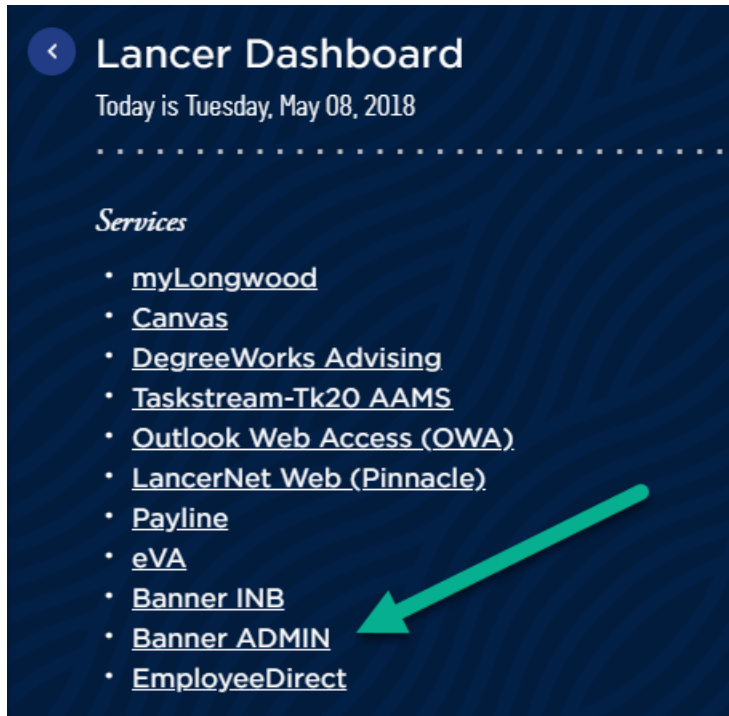


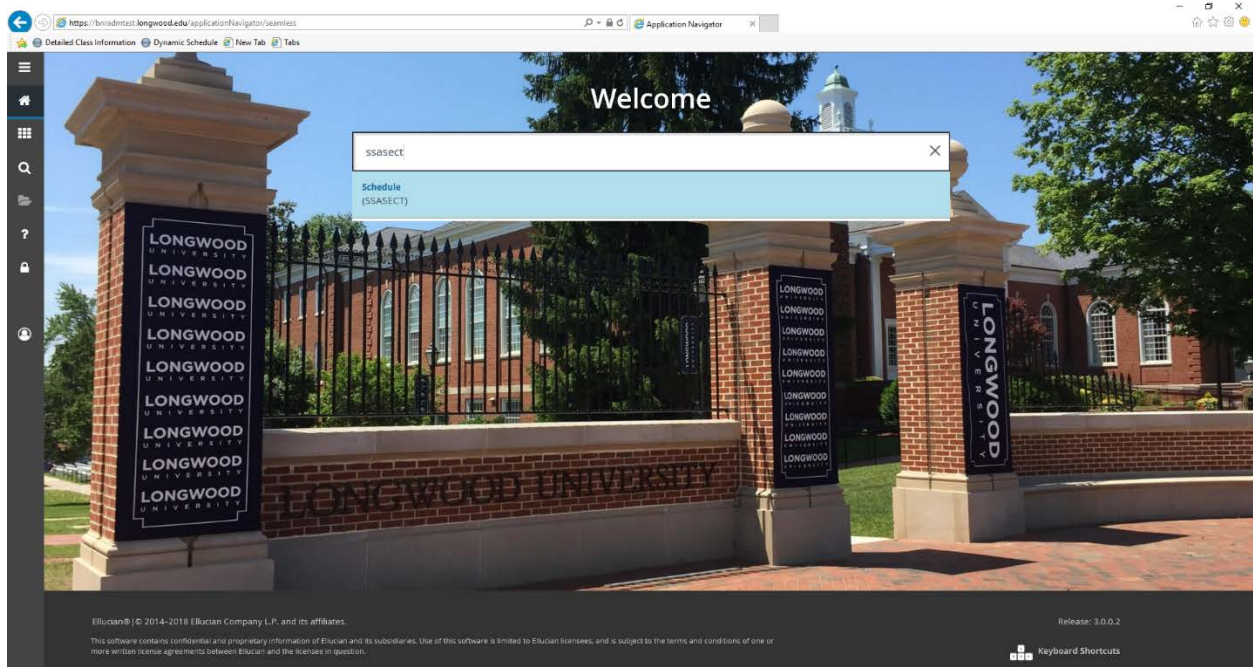
Banner ADMIN – Update Course Section Information (SSASECT)

Use this procedure to learn how to update course section information, add restrictions and add comments.

Log into Banner ADMIN.



To update a section, go to SSASECT.



Enter the **term** and **CRN** and click **Go**.

Banner ADMIN – Update Course Section Information (SSASECT)

The screenshot shows a web browser window with the URL <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The browser tabs include "Detailed Class Information", "Dynamic Schedule", "New Tab", and "Tabs". The application title is "Application Navigator".

The main content area is titled "Schedule SSASECT 9.3.10 (bnr/blest)". It contains the following fields and buttons:

- Term: 201910
- Subject: CRIM
- Title: Survey of Criminal Justice
- CRN: 107431
- Course: 100
- Buttons: "Create CRN" and "Copy CRN"
- Buttons: "ADD", "RETURN", "RELATED", "TOOLS" (top right)
- Button: "Go" (top right)

A message bar below the fields reads: "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 application shows "EXIT", "Refresh 1/1", "KEY_BLOCK:SSASECT_CRN [1]", and the "ellucian" logo.

Banner ADMIN – Update Course Section Information (SSASECT)

To change the enrollment cap, go to **Section Enrollment Information** tab and update the **Maximum** field.

The screenshot displays the Banner ADMIN interface for 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)".

The main content area shows the "Section Enrollment Information" tab selected. 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.

The "ENROLLMENT DETAILS" section contains the following data:

Field	Value
Maximum *	25
Actual	0
Remaining	25
Waitlist Maximum *	0
Waitlist Actual	0
Waitlist Remaining	0
Projected *	0
Prior	25
Reserved	<input type="checkbox"/>
Authorization Codes Active for Section	<input type="checkbox"/>
Generated Credit Hours	0.000

Below the enrollment details, there are two census sections:

- Census One:** Enrollment Count: 0, Freeze Date: 08/20/2018
- Census Two:** Enrollment Count: 0, Freeze Date: 08/27/2018

The "Add Authorization Registration Dates" section includes:

Field	Value
Calculated Section Start Date	08/20/2018
Add Authorization Start Date	
Waitlist Notification Ending Date	

The bottom of the interface shows a navigation bar with "EDIT", "Record: 1/1", "SSBSECT:SSBSECT_MAX_ENRL [1]", and the "ellucian" logo.

Banner ADMIN – Update Course Section Information (SSASECT)

To change the **Meeting Time and Days** or **Instructor**, click on the **Meeting Times and Instructor** tab. Make any updates using this tab.

The screenshot shows the Banner ADMIN interface for updating course section information. The browser address bar displays <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: Course Section Information, Section Enrollment Information, **Meeting Times and Instructor**, Section Preferences.

Sub-tabs: Times and Instructors, Scheduler Preferences.

Meeting Dates and Meeting Location and Credits tabs are also present.

SCHEDULE section:

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	LEC	08/20/2018	12/07/2018	<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

INSTRUCTOR section:

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"/>	

Footer: EDIT, Record: 1/1, SSRMEET_SSRMEET_MEET_CODE [1], ellucian, SAVE

Banner ADMIN – Update 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 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)".

The interface includes a navigation menu on the left and a main content area with several tabs: "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences". The "Meeting Times and Instructor" tab is active, and the "Meeting Location and Credits" sub-tab is selected.

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

The "SCHEDULE" table shows 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" table shows 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"/>	

The interface includes a vertical sidebar on the left with icons for home, search, help, and user profile. The bottom status bar shows "EDIT", "Record: 1/1", "SSRMEET_SSRMEET_SCHS_CODE [1]", and the "ellucian" logo.

Banner ADMIN – Update 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 elements:

- 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 **Copy** button and a text input field containing "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX".
- LEARNING OBJECTIVES** section with a **Copy** button, a **Schedule Type** dropdown set to "LEC" (Lecture), and an **Instructional Method** dropdown set to "LC" (Lecture (SCHEV)).
- Learning Objectives** text area.
- Activity Date:** 09/07/2018 12:00:00 AM
- EDIT** button, **Record: 1/1**, and **SSRSYLN.SSRSYLN_LONG_COURSE_TITLE [1]**
- CANCEL**, **SELECT**, and **SAVE** buttons
- ellucian** logo

Banner ADMIN – Update 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 updating 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)".

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

Navigation tabs: Department and Field of Study, Class and Level, Degree and Program, Campus and College, Student Attribute and Cohort.

DEPARTMENT RESTRICTIONS (Record 1 of 1):

- Include/Exclude (I/E): Include, Exclude
- Table with columns: Department, Description

FIELD OF STUDY RESTRICTIONS (Record 1 of 1):

- Include/Exclude (I/E): Include, Exclude
- Restriction Type: All Field of Study Types
- Table with columns: Code, Description

Footer: EDIT, Record: 1/1, SSRRMAJ SSRRMAJ_MAJR_CODE [1], CANCEL, SELECT, SAVE, ellucian

Banner ADMIN – Update 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 shows the Banner ADMIN interface for updating course section information. The browser address bar displays <https://bnradmtest.longwood.edu/applicationNavigator/seamless>. The page title is "Schedule Restrictions SSARRES 9.3.6 (bnr0test)". The course details are: Term: 201910, CRN: 10781, Subject: CRIM, Course: 100, Title: Survey of Criminal Justice. The "Class and Level" tab is selected, showing two sections: "CLASS RESTRICTIONS" and "LEVEL RESTRICTIONS".

CLASS RESTRICTIONS

Class	Description

LEVEL RESTRICTIONS

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

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

Banner ADMIN – Update Course Section Information (SSASECT)

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 displays the Banner ADMIN interface for updating 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 shows the following details:

- Term: 201910 CRN: 10781 Subject: CRIM Course: 100 Title: Survey of Criminal Justice
- Department and Field of Study: [Blank] Class and Level: [Blank] Degree and Program: [Blank] Campus and College: [Blank] Student Attribute and Cohort: [Active]

The "STUDENT ATTRIBUTE RESTRICTIONS" section is active, showing a table with the following data:

Attribute	Description
MV	Martinsville Cohort
EM	Emporia Cohort
HONR	Honors College

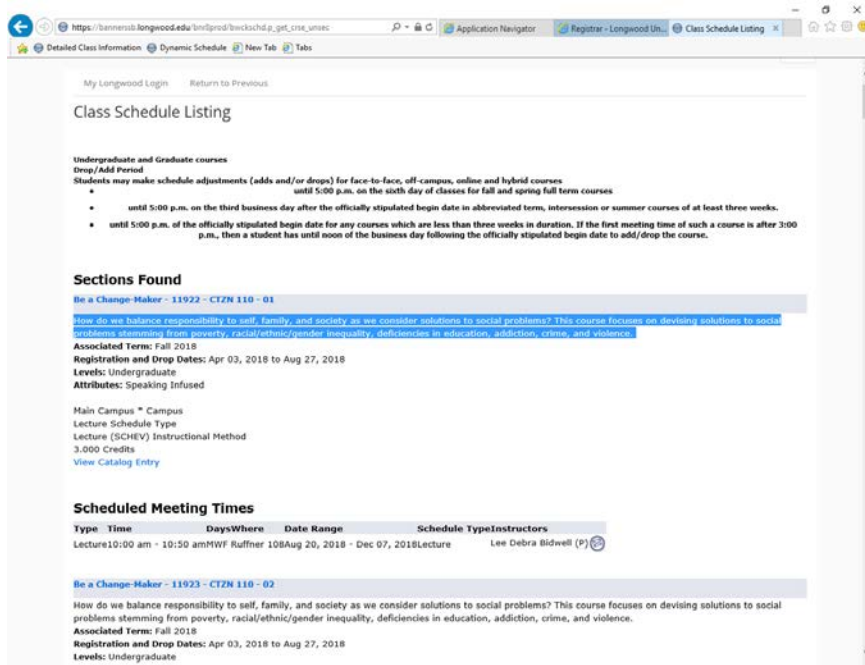
The "COHORT RESTRICTIONS" section is also visible, showing a table with the following data:

Cohort	Description
--------	-------------

The interface includes navigation and control elements such as "ADD", "RETRIEVE", "RELATED", "TOOLS", "Start Over", "Insert", "Delete", "Copy", "Filter", "Per Page", and "Record 4 of 4". The footer shows "EDIT Record: 4/4 SSRRATT:SSRRATT_ATT_CODE [4]" and the "ellucian" logo.

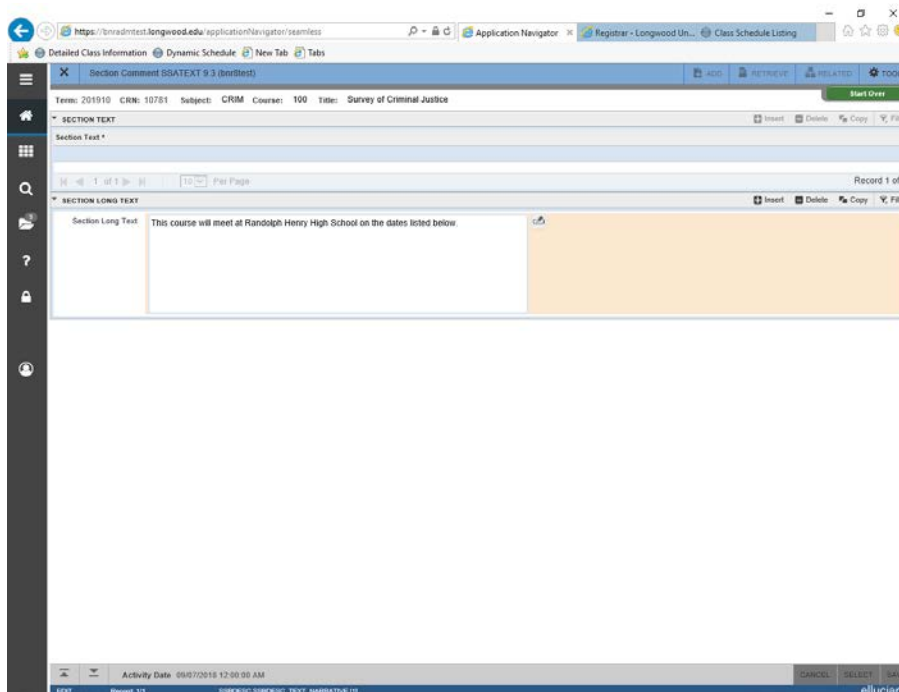
Banner ADMIN – Update Course Section Information (SSASECT)

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 is titled 'Class Schedule Listing' and contains information about 'Undergraduate and Graduate courses' and 'Drop/Add Period'. Below this, there is a section titled 'Sections Found' with a link to 'Be a Change-Maker - 11922 - CTZN 110 - 01'. This section provides details such as 'Associated Term: Fall 2018', 'Registration and Drop Dates: Apr 03, 2018 to Aug 27, 2018', 'Levels: Undergraduate', and 'Attributes: Speaking Infused'. It also lists 'Main Campus * Campus', 'Lecture Schedule Type', 'Lecture (SCHEV) Instructional Method', and '3.000 Credits'. A 'View Catalog Entry' link is provided. Below the section details is a 'Scheduled Meeting Times' table with columns for 'Type', 'Time', 'DaysWhere', 'Date Range', 'Schedule Type', and 'Instructors'. The table 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)'. Another section entry for 'Be a Change-Maker - 11923 - CTZN 110 - 02' is partially visible at the bottom.

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 has a dark sidebar on the left with navigation icons. The main content area is titled 'Section Comment SSATEXT 9.3 (bnrStest)' and includes a 'Start Over' button. Below the title, there is a 'SECTION TEXT' field with a text area and a 'Filter' button. Below that is a 'SECTION LONG TEXT' field with a text area and a 'Filter' button. 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'. At the bottom, there is an 'Activity Date' of '09/07/2015 12:00:00 AM' and a footer with 'Banner 9.3' and 'elucian'.

Banner ADMIN – Update 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.