Building a Course Section
Banner Tutorial

Updated 2011
How the Schedule is Built

• The Office of the University Registrar will roll the schedule of the previous year’s corresponding semester to create an initial schedule of classes. For example, the spring 2012 schedule of classes will be copied over to the spring 2013 schedule. Once this is done, the schedule will be opened for editing.

• Any changes, additions, or deletions to the schedule of classes are done through SSASECT.
# The Roll Process

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Building a Section

- Go to SSASECT in Banner
Building a Section

- Type in the correct term. In the CRN box, type ‘ADD’, then ‘next block’.
Building a Section

- Fill in the required information and save. This will generate a CRN.
Required Information

- Subject
- Course Number
- Section
- Campus
- Status -- Should be an ‘A’ for Active
- Schedule Type
- Part of Term

If you are unsure about a code for a particular field, click the drop-down box arrow next to the field for valid choices.
Optional Information

- Course titles fill in automatically. Do NOT change this unless it is an independent study or special topics type course. Even then, the title should reflect that it is an independent study or special topics course.

  - EX. AMS 350-901 Special Topics: The American 50s
Additional Optional Information

• Cross List
  – two or more courses taught at the same time in the same classroom (completed through SSAXLST)

• Grade Mode
  – section of a course with two or more grade modes on SCACRSE that uses a grade mode that is not the default

• Credit Hours
  – Section of a variable credit hour course which will be offered for a set number of hours

• Billing Hours
  – In almost all cases will equal credit
Variable Hour Course

- If a course is variable credit hour, and you need to build a section of it that is being offered for a set number of hours, you must ‘lock’ the credit AND billing hours.

Both the billing and credit hours must be ‘locked’
Maximum Enrollment

- To enter the enrollment information, go to ‘Options’, the ‘Section Enrollment Info’
- Enter the Maximum Capacity for the course. If there is a waitlist, the maximum of the waitlist can also be entered here.
- Save
Meeting Times

- After saving, go to the Meeting Times and Instructor tab
- The Start Date & End Date, which are based on the part of term, will populate once you tab over to the ‘Start Date Field’
- Check the boxes of the days of the week the class will meet, then enter the ‘Start Time & End Time’ and ‘Save’
- Remember: Start Time & End Time must be four digits (ex. 0800 for 8:00 am) and in military time (ex. 1800 for 6:00 pm)
Meeting Times

- If the section has no meeting pattern (ex. thesis or dissertation course) leave the days of the week, start and end time blank. Enter the number in the ‘Session Credit Hours’ box in the ‘Hours per Week’ box, tab until you get to that box.
Instructor

- *Next Block* to enter the instructor
Instructor

- In order to be listed as the professor of record for a course, the person must be flagged as an instructor in Banner
- Contact an Academic Scheduling Coordinator if the person is not flagged
- Please provide the following information:
  - Name
  - Campus Wide ID Number
  - College and Department in which the person will be teaching
Notes

• Before attempting to cancel a section in Banner, please make sure the course has zero enrollment.

• If there are still students in the course after you have contacted them to let them know the section has been cancelled, contact the Office of the University Registrar before attempting to cancel the section in Banner.
Cancelling a Section

- Go to SSASECT
Cancelling a Section

- *Next Block* to the Instructor window
- *Remove Record* to delete the professor(s), then *Save*
Cancelling a Course

- Use Previous Block to go to the Meeting Times window

- Remove Record to remove the meeting pattern(s), then Save.
Cancelling a Section

- Hit Previous Block to get back to the Section Details window
Cancelling a Section

- Put a ‘C’ in the ‘Status’ box
Cancelling a Section

• Save and you are done

• If you have any questions, please contact an Academic Scheduling Coordinator for help at schedule@ua.edu
Special Sections

• Open learning and linked lecture/laboratory courses are built slightly different from other courses.

• Open learning courses are not term based. The student selects a start date and then has six or twelve months to complete the course.

• Linked lecture/laboratory courses are ones in which the student is required to register for both a lecture section and an ungraded laboratory section of the same course.
Open Learning Courses

- Instead of Listing a part of term, fill in the field labeled ‘Duration’.

- One note of caution: If a course was accidentally built as an open learning section, and needs to have a part of term, delete the course and start over. The same rule applies for courses which were originally built with a part of term and need to be open learning.
Linked Lecture/Laboratory Section

- The different sections of linked lecture/laboratory courses, depending on whether they are lecture section or a laboratory section, need to be built differently.
Lecture Section

- The first step is to label which the section is on SSASECT in the ‘Link Identifier’ field. Is this section a lecture or a laboratory?
Laboratory Section

Schedule type should be set to Lab

Both the Credit Hours and Billing Hours should be set to zero

Gradable box must be un-checked

Section must be identified as a Lab
Linked Lecture/Laboratory Sections

- The two sections must be linked together to prevent a student from registering for a lecture without registering for an associated laboratory or vice versa.
- Normally, the code ‘LE’ means lecture, and the code ‘LA’ means laboratory.
- Each section needs to be identified and paired.
Linked Lecture/Laboratory Sections

• After you have done that, you must now go to SSADETL to tell BANNER what type of section the student must register for with this section.

• Do this for every lecture and lab combination available by CRN each semester.
SSADETL

- Since this course, BSC 215-001, is a lecture section, you must put the code for a laboratory on SSADETL.

Now Banner knows that the student must also register for a lab section.
SSADETL

- Since this course, BSC 215-002, is a lab section, you must put the code for a lecture on SSADETL.

Now Banner knows that the student must also register for a lecture section.