Banner Class Schedule Entry Procedures 2/2/2017

Classroom Scheduling Office of the Registrar

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Subject..... <u>4</u>

Course Number and Title..... <u>4</u>

Section Number..... $\underline{4}$

Cross-listing.....<u>6</u>

Campus Code..... 7

Status (Open/Closed).....<u>8</u>

Schedule type.....<u>9</u>

Integration Partner.....<u>7</u>

Grade Mode.....<u>9</u>

Special Approval.....<u>10</u>

Part of Term

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Log onto Banner and type SSASECT into the direct access field. (Fig 1)

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Business Processes		My Links
Manage the Enterprise [*PROCESS1]		
Matriculate to Educate [*PROCESS2]		Change Banner Password
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My Banner		
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		Personal Link 4
		Personal Link 5
		Personal Link 6
		My Institution
		··/ ····

Fig. 1

1. Type the term code in the term field. Tab over and type ADD in the Course Ref. Number (CRN) field, and *next block* into the body of the form. (Fig. 2)

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Course Number:		
Section:		
Cross List:	Billing Hours:	
Status:	Contact Hours: None OTo Or	
Schedule Type:		
Instructional Method:	Lecture: • None • To • Or	
Integration Partner:		
Grade Mode:	Lab: • None • To • Or	
Session:		
Special Approval:	Other: • Or • Or	
Duration:		
Part of Term:	Link Identifier:	
First Last	Attendance Method: 📃 💌	
Registration Dates: 🔤 🔳	Weekly Contact Hours:	
Start Dates:	Daily Contact Hours:	
Maximum Extensions:	☑ Print □ Voice Response and Self-Service	Available
	Gradable CAPP Areas for Prerequisites	
Long Title Comments Syllabus	□ Tuition and Fee Waiver	
L		
CRN; type 'ADD' to add new section; 'ADD' and NEXTITEM to default; CQH existing.		
Record: 1/1 <0SC>)

2. Section Details screen - Click arrows next to each data field to view options.

a. **Subject.** Enter three letter discipline code (Fig. 3)

b. 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*. (Fig. 3)

c. Section Number. All section number 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)

Over time course sections may be deleted leaving gaps in the sequence of the section numbers i.e., 001, 003, 007, 019.) Section numbers on existing sections of a class should be corrected so there are no gaps in the sequence. Unlike course numbers, section numbers may be changed at will.

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d. Cross List (box). Leave blank Registrar use only

Cross-listings consist of two or more classes meeting together, in the same room or online, taught by the same instructor. Graduate and undergraduate classes may be cross-listed. When department staff enter the class schedule into Banner a section comment should be entered in Banner/SSATEXT for all cross-listed classes. Example: Cross-listed with POL 5203.001. Credit cannot be earned for both POL 3463 and POL 5203.

In the Registrar's office Cross-listed classes are identified programmatically by looking for "double-booked" instructors. Cross-listed classes are then linked in Banner/SSAXLST causing a two-character code to appear in the Cross-List field in Banner/SSASECT. If no code appears, the class is NOT cross-listed and the instructor will not have access to all of his or her crosslisted classes in Blackboard. A cross-listed comment alone will not ensure instructor access in Blackboard.

Departments should monitor cross-listed classes in Banner to ensure that a cross-list code appears in SSASECT. If this code is missing, you need to add or make changes to cross-listed classes, or you have an instructor who does not have Blackboard access for all classes within a cross-list grouping, email classroomscheduling@utsa.edu.

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Subject:	CELL Indicator
Course Number: 3283 Title: Principles of Ecology	Credit Hours: 3.000 None OTo Or
Section: 002 V	3.000
Cross List: AC	Billing Hours: 3.000 None To Or
Campus: 11 Main Campus	3.000
Status: 1 Active	Contact Hours: 3.000 None OTO Or
Schedule Type: AFF 💌 Lecture face-to-face	
Instructional Method:	Lecture: 3.000 None Or Or
Integration Partner: WEBCT WEBCT	
Grade Mode:	Lab: .000 None To Or
Session:	
Special Approval:	
Duration.	Link Identifier
First Last	Attendance Method:
Registration Dates:	Weekly Contact Hours:
Start Dates:	Daily Contact Hours:
Maximum Extensions: 0	✓ Print ✓ Voice Response and Self-Service Available
	Gradable CAPP Areas for Prerequisites
🗆 Long Title 🗖 Comments 🔷 Syllabus	Tuition and Fee Waiver
Subject; press Count Query Hits for existing courses, Duplicate Record for credit information.	

e. Campus. Enter directly or use the drop down box to select the campus code. (Fig. 3)

- 1) Most classes will have a UTSA-Main or Downtown Campus campus code.
- 2) For classes being taught off-campus, there are several off-campus campus codes to choose from. If you don't see one that fits your situation, use O1F
- 3) Campus code 9 is used for Internet classes (more that 51% of the class taught online).

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Section:	003 •	Find %			
Cross List:		Code	Description	Activity Date	
Campus:		11	Main Campus	19-JUN-2009	
Status:		1DT	Downtown Campus	23-MAY-2001	1.1
Schedule Type:		1HS	Southside High School	13-JUL-2006	
Instructional Method:		1IT	Institute of Texan Cultures	23-MAY-2001	
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Crado Modo:		1RE	Region 20 Extension	23-MAY-2001	
Grade Mode.		2H5	Cut of State	13-JUL-2006 25 JUL 2002	
Session:		l oue	SouthWast High School	20-JOL-2002	
Special Approval:					
Duration:			Eind	OK Cancel	
Part of Term:			Link Identifier:		
Fig. 3	-· · · · · · · · · · · · · · · · · · ·				

f. Status. Enter directly or use the drop down box to select the status code. (Fig. 4)

- 1) Active (1)–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 (2) NOT USED.
- 3) **Closed (4)**–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*.
- Canceled (9)- Classes may be canceled by sending an email to Pat Marcus in the Registrar's Office with the course, section, and CRN of the class to be canceled. Upon cancelation any students enrolled in the class will be dropped by the Registrar's Office.

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Subject: Course Number: Section:	HIS V History 2053 V Title: Texas History	Section Status Code Validation (STVSSTS) 39993 Find	00000000000000000000000000000000000000
Cross List:		Code Description	Allow Reg Active/Inactive
Campus:	11 Main Campus	1 Active	Y A
Status:		2 Tentative	Y A
Schedule Type:		4 Closed	N A
Instructional Method: Integration Partner:			
Grade Mode:			
Session:			
Special Approval: Duration:		Eind QK	
Fig 4			

g. Schedule Type.	Enter di	irectly or u	se the drop	down box	to select the	schedule type.
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(115.5)	(Fig.	5)
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1

1)	AFF (Lecture, face-to-face)–Classroo	m instruction	with	instructor	present. M	lost
	classes are taught in this format.					

- 2) **AFV/AIV(Interactive TV)**–Same instructor teaches classes at two locations via interactive TV. One section is coded AFV, the other AIV. Also referred as "linked" classes
- 3) **AVT**–Streaming Video Lecture.
- 4) AIN(Internet)–More than 85% of the coursework is done online
- 5) **AHB (Hybrid)**–combined classroom/Internet format. 50% 80% of coursework done online.

Hybrid course comment must say what day(s) of the week the class will meet in the classroom.

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		Find A%	
Subject:	HIS V HIStory	Schedule Description Instruct	Method Wor
Course Number:		AFF Lecture face-to-face	
Section:		AFM Lect, multimedia, face-to-face	
Cross List:		AFV Lect,interactiveTV,facetoface	
Campus:	11 Main Campus	AIN Lecture, internet	
Status:	1 Active	AIV Lecture, interactive TV	
Schedule Type:		ANM Lecture, multimedia	
Instructional Metho	vd:	AVI Lecture, video tape	
Integration Partner			D
Grade Mode:		(Eind) (QK Cancel)	
Session:			
Fig. 5			

h. Instructional Method–NOT USED.

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

- j. Grade Mode- Enter "H" for Honors courses; otherwise leave blank
- k. Session– NOT USED.

1. Special Approval– Enter directly or use the drop down box to select. (Fig 6a-b)

- 1) Advisor Code (A) Select 01 Advisor Approval Required from drop down box
- 3) **Departmental Code (B)** Select *02 Department Approval Required* from drop down box. (Student registration approval given on SFASRPO by selecting S1from the drop down box.)
- 3) Independent Study (G)- Select 04 Independ Study Apprvl Required from drop down

box. Required.

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Course Section Information Section Enrollment Information Meeting	de Description ACTIVITY DATE
Subject: HIS V History	Advisor approval required 16-NOV-2001
Course Number: 2053 💌 Title: Texas History 03	Tomas Rivera Center required 16-NOV-2001
Section: 003	Independ Study apprvl required 05-DEC-2001
Cross List:	Learning Community ap required 29-JAN-2002
Campus: 11 Main Campus	Region 20 approval required 31-JAN-2002
Status: 1 Active	Intensive Eng Prog ap required U3-AUG-2002
Schedule Type: AFF V Lecture face-to-face	(Find) (OK Cancel)
Instructional Method:	
Grade Mode:	Lah:
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Special Approval:	Other: .000 © None OTo Or
Fig 6a	
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Course Number: 2053 Title/ Texas History	Credit Hours: 3.000 None To Or
Section: 003 V	
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Campus:	
Status: 1 Active	Contact Hours: 3.000 None To Or
Schedule fype: AFF V Lecture face-to-face	
Grade Mode:	
Session:	
Special Approval:	
	Other: .000 • None O To O Or

m. **Duration:** NOT USED.

n. Part of Term (Fig. 7a-b)

1) Spring and Fall part of term–Term code "1" (Fig. 5a)

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		1	Full Term		01-DEC-09	
Subject:	HIS 💌 History	E	IEP Full Term		01-DEC-09	
Course Number:	2053 Title: Texas History	×	Can't Be Droppe	d Fall/Spring	01-DEC-09	
Section:	003					
Cross List:						
Campus:	11 💌 Main Campus					
Status:	1 Active					
Schedule Type:	AFF 💽 Lecture face-to-face				,	
Instructional Method:			(Eind (OK	Cancel	
Integration Partner:						
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Fig. 7a			FAI	LL/SPRING	TERM OP1	TIONS

2) **Summer** parts of term– The Summer semester consists of several shorter terms within the semester (Fig. 7b)

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.

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		1110					
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		F	First 5-week Sum	nmer	06-MAY-10		
Subject:	HIS 💌 History	I	First 3-week Sum	nmer	25-SEP-09		
Course Number:	2053 Title: Texas History	L I	First 4-week Sum	nmer	18-FEB-10		
Section	065	L	Second 4-week S	Summer	21-APR-10		
Section.		M	May 3-week Sum	mer	28-SEP-09		
Cross List:		0	3-week Mid-Sumr	mer	25-SEP-09		
Campus:	11 Main Campus	Q	6 week summer I	ECHS	22-DEC-09		
Status:	1 Active	S	Second 5-week S	Summer	23-SEP-09	_ 2	
Schedule Type:	AFF Lecture face-to-face	LT	Top wook Summi	0r	00 CEN NA	_ [2]	
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Fig. 7b

- o. **Registration Dates:** NOT USED.
- p. Start Dates: NOT USED.
- q. Maximum Extensions: NOT USED.

3. SAVE - CRN (Fig. 8)

- a. Save the record using the toolbar icon or pressing the F10 key. Upon saving the record, Banner will assign a course reference number (CRN) to the section.
- b. Credit, Billing, Lecture, Lab, Other, Contact Boxes: Information in these boxes defaults from the Course Catalog data in Banner and should not be altered.
- c. There are several check-boxes at the bottom left of the form. Do not alter these settings

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Course Section Information Section Enrollment Information Meeting Times ar	id Instructor Section Preferences	
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Course Number: 2053 Title: Texas History	Credit Hours: 3.000 None To Or	
Section:		
Cross List:	Billing Hours: 3.000 None To Or	
Campus: 11 💌 Main Campus		
Status: 1 Active	Contact Hours: 3.000 None To Or	
Schedule Type: AFF 💌 Lecture face-to-face		
Instructional Method: 📃 💌	Lecture: 3.000 None To Or	
Integration Partner:		
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Session:		
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Start Dates:	Daily Contact Hours:	
Maximum Extensions: 0	✓ Print ✓ Voice Response and Self-Service Available	
	Gradable CAPP Areas for Prerequisites	
Long Title Comments Syllabus	□Tuition and Fee Waiver	
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Record: 1/1 List of Valu <0SC>		

Fig.8

4. Section Enrollment Info (Fig. 9) From the *Course Section Information* screen select *Section Enrollment Info* click the *Section Enrollment Information* tab.

a. Enrollment Details

- Enrollment Maximum: Enter an enrollment maximum only for classes that do not require a classroom (Independent Study, Master's Thesis, Doctoral Dissertation) and for classes held in Department owned spaces (studios/labs). 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) with the following exceptions: 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 the following subjects: ASC, EIS, HON, IEP, IET, MSC, NCB, PLGL, UTB, UTM, UTP, UTR, UTS

Projected: This number determines the size of the classroom this class section will be assigned to. Ensure that this number represents the projected enrollment of this section. Increase or decrease as needed.

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	Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences	
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	Enrollment Details Maximum: Waitlist Maximum: Projected:	
	Actual: 0 Waitlist Actual: 0 Prior: 0	
	Remaining: 0 Waitlist Remaining: 0 Reserved	
	Generated Credit Hours:	
	Census One Census Two Enrollment Count: 0	
	Freeze Date: 10-SEP-2010 Freeze Date: 22-SEP-2010	

5. Scheduled Meeting Times. Click on the *Meeting Times and Instructor* tab to access the screen where you will enter class meeting time information and assign an instructor to the section. Meeting time information may be entered by performing a query and making a selection, or you may type it directly into SSASECT.

a. **Query Method**–Meeting day/time information is entered by clicking the down arrow under the Meeting Time heading at the top of the page.(Fig. 10a) You will then be presented with a selection of class meeting day and time options to choose from. Double elick on the pattern code you want and it will be entered for that section. (Fig. 10b)

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b. **Direct Entry.** Meeting day/time information can also be entered manually. 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 in Fig 11b. Standard Class Meeting Times may be found under *Academic Classroom Scheduling Procedures* on the Office of the Registrar Web page. <u>http://www.utsa.edu/registrar/roomschedprocedures.cfm</u>

6. Classroom Assignments. The building and room assignment fields can be seen by clicking the *Meeting Location and Credits tab.* With a few exceptions, classrooms are assigned, based on the projected enrollment, by the Registrar's Office

- a. Room numbers for labs, and other department controlled spaces, should be entered by department staff when the schedule is created in Banner.
- b. When entering a class with no meeting time (Independent Study, Doctoral Dissertation, etc.) go to the Meeting Dates (fig. 11a) and press tab twice to fill in the term dates. Save. Banner will require that something be entered in the Hours per Week field before saving the record. Enter a 0. Save and proceed.

7. Instructor Assignments. Click on **Assigned Instructor** under **Options** on the toolbar or press Ctrl+page down to get to this form. (Fig 12)

a. Enter the faculty member's Banner ID number and save. OR

b. Click the arrow under "ID" to perform a search for the facility member's ID. The search function is case sensitive. Capitalize the first letter of all names. Click the Query icon (F8). Double-click on the desired faculty member's name to assign the instructor to the class.

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8. Course Section Comments (SSATEXT). Navigate to course comment form (SSATEXT) by clicking **Options> Course Section Comments (SSATEXT)** on the toolbar. On SSATEXT execute *cntrl+page down* to get into the Section Text block. (Fig. 13)

a. Section Text

1) Entered text does not wrap. Use the tab key to advance to the next line.

2) Keep comments brief. Comments in excess of 5 lines cannot be seen on the *ASAP* class schedule. Refer to *Special Situations* (pg 13) for examples of comments for cross-listed classes, Interactive TV classes, Internet and Hybrid classes, and off-campus classes.

b. Section Long Text – NOT USED

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Term: 200910 CRN: 10918 Subject: HIS Course: 2053	
Section Text	
Cross-listed with ANT 3833.001. Credit cannot be earned for	
both HIS 2053 and ANT 3833	
Section Long Text	
Activity Date:	_
Section Text. Press Count Query Hits to resequence text. Record: 2/2 <osc></osc>	
(Fig. 13)	

9. Special Situations

a.Cross-listed classes consist of one instructor teaching two or more classes at the same time and location.

Example comments for two cross-listed classes: AMS 3043.01J and HIS 3043.01J

(AMS 3043.01J) Cross-listed with HIS 3043.01J. Credit cannot be earned for both AMS 3043 and HIS 3043.

(HIS 3043.01J) Crosslisted with AMS 3043.01J. Credit cannot be earned for both AMS 3043 & HIS 3043

b. Interactive Classes – One instructor teaches classes at two locations, usually the Main Campus and the Downtown campus, via interactive TV. Also referred as "linked" classes.

Example comment:

(POL 4363.001) This section is linked to POL 4363.901 via interactive TV. (POL 4363.901) This section is linked to POL 4363.001 via interactive TV.

c. Internet Classes – More than 85% of a course is done online

Example comment: This section is taught via the Internet.

d. Hybrid Classes-at least 50% of the face to face meeting time is replaced with online learning.

Comments must include on-campus meeting requirements.

Example comment: This is a hybrid course taught in combination classroom/Internet format. This class will meet in the classroom on ______ each week.

d. Off-campus classes – Classes taught at elementary/middle/high schools, out of state, Southwest Research Institute, San Antonio Health Science Center, study abroad, etc.

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.

e. Concurrent Registration - Classes that require that call for 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.

DELETING 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. Type the term code in the term field. Tab over and enter the Course Ref. Number (CRN) field, and *next block* to bring up the class information. (Fig. 1)

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Campus:	
Status:	Contact Hours: None Or Or
Schedule Type:	
Instructional Method:	Lecture: None Or Or
Integration Partner:	
Grade Mode:	Lab:
Session:	
Special Approval:	Other:
Duration:	
Part of Term:	Link Identifier:
First Last	Attendance Method:
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Start Dates:	
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]
CRN; type 'ADD' to add new section;'ADD' and NEXTITEM to default; CQH existing.	

Fig. 1

Continues on next page

- 2. On the keyboard, hold down the shift key while pressing the F6 key. Section data will disappear and the following message will appear at the bottom of the screen: *Warning* all section data will be deleted. (Fig. 2)
 - a. To delete the section, select SAVE. All section information will be deleted. The Course Reference Number will *remain* in the CRN field.
 - b. To prevent the deletion DO NOT SAVE. Click the X at the far right of the row of icons. This will take you out of SSASECT. When you re-enter SSASECT the section will be intact.

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Status:	Contact Hours: None Or Or
Schedule Type:	
Instructional Method:	Lecture: None To Or
Integration Partner:	
Grade Mode:	Lab: • None Or Or
Session:	
Special Approval:	Other: • None • To • Or
Duration:	
Part of Term:	Link Identifier:
First Last	Attendance Method:
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Start Dates:	Daily Contact Hours:
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Fig 2

3. Test for successful deletion by rolling back and executing a *next block*. Section information should not populate the form and the ***ERROR* Invalid CRN** message should appear at the bottom of the screen. (Fig 3)

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HOW TO KNOW IF YOUR CLASSES ARE CORRECTLY CROSS-LISTED

IN ADDITION TO DISPLAYING CROSS-LISTED COMMENTS ENTERED BY DEPARTMENT, CROSS-LISTED COURSES MUST BE SET UP BY THE REGISTRAR'S OFFICE, IN SSAXLST.

TO CHECK TO SEE IF YOUR CLASSES ARE CORRECTLY CROSS-LISTED, JUST FOLLOW THESE FOUR EASY STEPS.

- 1. Enter the class CRN in SSASECT and pull up the class. If the class has been cross-listed in SSAXLST, by a member of the Registrar staff, you will see a two-letter code in the *Cross List* field. (Fig. 1) If a *Cross List* code does not appear here, the class is not cross-listed, regardless of whether or not the section displays a comment stating that it is cross-listed with another section(s).
- 2. Click the arrow next to the *Cross List* code (Fig. 1) and you will be taken to the next screen. (Fig. 2)

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Term: 201110 💌 CRN: 16748 💌 Create CRN: 🖗 Copy CRN: 🖗 Subject: E	NG Course: 4033 Title: Lit Modes: Classic Myth & Lit
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	CTU Indiastan
Course Number: 4033	
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Start Dates:	Daily Contact Hours:
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Subject; press Count Query Hits for existing courses, Duplicate Record for credit information.	/¶
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(Fig. 1)

3.From this screen, press *F8 (or select Execute Query on Banner toolbar)* on your computer keyboard to view the class sections cross-listed with this class. (Fig. 3)

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Cross List Section CRN Subject Course Section Part of Term Credits Image:	Maximum Actual Seats Term Cross List Enrollment Available	
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	Enter a query, press F8 to execute, Ctrl+Q to cancel.	



All the 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.

If you have questions about cross-listed classes, contact Pat Marcus in the Registrar's Office, ext. 4539



3. To return to SSASECT, click the X at the far right of the Banner toolbar.