

# ADD DAY AND TIME TO A COURSE IN BANNER

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## REVISION HISTORY

Version	Date	Name	Description
Initial	7/20/16	David Gilbert	Formatted procedures in currently approved template format
Update	7/7/17	Margaret Stewart	Added steps to input a multiple meeting pattern for the same schedule type/course activity
Update	6/27/18	Merlin Krieger	Updated to Banner 9.

## INTRODUCTION AND PURPOSE

How to add the meeting day and time for a course section in Banner.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Adherence to Standard class times and meeting days help to create effective course scheduling. Please note Standard Class Times provided within this document.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

## PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Create or display sections for the courses that were created in the Course Catalog.
GTVMTYP	Meeting Type Validation	Meeting type codes for class sections.

## PROCEDURES

### ADD A COURSE'S DAY AND TIME IN BANNER

1. Go to **SSASECT (Scheduling)**.
2. Enter: **Term** and **CRN** number of the desired course section and click **Go**.

3. Click: **Meeting Times and Instructor** tab.

## ADD A PRE-DEFINED STANDARD DAY AND TIME

1. Campus or University Village standard days follow a MWF or TR schedule.
2. Campus or University Village standard times have a start time 10 minutes after the hour (e.g., MWF 0910-1000) or 40 minutes after the hour (e.g., TR 0940-1100).
3. See chart on the last page of this document that lists Campus and University standard times.
4. These standard days and times have been entered as options that can be selected from a query box.  
Click: LOV button below the **Meeting Time** header.
5. **STVMEET (Meeting Time Code Validation)**: Click the arrows to find the desired campus or University Village standard time.
6. Select the desired time as shown below.

Meeting Time Code Validation STVMEET 9.3.4 (PPRDXE)

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0710	0800
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0740	0830
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	0900
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0940	0930
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0910	1000
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0940	1030
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1010	1100
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1040	1130
09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1110	1200
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1140	1230
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1210	1300
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1240	1330
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1310	1400
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1430
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1410	1500
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1440	1530
17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1510	1600
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1610	1700
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1710	1800
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1810	1900

7. Back on **Meeting Dates** tab: Selected day and time will be filled in.
  - a. **Note:** Selected **Start Time** and **End Time** will be in military format.

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: 25713 Subject: BIOL Course: 107A Title: MOLECULAR BIOLOGY

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
17	CLAS	09/27/2018	12/07/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1510	1600	01

INSTRUCTOR

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

8. A meeting type of **CLAS** defaults into the Meeting Type field but may be changed to reflect the values defined in **GTVMTYP (Meeting Type Validation)**.

- a. This information appears on the student's schedule in R'Web.
- 9. Click: LOV button below **Meeting Type** header. **GTVMTYP** list box will appear. Highlight schedule type and click **OK**.
  - a. If you know the Meeting Type code, enter the code (e.g., LEC, DIS, LAB) in the field.

Screenshot of the Banner SCHEDULE screen for course SSASECT 9.3.5 (PPRDNE). The Meeting Type dropdown is highlighted with a red box and contains the value 'CLAS'. A red box with the text 'CLAS - Default Meeting Type' points to the dropdown.

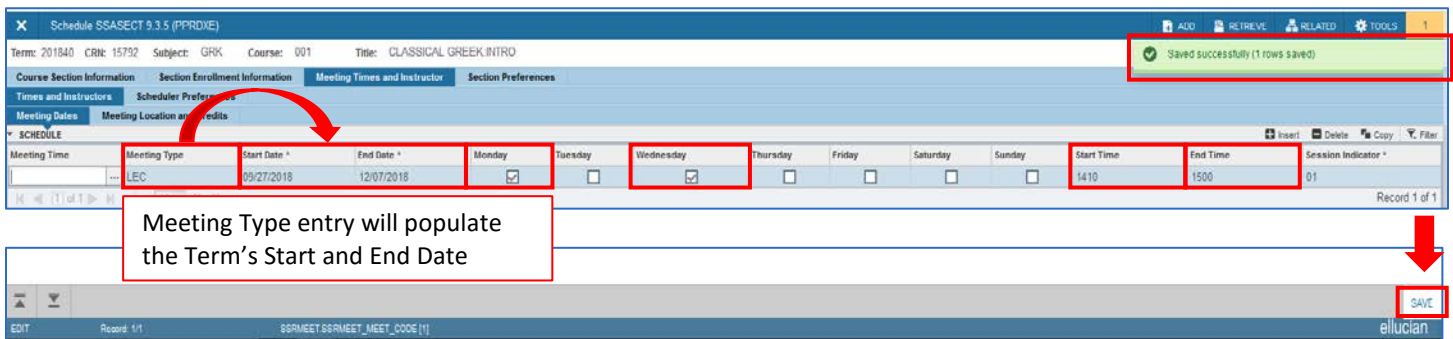
Screenshot of the Banner SCHEDULE screen with the Meeting Type Validation (GTVMTYP) dialog box open. The dialog box shows a list of meeting types. The 'LEC' row is highlighted with a red box. A red arrow points from the 'LEC' row in the dialog box to the Meeting Type dropdown in the previous screenshot. The 'OK' button in the dialog box is also highlighted with a red box.

Screenshot of the Banner SCHEDULE screen showing the Meeting Type dropdown set to 'LEC'. A red arrow points from the 'LEC' row in the dialog box in the previous screenshot to the 'LEC' value in the dropdown. The 'SAVE' button at the bottom right of the screen is highlighted with a red box.

Screenshot of the Banner SCHEDULE screen showing a success message: 'Saved successfully (1 rows saved)'. A red box highlights this message. Below the message, the Meeting Type dropdown is now empty, and a red box highlights it with the text 'Meeting Code will disappear after you save.'

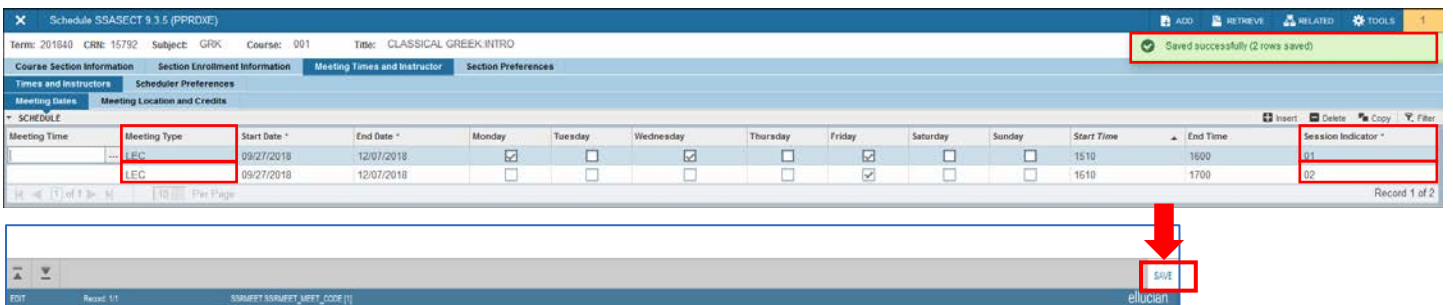
ADD A NON-STANDARD DAY AND TIME

1. A non-standard day and time is one that does not conform to the campus or University Village standard day and time format.
  2. A non-standard day and time must be manually entered in the designated fields in the **Schedule** block.
  3. Click: LOV button below the **Meeting Type** header. Highlight the schedule type of this section and click **OK**.
  4. Check box(es) underneath the desired day(s).
  5. Click: **Start Time** field and enter desired start time (military time format). Ensure the start time is 10 minutes after the hour (e.g., 0810, 1710) or 40 minutes after the hour (e.g., 0940, 1640).
- Click: **End Time** field and enter the desired end time (military time format). Ensure the end time is on the hour or half-hour.
6. **Save**



### Add a Multiple Meeting Pattern

7. A multiple meeting pattern is when more than one dissimilar meeting day and/or time pattern **for the same schedule type (course activity)** is attached to one CRN.
8. Follow **steps 2-6** under section “**ADDING A NON-STANDARD DAY AND TIME**” to enter the first meeting pattern on the **Meeting Dates** tab.
  - a. If course section will have a final exam, the final exam date and time will be assigned based on the meeting pattern entered in the first row.
9. The **Meeting Dates** and **Meeting Location and Credits** tab are one long block. It will scroll to the right if you keep using your tab key.
10. Click the **Insert** button.
11. Follow **steps 2-6** under section “**ADDING A NON-STANDARD DAY AND TIME**” to enter the second meeting pattern on the **Meeting Dates** tab.
12. After entering the second meeting pattern, move cursor into the **Session Indicator** field. Change entry from **01** to **02**. If this update is not done, the section will not import to 25Live for classroom scheduling. Repeat steps 3-6 to add any additional meeting patterns of the same schedule type under the CRN. Change **Session Indicator** number to **03, 04, etc.** as needed.
13. After all needed meeting patterns are entered, **Save**.



**STANDARD CLASS TIMES ON CAMPUS AND AT THE VILLAGE**

<b>STANDARD CLASS TIMES ON CAMPUS</b>					
MWF	0810	0900	TR	0810	0930
MWF	0910	1000	TR	0940	1100
MWF	1010	1100	TR	1110	1230
MWF	1110	1200	TR	1240	1400
MWF	1210	1300	TR	1410	1530
MWF	1310	14:00	TR	1530	1700
MWF	1410	1500	TR	1710	1830
MWF	1510	1600	TR	1840	2000
MWF	1610	1700	TR	2010	2130
MWF	1710	1800			
MWF	1810	1900			
MWF	1910	2000			
MWF	2010	2100			

<b>STANDARD UNIVERSITY VILLAGE CLASS TIMES</b>					
MWF	0740	0830	TR	0740	0900
MWF	0840	0930	TR	0910	1030
MWF	0940	1030	TR	1040	1200
MWF	1040	1130	TR	1210	1330
MWF	1140	1230	TR	1340	1500
MWF	1240	1330			
MWF	1340	1430			
MWF	1440	1530			