Cross List Meeting Time/Instructor Query Form (SSAXMTI)

General:

The purpose of the *Cross List Meeting Time/Instructor Query Form* is to display the meeting time and instructor information associated with a cross-listed group of courses. This form may be accessed by itself, via the menu or direct access, or can be called from the Meeting Time window on the *Schedule Form (SSASECT)*. If called from the Schedule Form, the "select" function can be used to return the meeting time and instructor information to other sections cross listed together.

More detailed information for all of the fields in this form can be found in the how to document for the *Schedule Form (SSASECT).*

Check List:

Before you proceed, you must have the following information:

- ❖ Term code
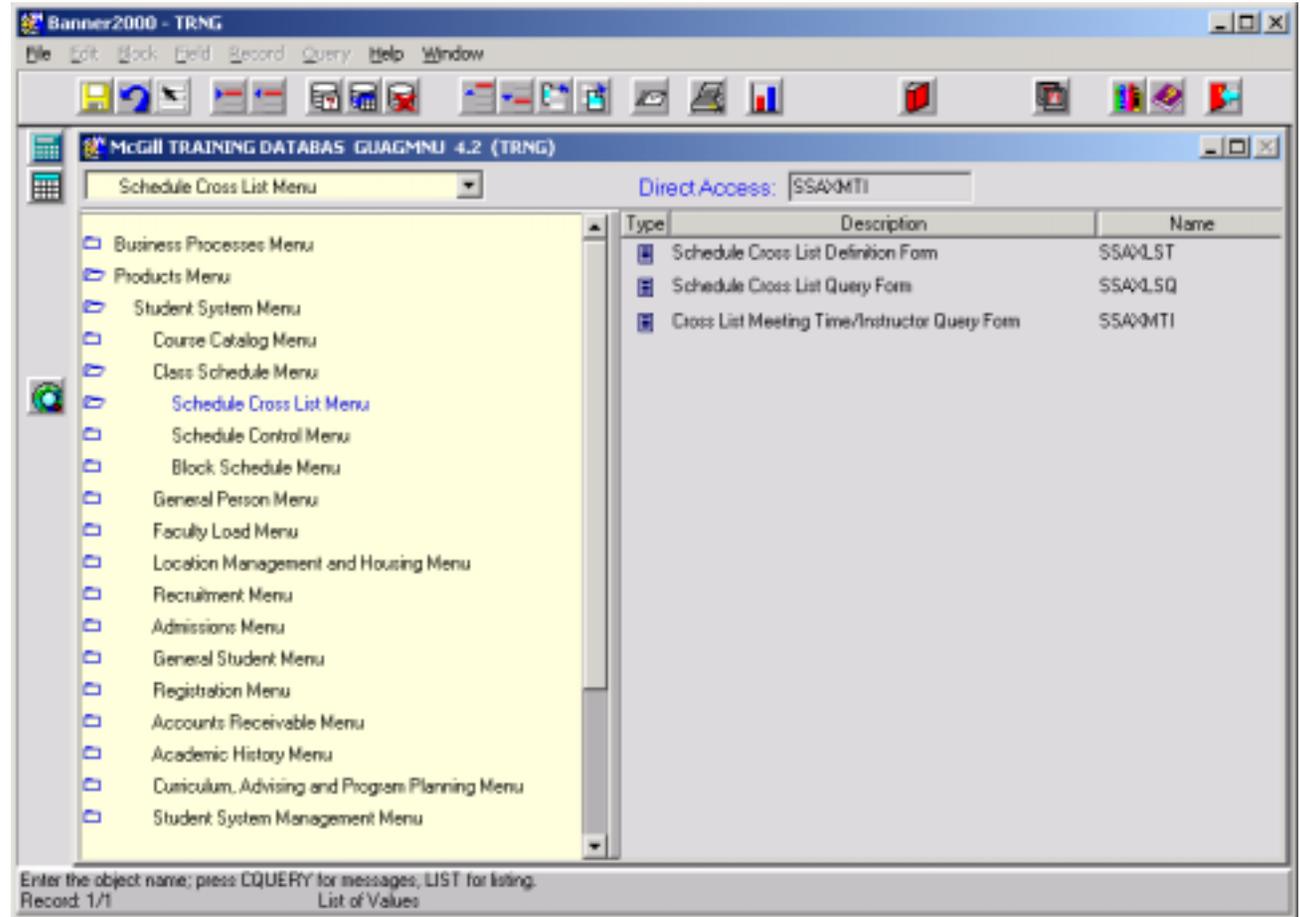- ❖ Cross List Group Identifier

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.

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Accessing the "Cross List Meeting Time/Instructor Query Form" (SSAXMTI)

Type the name of the form SSAXMTI 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 Cross List Menu
5) *Select* Cross List Meeting Time/Instructor Query Form (SSAXMTI)

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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.

This form is automatically in query mode when you open it. Enter the Term and Cross List Group Identifier you wish to query, and press F8 to execute the query.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Term	Enter or {Search} for term code.		Term code.	Validation Table referenced: Term Validation Table (STVTERM)
✔	2.	Cross List Group Identifier	Enter valid cross list group identifier for term entered above or click on flashlight to view list of cross list codes.		Cross List Group Identifier code.	Form referenced: Schedule Cross List Query Form (SSAXLSQ)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			
Meeting Time						
	3.	CRN			Course Reference Number.	
	4.	Start Date			Meeting start date.	
	5.	End Date			Meeting end date.	
	6.	Days			Meeting days.	
	7.	Begin Time			Time meeting begins.	
	8.	End Time			Time meeting ends.	
	9.	Building			Building where meeting is held.	
	10.	Room			Room where meeting is held.	
	11.	Schd			Section schedule type.	
	12.	O/R			Section time conflict override indicator.	
	13.	Session Creds			Credits.	
	14.	Session Ind			Session indicator. Used to designate the meeting time /instructional sessions for a section.	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
Instructor: *NOTE: See SSASECT documentation "SCREEN 5 – INSTRUCTOR" for a more detailed description of the following fields.*						
	15.	Session Ind			Session indicator. Used to designate the meeting time /instructional sessions for a section.	
	16.	ID			Instructor's identification number.	
	17.	Name			Instructor's name.	
	18.	Percent			Faculty member's percentage of responsibility to the assignment.	
	19.	P			Designates whether or not the instructor is the primary instructor or not.	
	20.	O			Override indicator for instructor.	
	21.	Percent Session	Not used.		Default 100.	

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