

HOW TO QUERY BLOCK SCHEDULE SECTION INFORMATION IN BANNER SIS
Block Schedule Section Query Form (SSABSCQ)

General:

The *Block Schedule Section Query Form* is used to list all sections created for a block schedule code for a term. This form is accessed from the block schedule code on the Block Schedule Query Form (SSABLKQ), or is stand-alone query form.

The block schedule code must have sections assigned on the block Schedule Control Form (SSABLCK). **This form is run in query mode only; no changes can be made to any field on this form.**

More detailed information for all of the fields in this form can be found in the how to document for the *Schedule Form (SSASECT)*.

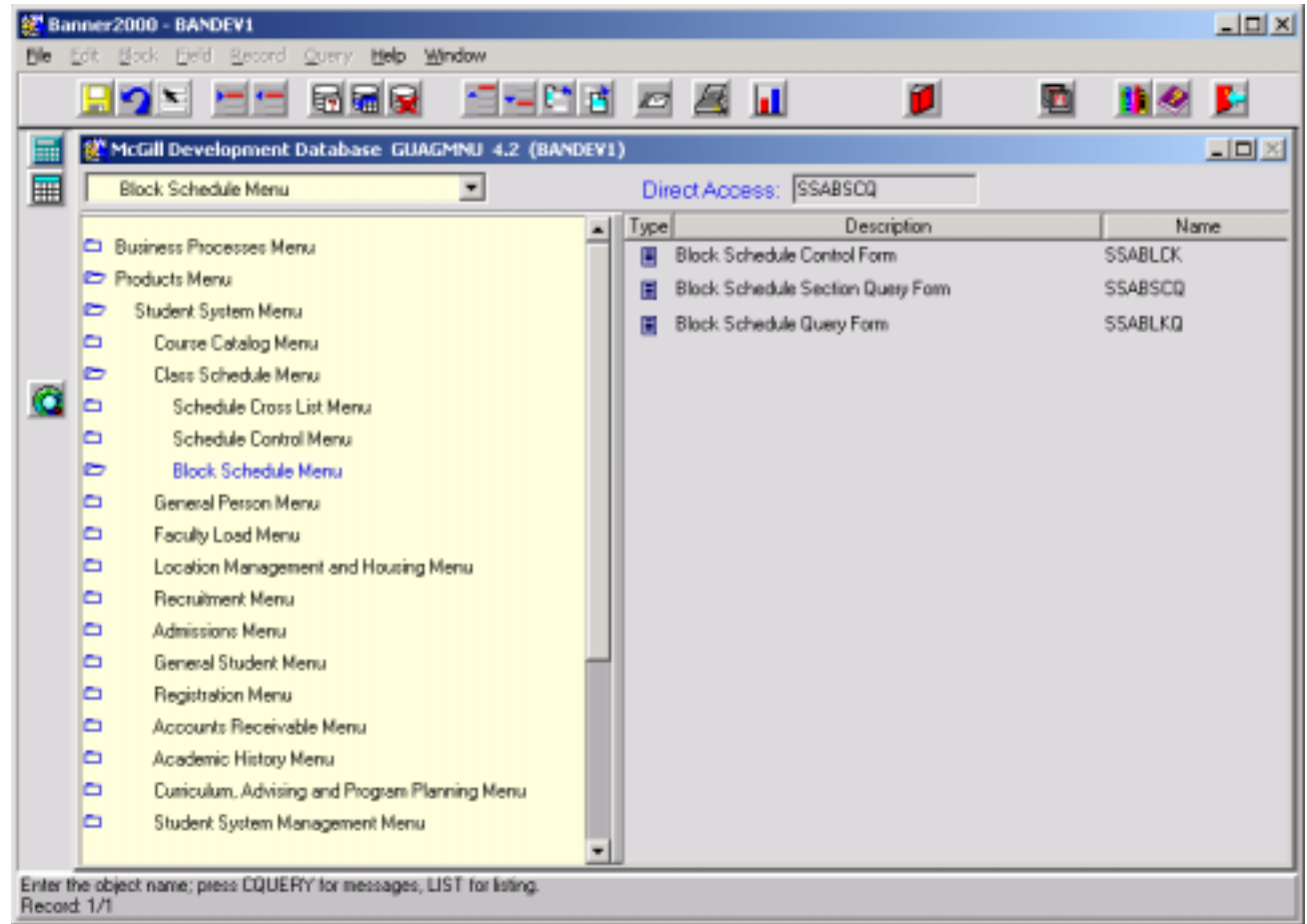
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Block Schedule Section Query Form" (SSABSCQ)

Type the name of the form **SSABSCQ** in the Direct Access field.
(OR)

Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select Class Schedule Menu
- 4) Select **Block Schedule Section Query Form (SSABSCQ)**



The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

This form is automatically in query mode when you open it.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term			Term code.	Validation Table referenced: Term Validation Table (STVTERM) .
✓	2.	Block			Block Schedule Code.	Form referenced: Block Schedule Section Query form (SSABSCQ)
✓			Proceed to the Next Block by clicking the			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			icon, or by pressing Ctrl + Page Down on your keyboard.			
	3.	CRN			Course Reference Number (CRN).	
	4.	Multi Block			Multi Block. Will have the value "Y" if the CRN is also associated with another block of courses. Will be blank if the CRN is not associated with any other block of courses for that term.	
	5.	Subj			Subject of the course.	
	6.	Crse			Course number pertaining to the subject.	
	7.	Sec			Section.	
	8.	Status			Status of the section A = Active, I = Inactive C = Cancelled T = Temporarily closed). L= Loaded (initial) – valid for initial load only.	
	9.	Credit Hours			Credit hours associated with the course section.	
	10.	Billing Hours			Billing hours associated with the course section.	
	11.	Grade Mode			Grading mode associated with the course section	
	12.	Special Approval			Special Approval. Contains a 'Y' if special approval is required for the course section.	
	13.	Campus			Campus Code. 1 = downtown campus 2 = Macdonald campus 3 = Off-campus	

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					Other campus codes (such as Distance Ed) are restricted to the central office.	
	14.	Link ID			Link Identifier.	
	15.	Cross List			Cross List Group Identifier.	
	16.	Schedule Type			Schedule Type Code. A – lecture, etc.	
	17.	Part of Term			Part of Term code. 1 – Full term F – First spanned term G – Second spanned term H – Third spanned term	
	18.	Maximum Enrolment			Maximum Section Enrolment.	
	19.	Actual Enrolment			Actual Section Enrolment.	
	20.	Remain			Remaining Seats in Section.	