

# 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           |
|-----------------------------|
| Options Dropdown Menu       |
| Scheduling Classrooms       |
| General Purpose Classroom   |
| Departmental Classroom      |
| Room Features               |
| Adding a New Section        |
| Adding Restrictions         |
| Section Comments            |
| Academic Innovation Courses |
| Queries                     |

## **Field Definitions**

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

| 🙀 General Menu 🛛 GUAGMNU | J 8.3.0.5 (starptch) - Friday, |
|--------------------------|--------------------------------|
| Go To                    | Velcome, MC396.                |
| 🗎 My Banner              |                                |
| 🗟 Banner                 | <b>\</b>                       |
| 🗎 Student                |                                |
| 🗎 Financial Aid          |                                |
| 🚞 General                |                                |
|                          |                                |
|                          |                                |

## The schedule form will open:

| 📓 Oracle Developer Forms Runtime - Web: Open > SSASECT                      |   |
|---|---|
| Eile Edit Options Block Item Record Query Tools Help                        |   |
|   | 🎼   🇁   😰   🗛   X                                   |
| Schedule SSASECT 8.5.0.4 (starptch)   | ±× ▲  |
|   |   |
| Term: 📃 🔻 CRN: 💽 🔻 Create CRN: 鑙 Copy CRN: 🗳 Subject:                       | Course: Title:                                      |
|   |   |
| Course Section Information Section Enrollment Information Meeting Times and | Instructor Section Preferences                      |
|   |   |
| Subject:  | CEU Indicator:                                      |
| Course Number: Title:   | Credit Hours:                                       |
| Section.  | Billing Hours:                                      |
|   | Billing Hours:                                      |
|   | Contact Hours: None OTO Or                          |
| Schedule Type:  | Contact Hours:                                      |
| Instructional Method:   | Lecture:  |
| Integration Partner:  |   |
| Grade Mode:   | Lab:  |
| Session:  |   |
| Special Approval:   | Other:  |
| Duration:   |   |
| Part of Term:   | Link Identifier:                                    |
| First Last  | Attendance Method:                                  |
| Registration Dates:   | Weekly Contact Hours:                               |
| Start Dates:  | Daily Contact Hours:                                |
| Maximum Extensions:   | ✓ Print □ Voice Response and Self-Service Available |
| Prerequisite Check Method: OBasic or None OCAPP ODegreeWorks                | ☑ Gradable □ Tuition and Fee Waiver                 |
|   | Long Title Comments Syllabus                        |
|   |   |
| Term code; press LIST for valid codes.                                      |   |
| Record: 1/1 List of Valu <>>  |   |

#### **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: <u>ENGL</u> 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 <u>101</u>.

**Title:** Full length title of course – defaults from the catalog. **Do not** 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 real 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 **T** 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: \_\_\_\_\_\_\_\_ None • To Or \_\_\_\_\_\_6.000.

For flexible title courses, you may need to set the variable hours to a fixed number of hours.

1.000 None To Or 3.000 Example: 1.000

If the course has a set number of hours, only one number should be displayed.

Example: 3.000 • None or 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.

| Dracle Fusion Middleware Forms Services: Open > SSASE                      | ст                               |                                      |  |  |  |  |  |
|--|----------------------------------|--------------------------------------|--|--|--|--|--|
| File Edit Options Block Item Record Query Tools Help                       |                                  |                                      |  |  |  |  |  |
| Course Section Information   |                                  | 🕲 [ 🎴 [ X                            |  |  |  |  |  |
| Schedu Section Enrollment Info   |                                  |                                      | × 2 300000000000000000000000000000000000 |  |  |  |  |
| Scheduled Meeting Times  |                                  |                                      |  |  |  |  |  |
| Term: Assigned Instructors   | N: 🖗 Copy CRN: 🖗 Subject: E      | CON Course: 201                      | Title: Principles of Microeconomics      |  |  |  |  |
| Course Section Detail [SSADETL]  |                                  |                                      | r.                                       |  |  |  |  |
| Section Partition Preferences  | ion Meeting Times and Instructor | Section Preferences                  |  |  |  |  |  |
| Section Room Attribute Preferences   | ion Meeting Times and Instructor | Section Freierences                  |  |  |  |  |  |
| Schedule Restrictions [SSARRES]  |                                  | CEU Indicator:                       |  |  |  |  |  |
| Subjec Schedule Pre-requisites [SSAPREQ]                                   |                                  |                                      |  |  |  |  |  |
| Course Section Comments [SSATEXT]  | Principles of Microeconomics     | Credit Hours: 3.                     | .000 • None • To • Or                    |  |  |  |  |
| Sectio Cross List Definitions [SSAXLST]                                    |                                  |                                      |  |  |  |  |  |
| Cross Schedule Exclusion Rules [SSAEXCL]                                   |                                  | Billing Hours: 3.                    | 000 • None • To • Or                     |  |  |  |  |
| Camp Section Calendar [SSAACCL]  | irse                             |                                      |  |  |  |  |  |
| Status Course Section Overrides [SSAOVRR]                                  |                                  | Contact Hours:                       | None 	To 	Or                             |  |  |  |  |
| Sched Basic Course Information [SCACRSE]                                   |                                  |                                      |  |  |  |  |  |
| Block Section Controls [SSABLCK]   |                                  | Lecture:                             | • None • To • Or                         |  |  |  |  |
| Term Control Rules [SOATERM]   | vered Section                    |                                      |  |  |  |  |  |
| Integra Section Syllabus Form [SSASYLB]                                    | Vereu Section                    |                                      |  |  |  |  |  |
| Grade Open Learning Section Default Rules [SOAORUL]                        |                                  | Lab:                                 | • None Or                                |  |  |  |  |
| Sessic Section Processing Rules [SSARULE]                                  | Delivery                         |                                      |  |  |  |  |  |
| Specia Course Labor Distribution [SCACLBD]                                 |                                  | Other:                               | None Or                                  |  |  |  |  |
| Durati Schedule Labor Distribution [SSACLBD]                               |                                  |                                      |  |  |  |  |  |
| Part of Waitlist Automation Section Control [SSAWLSC]                      | 08-DEC-2015 16                   | Link Identifier:                     |  |  |  |  |  |
| Query Reserved Seats [SSIRESV]   | ast                              | Attendance Method:                   |  |  |  |  |  |
| Registration Dates:  |                                  | Weekly Contact Hours:                |  |  |  |  |  |
| Start Dates:   |                                  | Daily Contact Hours:                 |  |  |  |  |  |
| Maximum Extensions: 0  |                                  | -                                    | e Response and Self-Service Available    |  |  |  |  |
| Prerequisite Check Method:   Basic or None                                 | CAPP     OpegreeWorks            |                                      | on and Fee Waiver                        |  |  |  |  |
| Prerequisite Check Method:   | CAFF Obegreeworks                | Long Title     Comments     Syllabus |  |  |  |  |  |
|  |                                  |                                      |  |  |  |  |  |
|  |                                  |                                      |  |  |  |  |  |
| Subject; press Count Query Hits for existing courses, Duplicate Record for | or credit information.           |                                      |  |  |  |  |  |
| Record: 1/1   <  | DSC>                             |                                      |  |  |  |  |  |

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 <u>scheduling@mail.wvu.edu</u> 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.

|  | Forms Services: Open > SSASECT   |                                      |                                     |
|--|--|--------------------------------------|-------------------------------------|
|  | Becord Query Tools Help  |                                      |                                     |
|  | । 🎓 🐉 । 🎯 📾 । 💁 । 📇 । 🔁 🖻 । 😤 🎼 । 🌾 । 🐥 ।  | 💿   🍷   X                            |                                     |
| Schedule SSASECT 8.7 (S                          | STAR)  |                                      | 1                                   |
| Term: 201508  CRI Course Section Information     | N: 00561  Create CRN: Copy CRN: Subject: Secton Enrolment Information Meeting Times and Instructor | ECON Course: 201 Section Preferences | Title: Principles of Microeconomics |
| Subject:   | Ŧ  | CEU Indicator:                       |                                     |
| Course Number:                                   | Title:   | Credit Hours:                        | *None To Or                         |
| Section:   |  |                                      |                                     |
| Cross List:                                      | <b>v</b>   | Billing Hours:                       | *None To Or                         |
| Campus:  | <b>T</b>   |                                      |                                     |
| Status:  |  | Contact Hours:                       | * None OTO Or                       |
| Schedule Type:                                   |  |                                      |                                     |
| Instructional Method:                            |  | Lecture:                             | * None OTO Or                       |
| Integration Partner:                             |  |                                      |                                     |
| Grade Mode:                                      |  | Lab:                                 | *None OTO Or                        |
| Session:   |  |                                      |                                     |
| Special Approval:                                |  | Other:                               | • None Or                           |
| Duration:<br>Part of Term:                       |  | Link Identifier:                     |                                     |
| Part of Term:                                    | First Last   | Attendance Method:                   |                                     |
| Registration Dates:                              |  | Weekly Contact Hours:                |                                     |
| Start Dates:                                     |  | Daily Contact Hours:                 |                                     |
| Maximum Extensions:                              |  |                                      | Response and Self-Service Available |
| Prerequisite Check Meth                          | od: OBasic or None OCAPP ODegreeWorks  |                                      | n and Fee Waiver                    |
| Transquisite Officer Medi                        | · · · · · · · · · · · · · · · · · · ·  | Long Title Comm                      | nents Syllabus                      |
|  |  |                                      |                                     |
|  |  |                                      |                                     |
| RN; type 'ADD' to add new section;<br>ecord: 1/1 | ADD' and NEXTITEM to default; CQH existing.  |                                      |                                     |

| Pracle Fusion Middleware Forms Services: Open > SSASECT   |                  |           |              |                   | 2           |
|---|------------------|-----------|--------------|-------------------|-------------|
| Edit Options Block Item Becord Query Tools Help   |                  |           |              |                   |             |
| ୬ B   <b>2 4 8 8   \$ \$</b>   \$ <b>8</b>   \$   \$   <b>2</b>   <b>2</b>   <b>3</b>   <b>3</b>   \$   \$   \$   \$   \$   \$   \$   \$   \$ | 🕲   🝚   X        |           |              |                   |             |
| chedule SSASECT 8.7 (STAR)  |                  |           |              |                   | 10          |
| erm: 201508 • CRN: 80561 • Create CRN:  Copy CRN:  Subject:   | ECON Course:     |           | Title: Princ | ciples of Microed | conomics    |
| ubject:   | CEU Indicator:   |           |              |                   |             |
| ourse Number:   | Credit Hours:    |           | None         | ⊂To Or            |             |
| ection:   | orean models.    |           | - NONC       | 0                 |             |
| ross List:  | Billing Hours:   |           | * None       | ⊂To Or            |             |
| ampus:  | g riouror        |           |              |                   |             |
| tatus:  | Contact Hours:   |           | None         | ⊂To Or            |             |
| chedule Type:   |                  |           | í i          |                   |             |
| structional Method:   | Lecture:         |           | None         | ⊖To Or            |             |
| tegration Partner:  |                  |           | 1            |                   |             |
| rade Mode:  | Lab:             |           | None         | ⊂To Or            |             |
| ession:   |                  |           | 1            |                   |             |
| pecial Approval:  | Other:           |           | None         | ⊖To Or            |             |
| uration:  |                  |           | 1            |                   |             |
| art of Term:  | Link Identifier: |           |              |                   |             |
| First Last  | Attendance Me    | thod:     | -            |                   |             |
| egistration Dates:  | Weekly Contac    | t Hours:  |              |                   |             |
| tart Dates:   | Daily Contact    | Hours:    |              |                   |             |
| aximum Extensions:  | Print Print      | Voice Re  | esponse ar   | nd Self-Servic    | e Available |
| rerequisite Check Method: OBasic or None OCAPP ODegreeWorks   | Gradable         | Tuition a | nd Fee W     | aiver             |             |
|   | Long Title       | Commer    | nts          | Syllabus          |             |
|   |                  |           |              |                   |             |

4. Click the Next Block button.

| 5 | E I | ≻⊒ | 4∎ [ | Š) | 2 | ð | 2            | X | ( | Þ | <u> </u> | Xs | Xŝ | Т |  | ð | 0 | X |
|---|-----|----|------|----|---|---|--------------|---|---|---|----------|----|----|---|--|---|---|---|
|   |     |    |      |    |   |   |              |   |   |   |          |    |    |   |  |   |   |   |
|   |     |    |      |    |   |   | $\mathbf{X}$ |   |   |   |          |    |    |   |  |   |   |   |

5. Select Options from the main menu. Select "Scheduled Meeting Times" from the drop down menu.

| 🛓 Oracl   | e Fusion Middleware Forms Services: Open > SSASE               | CT                               |                       |                                       |
|-----------|--|----------------------------------|-----------------------|---------------------------------------|
| Eile Edit | Options Block Item Record Query Tools Help                     |                                  |                       |                                       |
| ( 🖬 🔊     | Course Section Information                                     | ▲   凰 ■   畳 뒏   永   衆   衆   《    | X 1 🤮 1 🗴             |                                       |
| Sched     | Section Enrollment Info  | ******                           |                       |                                       |
|           | Scheduled Meeting Times  |                                  |                       |                                       |
| Term      | Assigned Instructors   | N: 🔄 Copy CRN: 🖗 Subject: EC     | ON Course: 201        | Title: Principles of Microeconomics   |
|           | Course Section Detail [SSADETL]                                |                                  |                       |                                       |
| Cours     | Section Partition Preferences                                  | ion Meeting Times and Instructor | Section Preferences   |                                       |
| Cours     | Section Room Attribute Preferences                             | ion weeting times and instructor | Section Freierences   |                                       |
|           | Schedule Restrictions [SSARRES]                                |                                  |                       |                                       |
| Subje     | Schedule Pre-requisites [SSAPREQ]                              |                                  | CEU Indicator:        |                                       |
| Cours     | Course Section Comments [SSATEXT]                              | Principles of Microeconomics     | Credit Hours: 3       | 3.000 * None OTO Or                   |
| Section   | Cross List Definitions [SSAXLST]                               |                                  |                       |                                       |
| Cross     | Schedule Exclusion Rules [SSAEXCL]                             |                                  | Billing Hours: 3      | 3.000 ● None ○ To ○ Or                |
|           | Section Calendar [SSAACCL]                                     | rse                              |                       |                                       |
| Statu     | Course Section Overrides [SSAOVRR]                             |                                  | Contact Hours:        | • None • To • Or                      |
| Schee     |  |                                  |                       |                                       |
| Instru    | Block Section Controls [SSABLCK]                               |                                  | Lecture:              | • None • To • Or                      |
|           | Term Control Rules [SOATERM]                                   | vered Section                    |                       |                                       |
| Integr    | Section Synabus Form [SSASTED]                                 |                                  |                       | * None • To • Or                      |
|           | Open Learning Section Default Rules [SOAORUL]                  |                                  | Lab:                  |                                       |
|           | Section Processing Rules [SSARULE]                             | Delivery                         |                       |                                       |
|           | <u>c</u> ourse Labor Distribution [SCACLBD]                    |                                  | Other:                | * None Or                             |
|           | Schedule Labor Distribution [SSACLBD]                          |                                  |                       |                                       |
| Part o    | Waitlist Automation Section Control [SSAWLSC]                  | 08-DEC-2015 16                   | Link Identifier:      |                                       |
|           | Query Reserved Seats [SSIRESV]                                 | ast                              | Attendance Method:    |                                       |
| Regis     | tration Dates:   |                                  | Weekly Contact Hours: |                                       |
| Start     | Dates:   |                                  | Daily Contact Hours:  |                                       |
| Maxir     | num Extensions: 0  |                                  |                       | e Response and Self-Service Available |
| Prere     | quisite Check Method:  | © CAPP © DegreeWorks             | Gradable Duiti        | ion and Fee Waiver                    |
|           |  | - or a r - or of a r             | Long Title            | nments Svilabus                       |
|           |  |                                  |                       |                                       |
| l         |  |                                  |                       |                                       |
|           | ress Count Query Hits for existing courses, Duplicate Record f |                                  |                       | P                                     |
| Record: 1 | M      <   | OSC>                             |                       |                                       |

OR Select the Next Tab button twice.



## OR Select the Meeting Times and Instructor tab.

| Oracle Fusion Middleware Forms Services: Open > SSASECT  |  |
|--|--|
| Eile Edit Options Block Item Record Query Tools Help   |  |
| 🖬 🖉 🖹 1 🔁 🖨 🗃 1 🎓 🍞 1 💱 📾 😣 1 💁 1 🖹 1 😫 1 🖓 👘 1 🚸 1 🌧  | ©   ♀   X  |
| Schedule SSASECT 8.7 (STAR)  | ≚ ×  |
| Term: 201508 V CRN: 80561 V Create CRN: 8 Copy CRN: 8 Subject:                                 | ECON Course: 201 Title: Principles of Microeconomics |
|  |  |
| Subject: ECON   ECON  ECON  ECON  ECON   | CEU Indicator:                                       |
| Course Number: 201  Title: Principles of Microeconomics  | Credit Hours: 3.000  None To Or                      |
| Section: 002 •   |  |
| Cross List:  | Billing Hours: 3.000 * None To Or                    |
| Campus: CWA VU Campus Course   |  |
| Status: A Cive   | Contact Hours: None To Or                            |
| Schedule Type: Lecture   |  |
| Instructional Method:  | Lecture: None To Or                                  |
| Integration Partner: BB  Blackboard Delivered Section  |  |
| Grade Mode:  | Lab: • None Or                                       |
| Session: 5 50% Non-Traditional Delivery  |  |
| Special Approval:  | Other: • None OTO Or                                 |
| Duration:  |  |
| Part of Term: 1 • 17-AUG-2015 08-DEC-2015 16   | Link Identifier:                                     |
| First Last   | Attendance Method:                                   |
| Registration Dates:  | Weekly Contact Hours:                                |
| Start Dates:   | Daily Contact Hours:                                 |
| Maximum Extensions: 0  | ✓ Print ✓ Voice Response and Self-Service Available  |
| Prerequisite Check Method:   | Gradable Tuition and Fee Waiver                      |
|  | Long Title Comments Syllabus                         |
|  |  |
| Subject; press Count Query Hits for existing courses, Duplicate Record for credit information. |  |
| Record: 1/1   <osc></osc>  |  |

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).

| Edit Options Bl                     | CRN: 80561  rmation Sectio  s Scheduler Pref | Query Iools H    | elp<br>  = ©<br>CRN: @ ( | Copy CRN:   |           | : ECON                    | X<br>Course:<br>Preferences |                        | Title: Prin          | iciples of M        | icroeconomics            | - |
|-------------------------------------|--|------------------|--------------------------|---|-----------|---------------------------|-----------------------------|------------------------|----------------------|---------------------|--------------------------|---|
| Meeting Meetin<br>Time Type<br>CLAS | ià<br>Î                                      | End Date         | Monday                   | Tuesday<br>2<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 | Wednesday | Thursday<br>2             | Friday                      | Saturday               | Sunday               | Time 1              | End Session<br>Indicator |   |
| nstructor<br>Session<br>Indicator   | ID<br>V<br>INST12345                         | STAFF*****, **** |                          |   |           | Instructional<br>Workload |                             | rcent of<br>onsibility | Primary<br>Indicator | Overrid<br>Indicato |                          |   |

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.** 

| Coracle Fusion Middleware Forms Services: Open > SSASECT     Ele Edit Options Block Item Becord Query Tools Help     P P P P P P P P P P P P P P P P P  | bject: EDUC Course:              | 461 Title: Pr                              | omoting Literacy      | Connections                  |
|---|----------------------------------|--|-----------------------|------------------------------|
| Innes and instructors     Scheduler Preferences       Meeting Dates     Meeting Location and Credits       Automatic     Scheduler       Scheduler     Fill       Automatic     Scheduler       Vertice     Scheduler       Vertice     Scheduler       Vertice     Scheduler       Vertice     Scheduler       Vertice     Scheduler       Vertice     Scheduler   | Hours<br>per Over<br>Week Indica |  | Partition<br>Details  | Room<br>Attribute<br>Details |
| Instructor           Session           Indicator           01           INST12345           INST123 |                                  | ercent of Primary<br>ponsibility Indicator | Override<br>Indicator | Percent of<br>Session        |

- 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.

| 🛃 Oracl          | e Developer Forms Runtime - Web: Ope                    | 1 > SSASEC | т                 |                  |               |              |                 |             |          |
|------------------|---|------------|-------------------|------------------|---------------|--------------|-----------------|-------------|----------|
| Eile Edi         | t Options Block Item Record Query                       | Tools He   | lp                |                  |               |              |                 |             |          |
| ( 🖬 🔊            | Query Available Class Room                              | i 🕱 📾      | ا 🛚 🔄 ا 📇 ا       | 「「 「 」 「 「 」 「 」 | -             | 🕘 [ X        |                 |             |          |
| Scheo            | Building/Room Schedules                                 |            |                   |                  |               |              |                 |             | a ≚xÌa   |
| <b>1</b> 20      | Course Section Information                              |            |                   |                  |               |              |                 |             |          |
| Term             | Cross List Definition Query                             | CRNI- B    | Copy CRN: 🖗 Sub   | iect: ECON       | Course: 201   | Title: Dr    | inciples of Mic | roeconomics |          |
| 10111            | Scheduled Meeting Times                                 | CKN. T     | Copy class w Sur  | Jeca Loon -      | Course. 201   | Hue. Pr      | incipies of Mic | abeconomics |          |
|                  | Assigned Instructors                                    |            |                   |                  |               |              |                 |             |          |
| Cour             | Course Section Detail                                   | ment Info  | rmation Meeting T | imes and Instruc | tor Secti     | on Preferenc | əs              |             |          |
| Times a          | Section Partition Preferences                           |            |                   |                  |               |              |                 |             |          |
| -                | Section Room Attribute Preferences                      |            |                   |                  |               |              |                 |             |          |
| Meet             | Schedule Restrictions                                   |            |                   |                  |               |              |                 |             |          |
|                  | Schedule Pre-requisites                                 | ion and Ci | redits            |                  |               |              |                 |             |          |
|                  | Course Section Comments                                 |            |                   | Hours            |               | Session      |                 | Room        | ווו ר    |
|                  | r ⊆ross List Definitions                                |            | Schedule          | per              | Override      | Credit       | Partition       | Attribute   |          |
| Sch              | El Schedule Exclusion Rules                             | pom        | Туре              | Week             | Indicator     | Hours        | Details         | Details     |          |
|                  | Section Calendar  | •          |                   |                  | _             |              | -               |             |          |
|                  | Section Scheduler Preferences                           |            | L                 | 2.50             |               | 3.000        |                 |             | <b>^</b> |
| L                | Course Section Overrides                                |            |                   |                  |               |              |                 |             |          |
| III ſ            | Basic Course Information                                |            |                   |                  |               |              |                 |             | 1        |
| III È            | Block Section Controls                                  |            |                   |                  | i n           |              |                 |             | 1 2      |
| ll ř             | Term Control Rules                                      | -          |                   |                  | ίΠ            |              |                 |             | Ţ        |
| <sup>_</sup>     | Section Syllabus Form                                   |            |                   |                  |               |              |                 |             | •        |
|                  | <ul> <li>Open Learning Section Default Rules</li> </ul> |            |                   |                  |               |              |                 |             |          |
|                  | Section Processing Rules                                |            |                   |                  |               |              |                 |             |          |
| Instr<br>Ses     | u ⊆ourse Labor Distribution                             | ļ          |                   | Instructional    | Percent of    | Primary      | Override        | Percent of  |          |
| Indie            |   |            |                   | Workload         | Responsibilit |              | Indicator       | Session     |          |
| Indix            | •   |            |                   | mondodd          | Responsion    | , marcator   | Indicator       | 50551011    |          |
| 01               | INST12345 *****STAFF****                                | ****       |                   | .000             | 100           | 1            | 1               | 100         |          |
|                  |   |            |                   |                  |               |              |                 |             |          |
|                  | - i   |            |                   |                  |               |              |                 |             | - C - L  |
|                  |   |            |                   |                  |               |              |                 |             |          |
|                  |   |            |                   |                  |               |              |                 |             | •        |
| C. De cilladia a | and a second LICT for which and a s                     |            |                   |                  |               |              |                 |             |          |
| Record:          | code; press LIST for valid codes.<br>1/1 List of Va     | n 1        | <osc></osc>       |                  |               |              |                 |             |          |
| Criecola.        | 171 I LISE 01 Y a                                       | u          | 1.000-            |                  |               |              |                 |             |          |

Fill in the Building and Room fields. Press F8.

|          |      |        | Meet | ing Patterns |         |        |       |            |          |
|----------|------|--------|------|--------------|---------|--------|-------|------------|----------|
| Building | Room | Campus | Days | Times        | Subject | Course | CRN   | Cross List | Function |
| LHE      | 603  | BWA    | т    | 0830-1120    | EDUC    | 461    | 81130 |            |          |
| LH-E     | 603  | BWA    | w    | 0830-1120    | EDUC    | 461    | 81131 |            |          |
| LH-E     | 603  | BWA    | R    | 0830-1120    | EDUC    | 461    | 81207 |            |          |
| LH-E     | 603  | BWA    | TR   | 1300-1415    | C&I     | 293J   | 89193 |            |          |
| LH-E     | 603  | BWA    | MW   | 1600-1715    | CBI     | 293J   | 89199 |            |          |
| LH-E     | 603  | BWA    | т    | 1600-1850    | RDNG    | 403    | 86388 |            |          |
| LH-E     | 603  | BWA    | т    | 1900-2150    | C8I     | 789    | 87848 |            |          |
|          |      |        |      |              |         |        |       |            |          |
|          |      |        |      |              |         |        |       |            |          |
|          |      |        |      |              |         |        |       |            |          |
|          |      |        |      |              |         |        |       |            |          |
|          |      |        |      |              |         |        |       |            |          |
|          |      |        |      |              |         |        |       |            |          |
|          |      |        |      |              |         |        |       |            |          |

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

- If crosslisted, enter the alpha 'O' in the Override field e-mail <u>scheduling@mail.wvu.edu</u> to double check in R25.
- If not crosslisted, e-mail <u>scheduling@mail.wvu.edu</u> 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.

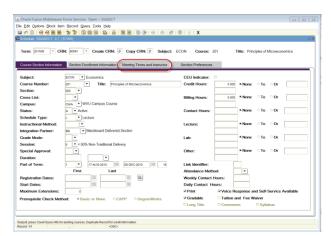
#### How to Enter Room Features into Banner:

- 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.

| urse Se                     | ction Inform                   | CRN: 80561     | n Enrollment Infor |        |         | Subject<br>and instructor |                           | Course:<br>Preferences |                         | Tibe: Phr            | ciples of Microe       | conomics              |   |
|-----------------------------|--------------------------------|----------------|--------------------|--------|---------|---------------------------|---------------------------|------------------------|-------------------------|----------------------|------------------------|-----------------------|---|
|                             | nstructors<br>Times            | Scheduler Pref | erences            |        |         |                           |                           |                        |                         |                      |                        |                       | - |
|                             | eting Dates<br>Meeting<br>Type |                | End Date           | Monday | Tuesday | Wednesday                 | Thursday                  | Friday                 | Saturday                | Sunday               | Start End<br>Time Time |                       |   |
|                             | CLAS                           | 17-AUG-2015    | 08-DEC-2016        |        | 2       |                           | 2                         |                        |                         |                      | 1430 1545              | 01                    | - |
|                             |                                |                |                    |        |         |                           |                           |                        |                         |                      |                        |                       |   |
| _                           |                                |                |                    |        |         |                           |                           |                        |                         |                      |                        |                       | 1 |
| _                           |                                |                |                    |        |         |                           |                           |                        |                         |                      |                        | ЦЦ.                   |   |
|                             |                                |                |                    | 1      |         |                           |                           |                        |                         |                      |                        |                       | • |
| tructo<br>Sessio<br>ndicato | n                              | ID<br>•        |                    |        |         |                           | Instructional<br>Workload |                        | rcent of<br>consibility | Primary<br>Indicator | Override<br>Indicator  | Percent of<br>Session |   |
| _                           |                                |                | STAFF              |        |         |                           | .000                      |                        | 100                     | *                    | 3                      | 100                   | - |
| 01                          |                                |                |                    |        |         |                           |                           |                        |                         | 0                    |                        |                       |   |
| 01                          |                                |                |                    |        |         |                           |                           |                        |                         |                      |                        |                       |   |

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.)

| Course Section Endomator     Section Endomator     Section Preferences       Interaction Section Endomator     End Date     Mon     Tue     Yet     Stat     Stat     Stat     Time     End Time       Interaction Preferences     Interaction     Interaction     Interaction     Interaction     Interaction     Interaction       Partition Preferences     Preferences     Number     Activity Date       Image: Code     Interaction     Interaction     Interaction       Image: Code     Interaction     Interaction     Interaction <th>Dracke Funnon Middleware Forms Services Open &gt; SSASSET<br/>Edit Options Block level Block Mary Tools Help<br/>I Help Help I Tools I Help I Help I Help I Help<br/>Andreas SSASSET B.7 (STAR)<br/>Ferm: 201100 - CRN: 20001 - Creaste CRN: 0 C</th> <th></th> <th></th> <th>X<br/>Course: 201</th> <th>Title: Pri</th> <th>nciples of Microeconomics</th> <th></th>   | Dracke Funnon Middleware Forms Services Open > SSASSET<br>Edit Options Block level Block Mary Tools Help<br>I Help Help I Tools I Help I Help I Help I Help<br>Andreas SSASSET B.7 (STAR)<br>Ferm: 201100 - CRN: 20001 - Creaste CRN: 0 C |                       |               | X<br>Course: 201 | Title: Pri | nciples of Microeconomics |     |
|---|---|-----------------------|---------------|------------------|------------|---------------------------|-----|
| Meeting Code     Start Date     End Date     Mon     Tue     Wed     Thu     Fri     Sat     Sun     Start Time     End Time       1     17.400-2015     0005C-2015     0     0     0     1400     1400     1400       Preferences       Code     Takking Date       Reference       Code     Preferences       Code     Preference       Code     Activity Date       Image: Constraint Constraint     Preference       Code     Activity Date       Image: Constraint Constraint     Contrast-       Image: Constraint Constraint     International Constraint       Image: Constraint Constraint     International Constraint       Image: Constraint Constraint Constraint     International Constraint   |   | eting Times and Instr | uctor Section | Preferences      |            |                           |     |
| Code     Number     Activity Date       Image: State of the state | Meeting Code Start Date End Date Mon  |                       |               |                  |            |                           |     |
| Room Attribute Preferences Preference<br>Code Number Activity Date  | Code  |                       | Activity Date |                  |            |                           |     |
| Code         Number         Activity Date           (NR,         General Purpose Classroom         01         12.001.2014           DOTN         Downtown Campus         82         12.001.2014   |   |                       | 13-AUG-2015   |                  |            |                           | (4  |
| ONNE.         General Purpose Classroom         01         12.0CT.2014           DOTN         Downtown Campus         62         12.0CT.2014  | Code  |                       | Activity Date |                  |            |                           |     |
|   | GNRL General Purpose Classroom DOTN Downtown Campus   | 02                    | 12-OCT-2014   |                  |            |                           | (i) |

8. Save.

9. Select "Section Preferences" tab.

| edule SSASECT 8.7 (STAR) rm: 201508 • CRN: 80561 • Create CRN: 8                               | Copy CRN:           | Subject:      | ECON      | Course:     | 201       | Title: Pri | nciples of Microe | conomics |
|--|---------------------|---------------|-----------|-------------|-----------|------------|-------------------|----------|
| rse Section Information Section Enrollment Information s and Instructors Scheduler Preferences | Meeting Times an    | nd Instructor | Section F | Preferences | $\supset$ |            |                   |          |
| eeting Code Start Date End Date M  |                     | Wed Thu       | Fri       | Sat         | Sun       | Start Time | End Time          |          |
| Partition Preferences<br>Code  | Preferenc<br>Number |               | Date      |             |           |            |                   |          |
| •  |                     | 13-AUG-2      |           |             |           |            |                   |          |
|  |                     | 13-A00-2      | 015       |             |           |            |                   |          |
|  |                     |               |           |             |           |            |                   |          |
|  |                     |               |           |             |           |            |                   |          |
|  |                     |               |           |             |           |            |                   | •        |
| Room Attribute Preferences   | Preferen            |               |           |             |           |            |                   |          |
| Code   | Numbe               | r Activit     | y Date    |             |           |            |                   |          |
| IRL General Purpose Classroom  | 01                  | 12-OCT-2      | 014       |             |           |            |                   | A        |
| TN Downtown Campus   | 02                  | 12-OCT-2      | 014       |             |           |            |                   |          |
| iDesign Standard Classroom   | 03                  | 12-OCT-2      | 014       |             |           |            |                   |          |
|  |                     |               |           |             |           |            |                   |          |
|  |                     |               |           |             |           |            |                   |          |

| Oracle Fusion Middleware Forms Services: Open > SSASECT     File Edit Options Block Item Becord Query Tools Help |                      |   | 1 23             |
|--|----------------------|---|------------------|
|  | I 🖻 🗈 I 🏷 🦓          | ⊨I⊈I⊕I@I  |                  |
| Schedule SSASECT 8.7 (STAR)  |                      |   | $\exists \times$ |
|  |                      | E Subject: ECON Course: 201 Title: Principles of Microeconomics |                  |
| Course Section Information Section Enrollment Information  | Meeting Times        | s and Instructor Section Preferences                            |                  |
| Partition Preferences<br>Code  | Preference<br>Number | Activity Date   |                  |
|  |                      | 13-AUG-2016   |                  |
|  |                      |   |                  |
| Room Attribute Preferences   | Preference           |   |                  |
| Code   | Number               | Activity Date   |                  |
| GNRL General Purpose Classroom   | 01                   | 12-OCT-2014   |                  |
| DOTN Downtown Campus   | 02                   | 12-DCT-2014   |                  |
| Design Standard Classroom  |                      | 12 OCT-2014   |                  |
| Partition code, press LIST for valid codes.<br>Record: 1/1List of Valu <0SC>                                     |                      |   |                  |

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.

| sion<br>cator   |
|-----------------|
|                 |
|                 |
| ent of<br>ssion |
|                 |
| es              |

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.

| Course Section Information Sec<br>Times and Instructors Scheduler F | ction Enrollment Inforr | mation | Meeting         | Times an | d Instructor |      | Section P | references | ;          |          |  |
|---|-------------------------|--------|-----------------|----------|--------------|------|-----------|------------|------------|----------|--|
| Meeting Code Start Date   | End Date<br>28-APR-2017 | Mon    | Tue             | Wed      | Thu<br>🗹     | Fri  | Sat       | Sun        | Start Time | End Time |  |
| Partition Preferences<br>Code                                       |                         |        | Prefere<br>Numb |          | Activity     | Date |           |            |            |          |  |
|   |                         |        |                 |          | 06-DEC-2     | 016  |           |            |            |          |  |
|   |                         |        |                 |          |              |      |           |            |            |          |  |
| Room Attribute Preferen   | ces                     |        | Prefer<br>Num   |          | Activity     | Date |           |            |            |          |  |
| DPRT Departmental Cla<br>EVDL Evansdale Camp                        |                         |        | 01              |          | 07-OCT-2     |      |           |            |            |          |  |
|   |                         |        |                 |          |              |      |           |            |            |          |  |
|   |                         |        |                 |          |              |      |           |            |            |          |  |

- 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.

| Oracle Fusion Middleware Forms Services: Open > SSASECT  | - • ×  |
|--|--|
| Elle Edit Options Block Item Becord Query Tools Help   |  |
| (B v D H C B B S B B B B B B B B B B B B B B B B   | ) I 🛛 I X  |
| Schedule SSASECT 8.7 (STAR)  | ±×   |
| Term: 20550 CRN: 200 Create CRN: @ Copy CRN: @ Subject: EC   | ON Course: 201 Title: Principles of Microeconomics Section Preferences |
| Subject:   | CEU Indicator:   |
| Course Number: Title:  | Credit Hours: * None O Or  |
| Section:   |  |
| Cross List:  | Billing Hours: *None To Or   |
| Campus: *  |  |
| Status:  | Contact Hours: * None • To • Or  |
| Schedule Type:   |  |
| Instructional Method:  | Lecture: *None Or Or   |
| Integration Partner:   |  |
| Grade Mode:  | Lab: • None Or Or  |
| Session:   |  |
| Special Approval:  | Other: *None OTO Or  |
| Duration:  |  |
| Part of Term:  | Link Identifier:   |
| First Last   | Attendance Method:   |
| Registration Dates:  | Weekly Contact Hours:  |
| Start Dates:   | Daily Contact Hours:   |
| Maximum Extensions:  | Print Voice Response and Self-Service Available                        |
| Prerequisite Check Method: OBasic or None OCAPP ODegreeWorks   | Gradable Tuition and Fee Waiver  |
|  | Long Title Comments Syllabus   |
|  | ·  |
| CRN: type 'ADD' to add new section, 'ADD' and NEXTITEN to detault, COH existing<br>Record: 1/1 <05C+ |  |

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.

|                           | em Becord Query Tools Help                                    |                     |                   |                            |
|---------------------------|---|---------------------|-------------------|----------------------------|
|                           | )   🏷 🏷   🕲 🕲   🕰   🖳   🕲 💽   🕀   🚸   🚸   🚸                   | I 🕲 I 👱 I X         |                   |                            |
| chedule SSASECT 8.7       | (STAR)  |                     |                   | -                          |
| Term: 201508 💌 C          | RN: ADD 💌 Create CRN: 🖉 Copy CRN: 🖉 Subject:                  | ECON Course: 2      | 02 Title: Prin    | nciples of Macroeconomics  |
| Course Section Informatic | n 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 •   |                     |                   |                            |
| Cross List:               |   | Billing Hours:      | .000 None         | ○To ♥Or 3.000              |
| Campus:                   | CWA VUU Campus Course   |                     |                   |                            |
| status:                   | A Active  | Contact Hours:      | * None            | Or Or                      |
| Schedule Type:            | L  Lecture  |                     |                   |                            |
| nstructional Method:      |   | Lecture:            | * None            | ⊂To Or                     |
| ntegration Partner:       | BB Blackboard Delivered Section                               |                     |                   |                            |
| Grade Mode:               |   | Lab:                | * None            | °To Or                     |
| Session:                  | 6 < 50% Non-Traditional Delivery                              |                     |                   |                            |
| Special Approval:         | · ·   | Other:              | * None            | ○To Or                     |
| Duration:                 |   |                     |                   |                            |
| Part of Term:             |   | Link Identifier:    |                   |                            |
|                           | First Last  | Attendance Metho    |                   |                            |
| Registration Dates:       |   | Weekly Contact H    |                   |                            |
| Start Dates:              |   | Daily Contact Ho    |                   |                            |
| Maximum Extensions:       | 0   | Print               |                   | and Self-Service Available |
| rerequisite Check Me      | thod:      Basic or None      CAPP      DegreeWorks           | Gradable            | Tuition and Fee V |                            |
|                           |   | Long Title          | Comments          | Syllabus                   |
|                           |   |                     |                   |                            |

- 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 (<u>http://facilitiesscheduling.wvu.edu/reference information</u>) 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                   |                                       |   |
|--------------------------|--|---------------------------------------|---|
| e Edit Options Block ite | m Becord Query Tools Help                        |                                       |   |
| a 🕫 📄 🖂 🖨 🗃 🗑            | 1 2 2 3 8 8 4 E 8 9 9 9 4 4 6 4                  | ©   💡   X                             |   |
| Schedule SSASECT 8.7     | (STAR)   |                                       |   |
| Term: 201508 Y Cl        | RN: ACO • Create CRN: (0) Copy CRN: (0) Subject: | ECON Course: 2<br>Section Preferences | 202 Title: Principles of Macroeconomics   |
| Subject:                 | ECON Conomics                                    | CEU Indicator:                        | 0   |
| Course Number:           | 202  Title: Principles of Macroeconomics         | Credit Hours:                         | 3.000 * None Or Or                        |
| Section:                 | 005 •  |                                       |   |
| Cross List:              | ×  | Billing Hours:                        | .000 None To * Or 3.0                     |
| Campus:                  | CWA • WVU Campus Course                          |                                       |   |
| Status:                  | A Active   | Contact Hours:                        | *None Or Or                               |
| Schedule Type:           | L Lecture  |                                       |   |
| Instructional Method:    |  | Lecture:                              | *None Or Or                               |
| Integration Partner:     | BB Blackboard Delivered Section                  |                                       |   |
| Grade Mode:              |  | Lab:                                  | *None Or Or                               |
| Session:                 | 5 < 50% Non-Traditional Delivery                 |                                       |   |
| Special Approval:        |  | Other:                                | *None Or Or                               |
| Duration:                |  |                                       |   |
| Part of Term:            | 2 • 17-AUG-2015 07-OCT-2015 8                    | Link Identifier:                      |   |
|                          | First Last                                       | Attendance Methe                      |   |
| Registration Dates:      |  | Weekly Contact F                      |   |
| Start Dates:             |  | Daily Contact He                      |   |
| Maximum Extensions:      | 0  | Print                                 | Voice Response and Self-Service Available |
| Prerequisite Check Met   | hod:  Basic or None  CAPP  ObgreeWorks           | Gradable                              | Tuition and Fee Waiver                    |
|                          |  | Long Title                            | Comments Syllabus                         |

- 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.

|                                      | em Becord Query Tools Help<br>1 🎓 🐌 😫 📾 😹 🕒 📇 🕲 🖲 😚 🖗 🔃 🔅 👘  |                         |                                |
|--------------------------------------|--|-------------------------|--------------------------------|
| chedule SSASECT 8.7                  |  |                         |                                |
| CHOOSE CONCECT ON                    | (onvi)   |                         |                                |
| Term: 201508 * C                     | RN: 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     |                                |
|                                      | ECON Conomics  | CEU Indicator:          |                                |
| Subject:<br>Course Number:           |  |                         |                                |
| ection:                              | 202   Title: Principles of Macroeconomics  | Credit Hours: 3.000 • N | lone To Or                     |
| ection:<br>tross List:               | 005 •  | Billing Hours: .000 N   | lone To Or 3 000               |
| ampus:                               |  | Billing Hours: 300      |                                |
| ampus:                               |  | Contact Hours:          | lone To Or                     |
|                                      | A • Active   | Contact Hours:          |                                |
| chedule Type:<br>structional Method: | L Lecture  | Lecture:                | lone To Or                     |
| tegration Partner:                   | BB   Blackboard Delivered Section  | Lecture:                |                                |
| rade Mode:                           | BB Blackboard Derivered Section  | Lab:                    | lone °To °Or                   |
| ession:                              | 5 < 50% Non-Traditional Delivery   | Lab:                    |                                |
| ipecial Approval:                    | Cook Nor Habitonal Delivery  | Other:                  | lone To Or                     |
| Duration:                            |  | Galer.                  |                                |
| Part of Term:                        | 2 • 17-AUG-2015 07-OCT-2016 8  | Link Identifier:        |                                |
|                                      | First Last   | Attendance Method:      | •                              |
| Registration Dates:                  |  | Weekly Contact Hours:   |                                |
| itart Dates:                         |  | Daily Contact Hours:    | -                              |
| aximum Extensions:                   |  | Print Voice Respo       | nse and Self-Service Available |
| rereauisite Check Met                | thod:  Basic or None  CAPP DegreeWorks   | Gradable Tuition and    | ee Waiver                      |
| rerequisite Check Me                 | Contraction of the Contraction o | Long Title Comments     | Syllabus                       |
|                                      |  |                         |                                |

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'.

| Oracle Developer Forms Runtime - Web: Open > SSASECT  |   | 📾 Oracle Developer Forms Runtime - Web:: Open > \$\$A\$ECT   |           |
|---|---|--|-----------|
| Elle Edit Options Block Item Becord Query Tools Help  |   | Elle Edit Options Block Item Becord Query Tools Help   |           |
| 🖬 🕫 🔲 1 😾 🚭 🗃 1 🎓 🍞 1 🕲 🖼 🐼 1 💁 1 🕾 1 🐼 1 🖗   |   | 🖬 🔊 🗍 1 🖶 🚭 🗃 🗳 🥻 🕼 🏛 🛞 1 🗗 1 🗑 🗐 1 🕾 1 🖗 🗐 1 🕾 🖗 1 🗇 1 🕸 1 👘 1  |           |
| schedule SSASECT 8.5.0.4 (starptch)   | 0.000000000000000000000000000000000000              | 🐌 Schadule SSASECT 8.5.0.4 (stapptch)  | anana 🖬 🗙 |
|   |   |  |           |
| Term: 201100 V CRN: 01909 V Create CRN: 0 Copy CRN: 0 Subject   | t: ECON Course: 495 Title: Independent Study        | Term: 201100 T CRN: 01909 T Create CRN: C Copy CRN: Subject: ECON Course: 495 Title: Independent Study   |           |
|   |   |  |           |
| Course Section Information Section Enrolment Information Meeting Times  | s and Instructor Section Preferences                | Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences   |           |
| Subject: Total Teconomics   | CEU Indicator:                                      | Subject: ECON Economics CEU Indicator:   |           |
| Course Number: 495  Title: Independent Study  | Credit Hours: 1.000 None *To Or 6.000               | Course Number: 495 Title: Independent Study Credit Hours: 1.000 None # To Or   | 6.000     |
| Section: 001 T  |   | Section: DOL V   |           |
| Cross List:   | Billing Hours: 1.000 None *To Or 6.000              | Cross List:  | 6.000     |
| Campus: CWA WVU Campus Course   |   | Campus: CWA TWU Campus Course 3.000  |           |
| Status: A Active  | Contact Hours: *None Or Or                          | Status: A Contact Hours: None To Or  |           |
| Schedule Type: L Lecture  |   | Schedule Type: L T.Lecture   |           |
| Instructional Method:   | Lecture: *None OTo Or                               | Instructional Method:   None To Or   |           |
| Integration Partner: WEBCT VebCT Delivered Section  |   | Integration Partner: WEBCT VebCT Delivered Section   |           |
| Grade Mode:   | Lab: *None Or Or                                    | Grade Mode:   Key State  |           |
| Session: V  |   | Session: V C50% Non-Traditional Delivery   |           |
| Special Approval: DA Department Approval  | Other: *None Oto Or                                 | Special Approval: DA Department Approval Other: None To Or   |           |
| Duration:   |   | Duration:  |           |
| Part of Term: 1 22-AUG-2011 1 17-DEC-2011 16  | Link Identifier:                                    | Part of Term: 1 • 22-AUG-2011 = 17-DEC-2011 = 16 Link Identifier:  |           |
| First Last  | Attendance Method:                                  | First Last Attendance Method:  |           |
| Registration Dates:   | Weekly Contact Hours:                               | Registration Dates:  |           |
| Start Dates:  | Daily Contact Hours:                                | Start Dates: Daily Contact Hours:  |           |
| Maximum Extensions: 0   | ✓ Print ✓ Voice Response and Self-Service Available | Maximum Extensions: 0 Print Voice Response and Self-Service  | Available |
| Prerequisite Check Method:  Basic or None  CAPP  OpegreeWorks   | Gradable Tuition and Fee Waiver                     | Prerequisite Check Method: # Basic or None CAPP OperceWorks Scradable Tuition and Fee Waiver   |           |
|   | Long Title     Comments     Syllabus                | Long Title Comments Syllabus   |           |
|   |   |  |           |
| Subject; press Count Query Hits for existing courses, Duplicate Record for credit information.<br>Record: 1/1 408C+ |   | Section total contact hours. Record: 1/1 R | _         |
|   |   |  |           |

- 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                              |  |
|--|--|
| Elle Edit Options Block Item Record Query Tools Help                                   |  |
| (■♥■INE ON BOCK HEIN BECON GUEY TOUS DEP   |  |
| Schedule SSASECT 8.7 (STAR)  |  |
|  | ······································               |
| Term: 201508 💌 CRN: 89678 💌 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: 005 •   | 3.000  |
| Cross List:  | Billing Hours: .000 None To * Or 3.000               |
| Campus: CWA VVU Campus Course  | 3.000  |
| Status: A Ctive  | Contact Hours: None To Or                            |
| Schedule Type: Lecture   |  |
| Instructional Method:  | Lecture: None To Or                                  |
| Integration Partner: BB Blackboard Delivered Section                                   |  |
| Grade Mode:  | Lab: • None • To • Or                                |
| Session: 5 < < 50% Non-Traditional Delivery  |  |
| Special Approval:  | Other: • None • To • Or                              |
| Duration:  |  |
| Part of Term: 2 • 17-AUG-2015 07-OCT-2015 8  | Link Identifier:                                     |
| First Last   | Attendance Method:                                   |
| Registration Dates:  | Weekly Contact Hours:                                |
| Start Dates:   | Daily Contact Hours:                                 |
| Maximum Extensions: 0  | Voice Response and Self-Service Available            |
| Prerequisite Check Method:   | Gradable Tuition and Fee Waiver                      |
|  | Long Title Comments Syllabus                         |
|  |  |
| FRM-40400; Transaction complete: 1 records applied and saved.                          |  |
| Record: 1/1     List of Valu   <0SC>   |  |

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.

| Oracle Fusion Middleware Forms Services: Open > SSASECT  | - 0 -  | Cracle Fusion Middleware Forms Services: Open > SSASECT  |
|--|--|--|
| Elle Edit Options Block Item Becont Query Tools Help   |  | File Edit Options Block from Becord Query Tools Help   |
|  | ©   🤉   X  |  |
| Schedule SSASECT 8.7 (STAR)  | NOT CONTRACTOR OF CONTRACTOR O | Schola SSASET 87 (STAR)  |
|  |  | Consider an and the second sec |
| Term: 201508 V CRN: 00078 V Create CRN: 0 Copy CRN: 0 Subject: 0   | CON Course: 202 Title: Principles of Macroeconomics  | Term: 27700 * CR0: 2022 * Create CR0: 0 Copy CR0: 0 Subject: ECON Course: 202 Title: Principles of Macrosconomics  |
| Course Section Information Section Enrollment Information Meeting Times and Instructor   | Section Preferences  | Course Section Information Section Enrolment Information Meeting Times and Instructor Section Preferences  |
| Subject: Economics   | CEU Indicator:   | Errolment Details Reserved Seats   |
| Course Number: 202  Title: Principles of Macroeconomics  | Credit Hours: 0.000 * None OTO Or  |  |
| Section: 016 •   | 3.000  | Enrollment Details   |
| Cross List:  | Billing Hours: .000 None To *Or 3.000  | Maximum; 2 Waltist Maximum; 0 Projected; 0   |
| Campus: CWA • WVU Campus Course  | 1.000  | Actual: 0 Wallis Actual: 0 Proprieto 0   |
| Status: A Active   | Contact Hours: #None OTo Or  |  |
| Schedule Type:   |  | Remaining: 00 Walitist Remaining: 0 Reserved   |
| Instructional Method:  | Lecture: +None To Or   |  |
|  | Lecture: +None Old Od  | Generated Credit Hours:  |
|  | Labr None To Or  |  |
|  | Lab: *None OTO Or  | Cantria One Census Two   |
| Session: 5 C < 50% Non-Traditional Delivery  |  |  |
| Special Approval:  | Other: #None OTo Or  | Enrollment Count: 0 Enrollment Count: 0  |
| Duration:  |  | Freeze Date: 17.400.2016 Freeze Date:  |
| Part of Term: 2 • 17-AU3-2016 III 07-007-2016 III 8  | Link Identifier:   |  |
| First Last   | Attendance Method:   |  |
| Registration Dates:  | Weekdy Contact Hours:  |  |
| Start Dates:   | Daily Contact Hours:   |  |
| Maximum Extensions: 0  | Print Voice Response and Self-Service Available  |  |
| Prerequisite Check Method: #Basic or None OCAPP ODegreeWorks   | Gradable Tultion and Fee Walver  |  |
|  | Long Title Comments Syllabus   |  |
|  |  |  |
|  |  |  |
| TRM-43400 Transaction complete 1 records applied and saved. Record 11 _ Ltd of Valu.   +OSC+   | P  | Mainture examinent for sadder, press Court Query His Is entir reserved seals.  |
| Annual of The state The second |  | Permanan I I I I Perma   |

35. Enter the total number of seats to be used for the new section in the Maximum field.

| Oracle Fusion Middleware Forms Services: Open > SS                  | ASECT 🔤 🗉 💌   |
|---|---|
| Elle Edit Options Block Item Record Query Tools E                   | <u>Jelp</u>   |
| 🖬 🖉 🗎 🛤 🖷 🗋 🍃 🍃 🗟 📾 🗷 🕻   | ▶   표   월 월   �   ⊕   ⊕   ❷   ②   X   |
| Schedule SSASECT 8.7 (STAR) 2000200000000000000000000000000000000   | ()////////////////////////////////////  |
| Term: 201508 * CRN: 89678 * Create                                  | CRN: 🕘 Copy CRN: 🖗 Subject: ECON Course: 202 Title: Principles of Macroeconomics                  |
| Course Section Information Section Enrolment Info                   | mation Meeting Times and Instructor Section Preferences   |
| Enrolment Details Reserved Seats                                    |   |
|   |   |
| Enrollment Details  |   |
| Actual: 0   | Valitist Maximum: 0 Projected: 0<br>Valitist Actual: 0 Prior: 0<br>Valitist Remaining: 0 Prior: 0 |
| Remaining. 00   | valuest remaining.  |
| Gener   | ated Credit Hours: 000  |
| Census One<br>Enrollment Count: 0<br>Freeze Date: 17-AU0-2015       | Census Two Evrollment Court:  |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| Maximum enrollment for section, press Count Query Hits to enter res |   |
| Record: 1/1   | <090>   |

- 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.

| urse Se            | ction Inform         | nation Section | n Enrollment Infor | 6      |              | Subject        |                           | Course:    |                       | Title: Prin          | copies of     | macroe      | CONTONINCIS           |   |
|--------------------|----------------------|----------------|--------------------|--------|--------------|----------------|---------------------------|------------|-----------------------|----------------------|---------------|-------------|-----------------------|---|
|                    | nstructors           | Scheduler Pref |                    |        | cong tunes i | and instructor | Secont                    | Telefencea | _                     |                      |               |             |                       |   |
|                    | Times<br>eting Dates | Meatin         | o Location and Cr  | adite  |              |                |                           |            |                       |                      |               |             |                       |   |
| eeting<br>Fime     | Meeting<br>Type      | Start Date     | End Date           | Monday | Tuesday      | Wednesday      | Thursday                  | Friday     | Saturday              | Sunday               | Start<br>Time | End<br>Time | Session<br>Indicator  |   |
| <u> </u>           | CLAS                 | 17-AUG-2015    | 07-OCT-2015        | 10     | 2            |                | 2                         |            |                       |                      | 1000          | 1115        | 01                    | - |
|                    |                      |                |                    | 1      |              |                |                           |            |                       |                      |               | $\square$   | H                     |   |
|                    |                      |                |                    | ] =    |              |                |                           |            |                       |                      |               |             |                       | 1 |
|                    |                      |                |                    | ] •    |              |                |                           |            |                       |                      |               |             |                       |   |
|                    |                      |                |                    |        |              |                |                           |            |                       |                      |               |             |                       | • |
| structo            | or.                  |                |                    |        |              |                |                           |            |                       |                      |               | _           |                       |   |
| Sessio<br>Indicato | n                    | ID<br>•        |                    |        |              |                | Instructional<br>Workload |            | cent of<br>onsibility | Primary<br>Indicator | Over          |             | Percent of<br>Session |   |
| _                  |                      |                | STAFF              |        |              |                | .000                      |            | 100                   | ~                    | *             |             | 100                   | 4 |
| 01                 |                      |                |                    |        |              |                |                           |            |                       |                      |               |             |                       |   |

- 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 (<u>http://facilitiesscheduling.wvu.edu/resource\_information</u>).
  - 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.

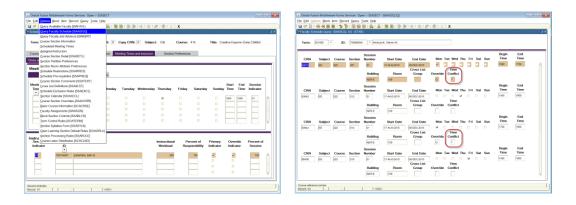
|                  |                                | 1 🗃 📧   🕰   📇   🕲                 |                          |                           |                |           |                 |                       |   |
|------------------|--------------------------------|-----------------------------------|--------------------------|---------------------------|----------------|-----------|-----------------|-----------------------|---|
|                  |                                |                                   |                          |                           |                |           |                 |                       |   |
| erm: 201508      | <ul> <li>CRN: 89678</li> </ul> | <ul> <li>Create CRN: §</li> </ul> | Copy CRN: 🐓 Sul          | bject: ECON               | Course: 202    | Title: Pr | nciples of Macn | peconomics            |   |
| ourse Section In | formation Section Er           | volment Information               | eeting Times and Instruc | tor Section P             | references     |           |                 |                       |   |
| es and Instructo | Scheduler Preferen             | nces                              |                          |                           |                |           |                 |                       |   |
| eeting Time      | •                              |                                   |                          |                           |                |           |                 |                       |   |
| Meeting Da       | ates Meeting Lo                | cation and Credits                |                          | Hours                     |                | Session   |                 | Room                  | 1 |
| Automatic        |                                |                                   | Schedule                 | per                       | Override       | Credit    | Partition       | Attribute             |   |
| Scheduler        | Building                       | Room                              | Type                     | Week                      | Indicator      | Hours     | Details         | Details               |   |
|                  | ARM-D                          | 421                               | L.                       | 2.60                      | 0              | 3.000     |                 |                       | A |
|                  |                                |                                   |                          |                           |                |           |                 | •                     |   |
|                  |                                |                                   |                          |                           | - H - I        |           |                 |                       |   |
|                  |                                |                                   |                          |                           |                |           |                 |                       | ÷ |
|                  |                                |                                   |                          |                           |                |           |                 |                       | ľ |
| structor         |                                |                                   |                          |                           |                |           |                 |                       | - |
| Session          | ID                             |                                   |                          | Instructional<br>Workload | Percent of     | Primary   | Override        | Percent of<br>Session |   |
| ndicator         |                                |                                   |                          | Workload                  | Responsibility | Indicator | Indicator       | Session               |   |
| 01               | INST12345 ****STA              | rp                                |                          | .000                      | 100            | 2         | 2               | 100                   | Â |
| Ц                |                                |                                   |                          |                           |                |           |                 |                       |   |
| H                |                                |                                   |                          |                           |                |           |                 |                       |   |
|                  |                                |                                   |                          |                           |                |           |                 |                       | ۳ |

- 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.

|                      |                     | *****************                     |   | 0000000000000000  | 0000000000000000  | 000000000000000   | 0000000000000  | 200  |
|----------------------|---------------------|---------------------------------------|---|---|---|---|--|--|
| • CRN: 89678 •       | Create CRN: 🐓       | Copy CRN: 💞 Sub                       | ject: ECON  | Course: 202   | Title: Pr   | inciples of Macro   | peconomics   |  |
| mation Section Enr   | ollment Information | eeting Times and Instruct             | or Section F  | references  |   |   |  |  |
| Scheduler Preference | ces                 |                                       |   |   |   |   |  | _  |
| s Meeting Loo        | ation and Credits   |                                       |   |   |   |   |  |  |
| Building             | Room                | Schedule<br>Type                      | Hours<br>per<br>Week  | Override<br>Indicator   | Session<br>Credit<br>Hours  | Partition<br>Details  | Room<br>Attribute<br>Details   | ]  |
| ARM-D                | 421                 | L                                     | 2.50  | 0   | 3.000   |   |  |  |
|                      |                     |                                       |   |   |   |   |  | 1000   |
|                      |                     |                                       |   |   |   |   |  | •  |
|                      |                     |                                       |   |   |   |   |  | J  |
| ID                   |                     |                                       | Instructional<br>Workload   |   |   | Override<br>Indicator   | Percent of<br>Session  |  |
| INST12345            | F*****, *****       |                                       | .000  | 100   | 2   | 2   | 100  | -  |
|                      |                     |                                       |   |   |   |   |  |  |
|                      | Building     APBAD  | Building     Room       ARBAD     421 | Building     Room     Scheduler       Building     Room     Type       AP84 D     421     L | mation     Section Enrollment Information     Meeting Times and Instructor     Section F       Scheduler Preferences     Scheduler     Peeting       s     Meeting Location and Credits     Hours       Building     Room     Type       V     V     2.80       Image: Schedule     Image: Schedule       V     V       V | mation     Section Enrollment Information     Meeting Times and Instructor     Section Preferences       Scheduler Preferences     Schedule     Hours     Perrol       Building     Room     Schedule     Perrol       ARMAD     421     2.50     0       Imstructional     Percent of Responsibility     Percent of Responsibility | mation     Section     End of the section       Scheduler Preferences         Scheduler Preferences         Meeting Location and Credits         Building     Room       Verify     250       Verify     0         Instructional     Percent of<br>Presonsbilly         Instructional     Percent of<br>Presonsbilly     Primary<br>Primary | mation     Section     Preferences       Scheduler     Preferences         Meeting     Location     and Oregins         Building     Room     Schedule       Type     Week     Override       Meeting     Room     Schedule       Type     Week     Indicator         Building     Room       Value     250     3.000         Indicator     Percent of       Instructional     Percent of         Primary     Override       Instructional     Percent of         Instructional     Percent of | mation     Section Enrollment Information     Meeting Times and Instructor     Section Preferences       Scheduler Preferences     Meeting Location and Credits     Hours     Session     Room       Building     Room     Schedule     Partition     Room       Type     Week     Indicator     Credit     Partition     Attribute       ARM-D     421     L     2.50     0     3.000     0     0       Image: All and the second secon |

- 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.

|                                | SSASECT         |             | 8 😰 🗑 🗷 🖗              | 800000000 |                |                |                           |             |                         |                      |        | Acroeconom |                |
|--------------------------------|-----------------|-------------|------------------------|-----------|----------------|----------------|---------------------------|-------------|-------------------------|----------------------|--------|------------|----------------|
| ourse Se                       | ction Infor     | mation Sect | tion Enrollment Inforr | mation Me | eeting Times a | and Instructor | Section                   | Preferences | :                       |                      |        |            |                |
| nes and l                      | nstructors      | Scheduler P | references             |           |                |                |                           |             |                         |                      |        |            |                |
| eeting                         | Times           |             |                        |           |                |                |                           |             |                         |                      |        |            |                |
| Me                             | eting Date      | s Mee       | ting Location and Cr   | edits     |                |                |                           |             |                         |                      |        |            |                |
| feeting<br>Time                | Meeting<br>Type | Start Date  | End Date               | Monday    | Tuesday        | Wednesday      | Thursday                  | Friday      | Saturday                | Sunday               |        |            | ision<br>cator |
| Ŭ                              | CLAS            | 17-AUG-2015 | 07-OCT-2015            | 10        | ~              | •              | 2                         | 0           |                         |                      | 1000   | 1115 01    |                |
|                                |                 |             |                        |           |                |                |                           |             |                         |                      |        | — F        | -              |
| H.                             | <u> </u>        |             |                        | 1         |                |                |                           |             |                         |                      | i      | — F        | T 3            |
|                                |                 |             |                        | 1 .       |                |                |                           |             |                         |                      | i — i  |            | - 11           |
|                                |                 |             |                        | 1 🖬 👘     |                |                |                           |             |                         |                      | í —í   |            | - L            |
| structo<br>Session<br>Indicato | n               |             |                        |           |                |                | Instructional<br>Workload |             | rcent of<br>ionsibility | Primary<br>Indicator | Overri |            | ent of         |
| 01                             | 1               |             | STAFF                  |           |                |                | .000                      |             | 100                     | <b>y</b>             | >      |            | 100            |
| 01                             |                 | NST12345    | STAFF                  |           |                |                | .000                      | Ē           | 0                       |                      | 2      |            | 0              |
| 01                             |                 | NST12345    | ***STAFF*****, *****   |           |                |                | .000                      | í –         | 0                       |                      | ~      |            | 0              |
| $\square$                      | ĺ               |             |                        |           |                |                |                           | Ì           |                         |                      |        |            | ⊐,,            |

All STAFF instructors must have the override box checked.

- 60. Save.
- 61. Select the "Scheduler Preferences" tab.

| Edit Op            | tions Bloc<br>E C B<br>SSASECT<br>11608 | k Item Becord<br>8 1 2 2<br>8.7 (STAR) 2<br>• CRN: 89678 | vices: Open > SSA<br>Query Tools H<br>B B B C<br>Create C<br>on Enrollment Inform | elp<br>IIIIII<br>CRN: Ø | Copy CRN: | Subject   | ECON          |        | 202        |         | nciples of Macro |                       |       |
|--------------------|---|--|---|-------------------------|-----------|-----------|---------------|--------|------------|---------|------------------|-----------------------|-------|
| Meeting            | Times<br>eting Dates                    | Scheduler Pro  | eferences   | edits                   |           |           |               |        |            |         | Start End        | Session               |       |
| Time               | Type                                    | Start Date   | End Date  | Monday                  |           | Wednesday |               | Friday | Saturday   | Sunday  | Time Time        | Indicator             |       |
| Ц                  | CLAS                                    | 17-AU3-2015  | 07-OCT-2015   |                         | 2         |           | 2             |        |            |         | 1000 1115        | 01                    | Â.    |
| H                  | $\vdash$                                |  |   |                         |           |           |               |        |            |         |                  |                       |       |
| H                  | $\vdash$                                |  |   |                         |           |           |               |        |            |         | $\square$        | i H                   |       |
|                    |   |  |   | ] =                     |           |           | •             |        | •          |         |                  |                       | •     |
| structo<br>Session | i i                                     | ID   |   |                         |           |           | Instructional |        | cent of    | Primary | Override         | Percent of<br>Session | )<br> |
| Indicato           | ·                                       | •  |   |                         |           |           | Workload      | Resp   | onsibility |         |                  | Session               |       |
| 01                 | 10                                      | vST12345   | STAFF   |                         |           |           | .000          |        | 100        | 3       | 2                | 100                   | 1     |
| 01                 |   |  | STAFF   |                         |           |           | .000          |        | 0          |         | 2                | •                     |       |
| 01                 | •                                       | vST12346   | STAFF   |                         |           |           | .000          |        | 0          |         |                  |                       | J.    |
| sion indicat       | tur.                                    |  |   | <090>                   |           |           |               |        |            |         |                  |                       |       |

- 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).

|              | 🖻 🖻              | 🎓 🍞 I 😰 📾        | 🗶 i 🖻     | 3 📥 🛛   | X6 X6  | 1 앱 원     | 11   4QE  | 1 - C - E | #   O | • X             |                  |           |
|--------------|------------------|------------------|-----------|---------|--------|-----------|-----------|-----------|-------|-----------------|------------------|-----------|
| Schedule SS  | ASECT 8.5.0.4 (s | tarptch)         |           |         |        |           |           |           |       |                 |                  | 1         |
| Term: 201108 | CRN: 8064        | 12 T Create CR   | N: 🖗 🛛    | opy CR? | 4: 🖗 : | Subject:  | ECON      | Course    | : 201 | Title: Pri      | nciples of Micro | economics |
|              |                  |                  |           |         |        |           |           |           |       |                 |                  |           |
|              |                  | Section Enrollme | nt Inform | ation   | Meetin | g Times a | nd Instru | actor     | Sed   | tion Preference | 15               |           |
| mes and Inst | ructors Schedu   | ler Preferences  |           |         |        |           |           |           |       |                 |                  |           |
| Meeting Cod  | e Start Date     | End Date         | Mon       | Tue     | Wed    | Thu       | Fri       | Sat       | Sun   | Start Time      | End Time         |           |
|              | 22-AUG-2011      | 17-DEC-2011      |           | 2       |        | 4         |           |           |       | 1430            | 1545             |           |
| Partition F  | references       |                  |           | Prefen  | ence   |           |           |           |       |                 |                  |           |
| Code         |                  |                  |           | Numi    | per    | Activity  | Date      |           |       |                 |                  |           |
|              |                  |                  |           |         |        | 13-MAY-   | 2011      |           |       |                 |                  | A         |
|              |                  |                  |           |         |        |           |           |           |       |                 |                  |           |
|              | _                |                  |           |         | -      |           | _         |           |       |                 |                  |           |
|              | -                |                  |           |         | -      |           | _         |           |       |                 |                  | ÷         |
|              |                  |                  |           |         |        | _         |           | _         |       |                 |                  |           |
| Code         | ribute Prefere   | ences            |           | Prefe   |        | Activity  | Date      |           |       |                 |                  |           |
| GNRL         | General Purpo    |                  |           | 01      | _      | 17-OCT    |           |           |       |                 |                  |           |
| DOTN         | Downtown Ca      |                  |           | 02      | _      | 17-OCT    |           |           |       |                 |                  |           |
| CSC          | Ctec Standard    |                  |           | 03      |        | 17-OCT    | 2010      |           |       |                 |                  |           |
|              |                  |                  |           |         |        |           |           |           |       |                 |                  |           |
|              |                  |                  |           |         |        |           |           |           |       |                 |                  | *         |

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.

| 着 Oracle Fusion Middleware Forms Serv |                                 |                     |                    |                              |              |
|---------------------------------------|---------------------------------|---------------------|--------------------|------------------------------|--------------|
| Elle Edit Options Block Item Becord   |                                 |                     |                    |                              |              |
|                                       |                                 | <b>9</b>  ∳ ∲ ∲ € 4 | # ©  <b> X</b>     |                              |              |
| Schedule Restrictions SSARRES 8.0     | (STAR)                          |                     |                    |                              | 3 X          |
| Term: 201608 * CRN:                   | 89678                           | Subject: ECON C     | Course: 202 Title: | Principles of Macroeconomics |              |
| Department and Field of Study         | Class and Level                 | Degree and Program  | Campus and College | Student Attribute and Cohort |              |
| Department Restrictions               |                                 |                     |                    |                              |              |
| Include * Exclude                     |                                 |                     |                    |                              |              |
| Department                            | Description                     | n                   |                    |                              |              |
|                                       |                                 |                     |                    |                              |              |
|                                       |                                 |                     |                    |                              | Â            |
|                                       |                                 |                     |                    |                              | 3            |
|                                       |                                 |                     |                    |                              |              |
|                                       |                                 |                     |                    |                              |              |
|                                       |                                 |                     |                    |                              | Ū            |
| Eicht of Church Besteintigen          |                                 |                     |                    |                              | J            |
| Field of Study Restrictions           | AU (1-14 - 4 Ob                 | +.I 5 5             | Туре               | Description                  | Ĵ            |
| Include * Exclude                     | All Field of Stu                | · · · _             | Туре               | Description                  |              |
| Include * Exclude                     | All Field of Stu<br>Description | · · · _             |                    | Description                  |              |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  |              |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  |              |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  |              |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  |              |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  | ()<br>()     |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  | (11)<br>(11) |
| Include * Exclude                     |                                 | · · · _             |                    | Description                  |              |
| Include * Exclude                     | Description                     | n                   |                    | Description                  |              |

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.

| Oracle Fusio                 | on Middleware Forms Services: Open > SSARRES   |   |
|------------------------------|--|---|
| ile Edit Optic               | ions Block item Becord Query Iools Help  |   |
| 🗃 🔊 🗍 🗆                      | H CH R R 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1   |   |
| Schedule Re                  | estrictions SSARRES 8.0 (STAR)   |   |
| Term: 🗷                      | onos * CRN: Instra * Subject: ECON Course: 202 Title: Principles of Miscroeconomics                  |   |
| Department ar                | nd Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort |   |
| Class Re<br>Include<br>Class | estrictions<br>*Exclude<br>Description   |   |
| FR                           | Fredman  |   |
| Level Re<br>Include          | *Excluse   |   |
| Level                        | Description  |   |
| •<br>UP                      | Potomac State College  |   |
| unt                          | WVUIT Undergraduate  |   |
|                              |  | • |
|                              |  |   |

## **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.
- 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.

| Image: Solution Comment: SSATEXT 0.2 (STAR)         Term: 20108 * CRN: Ettes * Subject: EDUC Course: 301         Title: Learning-Educational Setting 1         Section Text         Tresticate for Art Education and Music Education majors         ony. | 2382 ¥ ¥ |
|--|----------|
| Term: 201508 • CRN: 84156 • Subject: EDUC Course: 301 Title: Learning-Educational Setting 1 Section Text This section of EDUC 301 is restricted for Art Education and Music Education majors   | ×≚ ≈     |
| Section Text This section of EDUC 201 is restricted for Art Education and Music Education majors   |          |
| This section of EDUC 301 is restricted for Art Education and Music Education majors  | A        |
| restricted for Art Education and Music Education majors  | <u>^</u> |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  | •        |
|  |          |
|  |          |
|  |          |
| Section Long Text  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
| Activity Date:   |          |
|  |          |
| ction Text, Press Count Query Hits to resequence text.   |          |

5. SAVE

## **Academic Innovation Courses**

- 1. Follow regular section steps 1-8.
- 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.

| Oracle Fusion Middleware Forms Services: Open > SSASECT                                      | - · · · · · · · · · · · · · · · · · · ·   |
|--|---|
| Elle Edit Options Block Item Becord Query Tools Help   |   |
| a 🕫 🗋 😹 🛯 🗃 🐌 🕼 🕲 🕲 🕲 🛃 🛃 💽 🖓 🚇 🔅 ( ()) ()   | 🕲 l 👷 l 🗙   |
| Schedule SSASECT 8.7 (STAR) 1000000000000000000000000000000000000                            | ana ana amin'ny tanàna mandritry amin'ny tanàna mandritry amin'ny tanàna mandritry amin'ny tanàna dia dia dia a |
| Term: 201500 • CRN: 1110 • Create CRN: • Copy CRN: • Subject: E                              | DUC Course: 301 Title: Learning-Educational Setting 1 Section Preferences                                       |
| Subject:   | CEU Indicator:  |
| Course Number: Title:  | Credit Hours: * None OTO Or   |
| Section:   |   |
| Cross List:  | Billing Hours: * None Or Or   |
| Campus:  |   |
| Status:  | Contact Hours: None To Or   |
| Schedule Type:   |   |
| Instructional Method:  | Lecture: *None To Or  |
| Integration Partner:   |   |
| Grade Mode:  | Lab: *None Or Or  |
| Session:   |   |
| Special Approval:  | Other: *None OTO Or   |
| Duration:  |   |
| Part of Term:  | Link Identifier:  |
|  |   |
| Registration Dates:  | Weekly Contact Hours:   |
| Maximum Extensions:  | ✓ Print Voice Response and Self-Service Available   |
| Prereguisite Check Method:  Basic or None  CAPP  DegreeWorks Gradable Tuition and Fee Waiver |   |
| Prerequisite Check Method: O Basic of None O CAPP O Degreeworks                              | Long Title Comments Syllabus  |
|  |   |
| CRN; type 'ADD' to add new section; ADD' and NEXTITEM to default; COH existing.              |   |
| Record: 1/1  |   |

- 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. 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.
- 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)