

# DELETE A SECTION BEFORE SCHEDULE GOES ONLINE

## TABLE OF CONTENTS

- Revision History ..... 2
- Introduction and Purpose ..... 2
- Related Policies, Regulations, Guiding Principles, and Common Practices ..... 2
- Impacted Departments, Units, Programs, and Centers ..... 2
- Before You Begin..... 2
- pages ..... 2
- Procedures ..... 3
  - preparing section for deletion ..... 3
    - Steps..... 3
  - deleting section..... 4
    - Steps..... 4
- Final Quiz ..... 4

## REVISION HISTORY

Version	Date	Name	Description
1	2/4/15	H Edberg	Initial procedures for Version 8
2	6/27/18	M Stewart	Initial procedures for Version 9.

## INTRODUCTION AND PURPOSE

The purpose of this document is to outline the steps required to delete a course section from a given term.

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

Prior to when a term's course schedule is published on the online Schedule of Classes, any course section a department decides not to offer for that term needs to be deleted in Banner. After the SOC is online, academic departments are then to cancel any course section not being offered in that term (following procedures "Cancel a Course Section for Departments").

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments

## 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	Section information (where meeting time and instructor information are removed prior to deleting the section)

## PROCEDURES

### PREPARING SECTION FOR DELETION

Before a section can be deleted in Banner, all instructors attached to the section need to be removed, as well as day, time, and classroom information.

#### STEPS

1. In this example, section **ETST 001 026 (CRN 15072)** will be deleted from term **201840**.
2. Navigate to **SSASECT**, enter the desired term and CRN. Click Go.
3. Navigate to the **Meeting Times and Instructor** tab.
4. On the **Meeting Dates** tab in the **Instructor** section, click in the **Session Indicator** field.
  - a. Instructor data must be deleted first.
5. Click **Delete** button across from the **Instructor** header.
6. **Save**
7. In **Schedule** section, click in the **Meeting Time** field.
8. Click **Delete** button across from the **Schedule** header.
 

Note: Data contained on the same line on the **Meeting Location and Credits** tab (e.g., assigned classroom) will also be deleted.
9. **Save**

The screenshot shows the Banner system interface for section management. The top navigation bar includes a search icon, the section name 'Schedule SSASECT 9.3.5 (PPRDXE)', and utility icons. Below this, the term '201840', CRN '15072', subject 'ETST', course '001', and title 'RACE & ETHNICITY:INTRO' are displayed, along with a 'Start Over' button. The main content area has several tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor' (selected), and 'Section Preferences'. Under 'Meeting Times and Instructor', there are sub-tabs for 'Times and Instructors', 'Scheduler Preferences', 'Meeting Dates', and 'Meeting Location and Credits'. The 'SCHEDULE' section is expanded, showing a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week. A 'Delete' button is highlighted in red. Below the 'SCHEDULE' section, the 'INSTRUCTOR' section is also expanded, showing a table with columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, and Primary Indicator. A 'Delete' button is highlighted in red.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

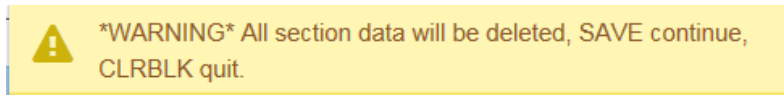
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator
01					<input type="checkbox"/>

## DELETING SECTION

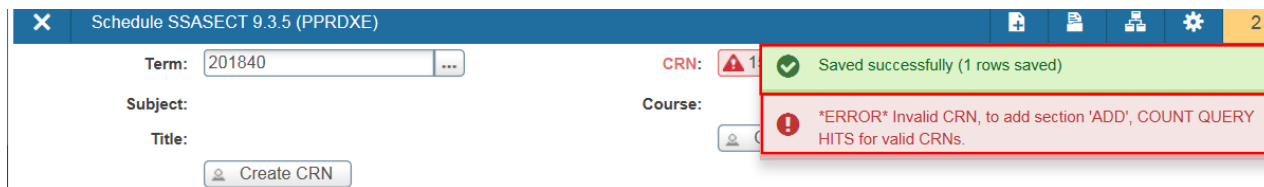
Once instructor and day/time/location data is deleted, the section can now be deleted from the given term.

### STEPS

1. Still in the same **term (201840)** and **CRN (15072)**, navigate to the **Course Section Information** tab.
2. Click the Delete button across from the Course Section Information header.
3. The following message will appear in the upper right hand corner of the screen:



4. To complete the deletion process, **Save**.  
The "**ERROR**" message appears because the CRN was deleted; it no longer exists in the term.



## FINAL QUIZ

1. When is a section deleted from a given term?
  - a. **Before** the Schedule of Classes for that term is published online.
2. What is the order of deletion that must be followed to delete a section from a given term?
  - a. Delete instructor, delete day/time/room data, then delete the section.