SSASECT - BASIC SCHEDULE FORM

NOTE: A course must have first been approved through the curriculum process and entered in Banner Catalog before a section can be created.

1. Enter SSASECT in the Go To... box.

2. Press Enter. The SSASECT form will open and the cursor will be in Term field of the Key Block.

3. Type in Term OR click the drop down arrow next to the Term field to search for a term.

NOTE: You can simply type the term in the box. Terms consist of the year and the following naming convention: Spring = 01; Summer = 05; and Fall = 08. For example, the term for Summer of 2014 is 201405. The term for Fall of 2013 is 201308.

Select List of Terms from the opening Option List.

The Term Code Validation (STVTERM) box will open. Select the term you wish to create a section for and click OK. Term will populate in the field.
4. Click on the Create CRN icon:
ADD will appear in the CRN field, the Course Section Information tab will be highlighted, and the cursor will be in the next block.

5. Type in the Subject of the course to be added, then Tab to next field. Full subject name will appear to the right of the Subject field and cursor will move to the Course Number field.

You can also search for approved courses in the catalog by clicking the down arrow to the right of the Subject field and select View Existing Courses in the pop-up box.

You may scroll through the courses in the catalog and double click on the one for which you wish to add a section. Notice the WS% in the Find field in the screen shot below. If you are not sure of a subject abbreviation, type any part of the abbreviation in the Find box, preceded or followed by %. The % is used as a wildcard.

Selecting a subject from the list will also populate the Course Number.
6. If it has not populated already, type in the **course number**, then Tab to the next field.

   ![Functional Area / Module](image)

   **NOTE:** Course numbers are four digits. All courses (except courses that previously had a prefix of L) end in zero. For example, CH 101 is now CH 1010. Courses that previously had a prefix of L end in 1. For example, CH L 101 is now CH 1011.

   You may retrieve a complete list of approved courses in the catalog based to the subject code by clicking on the down arrow to the right of the **Course Number** field. Scroll through and double click on the appropriate course. The course number and Title will populate on the form. See screenshot of *Step 5*.

7. Type in the section of the course to be added. There is no logic behind the assignment section numbers. For example, section 400 does indicate an internet course. Simply choose the next section number in the sequence.

   ![Functional Area / Module](image)

   If the whisper line reads **ERROR** *Section exists with subject/course/section number*, you will need to search for sections that already exist to determine the next section number available: click the drop-down arrow next to the **Section** field, and the **Schedule Section Query SSASECQ** form will open.

   ![Functional Area / Module](image)

   This form is used to search for all existing sections. Type in as much or as little information as you wish. The more information you enter, the more specific your search results will be. For example, if you type in just a subject, all sections with that subject will return. If you type a subject and a course, all sections of that specific subject/course will appear. The example above will return all sections of WS 1030 in the term 201308.

8. After typing the search criteria, click **Query** and then click **Execute** from the cascade menu or press **F8**.
9. **NOTE THE WHISPER LINE:**
   a. If Whisper line reads: “Query caused no records to be retrieved. Re-enter,” this means that no sections for this course exist in the term indicated, and you can begin by numbering this section as 001. Close the form by clicking any X in the top right; click OK to cancel the query; then click any X again. Enter 001 in the Section field.
   
   b. If the Whisper line says: “Record 1 of X” note the last section number. (You may need to use the inside scroll bar to search for the last section.) Close the form by clicking any X in the top right; click OK to cancel the query; then click any X again. Enter the section number determined.

10. Do not use the **Cross List** field at this step in the process.

   **NOTE:** If you wish to cross list sections/CRNs, refer to the training manual titled “Cross Listing Courses” after you have finished scheduling this section.

**Cross list** is used only in connection with scheduling sections in rooms. Cross-listed courses are courses that meet in the same room at the same time with the same professor. Examples:

- **Cross-Referenced course sections** (previously referred to as Parent/Child or cross-listed courses) — in this instance, students are taking the same course, with the same instructor, in the same room at the same time, but are taking it as a different course subject.

- **4000/6000 course sections** — the students are taking the same course, with the same instructor, in the same room at the same time; but students in the 6000-level section are doing graduate-level work.

11. Click on the **Campus** field’s drop down arrow. The **Campus Validation (STVCAMP)** box will pop up. Select the proper location/site of the course and click OK.

   **NOTE:** Previously, the site identifier and the section number were used to determine location.

   ![Campus Validation (STVCAMP) dialog box]

Description will populate.

**Campus:** AAA ▼ Clemson (Main Campus)
12. Click the **Status** field’s drop down arrow. The **Section Status Code Validation (STVSSTS)** box will pop up. Click **Active** and then click OK.

**NOTE:** An active status means a student can see the course in Self-Service. To delete a section, see the training manual titled “Cancel a Section.” Cancelled sections will continue to show in Internet Native Banner (INB) but will not visible in Self Service (SSB).

13. Click on the **Schedule Type** field’s drop down arrow. The **Schedule Type Query** box will pop up. The only choice available is the type approved by the University Curriculum Committee. Select it and click OK.

14. Click on the **Instructional Method** field’s drop down arrow. Choose as appropriate for this section from the pop up box.

**NOTE:** Previously, site identifier along with section number was used to identify a section as being offered online or in a blended format.

**NOTE:** Once students are enrolled in this section, the instructional method cannot be changed.
15. Click in the **Integration Partner** field and type in BB or click its drop-down arrow. The **Integration Partner System Rules GORINTG** form will pop up. Double-click on **BB Blackboard**, the only choice.

16. **DO NOT** enter a Grade Mode.

17. Clemson does not use the **Session** field.

18. If **Special Approval** is required, click the drop-down arrow to the right of the field. Validation box will open. Select as applicable and click OK.

![Special Approval Validation Form](image)

**NOTE:** If the Special Approval field is used, NO student will be able to register for this section unless an override is given by a user with override access.

**Special Approval** is to be given in two circumstances:

a. **When consent is needed** for reasons not related to a course pre- or corequisite. Examples might include a situation in which an instructor needs to ensure that all students have the funds for a course that carries an extra fee or a situation in which the instructor needs to ensure all students have achieved a level of competence in a skill such as swimming or skiing.

b. **When a course is only available to students with consent of instructor.** In this case, each student in every section must be given an override by the instructor to register. These courses will have been assigned a Degree Attribute of “CONS—Consent of Instructor” in the catalog. (To see if a course has this attribute, go to the SCADETL form in Banner, enter the course information in the Key Block, perform a Next Block function, and click on the Degree Attributes tab. If you see the CONS—Consent of Instructor attribute, you will need to click the Special Approval box on the SSASECT form.)
19. Clemson does not use the **Duration** field.

20. Click on the **Part of Term** field’s drop down arrow. The **Section Part of Term Query** box will pop up:

![Section Part of Term Query](image)

- If you are scheduling a section that will last the full length of Fall, Spring, or Summer, select **Regular Term** and click OK.
- If you are scheduling a section in any other part of term (such as Fall Minimester 1, Spring Minimester 3), select the appropriate Part of Term and click OK.
- The part of term code will appear in the first Part of Term field (in the screen shot below, it is a 1.) The appropriate dates for this part of term and the number of weeks the part of term lasts will populate automatically. (In the screen shot below, the number of weeks is 16.)

![Part of Term](image)

**NOTE:** Part of Term cannot be changed once students are enrolled and/or a meeting time/instructor is assigned.

21. Clemson does not use **Registration Dates** fields.

22. Clemson does not use **Start Dates** fields.

23. Clemson does not use **Maximum Extensions** field.

24. Do NOT change **Prerequisite Check Method**.

25. Do NOT check **CEU Indicator**. Clemson does not track CEUs in this manner.
26. Credit and contact hours for the course will have populated automatically based on what was approved by the university curriculum committees. The **ONLY** time you would change anything in the fields in the screen shot below is if the course is a variable credit course. For example, the course may be offered from 1.000 to 3.000 credits (variable credit). This section will be offered for 2.000 credits (indicated in the row beneath Credit Hours, Billing Hours, Contact Hours, and Lecture Hours). Students in this section will be able to register for 2.000 credits only, so students in this section will only be able to register for 2 credits at the time of registration.

![Screen Shot](image)

27. **DO NOT** change anything on the following fields:
- Link Identifier,
- Attendance Method,
- Weekly Contact Hours,
- Daily Contact Hours,
- Print,
- Voice Response and Self-Service Available,
- Tuition and Fee Waiver,
- Long Title,
- Comments, or
- Syllabus fields.

The “**Gradable**” box will be changed in one circumstance only: the course to be scheduled is a zero-credit lab that has “**N—Non-Gradable**” grade mode assigned to it in the catalog. In this case, you must uncheck the “Gradable” box. (You can check the grade mode on any course by typing SCACRSE in the Go To… box in Banner, typing in the course information and performing Next Block functions until you get to the Grade Mode form. If N-Non-Gradable is the Default grade mode, you will know to uncheck the “Gradable” box.)

28. Click Save.

**NOTE:** Whisper line will read “Transaction complete: ___ records applied and saved.”

29. Click on the **Section Enrollment** Information tab.
This form is used to build and maintain enrollment, waitlist and reserved seat information associated with this class section.

30. Click in the **Maximum** field and enter the maximum number of students who may be enrolled in this section.

31. Enter the waitlist maximum enrollment in the **Waitlist Maximum** field, if wait-listing is allowed for this section. Consider room needs when determining maximum and waitlist enrollment.

**NOTE:** The waitlist feature CANNOT be used while reserving seats for incoming freshmen and transfer students during spring term early registration. Once reserved seats are consumed by new students, the reserved fields on the Reserved Seats tab can be cleared and the waitlist feature can be used.

32. **DO NOT** use the **Projected** field.

**NOTE:** All other fields in the Enrollment Details box will populate automatically as enrollment details change

33. **DO NOT** enter anything in the **Census One Freeze Date** or the **Census Two Freeze Date** fields.

34. Click Save.

**NOTE:** Whisper line will read “Transaction complete: ___ records applied and saved.”
35. Click on the **Meeting Times and Instructor** tab.

36. If you wish to assign a *standard meeting time*, click the drop-down arrow under **Meeting Time**.

   The **Meeting Time Code Validation STVMEET** table will open. This table contains all standard time patterns as they are published on the Registrar’s web site.

   Select the pattern you wish to assign to the section by double-clicking in the Code field of the appropriate line.

   The **Meeting Time code, Meeting Type, Start Date, End Date, Day(s) of Week, Start Time, End Time** and **Session Indicator** fields will all populate.

37. Click **Save**

**NOTE:** Whisper line will read “Transaction complete: ___ records applied and saved.”
38. If you wish to assign a NON standard meeting time, click the _____ icon and the _____ icon to choose the section start and end dates. Unless there is a deviation from the norm, choose the part of term start date and the part of term end date (last date of exams), as they are published on the Registrar’s web site.
   a. Select the days of the week by clicking in the available box.
   b. Enter start and end time (military)
   c. Enter Session Indicator of 01
   d. Tab three times until your cursor lands in the Schedule Type field.
   e. Click the drop down arrow beneath Schedule Type and choose the only available choice. (This is the university curriculum committee approved schedule type for the course)

39. Save

NOTE: Whisper line will read “Transaction complete: ___ records applied and saved.”

40. If you wish to enter a TBA meeting time, without doing anything else on the Meeting Dates tab, hit ENTER three times (this will fill in the Start Date, End Date, and the Session Indicator fields only.)
   a. Click Save
   b. Your cursor will land in the Hours per Week field of the Meeting Location and Credits sub-tab of the Times and Instructors sub-tab of the Meeting Times and Instructor tab. Enter a 0 in the Hours per Week field.

   Hours per Week
   0

   c. Click Save
   d. Your cursor will have returned to the Meeting Time field of the Meeting Dates sub-tab of the Times and Instructors sub-tab of the Meeting Times and Instructor main tab. Perform a Next Block.
41. To assign an instructor, click in the ID field in the Instructor block. The Session Indicator field will have automatically populated.

![Instructor block with session indicator]

**NOTE:** A standard time, non-standard time, or TBA (Step 40, 42, or 44) must be entered prior to assigning an instructor.

42. Click on the ID field’s drop down arrow. The Faculty/Advisor Query SIAIQRY form will open.

![Faculty/Advisor Query SIAIQRY form]

43. Perform a Next Block.

44. Click in the Last Name field. Type in a partial string look up by entering the first letter or two of the last name of the faculty member you wish to assign (case sensitive!), followed by the %. For example, to retrieve Professor H. Clark, type in Cl% in the Last Name field as shown in the screen shot below. The more information typed, the more limited your query results.

![Partial string look up example]

45. Click Query, then Execute from the cascade menu or press F8 to perform query.
All faculty members with a last name that starts with Cl will display with ID number, last name, first name, and middle name (if available), the faculty/advisor identifier(s), college and department.

46. Double-click on the line of the faculty member you wish to assign to the section. This will automatically populate in the Instructor block, along with other instructor information (such as percent of responsibility, primary indicator, etc. as seen in the screen shot below.)

47. Click Save

**NOTE:** Whisper line will read “Transaction complete: ___ records applied and saved.”

**ROOM SCHEDULING**

48. Click on the Meeting Location and Credits sub-tab.

**NOTE:** All courses needing to meet in a university classroom will NOT schedule a building/room on the Meeting Location and Credits tab. The room will be automatically scheduled through Schedule 25.

**NOTE:** For room scheduling, refer to the training manual titled: “Assigning Partitions and Attributes for Mass Room Scheduling.”
The **only** two tabs will ever be used in SSADETL: Section Links and Corequisites and Degree Program Attributes.

**SECTION LINKS AND COREQUISITE TAB:**

- Never do anything in the Section Links block of this tab.
- You will only use the Corequisites block if you have two sections of two courses that are ALREADY corequisites (i.e., they have been entered as corequisites by the catalog editor) and you wish to tie the two sections together at the section level. For example, if you want students to take a particular SECTION of a lab with a particular SECTION of a lecture, you must make them corequisites of one another on the SSADETL form. See “Schedule Desk Procedure—Corequisite Courses” for details on how to do this.

**DEGREE PROGRAM ATTRIBUTES TAB:**

Degree Program Attributes include all General Education attributes, as well as others. These attributes are approved through the curriculum and course approval process and are entered into the system by the catalog editor. When scheduling course sections, you **MUST NOT** select any Degree Program Attributes, with one exception: **ONLY IF** the course has been approved through the course and curriculum approval process to be offered as an honors component of a non-honors course.

**NOTE:** If you are unsure whether the course has been approved as an add-on honors course, check the catalog: SCADETL. Course Description will read “May be offered as an honors course” and Degree Attributes will indicate “AHON—Approved as Honors Offering.”

**NOTE:** If the course may **only** be offered as an honors course, you do not have to do anything. The (HON) indicator at the end of the title will automatically appear and the course will automatically have the Honors course attribute on it and the Honors Student only restriction on it.
HONORS COURSES

To offer an Honors section that is not a stand-alone Honors course:

If the course may be offered as an honors section (but is not always/only offered as an honors section), you must do the following three things to designate a particular section as honors:

1. Type in SSASECT in the Go To box.

2. Press Enter. Form will open.

3. Enter term and CRN and click Next Block.

4. Click in the Title field and type in (HON) at the end of the title.

5. Click Save and Exit the form.

6. Type in SSADETL in the Go To box.

7. Press Enter. The Schedule Detail form will open.

8. Enter term and CRN in the appropriate fields unless what is appearing in these fields is accurate. Search for the term and/or CRN, if necessary.

9. Click Next Block.
10. Click to the **Degree Program Attributes** tab.

11. Click in the first blank field i=under Attribute and then click on the **Attribute** field’s drop down arrow.

   ![Attribute Drop Down](image)

   **NOTE:** You will see an attribute of “AHON for Approved as Honors Offering” in the **Degree Program Attributes** tab. This is your indication that the course has been approved by the University Curriculum Committee and the honors college to be offered as an honors section and you are therefore allowed to offer this section as an honors section.

   ![Degree Program Attribute Validation](image)

   The **Degree Program Attribute Validation** box will open. Find and select **HONR** for **Honors Course** then click OK.

   ![Attribute Description](image)

   Description will populate.

12. Click **Save**.
A Warning Alert message will pop up. Click OK on it.

![Warning Alert]

Changing Degree Program Attributes may impact Registration Fee Assessment.

OK CANCEL

**NOTE:** Whisper line will read “Transaction complete: ___ records applied and saved.”

13. Exit SSADETL.
14. Type in SSARRES in the Go To box.

![General Menu]

Go To... SSARRES

15. Press Enter. Form will open.

16. Type in **Term** and **CRN** unless what is appearing is correct. Then click **Next Block**.

17. Click to the **Student Attribute and Cohort** tab.

![Schedule Restrictions: SSARRES GSP (STD)](image)

Term: 201308 CRN: 20442 Subject: WS Course: 1019 Title: Women's Global Perspec (WGS)

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

18. Click **Include** in the **Student Attribute Restriction** block.

19. Click in the first blank field under **Attribute** and click its drop down arrow. Validation table will open. Select **HONR – Calhoun Honors College** from the list. Click OK.

![Validation Table]

20. Click **Save** and **Exit** the form.