

# ADDING SECTIONS IN BANNER - SSASECT

## Course Section Information Tab

1. From the Banner Main Menu, type **SSASECT** and Enter.
2. In the Key Block, enter the term [i.e. 220191 for Spring 2019] and tab. The logic for the term is number 2 (2<sup>nd</sup> campus), year, and then 1 for Spring term, 5 for Summer term, and 8 for Fall term. Click the **Create CRN** button. A new SSASECT form will display. See the screen shot below:

Screenshot of the Banner SSASECT form interface. The form is titled "Schedule SSASECT 9.3.11 UI\_9121 (BAN9TRN) (2UIC)". It features a blue header bar with a search bar containing "220191" and a "Go" button. Below the search bar are fields for "Subject", "Title", and "CRN". A "Create CRN" button is visible. A yellow tooltip message reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The interface includes a sidebar with navigation icons and a footer with "EDIT", "Record: 1/1", "KEY\_BLOCK.SSASECT\_TERM\_CODE (1)", and "ellucian".

SEE THE FOLLOWING SCREEN SHOTS FOR FURTHER DATA ENTRY DETAILS. UNLESS NOTED, FIELDS SHOULD REMAIN BLANK.

3. Enter the **Subject** and tab.
4. Enter the **Course Number** and tab. The Title defaults from the course, may be changed here for topics courses ONLY.
5. Tab four times or click on the **Campus** field and enter **200** for Chicago.
6. Tab to the **Status** field and enter **A** for Active.

## ADDING SECTIONS IN BANNER - SSASECT

7. Tab to the **Schedule Type** and enter the schedule type if known. Or click the search button for a drop down menu with a list of values and select.

The screenshot displays the Banner SSASECT interface for adding a section. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main header shows 'Term: 220191', 'CRN: ADD', 'Subject: ENGL', 'Course: 160', and 'Title: Academic Writing I'. A red box highlights the 'Start Over' button, with a note stating 'Replaces "Rollback"'. The 'COURSE SECTION INFORMATION' section contains fields for Subject (ENGL), Campus (200 Chicago), Grade Mode, Course Number (160), Status (A Active), Session, Title (Academic Writing I), Schedule Type (LCD Lecture-Discussion), Special Approval, Section (0), Instructional Method, Duration, Cross List, and Integration Partner. The 'CLASS TYPE' section includes 'Traditional Class' with 'Part of Term' (1) and dates (01/14/2019 to 05/03/2019), and 'Open Learning Class' with 'First' and 'Last' registration and start dates, and a 'Maximum Extensions' field (0). The 'CREDIT HOURS' section shows 'Credit Hours' (3.000), 'Lecture' indicator (None selected), 'Billing Hours' (3.000), and 'Lab' indicator (None selected). A red box highlights the 'Save' button at the bottom right.

8. Tab to or click on the **Special Approval** field. Click the search button and select an approval code to prevent students from registering for this section in Student Self-Service if desired.]
9. Tab to or click on **Part of Term** and enter 1 for the Standard Part of Term, which is the full term for Fall and Spring semesters. Tab again to display the dates so they can be saved. Other Fall and Spring parts of term include A for the first half of the term and B for the second half of the term. For Summer Session, the parts of term are either S1 for the 4-week session or S2 for the 8-week session. 1 is used for some Summer sections, but it is rare and generally a special case.
10. **Credit** and **Billing Hours** default from the course. Scroll down to view Credit and Billing Hours. There is no need to enter anything if the credit hours aren't variable (i.e Linked, Undergraduate/Graduate Variable, or Special Topics Courses).

## ADDING SECTIONS IN BANNER - SSASECT

### NOTES ABOUT ADDITIONAL FIELDS:

**Section** will default to 0 as you create a section. It should always be zero unless a section is linked, and then it would have an appropriate linked-section ID; for example, AL1 or BS. When creating linked sections, you can choose to enter a Section ID or leave the field blank to be completed by the Office of Classroom Scheduling. If a section has rolled for the previous like term, the section ID should be intact.

**Cross List** should be blank unless a section is cross-listed. If a section has rolled, the code will default. If new cross-listed sections are created, the Office of Classroom Scheduling will assign a cross list ID.

**Grade Mode** should always be blank unless a section is linked and non-gradable or Honors. In these instances the grade mode would be Z or H, respectively. The grade mode defaults from the course and is **NEVER** changed here unless mentioned above.

**Session** should be blank unless a section has a distinct classification, such as Blended, or Online.

**NOTE:** Scroll down to see rest of screen.

11. **SAVE** the record, and write down the new Course Reference Number [CRN]. Note the "Saved successfully" message.

The screenshot displays the Banner system interface for adding a section. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. A green message bar at the top right indicates 'Saved successfully (1 rows saved)'. A red arrow points to this message bar with a callout box that says 'Click here to close message'. The main form is titled 'Course Section Information' and contains the following fields:

Subject * ENGL ... ENGLISH	Campus * 200 ... Chicago	Grade Mode
Course Number * 160 ...	Status * A ... Active	Session
Title Academic Writing I	Schedule Type * LCD ... Lecture-Discussion	Special Approval
Section * 0 ...	Instructional Method	Duration
Cross List	Integration Partner	

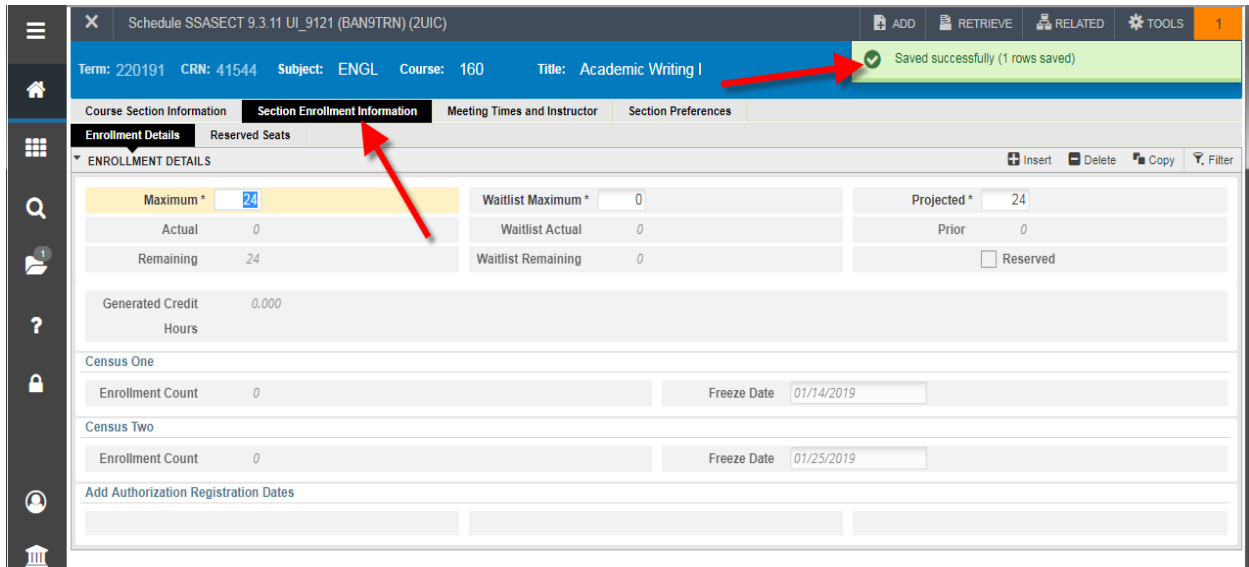
Below the 'Course Section Information' section is the 'CLASS TYPE' section, which includes 'Traditional Class' and 'Open Learning Class' options. The 'CREDIT HOURS' section includes fields for 'Credit Hours', 'Billing Hours', and 'Lecture/Lab' indicators.

A red arrow points to the 'SAVE' button at the bottom right of the form with a callout box that says 'Click here to Save'.

# ADDING SECTIONS IN BANNER - SSASECT

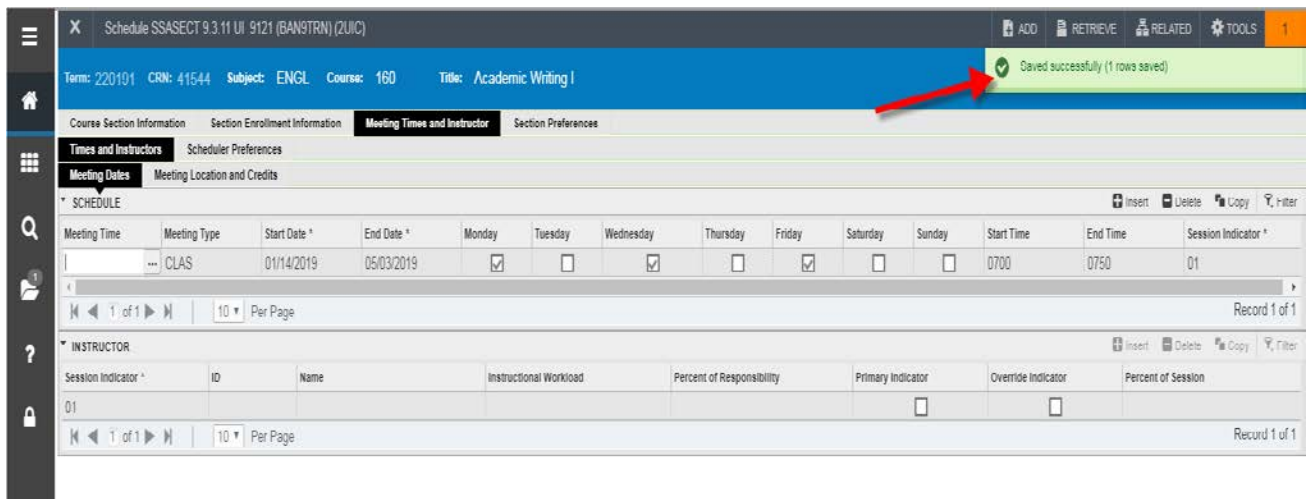
## Section Enrollment Information Tab

Click on the Section Enrollment tab, Enrollment Details sub-tab and enter the Maximum enrollment for the section and then click Save. **NOTE:** Make sure you are on the Enrollment Details screen and not Reserved Seats.



## Meeting Times and Instructor Tab

1. Click on Meeting Times and Instructor tab.
2. Tab twice (do not click), and the Start and End Dates from the Main Block of SSASECT default. **Select the meeting days.**
3. Tab to the Start Time and enter, four-digit military time [0000 to 2359]. Enter the End Time. **SAVE** the record.



# ADDING SECTIONS IN BANNER - SSASECT

## NOTES ABOUT ADDITIONAL FIELDS:

The remaining fields on the Meeting Block of SSASECT will default. Also, classrooms are NEVER scheduled in Banner. Do not populate the building and room fields on the meeting block.

**ARRANGED Sections:** For these, you need not enter day(s) or time(s). You will still need to tab to populate the dates, and you'll need to enter a 0 in Hours per Week on the Meeting Location and Credits screen. Then save the record. If you don't do this, you cannot add an instructor to an arranged section.

## Instructor Section

1. From the Meeting Section, click on Session Indicator field in Instructor section.
2. Tab to the ID and enter UIN if known. Tab to confirm, then SAVE the record.
3. If UIN is not known, click the search button next to the ID field to bring up the SIAIQR Faculty/Advisor Query form. Click Go (upper right corner).

4. Select search criteria (last name, first name, etc) and click the Go button. Highlight the correct person and click the Select button. The instructor populates the Instructor Section. SAVE the record.

# ADDING SECTIONS IN BANNER - SSASECT

Chicago Univ of Il at Chicago Michael N Wilson Sign Out

Faculty/Advisor Query SIAIQRY 9.3 (BANDRMS1) (2UIC) ADD RETRIEVE RELATED TOOLS

Term: 220181 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status: Start Over

FACULTY/ADVISOR QUERY Insert Delete Copy Filter Filter Again

ID	Last Name	First Name	Middle Name	Faculty	Advisor	Coll...	Department
662431783	Wilson	Michael	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
657457557	Wilson	Michael	Jason	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
652579449	Wilson	Michael	John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
672045745	Wilson	Michael	N	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
650054931	Wilson	Michael		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KV	1299

1 of 1 Per Page Record 4 of 5

CANCEL SELECT

QUERY Record: 4/5 SIVFAQ.FACL\_ID [4] ellucian

Schedule SSASECT 9.3.11 UI\_9121 (BAN9TRN) (2UIC) ADD RETRIEVE RELATED TOOLS 1

Term: 220191 CRN: 41544 Subject: ENGL Course: 160 Title: Academic Writing I Saved successfully (1 rows saved)

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Star
	CLAS	01/14/2019	05/03/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	070

1 of 1 Per Page Record 1 of 1

INSTRUCTOR Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent
01	67779457	Michael, Jason A.		3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

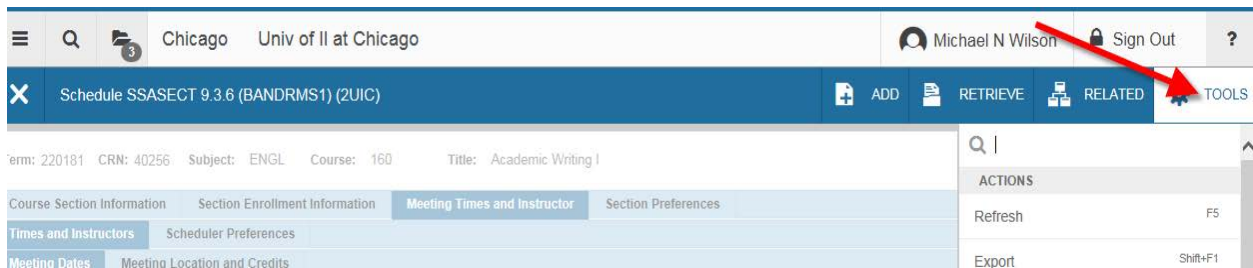
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### NOTES ABOUT ADDITIONAL FIELDS:

The remaining fields on the Instructor Block of SSASECT will default. There can be more than one instructor, but only one **Primary Instructor**. The Percent of Responsibility doesn't mean anything here. You may get a warning about the percent of session not equaling 100—you can ignore this.

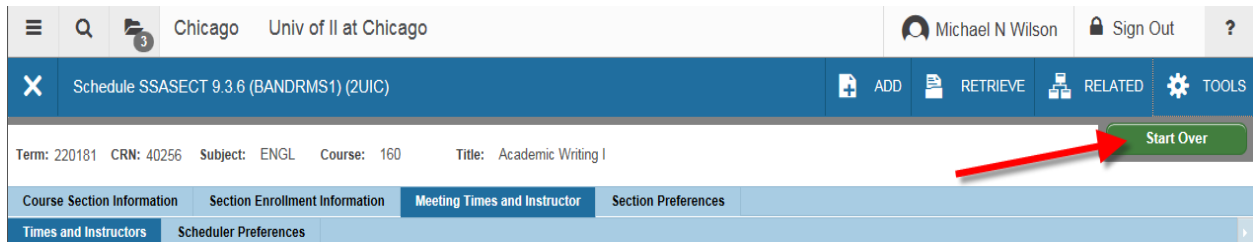
### TOOLS:

Use tools to clear the record if you need to clear a section or take other actions.



This screenshot shows the Banner system interface. At the top, there is a navigation bar with a search icon, a user profile for Michael N Wilson, and a Sign Out button. Below this is a blue header bar with a close button (X), the text 'Schedule SSASECT 9.3.6 (BANDRMS1) (2UIC)', and buttons for ADD, RETRIEVE, RELATED, and TOOLS. A red arrow points to the TOOLS button. Below the header, there is a search bar and a list of actions: Refresh (F5) and Export (Shift+F1). The main content area shows course information: Term: 220181, CRN: 40256, Subject: ENGL, Course: 160, Title: Academic Writing I. Below this are several tabs: Course Section Information, Section Enrollment Information, Meeting Times and Instructor (selected), Section Preferences, Times and Instructors, and Scheduler Preferences.

Or, click the Start Over button at the top right of the page - replaces the Rollback button.



This screenshot shows the Banner system interface, similar to the previous one. The TOOLS button in the blue header bar now has a gear icon and is labeled 'TOOLS'. A red arrow points to a green 'Start Over' button located at the bottom right of the page, below the 'Meeting Times and Instructor' tab.