# Create Multiple Sections with Link Identifier Codes

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to add in Banner a course with two or more approved course activities (schedule types). Then, how to add the applicable link identifier and corresponding link connector to each CRN of the course’s activities. Accurate link identifier and link connector entry ensures a student can enroll in all approved activities of a course and must be in place prior to the start of registration.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

To maintain and produce quarterly class offerings and the Schedule of Classes publication. A course approved with two or more course activities (schedule types) with group contact hours is added on form SSASECT with one CRN per group activity. Course activities approved with individual contact hours are not added for the course unless that individual activity is the only activity approved for the course. To ensure a student enrolls in all approved group activities of a course, each approved group activity is identified with a link identifier on SSASECT and contains at least one link connector on SSADETL that ties that CRN to any other approved group activities of a course.

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.

<table>
<thead>
<tr>
<th>Page</th>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSASECT</td>
<td>Schedule</td>
<td>Section information - where link identifier of the CRN is added</td>
</tr>
<tr>
<td>SSADETL</td>
<td>Schedule Detail</td>
<td>Course section detail - where link connector of the CRN is added</td>
</tr>
</tbody>
</table>
Create Multiple Sections with Link Identifier Codes

PROCEDURES

ADDING MULTIPLE SECTIONS OF A COURSE

For a course approved with two or more course activities (schedule types) with group contact hours, each section of each of these course activities must have its own CRN.

STEPS

1. Navigate to SSASECT. In this example, BUS 103 will be added in 201840 – one lecture section, two discussion sections.
2. Enter the desired term in Term field and enter ADD in CRN field.
3. Click Go.
4. Enter: BUS in the Subject field.
5. Enter: 103 in Course Number field.
6. Enter: 050 in Section field (for lecture section).
7. Enter: C (Riverside) in Campus field.
8. Enter: A (Active) in Status field.
9. Enter: Schedule Type of the section in Schedule Type field (in this example, select LEC – Lecture).
10. Ensure the Instructional Method data that populates this field is not removed when user tabs out of the field.
11. Click in the Part of Term field (under the Traditional Class heading):
   a. Click List of Values button (contains three dots next to the field).
   b. This will bring up the Section Part of Term (POT) Query.

Note: Part of Term (POT): Click LOV button to bring up the dates of instruction for the term. Select one of the desired POT:

1=Full Term (Fall, Winter, Spring Quarters)
2=Special Term 2 (Mainly used by MSOL Program)
M1=Medical Year 1
M2=Medical Year 2
M3=Medical Year 3
M4=Medical Year

See Summer Sessions for summer parts of term.

![Section Part of Term Query](image)
12. **Credit Hours**: click in the blank box in the **Credit Hours** row. Because **LEC** is the unit-bearing activity of **BUS 103**, enter 4 in the blank box and Tab.

13. **Billing Hours**: enter 4 in the blank box in the **Billing Hours** row and Tab.

14. **Lecture**: click in the blank box in the **Lecture** row, enter 3 and Tab.
   
   a. **Note**: The blank **Contact Hours** box will automatically populate with the number of hours entered in the **Lecture** box.

15. **Other**: click in the blank box in the **Other** row, enter 0 (zero) and Tab.
   
   a. For **BUS 103**, the “other” approved activity with group contact hours is **Discussion**. It is not the activity being added, so enter zero in this box.

16. **Link Identifier** field: enter the identifier code associated with this section’s course activity (in this example, **L1 for lecture**). A table of link identifiers appears at the end of these procedures.
   
   a. The link identifier L1 will connect the **BUS 103 lecture** section to the **BUS 103 discussion** sections.

17. **Save**.
18. Next, the **BUS 103 discussion** sections will be added.
19. Still on page **SSASECT** – if needed, click in the yellow notification box to clear the **Save Successfully** message.
20. Click: **Start Over**.
21. Verify **Term** is the same as for the lecture section just added.
22. Enter: **ADD** in the **CRN** field.
23. Click **Go**.
24. Enter: **BUS** in the **Subject** field.
25. Enter: **103** in **Course Number** field.
26. Enter: **051** in **Section** field (first discussion section)
27. Enter: **C** in **Campus** field.
29. Enter: course activity of the section in Schedule Type field (select DIS – Discussion).
30. Ensure the Instructional Method data that populates this field is not removed when user tabs out of the field.
31. Click in the Part of Term field (under the Traditional Class heading):
   a. Click List of Values button (contains three dots next to the field) or if the part of term value is known for the section being added, it can be entered directly into the Part of Term field; then Tab.
   b. Selected desired part of term from the Section Part of Term Query box, then click OK.
32. Credit Hours: click in the blank box in the Credit Hours row. Because for this course DIS is a non-unit-bearing activity, enter 0 (zero) in the blank box and Tab.
33. Billing Hours: enter zero in the blank box in the Billing Hours row and Tab.
34. Lecture: click in the blank box in the Lecture row, enter 0 (zero) and Tab.
35. Other: click in the blank box in the Other row, enter 1 and Tab.
   a. Note: The blank Contact Hours box will automatically populate with the number of hours entered in the Other box.
36. Link Identifier: enter the identifier code associated with this section’s course activity (D1 for discussion). The link identifier D1 will connect the BUS 103 discussion sections to the BUS 103 lecture section.
37. Gradable option: if this box is checked, uncheck it. For BUS 103, the discussion is non-unit-bearing and thus is not gradable.
38. Save.
39. Repeat steps 19 through 38 to add another discussion section (in this example, BUS 103 052, CRN 25720).
LINKING MULTIPLE SECTIONS OF A COURSE.

All of a course’s sections (activity types approved with group contact hours) are added on SSASECT, which includes entering the link identifier that corresponds to that section’s course activity (schedule type). Once completed, each section now needs to be connected to any other of that course’s schedule types approved with group contact hours.

**STEPS**

1. Navigate to **SSADETL (Schedule Detail)**.
2. First, the link connector for the BUS 103 lecture (CRN 25714) will be added.
3. Verify the desired **Term** and **CRN** are displayed in these respective fields.
4. Click **Go**.
5. Page **SSADETL** opens at the **Section Links and Corequisites** tab.
6. Click in the first field of the **Link Connector** section, located underneath the **SECTION LINKS** heading.
7. Enter the link code of the course activity with group contact hours approved for the course that is not the course activity of the current CRN.
   a. In this example, the **BUS 103 lecture (CRN 25714)** with link identifier **L1** has been opened.
   b. **BUS 103** is approved for **lecture** and **discussion** as course activities with group contact hours.
   c. Thus, the **BUS 103 lecture** needs to be connected to the **BUS 103 discussions**.
   d. **D1** is entered in the **Link Connector** field.

1. Next, add the link connector for the **BUS 103 discussions**.
2. Still in **SSADETL**:
   a. Click **Start Over**.
   b. Verify desired term is in the **Term** field.
   c. In **CRN** field, enter next CRN (in this example, **CRN 25715** for **BUS 103 051**).
   d. Click **Go**.
3. Click in the first field of the **Link Connector** section, located underneath the **SECTION LINKS** heading
4. Enter the link code of the course activity with group contact hours approved for the course that is not the course activity of the current CRN.
   a. In this example, the **BUS 103 discussion (CRN 25715)** with link identifier **D1** has been opened.
   b. **BUS 103** is approved for **lecture and discussion** as course activities with group contact hours.
   c. Thus, the **BUS 103 discussion** needs to be connected to the **BUS 103 lecture**.
   d. **L1** is entered in the **Link Connector** field.

5. Save.
6. Repeat steps 12 – 15 to add the link connector for discussion BUS 103 052 (CRN 25720).

7. If the course has more than two approved course activities with group contact hours, each of these activities not representing the course activity of the current CRN needs to be added in a Link Connector field.
   a. Example: a course is approved with group activities of lecture, discussion, and lab. On the lecture’s CRN in SSADETL/Section Links and Corequisites tab/SECTION LINKS heading, the Link Connector section would contain two link connector entries - discussion (D1) and lab (B1).
   b. To add more than one link connector, click the Insert button in the Link Connector section.
Create Multiple Sections with Link Identifier Codes

ORDER OF LINK IDENTIFIERS AND CONNECTORS

Occasionally, a course will have the following set-up:

- Two or more approved course activities (schedule types) with group contact hours.
- Each specific primary activity section is linked to a specific secondary activity section.
- Department is offering 11 or more sections of the course.

For this set-up, an order of assigning link identifiers and connectors has been established.

Example: NASC 093, approved with seminar (SEM) and discussion (DIS) as group activities (schedule types). One seminar section is linked to one discussion section. Department generally offers around 50 sections of NASC 093 every fall term, as this course is included in all of the CNAS Learning Communities blocks.

The order of link identifiers and connectors that would be followed:

| Seminar – assign for first 10 sections | S1 through S0 (zero) | Designated link identifier for SEM (primary activity) |
| Seminar - then assign for next 26 sections | SA through SZ | Designated link identifier for SEM (primary activity) |
| Discussion – assign for first 10 sections | D1 through D0 (zero) | Designated link identifier for DIS (secondary activity) |
| Discussion - then assign for next 26 sections | DA through DZ | Designated link identifier for DIS (secondary activity) |
| Seminar (i.e., primary activity) – assign for next 10 sections | K1 through K0 (zero) | K series designated link identifier for additional primary sections |
| Seminar (i.e., primary activity) - then assign for next 26 sections | KA through KZ | K series designated link identifier for additional primary sections |
| Discussion (i.e., secondary activity) – assign for next 10 sections | Y1 through Y0 (zero) | Y series designated link identifier for additional secondary sections |
| Discussion (i.e., secondary activity) – then assign for next 26 sections | YA through YZ | Y series designated link identifier for additional secondary sections |

Following the above order provides link identifiers and connectors for up to 72 sections of a course.
TABLE OF LINK IDENTIFIERS (FOR GROUP SCHEDULE TYPES)

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Schedule Type Code</th>
<th>Link Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>ACT</td>
<td>V1</td>
</tr>
<tr>
<td>Clinic</td>
<td>CLN</td>
<td>N1</td>
</tr>
<tr>
<td>Colloquium</td>
<td>COL</td>
<td>O1</td>
</tr>
<tr>
<td>Consultation</td>
<td>CON</td>
<td>C1</td>
</tr>
<tr>
<td>Demonstration</td>
<td>DEM</td>
<td>M1</td>
</tr>
<tr>
<td>Discussion</td>
<td>DIS</td>
<td>D1</td>
</tr>
<tr>
<td>Field</td>
<td>FLD</td>
<td>F1</td>
</tr>
<tr>
<td>Individualized Study</td>
<td>IND</td>
<td>I1</td>
</tr>
<tr>
<td>Internship</td>
<td>INT</td>
<td>H1</td>
</tr>
<tr>
<td>Laboratory</td>
<td>LAB</td>
<td>B1</td>
</tr>
<tr>
<td>Additional Lecture</td>
<td>LCA</td>
<td>A1</td>
</tr>
<tr>
<td>Lecture</td>
<td>LEC</td>
<td>L1</td>
</tr>
<tr>
<td>Online discussion &amp; listening</td>
<td>ODL</td>
<td>G1</td>
</tr>
<tr>
<td>Practicum</td>
<td>PRC</td>
<td>P1</td>
</tr>
<tr>
<td>Research</td>
<td>RES</td>
<td>R1</td>
</tr>
<tr>
<td>Screening</td>
<td>SCR</td>
<td>E1</td>
</tr>
<tr>
<td>Seminar</td>
<td>SEM</td>
<td>S1</td>
</tr>
<tr>
<td>Studio</td>
<td>STU</td>
<td>U1</td>
</tr>
<tr>
<td>Term Paper</td>
<td>TPA</td>
<td>T1</td>
</tr>
<tr>
<td>Thesis</td>
<td>THE</td>
<td>J1</td>
</tr>
<tr>
<td>Tutorial</td>
<td>TUT</td>
<td>Z1</td>
</tr>
<tr>
<td>Workshop &amp; Screening</td>
<td>W&amp;S</td>
<td>K1</td>
</tr>
<tr>
<td>Workshop</td>
<td>WRK</td>
<td>W1</td>
</tr>
<tr>
<td>Written Work</td>
<td>WWK</td>
<td>X1</td>
</tr>
</tbody>
</table>

FINAL QUIZ

2. When is a link identifier and connector attached to a course section in SSASECT?
   a. Answer: when course is approved for two or more course activities (schedule types) with group contact hours.

3. On which page is the link connector added?
   a. Answer: SSADETL (Schedule Detail).