

## Overview of scheduling course sections in Banner 9

Overview: Scheduling Course Sections in Banner 9 Admin Pages	
INTRODUCTION	<p>SSASECT is the page in Banner 9 Admin Pages that is used to schedule course sections. There are four tabs on the SSASECT page that are utilized to schedule a course section.</p> <ul style="list-style-type: none"> <li>• Course Section Information</li> <li>• Section Enrollment Information</li> <li>• Meeting Times and Instructors</li> <li>• Section Preferences</li> </ul> <p>Additional Banner 9 pages are listed at the end of this document that may be used when creating a course section.</p> <p>Assistance with creating course schedules is available by contacting <a href="mailto:regis@ecu.edu">regis@ecu.edu</a>.</p> <p>Please review supplemental documents mentioned throughout this document. Supplemental documents as well as additional resources are available on the Office of the Registrar website</p> <p>From the registrar's website (<a href="http://registrar.ecu.edu">registrar.ecu.edu</a>), click the Faculty/Staff button on the main page. Click the Banner 9 Help button to access additional resources and supplemental documents mentioned in this document.</p>
Accessing SSASECT and Creating a Section	
ACCESS	To get started open Banner 9 Admin Pages and enter Schedule or SSASECT. The course section information tab is used to set up a section.
TERM	<p>To begin scheduling a course section, enter the term code in the term field.</p> <p>You can look up the term codes by:</p> <ol style="list-style-type: none"> <li>1. Click on the the look up button next to the term field for term code descriptions.</li> <li>2. Click List of Terms and select the appropriate term in the pop-up window.</li> <li>3. Click OK and the term code will be added to the page.</li> </ol>
CREATE CRN	<p>To create a new section:</p> <ol style="list-style-type: none"> <li>1. enter "ADD" in the CRN field</li> <li>2. click the Go button to create a new record</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>1. click Create CRN to add new record.</li> </ol> <p>Please note that the COPY CRN button <b>should never be used</b> when creating course sections.</p>

## Course Section Information

<b>SUBJECT CODE</b>	Enter the 4-character subject code for the course in the subject field.
<b>COURSE NUMBER</b>	<p>Enter the 4-digit course number in the course number field.</p> <p>If you enter a subject code or course number that has not been approved by the faculty senate and chancellor or type in a code incorrectly, Banner will prevent you from moving to the next field.</p>
<b>TITLE</b>	<p>The course title will automatically populate as the official title listed in university catalog.</p> <p>The title field should only be modified in the long title field in the SSASYLB page. If the course is an Independent Study, Directed Reading, Advance Reading, Topics course, Thesis, or research course. See the SSASYLB section for more information.</p> <p>When modifying a course title, please be mindful of abbreviations. The title must be easily understood.</p> <p>DO NOT ADD such notations as WI, GU, LLC, Listed with or majors only in the title field. This field prints on the transcript and should match the university catalog.</p>
<b>SECTION</b>	<p>Enter a three-digit section number using leading zeros if necessary (i.e. 001, 002, 010, 299).</p> <ul style="list-style-type: none"> <li>• H00-H99 – hyflex courses (NOT hybrid courses, these are courses in the designated hyflex rooms)</li> <li>• B00-B99 – sections offered in the alterative blocks</li> <li>• 600-699 – online sections</li> <li>• 200-299 – honor sections</li> </ul> <p>If you have previously set up sections for this course and enter a duplicate section number banner will display an error message and prevent you from continuing.</p> <p>To view which sections numbers have already been set up for this course you can:</p> <ol style="list-style-type: none"> <li>1. Click on the look up button on the section field.</li> <li>2. On the search page, enter term, subject and course</li> <li>3. Click the Go button or press F8 on the keyboard to find the sections.</li> </ol>
<b>CROSS LIST</b>	<p>The office of the registrar enters cross-listed courses.</p> <p>If any courses are cross-listed with the course section being created, please notify <a href="mailto:bucks@ecu.edu">bucks@ecu.edu</a></p> <p>Include the course CRN you have set up along with the CRNs of all the sections that are cross listed.</p>
<b>CAMPUS CODE</b>	<p>The campus code correlates with the Instructional method so certain Campus codes can only use specific instructional methods.</p> <p>018 = Medical Campus and should only be used with medical terms (20 and 70)          028 = Dental Campus and should only be used with dental terms (25, 35 and 75)          008 = Main Campus and should only be used with main campus terms (30, 40, 50, 60, and 80)          650 = Online and should only be used with main campus terms (30, 40, 50, 60, and 80)</p> <ul style="list-style-type: none"> <li>• Courses taught 100% online should use campus code 650 (Online), with the instructional method of WEBA (Online Asynchronous) or WEBS (Online Synchronous).</li> </ul>

	<ul style="list-style-type: none"> <li>• Hybrid courses whether primarily taught online or primarily taught face-to-face should use a campus code of 008 (main campus).</li> <li>• Face-to-Face course sections taught at a Remote site would use the remote site campus code of the location</li> <li>• Off Model Course sections such as cohorts, grants and other arrangements that use campus code of 653 should seek assistance from the office of continuing studies to ensure the correct instructional method is used.</li> <li>• Academic units should not add courses that are given a 900 – 999 campus codes, such as Study Abroad, exchange programs and co-op. Only the Registrar’s office and Continuing Studies may add students and create sections, for these campus codes.</li> </ul> <p>Campus Code and Instructional Method MUST BE CORRECT! This affects departmental funding. Review the document <b>Schedule Type, Meeting Type, Instructional Method and Campus codes</b>.</p>
STATUS	<p>In the Status field:</p> <ol style="list-style-type: none"> <li>1. Click the status Look up button.</li> <li>2. To make the course active, select A.</li> <li>3. Click OK to add the code to the page.</li> </ol> <p>Please note that I (Inactive) and R (Reserved) should never be selected as the Status Type. These are internal codes used only by the Registrar’s Office.</p> <p>When canceling a section, enter C. *** NEVER DELETE A SECTION ONCE IT HAS BEEN SAVED **** even if course was added in error. It must be canceled and left in the system.</p> <p>For detailed instructions on how to cancel sections, please review the supplemental document <b>How to cancel a section</b>.</p>
SCHEDULE TYPE	<p>The Schedule type for the course being created will default to the schedule type that was approved through the curriculum development process and is set at the catalog level and cannot be changed.</p> <p>Schedule type correlates with instructional method. When the Schedule type is selected the default Instructional Method will be automatically entered on the page.</p> <p>One or more choices in schedule type may be available. If multiple choices are available, please select the choice that best fits how the course is being taught. For descriptions of the different schedule type, please review the document <b>Schedule Type, Meeting type, Instructional Method and Campus codes</b>.</p> <p>To set the Schedule type:</p> <ol style="list-style-type: none"> <li>1. Click the schedule type look up button to display codes.</li> <li>2. Select the schedule type</li> <li>3. Click OK to add the code</li> </ol>

INSTRUCTIONAL METHOD	<p>The Instructional Method field is automatically populated with 01 (Face to Face). You <b><u>MUST verify</u></b> that the instructional method is correct for each section.</p> <p><b>** If you have selected Instructional Method 07 (Face to face remote site) you must add the County or Country code in which the class will be taught. **</b></p> <p><b>Example 1</b> CHEM 1020 will be taught online. The Campus Code is 650 (Online). The default Schedule Type is 04 (lecture) with a default Instructional Method of 01 (Face to Face). In this example the <b>default instructional method is incorrect</b>. Courses taught online with a Campus Code of 650 must have an instructional method type of 02 (interactive real time Video), WEBA (Online Asynchronous, WEBS (Online Synchronous), 09 (Hybrid Primarily Web) or 11 (storage Device or Non-Web Media).</p> <p><b>Example 2</b> SOCl 1010 will be taught on campus. The Campus Code is 008. The default Schedule Type is 04 (lecture) with a default Instructional Method of 01 (Face to Face). In this example the default <b>instructional method is correct</b>, and the instructional method code does not need to be changed.</p> <p>To change the Instructional Method type:</p> <ol style="list-style-type: none"> <li>1. Click the Look up button to view all Instructional Method Type codes.</li> <li>2. Select the Instructional Method type.</li> <li>3. Click ok to add the code to the page.</li> </ol> <p>For descriptions of the different Instructional Methods, please review the document <b>Schedule Type, Meeting type, Instructional Method and Campus codes</b>.</p> <p><b>***IMPORTANT REMINDER***</b> Changes that are made to sections after students have registered for the course, do NOT automatically update the student’s record to adjust their account charges and registration. It is imperative that the unit making the change drop all the registered students before updating the section. Once the section has been modified, students must be re-registered for the course. Audit reports are regularly provided to schedulers for updating student records when errors exist.</p> <p>Please carefully review the following supplemental documents <b>How to drop a class from a students schedule, How to add a class to a student schedule, and How to cancel a section in Banner 9</b>, to ensure that this process is done correctly.</p>
INTEGRATION PARTNER	The Integration Partner field is not used for course scheduling and should be left blank.

GRADE MODE	<p>Choices for the grade mode field will default based on available options for the course that was approved through the curriculum development process.</p> <p>Please note that the Codes F (Forgiveness) or A (Audit) if displayed should never be selected as the Grade Mode. These are internal codes used only by the Registrar's Office.</p> <p>Select the Grade mode and click OK to add the code to the page.</p> <p>Click the grade mode Look up button to view available grade modes for the section you are creating.</p>
SESSION	<p>This Session field is no longer used for course evaluations. For information regarding Course Evaluations, please contact Assessment and Research at (252) 328-9492.</p>
SPECIAL APPROVAL	<p>The Special Approval field should not be used as a tool to restrict registration and to manually check for pre-requisites for students attempting to register. Banner does this for you.</p> <p>Certain situations do warrant using this field to restrict registration. However, keep in mind that if this field is used, someone <b>MUST</b> enter a registration override on every student who registers for this course. Use override code SPCADV in SFASPRO for this type of restrictions.</p> <p>Please review the supplemental document <b>How to add a registration permit-override to a students schedule</b> to learn how to enter registration overrides.</p>
DURATION	<p>Do not enter information into the Duration field. These fields must be left blank.</p>
PART OF TERM	<p>Enter the part of term code in the part of term field and click tab to populate the start and end dates of the term.</p> <p>Codes:  1 – Full Term  8W1 – First alternative block (usually 8 weeks long)  8W2 – Second alternative block (usually 8 weeks long)</p>
REGISTRATION DATES, START DATES, MAXIMUM EXTENSIONS,	<p>Registration dates, start dates, and maximum extensions, will be grayed out. These fields are based on the Part of Term Field</p>
CREDIT HOURS	<p>The Credit hours field, Billing Hours, Contact Hours, Lecture, Lab, and other are gray out and are populated with default values based on the course that was approved through the curriculum development process. If the section you are creating is not a variable credit course then leave these fields as the default values.</p> <p>If the section is a variable credit hour course, a range will be entered as the default values. You <b>MUST</b> enter Credit hours, Billing hours and Contact hours in the blank spaces next to the fields. Enter the number of credit hours, Billing hours and contact hours for that section. For variable credit hour courses, the Credit hours must match Billing hours and the Contact Hours.</p>

SUMMARY	<p>In summary:</p> <ul style="list-style-type: none"> <li>• The course title should not be changed unless applicable</li> <li>• To notify <a href="mailto:regis@ecu.edu">regis@ecu.edu</a> of any courses that are cross-listed with the course section.</li> <li>• NEVER delete a section. It must be left in the system.</li> <li>• Schedule type defaults based on the course. If more than one is listed, select the best choice.</li> <li>• Verify that the Instructional Method is correct and update if necessary.</li> <li>• You must drop and re-enroll students when modifying a course after registration.</li> <li>• The session field is used to determine how a course is evaluated.</li> <li>• Variable credit courses must have credit hours, billing hours and contact hours defined.</li> </ul>
SAVE	You will be prompted to save the section before moving to the next tab.
<b>SECTION ENROLLMENT INFORMATION</b>	
ENROLLMENT DETAILS	The Section Enrollment Information Tab is used to enter the Enrollment details.
MAXIMUM	<p>In the Maximum field enter the maximum number of students permitted to register for this section. Please note that classroom assignment through Schedule 25 looks at this field to make assignments based on course seat utilization.</p> <p>When adding classroom information for Lab sections or other registrar approved pre-assignments, be sure that the enrollment number does not exceed the maximum classroom capacity otherwise you will receive a section conflict error in banner when trying to save classroom information.</p>
WAITLIST MAX	<p>Enter a number in the Waitlist Maximum field. The field must be at a minimum of 10 or 25% of the maximum number of students permitted to register for the section, whichever number is larger.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• If the course has a maximum number of 100, then 25% of 100 would be 25. The waitlist number should be 25.</li> <li>• If the class has a maximum number of 20, then 25% of 20 would be 5. The waitlist number should be 10.</li> </ul> <p>Classes with required co requisites such as some lecture/lab course should not use the waitlist functionality.</p> <p>All remaining fields are System calculated based on actual registrations.</p>
RESERVED SEATS	The Reserved Seats tab is not used when building course sections.
SUMMARY	<p>In summary:</p> <ul style="list-style-type: none"> <li>• The maximum enrollment number affects scheduling.</li> <li>• The waitlist maximum field should be a minimum of 10 or 25% of the class maximum, whichever number is larger.</li> </ul>
SAVE	You will be prompted to save the section before moving to the next tab.

## Meeting Times and Instructor

The Meeting Times and Instructor tab is used to enter course meeting information and instructor(s) who will teach the course.

### MEETING TIME CODE

To avoid a time conflict in Banner during the Schedule 25 run, we highly recommend using the course offering times as built in the Meeting Time field.

**Using a meeting time code to populate the days, start times and end times:** In the Meeting Time field, click the Look up button to view approved standard meeting times. Select the time code that matches the days, start times and end times for the course section. Click OK to enter the information on the page. The days, start time, and end time for the meeting code are entered on the page. Click Save before moving to the next section.

**Not using a meeting time code:** Manually enter the days, start times and end times. Days and times must be assigned using the Faculty Senate approved course scheduling guidelines. Please note that the start and end time is entered in military format. Click save before moving to the next section.

**For online classes with a Campus code of 650 and instructional method of WEBA (Online Asynchronous) in which no meeting time code, days, start times or end times are entered,** simply enter the meeting type and click tab to populate the start and end dates. When you click the save button you will be prompted to enter the Hours per Week field on the Meeting Locations and Credits Tab. Enter 0 and click the save button to save the record. **(Instructional method code of WEBS, Online Synchronous, will require days and times to be entered).**

Classroom assignment through Schedule 25 looks at all three of these fields to make assignments based on course space utilization. Banner will see a time conflict if one section ends and another begins at the same time, so please use the course offering times as built to avoid this error during scheduling.

Please review the **Guidelines for Scheduling Lecture and Discussion Classes** before manually scheduling meeting times and days.

If a course section must be scheduled with overlapping times and days, for example Chemistry, Biology and Physics labs that use recitation, check the override indicator on the Meeting Location and Credits tab to override the time conflict error and save the record.

Contact [regis@ecu.edu](mailto:regis@ecu.edu) for help with classroom scheduling.

<p>MEETING TYPE CODE</p>	<p>The Meeting Type will default to CLAS and <b>must be changed to a numeric code (1-8)</b> that accurately reflects the type of course.</p> <p>Error reports are generated and distributed to academic units to update any records that are coded incorrectly.</p> <p>Click the Look up button to view all Meeting Type codes. Please note that the Alpha codes listed in the popup window such as WWW are NOT used and should not be selected. Select the numeric Meeting Type and click OK to add the code to the page.</p> <p>Click the tab key to populate the Start and End Dates. Start and end dates are populated based on the dates entered in banner for the term. If the section being set up is a block section, enter the start and end dates for the block term. If necessary, contact <a href="mailto:regis@ecu.edu">regis@ecu.edu</a> for these dates.</p> <p>For definitions of Meeting Types, please review the supplemental document <b>Schedule Type, Meeting type, Instructional Method and Campus codes</b>.</p>
<p>MEETING LOCATION AND CREDITS</p>	<p>Do not enter a location in the Meeting Location and Credits tab prior to schedule 25 run. Schedule 25 is a program that makes classroom assignments based upon departmental identified locations, classroom utilization, and required room features.</p> <p>After Schedule 25 has run you may make classroom adjustments, HOWEVER you must be utilizing the classroom space at a minimum of 85% seat fill ratio or your class may be relocated. This is essential to meet The University of North Carolina System performance metrics. DO NOT RELY on the meeting scheduling software 25 LIVE to confirm classroom availability. You must use Banner.</p> <p><b>For Lab sections or other Registrar approved pre-assignments</b>, click the Meeting Location and Credits Tab to schedule a classroom. To schedule a classroom, enter a building code and room code in the applicable fields. If you do not know the codes, you can use the field Look up buttons to search for a building and/or room code.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>To add a second room since there are two rows listed under the meeting times, manually enter the building code. Click the Look up button for the room, since the building code is already added, simply select Go or press F8 on the keyboard to find all classrooms. Find the second room you would like to use in the list of classrooms. Double click the room to add it to your page.</li> </ul> <p>Please note the classroom information listed with the room and the capacity. Banner checks to make sure that maximum enrollment number entered in the Enrollment Section Information tab is not larger than the capacity of the room. If enrollment number is greater than the capacity number a warning message will be displayed. Please be sure that the capacity of the room is equal to or greater than the maximum enrollment.</p> <p>Section errors such as a room conflicts and meeting and time conflicts require an override to save the record. If there is a reason for the conflict such as, course recitation, cross-listed sections or a single course taught at multiple levels, enter an "O" in the Override Indicator column for each room. Click the save button to save the record.</p> <p>Classrooms are mass assigned based on the deadline for course scheduling provided in the</p>



	<p>course requisition memo sent to Deans and Department Chairs. Any sections created following the schedule run must manual assign classroom space based on space that is left.</p> <p><b>If you are scheduling after the Schedule 25 run</b>, select Query Available Classroom from the Related menu. Please review the supplemental document <b>How to find an empty classroom</b> before adding meeting locations <b>AFTER</b> Schedule 25 run.</p> <p>Contact <a href="mailto:regis@ecu.edu">regis@ecu.edu</a> for help with finding an empty classroom after the Schedule 25 run.</p>
SCHEDULER PREFERENCES TAB	The scheduler Preferences tab is not used
ADDING INSTRUCTOR(S)	
SESSION INDICATOR	To add an Instructor to the section, click in the ID field in the Instructor section. The Instructor Session Indicator defaults to 01. Please do not change this field regardless of the number of instructors teaching the course. It should remain 01 for all instructors listed.
ID	<p>Enter the Instructors Banner ID in the ID field.</p> <p><b>Example 1</b></p> <ul style="list-style-type: none"> <li>If the person is not marked as active in Banner as an instructor an error message will be displayed, and you will not be able to save the record. If person should be marked as an instructor, please contact your HR representative for your college to have the person's status updated in banner.</li> </ul> <p><b>Example 2</b></p> <ul style="list-style-type: none"> <li>If you do not know the Banner ID of the instructor, you are trying to add you can use the ID Look up button to look up the banner ID. Click the ID Look up button to open the search page.</li> <li>Enter the person's last name and first name and select execute from the query menu or press F8 on the keyboard.</li> <li>Double click the banner ID to select the person and populate the instructor ID field in the Instructor section on SSASECT.</li> <li>An instructor record is added. Percent of Responsibility will default to 100, Primary Indicator will be checked, and Percent of Session will default to 100.</li> </ul> <p><b>Example 4</b></p> <ul style="list-style-type: none"> <li>To add a Graduate assistant as the instructor, enter the GA's Banner ID in the Instructor field. You must add an Instructor of Record to a course that is being taught by a graduate assistant. For SACS Accreditation purposes, all courses must have a credentialed professor listed as the Instructor of Record. Review the document <b>How to add an instructor of record when a graduate assistant is teaching a course</b>.</li> </ul>
PRIMARY INDICATOR	If course is team-taught only one faculty member can be listed as the primary instructor. This faculty member is responsible for entering grades at end of term. Primary Instructor is mark using the Primary Indicator field.

PERCENT OF SESSION/PERCENT OF RESPONSIBILITY	By default, 100 is added to the <b>Percent of Responsibility</b> for the second instructor. Each instructor must have a portion of the percent of responsibility for teaching the course. If multiple instructors are entered the responsibility is split based on the percent of responsibility or each faculty member. Combined the percent must equal 100.
CONFLICT INSTRUCTOR	If an instructor is teaching two or more cross-listed courses occurring at the same time, contact <a href="mailto:regis@ecu.edu">regis@ecu.edu</a> for an instructor override. Please provide Banner ID, CRNS and % of responsibility.  If your department utilizes Graduate assistants as instructors, please review the document <b>How to add an Instructor of record when a graduate assistant is teaching a course.</b>
SUMMARY	In summary: <ul style="list-style-type: none"> <li>• The default meeting type of CLAS must be changed to a numeric code,</li> <li>• The use of Meeting Time codes will ensure no time conflicts in banner.</li> <li>• Do not to enter meeting locations prior to the Schedule 25 run unless it is for labs or other registrar approved pre-assignments.</li> <li>• If multiple instructors are teaching a course, then the combined responsibility must equal 100%</li> </ul>
SAVE	You will be prompted to save the section before moving to the next tab.
<b>Section Preferences</b>	
<b>Partition Preferences</b>	
	The partition Preference section is not used. Schedule 25 manages this process based upon partition preferences provided by department chairs.
<b>Room Attribute Preferences</b>	
CODE	The room attribute preferences section is not used. Schedule 25 manages this process based upon partition preferences provided by department chairs.
<b>Schedule Restrictions</b>	
SSARRES	<p><b>VERIFY ALL SCHEDULE RESTRICTIONS BEFORE CREATING ALL SECTIONS</b></p> <p>SSARRES is the page in Banner in which schedule restrictions are added to course sections.</p> <p>Banner has already been programmed and will automatically add approved Schedule Restrictions listed in the university catalog for courses.</p> <p>Schedule restrictions affect student registration. Do not add course restrictions unless you need it!</p> <p>Please note that any banner page associated with SSASECT can be accessed from the Tool button from any tab in SSASECT.</p> <p>To access the schedule restrictions page from SSASECT, select Schedule Restrictions from the Related button.</p> <p>When the SSARRES page opens, click the Go button to populate the page with the course section information.</p> <p>Schedule restrictions can be added to include or exclude groups of students based on</p>

Department, Field of Study, Class, Level, Degree, Program, Campus, College, Student Attribute and/or Cohort. Multiple restrictions can be added to the categories by clicking on the applicable tab.

### Example 1

NURS 3331 Excludes all freshmen and includes all GR (Graduate) and UG (Undergraduate) level students. This means that only Graduate and Undergraduate students can register for the course except Freshmen.

- When codes are “Included” then only students with the codes can register for the course.
- When codes are “excluded” then only students who do not have the code can register for the course.

If adding Schedule Restrictions, please note that they must be set up in banner prior to registration.

**NEVER DELETE OR MODIFY A SCHEDULE RESTRICTION ALREADY LISTED IN BANNER.** If you feel schedule restrictions are incorrect, please contact Marc Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu) to verify.

Please review the supplemental document **How to enter schedule restrictions.**

Click the X to exit the page and return to SSASECT.

## Schedule Prerequisites

SSAPREQ

### VERIFY ALL SCHEDULE PREREQUISITES BEFORE CREATING ALL SECTIONS

SSAPREQ is the page in Banner in which schedule prerequisites are added. Schedule pre-requisite restrictions can include Test scores, minimum grades, co requisite, and prerequisite courses.

Banner has already been programmed and will automatically add approved schedule prerequisite restrictions listed in the university catalog for courses. **DO NOT MODIFY OR ADD SCHEDULE PREREQUISITES.** If you feel it is incorrect, please contact Marc Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu) to verify.

To verify Schedule Pre-requisites select Schedule Pre-requisites from the Related button. When the SSAPREQ page opens, click the Go button to populate the page with the course section information.

Click on the Section Test Score and Prerequisite Restrictions tab to view restrictions for the course.

### Example 1

To register for CHEM 2760, a student must have passed CHEM 2750 with a D- or better and must be concurrently registered for CHEM 2763.

**NEVER DELETE OR MODIFY PREREQUISITE RESTRICTIONS THAT WERE ADDED BY BANNER.** If you feel the prerequisites restrictions are listed incorrectly, please contact Marc Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu).

Additional section level prerequisites should only be added if programs are in the middle of curriculum changes and have already gone through the university curriculum committee. In

this case, prerequisites would need to be added so they are available for early registration. Once approved by the Faculty Senate and the Chancellor prerequisite restrictions will be programmed in banner at the course level.

Please review the supplemental document **How to view section level prerequisites and test score restrictions**. View the document **How to restrict a course to online only student registration** if you need to restrict the online section to only allow distance education students to register.

Click the X button on the banner menu bar to exit the page and return to SSASECT.

## Course Section Detail

SSA DETL

### VERIFY ALL COURSE ATTRIBUTES BEFORE CREATING ALL SECTIONS

SSA DETL is the page in Banner in which course attributes are added. Course attributes include such designations as General Education, Writing Intensive, honors, upper level, and many more.

NEVER DELETE OR MODIFY COURSE ATTRIBUTES. If you feel the course attributes are listed incorrectly, please contact Marc Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu).

Banner has already been programmed and will automatically add approved course attributes listed in the catalog.

Departments should only add Course Section attributes for courses taught at remote locations.

Please note that the registrar's office adds WI and SL by section. If you are creating a course section that is WI or SL by section, please contact Marc Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu). Please Include the Course subject, number, and CRN number.

The Course Section Detail page is protected from changes. It is a post only page. If you have added a county code in error, please contact Marc Setliff [setliffm@ecu.edu](mailto:setliffm@ecu.edu) to have it corrected.

To access the Course Section Detail page, select Course Section Detail page the Related button.

When the SSA DETL page opens, click the Go button to populate the page with the course section information.

Click the Degree Programs Attribute tab to view course attributes.

If you have added a course section that is taught at a remote location, you MUST add the county code attribute to the course.

#### Example 1

SOCI 1010 is being taught face to face in Beaufort. Click in the next empty row in the attributes field. Click the Attribute Look up button. Select the county code page the list of attributes and click the OK button to add the code to the page. Click the save button to save the change. Click OK in the popup alert box.

	<p>Please review the supplement document <b>How to add a site of instruction code to a section taught at a remote location</b>.</p> <p>Click the X button on the top left corner of the screen to exit the page and return to SSASECT.</p>
<p><b>Section Syllabus</b></p>	
<p>SSASYLB</p>	<p>SSASYLB is the page in Banner where additional information can be added that an instructor may want the student to view about the course during registration. On this page you can modify course titles by adding such information for an Independent Study, Directed Reading, Advance Reading, Topics course, Thesis, or research course. The long title is printed on the transcript.</p> <p>To access the Section Syllabus page, select Section Syllabus from the Related button. When the SSASYLB page opens, click the Go button to populate the page with the course section information.</p> <p><b>Instructions</b></p> <p>To add additional information to a course title, click the copy button to copy the title from SSASECT to the Section Long Title field. Add any additional information after the title. Click the save button to save the information.</p> <p>Click the X button to exit the page and return to SSASECT.</p>
<p><b>SUMMARY</b></p>	
<p>SUMMARY</p>	<p>In Summary:</p> <ul style="list-style-type: none"> <li>• SSARRES is the page that is used to view and add Schedule Restrictions.</li> <li>• SSAPREQ is the page where prerequisites can be checked.</li> <li>• SSADETL is used to add county code attributes to courses taught at remote locations.</li> <li>• SSASYLB is used to add additional information to section titles.</li> </ul>