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)
       Course Delivery – Not sure if course will be online/virtual/Hyflex?
              Review definitions here: https://www.marshall.edu/design-center/course-delivery-modes/

SUMMER TERMS
Effective Summer 2023, there will be one summer term and 4 parts of summer terms. This is similar to the fall and spring semesters where there are the semester-long courses, and then the 1st Eight week term then the 2nd eight week term. For summer, the part of terms will be A, B, C, and D.

ENTERING A NEW COURSE

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

Fall Dummy Term	Spring Dummy Term	Summer 2023 Dummy
911111	222222	333333

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 the document order of entry by start time on the Registrar web page.

Term	HGTN Section number starts	SOCHAS Section number starts
Fall	101	131
Spring	201	231
Part of Term 5	301	331
Part of Term 6	401	431
Part of Term 7	501	531
Part of Term 8	601	631

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

1	Student on Huntington Campus
2	Student Off Campus (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". If it is requested as an "E" course then Enter "E" and it will be verified whether E-course was approved.
Never use campus code "E - Electronic Courses" for a Virtual, Hybrid or Hyflex course. A Virtual, Hybrid or Hyflex Course must have campus code 1, 2, or 3.

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 contact Bill Biggs or AJ Hubbard. A schedule Type of I – Internet Delivery is used for Hybrid courses, Virtual Courses, HyFlex, and E-courses.

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.
22) I - Internet is to be used for E-courses, Virtual, Hybrid or Hyflex courses. See page 11 to make sure an E-Course, Virtual, Hybrid or Hyflex course has been entered correctly.

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		

23) **Special Approval:** *Leave Blank*
24) **Duration:** *Leave Blank*
25) 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.
26) **Part of Term:** Once you enter the selected number, the dates of the "Part of Term" will auto-populate.

Parts of Term for Fall and Spring semesters

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

Summer parts of term – consult the academic calendar for the specific dates of each part of term.

Part of Term	Description	Prior Summer full terms
5	Part of term A	formerly Intersession
6	Part of term B	formerly Summer I
7	Part of term C	formerly summer II
8	Part of term D	formerly summer III

27) **Credit Hours:** No need to click in Credit hours field. *Do not change.*
28) 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)

29) Scroll down to the "Class Indicators" section at the very bottom of the page.
30) **Print (checkbox):** If unchecked, it will prevent the course information from displaying on the final online schedule viewable to students in myMU.
31) **Gradeable (checkbox):** Always leave checked.
32) **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.
33) **Click on SAVE** in the lower right, or press F10.
34) A DUMMY CRN is generated**.**
35) **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.
   NEW: Classes meeting Mondays and Wednesdays only must begin at 1:00 pm (1300) or after. Class start times prior to 1:00 pm must comply with the MWF time slots.
   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 TBA**
         2. **KH TBA** (PHAR COURSES ONLY)
         3. **RC TBA** (PEL COURSES ONLY)
         4. **BBSC TBA**
         5. **HKT TBA**
         6. **PAC 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 click to enter a check in the checkbox titled "Override Indicator" to override the instructor conflict.
16) **Click on SAVE** in the lower right, or press F10.

INSTRUCTOR

Make sure you are on the SSASECT, Meeting Times and Instructor tab, Time and Instructors sub-tab, then Meeting Dates.

1) If no instructor has been assigned yet do NOT enter anything, it will default to "Staff".
2) Al-Pg-Dwn or use the gray arrow at the bottom left to get to the Instructor section.
3) Do NOT enter anything in the Session Indicator field.
4) Tab over once to the ID field
5) Enter instructor MU ID number
6) Percent of Responsibility defaults to 100%
7) If more than one faculty will be teaching the course then you need to adjust the percentage and make sure someone is designated as the primary instructor and they should have the greatest percentage assigned to them.

a. If two faculty will be teaching the course: The percentage could be 51% for the primary instructor and 49% for the secondary instructor.

b. If three faculty are teaching the course: The percentage could be 34%, 33%, 33%.

c. Use the "Insert" on the right hand side to add a row, or use the down arrow key on your keyboard to insert a row to add an additional instructor(s).

8) Click on "Save" or press F10.

9) If you have accidently entered the first two digits of a faculty ID number in the first field "Section Indicator" you will need to remove those two digits and then type in 01, tab and then enter the MU ID number.

10) If you enter an instructor, and they are already teaching at that day and time, you will receive the following error:
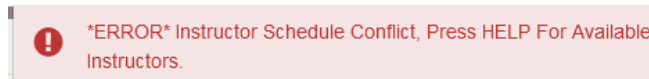
11) Note the day and time of the course you are entering.

12) Click on "Related" in the upper right corner, then select SIAASGQ "Query Faculty Schedule" to see that faculty member's course schedule.

13) The term and MU ID for the faculty auto-populate. Select "Go" or use Alt + Pg Dwn.

14) That faculty member's complete schedule shows so you can review to see what course listed has a day/time conflict to make sure it is a known conflict, such as a 400/500 level split course.

15) Click on the X in the upper left to close the form and go back to SSASECT.

16) If it is a known instructor day/time conflict click in the "Override Indicator" box and click on "Save" or press F10.

(NOTE: Beginning in Fall 2022, only instructors designated as the primary instructor for each course will receive Navigate progress reports.)

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!

SSATEXT Section Comment page

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 appears below. The website addresses should NOT contain http://.
6) You can copy(Ctl + C) /paste (Ctl + V) the relevant text below from this electronic PDF document into the Banner form. That way the spaces and text are correct.

HYBRID COURSE TEXT:
HYBRID CLASS – LIVE MEETINGS IN HUNTINGTON
CLASS MEETS: (Enter the dates)
MORE INFO: WWW.MARSHALL.EDU/ONLINE/

HYFLEX COURSE TEXT:
HYFLEX CLASS - FLEXIBLE ATTENDANCE OPTIONS
REFER TO: WWW.MARSHALL.EDU/HYFLEX

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

VIRTUAL COURSE TEXT (Collaborate):
VIRTUAL CLASS - ONLINE SYNCHRONOUS ACTIVITIES REQUIRED
REFER TO: WWW.MARSHALL.EDU/VIRTUAL

ZERO LIMIT COURSES:
PERMISSION

COURSE MEETS IN SOUTH CHARLESTON:
CLASS MEETS AT SO CHARLESTON

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 – Schedule Detail

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. <mark>FLEX – Hyflex course</mark>
   g. NOBK - No Textbook required for the course
   h. FRBK – Free Book
   i. AE – affordable Education Materials

   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 third 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)

VERIFY COURSE WAS ENTERED AND IDENTIFIED CORRECTLY

What identifies a course as HyFlex Course

1. Make sure on SSESECT, first tab that is titled "Course Section Information" :
    a. Campus Code - that Campus Code 1, 2, or 3 was selected.

b. Schedule Type - that "I – Internet Delivery" was selected.
c. Session – that I – Internet was selected.
2. Make sure on form SSATEXT the comment states:

HYFLEX CLASS - FLEXIBLE ATTENDANCE OPTIONS
REFER TO WWW.MARSHALL.EDU/HYFLEX

3. Make sure on form SSADETL, third tab, FLEX HyFlex Course is selected:

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Information	
▾DEGREE PROGRAM ATTRIBUTES				
Attribute *			Description	
FLEX		•••	HyFlex Course	
◀◀ 1 of 1 ▶ ▶▶	10 ⌄ Per Page			

What identifies a course as Virtual Course

1. Make sure on SSESECT, first tab that is titled "Course Section Information":
   a. Campus Code - that Campus Code 1, 2, or 3 was selected.
   b. Schedule Type - that "I – Internet Delivery" was selected.
   c. Session – that I – Internet was selected.
2. Make sure on form SSATEXT the comment states:

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

3. Make sure on form SSADETL, third tab, VC Virtual Class is selected:

Term: 202102 CRN: 2005 Subject: ACC Course: 215 Title: Accounting Principles (CT)				Start Over
Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Information	
▾ DEGREE PROGRAM ATTRIBUTES				➕ Insert ➖ Delete 📋 Copy 🔽 Filter
Attribute *		Description		
CT		Critical Thinking		
VC		Virtual Class		
◀◀ 1 of 1 ▶ ▶▶	10 ⌄ Per Page			Record 1 of 2

What identifies a course as an E-course, or online course

1. Make sure on SSESECT, first tab that is titled "Course Section Information":
   a. Campus code "E" Electronic Course was selected
   b. Schedule Type "I" Internet Delivery was selected
   c. Session "I" Internet Delivery was selected
   d. Building code of "Web" is selected.

2. Make sure on page 6, SSATEXT the comment states:

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

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3. Make sure on form SSADETL, third tab, OC Online Course is selected

ONLINE COURSE SSASECT EXAMPLE

Schedule SSASECT 9.3.19 (BanProd)

Term: 202102   CRN: 2012   Subject: ACC   Course: 216   Title: Principles of Accounting

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

ADD   RETRIEVE   RELATED   TOOLS

Start Over

COURSE SECTION INFORMATION

Subject	ACC	ACCOUNTANCY
Course Number	216	
Title	Principles of Accounting	
Section *	204	
Cross List		

Campus * E   Electronic Courses
Status * A   Active
Schedule Type I   Internet Delivery
Instructional Method   Integration Partner

Grade Mode
Session I   Internet Delivery
Special Approval
Duration
Override Duration

CLASS TYPE

Traditional Class

Part of Term   1   01/19/2021   04/30/2021   16

Open Learning Class

	First	Last
Registration Dates		
Start Dates		
Maximum	0	
Extensions		

Processing Rules

CREDIT HOURS

Credit Hours

	Credit Hours	Lecture	Lab
Credit Hours	3.000	Lecture Indicator	Lab Indicator
Credit Hours Indicator	None To Or	None To Or	None To Or
Billing Hours	3.000		
Billing Hours Indicator	None To Or		

SAVE

SSASECT BLANK PAGE