

# CREATING SEMESTER COURSES

## SSASECT

### 1. Creating/Updating a Course Reference Number (CRN)

Enter form name **SSASECT**. Enter the appropriate term. To add a new section, type the word "ADD" in the **CRN** (Course Reference Number) field. The system will automatically assign a CRN once you complete this form and save your information. If the section exists, enter the CRN (or query if CRN is not known) for the section to be updated. **Next Block** or **Control-Page Down**

The naming convention for CRNs will follow that of term codes. For example, fall course CRNs will start with 10000; spring CRNs will start with 20000 and summer CRNs will start with 30000.

### 2. 2a. Selecting/Creating a Course

Enter the **Subject Code** and **Course Number** for one of your courses. **Tab**.

- The **Course Title** will default from the catalog file. **Do not change the title of courses that do not have variable titles.** **Tab**.  
**NOTE:** You may edit only variable title courses as designated in the master catalog. The title that is placed at the section level is the title that will appear on the students' transcripts. Please review abbreviations carefully.
- Enter the **Section** number from your list of classes. Be sure to use a leading zero for sections less than 10, e.g. "01" for section one. If the course is a Wintersession section, make sure the section number begins with the letter "Z" **Tab**.
- **Cross List** indicator – not used so leave blank. **Tab**.
- **Campus** indicator - Courses taught on the Cape Girardeau campus will be "M" (Main). Double-click in Campus field to review other campus codes if for courses taught at the regional campuses, web or other sites. **Tab**.  
**NOTE:** If changing a campus code for a class that has students enrolled, you must drop the students first, make changes, and then add the students back to the class.
- **Status** is "A" for active courses. Use "V" for courses that you want to build but hold in reserve. Students will not be able to enroll in courses with a "V" status. **Tab**.
- **Schedule Type:** Double-click in this space for the option(s) that are available for the course you are entering. The majority of courses have only one schedule type. For example, if a course is taught as lecture only, the value "L Lecture Only Course" will appear. If the course has multiple schedule types, all options will appear when you double-click in this space. You then would choose the appropriate schedule type for the section you are

creating. The Schedule Types are stored at the catalog or master course level in Banner. **Tab.**

- **Instructional Method:** Double-click in this space to choose either "Traditional" or "Non-traditional" instructional method. (Determined by how section is taught)
  - Traditional is face to face
  - Non Traditional everything else
- **Integration Partner:** In order to have a course sync with Moodle, the code "MOODL" must be typed into this field. Every course must have this code.
- **Grade Mode** should **not** be entered at the section level. The default grading mode is stored at the catalog or master course level. This default grading mode will flow to the student schedule at the time of registration. Leaving this value blank allows the Registrar's Office to indicate an audit or pass/fail grading mode when the student has secured the appropriate approvals for one of these grading options. *Exception: Developmental or Credit only courses must have grade mode filled in. Tab.*
- **Session:** leave blank
- **Special Approval:** Not all courses will require a special approval code. To access approval types, double-click in Special Approval field and choose approval code. **NOTE: If a special approval code is placed on a course, enter seats in the enrollment information or else students will require two overrides to enter the course.**
  - **DE See College Dean**
  - **DP See Department Chairperson**
  - **HN See Honor's Program Director**
  - **IN See Course Instructor**
  - **OL Contact Online Advisor**
  - **RC See Regional Center Advisor**
  - **RG See Registrar's Office**

**Example:** Some departments use "DP" for internships and independent studies since they are case by case.
- **Duration:** Leave blank. **Tab.**
- **Part of Term:** The Part of Term should be selected based on the course dates. Part of Term dates for summer, fall and spring semesters directly affect students' ability to add and drop classes, fee refunds, and whether or not the dropped course appears on the transcript. Enter the appropriate part of term code and tab to the next field. The part of term dates will automatically fill in. Fall and spring parts of term options are as follows:
- **PART OF TERM DATES – FALL/SPRING SEMESTERS**
  - FALL or SPRING SEMESTER (Fall - 20xx10; Spring – 20xx20)
  - 1 Full Semester
  - 1<sup>st</sup> First eight week
  - 2<sup>nd</sup> Second eight week
  - INT Winter Intersession – only available in spring semesters
  - FY\*\* Full Year/Off Schedule – mainly used for extended learning/dual credit courses
- **SUMMER SEMESTER (20xx30)**
  - 1 Summer Regular s 8 week session
  - S12 Summer 12 week session
  - S14 Summer 1<sup>st</sup> 4 week session
  - S24 Summer 2<sup>nd</sup> 4 week session
  - S34 Summer 3<sup>rd</sup> 4 week session
  - S16 Summer 1<sup>st</sup> 6 week session
  - S26 Summer 2<sup>nd</sup> 6 week session
  - FY\*\* Full Year/Off Schedule – mainly used for extended learning/workshop courses

\*\*Off-schedule course dates for Summer, Fall or Spring Semesters should be edited to reflect the actual date range (beginning and ending date) of an off schedule course. No other part of term course dates can be edited for regular semesters. Students cannot enroll themselves through the portal in a class that is off-schedule.

- The other areas on the form such as credit hours, lab hours, etc., must match totals set at the catalog level. All fields must be filled in or courses will not roll from semester to semester or may cause problems with registration.
- The following are not to be filled in: Duration, Registration Dates, Start Dates, Maximum Extensions, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours. As we move down the form, these would be what we see next.
- Print, Gradable, and Voice Response and Self-Service Available should always have a check-mark beside them. Exception: You do not want the course to be searchable through the portal, uncheck Voice Response and Self-Service Available.
- CAPP Area Prerequisites will default in from the catalog prerequisite form. Always check in SSAPREQ, however, to make sure prerequisites are in the schedule form as needed.
- Tuition and Fee Waiver should not be checked unless fees are not to be charged for the course. Examples: MT prefix courses, GE350.
- **Save (F10)** your work.

#### 2b. Variable Course Credits

If the catalog indicates variable credits for a course, the credits will be variable on **SSASECT**. This allows you to create a section of a course for credits within the range of credits on SCACRSE.

The **CEU Indicator** defaults in from SCACRSE. This will not be checked for regular degree bearing courses. Currently we do not carry CEU courses in either the master catalog or master schedule.

The **Credit** and **Billing** values are in semester hours and affect the students' total hours enrolled, earned and billed. Be sure to double-check all variable credit courses to make sure the appropriate credit and billing hours have been added. Errors that are not identified can affect student registration, billing and payment, financial aid processing, enrollment verifications and graduation. **Never adjust credit or billing hours after a student has enrolled in a course. If you find an error at that point, contact the Registrar's Office.**

The other values (**Lecture, Lab, Other, Contact**) are all in contact hours. **Contact** is an automated calculation, combining **Lecture, Lab** and **Other**.

Courses with variable credit will need to have the **Credit, Billing** and the appropriate contact hours entered for each section. Enter the same number of contact hours as credit hours.

#### 3. 500-Level Sections of Courses

The level of a course cannot be viewed at the section level, only at the catalog level. 500 level courses can either be graduate or undergraduate. To limit the course to either undergraduates or graduate students, you will need to enter a level restriction on SSARRES. If either graduate or undergraduate students can take a 500 level course, there is no need to add a level restriction to the semester courses. 500 level courses are applied to the student's transcript at their current level (UG/GR)

#### 1. Setting Enrollment Maximum (Seat Count)

Choose the tab "**Section Enrollment Information**" or in the **Options** menu (left window area), select "**Section Enrollment Info.**"

- Enter the **maximum** number of students allowed in your course.

- **Save** your work (**F10**).

#### 4a. Meeting Times and Start/End Dates

Either “next block” or choose the “**Meeting Times and Instructor**” tab or go to the **Options** menu and select “**Scheduled Meeting Times.**”

##### Standard Meeting Times

- If a course section is scheduled for a standard meeting time Double-click on the “meeting time” block down arrow. Highlight the correct Days/Times line. Click the SELECT icon and it takes you back to your form, populating Start Date, End Date, Days and Times for you automatically. NOTE: The two digit meeting code will disappear when you save.

##### Non-Standard Meeting Times

- **Meeting Time.** Tab through **Start Date** and **End Date** to automatically fill in the default dates for the part of term you already selected. DO NOT CHANGE DATES IN THIS AREA. If the part of term needs to be corrected, go back to the first page of SSASECT and correct the part of term.
- Select the **Days of the Week** that the course will meet by clicking in the correct boxes. Note that “R” refers to Thursday and “U” refers to Sunday. Tab and space will allow you to select days utilizing key strokes, rather than the mouse. You can remove the meeting date indicator by clicking in the check box a second time. If the course days are arranged, do not check any boxes.
- Sections can be assigned multiple meeting times, rather than creating separate sections, if desired. After entering the first meeting time information, go to the next line and enter the appropriate information for the additional meeting time(s). NOTE: If the course has multiple meeting times, you might get an error message when you try to save. If this happens, tab to the right-hand side of the form to the “Session Credit Hours” field. The first line should reflect the actual number of credits assigned to the course. On the second line, this value should be changed to zero.

#### 4b. Start-End Time

Tab to the **Start-End Time** fields. If the start-end times are arranged, leave these values blank.

- Enter the **Start Time**, using military time. You must use leading zeros for time prior to 10:00 a.m. (e.g. “0900” for 9:00 a.m.) Do not tab after entering this value, as the cursor will automatically tab to the **End Time**.
- Enter the **End Time**, using military time. You must use leading zeros for time prior to 10:00 a.m. (e.g. “0900” for 9:00 a.m.).

#### 4c. Building and Room Information - “**Meeting Location and Credits**” tab

If you know the **Building** and **Room** information, you may directly enter the information on this form. Double-click in the **Building** and **Room** fields to bring up the available codes for buildings and rooms. Enter the appropriate Building and corresponding room for the section. The system will detect room/time conflicts. You may either override the conflict if appropriate or correct as necessary.

- T – override time conflict
- R – override room conflict
- O – override both

## 2. Completion of Meeting Time Form

Tab across the form. The schedule type, hours per week, session credit hours and session indicator will default in from the **Schedule Form**. If your course is offered for variable credit, the **Hours per week** will be left blank. Enter the appropriate number of credit hours associated with the course section and **Save** your work (**F10**).

1. 6a. Assigning Instructors (Instructors can be assigned on this form or through SIAASGN)  
Either “next block” or go to the **Options** menu and select “**Assigned Instructors.**” If instructors are not known at the time the schedule is being created, leave the instructor blank.

To enter the instructor:

The **Session Ind** is generated by the system and defaults in when you enter this form.

- If you know the instructor **ID**, you can enter it in the **ID** field and the name will default in when you tab across the form. If you do not know the ID, double-click in the ID field to perform a search for the appropriate faculty member. Note: All faculty have been assigned system-generated IDs.

The **Instructional Workload** should be the same as the number of credit hours assigned to the course. Note that credit hours are recorded as 3.00 (two decimal places). Only change this number if the instructor does not get paid for the course, in which the instructional workload would be zero. **Example:** Some instructors don't get paid for internships so the workload should be zero on these.

The **Percent Responsibility** will default to "100." This would only be changed if more than one faculty member is teaching the class.

The **Primary Indicator** column must be checked for one instructor. If only one instructor is entered, this field will automatically default as the primary instructor. In the case of multiple instructors, the instructor having this box checked will be considered the primary instructor.

The **Override Indicator** is to be entered only if a conflict is to be overridden for the instructor. Otherwise it is to be left blank

The **Percent of Session** will default to "100." This would only be changed if more than one faculty member is teaching the class.

**Save** your work (**F10**).

*NOTE: For information on entering/assigning faculty through SIAASGN, refer to the manual provided by Patty Eck, Human Resources.*

#### 6b. Changing an Instructor

To change an instructor, place your cursor on the same line as the current instructor, then select **Record** and then **Remove** from the pull down menu. The incorrect instructor record must be deleted or removed, and then the new instructor's information can be entered. **Save (F10)** your work.

## 2. **SSADETL** – Co-requisites, Course Fees, Degree Attributes, Section Blocks

From the **Options** menu, choose **SSADETL** to access several course section options. After entering information, **Save** your work (**F10**).

Co-requisites: **Next Block to Corequisites**. Add the CRN from the specific section and **Tab**.

The subject/course/section will default in. Note: If the co-requisite is not section specific, as long as the co-requisite is built at the catalog level, registration will force the student to choose a section as a co-requisite.

Section Fees: **Next Block to Section Fees**. Course fees will default in from the catalog. If for some reason a particular section is not to be charged the course fee, remove it through this form.

Degree Program Attributes: **Next Block to Degree Program Attributes**. Attributes that apply to all sections of a course will default in from the catalog. Examples of this would be any University Studies attribute. Other attributes such as "Honors," "Online," "Online Blended" etc. have to be entered for each section. Access the list of attribute options by double-clicking in the attribute field and choose the appropriate attribute. *NOTE: Do not remove attributes at the section level that default in from the catalog. These attributes have been added to assist with*

*automated degree audit and/or student searches on semester courses and should not be removed.*  
WARNING: Some Attributes "ROLL OVER" from previous semesters with the specific course/section number! (Honors, Online, Online Blends, etc. and must be deleted.)  
Block Schedules: Blocks are built on the form SSABLCK. The block code will default in this form from SSABLCK.

1. Section Comments

From the **Options** menu, choose **SSATEXT**, the **Section Comment Form** to add comments at the section level. Comments should be brief and should be entered using appropriate grammar, spelling and punctuation. **Save** your work (**F10**).

Comments entered on this form will be the actual comments that are viewable through the class schedule search on the web.

2. Prerequisites and Registration Restrictions

Prerequisites for a section must match the prerequisite information recorded in SCACRSE/SCAPREQ, the master catalog forms. If changes need to be made to the master catalog prerequisites, contact the Registrar's Office for assistance.

9a. PREREQUISITES

Prerequisites can be reviewed at the catalog level through **SCAPREQ**. Enter the **Subject, Course** and **Term** and then **Next Block**. Either select **Course Test Scores** from the **Options** menu or **Next Block** to review prerequisites at the catalog level. To enter prerequisites at the section level, access the form **SSAPREQ** or choose "Course Pre-requisites" from the options menu from **SSASECT**. Enter the prerequisites as they appear at the catalog level to have them checked at the time of registration. Courses may only have either an entry in "Course Test Score and Prerequisite Restrictions" OR "Course Area Prerequisite Restrictions."

9b. REGISTRATION RESTRICTIONS

Registration restrictions can be viewed by using **Direct Access** and entering **SSARRES**, or by selecting **Course Section Restrictions** from the **Options Menu** while in **SSASECT**. Enter the **Subject, Course** number and **Term** information, then **Next Block**.

Registration restrictions restrict enrollment in a course to students in a particular:

- Level - Undergraduate, Graduate
- Class – used to allow Honors students into courses coded as Honors.
- Attribute – used to prevent SACM students from enrolling in online courses

These restrictions will not be part of a course's prerequisites, but will be used to control enrollment.

3. Deleting a Semester Course

a. In **SSASECT** change the **Status** from "A" (Active) to:

- "D" (Dropped) is to be used once enrollment has begun but prior to the start of the semester
- "C" (Cancelled) is used after the semester has begun
- Record/Remove if enrollment has not yet begun. There is no need to maintain the course if it is not to be considered as part of the schedule at any time.

b. If dropped or cancelled, enter a comment on SSATEXT to indicate the course was dropped/cancelled and when.

*NOTE: To drop or cancel a course, remove the instructor, meeting times and maximum enrollment information. If students are enrolled, drop the students prior to changing the status of the course.*

*Also notify students of the cancellation of the course. If you are unable to drop the students, contact the Scheduling Specialist in the Registrar's Office at x2058.*

4. WEB Sections

To designate a section as a web-based course, modify the section as follows:

- a. WEB sections are as follows:
  - First section of same course – 740
  - Second section of same course – 741
  - Third section of same course - 742
  - Alternative Certification – 747
  - Dual Credit – 500, 501, etc
- b. Campus code – W – WEB campus
- c. Building code - WEB
- d. Instructional Method - NT
- e. Hours per week – 0
- f. Degree Program Attributes (SSAETL) – ONL
- g. Student Attribute and Cohort (SSARRES) - Click Exclude, type the attribute of SACM (Saudi Arabian Cultural Mission)

By entering this information, only those students with this attribute will be barred from enrolling in an online course. Do not attempt to override or provide an override for it. The student would need permission, from International Education & Services personnel, before enrolling in an online course.

1. WINTERSESSION Sections

- a. For all wintersession courses:
  - Part of Term (Session) - INT
  - Degree Program Attribute - INT
  - Section number needs to begin with the letter "Z." This will cause the wintersession courses to fall to the bottom of the list and hopefully cause less confusion when students are choosing online courses. This was approved by the executive staff so please update your wintersession courses to include Zxx as the section number.
- b. The Wintersession is considered part of the spring semester and will count towards students max semester hours for spring.
- c. In addition to the normal procedures for handling wintersession courses that we have used in the past, admins will also need to add a standardized date/time to each wintersession section. So, for all wintersession courses that are offered, on the "Meeting Times and Instructor" tab on SSASECT, they will need to place a check mark in the box for each day of the week and enter the Start Time as "0000" and the End Time as "2359" or choose the Meeting Time code 42 and tab. See example below:

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	23-DEC-2013	17-JAN-2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0000	2359	01

The point of adding the standardized date/time to each wintersession course is to prevent students from erroneously enrolling in more than one wintersession course per semester. Also, hopefully, the oddity of a course that appears to meet 24 hours a day, 7 days a week will cause students to look closely enough at the class to realize that it is not a regular full semester course. This new procedure has been reviewed and approved by Southeast Online.

0. WEBINAR Sections

When a course meets via webinar, those meetings are considered synchronous, face-to-face meetings even though the meetings occur over the internet.

Entering Webinar Courses in Banner:

Course Section Information Tab:

- a. Section Numbers:
  - i. Webinar courses converted from ITV will retain the ITV section numbers.
  - ii. Webinar courses converted from web could be numbered as follows: 7R1, 7R2, etc.
- . Campus is: WBR
- a. Instructional Method is NT – Non-Traditional
  - i. Delivery – Webinar: Class meetings held at scheduled times using video conferencing software

Meeting Times and Instructor, Times and Instructors, Meeting Location and Credits Tab:

- o Entering webinar courses that are not blended (100% of the meetings are face-to-face):
  - i. Time (Line 1): enter the meeting day/time
  - ii. Building (Line 1): enter the Campus Code WBR
  - iii. SSADETL Attribute 1: ONLR
- c. Entering webinar courses that are blended:
  - i. Time (Line 1): enter the meeting time
  - ii. Building (Line 1): enter the Campus Code WBR
  - iii. Time (Line 2): No Entry
  - iv. Building (Line 2): Web
  - v. SSADETL Attribute 1: ONLR
  - vi. SSADETL Attribute 2: ONLL **or** ONLM **or** ONLH (depending on how blended the course is)
- . A blended attribute must be added to a course if 1) the course will **not** meet synchronously via webinar 100% of the time, and 2) there will be some asynchronous online class meetings. Blended attributes are not used when the course is being offered via two different face-to-face delivery methods, i.e., webinar and ITV.
- . Other attributes are added as applicable, i.e., University Studies objectives, Honors Course, etc.

#### 1. Blended Sections

When a course is blended there will need to be an attribute placed on that section.

- a. SSADETL Attribute: ONLL **or** ONLM **or** ONLH (depending on how blended the course is)
  - ONLL - Lightly Blended: 1-25% of the class meetings are held online instead of face-to-face.
  - ONLM - Moderately Blended: 26-74% of the class meetings are held online instead of face-to-face.
  - ONLH - Highly Blended: 75-99% of the class meetings are held online instead of face-to-face.
- b. If the course has one day that is designated for online(i.e. Monday, Wednesday, Friday class, meets online every Friday) then there will also need to be a second line added under Meeting Times and the Building set as Web for that line.

#### 1. MACE Sections

Sections of course that are set up for other students (not our own). These student are enrolled in MACE sections about a week before classes begin, after they are given a student ID number.

- a. Access form SSASECT
  - i. Enter the Section as MCA

- ii. Campus should be "W"
  - iii. On the right hand side towards the bottom, uncheck the following:
    - 1. Gradable
    - 2. Voice Response and Self - Service Available
  - . Check the box next to Tuition & Fee Waiver
  - . Under the Section Enrollment Information tab, make sure the seat count is zero
  - . Access Form SSADETL
    - . Under the Degree Program Attributes tab type the program attribute of "ONL"
2. Reserving Seats for Online Students
- i. Access form SSASECT
    - . Enter year and CRN of course to be set up with reserved seats
  - a. Next block
  - b. Choose tab labeled "Section Enrollment Information"
  - c. Choose tab labeled "Reserved Seats"
  - d. To maintain original maximum seat count while reserving seats for special populations, change the "Reserved Maximum" in the top line to maximum seats minus the number of reserved seats to be entered in the next line(s). For example, if the current seat maximum is 15, to maintain 15 seats overall but "reserve" 5 for online students, change the "Reserved Maximum" in the first line to 10.
  - e. Using the down arrow, enter "W" in the campus field and the number of seats for this population in the "Reserved Maximum" field. Using the example above, enter 5 in the "Reserved Maximum" field of the W campus line.
  - f. SAVE

NOTE: Seats can be reserved by level, campus, degree, major (field of study), department, class, or student attribute (e.g., Honors).

3. SSASECQ – Schedule Section Query Form

Access the **SSASECQ** form using **Direct Access**. Enter the term and any other information you wish to use in your search. **Execute the Query (F8)**. SSASECQ can be used to view the sections of courses created for a particular semester. This form also provides the maximum enrollment (**Enroll: Maximum**), actual enrollment (- **Actual**) and remaining seats (=).

1. SFASLST - Class Roster

Access form SFASLST to review the class roster. Enter term and CRN for course. The sequence number is the order in which the student enrolled in the course. Gaps may appear in the sequence numbers due to dropping of courses by students. This form will also indicate mid-term and final grades when posted. Roster will not be alphabetized until the semester begins and then again at the end of the semester.

2. SSAMATX – Building/Room Schedule

Access form SSAMATX to review course offerings by building/room/time for a given semester. To query on a specific building/room, enter building code and room, and using scroll bar at bottom of page, find term field and enter term information. Execute query (or F8) to review building/room information.

This form can be queried on building, room, semester, specific times, subject/course number, etc., to limit or expand the search as necessary. If no term is entered, all building/room scheduling information will appear through the query process.