Banner 9 Class Schedule Entry Procedures

Spring 2022

Updated 9/22/2021

Office of the Registrar

classroomscheduling@utsa.edu

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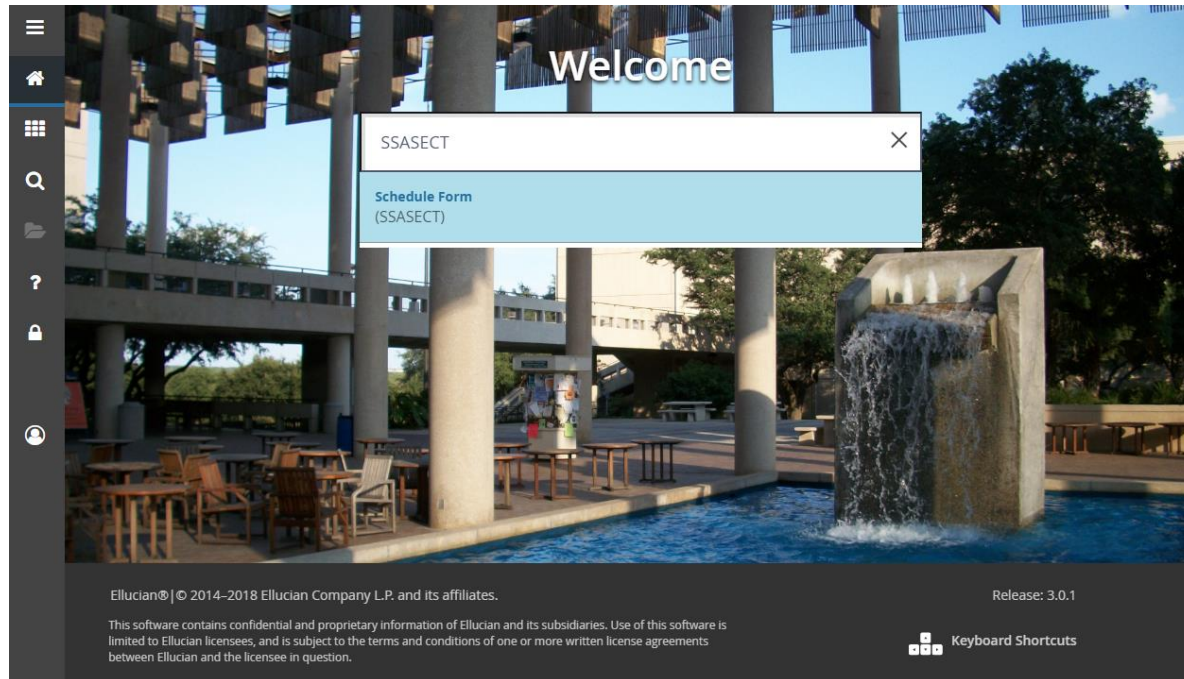
Getting Started – Add a Course Section in Banner

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**

2. Enter Course Section Information

Click ... next to each data field to view options.

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

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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Cancel OK

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

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

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

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

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

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

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

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

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: NOT USED.

Start Dates: NOT USED.

Maximum Extensions: NOT USED.

3. Save Record to Generate CRN
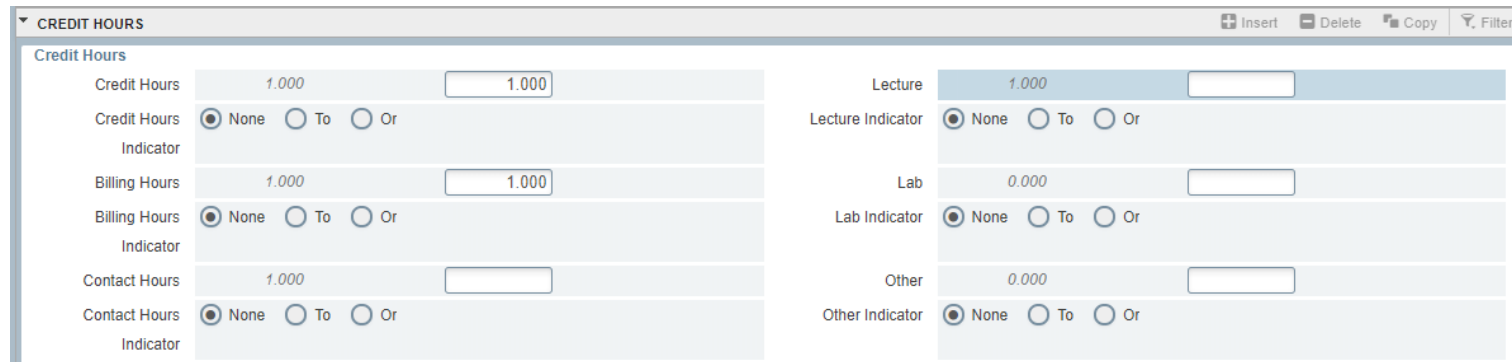
To save, click **SAVE**

Or press the **F10** key.
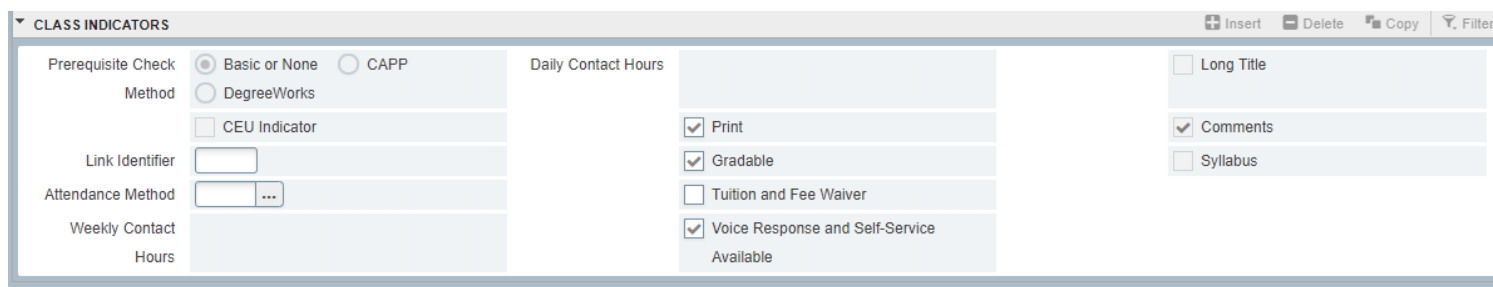
After saving, Banner assigns a course reference number (CRN) to the section.

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 *	24		Actual	2	Remaining	-2
Waitlist Maximum *	999		Waitlist Actual	0	Waitlist Remaining	0
Projected *	24		Prior	24	☐ Reserved	
	☐ Authorization Codes Active for Section		Generated Credit Hours	0.000		

Enrollment Details

1) <mark>Maximum *</mark>: 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:

	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	☐	☐	☑	☐	☐	☐	☐	0800	1100

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 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: <mark>Online Synchronous</mark>, <mark>Online Hybrid</mark>, <mark>Hybrid</mark> and <mark>Face to Face</mark> sections have meeting times.

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

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.

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 | | | | | | ➕ Insert ➖ Delete ▣ Copy ▽ Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			AFF	⚠		3.000	☐	☐

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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 | | | | | | ➕ Insert ➖ Delete ▣ Copy ▽ Filter

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	☐	☐

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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
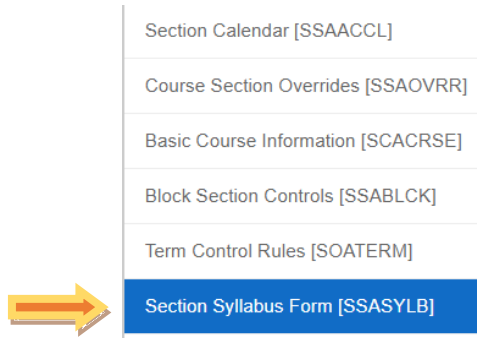
Click **Meeting Times and Instructor** tab.

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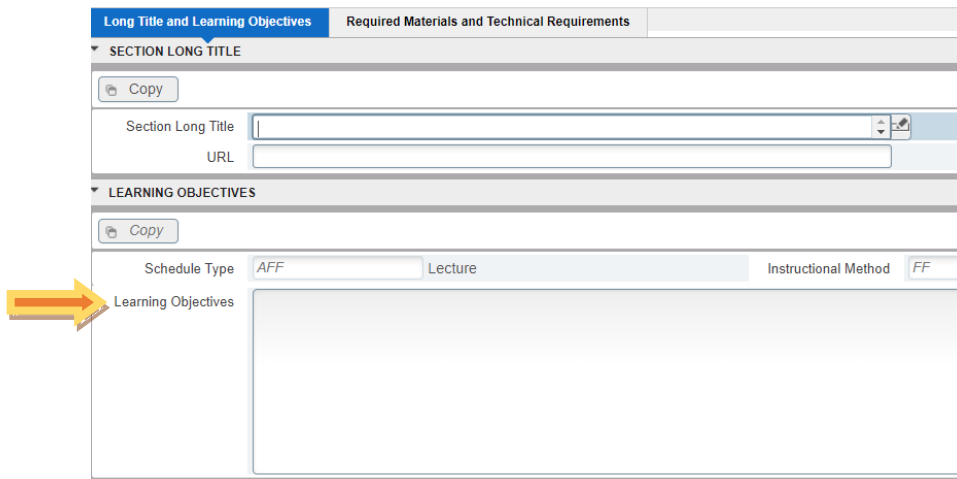
OR

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.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility
01				

INSTRUCTOR

8. Course Section Comments (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.
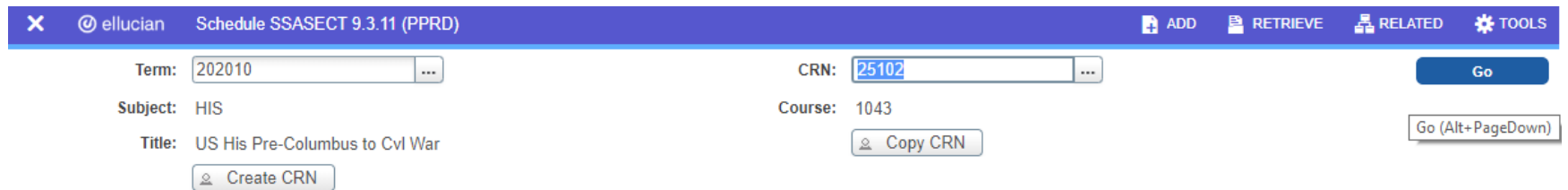
>   **Example comment:** *Concurrent registration in CS 2511.001 is required.*

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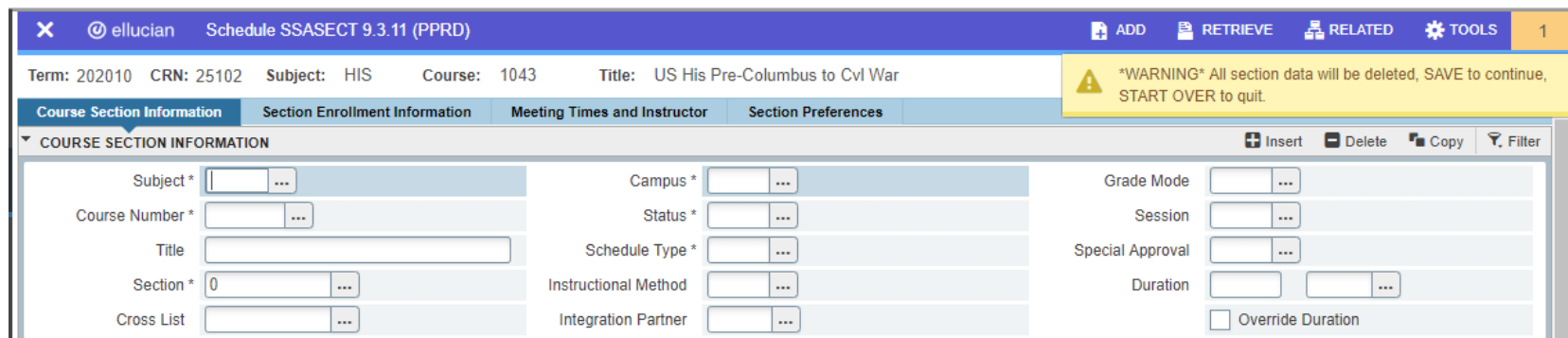
At the beginning of the class schedule process (*before* the first entry deadline) classes that the department does not plan to offer should be deleted. **This is the *only* time that classes should be deleted.** After the initial class schedule entry deadline classes should not be deleted.

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

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

   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.

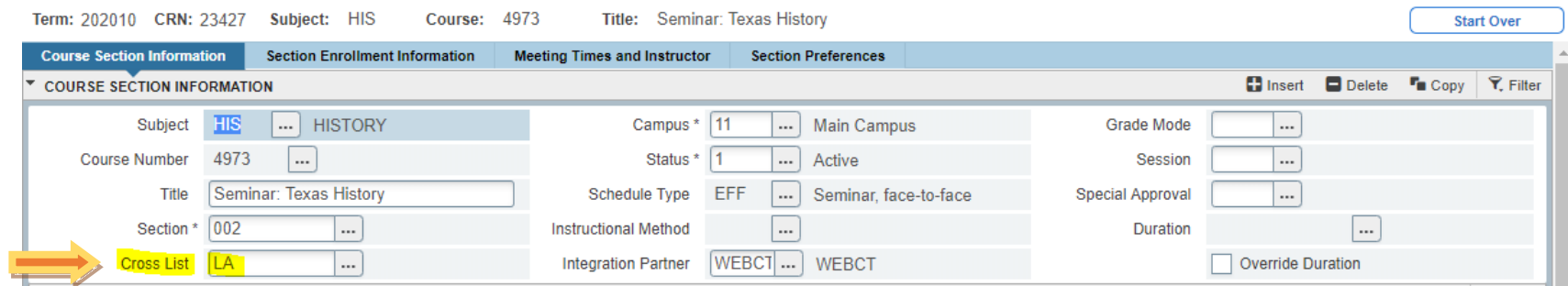3. After deleting, you will get the *ERROR* Invalid CRN message when entering the CRN:

| ✕ ⓘ ellucian   Schedule SSASECT 9.3.11 (PPRD) | 🗎 ADD | 🗎 RETRIEVE | 🖧 RELATED | ⚙ TOOLS | 2 |

Term: 202010 [...]

Subject:

Title:

👤 Create CRN

CRN: ⚠ 25102

Course:

👤 Copy CRN

✓ Saved successfully (1 rows saved)

❗ *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.
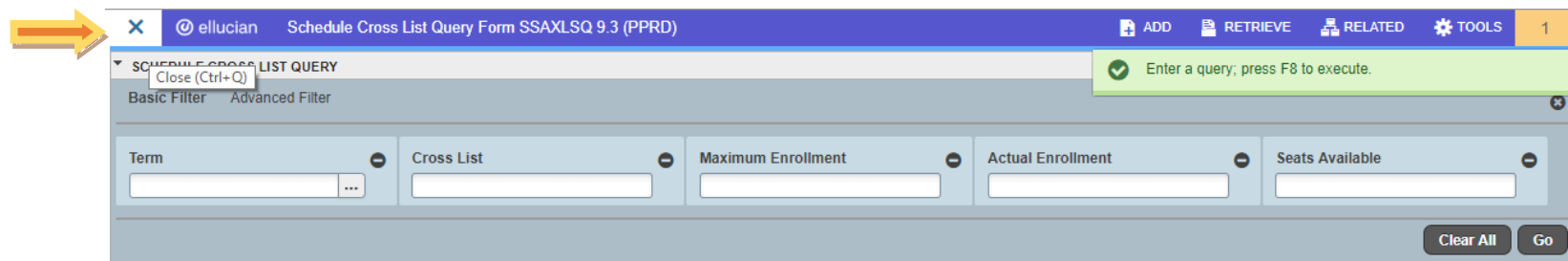

2. Double click inside the Cross List box, or **click** [...] to go to the next screen.

3. Click the **X** to exit query mode.

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

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.