

HOW TO QUERY SCHEDULE SECTION INFORMATION IN BANNER SIS  
**Schedule Section Query Form (SSASECQ)**

General:

The *Schedule Section Query form* is used to display all sections of a course currently on the system. **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)*.

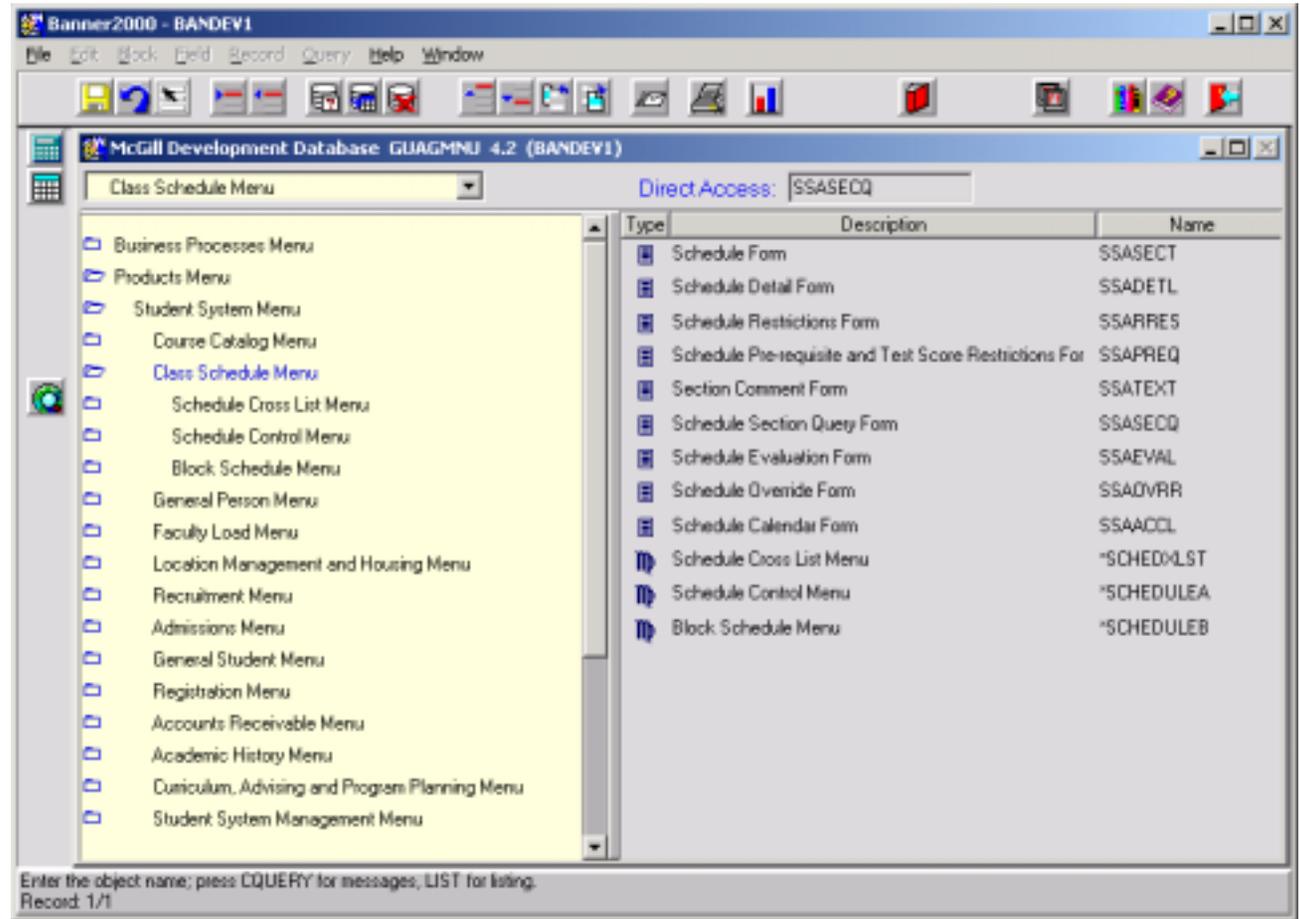
**Remember:** The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating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

## Accessing the "Schedule Section Query Form" (SSASECQ)

Type the name of the form **SSASECQ** 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 Section Query Form (SSASECQ)**



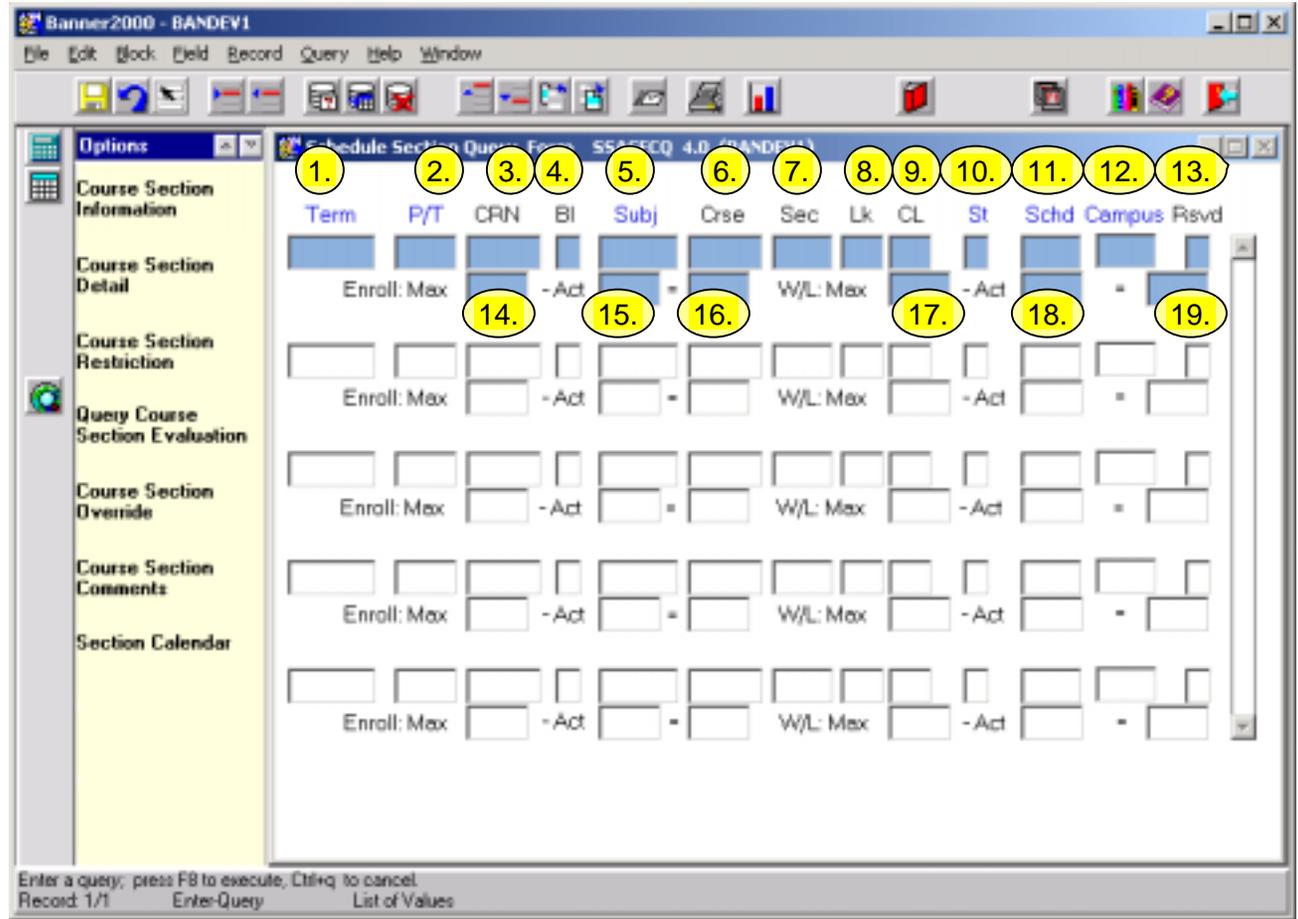
The adjacent screen will appear:

**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.

Use any of the fields on this form to query. This form is automatically in query mode when you open it.

**Enter full or partial search criteria in any of the fields and press F8 to execute the query. If you would like to view all records simply press F8 without entering any information.**



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Term			Term code.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a> .
	2.	P/T			Part of Term code. 1 – Full term F – First spanned term G – Second spanned term H – Third spanned term	Validation form referenced: <a href="#">Part of Term Code Validation form (STVPTRM)</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	3.	CRN			Course Reference Number (CRN).	
	4.	BI			Block Schedule Indicator.	
	5.	Subj			Subject of the course. Replaces the 3-digit teaching unit in legacy.	Validation Table referenced: <a href="#">Subject Code Validation Form (STVSUBJ)</a>
	6.	Crse			Course number pertaining to the subject. Spanned course numbers will be followed by one of the following: D1, D2, J1, J2, J3, N1, N2.	
	7.	Sec			Section.	Form referenced: <a href="#">Schedule Section Query Form (SSASECQ)</a>
	8.	Lk			Link Identifier.	
	9.	CL			Cross List Group Identifier.	
	10.	St			Status of the section A - Active, I - Inactive, C - Cancelled, T - Temporarily closed). <b>L - Loaded (initial) – valid for initial load only.</b>	Validation form referenced: <a href="#">Section Status Code Validation Form (STVSSTS)</a>
	11.	Schd			Schedule Type Code. A – lecture, etc.	Validation form referenced: <a href="#">Schedule Type Code Validation Form (STVSCHD)</a>
	12.	Campus			Campus Code. 1 = downtown campus 2 = Macdonald campus 3 = Off-campus Other campus codes (such as Distance Ed) are restricted to the central office.	Validation form referenced: <a href="#">Campus Code Validation Form (STVCAMP)</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	13.	Rsvd			Reserved Seats Indicator.	
	14.	Enroll: Max			Maximum Section Enrolment.	
	15.	- Act			Section Enrolment.	
	16.	=			Remaining Seats in Section.	
	17.	W/L Max	Not used.		Maximum Waitlist Enrolment.	
	18.	- Act	Not used.		Waitlist Enrolment.	
	19.	=	Not used.		Remaining Seats in Waitlist.	