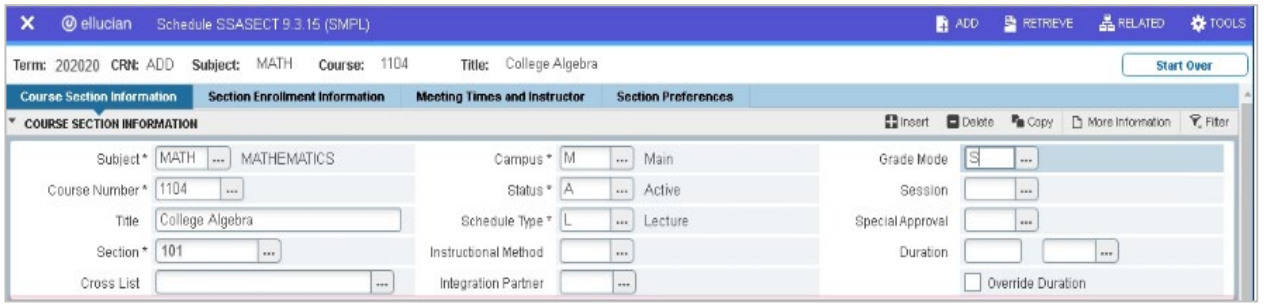
Create a New Course Section

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.

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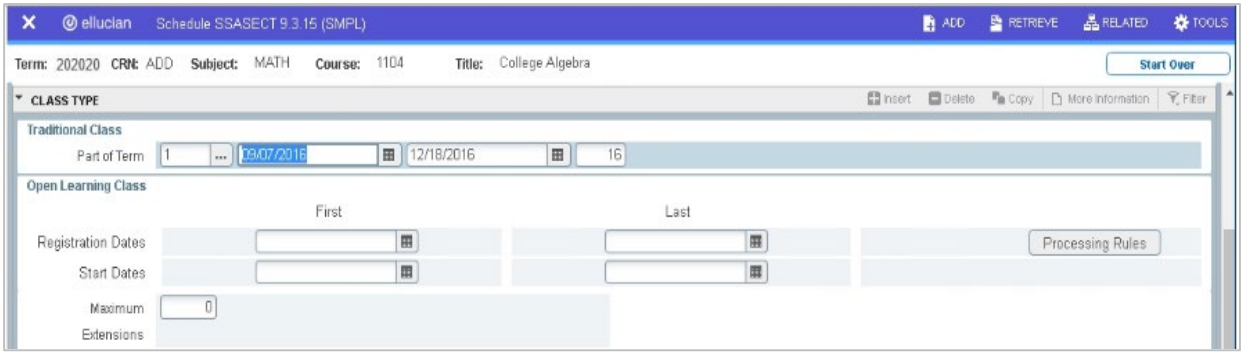
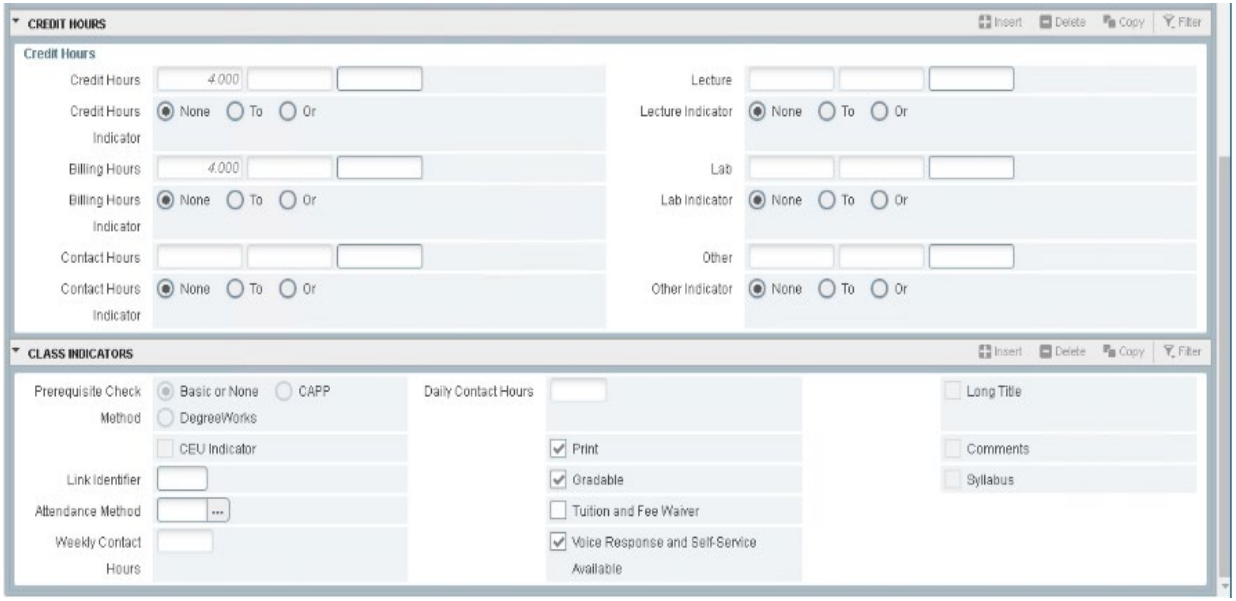
12. If entering an **Open Learning Class**, enter open learning section information including the **First** and **Last Registration Dates**, the **First** and **Last Start Dates** and the **Maximum Extensions**.
13. Access the **Credit Hours** section to review the **Credit Hour** information which defaulted 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.





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- **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**.

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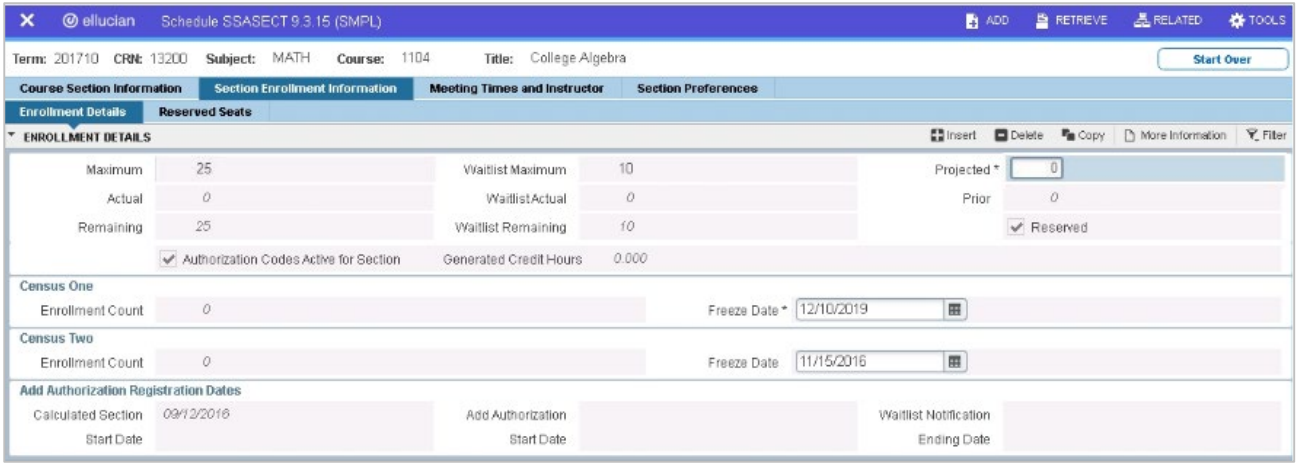
Assign Enrollment Information

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**.



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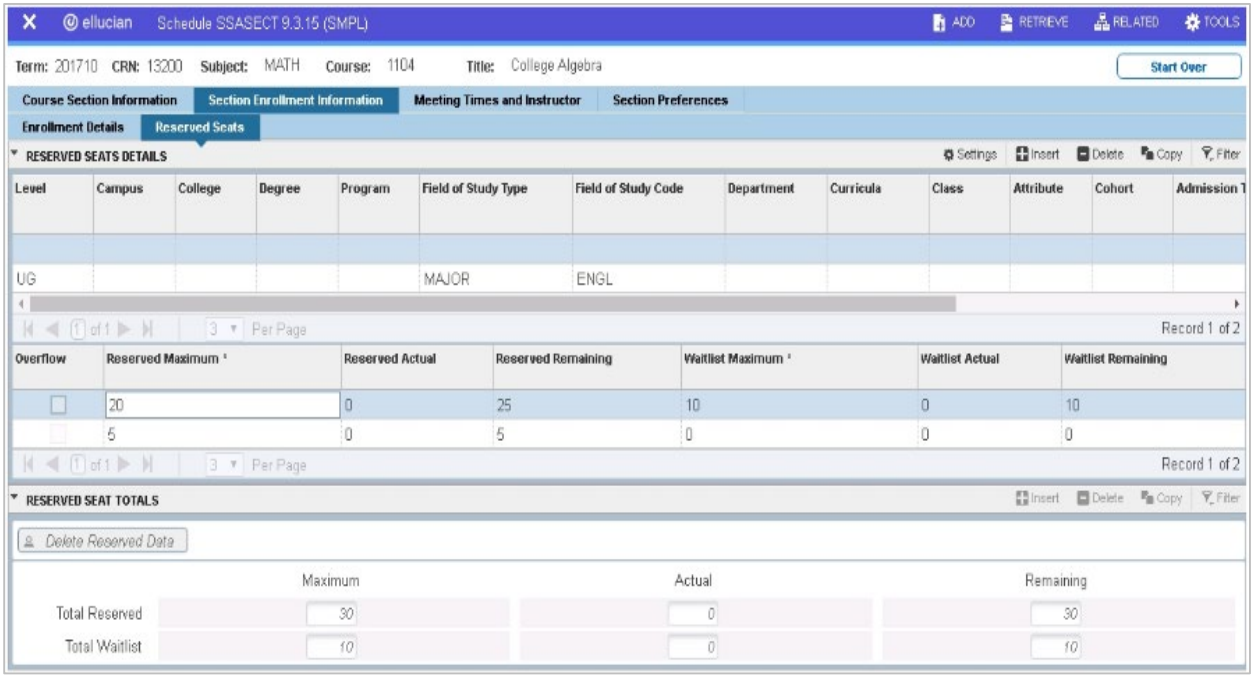
Reserve Seats



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 enrollment of the section to increase by 5 seats. To maintain the total enrollment maximum for this class at the allowed value, the original total enrollment number needs to be reduced by 'n'. So if the original total enrollment number was 25, you would enter 20 as the* ***Reserved Maximum*** *on the first record.*
6. Check that the **Total Reserved Maximum** is correct.
7. Click **Save**.

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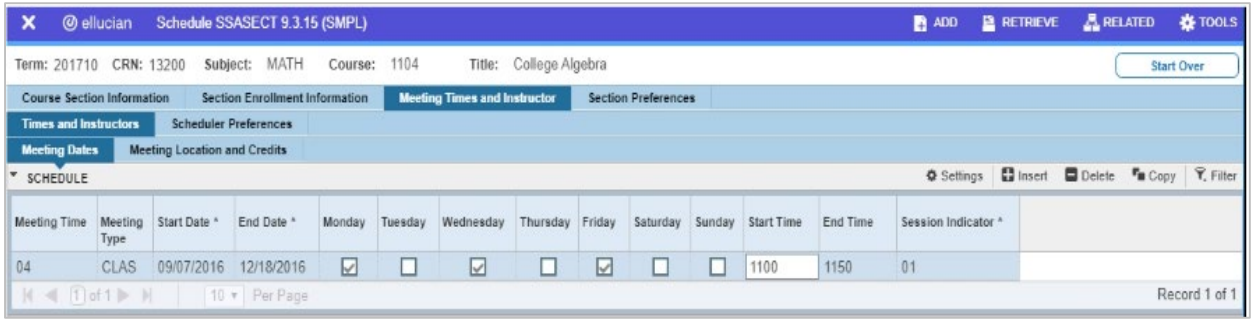
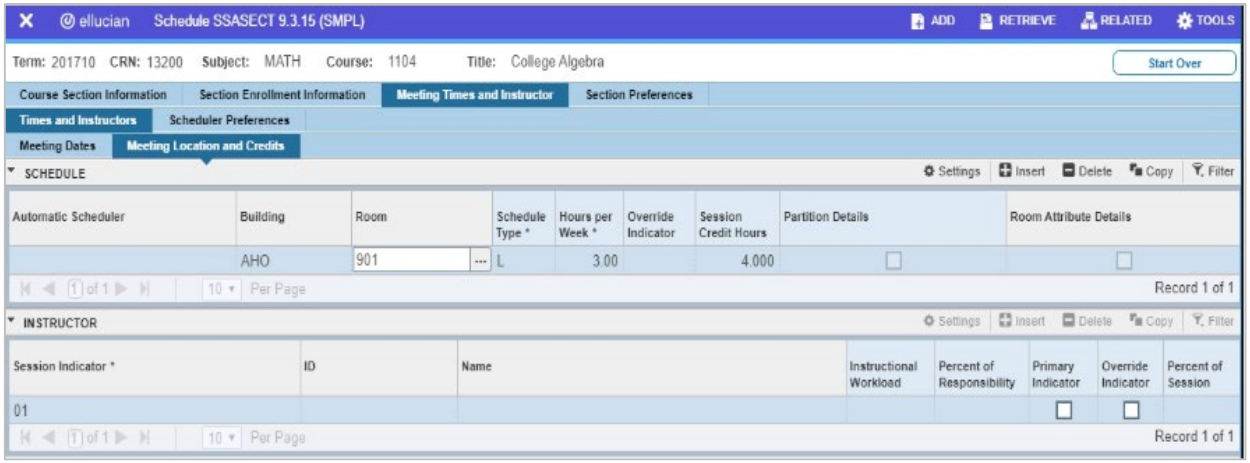
Assign a Meeting Time and Location

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**.





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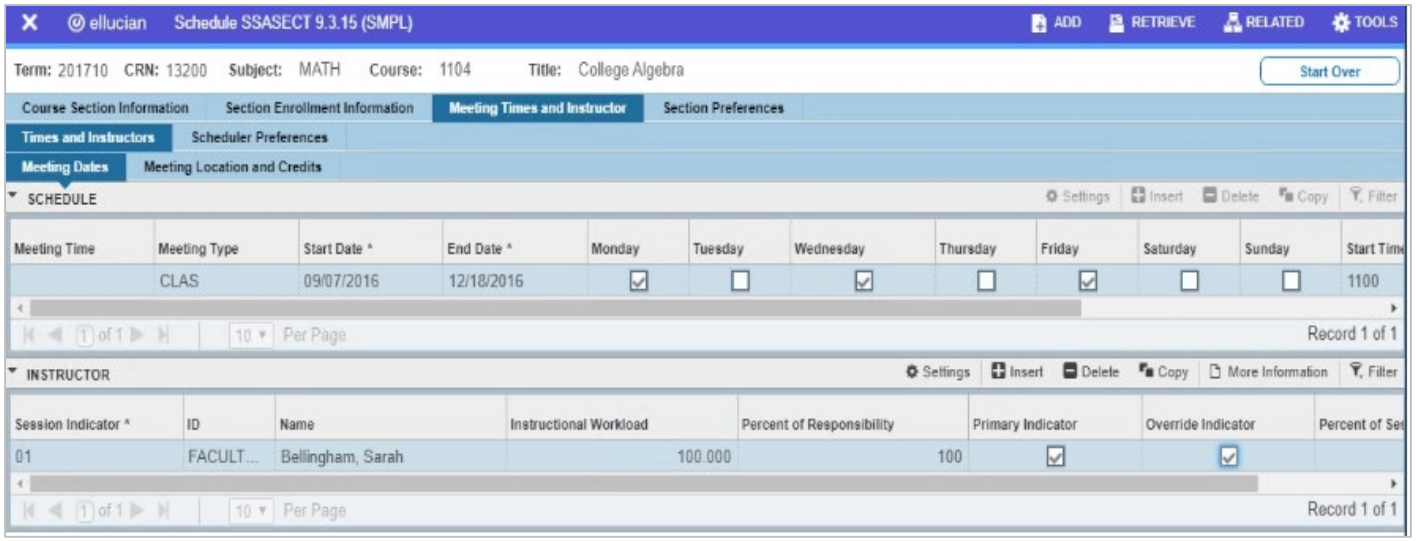
Assign an Instructor

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 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**.

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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.

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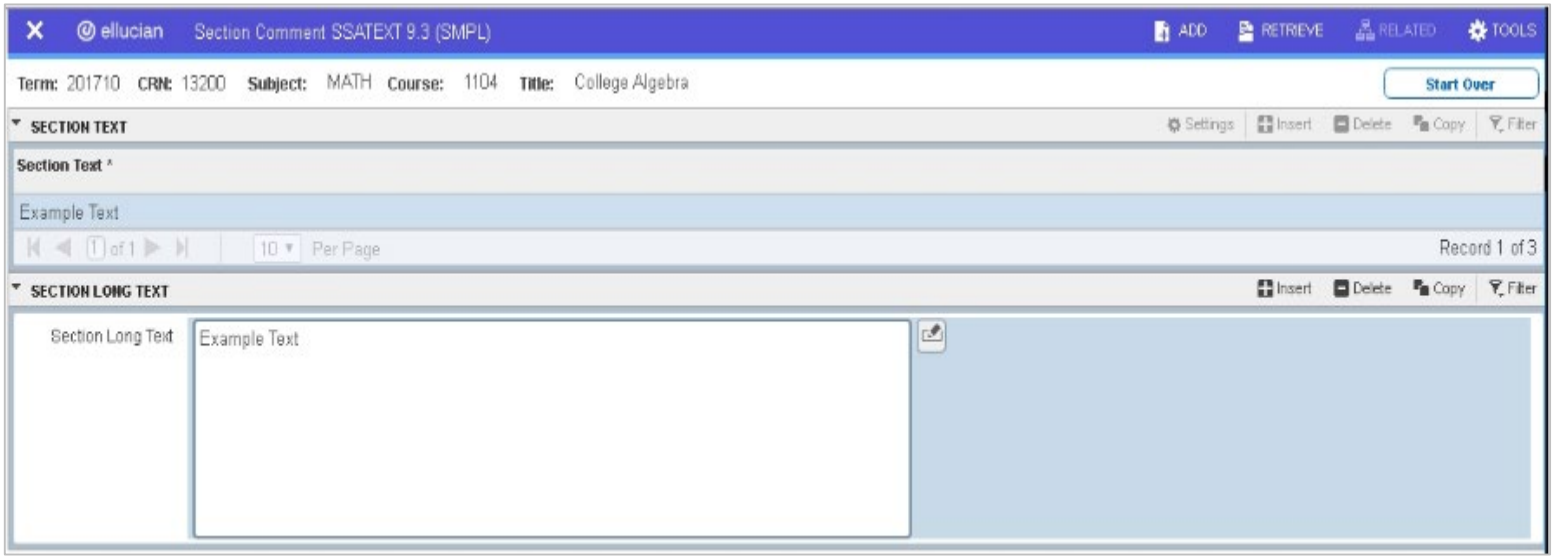
Add Text To a Course Section

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



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**.

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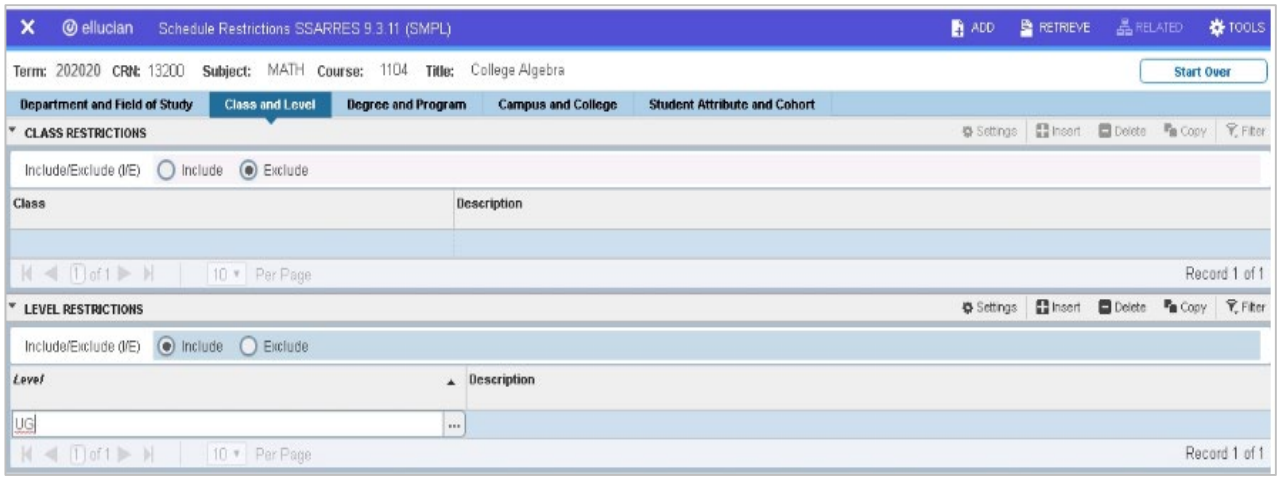
Define Schedule Restrictions

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**.

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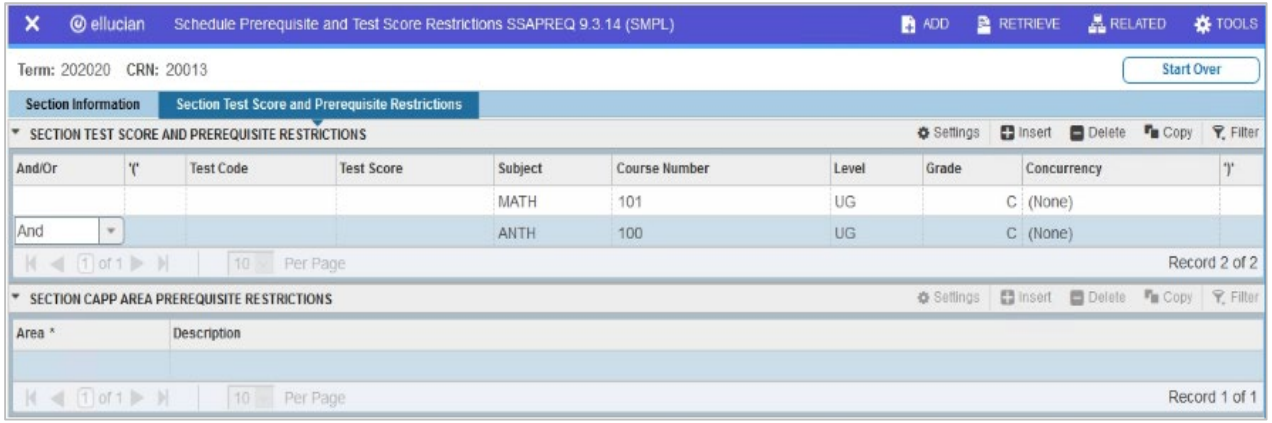
View Default Prerequisites

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**.

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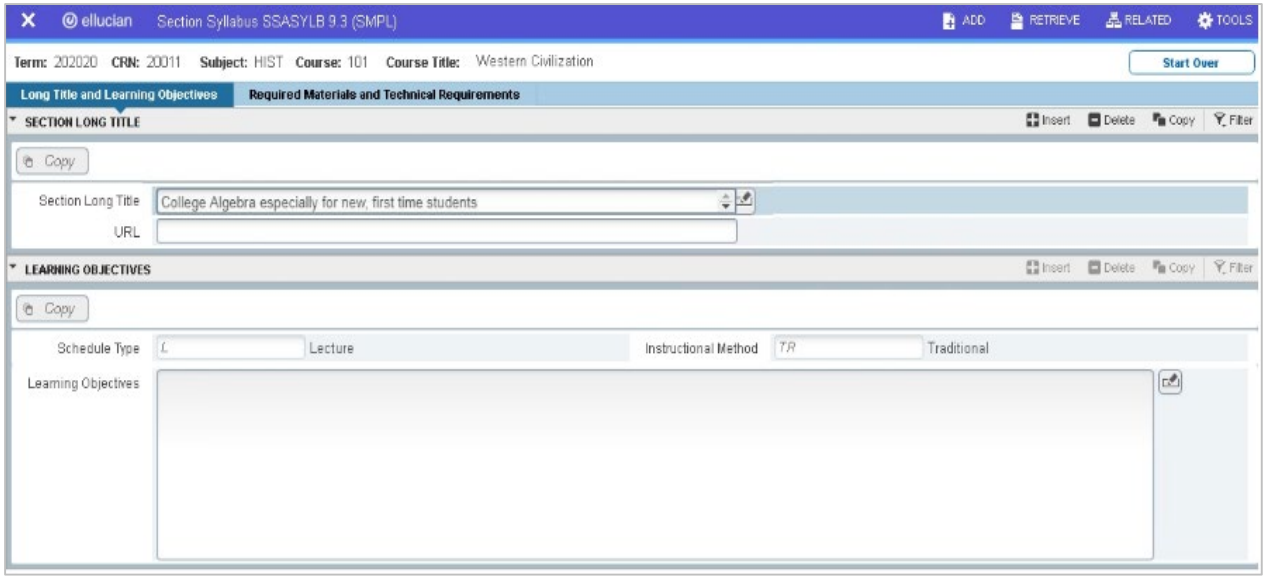
Create a Long Title for a Section

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**.



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