Academic Innovation Section
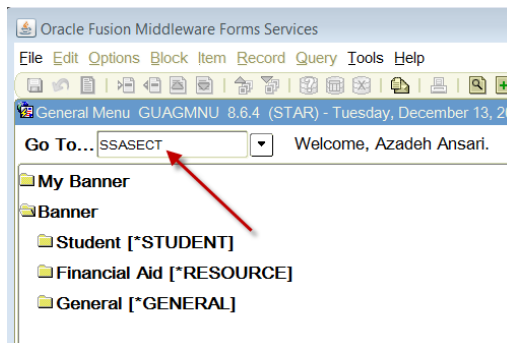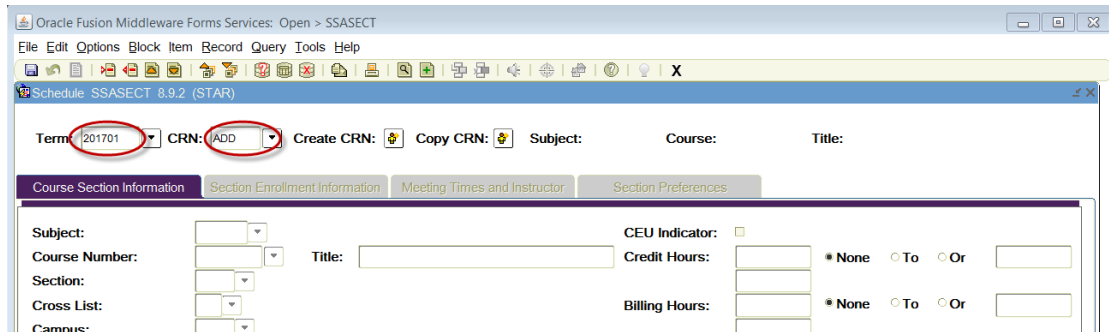
1. Make sure you are aware of the following information:
    a. Semester
    b. Subject Code
    c. Course Number
    d. Schedule Type
    e. Part of Term
    f. Session
    g. Max Enrollment
2. Log into Banner.
3. Type **SSASECT** into the Go To… field. Press Enter.

4. Enter the appropriate term. Enter 'ADD' for the CRN.

5. Select the Next Block button.

6. Enter the following information into the Banner Section Details tab for the Section Addition Form:
    a. Subject: enter the subject code (ex. ENGL)
    b. Course: enter the course number (ex. 101)
        • If the course number indicated a flexible title courses (Advanced Topics, Directed Studies, Honors, Seminar, Special Topics, Workshop, etc) you must contact Registrar Office with the semester, subject code, course number, and requested title – They will supply you with the complete course number.

7. Tab over or press enter. Check that the course title that appears in Banner is correct. <u>DO NOT</u> manipulate the title.
8. If the course title does not match, adhere to the following directions:
    a. If the title that appears in Banner is Special Topics, Advanced Topics, Workshop, etc. then the course number will also need to have an alpha character assigned to it.   Follow the steps above regarding flexible title courses. Also make sure that the title is not generic in Banner (ei. just "Special Topics").
    b. If the title does not match what you are expecting, there may be another issue. Please contact Facilities Planning and Scheduling about this.
9. The section number for Academic Innovation courses is used to indicate the location of the course. Look at previous course offerings and double check with **Tammy Bishoff** in Academic Innovation for the correct section number if you do not know. Section numbers are assigned on a "one-up" basis. Start with 7D1 and continue increasing the number by one until the system accepts the new section number.
10. Skip the Cross List field and contact Facilities Planning and Scheduling office if you need the section cross-listed.
11. Enter 'CWA' in the campus field.
12. Enter 'A' in the Status field.
13. Enter one of the following in the Schedule Type box:
    L – lecture
    G – graded laboratory
    W – web-based
    B – laboratory (must be linked to existing L), have zero billing hours, grade mode set at 4, and Gradable box unchecked.
    R – recitation (must be linked to existing L) , have zero billing hours, grade mode set at 4, and Gradable box unchecked.
14. Enter 'WEBOC' in the instructional Method for Academic Innovation courses.
15. Leave Integration Partner field blank.
16. Only enter information into the Grade Mode field if:
    a. Course is to be graded Pass/Fail. This is only valid for courses numbered 499 or less. Enter '3' into this field.
    b. Course has a schedule type of B or R. Enter '4' into this field.
    c. The department may request a specific grading mode. Perform a List of Values for valid codes.
17. Enter the appropriate session code which indicates specific details about delivery of the course. Options are 1, 5, 6, or 7.
    - **If the session code is either '1' or '6' or '7' you must also provide a delivery method to Facilities Planning and Scheduling.**
18. Enter 'DA' in the Special Approval field in the department wants to have control over which students may enroll in the course.
    All Honors sections must have 'DA' in the Special Approval field.

Window title: Oracle Fusion Middleware Forms Services: Open > SSASECT

Schedule SSASECT 8.9.2 (STAR)

Term: 201708 CRN: ADD Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Tabs: Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

Field	Value
Subject:	CHPR — Community Health Promotion
Course Number:	695 Title: Independent Study
Section:	7D1
Cross List:	
Campus:	CWA — WVU Campus Course
Status:	A — Active
Schedule Type:	L — Lecture
Instructional Method:	WEBOC — Web Off Campus
Integration Partner:	
Grade Mode:	2 — Normal Grading Mode
Session:	7 — 75 - 99% Non-Traditional Dlvry
Special Approval:	DA — Department Approval
Duration:	
Override Duration:	☐
Part of Term:	First Last
Registration Dates:	
Start Dates:	
Maximum Extensions:	0
Prerequisite Check Method:	⦿ Basic or None ○ CAPP ○ DegreeWorks

CEU Indicator: ☐

		None	To	Or	
Credit Hours:	1.000	○ None	⦿ To	○ Or	6.000
Billing Hours:	1.000	○ None	⦿ To	○ Or	6.000
Contact Hours:		⦿ None	○ To	○ Or	
Lecture:		⦿ None	○ To	○ Or	
Lab:		⦿ None	○ To	○ Or	
Other:		⦿ None	○ To	○ Or	

Link Identifier:
Attendance Method:
Weekly Contact Hours:
Daily Contact Hours:
☑ Print   ☑ Voice Response and Self-Service Available
☑ Gradable   ☐ Tuition and Fee Waiver
☐ Long Title   ☐ Comments   ☐ Syllabus

Duration units: The number of units assigned to this section.
Record: 1/1   <OSC>

19. Leave the Duration field blank.
20. Enter the part of term information.
    a. Courses marked as 'Full Term' are to be assigned a code of '1'. Refer to the full list of codes and Part of Term table (http://facilitiesscheduling.wvu.edu/reference-information) for the specific semester.
    b. If the start and end dates do not match any of the preset part of term dates, then:
        • You must select a part of term that your course dates fit into. Per the registrar, the class must meet on the first day of the POT and then can meet as planned.

21. Leave the CEU Indicator field as is.

22. There are two types of credit hours:

   a. Set (Fixed) hours: The hours appear only in the first block with no from/to indicator. These hours will default from the catalog.

   b. Variable hours: The hours appear in both blocks with a form/to indicator. Departments will often request that the variable hour range be changed at the section level, this cannot be done. All sections must have the same hour range as listed in the course catalog.

Courses with a schedule type of 'B' or 'R' must have credit hours set to '0'.
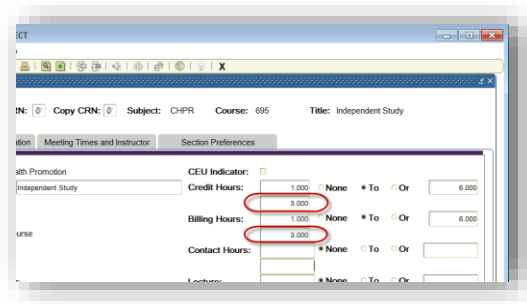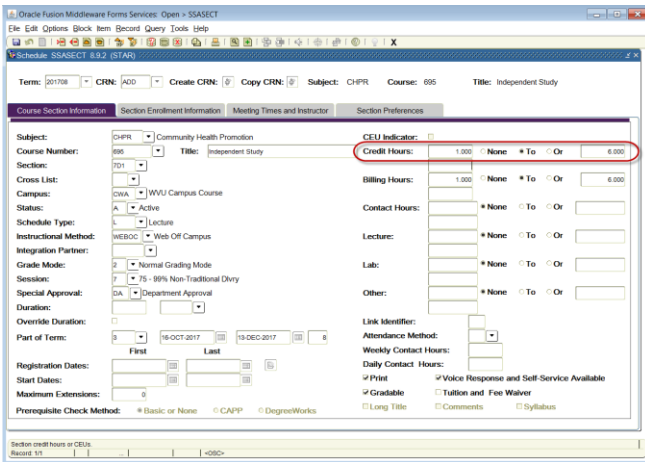
23. In most cases, the Billing Hours field will be the same as the Credit Hours field. The only exception to this is a course that is tuition waived. Tuition waived courses will have bill hours set to '0' and have the Tuition and Fee box checked. Be careful: If a course has been offered as tuition waived, but this particular section is not tuition waived, you will need to fix the bill hours so they are the same as the credit hours.

24. ==The Contact Hours, Lecture, Lab, and other fields may default from the catalog. Do not change the number entered in this field. It will normally be blank.==

25. The Link Identifier field need only be filled out if it is necessary to link a lecture to a laboratory or recitation. Please contact Facilities Planning and Scheduling if you need to link the courses you add.

26. The Attendance Method field is used to track courses that are to be reserved for Freshman Orientation and identify courses that the departments have added, but have asked Facilities Planning and Scheduling to hold until other sections have filled. Enter the following codes based on information received from the departments:

    c. HC: hidden course

27. If the courses is not supposed to be advertised by Academic Innovation, uncheck the Print box (red arrow).

28. If you uncheck the Print box, the Voice Response and Self Service Available (blue arrow) box also needs to be unchecked.

29. SAVE.
30. The new section has now been assigned a CRN. Record the new CRN if desired for your records.

31. Click the Next Block button.

32. Select the "Section Enrollment Information" tab. Enter the maximum enrollment for the course.

33. The Waitlist fields should be '0'. The Projected field should be '0'.

34. Leave Census Two fields blank.

35. Save.

36. Select the "Meeting Times and Instructor" tab.

37. Tab over the fields.

38. Leave the Meeting Time field blank.

39. Do not change the Meeting Type field.
40. Start and End Dates (as indicated by the Part of Term code) should default in.
41. Check the boxes under the days that the course will meet.
    a. If the course needs to be "Arranged" for days of the week, then leave all the days unchecked.
    b. If the course will be taught at different times on different days, please contact Facilities Planning and Scheduling for assistance.
42. Start and End times must be entered in military time.
    a. If the course needs to be "Arranged" for the meeting times, then leave the Time fields blank.
    b. Always double check that the times do not conflict with the Approved Meeting Patterns at WVU (http://facilitiesscheduling.wvu.edu/resource_information).
    c. Do not end courses on the hour or half-hour. This would cause student conflicts when they try to register for courses.
43. Save.
44. Select the "Meeting Location and Credits" tab. No buildings and rooms are usually assigned for Academic Innovation courses. Leave the Building field blank. (For courses requesting a general purpose classroom, the request should be sent to Facilities Planning and Scheduling office. For departmental classrooms, enter the building and room as desired.)

45. The Hours per Week fields will automatically populate based on the Start and End Time fields. If the course is "Arranged", you must enter "0" in the Hours per Week field.
46. The Session Credit Hours field will also automatically populate.
47. SAVE.

48. Go back to the Meeting Dates tab.
49. Enter the instructor's WVU ID in the ID field – the instructor's name will automatically populate into the field.

50. Enter 'NORN' in the Room Feature field unless you actually need a classroom. In that case, add the room feature information and let Facilities Planning and Scheduling know that you need a classroom.

51. If your course has the tuition waived box checked or has a delivery method that needs entered, please contact Facilities Planning and Scheduling or Tammy Bishoff in Academic Innovation with this information.