

## 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:

Course Delivery – Not sure if course will be Asynchronous Online/Synchronous

Online/Synchronous Choice/Hyflex?

Review definitions here: <https://www.marshall.edu/design-center/course-delivery-modes/>

### 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 A	301	331
Part of Term B	401	431
Part of Term C	501	531
Part of Term D	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

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 Billy Biggs. A schedule Type of I – Internet Delivery is used for Asynchronous, Synchronous Online / Choice, Blended, and HyFlex 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 Asynchronous, Synchronous Online / Choice, Blended or Hyflex courses. See page 11 to make sure an Asynchronous, Synchronous Online / Choice, Blended 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:

- Special topics
- Seminars
- 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) **Gradable (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) You are on the sub-tab “Enrollment Details”. **Enter “Maximum Enrollment” for that course.**
- 3) **Click on SAVE in the lower right, or press F10.**
- 4) If a course is Permission, and the enrollment is set to zero then students cannot register through myMU for the course.
- 5) **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.

ENROLLMENT DETAILS			
Maximum *	0	Waitlist Maximum *	0
Actual	0	Waitlist Actual	0
Remaining	0	Waitlist Remaining	0
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000
		Prior	0
		<input type="checkbox"/> Reserved	

- 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:
  - a. For online asynchronous - AO = Online, with room ASYNC.
  - b. For online synchronous - SO = Online, with room SYNC.
- 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.

Meeting Dates		Meeting Location and Credits						
SCHEDULE								
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
		A			O			

- 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.

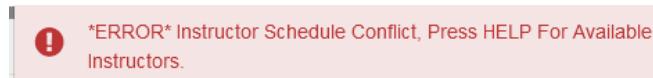
## INSTRUCTOR

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

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01						<input type="checkbox"/>	<input type="checkbox"/>

- 1) If no instructor has been assigned yet do NOT enter anything, it will default to “Staff”.
- 2) Alt-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 accidentally 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.

INSTRUCTOR							RECORD 1 C				
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session	Insert	Delete	Copy	Print
Y1				0.000	100	<input type="checkbox"/>					
Record 1 C											

(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! (SKIP FOURTH TAB, SECTION PREFERENCES)**

### 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 (Ctrl + C) / paste (Ctrl + V) the relevant text below from this electronic PDF document into the Banner form. That way the spaces and text are correct.

The following attributes entered in SSADETL will auto-populate SSATEXT as follows:

#### **BLENDED TEXT:**

BLENDED (BL): BOTH IN-PERSON AND ONLINE REQUIREMENTS

CHECK SYLLABUS FOR SPECIFIC MEETING DATES

MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

#### **HYFLEX COURSE TEXT:**

HYFLEX CLASS (FLEX) – STUDENT CHOOSE IN-PERSON, SYN ONLINE,  
OR ASYNC ONLINE FOR EACH CLASS MEETING  
MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

**ASYNCHRONOUS ONLINE TEXT:**

ASYNCHRONOUS ONLINE (AO): NO CLASS MEETINGS, INCLUDING EXAMS  
MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

**SYNCRHRONOUS ONLINE TEXT:**

SYNCHRONOUS ONLINE (SO): MEETS ONLINE AT DESIGNATED TIMES  
MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

**SYNCRHRONOUS CHOICE TEXT:**

SYNCHRONOUS CHOICE (SC): STUDENTS CHOOSE TO MEET IN PERSON  
OR ONLINE AT THE DESIGNATED TIMES  
MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

Other special details as below will require manual entry into SSATEXT:

**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. AO – Asynchronous Online
- c. SO – Synchronous Online

- d. SC – Synchronous Choice
- e. BL - Blended
- f. CBL – Community-Based Learning
- g. FLEX – Hyflex course**
- h. NOBK - No Textbook required for the course
- i. FRBK – Free Book
- j. 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 Sct
<b>▼ DEGREE PROGRAM ATTRIBUTES</b>			
<b>Attribute *</b>			<b>Description</b>
NOBK			No Textbook Required
<input type="button" value="◀◀"/> <input type="button" value="◀"/> <input type="button" value="▶"/> <input type="button" value="▶▶"/>   <input type="button" value="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 are 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” located 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 a HyFlex Course:**

1. Make sure on SSASECT, 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](http://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
<b>▼ DEGREE PROGRAM ATTRIBUTES</b>			
Attribute *		Description	
FLEX		*** HyFlex Course	
	1 of 1		10 Per Page

### What identifies a course as a Synchronous Online / Synchronous Choice:

1. Make sure on SSASECT, 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.
  - d. Building code of “SO” and Room “SYNC” are selected.
2. Make sure on form SSATEXT the comment states either of the following:

SYNCHRONOUS ONLINE (SO): MEETS ONLINE AT DESIGNATED TIMES  
 MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

SYNCHRONOUS CHOICE (SC): STUDENTS CHOOSE TO MEET IN PERSON  
 OR ONLINE AT THE DESIGNATED MEETING TIMES  
 MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

3. Make sure on form SSADETL, third tab, either SO or SC (Synchronous Online / Choice) is selected:

Term: 202501	CRN: 1036	Subject: ACE	Course: 201	Title: Intro to Career & Technical Ed
<b>▼ DEGREE PROGRAM ATTRIBUTES</b>				
Attribute *		Description		
NOBK		No Textbook Required		
SO		*** Synchronous Online		
	1 of 1		10	Per Page

### What identifies a course as an Asynchronous Online Course:

1. Make sure on SSASECT, 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 “AO” and Room “ASYNC” are selected.
2. Make sure on page 7, SSATEXT the comment states:

ASYNCHRONOUS ONLINE (AO): NO CLASS MEETINGS (INCLUDING EXAMS)  
 MORE INFO: [WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/](http://WWW.MARSHALL.EDU/OEC/COURSE-MODALITIES/)

3. Make sure on form SSADETL, third tab, AO / Asynchronous Online is selected

X  ellucian Schedule Detail SSADETL 9.3.32 (BanProd)

Term: 911111 CRN: 4154 Subject: ENG Course: 101 Title: Beginning Composition

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Information	Gr
▼ DEGREE PROGRAM ATTRIBUTES				
Attribute *		Description		
AO		Asynchronous Online		

## ONLINE COURSE SSASECT EXAMPLE

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

**COURSE SECTION INFORMATION**

Subject	ACC	... ACCOUNTANCY	Campus *	E	...	Electronic Courses	Grade Mode	...		
Course Number	216	***	Status *	A	...	Active	Session	I	...	Internet Delivery
Title	Principles of Accounting			Schedule Type	I	...	Internet Delivery	Special Approval		
Section *	204	...	Instructional Method	...	...			Duration	...	
Cross List				Intigration Partner	...	Override Duration				

**CLASS TYPE**

Traditional Class	<input type="checkbox"/>				
Part of Term	1	...	01/19/2021	04/30/2021	16

**Open Learning Class**

First	<input type="checkbox"/>
Last	<input type="checkbox"/>

**Registration Dates**

Start Dates	<input type="checkbox"/>
Maximum Extensions	0

**PROCESSING RULES**

**CREDIT HOURS**

Credit Hours	3.000	<input type="checkbox"/>	Lecture	<input type="checkbox"/>				
Credit Hours Indicator	• None	To	Or	<input type="checkbox"/>	Lecture Indicator	• None	To	Or
Billing Hours	3.000	<input type="checkbox"/>	Lab	<input type="checkbox"/>	Lab Indicator	• None	To	Or
Billing Hours Indicator	• None	To	Or	<input type="checkbox"/>				

**Start Over**

**Tools**

**Insert**   **Delete**   **Copy**   **Filter**

**ADD**   **RETRIEVE**   **RELATED**   **TOOLS**

**SAVE**

## SSASECT BLANK PAGE

Workspace Services Secure | https://mubanapp\_marshall.edu/BannerAdmin.ws/

**Schedule SSASECT 9.3.10 (BanProd)**

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

**COURSE SECTION INFORMATION**

Subject *	... ...	Campus *	... ...	Grade Mode	...
Course Number *	... ...	Status *	... ...	Session	...
Title		Schedule Type *	... ...	Special Approval	...
Section *	0 ... ...	Instructional Method	... ...	Duration	... ...
Cross List	... ...	Integration Partner	... ...	Override Duration	

**CLASS TYPE**

Traditional Class  
Part of Term  
Open Learning Class

**REGISTRATION DATES**

First  
Last  
Processing Rules

**CREDIT HOURS**

Credit Hours  
Credit Hours  
Credit Hours  
Indicator  
Billing Hours

Lecture  
Lecture Indicator  
Lab

**Actions**

ADD RETRIEVE RELATED TOOLS

EDIT Record: 1/1 SSASECT:SSBSECT\_SUBJ\_CODE[1]

ellucian