

Reviewing & Updating Class Schedule - Check List (to be used for existing course sections)

General Steps	√=required	Description	Form	Block
1.	√	Basic Information	SSASECT	Course Section Information
2.	√	Enrolment Maximum (Reserved Seats, if needed)	SSASECT	Section Enrolment Info.
3.	√	Meeting Times	SSASECT	Scheduled Meeting Times
4.	√	Section Instructor	SSASECT	Assigned Instructors
5.		Links and attributes	SSADETL	Section Links and Degree Program Attributes (<i>as needed</i>)
6.		Registration Restrictions	SSARRES	All (at least view them)
7.		Section pre-requisites	SSAPREQ	Required pre-requisites
8.		Section comments	SSATEXT	Section comments to appear on the web (preceded by *), or internally.

Reviewing & Updating Class Schedule – Step by Step Instructions (to be used for existing course sections)

Chronological step-by-step	Reviewing and Updating a Course Section
1. Basic Information	
a.	Using the Banner Client, access the form SSASECT .
b.	Enter your term and press Tab .
c.	In the CRN field, double-click . (This should bring you to SSASECQ)
d.	Type in your 4 character subject code and Execute Query (F8) .
e.	Scroll through the list of course sections until you find the one you wish to review, then double-click on the term of the section you wish to review. (This should bring you back to SSASECT with your CRN filled in.)
f.	From SSASECT , Next Block .
From here on in, wherever we say enter , you are simply reviewing the information loaded from your legacy course sections. Once you have reviewed all the course data, and If you are satisfied with the way your course section looks, the minimum you need to do to activate your section is to change your status indicator from an L (see step i) .	
g.	Enter a 3 digit section number using the next one available. (perform a search in SSASECQ to view existing section numbers)
h.	Enter your campus code. Tab .
i.	Change your status code from an L to an A (active) or an I (inactive). Tab. MINIMUM REQUIREMENT when reviewing your course section.
j.	Enter your schedule type. Tab .
k.	Enter your part of term (if necessary, change dates). Tab .
l.	Enter your approval code, if needed.
m.	Uncheck 'gradable' for sections which are not gradable (ie labs)
n.	Enter your link identifier, if needed.
o.	Credit/CEU Ind & Billing are restricted and must be updated centrally. Please see procedure documentation.

Chronological step-by-step	Reviewing and Updating a Course Section
2. Enrolment Maximum and Reserved Seats	
a.	Click on Section Enrolment Info on your navigation frame.
b.	Enter your maximum & projected enrolment numbers.
c.	Save your data.
d.	Click on the enrolment details icon to reserve seats, if needed.
e.	Save your data.
3. Meeting Times	
a.	Click on Scheduled Meeting Times on your navigation frame.
b.	Double-click in the 'Meet' field to select from a list of pre-set days of the week & times, or Tab and simply type in the days and times desired.
c.	Book your building and room, if appropriate. (<i>See specific documentation on this.</i>)
d.	Save your data.
4. Section Instructors	
a.	Click on Assigned Instructors on your navigation frame.
b.	Click on Query Available Faculty on your navigation frame. Next Block twice. Perform a query, or scroll through the list to find an instructor.
c.	Select one of the available instructors by double-clicking on their name.
d.	Save your data.
5. Links and Attributes	
a.	Click on Course Section Detail on your navigation frame. Next Block. (<i>note: you have left SSASECT and are in SSADETL</i>)
b.	In the Section Links section, enter the link connector for the section(s) you wish to link to .
c.	Save your data.
d.	Next Block through to the Degree Program Attributes section and enter attributes for your course section (i.e. remarks to appear on the Web, or room attributes, if needed).
e.	Save your data.
f.	Exit SSADETL to return to SSASECT .
6. Registration Restrictions	
a.	Click on Course Section Restrictions on your navigation frame. Next Block. (<i>note: you have left SSASECT and are in SSARRES</i>)
b.	Verify the restrictions set up at the catalog level by navigating through SSARRES using your navigation frame. Change any existing restriction and/or add any new restriction if applicable to that section (i.e. College, level, class, degree, program or campus).
c.	Save your data.
d.	Exit SSARRES to return to SSASECT .
7. Section Pre-requisites	
a.	Click on Course Pre-requisites on your navigation frame.
b.	Next Block twice.
c.	View and/or change existing pre-requisites (i.e. test scores, courses).
d.	Save your data.
e.	Exit SSAPREQ to return to SSASECT .
8. Section Comments	
a.	Click on Course Section Comments on your navigation frame.
b.	Next Block.
c.	Enter your comments, remembering the * preceding comments to appear on the web (2 line maximum).
d.	Save your data.
e.	Exit SSATEXT to return to SSASECT .
Congratulations! You have just completed a course section.	

Creating Links between Course

Sections — Example Biology 111 set up as a lecture with 2 labs, of which the students must select one lab.

Schedule Type	Link Identifier (entered in SSASECT, 1 st window)	Link Connector (entered in SSADETL as a Section Link)
Biology 111 - Lecture (30 maximum)	A1	L1
Biology 111 - Lab (15 maximum)	L1	A1
Biology 111 - Lab (15 maximum)	L1	A1

The above links tell us that should a student register for the lecture, A1, they will be told to register for a lab, L1, for the same course. Given that we have identified both labs as L1, they may choose the L1 that best fits their schedule. Equally, if they choose to register for one of the labs, L1, first, they will be told to register for the lecture, A1.