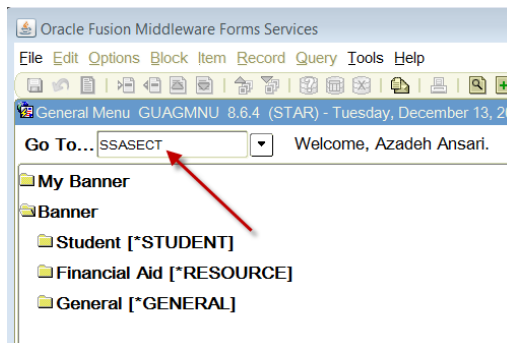
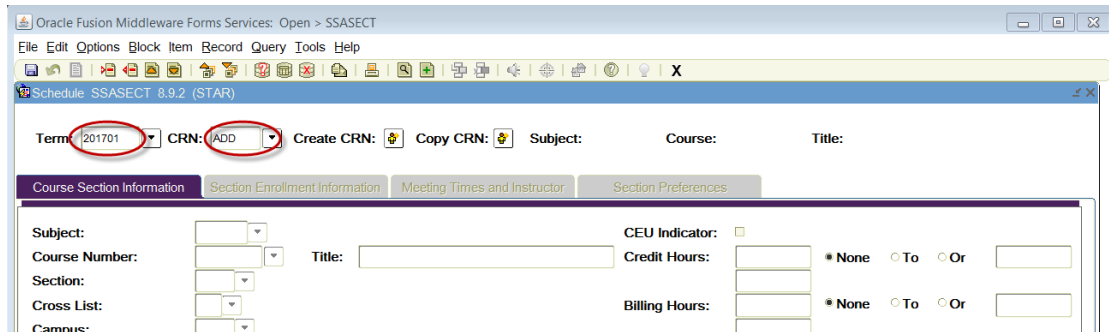


Academic Innovation Section

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. DO NOT 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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

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

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: CHPR Community Health Promotion CEU Indicator:

Course Number: 695 Title: Independent Study Credit Hours: 1.000 None To Or 6.000

Section: 7D1

Cross List:

Campus: CWA WVU Campus Course Billing Hours: 1.000 None To Or 6.000

Status: A Active Contact Hours: None To Or

Schedule Type: L Lecture Lecture: None To Or

Instructional Method: WEBOC Web Off Campus Lab: None To Or

Integration Partner: Other: None To Or

Grade Mode: 2 Normal Grading Mode Link Identifier:

Session: 7 75 - 99% Non-Traditional Dlrvy Attendance Method:

Special Approval: DA Department Approval Weekly Contact Hours:

Duration: Daily Contact Hours:

Override Duration:

Part of Term: First Last

Registration Dates:

Start Dates:

Maximum Extensions: 0 Print Voice Response and Self-Service Available

Prerequisite Check Method: Basic or None CAPP DegreeWorks 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://facilitiescheduling.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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

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

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: CHPR Community Health Promotion CEU Indicator:

Course Number: 695 Title: Independent Study Credit Hours: 1.000 None To Or 6.000

Section: 7D1 Billing Hours: 1.000 None To Or 6.000

Cross List: Contact Hours: None To Or

Campus: CWA WVU Campus Course Lecture: None To Or

Status: A Active Lab: None To Or

Schedule Type: L Lecture Other: None To Or

Instructional Method: WEBOC Web Off Campus Attendance Method:

Integration Partner: Weekly Contact Hours:

Grade Mode: 2 Normal Grading Mode Daily Contact Hours:

Session: 7 75 - 99% Non-Traditional Divry Print Voice Response and Self-Service Available

Special Approval: DA Department Approval Gradable Tuition and Fee Waiver

Duration: Link Identifier:

Override Duration: Part of Term: 3 16-OCT-2017 13-DEC-2017 8

Registration Dates: First Last

Start Dates:

Maximum Extensions: 0 Long Title Comments Syllabus

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Section credit hours or CEUs.
Record: 1/1

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.

CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

Meeting Times and Instructor Section Preferences

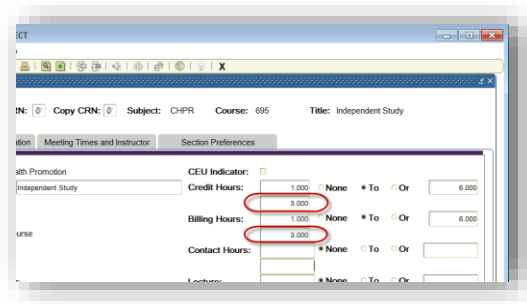
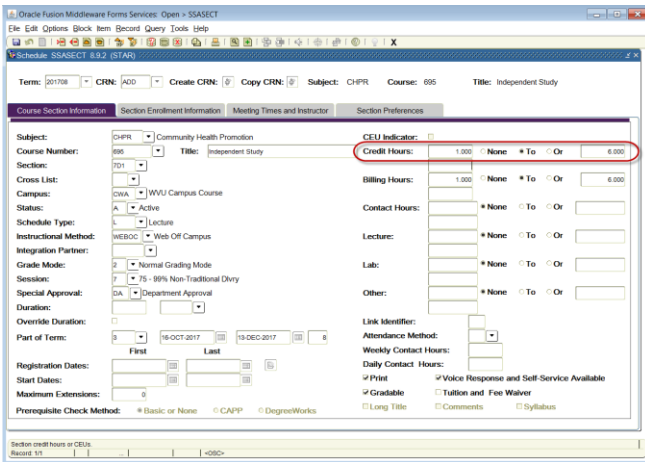
CEU Indicator:

Credit Hours: 3.000 None To Or

Billing Hours: .000 None To Or 3.000

- b. Variable hours: The hours appear in both blocks with a from/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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

Term: 201608 CRN: ADD Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: CHPR Community Health Promotion CEU Indicator:

Course Number: 695 Title: Independent Study Credit Hours: 1.000 None To Or 6.000

Section: 7D1 Billing Hours: 3.000

Cross List: Billing Hours: 1.000 None To Or 6.000

Campus: CWA WVU Campus Course Contact Hours: 3.000

Status: A Active Lecture: None To Or

Schedule Type: L Lecture Lab: None To Or

Instructional Method: WEBOC Web Off Campus Other: None To Or

Integration Partner:

Grade Mode: 2 Normal Grading Mode Link Identifier:

Session: 7 75 - 99% Non-Traditional Dlrvy Attendance Method:

Special Approval: DA Department Approval Weekly Contact Hours:

Duration: Daily Contact Hours:

Override Duration:

Part of Term: 8 10-OCT-2016 06-DEC-2016 8 Print Voice Response and Self-Service Available

Registration Dates: Gradable Tuition and Fee Waiver

Start Dates: Long Title Comments Syllabus

Maximum Extensions: 0

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Section total contact hours. Record: 1/1

29. SAVE.

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

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

Term: 201608 CRN: 89108 Create CRN: Copy CRN:

Course Section Information Section Enrollment Information Meeting Times

Subject: CHPR Community Health Promotion

Course Number: 695 Title: Independent Study

Section: 7D1

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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

Term: 201608 CRN: 89108 Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Enrollment Details

Maximum: 40 Waitlist Maximum: 0 Projected: 0
Actual: 0 Waitlist Actual: 0 Prior: 0
Remaining: 0 Waitlist Remaining: 0 Reserved

Generated Credit Hours: .000

Census One Enrollment Count: 0 Freeze Date: 10-DEC-2016

Census Two Enrollment Count: 0 Freeze Date:

Maximum enrollment for section; press Count Query Hits to enter reserved seats.
Record: 1/1 ... | <OSC>

36. Select the "Meeting Times and Instructor" tab.
37. Tab over the fields.
38. Leave the Meeting Time field blank.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

Term: 201608 CRN: 89108 Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	10-OCT-2016	06-DEC-2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor

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

Start date for meeting time: (DD-MON-YYYY)
Record: 1/1 <OSC>

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.

- If the course needs to be "Arranged" for days of the week, then leave all the days unchecked.
- 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.

- If the course needs to be "Arranged" for the meeting times, then leave the Time fields blank.
- Always double check that the times do not conflict with the Approved Meeting Patterns at WVU (http://facilitiescheduling.wvu.edu/resource_information).
- 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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.9.2 (STAR)

Term: 201608 CRN: 89108 Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructor Session Indicator

ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Scheduler Status: press LIST for valid codes.

Record: 1/1 ... List of Valu... <OSC>

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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

Term: 201608 CRN: 89108 Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	10-OCT-2016	06-DEC-2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	INST12345 *****STAFF*****	.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

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.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (STAR)

Term: 201608 CRN: 89108 Create CRN: Copy CRN: Subject: CHPR Course: 695 Title: Independent Study

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Partition Preferences

Code	Preference Number	Activity Date
		14-DEC-2016

Room Attribute Preferences

Code	Preference Number	Activity Date
NORN No Room Needed	01	14-DEC-2016

Partition code: press LIST for valid codes.
Record: 1/1

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.