**Course Notes: Building Course Sections in Internet Native Banner (INB)**

| INTRODUCTION | SSASECT is the form in Internet Native Banner that is used to build course sections. There are Four tabs on the SSASECT form that are utilized to build a course section.  
| | - Course Section Information  
| | - Section Enrollment Information  
| | - Meeting Times and Instructors  
| | - Section Preferences  
| | The final video will cover some additional Banner forms that may be used when creating a course section.  
| | Assistance with creating course schedules is available by appointment by contacting regis@ecu.edu.  
| | Please download and save all supplemental documents mentioned throughout the videos so that they can be used for future reference. Supplemental documents as well as additional resources are available on the Office of the Registrar website.  
| | On the registrar’s website, click the Faculty and Staff link in the navigation menu on the left side of the screen. Scroll down to the Tutorials and Training section. Click the Student INB link to access additional resources and supplemental documents mentioned in this training. |

| ACCESS FORM | To get started open Internet Native Banner (also known as INB) and enter SSASECT in the Go to…field. |
| ACCESS FORM | To begin building a course section, enter the term code in the term field.  
| | If you are unfamiliar with term codes you can click the down arrow next to the term field for term code descriptions. Click List of terms and select the appropriate term in the pop up window. Click OK and the term code will be added to the form |
| CREATE CRN | To create a new section, enter “ADD” in the CRN field and click the next block button to create a new record.  
| | The Create CRN button can also be used to create a new record. Click Create CRN and a new record is added.  
| | Please note that the COPY CRN button should never be used when creating course sections. |
| **SUBJECT** | Enter the 4-character subject code for the course in the subject field. Click the Tab key to move to the next field. |
| **COURSE NUMBER** | Enter the 4-digit course number in the course number field and click tab |
| **NOTE** | 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 INB will prevent you from moving to the next field. |
| **TITLE** | The course title will automatically populate as the official title listed in catalog.  
The title field should only be modified if the course is an Independent Study, Directed Reading, Advance Reading, or Topics course.  
When modifying a course title, please be mindful of abbreviations. The title must be something that is easily understood.  
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 academic catalog. |
| **SECTION** | Click Tab and enter a three-digit section number using leading zeros if necessary (i.e. 001, 002, 010).  
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.  
To view which sections numbers have already been set up for this course you can click on the pull-down menu on section field. In the search window, select Execute from the Query menu or press F8 on the keyboard to find the sections.  
Click the X on the menu bar to close the search window and return to the SSASECT form.  
Enter a valid section number and click tab to move to the next field. |
<p>| <strong>CROSS LIST</strong> | Please leave the cross-list field blank. If any courses are cross-listed with the course section be created please notify <a href="mailto:regis@ecu.edu">regis@ecu.edu</a>. Cross-listed courses are entered by the office of the registrar. |</p>
<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>The campus code correlates with the Instructional method so certain Campus codes can only use specific instructional methods.</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>Courses taught 100% online should use campus code 650, with the instructional method of 08, so that they are reported correctly as Distance Education to UNC-General Administration.</td>
</tr>
<tr>
<td>•</td>
<td>Hybrid courses whether primarily taught online or primarily taught face-to-face should use a campus code of 008. Courses taught more than 50% online would have an Instructional method of 09 – Hybrid Primarily Web. Courses taught 50% or less online would have an Instructional method of 10 – Hybrid Primarily Face to Face.</td>
</tr>
</tbody>
</table>
- Face-to-Face course sections taught at a Remote site would use the remote site campus code of the location, and have an instructional method of 07. If you have selected Instructional Method 07 you must add the County or Country code in which the class will be taught. We will discuss add course section attributes in a later video.

- 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.

- 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.

Campus Code and Instructional Method MUST BE CORRECT! This affects departmental funding and student billing.

In the Campus Code field, click the campus code search button. In the pop up menus select 008 – Main Campus from the list and click ok to add the code to the form.

Click the tab button to move to the next field.

**STATUS**

In the Status field, click the status search button. To make the course active, select A and click OK to add the code to the form. When canceling a course, enter C. *** NEVER RECORD REMOVE A SECTION **** even if course was added in error. It must be canceled and left in the system.

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.

For detailed instructions on how to cancel sections and courses, please review the supplemental document “How to Cancel a Course”.

**SCHEDULE TYPE**

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.

Click the schedule type search button to display codes.

Schedule type correlates with instructional method. When the Schedule type is selected the default Instructional Method will be automatically entered on the form.

Click ok to add the default Schedule type to the form.

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 “
| **INSTRUCTIONAL METHOD** | The Instructional Method field is automatically populated. You MUST verify that the instructional method is correct for each and every section.  

**Example 1**  
We have created a section of CHEM 1020 that will be taught online. The Campus Code is 650. The default Schedule Type is 04 (lecture) with a default Instructional Method of 01 (Face to Face). In this example the default instructional method is incorrect. Course taught online with a Campus Code of 650 must have an instructional method type of 02 (interactive real time Video), 08 (Internet or World Wide Web), 09 (Hybrid Primarily Web) or 11 (storage Device or Non-Web Media).  
To change the Instructional Method type click the search button to view all Instructional Method Type codes. Select 08 as the Instructional Method type and click ok to add the code to the form.  

**Example 2**  
We will look at a section of SOCI 1010 that 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 instructional method is correct and the instructional method code does not need to be changed.  
For descriptions of the different Instructional Methods, please review the document “Schedule Type, Instructional Method and Meeting Type”.  

***IMPORTANT REMINDER*** Changes 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 drops 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.  
Please carefully review the following supplemental documents “Registration”, “How to Modify a Course” and How to Cancel a Course” to ensure that this process is done correctly. |
| **INTEGRATION PARTNER** | The Integration Partner field is not used for course scheduling and should be left blank. |
| **GRADE MODE** | Choices for the grade mode field will default based on available options for the course that was approved through the curriculum development process.  
Click the grade mode search button to view available grade modes for the section you are creating.  

**Example 1**  
SOCI 1010 has two options. F for Forgiveness or S for Standard Letter Grade. Please note that the Codes F (Forgiveness) or A Audit should never be selected as the |
**Grade Mode.** These are internal codes used only by the Registrar’s Office.

Select S for the Grade mode and click OK to add the code to the form.

**SESSION**

This Session field determines how a course will be evaluated through the course evaluation survey.

The following information will help you determine the proper Session code to use when creating a section.

- Online Courses, which have a campus code of 650 and an instructional method of 02, 08, 09 or 11 should have a blank session field.

- If the section you are creating has an instructional method code of 01, 07, or 10 then the Session field should be classified as a lab, field based, or standard face to face.

- If the section is a Lab course than the Session field should be L for Lab Please note lab courses taught online should have a blank session field, not L.

- If the section is a Field-based course such as student teaching, field placement and certain seminars then the Session field should be an F for Field-based.

- If the section is a Standard Face to Face course then the Session field should be left blank

- The use of the Session code N for Not surveyed requires the department chairs approval.

Please contact Institutional Effectiveness, with any questions you have concerning Course Evaluations.

For more information, please review the supplemental document “Course Evaluation Survey – The Session Field”.

**SPECIAL APPROVAL**

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.

Certain situations do warrant using this field to restrict registration. However keep in mind that If this field is used, someone MUST enter a registration override on every student who registers for this course. Use override code SPCADV in SFASPRO for this type of restrictions.

Please review the supplemental document “Registration” to learn how to enter registration overrides.
<table>
<thead>
<tr>
<th><strong>DURATION</strong></th>
<th>Do not enter information into the Duration field. These fields must be left blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART OF TERM</strong></td>
<td>Enter 1 in the part of term field and click tab to populate the start and end dates of the term.</td>
</tr>
<tr>
<td><strong>SAVE</strong></td>
<td>Click the Save button to save this course section.</td>
</tr>
<tr>
<td><strong>REGISTRATION DATES</strong></td>
<td>Registration dates, start dates, maximum Extensions, and Prerequisite Check Method will be grayed out. These fields are based on the Part of Term Field</td>
</tr>
<tr>
<td><strong>CREDIT HOURS</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>BILLING HOURS</strong></td>
<td>If the section is a variable credit hour course, a range will be entered as the default values. You MUST enter Credit hours, Billing hours and Contact hours in the blank spaces below the fields. Enter the number of credit hours, Billing hours and contact hours for that particular section. For variable credit hour courses the Credit hours must match Billing hours and the Contact Hours.</td>
</tr>
</tbody>
</table>
| **CONTACT HOURS** | In summary:  
- The course title should not be changed unless applicable  
- To notify regis@ecu.edu of any courses that are cross-listed with the course section.  
- NEVER record remove a section. It must be left in the system.  
- Schedule type defaults based on the course. If more than one is listed, select the best choice.  
- Verify that the Instructional Method is correct and update if necessary.  
- You must un-enroll and re-enroll students when modifying a course after registration.  
- The session field is used to determine how a course is evaluated.  
- Variable credit courses must have credit hours, billing hours and contact hours defined. |

| **SECTION ENROLLMENT INFORMATION** |
| **ENROLLMENT DETAILS** | Click the Section Enrollment Information Tab to enter the Enrollment details. |
| **MAXIMUM** | 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.  
When adding classroom information for Lab sections or other registrar approved pre-assignment, 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.

<table>
<thead>
<tr>
<th>WAITLIST MAX</th>
<th>The Waitlist Maximum field is not a mandatory field however if you wish to automate your waitlist process using banner you must enter a maximum number of students permitted on the waitlist for the section. Classes with required co requisites such as some lecture/lab course should not use the waitlist functionality. For more information, please review the Waitlist supplemental document. All remaining fields are System calculated based on actual registrations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESERVED SEATS</td>
<td>The Reserved Seats Tab is not used when building course sections.</td>
</tr>
<tr>
<td>SAVE</td>
<td>Click the Save button to save your section information.</td>
</tr>
</tbody>
</table>
| SUMMARY | In summary:  
  - The maximum enrollment number affects scheduling.  
  - To complete the waitlist maximum field in order to use the automated banner waitlist process. |

### MEETING TIMES AND INSTRUCTOR

Click the Meeting Times and Instructor Tab to enter course meeting information and instructors who will teach the course.

| MEETING TYPE CODE | First we will set the Meeting Type for this section. The Meeting Type will default to CLAS and must be changed to the numeric code that accurately reflects the type of course and for tuition charges to be appropriately assessed. Error reports are generated and distributed to academic units to update any records that are coded incorrectly.  
Click the search 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 form.  
Click the tab key to populate the Start and End Dates. DO NOT ALTER THESE DATES. They are populated based on the dates entered in banner for the particular term.  
For definitions of Meeting Types, please review the supplemental document “Schedule Type, Instructional Method and Meeting Type”. |
|-------------------|--------------------------------------------------------------------------------------------------|
| MEETING TIME CODE | In order to avoid a time conflict in Banner, we highly recommend using the course offering times as built in the Meeting Time field.  
**Example 1**  
We will use a meeting time code to populate the days, start times and end times. In the Meeting Time field, click the search 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 form. The days, start time and end time for the meeting code are entered on the form. Click the save button to save the meeting time information. |
### Example 2
We will not use a meeting time code. Instead we will manually enter the days, start times and end times manually. 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 the save button to save the days and times. Classroom assignment through Schedule 25 looks at all three of these fields to make assignments based on course space utilization. Remember, that 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 supplemental document “Guidelines for Scheduling Lecture and Discussion Classes” before manually scheduling meeting times and days.

### Example 3
For online classes with a Campus code of 650 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. Hours per week must equal Session Credit Hours. Enter the Hours per Week and click the save button to save the record.

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.

The override indicator will be discussed more in detail later in this video.

### MEETING LOCATION AND CREDITS
For all courses that utilize classroom space with the exceptions of labs or registrar approved pre-assignments. 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.

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 UNC-General Administration performance metrics. DO NOT RELY on the meeting scheduling software 25 LIVE to confirm classroom availability. You must Use Banner.

Please review the supplemental document How to find an empty classroom before adding meeting locations after Schedule 25 run.

For Lab sections or other registrar approved pre-assignment, click the Meeting Location and Credits Tab to schedule a classroom.

The Schedule Type, Hours per week and session Credit hours fields will be automatically entered by the system based on the course and meeting dates.
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 search buttons to search for a building and/or room code.

Click the Room search button. In the search window, type the building code or use the building search button. Find the building code and double click it to add it to the search criteria. Select Execute from the Query menu or F8 on the keyboard to find all rooms in the building you have selected. Select the room and double click it to add it to the form. In this example, we will add a second room since there are two rows listed under the meeting times. We will manually enter the building code. Click the search button for the room, since the building code is already added, simply select Execute from the Query menu or press F8 on the keyboard to find all classrooms.

Find the second room you would like to use in the list of classrooms. Please note the classroom information listed with the room. In particular the capacity. Banner checks to make sure that maximum enrollment number entered in the Enrollment Section Information tab is not larger then 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 then the maximum enrollment.

Double click the room to add it to your form. Note the warning message displayed. Building and room numbers, which are entered manually, will display a pop up warning. In order to save the record you must select a different classroom or adjust the enrollment number.

Section errors such as a room conflicts and meeting and time conflicts require an override in order 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.

Classrooms are mass assigned based on the deadline for course scheduling provided in the course requisition memo sent to Deans and Department Chairs. Any sections created following the schedule run must manual assign classroom space based on what is left.

<table>
<thead>
<tr>
<th>Scheduler Preferences Tab</th>
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</thead>
<tbody>
<tr>
<td>The scheduler Preferences tab is not used.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor Block</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SESSION INDICATOR</strong></td>
</tr>
<tr>
<td>To add an Instructor to the section, click in the ID field in the Instructor block. 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the Instructors Banner ID in the ID field.</td>
</tr>
</tbody>
</table>
**Example 1**
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.

**Example 2**
If you do not know the Banner ID of the instructor you are trying to add you can use the ID search button to look up the banner ID. Click the ID search button to open up the search window.
Enter the person’s last name and first name and select execute from the query menu or press F8 on the keyboard.

Double click the banner ID to select the person and populate the instructor ID field in the Instructor Block on SSASECT.

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.

**Example 3**
To add a second instructor to a course enter the Banner ID in the second row.

<table>
<thead>
<tr>
<th>PRIMARY INDICATOR</th>
<th>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 marked using the Primary Indicator field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERCENT OF SESSION</td>
<td>By default 100 is added to the Percent of Responsibility 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’s must equal 100.</td>
</tr>
<tr>
<td>CONFLICT INSTRUCTOR</td>
<td>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 students as Graduate assistants, please contact <a href="mailto:regis@ecu.edu">regis@ecu.edu</a> for instructions on how to add a student as an instructor of record.</td>
</tr>
</tbody>
</table>
| SUMMARY | In summary:
- The default meeting type of CLAS must be changed to a numeric code,
- The use of Meeting Time codes will ensure no time conflicts in Banner.
- Do not enter meeting locations prior to the Schedule 25 run unless it is for labs or other registrar approved pre-assignments.
- If multiple instructors are teaching a course then the combined responsibility must equal 100%

**SECTION PREFERENCES**
Click the Section Preferences Tab to add information to this section.

**Partition Preferences Block**
The partition Preference block is not used. Schedule 25 manages this process based upon partition preferences provided by department chairs.
Click the next block button to move to the Room Attributes Preferences block.

**Room Attribute Preferences Block**

Room Attributes should only be used if it is absolutely essential to have a room with the particular features.

Using this restricts scheduling to only look for rooms with this attribute.

**CODE**

To search for a room attribute code click the down arrow on the code field. Double click the code to add the feature.

**PREFERENCE NUMBER**

If only one code is listed, enter priority number 01 in the Preference Number field.

To add a second feature, click the down arrow on the code field. In the search window type the first letter of feature you are looking for. You do not need to click in the window simply hit the key on the keyboard.

Double click the feature in the window to add it to the form.

If multiple codes are added each code should be numbered based on its priority. Enter 02 in the preferences Number field.

Click the save button to save the record.

Please note that Preference numbers and Codes do not need to be listed in numerical order by priority.

However if is a code is added and No preference number is assigned Banner will display an error message when trying to save the record. All room attributes must be given a preference number before the record can be properly saved.

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

To remove a room attribute from the form, click on the code you would like to delete and from the record menu, select record remove

### SUMMARY

In Summary:

- That room attributes should only be added if they are essential.
- Adding room attributes restricts scheduling.
- All attributes must be assigned a preference number based on priority.

### SCHEDULE RESTRICTIONS

**SSARRES**

SSARRES is the form in Banner in which schedule restrictions are added to course sections.

Banner has already been programmed and will automatically add approved Schedule Restrictions listed in the catalog for courses.
Schedule restrictions affect student registration. Do not add course restrictions, unless you need it!

Please note that any banner form associated with SSASECT can be access from the option menu from any tab in SSASECT.

To access the schedule restrictions form from SSASECT, select Schedule Restrictions from the option menu.

When the SSARRES form opens, click the next block button to populate the form with the course section information.

Schedule restrictions can be added to include or exclude groups of students based on 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 THAT WAS ADDED BY BANNER. If you feel it is incorrect please contact regis@ecu.edu to verify and/or correct.

Please review the supplemental document “Entering Schedule Restrictions”.

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

<table>
<thead>
<tr>
<th>SCHEDULE PREREQUISITES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSAPREQ</td>
</tr>
</tbody>
</table>
form 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 regis@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 “Prerequisites Checking”

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

COURSE SECTION DETAIL

SSAEDTL is the form in Banner in which course attributes are added. Course attributes include such designations as foundations, Writing Intensive, honors, upper level, and many more.

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 by section. If you are creating a course section that is WI by section please contact regis@ecu.edu. Please Include the Course subject, number and CRN number.

The Course section Detail for is protected from changes. It is a post only form. If you have added a county code in error, please contact regis@ecu.edu to have it corrected.

To access the Course Section Detail form select Course Section Detail from the Option menu. When the SSAEDTL form opens, click the next block button to populate the form 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**
SOCl 1010 is being taught face to face in Beaufort. Click in the next empty row in the attributes field. Click the Attribute search button. Select the county code form the list of attributes and click the OK button to add the code to the form. Click the save button to save the change. Click OK in the popup alert box.

Please review the supplement document “How to add county codes”.

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

<table>
<thead>
<tr>
<th>SECTION SYLLABUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSASYLB</strong></td>
</tr>
</tbody>
</table>
| SSASYLB is the form in Banner where additional information can be added that an instructor may want the student to view about the course. On this form you can modify course titles by adding such information as WI, For Majors only, or cross-listed with. Information added to SSASYLB is viewable in Banner Self service and does not print on the transcript. To access the Section Syllabus Form, select Section Syllabus Form from the Option menu. When the SSASYLB form opens, click the next block button to populate the form with the course section information.

**Example 1**
We will add some additional information to the course title for CHEM 1020. On the Long Title and Learning Objectives tab enter the course title adding DE, and for Majors Only at the end of the title. Click the save button to save the information.

Click the X button on the INB menu bar to exit the form and return to SSASECT.

<table>
<thead>
<tr>
<th>SUMMARY</th>
</tr>
</thead>
</table>
In Summary:
- SSARRES is the form that is used to view and add Schedule Restrictions.
- SSAPREQ is the form where prerequisites can be checked.
- SSADETL is used to add county code attributes to courses taught at remote locations.
- SSASYLB is used to add additional information to course titles.