

ADDING A COURSE SECTION IN BANNER

TABLE OF CONTENTS

Revision History	2
Proposed Training Methodology and Delivery	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin.....	2
Forms	2
Procedures	3
Preparation (Example)	3
Adding a Course Section in SSASECT - Course Section Information.....	3
Course Section Information Completing - Credit Hours (Right Side of Form).....	4

REVISION HISTORY

Version	Date	Name	Description
Update	11/17/16	M Stewart	Corrected procedure for setting a section to not print on Banner self-service

PROPOSED TRAINING METHODOLOGY AND DELIVERY

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

INTRODUCTION AND PURPOSE

To provide an introduction to the forms utilized in course and classroom scheduling in the Banner software. Also, to present the procedures in basic course entry and maintenance.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The campus will be adopting Banner as the Student Information System that will be used campus wide. The Office of the Registrar, as the keeper of the class schedule and student records, will be one of the first departments to implement Banner. Academic Scheduling, once scheduling procedures in Banner have been mastered and documented, is charged with providing Banner scheduling training to the scheduling contacts in the academic departments.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

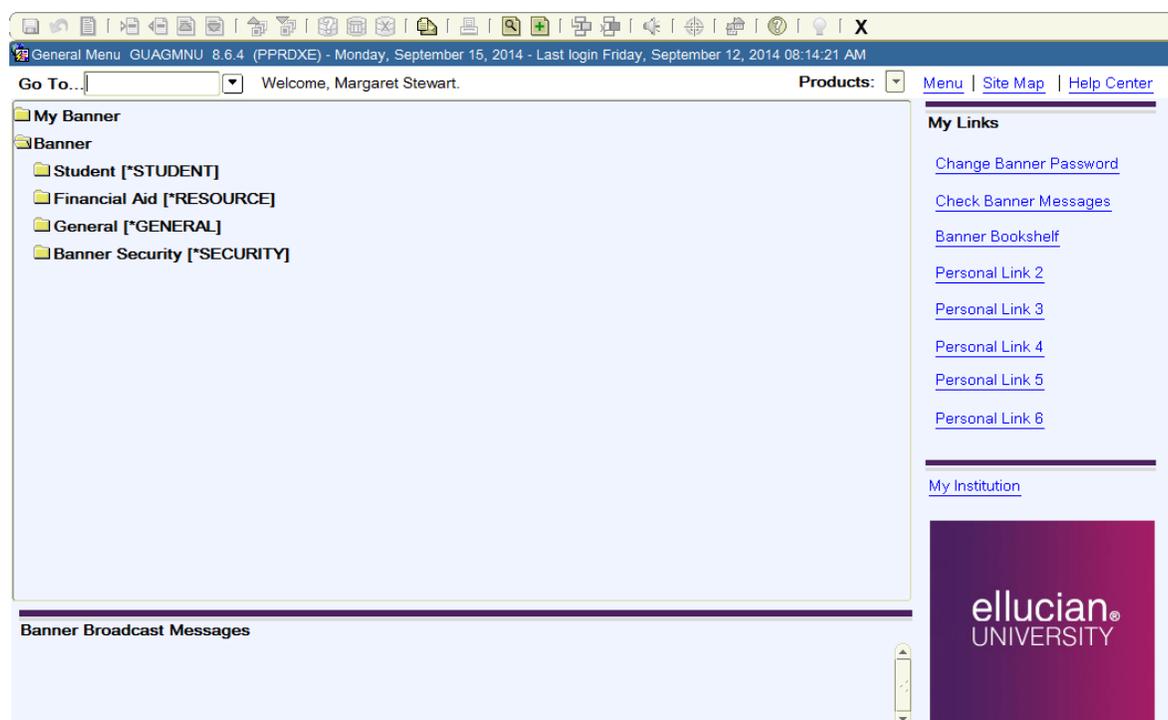
The forms listed below are covered in this training.

Form	Form Name	Description

PROCEDURES

PREPARATION (EXAMPLE)

1. Currently, Banner is available in a test environment and is accessed through the following Web address: bannersbx.ucr.edu.
2. A representative from Computing and Communications will need to set you up as a Banner user. Contact your supervisor if this needs to be done.
3. Upon accessing the above Web address, you will enter Banner via the CAS system and log in with your UCR Net ID and password.
4. You should be at the main menu **GUAGMNU** (see following screen):



ADDING A COURSE SECTION IN SSASECT - COURSE SECTION INFORMATION

1. Go to **SSASECT**.
2. Enter desired term in **Term** field.
3. Enter: **ADD** in the **CRN** field.
4. Click: **Next Block**.
5. Enter: Subject code in the **Subject** field.
6. Enter: Course number in **Course Number** field.
7. If you don't know the subject code and/or the course number, do the following:
 - a. Click: Down arrow next to the **Subject** field, then click **View Existing Courses** link. This will bring up a list of approved

- courses.
- b. Scroll through or use the **Find** function to find the desired course.
- c. Highlight course and click **OK**.
- 8. Enter: Section number in the **Section** field (e.g., 001, 021, 035).
- 9. Enter: **C** (Riverside) in **Campus** field.
- 10. Enter: **A** (Active) in **Status** field.
- 11. Enter: Schedule type of the section in **Schedule Type** field.
- 12. **Instructional Method:** Defaults to **I** (In-Person). If course is fully online, change method to **Online** by clicking the drop-down arrow to bring up **GTVINSM**. Select **O** (Online) and click **OK**.
- 13. **Special Approval:** If academic department wants to enforce enrollment by permission (either by department, enrollment manager, or instructor). Click drop-down arrow to bring up **STVSAPR**, select desired permission and click **OK**.
- 14. **Part of Term** field: Click drop-down arrow to bring up the dates of instruction for the term. Highlight them and click **OK**.

COURSE SECTION INFORMATION COMPLETING - CREDIT HOURS (RIGHT SIDE OF FORM)

- 1. **Credit Hours:** Tab to blank box (below box containing zeros). Enter number of credit hours appearing in the box on the far right and press Tab.
- 2. **Billing Hours:** In blank box (below box containing zeros), enter number of billing hours appearing in the box on the far right.
- 3. Identify the **schedule type** the section represents. Then refer to the number of contact hours in the far right column approved for this schedule type. Type this number into the blank box below the schedule type of this section.
- 4. When Tab is pressed the number of contact hours will automatically populate in the blank box below the **Contact Hours** field.
- 5. The screen should appear similar to the following:

The screenshot shows the 'Course Section Information' tab in the SSASECT 8.5.3.1 (PPRDXE) application. The form is populated with the following data:

- Term:** 201420
- CRN:** 30002
- Subject:** EDUC
- Course:** 050
- Title:** INTERCOLL ATHLETICS&AM HGHR

The 'Course Section Information' tab is active, showing the following fields:

- Subject:** EDUC (Education)
- Course Number:** 050
- Section:** 001
- Campus:** C (Riverside)
- Status:** A (Active)
- Schedule Type:** LEC (Lecture)
- Instructional Method:** I (In-Person)
- Part of Term:** 1
- Duration:** 31-MAR-2014 to 06-JUN-2014

On the right side, the 'Credit Hours' section is highlighted with a red box. It contains the following fields:

- Credit Hours:** 4.000 (radio buttons: None, To, Or)
- Billing Hours:** 4.000 (radio buttons: None, To, Or)
- Contact Hours:** 3.000 (radio buttons: None, To, Or)
- Lecture:** 3.000 (radio buttons: None, To, Or)
- Lab:** .000 (radio buttons: None, To, Or)
- Other:** .000 (radio buttons: None, To, Or)

Below these fields are additional options like 'Link Identifier', 'Attendance Method', 'Weekly Contact Hours', 'Daily Contact Hours', and checkboxes for 'Print', 'Gradable', 'Long Title', 'Voice Response and Self-Service Available', 'Tuition and Fee Waiver', 'Comments', and 'Syllabus'.

