

***THE UNIVERSITY OF
GEORGIA
OFFICE OF THE REGISTRAR***

**BANNER COURSE
SCHEDULING
MANUAL**

The goal of this workbook is to provide you with the knowledge and practice to setup and maintain a schedule of classes at the University of Georgia.



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INTRODUCTION

Goal

The goal of this workbook is to provide you with the knowledge and practice to set up and maintain a schedule of classes at the University of Georgia. The workbook is divided into three sections:

- Introduction
- Set Up
- Additional Resources

Purpose

Personnel from offices responsible for maintaining course schedule information will be able to build and change course sections as part of current and future term schedules of classes.

Prerequisites

To complete this course, you should have:

- Completed General Banner navigation training.
- Completed or currently attending New Banner System Training.
- Access to update Banner Scheduling forms.
- Use of an ArchPass.

User Access Responsibility and Accountability

The following issues impact student registration and they may allow students to register for sections they would have otherwise not been able to register for.

- Banner does not restrict access by Prefixes; all Schedulers have access to create sections for any subject and number in Banner, so please only create/modify sections that belong to your department.
- Anyone with access to create sections can provide an Override to students for ANY course subject and number or CRN, so please only give students overrides to sections that belong to your department.

CHAPTER 1 GETTING STARTED WITH BANNER

Banner provides Schedulers with a variety of ways to accomplish scheduling tasks. This chapter will explain how to move through the forms and queries that are used for scheduling, how to save your work, how to display help menus, and many other features designed to make scheduling a stress free experience. Return to [Table of Contents](#).

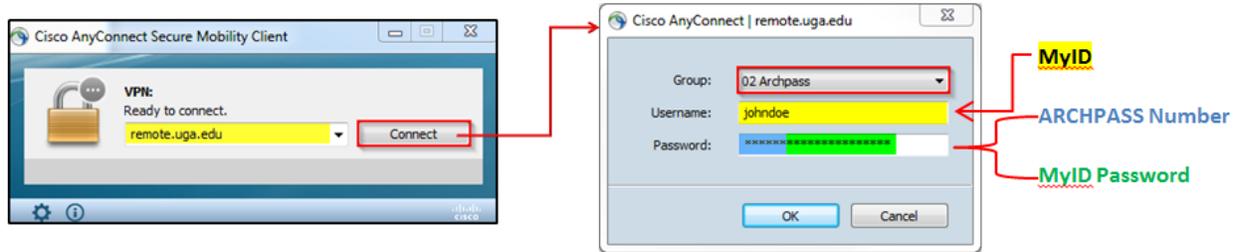
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Logging in

Steps

1. Log in to your ArchPass.



2. Open an internet browser and enter the following address into the URL bar:
<https://sis-inb-prod.uga.edu/>.
3. Click the Banner [PROD] link.
4. The UGA Central Authentication Service (CAS) page will be displayed.
5. Enter your MYID and MYID password and click to access the Banner Main Menu.



Banner main menu

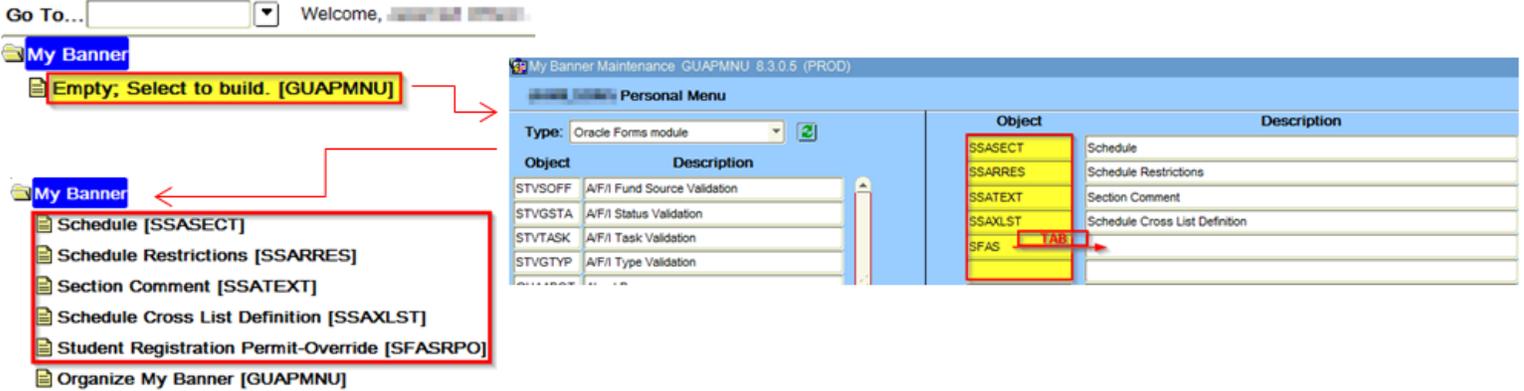
At the Banner main menu, forms can be selected from the My Banner or Banner folders or the form name can be entered into the Go To field.

The screenshot shows the Banner main menu interface. At the top, there is a menu bar with options: File, Edit, Options, Block Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main content area is divided into two sections. On the left, there is a 'Go To...' field with a dropdown arrow, followed by a 'Welcome, [username]' message and a 'Products:' dropdown. Below this is a tree view showing folders: 'My Banner' and 'Banner'. Under 'Banner', there are sub-folders: 'Student [*STUDENT]', 'Financial Aid [*RESOURCE]', 'General [*GENERAL]', and 'Georgia Best mods [*GEORGIA]'. On the right side, there is a 'My Links' section with a red horizontal line above it. The links listed are: 'Check Banner Messages', 'ConnectUGA Documentation', 'Personal Link 2', 'Personal Link 3', 'Personal Link 4', 'Personal Link 5', and 'Personal Link 6'. Below these links is another red horizontal line, followed by a 'My Institution' link. At the bottom right of the interface is a large black silhouette of a classical building with a dome and columns. Below the main content area, there is a 'Banner Broadcast Messages' section with a vertical scrollbar on the right.

My Banner

Steps

1. Click on the “My Banner” folder and select “Empty; Select to build” option.
2. Type the names of the forms in the “Object” fields, and strike the TAB Key; once you hit the TAB Key, you will see the description field populate.
3. Log out of Banner, and log back in.
4. You will now be able to view the forms you added in the My Banner folder.

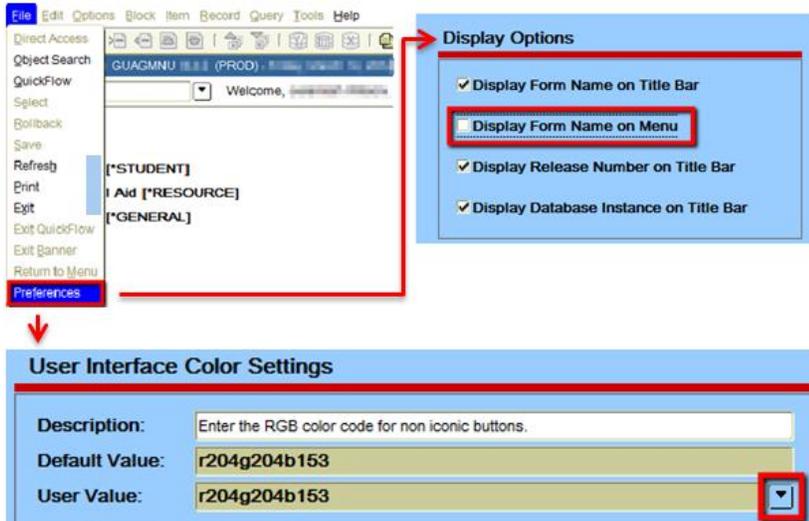


Preferences

Form Names and Color Settings

Steps

1. On the Banner General Main Menu, select File > Preferences.
2. In the Display Options tab, check the box marked as Display Form Name on Menu by clicking it.
3. In the User Interface Color Settings menu within the Display Options tab, click on the appropriate search tabs in order to view the color pallet; select a color; once a color has been selected, the screen will return to the User Interface Color Settings menu.
4. Click the Save icon, click File > Save, or press F10.



Points to consider:

- Form Names will not appear until the user logs out of Banner and logs back in.
- Color settings will be applied immediately from Banner Main Menu.

Basic Navigation

Navigation in Banner is performed by clicking an icon, selecting an option from the Menu Bar, or using a keyboard shortcut.

ICON BAR



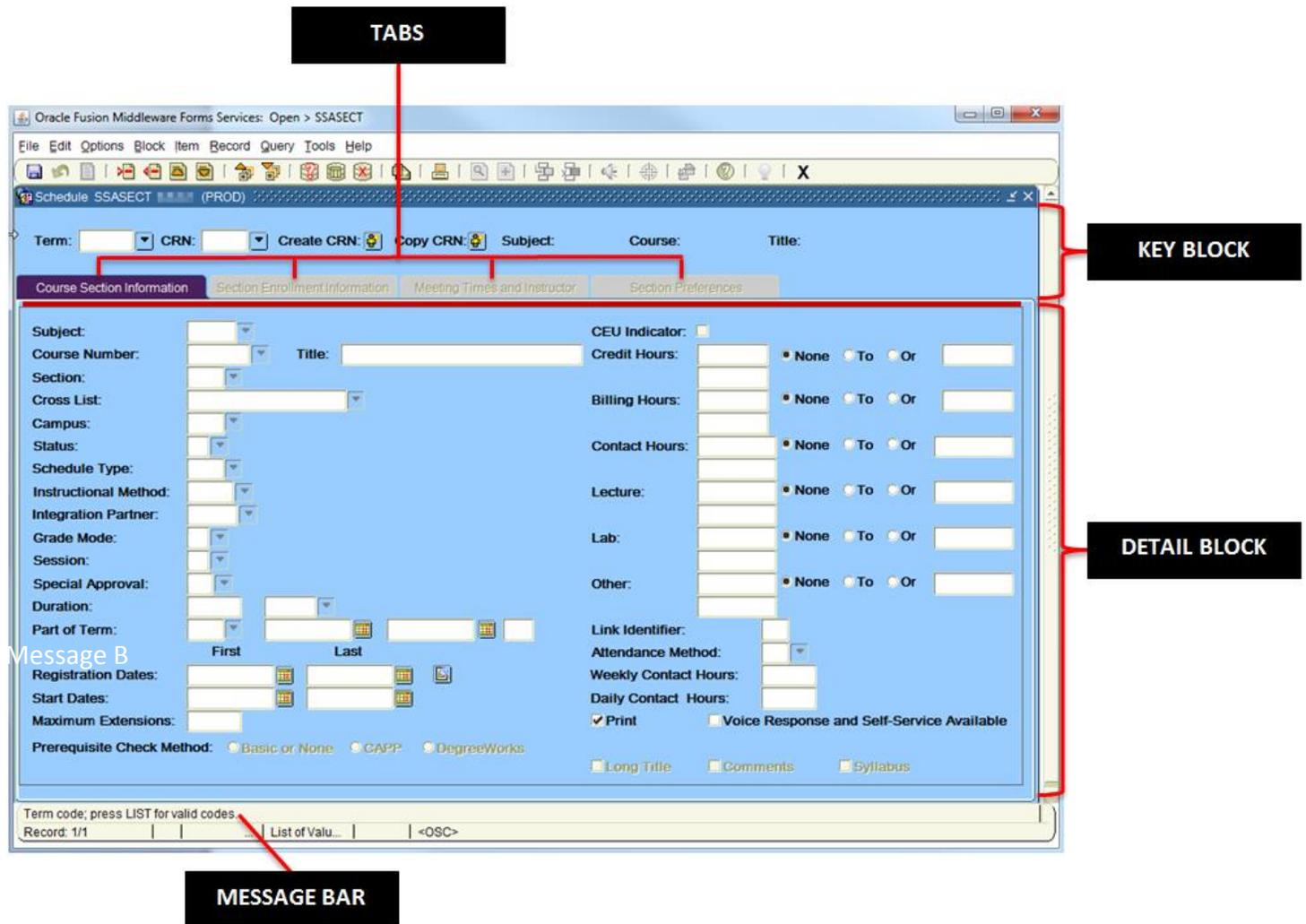
NAVIGATION LEGEND

Reference Number	Icon	Menu Bar	Shortcut Key	Reference Number	Icon	Menu Bar	Shortcut Key
①	Save	File > Save	F10	⑥	Previous Record	Record > Previous	PageUp
②	Rollback	File > Rollback	Shift + F7	⑦	Next Record	Record > Next	PageDown
③	Select	File > Select	Shift + F3	⑧	Previous Block	Block > Previous	Ctrl + PageUp
④	Insert Record	Record > Insert	F6	⑨	Next Block	Block > Next	Ctrl + PageDown
⑤	Remove Record	Record > Remove	Shift + F6	⑩	Exit	File > Exit	Ctrl + Q

Parts of a Form

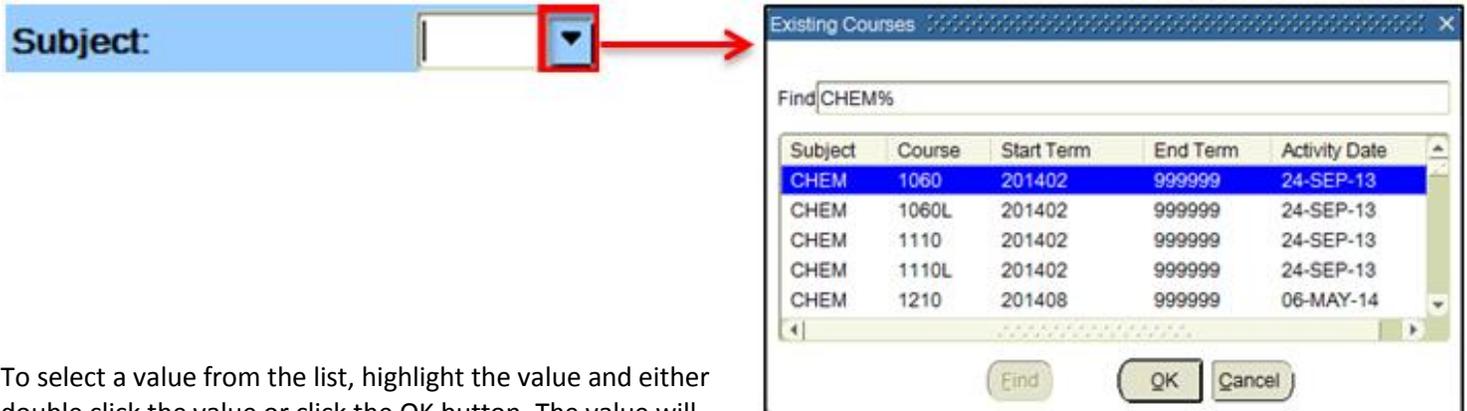
Banner consists of a series of forms where information is entered and/or viewed. The form types used for scheduling are application forms (used to enter, update, and query information) and query forms (used to search for information). These forms may contain tabs and/or be sub-divided into individual blocks. They all have a Message Bar at the bottom. Check the Message Bar for information such as field descriptions, error messages, and processing messages.

COMMON BANNER FORM LAYOUT



Drop Down Lists

Many fields have drop down buttons that display the valid List of Values (LOV) for the field.



To select a value from the list, highlight the value and either double click the value or click the OK button. The value will automatically be populated into the field.

Active Rows

The active rows of a form are highlighted.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	18-AUG-2014	17-DEC-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"/>	1010	1100	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

INSERT A ROW

To insert another row of data to the form, do one of the following:

- Click the Insert Record icon
- Click Record > Insert
- Press F6
- Press the down arrow key

The new row will be highlighted.

REMOVE A ROW

To remove a row of data on a form, complete the following steps:

1. Click the Remove Record icon, or Click Record > Remove, or Press Shift + F6
2. Click the Save icon, click File > Save, or press F10.

CHAPTER 2 FORMS USED FOR SCHEDULING

This chapter outlines the primary forms and queries that are used for creating a schedule of classes. Form and query titles are included as well as a description of each. Return to [Table of Contents](#).

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Scheduling a course in Banner can be a simple process involving just one form, but it can also be more complex and require a scheduler to refer to and/or update several forms and queries. The following is a list of the core forms and queries associated with scheduling.

SSASECT

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. A course must be approved in the Course Approval Process Automation system (CAPA) and exist in the Banner catalog prior to the creation of sections for the course.

SSASECT has four tabs:

- **Course Section Information** tab
This is where course scheduling begins. You will use this tab to create [CRNs](#) and some of the basic information of the section.
- **Sections Enrollment Information** tab
This tab is used to build and maintain the enrollment, waitlist, and *reserved seat* information associated with this class section. It has two sub-tabs:
 - Enrollment Details
Use this tab to add regular and waitlist seat counts to a section.
 - *Reserved Seats*
You will not use this tab.
- **Meeting Times and Instructor** tab
This tab is used to enter the place, time, and instructor data to a section. It has two sub-tabs:
 - Meeting Dates
Use this tab to add meeting times, days, and instructors to a section.
 - Meeting Location and Credits
Use this tab to enter building and room data to a section.
- **Section Preferences** tab
You will not use this tab

SSASECQ

The Schedule Section Query Form (SSASECQ) is used to query course sections.

SLABQRY

The Building Query Form (SLABQRY) is used to perform building searches.

SIAASGN

The Faculty Assignment Form (SIAASGN) is an alternative to SSASECT for assigning an instructor to one or more [CRNs](#) after course sections have been created.

SIAIQRY

The Faculty/Advisory Query Form (SIAIQRY) is used to search for faculty members.

SSARRES

The Schedule Restrictions Form (SSARRES) is used to create rules at the section level to restrict registration.

SSARRES has four tabs:

- **Department and Field of Study**
This tab is used to restrict an entire section by department (department that houses a major) and/or field of study (major). Department restrictions should not be used.
- **Class and Level**
This tab is used to restrict an entire section by class code (1st year, etc.) and/or student level (undergraduate, etc.).
- **Degree and Program**
This tab is used to restrict an entire section by degree and/or program (programs are a combination of major and degree). Degree restrictions should not be used.
- **Campus and College**
This tab is used to restrict an entire section on campus and/or college.
- **Student Attribute and Cohort**
This tab is used to restrict an entire section by specific student attributes and/or cohorts.

SSATEXT

The Section Comment Form (SSATEXT) is used to enter or view short and long comments associated with a section. Comments entered here appear on the Class Schedule Report (SSRSECT) and in Self Service Banner.

SSAXLST

The Cross List Definition Form (SSAXLST) is used to enter or display the cross list information pertaining to a group of course sections.

CHAPTER 3 SCHEDULING A SECTION

SSASECT

Most of the scheduling functions in Banner are done on the SSASECT form. This chapter provides an in-depth explanation of the steps to follow when scheduling a section using the SSASECT form. It also includes field descriptions and their uses. Any fields not mentioned in this chapter are either optional or fields that are not used for scheduling at UGA. Return to [Table of Contents](#).

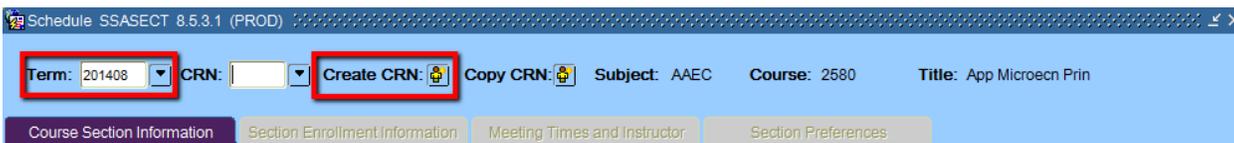
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Key Block

Steps

1. Enter SSASECT into the Go To field on the Banner Main Menu and press Enter.
2. Enter a term into the Term field (for help see [Term Format](#)).
3. Click the Create [CRN](#) button.
 - i. Alternate option – Type “ADD” into the [CRN](#) field the click the Next Block icon or press *Ctrl+PageDown*.



The screenshot shows the Banner SSASECT 8.5.3.1 (PROD) interface. The Course Section Information tab is active. The Term field is set to 201408, and the Create CRN button is highlighted with a red box. The Subject is AAEC, Course is 2580, and Title is App Microecn Prin. The CRN field is empty, and the Copy CRN button is also visible.

Points to consider:

- In Banner, the Course Reference Numbers ([CRN](#)) are created sequentially which increases the margin of error when entering them. If you are one number off, you are accessing a different section. Please review the Term, [CRN](#), Subject and Number before you modify any sections; this will help prevent you from modifying the wrong section.
- Your cursor will automatically be positioned in the Subject field of the Course Section Information Tab.
- Always be sure you have not duplicated sections prior to registration periods due to the rolling of the schedule by reviewing the schedule of classes report in [ARGOS](#) (p.52.)

Course Section Information Tab

Steps

1. Enter data into the fields as indicated below:

	Required	Optional	Leave Alone	Notes
Subject	●			
Course Number	●			
Section		●		
Cross List		●		
Campus	●			
Status	●			
Schedule Type	●			
Instructional Method			●	Field Autofills
Integration Partner			●	
Grade Mode			●	
Session			●	
Special Approval (DP, AKA POD)		●		See Glossary p.58
Duration			●	
Part of Term	●			See Glossary p.58

COURSE STATUS

Section Status Code (SSASECT)	Section Status Description	Section Status Definition	When to Use	Actions Required
A	Active	Section will be taught during the referenced term. Registration into the section opens on the first day of registration for the referenced term.	Section is expected to have students registered. Maximum enrollment is always greater than or equal to 1.	Review sections for accuracy and for meeting minimum enrollment.
P	Pending	Section is expected to be taught during the referenced term. Registration into the section may open at some point after the first day of registration for the referenced term.	Section is expected to have registered students later in the same term . Maximum enrollment is always greater than or equal to 1.	Change any section to 'P' if you expect the section to be opened for registration later in the same term .
I	Inactive – DO NOT USE	Obsolete	Historically used for sections that were not currently taught or for sections that were opened later in a term.	Review and change applicable ones to 'P' or 'C' (<i>summer and fall 2016 only</i>).
C	Cancelled	Section will not be taught during the referenced term.	Section will not be offered and actual enrollment must equal zero (0).	Remove all instructors, meeting times, and building/room assignments before changing to cancelled 'C'.

Points to consider:

- Approximately three business days before drop/add begins for a given part of term, held rooms will be released for any 'A's and 'P's with zero (0) maximum enrollment and zero enrollment.
- One business day after last day of drop/add per applicable part of term, the Office of the Registrar will convert all sections with a pending status to cancelled.

Refer to pages 35 and 36 in order to view how to modify the course status field.

CAMPUS

Prior to the registration period for each term, it is crucial for all campus codes to be entered correctly because the campus field can impact student tuition, fees, and financial aid disbursement.

ONLINE

When loading online E-suffix courses in Banner, please remember the following information for future terms:

- University of Georgia Online courses are the only courses noted with an E-suffix.
- On SSASECT, within the course section information tab, the **ONLINE** option should be selected for both **Campus and Schedule Type**.
- Courses without an E-suffix should never be assigned an online campus.

OFF CAMPUS SITE

The off-campus code should only be assigned to courses that do not physically meet at any of the UGA campuses (Athens, Buckhead, Griffin, Gwinnett or Tifton), and are not Field Study, Study Abroad, or Online sections.

SCHEDULE TYPE

The schedule type is a code used to indicate the primary instructional method employed in a course. Although some courses may combine instructional methods, the primary or dominant method must be reported in this field. For further information regarding in-depth definitions of individual schedule types, the Office of Curriculum Systems may be contacted via email at currsys@uga.edu.

SPECIAL APPROVAL (POD)

See [Special Approval](#) (p.59) within the Glossary for more information.

PART OF TERM

Part of Term indicates the beginning and end dates of either a full semester or a part of a semester. To add a Part of Term, type the appropriate term code into the Term field. The Part of Term dates may be viewed at the Office of the Registrar's website (http://reg.uga.edu/schedule-of-classes/parts_of_term).

The part of term field cannot be modified when instructors, meeting times, and enrollments exist. If the incorrect part of term is entered on a section that has enrollment, the department must create a new section with the correct part of term code and notify all students registered to drop the old CRN and register for the new CRN.

FIELDS TO LEAVE BLANK/ PRINT/ PUBLISH OR NON-PUBLISH

The highlighted fields are not used and should be left blank.

The screenshot shows a web form for scheduling a course section. The form is divided into several sections: Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. A red line points to the 'Section Enrollment Information' section, which contains fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, and Part of Term. Below these are fields for Registration Dates, Start Dates, Maximum Extensions, and Prerequisite Check Method. The 'Section Preferences' section contains fields for CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, Print, Voice Response and Self-Service Available, Long Title, Comments, and Syllabus. Two red boxes highlight specific areas: one around the date and extension fields, and another around the 'Print' and 'Voice Response and Self-Service Available' checkboxes and the 'Long Title', 'Comments', and 'Syllabus' checkboxes.

In the highlighted area, the following boxes will automatically be checked when the [CRN](#) is generated. The print box should remain checked. All other fields are to remain blank:

PRINT

This field controls whether or not the course displays on a student’s schedule printed from INB (Internet Native Banner).

(PUBLISH/NON-PUBLISH) VOICE RESPONSE AND SELF-SERVICE AVAILABLE

When checked, this option will allow the section to be viewable/published in Athena; uncheck this box in order to have the section non-published in Athena. The section will still appear on Degree Works and the Schedule of Classes pdf document posted on the website of the Office of the Registrar.

CREDIT HOURS (CHANGING FROM VARIABLE TO FIXED)

Credit hours will default from the Banner course catalog immediately after the course subject and number have been filled. Rules for changing credit hours are:

- CAPA approved “Fixed credit hours” courses may not be changed to variable or a different credit hour amount.
- Variable credit hour courses may be changed to fixed by entering the desired number of fixed hours into the fields shown to the right (Note: Contact, lecture, lab, and other hours only require an amount to be entered when the amount is listed.)
- Credit hours should not be adjusted after students have registered; please contact the Office of the Registrar if any credit hour adjustments occur post-registration.

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="4.000"/>
	<input style="border: 2px solid red;" type="text" value="3.000"/>			
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="4.000"/>
	<input style="border: 2px solid red;" type="text" value="3.000"/>			
Contact Hours:	<input type="text" value="3.000"/>	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or <input type="text" value="12.000"/>
	<input style="border: 2px solid red;" type="text" value="9.000"/>			
Lecture:	<input type="text"/>	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or <input type="text"/>
Lab:	<input type="text" value="3.000"/>	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or <input type="text" value="12.000"/>
	<input style="border: 2px solid red;" type="text" value="9.000"/>			
Other:	<input type="text"/>	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or <input type="text"/>

Once all the required data has been entered, generate a [CRN](#) by clicking the Save icon, clicking File > Save, or pressing F10.

Points to consider:

- To generate a new section:
 - Roll back to the Key Block by clicking the Roll Back icon, clicking File > Roll Back, or pressing Shift +F7.
- Changes to sections should be made before registration begins for the term of the section.
- Only sections with zero actual enrollments should be canceled.
- Fixed hours sections
 - After registration has begun for a term, the only change that should be made to the Course Section Information tab is a change of status to Canceled.
- Variable hours sections
 - After registration has begun for a term, variable hours can be adjusted.
 - Variable hour adjustments are not reflected on the schedules of students who were registered before the adjustments were made.
- Meeting time, place, and instructor can be added immediately after generating a [CRN](#) or at a later time.

Section Enrollment Information Tab

MAXIMUM ENROLLMENT

Steps

1. Click on the Section Enrollment Information tab.
2. Enter the enrollment maximum for the section in the Maximum field.

The screenshot shows the 'Section Enrollment Information' tab with the following data:

Field	Value
Maximum	25
Actual	14
Remaining	11
Waitlist Maximum	999
Waitlist Actual	0
Waitlist Remaining	0
Projected	0
Prior	0
Reserved	<input type="checkbox"/>
Generated Credit Hours	56.000

3. The Projected and Prior fields are not required but can be used for reporting purposes. Populate the Projected field, if desired. The Prior field will be populated if the section was rolled from a prior term.
4. Click the Save icon, click File > Save, or press F10.

WAITLIST ENROLLMENT

If waitlisting is required for the section, enter the waitlist maximum enrollment number of 999 into the Waitlist Maximum field.

- Waitlisting is mandatory for the following schedule types effective spring 2016: Lecture, Lab, Seminar, Discussion, and Service Learning.
- Do NOT waitlist sections that have a cross-list identifier on SSASECT.
- Do NOT waitlist the lecture portion of lecture/lab courses. Do waitlist the lab portion.
- Do NOT waitlist the lecture portion of lecture/discussion course ids (e.g., FANR 3300-3300D) if they are co-requisites. Do waitlist the discussion portion.

Points to consider:

- Enrollment counts on sections must be modified from the Section Enrollment Information tab within SSASECT; individual section enrollment counts cannot be modified within the Cross list section block of SSAXLST
- Adding waitlist enrollment counts to unauthorized sections will cause students to have registration errors.

Meeting Times and Instructors Tab

ADDING MEETING TIMES

- In the Meeting Times block, click into the Meeting Time field. At this point, meeting times can be added by:
 - Entering a meeting time code into the field and tabbing to the Meeting Type field. The meeting day and time will be automatically populated. To populate the start and end dates, tab to the Start Date field.
 - Clicking the Meeting Time dropdown box and selecting a time code. Once selected, all meeting times fields will be populated.
- If the section will not have a meeting time, enter “[DF](#)” into the meeting time field, and press the TAB key twice; Or highlight an empty row, tab to the Start Time field and enter 0001, and enter 2359 in the End Time field.
- If the section will have a non-standard meeting time, highlight an empty row, tab to the days of

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
1C	CLAS	18-AUG-2014	17-DEC-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"/>	1010	1100	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"/>			

the week and click the desired days, and enter the desired start and end times into the respective fields, using military time format.

- Click the Save icon, click File > Save, or press F10.

Refer to page 34 in order to view how to modify Meeting Times.

Points to consider:

- Meeting times are displayed in military time format.
- Tabbing across a row will automatically fill in the start and end date.
- When manually entering meeting times, the tab key must be used to populate the Start and End dates before the days and times are entered; if this is not done, errors will occur when saving
- During the room assignment time periods, all Banner course scheduling access is changed to Query Mode (View Only) for all terms.

ADDING BUILDINGS AND ROOMS

1. Click the Meeting Location and Credits tab.
2. Click into the Building field. At this point, a building and room can be added by:
 - a. Enter a building and room into their respective fields.
 - b. Click the Building dropdown box, run a query, and select a building. Once the building number has been selected, tab to the Room dropdown box, run a query, and select a room (for help see [Querying for Building and Rooms](#) p.29.)
3. If Astra is to assign the building and room, leave the building and room fields blank. *During the room assignment time periods, all Banner course scheduling access is changed to Query Mode (View Only) for all terms.*
4. If no building or room is necessary, enter "NCRR" (No Classroom Required) into both building and room fields.
5. Click the Save icon, click File > Save, or press F10.

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	1011	0104	LEC	2.50		3.000		

Refer to page 34 in order to view how to modify Buildings and Rooms.

Points to consider:

- The Hours per Week field will be populated based on the meeting days and times.
- The Session Credit Hours field is populated from the number shown in the Credit Hours field on the Course Section Information tab.

MISSING BUILDING AND ROOMS

If the room is considered to be a **conference room**, please send an emailed request* to regsched@uga.edu explaining that you have permission to load sections in that room, and requesting that it be added to the database. Include the building and room number.

If the room is considered to be a **normal classroom**, please send an emailed request* to regsched@uga.edu informing that the room is missing from banner and it needs to be added to the database. Include the building and room number.

*During peak times throughout each term, it may take several business days for the request to be processed.

ADDING INSTRUCTORS OF RECORD

1. In the Instructor block, click into the ID field. At this point, an instructor can be added by:
 - a. Entering an instructor's ID number into the ID field.
 - b. Clicking the ID dropdown box, running a query, and selecting an instructor (for help see [Querying for Instructors](#) p.27.)
2. When the first instructor is entered, the Percent of Responsibility field will automatically prefill with 100 and the Primary Indicator box will be checked. When additional instructors are added, data must be manually entered into these fields and the Percent of Responsibility must be manually adjusted for the first instructor.
3. Click the Save icon, click File > Save, or press F10.

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

INSTRUCTORS NOT APPEARING IN SIAIQR

In order to have individuals listed in the Instructor of Record database in Banner (SIAIQR), or to update pre-existing instructors' information, e.g., Name changes, or Incorrect/missing information, you must contact Faculty Affairs by e-mail at ofainst@uga.edu. Email request only; please do not call the main office.

GTA or GLA

New graduate teaching assistants and graduate lab assistants for a specific term must be in the UGA Budget System for that FY (Applicable Term), specifically in a GTA and/or GLA position before they can be added as an instructor of record in Banner. If you need to load a new GTA or GLA as an instructor of record for the specific term and the graduate assistant is not available, you must follow these steps:

1. Unit's business office must process a FY (Applicable Term) personnel document to place the graduate assistant in a GTA and/or GLA budgetary position.
2. When the personnel document for the GTA/GLA position has been processed and is marked "PAYROLL COMPLETE" at the bottom, send a pdf copy as an attachment to ofainst@uga.edu and request for OFA to manually add the GTA/GLA into Banner.

GTAs and GLAs cannot be added to Banner under any other process. You will receive an email confirmation when the GTA/GLA has been added to the system. Please email ofainst@uga.edu if you have any questions about this process. Refer to page 34 in order to view how to modify Instructors of Record.

Points to consider:

- The percent of responsibility should total 100% combined between all instructors teaching the section.
 - The percent of responsibility assigned should always be greater than or equal to one percent.
- The percent of session should equal 100% combined between all instructors teaching the same sessions.
 - The percent of responsibility assigned should always be greater than or equal to one percent.
- Banner checks instructors for scheduling conflicts with other sections.
- Instructors can be entered only after data has been added to the Meeting Times block.
- Only one instructor can be primary; any instructor on this form can assign grades.
- When an instructor of record has not been assigned (blank field) to a section, the informational text displayed on Athena and the SOC pdf document will appear as TBA (To be Announced).

Running Queries from SSASECT

QUERYING FOR INSTRUCTORS

Steps

1. In the Instructor block of SSASECT, click the drop down arrow of the ID field.

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"/>	

2. SIAIQRY will be displayed. If desired, select to search by status (the only viable field in the Key Block for Schedulers) before proceeding to the next block by clicking the Next Block icon, Block > Next, or pressing Ctrl + PageDown.

Term: 201408 Faculty Advisor Category:

Staff Type: Contract Type: Tenure Status: Status:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

3. Enter desired search parameter(s) into one or more fields, and then run the query by clicking the Execute Query icon, clicking Query > Execute, or pressing Shift F8.
 - If necessary, use the scroll bar to view all of the instructors.
4. To perform another search, cancel the current query by clicking the Cancel Query icon, clicking Query > Cancel, or pressing Ctrl + Q. Next, click the Enter Query icon, click Query > Enter, or press F7. Repeat step 3.
5. Click on the desired instructor to highlight your selection. Select the instructor by clicking the Select icon, clicking File > Select, or pressing Shift + F3.

Points to consider:

- SIAIQRY can be accessed from the Banner Main Menu by using the Go To field.
- Searches can be performed with partial information by using the % wildcard.
 - Example: Enter A% into the Last Name field for find all instructors whose last name begins with the letter

QUERYING FOR EXISTING COURSE SECTIONS

Access the SSASECQ query form to search for existing sections.

Steps

1. In the Key Block of SSASECT, click the drop down arrow of the [CRN](#) field.

The screenshot shows the 'Schedule SSASECT 8.5.3.1 (PROD)' window. At the top, there are input fields for 'Term', 'CRN', 'Create CRN', 'Copy CRN', 'Subject', 'Course', and 'Title'. The 'CRN' field has a dropdown arrow next to it, which is highlighted with a red square.

2. SSASECQ will be displayed. Enter desired search parameter(s) into one or more fields.

The screenshot shows the 'Schedule Section Query SSASECQ 8.2 [MC:4.0] (PROD)' window. It features a grid of search criteria fields. The fields include: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, Campus, Course/Section Title, Schedule Type, Instructional Method, Duration, Unit, Link, CrossList, Reserved Seats, Long, Syllabus, Comments, Enrollment: Maximum, Waitlist: Maximum, and Actual. Each field has a corresponding input box or dropdown menu.

3. Run the query by clicking the Execute Query icon, clicking Query > Execute, or pressing Shift F8.
 - a. If the query finds more than two sections, use the scroll bar to view all of the sections.
4. To perform another search, cancel the current query by clicking the Cancel Query icon, clicking Query > Cancel, or pressing Ctrl + Q. Next, click the Enter Query icon, click Query > Enter, or press F7. Repeat steps 2 – 3.
5. Once the desired section is found, click the Select icon, click File > Select, or press Shift + F3. You will be returned to SSASECT and the selected [CRN](#) will be populated in the [CRN](#) field of the Key Block.

Points to consider:

- SSASECQ can be accessed from the Banner Main Menu by using the Go To field.
- Searches can be performed with partial information by using the % wildcard.
 - Example: Enter 2013% into the Term field to search for all sections created in the year

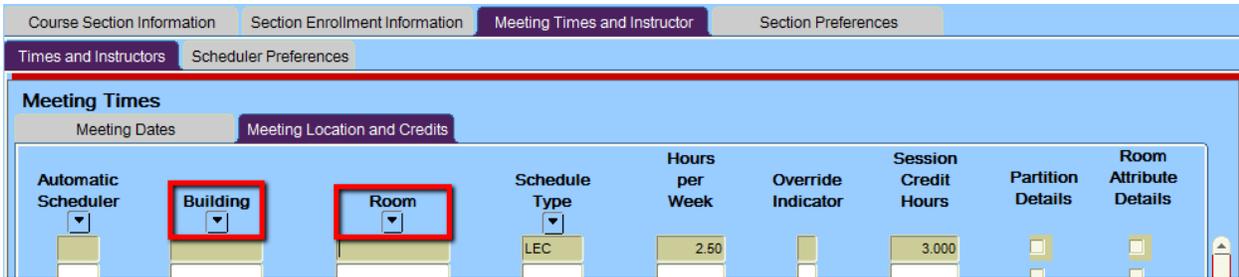
QUERYING FOR BUILDINGS AND ROOMS

SSASECT offers two methods to search for building and rooms.

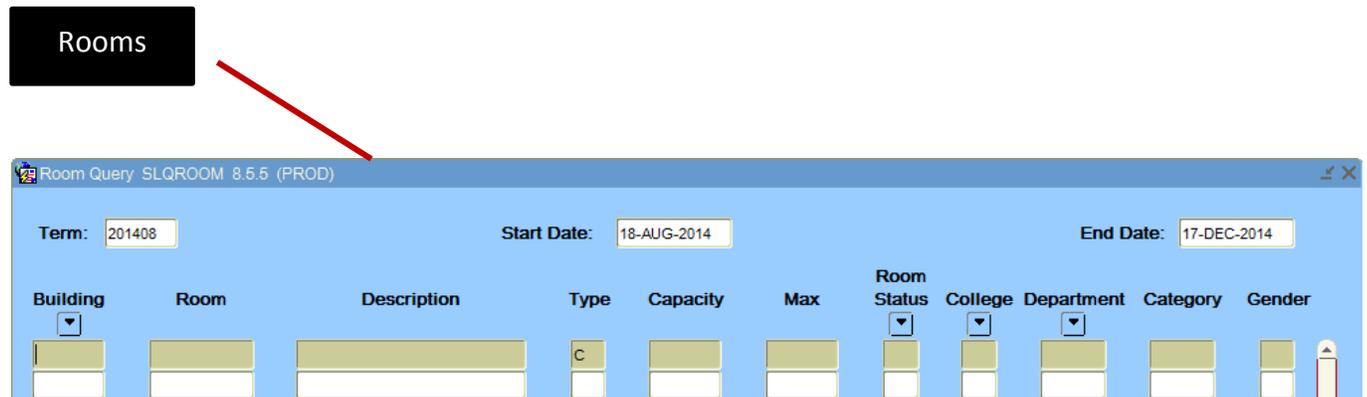
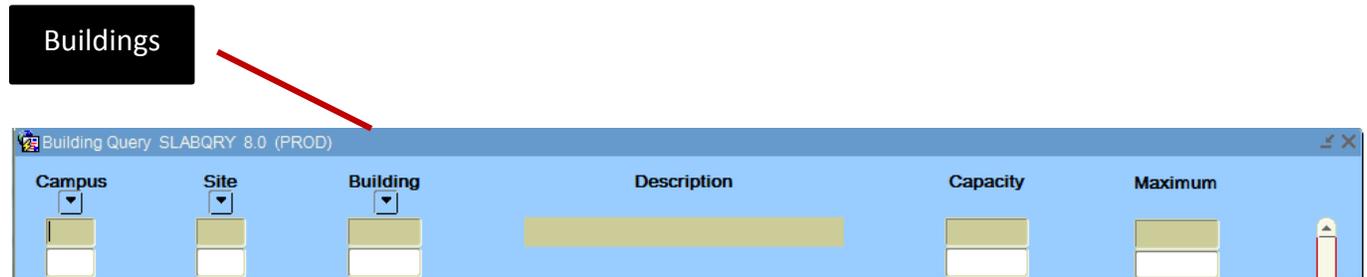
SLABQRY AND SLQROOM

Steps

1. In the Meeting Times block of SSASECT, click the drop down arrow of the Building or Room field.



2. SLABQRY (buildings) or SLQROOM (rooms) will be displayed. Enter desired search parameter(s) into one or more fields.



3. Run the query and view the results by clicking the Execute Query icon, clicking Query > Execute, or pressing Shift F8.
 - o If necessary, use the scroll bar to view all of the sections.

4. To perform another search, cancel the current query by clicking the Cancel Query icon, clicking Query > Cancel, or pressing Ctrl + Q. Next, click the Enter Query icon, click Query > Enter, or press F7. Repeat steps 2 – 3.
5. Once the desired building or room is found, click the Select icon, click File > Select, or press Shift + F3.

Points to consider:

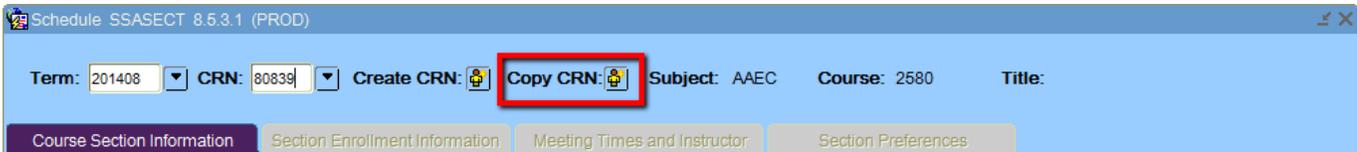
- SLABQRY (buildings), but not SLQROOM (rooms), can be accessed from the Banner Main Menu by using the Go To field.
- This method displays all building and rooms, regardless of availability.
- Searches can be performed with partial information by using the % wildcard.
 - Example: Use SLQROOM to perform a search for first floor rooms by entering 1% into the Room field.

Copying a Section in SSASECT

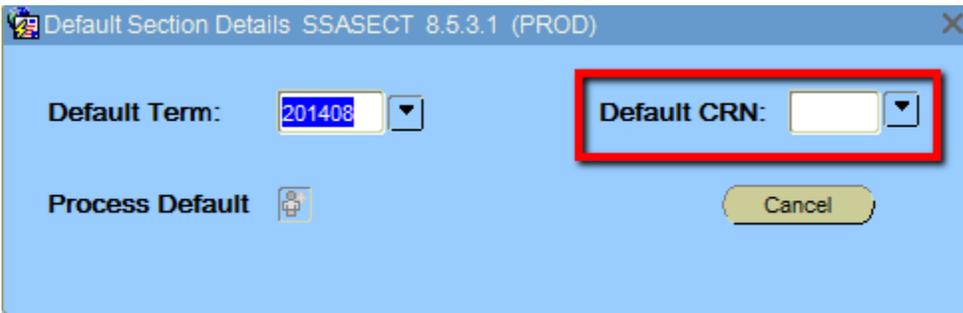
Additional sections of the same course id can be quickly scheduled by using Banner's copy feature.
Note: the section to be copied must have a Section code of 0 (zero).

Steps

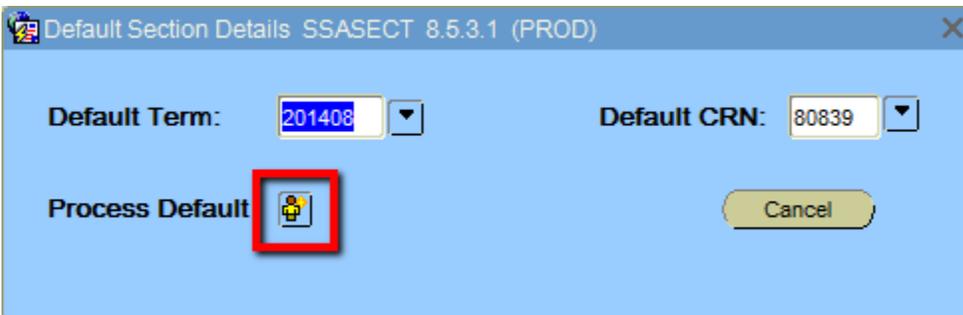
1. In SSASECT, display the course section to be copied, noting the [CRN](#).
2. Click the Copy [CRN](#) button located in the Key Block.



3. The Default Section Details window will be displayed. Add the [CRN](#) of the course to be copied into the [CRN](#) field and **press enter or tab** to activate the Process Default button.



4. Once activated, click the Process Default button to generate the new course reference number.



Modifying a Section in SSASECT

Sections may be adjusted or modified in Banner, i.e., clerical errors, however the steps to modify a section may vary depending on the field that is being changed and whether or not students have registered for the section. Schedulers should always exercise caution when modifying sections with active enrollment, because the fields listed below may impact student schedules, tuition, fees, and/or financial aid.

Fields that can be modified after a CRN has been generated		
	Pre-Registration	Students Registered
Subject	✗	✗
Course Number	✗	✗
Cross-List	✓	✗
Campus (pg. 19)	✓	✗
Status	✓	✗
1*Schedule Type	✓	✗
Special Approval (POD)	✓	✓
4*Part of Term	✓	✗
Credit Hours	✓	✗
Voice Response and Self-Service Available	✓	✓
Enrollment (Maximum and Waitlist Maximum)	✓	✓
2*Meeting Dates	✓	✓
2*Meeting Locations	✓	✓
Instructors	✓	✓
1* Cannot change when meeting times exist 2* Cannot change when instructors exist 3* Cannot change when instructors and meeting times exist 4* Cannot change when instructors, meeting times, and maximum enrollment exist		

MODIFYING COURSE SECTION INFORMATION FIELDS

Steps

1. In the SSASECT key block, enter the term and [CRN](#) of the section to be modified, and click Block> Next, or press CTRL+PageDown until the cursor has reached the Course Section Information tab.
2. Hit the TAB key until the cursor has reached the field being modified.
3. Click the Search Button for that particular field and select the correct code, or, if you know the code, it can be typed into the field directly.
4. Click the Save icon, Click File > Save, or press F10.

NEVER use Remove Record + Save for any field listed on the Course Section Information tab

MODIFYING SECTION ENROLLMENT FIELDS

Steps

1. In the SSASECT key block, enter the term and [CRN](#) of the section to be modified, and click Block> Next, or press CTRL+PageDown until the cursor has reached the Section Enrollment Information block.
2. Modify the Maximum enrollment and/or the Waitlist Maximum.
3. Click the Save icon, Click File> Save, or press F10.

The screenshot shows the 'Section Enrollment Information' form. The 'Enrollment Details' section is active, displaying the following values:

Maximum:	25	Waitlist Maximum:	999	Projected:	0
Actual:	14	Waitlist Actual:	0	Prior:	0
Remaining:	11	Waitlist Remaining:	0	<input type="checkbox"/> Reserved	
Generated Credit Hours:		56.000			

MODIFYING MEETING TIMES AND INSTRUCTORS

Steps

1. In the SSASECT key block, enter the term and [CRN](#) of the section to be modified, and click Block> Next, or press CTRL+PageDown until the cursor has reached the Meeting Times or Instructor block.
 - a. Meeting Times
 - If an instructor of record does not exist, click the Remove Record icon, click Record> Remove, or press Shift+F6 until the desired Meeting Time(s) is/are Removed; add the desired meeting time(s), and Click the Save icon, Click File> Save, or press F10.
 - If an instructor of record does exist, click the Insert Record icon, click Record> Insert, or press the down arrow key, and add the desired meeting time; highlight the undesired meeting time row and click the Remove Record icon, click Record> Remove, or press Shift+F6 and Click the Save icon, Click File> Save, or press F10.
 - b. Instructor(s) of Record
 - Highlight the instructor of record to be removed using the down arrow key.
 - Click Record> Remove, or press Shift+F6 on the desired instructor of record to be removed, and Click the Save icon, Click File> Save, or press F10.

MODIFYING BUILDINGS AND ROOMS

Steps

1. In the SSASECT key block, enter the term and [CRN](#) of the section to be modified, and click Block> Next, or press CTRL+PageDown until the cursor has reached the Meeting Times or Instructor block.
2. Hit the TAB key until the Meeting Dates block has been reached.
 - a. Building
 - Prior to modifying the building code, the room code must be removed using the backspace key.
 - b. Room
 - In order to modify the room code, remove it using the backspace key. The room should be a valid room within the building code listed.

MODIFYING COURSE STATUS (STUDENTS NOT-REGISTERED)

In the SSASECT key block, enter the term and the [CRN](#) of the section needing to be cancelled into the key block, and click the Next block icon, click Block > Next, or press CTRL+PageDown.

Set Max Enrollment to Zero (0)

1. Click the Next Block icon, click Block> Next, or press CTRL+PageDown until the cursor has reached the Section Enrollment Information block.
2. Change the Maximum enrollment to zero (0), and Click the Save icon, Click File> Save, or press F10.

Enrollment Details

Maximum: <input style="width: 50px;" type="text" value="30"/>	Waitlist Maximum: <input style="width: 50px;" type="text" value="999"/>	Projected: <input style="width: 50px;" type="text" value="0"/>
Actual: <input style="width: 50px;" type="text" value="0"/>	Waitlist Actual: <input style="width: 50px;" type="text" value="0"/>	Prior: <input style="width: 50px;" type="text" value="67"/>
Remaining: <input style="width: 50px;" type="text" value="30"/>	Waitlist Remaining: <input style="width: 50px;" type="text" value="999"/>	<input type="checkbox"/> Reserved
Generated Credit Hours: <input style="width: 50px;" type="text" value=".000"/>		

Remove Instructors

1. Click the Meeting Times and Instructor tab, and click the Next block icon, click Block > Next, or press CTRL+PageDown until the cursor has reached the Instructor block.
2. Click the Remove Record icon, Click Record> Remove, or press Shift+F6 until all Instructors have been removed, and Click the Save icon, Click File> Save, or press F10.

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	810026705 Ames, Glenn C.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Remove Meeting Times

1. Click the Previous Block icon, click Block> Previous, or press CTRL+PageUp until the cursor has reached the Meeting Dates block.
2. Click the Remove Record icon, Click Record> Remove, or press Shift+F6 until all Meeting Times have been Removed.

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
CLAS		18-AUG-2014	17-DEC-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"/>	1010	1100	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Change Course STATUS

1. Click the Previous Block icon, click Block> Previous, or press CTRL+PageUp until the cursor has reached the Course Section Information Tab.

2. Change the “A” in the Status Field to either a “C” (Cancel) or “P” (Pending), and Click the Save icon, Click File> Save, or press F10.
3. (Optional) Uncheck the Voice Response and Self-Service available box in order to hide the course from ATHENA.

MODIFYING COURSE STATUS (STUDENTS REGISTERED)

The course status field should never be modified in SSASECT while students are actively registered.

Steps

1. *Immediately* set Max Enrollment to zero (0) in order to prevent further enrollment.
 - Click the Next Block icon, click Block> Next, or press CTRL+PageDown until the cursor has reached the Section Enrollment Information block.
 - Change the Maximum enrollment to zero (0), and Click the Save icon, Click File> Save, or press F10.

Enrollment Details

Maximum: <input style="border: 1px solid red;" type="text" value="30"/>	Waitlist Maximum: <input type="text" value="999"/>	Projected: <input type="text" value="0"/>
Actual: <input type="text" value="0"/>	Waitlist Actual: <input type="text" value="0"/>	Prior: <input type="text" value="67"/>
Remaining: <input type="text" value="30"/>	Waitlist Remaining: <input type="text" value="999"/>	<input type="checkbox"/> Reserved
Generated Credit Hours: <input type="text" value=".000"/>		

2. Remove all instructors and meeting times (p.35).
3. Notify all students registered via email to drop the section via Athena as soon as possible.
4. Monitor the section(s) until the *Actual Enrollment* field displays zero (0),
5. Modify the course status from Active (A) to Cancelled (C) only after step 4 has been completed.

Student email addresses can be obtained through the class roll report via [Argos](#) (p.52); the BCC email option should be used in order to comply with [FERPA](#).

Cancellations due to Minimum Enrollment/Unforeseen Circumstances

A Section Cancellation Request form may be submitted only in the following circumstances: the section must be cancelled due to minimum enrollment or unforeseen circumstances (instructor issues), all students have been contacted via email and provided sufficient time to remove themselves from the section through Athena, and the submission is made prior to the drop/add deadline for any given term.

Steps

1. The form can be obtained from the Office of the Registrar website at reg.uga.edu / Contact the Office of the Registrar at regsupp@uga.edu in order to receive the Section Cancellation Request form via email or if you have any further concerns or questions.
2. Complete the Section Cancellation Request form for the desired section to be cancelled.
 - a. Complete one form per section to be cancelled.
3. Submit the section cancellation request form to the Office of the Registrar via fax, mail, or email (see form).

Once the drop/add deadline has passed, in lieu of this form, the department should submit a cancellation and drop request on the department’s letterhead with all instructor and student signatures; the original document should be submitted and addressed to Rosemary Segreti, Interim University Registrar.

CHAPTER 4 SCHEDULE RESTRICTIONS

SSARRES

Registration restrictions are used to restrict course sections to specific populations of students. The restrictions that are in CAPA, such as Permission of Major, will automatically be placed on course sections that are scheduled. However, restrictions can also be manually placed on sections via the SSARRES form. This chapter provides an in-depth explanation of the steps to follow in order to add section level restrictions. It also includes field descriptions and their uses. Any fields not mentioned in this chapter are either optional or they are fields that are not used for scheduling at UGA. Return to [Table of Contents](#).

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Types of Restrictions

- **Departmental – DO NOT USE** – This restriction is based on the *department* of the student. It is not the same as a POD permission of department. PODs are considered [Special Approvals](#) p.59 and are added to a section via SSASECT.
- **Field of Study Type** – Restrictions are based on one or more of the following:
 - Major, Minor, Concentration (Area of Emphasis)
- **Class** – Restrictions are based on the classification of the student:
 - First-Year Undergraduate, Second-Year Veterinary Medicine, Graduate Masters, etc.
- **Level** – Restrictions are based on the level of the program a student is pursuing:
 - Undergraduate, Pharmacy, Doctoral, etc.
- **Degree – DO NOT USE** – Restrictions are based on the degree the student is pursuing:
 - AB, BBA, MED, etc.
- **Program** – Restrictions are based on the program of study the student is pursuing:
 - ABJ in Advertising, African American Studies Certificate, MA in German, etc.
- **Campus** – Restrictions are based on the campus of the student:
 - Athens, Buckhead, Tifton, etc.
- **College** – Restrictions are based on the school/college of a student:
 - College of Arts and Sciences, School of Ecology, Graduate School, etc.
- **Student Attribute**
 - Restrictions are based on an attribute that has been assigned to a student.
- **Cohort**
 - Restrictions are based on a cohort that has been assigned to a student.

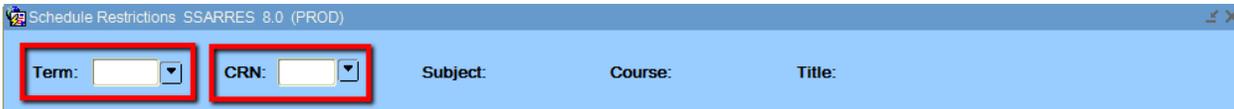
Points to consider:

- A list of values for each Restriction field can be displayed by clicking the field's drop down arrow.
- When multiple restrictions are placed on a course, all of the restrictions must be met.
 - Example: If a section has a College and a Degree restriction, students must be in the indicated college and degree in order to register for the section.
- When multiple restrictions are placed on a type of restriction, any of the restrictions can be met.
 - Example: If a section is restricted by major and three majors are listed, students can be in any of the three majors in order to register for the section.
- An alternate method for accessing the SSARRES form is as follows:
 - While on SSASECT, click Options > Schedule Restrictions (SSARRES).

SSARRES Key Block

Steps

1. Enter SSARRES into the Go To field on the Banner Main Menu and press Enter.
2. Enter a term in the Term field (see [Term Format](#)).
3. Enter a [CRN](#) into the [CRN](#) field.



The screenshot shows a window titled "Schedule Restrictions SSARRES 8.0 (PROD)". The interface includes several input fields: "Term:", "CRN:", "Subject:", "Course:", and "Title:". The "Term:" and "CRN:" fields are highlighted with red rectangular boxes, indicating where the user should enter the required information.

4. Click the Next Block icon, click Block > Next Block, or press Ctrl + PageDown.

SSARRES Tabs

Each tab has two detail blocks. The process for adding restrictions is the same for all blocks that appear on all tabs. The restriction fields, on the other hand, vary by tab. All detail blocks, except for the Field of Study Restrictions block, have all the same field. Because of its uniqueness, the Field of Study Restriction block is discussed on the following page.

Steps

1. In the desired tab and detail block, select to restrict the section by including or excluding a population (default is Exclude).
2. Click into the restriction field of the block and add the population to restrict:
 - a. Click the dropdown arrow of the restriction field, run a query, and select a restriction.
 - b. Enter a restriction code into the restriction field.

Screenshot of the SSARRES 8.0 (PROD) Schedule Restrictions interface. The interface shows a search bar with fields for Term, CRN, Subject, Course, and Title. Below the search bar are five tabs: Department and Field of Study (selected), Class and Level, Degree and Program, Campus and College, and Student Attribute and Cohort. The 'Department and Field of Study' tab is active, showing a 'Department Restrictions' section with 'Include' and 'Exclude' radio buttons, a 'Department' dropdown, and a table with 'Description' columns. A red callout box points to the 'Code' dropdown in the 'Field of Study Restrictions' section below. A red text box on the right side of the 'Department Restrictions' section contains the text: "Remember, this block is not used for adding a POD restriction to a section. It is used to restrict a section to students in a specific department."

3. Click the Save icon, click File > Save, or press F10.

Field of Study Restrictions Block

Steps

1. Select to restrict the section by including or excluding a population (default is Exclude).
2. Select to restrict a section by individual fields of study type (major, minor, concentration) or all of the fields of study.

The screenshot shows the 'Field of Study Restrictions' interface. It features a blue background with several interactive elements. At the top left, there are two radio buttons labeled 'Include' and 'Exclude'. To their right is a checkbox labeled 'All Field of Study Types'. Below these are three input fields: a 'Code' dropdown menu, a 'Type' dropdown menu, and a 'Description' column. Red boxes highlight the 'Include' radio button, the 'All Field of Study Types' checkbox, the 'Type' dropdown menu, and the 'Code' dropdown menu. Red arrows point from the second step of the instructions to the 'All Field of Study Types' checkbox and the 'Type' dropdown menu.

- a. Individual fields of study
 - i. Click the dropdown arrow of the Type field and double click the desired field of study type.
 - ii. Enter a field of study code into the Type field.
 - b. All fields of study
 - i. Click the All Field of Study Types box.
3. Click into the restriction field of the block and add the population to restrict:
 - a. Click the dropdown arrow of the restriction field, run a query, and select a restriction.
 - b. Enter a restriction code into the restriction field.

Student Attribute and Cohort Restriction Blocks

HONORS

Steps

1. In the Student Attribute and Cohort tab, within the Student Attribute Restrictions block, select to include the population (default is Exclude).
2. Click the Attribute field, type the code HNRS, and Click the Save icon, click File > Save, or press F10.
3. The section will only be available to honors students.

HNRS

Honors Program Student

28-MAR-2013

LEARNING COMMUNITIES (LCOM)

Steps

1. In the Student Attribute and Cohort tab, within the Student Attribute Restrictions block, select to include the population (default is Exclude).
2. Select the Cohort field, type the appropriate Learning Community restriction code (see below), and Click the Save icon, click File > Save, or press F10.
3. The section will only be available to the specific LCOM restriction placed.

LCAE_1415	Learning Comm- The Art Exp
LCBU_1415	Learning Comm- Climate Sports
LCCS_1415	Learning Comm- Climate Sports
LCED_1415	Learning Comm- Explorations Ed
LCFC_1415	Learning Comm- Family Cons Sci
LCFS_1415	Learning Comm- Film and Stage
LCGE_1415	Learning Comm- Global Engagmnt
LCGE_A	Learning Comm-Global Engagemnt
LCLSA_1415	Learning Comm- Life Science
LCLS_A	Learning Comm-Life Science
LCLS_B	Learning Comm-Life Science
LCMC_A	Learning Comm-Mass Communicatn
LCMU_A	Learning Comm-Music
LCPL_A	Learning Comm-Pre-Law
LCSS_A	Learning Comm-Social Science

CHAPTER 5 SECTION TEXT

SSATEXT

Comments about course sections can be added to a section via the SSATEXT form. Text added to this form will display on Banner Self Service and on the printed Class Schedule. Return to [Table of Contents](#).

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SSATEXT Key Block

Steps

1. Enter SSATEXT into the Go To field on the Banner Main Menu and press Enter.
2. Enter a term in the Term field (See [Term Format](#)).
3. Enter a [CRN](#) into the [CRN](#) field.



The screenshot shows a window titled "Section Comment SSATEXT 8.2 (PROD)". The interface includes several input fields: "Term:", "CRN:", "Subject:", "Course:", and "Title:". The "Term:" and "CRN:" fields are highlighted with red rectangular boxes, indicating where the user should enter the term and CRN values.

4. Click the Next Block icon, click Block > Next Block, or press Ctrl + PageDown.

Entering Section Comments

Steps

1. Add a comment to the desired detail block.
2. Click the Save icon, click File > Save, or press F10.

The screenshot displays the SSATEXT form interface. The top section, titled "Section Text", contains a vertical stack of seven text input fields. The bottom section, titled "Section Long Text", features a large text area with a vertical scrollbar on its right side and a small edit icon (a pencil) in the top right corner. Below the text area is an "Activity Date:" label followed by a date input field.

Points to consider:

- Section Text only applies to the specific [CRN \(Course Reference Number\)](#) that it has been added to.
 - Section Text can be copied using Banner's Copy feature.
- Only Text added to the Section Long Text will be viewable to students in ATHENA.
 - Text added to the Section Text detail block will not show in ATHENA.
- The maximum number of characters (including spaces) that can be added as Section Long Text is 32,767.
- An alternate method for accessing the SSATEXT form is as follows:
 - While on SSASECT, click Options > Course Section Comments (SSATEXT).

CHAPTER 6 CROSS LIST

SSAXLST

Course sections that share a common meeting time, place, and instructor are to be cross listed in Banner using the SSAXLST form. The individual sections that make up a cross-listed group retain their unique seat counts, class rolls, and restrictions. Return to [Table of Contents](#).

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Meeting Dates / Instructor Overrides (SSASECT)

Before sections can be cross listed, a couple of overrides must be added to each section to enable them to be saved with the same meeting place, time, and instructor.

Steps

1. In the Meeting Times block, select the Meeting Location and Credits tab and enter the letter "O" into the location field. Click the Save icon, click File> Save, or press F10.
 - a. The Override Indicator is not necessary if the Building code is NCRR.

The screenshot displays the 'Meeting Times and Instructor' interface. The 'Meeting Times' section is active, with the 'Meeting Location and Credits' tab selected. Below this, there is a table with columns for Automatic Scheduler, Building, Room, Schedule Type, Hours per Week, Override Indicator, Session Credit Hours, Partition Details, and Room Attribute Details. The 'Override Indicator' column is highlighted with a red box. Below the Meeting Times section is the 'Instructor Session' section, which includes columns for Instructor Session Indicator, ID, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The 'Override Indicator' column in this section is also highlighted with a red box. Red arrows point from the text above to these two boxes.

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="text"/>	1011	0104	LEC	2.50	<input type="text"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<input type="text"/>	<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. In the Instructor block, click in Override Indicator box.
3. Click the Save icon, click File > Save, or press F10.

SSAXLST

Cross listing sections using the SSAXLST form.

Cross listed sections should NEVER have wait listed seats (see [Waitlist Enrollment](#) for further information).

Steps

1. Enter SSAXLST into the Go To field on the Banner Main Menu and press Enter.
2. Enter a term in the Term field ([Term Format](#)).
3. Enter a group code into the Cross List Group Identifier based on the following naming convention: 2 character college code (for a list of college codes see page 58), underscore, course id. If a course id will have multiple groups, end the identifier with an underscore, followed by a letter or number (A, B, C etc., or 1, 2, 3 etc.) .
 - a. Example: The cross list identifier for one CLAS(ANTH) 2000 group would be:
 - i. AS_CLAS2000
 - b. Example: The cross list identifiers for two GENE(BIOL) 3200 groups would be:
 - i. AS_GENE3200_A
 - ii. AS_GENE3200_B

Screenshot of the SSAXLST form. The title bar reads "Schedule Cross List Definition SSAXLST 8.5.0.3 [MC:4.0] (PROD)". The "Term:" field and the "Cross List Group Identifier:" field are highlighted with red boxes.

4. Next Block into the Cross list Enrollment block by clicking the Next Block icon, clicking Block > Next, or pressing Ctrl + PageDown.
5. Enter the maximum number of students who will be allowed to register for all sections of the group into the Maximum Enrollment field. Next Block.

Screenshot of the SSAXLST form showing the "Cross List Enrollment" and "Cross List Section" blocks. The "Maximum Enrollment:" field in the enrollment block and the "CRN" field in the first row of the section table are highlighted with red boxes.

Cross List Section											
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours	Reserved Indicator	Enrollment		
									Maximum	Actual	Remaining

6. One by one, enter the [CRNs](#) of the sections to be cross-listed into a [CRN](#) field.
7. Click the Save icon, click File > Save, or press F10.

Cross list Enrollment Counts

Variable Enrollment

Cross-list Maximum Enrollment: 30
 Section 1 Seat Count: 30
 Section 2 Seat Count: 30

Combined enrollment between section 1 and section 2 cannot be more than 30 students due to the cross list maximum enrollment restriction of 30; the section enrollment can now be various amounts.

Cross List Enrollment										
Maximum Enrollment:	<input type="text" value="30"/>	Actual Enrollment:	<input type="text" value="30"/>	Seats Available:	<input type="text" value="0"/>					

Cross List Section												
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours		Reserved Indicator	Enrollment		
										Maximum	Actual	Remaining
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	ATH	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text" value="21"/>	<input type="text" value="9"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	ATH	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="30"/>	<input type="text" value="9"/>	<input type="text" value="21"/>

Exact Enrollment

Cross-list Maximum Enrollment: 16
 Section 1 Seat Count: 11
 Section 2 Seat Count: 5

Combined enrollment between section 1 and section 2 cannot be more than 16 students, however Section 1 has been limited to 11 students and Section 2 has been limited to 5 students for a total max enrollment of 16 students.

Cross List Enrollment										
Maximum Enrollment:	<input type="text" value="16"/>	Actual Enrollment:	<input type="text" value="16"/>	Seats Available:	<input type="text" value="0"/>					

Cross List Section												
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours		Reserved Indicator	Enrollment		
										Maximum	Actual	Remaining
<input type="text"/>	<input type="text"/>	<input type="text"/>	1050	<input type="text" value="0"/>	<input type="text" value="1"/>	ATH	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	1050	<input type="text" value="0"/>	<input type="text" value="1"/>	ATH	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>

SSASECT

Entering cross list identifiers directly to the cross list identifier field on SSASECT.

Steps

1. Complete steps 1-5 on page 46 ([SSAXLST](#)), and click the Save icon, click File > Save, or press F10.
2. Go to SSASECT, enter the term, [CRN](#), and click the Next Block icon, click Block > Next, or press Ctrl+Page Down.
3. On the course section information tab, in the cross list identifier field, enter the cross list identifier that was created during step one.
4. Click the Save icon, click File > Save, or press F10.
5. Steps 2-5 must be completed for all sections being cross listed.

Screenshot of the SSASECT 8.5.3.1 (PROD) software interface. The 'Course Section Information' tab is active. The 'Term' and 'CRN' dropdown menus are highlighted with red boxes. The 'Cross List' dropdown menu is also highlighted with a red box. Other fields include 'Subject', 'Course Number', 'Section', 'Campus', 'Title', 'CEU Indicator', 'Credit Hours', and 'Billing Hours'.

Removing Cross List Identifiers

Cross list identifiers are unable to be edited once created; when errors occur or less than two sections exist, please follow the steps outlined below in order to remove them from the SSAXLST database. Once removed, a new cross list identifier can be properly created in the correct format. The Office of the Registrar will remove any and all cross list identifiers that have one or no section(s) listed.

Steps

1. Enter SSAXLST into the Go To field on the Banner Main Menu and press Enter.
2. Enter a term in the Term field (see [Term Format](#)).
3. Enter the Cross list identifier code that needs to be removed into the cross list group identifier field.
4. Click the Next Block icon, click Block > Next, or press CTRL+PageDown to the cross list section.

The screenshot shows the Banner system interface for cross list management. At the top, there are fields for 'Term:' and 'Cross List Group Identifier:'. Below these are two main sections: 'Cross List Enrollment' and 'Cross List Section'. In the 'Cross List Enrollment' section, there is a 'Maximum Enrollment:' field and a 'Seats Available:' field. In the 'Cross List Section' section, there is a table with columns: CRN, Block, Subject, Course Number, Section, Term, Campus, Credit Hours, Reserved Indicator, and Enrollment (Maximum, Actual, Remaining). A black callout box with white text says 'Record>Remove' and 'SAVE (F10)'. Red arrows point from this callout box to the 'Record Remove' icon (a small square with a diagonal line) and the 'CRN' field in the table. Red boxes highlight the 'Term:' and 'Cross List Group Identifier:' fields at the top, the 'Maximum Enrollment:' field, and the 'CRN' field in the table.

5. Click the Record Remove icon, click Record > Remove, or press SHIFT+F6 until all [CRN](#) numbers have been removed.
6. Click the Save icon, click File > Save, or Press F10.
7. After removing all [CRN](#) numbers, click the Previous Block icon, click Block > Previous, or press CTRL+PageUp until you have entered the Cross List Enrollment block.
8. Click the Record Remove icon, click Record > Remove, or press SHIFT+F6 until the Maximum Enrollment has been remove.
9. Click the Save icon, click File > Save, or Press F10. Immediately upon saving the cross list identifier will be removed from the cross list identifier field of the Key block; at this point, the cross list identifier has been deleted.

Points to consider:

- Maximum enrollment on SSAXLST for your group ultimately controls the total number of registration for the entire group regardless of the individual sections enrollment numbers.
- After a Cross List Group Identifier has been created on SSAXLST, course sections can be cross listed on SSASECT by adding the identifier to the Cross List field on the Course Section Information tab.
- Enrollment counts on sections must be modified from the Section Enrollment Information tab within SSASECT; individual section enrollment counts, located within the Cross list section block of SSAXLST, cannot be modified.
- Once the cross-list enrollment maximum has been reached between the sections, the cross-list will become full, and banner will not allow students to register for any sections even though seats appear to be available on the individual section in SSASECT.
- Cross listed sections should NEVER have wait listed seats (see [Waitlist Enrollment](#), p.23) for further information).

CHAPTER 7 ARGOS/SOC/HELPFUL INFORMATION

At times, course related information is needed for planning a schedule of classes. This supplemental information is not critical for setting up course sections, but it can be used for trouble shooting issues that may arise when creating sections. Return to [Table of Contents](#).

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Argos

If you have additional staff or faculty who need access to these reports, please submit a request through the registrar's [User Access System](#). These additional users must have completed and passed the FERPA quiz and will need to have an ArchPass to access the reports.

VIEWING COURSE SCHEDULE OF CLASSES PROOF IN ARGOS

- Go to the following web address *after* you sign in to the VPN with your ArchPass. <https://sis-inb-prod.uga.edu/>
- Once you are on the page click the Argos link.

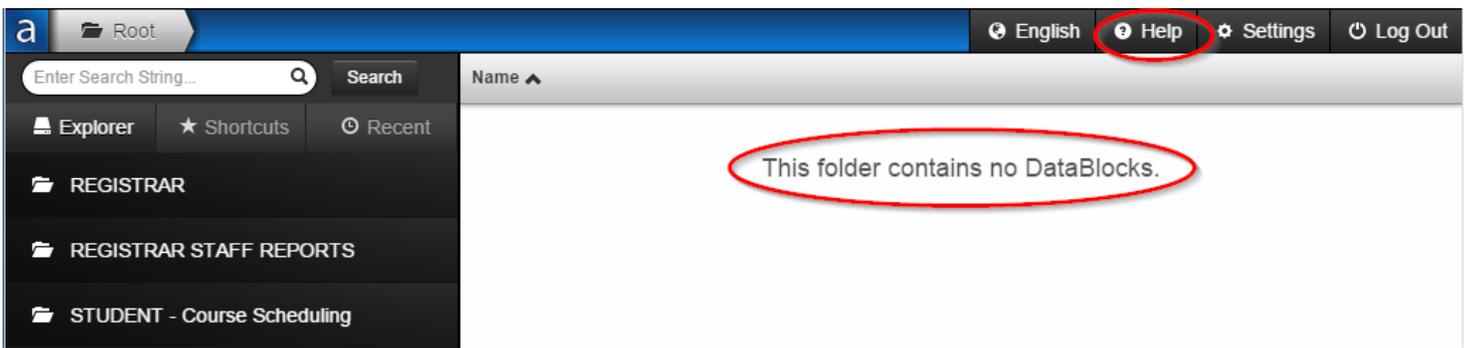


- The browser screen will refresh and then you must sign into Argos with your MyID and password.

- After signing-in select the Argos web viewer.

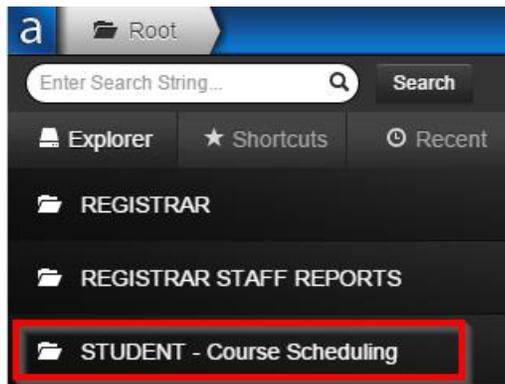


The report can also be viewed in Argos. The interface is very similar, but the web viewer is a little more user friendly and demonstrated here. The first time you enter the Web Viewer the tutorial launches. It is recommended that you click thru the tutorial your first time. The tutorial can be viewed again at any time by clicking on Help in the upper right.

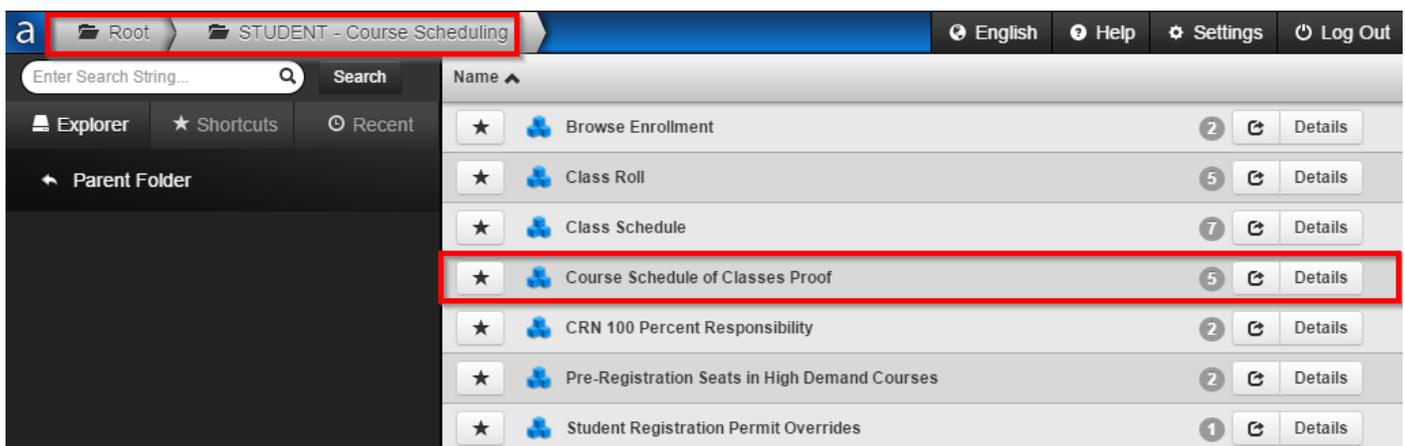


Upon logging into Argos, no reports are visible and the 'This folder contains no DataBlocks' message is displayed. For additional information on setting up a "home" folder or shortcuts to your favorite reports, click Help and Open Help in the top right of the screen. The web based help offers lots of picture-based instructions and tips.

- To view the Course Schedule of Classes Proof report, click on the Student folder on the left. The reports that are available under that folder will display on the right in the main viewing window.



The main viewing window adjusts to display the contents of the folder and the path is adjusted in the breadcrumb trail at the top of the screen.



- Sorting the column can be done by simply clicking on the column heading.

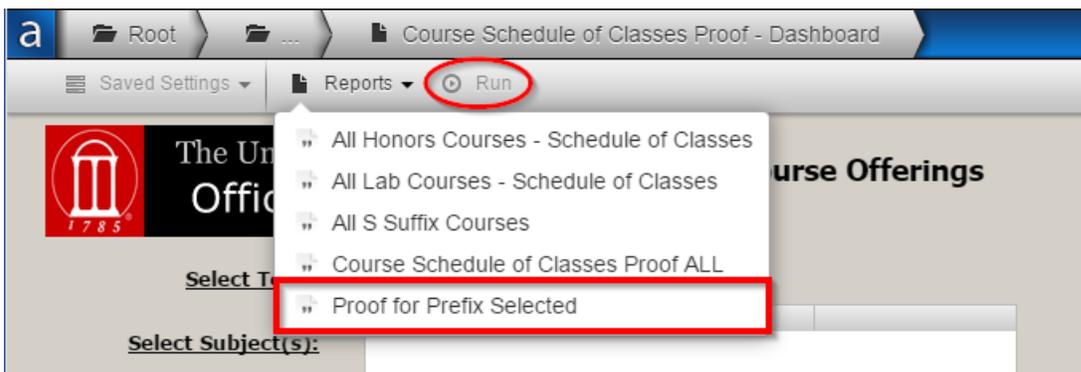
Descending:

Instructor Last Name	Firs
Wilson	Dar
Wilson	Dar
Welch	Adr
Still	Chr
Still	Chr
Smith	Bri
Salaam	Bo
Maki	Rel

Ascending :

Instructor Last Name	Fin
Arthur	Da
Arthur	Da
Arthur	Da
Bradac	Ar

To run the CSV version (a format that can be put in Excel) of the report, click 'Reports' under the breadcrumb trail. Select the needed version (i.e., CSV report), then click 'Run'. The report can be saved to the desktop or opened immediately.



OTHER VIEWABLE ARGOS REPORTS

- Browse Enrollment
- Class Roll
- Student Registration Permit Overrides
- CRN 100 Percent Responsibility

ARGOS HELP

If you have general questions on the use of Argos please review the [Argos Help Page](#).

Schedule of Classes (SOC) PDF

The schedule of classes document provided by the Office of the Registrar is posted for students, so they may obtain or view a potential schedule of classes to be offered for the specific term they are viewing, however all SOC information is subject to change.

- The schedule of classes document can be a great tool for potential students to utilize for brainstorming their future course schedules; current students should always be advised to utilize the class search via ATHENA for real-time information.
- The SOC document updates daily, however it will cease to update after the drop/add deadline for each term.
 - Sections without meeting times assigned will never be displayed on the SOC document.
 - Red text that is crossed out indicates a course section that is not available for registration.
 - In SSASECT or SSAXLST, the registration unavailability is the result of the actual enrollment being greater than or equal to the maximum enrollment or the maximum enrollment being set at zero (0); section status (A,C, or P) does not determine registration unavailability on the SOC pdf.
- For Course Schedulers, the [ARGOS](#) schedule of classes proof should always be used as the preferred report of choice over the SOC pdf for maintaining sections due to accuracy.
- [Online](#) sections will appear within the “Schedule of online classes” document found on the Office of the Registrar’s website.
 - The sections will not appear on this specific document if the campus has not been properly assigned the ONL campus code.

Information regarding the schedule of classes can always be found on the Office of the Registrar’s website, <http://reg.uga.edu/schedule-of-classes>.

Schedule Rolling

More information coming soon.

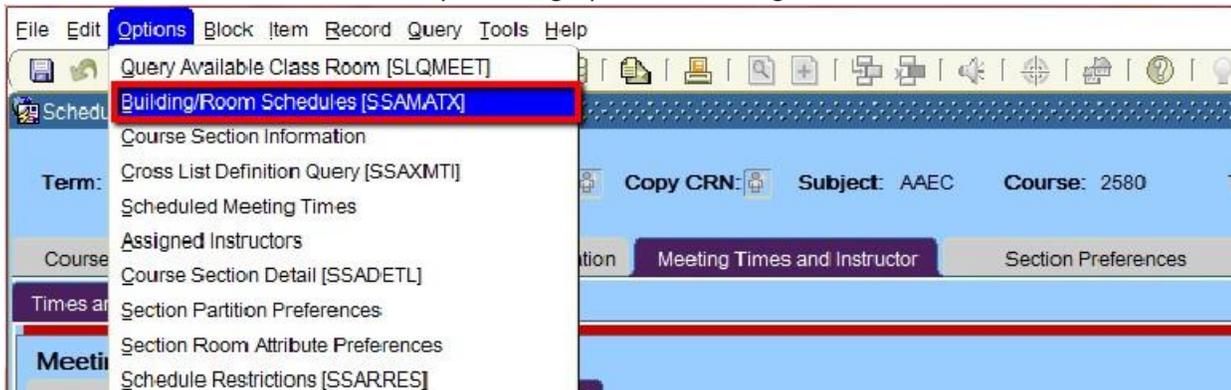
SSAMATX / SIAASGQ

Below is a list of forms that can be used to view information related to course scheduling.

SSAMATX

The Building/Room Schedule Form (SSAMATX) is used to display section information for all sections scheduled into each building and room.

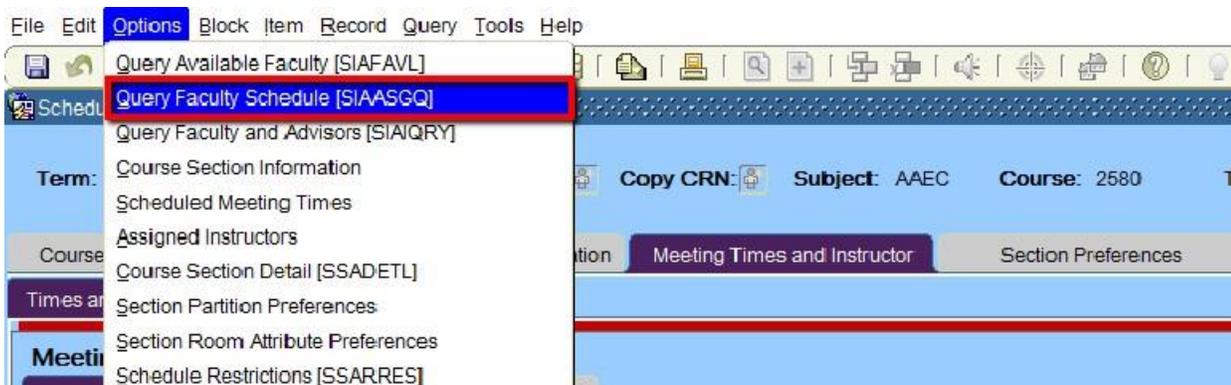
- SSAMATX can be accessed from the Banner Main Menu by entering the form name directly into the Go To field, or SSAMATX can be accessed through the Options menu when viewing the Meeting Locations and Credits tab within SSASECT by selecting Options > Building Room Schedules.



SIAASGQ

The Faculty Schedule Query Form (SIAASGQ) can be used to query a faculty member's schedule by term.

- SIAASGQ can be accessed from the Banner Main Menu by entering the form name directly into the Go To field, or SIAASGQ can be accessed through the Options menu when viewing the Instructor block within SSASECT by selecting Options > Query Faculty Schedule.



GLOSSARY

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College Codes

Code	Name	Code	Name
AC	Academic Enhancement	FR	School of Forestry and Nat Res
AE	College of Agricultural and Environmental Sciences	GR	Graduate School
AF	Air Force ROTC-Aerospace Studies	JO	College of Jour and Mass Comm
AR	Army ROTC-Military Science	LW	School of Law
AS	College of Arts and Sciences	PB	College of Public Health
BH	Biomed and Health Science Institute	PH	College of Pharmacy
BI	Institute of Bioinformatics	PI	School of Pub and Intl Affairs
BU	College of Business	SW	School of Social Work
EC	School of Ecology	VA	VP Academic Affairs
ED	College of Education	VI	VP Instruction
EN	College of Engineering	VM	College of Veterinary Medicine
EV	College of Environment and Design	VR	VP Research
FC	College of Family and Consumer Sciences	WA	Washington Semester Program

CRN (Course Reference Number)

A CRN is a section identifier that is generated when a course section is created. The Course Reference Numbers (CRN) are created sequentially which increases the margin of error when entering them. If you are one number off, you are accessing a different section. Please double check the Term, CRN, Subject and Number before you modify any sections; this will help prevent you from modifying the wrong section.

Default (DF) Meeting Time

The default meeting time code, DF, is the code used for sections that do not have standard meeting times, i.e., directed study, internship, etc.,(Start Time – 0001; End Time – 2359).

Fields

Fields are areas on a form where data can be entered, queried, changed, and displayed.

Fields of study

Fields of study are majors, minors, and concentrations (areas of emphasis).

Form

An online document used to enter and look up information. Information entered into Banner forms is used by other forms, reports, and jobs. Forms are made up of one or more blocks of related fields, tabbed block areas, dialog boxes, and alert boxes.

INB (Internet Native Banner)

INB is the Banner screens which are assessable via a web browser. INB typically refers to the main interface with the Banner system which is used by office staff and requires special training, as opposed to Banner Self Service which provides access to Banner data to a wider population.

Key Block

The first framed block on most forms contains key information. The key block determines what is entered or displayed on the rest of the form. All information on the form refers back to the key block. The key block has at least one field and sometimes more

Military Time

Time data used for scheduling is measured in hours that run from midnight to midnight. Commonly referred to as military time, this 24-hour time scale begins with 0000 and ends with 2359.

Part of Term

Part of Term indicates the beginning and end dates of either a full semester or a part of a semester. To add a Part of Term, type the appropriate term code into the Term field. The Part of Term dates may be viewed at the Office of the Registrar's website (http://reg.uga.edu/schedule-of-classes/parts_of_term).

Pertinent Dates

Important deadlines/dates pertaining to course scheduling that may be viewed at the Office of the Registrar's website – <http://reg.uga.edu/facultyStaffServices/pertinentDatesForScheduling>.

Program

A student's program is the degree and major that the student is pursuing and includes the student's degree level (such as undergraduate or graduate), course level, campus, and college.

Query

A type of form used to search for information.

Schedule of Classes

The schedule of classes may be viewed in Athena or at the Office of the Registrar's website – <http://reg.uga.edu/schedule-of-classes>.

Schedule Type

Schedule type identifies how a class is taught, such as lecture, seminar, and practicum.

Special Approval

A special approval is added to a course section requiring any/all students to be granted the "POD" override in order to enroll for the section. As with all other overrides, the POD override only serves one function; it overrides the "DP" code entered into the special approval field on the course section information tab of SSASECT which allow(s) the student(s) to register for the section.

SSB (Self Service Banner)

SSB is a web-based product that allows an individual access to portions of their information stored in the Banner system. These pages are accessed via a web browser.

Term Format

The term format in Banner is a six-digit number consisting of a four-digit year followed by a two-digit term code.

e.g. 2014 (Year) 08 (Fall Term) "201408"

- Term codes are:
 - 02 = spring
 - 05 = summer
 - 08 = fall