QUERY FOR A SPECIFIC COURSE

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to utilize the Banner query page SSASECQ to locate course section information.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Using a course section query enables one to obtain quickly specific course information when it’s needed (as opposed to running a report listing multiple course sections and then filtering out sections). While the upgrade to Banner 9 does not change the screen names, the navigation to set up and run a section query has changed significantly.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

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>
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<th>Page</th>
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<tr>
<td>SSASECQ</td>
<td>Schedule Section Query</td>
<td>Obtain course section information based on selected search criteria</td>
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<tr>
<td>SSASECT</td>
<td>Schedule</td>
<td>Section Information</td>
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OVERVIEW OF SSASECQ (SCHEDULE SECTION QUERY)

Search criteria on page SSASECQ is obtained from a series of drop-down options. The more search criteria selected, the narrower the search result will be.

STEPS

1. Navigate to SSASECQ.
2. The following is initially displayed:

   ![SSASECQ interface](image)

   - Default filters that appear
   - And/or select other search criteria

3. Recommendation is to query with at least the Term and to go to the Add Another Field drop-down menu to search and select other search options.

STEPS

1. In this example, query for number of lecture sections in term 201840.
2. In the Term search field, enter 201840.
3. Click in the Add Another Field drop-down menu to view other search criteria options.
4. Select Schedule Type. In the Schedule Type search field, enter LEC.
   - Do not enter the schedule type’s full name (i.e., LECTURE). SSASECQ will not recognize it.
5. Click Go.
7. Output screen will show how many records are in the output, as well as how many pages the output appears and how many records per page are displayed.

8. When an individual record is highlighted, its enrollment information displays below the output.

**Note:** accessing a section in **SSASECQ** to open it in **SSASECT** can be done only if **SSASECQ** was accessed via the **Search** button next to the **CRN** field on page **SSASECT**. See steps on page 5.
QUERY WITH MULTIPLE SEARCH CRITERIA

Fewer sections will be expected in the output.

STEPS

1. Navigate to SSASECQ.
   a. If still in SSASECQ, click Filter Again.
2. In this example, query for number of times sections of the CHEM 150 series has been offered.
3. Remove the Term search criterion by clicking the minus sign in the top right corner of the Term search field.
4. Leave the Schedule Type search criterion (LEC) selected.
5. Click in the Add Another Field drop-down menu to view other search criteria options.
6. Click on Subject. In the Subject search field, enter CHEM.
7. Click in the Add Another Field drop-down menu to view other search criteria options.
8. Click on Course. In the Course search field, enter 150%.
9. Click Go.

QUERY DIRECTLY FROM SSASECT

You may query from SSASECT directly, where you will be directed to SSASECQ.

STEPS

1. Navigate to SSASECT and enter the Term and CRN if CRN is known or click search button (See example below)
2. Click Go.
Click this Search button to access SSASECO from SSASECT.

Queried for 201840 ANTH 001 sections

Highlight desired section

Click Select button

Then click Go to open section in SSASECT
1. Name two methods to execute a query in Banner.
   a. Click Go
   b. Press F8

2. True or False: Banner 9 functionality does not allow selecting a section in SSASECQ if a user entered SSASECQ directly.
   a. True