Class Schedule

Section goal

The purpose of this section is to explain the process and detail the procedures to use class schedule.

Objectives

In this lesson you will learn how to:

- Look up CRN and section detail
- Review enrollment counts
- Update max enrollment
- Activate and maintain waitlists
- Update assigned instructor(s)
- Update Special Approval
- Identify linked sections
- Update course and section comments

Forms associated with Class Schedule:

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSASECQ</td>
<td>Used to query course section details.</td>
</tr>
<tr>
<td>SSASECT</td>
<td>Used to build and maintain the schedule of classes in the course catalog.</td>
</tr>
<tr>
<td>SSADETL</td>
<td>Used to view additional information for linked sections.</td>
</tr>
<tr>
<td>SSATEXT</td>
<td>Used to view and update comments for a course that display in SSB.</td>
</tr>
<tr>
<td>SFASRPO</td>
<td>Used to manually place overrides on a student record to allow registration.</td>
</tr>
<tr>
<td>WOAHOLD</td>
<td>Used to assign and release holds on a student record.</td>
</tr>
</tbody>
</table>
Schedule Section Query Form (SSASECQ)

This is a schedule section query form. It is used to look up course sections. It will display Term, Part of Term, Registration dates, CRN, Subject, Course, Section, Campus, Title, Enrollment and other section details.

**Steps to find a section CRN: (SSASECQ)**
1. Access the Schedule Section Query Form (SSASECQ).
2. Enter the Term.
3. Tab over and enter Subject and Course (example: ENG 1310)
4. Press F8 or - this will execute the query and will pull up all active sections of ENG 1310.

Tip: Press your arrow down to see a Total Record Count (Number of Sections in this case)

Note:
- CRN (five digits) were formerly called Index Numbers (six digits)
- Sections numbers are no longer four digits long. Ex: Lab 1001 is now 101
Schedule Form (SSASECT)

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. A course catalog record (inventory) must exist prior to the creation of sections for a particular course as well as the term controls defined on the Term Control Form (SOATERM). From this form you can review:

- Course Section Information
- Section Enrollment Information
- Meeting Times and Instructor(s)
- Section Preferences

Steps to review course details:
1. Access the Schedule Form (SSASECT).
2. Enter the term in the Term field.
3. Enter the CRN assigned to the course in the CRN field.
4. Click Next Block. (Note: Next Block will continue to take you through the different tabs.)

IMPORTANT: If you are unable to activate a tab and receive this error: “Navigation was attempted to an item that is disabled or not valid; go to another item to continue. It may be necessary to use the mouse”, you will need to use the keyboard shortcut for Next Block: CTRL+PgDown to navigate to a tab.
Enrollment Counts and Details (SSASECT)

The Enrollment Details tab under Section Enrollment Information displays enrollment details. Actual, Remaining, Generated Credit Hours, and Census One and Two Enrollment Count fields will be populated with values as registration processing occurs over time.

Steps to review enrollment counts:
1. Access the Schedule Form (SSASECT).
2. Enter the term in the Term field.
3. Enter the CRN assigned to the course in the CRN field.
4. Click Next Block.
5. Click the Section Enrollment Information tab. Enrollment Details is the default tab view.

![Schedule Form Screenshot]

Maximum: 18
Actual: 18
Remaining: 3
Projected: 0
Prior: 6

Waitlist Maximum: 0
Waitlist Actual: 0
Waitlist Remaining: 0

Generated Credit Hours: 54.000

Census One
Enrollment Count: 18
Freeze Date: 09-SEP-2011

Census Two
Enrollment Count: 0
Freeze Date: 

Maximum enrollment for section, press Count Query Hits to enter reserved seats.
Updating Maximum Enrollment (SSASECT)

Use the Schedule Form (SSASECT) to review/update maximum enrollment for a course section.

Steps to update maximum enrollment:
1. Access the Schedule Form (SSASECT).
2. Enter the Term in the Term field.
3. Enter the CRN in the CRN field.
4. Click Next Block.
5. Select the Section Enrollment Information tab.
6. Update the Maximum field in the Enrollment Details block by clicking inside the field and typing the new maximum amount.
7. Click the Save button.
8. Optional: To repeat the process for another CRN, click Rollback.
9. When finished, click Exit.
Waitlisting (SSASECT)

You have the option of using the waitlist function for each section under the Section Enrollment Information>Enrollment Details tab. When a section is full, a student attempting to register for this section in Self-Service Banner will see the option to be placed on the waitlist. If a seat becomes available, the student will receive an email notification that they have 24 hours to register. This is on a first-come, first-serve basis.

Steps to set up waitlisting:
1. Access the Schedule Form (SSASECT).
2. Enter the Term in the Term field.
3. Enter the CRN in the CRN field.
4. Click Next Block.
5. Select the Section Enrollment Information tab.
6. Update the Waitlist Maximum field in the Enrollment Details block by clicking inside the field and typing the new maximum amount. Hint: Start off with 25% of typical enrollment.
7. Click the Save button.
8. Optional: To repeat the process for another CRN, click Rollback.
9. When finished, click Exit.
**Viewing the Waitlist Priority Queue (SFAWLPR)**

A student registering in Self-Service Banner who signs up for the waitlist of a section is placed on the Waitlist Priority Management form (SFAWLPR) for that section. Students are given a priority in the waitlist queue in order of registration (first-come, first-served.) This list will only accept as many students as the Waitlist Maximum number indicated in SSASECT for this section.

As seats are made available in the class, the next sequential student on the list will be removed from this form and placed on the Waitlist Notification form (SFIWLNT), and notified via email that they have 24 hours to register for the class. This is a query only form, so no changes can be made.

**Steps to view students in the waitlist priority queue:**
1. Access the Waitlist Priority Management form (SFAWLPR).
2. Enter the Term in the Term field.
3. Enter the CRN in the CRN field.
4. Click **Next Block.**
Monitoring Waitlist Notifications (SFIWLNT)

If a seat becomes available in a waitlisted class, the next sequential student is removed from the Waitlist Priority Management form (SFAWLPR) and placed on the Waitlist Notification Query form (SFIWLNT). The student will receive an email notification that they have 24 hours to register and assigned a status.

Steps to view waitlist notifications:
1. Access the Waitlist Notification Query form (SFIWLNT).
2. Enter the Term in the Term field.
3. Enter the CRN in the CRN field.
4. Click Next Block.

This is a query only form, so no changes can be made. However, you can view this form to track your waitlist notification activity. There are different waitlist statuses based on the student’s actions:

<table>
<thead>
<tr>
<th>Waitlist Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Has been notified; waiting for student to register</td>
</tr>
<tr>
<td>Registered</td>
<td>Has been notified; student registered for class</td>
</tr>
<tr>
<td>Dropped/Expired</td>
<td>Has been notified, but student did not register before the deadline</td>
</tr>
</tbody>
</table>

![Waitlist Notification Query form](image)
Updating Instructor (SSASECT)
You can update the instructors listed for a course section using SSASECT. An instructor must be listed on this form to view the roster.

1. Enter the Term in the Term field.
2. Enter the CRN in the CRN field.
3. Click **Next Block.**
4. Select the **Meeting Times and Instructor** tab.
5. Click **Next Block** again to access the Instructor block.
   Note: If you are unable to access a tab and receive the error: "Navigation was attempted to an item that is disabled or not valid; go to another item to continue. It may be necessary to use the mouse", you will need to use the keyboard shortcut for Next Block: CTRL+PgDown to navigate.

**To add an instructor:**

6. Enter a new instructor on the next available line by entering the instructor’s A number into the ID field. If you need to perform a name search, click the drop down icon in the ID column. Remember that name searches are case sensitive.
   - **Primary Indicator:** If this is the primary instructor (or will be the only instructor) you must place a check mark in this check box.
   - **Override Indicator:** If you receive an error than an instructor has a schedule conflict (double-booked), you can override this by placing a check mark in this column.
7. Click Save.
To remove an instructor:

1. In the Instructor block, highlight the instructor to be removed by clicking on them.
2. Choose Record>Remove, or click the Remove Record icon.
3. Click Save.

Possible Errors:

| *ERROR* Instructor Schedule Conflict, Press HELP for Available Instructors. | Instructor is double booked. Select the “Override Indicator” checkbox and Save. This does not remove the instructor from other courses and they will remain double-booked. |
| *ERROR* Primary instructor must exist for section. | If more than one instructor is listed, and/or primary instructor is not indicated, place a check mark in the Primary Indicator box accordingly and save. |
| *ERROR* Percent of responsibility and Percent of session must be entered. | Percent of responsibility and/or session is not indicated for an instructor. Click in the field and adjust accordingly by typing in a value and save. |
| *ERROR* Person not an instructor, press LIST for instructors. | Person is not an instructor or not on record for specified class. Please check with Faculty Records to ensure the instructor has been activated. |
| Cannot find my instructor when doing a name search | Remember that name searches are case sensitive! Check with Faculty Records to ensure the instructor has been activated. |
Special Approval (SSASECT)

You can assign special approvals for a course using SSASECT.

1. Enter the Term in the Term field.
2. Enter the CRN in the CRN field.
3. Click Next Block.
4. On the Course Section Information tab, click the Special Approval drop down icon to open the list of Special Approval Validation codes.
5. Select a code from the list and click OK.
6. Click Save.

Note:

<table>
<thead>
<tr>
<th>Special Approval Code</th>
<th>Student condition to allow course registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP Dept. Appr Needed (APPR)</td>
<td>Requires (APPR) override in SFASRPO</td>
</tr>
<tr>
<td>IN Instructor Approval Needed</td>
<td>Requires (INST) override in SFASRPO</td>
</tr>
</tbody>
</table>
Linked Sections (Lectures and Labs)

Many times we have lecture sections that have required lab sections. In order for the system to force the student to register in these specific combinations we must LINK sections. We do this by placing a code in SSASECT and SSADETL.

In this example, Lecture Biology 1421.001 is linked to Lab Biology 1421.135. When viewing in SSASECQ, you see the link identifier codes indicating each section is linked to another section. In this case, L1 and 1L are a reverse-matching pair:

<table>
<thead>
<tr>
<th>Course &amp; Section</th>
<th>SSASECT: Link Identifier</th>
<th>SSADELT: Link Connector</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1421.001 (10157)</td>
<td>L1</td>
<td>1L</td>
</tr>
<tr>
<td>BIO 1421.135 (10208)</td>
<td>1L</td>
<td>L1</td>
</tr>
</tbody>
</table>

Note: Departments are responsible for providing the Registrar’s Office listings of the sections they want linked.
Link Identifiers and Connectors (SSASECT/SSADETL)

In our legacy system we used “Low Links and High Links” to match Lectures and Labs. In Banner we do this by placing Link Identifiers and Link Connectors.

The Link Identifier is placed in SSASECT and the Link Connector is placed in SSADETL. (Note: SSADETL is not an editable form, but you may use it to view and identify if there is an error on the link.)
Creating Section Comments (SSATEXT)

Use the Section Comment Form (SSATEXT) to enter or display comments associated with a section. Comments entered here appear on the Class Schedule Report (SSRSECT) and in SSB.

1. Enter the term in the Term field.
2. Enter the CRN in the CRN field.
3. Click **Next Block** twice 🔄 🔄 to activate the **Section Long Text** block.
4. Enter your text into the **Section Long Text** field. You may use html code as needed. Note: *there is no spellcheck feature!*
5. Click **Save**.

### Examples of html effects:

<table>
<thead>
<tr>
<th>Add emphasis and links to Texas State University. (Bold the word “Add”.)</th>
<th>&lt;b&gt;Add&lt;/b&gt; emphasis and links to Texas State University.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add <em>emphasis</em> and links to Texas State University. (Italicize the word “emphasis”.)</td>
<td>Add &lt;i&gt;emphasis&lt;/i&gt; and links to Texas State University.</td>
</tr>
<tr>
<td>Add emphasis and links to <a href="http://www.txstate.edu">Texas State University</a>, (Add a hyperlink to the university homepage and have it display as “Texas State University.”)</td>
<td>Add emphasis and links to &lt;a href=&quot;http://www.txstate.edu&quot;&gt;Texas State University&lt;/a&gt;.</td>
</tr>
</tbody>
</table>