
The McGill logo, featuring the word "McGill" in a red, serif font, oriented vertically.

Creating and maintaining sections for non-transcript courses

Continuing Education & Conservatory of Music

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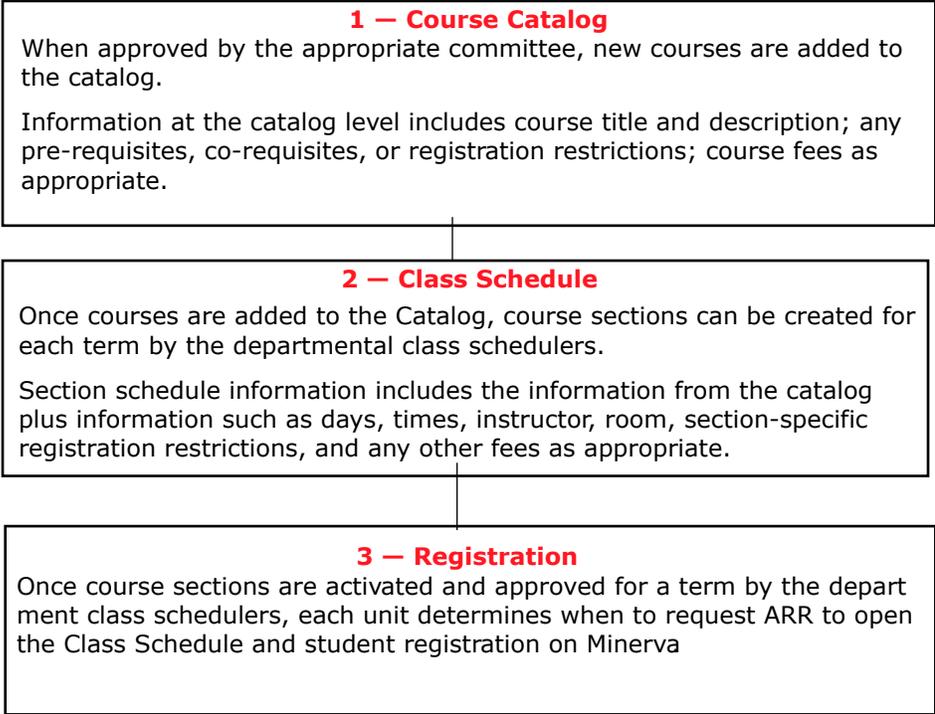
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Overview

Flow of course data

Here's how data about courses and sections is created and propagated for student registration.



Differences between transcript and non-transcript courses

Here are some important differences between transcript and non-transcript courses. Some values are specified in the Basic Course Information Form (SCACRSE), others in the Class Schedule Form (SSASECT).

Details are provided at appropriate steps. Field descriptions for all banner forms are available through the Field Lookup utility online at:

<http://www.is.mcgill.ca/whelp/howto/getpdf.htm>

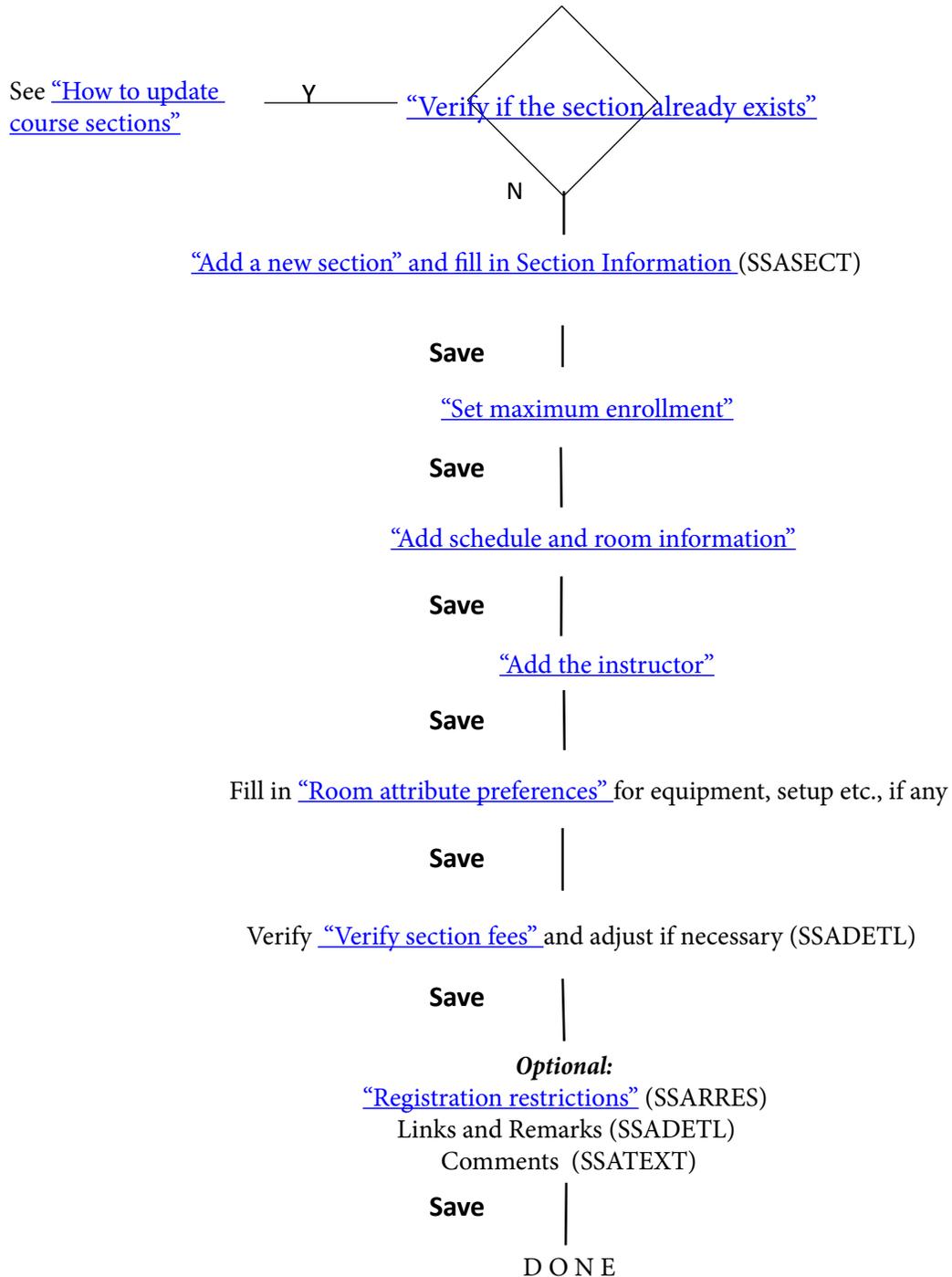
Refer to the Documentation Legend at the top right of the page to see which links access the field Lookup utility. There are online versions and printer friendly versions available.

	For non-transcript courses ...	For transcript courses ...
Course dates	<p>Dates are controlled at the section level.</p> <p>You specify registration and starting dates for the section, as well as its duration, such as 5 days or 4 weeks.</p>	<p>Dates are controlled automatically by the specified term and a Part of Term code.</p> <p>This code automatically defines the course duration, and the dates students may register, add/drop, and withdraw.</p>
Credit and billing hours	<p>No credit hours.</p> <p>Billing hours = 1.0</p>	<p>Specified credit and billing hours drive the credits allocated on the student transcript.</p>
Term	<p>Term for non-transcript courses starts with 80 and are in the format of 80yyymm.</p> <p style="text-align: center;"><i>example: 801009</i></p> <p>Term for Conservatory of Music courses starts with 82 and are in the format of 82yyymm.</p> <p style="text-align: center;"><i>example: 821009</i></p>	<p>Term for transcript courses are in the format of yyyymm (e.g. 201009 means Fall 2010).</p>
Other field values	<p>Some fields require values specifically related to non-transcript (Open Learning). see "Field description table" on page 10</p>	

How to create a new course section

Process

In Acrobat, click any blue text to go to the corresponding procedure.



This section offers step-by-step instructions for entering course Course Section Information.

Field descriptions for all banner forms are available through the Field Lookup utilities (electronic or printer friendly) online at:

<http://www.is.mcgill.ca/whelp/howto/getpdf.htm>

Before you begin

- The course itself must exist and be currently 'Active' in the catalog (SCACRSE).
- You should know the Class Schedule details for the section you want to create, such as:
 - Course Subject and Course Number
 - Campus, Schedule Type, Start and End Dates (if different than the defaults), and Meeting times
 - Name(s) of instructor(s)
 - The type of approval required, if any
 - The valid registration status codes for the course
 - Room attribute preferences
 - Maximum enrollment capacity
 - Course section fees and related detail codes
 - Registration restrictions for the section
 - Remarks or comments
 - Is it a linked course?



Verify if the section already exists

To avoid errors and non-sequential section numbers, always verify if the section number already exists.

1. Access SSASECT form.

Screenshot of the SSASECT form in Banner. The 'Term' field is highlighted with a red box and contains '801009'. The form includes fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Integration Partner, Grade Mode, Session, Special Approval, Duration, Part of Term, Registration Dates, Start Dates, Maximum Extensions, CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, and checkboxes for Print and Voice Response and S.

2. Enter the **Term** such as 801009 and <Tab> to go the next field.
3. Double-click in the **CRN (Course Reference Number)** field or click the down arrow to display the SSASECQ query form.

The **Term** entered in step 2 defaults to the SSASECQ term.

Screenshot of the SSASECQ query form in Banner. The 'Term' field is highlighted with a red box and contains '801009'. The 'Subject' field is highlighted with a red box and contains 'YCML'. The 'Course' field is highlighted with a red box and contains 'N%'. The form includes fields for Part of Term, Registration From, Registration To, CRN, Block Schedule, Section, Section Status, Campus, Course/Section Title, Schedule Type, Instructional Method, Duration, Unit, Cross List, Reserved Seats, Long, Syllabus, Comments, Enrollment: Maximum, and Actual.

4. <Tab> to the desired field(s) and enter search criteria such as
 - 4-letter **Subject** code beginning with a Y, such as YCML, YCAT, or YC%
 - **Course** number, such as N01, or N% to search on all non-transcript (Open Learning) courses.
5. Execute Query (F8) to display the result of the search.

The following search result shows the existence of multiple course sections. Click the scroll bar or select **Record > Next** to view all the sections.

The screenshot shows the SSASECO 8.2 (Banner) interface. It displays search results for course sections. Two sections are highlighted with red boxes:

- Section 1:** Term: 801009, Part of Term: [blank], Registration From: 01-MAY-2010, Registration To: 31-DEC-2010, CRN: 288, Block Schedule: [blank], Subject: YCML, Course: N01, Section: 801, Status: A, Campus: NY. Course/Section Title: Montreal and Its Railways. Schedule Type: 12, Instructional Method: 12, Duration: 1.00, Unit: DAYS. Enrollment: Maximum 50 - Actual 23 = 27. Waitlist: Maximum 0 - Actual 0 = 0.
- Section 2:** Term: 801009, Part of Term: [blank], Registration From: 01-MAY-2010, Registration To: 31-DEC-2010, CRN: 289, Block Schedule: [blank], Subject: YCML, Course: N02, Section: 802, Status: A, Campus: NY. Course/Section Title: Ida Haendel. Schedule Type: 12, Instructional Method: 12, Duration: 1.00, Unit: DAYS.

If ...	Then ...
The search returns no results	Go to step 6.
The section number already exists	Take note of the next available section number in the sequence (you will use it to create a new section in the next procedure). Then go to step 6.
A section already exists, and you wish to update it rather than create a new section	Double-click on the section to bring the data into SSASECT. Go to step 2 under the next procedure.

6. **Exit** to return to SSASECT without bringing back any data from SSASECO.

Add a new section

To avoid errors and non-sequential section numbers, always verify if the section number already exists.

1. Enter **'ADD'** in **CRN** or click **Create CRN** icon.

2. Next Block to **Course Section Information**.

See the screenshot on the next page for examples of values.

Field description table

Field	Description
Subject	4 characters beginning with Y, such as YCBU for Business.
Course Number	3 alphanumeric characters beginning with N, such as N01.
Title	Title of the course (the unlabeled field to the right of Course Number). In Non-transcript sections, you can change the title to reflect the section content.
Section	3-digits for the course section, beginning with 8 such as 801.
Campus	NY (Non-Transcript Regular).
Status	In most cases, make the section 'Active'.
Schedule Type	Enter 12 for Non-Transcript Lecture (OL).
Duration	Two fields (value and units, such as 7 weeks or 5 days) default from the catalog (SCACRSE) but you can override the default values if necessary. Days — Interpreted as consecutive days Weeks — A week equals 7 days; classes likely do not meet every day.
Registration (First, Last)	When you <Tab> to these fields, default dates appear in both Reg and Start Dates fields. These default dates can be changed for the section. Registration date 1 — Specify the first day registration opens. Registration date 2 — Specify the last day students can register (in Banner) Specify the same date in both Start fields.
Start Dates (First, Last)	The actual start date of the class. Enter the same date in both fields. This date cannot be earlier than the first Registration date.
Details of section registration processing codes	Clicking this icon beside the Registration Dates fields displays the SSARULE form, where you can enter or modify codes related to registration and withdrawal. For example, you can prevent further registration in Minerva by removing the RW (Web Registered) code. See "Registration processing rules" on page 24
Other fields	Other field values are either defaulted from other forms or are optional.

3. **Save.** The Course Reference Number entry changes from 'ADD' to a generated CRN number, which is unique to this section of this course.



Schedule SSASECT 8.4 [1.25] (Banner)

Term: 801009 CRN: 288 Create CRN: Subject: YCML Course: N01 Title: Montreal and Its Railways

Course Section Information Section Enrollment Information Meeting Times and Instructor Course Assistants

Subject: YCML MLR Lecture
 Course Number: N01 Title: Montreal and Its Railways
 Section: 801
 Cross List:
 Campus: NY Non-Transcript Regular
 Status: A Active
 Schedule Type: 12 Non-Transcript Lecture (OL)
 Integration Partner: v WebCT Vista
 Grade Mode:
 Session:
 Special Approval:
 Duration: 1.00 DAYS Day
 Part of Term:
 First Last
 Registration Dates: 01-MAY-2010 31-DEC-2010
 Start Dates: 24-SEP-2010 24-SEP-2010
 Maximum Extensions: 0
 Prerequisite Check Method: Basic or None CAPP

CEU Indicator:
 Credit Hours: .000 None
 Billing Hours: 1.000 None
 Contact Hours: None
 Lecture: None
 Lab: None
 Other: None
 Link Identifier:
 Attendance Method:
 Weekly Contact Hours:
 Daily Contact Hours:
 Print Voice Response and Self-
 Gradable Tuition and Fee Waiver

4. Check the Autohint line to make sure Course Section Information was successfully saved.

Set maximum enrollment

Don't forget to set the enrollment to a number greater than 0 (the default) to be able to register students for the section in Minerva. This is a common oversight when creating course sections.

1. Click **Section Enrollment Information** tab
2. Enter the **Maximum** enrollment number under **Enrollment Details** and **Save**.

Course Section Information Section Enrollment Information Meeting

Enrollment Details Reserved Seats

Enrollment Details

Maximum: 50 Waitlist Maximum:

Fields that determine when sections meet

In **Course Section Information**, the Start fields date determines the start date that appears under **Meeting Time** start date. The Start and End Dates are calculated, based on the Duration field in **Course Section Information**, when users tab from the first field in the block.

Add schedule and room information

1. Click the **Meeting Times and Instructors** tab. Next Block to **Meeting Times**.

The following screen shows the sub-tabs under **Meeting Time**. Refer to the Field Lookup utility for individual field descriptions.

The screenshot shows the 'Meeting Times and Instructors' tab selected. Underneath, the 'Meeting Times' sub-tab is active. A table displays meeting details for a specific date (24-SEP-2010). The table has columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Friday). The Start Time is 1000 and the End Time is 1200. The Session Indicator is 01.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Start Time	End Time	Session Indicator
	CLAS	24-SEP-2010	24-SEP-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	1200	01

Before you begin

Your schedule/room entries depend on the answers to these questions:

- How many different combinations of day/time/location are there?
- Does the section require a meeting place?
- Does it require a general purpose classroom/seminar/lab?
- Does it require specific equipment or setup, e.g. a video data projector?
- Does your department own a suitable room?

Start and End Dates

2. As you <Tab> into the **Start** and **End Date** fields, the fields are automatically populated with dates calculated from your settings in **Course Section Information**.

Example: If **Course Section Information** specifies that the course starts on a certain day and has a duration of 4 weeks, the start and end dates will be calculated accordingly.

It is the Start/End dates from **Meeting Time** that students will see in Minerva.

3. <Tab> to the next field.



Enter Days and Times

4. Do one of the following:

If the section will meet on specific days and times:

- Select the checkbox(es) for the meeting day(s), for example:
- <Tab> to enter the **Start** and **End Time**. Use the 24-hour format. Start each session 5 minutes *after* the hour or half-hour, and end each session 5 minutes *before* the hour or half-hour. For example:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1305	1425	01

If the section will not meet at specific times: you must nevertheless enter a line of schedule information as follows, in order to save and enter an Instructor.

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	12	2.66	<input type="text"/>	.000

- Click **Meeting Location and Credits** tab.
- <Tab> to Hours per Week and enter any number, such as '3' or '0'. (Hours/week are calculated automatically from Start and End Times. In this case, any value will allow you to save the record and add an Instructor.)
- Save. Next Block** to add an Instructor.

Add the instructor

- To be assigned in the **Instructor** block, a person must be registered in Banner as a faculty member. If you wish to assign a non-faculty instructor, you can either:
 - Assign the instructor offline using any method accepted by your department, or
 - Enter the instructor information in Section Comments (SSATEXT).
 - Non-faculty instructors cannot access their class lists on Minerva; instead, they should request a class list from the department.
- To access the **Instructor** block:
 - Click **Options > Assigned Instructors**.
 - or
 - Next Block** from the **Meeting Times** window.

Instructor Session Indicator	ID		Primary Indicator	Override Indicator
01	190611207	Barclett, Dillon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If you know the instructor’s McGill ID, enter it in the **ID** field, then <Tab> and skip to step 5.

Query the instructor

- With your cursor in the first line, search for available instructors:
 - Click the **ID** field down arrow or select **Options > Query Faculty and Advisors** to display the **SIAIQRY** query form.
 - With the cursor in the first line, enter one or more search criteria — such as the name, or the two-letter Faculty code in **College** — and Execute Query (**F8**).

Example: Enter ‘**YC**’ in **College** to view all instructors from Continuing Education (Non-Transcript) faculty.

Faculty/Advisor Query SIAIQRY 8.1.1 (Banner)

Term: Faculty Advisor Category:

Staff Type: Contract Type: Tenure Status: Status:

ID	Last Name	First Name	Faculty	Advisor	College	Department
<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

If you enter no search criteria, the search returns a list of all instructors. (Not recommended)

- To select an instructor from the list, double-click his/her name.
- For the first instructor selected, a checkbox in the **P** (for **Primary**) field indicates that this instructor has primary responsibility for the section. You can change this default selection, as long as one instructor is selected as Primary.

To select more instructors, put the cursor in the next line and repeat steps 2 and 4 to select more instructors.

- Save.**

Upon saving, if you get an error message signalling a conflict in the instructor’s schedule, verify the instructor’s availability before overriding the conflict and saving the record. To override, enter ‘**O**’ in the **O** field and save again.

Make sure you successfully save before leaving the **Instructor** window or remove the instructor information using **Record>Remove**.

Change an instructor

To change the instructor for a section, you must delete the record for the instructor and add a new one.

1. Make sure the section is active.
2. Access the **Instructor** window in SSASECT:
3. Click the instructor you need to delete, and choose the **Record > Remove** menu option.

If two instructors exist, delete the second, save then delete the Primary Instructor.

4. Add a new instructor using the steps in ["Add the instructor" on page 13](#).
5. **Save**.

Enter Building and Room

6. Click the **Meeting Location and Credits** tab. Enter the Building and Room, if known (and if your department owns the room). To look up a room and its capacity, double-click in Room and use SLABQRY.

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	12	2.66	<input type="text"/>	.000

7. **Save**. The remaining fields are automatically filled in for you.
8. If you get a room conflict message, verify before overriding it. (Banner assumes the room is double booked) To override the conflict, enter 'R' in the O field and Save.
9. Repeat steps 2 to 7 for every line of section schedule information.

Examples

If the section will meet ...	Then you will need to fill in ...
Mondays and Wednesdays for 4 weeks at the same time, in the same room	Only 1 line
Mondays and Wednesdays for 4 weeks at the same time, but in different rooms on each day	Two lines — one for the Monday time/location, another for Wednesday
For 5 consecutive days, Monday through Friday at the same time and room	In Course Section Information, specify a Duration of 5 days (these are treated as consecutive) In Meeting Time, fill in only one line.



For 5 non-consecutive days, such as Wednesday to Tuesday (with Saturday and Sunday off), at the same time and location each day.

In **Course Section Information**: specify a **Duration** of 1 week (1 wk = 7 days).

In **Meeting Time**: fill in 2 lines *: one for Wednesday, Thursday and Friday of the first week, another for Monday and Tuesday of the following week.

* If you used only 1 line, Banner would consider the Monday and Tuesday out of range, since they are non-consecutive days.

If you plan to book a room later, you can specify the attributes of the room (equipment, setup, etc.) using the next procedure "Room attribute preferences".

Room attribute preferences

If you do not yet know the room to book, you can still specify the attributes such as equipment, etc. required by the section, and consult this information later when booking the room.

10. **Options** > **Section Room Attributes Preferences** or select the **Section Preferences** tab.

11. Skip **Partition Preferences** block. Do not enter anything in this block.

Section Enrollment Information			Meeting Times and Instructor			Course Assistants			Section Preferences		
Partition Preferences											
Code			Preference Number			Activity Date					
<input type="text"/>			<input type="text"/>			<input type="text" value="24-NOV-2010"/>					
Room Attribute Preferences											
Code			Preference Number			Activity Date					
<input type="text" value="S008"/>			<input type="text" value="01"/>			<input type="text" value="24-NOV-2010"/>					
<input type="text" value="S028"/>			<input type="text" value="01"/>			<input type="text" value="24-NOV-2010"/>					
<input type="text"/>			<input type="text"/>			<input type="text"/>					

12. In Room Attribute Preferences:

- Double-click in **Code** or (F9) to display a list of attributes.
- Attribute codes for instruction rooms begin with 'S'. Enter 'S%' in **Find**, and click the **Find** button.
- Select a code such as 'S028' for Video Data Projector and click **OK** to return to **Room Attribute Preferences**.
- Based on priority, enter a number in **Preference Number** field.
- To add more attributes, go to the next line and repeat this step.

13. **Save.**



Verify section fees

Detail codes related to course fees are usually set up at the course level in SCACRSE. If you are authorized to do so, you can add or adjust fees at the section level using SSADETL

1. From SSASECT, select **Options > Course Section Detail** to display the **SSADETL** form.
2. Next block 3 times to display the **Section Fees** block or select the so named tab.
3. To add a fee: If you are entering a new fee, in **Details** enter the Detail Code for the related fee, if known, or double-click to select it from a List of Values.
4. If you are adjusting an existing fee:
 - a. <Tab> to **Amount** and enter the appropriate amount.
 - b. <Tab> to **Fee Type**, and enter 'BILL' or 'FLAT' or double-click to select from a List of Values.

Schedule Detail SSADETL 8.2.1 [1.14] (TBAN1)

Term: 800609 CRN: 78 Subject: YCBU Course: N11 Title: Pharmaceutical Industry in Cda

Section Links and Corequisites | **Section Fees** | Degree Program Attributes | Contract and Block Schedule Information

Level	Detail Code	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date
	GST	GST	47.70	BILL		SATURN	22-JUL-2010
	QST	QST	63.20	BILL		SATURN	22-JUL-2010
	YC31	Course Fee General Business NT	670.00	BILL		SATURN	22-JUL-2010
	YC41	Course Materials Genrl Bus NT	125.00	FLAT		SATURN	22-JUL-2010

5. Save.

You have now finished the required steps for adding a non-transcript course section. Use the checklist on [page 18](#) to make sure you have done all required tasks properly.

If you need to make changes after registration opens, see ["Change Course Section Information after registration opens" on page 22](#)

Checklist

Before exiting the SSASECT form, verify whether the job is complete and correct.

✓	Have you done this?
	Set enrollment to a number greater than 0 in the Enrollment Data window?
	Assigned one or more instructors, either in the Instructor window by other means (for non-faculty instructors)?
	Have you entered necessary information on meetings times and days?
	Have you booked a room for it, either in the Meeting Time block or by other means?
	Have you entered any preferences regarding equipment or setup (Room Attribute Preferences)?
	(For courses with multiple section types, such as a Lab and a Lecture), have you linked the sections for which the students must register, using the instructions in “How to link sections” on page 25 ?
	Verified the section fee assessment using the instructions in “Verify section fees” on page 17 ?

Other options

If you want to ...	Then see ...
Make changes to the section after registration begins	“Change Course Section Information after registration opens” on page 22
View or change the rules for allowing students to register or drop/withdraw from the course	“Registration processing rules” on page 24
Make sure that students register for concurrent sections required to complete the course, a Lab and a Lecture	“How to link sections” on page 25
Include or exclude students from registering	“Registration restrictions” on page 27
Enter section-specific text that will appear on Minerva Class Schedule, OR Enter the name of the instructor, if the name cannot be entered in the Instructor block.	“Remarks and Comments” on page 28



How to update course sections

This section includes procedures not covered in “How to create a course section”, including:

- Changing an instructor
- Changing the section status code
- Changing the section registration status codes
- Deleting the section

For all other updates, use the appropriate procedures in “How to create a new course section”, simply changing the field values as required. Messages in the **Autohint** line will inform you of errors or specific interactions required.

Query to find the section and CRN

Each term, each course section is assigned a unique Course Reference Number (CRN). In order to access and update the information for a specific course section and term, you must specify the CRN.

1. Access the SSASECT form.
2. In the key block, enter the **Term** (e.g. 801009), and <Tab> to the **CRN** field.
3. If you know the CRN, enter it now and skip to step 6.

In most cases, you will need to query the section’s CRN for the current term. Double-click in **Course Reference Number** to display the SSASECQ query form.

In SSASECQ, the **Term** defaults to the term entered in step 2.

4. <Tab> to the desired fields and enter search criteria. For example:
 - Enter the 4-letter **Subject** code, such as YCAC, to search on all course sections for the specified course and term.
 - To narrow the search, you can also enter a **Course** number, such as N01, or a partial number with wildcard, such as N% to search on all course numbers beginning with N.
5. Execute Query (F8) to display all current matches for your search.
6. If the section already exists:
 - a. Place your cursor in the appropriate line.
 - b. Double-click to return the associated CRN to the key block in SSASECT.

You are ready to update the section as necessary. Click Next Block to go to **Course Section Information**.



How to speed up multiple queries

Querying for course sections can be lengthy depending on the number of sections you are responsible for scheduling. Here's how you can shorten the task of reviewing your course sections.

If your computer is properly configured by your LAN administrator for this purpose, you can:

1. Access the SSASECQ query form, and execute the query for the appropriate term.

Examples: enter a query for all Continuing Education non-transcript courses (Subject = YC%). The results will show their section Status (Active, and so on) and their new CRNs for the specified term.
2. Extract that data to an Excel spreadsheet, by choosing the **Help > Extract Data No Key** menu option. Remember, your computer must be configured for this purpose by your LAN administrator in order for this to work.
3. Use that list to view review your course sections, i.e. those that are already activated, and do not require further work, and to find sections that need updating. Note the CRNs for quick access in SSASECT.

Delete a section

To delete sections that will not be offered:

1. In the SSASECT key block, enter the Term and CRN of the section and Next block to display the **Course Section Information**.
2. Select **Record > Remove**.

All fields are cleared, and the **Autohint** line informs you that the section will be deleted.
3. **Save**.

You return to the key block. If you have no more sections to delete, you can exit the form.

Change the instructor

To change the instructor for a section, you must delete the record for the instructor and add a new one.

1. Make sure the section is active.
2. Access the **Instructor** window in SSASECT:
3. Click the instructor you need to delete, and choose the **Record > Remove** menu option.

If two instructors exist, delete the second, save then delete the Primary Instructor.
4. Add a new instructor using the steps in ["Add the instructor" on page 13](#).
5. **Save**.



Change section status

1. Go to the SSASECT form and select the appropriate section from the key block.
2. Next block to **Course Section Information**.
3. In the **Status** field, enter the appropriate code according to the table.

Changing the section status affects the students' ability to view and/or register for the section. Use the information in the table to ensure proper student registration.

Use this Status Code ...	To do this ...	On Minerva Class Schedule ...
A - Active	Allow students to register for a section.	Students can view the section, and register for it.
C - Cancelled	Cancel a section that was included in the printed Calendar, but has since been cancelled,	Section will appear as 'Cancelled'. Students already registered will have to be withdrawn by the faculty who will inform the students.
I - Inactive	You are not sure if the section will be offered. You can make it active later. If you are sure it will not be offered, you should delete it.	Students cannot view the section.
R - Registration not Required	The section does not require registration — such as optional tutorials, some conferences, and so on.	Students can view the section but not register for it. Students already registered must go to the faculty in person to drop/withdraw from the course.
T- Temporarily Closed	Suspend registration, after registration opens.	Students can view the section, but not add it. Currently registered students must go the faculty to drop/withdraw.



Change Course Section Information after registration opens

If you make changes to an Active section after registration opens, you may sometimes need to close the section temporarily using the 'T' (Temporarily Closed) **Status** code.

Example

After registration opens, you need to change the section meeting times, which may affect students already registered in the course.

1. Temporarily close the section to suspend registration.
2. If the change requires booking a different room, either:
 - Inform your faculty class scheduler who will find and book a different room if possible.
 - or
 - If your department owns an available room, you may book it yourself.
3. Once the necessary booking is made, reactivate the section to allow registration.
4. (Optionally) you can add sections comments to explain the changes.
5. Immediately inform any previously registered students of the change so that they may unregister if necessary.

Checklist

✓	Have you done this?
	Verified that all Course Section Information is correct in all blocks of SSASECT?
	Verified the current registration status codes / processing rules are correct as described on page 24 ?



Verified information on other forms accessed in **Options**:

- Course section restrictions (SSARRES) as described on [page 27](#)?
 - Course section fee assessments (SSADETL, Section Fees) as described on [“Verify section fees” on page 17](#) [Verify section fees page 17](#)?
 - Remarks (SSADETL, Degree Program Attributes, all choices beginning with RM**) as described on [page 28](#)?
-



Registration processing rules

Default registration processing rules are set for non-transcript courses in SOAORUL.

Only for Continuing Education Non-Transcript course sections: you can change the default rules using the SSARULE form.

For example, many courses currently do not allow web registration. If you wish to allow web registration, you would need to add 'RW' (Web Registered) to the list of registration processing rules for the section.

As the start date for the course approaches, you may wish to prevent further web registration and oblige students to register in person. To do so, you would need to delete the 'RW' code.

1. Click the **Detail** icon beside **Registration Dates** in the **Course Section Information** block to access the SSARULE form.

Registration Dates:  31-DEC-2010  

2. Next block to display the **Section Registration Status and Extension Rules** block.

Schedule Processing Rules SSARULE 8.2 (TBAN2)

Term: 800909 CRN: 245 Subject: YCML Course: N01

Section Registration Status and Extension Rules Section Refunding Rules

Section Status Code	Description	Usage Cutoff From	Affected by Student Status	Allow Entry	Count in Assessment
<input type="checkbox"/> RW	Web Registered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Count in Enrollment Web Schedule Type: R Activity Date: 24-NOV-2010

3. To add a code/rule, select **Record>Insert** menu option.
 - Click **Status Code** drop down arrow to select a code from the list of Values:
 - 'RT' (Registration, Tentative; for MILR Study Groups only)
 - 'RW', to allow students register on the web. In this case, you must also select the **Affected by Student Status** checkbox on the same line.
4. To delete a code, highlight the appropriate line and choose the **Record > Remove** menu option.
5. **Save** and exit back to SSASECT.

How to link sections

Note: In principle, the information for linking sections applies to both transcript and non-transcript courses. Currently, there are no examples of Continuing Education non-transcript courses which require sections to be linked. There are, however, a few examples of open learning linked courses among Conservatory of Music theory course sections.

Why links?

Many courses have more than one Schedule Type, such as a lecture, a lab, a tutorial, and so on. If you link these sections in Banner, students must register for one of each of the linked sections.

Example: Linking a lecture to the related lab clearly identifies the need for registration in both ensuring a complete registration process.

As a result, departments can get accurate enrolment numbers for all sections of all Schedule Types, i.e. to know how many students are registered for the lecture and for each of the available labs.

If you do not link the sections, students may get registered for the lecture only, or the lab only.

Remember that linking is only required for sections that you want to force students to register for. For example, a section for a midterm exam does not usually require student registration, and therefore does not need to be linked to other sections of the course.

How do links work?

Each linked course section has a **Link Identifier** and one or more **Link Connectors**.

Link Identifier

For each section, assign a Link Identifier in the **Course Section Information** block of SSASECT as follows:

(Schedule Type and a number)

- **A1** = if the section is a **Lecture**
- **L1** = if the section is a **Lab**
- **S1** = if the section is a **Studio**

Currently, for Non-transcript courses, the only linked sections occur in Conservatory of Music Theory courses (**YMTH**) having a **lecture** section accompanied by a music **lab or studio** section.



Schedule SSASECT 8.4 [1.25] (TBAN2)

Term: 820909 CRN: 805 Create CRN: Subject: YMCH Course: N03 Title: McGill Adult Choir Tutorial

Course Section Information Section Enrollment Information Meeting Times and Instructor Course Assistants

Subject: YMCH Choir
 Course Number: N03 Title: McGill Adult Choir Tutorial
 Section: 875
 Cross List:
 Campus: NY2 Non-Transcript Macdonald
 Status: A Active
 Schedule Type: A Lecture
 Integration Partner: V WebCT Vista
 Grade Mode:
 Session:
 Special Approval: DA Department approval required
 Duration:
 Part of Term: N1 12-SEP-2009 12-DEC-2009 12

CEU Indicator:
 Credit Hours: .000
 Billing Hours: 1.000
 Contact Hours: 1.000
 Lecture:
 Lab:
 Other:

Link Identifier: A1
 Attendance Method:

Link Connector

1. From SSASECT, click **Options > Course Section Detail** to open SSADETL.
2. Next Block to **Section Links**.
3. In the **Link Connector** field, enter the Link Identifier for the *other* section(s) you wish to link this course section:

For example, A music lab section, Link Identifier 'L1'

Section Links and Corequisites

Section Links

Link Connector

L1

Registration restrictions

In the Course Catalog module (SCARRES), registration can be restricted by **College, Major, Class, Level, Degree, Program,** and/or **Campus.** Course-level restrictions default to the section level in the Schedule Restrictions form (SSARRES).

To view section-level restriction settings:

1. Select **Options > Course Section Restrictions** to display the SSARRES form.
2. Next block through the restriction blocks.

Non-transcript courses are restricted only by **College** and (for McGill Institute for Learning in Retirement courses only) by **Program**. Normally, you should not need to enter or change these settings, which are shown in the following screenshot.

In the exceptional case where **College** or **Program** restrictions are missing or incorrect for non-transcript sections, you can enter or change them as follows:

The screenshot shows the SSARRES 8.0 (TBAN2) interface. At the top, the form is titled "Schedule Restrictions SSARRES 8.0 (TBAN2)". Below the title, there are fields for Term (800909), CRN (245), Subject (YCML), Course (N01), and Title (Christianity). The form is divided into four tabs: Department and Field of Study, Class and Level, Degree and Program, and Campus and College. The Campus and College tab is selected, and the "College Restrictions" section is visible. The "Include" radio button is selected, and the "College" dropdown menu is open, showing "YC" (Continuing Education (Non-Tr)). A red arrow points to the "YC" option. A text box next to it reads: "To restrict registration only to Cont Ed Non-Transcript. Click the Campus and College Tab Next Block to College Restrictions, select Include button. Double click College field to pick 'Continuing Education Non-Tr' or enter 'YC'." Below this, the "Degree and Program" tab is selected, and the "Program Restrictions" section is visible. The "Include" radio button is selected, and the "Program" dropdown menu is open, showing "NT-YC-MILR" (MILR). A red arrow points to the "NT-YC-MILR" option. A text box next to it reads: "To restrict registration only to MILR. Click the Degrees and Program Tab Next Block to Program Restrictions, select Include button. In the first line, enter 'NT-YC-MILR'". Below this, a bullet point reads: "• Save and Exit."

Your change will apply to the current CRN only, and will not change the restrictions for any other course sections. Pre-requisite courses and co-requisite courses are also defined at the course level; these should not be altered at the section level.

Remarks and Comments

There are many types of text associated with a course, such as the course description, and information at the Catalog and Class Schedule level. Here is a summary of their purposes, and where they appear.

Type of Text	Description
Catalog Notes	Appear in the University Course Calendar and are entered by ESCSO. Example: (Given in German).
Catalog Symbols	Appear in the University Course Calendar and are entered by ESCSO. Example: * (star) denotes courses taught only in alternate years.
Section Remarks	Remarks are rolled from year to year. Remarks are supposed to apply to the section every time it is given, and appear in the Class Schedule on Minerva for students to view. Class schedulers can select remarks from a pre-defined list. Example: RMLP— Enrollment limited by program To add a new remark, send an e-mail to Enrolment Services with your request.
Section Comments	Comments apply only to the current term and are not rolled to the next academic year. Enter 1 or 2 lines of free form text. If you wish the comment to appear on Minerva Class Schedule, precede each line with an asterisk (*). Example: * This section is reserved for English Honour students. Note: When entering a room preference in Meeting Time , if you get a room conflict, enter your preference in Section Comments instead. Example (no asterisk): Please assign Rm 123 in the Arts Building. Other uses for Section Comments — Instructor comments will appear, preceded by an @, do not remove. Also, departments will enter Special Topics course descriptions, preceded by a \$. These will appear on the web and in the printed Calendar.

How to add remarks

To add remarks (to be rolled from year to year):

1. From SSASECT, choose **Options > Course Section Detail** to display the SSADETL form.
2. Click **Degree Program Attributes** tab.
3. Double-click in the **Attribute** field to display a list of values, which includes codes for pre-defined Remarks.
4. Select an attribute starting with 'RM', such as **RMLP**.
5. **Save**.



Schedule Detail SSADETL 8.2.1 [1.14] (TBAN2)

Term: 800909 CRN: 245 Subject: YCML Course: N01

Links and Corequisites Section Fees Degree Program Attributes

Degree Program Attributes

Attribute	Description
RMNW	No Web Registration-see dept
YCLC	CE NTMILR Lecture

How to add comments

To enter comments access the **SSATEXT** form (only for the selected term)

1. From SSADETL, click **Options > Course Section Comments (SSATEXT)**

OR

From SSADETL, click **Options > Section Comments (SSATEXT)**

OR enter **SSATEXT** directly in the **Main Menu**.

2. Next Block to **Section Text**.

Section Comment SSATEXT 8.2 [1.1] (TBAN2)

Term: 800909 CRN: 245 Subject: YCML Course: N01

Section Text

* Priority to Cont Ed Language students

3. Enter up to two lines of text. If you wish the text to be displayed in Minerva Class Schedule, precede each line with an asterisk (*).

Example: * Priority given to Science students

If the comment is for your information only, or for a room preference, do not use asterisks.

Example: Request Rm 123 of Arts Building

4. **Save.**



Related tasks and forms

The forms below are accessed on their own or from **Options** in SSASECT. Also, refer to the Schedule FastTrack Menu on Banner for related forms.

Use this form ...	To do this ...
SSASECQ	Query for sections by term.
SSADETL	View and update detailed information such as course fees.
SSARRES	Add registration restrictions for a section.
SSARULE	Verify schedule processing rules such as course registration codes.
SSAPREQ	Query for prerequisites.
SSATEXT	Add section comments.
SSAXLSQ	Query Cross List sections.
SSAMATX	Query for buildings and rooms.
SIAIQRY	Query for instructors.
SIAASGQ	Query the schedule of an instructor.
SLQMEET	Query available rooms
SLAEVNT	View or book a room for a non-academic event

