Creating and maintaining sections for non-transcript courses (Continuing Education & Conservatory of Music)

Overview

Flow of course data

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

1 — Course Catalog

When approved by the appropriate committee, new courses are added to the catalog.

Information at the catalog level includes course title and description; any pre-requisites, co-requisites, or registration restrictions; course fees as appropriate.

2 — Class Schedule

Once courses are added to the Catalog, course sections can be created for each term by the departmental class schedulers.

Section schedule information includes the information from the catalog plus information such as days, times, instructor, room, section-specific registration restrictions, and any other fees as appropriate.

3 — Registration

Once course sections are activated and approved for a term by the department class schedulers, each unit determines when to request ARR to open the Class Schedule and student registration on Minerva.

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 Lookup utility. There are online versions and printer friendly versions available.

	For non-transcript courses ...	**For transcript courses ...**
Course dates	Dates are controlled at the section level. You specify registration and starting dates for the section, as well as its duration, such as 5 days or 4 weeks.	Dates are controlled automatically by the specified term and a Part of Term code. This code automatically defines the course duration, and the dates students may register, add/drop, and withdraw.
Credit and billing hours	No credit hours. Billing hours = 1.0	Specified credit and billing hours drive the credits allocated on the student transcript.
Other field values	Some fields require values specifically related to non-transcript (Open Learning). Example: **Term** for non-transcript courses begins with 8, as 800609, or 82, as 820609 for the Conservatory of Music rather than 200501.	

How to create a new course section

Process

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

Verify section exists (SSASECQ).

Y: See "How to update course sections".

N: In SSASECT, add a new section and fill in Section Details.

Save

Add schedule and room information.

Save

Add an instructor (optional).

Save

Optionally, fill in Room Attribute Preferences.

Save

Add enrollment.

Save

In SSADETL, verify section fee assessment and adjust if necessary.

Save

Optional:
- Course section registration restrictions
- Remarks
- Section comments

DONE

* **Entering rooms:**
Enter a room only if your department controls the room and it is not a general purpose room.

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

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

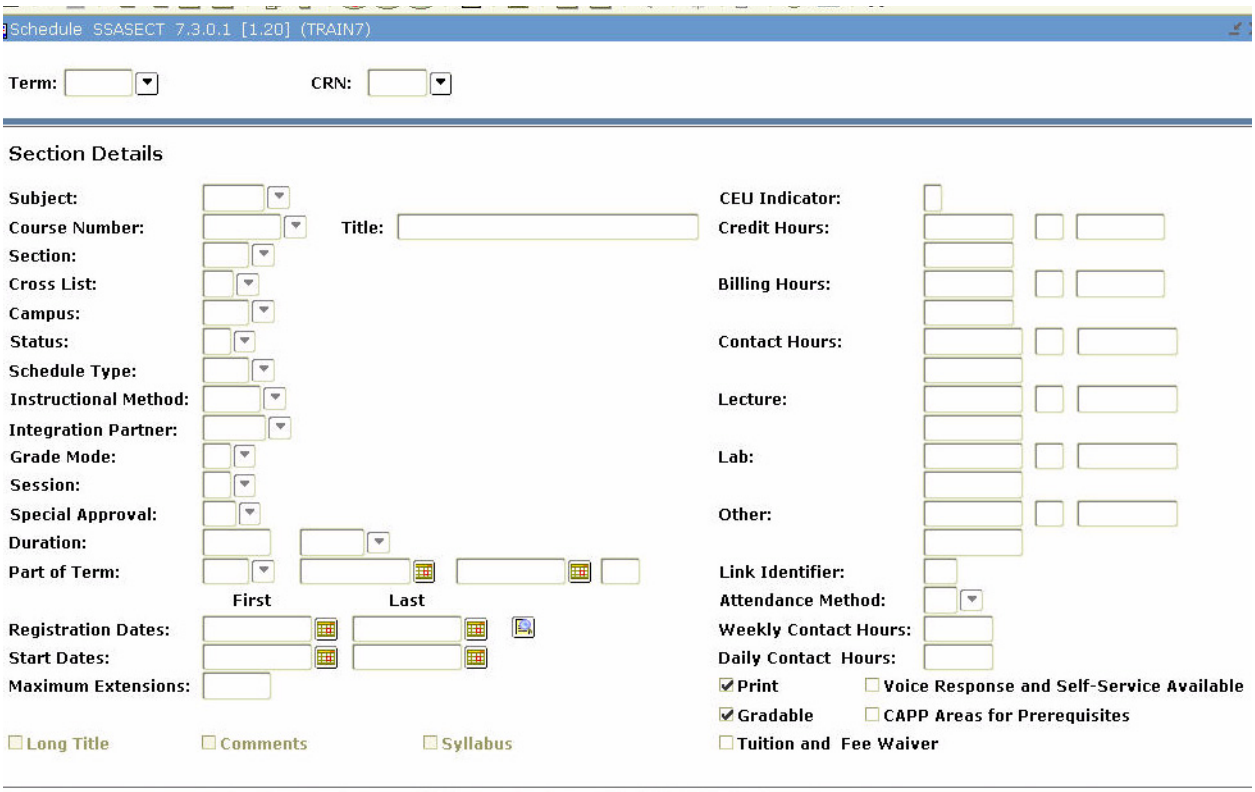
- The course itself must exist and be currently 'Active' in the catalog (SCACRSE).
- You should know the Class Schedule details for the section you want to create, such as:
  - Course Subject and Course Number
  - Campus, Schedule Type, Start and End Dates (if different than the defaults), and Meeting 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?
  - Is the course crosslisted?

Verify if the section already exists

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

1 Go to the SSASECT form.

SSASECT is displayed in its initial state:

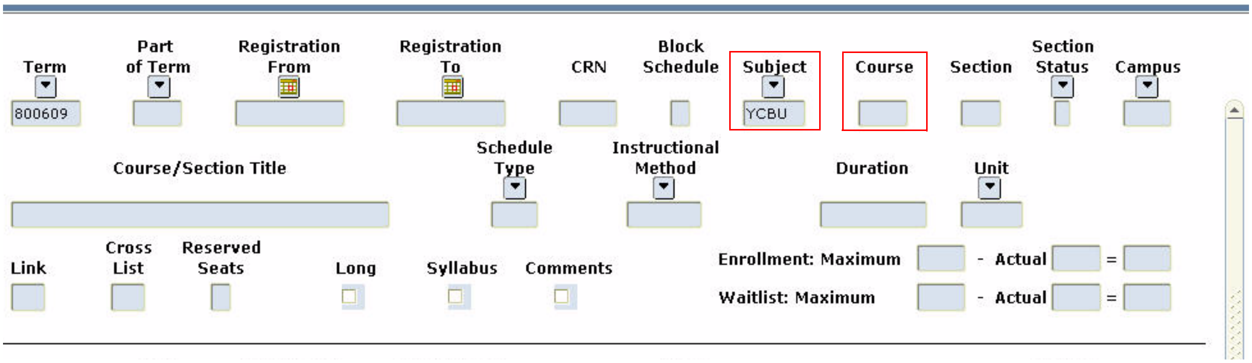


2 Enter the **Term** such as 800609 and <Tab> to go the next field.

The name associated with the field appears — **Course Ref. Number**.

3 Double-click in the **Course Ref. Number** field or click the down arrow to display the SSASECQ query form.

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



4 <Tab> to the desired field(s) and enter search criteria such as

- 4-letter **Subject** code beginning with a Y, such as YCBU, and usually
- **Crse** number, such as N01, or N% to search on all non-transcript (Open Learning) courses.

5 Execute Query (F8) to display all current sections for the course.

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 SSASECQ.

Add a section and fill in the Section Details

Tip To avoid errors and non-sequential section numbers, always verify if the section number already exists. See "Verify if the section already exists" on page 5.

1 Enter 'ADD' in **Course Ref. Number**

2 Next Block to **Section Details** and enter values for the following fields, if known, or double-click in a field to select from a List of Values.

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

Field	Description
Subject	4 characters beginning with Y, such as **YCAC** for Accounting.
Crse Number	3 alphanumeric characters beginning with N, such as **N01**.
Title	Title of the course (the unlabeled field to the right of **Crse 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'.
Schd Type	Enter **12** for Non-Transcript Lecture (OL).

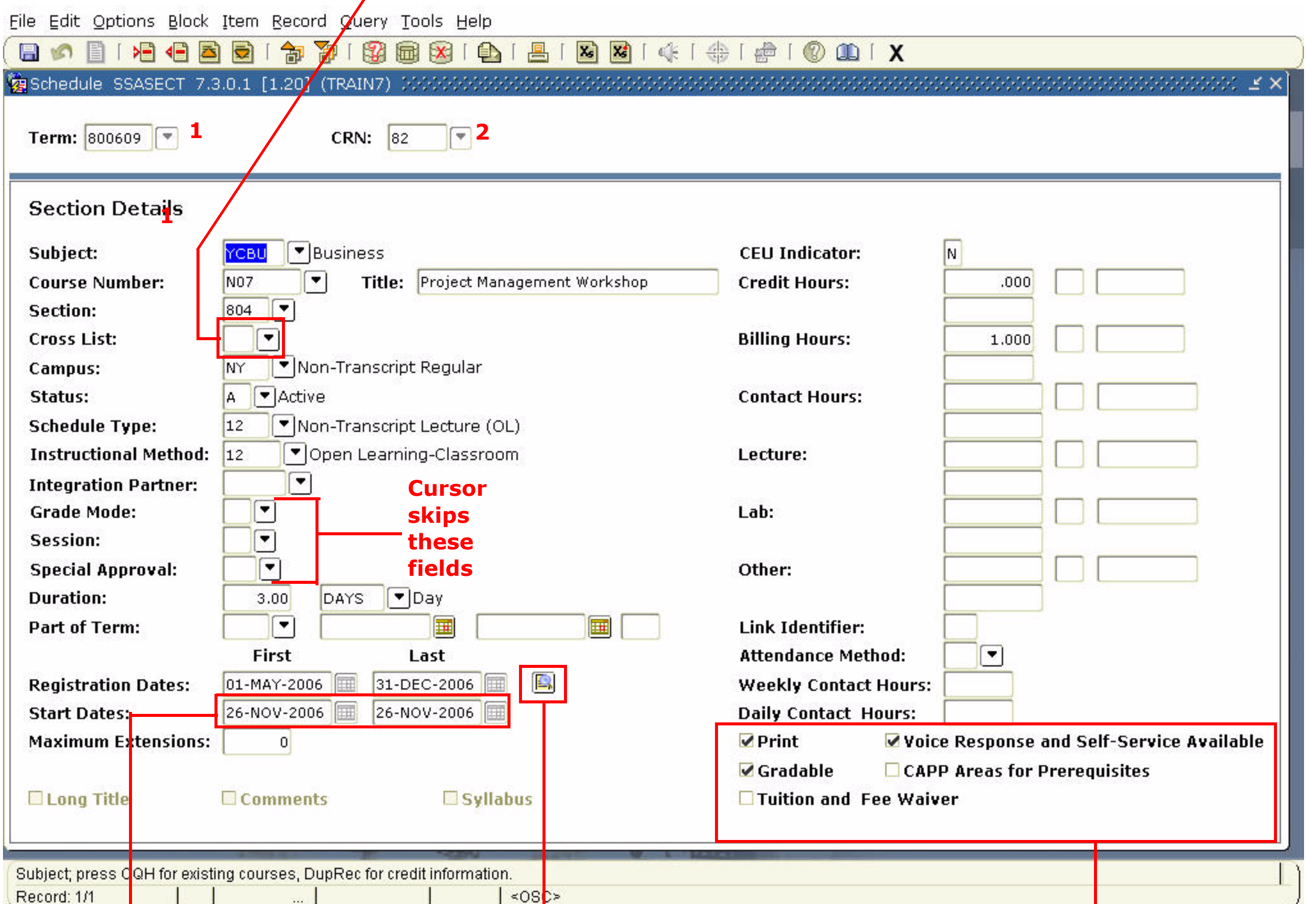
Note For details of how the settings for **Duration, Start Dates** interact with fields in other blocks to control class scheduling, see "Fields that determine when sections meet" [x-ref]

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.

Field	Description
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 with-drawal. For example, you can prevent further registration in Minerva by removing the **RW** (Web Registered) code. See “Registration processing codes” on page 26.
Other fields	Other field values are either defaulted from other forms or are optional.

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

For crosslisted courses only; email a request to ARR to fill in this code.



Same start date in both fields. View registration processing codes. See page 26. Leave settings as is.

Section Details	✓
What's next?	
Meeting Time	
Room Attribute Pref	
Instructor	
Enrollment Data	
Section Fees	
Other options as necessary	

4 Check the **Autohint** line to make sure **Section Details** was successfully saved.

5 Next Block to go to the **Meeting Time** window.

For details of all fields, see "Section Information field descriptions" on page 38. [Remove x-ref]

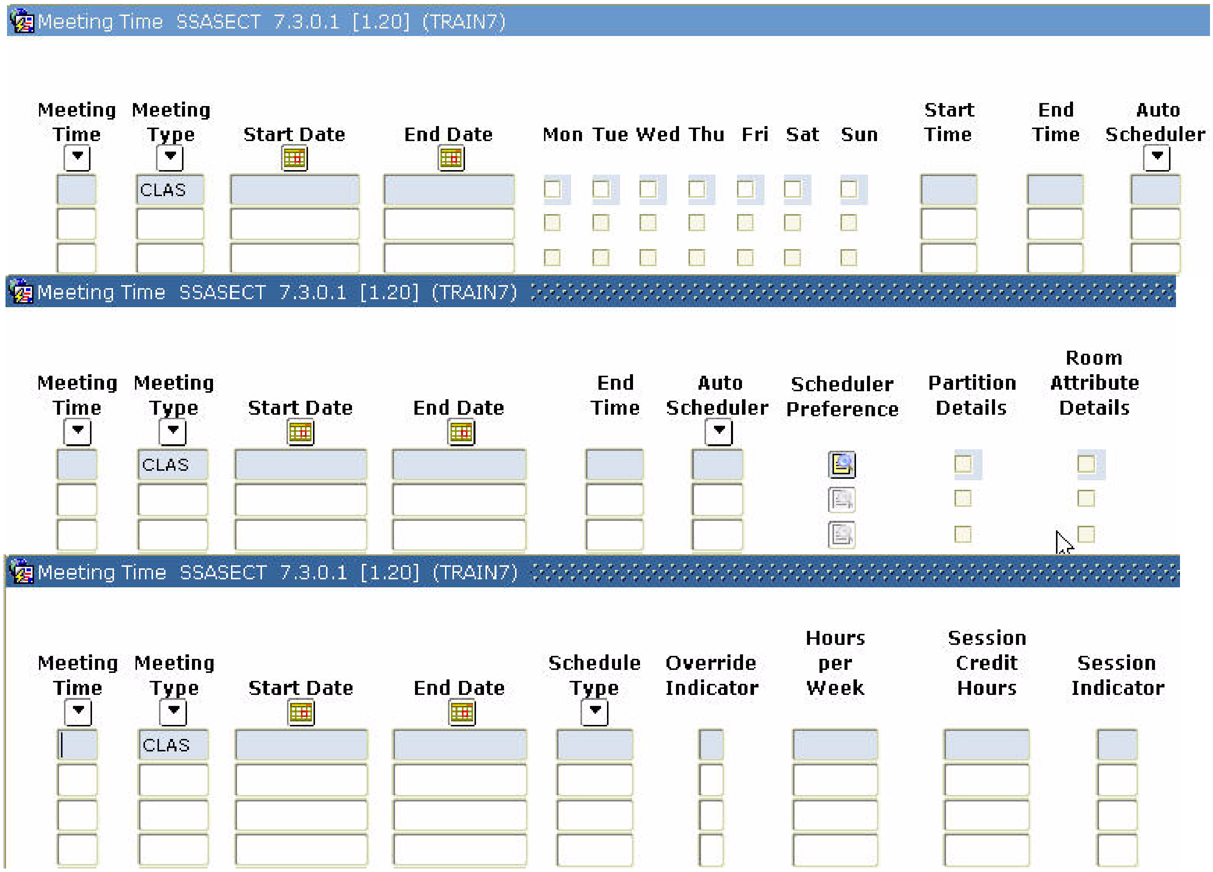
Fields that determine when sections meet

In **Section Details**, 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 **Section Details**, when users tab from the first field in the block.

Add schedule and room information

1 To access the **Meeting Time** window, Next Block from the **Section Details** block or select **Scheduled Meeting Times** in **Options**.

The following screen shows the fields in **Meeting Time** when you scroll horizontally. Refer to the Field Lookup utility for individual field descriptions.



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?
- Is this a crosslisted section?

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 **Section Details.**

Note

Example: If **Section Details** 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.

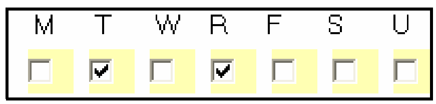
3 <Tab> to the next field.

Enter Days and Times

4 Do one of the following:

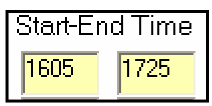
If the section will meet on specific days and times:

a Select the checkbox(es) for the meeting day(s), for example:



b <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: .



c <Tab> to the **Build** and **Room** fields. Go to step 5 of this procedure.

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.

a <Tab> to **Hrs/Wk** 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.)

b **Save** and Next Block to add the Instructor.

Enter Building and Room

5 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 SLQROOM.

6 **Save**. The remaining fields are automatically filled in for you.

7 If you get a room conflict message, you should override it ONLY if the section is crosslisted. (Banner assumes the room is double booked) To override the conflict, enter 'R' in the **O** field and **Save.**

8 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 **Section Details**, 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 **Section Details**: 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.

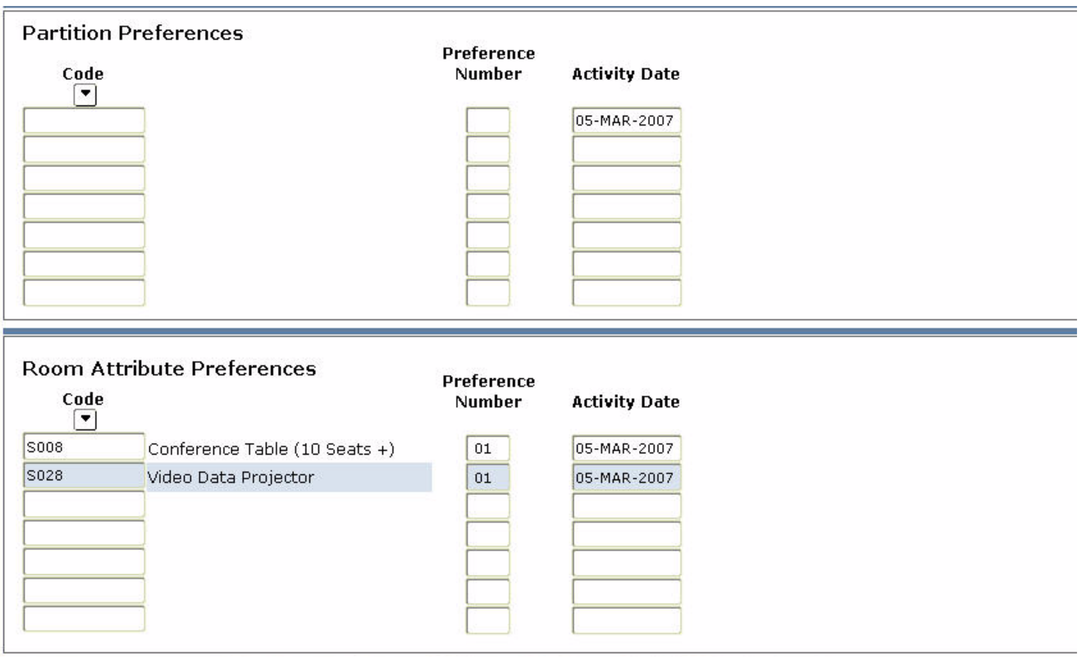
Section Details	✓
Meeting Time	✓
What's next?	
Room Attribute Pref	
Instructor	
Enrollment Data	
Section Fees	
Other options as necessary	

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

Enter room attribute preferences (optional)

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.

9 In **Options,** click **Section Room Attributes Preferences.** (You can also Next Block from the **Instructor** window).



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

11 In **Room Attribute Preferences**:

Tip

a Double-click in **Code** or (F9) to display a list of attributes**.**

b Attribute codes for instruction rooms begin with ‘S’. Enter ‘S%’ in **Find**, and click the **Find** button.

c Select a code such as ‘S028’ for Video Data Projector and click **OK** to return to **Room Attribute Preferences.**

d In **Preference**, enter ‘01’ for all room attributes.

e To add more attributes, go to the next line and repeat this step.

12 **Save** and Next Block to the **Instructor** window, if you want to assign an instructor to the section**.**

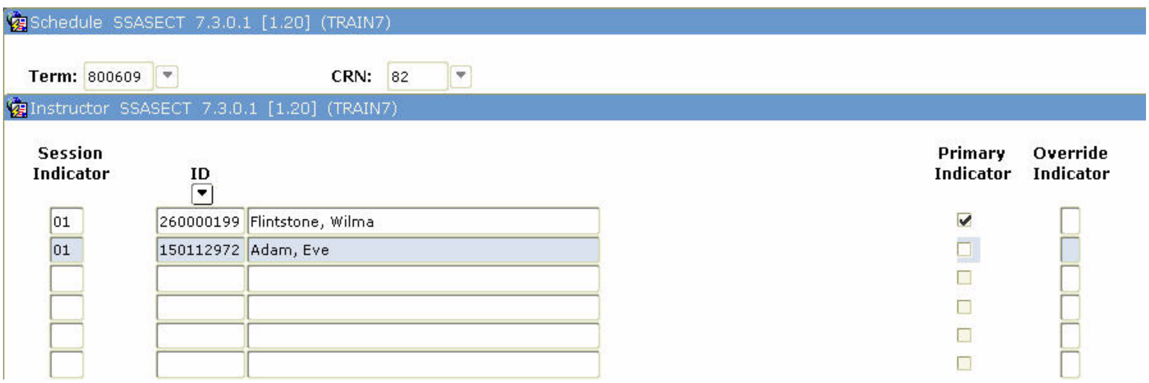
Add the instructor

Notes

- To be assigned in the **Instructor** block, a person must have faculty rights. 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.

1 To access the **Instructor** block:
  - Click **Assigned Instructors** in **Options.**

    or
  - Next Block from the **Meeting Time** window.

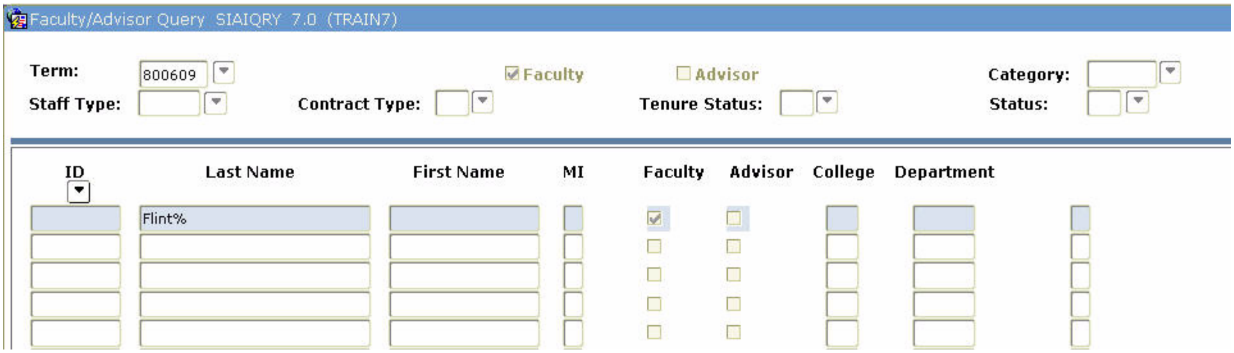


2 If you know the instructor's McGill ID, enter it in the **ID** field, then <Tab> and skip to step 5.

Query the instructor

3 With your cursor in the first line, search for available instructors:

a Click beside **ID,** or click **Query Faculty and Advisors** in **Options** to display the **SIAIQRY** query form.



b With the cursor in the first line, enter one or more search criteria — such as the name, or the two-letter Faculty code in **Coll** — and Execute Query (F8).

Example: Enter 'YC' in **Coll** to view all instructors in the Continuing Education (Non-Transcript) faculty.

If you enter no search criteria, the search returns a list of all instructors.

4 Double-click on a name in the list to select the instructor and return to the **Instructor** window.

5 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.

6 **Save**.

Upon saving, if you get an error message signalling a conflict in the instructor's schedule, you can override the conflict and save the record anyway, enter 'O' in the **O** field and save again.

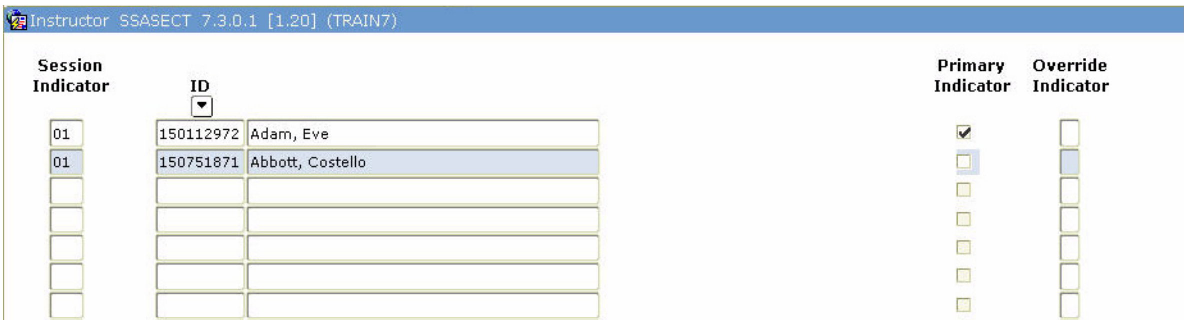
Make sure you successfully save before leaving the **Instructor** window.

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".

5 **Save**.

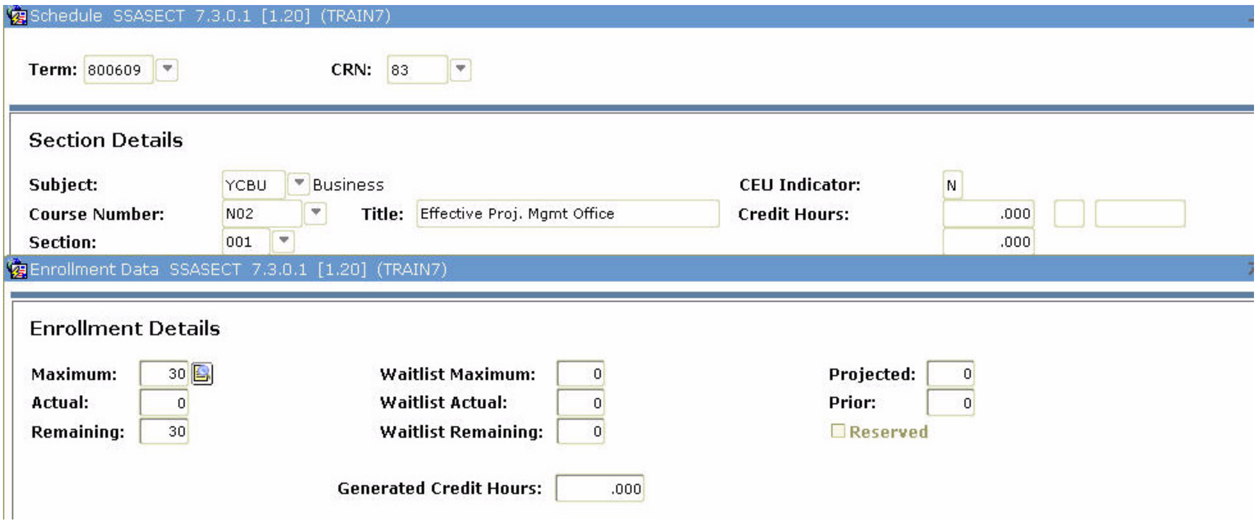
Section Details	✓
Meeting Time	✓
Room Attribute Pref	✓
Instructor	✓
What's next?	
Enrollment Data	
Section Fees	
Other options as necessary	

Set maximum enrollment

Tip

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

Remember, you can only access **Enrollment Data** from **Options**, not using Next Block.



1 Click **Section Enrollment Info** in **Options**. You cannot access **Enrollment Data** using Next Block.

2 Enter the **Maximum** enrollment number.

3 **Save**.

You have now finished the required steps for adding a non-transcript course section. Use the checklist on page 19 to make sure you have done all required tasks properly.

Note

If you need to make changes after registration opens, see "Changes to Section Details after registration opens" on page 25.

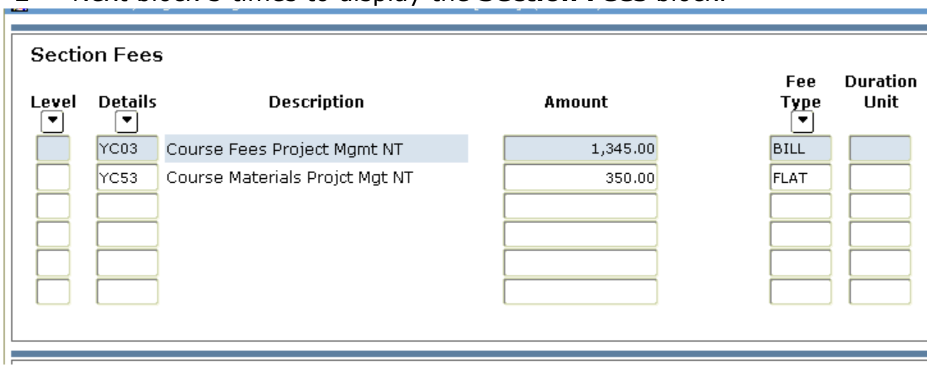
Section Details	✓
Meeting Time	✓
Instructor	✓
Room Attribute Pref	✓
Enrollment Data	✓
What's next?	
Section Fees	
Other options as necessary	

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 In SSASECT, click **Course Section Detail** in **Options** to display the SSADETL form.

2 Next block 3 times to display the **Section Fees** block.


Section Fees

Level	Details	Description	Amount	Fee Type	Duration Unit
	YC03	Course Fees Project Mgmt NT	1,345.00	BILL	
	YC53	Course Materials Projct Mgt NT	350.00	FLAT	

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.

5 **Save.**

You have now finished the required steps for adding a non-transcript course section. Use the checklist on page 19 to make sure you have done all required tasks properly.

Note

If you need to make changes after registration opens, see "Changes to Section Details after registration opens" on page 25.

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 crosslisted course sections) have you set up the section as described in "Crosslisted sections" on page 28.
	(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 29?
	Verified the section fee assessment using the instructions in "Verify section fees" on page 18?

Section Details	√
Meeting Time	√
Instructor	√
Room Attribute Pref	√
Enrollment Data	√
Section Fees	√
What's next?	
Other options as necessary	

Other options

If you want to ...	Then see ...
Make changes to the section after registration begins	"Changes to Section Details after registration opens" on page 25.
View or change the rules for allowing students to register or drop/withdraw from the course	"Registration processing codes" on page 26.
Ensure that more than one course is scheduled in the same room at the same time (i.e. crosslisted courses)	"Crosslisted sections" on page 28.
Make sure that students register for concurrent sections required to complete the course, such as a Lab and a Lecture	"How to link sections" on page 29.
Include or exclude students from registering, based on faculty or other criteria	"Registration restrictions" on page 32.
Enter section-specific text that will appear on Minerva Class Schedule or Enter the name of the instructor for the course, if the person cannot be entered in the Instructor block	"Remarks and Comments" on page 34.

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

Note 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. 800509), and <Tab> to the **Course Ref. Number** 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 Ref. Number** to display the SSASECQ query form shown on page 6.

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 **Crse** 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 **Section Details**.

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 **Section Details**.

2. Select **Record > Remove.**

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

3. **Save.**

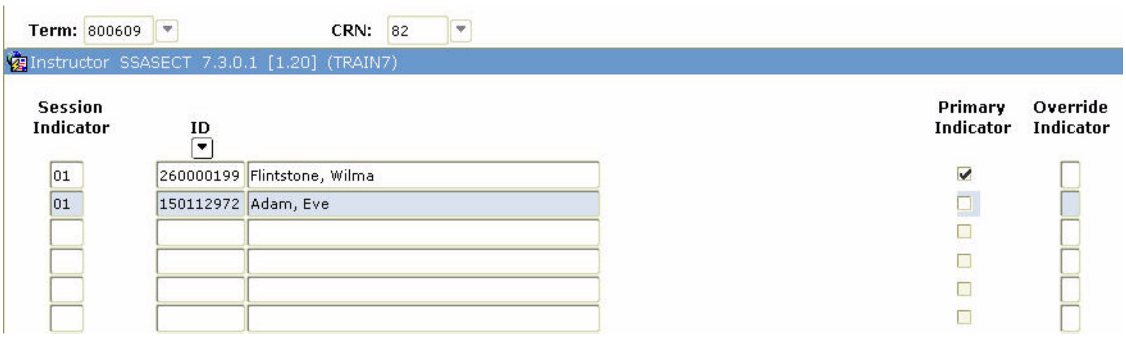
You return to the key block. If you have no more sections to delete, you can exit the form.

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”.

5 **Save**.

Changes to section status

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

Note 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.

Changes to Section Details 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 Section Details is correct in all blocks of SSASECT?
	Verified the current registration status codes are correct (click on ▼ beside the **Reg Date** fields) as described on page 26?
	Verified information on other forms accessed in **Options**: • Course section restrictions (SSARRES) as described on page 32? • Course section fee assessments (SSADETL, Section Fees) as described on page 18? • Remarks (SSADETL, Degree Program Attributes, all choices beginning with RM**) as described on page 34?

Registration processing codes

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

(For Continuing Education Non-Transcript sections only) you can change the default codes for the section level (SSARULE).

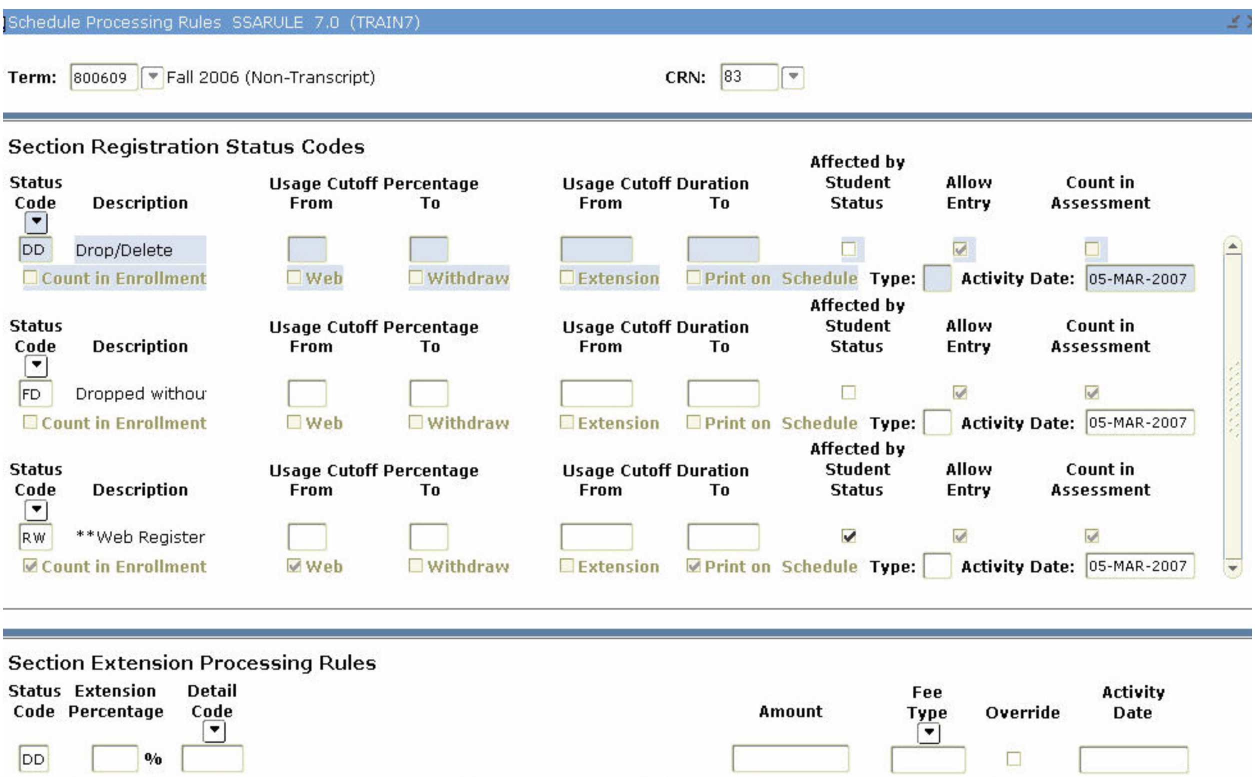
For example, many courses currently do not allow web registration. If you wish to allow web registration, you would need to add ‘RW’ (Web Registered) to the list of registration processing codes for the section.

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 To view the current codes for the section, click the Detail icon beside **Reg Dates** in the **Section Details** block.

The SSARULE form appears, with the **Term** and **CRN** of the current section displayed in the key block.

2 Next block to display the **Section Registration Status Codes** block.


Schedule Processing Rules SSARULE 7.0 (TRAIN7)
Term: 800609 Fall 2006 (Non-Transcript) CRN: 83
Section Registration Status Codes
Status Code | Description | Usage Cutoff Percentage From To | Usage Cutoff Duration From To | Affected by Student Status | Allow Entry | Count in Assessment
DD Drop/Delete
Count in Enrollment | Web | Withdraw | Extension | Print on Schedule | Type: | Activity Date: 05-MAR-2007
FD Dropped withou
Count in Enrollment | Web | Withdraw | Extension | Print on Schedule | Type: | Activity Date: 05-MAR-2007
RW **Web Register
Count in Enrollment | Web | Withdraw | Extension | Print on Schedule | Type: | Activity Date: 05-MAR-2007
Section Extension Processing Rules
Status Code | Extension Percentage | Detail Code | Amount | Fee Type | Override | Activity Date
DD %

3 To delete a code, highlight the appropriate line and choose the **Record > Remove** menu option.

To add a code:

a On a new line, double-click in **Status Code** and select a code from the List of Values, such as:

- 'RT' (Registration, Tentative; for MILR Study Groups only)
- 'RW, to allow students register on the web. In this case, you must also select the **Effect by Stu Stat** checkbox on the same line.

b Choose **Record > Insert**.

4 **Save** and exit back to SSASECT.

Crosslisted sections

Course sections are crosslisted when two sections of the same course (or of different courses) are offered at the same time in the same room by the same instructor.

For example, an undergraduate course and a graduate course, with different **Subject** and **Crse Number,** are offered to two groups of students by the same instructor in the same room.

Creating a crosslisted section

Follow the same instructions as when creating a new section, except:

1. In the **Section Details** block:
   a. Leave the **Cross List** field blank. This value will be entered by the ARR. These codes indicate that sections are offered together and thus prevent conflict error messages.
   b. Change the **Status** to 'T '(Temporarily Closed) to suspend registration.
2. In the **Meeting Time** window — upon saving, if Banner indicates a room and/or time conflict, you can enter the appropriate override flag in the **O** field. Make sure that meeting time data was properly saved before continuing.
3. In the **Instructor** window, you may also override conflicts for the instructor, and save your work.
4. Send an email to the ARR requesting that the section be crosslisted with another. Provide the required enrollment for the section.

   Result: For all the crosslisted sections, the ARR enters the **Cross List** code and sets up enrollment data, which will determine appropriate room assignment and registration.
5. Upon notification from ARR, change the **Status** to 'Active' to allow registration.

If you need to increase enrollment, inform the ARR immediately in case changes are required to room booking and registration maximums.

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 ofopen 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

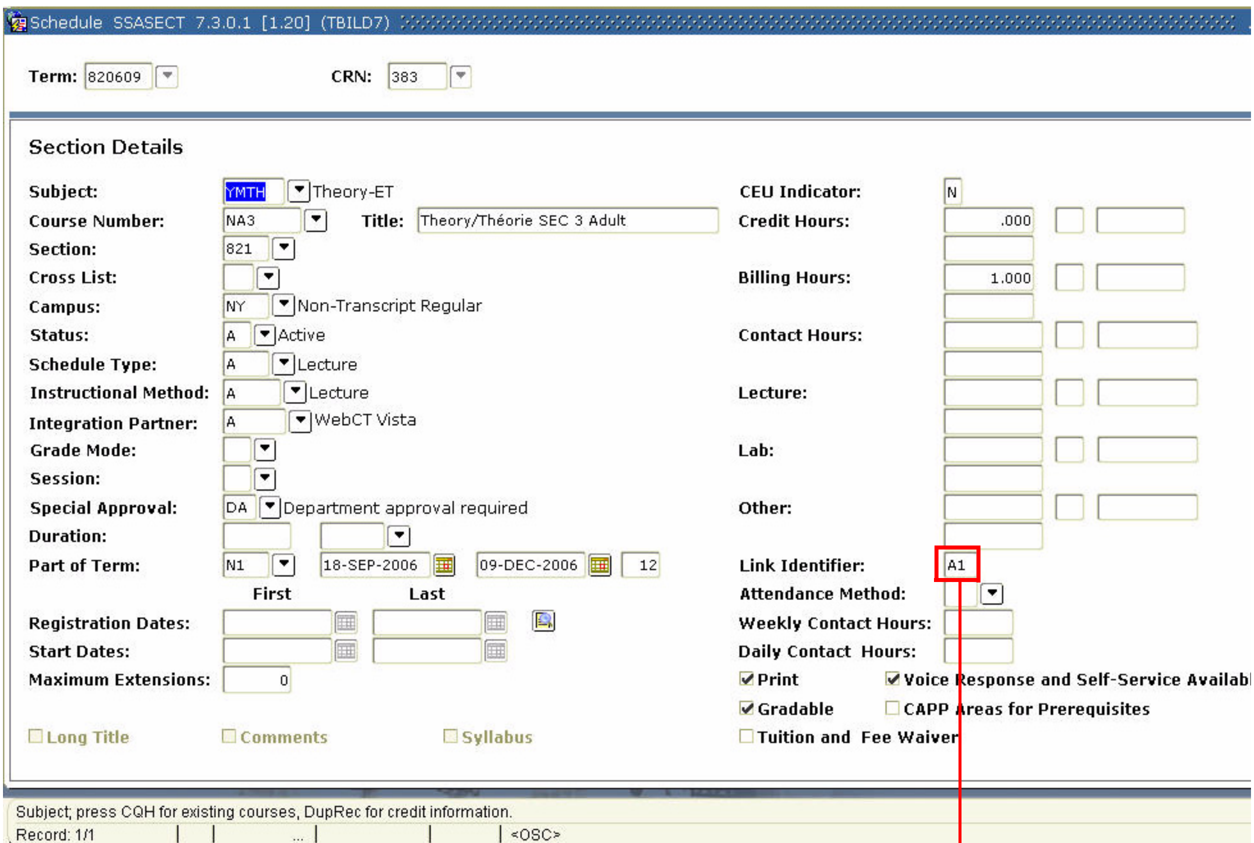
For each section, assign a Link Identifier in the **Section Details** block of SSASECT as follows:

A1 = if the section is a Lecture

L1 = if the section is a Lab

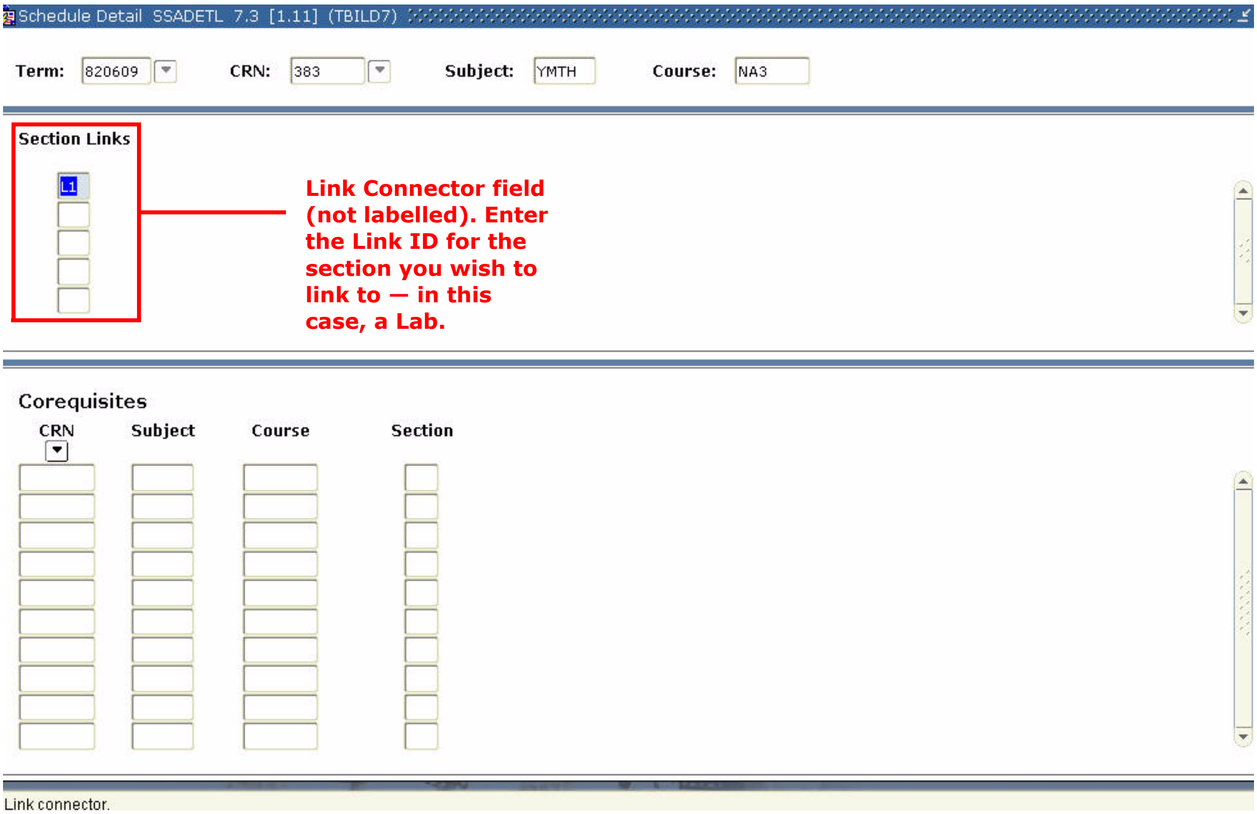
Note

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 section.



Enter the Link Identifier for the current section (Lecture) here.

Link Connector Then access Course Section Detail (SSADETL) and in the **Link Connector** field, enter the Link Identifier for the *other* section(s) you wish to link to.



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. Click **Course Section Restrictions** in **Options** 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:

1 In the **College Restriction** block:

   a Enter 'I' for Include in **Include/Exclude.**

   b In the first line, enter 'YC' (Continuing Education Non-Tr) or double-click to select it from the List of Values.

   Result: Registration for this section will be open only to those in Continuing Education Non-Transcript.

2 If this is a MILR course section:

   a Next block 5 times to the **Program Restrictions** block.

   b Enter 'I' for Include.

   c In the first line, enter 'NT-YC-MILR' in the first line.

   Result: Registration for this section will be open only to those in MILR.

3 Save and **Exit.**

Note

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.

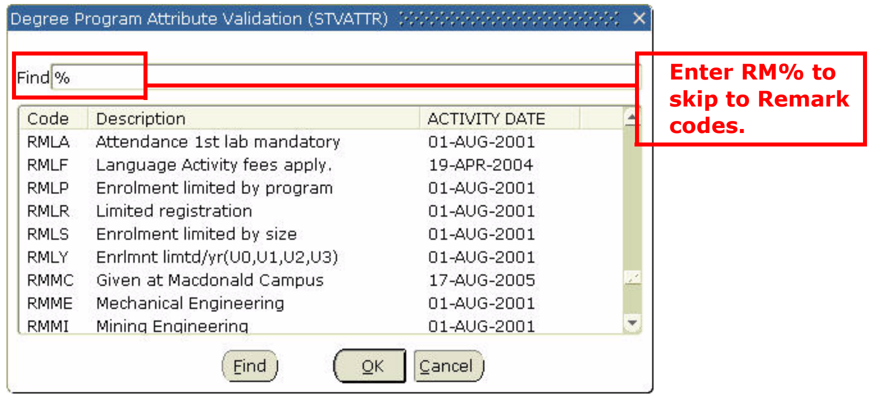
Type of Text	Description
Catalog Notes	Appear in the University Course Calendar and are entered by UCSO. Example: (Given in German).
Catalog Symbols	Appear in the University Course Calendar and are entered by UCSO. Example: * (star) denotes courses taught only in alternate years.
Section Remarks	**Remarks 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, email the UCSO 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. In SSASECT, choose **Course Section Detail** in **Options** to display the SSADETL form.
2. Choose **Degree Program Attributes** in **Options.**
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**.

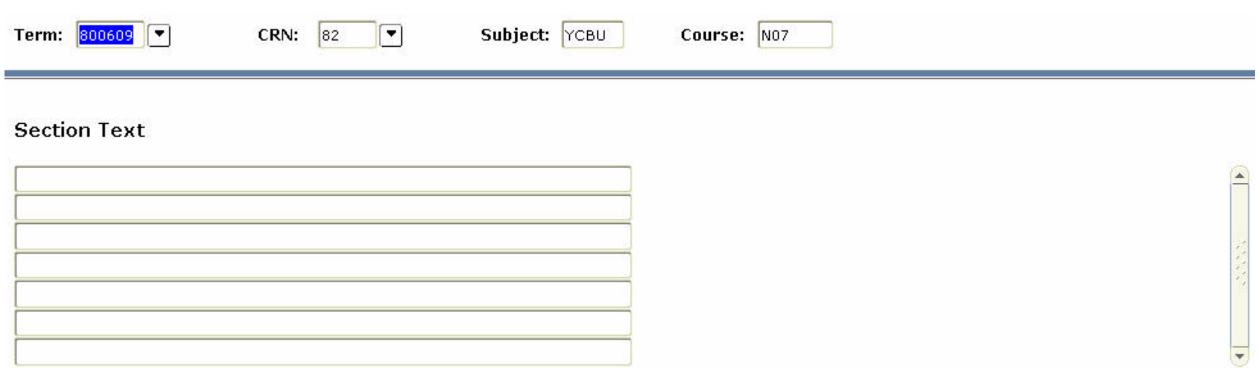
How to add comments

To enter comments (only for the selected term)

1 In SSASECT, click **Course Section Detail** in **Options** to display SSADETL; then click **Section Comments** in **Options** to display SSATEXT with the **Term** and **CRN** filled in.

You can also access SSATEXT directly from the Main Menu, fill in the **Term** and **CRN**, enter and save your comments for the section.

2 Next Block to **Section Text**.



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 prerequisites.
SSATEXT	Add section comments.
SSAXLSQ	Query Cross List sections.
SSAXMTI	Query crosslist meeting time and instructors.
SSAMATX	Query for buildings and rooms.
SIAIQRY	Query for instructors.
SIAASGQ	Query the schedule of an instructor.