Schedule Desk Procedure—
Making a Change to an Existing Section

1. To make changes to existing sections, you can choose (by double-clicking) the pertinent form from the main screen of Banner. The three forms currently used to add and make changes to section records are SSASECT, SSADETL, and SSARRES.

Following are all the changes you may make, followed by the form you will use to make the change:

SSASECT:
- Change of Title — Course Section Information tab
  Appropriate title changes would be:
  o Add (HON) at the end of a course title to signify the section is an honors section
  o Changing a variable title course to its section specific title. This would only pertain to courses with approval from the university curriculum committees
- 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 those approved by the university curriculum committees can be added here) — 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:** 201206

3a. If you know the CRN (Course Reference Number) of the course, enter it in the CRN field. Proceed to step 4.
   **CRN:** 50010

3b. If you do not know the CRN, click the drop-down arrow to the right of the CRN box, and the Schedule Section Query SSASECQ form will open. And the Term field will automatically populate.

3c. 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 narrow your query results.
3d. From the menu at the top, select Query, then Execute.

3e. The course section information will populate, including the CRN number. In the screen shot below, the CRN number is 80001.

3f. 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 CRN number.

4. Perform a Next Block function. Your 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 you wish to the section by navigating between the available fields. A change will either require you to choose Record then Remove in the menu bar OR you can simply make the change in the necessary field then click Save. Details are below.
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 (only those approved by the university curriculum committees can and MUST be added here) (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 you can make by deleting or adding the information in the appropriate field then click Save 📋:

- Enrollment maximum (SSASECT – Section Enrollment Information tab)
- Title (SSASECT- Course Section Information) – appropriate title changes would be…..
  - 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. This would only pertain to courses with approval from 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 course where the grade for the course is incorporated in the corequisite lecture and the Gradable flag was left checked when you added the section BY MISTAKE, you can uncheck the Gradable flag. All lab courses offered in this way must have the Gradable box UNCHECKED.
Changes that MUST NOT be made to a section record:
- All fields available on Section Fees tab on SSADTL – must not be changed
- Grade Mode – must not be changed (SSASECT – Course Section Information tab)
- Tuition and Fee Waiver – must not be changed (SSASECT – Course Section Information tab)

Changes that CANNOT be made to a section record:
- Part of Term – cannot be changed (SSASECT – Course Section Information tab)
- Section number – cannot be changed (SSASECT – Course Section Information tab)
- Term – cannot be changed
- Subject – cannot be changed (SSASECT – Course Section Information tab)
- Course number – cannot be changed (SSASECT – Course Section Information tab)
- Schedule Type – cannot be changed (SSASECT – Course Section Information tab)

Fields Clemson DOES NOT use:
- Duration – Clemson doesn’t use this field
- Start Dates – Clemson doesn’t use this field
- Maximum Extensions – Clemson doesn’t use this field
- Prerequisite Check Method – Clemson doesn’t use this field
- Attendance Method – Clemson doesn’t use this field
- Weekly Contact Hours – Clemson doesn’t use this field
- Daily Contact Hours – Clemson doesn’t use this field
- Print – Clemson doesn’t use this field
- Voice Response and Self Service Available – Clemson doesn’t use this field