How to query for a specific course

APPROVAL HISTORY

Approving	Version	Date
Party	Approved	

REVISION HISTORY

Version	Date	Description	Revised By
Number			

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.

Purpose

How to query for a specific course section in Banner.

Related Policies and Regulations

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

- 1. Academic departments
- 2. Office of the Registrar Academic Scheduling

Procedures

- 1. Preparation (example)
 - a. Currently, Banner is available in a test environment and is accessed through the following Web address: bannertest.ucr.edu
 - b. Your UCR NetID is your Banner user name. A representative from Computing and Communications will need to set up your NetID in Banner. Contact your supervisor if this needs to be done.
 - c. For Banner password, you will first enter abc123. Once at the main menu, change your password for added security by clicking the link Change Banner Password.
 - d. You should be at the main menu GUAGMNU (see following screen):

Oracle Fusion Middleware Forms Services	NAME AND ADDRESS OF TAXABLE PARTY.	
File Edit Options Block Item Record Query Tools Help		ORACLE
General Menu GUAGMNU 8.6.4 (PPRDXE) - Monday, September 15, 2014 - Last login Friday, September 12, 2014 08:14:21 AM		≚∃>
Go To Velcome, Margaret Stewart. Products: 👻	Menu Site Map Help Center	
My Banner	My Links	
Banner		
Student [*STUDENT]	Change Banner Password	
General Aid [*RESOURCE]	Check Banner Messages	
General [*GENERAL]	Banner Bookshelf	
Banner Security [*SECURITY]	Personal Link 2	
	Perconal Link 3	
	Personal Link 4	
	Personal Link 5	
	Personal Link 6	
	My Institution	
	ellucian	
Banner Broadcast Messages	UNIVERSITY	
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- 2. Query for a specific course section in SSASECQ Schedule Section Query
 - a. Go to SSASECT
 - b. Enter desired term in Term field
 - d. Click: down arrow beside CRN field
 - e. Enter: desired subject code in Subject field
 - f. If you don't know the subject code:
 - i) Click: down arrow above Subject field brings up STVSUBJ
 - ii) Scroll through or use the Find function to find the desired subject
 - iii) Highlight subject and click OK
 - g. Enter: desired course number in Course field
 - h. Click: Query, then Execute



i. Screen should appear similar to the following examples:

- j. To obtain a more specific output, enter more query criteria
- k. Click: Rollback

- l. Re-enter: AHS in Subject field
- m. Re-enter: 017A in Course field
- n. Enter: LEC in Schedule Type field
- o. Click: Query, then Execute
- p. Screen should appear similar to the following examples:

Term 201340	Part Registration of Term From I Course/Section Title	Registration To CRN 10002 Schedule Type	Bleck Schedule Subject	Course Section	Status Campus	î
NSTRN ART	r-PREHIST TO BYZANTINE Cross Reserved List Seats Long	Syllabus Comments	Enrollment: Waittist: Ma	Maximum 162 - Ac	tual 3 = 0 tual 0 = 0	
Term 201340	Part Registration of Term From t Course/Section Title	Registration To CRN 21388 Schedule Type	Block Schedule Subject	Course Section	Section Status Campus A C	
WSTRN ART	TPREHIST TO BYZANTINE Cross Reserved List Sealts Long	Syllabus Comments	Enrollment:	Maximum 6 - Ac	tual 2 = 3 tual 0 = 0	
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- 3. Select a section from query output
 - a. Highlight desired section
 - b. Click: Select
 - c. At SSASECT click Next Block
 - d. Screen should appear similar to the following:

Oracle Fusion Middleware Forms Services: Open > SSASECT	former 18 marry 16	spectrum days a constraint when	_ _ ×		
Eile Edit Options Block Item Becord Query Tools Help			ORACLE		
	4:14:14:16	x 1 🖉 1 🔇			
Schedule SSASECT 8.7 (BANSBXE) 2002200000000000000000000000000000000	************	provinse and a second			
Term: 201340 TERN: 10002 Create CRN: 2 Copy CRN: 2 Subject: A	AHS Course: (017A Title: WSTRN ART: PREHIST TO BYZANTI			
Course Section Information Section Enrollment Information Meeting Times and Instructo	or Section Pre	ererences			
Subject: At History	CEU Indicator:				
Course Number: 017A Title: WSTRN ART:PREHIST TO BYZANTINE	Credit Hours:	.000 None To © Or 4.000			
Section: 001 T		4.000			
Cross List:	Billing Hours:	.000 None To Or 4.000			
Campus: C Riverside		4.000			
Status: A Active	Contact Hours:	1.000 None To Or 3.000			
Instructional Method:	Lecture:	000 None To POr 3000			
Integration Partner:	2001010.	3.000			
Grade Mode:	Lab:	.000 • None Or Or			
Session:					
Special Approval:	Other:	.000 None To Or 1.000			
Duration:		.000			
Part of Term: 1 23-SEP-2013 13-DEC-2013 10	Link Identifier:	L1			
First Last	Attendance Me	thod:			
Start Dates:	Daily Contact	Hours			
Maximum Extensions:	Print	Voice Response and Self-Service Available			
Prerequisite Check Method: Basic or None CAPP ObgreeWorks	Gradable	Tuition and Fee Waiver			
	Long Title	Comments Syllabus			
UNAULE TU					
N/1					