

**Banner Class Schedule Entry Procedures**  
*2/2/2017*

[Classroom Scheduling](#)  
Office of the Registrar

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

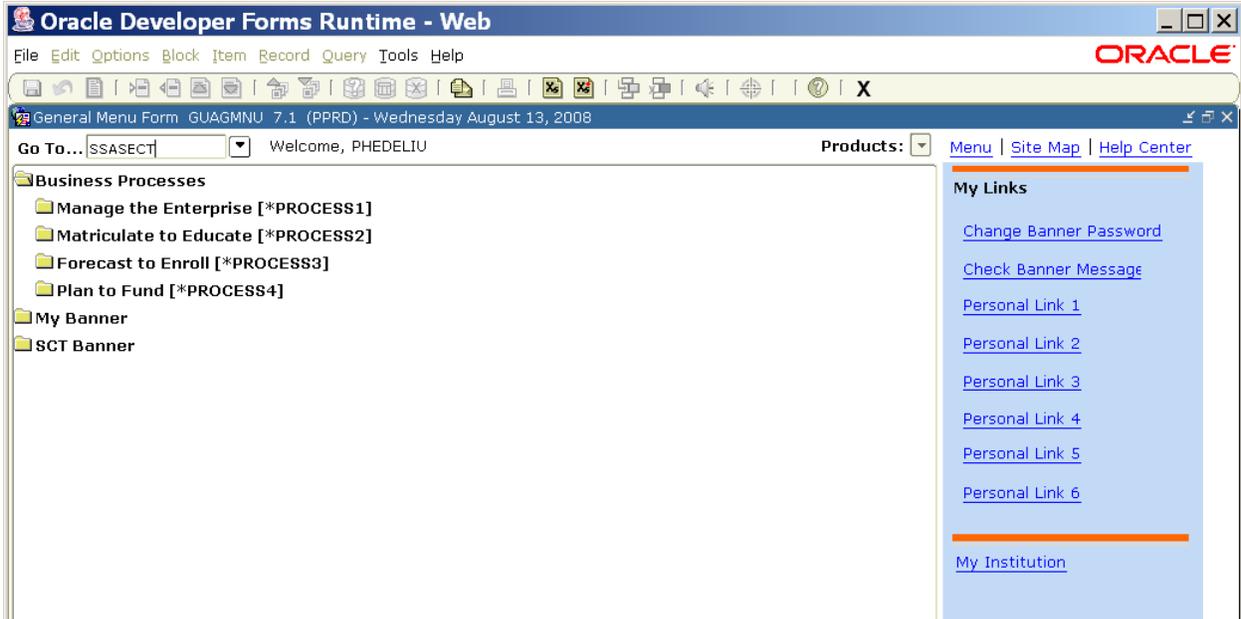


Fig. 1

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)

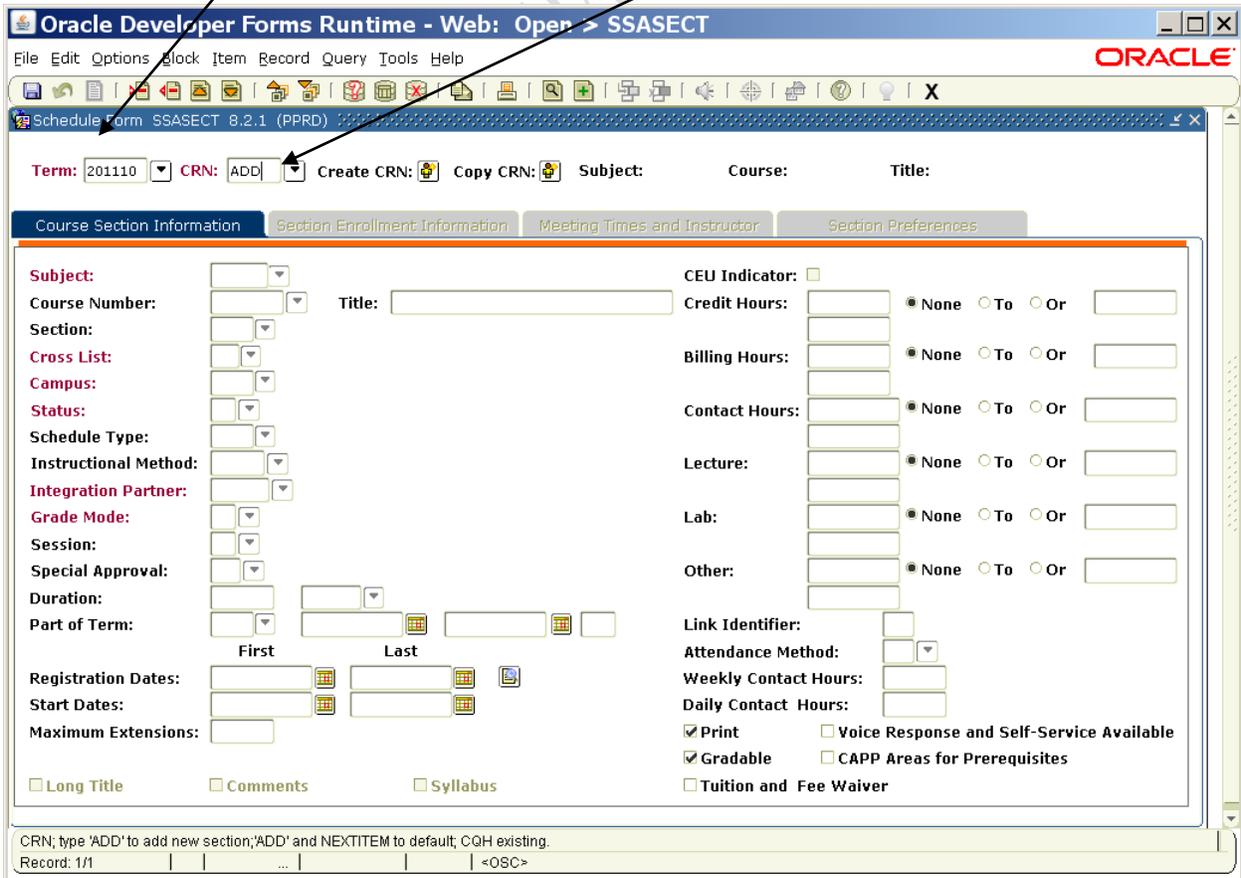


Fig. 2

**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.

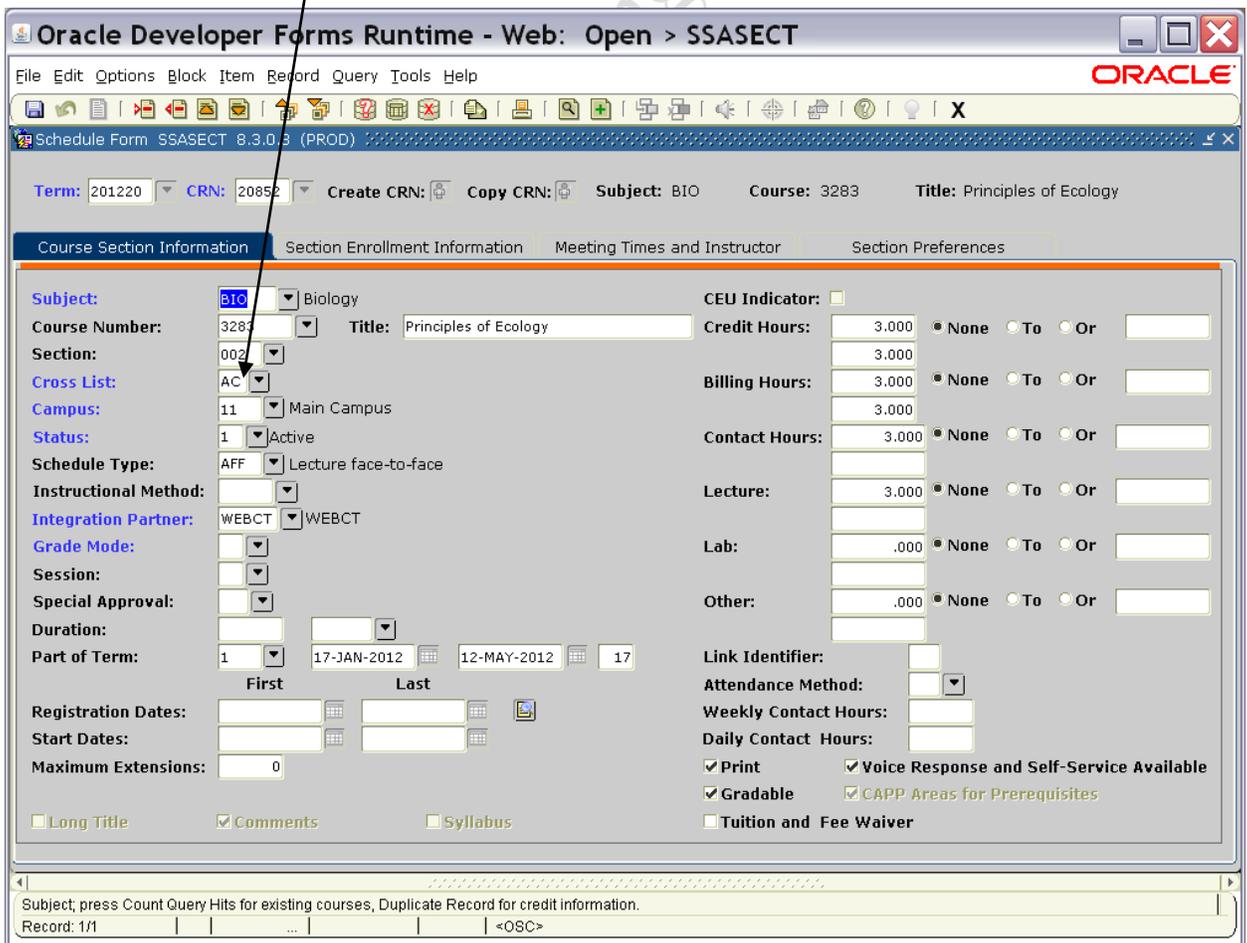
ing

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 cross-listed 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](mailto:classroomscheduling@utsa.edu) .



Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.3.0.3 (PROD)

Term: 201220 CRN: 20852 Create CRN: Copy CRN: Subject: BIO Course: 3283 Title: Principles of Ecology

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

Subject: BIO Biology CEU Indicator:

Course Number: 3283 Title: Principles of Ecology Credit Hours: 3.000  None  To  Or

Section: 002 Billing Hours: 3.000  None  To  Or

Cross List: AC Campus: 11 Main Campus Contact Hours: 3.000  None  To  Or

Status: 1 Active Lecture: 3.000  None  To  Or

Schedule Type: AFF Lecture face-to-face Lab: .000  None  To  Or

Instructional Method: WEBCT WEBCT Other: .000  None  To  Or

Integration Partner: WEBCT

Grade Mode: Session: Special Approval: Duration: Part of Term: 1 17-JAN-2012 12-MAY-2012 17

Registration Dates: Start Dates: Maximum Extensions: 0

Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours:  Print  Voice Response and Self-Service Available  Gradable  CAPP Areas for Prerequisites  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>

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).

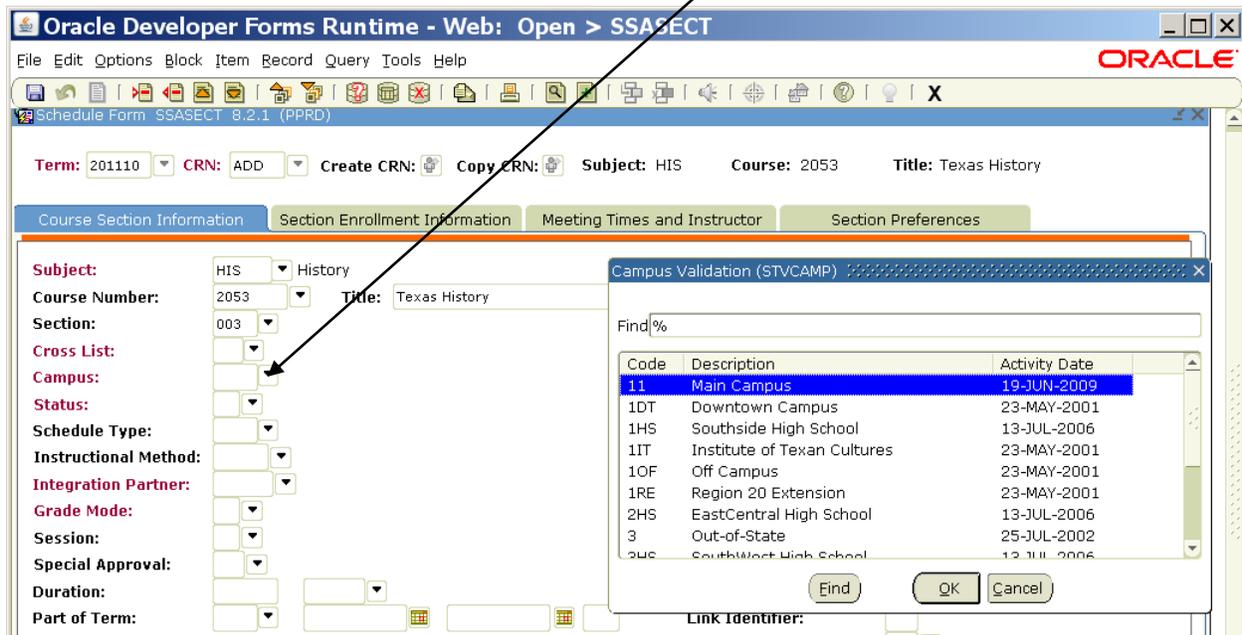


Fig. 3

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*.
- 4) **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 cancellation any students enrolled in the class will be dropped by the Registrar’s Office.

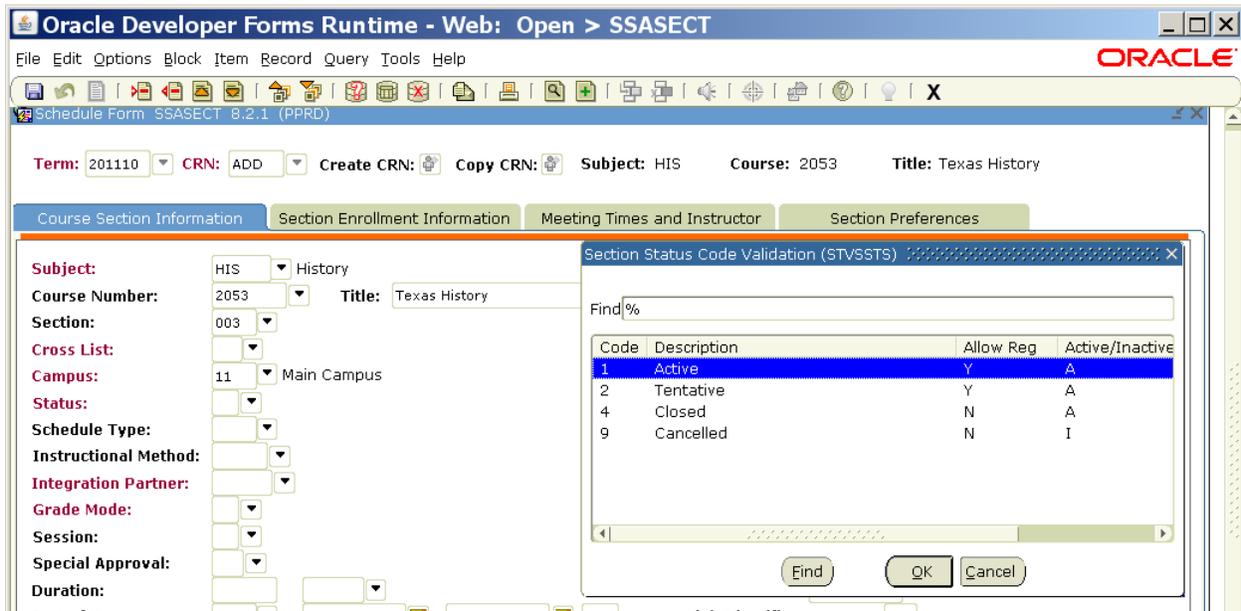


Fig 4

**g. Schedule Type.** Enter directly or use the drop down box to select the schedule type.  
(Fig. 5)

- 1) **AFF (Lecture, face-to-face)**—Classroom instruction with instructor present. Most 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.

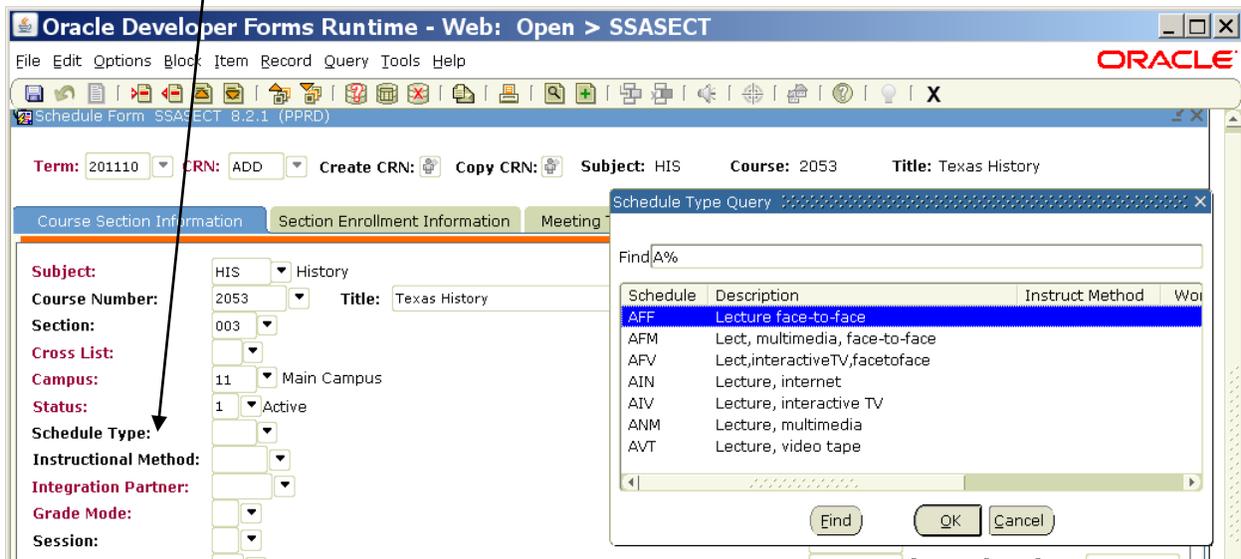


Fig. 5

**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 S1 from the drop down box.)
- 3) **Independent Study (G)**– Select *04 Independent Study Apprvl Required* from drop down box. **Required.**

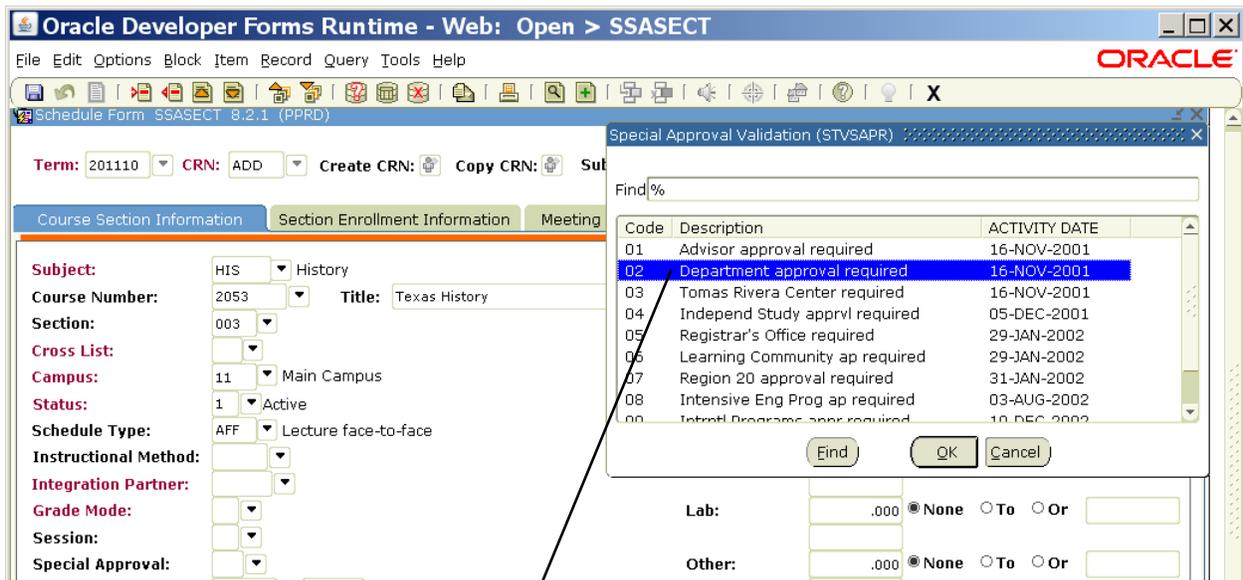


Fig 6a

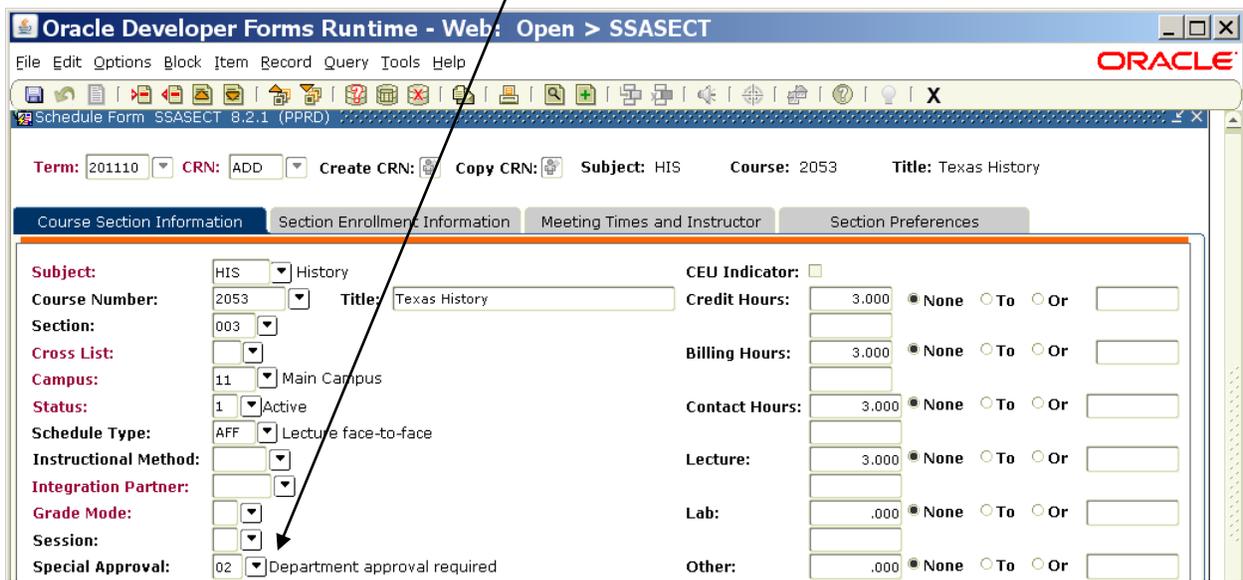


Fig. 6b

m. **Duration:** NOT USED.

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

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

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form: SSASECT 8.2.1 (PPRD)

Term: 201110 CRN: ADD Create CRN: Copy CRN: Suf

Course Section Information Section Enrollment Information Meeting

Subject: HIS History  
Course Number: 2053 Title: Texas History  
Section: 003  
Cross List:  
Campus: 11 Main Campus  
Status: 1 Active  
Schedule Type: AFF Lecture face-to-face  
Instructional Method:  
Integration Partner:  
Grade Mode:  
Session:

Section Part of Term Query

Find: %

Part...	Description	Activity Date
1	Full Term	01-DEC-09
E	IEP Full Term	01-DEC-09
X	Can't Be Dropped Fall/Spring	01-DEC-09

Find Find OK Cancel

Lab: .000 None To Or

**FALL/SPRING TERM OPTIONS**

Fig. 7a

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.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form: SSASECT 8.2.1 (PPRD)

Term: 201030 CRN: ADD Create CRN: Copy CRN: Suf

Course Section Information Section Enrollment Information Meeting

Subject: HIS History  
Course Number: 2053 Title: Texas History  
Section: 06F  
Cross List:  
Campus: 11 Main Campus  
Status: 1 Active  
Schedule Type: AFF Lecture face-to-face  
Instructional Method:  
Integration Partner:  
Grade Mode:  
Session:  
Special Approval:

Section Part of Term Query

Find: %

Part...	Description	Activity Date
F	First 5-week Summer	06-MAY-10
I	First 3-week Summer	25-SEP-09
J	First 4-week Summer	18-FEB-10
L	Second 4-week Summer	21-APR-10
M	May 3-week Summer	28-SEP-09
O	3-week Mid-Summer	25-SEP-09
Q	6 week summer ECHS	22-DEC-09
S	Second 5-week Summer	23-SEP-09
T	Ten-week Summer	23-SEP-09

Find Find OK Cancel

Lab: .000 None To Or

Other: .000 None To Or

**SUMMER TERM OPTIONS**

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

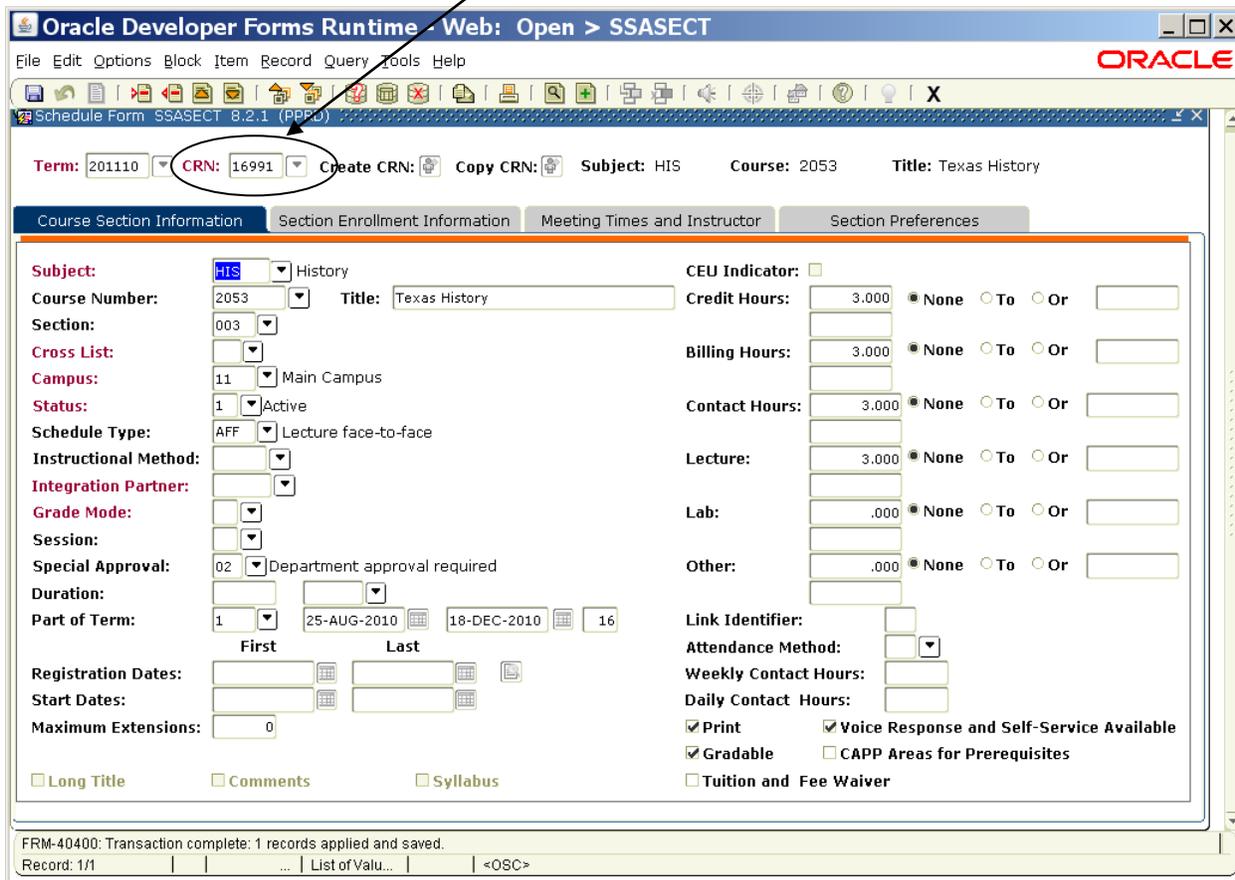


Fig.8

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

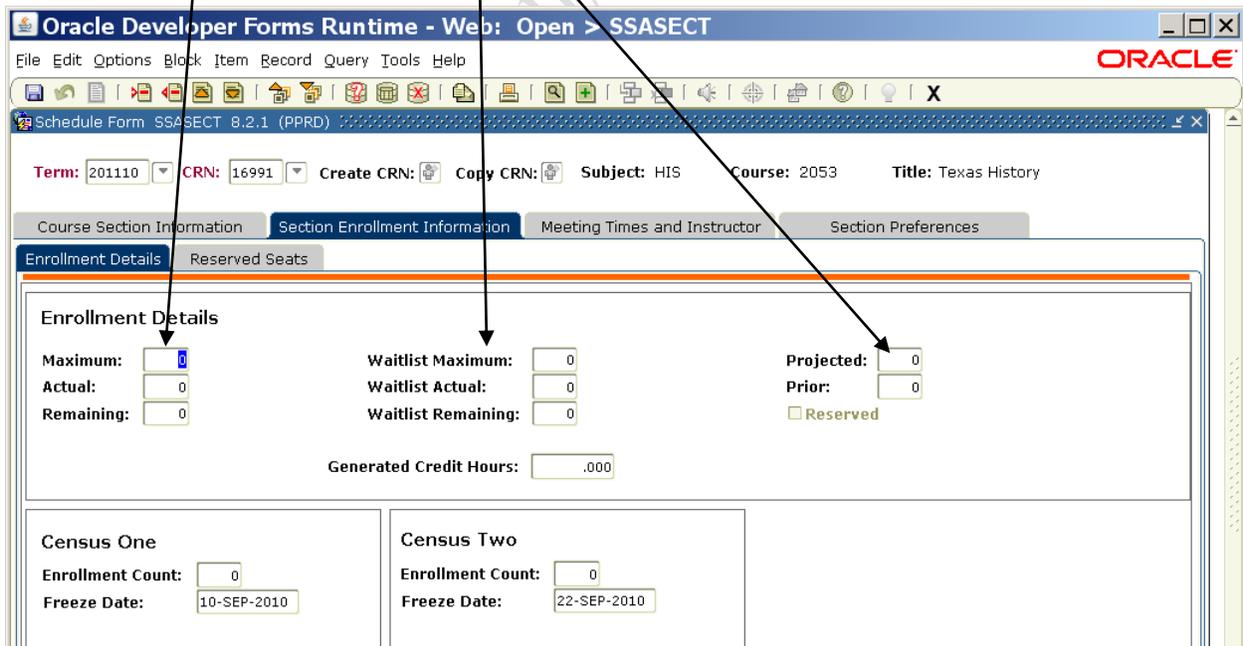
a. **Enrollment Details**

1) **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**

3)  **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.



Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.2.1 (PPRD)

Term: 201110 CRN: 16991 Create CRN: Copy CRN: Subject: HIS Course: 2053 Title: Texas History

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

Enrollment Details Reserved Seats

**Enrollment Details**

Maximum:  Waitlist Maximum:  Projected:   
 Actual:  Waitlist Actual:  Prior:   
 Remaining:  Waitlist Remaining:   Reserved

Generated Credit Hours:

**Census One**  
 Enrollment Count:   
 Freeze Date:

**Census Two**  
 Enrollment Count:   
 Freeze Date:

Fig. 9

**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-click on the pattern code you want and it will be entered for that section. (Fig. 10b)

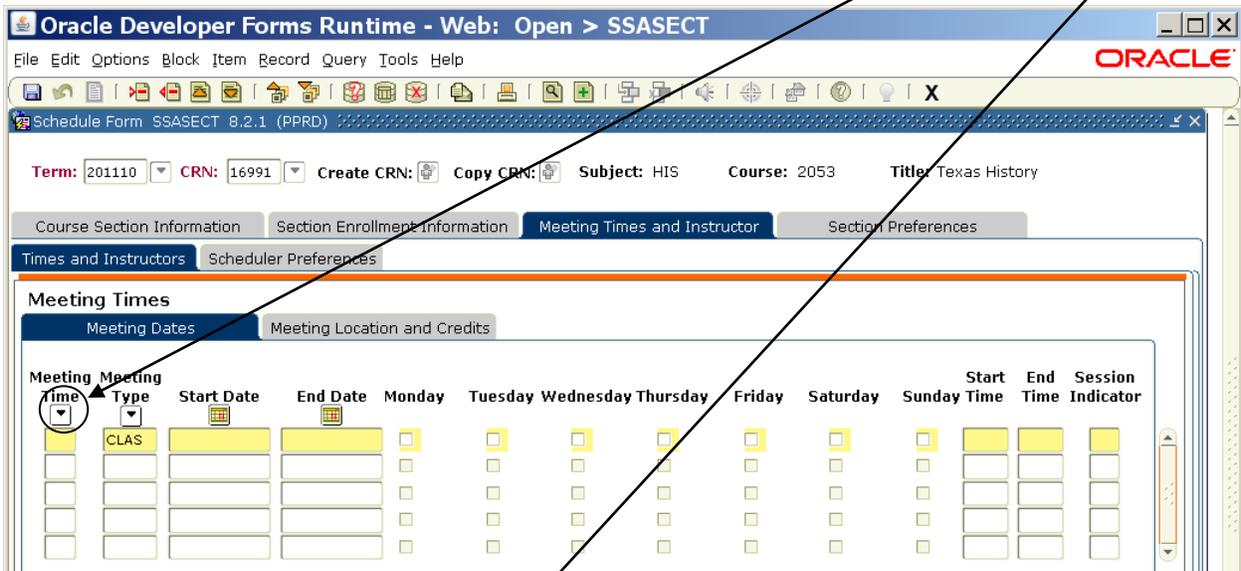
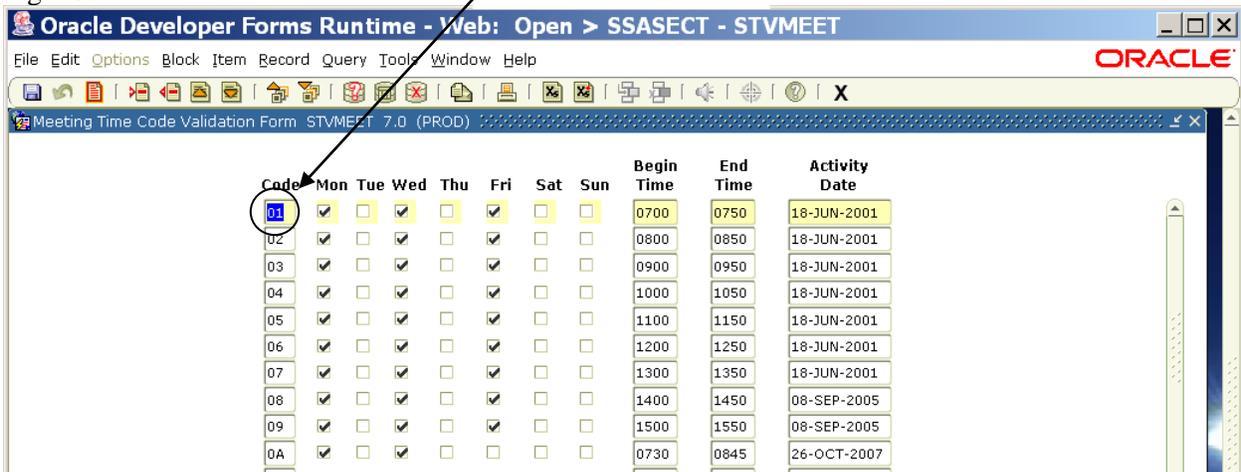


Fig. 10a

Fig. 10b



- 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. <http://www.utsa.edu/registrar/roomschedprocedures.cfm>

**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 faculty 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.

Fig. 12

**8. Course Section Comments (SSATEXT).** Navigate to course comment form (SSATEXT) by clicking **Options> Course Section Comments (SSATEXT)** on the toolbar. On SSATEXT execute *ctrl+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**

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSATEXT

File Edit Options Block Item Record Query Tools Window Help

Section Comment Form SSATEXT 7.0 (PROD)

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>

(Fig. 13)

Fall/Sp

## 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)

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.2.1 (PPRD)

Term: 201110 CRN: 16991 Create CRN: Copy CRN: Subject: HIS Course: 2053 Title: Texas History

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

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: CEU Indicator: Credit Hours: Billing Hours: Contact Hours: Lecture: Lab: Other: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours: Print Gradable Tuition and Fee Waiver Voice Response and Self-Service Available CAPP Areas for Prerequisites

CRN; type 'ADD' to add new section; 'ADD' and NEXTITEM to default; CQH existing.  
Record: 1/1 <OSC>

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.

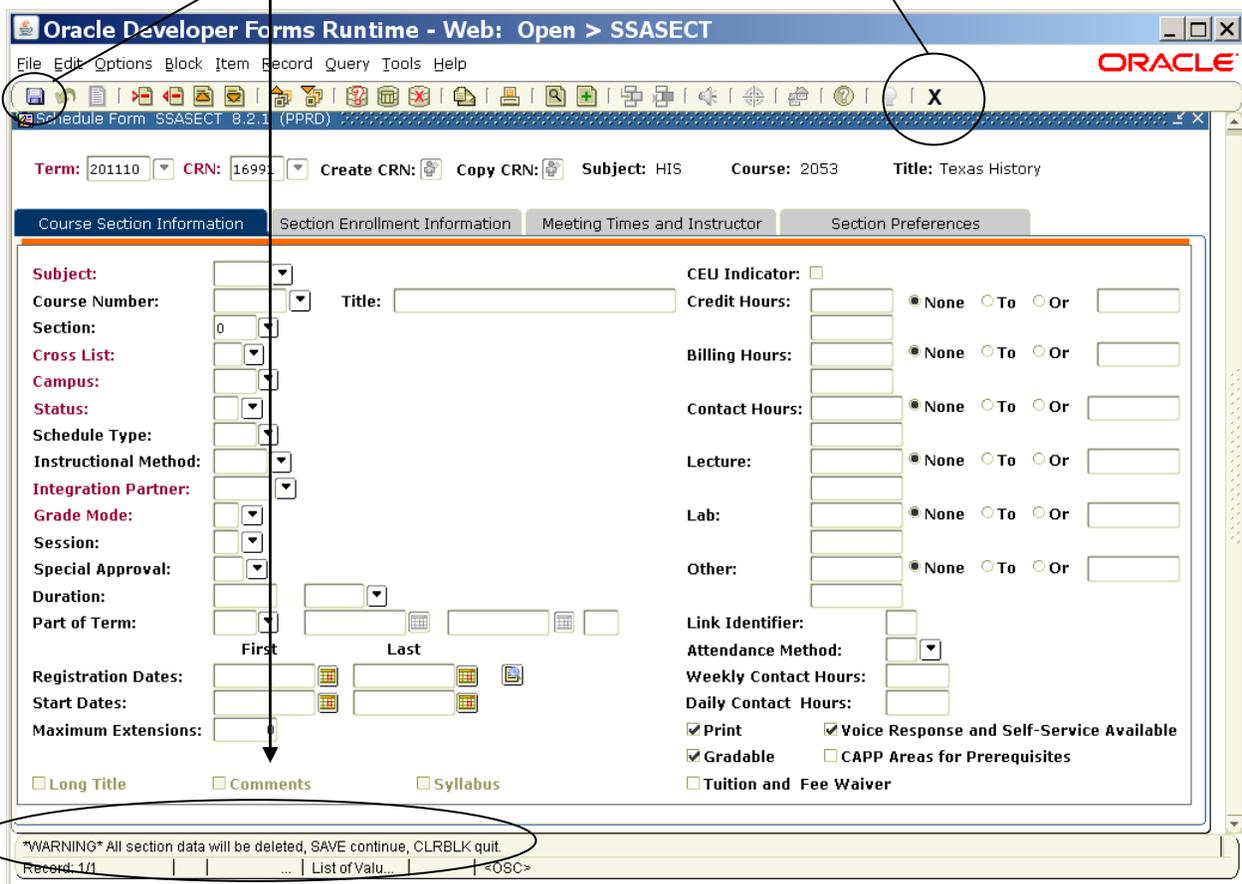


Fig 2

- 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)

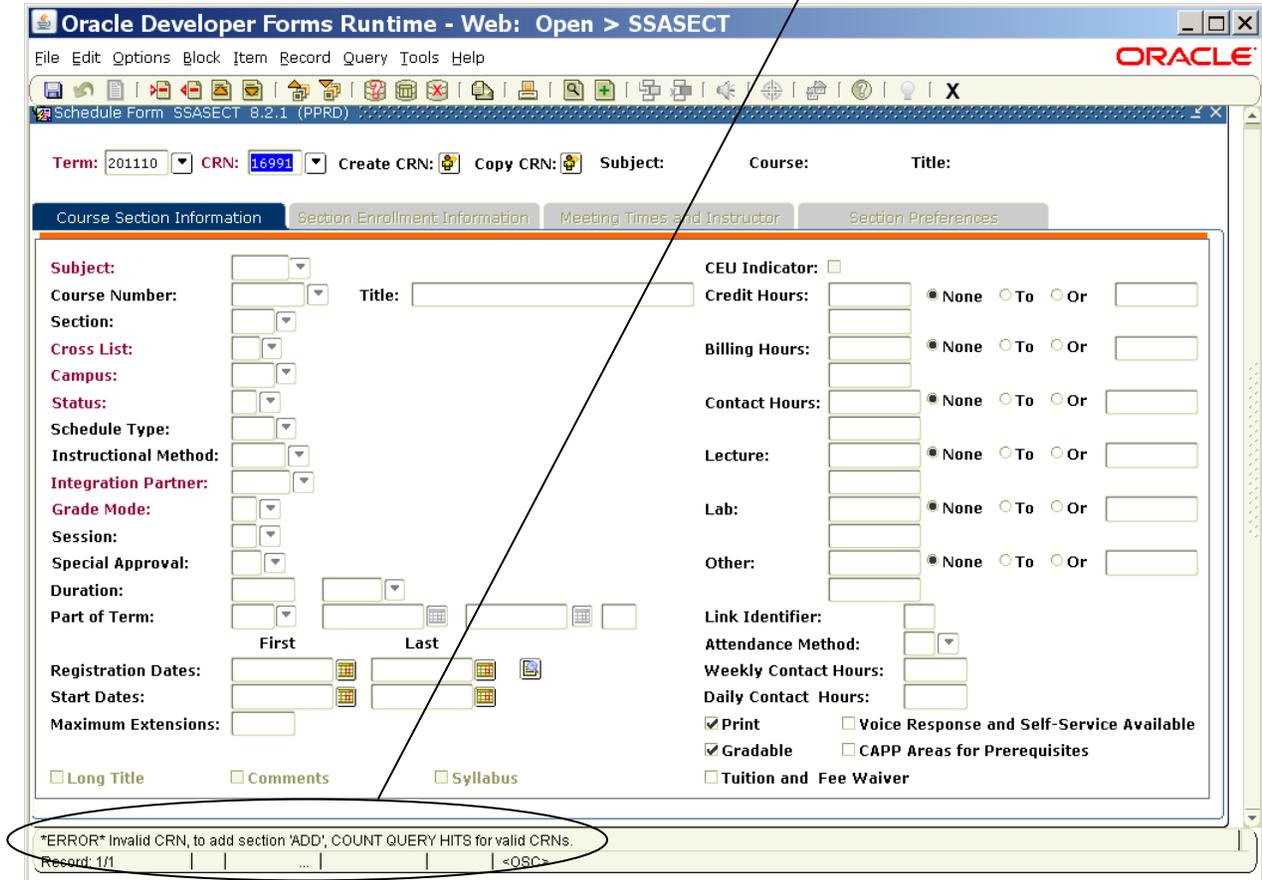


Fig 3



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)

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSAXLSQ

File Edit Options Block Item Record Query Tools Help

Schedule Cross List Query Form SSAXLSQ 8.0 (PROD)

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
201110	BM			

Cross List Section

CRN	Subject	Course	Section	Part of Term	Credits	Credits

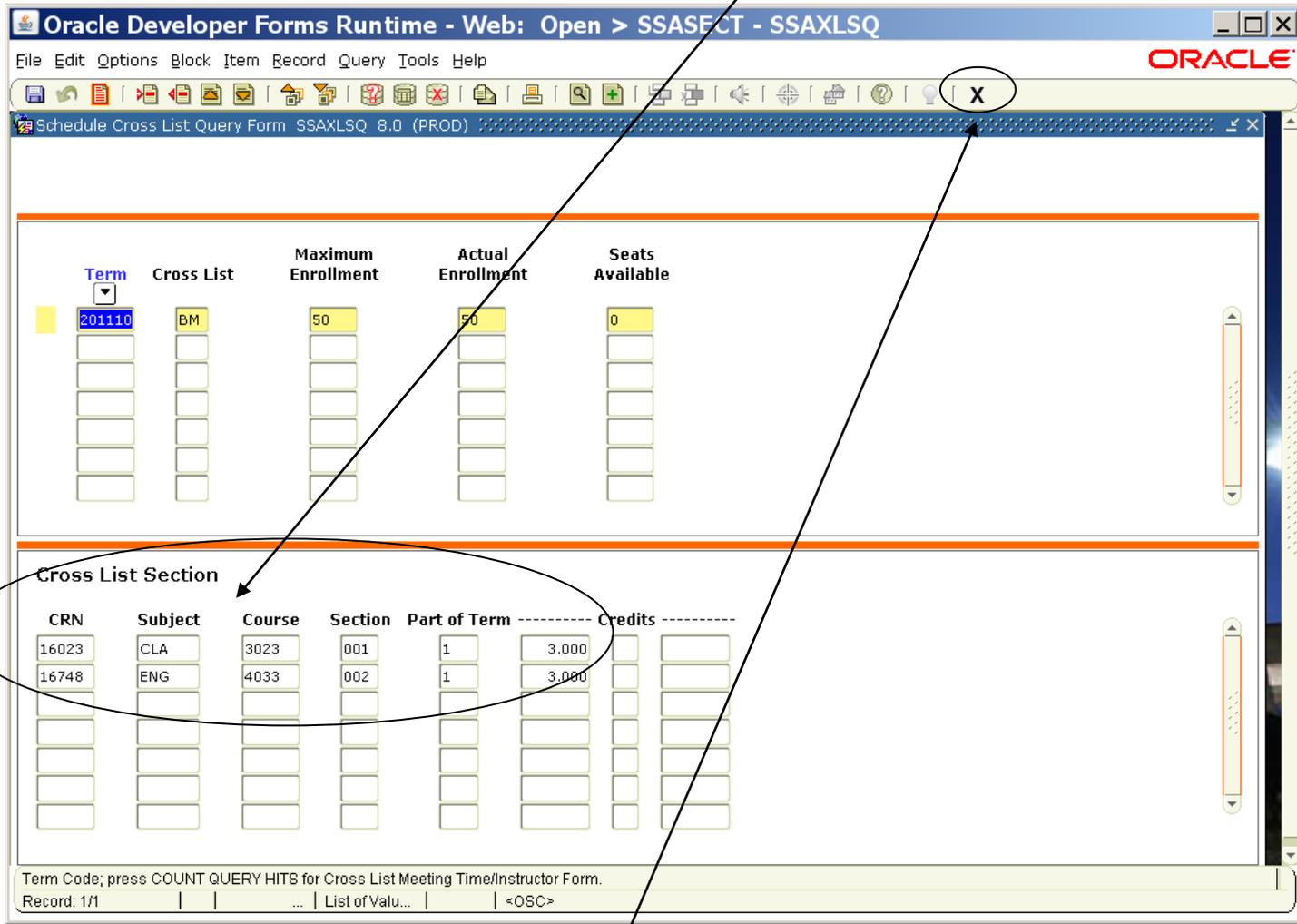
Enter a query; press F8 to execute, Ctrl+Q to cancel.

Record: 1/1 | Enter-Qu... | List of Valu... | <OSC>

(Fig. 2)

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



(Fig. 3)

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