

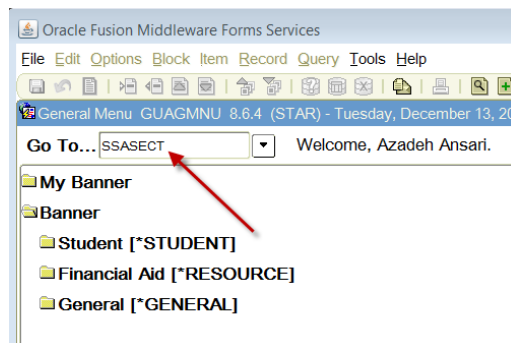
Adding a New Section

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

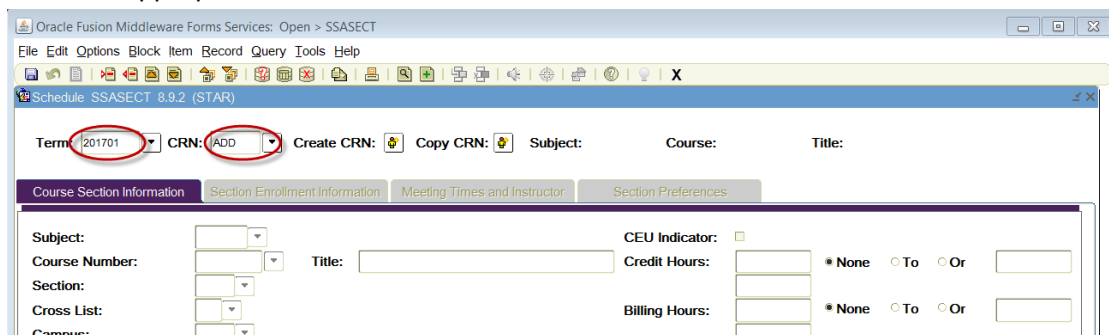
- The department wishes to offer a course that is not currently listed on the schedule.
- The department wished to change the title or offer a new flexible title courses.
- The department was offering the course under a temporary number and now has a permanent number.
- The course already has enrollment 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.



| Term | CRN | Create CRN | Copy CRN | Subject | Course | Title |
|--------|-----|--------------------------|--------------------------|---------|--------|-------|
| 201701 | ADD | <input type="checkbox"/> | <input type="checkbox"/> | | | |

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences |
|-------------------------------------|---|------------------------------|---------------------|
| Subject: <input type="text"/> | CEU Indicator: <input type="checkbox"/> | | |
| Course Number: <input type="text"/> | Credit Hours: <input type="text"/> * None <input type="radio"/> To <input type="radio"/> Or <input type="text"/> | | |
| Section: <input type="text"/> | Billing Hours: <input type="text"/> * None <input type="radio"/> To <input type="radio"/> Or <input type="text"/> | | |
| Cross List: <input type="text"/> | | | |
| Campus: <input type="text"/> | | | |

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. **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. 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 Bishoff.
 - g. Potomac State courses start with a ‘P’ and West Virginia Tech courses start with a ‘T’.
10. Leave Cross List field blank. Please contact Facilities Planning and Scheduling if you need to cross-list the courses you add.
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:
 - 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 'WBOC' in the instructional Method for Academic Innovations courses and leave that field blank if the section is regular On-Campus.
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.*

The screenshot displays the 'Course Section Information' tab in the Oracle Fusion Middleware Forms Services. The form is for a course section with the following details:

- Term:** 201708
- CRN:** ADD
- Subject:** ECON
- Course:** 202
- Title:** Principles of Macroeconomics

The 'Special Approval' field is set to 'DA' (Department Approval) and is circled in red. Other fields include:

- Subject:** ECON (Economics)
- Course Number:** 202
- Section:** 006
- Cross List:** (empty)
- Campus:** CWA (WVU Campus Course)
- Status:** A (Active)
- Schedule Type:** L (Lecture)
- Instructional Method:** (empty)
- Integration Partner:** (empty)
- Grade Mode:** (empty)
- Session:** 6 (50 - 74% Non-Traditional Divry)
- Special Approval:** DA (Department Approval)
- Duration:** (empty)
- Override Duration:** (empty)
- Part of Term:** (empty)
- Registration Dates:** (empty)
- Start Dates:** (empty)
- Maximum Extensions:** 0
- Prerequisite Check Method:** Basic or None (selected)

On the right side of the form, there are fields for hours and contact information:

- CEU Indicator:** (empty)
- Credit Hours:** 3.000
- Billing Hours:** .000
- Contact Hours:** (empty)
- Lecture:** (empty)
- Lab:** (empty)
- Other:** (empty)
- Link Identifier:** (empty)
- Attendance Method:** (empty)
- Weekly Contact Hours:** (empty)
- Daily Contact Hours:** (empty)

At the bottom, there are checkboxes for various options:

- Print
- Gradable
- Long Title
- Voice Response and Self-Service Available
- Tuition and Fee Waiver
- Comments
- Syllabus

The status bar at the bottom indicates '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 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://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: ECON Course: 202 Title: Principles of Macroeconomics

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

Subject: ECON Economics CEU Indicator:

Course Number: 202 Title: Principles of Macroeconomics Credit Hours: 3.000 * None To Or

Section: 006 Billing Hours: .000 None To Or 3.000

Cross List:

Campus: CWA WVU Campus Course Contact Hours: * None To Or

Status: A Active Lecture: * None To Or

Schedule Type: L Lecture Lab: * None To Or

Instructional Method:

Integration Partner:

Grade Mode:

Session: 6 50 - 74% Non-Traditional Divrv Other: * None To Or

Special Approval: DA Department Approval Link Identifier:

Duration:

Override Duration:

Part of Term: 2 29-AUG-2017 13-OCT-2017 8 Attendance Method:

Registration Dates: First Last Weekly Contact Hours:

Start Dates:

Maximum Extensions:

Prerequisite Check Method: * Basic or None CAPP DegreeWorks Daily Contact Hours:

Print Voice Response and Self-Service Available

Gradable Tuition and Fee Waiver

Long Title Comments Syllabus

Section credit hours or CEUs.
Record: 1/1 <-OSC>

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.

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: ECON Course: 202 Title: Principles of Macroeconomics

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

Subject: ECON Economics CEU Indicator:

Course Number: 202 Title: Principles of Macroeconomics Credit Hours: 3.000 * None To Or

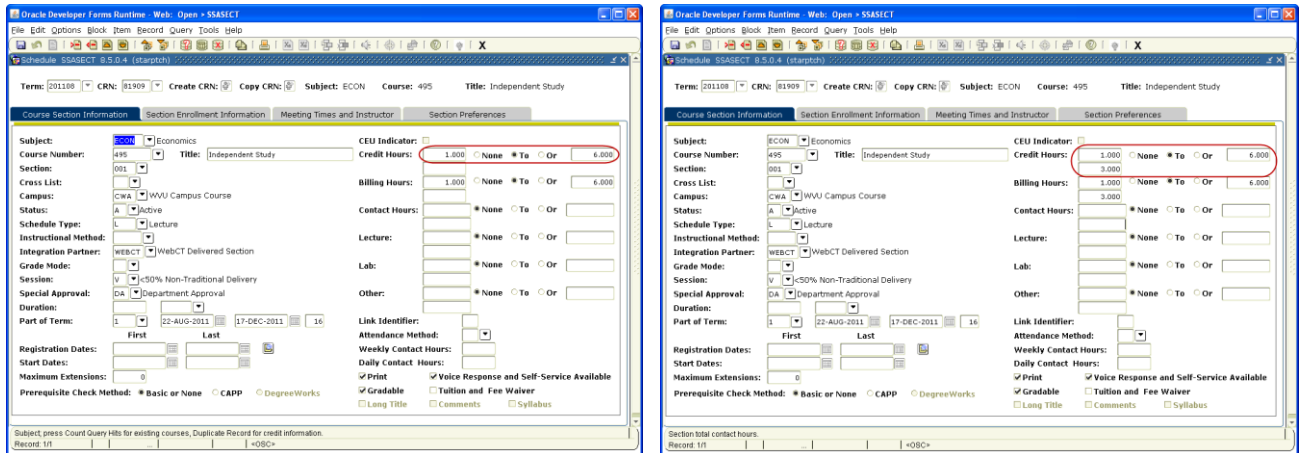
Section: 006 Billing Hours: .000 None To Or 3.000

Cross List:

Campus: CWA WVU Campus Course

- 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.

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: ECON Course: 202 Title: Principles of Macroconomics

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

Subject: ECON Economics CEU Indicator:

Course Number: 202 Title: Principles of Macroconomics Credit Hours: 3.000 * None To Or

Section: 006 Billing Hours: .000 None To Or 3.000

Cross List: Billing Hours: 3.000

Campus: CWA WVU Campus Course Contact Hours: * None To Or

Status: A Active Lecture: * None To Or

Schedule Type: L Lecture Lab: * None To Or

Instructional Method: Other: * None To Or

Integration Partner:

Grade Mode: Link Identifier:

Session: 6 50 - 74% Non-Traditional Divry Attendance Method:

Special Approval: DA Department Approval Weekly Contact Hours:

Duration: Daily Contact Hours:

Override Duration:

Part of Term: 2 23-AUG-2017 13-OCT-2017 8

Registration Dates: First Last

Start Dates:

Maximum Extensions: 0

Prerequisite Check Method: * Basic or None CAPP DegreeWorks

Print Gradable Voice Response and Self-Service Available Tuition and Fee Waiver Long Title Comments Syllabus

Section total contact hours. Record: 1/1 <OSC>

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.

Schedule SSASECT 8.9.2 (STAR)

Term: 201708 CRN: ADD Create CRN: Copy CRN: Subject: ECON Course:

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

Subject: ECON Economics CEU Indicator:

Course Number: 202 Title: Principles of Macroconomics Credit Hours:

Section: 006 Billing Hours:

Cross List:

Campus: CWA WVU Campus Course

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

Term: 201708 CRN: 87123 Create CRN: Copy CRN:

Course Section Information Section Enrollment Information Meeting Times and In

Subject: ECON Economics
 Course Number: 202 Title: Principles of Macroeconomics
 Section: 006

34. Select the "Section Enrollment Information" tab. Make sure the secondary tab "Enrollment Details" is selected. Enter the total number of seats to be used for the new section in the Maximum 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: 87123 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum: 50 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: 23-AUG-2017

Census Two
 Enrollment Count: 0
 Freeze Date:

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

- 35. The Waitlist fields should always be '0'.
- 36. The Projected field should always be '0'.
- 37. Leave the Census Two fields blank.
- 38. SAVE.

39. Click the “Meeting Times and Instructor” tab.

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: 87123 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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 | | | <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"/> | | | |
| | | | | <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"/> | |

Meeting time code; press LIST for codes; Press DUPLICATE ITEM to access Cross List Form.
Record: 1/1 | ... | List of Valu... | <OSC>

40. Tab over the fields.

41. Leave the Meeting Time field blank.

42. Do not change the Meeting Type field.

43. Start and End Dates (as indicated by the Part of Term code) should default in.

44. 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.

45. 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/reference-information>).
- Do not end courses on the hour or half-hour. This would cause student conflicts when they try to register for courses.

46. Save.

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 | 23-AUG-2017 | 13-OCT-2017 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0830 | 0945 | 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"/> | | | |

47. 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.

Schedule SSASECT 8.9.2 (STAR)

Term: 201708 CRN: 87123 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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 |
|---------------------|----------|------|---------------|----------------|--------------------|----------------------|-------------------|------------------------|
| | ARM-D | 421 | | 2.50 | | 3.000 | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

48. 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.
49. The Session Credit Hours field will also automatically populate.
50. SAVE.
51. Go back to the Meeting Dates tab.
52. 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: 201708 CRN: 87123 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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 | 23-AUG-2017 | 13-OCT-2017 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0830 | 0945 | 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

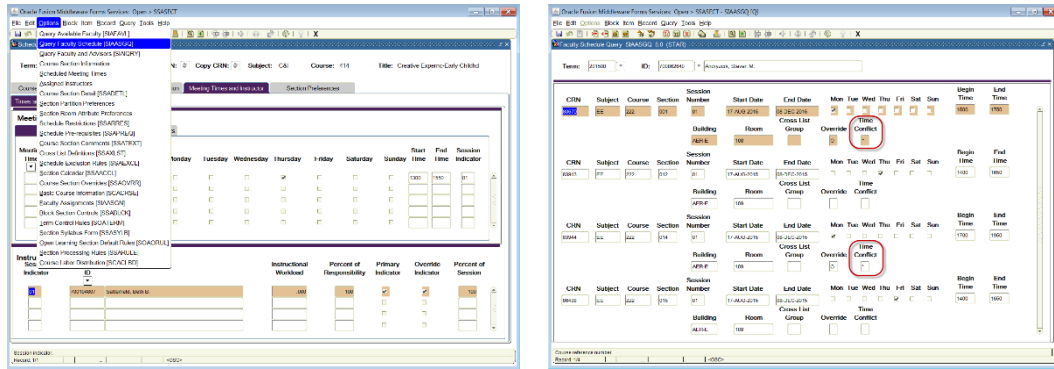
| Session Indicator | ID | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
|-------------------|----------------------------------|------------------------|---------------------------|-------------------------------------|--------------------------|--------------------|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

Percent responsibility. Record: 1/1 <OSC>

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.



53. The Instructional Workload field will automatically populate.
54. 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.
55. 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.
56. 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.
57. The Percent Session fields must total to 100% and should be identical to the Percent Responsibility fields. Please DO NOT enter STAFF as the secondary instructors.

| Instructor Session Indicator | ID | | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
|------------------------------|-----------|----------------------------|------------------------|---------------------------|-------------------------------------|-------------------------------------|--------------------|
| 01 | 700120450 | Licov-Channell, Vanessa M. | .000 | 100 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100 |
| 01 | 800160774 | Spillane, Nancy K. | .000 | 0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 |
| 01 | 800162192 | Tilley, Michael A. | .000 | 0 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 0 |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

All STAFF instructors must have the override box checked.

58. Save.
59. Select the “Scheduler Preferences” tab.
60. Enter the required room attributes with the appropriate preference numbers. Save.
Refer to the full list of “Room Features” with their preference numbers at our website (<http://facilitiescheduling.wvu.edu/reference-information>)

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: 87123 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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

Times and Instructors Scheduler Preferences

| Meeting Code | Start Date | End Date | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Time | End Time |
|--------------|-------------|-------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|
| | 23-AUG-2017 | 13-OCT-2017 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0830 | 0945 |

| Partition Code | Preference Number | Activity Date |
|----------------|-------------------|---------------|
| | | 13-DEC-2016 |
| | | |
| | | |
| | | |

| Room Attribute Code | Preference Number | Activity Date |
|---------------------------------|-------------------|---------------|
| GNRL General Purpose Classroom | 01 | 13-DEC-2016 |
| DOTN Downtown Campus | 02 | 13-DEC-2016 |
| IDSC iDesign Standard Classroom | 03 | 13-DEC-2016 |
| | | |
| | | |

Partition Code: press LIST for valid codes.
Record: 1/1 | List of Valu... | <OSC>

61. 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).
62. Go to "Section Preferences" tab and enter same room attributes, in the same order, as before. Always remember to update room attributes in both places in banner. Save.

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: 87123 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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

Partition Preferences

| Code | Preference Number | Activity Date |
|------|-------------------|---------------|
| | | 13-DEC-2016 |
| | | |
| | | |
| | | |

Room Attribute Preferences

| Code | Preference Number | Activity Date |
|---------------------------------|-------------------|---------------|
| GNRL General Purpose Classroom | 01 | 13-DEC-2016 |
| DOTN Downtown Campus | 02 | 13-DEC-2016 |
| IDSC iDesign Standard Classroom | 03 | 13-DEC-2016 |
| | | |
| | | |

Partition code: press LIST for valid codes.
Record: 1/1 | List of Valu... | <OSC>