

Banner 9 Class Schedule Entry Procedures

Spring 2022

Updated 9/22/2021

Office of the Registrar

classroomscheduling@utsa.edu

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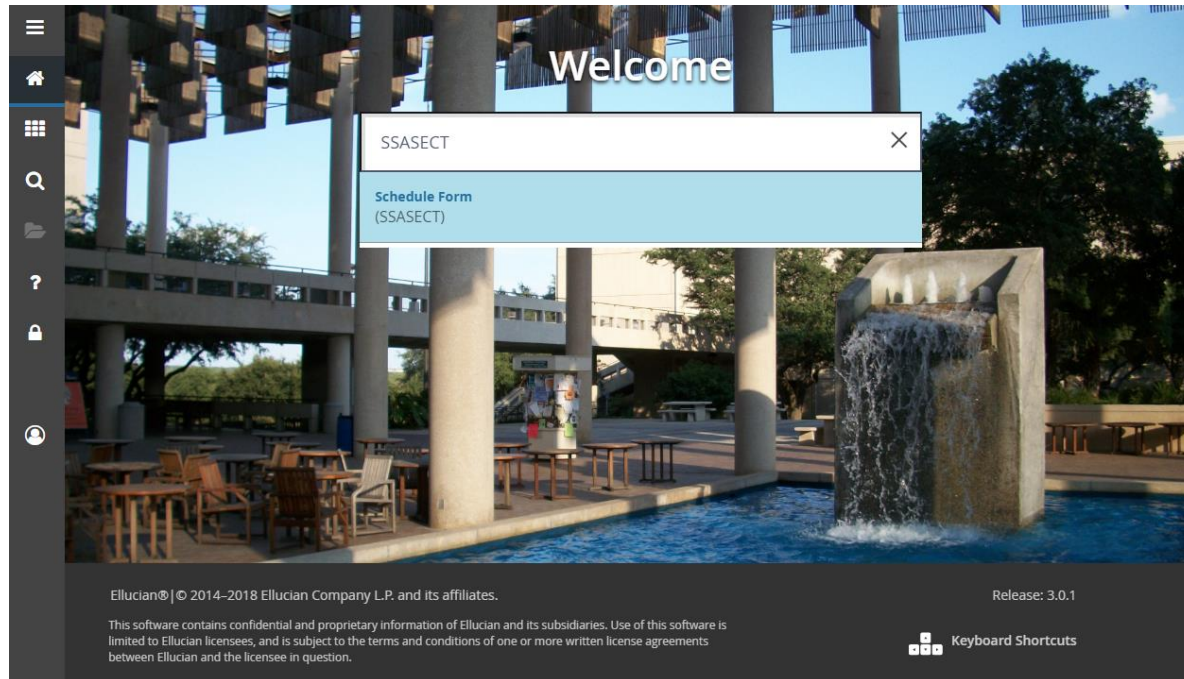
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Getting Started – Add a Course Section in Banner

TIP: USE **GOOGLE CHROME** BROWSER TO ACCESS BANNER 9.

Go To: <https://banneradmin.utsa.edu/applicationNavigator/seamless>

Log in to Banner and type **SSASECT** into the search box.



1. Type **Term Code**, type **ADD** in the CRN (course reference number) field, and click **GO**


UTSA Schedule SSASECT 9.3.23 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202220 ... CRN: ADD ... Go

Subject: Course: Copy CRN

Title: Create CRN

2. Enter Course Section Information

Click  next to each data field to view options.

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

| | | | | | | | |
|---------------|--------------------------------|------------------------------|----------------------|-----------|----------------------|--|-----|
| Subject | BBL ... | BICULTURAL BILINGUAL STUDIES | Campus * | 1DT ... | Downtown Campus | Grade Mode | ... |
| Course Number | 3143 ... | | Status * | 1 ... | Active | Session | ... |
| Title | Child's Lit-Bilingual Learners | | Schedule Type | AFF ... | Lecture face-to-face | Special Approval | ... |
| Section * | 901 ... | | Instructional Method | ... | | Duration | ... |
| Cross List | ... | | Integration Partner | WEBCT ... | WEBCT | <input type="checkbox"/> Override Duration | |

Subject, Course Number, Title, Section Number

| COURSE SECTION INFORMATION | |
|----------------------------|--------------------------------------|
| Subject | BBL ... BICULTURAL BILINGUAL STUDIES |
| Course Number | 3143 ... |
| Title | Child's Lit-Bilingual Learners |
| Section * | 901 ... |
| Cross List | ... |

Subject. Enter three letter discipline code

Course Number, and Title. Enter course number as given in the catalog. Course title will fill in.

Title may only be changed when catalog states: *may be repeated for credit when topic varies.*

Section Number. All section numbers contain three characters


- 1) Main Campus section numbers start with “0” (Ex. ENG 2013.025)
- 2) Downtown Campus section numbers start with “9” (Ex. ENG 2013.925)

Section Number Sequence

When sections are deleted they leave gaps in the section number sequence i.e., 001, 003, 007, 019. Section numbers should be corrected so there are *no gaps in the sequence*. Unlike course numbers, section numbers may be changed at will.

Summer section numbers start with 0 or 9 and end with the letter of the term during which the class will be offered. (Ex. **01F** – Main Campus, section 1, First Five-Week term; **91T**– Downtown Campus, section 1, ten-week term.) Section number and part of term must match.

Cross List Code

| COURSE SECTION INFORMATION | |
|----------------------------|---|
| Subject | BBL ... BICULTURAL BILINGUAL STUDIES |
| Course Number | 3143 ... |
| Title | Child's Lit-Bilingual Learners |
| Section * | 901 ... |
| Cross List | ...  |

Cross List. **Leave blank** - Registrar use only

Cross-listings are 2 or more classes meeting together, in the same room or online, taught by the same instructor. Graduate and undergraduate classes may be cross-listed.

Cross-listed classes are identified by Classroom Scheduling in reports with “double-booked” instructors. Cross-listed classes are then linked in Banner/SSAXLST with a two-character code in the Cross-List field in Banner/SSASECT.


If there is no code, the class is NOT cross-listed and the instructor will not have access to their cross-listed classes in Blackboard.


A cross-listed comment alone will not grant instructor access in Blackboard.

Departments should monitor cross-listed classes in Banner to ensure there is a cross-list code in SSASECT – see p. 23-24, Verify Cross-Listing.

If cross-list code is missing, you need to add or make changes to cross-listed classes, or an instructor does not have Blackboard access for cross-listed sections, contact: classroomscheduling@utsa.edu

Campus Code

| | | | |
|---|----------------------|-----------|----------------------|
|  | Campus * | 1DT ... | Downtown Campus |
| | Status * | 1 ... | Active |
| | Schedule Type | AFF ... | Lecture face-to-face |
| | Instructional Method | ... | |
| | Integration Partner | WEBCT ... | WEBCT |

Campus. Enter directly or click  to select the code.

Campus Validation (STVCAMP) ✕

Criteria

| Code | Description | Activity Date |
|------|------------------------------|---------------|
| 11 | Main Campus | 06/19/2009 |
| 1DT | Downtown Campus | 05/23/2001 |
| 1HS | Southside High School | 07/13/2006 |
| 1IT | Institute of Texan Cultures | 05/23/2001 |
| 1OF | Off Campus | 05/23/2001 |
| 1RE | Region 20 Extension | 05/23/2001 |
| 2HS | EastCentral High School | 07/13/2006 |
| 3 | Out-of-State | 07/25/2002 |
| 3HS | SouthWest High School | 07/13/2006 |
| 6 | Higher Education Institution | 07/25/2002 |


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Commonly Used Campus Codes:

- **Main or DT.** Most classes will have a *Main Campus (11)* or *Downtown Campus (1DT)* code. **Hybrid classes with in-person meeting times must be Main or DT.**
- **Off-campus.** There are several off-campus campus codes to choose from. If you don't see one that fits your situation, use (O1F).
- **Internet. (9)** is used for Online Synchronous, Online Hybrid, and Online Asynchronous classes only.

Status

Campus * 1DT ... Downtown Campus

 Status * 1 ... Active

Schedule Type AFF ... Lecture face-to-face

Instructional Method ...

Integration Partner WEBCT ... WEBCT

Section Status Code Validation (STVSSTS) ✕

Criteria

| Code | Description | Allow Reg | Active/Inactive | ACTIVITY |
|------|-------------|-----------|-----------------|----------|
| 1 | Active | Y | A | 08/22/20 |
| 2 | Tentative | Y | A | 11/28/20 |
| 4 | Closed | N | A | 05/16/20 |
| 9 | Cancelled | N | I | 06/18/20 |

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Cancel OK

Status. Enter directly or **click**  to select the Status code.

(1) Active –Open. Students may register, with required approvals, if registration is currently taking place and it is their time to register according to the *ASAP* Registration Schedule.

(2) Tentative NOT USED.

(4) Closed –Students cannot register via *ASAP* or be registered by staff. Class status on *ASAP* *automatically* says Closed when the class is full.

A class with “0” enrollment maximum will also appear as Closed on *ASAP*.

(9) Canceled– To cancel, email classroomscheduling@utsa.edu with the Course Number and CRN of the class to be canceled. Any students enrolled in the class will be dropped by the Registrar’s Office.

Schedule Type


Campus * ... Downtown Campus
 Status * ... Active
➔ Schedule Type ... Lecture face-to-face
 Instructional Method
 Integration Partner ... WEBCT

Schedule Type Query ✕

Criteria

| Schedule | Description | Instruct Method | Workload | Over Enroll |
|----------|------------------------------------|-----------------|----------|-------------|
| AFF | Lecture face-to-face | | 3 | |
| AFM | Lect, multimedia, face-to-face | | 3 | |
| AFV | Lect, interactive TV, face-to-face | | 3 | |
| AHB | Lecture, Hybrid internet | | 3 | |
| AIN | Lecture, internet | | 3 | |
| AIV | Lecture, interactive TV | | 3 | |
| ANM | Lecture, multimedia | | 3 | |
| AVT | Lecture, streaming video | | 3 | |

< | << | 1 of 1 | >> | 10 Per Page | Record 1 of 8

Schedule Type. Enter directly or **click**  to select the schedule type.

AFF (Lecture, face-to-face)– Classroom instruction with instructor present. Most classes are taught in this format.

AFV/AIV (Interactive TV)– Same instructor teaches classes at two locations via interactive TV. One section is coded AFV, the other AIV. Also referred to as “linked” classes.


AVT– Streaming Video Lecture.

AIN (Internet) – More than 85% of the coursework is done online

AHB (Hybrid) – Combined classroom/Internet format. 50% – 80% of coursework done online.

Instructional Method

Campus * 1DT ... Downtown Campus
 Status * 1 ... Active
 Schedule Type AFF ... Lecture face-to-face
→ Instructional Method ...
 Integration Partner WEBCT ... WEBCT

Instructional Method. Enter directly or **click**  to select the instructional method.

Instructional Method Validation (GTVINSM) ✕

Criteria

| Code | Description | Activity Date | |
|------|-------------------------------|---------------|----------|
| 51 | Inactive | 02/23/2021 | JHUNZIKE |
| FF | Traditional in-person | 02/23/2021 | JHUNZIKE |
| H1 | Mostly online, some in-person | 02/23/2021 | JHUNZIKE |
| H2 | Mostly in-person, some online | 02/23/2021 | JHUNZIKE |
| HB | Mix of in-person and online | 02/01/2021 | JHUNZIKE |
| ID | To be arranged | 02/01/2021 | JHUNZIKE |
| OA | Online only, no set time | 02/01/2021 | JHUNZIKE |
| OH | Online only, some set time | 02/01/2021 | JHUNZIKE |
| OS | Online only, at set time | 02/01/2021 | JHUNZIKE |

- FF** - Traditional In-person
- H1** – Mostly online, some in-person
- H2** – Mostly in-person, some online
- HB** – Mix of in-person and online
- ID** – To be arranged
- OA** – Online only, no set time
- OH** – Online only, some set time
- OS** – Online only, at set time.

Integration Partner, Grade Mode, Session

| | | | |
|----------------------|-------|-----|----------------------|
| Campus * | 1DT | ... | Downtown Campus |
| Status * | 1 | ... | Active |
| Schedule Type | AFF | ... | Lecture face-to-face |
| Instructional Method | | ... | |
| Integration Partner | WEBCT | ... | WEBCT |

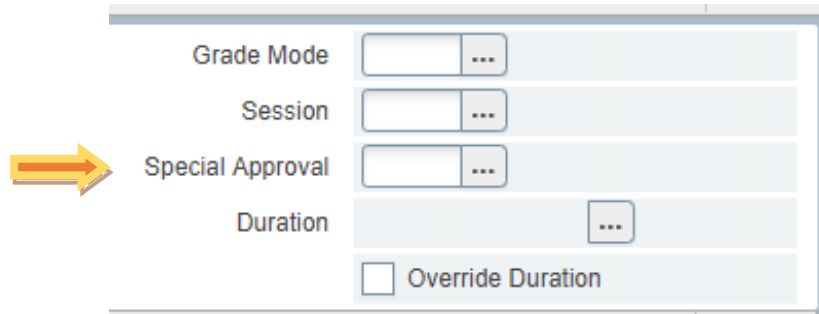
| | | |
|--|--|-----|
| Grade Mode | | ... |
| Session | | ... |
| Special Approval | | ... |
| Duration | | ... |
| <input type="checkbox"/> Override Duration | | |

Integration Partner– WEBCT appears by default on any class that interfaces with Blackboard and should not be changed.

Grade Mode– Enter “H” for Honors courses; **otherwise leave blank.**

Session– NOT USED.

Special Approval



Grade Mode ...

Session ...

Special Approval ...

Duration ...

Override Duration

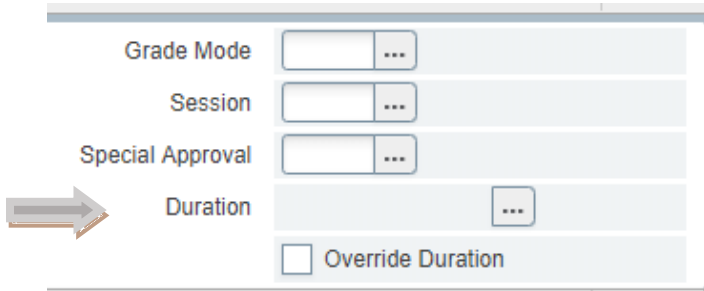
Special Approval Validation (STVSAPR) ✕

Criteria

| Code | Description | ACTIVITY DATE |
|------|--------------------------------|---------------|
| 01 | Advisor approval required | 11/16/2001 |
| 02 | Department approval required | 11/16/2001 |
| 03 | Tomas Rivera Center required | 11/16/2001 |
| 04 | Independ Study apprvl required | 12/05/2001 |
| 05 | Registrar's Office required | 01/29/2002 |
| 06 | Learning Community ap required | 01/29/2002 |
| 07 | Region 20 approval required | 01/31/2002 |
| 08 | Intensive Eng Prog ap required | 08/03/2002 |
| 09 | Intrntl Programs appr required | 12/10/2002 |
| 10 | Career Services appr required | 01/06/2004 |

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Cancel OK



Grade Mode ...

Session ...

Special Approval ...

Duration ...

Override Duration

Special Approval– Enter directly or click  to select.

(01) Advisor Approval– ASAP displays **A** in Notes.

(02) Department Approval – ASAP displays **B** in Notes.

Student registration approval given on SFASRPO by selecting S1 from the drop down box.

(04) Independent Study– ASAP displays **G** in Notes. Required.

Duration: NOT USED

Part of Term – Fall and Spring

CLASS TYPE
 Traditional Class
 Part of Term ...

Section Part of Term Query ✕

Criteria

| Part of Term | Description | Activity Date |
|--------------|--------------------------------|---------------|
| 1 | Full Term | 12/04/2019 |
| 1A | COB Immersion | 04/10/2020 |
| B5 | First 8-week term | 04/10/2020 |
| B6 | Second 8-week term | 04/10/2020 |
| BA1 | Exec MBA Prog 1 Use Only | 04/10/2020 |
| BA2 | Exec MBA Prog 2 Use Only | 04/10/2020 |
| E | IEP Full Term | 04/10/2020 |
| PL | Paralegal Courses Only | 04/10/2020 |
| X | Can't Be Dropped Fall/Spring | 04/10/2020 |
| Z | NO COURSE TERM extend XC to WW | 04/10/2020 |

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Cancel OK

Part of Term

1) **Fall and Spring** - Full Term– Term code “1”

2) **Short Terms, Spring 2022:**

B5 – First 8 week term

B6 – Second 8 week term

Changing Part of Term: Once Part of Term is set, and students are enrolled, Part of Term cannot be changed. Section must be canceled, students dropped, and a new section added with new Part of Term.

Part of Term cannot be changed while Instructor and/or Meeting Patterns exist.

Developmental Courses: All developmental courses should be in “X” Part of Term. Any sections cross-listed with developmental courses should also be in “X” Part of Term.

Part of Term – Summer

| Section Part of Term Query | | |
|----------------------------|----------------------------|-------------------|
| Criteria | <input type="text"/> | |
| Part of Term | Description | Activity Date |
| 8 | Eight Week Term Summer | 03/26/2019 |
| C1 | CSM Special Term 1 | 05/31/2019 |
| C2 | CSM Special Term 2 | 06/27/2019 |
| EF | IEP 4-week | 06/27/2019 |
| EFS | IEP Second 4-week | 08/05/2019 |
| ET | IEP 10-week Summer | 03/03/2019 |
| F | First 5-week Summer | 07/08/2019 |
| J | First 4-week Summer | 07/12/2019 |
| L | Second 4-week Summer | 03/26/2019 |
| M | First 3-week Summer | 06/20/2019 |

3) **Summer** parts of term– The Summer semester consists of several shorter terms within the semester:

(“1” Part of Term is **NOT** used in the Summer)

8 – Eight-week term

T – Ten-week term

F – First 5-week

S – Second 5-week

J – First 4-week

L – Second 4-week

M – 3-week

M2 – 3-week

| | | | |
|--------------------|--------------------------------|----------------------|---|
| Registration Dates | <input type="text"/> | <input type="text"/> | <input type="button" value="Processing Rules"/> |
| Start Dates | <input type="text"/> | <input type="text"/> | |
| Maximum Extensions | <input type="text" value="0"/> | | |

Registration Dates: NOT USED.

Start Dates: NOT USED.

Maximum Extensions: NOT USED.

3. Save Record to Generate CRN

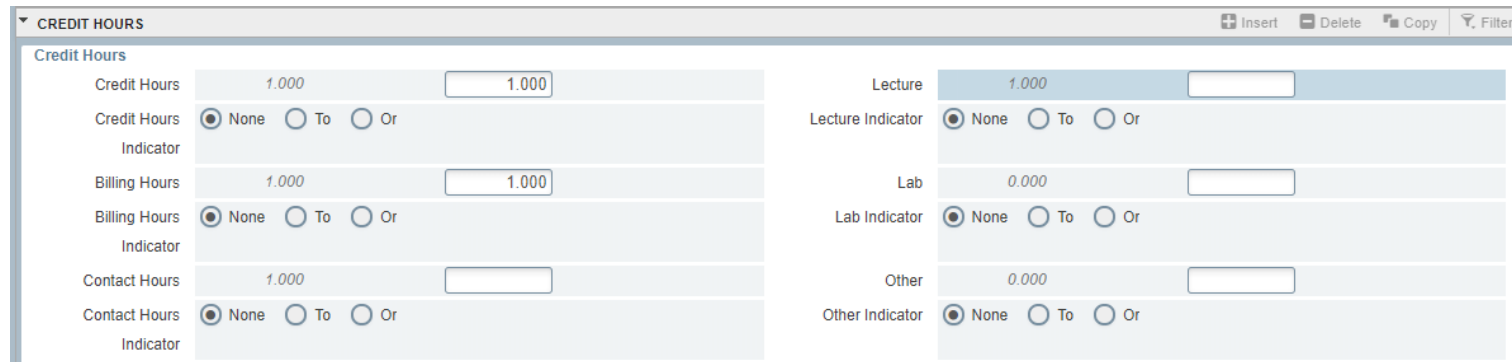
To save, click 

Or press the **F10** key.

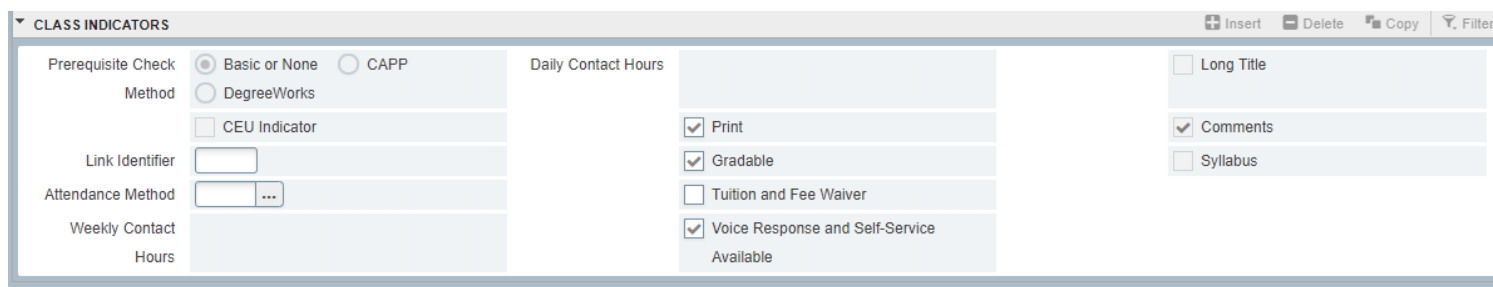
After saving, Banner assigns a course reference number (CRN) to the section.

Important: *Do not alter the following settings:*

Credit, Billing, Lecture, Lab, Other, Contact Boxes: Information in these boxes defaults from the Course Catalog data in Banner.



Class Indicators: There are several check-boxes at the bottom of the form. These indicators should *not* be changed without first contacting Classroom Scheduling.



4. Section Enrollment

Click the *Section Enrollment Information* tab.

| Course Section Information | | Section Enrollment Information | | Meeting Times and Instructor | | Section Preferences | |
|---|----------------------------------|--------------------------------|---------------------------------|------------------------------------|---------------------------------|-----------------------------------|--|
| Enrollment Details | | Reserved Seats | | | | | |
| ENROLLMENT DETAILS | | | | | | + Insert - Delete Copy Filter | |
| Maximum * | <input type="text" value="24"/> | Actual | <input type="text" value="2"/> | Remaining | <input type="text" value="-2"/> | | |
| Waitlist Maximum * | <input type="text" value="999"/> | Waitlist Actual | <input type="text" value="0"/> | Waitlist Remaining | <input type="text" value="0"/> | | |
| Projected * | <input type="text" value="24"/> | Prior | <input type="text" value="24"/> | | | <input type="checkbox"/> Reserved | |
| <input type="checkbox"/> Authorization Codes Active for Section | | Generated Credit Hours | | <input type="text" value="0.000"/> | | | |

Enrollment Details

1) **Maximum ***: After classrooms are assigned, this field will show the room capacity of the assigned classroom. **Approved class caps will be entered shortly before registration begins.**

2) **Waitlist Maximum ***: Per University policy, a waitlist of **999** should be entered for all active (open) lecture, seminar and lab classes (AFF, EFF, BFF schedule types).

Waitlists are NOT entered if: Class has co-requisites, Class is cross-listed, Has campus code other than Main (11) Downtown (DT) Internet (9), Is a parent section of a linked group, Has approval code other than Advisor (01) or Department (02), not in Part-Of-term 1 (Spring/Fall semesters.)

Waitlists are not entered for: ASC, EIS, HON, IEP, IET, MSC, NCB, PLGL, UTB, UTM, UTP, UTR, UTS

3) **Projected**: This number determines the size of the classroom this section is assigned to. Make sure this number represents the projected enrollment of this section. Increase or decrease as needed.

5. Meeting Type

Click *Meeting Times and Instructor* tab; Click **Meeting Type** field:

| Course Section Information | | Section Enrollment Information | | Meeting Times and Instructor | | Section Preferences | | | | | | |
|---|--------------|--------------------------------|------------|------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|
| Times and Instructors | | Scheduler Preferences | | | | | | | | | | |
| Meeting Dates | | Meeting Location and Credits | | | | | | | | | | |
| <div style="text-align: right;"> Settings Insert Delete Copy Filter </div> | | | | | | | | | | | | |
| Meeting Time | Meeting Type | Start Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time |
| | OS | 08/23/2021 | 12/10/2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800 | 1100 |

Meeting Type Validation (GTVMTYP)

Criteria

| Code | Description | Sys Req | Activity Date | User |
|------|-------------------------------|---------|---------------|----------|
| CLAS | Class | Y | 12/26/2003 | GENERAL |
| FF | Traditional in-person | N | 02/23/2021 | JHUNZIKE |
| H1 | Mostly online, some in-person | N | 02/23/2021 | JHUNZIKE |
| H2 | Mostly in-person, some online | N | 02/23/2021 | JHUNZIKE |
| HB | Mix of in person and online | N | 02/01/2021 | JHUNZIKE |
| ID | To be arranged | N | 02/23/2021 | JHUNZIKE |
| OA | Online only, no set time | N | 02/01/2021 | JHUNZIKE |
| OH | Online only, some set time | N | 02/01/2021 | JHUNZIKE |
| OS | Online only, at set time | N | 02/01/2021 | JHUNZIKE |

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Cancel OK

Meeting Type should match Instructional Method

entered on first page SSASECT.

FF - Traditional in-person

H1 – Mostly online, some in-person

H2 – Mostly in-person, some online

HB – Mix of in-person and online

ID – To be arranged

OA – Online only, no set time

OH – Online only, some set time

OS – Online only, at set time.

Meeting Times.

Classes with meeting time: **Online Synchronous**, **Online Hybrid**, **Hybrid** and **Face to Face** sections have meeting times.

Click *Meeting Times and Instructor* tab to enter class meeting time.

| Course Section Information | | Section Enrollment Information | | Meeting Times and Instructor | | Section Preferences | | | | | | | | | | |
|----------------------------|--------------|--------------------------------|------------|------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|--------|--------|------|--------|
| Times and Instructors | | Scheduler Preferences | | Meeting Dates | | Meeting Location and Credits | | | | | | | | | | |
| SCHEDULE | | | | | | | | | | | | Settings | Insert | Delete | Copy | Filter |
| Meeting Time | Meeting Type | Start Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time | | | | |
| | OS | 08/23/2021 | 12/10/2021 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 0800 | 1100 | | | | |

Direct Entry.

- Press the TAB key twice to fill in the term dates.
- Select the meeting days by clicking the boxes then enter the class meeting times using the 24-hour clock as shown below.

| Course Section Information | | Section Enrollment Information | | Meeting Times and Instructor | | Section Preferences | | | | | | |
|----------------------------|--------------|--------------------------------|------------|------------------------------|--------------------------|------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|
| Times and Instructors | | Scheduler Preferences | | Meeting Dates | | Meeting Location and Credits | | | | | | |
| SCHEDULE | | | | | | | | | | | | Insert |
| Meeting Time | Meeting Type | Start Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time |
| | CLAS | 08/26/2019 | 12/13/2019 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1430 | 1545 |



Standard Class Meeting Times may be found under *Academic Classroom Scheduling Procedures* on the Office of the Registrar Web page.

Classes with no meeting time (Online Asynchronous, ID or Independent Study, Doctoral Dissertation, etc.)

- Press **Tab** twice to fill in the term dates. **Save**.
- You will see the Error message: *Invalid Hours per Week Value. This field is required.*

Term: 202010 CRN: 25103 Subject: HIS Course: 1043 Title: US His Pre-Columbus to Cvl War

Invalid Hours per Week value. This field is required.

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

| Automatic Scheduler | Building | Room | Schedule Type * | Hours per Week * | Override Indicator | Session Credit Hours | Partition Details | Room Attribute Details |
|---------------------|----------|------|-----------------|------------------|--------------------|----------------------|--------------------------|--------------------------|
| | | | AFF | | | 3.000 | <input type="checkbox"/> | <input type="checkbox"/> |

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- Enter **0** in Hours per Week. Save and proceed.

6. Classroom Assignments

Click the *Meeting Location and Credits* tab to see assigned classroom. Classrooms are assigned by the Registrar's Office, based on projected enrollment.

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

| Automatic Scheduler | Building | Room | Schedule Type * | Hours per Week * | Override Indicator | Session Credit Hours | Partition Details | Room Attribute Details |
|---------------------|----------|---------|-----------------|------------------|--------------------|----------------------|--------------------------|--------------------------|
| | BB | 3.03.02 | AHB | 1.25 | | 3.000 | <input type="checkbox"/> | <input type="checkbox"/> |

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Room numbers for labs, and other department owned spaces, should be entered by department when the schedule is created in Banner.

7. Instructor Assignments

Click **Meeting Times and Instructor** tab.

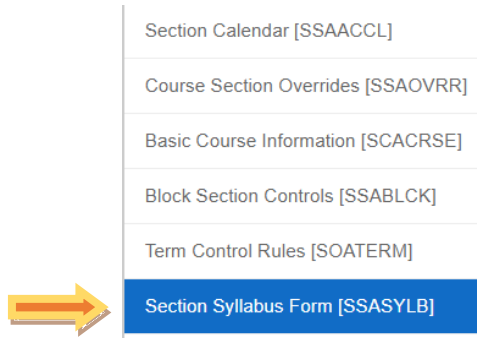
Enter the faculty member's Banner ID number under "**ID**" and save.

OR

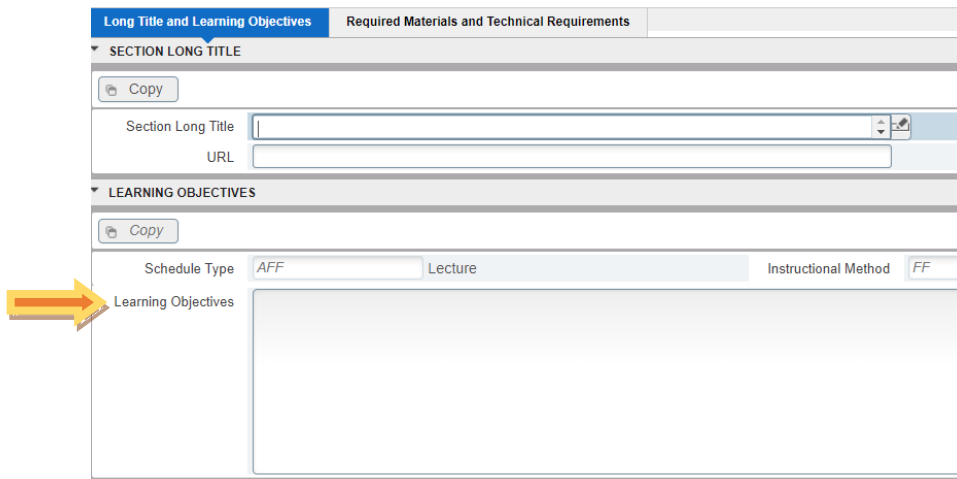
Click  under "**ID**" to perform a search for the faculty member's ID. The search function is case sensitive. Capitalize the first letter of all names. Double-click on the name to assign the instructor to the class.

| INSTRUCTOR | | | | |
|---------------------|----------------------|----------------------|------------------------|---------------------------|
| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility |
| 01 | <input type="text"/> | <input type="text"/> | | |

8. Course Section Comments (SSASYLB)



- Section Calendar [SSAACCL]
- Course Section Overrides [SSAOVRR]
- Basic Course Information [SCACRSE]
- Block Section Controls [SSABLCK]
- Term Control Rules [SOATERM]
- Section Syllabus Form [SSASYLB]**



On the top toolbar, click **Related > Course Section Comments (SSASYLB)**.

Click **GO** or **ALT+page down** to get into the Section Text block.

Section Long Title: NOT USED.

URL: NOT USED.

Learning Objectives

- 1) Keep comments brief; this field can hold 1.5 pages of text.
- 2) **Course modality is NOT included in comments.**
- 3) **Cross-listing is NOT included in comments.**

Note: SSATEXT is no longer used for course comments.

9. Example Comments

Off-campus classes – Classes taught at elementary/middle/high schools, out of state, Southwest Research Institute, San Antonio Health Science Center, study abroad, etc. **Include city, state, and zip code on off-campus classes.**

Example comment: *Class meets at ___(Southwest Research Center)___.*

Note: The location of all off-campus classes are reported to the Coordinating Board –. Section comments on all off-campus courses not only provide information critical to students, but also simplify the reporting process.

Concurrent Registration – Classes that require simultaneous registration.

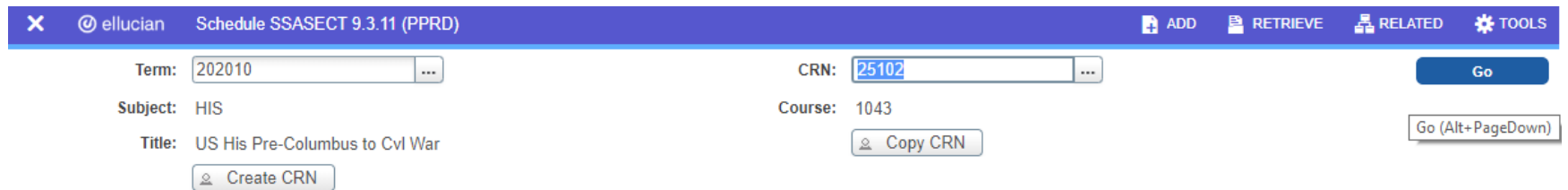
Example comment: *Concurrent registration in CS 2511.001 is required.*

Note: If desired, courses with concurrent registration requirements will be set up in Banner so that students cannot register for one course without registering for the other.

Delete a Class Section in Banner

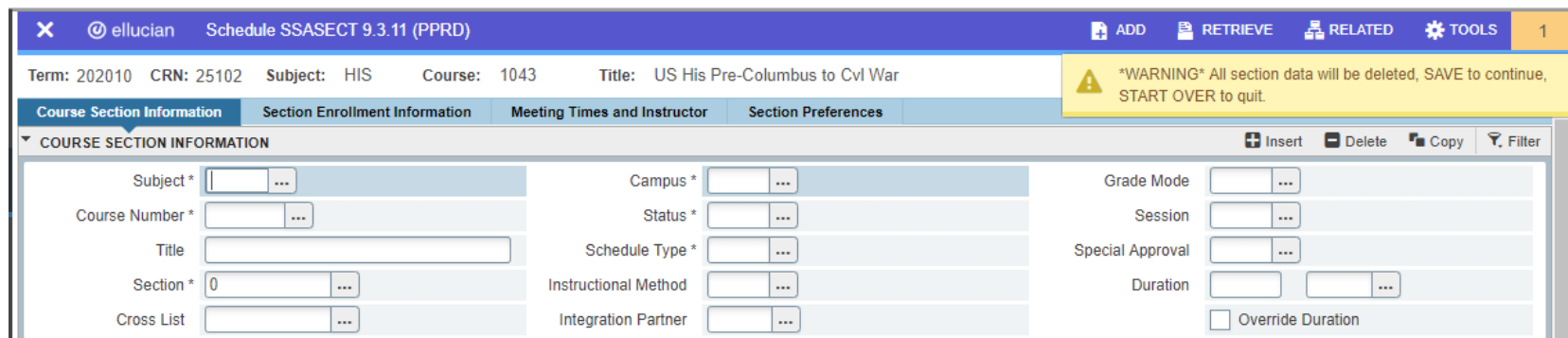
At the beginning of the class schedule process (*before* the first entry deadline) classes that the department does not plan to offer should be deleted. **This is the *only* time that classes should be deleted.** After the initial class schedule entry deadline classes should not be deleted.

1. Enter Term code, Course Reference Number (CRN), and *click GO*.



The screenshot shows the Banner system interface for scheduling a class section. The top navigation bar includes the user 'ellucian' and the current task 'Schedule SSASECT 9.3.11 (PPRD)'. On the right, there are icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The search criteria are as follows: Term: 202010, CRN: 25102, Subject: HIS, Course: 1043, and Title: US His Pre-Columbus to Cvl War. A 'Go' button is located to the right of the CRN field. Below the search criteria, there are buttons for 'Create CRN' and 'Copy CRN'. A 'Go (Alt+PageDown)' button is also visible at the bottom right.

2. Hold down the **Shift + F6** keys on the keyboard. Section data will disappear with the message ***Warning* all section data will be deleted.**



The screenshot shows the Banner system interface after the Shift+F6 key combination. A yellow warning message is displayed at the top right: '*WARNING* All section data will be deleted, SAVE to continue, START OVER to quit.' Below the warning, the 'COURSE SECTION INFORMATION' form is visible. The form has several tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'COURSE SECTION INFORMATION' tab is selected. The form contains various fields for entering section data, including Subject, Course Number, Title, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, and Override Duration. The 'Section' field is currently set to '0'. The 'Duration' field is set to '0' and '00:00'. The 'Override Duration' checkbox is unchecked.

- a. To delete the section, select **SAVE** or press **F10**. All section information will be deleted. The Course Reference Number will *remain* in the CRN field.
- b. **If you don't want to delete, DO NOT SAVE.** Click **Start Over** at the top right.

3. After deleting, you will get the ***ERROR* Invalid CRN** message when entering the CRN:

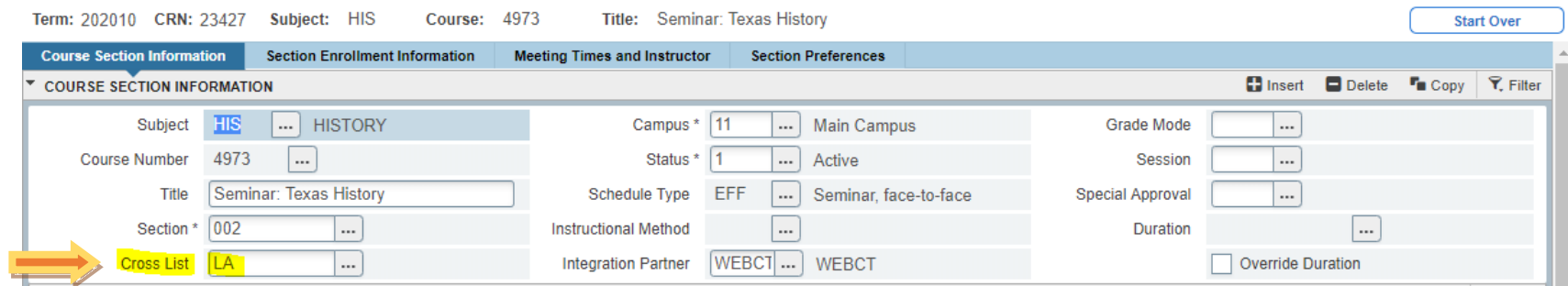
The screenshot shows the Banner 9 Class Schedule Entry interface. At the top, there is a blue header bar with the text "ellucian Schedule SSASECT 9.3.11 (PPRD)" and navigation icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". The number "2" is displayed in the top right corner of the header. Below the header, the interface is divided into several sections. On the left, there are input fields for "Term:" (containing "202010"), "Subject:", and "Title:". Below these fields is a "Create CRN" button. In the center, there is a "CRN:" field containing "25102" with a red warning icon to its left. Below the "CRN:" field is a "Course:" field with a "Copy CRN" button. On the right side, there are two stacked notification boxes. The top box is green and contains a checkmark icon and the text "Saved successfully (1 rows saved)". The bottom box is red and contains a red exclamation mark icon and the text "*ERROR* Invalid CRN, to add section 'ADD', COUNT QUERY HITS for valid CRNs."

Verify Cross-Listing

Cross-listed courses must be set up by the Registrar's office in **SSAXLST**. For more on Cross-listing, see p.6, Cross-List Code.

To verify your classes are cross-listed – follow these steps:

1. Enter the Term code and class CRN in **SSASECT** and click **Go**. If the class is cross-listed, you will see a two-letter code in the **Cross List** field. If a *Cross List* code does not appear here, the class is not cross-listed.




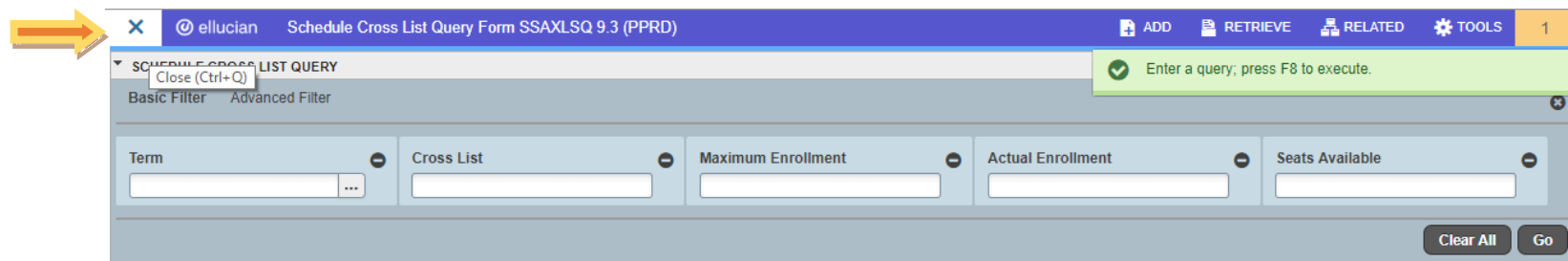
Term: 202010 CRN: 23427 Subject: HIS Course: 4973 Title: Seminar: Texas History Start Over

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

COURSE SECTION INFORMATION

| | | | | | | | |
|---------------|------------------------|---------|----------------------|-------|-----------------------|--|--|
| Subject | HIS | HISTORY | Campus * | 11 | Main Campus | Grade Mode | |
| Course Number | 4973 | | Status * | 1 | Active | Session | |
| Title | Seminar: Texas History | | Schedule Type | EFF | Seminar, face-to-face | Special Approval | |
| Section * | 002 | | Instructional Method | | | Duration | |
| Cross List | LA | | Integration Partner | WEBCT | WEBCT | <input type="checkbox"/> Override Duration | |

2. Double click inside the Cross List box, or **click**  to go to the next screen.
3. Click the **X** to exit query mode.



Schedule Cross List Query Form SSAXLSQ 9.3 (PPRD)

Close (Ctrl+Q)

Basic Filter | Advanced Filter

Enter a query; press F8 to execute.

| | | | | |
|------|------------|--------------------|-------------------|-----------------|
| Term | Cross List | Maximum Enrollment | Actual Enrollment | Seats Available |
| | | | | |

Clear All Go

4. All classes in the cross-listed group will be shown under **Cross List Section**.

| Term | Cross List | Maximum Enrollment | Actual Enrollment | Seats Available |
|--------|------------|--------------------|-------------------|-----------------|
| 202010 | LA | | | |

| CRN | Subject | Course | Section | Part of Term | Credit Low | Credit Indicator | Credit High |
|-------|---------|--------|---------|--------------|------------|------------------|-------------|
| 23427 | HIS | 4973 | 002 | 1 | 3.000 | | |
| 23505 | AMS | 4973 | 001 | 1 | 3.000 | | |

If a class does not appear here, it is not cross-listed, regardless of whether or not the section displays a comment stating that it is cross-listed.

5. Click the **X** twice to exit out of the record.

Removing or Adding Cross-Listing After Classes Start

Sections **may not** be cross-listed or un cross-listed after classes start.

Changing the cross-listed status **deletes** all class materials and student work in Blackboard.

Questions? Need Help?

If you have questions about cross-listed classes, email classroomscheduling@utsa.edu

Please include the CRN, course number, and any pertinent information in your email.