
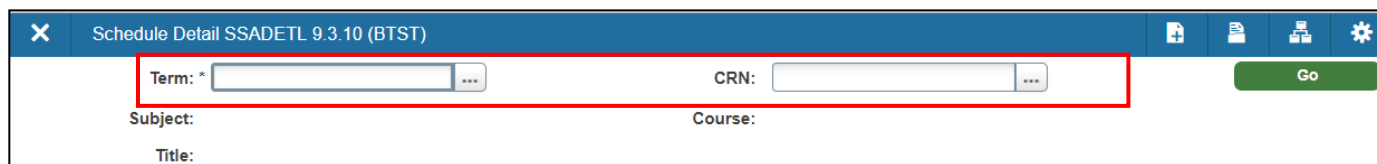


## How to add a site of instruction code to a section taught at a remote location

All courses, including but not limited to, internships, field experiences, and study abroad that do not meet in an ECU classroom or online must have a site of instruction code indicating where the instruction/learning is taking place. Sections that have instruction/learning taking place in multiple NC counties should be coded with MCC – Multiple NC Counties (as opposed to NC – North Carolina).

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Schedule Detail or SSADETL.
3. Enter the following information in the search screen:
  - a. Term code
  - b. Course CRN number OR use the CRN look up button  to search for the course.



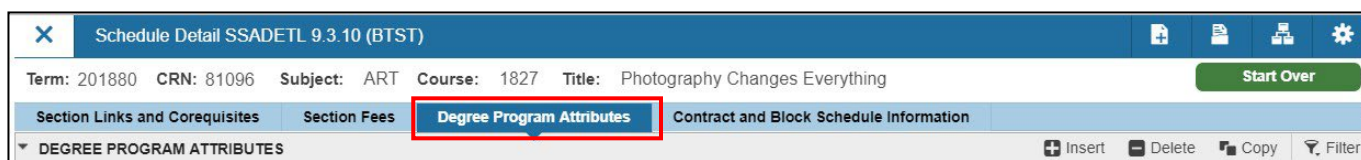
Schedule Detail SSADETL 9.3.10 (BTST)

Term: \*  ... CRN:  ... Go

Subject: \_\_\_\_\_ Course: \_\_\_\_\_

Title: \_\_\_\_\_

4. Click the Go button.
5. Click the Degree Program Attributes tab.




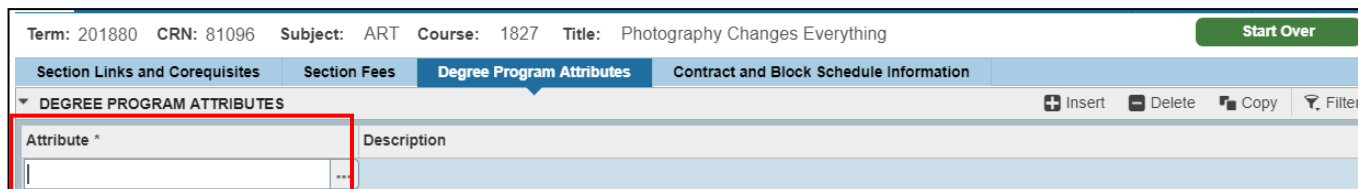
Schedule Detail SSADETL 9.3.10 (BTST)

Term: 201880 CRN: 81096 Subject: ART Course: 1827 Title: Photography Changes Everything Start Over

Section Links and Corequisites | Section Fees | **Degree Program Attributes** | Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES Insert Delete Copy Filter

6. Click in the blank Attribute field or click the Insert button  to add a new row if there are no blank fields



Term: 201880 CRN: 81096 Subject: ART Course: 1827 Title: Photography Changes Everything Start Over

Section Links and Corequisites | Section Fees | **Degree Program Attributes** | Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES Insert Delete Copy Filter

Attribute *	Description
<input type="text"/> ...	

Term: 201880 CRN: 80823 Subject: ACCT Course: 2401 Title: Financial Accounting Start Over

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES + Insert - Delete 📄 Copy 🔍 Filter

Attribute *	Description
B009	FUNDING MATRIX CLASS 2
B015	BUSINESS CORE

- Enter the County Code or click the look up ⋮ button to see the list of County Codes that can be attached to a course.
- Use the scroll bar to search for the county code of the off-site location where the course will be taught.  
 \*\*If a course is taught in multiple NC locations select MCC– for Multiple County Codes.\*\*

**Degree Program Attribute Validation** ✕

Criteria

Code	Description	ACTIVITY DATE
001	Alamance	04/20/2014
002	Alexander	04/20/2014
003	Alleghany	04/20/2014
004	Anson	04/20/2014
005	Ashe	04/20/2014
006	Avery	04/20/2014
007	Beaufort	04/20/2014
008	Bertie	04/20/2014
009	Bladen	04/20/2014
010	Blount	04/20/2014

1 of 20 Per Page Record 7 of 399

Cancel OK

- Click OK once you have selected the code from the list.
- Click the Save button SAVE in the bottom right corner of the screen to save the record.
- A warning message will display. Click OK

**Warning Alert**

⚠ Changing Degree Program Attributes may impact Registration Fee Assessment.

OK CANCEL

- A confirmation message will display confirming the record was updated successfully.
- Click the yellow message icon to clear the message.

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✔ Saved successfully (1 rows saved)