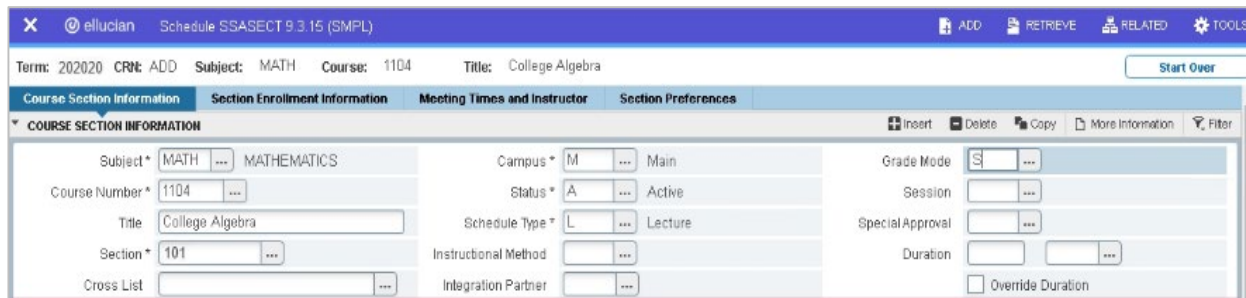


## Banner Student - Schedule a Section of a Course Quick Reference Guide

### Create a New Course Section

1. Access the **Schedule** page.
2. In the Key Block, enter the **Term**, then click **Create CRN**. *Note: To review an already created section, you would enter the **CRN**. To copy a section from one term to another or within the same term, click **Copy CRN**.*
3. In the **Course Section Information** section, enter the **Subject, Course Number** and **Section Number**. *Note: A section number can be used only once to identify a subject/course number combination in a term, with the exception of 0 (zero) which can be shared by multiple sections.*
4. Enter the **Campus Code, Status, Schedule Type**, and **Instructional Method**.
5. (optional) Enter an **Integration Partner** code to designate that the section can be used for integration with a third-party partner system.
6. Enter the **Grade Mode**.
7. Enter a **Session** code to define the session type.
8. (optional) Enter a **Special Approval** code that the students must have in order to register for the section.
9. (optional) Enter **Duration** to indicate the time students have to complete the course. *Note: Complete this field for Open Learning sections only.*
10. Click **Next Section** to access the **Class Type** section.
11. Enter a **Part of Term** code. The start and end dates are populated from the **Term Control** page.



The screenshot displays the 'Schedule' page in Banner Student, specifically the 'Course Section Information' form. The browser title is 'ellucian Schedule SSASECT 9.3.15 (SMPL)'. The form header shows 'Term: 202020 CRN: ADD Subject: MATH Course: 1104 Title: College Algebra' and a 'Start Over' button. Below the header are four tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing a grid of fields for entering section details. The fields include: Subject (MATH), Course Number (1104), Title (College Algebra), Section (101), Campus (M), Status (A), Schedule Type (L), Instructional Method, Integration Partner, Grade Mode (S), Session, Special Approval, Duration, and an 'Override Duration' checkbox. The form also includes action buttons for Insert, Delete, Copy, More Information, and Filter.

## Banner Student - Schedule a Section of a Course Quick Reference Guide

12. If entering an **Open Learning Class**, enter open learning section information including the **First and Last Registration Dates**, the **First and Last Start Dates** and the **Maximum Extensions**.

13. Access the **Credit Hours** section to review the **Credit Hour** information which defaulted from the catalog record for the subject and the course.

14. Access the **Class Indicators** section. This section includes pre-populated data from the catalog level, which includes:

- **Prerequisite Check Method – Basic or None, CAPP, or DegreeWorks.**
- **CEU Indicator** to indicate that the section is a Continuing Education course.
- **Link Identifier** to link two sections that must be taken concurrently, such as a lecture section and a related lab section.

## Banner Student - Schedule a Section of a Course

### Quick Reference Guide

---

- **Attendance Method**, which is a required field when Drop Roster processing is enabled.
- **Weekly or Daily Contact Hours** to display the number of hours the section meets per week or day.
- **Print** to indicate whether the class is to be printed on the Class Schedule report.
- **Gradable** to indicate whether the class section is gradable.
- **Tuition and Fee Waiver** to indicate whether a class section has the option of being offered for tuition and/or fee waiver as defined in the **Registration Fee Assessment Rules** page.
- **Voice Response and Self-Service** to indicate whether the class section should be available for voice response, and in Banner Self-Service.
- **Long Title** to indicate that a long title for this section exists and is part of the section syllabus Information.
- **Comments** to indicates whether comments exist for the section.
- **Syllabus** to indicate whether learning objectives, material requirements, and/or technical requirements have been defined.

15. Click **Save**.

### Assign Enrollment Information

1. Access the **Schedule** page.
2. In the Key Block, enter the **Term** and **CRN**.
3. Click **Go**.
4. Access the **Section Enrollment Information** tab.
5. In the **Enrollment Details** tab, enter the **Maximum** number of students that can register for the course.
6. Optionally:
  - Enter **Waitlist Maximum** to indicate the maximum number of students allowed to waitlist.
  - Enter **Projected** enrollment for the course.
  - Select **Reserved** to indicate the availability of reserved seats for the course section.
7. Click **Save**.

ENROLLMENT DETAILS			
Maximum	25	Waitlist Maximum	10
Actual	0	Waitlist Actual	0
Remaining	25	Waitlist Remaining	10
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000
Census One			
Enrollment Count	0	Freeze Date	12/10/2019
Census Two			
Enrollment Count	0	Freeze Date	11/15/2016
Add Authorization Registration Dates			
Calculated Section	09/12/2016	Add Authorization	Waitlist Notification
Start Date		Start Date	Ending Date

### Reserve Seats

1. Access the **Schedule** page.
2. Click the **Reserved Seats** tab.
3. Click **Insert** to add a new row.
4. Enter a **Level** code, **Field of Study Type**, and **Field of Study Code**.

5. Enter the **Reserved Maximum** seats for the details just entered. *Note: **Total Reserved Maximum** value increases by 5 if you enter **Reserved Maximum** as 5 . This is because the addition of the 5 reserved seats causes the total*

The screenshot displays the 'Reserved Seats' interface in Banner Student. At the top, it shows course information: Term: 201710, CRN: 13200, Subject: MATH, Course: 1104, Title: College Algebra. The 'Reserved Seats' tab is active, showing a table with columns for Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code, Department, Curricula, Class, Attribute, Cohort, and Admission T. Below this is a table for 'RESERVED SEAT TOTALS' with columns for Overflow, Reserved Maximum, Reserved Actual, Reserved Remaining, Waitlist Maximum, Waitlist Actual, and Waitlist Remaining. The 'Total Reserved' is shown as 30 and 'Total Waitlist' as 10.

Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining
<input type="checkbox"/>	20	0	25	10	0	10
<input type="checkbox"/>	5	0	5	0	0	0

	Maximum	Actual	Remaining
Total Reserved	30	0	30
Total Waitlist	10	0	10

6. Check that the **Total Reserved Maximum** is correct.
7. Click **Save**.

# Banner Student - Schedule a Section of a Course

## Quick Reference Guide

### Assign a Meeting Time and Location

1. Access the **Schedule** page.
2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.
3. Click the **Meeting Times and Instructor** tab to assign a meeting time and a location for this section.
4. Enter a **Meeting Time** code, then click **Save**.
5. Click the **Meeting Location and Credits** tab to associate a location for this meeting time.
6. Select a **Building** code and **Room** number.
7. Click **Save**.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
04	CLAS	09/07/2016	12/18/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	01

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	AHO	901	L	3.00		4.000		

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	



# Banner Student - Schedule a Section of a Course

## Quick Reference Guide

### Assign an Instructor

1. Access the **Schedule** page.
2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.

The screenshot displays the Banner Student interface for scheduling a course section. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area is divided into several tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor' (selected), and 'Section Preferences'. Below these are sub-tabs for 'Meeting Dates' and 'Meeting Location and Credits'. The 'SCHEDULE' table shows a meeting time of 1100 on Monday, Wednesday, and Friday. The 'INSTRUCTOR' table shows Sarah Bellingham as the instructor with 100% responsibility and the 'Override Indicator' checked.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	CLAS	09/07/2016	12/18/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of See
01	FACULT...	Bellingham, Sarah		100.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

3. Click the **Meeting Times and Instructor** tab to add an instructor to this section.
4. Click **Next Section** to access the **Instructor** section.
5. Enter the instructor's **ID**.
6. Enter a percentage indicating the instructional workload for which the instructor is responsible in the **Percent of Responsibility** field.
7. Indicate whether the instructor is the **Primary** instructor for the section.
8. Click the **Override** check box to indicate whether the system should override conflicts in the faculty member's schedule.
9. Click **Save**.

# Banner Student - Schedule a Section of a Course

## Quick Reference Guide

### Add Section Preferences

1. Access the **Schedule** page.
2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.
3. Click the **Section Preferences** tab. *Note: There are two types of section preferences that you can add to a CRN:*

- **Partition Preferences**
- **Room Attribute Preferences**

*If the partition preference code in the section is blank, the catalog preferences are displayed, if there are any. If the catalog preferences are blank, the preferences defined for the subject are displayed.*

4. In the **Partition Preferences** section, enter a partition **Code**, and **Preference Number**.
5. Click **Save**.
6. Click **Next Section** to access the **Room Attribute Preferences** section.
7. Enter the building/room attribute **Code**.
8. Enter the **Preference Number**, then click **Save**.
9. Click **Insert** to add more than one preference.

Code	Description	Preference Number
INT	Internet connection Required	01

Code	Description	Preference Number
LEC	Tiered Lecture Room	



## Banner Student - Schedule a Section of a Course Quick Reference Guide

### Add Text To a Course Section

1. Access the **Section Comment** page.
2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.

The screenshot displays the Banner Student interface for editing a course section comment. At the top, the browser tab shows 'ellucian' and the page title 'Section Comment SSATEX 9.3 (SMPL)'. The course information is displayed as: Term: 201710, CRN: 13200, Subject: MATH, Course: 1104, Title: College Algebra. A 'Start Over' button is located to the right of this information. Below the course details, there are two main text input areas. The first is labeled 'SECTION TEXT' and contains the text 'Example Text'. It includes a 'Settings' button, 'Insert', 'Delete', 'Copy', and 'Filter' icons. A pagination bar below this field shows 'Record 1 of 3'. The second area is labeled 'SECTION LONG TEXT' and contains the text 'Example Text'. It also includes 'Insert', 'Delete', 'Copy', and 'Filter' icons. The interface is clean and professional, with a blue header and a light gray background for the form fields.

3. Enter comments (up to 60 characters) about the course section in the **Section Text** field.
4. (optional) Access the **Section Long Text** field to enter lengthier comments and information about the course section. *Note: Use the **Banner Editor** to make edits to existing text.*
5. Click **Save**.

### Define Schedule Restrictions

1. Access the **Schedule Restrictions** page.

2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.

*Note: You can use several types of restrictions to restrict registration in a course section, based on:*

- **Department and Field of Study**
- **Class and Level**
- **Degree and Program**
- **Campus and College**
- **Student Attribute and Cohort**

3. Select the tab for which you want to enter restrictions.

4. Verify the **Include/Exclude** radio buttons are selected as appropriate. *Note:*

- **Exclude** restricts students in a particular class and level or campus and college and so on from registering for this section.
- **Include** restricts registration for this section to include only students at in a particular class and level or campus and college and so on.

5. Enter the required information for the restriction. You may enter as many restrictions as necessary for the class section.

6. Click **Save**.

The screenshot displays the 'Schedule Restrictions' interface for a course section. At the top, the course details are: Term: 202020, CRN: 13200, Subject: MATH, Course: 1104, Title: College Algebra. The 'Class and Level' tab is active. Under 'CLASS RESTRICTIONS', the 'Exclude' radio button is selected. Below this is a table with columns 'Class' and 'Description'. Under 'LEVEL RESTRICTIONS', the 'Include' radio button is selected. Below this is a table with columns 'Level' and 'Description'. The 'Level' field is currently set to 'UG'. Navigation controls for both sections show '1 of 1' records and '10 Per Page'.

### View Default Prerequisites

1. Access the **Schedule Prerequisite and Test Score Restrictions** page.
2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.
3. Click the **Section Test Scores and Prerequisite Restrictions** tab to view the section prerequisites.

*Note: If prerequisites exist at the course level, those prerequisites will automatically populate here when you create a section based on that course. Just because prerequisites are auto populated does not mean that you cannot change them at the section level.*

4. Click **Insert** to add another prerequisite.
5. Enter the **Subject Code**, **Course Number**, **Level**, and **Grade**.
6. Since you added another prerequisite, enter **AND** in the **AND/OR** field, then click **Save**.

And/Or	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency
			MATH	101	UG	C (None)	
And			ANTH	100	UG	C (None)	

## Banner Student - Schedule a Section of a Course Quick Reference Guide

### Create a Long Title for a Section

1. Access the **Section Syllabus** page.
2. In the Key Block, enter the **Term** and **CRN**, then click **Go**.
3. Enter the **Section Long Title**. *Note: You can enter up to 100 characters in the long title.*
4. Click **Save**.

The screenshot displays the Banner Student interface for editing a section syllabus. The browser tab is titled 'Section Syllabus SSASYLB 9.3 (SMPL)'. The page header shows the following details: Term: 202020, CRN: 20011, Subject: HIST, Course: 101, Course Title: Western Civilization. A 'Start Over' button is visible in the top right. The interface is divided into two main sections: 'Long Title and Learning Objectives' and 'Required Materials and Technical Requirements'. The 'SECTION LONG TITLE' section is expanded, showing a 'Section Long Title' field with the text 'College Algebra especially for new, first time students' and an empty 'URL' field below it. The 'LEARNING OBJECTIVES' section is also expanded, showing a 'Schedule Type' dropdown set to 'Lecture', an 'Instructional Method' dropdown set to 'TR', and a 'Traditional' checkbox. A large text area for 'Learning Objectives' is present but empty.