

## SSASECQ – Step-by-step instructions on looking up the Schedule Section Query form.

### Steps

1. Select the form **SSASECQ** from the **FastTrack Menu, Student, Class Schedule**, or type **SSASECT** in the **Direct Access** field and press **Enter**.
2. Your cursor is flashing in the **Term** field.
  - **Enter** the **Term** related to the **CRN** the student is attempting to **Add / Drop**.
  - **Tab** to the **CRN** field. If the student provides you with the **CRN**, type it in. **Next Block**. *(If the CRN is not known, please see SSASECQ, searching for a CRN).*

Please look up the relayed error message in the following table and continue with the step-by-step instructions.

<b>Error Message(s)</b>	<b>Steps cont'd</b> (or explanation)	<b>Banner Client Form and Section (Block)</b>
1. <b>Link Error</b> : L1 Required or Link Error: A1 Required, Link Error:T1 Required etc.	<ul style="list-style-type: none"> <li>▪ After step 1, type in the <b>Term</b> and <b>Tab</b> to <b>CRN</b>. Double-click in the CRN field.</li> <li>▪ Type in your search criteria (i.e. Subject Code, Course Number, etc.)</li> <li>▪ Execute your query (<b>F8</b>). Double-click on the required record.</li> </ul>	<b>SSASECQ</b> (searching for a CRN)
2. <b>Approval Required:</b> Advisor, Instructor's or Department or <b>Placement Test</b> Required	After steps 1 & 2, you will be able to view the Approval Code.	<b>SSASECT</b> (Course Section Information)
3. Person is <b>not a Student</b> , cannot Register	Covered in SIS course 78	
4. <b>CRN does not Exist</b>	Same steps as for error 1	<b>SSASECQ</b> (searching for a CRN)

<b>Error Message(s)</b>	<b>Steps cont'd</b> (or explanation)	<b>Banner Client Form and Section (Block)</b>
<b>5. Duplicate CRN</b>	Covered in SIS course 78	
6, 7, 8, 9 & 11 <b>Restrictions:</b> Degree, Level, College, Program or Campus	<ul style="list-style-type: none"> <li>▪ After steps 1 &amp; 2, Click on 'Course Section Restrictions' on your navigation frame.</li> <li>▪ Click on the restriction(s) you are interested in viewing one-by-one, using the navigation frame.</li> <li>▪ Exit SSARRES to return to SSASECT.</li> </ul>	<b>SSARRES</b> (view restrictions using navigation frame)
<b>10. Closed Section</b>	<ul style="list-style-type: none"> <li>▪ After steps 1 &amp; 2, Click on 'Section Enrollment Info' on your navigation frame.</li> <li>▪ Here you may view the enrollment maximum &amp; actual enrollment.</li> </ul>	<b>SSASECT</b> (Section Enrollment Info)
<b>12. Holds on your Record</b> – cannot Add / Drop	<ul style="list-style-type: none"> <li>▪ Student clicks 'View Holds'.</li> <li>▪ If student has a Reg flag, or if they have an outstanding registration agreement, they contact ARO at 398-4474</li> <li>▪ If student has a library flag, they contact the library at 398-4701.</li> </ul>	N/A
<b>13. Course is not available</b> for registration <b>at this time</b>	After steps 1 & 2, you will see the status of the section, which should be 'T' for temporarily closed.	<b>SSASECT (Course Section Information)</b>
<b>14. Section not available for Web Add/Drop</b>		

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For **MORE INFORMATION** on this form see the Student "How -To's" at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)