Facilities Planning and Scheduling: Banner 8.5 Guide

For Decentralized SLI Coordinators (updated 12/8/2016)

WVU Banner 8.0 User Guide

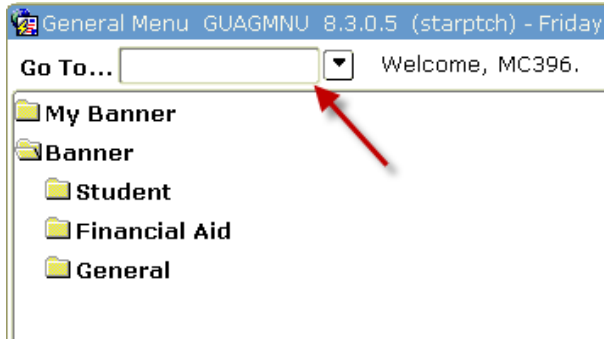## Contents

Field Definitions

To view the schedule form, enter SSASECT into the Go To… field and press enter.

The schedule form will open:

Field Definitions

Term: Six digit number – begins with year, followed by semester indicator (01 = Spring, 05 = Summer, 08 = Fall). Example: Spring 2016 – 201601.

CRN: Course Reference Number – five digit number. Used as the unique identifier for the course.

Once the Term and CRN fields are entered, select the Next Block button to view the course information.

Subject: Subject code - defaults from the catalog. Four (or less) letter abbreviation of the department. Example: ENGL 101.

Course Number: Usually a three digit number – defaults from the catalog. Can also be four digits, ending in an alpha character (for flexible title courses). Example: ENGL 101.

Title: Full length title of course – defaults from the catalog. <mark>Do not</mark> change the default title.

Section: Three digit number – used to decipher different classes with the same subject code and course number. May begin with a letter to indicate a specific type of section (W = writing, C – capstone). Academic Innovation sections are numbered differently.

Cross List: This field will only be populated when the course is crosslisted with another course. This field will have two letters – known as the cross list group identifier. Each course crosslisted together will have the same cross list group identifier.

Campus: Three letters – indicate which campus the course is to be taught on. Click on ▼ for a complete list of the campuses. WVU Main campus should only use CWA for all courses.

Status: One letter (A = active, C = cancelled).

Schedule Type: One letter – indicates whether the course is a lecture, laboratory, graded laboratory, etc. Click on ▼ for a complete list of schedule types.

Instructional Method: WVU uses WEBOC for the Academic Innovation courses. Leave blank for regular on-campus sections.

Integration Partner: Always Blank.

Grade Mode: One digit or blank – indicated how the course will be graded (1 = audit, 2 = normal, 3 = pass/fail, 4 = no grade, blank = normal but with audit and pass/fail options)

Session: One digit – indicates specific details about the delivery of the course. Click on ⊡ for a complete list of session types. Options are 1, 5, 6 or 7.

Special Approval: Either blank or DA (departmental approval) – use DA when requested by the SLI Coordinator.

Duration: WVU does not use this field - leave blank.

Part of Term: Multiple digits and alpha characters, depending on the semester – will automatically populate the three fields to the right. Used to schedule the dates the course will be offered. If arranged, must manually enter all 3 fields and Census One Freeze Date on "Section Enrollment Information" tab.

Click on ⊡ for a complete list of part of term codes. *NOTE: Once enrollment occurs, Part of Term cannot be updated.*

Registration Dates: WVU does not use this field - leave blank.

Start Dates: WVU does not use this field - leave blank.

Maximum Extensions: WVU does not use this field - leave blank.

CEU Indicator: WVU does not use this field - leave blank.

Credit Hours: If the course offers a variety of hours for a student to select, such as an independent study, the fields will populate with the appropriate range of hours.
Example: [1.000] ○None ●To ○Or [6.000].
For flexible title courses, you may need to set the variable hours to a fixed number of hours.
Example: [1.000]   [1.000] ○None ●To ○Or [3.000]
If the course has a set number of hours, only one number should be displayed.

Example: [3.000] ●None ○To ○Or [   ].

Billing Hours: Same as Credit Hours – unless the course is a laboratory or tuition waived, then bill hours are set to zero.

Contact Hours: Values will either default from catalog or be blank – leave as is.

Lecture: Values will either default from catalog or be blank – leave as is.

Lab: Values will either default from catalog or be blank – leave as is.

Other: Values will either default from catalog or be blank – leave as is.

Link Identifier: Two letters – used to link a lecture to a laboratory or recitation. The lecture and laboratory/recitation will have transposed link identifiers. Example: Lecture link identifier is AB and lab link identifier is BA. This is done by Facilities Scheduling upon request from SLI Coordinator.

Attendance Method: WA, WB, HC, or blank – whatever the SLI Coordinator requests.

Weekly Contact Hours: WVU does not use this field - leave blank.

Daily Contact Hours: WVU does not use this field - leave blank.

Print: Check this box if the course is to be listed in the online course schedule.

Voice Response and Self-Service Available: Check this box if the students may register via the internet. This option is unchecked for all honors courses, all UNIV 101 courses, and for other courses that are being held back for later enrollment.

Gradable: Check this box if students registered for the course are to receive a grade. This box must always be checked, unless the course Grade Mode is set to 4 (no grade) or the course has been cancelled.

CAPP Areas for Prerequisites: WVU does not use this field - leave blank.

Tuition and Fee Waiver: Check this box if the course is tuition waived or has special billing needs. Billing hours must equal zero if box is checked. As of Fall 2016, this box should be rarely used.

Options Dropdown Menu

The following is a description of the selections found under the Options dropdown menu in the SSASECT window:

Log into Banner.
Type **SSASECT** into the Go To… field. Press Enter.
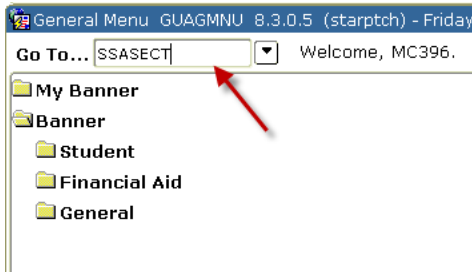
Select Options from the menu at the top of the screen.
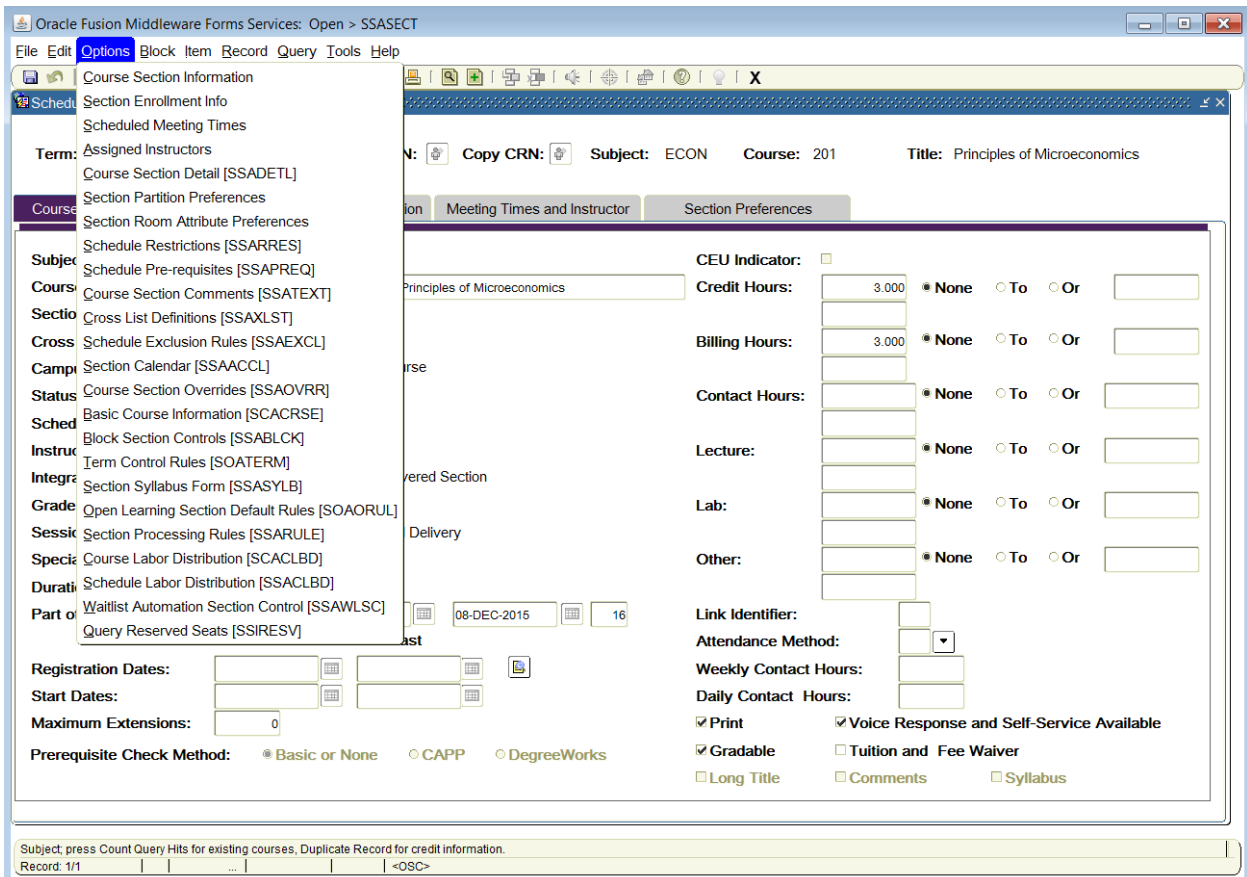
Course Section Information: Populates empty Section Details fields with course information.

Section Enrollment Info: Opens the "Section Enrollment Information" tab - provides information such as maximum enrollment, actual enrollment, and remaining enrollment. This window is used to set enrollment and reserved seating.

Scheduled Meeting Times: Opens the "Meeting Times and Instructor" tab – provides delivery information such as days of the week the class is to meet, start and end time, and building and room assignment. You will also use this window to assign room features.

Assigned Instructors: Opens the "Meeting Times and Instructor" tab. The bottom half of this window is used to assign instructors and corresponding instructor responsibility to a course.

Course Section Detail (SSADETL): Opens the Schedule Detail window. You will not be able to update this screen. If you need to update something on this screen, contact Facilities Planning and Scheduling. You will see four tabs towards the top of the window:

- *Section Links and Corequisites*: Use the Section Links portion to complete linking lectures to laboratories and recitations. WVU does not use the Corequisities portion of this tab.
- *Section Fees*: Use the Section Fees portion to enter special fees designated to specific courses.
- *Degree Program Attributes*: Use when we need to attribute at the section level.
- *Contract and Block Schedule Information*: Enter '2' in Section Contacts for tuition and fee waived courses. Enter delivery method and zip codes in Block Schedules – HEPC information will automatically populate.

Section Partition Preferences/Section Room Attribute Preferences: Opens the "Section Preferences" tab. This window is used to enter specific room features needed for courses.

Course Section Restrictions (SSARRES): Opens the Schedule Restrictions window. This window is used to enter restrictions for a course, such as freshman only or political science majors only.

Course Prequisities (SSAPREQ): Opens the Schedule Prerequisite and Test Score Restrictions window. This window is used to enter prerequisite restrictions for courses. You will not be able to update this screen. The information on this screen defaults from the catalog information for the course.

Course Section Comments (SSATEST): Opens the Section Comment window. This window is used to enter specific course comments.

Cross List Definitions (SSAXLST): Opens the Schedule Cross List Definition window. You will not be able to update this screen. If you need to update something on this screen, contact Facilities Planning and Scheduling

Schedule Exclusion Rules: WVU does not use this window.
Section Calendar: WVU does not use this window.
Course Section Overrides: WVU does not use this window.
Basic Course Information: WVU does not use this window.
Block Section Controls: WVU does not use this window.
Term Control Rules: WVU does not use this window.
Section Syllabus Form: WVU does not use this window.
Open Learning Section Default Rules: WVU does not use this window.
Section Processing Rules: WVU does not use this window.

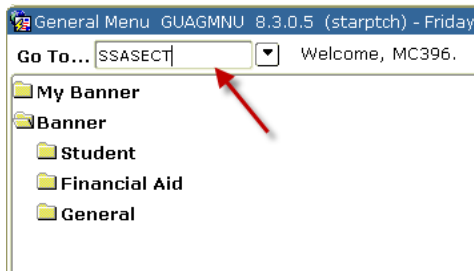# Scheduling Classrooms

General Purpose Classroom

Send an e-mail to scheduling@mail.wvu.edu to let FPS know that either a new course section has been added (which requires a general purpose classroom) or if a room switch is needed. Meredith or Nico will assign the general purpose classroom in R25 and have the information transferred over to Banner.

It is important for FPS to assign all general purpose classrooms in R25 – as the R25 program will not allow any double-bookings within a single classroom. R25 not only contains course information, but also all event information. Therefore, R25 is a much more thorough program for scheduling general purpose classrooms. Scheduling general purpose classrooms in Banner can lead to double booking issues.
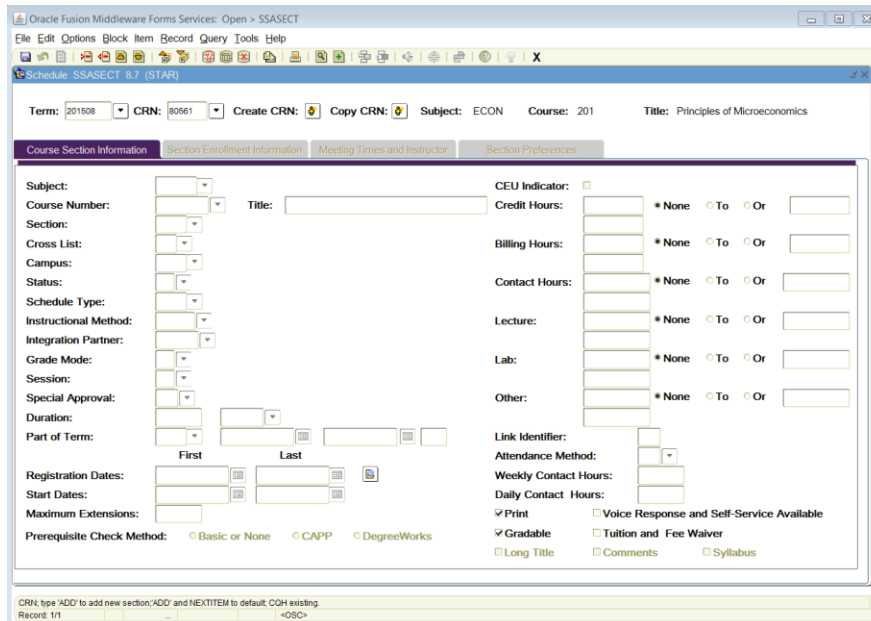
Departmental Classroom

How to assign departmental rooms in Banner:
1. Log into Banner.
2. Type **SSASECT** into the Go To… field. Press Enter.

3. Enter the appropriate term and CRN.

4. Click the Next Block button.

5. Select Options from the main menu. Select "Scheduled Meeting Times" from the drop down menu.
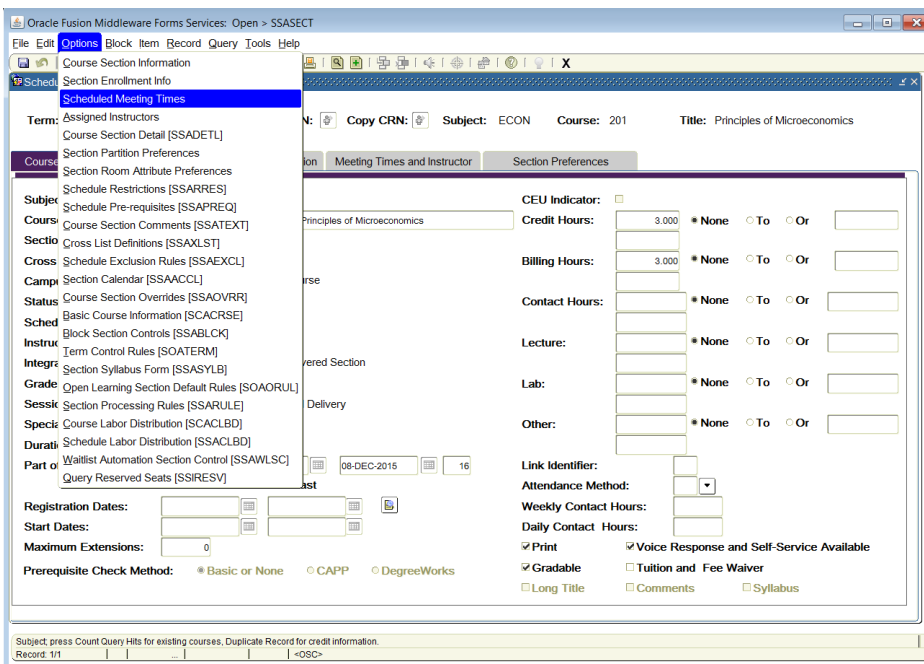
OR Select the Next Tab button twice.

OR Select the Meeting Times and Instructor tab.

6. Select the "Meeting Location and Credits" tab. Enter the building code change requested by the department. The building codes can be found by clicking on the down arrow below the word Building (red arrow).

7. Next to the Building field you will see the Room field. Enter the departmental room change requested. **Remember to only enter a DEPARTMENTAL classroom.**
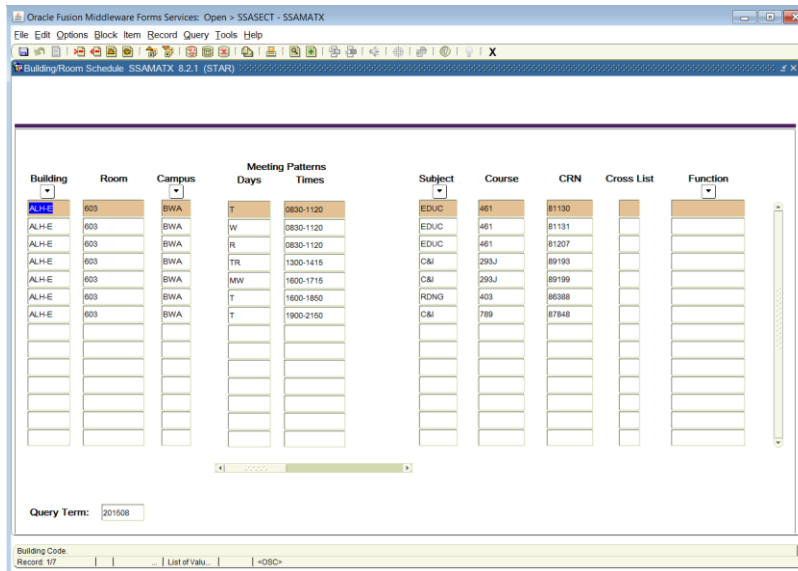
8. Save

9. You MAY see an error message at the bottom of the Banner window: **ERROR Room Conflict. Go to Options and select Building/Room Schedule to find the conflict.
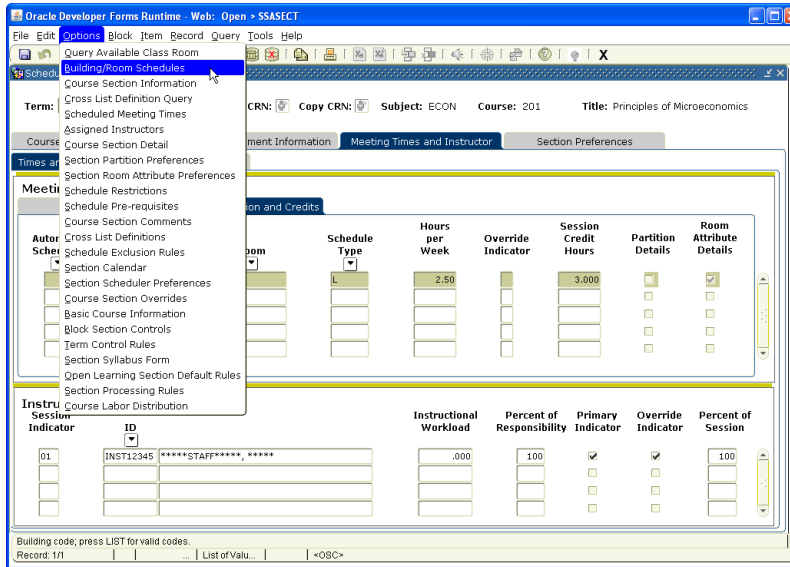
Fill in the Building and Room fields. Press F8.

Check if the course is crosslisted with the course giving the conflict.

- If crosslisted, enter the alpha 'O' in the Override field – e-mail scheduling@mail.wvu.edu to double check in R25.
- If not crosslisted, e-mail scheduling@mail.wvu.edu to look into the problem.

10. Save again, if necessary.
11. Add the appropriate room features for the classroom.

Room Features

For Schedule 25 to run properly, course sections must be given room feature assignments if they need a classroom. The following are the possible room feature to assign a course:

Type of Room
- DPRT: Departmental classroom
- GNRL: General purpose classroom
- NORN: No room needed

Location of Room
- DOTN: Downtown
- EVDL: Evansdale
- HSC: Health Sciences Campus

iDesign Technology
- IDCL: iDesign Computer Lab
- IDSC: iDesign Standard

Department Technology
- DTLO: Department Tech Level One
- DTTO: Department Tech Level Two
- MAC: Computer Lectern is a MAC

Additional Room Features
- CHAB: Chalkboard
- EXAB: Extra Area Board
- MOVB: Movable Board
- WHIB: Whiteboard
- MOVS: Movable Seating

Special Requests
- ENAC: Enhanced Accessibility
- SPEQ: Specialized Equipment

Refer to Room Features under the *Reference* section of the Facilities Planning and Scheduling website for a more detailed explanation of the previous room features.

How to Enter Room Features into Banner:
1. Log into Banner.
2. Type **SSASECT** into the Go To… field. Press Enter.
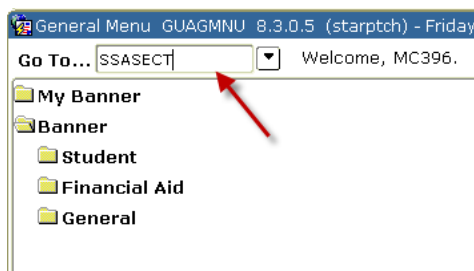
3. Type in the appropriate Term and CRN. Select the Next Block button.

4. Check that the subject code, course number, and title are correct. Select the Next Block button again.

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

6. Select the "Scheduler Preferences" tab.

7. Type the room features into the Room Attribute Preferences fields. The Preference Number fields should be filled numerically, starting with 01. Do not go higher than 04. If a fifth room feature needs to be entered, continue to reuse 04 as the preference number.

Certain preference numbers can only be used for certain information:

01 – Type of Classroom (GNRL, DPRT, NORN)

02 – Campus (DOTN, EVDL, HSC)

03 – Technology (IDSC, IDCL, DTLO, DTTO)

04 – Other (MOVS, CHAB, etc.)

8. Save.

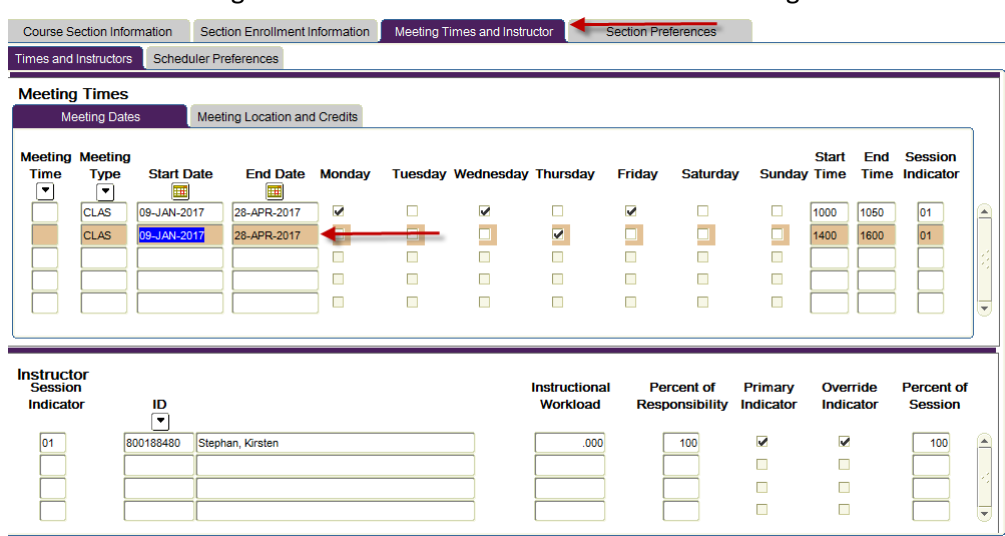9. Select "Section Preferences" tab.

10. Re-enter the room features into the Room Attribute Preferences fields. Same rules apply for the Preference Number fields

    Certain preference numbers can only be used for certain information:
    01 – Type of Classroom (GNRL, DPRT, NORN)
    02 – Campus (DOTN, EVDL, HSC)
    03 – Technology (IDSC, IDCL, DTLO, DTTO)
    04 – Other (MOVS, CHAB, etc.)

11. If the course has multiple meeting patterns, you need to enter the Room Attribute Preferences for each meeting pattern. After completing the steps above, click on the second meeting pattern under the "Meeting Time and Instructor" tab and it will turn orange.

12. After highlighting the second meeting pattern, click on "Schedular Preferences" as before and then enter in your Room Attributes for this meeting pattern. Note: You do not need to enter the room attributes again on the Section Preferences tab like in step 9.
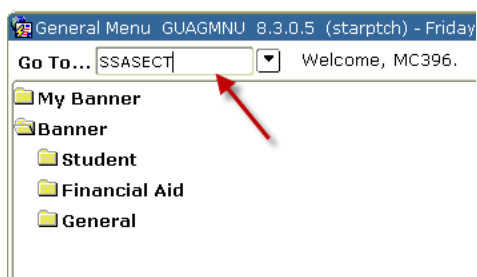

13. Save.
14. Rollback.

Adding a New Section

A new section may need to be added for the following reasons:

- The department wishes to offer a course that is not currently listed on the schedule.
- The department wished to change the title or offer a new flexible title courses.
- The department was offering the course under a temporary number and now has a permanent number.
- The course already has enrollment and the department wants to change the Part of Term or Schedule Type information. Departments must cancel the existing section and add a new section.
- A course has reached maximum enrollment and new sections must be added to satisfy registration demand.

How to add a new section in Banner:
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 section 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.
8. If the course title does not match, adhere to the following directions:
   a. If the title that appears in Banner in 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. Section numbers are assigned on a "one-up" basis. Start with 001 and continue increasing the number by one until the system accepts the new section number.
   a. WVU general purpose sections: 001-999
   b. WVU general writing sections: W01-W99 (must verify at catalog level)
   c. WVU capstone sections: C01-C99 (must verify at catalog level)

d. WVU capstone writing sections: CW1-CW9

e. WVU Honors courses are offered under most subject codes. The only way to identify them as Honors courses is to use the section number. Use one of the following:

- Normal honors courses: H01-H99
- Writing honors courses: WH1-WH9

f. For Academic Innovation courses – look at previous course offerings and double check with Tammy

g. Potomac State courses start with a 'P' and West Virginia Tech courses start with a 'T'.

10. Skip the Cross List field.

11. Enter 'CWA' in the Campus filed.

12. Enter 'A' in the Status field.

13. Enter one of the following in the Schedule Type box:

a. L – lecture

b. G – graded laboratory

c. W – web-based

d. B – laboratory (must be linked to existing L), have zero billing hours, grade mode set at 4, and Gradable box unchecked.

e. 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 Innovations courses and leave that field blank if the section is regular On-Campus.

15. Enter 'BB' in the Integration Partner field.

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 as indicated on the Section Addition Form.

- **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.

19. Leave the Duration field blank.

20. Enter the part of term information as indicated on the Section Addition Form.

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:

a. HC: hidden course

27. If the department would like the course to print in the schedule, the Print box must be checked (red arrow). The Print box is unchecked for courses that have the Attendance Method field populated.

28. The Voice Response and Self-Serve Available box (blue arrow) controls student access to the courses via the WEB. Check this box if the students may register via the WEB (true for most cases). Do not check this box if the students may not register via the WEB.

29. The Gradable box must always be checked (orange arrow), unless:
    - The course's grading mode is set to '4' – no grade.
    - The course has been cancelled.

30. The Tuition and Fee Waiver box (green arrow) should only be checked for courses that tuition waived or have special billing needs. Billing hours should also be fixed at zero and credit hours must be fixed, not variable. Please refer to "Fees at the Section Level" instructions for more information.

31. Leave the CAPP Areas for Prerequisites unchecked.
32. SAVE.
33. The new section has now been assigned a CRN. Record the new CRN if desired for your records.
34. Select the "Section Enrollment Information" tab. Make sure the secondary tab "Enrollment Details" is selected.
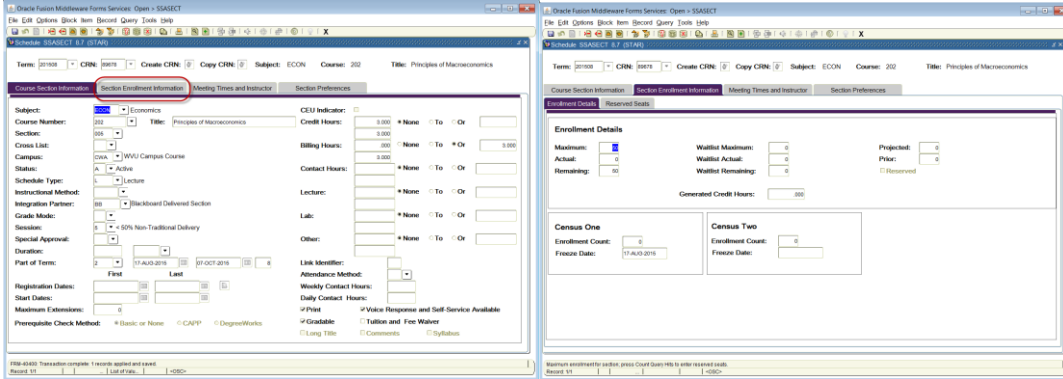
35. Enter the total number of seats to be used for the new section in the Maximum field.
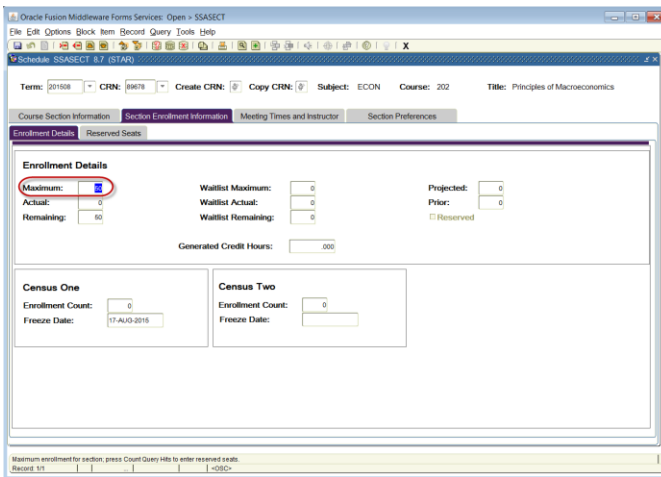
36. The Waitlist fields should always be '0'.
37. The Projected field should always be '0'.
38. Leave the Census Two fields blank.
39. SAVE.
40. Click the "Meeting Times and Instructor" tab.

41. Tab over the fields.
42. Leave the Meeting Time field blank.
43. Do not change the Meeting Type field.
44. Start and End Dates (as indicated by the Part of Term code) should default in.
45. 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.
46. 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.
47. Save.
48. Select the "Meeting Location and Credits" tab. For courses requesting a general purpose classroom and Academic Innovation courses, the Building and Room fields must be left BLANK. For departmental classrooms, enter the building and room as desired.
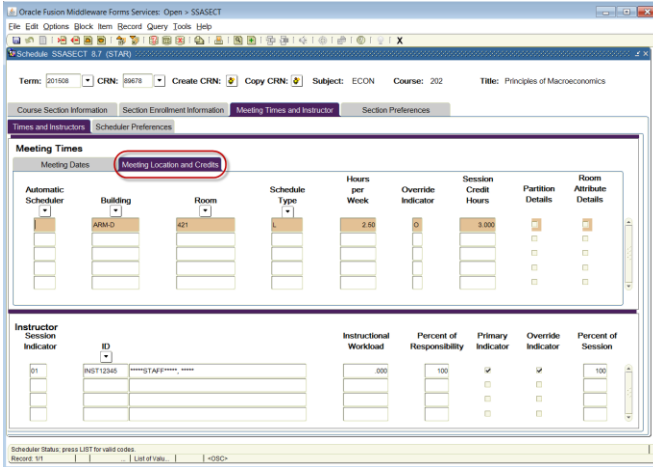
49. Select the "Meeting Location and Credits" tab. For courses requesting a general purpose classroom and Academic Innovation courses, the Building and Room fields must be left BLANK. For departmental classrooms, enter the building and room as desired.

50. 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.

51. The Session Credit Hours field will also automatically populate.

52. SAVE.
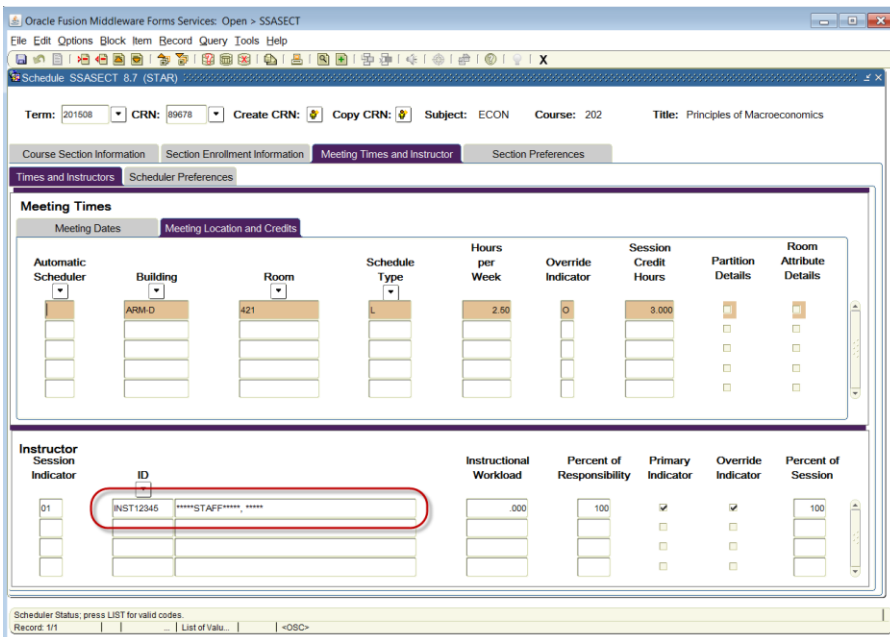
53. Go back to the Meeting Dates tab.

54. Enter the instructor's WVU ID in the ID field – the instructor's name will automatically populate into the field. Potential problems:

    a. The instructor's name does not appear when the WVU ID is entered into the ID field.

- The person may not be in the system. The department needs to submit a Faculty/Advisor Information Form to Registrar's Office.
- The department may have submitted an incorrect WVU ID number on the Section Addition Form.

b. The instructor's name appears, but the cursor will not move from the ID field.
- There should be an error message at the bottom of the screen that reads *ERROR* Person is not an instructor or *ERROR* Person is inactive. The department needs to submit a Faculty/Advisor Information Form to Registrar's Office.

c. The instructor's information seems to work, but when you save you get an error message that reads *ERROR* Instructor Schedule Conflict.
- Select the Options menu. Select Query Faculty Schedule. Check that the correct WVU ID is listed. Select the Next Block Button. An asterisk will appear for the courses with the instructor conflict.
  - Check to see if the courses are crosslisted. If so, override.
 - Check to see if the instructor is listed at 0% on one of the courses. If so, override.
- OR enter INST12345 in the ID field. This will populate the rest of the field with ***STAFF***.
- Then, contact the department to resolve the problem.
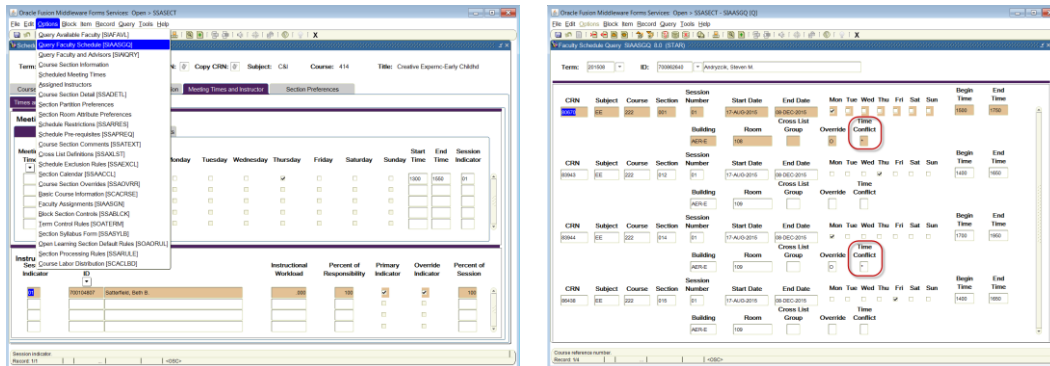
55. The Instructional Workload field will automatically populate.
56. The Percent Responsibility field will automatically populate.
    a. For one instructor, the percent responsibility must be 100%.
    b. For multiple instructors, the percent responsibility must sum to 100%. The department must indicate the percent responsibility of each instructor.
57. The Primary Indicator box must be checked to indicate the primary instructor. The primary instructor is the instructor with the highest percent of responsibility. If all instructors have equal responsibility, the primary instructor is simply the first instructor listed by the department.
58. The Override Indicator is used to override instructor conflicts. The box for this field is a check box and is used for:

a. Cross-listed courses
b. Persons who are listed as 0% instructors.
c. All STAFF instructors.

59. The Percent Session fields must total to 100% and should be identical to the Percent Responsibility fields.
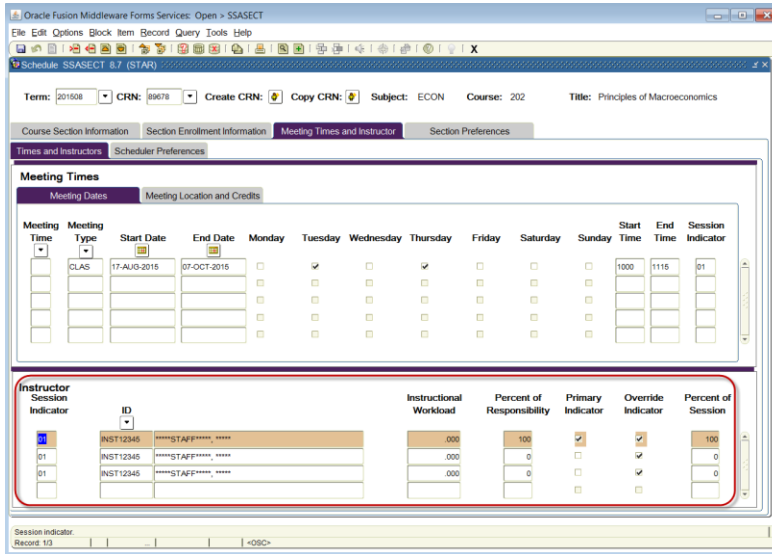
All STAFF instructors must have the override box checked.

60. Save.
61. Select the "Scheduler Preferences" tab.
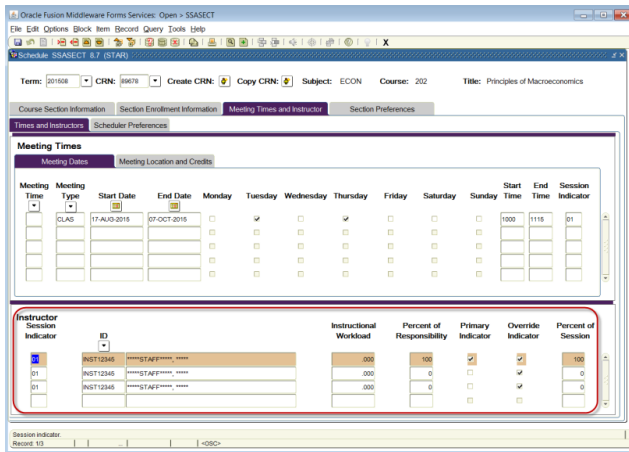
62. Enter the required room attributes. Save.
63. All WVU courses must have room attributes entered in Banner. Academic Innovation courses need NORN, unless they are to be assigned to classrooms (Instructional Method WEBOC).
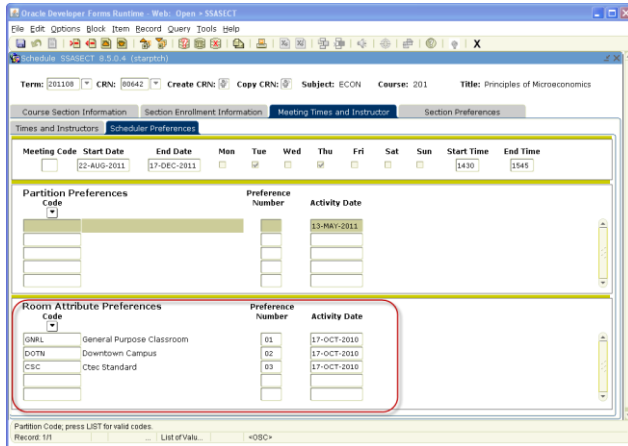
64. Select the "Section Preferences" tab. Enter the same room attributes, in the same order, as before. Save.

Adding Restrictions

If there are restrictions that need added on the course, go to Banner. Type **SSARRES** into the To Go… field. Press Enter.

- Departments can only set College, Class, and Major restrictions.
- Are these restrictions to 'E' exclude or 'I' include?
- College and Major restrictions should not be mixed unless the department wants to make a course include a specific college but also wants to exclude a specific major in that college. Example: A department may decide that they want to make a course include all college code 14, but want to exclude major code 1442. There should never be "include major" and "include college" on the same course. Major restrictions alone will take care of it.

- Level – to avoid accidental registration for courses on the wrong campus: All Potomac State courses are to be given a level restriction to "I – UP", **all WVU courses are to given a level restriction to "E-UP and E-UT"**, and all WVUIT courses are to be given a level restriction to "I – UT". Additionally, all courses 500 and above need to have UG (undergrad) excluded.

Section Comments

Course comments are intended to given student instructions on registering for the course or to give the student information on dates, fees, test dates, etc. Comments should not contain course description or prerequisite information.

1. Enter into Banner.
2. Type **SSATEXT** into the Go To… field. Press Enter.
3. Enter '*' in the first line. Begin the comment with "NOTE for (subject code) (course number):". Example: NOTE for ECON 201: …
4. If the same note must continue onto a second line, the second line must be indented by five spaces.

5. SAVE

Academic Innovation Courses

1. Follow regular section steps 1-8.
2. The section number for Academic Innovation courses is used to indicate the location of the course. Contact Tammy Bishoff in Academic Innovation for the correct section number if you do not know it.
3. Skip the Cross List field.
4. Enter 'CWA' in the campus field.
5. Follow regular section steps 12-26.
6. If the courses is not supposed to be advertised by Academic Innovation, uncheck the Print box (red arrow).
7. If you uncheck the Print box, the Voice Response and Self Service Available (blue arrow) box also needs to be unchecked.
8. Bill hours must equal zero. Credit hours cannot be variable – must be fixed.

9. SAVE.
10. Click the Next Block button.

11. Select the "Section Enrollment Information" tab. Enter the maximum enrollment for the course.
12. The Waitlist fields should be '0'. The Projected field should be '0'.
13. Leave Census Two fields blank.
14. Save.
15. Select the "Meeting Times and Instructor" tab.
16. For meeting pattern information, follow regular section steps 41-52.
17. For the instructor information, follow regular section steps 53-59.

18. No buildings are usually assigned for Academic Innovation courses. Leave the Building field blank.
19. No rooms are usually assigned for Academic Innovation courses. Leave the Room field blank.
20. <mark>Enter 'NORN' in the Room Feature field unless</mark> 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.
21. 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.

Queries

A query may be performed on schedule elements by using the Schedule Section Query Form. The Schedule Section Query Form is NOT produced by Facilities Planning and Scheduling, but is specific to Banner. This form allows you to perform searches on schedule information. A query may be performed on any or all of the following fields:

- Term
- Part of Term
- CRN
- Block Schedule
- Course comments (yes or no, not specific wording)
- Subject Code
- Course Number
- Section Number
- Section Status
- Campus
- Course/Section Title
- Schedule Type
- Link code indicator
- Cross-list code indicator
- Reserved seating
- Enrollment (maximum, actual, remaining)