Schedule

Change an Existing Section
MAKING A CHANGE TO AN EXISTING SECTION

1. To make changes to existing sections, enter the appropriate form name in the Go to... box: SSASECT, SSADETL, or SSARRES. Following are the changes that may be made in each of these forms:

SSASECT

- Change of Title — Course Section Information tab. Appropriate title changes would be:
  - Add (HON) at the end of a course title to signify the section is an honors section
  - Change a variable title course to its section-specific title. (NOTE: only courses approved as variable title by the university curriculum committees may be changed.)
- Change of Campus — Course Section Information tab
- Change Section credit for variable credit courses — Course Section Information tab
- Change of Enrollment maximum — Section Enrollment Information tab
- Change of Waitlist maximum — Section Enrollment Information tab
- Change of Meeting time — Meeting Times and Instructor tab
- Change of instructor — Meeting Times and Instructor tab

SSADETL

- Change of Corequisite(s) — Section Links and Corequisites tab
- Change Degree Program Attribute(s) (only Approved as Honors Offering may be added) — Degree Program Attributes tab

SSARRES

- Change of Department Restriction(s) — Department and Field of Study tab
- Change of Degree Restriction(s) — Degree and Program tab
- Change of Program Restriction(s) — Degree and Program tab
- Change of Campus Restriction(s) — Campus and College tab
- Change of College Restriction(s) — Campus and College tab
- Change of Student Attribute(s) — Student Attribute and Cohort tab

2. In the Term field, type the term of the section you wish to change.

   Term: 201208

3. Select the course to be changed. If you know the CRN (Course Reference Number) of the course, enter it in the CRN field. Proceed to step 4.
If you do not know the CRN...

a. Click the drop-down arrow to the right of the CRN box. The Schedule Section Query SSASECQ form will open, and the Term field will populate.

b. Type as much information as you know about the section you wish to change in the appropriate fields. The more information you enter, the more specific your query results.

c. From the menu at the top, select Query, then Execute.
d. The course section information will populate, including the CRN. In the example below, the CRN is 80001.

f. Double-click in the CRN field. You will be returned to the form you were on originally. The CRN field will be populated with the correct number.

4. Perform a Next Block function. The cursor will be in the next block; all existing information for the section will be populated.

5. From here, you can make whatever additions or changes are necessary by navigating between the available fields. A change will require you to select Record and then Remove in the menu bar, OR you may simply make the change in the necessary field and click Save. Details are on the following pages.
Changes which require choosing Record then Remove are:

- Change of instructor (SSASECT – Meeting Times and Instructor tab)
- Change of Corequisites (SSADETL – Section Links and Corequisites tab)
- Degree Program Attributes (SSADETL – Degree Program Attributes tab)
- Department Restrictions (SSARRES – Department and Field of Study tab)
- Degree Restrictions (SSARRES – Degree and Program tab)
- Program Restrictions (SSARRES – Degree and Program tab)
- Campus Restrictions (SSARRES – Campus and College tab)
- College Restrictions (SSARRES – Campus and College tab)
- Student Attributes (SSARRES – Student Attribute and Cohort tab)

Changes that can be made by deleting or adding the information in the appropriate field and clicking Save:

- Enrollment maximum (SSASECT – Section Enrollment Information tab)
- Title (SSASECT- Course Section Information) – authorized title changes:
  - Add (HON) at the end of a course title to signify the section is an honors section
  - Changing a variable title course to its section-specific title — only courses approved as variable title by the university curriculum committees
- Campus (SSARRES – Campus and College tab)
- Section credit for variable credit courses (SSASECT – Course Section Information)
- Waitlist maximum (SSASECT – Section Enrollment Information tab/Enrollment Details tab)
- Meeting time (SSASECT – Meeting Times and Instructor tab)
- Special Approval (SSASECT – Course Section Information tab)
- Gradable – (SSASECT – Course Section Information tab) If the course is a corequisite lab in which the lab grade is incorporated into the lecture grade, the Gradable flag should be unchecked.
Changes that MUST NOT be made to a section record:

- All fields on Section Fees tab on SSADETL
- Grade Mode (SSASECT – Course Section Information tab) [NOTE: Grade Mode is not the same as Gradable flag above.]
- Tuition and Fee Waiver (SSASECT – Course Section Information tab)

Changes that CANNOT be made to a section record:

- Part of Term (SSASECT – Course Section Information tab)
- Section number (SSASECT – Course Section Information tab)
- Term
- Subject (SSASECT – Course Section Information tab)
- Campus – (SSASECT – Course Section Information tab) once enrollment exists
- Course number (SSASECT – Course Section Information tab)
- Schedule Type (SSASECT – Course Section Information tab)

Fields Clemson DOES NOT use:

- Duration
- Start Dates
- Maximum Extensions
- Prerequisite Check Method
- Attendance Method
- Weekly Contact Hours
- Daily Contact Hours
- Print
- Voice Response and Self Service Available