


*Changes or additions made in this version:*

- Instructional Method (COR and FTF), [see page 8](#)
- Mandatory Room Assignments, [see page 21](#)
- Linking, [see page 44](#)
- Video Tutorials added 
- Your Banner Access, [see page 3](#)
- Another Search Index added, [see page 60](#)

# CLASS SCHEDULING INSTRUCTIONS

Candy Stevens, 6052, [cstevens@weber.edu](mailto:cstevens@weber.edu)

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Enter **CTRL F** at any time to **Search** for any word or topic.

A screenshot of a search interface. It features a text input field with the placeholder text 'Find'. To the right of the input field is a small 'x' icon. Below the input field are two buttons labeled 'Previous' and 'Next'. At the bottom of the search box is a checkbox labeled 'Replace with'.

# CLASS SCHEDULE DEADLINES

You will receive this information by email each summer for the next academic year. It can also be found online under R>Registration>For Academic Depts>Scheduling

Includes: Class Schedule deadlines, Textbook deadlines, when Registration Appointments begin, when Registration begins

## Class Schedule Deadlines 2015-2016 Academic Year 6/13/14

### SPRING SEMESTER 2015 (201530)

Full Sem (pot 1)=Jan 12-May 1; Blk 1 (pot 2)=Jan 12-Mar 6; Blk 2 (pot 3)=Mar 16-May 1

1-Departments enter Spring Schedule into Banner: **August 4-October 17, 2014**

(Your access will not be turned off at all—you can continue to make your own changes)

\*2-Textbook order must be provided to the Bookstore: **October 1, 2014**

3-Spring Online Class Schedule available: **October 20, 2014**

Please check for accuracy (especially 'Part of Term' and 'Instructional Method' which are difficult to fix after registration begins)

4-Spring registration appointments available to view online: **November 3, 2014**

5-Spring registration begins: **November 10, 2014**

### SUMMER TERM 2015 (201610)

Full Sem (pot 1)=May 11-Aug 19; Blk 1 (pot 2)=May 11-June 26; Blk 2 (pot 3)=June 29-Aug 19

1-Departments enter Summer Schedule into Banner: **December 1-March 13, 2015**

(Your access will not be turned off at all—you can continue to make your own changes)

\*2-Textbook order must be provided to the Bookstore: **March 1, 2015**

3-Summer Online Class Schedule available: **March 16, 2015**

Please check for accuracy (especially 'Part of Term' and 'Instructional Method' which are difficult to fix after registration begins)

4-Summer registration appointments available to view online: **March 30, 2015**

5-Summer registration begins: **April 6, 2015**

### FALL SEMESTER 2015 (201620)

Full Sem (pot 1)=Aug 31-Dec 18; Blk 1 (pot 2)=Aug 31-Oct 22; Blk 2 (pot 3)=Oct 26-Dec 18

1-Departments enter Fall Schedule into Banner: **December 1-March 20, 2015**

(Your access will not be turned off at all—you can continue to make your own changes)

\*2-Textbook order must be provided to the Bookstore: **April 1, 2015**

3-Fall Online Class Schedule available: **March 23, 2015**

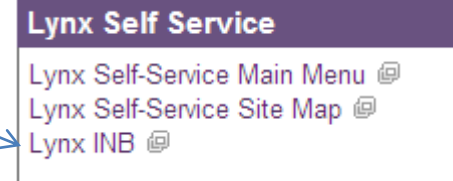
Please check for accuracy (especially 'Part of Term' and 'Instructional Method' which are difficult to fix after registration begins)

4-Fall registration appointments available to view online: **April 6, 2015**

5-Fall registration begins: **April 13, 2015**

# LOG IN TO BANNER

- Log in to your staff portal
- Click on Lynx Self Service>Lynx INB
- Log on using your username and password
- The Database is PROD (or you can leave it blank)
- Enter
- Once in Banner, you can enter GUAPSWD to change your password

A screenshot of a "Logon" dialog box with a blue title bar and a close button (X). The dialog contains three input fields: "Username:", "Password:", and "Database:". Below these fields are two buttons: "Connect" and "Cancel". A blue arrow points from the text "Enter" in the list to the "Logon" dialog box.

- At the **Security Warning**, choose DON'T BLOCK or some data will be unusable.
- If you are new to WSU and need access to the Banner System, have your supervisor request access for you using the Provisioning System in their portal.



# **ENTER COURSES FOR THE CLASS SCHEDULE**

**Add a Basic Class  
in SSASECT**

# SSASECT

In the Go To... Type in SSASECT and click the Enter key



Go To...   Welcome, Candace Stevens.

 My Banner

Enter the correct Term ([see page 16](#))



Schedule S ASECT 8.5.1.3 (WEDNESDAY)

Term:   CRN:   Create CRN:  Copy CRN:  Suk

Click the 'Create CRN' button  
OR type the word ADD in the 'CRN' field

# COURSE SECTION INFORMATION TAB

These are the basic fields that need to be entered, Save, then the new CRN will appear at the top

Term: 201330 CRN: ADD Create CRN: Copy CRN: Subject: ENGL Course: 1010 Title: EN Introdut College Writing

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

**Subject:** ENGL English  
**Course Number:** 1010 **Title:** EN Introdut College Writing  
**Section:** 0  
**Cross List:**  
**Campus:** WSU WSU Main  
**Status:** A Active  
**Schedule Type:** LEC Lecture  
**Instructional Method:** FTF Face-to-Face  
**Integration Partner:** WEBCT WebCT Vista  
**Grade Mode:**  
**Session:**  
**Special Approval:**  
**Duration:**  
**Part of Term:** 1 07-JAN-2013 26-APR-2013 15  
First Last  
**Registration Dates:**  
**Start Dates:**  
**Maximum Extensions:** 0  
**Prerequisite Check Method:** ☒ Basic or None ☐ CAPP ☐ DegreeWorks

**CEU Indicator:**  
**Credit Hours:** 3.000 ☒ None ☐ To ☐ Or  
**Billing Hours:** 3.000 ☒ None ☐ To ☐ Or  
**Contact Hours:** 3.000 ☒ None ☐ To ☐ Or  
**Lecture:** 3.000 ☒ None ☐ To ☐ Or  
**Lab:** .000 ☒ None ☐ To ☐ Or  
**Other:** ☒ None ☐ To ☐ Or  
**Link Identifier:**  
**Attendance Method:**  
**Weekly Contact Hours:**  
**Daily Contact Hours:**  
☒ Print ☒ Voice Response and Self-Service Available  
☒ Gradable ☐ Tuition and Fee Waiver  
☐ Long Title ☐ Comments ☐ Syllabus

# WHAT DOES IT MEAN? *COURSE SECTION INFORMATION TAB*

Enter the Subject and Course Number and the Title will fill out-DO NOT CHANGE TITLE without approval. Do not use special characters except '&'.

We are not using Sections at this time

Most will not use Cross Lists (see XL info, [pg 42-43](#))

Campus is always WSU, check with your CE liaison for Davis, West, Online, etc courses

Status is A for Active (I is Inactive)

Use the drop down arrow to enter the Schedule Type.  
**NEW INFO-If it is LEC, LAB, or LEL, you must enter a Building and Room.**

**NEW INFO-The Instructional Method will usually be FTF. If it is FTF, a classroom MUST be associated with it at some point.**  
**NEW INFO-You can enter any other Instructional Method code EXCEPT COR (which is Correspondence for CE only).**

HYB (Hybrid) rule is: 'taught in a classroom AND via technology. Tech portion=20% or replace at least one face-to-face classroom period per week'.

Enter the code of WEBCT in Integration Partners so this course will interface with Canvas

Leave Grade Mode and Session **blank** ([see pg 18](#))

Enter 'IN' in Special Approval if you want to override each student before they can register

Leave Duration blank

Part of Term: 1=whole semester; 2=first half of semester; 3=second half of semester. ([see pg 17](#))

Don't enter anything in all of the last portion (this is for CE)

**Course Section Information** | Section Enrollment Information | Meeting Times and Instructions

**Subject:** ENGL English

**Course Number:** 1010 **Title:** EN Introduct College Writing

**Section:** 0

**Cross List:** ☐

**Campus:** WSU WSU Main

**Status:** A Active

**Schedule Type:** LEC Lecture

**Instructional Method:** FTF Face-to-Face

**Integration Partner:** WEBCT WebCT Vista

**Grade Mode:**

**Session:**

**Special Approval:**

**Duration:**

**Part of Term:** 1 07-JAN-2013 26-APR-2013 15

**Registration Dates:**

**Start Dates:**

**Maximum Extensions:** 0

**Prerequisite Check Method:** ☒ Basic or None ☐ CAPP ☐ DegreeWorks



# WHAT DOES IT MEAN? *COURSE SECTION INFORMATION* TAB (CONT)

Section Preferences	
CEU Indicator:	<input type="checkbox"/>
Credit Hours:	<input type="text" value="3.000"/> <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or <input type="text"/>
Billing Hours:	<input type="text" value="3.000"/> <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or <input type="text"/>
Contact Hours:	<input type="text" value="3.000"/> <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or <input type="text"/>
Lecture:	<input type="text" value="3.000"/> <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or <input type="text"/>
Lab:	<input type="text" value=".000"/> <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or <input type="text"/>
Other:	<input type="text"/> <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or <input type="text"/>
Link Identifier:	<input type="text"/>
Attendance Method:	<input type="text"/> ▼
Weekly Contact Hours:	<input type="text"/>
Daily Contact Hours:	<input type="text"/>
<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Voice Response and Self-Service Available
<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> Tuition and Fee Waiver
<input type="checkbox"/> Long Title	<input type="checkbox"/> Comments <input type="checkbox"/> Syllabus

Credit Hours will fill in automatically.


If the course has Variable Credit, enter the correct credit value in the fields below each one (also see Variable Credit info on [page 23](#))

Print, Gradable, and Voice Response is defaulted. If you are entering a non-credit lab, uncheck Gradable. Unchecked 'Voice Response' will not show in the Class Schedule.

# SECTION ENROLLMENT INFORMATION TAB

In the *Enrollment Details*, enter the Maximum Enrollment Count.  
In the *Waitlist Maximum*, enter the Maximum Waitlist Count.

Course Section Information		Section Enrollment Information	Meeting Times and Instructor		Section Preferences	
Enrollment Details			Reserved Seats			
<b>Enrollment Details</b>						
Maximum:	<input type="text" value="0"/>	Waitlist Maximum:	<input type="text" value="0"/>	Projected:	<input type="text" value="0"/>	
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>	
Remaining:	<input type="text" value="0"/>	Waitlist Remaining:	<input type="text" value="0"/>	<input type="checkbox"/> Reserved		
Generated Credit Hours:			<input type="text" value=".000"/>			
<b>Census One</b>			<b>Census Two</b>			
Enrollment Count:	<input type="text" value="0"/>	Enrollment Count:	<input type="text" value="0"/>			
Freeze Date:	<input type="text" value="25-JAN-2013"/>	Freeze Date:	<input type="text"/>			



# MEETING TIMES AND INSTRUCTOR TAB

## Meeting Dates SUBTAB Step 1



Use your Tab key to pull over the Start and End Dates  
Check the days of the week that the class will be taught  
Enter the Start and End Time (use military time-see table on [page 41](#))  
(Tab to get the dates to come over but leave fields for days, times, building, and rooms blank for **TBA sections**, [see page 21](#))

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

Times and Instructors   Scheduler Preferences

**Meeting Times**  
Meeting Dates   Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
<input type="text"/>	CLAS	07-JAN-2013	26-APR-2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1330	1420	01
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



This can be a bit confusing: the **Meeting Dates** Tab and the **Meeting Location and Credits** Tab are really just one long block. If you keep using your tab key you'll keep scrolling farther along OR you can use those two tabs to navigate. This slide and the next are really pictures of the one long block.

# MEETING TIMES AND INSTRUCTOR TAB

## Meeting Location and Credits SUBTAB

### Step 2

Enter the Building Abbreviation

Enter the Room Number and Save

*(If your section is TBA (to be arranged) leave the Building and Room blank. When you Save, you will need to enter the Hours per Week, which will be the credit hour value).*



To Override the room (you **really** do want to have two or more sections in the same room at the same time), enter O in the Override Indicator.

Course Section Information		Section Enrollment Information		Meeting Times and Instructor	Section Preferences			
Times and Instructors		Scheduler Preferences						
Meeting Times								
Meeting Dates								
Meeting Location and Credits								
Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	EH	215	LEC	2.50	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

# MEETING TIMES AND INSTRUCTOR TAB

## ‘NEXT BLOCK’ TO INSTRUCTOR

- Enter the W# for the Instructor
- Don't have the W#? Click on the ID down arrow to search by name (see below)
- There is always one Primary Indicator checked on one instructor (if more than one instructor is teaching the class)
- The Percent of Responsibility and the Percent of Session adds up to 100% total for all instructors added
- You see 4 fields to add up to 4 instructors. If you want more team instructors, simply hit your down arrow key to add another line. The Percentage will still need to add up to 100% total.

Instructor Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W01141394	Wildcat, Waldo	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40400: Transaction complete: 1 records applied and saved.

- To search for an instructor by name, click on the ID down arrow>enter the last name, first name>F8 key.
- Double click on the instructor name to add it to the class (for more Instructor info, [see page 24](#)).

Faculty/Advisor Query SIAIQR 8.1.1 (WDEV)

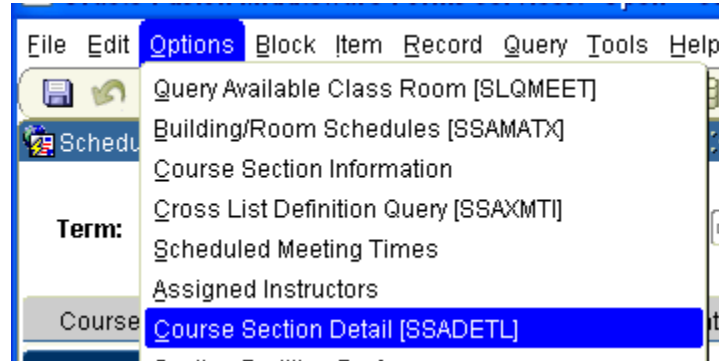
Term: 201330  ☒ Faculty ☐ Advisor

Staff Type:  Contract Type:  Tenure Status:

ID	Last Name	First Name	Middle Name	Faculty
<input type="button" value="v"/>	Wildcat	Waldo		<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

# CONTRACT AND BLOCK SCHEDULE INFORMATION TAB

Go to OPTIONS at the top of the screen and choose SSADETL



'Next Block' and then choose the 'Contract and Block Schedule Information' TAB.

\*Most of you will enter BA, 100, ✓. Save. Exit to get back to SSASECT. Click on the Rollback icon to start a new section.

A screenshot of the 'Contract and Block Schedule Information' tab in the software application. The tab is highlighted with a blue border. Below the tab, there is a table with the following columns: 'Contract', 'Description', 'Percentage', and 'Primary Indicator'. The 'Contract' column has a dropdown menu with 'BA' selected. The 'Description' column has the text 'Budget-Related [Regular]'. The 'Percentage' column has the value '100'. The 'Primary Indicator' column has a checked checkbox. There are blue arrows pointing from the text above to the 'Contract', 'Percentage', and 'Primary Indicator' fields.

\*AERO=SD; ESL=SC (remedial is SM); MILS=SD; Remedial=SM (except for English)

**Congratulations!** You have now finished entering a course. Look at the bottom of the screen each time you Save and you will see a message saying that you were successful OR it may give you an error message. If so, you can usually tell what the error is by reading that message. Now read further to see other functions you can add to your course....

# MORE OPTIONS/EXPLANATIONS

- Choose a 'Term'
- Choose a 'Part of Term'
- Grade Mode
- Comments
- Building/Rooms
- TBA Classes
- Variable Titles
- Variable Credits
- Find an Instructor
- Set-up an Instructor
- Find Faculty Schedule
- Waitlisting
- Copy a CRN
- Find a CRN
- Inactivate a class
- Delete a class
- Class Schedule Edit
- List Report
- Grade Rolls in INB

# HOW TO CHOOSE A 'TERM'



The fiscal year goes from Summer Semester (or Term) to Spring Semester-spanning two years. We use the second part of the year (Spring Semester) for the entire Academic Year. Thus, Summer 2012 to Spring 2013 Academic Year will be designated as 2013. The last two digits of the 'Term' designates the semester (10, 20, 30). Thus, Summer would be 201310, Fall is 201320, Spring is 201330. Also, each CRN (Course Reference Number of the classes) begins with the number of the semester (1=Summer, 2=Fall, 3=Spring).

This example: Spring of 2013, the CRN's begin with the number 3, and 120 sections have been added for Spring so far.

A screenshot of a web interface for selecting a course. At the top, a blue banner contains the text "Schedule SSASECT 8.5.1.3 (WDEV)". Below this, there are two input fields: "Term:" with a dropdown menu showing "201330" and "CRN:" with a dropdown menu showing "30120". To the right of these are buttons for "Create CRN:" and "Copy CRN:". Blue arrows from the text above point to the "Term:" and "CRN:" dropdowns. A large blue 'X' is drawn over the entire form area.

The 'Term' is listed on your [Class Schedule Deadlines](#) that is sent to you each summer also.



# HOW TO CHOOSE A ‘PART OF TERM’

There is a ‘Term’ (or Semester) and then there are Parts of that Term. We offer half term Blocks (or Parts).

1=full semester

2=first half or Block 1

3=second half or Block 2

(notice that ‘blocks’ and ‘part of term’ numbers can be confusing)



When you enter a ‘Part of Term’, tab over, and the dates of the semester fill in, plus the total weeks.



If you are offering a section that is held at different times other than the designated semester dates, choose the part of term that fits closest to your start dates, and change the start/end dates and the total weeks. (Ex: If your section simply starts on a Tues instead of Mon-do not change the semester dates!!) Refunds will need to be manually calculated in the Cashier’s Office for students dropping these sections with changed dates--tell your students.

Part of Term:

1 07-JAN-2013 26-APR-2013 15

1=the whole semester.  
Tab and then the dates for that ‘part of term’ fills in.  
15 designates how many weeks the term is.

(You will not use the ‘Duration’ or ‘Registration Dates’ fields directly above and below the ‘Part of Term’. Those fields are for CE.)

**To change a ‘part of term’ before registration begins**, Record/Remove the Instructor info>Save; Record/Remove the Meeting dates, times, location, etc.>Save; change the ‘Part of Term’>Save; readd all the information again.



**VERY IMPORTANT:** Once students are registered for your class, it is VERY difficult to change the part of term. We have come up with a solution but the CRN will change. Be sure that the **Part of Term** is correct before registration begins!!

# GRADE MODE INSTRUCTIONS

## Grade Mode is left blank with very few exceptions:

\*Grade Mode information is received from the catalog, therefore, leave GRADE MODE blank to pick up the default of Standard Grade (A, B, etc.) and the choice of Credit/No credit or Audit for students.

**\*IF** there is a section that requires a certain grade mode **ONLY**, then enter the code in Grade Mode. This will change the default to the entered mode and there can be no exception for entering grades. And it would be **VERY DIFFICULT** to fix this later.

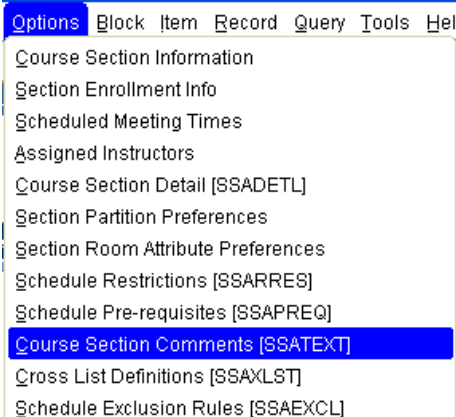
\*Remember, if you enter S for Standard Grade in the GRADE MODE field (instead of leaving it a blank field), a student can not choose credit/no credit or audit. Students always have this prerogative unless there is the exception explained above.



The screenshot shows a web form with three fields. The first field is labeled 'Integration Partner:' and has a dropdown menu with 'WEBCT' selected and 'WebCT Vista' visible to the right. The second field is labeled 'Grade Mode:' and has a dropdown menu with a blank space selected. The third field is labeled 'Session:' and has a dropdown menu with a blank space selected. A blue rectangular box highlights the 'Grade Mode:' field and its dropdown menu.

# ADD *COMMENTS* TO THE CLASS SCHEDULE

Go to **OPTIONS** at the top of the screen and choose **SSATEXT**



Choose only **ONE** of these fields to enter comments. If you put info in both, only **ONE** of the comments will show up in the Class Schedule. “Next Block” to get to the Section Long Text.

There are two places to enter comments: Section Text and Section Long Text. If you are entering a small amount of info that will fit on one line, it doesn't matter which place you choose to enter your comment. But if you have lots of info, please **choose Section Long Text**. From Long Text you can just type out your info (not line-by-line like in Section Text) and you can cut and paste the info. **You can only use one or the other of these Text fields on a class.**

## Section Text

## Section Long Text

# BUILDING/ROOM INFORMATION

When you are in *Meeting Times and Instructor TAB*, go to **OPTIONS** at the top of the screen and choose **SSAMATX** (or you may enter SSAMATX at the main Banner Go To... menu).



Enter the parameters that you want to search, Building, Room, and scroll over to see the Term, then use the F8 function key to search. This shows all the classes with their CRN's that are using the room, plus their time and days. If you get a Room Conflict Error, look here to find the conflicting class. To do another search, click on Query/Enter on the menu or the Question Mark icon.

			Meeting Patterns				
Building	Room	Campus	Days	Times	Subject	Course	CRN
▼		▼			▼		
SS	46	WSU	TR	0900-1015	CJ	4115	21506
SS	46	WSU	MMWF	0930-1020	CJ	4110	21496
SS	46	WSU	TR	1030-1145	CJ	4120	21498
SS	46	WSU	W	1730-2010	CJ	4860	21521
SS	46	WSU	M	1730-2020	GERT	1010	21579
SS	46	WSU	R	1800-2040	CJ	4160	21546
SS	46	WSU	T	1730-2020	SW	1010	22128
SS	46	WSU	T	1730-2020	SW	2100	22129

# TBA ('TO BE ARRANGED' CLASSES)



Some classes will not have a day, time, or room (such as Directed Readings classes) and the instructor will 'arrange' a time to meet with the students.

**NEW: IF YOUR COURSE IS A LEC, LAB, OR LEL, YOU MUST ASSIGN A BUILDING AND ROOM! IF YOU ARE NOT TEACHING IN A CLASSROOM, THEN WE NEED TO CHANGE THE SCHEDULE TYPE.**

Get the dates of the semester by tabbing twice to pull over the dates from the *Part of Term* that you entered in the *Course Section Information* Tab.

Leave the 'Days' and 'Start and End' times blank.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	07-JAN-2013	26-APR-2013										01

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			INV	1.00		1.000		

Leave the 'Building' and 'Room' fields blank and Save.

You will be prompted to enter the 'Hours per Week' (which is the number of credit hours for this class).



Remember, these two pictures above are actually in the same block (just one long block that you can tab through or use the subtabs).

# HOW TO ENTER *VARIABLE TITLES*

Some courses state in the Catalog that they will be taught with varied topics and are usually repeatable for credit (make sure that the repeatable info is accurate on all of these courses by checking the current WSU Catalog!) The title must be approved through Curriculum and then the correct title can be changed for this specific section (Curriculum help-call 6233). You may not change a title unless it has been approved!!

**Subject:**  ▼ Womens Studies  
**Course Number:**  ▼ **Title:**   
**Section:**  ▼



**Subject:**  ▼ Womens Studies  
**Course Number:**  ▼ **Title:**

In this example, the approved title is ‘Gender Roles in Western Cartoons’. You may need to abbreviate a longer title. The long title field is deceptive (only 30 characters can be used).

**This is the title that will show on the transcript!**

# HOW TO ENTER *VARIABLE CREDITS*

In the Catalog, the amount of credit hours is listed. Some courses state a variable amount of credits (such as 1, 2, or 3). In these cases, you must list the amount of credit that the specific CRN is worth.

CEU Indicator:	<input type="checkbox"/>				
Credit Hours:	<input type="text" value="1.000"/>	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	<input type="text" value="3.000"/>
	<input type="text" value="2.000"/>				
Billing Hours:	<input type="text" value="1.000"/>	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	<input type="text" value="3.000"/>
	<input type="text" value="2.000"/>				
Contact Hours:	<input type="text" value="1.000"/>	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	<input type="text" value="3.000"/>
	<input type="text" value="2.000"/>				
Lecture:	<input type="text" value=".000"/>	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or	<input type="text"/>
	<input type="text"/>				
Lab:	<input type="text" value="1.000"/>	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	<input type="text" value="3.000"/>
	<input type="text" value="2.000"/>				
Other:	<input type="text"/>	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or	<input type="text"/>
	<input type="text"/>				



In this example, the information tells us that the class can be taught for 1.000 To 3.000 credits. In the blank field directly below each instance, enter the correct amount of credit hours for that specific crn. If left blank, the default is the lowest credit, which may or may not be correct, but if blank, will show up on reports as an error. **If Billing Hours are not entered correctly, students would not be charged the correct tuition!**

# FIND AN *INSTRUCTOR*

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

When you don't know the W# of the instructor, you can search by name. Click on the down arrow under ID to start the search.

ID	Last Name	First Name
<input type="text"/>	Ste%ens	Cand%ce



In this example, the name of the Instructor is Candace Stevens, but I don't know if it is spelled Stephens or Stevens. I have entered the percent symbol (which is a wildcard) to find anything in-between the info I have provided. Is Candace spelled with an A or an I? I used the wildcard to get both. Click the F8 key or Execute Query icon to start the search. When you find the correct name, double click on the W# and it has added that instructor.

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W01141394	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100



•Only instructors with a W# and that have been entered in SIAINST, can be assigned to a CRN. Contact Bryce Yearsley (8877) for help with Budget Info.

•More instructors can be added to team teach the class. Simply add another W# on the next line. Percents need to add up to 100%. One instructor must be a Primary.

•**To delete or change an Instructor, click anywhere on the instructor line, and Record/Remove. Then you may add the new instructor.**



# SET-UP AN *INSTRUCTOR* IN SIAINST

Faculty/Advisor Information SIAINST 8.5.4 (BTST)

ID: WV01141394 Wildcat, Waldo Term: 201320

---

### Faculty Member Base Details

From Term: 201320 Maintenance To Term: 999999

Status: AC Active Status Date: 11-OCT-2012

☒ Faculty

☐ Advisor Appointment Date:

You must have at least this much information completed in SIAINST in order to assign an instructor to a class in SSASECT. This is not a Scheduling Office form. If you need help with SIAINST, contact Bryce Yearsley at 8877.

# FIND *FACULTY SCHEDULE* OF CLASSES

Go to **SIAASGQ** to run a query on an Instructor for a specific semester to see the classes assigned.

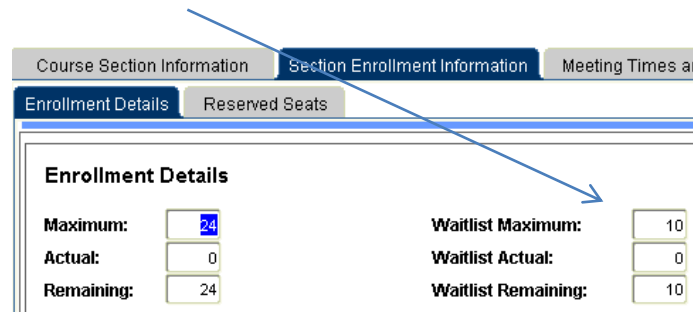
Faculty Schedule Query SIAASGQ 8.0 (BTST)

Term: 201320 ID: W01141394 Wildcat, Waldo

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
22222	ESL	0130	0	01	27-AUG-2012	18-OCT-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1320
					Building	Room	Cross List Group		Override	Time Conflict					
					SS	227			<input type="checkbox"/>	<input type="checkbox"/>					
22223	ESL	0141	0	01	27-AUG-2012	18-OCT-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1030	1120
					Building	Room	Cross List Group		Override	Time Conflict					
					EH	250			<input type="checkbox"/>	<input type="checkbox"/>					
22224	ESL	0141	0	01	27-AUG-2012	18-OCT-2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1020
					Building	Room	Cross List Group		Override	Time Conflict					
					SS	227			<input type="checkbox"/>	<input type="checkbox"/>					
22225	ESL	0150	0	01	27-AUG-2012	18-OCT-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1520
					Building	Room	Cross List Group		Override	Time Conflict					
					EH	115			<input type="checkbox"/>	<input type="checkbox"/>					

# WAITLISTING INFORMATION

Set-up a maximum waitlist enrollment count for the class.



Course Section Information | **Section Enrollment Information** | Meeting Times and Locations

Enrollment Details | Reserved Seats

**Enrollment Details**

Maximum:	<input type="text" value="24"/>	Waitlist Maximum:	<input type="text" value="10"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>
Remaining:	<input type="text" value="24"/>	Waitlist Remaining:	<input type="text" value="10"/>



Now that you have chosen to use the automated waitlisting procedure, there are many benefits and also some rules associated with waitlisting. Please read the ***Waitlist Tutorial for Faculty and Staff*** (found at W>[Waitlisting](#)). All Faculty assigned to a class with a waitlist should be required to read the tutorial!

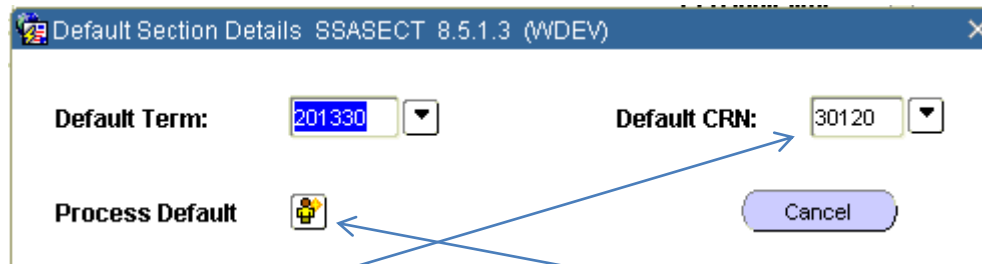
There is a report that you might find useful. It is in the Student-Campus Access Folder>Wait List. It shows how many students are waitlisted or have tried to waitlist/register, those that did register, and those that did not register when they were in their WL opportunity. There is also a Class Roll Report with waitlisted students. [SEE THE TUTORIALS!](#)

A	B	C	D	E	F	G	H	I	J	K	L
Wait List	Term: 201320										
COLLEGE	CRN	SUBJ	CRSE	MAXENRL	ENRL	MAXWAIT	TOTALWAIT	CUMWL	WLREG	WLNOREG	WLREM
College of Social/Beha	24367	PSY	1010	75	74	15	10	94	19	29	10
College of Social/Beha	24368	PSY	1010	75	73	15	7	78	12	28	7

# HOW TO *COPY* A *CRN*

OPTIONAL--To make entering classes faster, you can copy a previously entered CRN. This is good to use when entering many sections of the same course number (such as adding 10 sections of 4800). Click on the Copy CRN icon

Create CRN:  Copy CRN: 

A screenshot of a software window titled "Default Section Details SSASECT 8.5.1.3 (WDEV)". The window contains two rows of fields. The first row has "Default Term:" with a dropdown menu showing "201330" and "Default CRN:" with a dropdown menu showing "30120". The second row has "Process Default" with a small icon and a "Cancel" button. Two blue arrows originate from the text below: one points to the "Process Default" icon and the other points to the "Default CRN" dropdown.

Enter the CRN that you want to copy, tab key, then click the Process Default icon.

The new section has been added. Notice the new CRN at the top of the screen. Many fields have been duplicated and you will notice that many do not duplicate. If you have copied a course that has variable credits, be sure to make those changes!

# FIND A *CRN*

- When you forgot to write down the CRN of the class you just added, and you want to find that CRN, click on the down arrow next to the CRN field.

Term: 201330 ▼ CRN: ▼ Create

- You can enter any parameters you like. Make sure the Term is correct, then enter the Subject and Course #, then click on the F8 key.

Term ▼ 201330	Part of Term ▼ 	Registration From 📅 	Registration To 📅 	CRN ▼ 	Block Schedule ▼ 	Subject ▼ ENGL	Course 1010	Section 	Section Status ▼ 	Campus ▼ 
Course/Section Title 				Schedule Type ▼ 	Instructional Method ▼ 	Duration 	Unit ▼ 			
Link 	Cross List 	Reserved Seats 	Long 	Syllabus 	Comments 	Enrollment: Maximum 	- Actual 	= 		
						Waitlist: Maximum 	- Actual 	= 		

- The query will pull up any classes that match your search, including the CRN.

Term ▼ 201330	Part of Term ▼ 1	Registration From 📅 	Registration To 📅 	CRN ▼ 30120	Block Schedule ▼ 	Subject ▼ ENGL	Course 1010	Section 0	Section Status ▼ A	Campus ▼ WSU
Course/Section Title EN Introduct College Writing				Schedule Type ▼ LEC	Instructional Method ▼ FTF	Duration 	Unit ▼ 			
Link 	Cross List 	Reserved Seats 	Long 	Syllabus 	Comments 	Enrollment: Maximum 0	- Actual 	= 0		
						Waitlist: Maximum 0	- Actual 	= 0		

# INACTIVATE A CLASS

**Inactivate:** Do not do this after Registration has begun for the semester. Send the info to Candy to cancel the class! All data has to be removed before you can inactivate the class. In the Meeting Times and Instructor TAB go to the Instructor field, Record/Remove the instructor, Save. Go to the line with days, time, and room, and Record/Remove, Save.

Term: 201330 CRN: 30120 Create CRN: Copy CRN: Subject: ENGL Course: 1010 Title: EN Introdut College Writing

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

Times and Instructors Scheduler Preferences

**Meeting Times**

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
do 2nd →	CLAS	07-JAN-2013	26-APR-2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1330	1420	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**Instructor**

Session Indicator ID Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

do 1st →	01	W01141394 Wildcat, Waldo	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
----------	----	--------------------------	------	-----	-------------------------------------	--------------------------	-----

Click on the Course Section Information TAB and in the Status field, change A (for active) to I (for inactive), Save.

do 3rd

Course Section Information Section Enrollment Information

Subject: ENGL English

Course Number: 1010 Title:

Section: 0

Cross List:

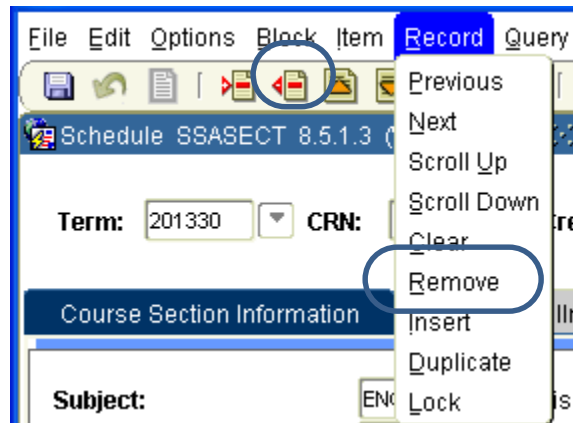
Campus: WSU WSU Main

Status: I Inactive

Schedule Type: LEC Lecture

# DELETE A CLASS

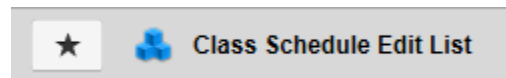
The difference between Deleting a class and Inactivating a class, is that once it is deleted, you can not retrieve it again. Deleting will totally remove the CRN and you will not be able to use that CRN or view the data again. There are many times when this is good to do. You may have added the wrong class altogether and want it gone for good. If this is the case, go to the Course Section Information TAB, click on either the Remove Record icon OR go to Record/Remove in the top menu and it will disappear. Do not do this after Registration has begun for the semester. Send the info to Candy to cancel the class!



# CLASS SCHEDULE EDIT LIST REPORT

After you have completed entering your classes for the Class Schedule, you can check your work. Run the Class Schedule Edit List containing the information that you entered.

Log in to Argos Reports, choose Public Folders>Student-Campus Access>Class Schedule Edit List.



Keep making your own changes, additions, etc. Your Banner access will not be turned off at all any longer.

10/12/2012 10:34 am  
201330 - Spring 2013

## Weber State University Class Schedule Edit List

Page 1

### College of Applied Science/Tec

#### Engineering Technology - 8002

<u>SUBJ</u>	<u>NUM</u>	<u>CRN</u>	<u>COURSE TITLE</u>	<u>TIME, DAY, LOCATION</u>	<u>ENRL</u>	<u>MAX</u>	<u>HRS</u>	<u>CMP</u>	<u>POT</u>	<u>W/L ACTL</u>	<u>W/L Max</u>	<u>INSTRUCTOR NAME</u>
CMT	1100	33664	Construction Manag Orientation	07:30 PM-08:20 PM T	0	30	1	W SU	1	0	0	Soelberg, Chris
				ET240								
CMT	1210	33666	Residential Constr Materials/M	07:30 PM-08:20 PM MW	0	30	3	W SU	1	0	0	van der Have, Pieter
				ET224								
CMT	1310	33667	Commercial Constr Methods /Mat	06:00 PM-07:15 PM MW	0	30	3	W SU	1	0	0	van der Have, Pieter
				ET210								



# GRADE ROLLS IN BANNER--SFAALST

If you need to see a Grade Roll in INB Banner, go to SFAALST.

You can view the students registered, the sequence of their registration, and the sequence of waitlisted students.

If necessary, final grades can be entered here also.

Class Attendance Roster SFAALST 8.4.0.1 (BTST)

Term:   CRN:    ☐ Roll Degree Award Status:

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
<input type="text" value="1"/>	<input type="text" value="W01"/>	<input type="text" value="Y."/>	<input type="text" value="RW"/>	<input type="text" value="16-APR-2012"/>	<input type="text" value=""/>	<input type="text" value="S"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>

Rolled ☐ Grade Comment:



# CURRICULUM APPROVAL REQUIRED

[Experimentals](#)

[Variable Titles](#)

[Workshops](#)

Contact: [Brenda Stockberger](#), 6233

## *EXPERIMENTAL COURSES*

- Course numbers can be:
  - 2810, 3810, 4810, 5810, 6810
- Courses can be offered TWICE
- The title on the Class Schedule in SSASECT is the title that will show on the student's transcript. Do not change the title in SSASECT for any other reason!! If you want to give student's more information, put it in the COMMENTS, not the title.
- Must be approved by the Curriculum Committee as a new course submission, marked as Experimental. Go to F>Faculty Senate for forms. Call Brenda Stockberger, 6233, for help.
- Once the course is approved, you can make the change on the title in SSASECT.

## ***VARIABLE TITLE COURSES***

- Variable Title courses are designated in the Catalog.
- Each Title must be approved by the Curriculum Chair. An **email** from the Dept Dean and Chair can be sent to the current Curriculum Chair and the Office Supervisor, Brenda Stockberger, 6233.
- The title on the Class Schedule in SSASECT is the title that will show on the student's transcript.
- You may change the title in SSASECT when you are setting up your Class Schedules once the title has been approved. Do not change the title in SSASECT for any other reason!! If you want to give student's more information, put it in the COMMENTS, not the title.

## *WORKSHOPS*

- Course numbers can be:
  - **2920, 3920, 4920, 5920, 6920**
- Courses can be offered for TWO YEARS. After two years, it can be approved again.
- Must be approved by the Curriculum Chair. Go to F>Faculty Senate for forms. Call Brenda Stockberger, 6233, for help.
- You may change the title in SSASECT when you are setting up your Class Schedules once the title has been approved. Do not change the title in SSASECT for any other reason!! If you want to give student's more information, put it in the COMMENTS, not the title.

# EXTRAS



[Banner Navigation](#)

[Banner Short-cut Keys](#)

[Military Time Chart](#)

[Cross-listing](#)

[Linking](#)

[Class Times Template](#)

[Overrides](#)

[Registration Instructions](#)

[Liaisons](#)

# BASIC BANNER NAVIGATION

Go To...  ▼

Log in to Banner and enter the Banner acronym needed. The first three letters stand for where the banner form is found in their system and the last part of the acronym gives us a clue for it's purpose. For Registration/Scheduling procedures you will use:

**SSASECT** (the last part of the acronym is SECT standing for Sections. So this is where you will go to add classes for the Class Schedule.

**SIAINST** (INST tells us that this banner form is for Instructors). Go here to set-up instructors. Instructors cannot be added in ssasect until you complete this form.

**SFAALST** (ALST stands for Attendance List). So this is a roll screen.

**SFIWLNT** (WLNT stands for Wait List Notification). This is where you can view students who have received an email notification. See the Waitlist Tutorial.

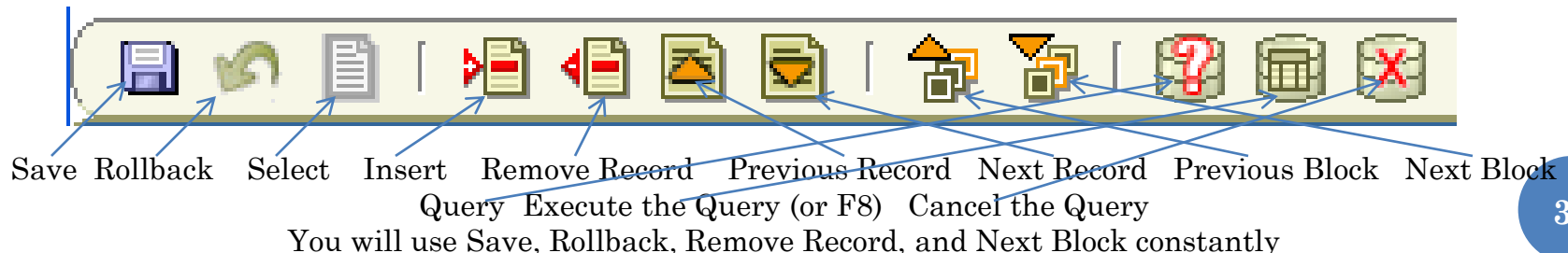
**SSAMATX** (MATX refers to the building/room matrix). You can look up a room to see every class that is scheduled there.

**SFASRPO** (SRPO stands for Student Registration Permit Override). Go here to override restrictions for students.

**GUAPSWD** (PSWD stands for password). This is where you go to change your banner password.

You will have access to other banner forms too. If you have questions about them, contact the owner of that area.

## Menu bar ICONS



## BANNER *SHORT-CUT KEYS*

Keyboard Keys	Result
Ctrl>Page Down =	Next Block
F10 =	Save
F8 =	Execute Query
F7 =	Clear (under Item or Record)
Shift>F7 =	Rollback



## Or just use the icons



## *MILITARY TIME CHART*

6:00 am = 0600	3:00 pm = 1500
7:00 am = 0700	4:00 pm = 1600
8:00 am = 0800	5:00 pm = 1700
9:00 am = 0900	6:00 pm = 1800
10:00 am = 1000	7:00 pm = 1900
11:00 am = 1100	8:00 pm = 2000
12:00 noon = 1200	9:00 pm = 2100
1:00 pm = 1300	10:00 pm = 2200
2:00 pm = 1400	11:00 pm = 2300

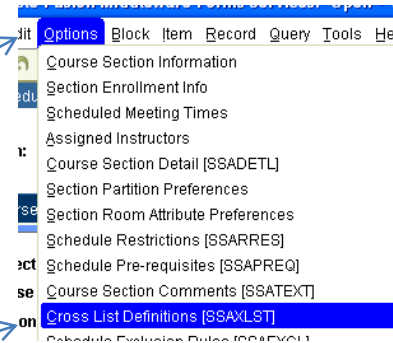


Military time is used to enter the time of a class

# (STEP 1 OF 2) CROSS-LISTING SSASECT

**Banner Definition:** Cross-listing in Banner will tie multiple sections together in a group allowing the system to juggle the enrollment and close all the sections in the group once the maximum has been reached.

- Go to Options
- Cross-List Definitions (SSAXLST)
- Click on down arrow to find last identifier used
- F8 or Query icon
- (in this example 32 was the last number used, so you would use 33)
- Exit twice or Cancel Query



Cross List Group Identifier:



Term	Cross List
201320	27
201320	28
201320	29
201320	2A
201320	2B
201320	31
201320	32

## (STEP 2 OF 2) CROSS-LISTING

- Put next consecutive number in XL Identifier field
- Max Enrollment (must be the same max # entered on every class that is to be cross-listed together)
- Next Block
- Enter all crn's to be cross-listed together with the same XL Identifier
- Save

Schedule Cross List Definition SSAXLST 8.5.0.3 (WDEV)

Term: 201330 Cross List Group Identifier: 33

**Cross List Enrollment**

Maximum Enrollment: 24 Actual Enrollment: 0 Seats Available: 24

**Cross List Section**

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours		Reserved Indicator	Maximum	Enrollment Actual	Remaining
30120		ENGL	1010	0	1	WSU	3.000			24	0	24
30122		ENGL	1010	0	1	WSU	3.000			24	0	24

The Identifier (ex: 33) now shows in Cross List field in SSASECT. The system will close all the CRN's in the group when the max is reached for that group.

Cross List: 33

**Cross-listing can be confusing. You do not have to enter this info but can send me an email with the information on your groups and I will enter it. I will need all the CRNS and the maximum enrollment for the XL group.**

# LINKING

The Linking option ties Lectures and Labs together so that students can register for the correct combination. It works by assigning an Identifier to each CRN and then assigning that Identifier as a Connector in SSADETL. It will not work to link two different courses together (ex: can not link a math and honors section). Lectures and Labs will have to be the same course number (1120-not 1120L) and other information will need to be changed on whether the CRN is designated for a Lec or Lab each semester. Could be a little complicated... We will do a test run in Spring 201530 with a focus group and add the results here.

Schedule Detail SSADETL 8.5.0.1 (PROD)

Term: 201330 CRN: 30030 Subject:

Section Links and Corequisites Section Fees

**Section Links**

Link Connector

L3

**Corequisites**

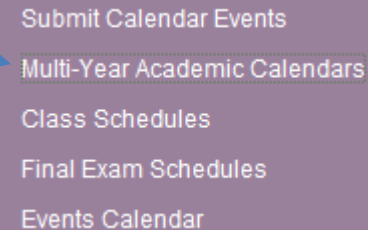
CRN	Subject	Course	Section
30031	CHEM	1210L	0

# FIND THE '*CLASS TIMES*' TEMPLATE

Go to the WSU Home Page

In the A-Z Search, click on *Academic Calendar*

Click on *Multi-Year Academic Calendar AGAIN* in the purple menu bar



Submit Calendar Events  
Multi-Year Academic Calendars  
Class Schedules  
Final Exam Schedules  
Events Calendar

Click on *Class Beginning and Ending Times*



Academic Calendar  
Class Beginning and Ending Times  
2009-2010 (Approved)  
2010-2011 (Approved)  
2011-2012 (Approved)

Notice that you can also view *Calendar Years* way into the future (and the past)—really helpful!!

# (STEP 1 OF 3) OVERRIDES SFASRPO

Detailed Override instructions can also be found online under R>Registration>  
[Scheduling for Academic Depts](#)

Enter the W# and Term and Next Block

Choose a Permit (click the down arrow to view choices)

- Enter the CRN that is approved (specific CRN) **OR**
- Enter the Subject and Course Number (any section is approved)

Enter your Dept Courses **ONLY** (do not override other department's classes)

Save (if the student is in their portal at this time, tell them to refresh their screen!)

Student Registration Permit-Override SFASRPO 8.4.0.1 (WDEV)

ID: W01141394 Wildcat, Waldo Term: 201320 Fall 2012

**Student Permits and Overrides**

Permit	CRN	Subject	Course Number	Section	User	Activity Date
						06-SEP-2012

**Student Schedule**

CRN	Part of Term	Subject	Course Number	Section	Available

**Registration Permit-Override Codes**

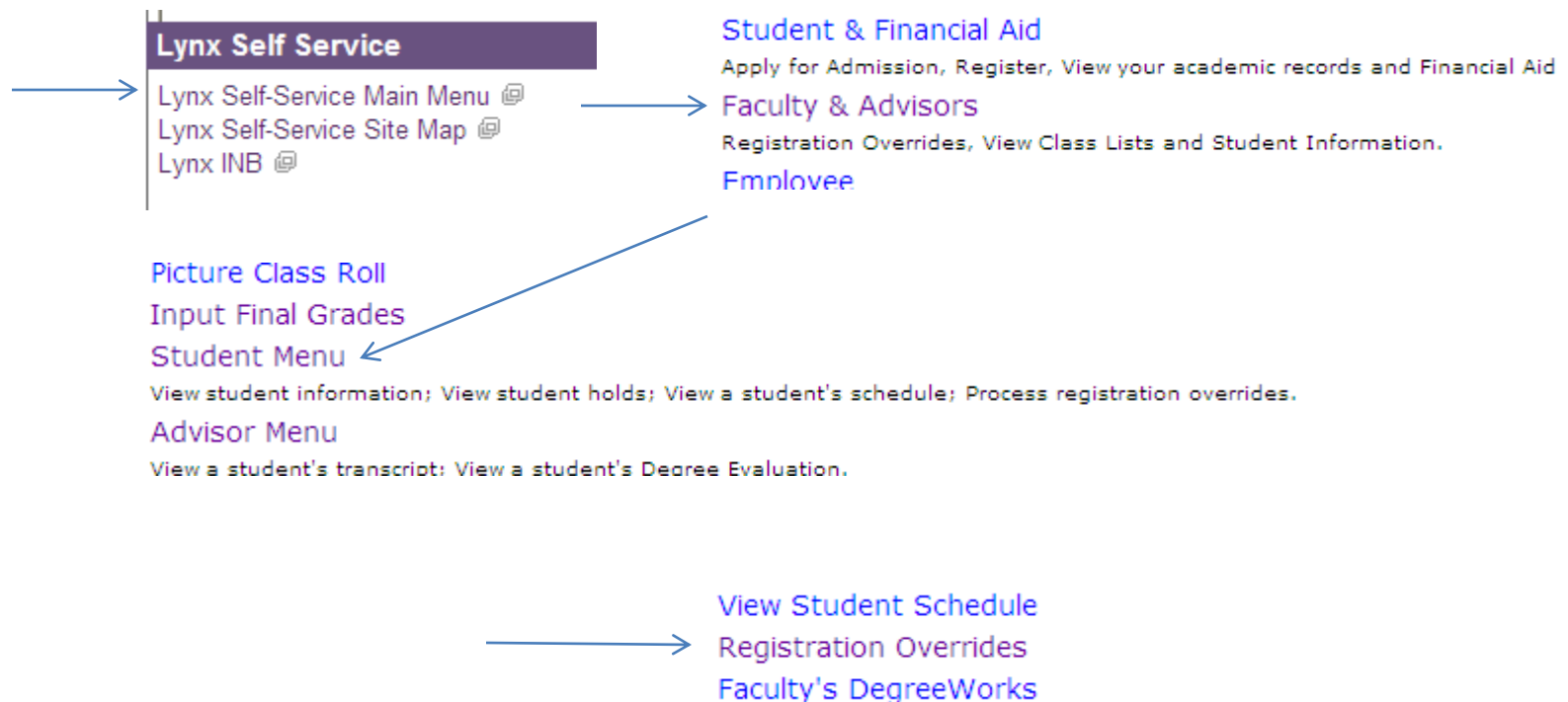
Find: %

Code	Description
ALL	All Restrictions Override
CAPACITY	Capacity Override
CLASS	Classification Override
COREQS	Co-Requisite Override
DEGREE	Degree Restriction Override
DUPLICATES	Duplicates Override
MAJOR	Major Override
PREREQS	Pre-Requisites Override
PROGRAM	Program Restriction Override
SPECAPPR	Special Approval Override
TIME	Time Conflict Override

Find OK Cancel

## (STEP 2 OF 3) FACULTY ONLINE *OVERRIDES*

Log in to your portal>Faculty TAB>Lynx Self-Service Main Menu>Faculty & Advisors>Student Menu>Registration Overrides  
Detailed Faculty Override instructions can also be found online under R>Registration>  
[Scheduling for Academic Depts](#)



## (STEP 3 OF 3) HOW DO STUDENTS REGISTER AFTER AN OVERRIDE IS GIVEN?

Since the class still has the restriction, the student will not be able to simply click on the class in the Class Schedule to register.

The work-around is to have the student enter the **CRN** in the **Add Classes Worksheet**. The override works for the specific CRN and student.

Add Classes Worksheet

CRNs						
➔	<input type="text" value="21296"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
➔	<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>			



Be sure to ask the student to **Refresh** their screen (if they are currently in their portal) so that the Override change is active.



# REGISTRATION INSTRUCTIONS IN THE STUDENT PORTAL

We can only insert **text instructions** in Self-Service Banner at this time BUT we do have links to vital information.



- To search for classes, click the Class Search button below.
- Courses you have registered for previously will appear in the Current Schedule section.
- You may add additional classes with the Add Classes Worksheet or the Register button found at the bottom of the Class Search.
- To drop a class, select Drop, Web from the drop down menu in the Action column of your Current Schedule.
- To Waitlist a class, enter the CRN in the Add Classes Worksheet and select waitlist from the drop down menu in the Action column of your Current Schedule. View the [Waitlist Tutorial](#).
- To add classes that require a Co-Requisite, enter both CRN's in the Add Classes Worksheet and Submit.
- You can add/drop classes online according to the deadlines on the [Academic Calendar](#).
- For help in dropping or adding classes, please come in-person with picture ID to the Registrar's Solution Center SC 109 of the Davis Campus D2 246, or you may send an email request to [registration@weber.edu](mailto:registration@weber.edu) from your Weber email account ending in @mail.weber.edu, or send a signed written request via fax (801-626-6679) or mail (1102 University Circle, Ogden, UT 84408). Always include your name, W#, CRN's, and state your request clearly.
- Please check the [Refund Policy and Deadlines](#) before making a decision to drop classes.
- You will be accountable to the refund schedule for any tuition and fee costs associated with the time you spent registered for your courses.
- Individuals who have not successfully completed prerequisites may be removed by the instructor, or department, any time prior to the third week of the semester.
- For additional registration instructions, click [here](#).

# YOUR *LIAISONS* IN CONTINUING EDUCATION

*Brittney Hicken, 7497* OR *Debbie Hansen, 6516*

You will enter all WSU Main Campus sections each semester for the Class Schedule. Check with your liaison in CE for any sections that are taught Online, at Davis, Morgan, West, etc. and get specific instructions on how to submit your information to them.



When class changes need to be made during the semester for these campuses, please send those email changes to your liaison.

If the change is for a section at the WSU Main Campus, send those email changes to Candy.

If the change is for a section that is taught at the WSU Main Campus but sponsored by CE, send emails to Candy **and** your liaison.



# ECATALOG

[Review your catalog pages](#)

[Adding Media to your pages](#)

[Repeatable Information](#)

[Typically Taught](#)

[My Catalog](#)

[Other Links](#)

[PDF Version](#)

# *REVIEW YOUR CATALOG PAGES*

- Please check all Curriculum and Faculty Senate deadlines for your changes. Contact Brenda Stockberger for help, 6233.
- You will receive an email from me in November. It will be a request to send me any editorial changes for your pages in the next catalog using one of the following methods:
  - 1. Copy the text from the online catalog into a word processing program, make changes with strikethroughs and highlights, save, and e-mail the revised document to me.
  - OR
  - 2. Copy the appropriate page(s) from the PDF catalog, notate the changes and mail to me at MC 1102. Please be sure your notes are readable and specific.
- These changes would be editorial and staff changes, etc.
- There will be a general date included when these will be due (February or March, depending on the amount of changes).
- You will receive another email in February or March, showing you how to go to the new Draft Catalog to check all of your changes.

# *REVIEW YOUR CURRICULUM, FACULTY SENATE, AND BOARD OF REGENTS APPROVED CHANGES*

- You will receive another email in February or March, showing you how to go to the new Draft Catalog to check all of your approved changes.
- There will be a deadline date listed. After that date, the process begins to make a printed and pdf Catalog. Changes will be over.
- Once the new eCatalog is set as the current eCatalog, no other requirement changes will be accepted.
- Staff changes should be sent to the Provost's Office, when they are effective.
- A few printed catalogs will be available for purchase in the Bookstore, if wanted.

# *ADDING MEDIA TO YOUR PAGES*

YOU CAN ADD LOGOS, LINKS, PICTURES, AND VIDEOS TO YOUR ECATALOG PAGES.

## DESIGNING YOUR PAGES:

- Should look and feel like WSU.
- Videos, pictures, etc. should have a purpose.
- Logos should be professionally designed.
- Less is more. More media without purpose does not promote your program.
- Work with University Communications for design ideas.

Email media to me and identify:

- Where are pictures to be placed on the page. Who is in the picture? Do you have a release to publish that picture?
- How do you want videos to be seen and linked (icon or picture)? Where should it be placed on the page?

# REPEATABLE COURSES

**Repeatable Courses=courses that can be repeated for credit for a specific amount of times and/or credit hours.**

- Information on ***Repeats*** of courses now show in the eCatalog. It will state something like, “This course can be repeated four times and up to 12 credit hours” at the end of the course description.
- If you need to change the repeat information, send an email to the current Curriculum Chair and Brenda Stockberger (FS Office Specialist), with Dean and Chair approval attached.
- After approval, it will be changed in the next eCatalog and Banner. It cannot be changed retroactively.

## *TYPICALLY TAUGHT*

- We are entering the Typically Taught information in the eCatalog (when a student can expect to have the course available for registration).
- You should have that info available on all of your courses that apply.
- Please remember to include that info on the curriculum form for new courses.



# *MY CATALOG AND USER GUIDE*

Catalog User Guide

My Catalog

- In the Catalog menu, there is a ***Catalog User Guide*** (meant for those with limited internet navigation skills, but still worth reading).
- One of the things to learn in the User Guide is the ***My Catalog*** feature. ***My Catalog*** lets you store your favorite places from the catalog in one place for easy access.

# OTHER LINKS

- Click *Course Descriptions by School/College* to see all of your courses in one area.

## Course Descriptions by School/College

---

*Please note that these pages may take a minute or two to load.*

[College of Applied Science & Technology Courses](#)

[Telitha E. Lindquist College of Arts & Humanities Courses](#)

[John B. Goddard School of Business & Economics Courses](#)

[Jerry and Vickie Moyes College of Education Courses](#)

[Dr. Ezekiel R. Dumke College of Health Professions Courses](#)

[College of Science Courses](#)

[College of Social & Behavioral Sciences Courses](#)

[Engaged Learning and Interdisciplinary Programs Courses](#)

# PDF VERSION OF THE CATALOG

- Click ***PDF Version*** to bring up the entire catalog as a PDF.
  - Date is included on when the pdf was made.
  - Any changes in staff etc, that were updated later, WILL NOT be on this pdf version of the catalog.
  - Remember, the catalog stays static once it is published. Approved changes will be in the next year's catalog.

# SEARCH INDEX AND GLOSSARY

A B C D E F G  
H I J K L M N  
O P Q R S T U V  
W X Y Z

# A

## Academic Calendar... [45](#)

- The Academic Calendar is found on the WSU Homepage under A for Academic Calendar OR C for Calendar. This shows all the dates for the semester.

## Active... [8](#)

- This refers to a class being 'Active' in the 'Status' field of SSASECT. The opposite would be 'Inactive' which equals being cancelled.

## Add a Class... [7](#)

## Add Classes Worksheet... [48](#)

- The Worksheet is part of the Registration parameters. When you enter an Override, students will need to use the Worksheet to register for the over-rided class.

## Add Media to your Catalog Pages.. [54](#)

## Approve a Variable Title... [22](#), [36](#)

- Each time you want to offer a new topic on one of your courses that is specified as a Variable Title course, you will need to get it approved. There are no exceptions to this.

## Approved Academic Calendar... [45](#)

## Argos Reports... [27](#), [32](#)

- Argos has replaced Crystal Reports. Phone 7777 if you need help with access. Use the reports listed in this manual for information regarding Scheduling processes.

## Audit... [18](#)

- Audit refers to the Grade Mode field which affects the way that students can register for the course. Audit lets the student 'sit in' on the class without getting a Standard Grade.

# B

## BA Contract Code... [14](#)

- The Contract Codes are entered to show how the class is being sponsored. Most are BA but the other codes are SC, SD, and SM.

## Banner... [4](#)

- Banner or Ellucian is the name of the system we purchased.

## Banner Access... [4](#)

- You never lose Banner access anymore. If you need help getting Banner access for the first time, contact your supervisor.

## Banner Navigation... [39](#)

- How to move around in Banner.

## Beginning and Ending Times Template... [45](#)

- This template is found under Calendars on the WSU Homepage and is very useful.

## Billing Hours... [9](#), [23](#)

- The Billing Hours field controls how much tuition will be charged according to the credit hour for the class.

## Blocks... [17](#)

- Classes can run through different dates, called Blocks or Parts of Term.

## Board of Regents... [53](#)

- Think ahead if some of your catalog changes will need to go all the way to the B of R.

## Building and Room Information... [12](#), [20](#), [21](#)

# C

## Calendar... [45](#)

- The Academic Calendar is found on the WSU Homepage under A for Academic Calendar OR C for Calendar. This shows all the dates for the semester.

## Cancel a Class... [30](#)

- This could refer to deleting a section that you no longer want OR sending the cancellation info to Candy after registration has begun.

## Catalog... [51](#)

- Also known as the eCatalog. It is online under C for Catalog.

## Catalog Deadlines... [52](#), [53](#)

- You will receive emails with the catalog deadlines so that you will have time to review and correct your catalog pages.

## Catalog Emails... [52](#), [53](#)

- You will receive emails with the catalog deadlines so that you will have time to review and correct your catalog pages.

## Catalog User Guide... [57](#)

## Catalog, PDF... [59](#)

## Change a Part of Term... [17](#)

- 'Part of Term' refers to the Block the class will run. 1=whole semester, 2=1<sup>st</sup> half, and 3=2<sup>nd</sup> half.

## Change an Instructor... [24](#)

- Simply Record/Remove the old instructor so you can add a new one.

## Change Title... [22](#), [36](#)

- Only APPROVED titles are allowed to be changed.

## Change Your Password... [4](#)

- This is referring to changing your Banner Password.

## Choose a Part of Term... [17](#)

- Part of Term refers to the Block the class will run. 1=whole semester, 2=1<sup>st</sup> half, and 3=2<sup>nd</sup> half.

## Choose a Term... [16](#)

- The Term refers to the semester code. We use the last part of the fiscal year and then 10 (Sum), 20 (Fall), 30 (Spr). Ex: 201530.

## Class Beginning and Ending Times Template... [45](#)

- This template is found under Calendars on the WSU Homepage and is very useful.

## Class NOT Show in Class Schedule... [9](#)

- Uncheck the Voice Response field if you don't want your section to show in the Class Schedule.

## Class Roll Report with Waitlisted Students... [27](#)

## Class Schedule... [3](#)

- The Class Schedule is found online according to the deadlines. There is also a pdf version that is updated periodically.

## Class Schedule Deadlines... [3](#)

## Class Schedule Edit List Report... [32](#)

- You can use this report to see what you have entered in the Class Schedule before it is online.

## Class Times Template... [45](#)

- This template is found under Calendars on the WSU Homepage and is very useful.

# C CONTINUED

## Classes

- Classes may also be referred to as Sections or Courses.

## Comments... [19](#)

- You can add a Comment to your class to give students more information.

## Connector... [44](#)

- A Connector is a part of the Linking process.

## Contact Hours... [9](#)

- The course is set-up in Banner, at the Catalog Level. This is part of that set-up when the course is approved.

## Contract & Block Schedule Information Tab... [14](#)

## Contract Codes... [14](#)

- The Contract Codes are entered to show how the class is being sponsored. Most are BA but the other codes are SC, SD, and SM.

## Copy a CRN... [28](#)

- When you have a lot of sections to add of the same course (10 sections of 4800), you can set-up one section and then copy it 9 more times. It's a time-saver and completely optional.

## COR... [8](#)

- COR is the Instructional Method code for Correspondence and it is ONLY used by CE.

## Correct Your Catalog Pages... [52](#)

- At certain times you will be able to review and correct your catalog pages. You will receive an email of the deadlines.

## Correspondence... [8](#)

- COR is the Instructional Method code for Correspondence and it is ONLY used by CE.

## Course Number... [8](#)

- The Course Number refers to the 4-digit code for the course, such as ENGL [1010](#).

## Course Section Information Tab... [7](#)

- This is where you begin to build your sections in SSASECT for the Class Schedule each semester.

## Course Title... [8](#), [22](#), [35](#), [36](#), [37](#)

- The Course Title is set-up at the Catalog Level in Banner when the course is approved. There are times when you may have the authority to change the title.

## Courses

- Courses may also be referred to as Sections or Classes.

## Credit Hours... [9](#), [23](#)

- This is how many credits the class is worth. Variable Credit courses need to be set-up with the correct amount.

## Credit/No Credit... [18](#)

- Credit/No Credit refers to the Grade Mode field which affects the way that students can register for the course. CR/NC is filled in as the student's grade if they pass or fail the course.

## CRN... [7](#), [28](#), [29](#)

- CRN stands for Course Reference Number. It is 5 digits.

# C CONTINUED

## Cross List Group... [8](#), [42](#), [43](#)

- You can group 2 or more courses together to have Banner juggle the registration until the max of the group is filled.

## Cross List Identifier... [8](#), [42](#), [43](#)

- The Cross-List Group is given an Identifier to keep track of that group.

## Cross-list, Banner... [42](#)

- The Banner definition of 'Cross-listing' is to group 2 or more courses together to have Banner juggle the registration until the max of the group is filled.

## Cross-list, WSU

- WSU also uses the term 'Cross-listing' with a different definition. The wording 'Cross-listed with\_\_\_\_' can be added in the Catalog or in a Comment on a course(s), stating that this course is the same as that course.

## Curriculum Approval... [35](#), [36](#), [37](#)

- The Curriculum Committee meets once a month to approve changes to courses, programs, etc. Brenda Stockberger is the Administrative Assistant and she can answer your questions, 6233.

# D

## Dates that Differ from the Regular Semester Dates... [17](#)

- If your section runs on different dates than the designated semester dates/blocks, you will change the dates/weeks fields on SSASECT, 'Course Section Information' Tab.

## Days of the Week... [11](#)

- You will do a 'check' on the days wanted for the class on SSASECT, 'Meeting Times' Tab.

## Deadlines... [3](#), [52](#)

- You will receive emails for the Catalog and Class Schedule deadlines.

## Delete a CRN... [31](#)

- If you want to permanently remove a class (before registration begins), you can use the Record/Remove function to delete the section.

## Draft Catalog... [52](#), [53](#)

- The Draft Catalog will be made available online and you will have a certain amount of time to review it before it becomes the current catalog.

## Drop Down Arrows... [8](#)

- There are drop-down arrows next to the fields in SSASECT. By clicking on those arrows, you can find the parameters for that field.

## Duration... [8](#), [17](#)

- The 'Duration' field in SSASECT is for CE courses only. You will not use this field.



# E

## eCatalog... [51](#)

- Also known as the Catalog. It is online under C for Catalog.

## End Date... [11](#), [17](#)

- The Start and End Dates will pull over from the information you enter associated with the 'Part of Term' in SSASECT.

## End Time... [11](#), [41](#)

- You will enter the Start and End Time of the class using military time.

## Enrollment... [10](#), [27](#)

- 'Enrollment' refers to the maximum count for the course or the waitlist.

## Enrollment Details... [10](#)

- 'Enrollment Details' is the name of the navigational block in the 'Section Enrollment Information' Tab in SSASECT. This is where you will enter the maximum count for the course or waitlist.

## Enrollment Information Tab... [10](#)

- The 'Section Enrollment Information' Tab is where you will enter the maximum count for the course or waitlist.

## Error Messages... [14](#)

- Each time you save a form in SSASECT you will notice that a message comes up at the bottom of your screen. It usually just states that you were successful BUT if you notice an 'error message', read through it and you can usually tell what the problem is.

# F

## Execute the Query... [39](#)

- Use the Execute Query icon or the Function Key 8 to start a query for information.

## Experimental Courses... [35](#)

- Anyone can get an Experimental Course approved through the Curriculum Committee that can be offered twice to see if the course goes over well.

## F8 Function Key... [40](#)

- Use the Execute Query icon or the Function Key 8 to start a query for information.

## Faculty Online Overrides... [47](#)

- An instructor can give a student an override online for a class that they are assigned as the instructor.

## Faculty Schedule... [26](#)

- Go to SIAASGQ to see all the classes that are assigned for an instructor.

## Faculty Senate... [35](#), [37](#), [52](#), [53](#)

- Faculty Senate meets once a month to approve changes to courses, programs, etc. Brenda Stockberger is the Administrative Assistant and she can answer your questions, 6233.

## Fall Semester... [3](#)

- There are 3 semesters each fiscal year. Summer, Fall, and Spring. Fall runs Aug-Dec.

# F CONTINUED

## Final Exam Schedule

- Find information for the Final Exams under F for 'Final Exam Schedule' on the WSU Homepage.

## Final Grades

- If you have questions about entering grades, contact the Records Office or go to their website and look under FAQ.

## Find a CRN... [29](#)

## Find an Instructor... [13](#), [24](#)

## Find Class Times Template... [45](#)

- This template is found under Calendars on the WSU Homepage and is very useful.

## Fiscal Year... [16](#)

- The semesters run from Summer to Spring with the fiscal year.

## FTF... [8](#)

- FTF stands for 'face-to-face' in the Instructional Method field in SSASECT. This would signify a regular classroom setting.

# G & H

## Gradable... [9](#)

- In SSASECT there is a Gradable field. It is defaulted to be checked BUT if you are setting up a non-credit Lab, you will need to uncheck it (since it will not require a final grade).

## Grade Mode... [8](#), [18](#)

- In most cases, you will leave the 'Grade Mode' field blank in SSASECT.

## Grade Rolls... [33](#)

- If necessary, final grades can be entered in Banner.

## Grades

- Grades are due the Tuesday after Final Exams. Contact the Records Office with any questions.

## GUAPSWD... [4](#), [39](#)

- Go to GUAPSWD to change your Password for Banner.

## Hours Per Week... [12](#), [21](#)

- The 'Hours Per Week' field fills in automatically if you enter a time and day. You will need to be aware of it if you are entering a TBA or a Variable Credit section.

## Hybrid HYB... [8](#)

- In SSASECT, in the Instructional Method field, you can use the code of HYB. The Hybrid rule is that the class is taught in a classroom AND via technology. The technology portion needs to equal 20% or replace at least one face-to-face classroom period per week.

# I

Icons... [39](#)

ID Down Arrow... [24](#)

- In the 'Instructor Tab', click on the down arrow below ID to search for an instructor.

IN... [8](#)

- In the 'Special Approval' field in SSASECT, you can add IN (instructor Approval) so that all students will need an override to be able to register for that section.

Inactivate a CRN... [30](#)

- You may inactivate a section that you no longer want OR send the cancellation info to Candy after registration has begun.

Inactive... [8](#)

- In SSASECT, on the 'Status' field, you may enter A (Active) or I (for Inactive). Inactive would essentially mean that the class was cancelled.

INB Banner... [4](#)

- This stands for 'Internet Native Banner' which is a deeper level of Banner than the 'Self-Service' portal.

Identifier... [42](#), [43](#), [44](#)

- There are 'Identifier' codes used in the process of Cross-listing and Linking.

Instructional Method... [8](#)

- This code refers to how the class is being taught. It is usually FTF but you can use any of the codes that apply best EXCEPT COR (which is for CE ONLY).

Integration Partner... [8](#)

- This is a code (WEBCT) that lets the course interface with Canvas.

# JK L

Liaisons... [50](#)

- If you are adding a CE sponsored section, contact your CE Liaison (Debbie or Brittney) for help.

Link Identifier... [44](#)

- There is an 'Identifier' code used in the process of Linking.

Linking... [44](#)

- Linking ties together a Lecture and Lab for registration purposes.

Login... [4](#)

Lynx... [4](#)

- Lynx was a name given to Banner for WSU. It ties in with the Wildcat.

# M

## Maximum enrollment... [10, 27](#)

- Enter the maximum count of how many students you want in a section and/or a waitlist in SSASECT.

## Media... [54](#)

- You may add media, videos, or pictures to your catalog pages. The best time to do this is in Summer before we start working on the next year's changes.

## Meeting Dates... [11, 17](#)

- This refers to the dates the class will run. Be sure this is correct as you set up the class as it is very difficult to change once registration begins. The 'Meeting Times' pulls over from 'Part of Term' that you entered on the first tab of SSASECT.

## Meeting Times... [11](#)

- Enter the start/ending times of the class using military time.

## Meeting Times and Instructor Tab... [11, 12, 13](#)

- In this Tab you will enter the time, days, room and 'Next Block' to enter the instructor.

## Military Time... [41](#)

## Multi-Year Academic Calendars... [45](#)

- The Academic Calendar is found on the WSU Homepage under A for Academic Calendar OR C for Calendar. This shows Academic Calendars for many years into the future.

## My Catalog... [57](#)

- This is a place for Favorites while searching in the catalog.

# N O

## Navigation... [39](#)

- In Banner, we 'navigate' to the next block or form.

## Next Block... [40](#)

- 'Next Block' is a constantly used icon to navigate to the next block of information.

## Non-Credit Labs... [9](#)

- In SSASECT there is a Gradable field. It is defaulted to be checked BUT if you are setting up a Non-Credit Lab, you will need to uncheck it (since it will not require a final grade).

## Online Overrides... [47](#)

- An instructor can give a student an override online for a class that they are assigned as the instructor.

## Options... [14, 19, 20, 42](#)

- In SSASECT, you will go to the top menu and choose 'Options' to get to other places in Banner, such as Rooms, Comments, Budget, Cross-listing, etc.

## Override Indicator... [12](#)

- You will check the 'Override Indicator' when you really want two classes in the same room or the instructor to be on two classes at the same time. Just check the Override box.

## Overrides... [12, 46, 47, 48](#)

- There are several overrides that can be done for students and in the set-up of classes. See the links above to find the kind of override you are looking for.

# P

## Part of Term... [8](#), [17](#)

- Part of Term refers to the Block the class will run. 1-whole semester, 2=1<sup>st</sup> half, and 3=2<sup>nd</sup> half. It's very important to set this up correctly.

## Password... [4](#), [39](#)

- Go to GUAPSWD to change your Password for Banner.

## PDF Version of the Catalog... [59](#)

- We will be going away from printing catalog books in the future so there is a pdf version so anyone can view/print any portion.

## Percent of Responsibility... [13](#)

- This refers to the instructor's amount of responsibility for the class. If it is just one instructor, it is 100%. If it is team taught, adjust the percentages to add up to 100%.

## Percent of Session... [13](#)

- This refers to the instructor's amount of responsibility for the class. If it is just one instructor, it is 100%. If it is team taught, adjust the percentages to add up to 100%.

## Primary Indicator... [13](#)

- In the 'Instructor' Tab, the main instructor will have the 'Primary Indicator' checked. If it is team taught, only one instructor will be checked as the Primary.

## Printed Catalogs... [53](#)

- At this time we are printing only a small amount of printed catalog books. They can be purchased in the Bookstore. The catalog is online.

## PROD... [4](#)

- PROD is the database we use in Banner. It stands for Production.

# Q R

## Query Banner Forms... [20](#), [24](#), [26](#), [29](#), [39](#), [40](#)

- You can use the Query icons or the Function Key F8 to get more information or search.

## Record/Remove... [17](#), [24](#), [30](#), [31](#), [39](#)

- You can use the Remove Record icon or do a Record (top menu) and slide down to Remove. This is used to delete a line of info to change something or replace info.

## Registration... [3](#)

- Registration refers to students adding/changing classes to their account.

## Registration Appointments... [3](#)

- The first two weeks of registration is by appointment. Students see their appointment online in their student portal. Appointments start out with super seniors and go down to the newest freshmen. It is open registration after the appts finish.

## Registration Dates... [3](#)

- Dates of registration are listed on the Class Schedule Deadlines and on the Academic Calendar.

## Remedial... [14](#)

- 'Remedial' refers to courses that are numbered below 1000 and are not college level courses.

# R CONTINUED

Remove Record... [17](#), [24](#), [30](#), [31](#), [39](#)

- You can use the Remove Record icon or do a Record (top menu) and slide down to Remove. This is used to delete a line of info to change something or replace info.

Repeatable... [55](#)

- Courses that can be repeated for credit for a specific amount of times and/or credit hours.

Review Your Catalog Pages... [52](#)

Rollback... [39](#), [40](#)

- The 'Rollback' icon is the arrow icon (top menu, second icon from the left). A Rollback takes you to the beginning SSASECT navigational block so you can start again.

Room Conflict Error... [20](#)

- If you add a room to your class and you get a 'Room Conflict' error message, go to Options/SSAMATX to see the other class that is already scheduled. If you want both classes in the same room, check the Override button.

Room Matrix... [20](#), [39](#)

- You can go to SSAMATX anytime to see the classes that are scheduled in room.

Rooms, Override... [12](#), [20](#)

- If you want two or more classes in the same room at the same time you will need to check the 'Override Indicator' button in the 'Meeting Location' Tab.

# S

Save... [39](#)

- The Save button is the first icon at the top. You need to Save after entering each block of information. Look at the messages at the bottom of your screen each time you save. If there is any problem, you will see an error message and then just correct the problem and Save again.

Schedule Type... [8](#)

- The 'Schedule Type' code is LEC, LAB, etc. You can use the down arrow to find out the code that was approved for that class.

SD Contract Code... [14](#)

- The Contract Codes under SSADETL are entered to show how the class is being sponsored. SD is Self-Supporting. Most of your codes will be BA.

Section... [8](#)

- We don't use the 'Section' field in SSASECT. Sections usually refer to classes and how many 'sections' there are, such as 20 sections of Engl 1010.

Section Enrollment Information Tab... [10](#)

- The 'Section Enrollment' Tab refers to the maximum enrollment for the class or the waitlist.

Section Long Text... [19](#)

- 'Section Long Text' is one of two places to enter 'Comments' on a class. It is easier to use than the 'Section Text'.

# S

## Section Text... [19](#)

- 'Section Text' is one of two places to enter 'Comments' on a class. 'Section Long Text' is easier to use though.

## Semester... [16](#), [17](#)

- WSU runs on three semesters a fiscal year, Summer, Fall, Spring.

## Session... [8](#)

- We do not use the 'Session' field in SSASECT on the 'Course Section Information' Tab.

## Session Credit Hours... [9](#), [23](#)

- This is how many credits the class is worth. Variable Credit courses need to be set-up with the correct amount.

## Session Indicator... [11](#), [24](#)

- These links show the two places you will see the 'Session Indicator'. It will always come up as O1. The only time it is a problem is if you accidentally type over the O1. O1 needs to be in both places or you will get an error message and will not be able to Save.

## Set-up an Instructor... [25](#)

- You will not be able to assign an instructor in SSASECT unless the instructor is Active in SIAINST.

## SFAALST... [33](#)

- This is a Banner form that is a class roll screen. Final grades can also be entered here, if necessary.

## SFASRPO... [39](#), [46](#)

- Go to 'SFASRPO' to give students Overrides to get into your classes.

## Short-cut Keys... [40](#)

## SIAASGQ... [26](#)

- 'SIAASGQ' is a query form to see the classes that are assigned to an instructor.

## SIAINST... [24](#), [25](#)

- Instructors must be entered in 'SIAINST' and be Active in order to add them to your classes.

## SM Contract Code... [14](#)

- The Contract Codes under SSADETL are entered to show how the class is being sponsored. SM is Self-Supporting, Remedial. Most of your codes will be BA.

## Special Approval... [8](#)

- In the 'Special Approval' field in SSASECT, you can add IN (instructor Approval) so that all students will need an override to be able to register for that section.

## Special Characters... [8](#)

- Do not add any special characters in the course title except & (it changes info on reporting).

## Spring Semester... [3](#)

- There are 3 semesters each fiscal year. Summer, Fall, and Spring. Spring runs Jan-Apr.

# S CONTINUED

## SSADETL... [14](#)

- SSADETL Tabs lets you view Co-requisites, Fees, and Attributes. You must also go to SSADETL to enter the 'Contract Code' for each class that you set-up.

## SSAMATX... [20](#), [39](#)

- This is a search to see what classes are in a specific room.

## SSASECT... [6](#), [39](#)

- 'SSASECT' is the main banner form you will use. This is where you will set-up a course that will show in the Class Schedule and allow students to register.

## SSATEXT... [19](#)

- "SSATEXT" is the banner form where you will enter "Comments" for the class.

## SSAXLST... [42](#)

- "SSAXLST" is the banner form where you may create a "Cross-List" group.

## Standard Grade... [18](#)

- 'Standard Grade' refers to giving a final grade of A, B, C, etc. You may be tempted to put the 'S' (for Standard Grade) in the 'Grade Mode' field in SSASECT but DO NOT. Leave the Grade Mode field blank so CR/NC or Audit may be chosen by the student.

## Start Date... [17](#)

- The 'Start Date' refers to the date the class begins. It will be in the 'Part of Term' dates.

## Start Time... [11](#), [41](#)

- Enter the time that the class begins. You will use Military Time.

## Status... [8](#), [30](#)

- 'Status' is a field in SSASECT. The class will either be Active or Inactive.

## Student Overrides... [12](#), [46](#), [47](#), [48](#)

- There are several overrides that can be done for students and in the set-up of classes. See the links above to find the kind of override you are looking for.

## Subject... [8](#)

- The 'Subject' is the assigned department abbreviation for the classes. Ex: English=ENGL; Communications=COMM.

## Summer Semester... [3](#)

- There are 3 semesters each fiscal year. Summer, Fall, and Spring. Summer runs May-Aug.



# T

## TBA... [21](#)

- 'TBA' refers to classes that are 'To Be Arranged' meaning that they do not have a set class time. It is usually associated with classes such as Directed Readings or Internships, etc. You will leave the time, day, and room fields blank as you set-up these kinds of classes.

## Team Instructors... [24](#)

- More than one instructor can be added to a class. Just be sure that the 'Responsibilities' add up to 100%.

## Term... [16](#)

- 'Term' is another name for semester.

## Textbook Deadlines... [3](#)

## To Be Arranged... [21](#)

- 'To Be Arranged' (or TBA) means that the class does not have a set class time. It is usually associated with classes such as Directed Readings or Internships, etc. You will leave the time, day, and room fields blank as you set-up these kinds of classes.

## Transcript Title... [8](#), [22](#), [35](#), [36](#), [37](#)

- All Titles are approved. There are specific times when you will be able to change the title on the class. It's important that you are aware that whatever is on the Title field in SSASECT is the title that will show on the student's transcript.

# U

## Tutorials... [27](#), [39](#)

- In this manual, video clips are included. You will also find reference to the Waitlist Tutorial. There is a Catalog User Guide too.

## Typically Taught... [56](#)

- Included in the Catalog is the information of when the student can expect to see that specific class available in the Class Schedule.

## User Guide... [57](#)

- See the Catalog menu for a Catalog User Guide.

# V

## Variable Credits... [9](#), [23](#)

- Some courses have been approved to have variable credits to chose from. The correct amount of credits will need to be entered on those classes.

## Variable Title... [22](#), [36](#)

- All Variable Titles must be approved. There is no exception. You will contact the Curriculum Chair for approval. Once approved, you are allowed to change the title on the class so it will show up correctly on the student's transcript.

## Videos... [54](#)

- You may add media, videos, or pictures to your catalog pages.

## Voice Response and Self-Service Available... [9](#)

- If you want a class to NOT show up in the Class Schedule, uncheck 'Voice Response and Self-Service Available' in SSASECT.

# W

## W#... [24](#), [46](#)

- The 'W#' is assigned to all students and employees as an ID.

## Wait List Report... [27](#)

- In Argos, you can get a useful waitlisting report. It is located in the 'Student-Campus Access' folder and it is called 'Wait List'.

## Waitlist Enrollment... [10](#), [27](#)

- You will enter the maximum count you want in the waitlist field.

## Waitlisting... [10](#), [27](#)

- Waitlisting is a tool to allow students to get on a list for a class that is already full. If a space opens up, the student will get a notification and 24 hours to register.

## Waitlisting Tutorial... [27](#)

- There are Waitlisting Tutorials on the WSU homepage search under 'W'. You will want to give out good info, so go ahead and read through them!

## WEBCT... [8](#)

- 'WEBCT' is a code that lets the course interface with Canvas.

## Worksheet... [48](#)

- This refers to the Registration Worksheet. Students will use this worksheet specifically after getting an override and for waitlisting.

# W CONTINUED

## Workshops... [37](#)

- All Workshop Titles must be approved. There is no exception. You will contact the Curriculum Chair for approval. Once approved, you are allowed to change the title on the class so it will show up correctly on the student's transcript.

## WSU Catalog... [51](#)

- Also known as the eCatalog. It is online under C for Catalog.

# X Y Z

## XL Group... [8](#), [42](#), [43](#)

- You can group 2 or more courses together to have Banner juggle the registration until the max of the group is filled.