



## **Facilities Planning and Scheduling: Banner 8.5 Guide**

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

# WVU Banner 8.0 User Guide

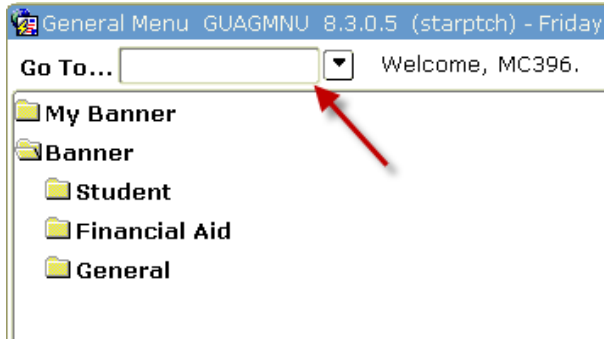
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## Field Definitions

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



The schedule form will open:

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > SSASECT". The window contains a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main form is titled "Schedule SSASECT 8.5.0.4 (starptch)". The form has several tabs: "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences". The "Course Section Information" tab is active. The form contains the following fields and options:

Term: [ ] CRN: [ ] Create CRN: [ ] Copy CRN: [ ] Subject: [ ] Course: [ ] Title: [ ]

Course Section Information

Subject: [ ] Course Number: [ ] Section: [ ] Cross List: [ ] Campus: [ ] Status: [ ] Schedule Type: [ ] Instructional Method: [ ] Integration Partner: [ ] Grade Mode: [ ] Session: [ ] Special Approval: [ ] Duration: [ ] Part of Term: [ ]

Registration Dates: [ ] Start Dates: [ ] Maximum Extensions: [ ] Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

CEU Indicator:  Credit Hours: [ ] Billing Hours: [ ] Contact Hours: [ ] Lecture: [ ] Lab: [ ] Other: [ ]

Link Identifier: [ ] Attendance Method: [ ] Weekly Contact Hours: [ ] Daily Contact Hours: [ ]

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

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

## Field Definitions

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

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

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



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

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

**Title:** Full length title of course – defaults from the catalog. **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  for a complete list of the campuses. WVU Main campus should only use CWA for all courses.

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

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

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

**Integration Partner:** Always Blank.

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

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

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

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

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

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

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

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

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

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

**Credit Hours:** If the course offers a variety of hours for a student to select, such as an independent study, the fields will populate with the appropriate range of hours.

Example:   None  To  Or .

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

Example:   None  To  Or   
  None  To  Or .

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

Example:   None  To  Or

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

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

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

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

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

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

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

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

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

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

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

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

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

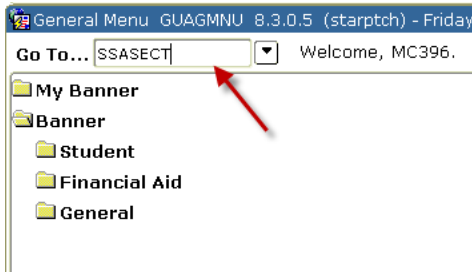
**Tuition and Fee Waiver:** Check this box if the course is tuition waived or has special billing needs. Billing hours must equal zero if box is checked. As of Fall 2016, this box should be rarely used.

## Options Dropdown Menu

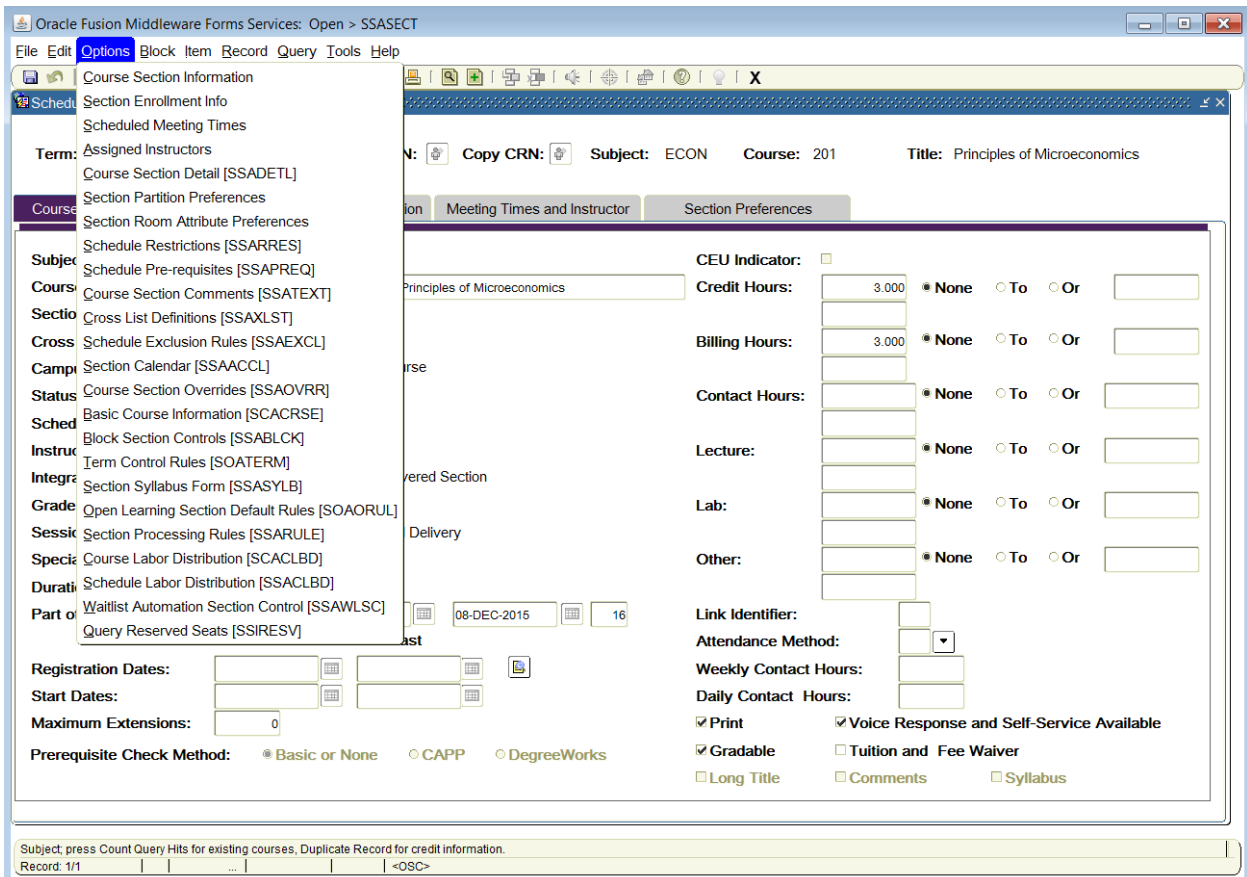
The following is a description of the selections found under the Options dropdown menu in the SSASECT window:

Log into Banner.

Type **SSASECT** into the Go To... field. Press Enter.



Select Options from the menu at the top of the screen.



**Course Section Information:** Populates empty Section Details fields with course information.

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

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

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

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

- *Section Links and Corequisites:* Use the Section Links portion to complete linking lectures to laboratories and recitations. WVU does not use the Corequisites 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 Prerequisites (SSAPREQ):** Opens the Schedule Prerequisite and Test Score Restrictions window. This window is used to enter prerequisite restrictions for courses. You will not be able to update this screen. The information on this screen defaults from the catalog information for the course.

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

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

**Schedule Exclusion Rules:** WVU does not use this window.

**Section Calendar:** WVU does not use this window.

**Course Section Overrides:** WVU does not use this window.

**Basic Course Information:** WVU does not use this window.

**Block Section Controls:** WVU does not use this window.

**Term Control Rules:** WVU does not use this window.

**Section Syllabus Form:** WVU does not use this window.

**Open Learning Section Default Rules:** WVU does not use this window.

**Section Processing Rules:** WVU does not use this window.



## Scheduling Classrooms

### General Purpose Classroom

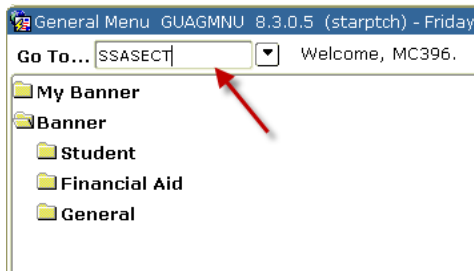
Send an e-mail to [scheduling@mail.wvu.edu](mailto:scheduling@mail.wvu.edu) to let FPS know that either a new course section has been added (which requires a general purpose classroom) or if a room switch is needed. Meredith or Nico will assign the general purpose classroom in R25 and have the information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

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

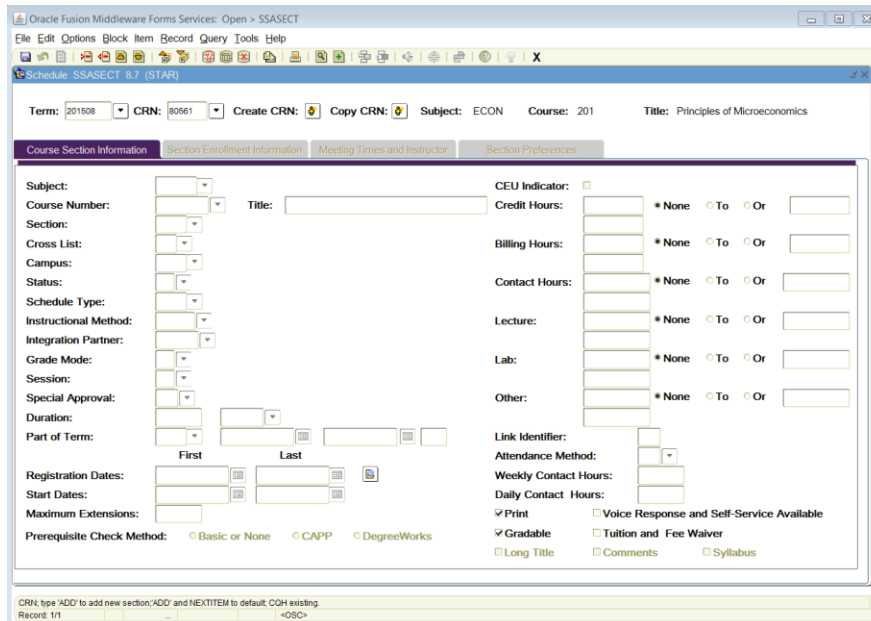
### Departmental Classroom

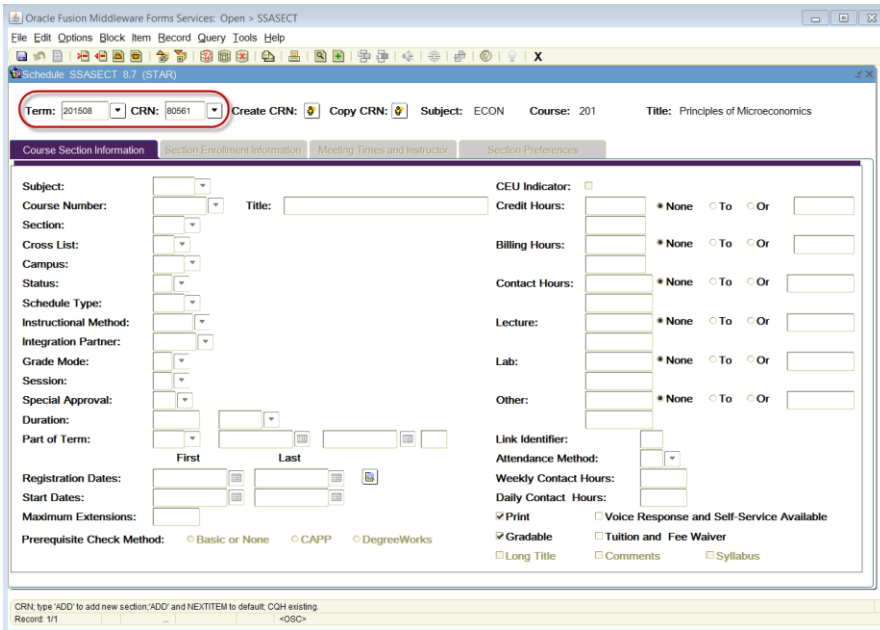
**How to assign departmental rooms in Banner:**

1. Log into Banner.
2. Type **SSASECT** into the Go To... field. Press Enter.



3. Enter the appropriate term and CRN.

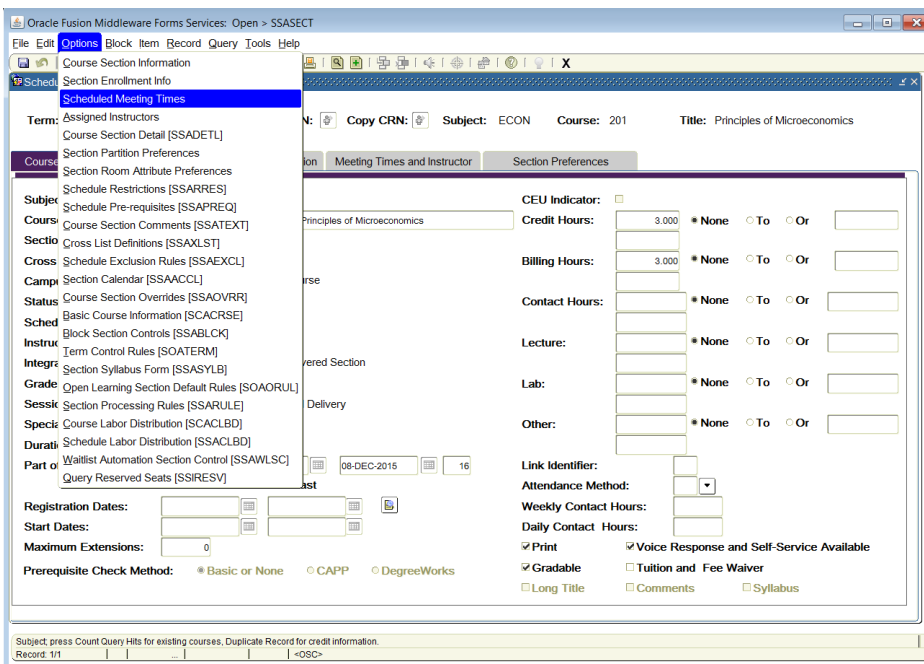
A screenshot of the Banner system's "Section Preferences" form. The browser title is "Oracle Fusion Middleware Forms Services: Open > SSASECT". The form has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main form area is titled "Schedule: SSASECT 8.7 (STAR)". At the top, there are fields for "Term: 201508", "CRN: 80561", "Subject: ECON", "Course: 201", and "Title: Principles of Microeconomics". Below this, there are tabs for "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructor", and "Section Preferences". The "Section Preferences" tab is active. The form contains various fields and checkboxes for configuring the section, including "Credit Hours", "Billing Hours", "Contact Hours", "Lecture", "Lab", "Other", "Link Identifier", "Attendance Method", "Weekly Contact Hours", "Daily Contact Hours", "Prerequisite Check Method", "Print", "Gradable", "Long Title", "Voice Response and Self-Service Available", "Tuition and Fee Waiver", "Comments", and "Syllabus". At the bottom, there is a status bar with the text "CRN: type 'ADD' to add new section/'ADD' and NEXTITEM to default. COH existing. Record: 1/1".



4. Click the Next Block button.



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



OR Select the Next Tab button twice.



OR Select the Meeting Times and Instructor tab.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.7 (STAR)

Term: 201508 CRN: 80561 Create CRN: Copy CRN: Subject: ECON Course: 201 Title: Principles of Microeconomics

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

Subject: ECON Economics CEU Indicator:

Course Number: 201 Title: Principles of Microeconomics Credit Hours: 3.000 \* None  To  Or

Section: 002 Billing Hours: 3.000 \* None  To  Or

Cross List:

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

Status: A Active Lecture: \* None  To  Or

Schedule Type: L Lecture Lab: \* None  To  Or

Instructional Method:

Integration Partner: BB Blackboard Delivered Section Other: \* None  To  Or

Grade Mode:

Session: 5 < 50% Non-Traditional Delivery Link Identifier:

Special Approval:

Duration:   Attendance Method:

Part of Term: 1 17-AUG-2015 08-DEC-2015 16 Weekly Contact Hours:

Registration Dates:   Daily Contact Hours:

Start Dates:

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

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks  Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Subject: press Count Query Hits for existing courses, Duplicate Record for credit information.  
Record: 1/1 <-OSC>

- 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).

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.7 (STAR)

Term: 201508 CRN: 80561 Create CRN: Copy CRN: Subject: ECON Course: 201 Title: Principles of Microeconomics

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	17-AUG-2015	08-DEC-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1545	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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

FRM-40400: Transaction complete: 2 records applied and saved.  
Record: 1/1

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

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.7 (STAR)

Term: 201508 CRN: 81207 Create CRN: Copy CRN: Subject: EDUC Course: 461 Title: Promoting Literacy Connections

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

Times and Instructors Scheduler Preferences

Meeting Times

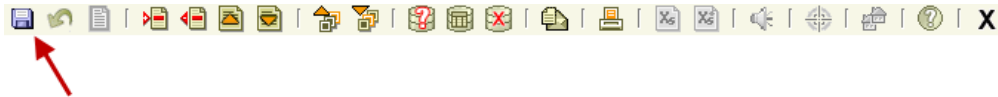
Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	ALH-E	603	L	2.88	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

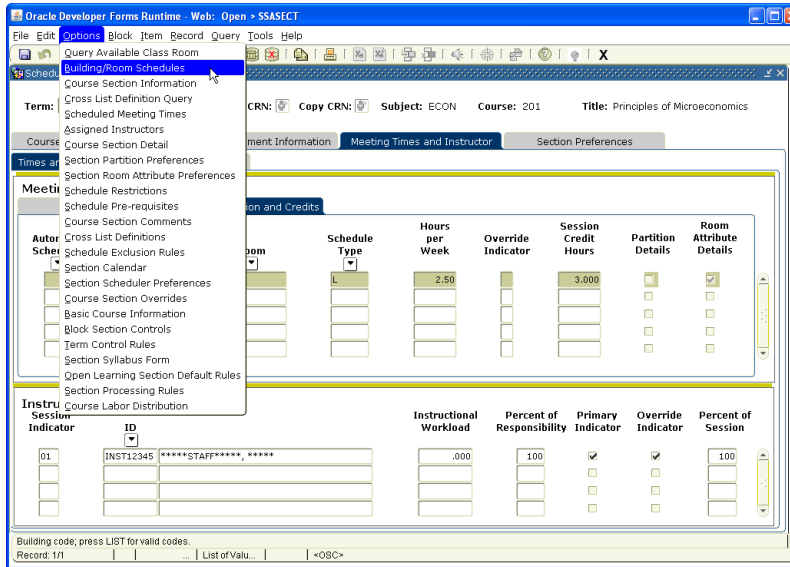
Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	INST12345 *****STAFF*****	.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>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

Scheduler Status: press LIST for valid codes.  
Record: 1/1

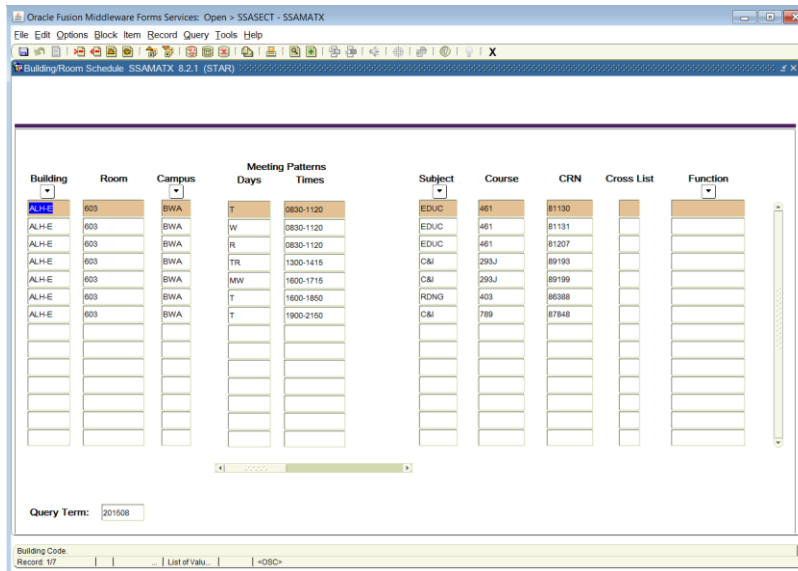
8. Save



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



Fill in the Building and Room CRN fields. Press F8.



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

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

10. Save again, if necessary.

11. Add the appropriate room features for the classroom.

## Room Features

For Schedule 25 to run properly, course sections must be given room feature assignments if they need a classroom. The following are the possible room features 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
- DTT0: Department Tech Level Two
- MAC: Computer Lectern is a MAC

### *Additional Room Features*

- CHAB: Chalkboard
- EXAB: Extra Area Board
- MOVB: Movable Board
- WHIB: Whiteboard
- MOV5: Movable Seating

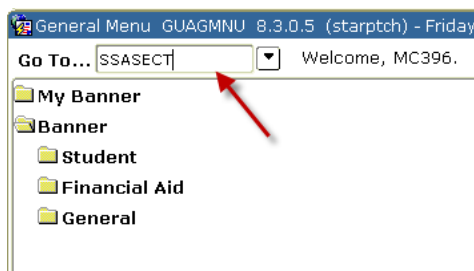
### *Special Requests*

- 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.



- Type in the appropriate Term and CRN. Select the Next Block button.



- Check that the subject code, course number, and title are correct. Select the Next Block button again.
- Select the “Meeting Times and Instructor” tab.

- Select the “Scheduler Preferences” tab.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
CLAS		17-AUG-2015	08-DEC-2015		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			1430	1645	01

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	00172240	000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

- 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, DTT0)**

**04 – Other (MOVS, CHAB, etc.)**



Oracle Fusion Middleware Forms Services: Open - SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.7 (STAR)

Term: 201508 CRN: 80561 Create CRN: Copy CRN: Subject: ECON Course: 201 Title: Principles of Microeconomics

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

Times and Instructors Scheduler Preferences

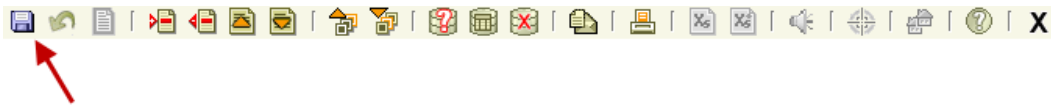
Meeting Code	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	17-AUG-2015	08-DEC-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1545

Partition Code	Preference Number	Activity Date
		13-AUG-2015

Room Attribute Preferences Code	Preference Number	Activity Date
GNRL General Purpose Classroom	01	12-OCT-2014
DOTN Downtown Campus	02	12-OCT-2014
IDSC iDesign Standard Classroom	03	12-OCT-2014

Partition Code: press LIST for valid codes.  
Record: 1/1 List of Vals: <ESC>

8. Save.



9. Select "Section Preferences" tab.

Oracle Fusion Middleware Forms Services: Open - SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.7 (STAR)

Term: 201508 CRN: 80561 Create CRN: Copy CRN: Subject: ECON Course: 201 Title: Principles of Microeconomics

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

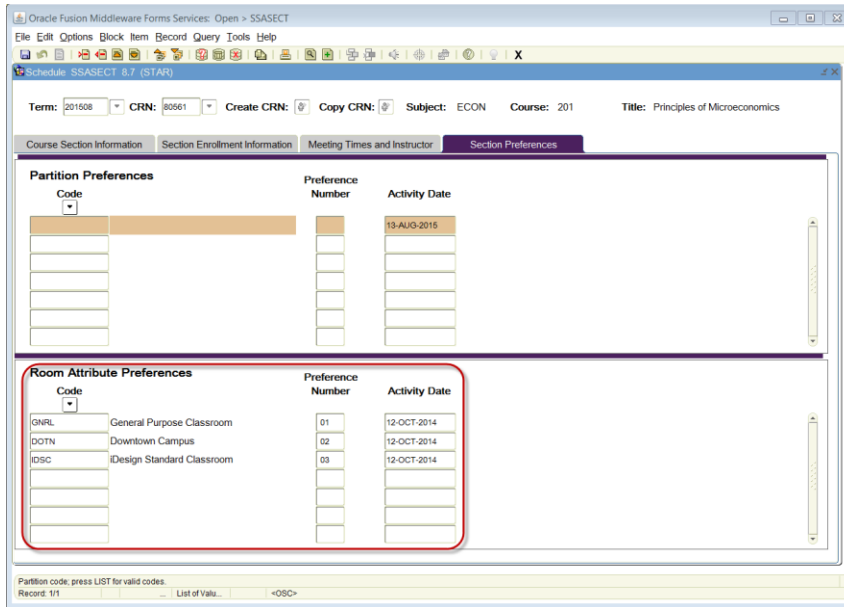
Times and Instructors Scheduler Preferences Section Preferences

Meeting Code	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	17-AUG-2015	08-DEC-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1545

Partition Code	Preference Number	Activity Date
		13-AUG-2015

Room Attribute Preferences Code	Preference Number	Activity Date
GNRL General Purpose Classroom	01	12-OCT-2014
DOTN Downtown Campus	02	12-OCT-2014
IDSC iDesign Standard Classroom	03	12-OCT-2014

Partition Code: press LIST for valid codes.  
Record: 1/1 List of Vals: <ESC>

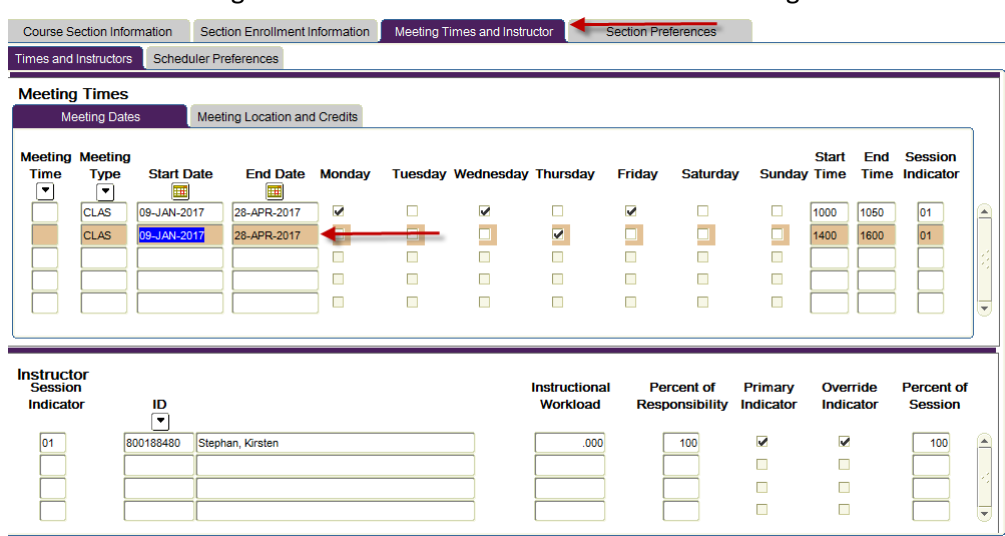


10. Re-enter the room features into the Room Attribute Preferences fields. Same rules apply for the Preference Number fields

**Certain preference numbers can only be used for certain information:**

- 01 – Type of Classroom (GNRL, DPRT, NORN)**
- 02 – Campus (DOTN, EVDL, HSC)**
- 03 – Technology (IDSC, IDCL, DTLO, DTTO)**
- 04 – Other (MOVS, CHAB, etc.)**

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



12. After highlighting the second meeting pattern, click on “Scheduler 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.

Meeting Code	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
<input type="checkbox"/>	09-JAN-2017	28-APR-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1600

Partition Preferences	Preference Number	Activity Date
<input type="checkbox"/>		06-DEC-2016
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Room Attribute Preferences	Preference Number	Activity Date
DPRT Departmental Classroom	01	07-OCT-2016
EVDL Evansdale Campus	02	07-OCT-2016
<input type="checkbox"/>		
<input type="checkbox"/>		

13. Save.  
14. Rollback.



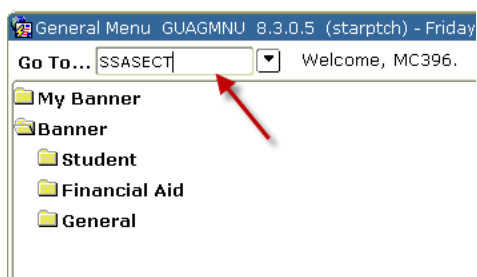
## Adding a New Section

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  
File Edit Options Block Item Record Query Tools Help  
Schedule: SSASECT 8.7 (STAR)  
Term: 201508 CRN: ADD Create CRN: Copy CRN: Subject: ECON Course: 201 Title: Principles of Microeconomics  
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences  
Subject: [ ] Title: [ ] CEU Indicator: [ ]  
Course Number: [ ] Credit Hours: [ ] \* None [ ] To [ ] Or [ ]  
Section: [ ] Billing Hours: [ ] \* None [ ] To [ ] Or [ ]  
Cross List: [ ] Contact Hours: [ ] \* None [ ] To [ ] Or [ ]  
Campus: [ ] Lecture: [ ] \* None [ ] To [ ] Or [ ]  
Status: [ ] Lab: [ ] \* None [ ] To [ ] Or [ ]  
Schedule Type: [ ] Other: [ ] \* None [ ] To [ ] Or [ ]  
Instructional Method: [ ] Link Identifier: [ ]  
Integration Partner: [ ] Attendance Method: [ ]  
Grade Mode: [ ] Weekly Contact Hours: [ ]  
Session: [ ] Daily Contact Hours: [ ]  
Special Approval: [ ]  
Duration: [ ]  
Part of Term: [ ] First [ ] Last [ ]  
Registration Dates: [ ]  
Start Dates: [ ]  
Maximum Extensions: [ ]  
Prerequisite Check Method: [ ] Basic or None [ ] CAPP [ ] DegreeWorks [ ]  
Voice Response and Self-Service Available [ ]  
Print [ ]  
Gradable [ ] Tuition and Fee Waiver [ ]  
Long Title [ ] Comments [ ] Syllabus [ ]  
CRN: type 'ADD' to add new section; 'ADD' and NEXTITEM to default; OCH setting  
Record: 1/1

5. Select the Next Block button.



6. Enter the following information into the Banner Section Details section for the Section Addition Form:

- Subject: enter the subject code (ex. ENGL)
- 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:

- 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").
- 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.

- WVU general purpose sections: 001-999
- WVU general writing sections: W01-W99 (must verify at catalog level)
- 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 field.
  12. Enter ‘A’ in the Status field.
  13. Enter one of the following in the Schedule Type box:
    - a. L – lecture
    - b. G – graded laboratory
    - c. W – web-based
    - d. B – laboratory (must be linked to existing L), have zero billing hours, grade mode set at 4, and Gradable box unchecked.
    - e. R – recitation (must be linked to existing L) , have zero billing hours, grade mode set at 4, and Gradable box unchecked.
  14. Enter 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.

Oracle Fusion Middleware Forms Services: Open - SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.7 (START)

Term: 201608 CRN: ADD Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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

Subject: ECON Economics CEU Indicator:

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

Section: 005 Billing Hours: .000 \* None  To  \* Or  3.000

Cross List:  Campus: CWA WVU Campus Course Contact Hours: \* None  To  Or

Status: A Active Lecture: \* None  To  Or

Schedule Type: L Lecture Lab: \* None  To  Or

Instructional Method:  Integration Partner: BB Blackboard Delivered Section Other: \* None  To  Or

Grade Mode:  Session: 9 < 50% Non-Traditional Delivery Link Identifier:

Special Approval:  Duration:  Attendance Method:

Part of Term:  Registration Dates: First Last Weekly Contact Hours:

Start Dates:  Daily Contact Hours:

Maximum Extensions:  Prerequisite Check Method: \* Basic or None  CAPP  DegreeWorks

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Special approval code, press LIST for valid codes.

Record: 1/1 List of Value: -OSC-

a. Courses marked as 'Full Term' are to be assigned a code of '1'. Refer to the full list of codes and Part of Term table ([http://facilitiescheduling.wvu.edu/reference\\_information](http://facilitiescheduling.wvu.edu/reference_information)) for the specific semester.

b. If the start and end dates do not match any of the preset part of term dates, then:

- You must select a part of term that your course dates fit into. Per the registrar the class must meet on the first day of the POT and then can meet as planned.

Oracle Fusion Middleware Forms Services: Open - SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule: SSASECT 8.7 (START)

Term: 201608 CRN: ADD Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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

Subject: ECON Economics CEU Indicator:

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

Section: 005 Billing Hours: .000 \* None  To  \* Or  3.000

Cross List:  Campus: CWA WVU Campus Course Contact Hours: \* None  To  Or

Status: A Active Lecture: \* None  To  Or

Schedule Type: L Lecture Lab: \* None  To  Or

Instructional Method:  Integration Partner: BB Blackboard Delivered Section Other: \* None  To  Or

Grade Mode:  Session: 9 < 50% Non-Traditional Delivery Link Identifier:

Special Approval:  Duration:  Attendance Method:

Part of Term: 2 Registration Dates: First Last Weekly Contact Hours:

Start Dates:  Daily Contact Hours:

Maximum Extensions:  Prerequisite Check Method: \* Basic or None  CAPP  DegreeWorks

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Section enroll hours in CEUs.

Record: 1/1 List of Value: -OSC-

21. Leave the CEU Indicator field as is.

22. There are two types of credit hours:

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

Oracle Fusion Middleware Forms Services: Open > SSASECT

Term: 201508 CRN: ADD Create CRN Copy CRN Subject: ECON Course: 202 Title: Principles of Macroeconomics

Section Preferences

Subject: ECON Economics CEU Indicator:  None  To  Or

Course Number: 202 Title: Principles of Macroeconomics Credit Hours: 3.000

Section: 005 Billing Hours: 3.000

Cross List:  None  To  Or 3.000

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

Status: A Active Lecture:  None  To  Or

Schedule Type: 5 Lecture Lab:  None  To  Or

Instructional Method:  None  To  Or

Integration Partner: BB Blackboard Delivered Section Other:  None  To  Or

Grade Mode:  None  To  Or

Session: 5 <50% Non-Traditional Delivery

Special Approval:  None  To  Or

Duration:  None  To  Or

Part of Term: 2 17-AUG-2015 07-OCT-2015 8

Registration Dates:  None  To  Or

Start Dates:  None  To  Or

Maximum Extensions: 0

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Link Identifier:  None  To  Or

Attendance Method:  None  To  Or

Weekly Contact Hours:  None  To  Or

Daily Contact Hours:  None  To  Or

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Section credit hours or CEUs  
Record 1/1

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 Fusion Middleware Forms Services: Web: Open > SSASECT

Term: 201108 CRN: 81907 Create CRN Copy CRN Subject: ECON Course: 495 Title: Independent Study

Section Preferences

Subject: ECON Economics CEU Indicator:  None  To  Or

Course Number: 495 Title: Independent Study Credit Hours: 3.000

Section: 001 Billing Hours: 3.000

Cross List:  None  To  Or 3.000

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

Status: A Active Lecture:  None  To  Or

Schedule Type: 5 Lecture Lab:  None  To  Or

Instructional Method:  None  To  Or

Integration Partner: WEBCT WebCT Delivered Section Other:  None  To  Or

Grade Mode:  None  To  Or

Session: 5 <50% Non-Traditional Delivery

Special Approval: 04 Department Approval

Duration:  None  To  Or

Part of Term: 1 22-AUG-2011 07-DEC-2011 16

Registration Dates:  None  To  Or

Start Dates:  None  To  Or

Maximum Extensions: 0

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Link Identifier:  None  To  Or

Attendance Method:  None  To  Or

Weekly Contact Hours:  None  To  Or

Daily Contact Hours:  None  To  Or

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Subject, press Count Query Help for assisting courses, Duplicate Record for credit information.  
Record 1/1

Oracle Fusion Middleware Forms Services: Web: Open > SSASECT

Term: 201108 CRN: 81907 Create CRN Copy CRN Subject: ECON Course: 495 Title: Independent Study

Section Preferences

Subject: ECON Economics CEU Indicator:  None  To  Or

Course Number: 495 Title: Independent Study Credit Hours: 3.000

Section: 001 Billing Hours: 3.000

Cross List:  None  To  Or 3.000

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

Status: A Active Lecture:  None  To  Or

Schedule Type: 5 Lecture Lab:  None  To  Or

Instructional Method:  None  To  Or

Integration Partner: WEBCT WebCT Delivered Section Other:  None  To  Or

Grade Mode:  None  To  Or

Session: 5 <50% Non-Traditional Delivery

Special Approval: 04 Department Approval

Duration:  None  To  Or

Part of Term: 1 22-AUG-2011 07-DEC-2011 16

Registration Dates:  None  To  Or

Start Dates:  None  To  Or

Maximum Extensions: 0

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Link Identifier:  None  To  Or

Attendance Method:  None  To  Or

Weekly Contact Hours:  None  To  Or

Daily Contact Hours:  None  To  Or

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Section title contact hours  
Record 1/1

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

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

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

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

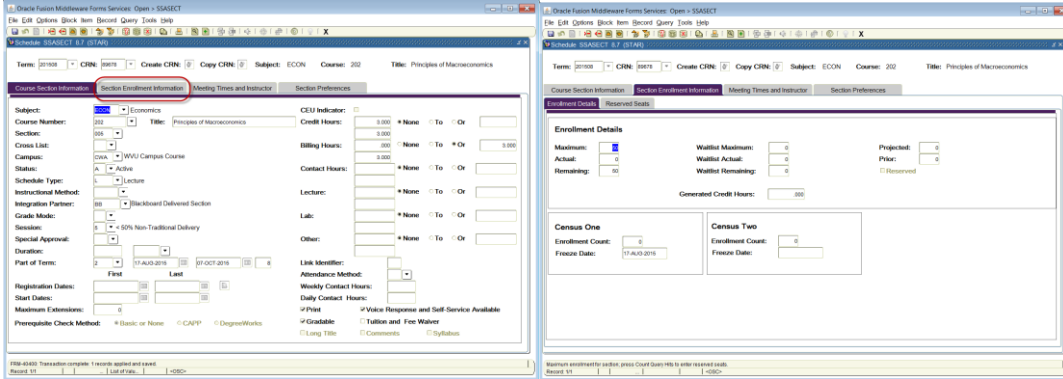


a. HC: hidden course

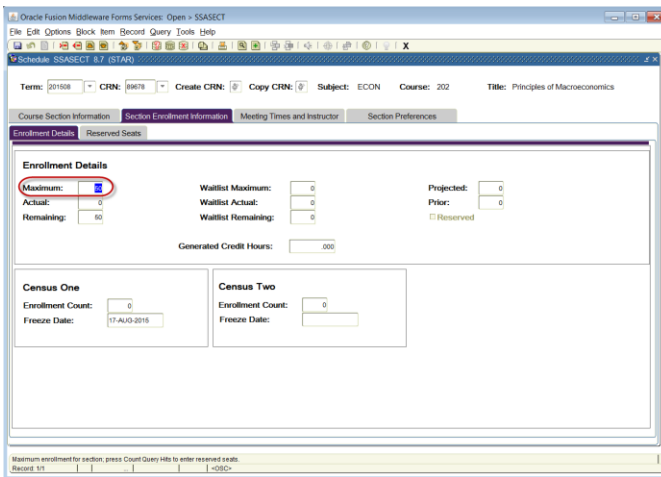
27. If the department would like the course to print in the schedule, the Print box must be checked (red arrow). The Print box is unchecked for courses that have the Attendance Method field populated.
28. The Voice Response and Self-Serve Available box (blue arrow) controls student access to the courses via the WEB. Check this box if the students may register via the WEB (true for most cases). Do not check this box if the students may not register via the WEB.

29. The Gradable box must always be checked (orange arrow), unless:
- The course's grading mode is set to '4' – no grade.
  - The course has been cancelled.
30. The Tuition and Fee Waiver box (green arrow) should only be checked for courses that tuition waived or have special billing needs. Billing hours should also be fixed at zero and credit hours must be fixed, not variable. Please refer to "Fees at the Section Level" instructions for more information.

31. Leave the CAPP Areas for Prerequisites unchecked.
32. SAVE.
33. The new section has now been assigned a CRN. Record the new CRN if desired for your records.
34. Select the “Section Enrollment Information” tab. Make sure the secondary tab “Enrollment Details” is selected.



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



36. The Waitlist fields should always be '0'.
37. The Projected field should always be '0'.
38. Leave the Census Two fields blank.
39. SAVE.
40. Click the “Meeting Times and Instructor” tab.

Oracle Fusion Middleware Forms Services: Open - SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.7 (STAR)

Term: 201508 CRN: 09978 Create CRN: Copy CRN: Subject: ECON Course: 202 Title: Principles of Macroeconomics

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

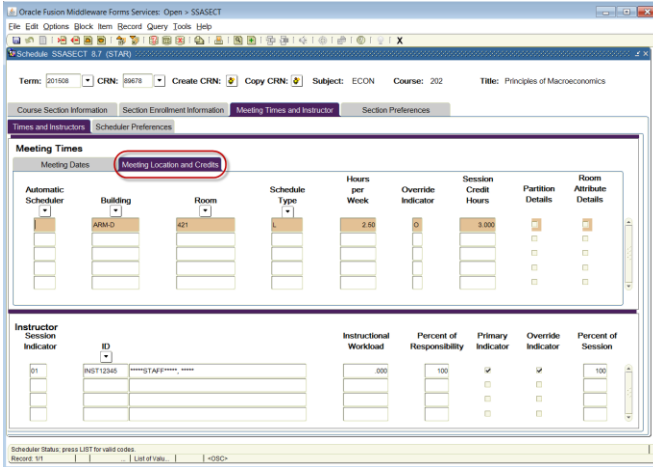
Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
01	CLASS	17-AUG-2015	01-OCT-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1115	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Session Indicator

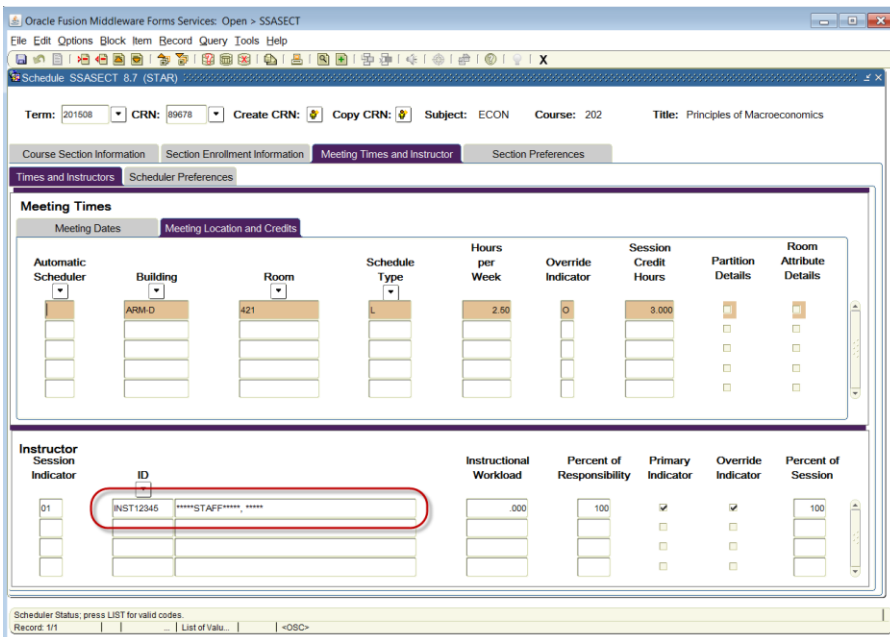
Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	INST12345 *****STAFF*****	.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01
				<input type="checkbox"/>	<input type="checkbox"/>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

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

41. Tab over the fields.
42. Leave the Meeting Time field blank.
43. Do not change the Meeting Type field.
44. Start and End Dates (as indicated by the Part of Term code) should default in.
45. Check the boxes under the days that the course will meet.
  - a. If the course needs to be “Arranged” for days of the week, then leave all the days unchecked.
  - b. If the course will be taught at different times on different days, please contact Facilities Planning and Scheduling for assistance.
46. Start and End times must be entered in military time.
  - a. If the course needs to be “Arranged” for the meeting times, then leave the Time fields blank.
  - b. Always double check that the times do not conflict with the Approved Meeting Patterns at WVU ([http://facilitiescheduling.wvu.edu/resource\\_information](http://facilitiescheduling.wvu.edu/resource_information)).
  - c. Do not end courses on the hour or half-hour. This would cause student conflicts when they try to register for courses.
47. Save.
48. Select the “Meeting Location and Credits” tab. For courses requesting a general purpose classroom and Academic Innovation courses, the Building and Room fields must be left BLANK. For departmental classrooms, enter the building and room as desired.

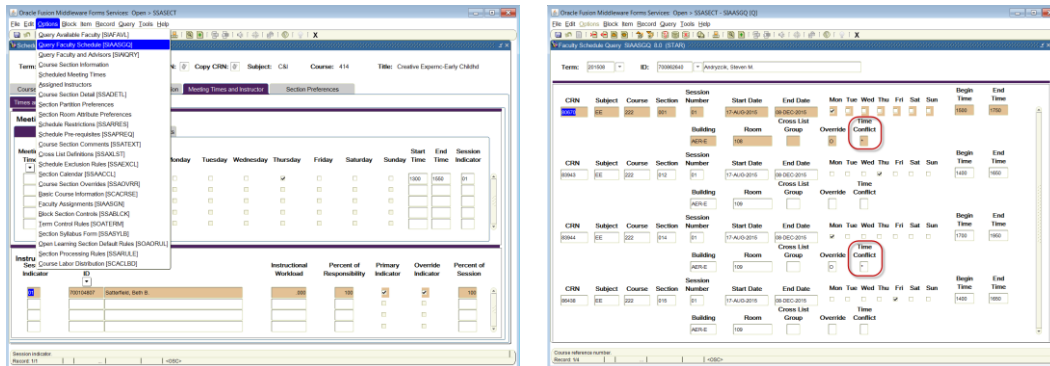


49. Select the “Meeting Location and Credits” tab. For courses requesting a general purpose classroom and Academic Innovation courses, the Building and Room fields must be left BLANK. For departmental classrooms, enter the building and room as desired.
50. The Hours per Week fields will automatically populate based on the Start and End Time fields. If the course is “Arranged”, you must enter “0” in the Hours per Week field.
51. The Session Credit Hours field will also automatically populate.
52. SAVE.



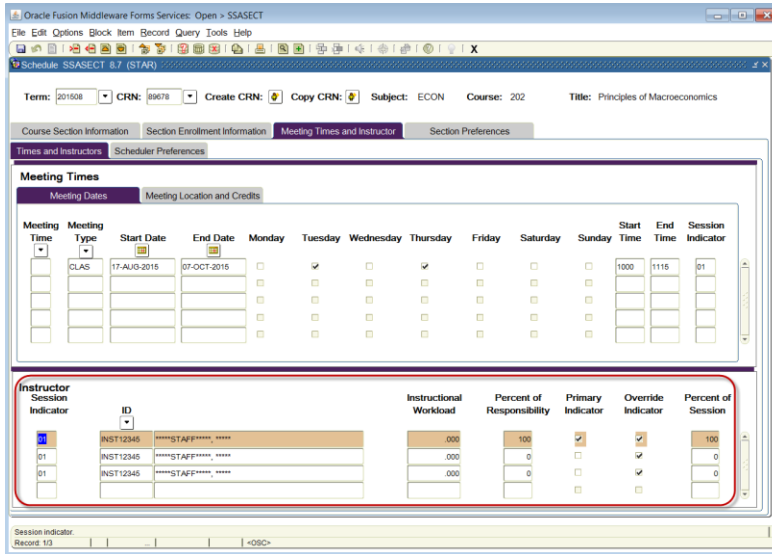
53. Go back to the Meeting Dates tab.
54. Enter the instructor’s WVU ID in the ID field – the instructor’s name will automatically populate into the field. Potential problems:
  - a. The instructor’s name does not appear when the WVU ID is entered into the ID field.

- The person may not be in the system. The department needs to submit a Faculty/Advisor Information Form to Registrar's Office.
  - The department may have submitted an incorrect WVU ID number on the Section Addition Form.
- b. The instructor's name appears, but the cursor will not move from the ID field.
- There should be an error message at the bottom of the screen that reads *\*ERROR\* Person is not an instructor* or *\*ERROR\* Person is inactive*. The department needs to submit a Faculty/Advisor Information Form to Registrar's Office.
- c. The instructor's information seems to work, but when you save you get an error message that reads *\*ERROR\* Instructor Schedule Conflict*.
- Select the Options menu. Select Query Faculty Schedule. Check that the correct WVU ID is listed. Select the Next Block Button. An asterisk will appear for the courses with the instructor conflict.
    - Check to see if the courses are crosslisted. If so, override.
    - Check to see if the instructor is listed at 0% on one of the courses. If so, override.
  - OR enter INST12345 in the ID field. This will populate the rest of the field with **\*\*\*STAFF\*\*\***.
  - Then, contact the department to resolve the problem.



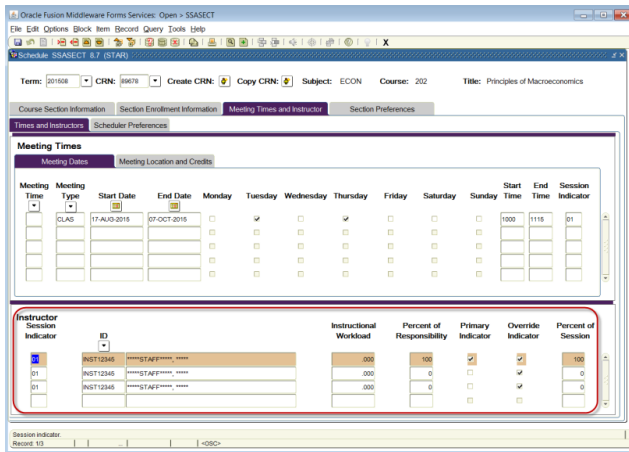
55. The Instructional Workload field will automatically populate.
56. The Percent Responsibility field will automatically populate.
- a. For one instructor, the percent responsibility must be 100%.
  - b. For multiple instructors, the percent responsibility must sum to 100%. The department must indicate the percent responsibility of each instructor.
57. The Primary Indicator box must be checked to indicate the primary instructor. The primary instructor is the instructor with the highest percent of responsibility. If all instructors have equal responsibility, the primary instructor is simply the first instructor listed by the department.
58. The Override Indicator is used to override instructor conflicts. The box for this field is a check box and is used for:

- a. Cross-listed courses
  - b. Persons who are listed as 0% instructors.
  - c. All STAFF instructors.
59. The Percent Session fields must total to 100% and should be identical to the Percent Responsibility fields.

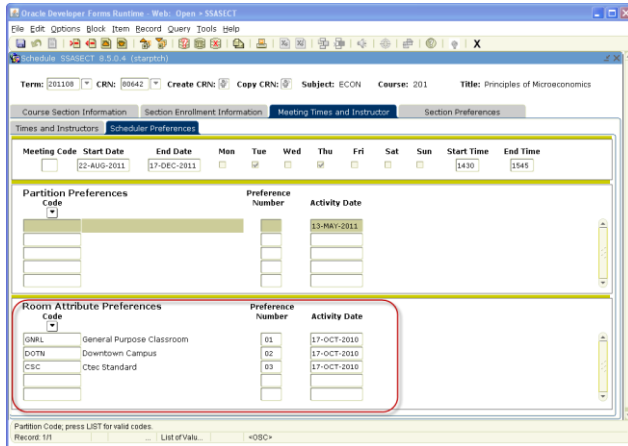


***All STAFF instructors must have the override box checked.***

- 60. Save.
- 61. Select the “Scheduler Preferences” tab.



- 62. Enter the required room attributes. Save.
- 63. All WVU courses must have room attributes entered in Banner. Academic Innovation courses need NORN, unless they are to be assigned to classrooms (Instructional Method WEBOC).



64. Select the “Section Preferences” tab. Enter the same room attributes, in the same order, as before. Save.

## Adding Restrictions

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

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

The screenshot shows the SSARRES 3.0 (STAR) interface. At the top, the course details are: Term: 201608, CRN: 89678, Subject: ECON, Course: 202, Title: Principles of Macroeconomics. The interface is divided into several tabs: Department and Field of Study, Class and Level, Degree and Program, Campus and College, and Student Attribute and Cohort. The 'Department and Field of Study' tab is active, showing two sections: 'Department Restrictions' and 'Field of Study Restrictions'. Both sections have radio buttons for 'Include' and 'Exclude'. The 'Department Restrictions' section has a dropdown for 'Department' and a 'Description' field. The 'Field of Study Restrictions' section has a dropdown for 'Code', a checkbox for 'All Field of Study Types', a dropdown for 'Type', and a 'Description' field. At the bottom, there is a note: 'Department restriction indicator values must be Y or E' and 'Record: 1/1'.

- 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.

The screenshot shows the SSARRES 3.0 (STAR) interface with the 'Class and Level' tab active. It displays two sections: 'Class Restrictions' and 'Level Restrictions'. Both sections have radio buttons for 'Include' and 'Exclude'. The 'Class Restrictions' section has a dropdown for 'Class' and a 'Description' field. The 'Level Restrictions' section has a dropdown for 'Level' and a 'Description' field. The 'Level' dropdown is expanded, showing options: 'I', 'UP', 'UT', and 'UG'. The 'UP' option is selected, and the 'Description' field contains 'Potomac State College'. The 'UT' option is highlighted in orange, and its description is 'WVUIT Undergraduate'. At the bottom, there is a note: 'Level code must be I, E, or U' and 'Record: 2/2'.



## Section Comments

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

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

Oracle Fusion Middleware Forms Services: Open - SSASECT - SSATEXT

File Edit Options Block Item Record Query Tools Help

Section Comment: SSATEXT 0.2 (STAR)

Term: 201508 CRN: 84188 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 only.

**Section Long Text**

Activity Date:

Section Text. Press Count Query Hits to resquence text.  
Record: 1/3

5. **SAVE**



## Academic Innovation Courses

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

The screenshot shows the 'Course Section Information' tab in the Oracle Fusion Middleware Forms Services interface. The form is for a course with Subject 'EDUC' and Course '301'. The 'Print' checkbox is checked, and the 'Voice Response and Self-Service Available' checkbox is also checked. A red arrow points to the 'Print' checkbox, and a blue arrow points to the 'Voice Response and Self-Service Available' checkbox. Other checkboxes include 'Gradable', 'Long Title', 'Comments', and 'Syllabus'.

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)