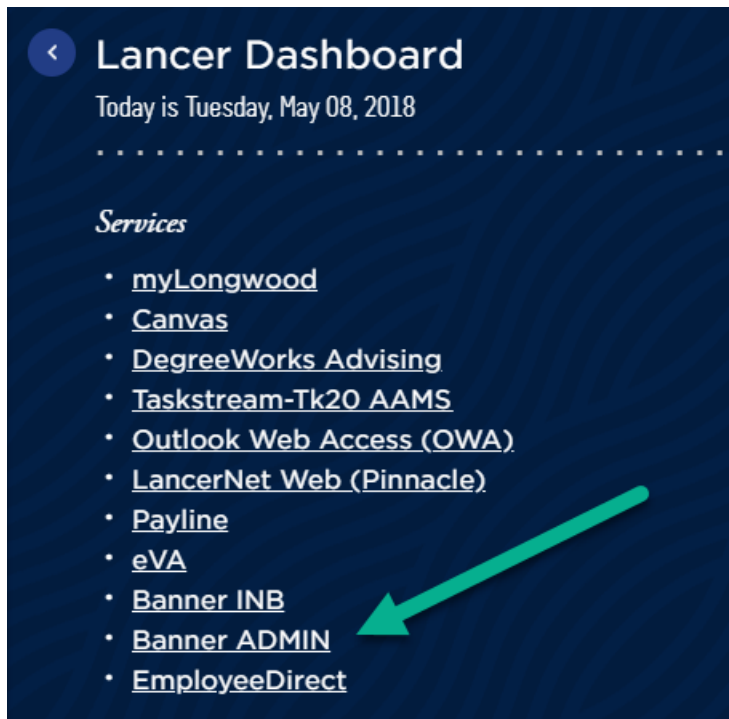


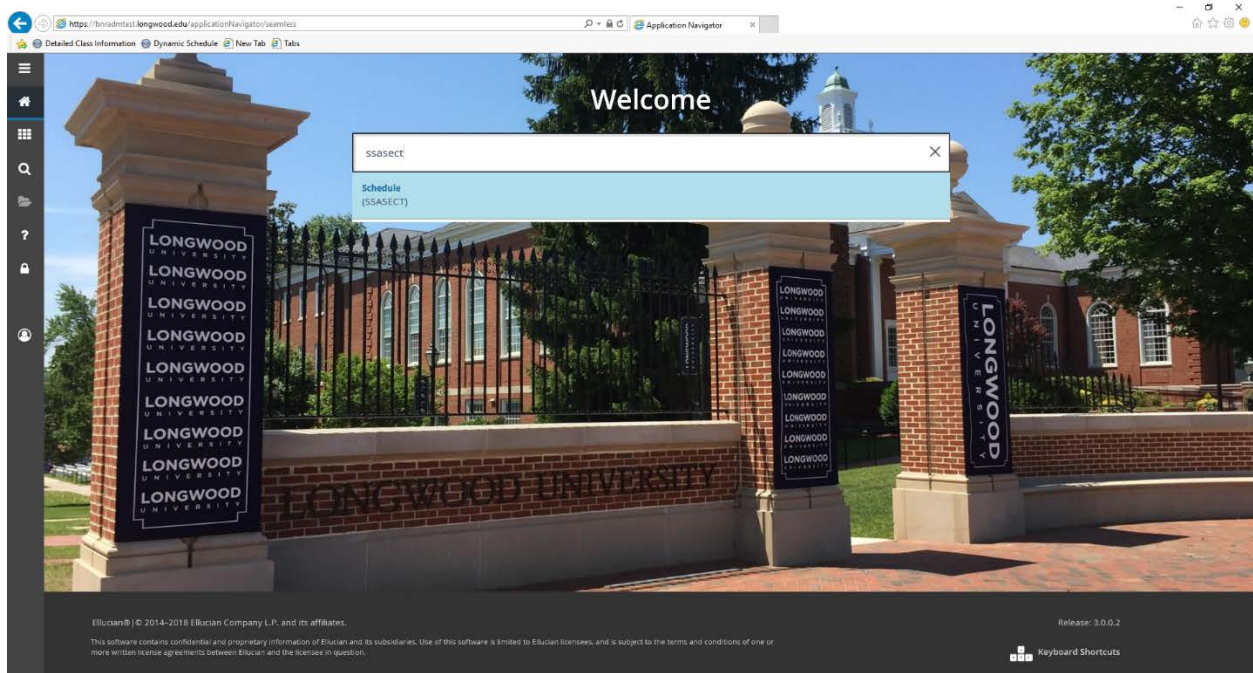
## Banner ADMIN – Create New Course Section Information (SSASECT)

Use this procedure to learn how to create a new course section.

Log into Banner ADMIN.



To create a section, go to **SSASECT**.



## Banner ADMIN – Create New Course Section Information (SSASECT)

Enter the **term** and type **ADD** in the **CRN** box and click **Go**.

The screenshot shows a web browser window with the URL `https://bnradmtest.longwood.edu/applicationNavigator/seamless`. The page title is "Schedule SSASECT 9.3.10 (bnr8test)". The interface includes a top navigation bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons. A "Go" button is located to the right of the "CRN" field. The form contains the following fields:

- Term: 201930
- CRN: ADD
- Subject:
- Course:
- Title:

A "Create CRN" button is located below the "Title" field. A message box states: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." The footer of the page shows "EDIT", "Record: 1/1", "KEY\_BLOCK.SSASECT\_CRN [1]", and the "ellucian" logo.

## Banner ADMIN – Create New Course Section Information (SSASECT)

You will see this blank screen.

The screenshot displays the Banner ADMIN interface for creating a new course section. The main form is titled "Schedule SSASECT 9.3.10 (bnr0test)". The "COURSE SECTION INFORMATION" tab is selected, showing fields for Subject, Course Number, Title, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, and Override Duration. Below this are sections for "CLASS TYPE" (Traditional Class and Open Learning Class) and "CREDIT HOURS" (Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, and Other). The "CLASS INDICATORS" section includes Prerequisite Check, Method, CEU Indicator, Daily Contact Hours, Print, Long Title, and Comments. The bottom of the screen shows "EDIT Record: 1/1 SSBSECT.SSBSECT\_SUBJ\_CODE [1]" and the "ellucian" logo.

Enter the following under the **Course Section Information** tab:

- Subject
- Course Number
- Title should auto-fill though can be updated if needed to be
- Section number
- Campus
- Status (A=Active)
- Schedule Type
- Instructional Method should auto-fill based on schedule type
- Grade mode
- Session (I for intersession, A or S for online courses)
- Special approval if the course needs Instructor or department chair approval
- Part of term (make sure to hit tab to fill in the dates)
- Credits—if the course is NOT a variable credit hour course, leave the fields in the Credit Hours section blank. The credits will auto-fill. If the course is variable credit and needs to be a specific

## Banner ADMIN – Create New Course Section Information (SSASECT)

number of credits, enter the number in the field beside each of the fields that you the variable credits in.

- **Save**

The screenshot displays the Banner ADMIN interface for creating a new course section. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule SSASECT 9.3.10 (bnr0test)".

The main content area is divided into several sections:

- COURSE SECTION INFORMATION:** Fields include Subject \* (SOCL ... SOCIOLOGY), Course Number \* (102), Title (Contemporary Social Problems), Section \* (01), Campus \* (MC ... Main Campus \*), Status \* (A ... Active), Grade Mode (S ... Standard), Schedule Type \* (LEC ... Lecture), Instructional Method (LC ... Lecture (SCHEV)), and Duration.
- CLASS TYPE:** Fields include Part of Term (1), Start Dates (01/15/2019), End Dates (05/08/2019), and Maximum Extensions (0).
- CREDIT HOURS:** Fields include Credit Hours (3.000), Billing Hours (3.000), Contact Hours (3.000), and indicators for Lecture, Lab, and Other.
- CLASS INDICATORS:** Fields include Prerequisite Check Method (Basic or None, CAPP, DegreeWorks), CEU Indicator, Daily Contact Hours, Print, Long Title, and Comments.

The bottom of the page shows the "EDIT" button, "Record: 1/1", and the "ellucian" logo.

## Banner ADMIN – Create New Course Section Information (SSASECT)

### Section Enrollment Information tab:

Enter the **Maximum** enrollment cap. This is the maximum number of students who will be able to be registered into the section.

If a course has a waitlist (typically only SLP Online sections, put that maximum number in the Waitlist Maximum field).

### Save.

The screenshot displays the Banner ADMIN interface for creating a new course section. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule SSASECT 9.3.10 (bnr0test)".

Course Information: Term: 201930, CRN: 31957, Subject: SOCL, Course: 102, Title: Contemporary Social Problems. A "Start Over" button is visible.

The "Section Enrollment Information" tab is active, showing the following enrollment details:

ENROLLMENT DETAILS					
Maximum *	15	Waitlist Maximum *	0	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	15	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours: 0.000			

Census One: Enrollment Count: 0, Freeze Date: 01/15/2019

Census Two: Enrollment Count: 0, Freeze Date: 01/24/2019

Add Authorization Registration Dates:

Calculated Section	Add Authorization	Waitlist Notification
Start Date: 01/15/2019	Start Date:	Ending Date:

The bottom of the screen shows a status bar with "EDIT", "Record: 1/1", "SSBSECT.SSBSECT\_MAX\_ENRL [1]", and the "ellucian" logo.

## Banner ADMIN – Create New Course Section Information (SSASECT)

### Meeting Times and Instructor tab:

This is the tab you use to add meeting dates and times. If the time and day is a normal timeframe, you can use the Meeting Time field to autofill the days and times. Click the dots beside the field to select the code (or enter the code if you know it).

The screenshot shows the Banner ADMIN interface for creating a new course section. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule SSASECT 9.3.10 (bnr0test)".

Course Information: Term: 201930, CRN: 31957, Subject: SOCL, Course: 102, Title: Contemporary Social Problems. A "Start Over" button is visible.

The "Meeting Times and Instructor" tab is active. It contains two sub-tabs: "Meeting Dates" and "Meeting Location and Credits".

**SCHEDULE**

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

Record 1 of 1

**INSTRUCTOR**

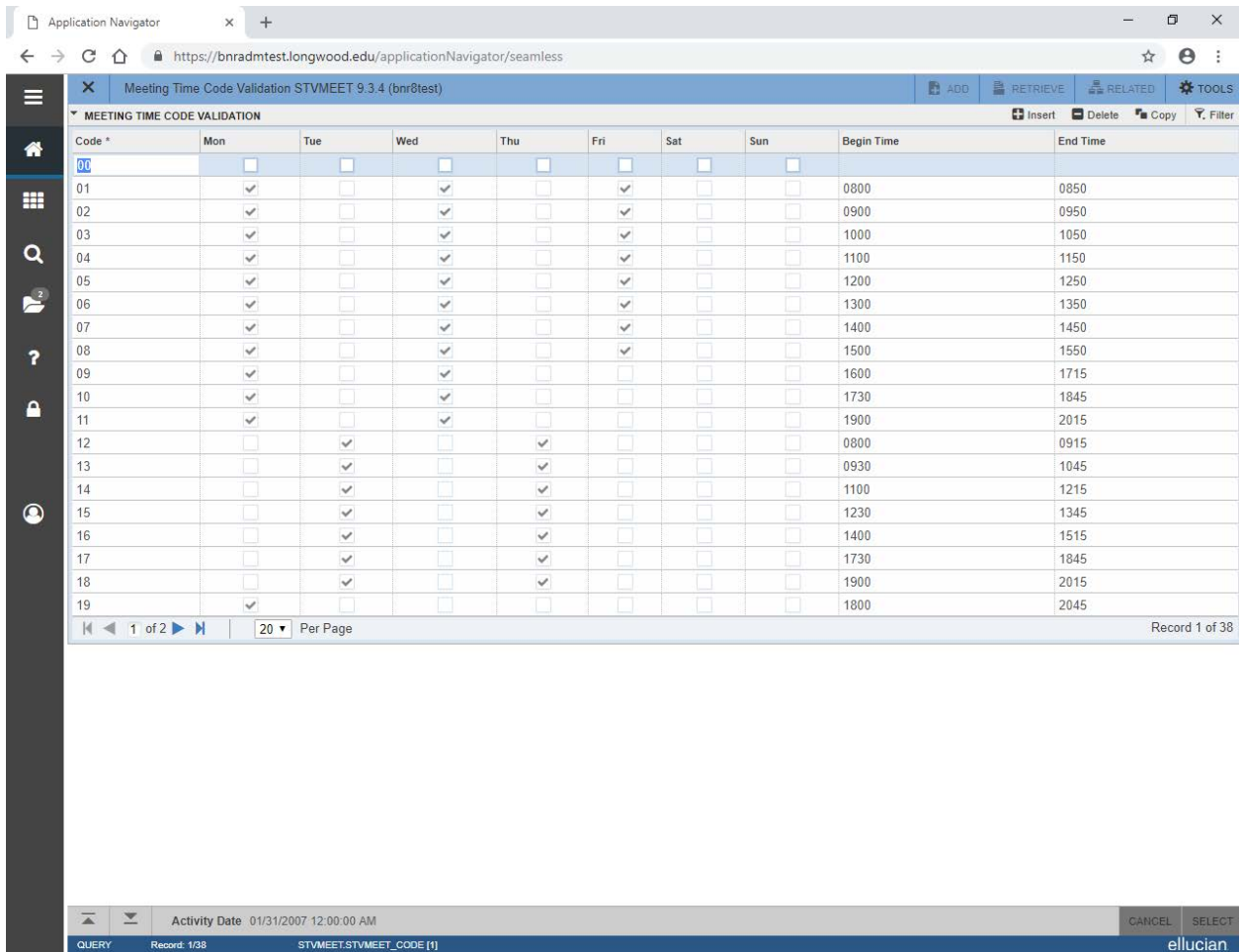
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Ses
01					<input type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

At the bottom, there is an "EDIT" button, "Record: 1/1", a field for "SSRMEET.SSRMEET\_MEET\_CODE [1]", and a "SAVE" button. The ellucian logo is in the bottom right corner.

## Banner ADMIN – Create New Course Section Information (SSASECT)

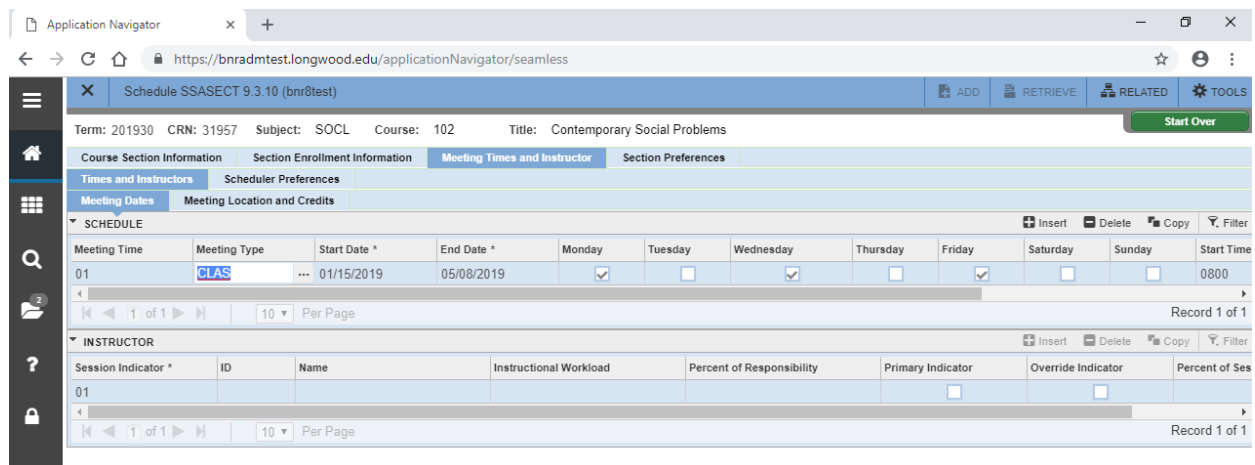
These are the codes. You can scroll through both pages to find the correct code for your section.



The screenshot shows the 'Meeting Time Code Validation' screen in Banner ADMIN. The table lists 19 meeting time codes (00-19) with columns for days of the week (Mon-Sun), begin times, and end times. The '00' code is highlighted in blue. The interface includes a sidebar with navigation icons, a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons, and a bottom status bar showing 'Activity Date 01/31/2007 12:00:00 AM' and 'ellucian' branding.

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250
06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350
07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450
08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1550
09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1715
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1845
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2015
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1345
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515
17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1845
18	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2015
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1800	2045

Make sure you update the Meeting Type from CLAS (to LEC, IND, WEB, etc)



The screenshot shows the 'Schedule SSASECT' screen in Banner ADMIN. The top section displays course details: Term: 201930, CRN: 31957, Subject: SOCL, Course: 102, Title: Contemporary Social Problems. Below this, there are tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Meeting Times and Instructor' tab is active, showing a 'SCHEDULE' table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week. The '01' meeting time is highlighted, showing a Meeting Type of 'CLAS' and a Start Date of 01/15/2019. Below the schedule table, there is an 'INSTRUCTOR' table with columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Ses. The '01' session indicator is highlighted, showing a Primary Indicator of '1' and an Override Indicator of '1'.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
01	CLAS	01/15/2019	05/08/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800

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

## Banner ADMIN – Create New Course Section Information (SSASECT)

To update a **Room**, click on the **Meeting Location and Credits** tab (within the **Meeting Times and Instructor** tab). Make any updates to the room. Note that if you are changing the building AND the room, delete all of the information before entering the new information. If you update the building without deleting the room first, Banner may give you an error if there is no classroom with that old number in the new building.

The screenshot displays the Banner ADMIN interface for creating or updating course section information. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule SSASECT 9.3.10 (bnr8test)".

Course Information: Term: 201910, CRN: 10781, Subject: CRIM, Course: 100, Title: Survey of Criminal Justice. A "Start Over" button is visible.

Navigation tabs include: Course Section Information, Section Enrollment Information, Meeting Times and Instructor, Section Preferences, Times and Instructors, Scheduler Preferences, Meeting Dates, and Meeting Location and Credits.

The "SCHEDULE" section contains a table with the following data:

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	RUFFN	108	LEC	2.50	O	3.000		

The "INSTRUCTOR" section contains a table with the following data:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	L00109534	Wood, Robert D.	3.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

At the bottom of the interface, there is an "EDIT" button, "Record: 1/1", the code "SSRMEET\_SSRMEET\_SCHS\_CODE [1]", and the "ellucian" logo.



# Banner ADMIN – Create New Course Section Information (SSASECT)

Enter the instructor information.

The screenshot shows the Banner ADMIN interface for creating a new course section. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule SSASECT 9.3.10 (bnr8test)".

Course Details: Term: 201930, CRN: 31957, Subject: SOCL, Course: 102, Title: Contemporary Social Problems. A "Start Over" button is visible.

Navigation tabs: Course Section Information, Section Enrollment Information, Meeting Times and Instructor (selected), Section Preferences.

Sub-tabs: Times and Instructors, Scheduler Preferences, Meeting Dates, Meeting Location and Credits.

**SCHEDULE Table:**

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	LEC	01/15/2019	05/08/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800

Record 1 of 1

**INSTRUCTOR Table:**

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Ses
01	L00020816	Milne, Jason S.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

Page footer: EDIT Record: 1/1 SIRASGN.SIRASGN\_PERCENT\_RESPONSE [1] ellucian

## Banner ADMIN – Create New Course Section Information (SSASECT)

If you have a section with a title that needs to be updated but is longer than the character limit in SSASECT, go to SSASYLB. This allows you to enter a long title for the section. Enter the term and CRN and click Go. Enter the long title in the **Section Long Title** field under the **Long Title and Learning Objectives** tab. Save.

The screenshot shows a web browser window with the URL <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Section Syllabus SSASYLB 9.3 (bnr0test)". The interface includes a navigation menu on the left and a main content area with the following details:

- Term: 201910 CRN: 10781 Subject: CRIM Course: 100 Course Title: Survey of Criminal Justice
- Start Over button
- Long Title and Learning Objectives tab (selected)
- SECTION LONG TITLE section with a text input field containing "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX" and a URL field.
- LEARNING OBJECTIVES section with a "Copy" button and a large text area.
- Schedule Type: LEC (Lecture) and Instructional Method: LC (Lecture (SCHEV))
- Activity Date: 09/07/2018 12:00:00 AM
- Buttons: CANCEL, SELECT, SAVE
- Footer: EDIT Record: 1/1 SSRSYLN.SRSYLN\_LONG\_COURSE\_TITLE [1] ellucian

## Banner ADMIN – Create New Course Section Information (SSASECT)

To **restrict** a section to a specific population of students, go to **SSARRES**.

The first tab is used to restrict based on major, minor, or concentration. Next block ONE time so that you are in the **Field of Study Restrictions** tab. To restrict to a specific program, click **INCLUDE**, then type either major, minor or concentration. If you want to restrict the section to students in the major, minor OR concentration, click the **All Fields of Study Types** box then type the major codes. You are also able to click the dots to the right side of the field to search for a program code.

The screenshot displays the Banner ADMIN interface for creating new course section information. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule Restrictions SSARRES 9.3.6 (bnr8test)".

The interface includes a navigation menu on the left and a main content area. The main content area is divided into two sections:

- DEPARTMENT RESTRICTIONS**: This section has a table with columns for "Department" and "Description". The "Include/Exclude (I/E)" options are set to "Include".
- FIELD OF STUDY RESTRICTIONS**: This section has a table with columns for "Code" and "Description". The "Include/Exclude (I/E)" options are set to "Include". The "All Field of Study Types" checkbox is checked. The "Type" field is empty.

At the bottom of the interface, there is a footer with the text "EDIT Record: 1/1 SSRRMAJ SSRRMAJ\_MAJR\_CODE [1]" and the "ellucian" logo.

## Banner ADMIN – Create New Course Section Information (SSASECT)

The **Class and Level** tab is used to restrict to a certain student class or level. Most undergraduate courses will already have level restrictions. Do not alter those restrictions. If you need to add a restriction, simply add a new line. To restrict by Freshmen, Sophomore, Junior, Senior, use the **Class Restrictions** fields.

The screenshot displays the Banner ADMIN interface for creating a new course section. The browser address bar shows the URL: <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The application title is "Application Navigator".

The main interface shows the "Schedule Restrictions SSARRES 9.3.6 (bnr0test)" window. The course details are: Term: 201910, CRN: 10781, Subject: CRIM, Course: 100, Title: Survey of Criminal Justice. A "Start Over" button is visible in the top right corner.

The "Class and Level" tab is selected, showing two sections: "CLASS RESTRICTIONS" and "LEVEL RESTRICTIONS".

**CLASS RESTRICTIONS**

Include/Exclude (I/E)  Include  Exclude

Class	Description
-------	-------------

Record 1 of 1

**LEVEL RESTRICTIONS**

Include/Exclude (I/E)  Include  Exclude

Level	Description
CE	Continuing Education
PG	Professional Studies - GR
PU	Professional Studies - UG

Record 1 of 3

At the bottom of the interface, there are buttons for "EDIT", "CANCEL", "SELECT", and "SAVE". The status bar shows "Record: 1/1" and "RCLS\_CTRL\_BLOCKSSRRCLS\_CLASS\_IND [1]". The logo "ellucian" is visible in the bottom right corner.

## Banner ADMIN – Create New Course Section Information (SSASECT)

The **Degree and Program** and **Campus and College** tabs are rarely used.

If you need to restrict a section by **student attribute**, click the **Student Attribute and Cohort** tab. This tab allows you to restrict a section to a specific campus (such as Martinsville or Emporia), a specific population of students (such as Honors) or a specific cohort (such as the Tidewater cohort for the SLIB program). Do not use the **Cohort Restrictions** field. All cohorts, MV/EM students, and honors students will have a student attribute located in SGASADD. Enter the attribute code in the **Student Attribute Restrictions** field.

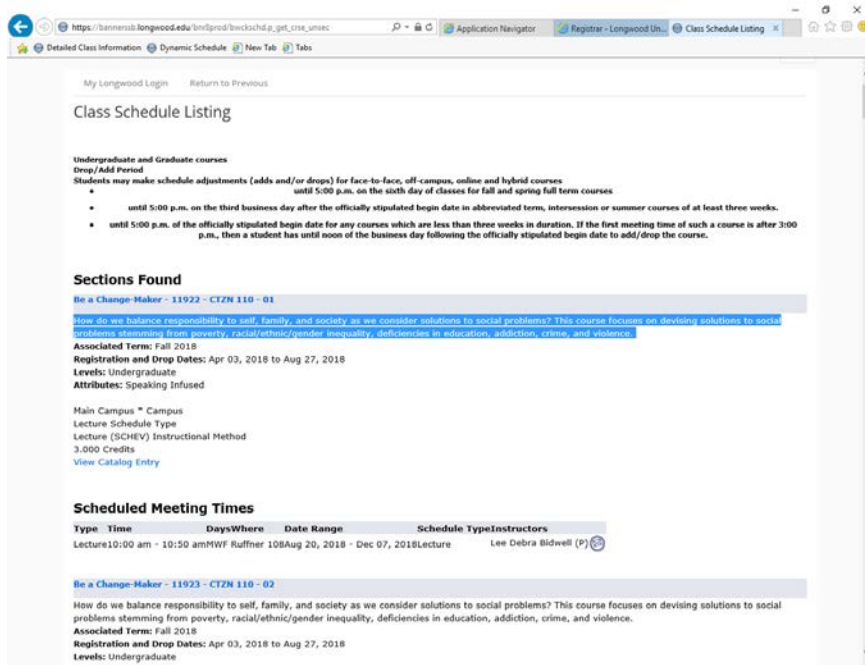
The screenshot shows the Banner ADMIN interface for creating course section information. The browser address bar displays <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The application title is "Schedule Restrictions SSARRES 9.3.6 (bnr8test)". The current term is 201910, CRN is 10781, Subject is CRIM, Course is 100, and Title is Survey of Criminal Justice. The "Student Attribute and Cohort" tab is selected, showing the "STUDENT ATTRIBUTE RESTRICTIONS" section. This section has "Include/Exclude (I/E)" set to "Include". The table below lists attributes: MV (Martinsville Cohort), EM (Emporia Cohort), and HONR (Honors College). The "COHORT RESTRICTIONS" section is also visible but empty. The interface includes a sidebar with navigation icons, a top toolbar with "ADD", "RETRIEVE", "RELATED", and "TOOLS", and a bottom status bar with "EDIT", "Record: 4/4", "SSRRATT:SSRRATT\_ATT\_CODE[4]", "CANCEL", "SELECT", "SAVE", and the ellucian logo.

Attribute	Description
MV	Martinsville Cohort
EM	Emporia Cohort
HONR	Honors College
	...

Cohort	Description

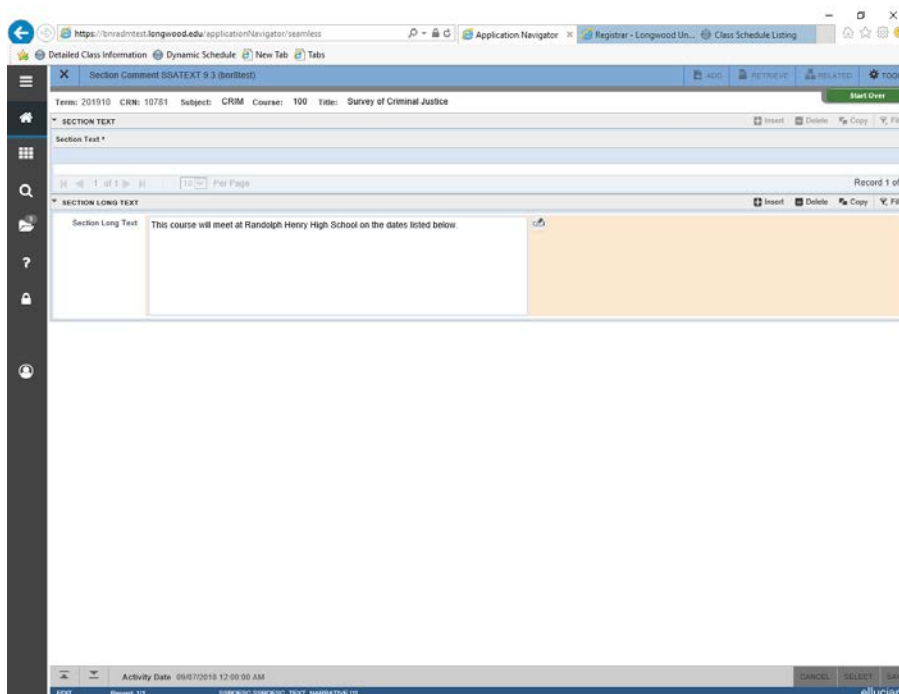
## Banner ADMIN – Create New Course Section Information (SSASECT)

If you need to add a comment to show on the course schedule online, go to **SSATEXT**. This allows you to enter a comment that will show on the course schedule just under the CRN and course title.



The screenshot shows the Banner ADMIN interface for 'Class Schedule Listing'. It includes a navigation bar with 'My Longwood Login' and 'Return to Previous'. The main content area displays 'Undergraduate and Graduate courses' and 'Drop/Add Period' information. Below this, a section titled 'Sections Found' lists a course: 'Be a Change-Maker - 11922 - CTZN 110 - 01'. The course description is: 'How do we balance responsibility to self, family, and society as we consider solutions to social problems? This course focuses on devising solutions to social problems stemming from poverty, racial/ethnic/gender inequality, deficiencies in education, addiction, crime, and violence.' The associated term is 'Fall 2018', and registration and drop dates are 'Apr 03, 2018 to Aug 27, 2018'. The level is 'Undergraduate' and the attribute is 'Speaking Infused'. The main campus is 'Campus', the lecture schedule type is 'Lecture (SCHEV) Instructional Method', and it is worth '3.000 Credits'. A 'View Catalog Entry' link is provided. Below the course information, a table titled 'Scheduled Meeting Times' shows a lecture on '10:00 am - 10:50 am MWF' at 'Ruffner 108' from 'Aug 20, 2018 - Dec 07, 2018', with instructor 'Lee Debra Bidwell (P)'. A second course entry is partially visible below.

If you have a short comment, add it to the **Section Text** field. If the comment is long, add it to the **Section Long Text** field.



The screenshot shows the Banner ADMIN interface for 'Section Comment SSATEXT 9.3 (bnrStest)'. The page displays the course details: 'Term: 201910', 'CRN: 10781', 'Subject: CRIM', 'Course: 100', and 'Title: Survey of Criminal Justice'. There are two text input fields: 'SECTION TEXT' and 'SECTION LONG TEXT'. The 'SECTION LONG TEXT' field contains the text: 'This course will meet at Randolph Henry High School on the dates listed below.' The page also shows a 'Record 1 of 1' indicator and a 'Per Page' dropdown set to '10'. The footer includes 'Activity Date: 09/07/2015 12:00:00 AM' and the 'elucian' logo.

## Banner ADMIN – Create New Course Section Information (SSASECT)

Things to remember:

- If you need to change the **Schedule Type**, you will need to delete the instructor and meeting dates/times. If students are registered for the section, they will need to be dropped and added back to the course once the section information is updated. Schedule types are used to calculate billing. If a student is registered for the course and is not dropped and added again once the course is corrected, the department may not receive the correct funds for the course.
- If you need to change the course number, you will need to delete the entire section and begin again. CRNs are attached to a course number. Once they are created, they are not able to be updated.
- For sections that occur during the Winter Intersession, make sure you are using an Intersession part of term. They will begin with the letter "I".
  - The schedule type for winter intersession courses are either ON and IT. Do not use LEC, IND, INT, ect.
  - The section number for winter intersession courses MUST begin with the letter "J". Online intersession courses should be JB3, JB4, etc. Face-to-Face intersession courses should be JK3, JK4, etc.
- Remember that section codes matter.
  - Regular term online should begin with "B"
  - Off campus sections should begin with 9 (such as 94M for Martinsville)
- We cannot add STAFF to the instructor information. You must supply a primary instructor for each section. The primary instructor will be the ONLY INSTRUCTOR that is able to enter grades.