

# ADDING DAY AND TIME TO A COURSE IN BANNER

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## REVISION HISTORY

Version	Date	Name	Description
Initial	July 2016	David Gilbert	Formatted procedures in currently approved template format
Update	7/7/17	Margaret Stewart	Added steps to input a multiple meeting pattern for the same schedule type/course activity

## 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

How to add the meeting day and time for a course section in Banner.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

To maintain and produce quarterly class offerings and the Schedule of Classes publication.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

## BEFORE YOU BEGIN

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

## FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
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SSASECT	Schedule	Add and update course information. Day and time are entered under the Meeting Times and Instructor tab in SSASECT.
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## PROCEDURES

### ADDING A COURSE'S DAY AND TIME IN BANNER

1. Go to **SSASECT**.
2. Enter: **Term** and **CRN** number of the desired course section and click **Next Block**.
3. Click: **Meeting Times and Instructor** tab.
4. **Meeting Times** section: Click on the **Meeting Dates** tab if not already selected.

### ADDING A PRE-DEFINED STANDARD DAY AND TIME

1. Campus or University Village standard days follow a MWF or TR schedule.
2. Campus or University Village standard times have a start time 10 minutes after the hour (e.g., MWF 0910-1000) or 40 minutes after the hour (e.g., TR 0940-1100).
3. See attached chart that lists Campus and University standard times.
4. These standard days and times have been entered as options that can be selected from a query box.
5. Click: Drop-down arrow below the Meeting Time header.
6. **STVMEET** form: Use the scroll bar on the right to find the desired campus or University Village standard time (see following screen):

Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0710	0800	01-NOV-2013
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0740	0830	01-NOV-2013
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	0900	01-NOV-2013
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0840	0930	01-NOV-2013
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0910	1000	01-NOV-2013
06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0940	1030	01-NOV-2013
07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1010	1100	01-NOV-2013
08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1040	1130	01-NOV-2013
09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1110	1200	01-NOV-2013
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1140	1230	01-NOV-2013
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1210	1300	01-NOV-2013
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1240	1330	01-NOV-2013
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1310	1400	01-NOV-2013
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1430	01-NOV-2013
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1410	1500	01-NOV-2013
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1440	1530	01-NOV-2013
17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1510	1600	01-NOV-2013
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1610	1700	01-NOV-2013
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1710	1800	01-NOV-2013
20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1810	1900	01-NOV-2013
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1910	2000	01-NOV-2013
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2010	2100	01-NOV-2013

7. Highlight the line containing desired standard days and time and double-click in the **Code** field.
8. Back on **Meeting Dates** tab: Selected day and time will be filled in.
  - a. **Note:** Selected **Start Time** and **End Time** will be in military format.
9. Screen should appear similar to the following:

Term: 201420 CRN: 30002 Create CRN: Copy CRN: Subject: EDUC Course: 050 Title: INTERCOLL ATHLETICS&AM HGHR

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
04	CLAS	31-MAR-2014	06-JUN-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0840	0930	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"/>			

10. Click: Drop-down arrow below **Meeting Type** header. The **GTVMTYP** list box will appear. Highlight schedule type of this section and click **OK**.
11. **Save**.
12. Screen should appear similar to the following:

The screenshot shows the SSASECT scheduling interface. The top navigation bar includes tabs for Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The Meeting Times and Instructor tab is active. Below this, there are sub-tabs for Times and Instructors and Scheduler Preferences. The Meeting Times section is displayed, with sub-tabs for Meeting Dates and Meeting Location and Credits. The Meeting Dates sub-tab is active, showing a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Sunday). The first row shows a meeting scheduled for Monday, Wednesday, and Friday from 0840 to 0930. The Meeting Type is LEC. The Meeting Time dropdown is highlighted with a red box, and the Meeting Type dropdown is also highlighted with a red box.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	LEC	31-MAR-2014	06-JUN-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0840	0930	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"/>			

## ADDING A NON-STANDARD DAY AND TIME

1. A non-standard day and time is one that does not conform to the campus or University Village standard day and time format.
2. A non-standard day and time must be manually entered in the designated fields in the **Meeting Times** block.
3. Click: Drop-down arrow below the **Meeting Type** header. Highlight the schedule type of this section and click **OK**.
4. Click: Check box(es) underneath the desired day(s).
5. Click: **Start Time** field and enter desired start time (military time format). Ensure the start time is 10 minutes after the hour (e.g., 1710) or 40 minutes after the hour (e.g., 1640).
6. Click: **End Time** field and enter the desired end time (military time format). Ensure the end time is on the hour or half-hour.
7. **Save**. The **Status Bar** will confirm the save was successful.
8. Screen should appear similar to the following:

SSASECT 8.5.3.1 (PPRDXE)

Term: 201420 CRN: 30003 Create CRN: Copy CRN: Subject: ENGL Course: 001A Title: BEGINNING COMPOSITION

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
	LEC	31-MAR-2014	06-JUN-2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1710	1830	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"/>			

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
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"/>	

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 1/1 | List of Valu | <OSC>

MIDDLE

## ADDING A MULTIPLE MEETING PATTERN

- A multiple meeting pattern is when more than one dissimilar meeting day and/or time pattern **for the same schedule type (course activity)** is attached to one CRN.
- Follow **steps 2-6** under section **"Adding A Non-Standard Day And Time"** to enter the first meeting pattern on the **Meeting Dates** tab.
  - If course section will have a final exam, the final exam date and time will be assigned based on the meeting pattern entered in the first row.
- Press the **down arrow** key.
- Follow **steps 2-6** under section **"Adding A Non-Standard Day And Time"** to enter the second meeting pattern on the **Meeting Dates** tab.
- After entering the second meeting pattern, move cursor into the **Session Indicator** field.
- Change entry from 01 to **02**.
  - If this update is not done, the section will not import to 25Live for classroom scheduling.

7. Repeat steps 3-6 to add any more meeting patterns of the same schedule type under the CRN.
  - a. Change **Session Indicator** number to **03, 04, etc.** as needed.
8. After all needed meeting patterns are entered, **Save**. The **Status Bar** will confirm if save is successful.
9. Screen should appear similar to the following:

Schedule: SSASECT 8.9.2 (BANPROD)

Term: 201740 CRN: 15792 Create CRN: Copy CRN: Subject: GRK Course: 001 Title: CLASSICAL GREEK:INTRO

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
	LEC	28-SEP-2017	08-DEC-2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1410	1500	01
	LEC	28-SEP-2017	08-DEC-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1410	1600	02
				<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"/>			

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**STANDARD CLASS TIMES ON CAMPUS AND AT THE VILLAGE**
**STANDARD CLASS TIMES ON CAMPUS**


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MWF	08:10	09:00		TR	08:10	09:30
MWF	09:10	10:00		TR	09:40	11:00
MWF	10:10	11:00		TR	11:10	12:30
MWF	11:10	12:00		TR	12:40	14:00
MWF	12:10	13:00		TR	14:10	15:30
MWF	13:10	14:00		TR	15:30	17:00
MWF	14:10	15:00		TR	17:10	18:30
MWF	15:10	16:00		TR	18:40	20:00
MWF	16:10	17:00		TR	20:10	21:30
MWF	17:10	18:00				
MWF	18:10	19:00				
MWF	19:10	20:00				
MWF	20:10	21:00				

**STANDARD UNIVERSITY VILLAGE CLASS TIMES**


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MWF	07:40	08:30		TR	07:40	09:00
MWF	08:40	09:30		TR	09:10	10:30
MWF	09:40	10:30		TR	10:40	12:00
MWF	10:40	11:30		TR	12:10	13:30
MWF	11:40	12:30		TR	13:40	15:00
MWF	12:40	13:30				
MWF	13:40	14:30				
MWF	14:40	15:30				