ADD A COURSE SECTION IN BANNER

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REVISION HISTORY

Version	Date	Name	Description
Update	11/17/2016	M Stewart	Corrected procedure for setting a section to not print on Banner self-service.
Update	6/18/2018	M Krieger	Updated to Banner 9.
Update	09/27/18	T Montgomery	Reviewed/Updated

INTRODUCTION AND PURPOSE

To provide an introduction to the pages utilized in course and classroom scheduling in the Banner software. Also, to present the procedures in basic course entry and maintenance.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Creating/adding course sections in preparation for the publication of the Schedule of Classes and registration each quarter in R'Web is a critical process and requires extreme attention to detail and accuracy. Particular attention should be made to correctly entering section credit and billing hours to ensure that student registration records are accurate. Please note that any corrections made to a course section after registration has commenced, will not update student records. Any subsequent changes to a course section after registration has occurred required individual correction(s) to student course schedules.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- 1. Office of the Registrar Academic Scheduling
- 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
SSASECQ	Schedule Section Query	Display all existing sections or to filter data for specific section criteria

PROCEDURES

ADDING A COURSE SECTION IN SSASECT - COURSE SECTION INFORMATION

1. Go to SSASECT (Schedule).

- 2. Enter desired term in Term Box.
- 3. Verify if a desired course is already in the desired term-you may do a search with various optional search criteria:
 - a. Click LOV (List of Values) button, next to the CRN field. This will bring up SSASECQ to query a list of approved courses.

Schedule SSASECT 9.3.5 (PPRDXE)		🔹 ADO 🖺 RETRIEVE	🚠 RELATED 🔅 TOOLS
Territi 201840	CHUR [Ge
Get Blarted: Fill out the fields above and press Go.			

- b. SSASECQ (Schedule Section Query): Choose and fill in the desired search parameters and click Go.
- c. **Note**: Basic search criteria is provided when you navigate to SSASECQ, additional desired search criteria may be included, see "Add Another Field" option below:

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CRN			Add Another Field	~	-	For selecting additional search criteria						
										Cle	ar All	Go

- 4. After verifying if a course is already in the desired term, do **one** of the following:
 - a. Click Create CRN.
 - b. Type ADD in the CRN field and click Go.

×	Schedule SSASECT 9.3.5 (PPROXE)		÷	A00	R R	etrieve	👗 RE	LATED	🌞 TOOLS
	Term: 201840 EAN: Subject: Course: Titler	(a Copy CRN							Go
Get s	tarted. Fill out the fields above and press Go.								

- 5. Enter: Subject
- 6. Enter: Course Number
- 7. Enter: **Section** (e.g., 001, 021, 035.
- 8. Enter: Cross List (if applicable)
- 9. Enter: **C**-Riverside or **O**-UCR Online in **Campus** field.
- 10. Enter: **A** (Active) in **Status** field.
- 11. Enter: Schedule type of the section in Schedule Type field.
- 12. Instructional Method: Defaults to I (In-Person). If course is fully online, change method to Online by clicking the drop-down arrow to bring up GTVINSM. Select O (Online) and click OK. Refer to Setup of Online Courses procedure.
- 13. Special Approval: If academic department has received special approval to enforce enrollment by permission (either by department, enrollment manager, or instructor). Click drop-down arrow to bring up STVSAPR, select desired permission and click OK.
- 14. Part of Term (POT): Click LOV button to bring up the dates of instruction for the term. Select one of the desired POT:
 - a. 1=Full Term (Fall, Winter, Spring Quarters)
 - b. 2=Special Term 2(Mainly used by MSOL Program)
 - c. M1=Medical Year 1
 - d. M2=Medical Year 2
 - e. M3=Medical Year 3
 - f. M4-Medical Year

Note: See Summer Sessions for summer parts of term.

COURSE SECTION INFORMATION COMPLETING - CREDIT AND BILLING HOURS ("OR" OPERATOR-DEFAULTS FROM COURSE CATALOG PER COURSE APPROVAL)

- 1. Credit Hours: Enter number of credit hours in the box on the far right.
- 2. Billing Hours: Enter number of billing hours in the box on the far right.
- 3. Identify the **Schedule Type** the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box on the far right for the schedule type of this section.
- 4. When Tab is pressed, the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.

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Add a Course Section in Banner

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Contact Hours 1 000 3 000 1 000 Contact Hours None To Or Indicator	under other	Other 0.000 r.000 1.000 Other indicator None To Or	

COURSE SECTION INFORMATION COMPLETING - CREDIT AND BILLING HOURS ("NONE" OPERATOR-DEFAULTS FROM COURSE CATALOG PER COURSE APPROVAL)

- 1. **Credit Hours:** Enter number of credit hours in the box on the far right.
- 2. Billing Hours: Enter number of billing hours in the box on the far right.
- 3. Identify the Schedule Type the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box on the far right for the schedule type of this section. When Tab is pressed the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.

Primary Activity			🖬 inseit 🔛 Delete 🌆 Copy 🗙 Filter
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Billing Hours 0.000 4.000	0.000		Lab 0.000 3.000 3.000	
Billing Hours None O To O Or Indicator			Lab Indicator 🚫 None 🚫 To 💿 Or	
Contact Hours 3 000	3 000		Other 0.000	
Contact Hours None To Or Indicator			Other Indicator 💿 None 🔘 To 🔵 Or	

COURSE SECTION INFORMATION COMPLETING - CREDIT AND BILLING HOURS ("TO" OPERATOR-DEFAULTS FROM COURSE CATALOG PER COURSE APPROVAL)

- 1. Credit Hours: Null (Note: For "Approved" variable credit hour courses, a value may be entered for credit and billing hours)
- 2. Billing Hours: Null
- 3. Identify the Schedule Type the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box on the far right for the schedule type of this section.
- 4. When Tab is pressed the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.

Add a Course Section in Banner

CREDIT HOURS Primary Activity			🖬 Insert 🔲 Delete 🧖 Copy 🌱 Filter
Credit Hours Tredit Hours 1000 12000	Credit & Billing Hours remain null	Lecture 0.000	
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Billing Hours 1 000 12 000		Lab 0.000	
Billing Hours None To Or Indicator		Lab Indicator None To Or	
Contact Hours 3.000 38.000		Other 2.000 36.000	
Contact Hours None In O Or		Other Indicator O None O To O Or	

• CREDIT HOURS	Secondary Activity		🖬 Insert 🔤 Delete 👫 Copy	🗣 Filter
Credit Hours Credit Hours Credit Hours Indicator Billing Hours	0.000 4.000	Hours can be within approved range, inclusive. Specific amount is entered at time of student's registration	Lecture 0.000 5.000	
Indicator Contact Hours	1 000 3 000	Enter contact hour for other than LEC and	Lab Indicator None To Other 0.000 1.000 1.000 1.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	

- 5. If course has more than one schedule type enter the Link Identifier for schedule type of the section being added. Example: Enter L1 for a lecture section, D1 for a discussion section.
- 6. Steps for connecting multiple sections of various schedule types are in the **Create Multiple Sections with Link Identifier Codes** procedure.
- 7. Default is for the section to print (show) on Banner self-service; i.e., the online Schedule of Classes. To set a section to not print (show), **de-select the Voice Response and Self-Service Available check box (see below screen)**.
- 8. Default if the section is gradable. Leave option checked if section is a unit-bearing schedule type. De-select Gradable if the section is non-unit bearing.
- 9. Save.
- 10. If saved successfully, a CRN number will appear in the **CRN** field at the top of the screen. If course data is not saved, check error messages and resolve them.

