

QUERY FOR A SPECIFIC COURSE

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REVISION HISTORY

Version	Date	Name	Description
1	2/9/15	M Stewart	Initial procedures for Version 8
2	6/29/18	M Stewart	Initial procedures for Version 9.
3	8/13/18	M Stewart	Revise V 9. procedures – updated look and access to fields for querying

INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to utilize the Banner query page SSASECQ to locate course section information.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Using a course section query enables one to obtain quickly specific course information when it's needed (as opposed to running a report listing multiple course sections and then filtering out sections). While the upgrade to Banner 9 does not change the screen names, the navigation to set up and run a section query has changed significantly.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

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
SSASECQ	Schedule Section Query	Obtain course section information based on selected search criteria
SSASECT	Schedule	Section Information

PROCEDURES

OVERVIEW OF SSASECQ (SCHEDULE SECTION QUERY)

Search criteria on page SSASECQ is obtained from a series of drop-down options. The more search criteria selected, the narrower the search result will be.

STEPS

1. Navigate to **SSASECQ**.
2. The following is initially displayed:

The screenshot shows the SSASECQ interface with the following elements:

- Browser tab: Schedule Section Query SSASECQ 9.3 (PPRDYF)
- Page title: SCHEDULE SECTION QUERY
- Search bar: Enter a query, press F8 to execute.
- Filter tabs: Basic Filter (selected), Advanced Filter
- Search fields: Term, Part of Term, Registration From, Registration To, CRN
- Additional field: Add Another Field ... (highlighted with a red box and callout)
- Buttons: Clear All, Go

3. Recommendation is to query with at least the **Term** and to go to the **Add Another Field** drop-down menu to **search and select other search options**.

STEPS

1. In this example, query for number of **lecture** sections in term **201840**.
2. In the **Term** search field, enter **201840**.
3. Click in the **Add Another Field** drop-down menu to view other search criteria options.
4. Select **Schedule Type**. In the **Schedule Type** search field, enter **LEC**.
Do not enter the schedule type's full name (i.e., LECTURE). **SSASECQ** will not recognize it.
6. Click **Go**.

Schedule Section Query SSASECQ 9.3 (PPRDXE)

SCHEDULE SECTION QUERY

Active filters: Term: 201840 Schedule Type: LEC Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201840	1			22981		AHS	008	001
201840	1			23029		AHS	015	001
201840	1			10008		AHS	017A	001
201840	1			10019		AHS	028	001
201840	1			25717		AHS	113	001
201840	1			23136		AHS	156	001
201840	1			22986		AHS	170	001
201840	1			24633		AHS	189E	001
201840	1			10101		AHS	302	001
201840	1			10102		AHS	302	01W

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- Output screen will show how many records are in the output, as well as how many pages the output appears and how many records per page are displayed.
- When an individual record is highlighted, its enrollment information displays below the output.

Schedule Section Query SSASECQ 9.3 (PPRDXE)

SCHEDULE SECTION QUERY

Active filters: Term: 201840 Schedule Type: LEC Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201840	1			22981		AHS	008	001
201840	1			23029		AHS	015	001
201840	1			10008		AHS	017A	001
201840	1			10019		AHS	028	001
201840	1			25717		AHS	113	001
201840	1			23136		AHS	156	001
201840	1			22986		AHS	170	001
201840	1			24633		AHS	189E	001
201840	1			10101		AHS	302	001
201840	1			10102		AHS	302	01W

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	Maximum	Actual	Remaining
Enrollment	75	0	75
Waitlist	0	0	0

Note: accessing a section in SSASECQ to open it in SSASECT can be done only if SSASECQ was accessed via the **Search** button next to the CRN field on page SSASECT. See steps on page 5.

QUERY WITH MULTIPLE SEARCH CRITERIA

Fewer sections will be expected in the output.

STEPS

1. Navigate to **SSASECQ**.
 - a. If still in **SSASECQ**, click **Filter Again**.
2. In this example, query for **number of times** sections of the **CHEM 150** series has been offered.
3. Remove the **Term** search criterion by clicking the **minus sign** in the top right corner of the **Term** search field.
4. Leave the **Schedule Type** search criterion (**LEC**) selected.
5. Click in the **Add Another Field** drop-down menu to view other search criteria options.
6. Click on **Subject**. In the **Subject** search field, enter **CHEM**.
7. Click in the **Add Another Field** drop-down menu to view other search criteria options..
8. Click on **Course**. In the **Course** search field, enter **150%**.
9. Click Go.

Screenshot of the SSASECQ search interface showing a table of search results for CHEM 150 sections. The table has columns for Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, and Section. The results show 14 rows of data. The interface includes active filters for Schedule Type: LEC, Subject: CHEM, and Course: 150%. The pagination shows 1 of 2 pages and 10 items per page.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201230	S2			10420		CHEM	150A	201
201410	1			11907		CHEM	150A	001
201420	1			11916		CHEM	150B	001
201510	1			12042		CHEM	150A	001
201610	1			12158		CHEM	150A	001
201620	1			12145		CHEM	150B	001
201630	S2			10510		CHEM	150A	201
201710	1			32208		CHEM	150A	001
201720	1			52184		CHEM	150B	001
201730	S06			70463		CHEM	150A	B01

QUERY DIRECTLY FROM SSASECT

You may query from SSASECT directly, where you will be directed to SSASECQ.

STEPS

1. Navigate to **SSASECT** and enter the **Term** and **CRN** if CRN is known or click search button (See example below)
2. Click **Go**.

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: ...

Subject: ANTH Course: 001

Title: CULTURAL ANTHROPOLOGY

Create CRN Copy CRN

Go

Get Started: Fill out the fields above and press Go.

Click this Search button to access SSASECQ from SSASECT.

Schedule Section Query SSASECQ 9.3 (PPRDXE)

SCHEDULE SECTION QUERY

Active filters: Term: 201840 Subject: ANTH Course: 001 Clear All

Queried for 201840 ANTH 001 sections

Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201840	1			10107	Y	ANTH	001	001
201840	1			10108		ANTH	001	011
201840	1			10109		ANTH	001	012
201840	1			10110		ANTH	001	013
201840	1			10111	Y	ANTH	001	014

201840 ... 1

10116 Y ANTH 001 019

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	Maximum	Actual	Remaining
Enrollment	25	0	25
Waitlist	0	0	0

Highlight desired section

Click Select button

CANCEL SELECT

Schedule SSASECT 9.3.5 (PPRDXE)

Term: 201840 CRN: 10116

Subject: ANTH Course: 001

Title: CULTURAL ANTHROPOLOGY

Create CRN Copy CRN

Go

Get Started: Fill out the fields above and press Go.

Then click Go to open section in SSASECT

FINAL QUIZ

1. Name two methods to execute a query in Banner.
 - a. Click Go
 - b. Press F8

2. True or False: Banner 9 functionality does not allow selecting a section in SSASECQ if a user entered SSASECQ directly.
 - a. True