

# Section Building Training Manual

Revised: November 20, 2006  
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# Term Codes

(Y stands for Year and T stands for Term)

## SIS

- 1 = Spring
- 5 = Summer 1
- 7 = Summer 2
- 9 = Fall

Format: YYT  
(ex: 059 is Fall 2005)

## Banner

- 10 = Spring
- 50 = Summer 1
- 70 = Summer 2
- 80 = Fall

Format: YYYYTT  
(ex: 200580 is Fall 2005)

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## **SIS Terms/Banner Terms**

- Screens = Forms
- Call Number = Course Reference Number (CRN)
- Screens 129-132 = Form SSASECT
- Enter (to move to next page) = Next Block

## Keyboard Shortcuts

<b>Function</b>	<b>Menu Option</b>	<b>Keystroke Option</b>
Cancel Query	Query/Cancel	Ctrl + Q
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6
Enter Query	Query/Enter	F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block	Block/Next	Ctrl + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block	Block/Previous	Ctrl + Page Up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	File/Rollback	Shift + F7
Save	File/Save	F10
Select	File/Select	Shift + F3

## Toolbar Buttons



Save



Rollback



Select



Insert Record



Delete Record



Previous Record



Next Record



Previous Block



Next Block



Enter Query



Execute Query



Cancel Query



Online Help



Exit

## Adding a Section of a Course

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. A course catalog record must exist prior to the creation of sections for a particular course.

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **Course Ref. Number** field and type ADD in the **CRN** (Course Reference Number) field.
4. Perform a next block.
5. Type the subject code (ex. MATH) in the **Subject** field. If you do not know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Then select the subject code you want.
6. Type the course number (ex. 1101) in the **Course Number** field. If you do not know the course number, double click (or press F9) in the **Course Number** field to access a list of existing course numbers. The course title will automatically fill. This information is brought from the catalog.
7. Tab to the **Section** field.
8. Enter a section number (can be letters or numbers up to 3 characters long). If you have entered a section number that already exists, you will not be able to move past this field.
9. Type the campus code in the **Campus** field. If you do not know the campus code, double click (or press F9) in the **Campus** field to access a list of existing campus codes. *\*Required field*
10. Type the status code in the **Status** field. If you do not know the status code, double click (or press F9) in the Status field to access a list of existing status codes. *\*Required field*
11. Type the schedule type code in the **Schedule Type** field. If you do not know the schedule type code, double click (or press F9) in the **Schedule Type** field to access a list of existing schedule type codes. When you enter the schedule type, the **Instructional Method** field will automatically fill. This information is brought from the catalog.

12. The **Grade Mode** field should be left blank to allow students the option of choosing the grade mode for their sections. For courses that have been approved as only Pass/No Credit, this will be the only option the student has for grading.
13. The **Special Approval** field will be used in place of the restriction "Permit needed from department". Double click (or press F9) in this field to access a list of existing Approval codes. Students will not be able to register for these sections unless a registration override is given.
14. Tab to the **Part of Term** field. Enter the Part of Term code (will be 1 for Fall and Spring terms). The dates of the term will automatically fill.
15. If the course is a fixed credit hour course you will not need to enter the credit hours into the **Credit Hours** and **Billing Hours** fields. This information is brought from the catalog.

Term: 200680 CRN: 12731

**Section Details**

Subject: ENGL English  
 Course Number: 1101 Title: English Composition  
 Section: 001  
 Cross List:  
 Campus: M Main/Uptown Center  
 Status: A Active  
 Schedule Type: LC Lecture  
 Instructional Method: TRC Traditional-CE  
 Integration Partner: TRC Instructional Method  
 Grade Mode:  
 Session:  
 Special Approval:  
 Duration:  
 Part of Term: 1 21-AUG-2006 06-DEC-2006 16  
 Registration Dates:  
 Start Dates:  
 Maximum Extensions: 0

CEU Indicator: N  
 Credit Hours: 3.000  
 Billing Hours: 3.000  
 Contact Hours: 3.000  
 Lecture: 3.000  
 Lab:  
 Other:

Link Identifier:  
 Attendance Method:  
 Weekly Contact Hours:  
 Daily Contact Hours:  
 Print  Voice Response and Self-Service Available  
 Gradable  CAPP Areas for Prerequisites  
 Tuition and Fee Waiver

Long Title  Comments  Syllabus

16. If the course is a variable credit hour course, the credit hours for this specific section need to be entered into the **Credit Hours** and **Billing Hours** fields.

Term: 200680 CRN: 14630

**Section Details**

Subject: POLS Political Science  
 Course Number: 3010 Title: Topics in Amer Pol or Pub Admn  
 Section: B02  
 Cross List: S1  
 Campus: M Main/Uptown Center  
 Status: A Active  
 Schedule Type: LC Lecture  
 Instructional Method: TR Traditional  
 Integration Partner:  
 Grade Mode:  
 Session:  
 Special Approval:  
 Duration:  
 Part of Term: 1 21-AUG-2006 06-DEC-2006 16  
 Registration Dates:  
 Start Dates:  
 Maximum Extensions: 0

CEU Indicator: N  
 Credit Hours: 1.000 TO 4.000  
 Billing Hours: 1.000 TO 4.000  
 Contact Hours: 3.000  
 Lecture:  
 Lab:  
 Other:

Link Identifier:  
 Attendance Method:  
 Weekly Contact Hours:  
 Daily Contact Hours:  
 Print  Voice Response and Self-Service Available  
 Gradable  CAPP Areas for Prerequisites  
 Tuition and Fee Waiver

Long Title  Comments  Syllabus

17. Click the **Save** icon (or press F10). The CRN will be created once you save.
18. Click the **Exit** icon (or Ctrl +Q)

***If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.***

## Adding a Lab Section of a Course

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and type ADD in the **CRN** (Course Reference Number) field.
4. Perform a next block.
5. Type the subject code (ex. MATH) in the **Subject** field. If you do not know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Then select the subject code you want.

**Note: Labs have been set up with their own course number. Lab courses will have "L" at the end of the course number.**

6. Type the course number (ex. 1110L) in the Crse Number field. If you do not know the course number, double click (or press F9) in the **Course Number** field to access a list of existing course numbers. The course title will automatically fill. This information is brought from the catalog.
7. Tab to the **Section** field.
8. Enter a section number (can be letters or numbers up to 3 characters long). If you have entered a section number that already exists, you will not be able to move past this field.
9. Type the campus code in the **Campus** field. If you do not know the campus code, double click (or press F9) in the **Campus** field to access a list of existing campus codes. *\*Required field*
10. Type the status code in the **Status** field. If you do not know the status code, double click (or press F9) in the Status field to access a list of existing status codes. *\*Required field*
11. Type the schedule type code in the **Schedule Type** field. If you do not know the schedule type code, double click (or press F9) in the **Schedule Type** field to access a list of existing schedule type codes. When you enter the schedule type, the **Instructional Method** field will automatically fill. This information is brought from the catalog.
12. Tab to the **Part of Term** field. Enter the Part of Term code (will be 1 for Fall and Spring terms). The dates of the term will automatically fill.
13. If the course is a fixed credit hour course you will not need to enter the credit hours into the **Credit Hours** and **Billing Hours** fields. This information is brought from the catalog.
14. If the course is a variable credit hour course, the credit hours for this specific section need to be entered into the **Credit Hours** and **Billing Hours** fields.
15. Click the **Save** icon (or press F10). The CRN will be created once you save.
16. Click the **Exit** icon (or Ctrl +Q).

***If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.***

# Entering Maximum Enrollment

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Click on the **Options** menu at the top of the screen. Select Section Enrollment Info.

6. Enter the maximum number of students you want to allow to register for this section in the **Maximum** field.

7. Click the **Save** icon (or press F10).
8. Perform a next block to take you back to SSASECT.

*If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.*

## Assigning a Meeting Time

(if you have already accessed the section, start with Step # 4)

The Meeting Time Block of the Schedule Form (SSASECT) is used to assign meeting times for individual sections.

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduler	Scheduler Preference	Partition Details
	CLAS	21-AUG-2006	06-DEC-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1750			
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<										







# Faculty Schedule Query

Faculty Schedule Query form is a query only form that displays the faculty member's schedule by term.

The screenshot shows the Faculty Assignment SIAASGN 7.0 (BANTEST7) form. At the top, there are input fields for ID (800456637), Name (Training, Elizabeth), and Term (200680). Below this is a table with columns: CRN, Session, Subject, Course, Section, Session Credit, Institutional Credit, Percentage of Session, Primary Instructor, and Override Conflicts. The table contains three rows of data, each with a set of summary statistics below it.

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
10383	01	ACCT	2121	003	3.000	3.000	100	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		120.000	Position Number:
Override Workload:			Weekly Contact:		2.50	FTE:			Position Number Suffix:
Calculated Workload:		3.000	Total Contact:		40.00	Contract Type:			Additional Instructors:
Assignment Type:									
12741	01	ENGL	1101	002	3.000	3.000	100	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		60.000	Position Number:
Override Workload:			Weekly Contact:		2.50	FTE:			Position Number Suffix:
Calculated Workload:		3.000	Total Contact:		39.16	Contract Type:			Additional Instructors:
Assignment Type:									
12115	01	LBST	2101	112	3.000	3.000	100	<input type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		75.000	Position Number:
Override Workload:			Weekly Contact:		2.50	FTE:			Position Number Suffix:
Calculated Workload:		3.000	Total Contact:		40.00	Contract Type:			Additional Instructors:
Assignment Type:									

1. Access the Faculty Schedule Query form (SIAASGQ).
2. Enter the faculty ID # in the **ID** field.
3. Enter the term code in the **Term** field in the key block.
4. Perform a Next Block (or Ctrl Page Down).
5. This will show all sections this faculty is scheduled to teach in that term.

## Canceling a Section (without students enrolled)

(if you have already accessed the section, start with Step # 4)

**NOTE: If students are enrolled, please contact the Records & Registration office to have the section cancelled.**

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab the **CRN** field and enter the Course Reference Number you want to cancel.

The screenshot shows the 'Section Details' form in the SSASECT 7.3.0.1 (BANTEST7) application. At the top, there are dropdown menus for 'Term' (200680) and 'CRN' (12731). The form is divided into several sections: 'Section Details', 'Registration Dates', and 'Options'. The 'Section Details' section includes fields for Subject (ENGL), Course Number (1101), Section (001), Title (English Composition), Cross List, Campus (M), Status (A), Schedule Type (LC), Instructional Method (TRC), Integration Partner (TRC), Grade Mode, Session, Special Approval, Duration, and Part of Term (1). The 'Registration Dates' section includes fields for Start Dates and Maximum Extensions (0). The 'Options' section includes checkboxes for Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available, and CAPP Areas for Prerequisites. The 'Attendance Method' dropdown is set to 'N'. The 'Credit Hours', 'Billing Hours', 'Contact Hours', and 'Lecture' fields are all set to 3.000. The 'Lab' and 'Other' fields are empty. The 'Link Identifier' field is also empty. The 'Options' menu at the top of the screen is visible, and the 'Section Enrollment Info' option is selected.

4. To determine if any students are enrolled, click on the **Options** menu at the top of the screen. Select Section Enrollment Info. The number of enrolled students will show in the Actual field. If no students are enrolled, change the number in the **Maximum** field to zero.
5. Perform a next block three times, which will open the Instructor window. If only one instructor is listed, click on the **Delete Record** icon (or Shift F6). If more than one instructor is listed, remove the secondary instructor first, click the **Save** icon (or F10), then remove the primary instructor. This will take out the instructor(s) for this section.
6. Click the **Save** icon (or F10).
7. Perform a previous block, which will open the Meeting Time window.
8. Click on the **Delete Record** icon (or Shift F6). This will take out the meeting days, times, and room information for this section.
9. Click the **Save** icon (or F10).
10. Perform a previous block (Ctrl + Page Up) to take you back to the SSASECT form.
11. In the **Status** field change the status code from A (Active) to C (Cancelled).
12. Click the **Save** icon (or F10).
13. Click the **Exit** icon (or Ctrl Q) to take you back to the General Menu.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

## Updating an Existing Section

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.

The screenshot displays the 'Section Details' form in the SSASECT 7.3.0.1 (BANTEST7) application. The form is organized into several sections:

- Key Block:** Term: 200680, CRN: 12731
- Section Details:**
  - Subject: ENGL (English)
  - Course Number: 1101, Title: English Composition
  - Section: 001
  - Cross List: [ ]
  - Campus: M (Main/Uptown Center)
  - Status: A (Active)
  - Schedule Type: LC (Lecture)
  - Instructional Method: TRC (Traditional-CE)
  - Integration Partner: TRC (Instructional Method)
  - Grade Mode: [ ]
  - Session: [ ]
  - Special Approval: [ ]
  - Duration: [ ]
  - Part of Term: 1 (First), 16 (Last)
  - Registration Dates: [ ]
  - Start Dates: [ ]
  - Maximum Extensions: 0
- Hours and Billing:**
  - CEU Indicator: N
  - Credit Hours: 3.000
  - Billing Hours: 3.000
  - Contact Hours: 3.000
  - Lecture: 3.000
  - Lab: [ ]
  - Other: [ ]
- Additional Options:**
  - Link Identifier: [ ]
  - Attendance Method: [ ]
  - Weekly Contact Hours: [ ]
  - Daily Contact Hours: [ ]
  - Print
  - Voice Response and Self-Service Available
  - Gradable
  - CAPP Areas for Prerequisites
  - Tuition and Fee Waiver
- Checkboxes:**  Long Title,  Comments,  Syllabus

4. Perform a Next Block (or Ctrl Page Down).
5. Update the section information.
6. Click the **Save** icon (or press F10).
7. Click the **Exit** icon (or Ctrl Q) to go back to the General Menu.

***If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.***

## Searching for a section

1. Access the Schedule Query Form (SSASECQ) either from the General Menu or by accessing SSASECT and double clicking (or press F9) in the **Course Ref Number** field.
2. Click the **Enter Query** icon (or press F7) to enter search criteria.
3. Enter the term you are searching in.

The screenshot displays the 'Schedule Section Query Form' (SSASECQ 7.0) interface. It features two identical sections for entering search criteria. The top section is currently filled with data, while the bottom section is empty. The fields include:

- Term (dropdown)
- Part of Term (dropdown)
- Registration From (calendar icon)
- Registration To (calendar icon)
- CRN (text input)
- Block Schedule (checkbox)
- Subject (dropdown)
- Course (text input)
- Section (text input)
- Section Status (dropdown)
- Campus (dropdown)
- Course/Section Title (text input)
- Schedule Type (dropdown)
- Instructional Method (dropdown)
- Duration (text input)
- Unit (dropdown)
- Link (checkbox)
- Cross List (checkbox)
- Reserved Seats (checkbox)
- Long (checkbox)
- Syllabus (checkbox)
- Comments (checkbox)
- Enrollment: Maximum (text input) - Actual (text input) = (text input)
- Waitlist: Maximum (text input) - Actual (text input) = (text input)

4. Enter section search criteria (subject, course number, section number, etc.).
5. Click the **Execute Query** icon (or press F8) to search for sections that match your criteria.
6. Select the section you want by double clicking on it, click the **Select** icon (or Shift F3) and the information will be entered on the SSASECT form.

## Web Options for Sections

(if you have already accessed the section, start with Step # 4)

Banner allows the capability to choose the sections that will be made available on the web by using the Schedule Form (SSASECT).

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. At the bottom right hand corner of the SSASECT form you will see Voice Response and Self-Service Available). If the box is checked, this section will be listed in the “Look-up Classes to Add” section on the web and will be available for registration on the Web.

The screenshot shows the SSASECT form with the following fields and values:

- Term: 200680
- CRN: 12731
- Section Details:
  - Subject: ENGL English
  - Course Number: 1101 Title: English Composition
  - Section: 001
  - Cross List: [ ]
  - Campus: M Main/Uptown Center
  - Status: A Active
  - Schedule Type: LC Lecture
  - Instructional Method: TRC Traditional-CE
  - Integration Partner: TRC Instructional Method
  - Grade Mode: [ ]
  - Session: [ ]
  - Special Approval: [ ]
  - Duration: [ ]
  - Part of Term: 1 First Last 21-AUG-2006 06-DEC-2006 16
  - Registration Dates: [ ] [ ]
  - Start Dates: [ ] [ ]
  - Maximum Extensions: 0
  - Long Title [ ]
  - Comments [ ]
  - Syllabus [ ]
- CEU Indicator: N
- Credit Hours: 3.000
- Billing Hours: 3.000
- Contact Hours: 3.000
- Lecture: 3.000
- Lab: [ ]
- Other: [ ]
- Link Identifier: [ ]
- Attendance Method: [ ]
- Weekly Contact Hours: [ ]
- Daily Contact Hours: [ ]
- Print [ ]
- Voice Response and Self-Service Available [checked]
- Gradable [ ]
- CAPP Areas for Prerequisites [ ]
- Tuition and Fee Waiver [ ]

5. If the box is unchecked, the section will not be listed in the “Look-up Classes to Add” section on the web and will not be available for registration on the Web.
6. Click the **Save** icon (or F10).
7. Click the **Exit** icon (or Ctrl Q) to take you back to the General Menu.

***If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.***

## Adding Section Comments (Footnotes)

(if you have already accessed the section, start with Step # 4)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Select *Course Section Comments (SSATEXT)* from the Options Menu.

The screenshot shows the SSASECT Options menu. The 'Options' menu is open, and 'Course Section Comments [SSATEXT]' is highlighted. The main window displays the 'Course Section Information' form. The 'Term' field is set to '200680', 'CRN' to '10383', 'Subject' to 'ACCT', and 'Course' to '2121'. The 'Section Text' area is empty. The 'Options' menu includes the following items: Course Section Information, Section Enrollment Info, Scheduled Meeting Times, Assigned Instructors, Course Section Detail [SSADETL], Section Partition Preferences, Section Room Attribute Preferences, Course Section Restrictions [SSARRES], Course Pre-requisites [SSAPREQ], Course Section Comments [SSATEXT], Cross List Definitions [SSAXLST], Schedule Exclusion Rules [SSAEXCL], Section Calendar [SSAACCL], Course Section Overrides [SSAOVRR], Basic Course Information [SCACRSE], Block Section Controls [SSABLCK], Term Control Rules [SOATERM], Section Syllabus Form [SSASYLB], Open Learning Section Default Rules [SOAORUL], Section Processing Rules [SSARULE], Special Approval: [dropdown], Duration: [dropdown], Part of Term: [dropdown] First [dropdown] Last [dropdown], Registration Dates: [calendar] [calendar], Start Dates: [calendar] [calendar], Maximum Extensions: [input] 0, Long Title [checkbox], Comments [checkbox], Syllabus [checkbox], CEU Indicator: [input] N, Credit Hours: [input] 3.000 [input] [input], Billing Hours: [input] 3.000 [input] [input], Contact Hours: [input] 3.000 [input] [input], Lecture: [input] 3.000 [input] [input], Lab: [input] [input] [input], Other: [input] [input] [input], Link Identifier: [input], Attendance Method: [dropdown], Weekly Contact Hours: [input], Daily Contact Hours: [input], Print [checkbox], Gradable [checkbox], Tuition and Fee Waiver [checkbox], Voice Response and Self-Service Available [checkbox], CAPP Areas for Prerequisites [checkbox].

5. Perform a next block.

The screenshot shows the 'Section Comment: SSATEXT 7.0 (BANTEST7)' form. The 'Term' field is set to '200680', 'CRN' to '10383', 'Subject' to 'ACCT', and 'Course' to '2121'. The 'Section Text' area is empty and contains six horizontal lines for text entry. The 'Section Text' area is located below the key block fields.

6. Enter Course Section Comments into the **Section Text** area.

**Note: Each line of text only allows 60 characters. The comments you enter will have to be broken up onto different lines. They will show correctly on the web.**

7. Click the **Save** icon (or F10).
8. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

## Adding a Section Long Title

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Section Syllabus Form (SSASYLB) from the Options Menu.

The screenshot shows the SSASECT form with the Options menu open. The menu items are: Course Section Information, Section Enrollment Info, Scheduled Meeting Times, Assigned Instructors, Term: Course Section Detail [SSADETL], Section Partition Preferences, Section Room Attribute Preferences, Course Section Restrictions [SSARRES], Subject: Course Pre-requisites [SSAPREQ], Course: Course Section Comments [SSATEXT], Section: Cross List Definitions [SSAXLST], Cross L: Schedule Exclusion Rules [SSAEXCL], Campus: Section Calendar [SSAACCL], Status: Course Section Overrides [SSAOVRR], Sched: Basic Course Information [SCACRSE], Instru: Block Section Controls [SSABLCK], Integru: Term Control Rules [SOATERM], and Integr: Section Syllabus Form [SSASYLB] (highlighted). The main form fields include: CEU Indicator: N, Credit Hours: 3.000, Billing Hours: 3.000, Contact Hours: 3.000, Lecture: 3.000, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, Print, Gradable, Tuition and Fee Waiver, and checkboxes for Voice Response and Self-Service Available, CAPP Areas for Prerequisites.

6. In the **Section Long Title** field, enter the title of the course and the long title of the section (ex. Topics in English: British Literature in the 1900's). The Long title shows as the title of the section on Self-Service.

The screenshot shows the SSASYLB form. The top section is the Section Long Title, with fields for Term: 200680, CRN: 10383, Subject: ACCT, Course: 2121, and Course Title: Principles of ACCT I. The Section Long Title field is empty, with a Copy from Course icon and a URL field. The Activity Date is 20-NOV-2006. The Learning Objectives section has a Schedule Type of LC (Lecture) and an Instructional Method of TR (Traditional). The Learning Objectives field is empty, with a Copy from Course icon and a URL field. The Activity Date is 20-NOV-2006.

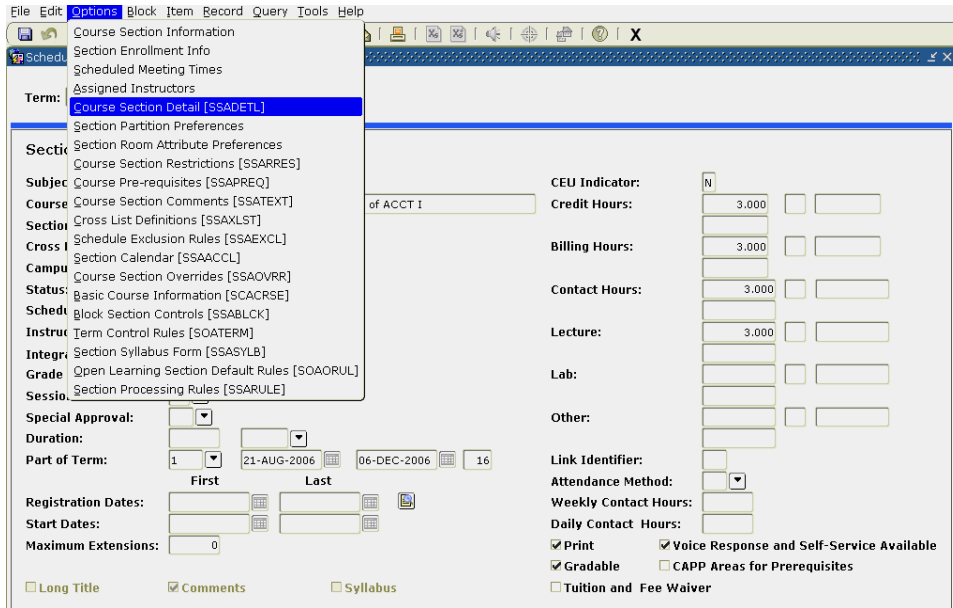
7. Click the **Save** icon (or F10).
8. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

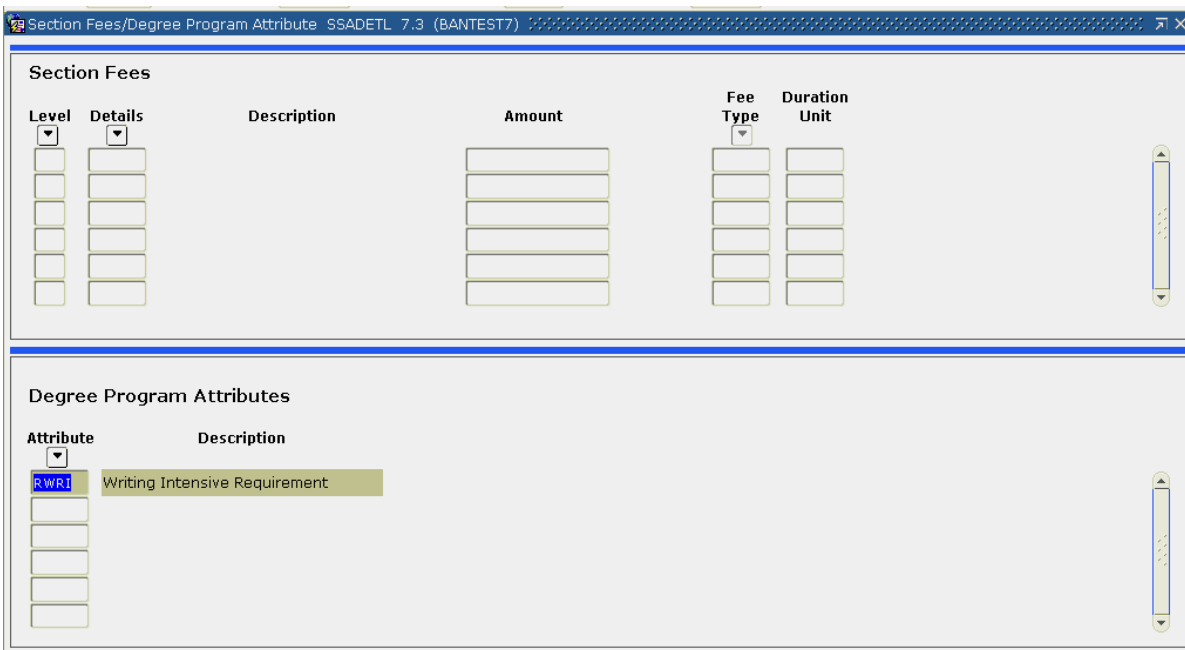
# Viewing Section Degree Attributes

(if you have already accessed the section, start with Step # 5)

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Detail (SSADETL) from the Options Menu.



6. Perform a next block 4 times to take you to the Degree Program Attributes block. The codes in the **Attribute** field have been brought from the catalog. *This field is view only. No changes should be made in the Degree Program Attributes block.*



7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

# Viewing Section Restrictions

(if you have already accessed the section, start with Step # 5)

## Pre-requisite Courses

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Pre-requisites (SSAPREQ) from the Options Menu.

6. Perform 2 next blocks to take you to the Section Test Score & Pre-requisite Restriction block. The information in these fields has been brought from the catalog. *These fields are view only. No changes should be made to the Section Test Score & Pre-requisite Restriction block.*

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

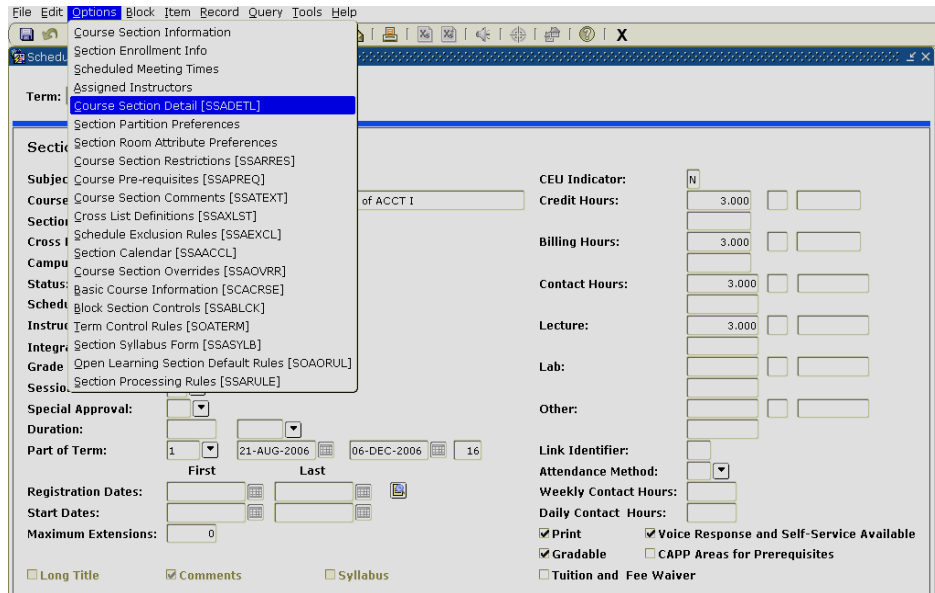
**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

# Viewing Section Restrictions

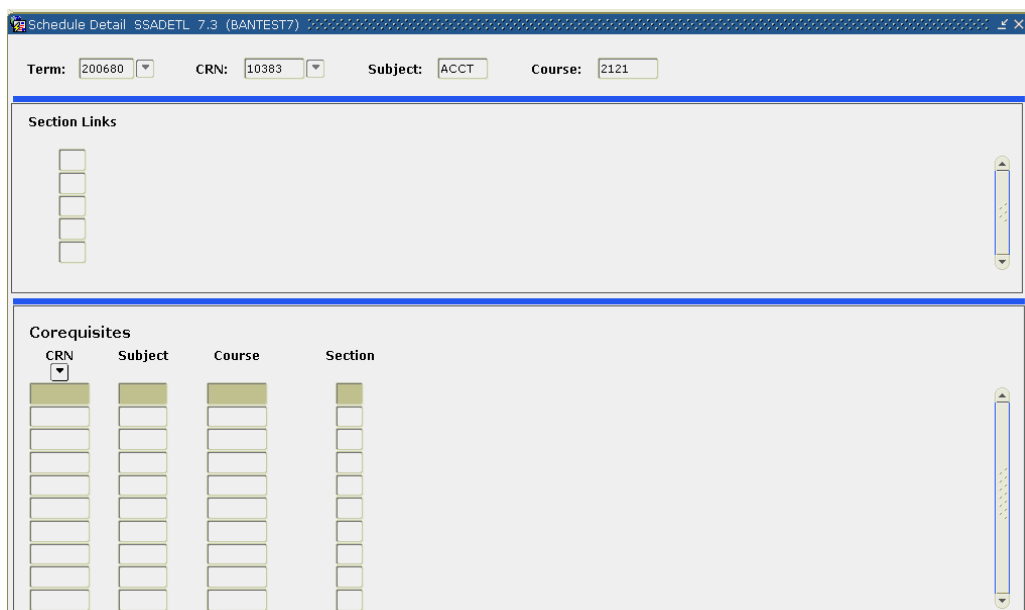
(if you have already accessed the section, start with Step # 5)

## Co-Requisites

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Detail (SSADETL) from the Options Menu.



6. Perform a next block 2 times to take you to the Co-Requisites block. The information entered in the Course Reference Number, Subject, Course, and Section fields are for section specific co-requisites. *These fields are view only. No changes should be made to the Co-Requisites block.*



7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

*If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.*

# Viewing Section Restrictions

(if you have already accessed the section, start with Step # 5)

## College Restrictions

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Restrictions (SSARRES) from the Options Menu.

The screenshot shows the SSARRES options menu with 'Course Section Restrictions [SSARRES]' selected. The main form displays various fields for course section information, including:

- CEU Indicator: N
- Credit Hours: 3.000
- Billing Hours: 3.000
- Contact Hours: 3.000
- Lecture: 3.000
- Lab: [empty]
- Other: [empty]
- Link Identifier: [empty]
- Attendance Method: [empty]
- Weekly Contact Hours: [empty]
- Daily Contact Hours: [empty]
- Print:
- Voice Response and Self-Service Available:
- Gradable:
- CAPP Areas for Prerequisites:
- Tuition and Fee Waiver:

6. Perform a next block to take you to the College Restriction block. The information in the **Include/Exclude** and **College** fields have been brought from the catalog. *These fields are view only. No changes should be made to the College Restriction block.*

The screenshot shows the 'Schedule Restrictions SSARRES 7.0 (BANTEST7)' window. The top section is the 'College Restriction' block, and the bottom section is the 'Major Restriction' block. Both blocks have an 'Include/Exclude (I/E):' field set to 'E'. The 'College Restriction' block has a table with columns for 'College' and 'Description', and the 'Major Restriction' block has a table with columns for 'Major' and 'Description'. Both tables are currently empty.

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

# Viewing Section Restrictions

(if you have already accessed the section, start with Step # 5)

## Major Restrictions

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Restrictions (SSARRES) from the Options Menu.

The screenshot shows the SSARRES form with the Options menu open. The menu items include: Course Section Information, Section Enrollment Info, Scheduled Meeting Times, Assigned Instructors, Course Section Detail [SSAETL], Section Partition Preferences, Section Room Attribute Preferences, **Course Section Restrictions [SSARRES]**, Course Pre-requisites [SSAPREQ], Course Section Comments [SSATEXT], Cross List Definitions [SSAXLST], Schedule Exclusion Rules [SSAEXCL], Section Calendar [SSAACCL], Course Section Overrides [SSAOVRR], Basic Course Information [SCACRSE], Block Section Controls [SSABLCK], Term Control Rules [SOATERM], Section Syllabus Form [SSASYLB], Open Learning Section Default Rules [SOAORUL], and Section Processing Rules [SSARULE].

Fields visible in the form include: Term (dropdown), CRN (input), Subject (input), Course (input), CEU Indicator (checkbox), Credit Hours (input), Billing Hours (input), Contact Hours (input), Lecture (input), Lab (input), Other (input), Link Identifier (input), Attendance Method (dropdown), Weekly Contact Hours (input), Daily Contact Hours (input), Print (checkbox), Voice Response and Self-Service Available (checkbox), Gradable (checkbox), CAPP Areas for Prerequisites (checkbox), Tuition and Fee Waiver (checkbox), and Maximum Extensions (input).

6. Perform 2 next blocks to take you to the Major Restriction block. The information in the **Include/Exclude** and **Major** fields have been brought from the catalog. *These fields are view only. No changes should be made to the Major Restriction block.*

The screenshot shows the SSARRES form with the following fields filled: Term: 200680, CRN: 10383, Subject: ACCT, Course: 2121.

**College Restriction**  
Include/Exclude (I/E): [I]  
College: [dropdown]  
Description: [list of empty rows]

**Major Restriction**  
Include/Exclude (I/E): [E]  
Major: [dropdown]  
Description: [list of empty rows]

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

# Viewing Section Restrictions

(if you have already accessed the section, start with Step # 5)

## Class Restrictions

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Restrictions (SSARRES) from the Options Menu.

The screenshot shows the SSARRES form with the 'Options' menu open. The menu items include: Course Section Information, Section Enrollment Info, Scheduled Meeting Times, Assigned Instructors, Course Section Detail [SSAETL], Section Partition Preferences, Section Room Attribute Preferences, **Course Section Restrictions [SSARRES]**, Course Pre-requisites [SSAPREQ], Course Section Comments [SSATEXT], Cross List Definitions [SSAXLST], Schedule Exclusion Rules [SSAEXCL], Section Calendar [SSAACCL], Course Section Overrides [SSAOVRR], Basic Course Information [SCACRSE], Block Section Controls [SSABLCK], Term Control Rules [SOATERM], Section Syllabus Form [SSASYLB], Open Learning Section Default Rules [SOAORUL], and Section Processing Rules [SSARULE].

The form fields include: Term: 21-AUG-2006, Part of Term: 1, CRN: 06-DEC-2006 16. Credit Hours: 3.000, Billing Hours: 3.000, Contact Hours: 3.000, Lecture: 3.000. Checkboxes: Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available, CAPP Areas for Prerequisites.

6. Perform 3 next blocks to take you to the Class Restriction block. The information in the **Include/Exclude** and **Class** fields have been brought from the catalog. *These fields are view only. No changes should be made to the Class Restriction block.*

The screenshot shows the Class Restriction/Level Restriction form. The 'Class Restriction' section has 'Include/Exclude (I/E): E' and a table with 'Class' and 'Description' columns. The 'Level Restriction' section has 'Include/Exclude (I/E): E' and a table with 'Level' and 'Description' columns.

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**

# Viewing Section Restrictions

(if you have already accessed the section, start with Step # 5)

## Level Restrictions

1. Access the Schedule Form (SSASECT).
2. Enter the term code in the **Term** field in the key block.
3. Tab to the **CRN** field and enter the Course Reference Number you want to update.
4. Perform a next block.
5. Select Course Section Restrictions (SSARRES) from the Options Menu.

The screenshot shows the SSARRES form with the Options menu open. The menu items are: Course Section Information, Section Enrollment Info, Scheduled Meeting Times, Assigned Instructors, Course Section Detail [SSAETL], Section Partition Preferences, Section Room Attribute Preferences, **Course Section Restrictions [SSARRES]**, Course Pre-requisites [SSAPREQ], Course Section Comments [SSATEXT], Cross List Definitions [SSAXLST], Schedule Exclusion Rules [SSAEXCL], Section Calendar [SSAACCL], Course Section Overrides [SSAOVRR], Basic Course Information [SCACRSE], Block Section Controls [SSABLCK], Term Control Rules [SOATERM], Section Syllabus Form [SSASYLB], Open Learning Section Default Rules [SOAORUL], and Section Processing Rules [SSARULE]. The form fields include: CEU Indicator (N), Credit Hours (3.000), Billing Hours (3.000), Contact Hours (3.000), Lecture (3.000), Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, Print, Voice Response and Self-Service Available, Gradable, CAPP Areas for Prerequisites, Tuition and Fee Waiver, Special Approval, Duration, Part of Term (1), First (21-AUG-2006), Last (06-DEC-2006), 16, Registration Dates, Start Dates, Maximum Extensions (0), Long Title, Comments, and Syllabus.

6. Perform 4 next blocks to take you to the Level Restriction block. The information in the **Include/Exclude** and **Level** fields have been brought from the catalog. *These fields are view only. No changes should be made to the Level Restriction block.*

The screenshot shows the Class Restriction and Level Restriction blocks. The Class Restriction block has an Include/Exclude (I/E) field with 'E' and a table with columns Class and Description. The Level Restriction block has an Include/Exclude (I/E) field with 'E' and a table with columns Level and Description.

7. Click the **Exit** icon (or Ctrl Q) to take you back to SSASECT.

**If you are adding/updating several sections, click the Rollback icon (or Shift F7) to navigate to the Key Block.**