Banner 9 SSASECT Course Schedule Entry

BANNER FORMS USED
SSASECT – Course Section Form (most information will be entered)
SSASECQ – Schedule Section Query Form
SSATEXT – Section Comment Form (Information appear in schedule under course)
SSAPREQ – Section Test Score and Pre-req Restrictions (query only)
SSADETL – Section Degree Program Attribute
SSAMATX – Building Room Schedule Query
SLABQRY – Building Query
SIAIQRY – Faculty/Advisor Query

Information to gather prior to entering course schedules:
       Enrollment Data – enrollment limit to enter for the course
       Meeting days and Time
       Instructor MU ID number and Name
       Location – Building and room. (if department has first priority on certain specialized rooms)

ENTERING A NEW COURSE

1) Access SSASECT page
2) **Enter DUMMY Term:**

Fall Dummy Term	Spring Dummy Term	Summer Intersession Dummy	Summer I	Summer II	Summer III
911111	222222	333333	444444	555555	666666

3) Press the Tab button to move the cursor to the "CRN" or Course Reference Number Field.
4) **CRN:** type in "ADD"
5) Select Alt-Pg Down or click on "Go" in the upper right.
6) You are now on the "Course Section Information Tab" and the "Course Section Information" Section.
7) **Enter Course Subject**: Example - ENG
8) **Enter Course number:** Example-201. Then press the tab key and the course title name auto-populates.
9) **NEVER** change an existing course title. If a title needs to be updated it must go through the complete approval process of a course change which is approved by Faculty Senate/Graduate Counsel and then the University President.
10) The **ONLY** exceptions when a course title can be changed:
    a. Special topics
    b. Seminars
    c. Staff Development Courses
       (These course entries are detailed later in this document)

11) **Enter section number**. Just type over the 0 in the field. Each successive section of the same course will increase by the last digit: 101, 102, 103, etc. for Fall. 201, 202, 203, etc. for Spring. It is important to enter them in order by start time. See order of entry by start time document.

Term	HGTN	SOCHAS
	Section Number Starts	Section Number Starts
Fall	101	131
Spring	201	231
Intersession	301	331
Summer I	401	431
Summer II	501	531
Summer III	601	631

12) **Cross List:** *Leave Blank*
13) Go over to the second group of fields
14) **Enter Campus Code:** Included in the calculation of Tuition and Fees is the student campus code.

1	Student on Huntington Campus
2	Student Off Campus (TVRC, MOVC, etc)
3	Student on South Charleston Campus
E	* Electronic Courses
H	HEPC -WVROCKS

*Course must be an approved E-course to have a campus code of E. Enter the course and it will be verified whether E course was approved.

15) **Status:** Enter A (Active) for all sections.
16) **Schedule Type:** Press F9, or select the "…" to see a list of values that can be used. Only certain schedule types can be selected based on predetermined definitions for courses and labs. If a schedule type needs to be changed the Dean should contact the office of the Provost.
17) **Instructional Method:** *Leave Blank*
18) **Integration Partner:** *Leave Blank*
19) Go over to the third group of fields
20) **Grade Mode:** *Leave Blank*
21) **Session:** Time of day course offered. Select one.

Code	Description	
A	Afternoon/Evening - courses start time 4:00 pm -5:30 pm	
B	Self-paced - Ind Study, thesis, Comprehensive Project, etc.	
C	Conference/Seminar - Not used often	
D	Day Session - courses prior to 4:00 pm	
E	Evening Session - courses starting 6:30 pm or later	
I	Internet Delivery	
W	Weekend Session	

22) **Special Approval:** *Leave Blank*
23) **Duration:** *Leave Blank*
24) Press Tab 3 times, or click in the "Part of Term" field in the "Class Type" section, which is in the middle of the page.
25) **Part of Term:** Once you enter the selected number, the dates of the "Part of Term" will auto-populate.

Part of Term	Description
1	Full term
2	First 8 Weeks
3	Second 8 Weeks Regular Sem.

26) **Credit Hours:** No need to click in Credit hours field. *Do not change.*
27) The **ONLY** exceptions when a course credit hour can be changed:
    a. Special topics
    b. Seminars
    c. Staff Development Courses
    (These course entries are detailed later in this document)

28) Scroll down to the "Class Indicators" section at the very bottom of the page.
29) **Print (checkbox):** If unchecked, it will prevent the course information from displaying on the final online schedule viewable to students in myMU.
30) **Gradeable (checkbox):** Always leave checked.
31) **Voice Response/and Self-Service Available (checkbox):** If unchecked, it will prevent the course information from displaying on the final online schedule viewable to students in myMU.
32) **Click on SAVE** in the lower right, or press F10.
33) A DUMMY CRN is generated**.**
34) **Write it down** so you can refer back to it later. A "real" CRN will be generated when the schedule is rolled to active and published on the web site.

DONE WITH FIRST TAB OF SSASECT!

SECTION ENROLLMENT INFORMATION

1) **Click on the second tab** "Enrollment Information".
2) **KNOWN ISSUE:** Sometimes, not all the time, the system automatically takes you to the sub-tab of "Reserved Seats". If this occurs then just click on the sub-tab "Enrollment Details".
3) You are on the sub-tab "Enrollment Details". **Enter "Maximum Enrollment" for that course.**
4) **Click on SAVE** in the lower right, or press F10.
5) If a course is Permission, and the enrollment is set to zero then students cannot register through myMU for the course.

6) A Zero Enrollment Courses **that needs a room assigned**:
   a. On the sub-tab "Enrollment Details" enter a number in the "Projected" field which is for projected enrollment. Nothing is entered in the left field for Maximum.

   b. **Click on SAVE** in the lower right, or press F10.

DONE WITH SECOND TAB OF SSASECT!

MEETING TIMES AND INSTRUCTOR

1) Click on the third tab "Meeting Times and Instructor"
2) **Cursor is in "meeting time"** –do not enter anything in meeting time; just tab over twice and the term dates auto-populate.
3) **Select the checkbox** for the days the class will meet.
4) **Enter class times** (using 24 hour clock/military time) Example: 6:30 pm is 1830; 9:00 am is 0900.
   a. Never enter a class with times and no days.
   b. A course with no meeting day or time entered, such as Thesis, Comprehensive Project, Independent Study course, etc. that has a Campus Code of 1:
      This is for Campus Code 1 courses **ONLY**
      i. You need to have building code (see below) listed and room of TBA entered.
      ii. Enter Location for Building Example: HTN and TBA for room.
         1. **HTN** Huntington TBA
         2. **MEB** Medical Education Building TBA (PHAR COURSES ONLY)
         3. **RC** Rec Center TBA (PEL COURSES ONLY)
         4. **BBSC** Byrd Biotechnology Science Center TBA
         5. **HKT** Huntington's Kitchen TBA
         6. **PAC** Performing Arts Center TBA

5) Tab across to Building Code and Room Number.

6) If course is offered online/E-Course enter Building code WEB.

7) **ONLY ENTER BUILDING AND ROOMS IF YOUR DEPARTMENT HAS FIRST PRIORITY ON THE SPECIALIZED ROOMS.**

8) If you wish for the office of the Registrar to locate a classroom for the course, do NOT enter a building or a room.

9) **Off Campus/South Charleston Campus Building Assignments:** It is important to enter a building code for all off-campus and South Charleston courses, whether or not you have a room number.

   a. Please refer to the 'Valid Building codes for Off-Campus Courses" or in the form select F9, or the "…" you will be taken to the Banner form SLABQRY. You can query by campus code (2 Off-campus or 3) South Charleston) to receive a listing of off-campus building codes.

   b. Once you have selected the code, double-click it for the code to be brought back to SSASECT.

10) If a course is offered during the highest room demand times of TR 9:30-10:45, 11:00-12:15, or 12:30-1:45 please use your first priority rooms for those times.

11) If you are entering cross-listed or dual-listed courses that will meet at the same time, you will encounter a room conflict.

   a. To resolve the room conflict you must enter an "O" in the field titled "Override Indicator" to override the room conflict.

   b. It is important you double check to make sure there is not another course scheduled for that room causing the conflict.

12) **If you have NOT entered a Building code, Enter "Hours per Week":** 3 for a 3 hr course, etc.

13) **Click on SAVE** in the lower right, or press F10. Make sure no error message appears in the upper right.

14) **Click on "ID" Field** and enter the instructor's MU ID. There should be no spaces or dashes in the number.

15) If you are entering cross-listed or dual-listed courses that will meet at the same time, you will encounter an instructor conflict.
    To resolve, you must enter an "O" in the checkbox titled "Override Indicator" to override the instructor conflict.

16) **Click on SAVE** in the lower right, or press F10.

DONE WITH THIRD TAB OF SSASECT!

SECTION PREFERENCES

1) To request, or designate a TECI room, select the fourth tab "Section Preferences"

2) Click in the second section "Room Attribute Preferences"
3) In the first field titled "Code" you can type in TECI , then tab and the description auto-populates.
4) Enter "1" in the preference number.
5) Click on **SAVE** in the lower right, or press F10.

DONE WITH FOURTH TAB OF SSASECT!

1) If there are comments about the course to be entered there is standard text that must be used.
2) Click on "Related" in the upper right green bar and select SSATEXT.
3) Select Alt-Pg Down or click on "Go" in the upper right.
4) Enter text in "Section Text" exactly as it was listed in a prior semester.
5) **It is important** to enter text exactly as it appeared previously in the schedule. You can copy (CTRL-C) from last semester/last year's schedule and then paste (CTRL-V) into SSATEXT.

ONLINE COURSE TEXT:

ONLINE CLASS - NO LIVE MEETINGS
REFER TO: WWW.MARSHALL.EDU/MUONLINE

ONLINE COURSE TEXT for College of Education Online Courses ONLY:

ONLINE CLASS - NO LIVE MEETINGS OR SYNCHRONOUS ACTIVITIES
MORE INFO: WWW.MARSHALL.EDU/COEPDONLINE

VIRTUAL COURSE TEXT (Collaborate):

VIRTUAL CLASS - ONLINE SYNCHRONOUS ACTIVITIES REQUIRED
REFER TO: http://WWW.MARSHALL.EDU/VIRTUAL

ZERO LIMIT COURSES:

PERMISSION

DUAL CREDIT COURSES:

HIGH SCHOOL STUDENTS ONLY

OTHER EXAMPLES:

CLASS MEETS AT PT PLEASANT
PERMISSION
MAR 3; 15 & 27; APR 21
1ST 8 WEEKS

6. **Click on SAVE** in the lower right, or press F10.

7. Close the form by clicking the "X" in the upper left.

DONE WITH SSATEXT!

SSADETL

1) Is the course:
- a. W - Writing Intensive
- b. IV - Interactive video course
- c. OC - Online course
- d. VC - Virtual course
- e. CBL – Community-Based Learning
- f. NOBK - No Textbook required for the course

Core II requirements such as International, Humanities, etc. are stored in the master file so no entry is needed.

2) If the course meets one or more of the requirements in 1, then go to SSADETL.
3) SSADETL can be accessed by typing the form name in the main search box or when in the form SSASECT clicking on "Related" in the upper left green bar and selecting SSADETL.
4) ALT-Pg Down or click on "go".
5) Select the tab "Degree Program Attributes"
6) Enter the first attribute.

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Sch
▼ DEGREE PROGRAM ATTRIBUTES			
Attribute *			Description
NOBK			No Textbook Required
◄ 1 of 1 ► ►	10 ∨ Per Page		

7) If there are more attributes to be added, you can add a row by clicking on "Insert" in the grey bar in the upper right, or by using the keyboard down arrow while the cursor is in the "Attribute" field.
8) Click on **SAVE** in the lower right, or press F10.

DONE WITH SSADETL

THIRD-PARTY CONTRACT COURSES ONLY
1) If you have courses that are Third-Party Contract courses, you are now required to enter the appropriate code.
2) **Access from "Course Section Detail" under options**.

3) PAGE DOWN five times to Section Contracts Block or use Contract Option tab.
4) The following code should be entered in the Contract Field:

3P for Third Party Remission Contact
The Percentage and Primary Indicator fields should be left blank.
5) **Click on SAVE** in the lower right, or press F10.

SPECIAL TOPICS
SEMINAR
STAFF DEVELOPMENT
INDEPENDENT STUDY

1) Follow steps 1-7 on page 1.
2) The course name will auto-populate as Special topics/Seminar/Staff Development/Independent Study.
3) Revise the name by abbreviating the original course name:
    a. SpTp:
    b. Sem:
    c. StDv:

4) Then add the specific course title with the 24 characters remaining (including spaces). Use good judgement when abbreviating. You do not want to unintentionally spell something else!
5) Follow steps 11-26.
6) ON SSASECT, in the "Credit Hours" section, the minimum number of credit hours is listed in the first field, the maximum number of credit hours is listed in the second field, and in the third field the credit hours of the Special topics/Seminar/Staff Development/Independent Study need to be entered.
7) Same with Billing hours.
8) Contact Hours – leave blank.
9) Proceed with step 28.

PREREQUISITES – SSAPREQ
Prerequisites are located under options. These and populated by the Master file and **cannot** be updated. If you need to update prerequisites, the department must email any changes to the Registrar's office or make corrections on the edit.
CO-REQUISITES
Co-requisites are not available for review in the section file (SSASECT). This information is listed in the master file. Check the past semester course schedule as a review or check the DUMMY schedule edit once viewable.

That's it, you're finished with entering a course.

Please make sure you've saved all changes and you're ready to enter the next course. On the SSASECT page simply click on the "1" or "2"in the upper right just above the text notifications and then click on "Start over" to go back to the top of the page.
Your cursor will appear at the CRN, you need to enter the word "ADD" and begin entering your next course. Don't worry about the prior course info showing in the second line – it will disappear.

TO DELETE A COURSE IN THE DUMMY SCHEDULE: To delete a course, in SSASECT, place the cursor in the subject field and then click on "Delete" locate toward the right in the grey bar.
Click on SAVE in the lower right, or press F10.
The form rolls back up to the top.
You will receive an error message that the CRN is invalid.
Delete the CRN from the form so the CRN field is blank.
Start again!

To Re-enter the new course and make corrections or changes –
Enter the term and the CRN at the top of the first page, control page down and you will be able to review all information previously submitted. You can update particular fields by placing the cursor within the field, click on the delete key (on keyboard, not the menu bar) and then enter the change. Don't forget to save and then check the bottom of the screen to make sure your transaction completed. If not completed, an error message will appear.

Review Schedule Information at a Glance
1) After your course information has been entered in SSASECT in the Dummy term, there is an MU BERT report available titled "Dummy term Verification Report". It is recommended you view the report often to make sure you are not repeating errors. Access to this report is granted after you complete schedule entry training.

2) After your course information has been entered in SSASECT, you can also review partial information at a glance in SSASECQ (Schedule Section Query Form). Although this form does not include all details, it will give you information regarding limits, campus codes, part of term codes, subject/section numbers and a comments indicator. This is a good tool to use after you complete schedule entry to check section number sequence, campus code, and/or enrollment limits.

Please do not enter restrictions on SSARRES. If you need to restrict a course, contact the Registrar's Office

An easy way to identify what summer term a course is offered is that the first number of the section, or first number of the course CRN, is the same as the last number of the summer term. Example: EDF 625, Sect 431, CRN 4159 is in Summer I (20XX04)

SSASECT Page

Schedule SSASECT 9.3.10 (BanProd)

Term: 222222   CRN: ADD   Subject: Course: Title:

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

ADD | RETRIEVE | RELATED | TOOLS | Start Over

COURSE SECTION INFORMATION

Subject *
Course Number *
Title
Section * 0
Cross List

CLASS TYPE

Traditional Class
Open Learning Class
Part of Term

Registration Dates
Start Dates

First
Last

Campus *
Status *
Schedule Type *
Instructional Method
Integration Partner

Grade Mode
Session
Special Approval
Duration
Override Duration

Insert | Delete | Copy | Filter

Processing Rules

CREDIT HOURS

Maximum Extensions 0

Credit Hours
Credit Hours
Indicator
   None   To   Or
Billing Hours

Lecture Indicator
Lecture
   None   To   Or
Lab

Insert | Delete | Copy | Filter

EDIT   Record: 1/1   SSBSECT.SSBSECT_SUBJ_CODE [1]

ellucian   SAVE