CREATE A STUDY ABROAD SECTION
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 to search for the term. An Option List will open.

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.
4. Click **List of Terms** to open the **Term Code Validation** (STVTERM) table.

5. Select the term you wish to create the section for and click OK. Term will populate in the field.

6. 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 **Subject** field.

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

   OR

   **You may 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.
Scroll through the courses in the catalog and double click on the one for which you wish to add a section.

NOTE: 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.

8. Type in the course number, then Tab to the next field.

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.

NOTE: If you searched for the Subject, the course number automatically populated after you selected a course – see Step 7.

9. Type in the section of the course you wish to add. Then hit Tab.
   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.
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 to determine the next section number available.

Do this by clicking the drop-down arrow next to the **Section** field. The Schedule Section Query SSASECQ form will pop up.

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.

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

11. **NOTE THE WHISPER LINE:**
   a. If it 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 it reads: **“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.

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

**NOTE:** If you wish to cross list sections/CRNs, see the training manual titled “Cross Listing Courses” after you have finished scheduling this section.
13. Click in the **Campus** field. Click on its drop down arrow to open the Campus Validation (STVCAMP) box.

Select the international location/site at which the course will be taught. Click on the selected site and then click OK. Campus code and description will populate.

![Campus Field](image)

**Campus:** AQU Clemson (Italy, France, Spain)

14. Type in **A** for **Active** in the **Status** field then hit Tab OR click the drop down arrow next to the field. The Section Status Code Validation (STVSSTS) box will pop up. Select Active and click OK.

![Section Status Code Validation](image)

**NOTE:** An active status means that students can see the course in Self-Service. To cancel a section, see the training manual titled “Cancel a Section.” Cancelled sections will continue to show in Internet Native Banner (INB).

15. Click on the **Schedule Type** field’s drop down arrow. The Schedule Type Query box will pop up. Select your only available choice and click OK.
16. Click on the **Instructional Method** field’s drop-down arrow. The Instructional Method Validation (GTVINSM) box will appear. Choose the instructional method appropriate for this section and click OK.

**NOTE:** You will NOT choose a type indicating it is contract. Instead, choose hybrid/blended, online, or traditional.

17. Click in the **Integration Partner** field and either type in BB or click on the field’s drop down arrow to open the Integration Partner System Rules GORINT form. Double click on **BB – Blackboard** to populate description on the main form.

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

**DO NOT enter a Session.** Clemson does not use the Session field.

19. If **special approval** is required (see note below), click the drop-down arrow to the right of the field and choose the person needing to give a special approval.
20. Clemson does not use the Duration field.

21. 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)

   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 or Spring Minimester), select the appropriate Part of Term 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.)

   ![Part of Term](image)

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

22. Clemson does not use Registration Dates fields.

23. Clemson does not use Start Dates fields.

24. Clemson does not use Maximum Extensions field.

25. Do NOT change Prerequisite Check Method.

26. Do NOT check CEU Indicator. Clemson does not track CEUs in this manner.
27. 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**.

In the example below, 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 at the time of the registration. If you leave the section with range from 1.000 to 3.000, the students can determine how many credits to enroll in at the time of the registration.

![Course Credit and Contact Hours](image)

28. **DO NOT** do anything with the following fields:
   - Link Identifier,
   - Attendance Method,
   - Weekly Contact Hours,
   - Daily Contact Hours,
   - Print,
   - Voice Response,
   - Self-Service Available,
   - Long Title, and
   - Comments or Syllabus fields.

29. You **MUST** check the **Tuition and Fee Waiver** box in order for special tuition to be applied to this study abroad section.

![Tuition and Fee Waiver](image)

**NOTE:** To apply restrictions to this section, refer to the training manual titled “Registration Restrictions.” After the following steps, all required information has been set up.

30. **Click** **Save** ![Save icon] and **Exit** the form ![Exit icon].