

HOW TO CREATE AND MAINTAIN DETAIL SCHEDULE INFORMATION IN BANNER SIS Schedule Detail Form (SSADETL)

General:

The *Schedule Detail Form* is used to build and maintain detail schedule information, according to the definitions and restrictions created in the Course Catalog. Sections must first be created in *Schedule Form (SSASECT)* before they can be accessed with this form. The *Schedule Detail Form* consists of three main windows. Move through the windows by pressing the "Next Block" icon.

Check List:

Before you proceed, you must have the following information:

- ❖ Links
- ❖ Co-requisites
- ❖ Attributes (remarks and room preferences)

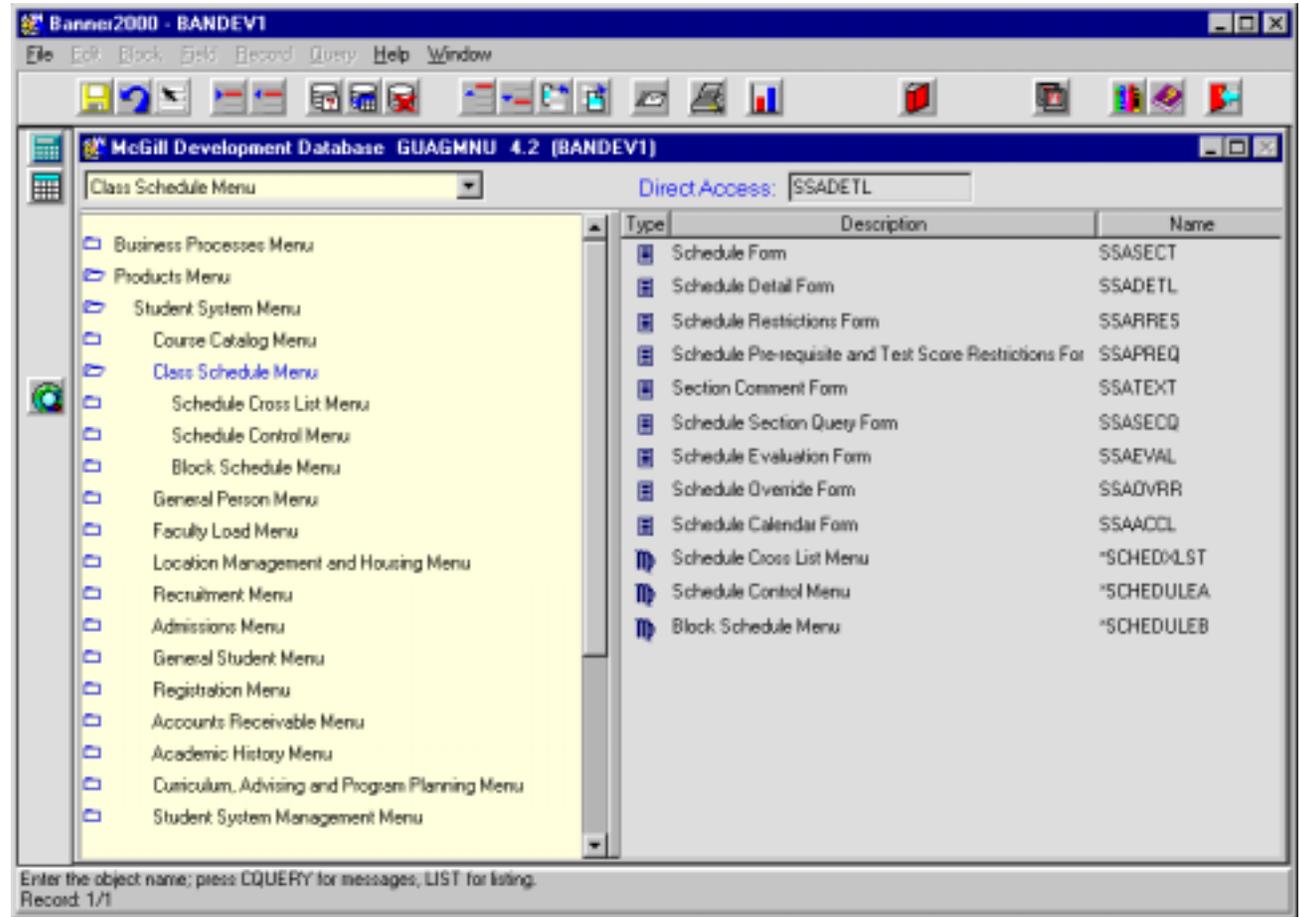
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields,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

Accessing the " Schedule Detail Form" (SSAETL)

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

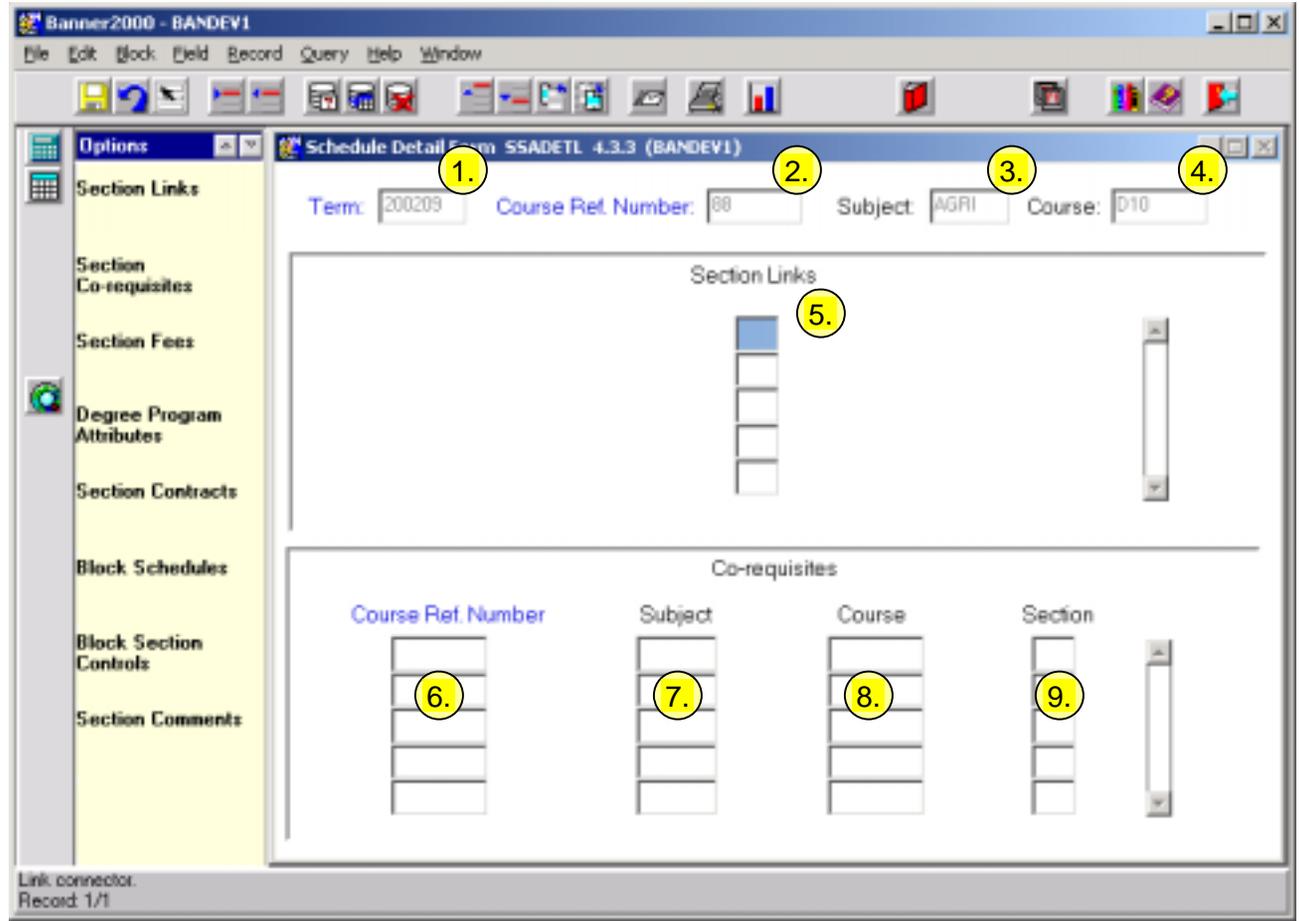
Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select Class Schedule Menu
- 4) Select Schedule Detail Form (SSAETL)



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 not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter any valid 6-digit term (i.e. 200209). Double click to get list of terms or view existing sections (SSASECQ) to select a specific CRN.	Will automatically import term last entered on any form.	The term entered here identifies the term for which the information you are about to enter applies. This is not necessarily the term for which you created the course in the <i>Basic Course Information Form SCACRSE</i> .	Validation Table referenced: Term Code Validation (STVTERM)
✓	2.	Course Ref. Number	Enter any valid CRN for the term selected.	Will automatically import CRN last	Course Reference Number (CRN). Required field.	Query form referenced: Schedule Section Query

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			Pressing the LOV button activates SSASECQ to select a specific CRN.	entered on any form.		Form (SSASECQ)
	3.	Subject			Subject code for the selected CRN. Field is display only.	
	4.	Course			Course number for the selected CRN. Field is display only.	
✓			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			
	5.	Section Links	Enter link required, if necessary, for course sections with more than one schedule type (example, this section is a lecture and it requires a lab section, enter L1 = schedule type code and 1)		Two-digit link code. Links are used to connect sections of the same course when it is required that some combination of the sections be taken concurrently (i.e. lecture/lab). Link Identifiers (2 digit) are defined in SSASECT and Link Connectors (2 digit) are defined in SSADETL. See Appendix C of SSASECT for more details.	
✓			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			

Co-requisites

This information must have already been defined in catalog. Entering any data in this screen means that all co-requisites entered at the catalog level are completely ignored.

	6.	Course Ref. Number	Enter the CRN of the co-requisite for the		Only courses that have been listed as co-requisites in the	Pressing the LOV button will activate the Co-
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<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
		Number	co-requisite for the course.		listed as co-requisites in the <i>Course Detail Information Form (SCAETL)</i> can be entered.	will activate the <i>Co-Requisite Query find screen</i> (which will list only valid CRN's as defined in SCAETL).
	7.	Subject			Contains the subject code for the selected CRN. Field is display only.	
	8.	Course			Contains the course number for the selected CRN. Field is display only.	
	9.	Section			Contains the section number. Field is display only.	

Section Fees/Degree Program Attributes Window

Section Fees: This window will be restricted.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
Section Fees – Fees that apply at the section level						
	1.	Level	Restricted.		Two-digit code that indicates the level at which the fees apply. Blank = fees apply to all levels. (levels: UG – Undergraduate 1, GQ – Graduate Qualifying, etc.).	Pressing the LOV button brings up a list of valid Course Level Codes for the section as defined in the Basic Course Information Form (SCACRSE) .
	2.	Details	Restricted.		Four-digit detail code associated with various charges that can be applied to the section.	Form referenced: Detail Code Control Form (TSADETC)
	3.	Description	Restricted.		Description of the detail code. Field is display only.	
	4.	Amount	Restricted.		Contains the amount to be charged for the Detail Code	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					Control Form (TSADETC).	
	5.	Fee Type	Restricted.		One digit fee type code (F - flat fee, C – per credit/ hour fee).	
✓			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			
<p>Degree Program Attributes Will be used for multiple purposes (CE teaching units, thesis title, CAPP, course room attributes – temporarily, remarks).</p>						
	6.	Attribute	Enter remark and/or room preference. Double click to see validation table. Remark codes begin with RM; room preference codes begin with S.		4-digit code Multi-purpose table that will contain room preferences and remarks as well as other information not related to class schedule.	Validation Table referenced: Degree Program Attribute Validation Table (STVATTR).
	7.	Description			Description of the attribute code. Field is display only.	
✓			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			

Contract/Block Schedule Code Window

Block Schedule Code Window: If course section belongs to a block schedule then the block code and description would display.

The screenshot shows a window titled "Contract/Block Schedule Code SSADETL 4.3.3 [BANDEV1]". It is divided into two main sections:

- Section Contracts:** Contains four columns: "Contract" (field 1.), "Description" (field 2.), "Percentage" (field 3.), and "Primary" (checkbox field 4.).
- Block Schedules:** Contains four columns: "Block" (field 5.), "Description" (field 6.), "Spc.Apr" (field 7.), and "Activity Date" (field 8.).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
Section Contracts						
	1.	Contract			Will not be used.	Validation Table referenced: Schedule Contract Code Validation Table (STVSCCD).
	2.	Description			Will not be used.	
	3.	Percentage			Will not be used.	
	4.	Primary			Will not be used.	
✓			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			down on your keyboard.			
Block Schedules - This will be used for those programs where there is a fixed curriculum (i.e. Medicine, Dentistry).						
	5.	Block			Used to assign the section a block code (up to ten digits). Block codes allow students to register for a pre-defined block of course sections.	Validation Table referenced: Block Code Validation Table (STVBLCK)
	6.	Description			Contains the description for the block code. Field is display only.	
	7.	Spc Apr			Special approval flag. Flag is assigned to the section on the form SSASECT (field Appr Code) and indicates that the section requires special approval. Field is display only.	
	8.	Activity Date			Shows the activity date for the block code as defined in STVBLCK.	

This will be used for those programs where there is a fixed curriculum (i.e. Medicine, Dentistry). This will be used for those programs where there is a fixed curriculum (i.e. Medicine, Dentistry).