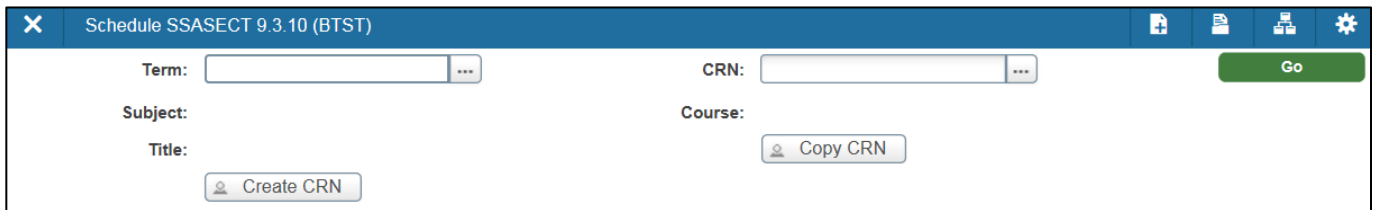
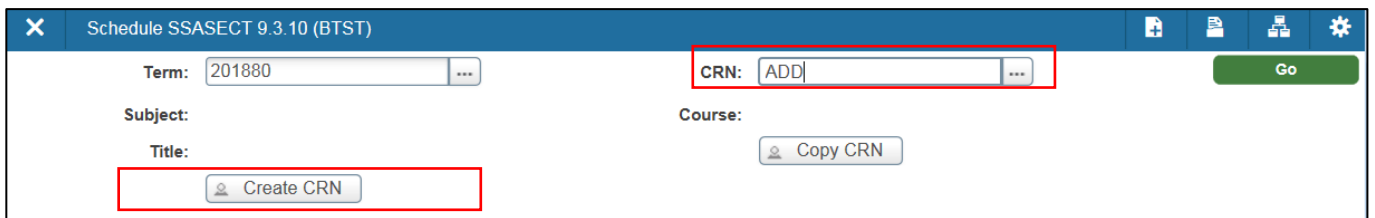


How to create a new section

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Schedule or SSASECT.
3. Enter the term code in the **Term** field by either entering the correct code or use the look up button to find the correct code.

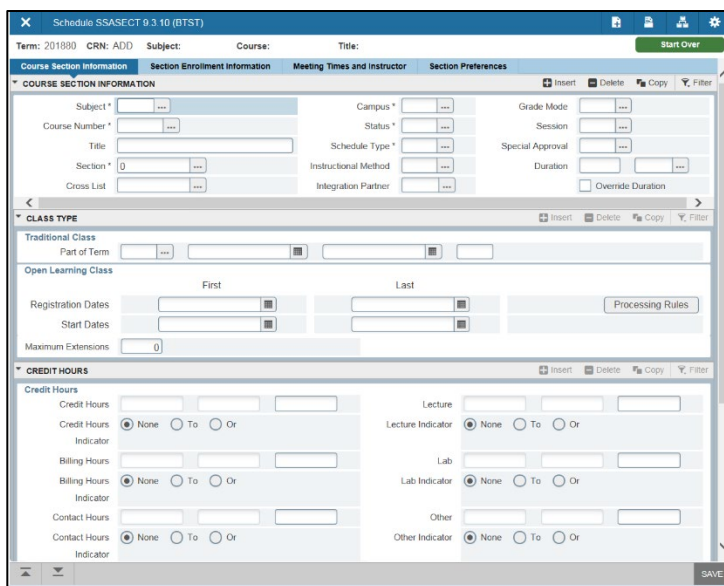


4. Click the **Create CRN** button or type **ADD** in the **CRN** field. **DO NOT CLICK THE COPY CRN BUTTON**

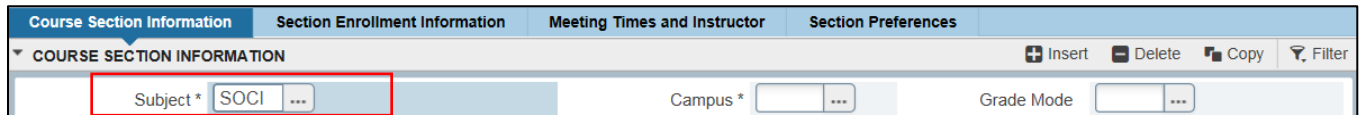
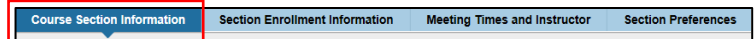


5. Click the **Go** button.

A new section record is added.

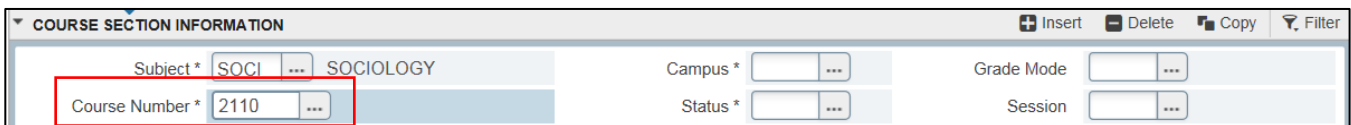


6. Under the Course Section Information, enter the course subject prefix in the **Subject** field.

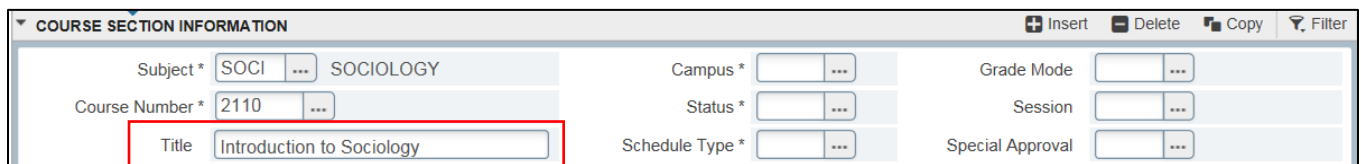


Use the look up button view active subjects listed in the course catalog.

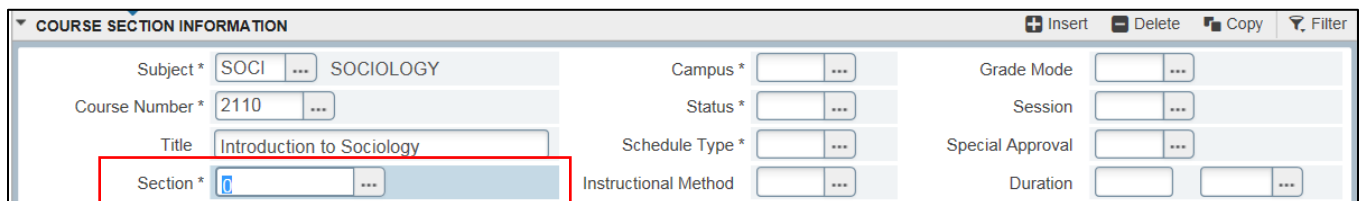
7. Tab to go to the next field. **NOTE:** The complete subject title is listed to the right of the prefix after you enter tab.
8. Enter a course number in the **Course Number** field



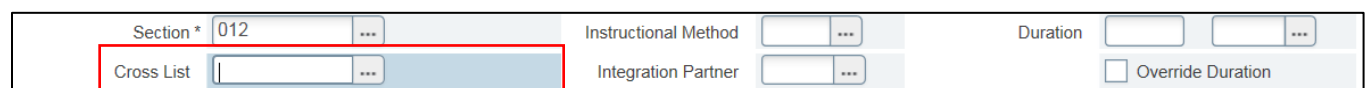
9. The complete course title is entered in the title field when you tab.



10. Tab to move to the **Section** field.
11. Enter a section number in the **Section** field. Section numbers must be 3 characters in length. Use leading 0's if necessary (i.e. 001,002, etc.). Use the look up button to view which section have already been created for this course.



12. Tab to the Cross List field. Leave the **Cross List** field blank. If any courses are cross-listed with the course section being created please notify regis@ecu.edu. The office of the registrar enters cross-listed courses.



13. Tab to the Campus field and enter a campus code.
- * Please review the Campus Codes in the instructional document "[Schedule Type, Meeting Type, Instruction Method and Campus Codes](#)" to verify that you are selecting the correct Campus Code for the section you are creating.

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. Instructions for adding a site of instruction are found in the instructional document "[How to add a site of instruction code to a section taught at a remote location](#)"

To see a complete list of campus options, click the look up button.

COURSE SECTION INFORMATION

Subject * SOCI SOCIOLOGY

Course Number * 2110

Campus * 008

Status *

Grade Mode

Session

14. Tab to the **Status** field and enter A to list the course as Active. Do not select I or R. These are internal codes used by the Registrar’s Office.

NEVER RECORD REMOVE A COURSE ONCE IT HAS BEEN ADDED AND SAVED

COURSE SECTION INFORMATION

Subject * SOCI SOCIOLOGY

Course Number * 2110

Campus * 008 Main Campus

Status * A

Grade Mode

Session

15. Use the look up button to add the appropriate code in the **Schedule Type** field. (eg. 04-Lecture, 02-Lab, etc.) One or more may be available. Select the choice that best fits how the course is being taught.

Schedule Type Query

Criteria

Schedule	Description	Instruct Method	Workload	Over Enroll
04	Lecture	01		

Record 1 of 1

Cancel OK

16. Click OK to add the Schedule Type.

17. The **Instructional Method** field is automatically entered based on **Schedule Type** entered.

You MUST verify that the instructional method is correct for each section scheduled.

18. To **Change the Instructional Method**, click the look up button to the field to view the Instructional Types.

NOTE: If using 07 – Face to Face Remote site be sure to add a course attribute to class. See the Instructional documentation "[How to add a site of instruction code to a section taught at a remote location](#)"

COURSE SECTION INFORMATION			+	+	+	+
Subject *	SOCI ... SOCIOLOGY	Campus *	008 ... Main Campus	Grade Mode		
Course Number *	2110 ...	Status *	A ... Active	Session		
Title	Introduction to Sociology	Schedule Type *	04 ... Lecture	Special Approval		
Section *	012 ...	Instructional Method	01 ...	Duration		

19. Tab **twice**. Leave the field **Integration Partner** blank.

20. Enter S in the **Grade Mode** field. To see a list of Grade Mode options allowed for the class, click the look up button.

COURSE SECTION INFORMATION			+	+	+	+
Subject *	SOCI ... SOCIOLOGY	Campus *	008 ... Main Campus	Grade Mode	S ...	
Course Number *	2110 ...	Status *	A ... Active	Session		

21. Tab to the **Session** Field.

22. Enter the appropriate session code. For standard face to face sections, the session code should be left blank. Click the look up button to review what session codes are available for the section you are creating. For more information, review the document “Course Evaluation Survey – The Session Field”

Subject *	SOCI ... SOCIOLOGY	Campus *	008 ... Main Campus	Grade Mode	S ...	Standar
Course Number *	2110 ...	Status *	A ... Active	Session		

23. Tab to the **Special Approval** Field. Enter the Special Approval code (if applicable).

COURSE SECTION INFORMATION			+	+	+	+
Subject *	SOCI ... SOCIOLOGY	Campus *	008 ... Main Campus	Grade Mode	S ...	
Course Number *	2110 ...	Status *	A ... Active	Session		
Title	Introduction to Sociology	Schedule Type *	04 ... Lecture	Special Approval		

To see a complete list of Special Approval options, click the look up button.

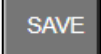
24. Tab **four times** to move to the **Part of Term** Field. Leave **Duration** and **Override Duration** fields blank.

25. Enter **1, 8W1 (First 8 week block) or 8W2 (Second 8 week block)** into the **Part of Term** field. Click Tab to populate the date fields.


CLASS TYPE				+	+	+	+
Traditional Class							
Part of Term	1 ...	08/20/2018	12/12/2018			14	
Open Learning Class							
	First	Last					
Registration Dates							Processing Rules
Start Dates							
Maximum Extensions	0						


26. Tab to Credit hours section. This section should only be updated if the section is a variable credit course.

CREDIT HOURS		Insert	Delete	Copy	Filter
Credit Hours	3.000				
Credit Hours	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Indicator					
Billing Hours	3.000				
Billing Hours	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Indicator					
Contact Hours	3.000				
Contact Hours	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Indicator					
Lecture	3.000				
Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Lab					
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Other					
Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				

27. Click the Save  button in the bottom right corner of the screen.

28. A confirmation message will be displayed letting you know that the record was saved successfully.

ADD	RETRIEVE	RELATED	TOOLS	1
 Saved successfully (1 rows saved)				

29. Click the Section Enrollment Information tab or click the **Next Section** button  to move to the next section to set enrollment numbers.


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

30. Enter the maximum enrollment for this course.

ENROLLMENT DETAILS		Insert	Delete	Copy	Filter
Maximum *	<input type="text" value="0"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *	<input type="text" value="0"/>
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 0.000			

31. Tab to the Waitlist Maximum field.


ENROLLMENT DETAILS		Insert	Delete	Copy	Filter
Maximum *	<input type="text" value="25"/>	Waitlist Maximum *	<input type="text" value="10"/>	Projected *	<input type="text" value="0"/>
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 0.000			

32. Click the Save button. 

33. A confirmation message will be displayed letting you know that the record was saved successfully.


ADD RETRIEVE RELATED TOOLS 1

✓ Saved successfully (1 rows saved)


34. Click the Tab Meeting Times and Instructor or click the **Next Section** button  to move to the next section to enter class meeting times and instructor.

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

35. Tab to the **Meeting Type** field.

36. By default, CLAS is entered. A numeric value must be entered. **DO NOT LEAVE MEETING TYPE SET TO CLAS**
 Enter the appropriate meeting type. Use the look up button  to view the meeting type codes
NOTE: If this is a DE course or an online course on the main campus, please enter 2.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday
	2	03/20/2018	12/12/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

37. Click in the Meeting Time field and enter a meeting time code for when the course should be offered. To see a complete list of meeting time codes, click the look up button.  Double click the desired code/time to select.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday
03	2	08/20/2018	12/12/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

38. If no meeting time is selected, click the Meeting Locations and Credits field.

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

Times and Instructors Scheduler Preferences

Meeting Dates **Meeting Location and Credits**

39. Enter Hours per Week.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details
			04	2.5		3.000	<input type="checkbox"/>

Room assignments BEFORE Schedule 25 Run

As part of the Space scheduling policy, Schedule 25 will be run to assign space for all non-laboratory sections. **PLEASE DO NOT ENTER ROOM INFORMATION** you are creating your courses unless it is for a lab or other identified space per scheduling policy. **Review the document How to find an empty classroom.**

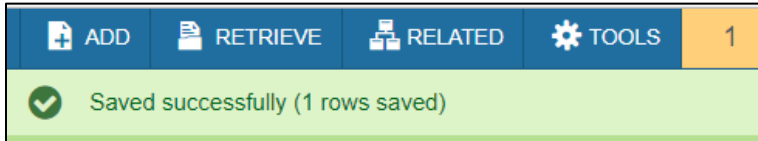
Room assignments AFTER Schedule 25 Run

If the term has already begun and a course needs to be added with a room location. Use the Option Menu and select Query Available Class Rooms to find a room.

40. Click the Save button.



41. A confirmation message will be displayed letting you know that the record was saved successfully.

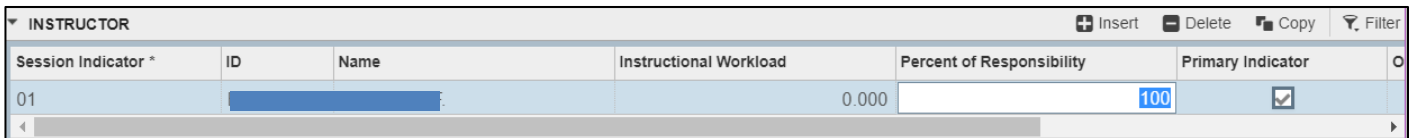


42. Click the Next Section button  to enter instructor information.

43. **Do not change the session indicator. It must remain 01 regardless of the number of instructors.**

44. Tab to the ID field and enter the instructors Banner ID.

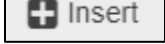
NOTE: Person MUST be listed as an instructor in Banner to be added as an instructor for a class. It is the Departments responsibility to set up instructors in Banner.



Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	
01			0.000	100	<input checked="" type="checkbox"/>	

45. Click the Save button.



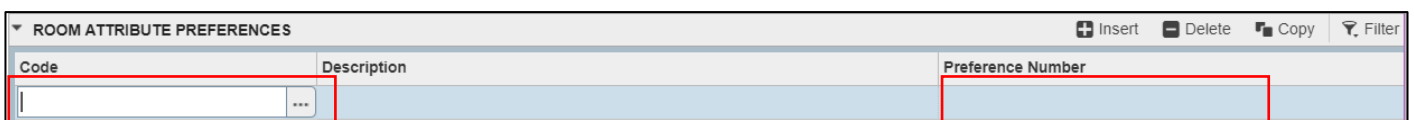
46. Add additional instructors by clicking the insert button.  to add an additional instructor(s) to the course and complete the Percent of Responsibility/Term for each Instructor. **If multiple instructors are added, the Percent of Responsibility combined must equal 100%.**

47. **Click** on the Section Preferences tab to enter any room Attribute Preferences. **Do not enter Section Preferences if you are setting up the class AFTER the term has begun.**



48. Click the Next Section button  to enter Room Attribute Preferences.

49. **Click** the Code field of the **Room Attribute Preferences** section to enter your preferences RANKED as needed.



Code	Description	Preference Number
<input type="text"/>		<input type="text"/>

To see a complete list of room attribute codes, click the  look up button.

*Please keep in mind the more room attributes that are added to the course the more restrictive the scheduling becomes.

**You can check a certain room's attributes by using the Room Attribute report on ecuBIC.

50. Click the Save button.

