# ADD A COURSE SECTION IN BANNER

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## REVISION HISTORY

| Version | Date | Name | Description |
|---|---|---|---|
| Update | 11/17/2016 | M Stewart | Corrected procedure for setting a section to not print on Banner self-service. |
| Update | 6/18/2018 | M Krieger | Updated to Banner 9. |
| Update | 09/27/18 | T Montgomery | Reviewed/Updated |
| Update | 8/7/19 | M Stewart | Corrected steps on adding Campus and Instructional Method |

## INTRODUCTION AND PURPOSE

To provide an introduction to the pages utilized in course and classroom scheduling in the Banner software. Also, to present the procedures in basic course entry and maintenance.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Creating/adding course sections in preparation for the publication of the Schedule of Classes and registration each quarter in R'Web is a critical process and requires extreme attention to detail and accuracy. Particular attention should be made to correctly entering section credit and billing hours to ensure that student registration records are accurate. Please note that any corrections made to a course section after registration has commenced, will not update student records. Any subsequent changes to a course section after registration has occurred required individual correction(s) to student course schedules.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
2. Academic Departments
3. College Offices

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

## PAGES

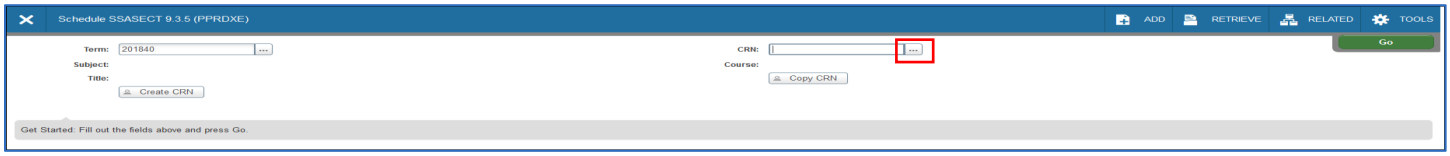
The pages listed below are covered in this training.

| Page | Page Name | Description |
|---|---|---|
| SSASECT | Schedule | Create or display sections for the courses that were created in the Course Catalog |
| SSASECQ | Schedule Section Query | Display all existing sections or to filter data for specific section criteria |

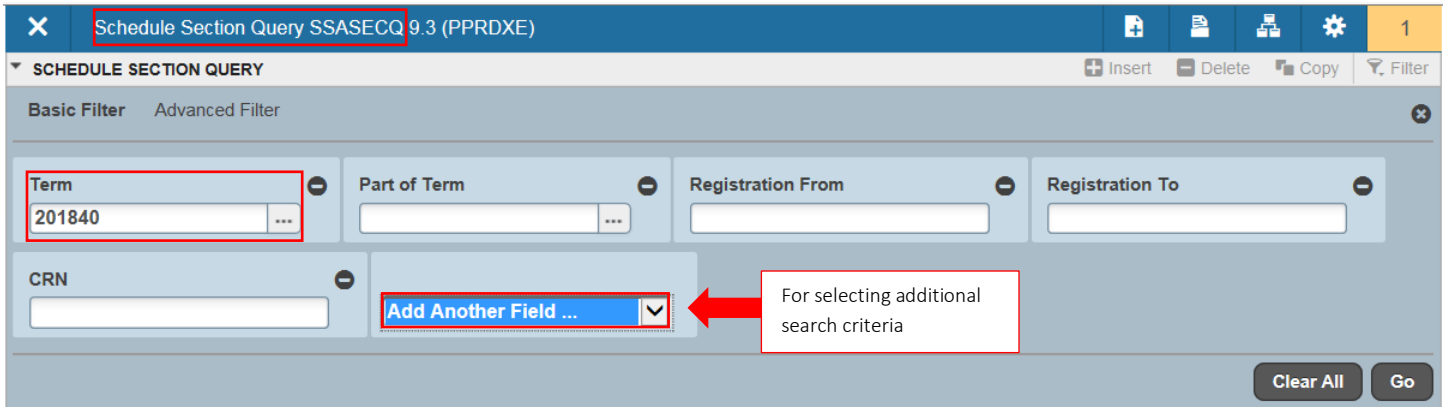
# PROCEDURES

## ADDING A COURSE SECTION IN SSASECT - COURSE SECTION INFORMATION

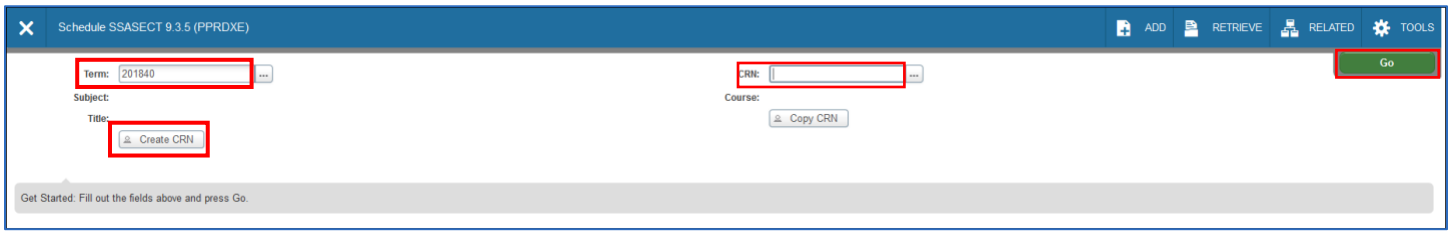
1. Go to **SSASECT (Schedule)**.
2. Enter desired term in **Term Box**.
3. Verify if a desired course is already in the desired term-you may do a search with various optional search criteria:
   a. Click ... the **LOV (List of Values)** button, next to the **CRN** field. This will bring up **SSASECQ** to query a list of approved courses.




   b. **SSASECQ (Schedule Section Query)**: Choose and fill in the desired search parameters and click **Go**.
   c. **Note**: Basic search criteria is provided when you navigate to SSASECQ, additional desired search criteria may be included, see "Add Another Field" option below:




4. After verifying if a course is already in the desired term, do **one** of the following:
   a. Click **Create CRN**.
   b. Type **ADD** in the **CRN** field and click **Go**.

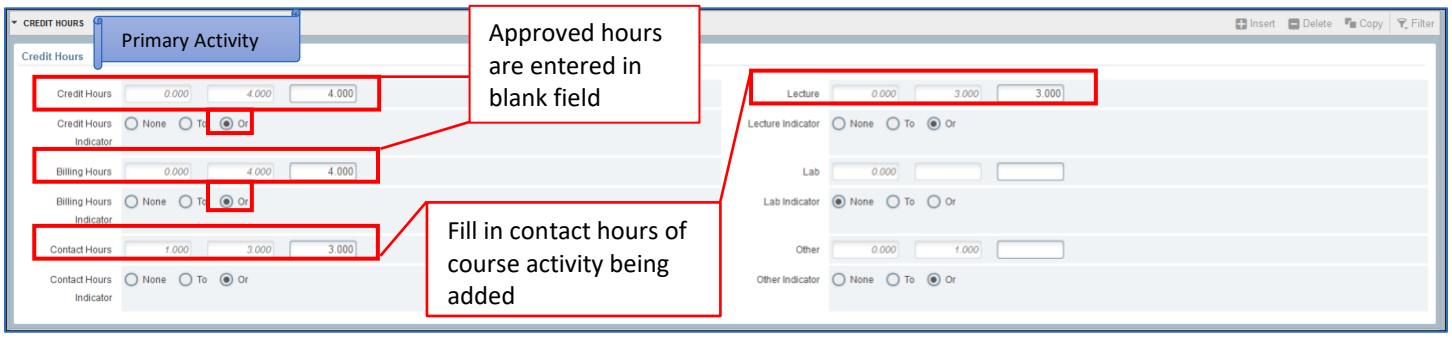


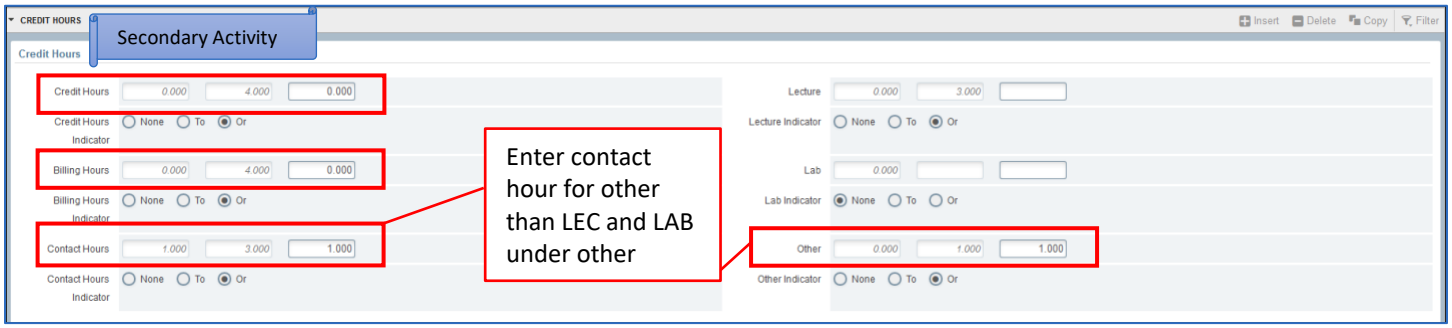
5. Enter: **Subject**
6. Enter: **Course Number**
7. Enter: **Section** (e.g., 001, 021, 035.
8. Enter: **Cross List** (if applicable)
9. Enter: **C**-Riverside; **O**-UCR Online; or **U**-UC Online Education in **Campus** field.
10. Enter: **A** (Active) in **Status** field.
11. Enter: Schedule type of the section in **Schedule Type** field.
12. **Instructional Method:** Defaults to what is set in Banner Catalog. If course has been approved to be offered online but section will be in person, change method to **In-Person** by clicking the drop-down arrow to bring up **GTVINSM**. Select **I** (In-Person) and click **OK**.
    a. For more information on online course section creation, please see procedures **"Setup of Online Courses Banner_9"**.
13. **Special Approval:** If academic department has received special approval to enforce enrollment by permission (either by department, enrollment manager, or instructor). Click drop-down arrow to bring up **STVSAPR**, select desired permission and click **OK**.
14. **Part of Term (POT)**: Click LOV button to bring up the dates of instruction for the term. Select one of the desired POT:
    a. **1=Full Term (Fall, Winter, Spring Quarters)**
    b. **2=Special Term 2(Mainly used by MSOL Program)**
    c. **M1=Medical Year 1**
    d. **M2=Medical Year 2**
    e. **M3=Medical Year 3**
    f. **M4-Medical Year**

    **Note: See Summer Sessions for summer parts of term.**

## COURSE SECTION INFORMATION COMPLETING - CREDIT AND BILLING HOURS ("OR" OPERATOR-DEFAULTS FROM COURSE CATALOG PER COURSE APPROVAL)

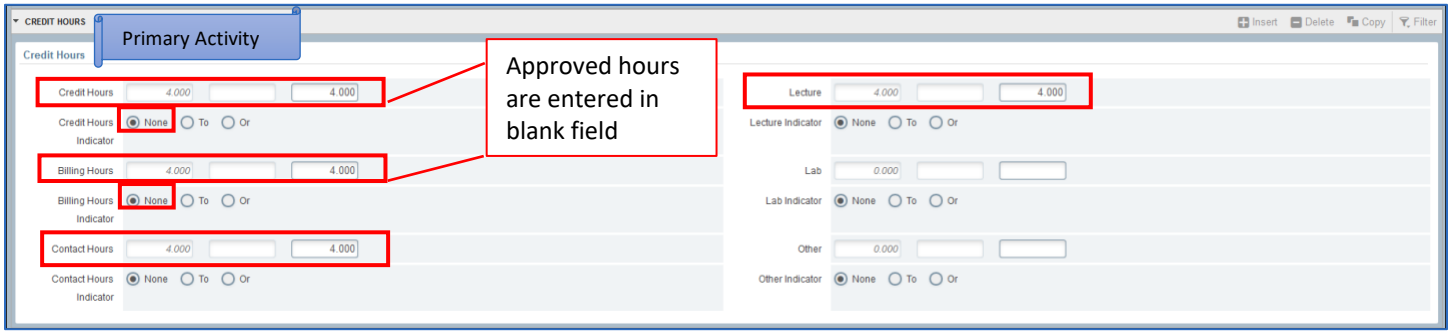
1. **Credit Hours:** Enter number of credit hours in the box on the far right.
2. **Billing Hours:** Enter number of billing hours in the box on the far right.
3. Identify the **Schedule Type** the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box on the far right for the schedule type of this section.
4. When Tab is pressed, the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.

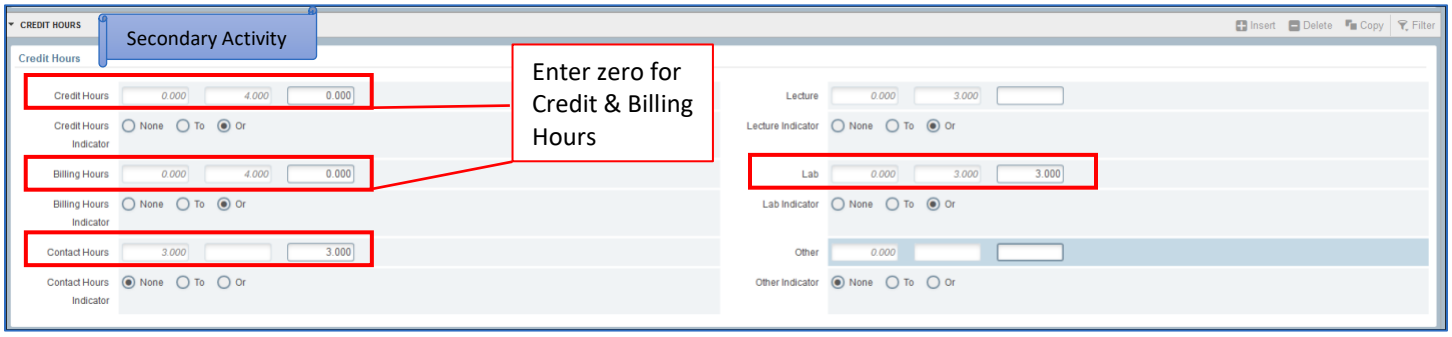





## COURSE SECTION INFORMATION COMPLETING - CREDIT AND BILLING HOURS ("NONE" OPERATOR-DEFAULTS FROM COURSE CATALOG PER COURSE APPROVAL)

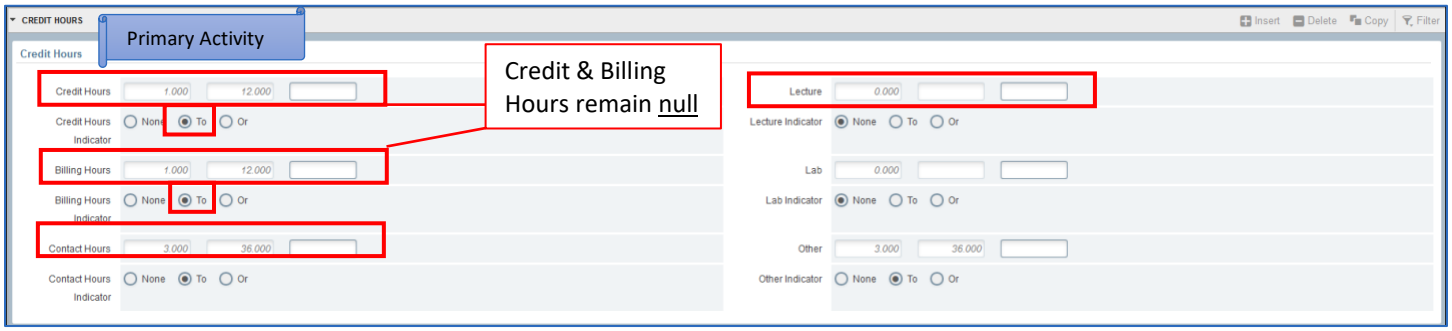
1. **Credit Hours:** Enter number of credit hours in the box on the far right.
2. **Billing Hours:** Enter number of billing hours in the box on the far right.
3. Identify the **Schedule Type** the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box on the far right for the schedule type of this section. When Tab is pressed the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.

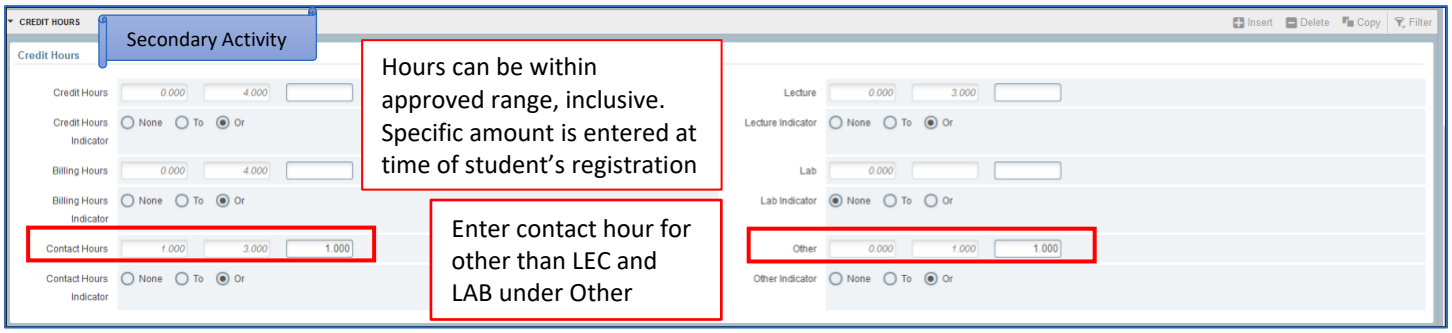



## COURSE SECTION INFORMATION COMPLETING - CREDIT AND BILLING HOURS ("TO" OPERATOR-DEFAULTS FROM COURSE CATALOG PER COURSE APPROVAL)

1. **Credit Hours:** Null (Note: For "Approved" variable credit hour courses, a value may be entered for credit and billing hours)
2. **Billing Hours:** Null
3. Identify the **Schedule Type** the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box on the far right for the schedule type of this section.
4. When Tab is pressed the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.




5. If course has more than one schedule type – enter the **Link Identifier** for schedule type of the section being added. Example: Enter L1 for a lecture section, D1 for a discussion section.
6. Steps for connecting multiple sections of various schedule types are in the **Create Multiple Sections with Link Identifier Codes** procedure.
7. Default is for the section to print (show) on Banner self-service; i.e., the online Schedule of Classes. To set a section to not print (show), **de-select the Voice Response and Self-Service Available check box (see below screen)**.
8. Default if the section is gradable. Leave option checked if section is a unit-bearing schedule type. De-select Gradable if the section is non-unit bearing.
9. **Save**.
10. If saved successfully, a CRN number will appear in the **CRN** field at the top of the screen. If course data is not saved, check error messages and resolve them.