Schedule Desk Procedure—Create a New Section

SSASECT—Basic Schedule Form

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

1. Enter SSASECT in the Go To… box.

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

3. Click the drop-down arrow to the right of the Term field and the Option List box will open.

4. Click List of Terms and the Term Code Validation (STVTERM) box will open.

5. Select the term you wish to create and click OK.

   NOTE: You can simply type the term in the box — Clemson’s 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 would be 201405. The term for Fall of 2013 would be 201308.

6. Click the button next to Create CRN: After you do this, ADD will appear in the CRN field, the Course Section Information tab will be highlighted and your cursor will now be in the next block.
7. Type in the subject of the course you are adding 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.

   Subject:  

You may search for approved courses in the catalog by clicking the down arrow to the right of the Subject field and click View Existing Courses in the pop up box. You may scroll through the courses in the catalog then double click on the one for which you wish to add a section. Notice the CH% in the Find field in the screen shot below. You can type in any part of a Subject followed by a percent, press enter, then any subjects containing what you typed prior to the percent will appear.

8. Type in the course number of the course you are adding then Tab to the next field. Course numbers are four digits. All courses (except courses with a prefix of L prior to the new student system implementation) end in zero. For example, CH 101 is now CH 1010. Courses with a prefix of L prior to the new student system implementation end in 1. For example, CH L 101 is now CH 1011.

   Course Number:  

You may search for approved courses in the catalog according to the subject code entered in step 7 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. View screen shot in step 7.
9. Type in the section of the course you wish to add. There is no logic behind section numbers. For example, section 400 does not mean it is an internet course. You will be simply choosing the next section number chronologically.

   Section: 001

If after typing in the section number you receive an error in the whisper line which reads *ERROR* Section exists with subject/course/section number, you will need to search for sections that already exist so you can determine the next section number to be used. Do this by clicking the drop-down arrow next to the Section field and the Schedule Section Query SSASECQ form will pop up.

![Schedule Section Query SSASECQ form](image)

This form is used to search for all existing sections. You may type in as much or as little information as you wish. The more information you type the more specific your search 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 above example will return all sections of ANTH 4080 in the term 201208.

10. After typing the search criteria, as shown above, click Query and then click Execute from the cascade menu or press F8.

![Query dialog box](image)

11. NOTE THE WHISPER LINE:
   a. If the whisper line says “Query caused no records to be retrieved. Re-enter,” this means no sections for this course currently 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; then 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) then close the form by clicking any X in the top right; then click OK to cancel the query; then click any X again. Enter the section number determined.
12. Do not use Cross List field at this step in the process. Instead, refer to “Schedule Desk Procedure – Cross Listing Courses” after you have finished scheduling this section if you wish to cross list sections/CRNs.

Cross list is only used in connection with scheduling sections in physical space. Cross listed courses are courses that meet in the same room at the same time with the same professor. Examples would be:

- Cross Referenced course sections (what we used to call 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 abbreviation.
- 4000/6000 course sections. Again, the students are taking the same course, with the same instructor, in the same room at the same time, but some students are doing extra work to receive credit for a 6000-level course.

13. Click in the Campus field. Click the drop-down arrow to the right of the campus field. The Campus Validation (STVCAMP) box will pop up.

Select the proper location/site of the course (see screen shot above). The most commonly used choices are at the beginning. Formerly, a site identifier would be used to determine location along with section number. Now, a campus code will be chosen. For example, if the section will be offered via the internet, double click 1WV Internet Courses

14. Click the drop-down arrow to the right of the Status field. The Section Status Code Validation (STVSSTS) box will pop up. Click Active and then click OK.

An active status means a student can see the course in Self-Service. To delete a section, see “Schedule Desk Procedure – Department Cancel a Section.” Cancelled sections will continue to show in Internet Native Banner (INB).
15. Click the drop-down arrow to the right of the Schedule Type field. 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.

16. Click the drop-down arrow to the right of the Instructional Method field and the field will automatically populate with TR—Traditional.

17. Click in the Integration Partner field, then click the drop-down arrow to the right of the field and code IN—Consent of Instructor will populate.

18. Double-click on BB Blackboard, the only choice. This must be selected if this section will be available in Blackboard.

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

20. Clemson will not be using the Session field.

21. If special approval will indeed be required (see note below), click the drop-down arrow to the right of the field and code IN—Consent of Instructor will populate.

![Special Approval: IN Consent of Instructor](image)

**NOTE ABOUT SPECIAL APPROVAL:** If the Special Approval field is used, it means NO student will be able to register for this section unless and until an override has been given by a specified person, usually the instructor. This is to be used under two circumstances:

a. When consent is needed for something not related to a course pre- or corequisite. Examples would include instances when an instructor needs to ensure all students have the funds for a course that will cost extra, or needs to ensure all students have achieved a basic competency, such as basic swimming skills or skiing ability.

b. When a course is only available to students with consent of instructor – in other words, instructor’s consent is REQUIRED no matter what. These courses will have been assigned a Degree Attribute of “CONS—Consent of Instructor” by the catalog editor. (You can see whether a course has this attribute, by going to the SCADETL form in Banner, entering the course information in the Key Block, performing a Next Block function and clicking on the “Degree Attributes” tab... If you see the “CONS—Consent of Instructor” attribute, you will know you need to click the Special Approval box on the SSASECT form.)

22. Clemson will not be using the Duration field.

23. Click in the first field to the right of Part of Term, then click the drop-down arrow to the right of this field. The Section Part of Term Query box will pop up:
a. If you are scheduling a section that will last the full length of Fall, Spring, or Summer, select Regular Term and click OK.

b. If you are scheduling a section in any other part of term (such as Fall Minimester 1, Spring Minimester 3 or Summer I), select the Part of Term named that and click OK.

c. The part of term code will appear in the first Part of Term field (in the screen shot below, it is a 1.) Also, the appropriate dates for this part of term will populate automatically and the number of weeks the part of term lasts will populate automatically. (In the screen shot below, the number of weeks is 16.)

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

24. Clemson is not using Registration Dates fields.

25. Clemson is not using Start Dates fields.

26. Clemson is not using Maximum Extensions field.

27. Do NOT change Prerequisite Check Method.

28. Do NOT check CEU Indicator. Clemson will not track CEUs in this manner.

29. The credit and contact hours for the course will have automatically populated with what has been 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 in the screen shot below is 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), so students in this section will only be able to register for 2.000 credits at the time of registration.
30. Do not do anything with 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.

31. You will ONLY do something with the “Gradable” box under one circumstance: If the course you are scheduling is a zero-credit lab that has a “N—Non-Gradable” grade mode assigned to it by the catalog editor, 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 Grading Mode form – if N-Non-Gradable is the Default grading mode, you will know to uncheck the “Gradable” box.)

32. Save.

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

33. Click on the Section Enrollment Information tab. The Enrollment Details tab will be highlighted and your cursor will be in the Enrollment Details block. This form is used to build and maintain the enrollment, waitlist and reserved seat information associated with this class section.

34. In the Maximum field, enter the maximum number of students who may be enrolled in this section.

35. Enter the waitlist maximum enrollment in the Waitlist Maximum field if waitlisting is allowed for this section. You will want to consider room needs when determining maximum enrollment. This field does not consider room capacity.

36. Do NOT use the Projected Field.

   NOTE: All other fields in the Enrollment Details box will populate automatically as enrollment details change (students add, waitlist, etc.).

37. Do not enter anything in the Census One Freeze Date or the Census Two Freeze Date fields.

38. Save.

   NOTE: Whisper line will read “Transaction complete: ___ records applied and saved.”
39. Click on the Meeting Times and Instructor tab. That tab will become highlighted, as will the Meeting Dates sub-tab.

40. Click the drop-down arrow under Meeting Time.

41. The Meeting Time Code Validation STVMEET table will open. This table contains all of Clemson University’s standard time patterns (every possible day(s)/time(s) combination).

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

43. 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.

44. Save

45. Click in the ID field in the next block—the Instructor block. The Session Indicator field will have automatically populated. In the screen shot below, it populated with a 01.

46. Click the drop down arrow above the ID field The Faculty/Advisor Query SIAIQRY form will open.
47. Perform a Next Block

48. Click in the Last Name field.

49. Type in what is called 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 % sign. For example, if you wish to pull Professor William Clark, you would type in Cl% in the Last Name field as shown in the screen shot below. The more information typed the more specific your query results.

50. 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. You will see their ID number, last name, first name, and middle name (if available), their faculty/advisor identifier(s), college and department.

51. Double-click on the line of the faculty member you wish to assign to the section. This information 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.)
52. Save

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

53. 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 Schedule25.

54. To schedule a building and room for all courses needing to meet in a NON-university classroom, either type in the building in the Building field and the room in the Room field or use the drop down arrows above each field. This will allow you to query for a building/room.

Or

55. Click the drop down arrows above each field to allow the From the top menu, select Options, then select Query Available Class Room from the cascade menu.

56. The Available Class Room Query SLQMEET form will open.

57. Perform a Next Block function twice. All available buildings and rooms will automatically populate.
58. Double-click on the building/room where you wish to schedule the section. The building and room fields will automatically populate in the first block of the Meeting Location and Credits subtab with the building/room you selected.

59. Save

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

NOTE: Ignore Section Preferences tab.

60. Close out of SSASECT by clicking any X in the right top.

SSADETL—Schedule Details for the Section

The only two tabs you will ever use in SSADETL are the “Section Links and Corequisites” tab and the “Degree Program Attributes” tab.

SECTION LINKS AND COREQUISITE TAB:

- You will 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 do anything with Degree Program Attributes, with one exception. The exception is IF, and ONLY IF, the course has been approved through the course and curriculum approval process to be offered as an Honors Course and you want this particular section to be an honors section: in this case, you will need to add the Honors attribute to the course here. If this is the case, go to Step 63. If it is not the case, skip to Step 66.

NOTE: If you are unsure whether the course has been approved to be offered as an Honors Course if the department so chooses, you can look up the course’s description to see if it says, “May be offered as an honors course.” Or you can go to SCADETL, type in the course in question, go to the Degree Attributes tab and see if it has an attribute of “AHON—Approved as Honors Offering.”

If you wish to offer this section as an Honors section, following the steps below.

1. Type SSADETL in the Go To... box.
2. Enter.

3. Type in a new Term and CRN unless what is appearing in these fields is accurate.

4. Click on the Degree Program Attributes tab.

5. With your cursor in the Attribute field, click the drop down arrow above this field. The Degree Program Attribute Validation (STVATTR) table will open, showing all of Clemson University's available attributes. REMEMBER, the ONLY attribute you are authorized to add here is the HONR—Honors Course attribute. Click on HONR and click OK.

6. You will get the alarm message ... Just click OK.

7. The HONR attribute will populate.
8. Save

9. Exit SSADETL