIELD OF STUDY TYPE	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

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.

File Edit **Options** Block Item Record Query Tools Help

Schedule Form SSASECT 7.4.0.1S (TEST)

Term: 200730 CRN: 1156

Section Details

Subject: AED Art Education CEU Indicator: N
 Course Number: 303 Title: STU TCH ELE ART Credit Hours:
 Section: 11

Enrollment Details

Maximum: 0 Waitlist Maximum: 0 Projected: 0
 Actual: 0 Waitlist Actual: 0 Prior: 0
 Remaining: 0 Waitlist Remaining: 0 Reserved

Generated Credit Hours: .000

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

File Edit Options **Record** Query Tools Help

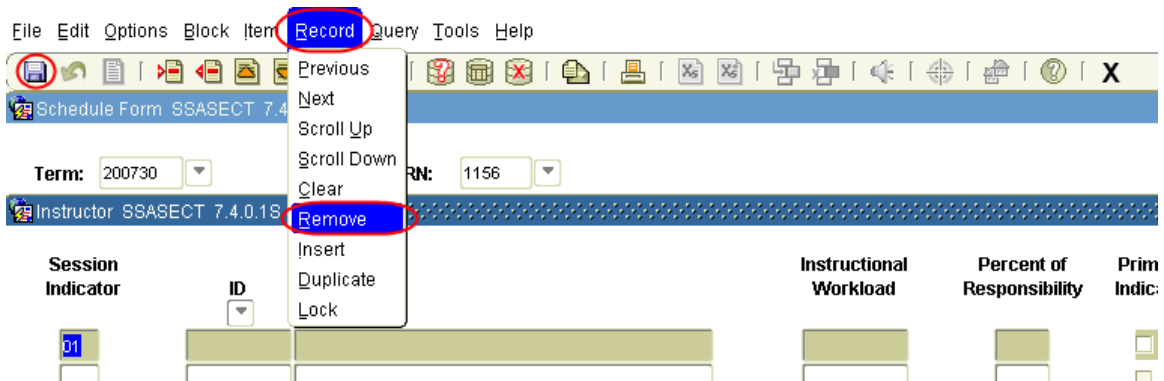
Schedule Form SSASECT 7.4.0.1S (TEST)

Term: 200730 CRN: 1156

Meeting Time SSASECT 7.4.0.1S (TEST)

Meeting Time	Meeting Type	Start Date	End Date	Required Space	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Au
	CLAS	27-AUG-2007	13-DEC-2007		✓	✓	✓	✓	✓			0900	1600	

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



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.

