



CLASS SCHEDULING INSTRUCTIONS

Featuring Banner 9

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8/2018

TABLE OF CONTENTS

- 3... [Deadlines](#)
- 4... [Login](#)
- 5-14. [Add a Class](#)
 - 6... [SSASECT](#)
 - 7-9.....[Course Section Information TAB](#)
 - 10.....[Enrollment Information TAB](#)
 - 11-13..[Meeting Times & Instructor TAB](#)
 - 14.....[Contract & Block Schedule Info TAB](#)
- 15....[More Options](#)
 - 16... [Choose a Term](#)
 - 17... [Choose a Part of Term](#)
 - 18... [Grade Mode](#)
 - 19... [Comments](#)
 - 20... [Building/Room Information](#)
 - 21... [TBA classes](#)
 - 22... [Variable Titles](#)
 - 23... [Variable Credits](#)
 - 24... [Find an Instructor](#)
 - 25... [Set-up an Instructor](#)
 - 26... [Find Faculty Schedule](#)
 - 27... [Waitlisting](#)
 - 28... [Copy a CRN](#)
 - 29... [Find a CRN](#)
 - 30... [Inactivate a Class](#)
 - 31... [Delete a Class](#)
 - 32... [Class Schedule Edit List](#)
 - 33... [Grade Rolls](#)
- 34... [Curriculum Approval Required](#)
 - 35... [Experimental Courses](#)
 - 36... [Variable Title Courses](#)
 - 37... [Workshops](#)
- 38... [Extras](#)
 - 39... [Basic Banner Navigation](#)
 - 40... [Military Time](#)
 - 41... [Cross-Listing](#)
 - 42... [Linking](#)
 - 43... [Class Times Template](#)
 - 44... [Student Overrides](#)
 - 45... [Online & Continuing Education Liaisons](#)
- 46... [Catalog](#)
 - 47... [Review Your Catalog Pages](#)
 - 48... [Adding Media to your pages](#)
 - 49... [Repeatable Information](#)
- 50... [Index and Glossary](#)

Enter **CTRL F** at any time to **Search** for any word or topic.

CLASS SCHEDULE DEADLINES

You will receive this information by email each summer for the next academic year.

It can also be found online under R>Registration>STAFF Scheduling

Includes: Class Schedule deadlines, Textbook deadlines, when Registration Appointments begin, when Registration begins

Class Schedule Deadlines

2019-2020 Academic Year 6/4/18

SPRING SEMESTER 2019 (201930)

Full Sem (pot 1)=Jan 7-Apr 26; Blk 1 (pot 2)=Jan 7-Mar 1; Blk 2 (pot 3)=Mar 11-Apr 26

1-Departments enter Spring Schedule into Banner: **July 30-October 12, 2018**

(Your access will not be turned off at all—you can continue to make your own changes)

*2-Textbook order must be provided to the Bookstore: **October 1, 2018**

3-Spring Online Class Schedule available: **October 15, 2018**

Please check for accuracy (especially 'Part of Term=pot' and 'Instructional Method' which are difficult to fix after registration begins)

4-Spring registration appointments available to view online: **October 29, 2018**

5-Spring registration begins: **November 5, 2018**

SUMMER TERM 2019 (202010)

Full Sem (pot 1)=May 6-Aug 16; Blk 1 (pot 2)=May 6-June 21; Blk 2 (pot 3)=June 24-Aug 16

1-Departments enter Summer Schedule into Banner: **November 26, 2018-March 8, 2019**

(Your access will not be turned off at all—you can continue to make your own changes)

*2-Textbook order must be provided to the Bookstore: **March 1, 2019**

3-Summer Online Class Schedule available: **March 11, 2019**

Please check for accuracy (especially 'Part of Term=pot' and 'Instructional Method' which are difficult to fix after registration begins)

4-Summer registration appointments available to view online: **March 25, 2019**

5-Summer registration begins: **April 1, 2019**

FALL SEMESTER 2019 (202020)

Full Sem (pot 1)=Aug 26-Dec 13; Blk 1 (pot 2)=Aug 26-Oct 17; Blk 2 (pot 3)=Oct 21-Dec 13

1-Departments enter Fall Schedule into Banner: **November 26, 2018-March 15, 2019**

(Your access will not be turned off at all—you can continue to make your own changes)

*2-Textbook order must be provided to the Bookstore: **April 1, 2019**

3-Fall Online Class Schedule available: **March 18, 2019**

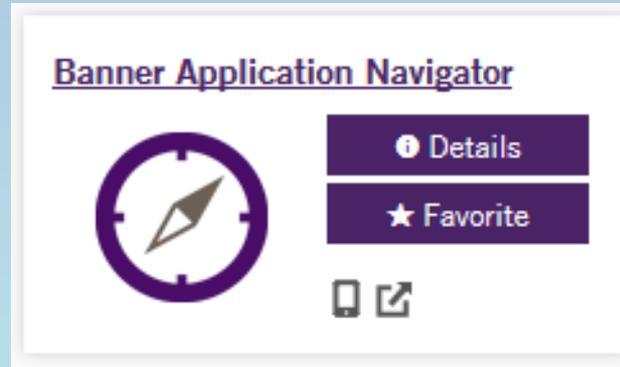
Please check for accuracy (especially 'Part of Term=pot' and 'Instructional Method' which are difficult to fix after registration begins)

4-Fall registration appointments available to view online: **April 1, 2019**

5-Fall registration begins: **April 8, 2019**

ACCESS Banner 9

- Log in to your eWeber Portal
- Choose the 'Banner Application Navigator' app



- If you are new to WSU and need access to the Banner System, have your supervisor request access for you using the 'Security Access' app in their portal.
- Type 'password' or GUAPSWD to change your password.



If you should get an 'expired user' error when first trying to get into Banner 9, go back to Banner 8 and change your password or call 7777.



ENTER COURSES FOR THE CLASS SCHEDULE

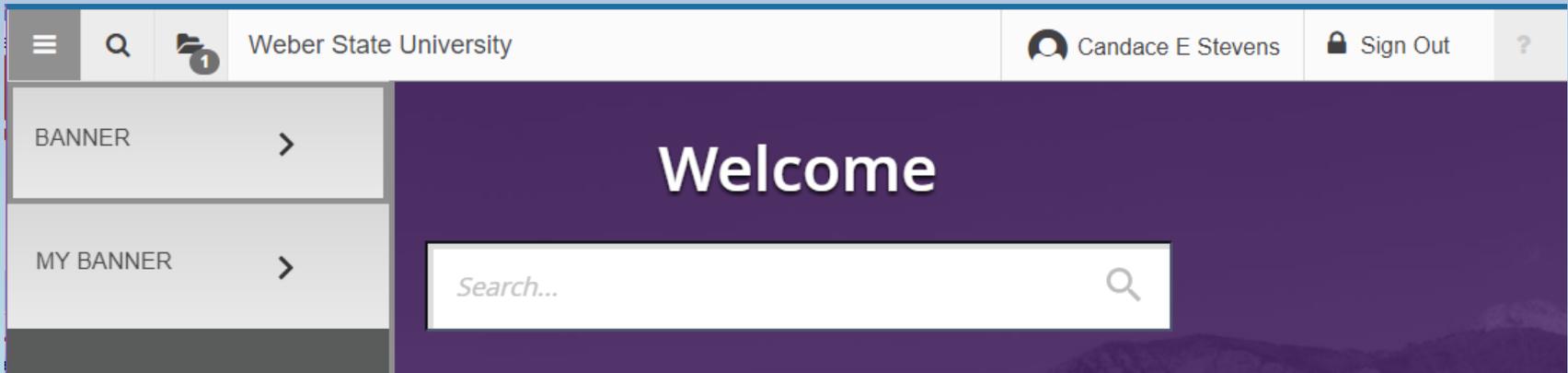
Detailed Instructions for new personnel



Add a Basic Class in SSASECT

BANNER APPLICATION NAVIGATOR APP

<https://banneradm.weber.edu/applicationNavigator/seamless>



You can enter 'SSASECT' or the word 'Schedule' in the Search...

The screenshot shows the 'Schedule SSASECT 9.3.5 (PROD)' form. At the top, there is a dark header bar with a close icon (X), the title 'Schedule SSASECT 9.3.5 (PROD)', and several utility icons: a plus sign, a document, a printer, and a gear. Below the header, the form contains several input fields: 'Term:' with the value '201910', 'CRN:' with an empty field, 'Subject:', and 'Course:'. There are also buttons for 'Create CRN' and 'Copy CRN'. A green 'Go' button is located at the bottom right of the form.

- Enter the correct Term (see page [16](#))
- Click the 'Create CRN' button

SSASECT Course Section Info TAB

These are the basic fields that need to be entered, Save (button is at bottom right), then the new CRN will appear at the top.

The screenshot displays the SSASECT Course Section Info TAB interface. At the top, a blue header bar contains a close button (X), the title "Schedule SSASECT 9.3.3 (BTST)", and action buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the header, a green bar shows "Start Over" and a summary line: Term: 201820 CRN: ADD Subject: ENGL Course: 1010 Title: EN Introdct College Writing.

The main form is divided into three sections:

- COURSE SECTION INFORMATION:** This section contains fields for Subject* (ENGL), Course Number* (1010), Title (EN Introdct College Writing), Section* (0), Cross List, Campus* (WSU), Status* (A), Schedule Type* (LEC), Instructional Method (FTF), Integration Partner (WEBCT), Grade Mode, Session, Special Approval, Duration, and an Override Duration checkbox.
- CLASS TYPE:** This section is currently set to "Traditional Class" and includes a "Part of Term" field with values 1, 08/28/2017, and 12/15/2017.
- CLASS INDICATORS:** This section includes fields for Credit Hours (3.000), Billing Hours (3.000), Contact Hours (3.000), Lecture (3.000), Lab (0.000), and Other. It also features radio buttons for indicators (None, To, Or) and checkboxes for various options: Prerequisite Check Method (Basic or None, CAPP, DegreeWorks), CEU Indicator, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, Long Title, Comments, Syllabus, Print, Gradable, Tuition and Fee Waiver, and Voice Response and Self-Service Available.

See the next 2 slides to see what each field means.

What Does it Mean? COURSE SECTION INFO TAB

Enter the **Subject** and **Course Number** and the Title will fill out. **DO NOT CHANGE TITLE** without approval. Do not use special characters except '&'.

We are not using **Sections** at this time

Most will not use **Cross Lists** (see page 41)

Campus is always WSU, check with your CE liaison for courses taught at Davis, West, Online, etc.

Status is A for Active (I is Inactive)

Use the 'search-3 dots' to find the **Schedule Type**. If the Schedule Type is LEC, LAB, or LEL, you **MUST** enter a Building and Room before school starts.

If the **Instructional Method** is FTF, HYB, TEC, IAV, etc., a classroom **MUST** be associated with it before school starts. **YOU MUST ENTER ONE!!** You can enter any other Instructional Method code **EXCEPT COR** (which is Correspondence for CE only). HYB (Hybrid) rule is: 'taught in a classroom AND via technology. Tech portion=20% or replace at least one face-to-face classroom period per week'.

Enter the code of WEBCT in **Integration Partners** so this course will interface with Canvas

Usually leave **Grade Mode** blank (see page 18)

Leave **Session** blank

Enter 'IN' in **Special Approval** if you want to override each student before they can register

Leave **Duration** blank

Part of Term: 1=whole semester; 2=first half of semester; 3=second half of semester. **THIS NEEDS TO BE CORRECT BEFORE REGISTRATION!!** (see page 17)

Don't enter anything in the **Open Learning** portion (this is for CE only)

IMPORTANT! Recently, we have some problems with the SCHEDULE TYPE, INSTRUCTIONAL METHOD, and PART OF TERM not being entered or entered incorrectly. VERY DIFFICULT on our part to fix this. Your finished course should look like the above image.

What Does it Mean? COURSE SECTION INFO TAB (cont)

Term: 201820 CRN: ADD Subject: ENGL Course: 1010 Title: EN Introdct College Writing Start Over

Credit Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Lecture	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		
Billing Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Lab	<input type="text" value="0.000"/>	<input type="text"/>	<input type="text"/>
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		
Contact Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method	<input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks	Daily Contact Hours	<input type="text"/>	<input type="checkbox"/> Long Title
CEU Indicator	<input type="checkbox"/>			<input type="checkbox"/> Comments
Link Identifier	<input type="text"/>			<input type="checkbox"/> Syllabus
Attendance Method	<input type="text"/> ...			
Weekly Contact Hours	<input type="text"/>			
				<input checked="" type="checkbox"/> Print
				<input checked="" type="checkbox"/> Gradable
				<input type="checkbox"/> Tuition and Fee Waiver
				<input checked="" type="checkbox"/> Voice Response and Self-Service Available

Credit Hours will fill in automatically.

If the course has **Variable Credit**, enter the correct credit value in each of the fields with values (see page 23)

Print, Gradable, and Voice Response is defaulted. If you are entering a non-credit lab, uncheck Gradable. An unchecked 'Voice Response' will stop the class from showing in the Class Schedule.

SECTION ENROLLMENT INFORMATION TAB

Schedule SSASECT 9.3.3 (BTST)

Term: 201830 CRN: 30423 Subject: ENGL Course: 1010 Title: EN Introdect College Writing

Start Over

Course Section Information | **Section Enrollment Information** | Meeting Times and Instructor | Section Preferences

Enrollment Details | Reserved Seats

ENROLLMENT DETAILS

Insert Delete Copy Filter

Maximum *	40	Waitlist Maximum *	100	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	100	<input type="checkbox"/> Reserved	
Generated Credit Hours	0.000				

- Make sure you are on the tab **'Enrollment Details'** tab.
- Enter the **'Maximum'** amount of students that can register for the class.
- On **'Waitlist Maximum'**, all courses will have a maximum of 100 (for data and assessment purposes).



If you offer specialized courses such as Directed Readings or Internship courses, obviously those will not need to have a waitlist but as a basic rule, use 100 as the Waitlist Max.

MEETING TIMES and INSTRUCTOR TAB

Meeting Dates Sub-Tab

Term: 201820 CRN: 25508 Subject: ENGL Course: 1010 Title: EN Introduct College Writing Start Over

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/28/2017	12/15/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	700	1000	01

10 Per Page Record 1 of 1

INSTRUCTOR

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

10 Per Page Record 1 of 1

- Use your keyboard Tab key to pull over the Start and End Dates
- Check the days of the week that the class will be taught
- Enter the Start and End Time (use military time-see table on page [40](#))
- ***(For TBA sections, use tab key to get the dates to come over but leave fields for days, times, building, and rooms blank, see page [21](#))***



This can be a bit confusing: the *Meeting Dates* Tab and the *Meeting Location and Credits* Tab are really just one long block. If you keep using your tab key you'll keep scrolling farther along OR you can use the two Tabs to navigate. This slide and the next are really pictures of the one long block.



You will all make this mistake at least once! See the 01 in both Session Indicators on the top and lower lines? If you should type over them, you will get an error message. They both need to be 01 and then you will be able to Save it.

MEETING TIMES and INSTRUCTOR TAB

Meeting Location and Credits Sub-Tab

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	EH	220	LEC	2.50		3.000	<input type="checkbox"/>	<input type="checkbox"/>

- Enter the Building Abbreviation
- Enter the Room Number and Save
- *(If your section is TBA (to be arranged) leave the Building and Room blank. When you Save, you will need to enter the Hours per Week, which will be the credit hour value).*



To Override the room (this means you really do want to have two or more sections in the same room at the same time), enter 0 in the Override Indicator.

MEETING TIMES and INSTRUCTOR TAB

Instructor Sub-Tab

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W010085...	Dominguez, Brandon M.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

- Enter the W# for the Instructor. (**Don't know the W#? See below**).
- There is always one **Primary Indicator** checked on one instructor (if more than one instructor is teaching the class).
- The **Percent of Responsibility** and the **Percent of Session** adds up to 100% total for all instructors added.
- You may add as many team instructors as needed.

- To **search** for an instructor by name, click on 'ID' (3 dots)
- Click on 'GO' again and in 'Add Another Field' choose any options you would like in order to narrow your search.
- When you find the correct instructor, double click the W# to add it.
- Save

CONTRACT AND BLOCK SCHEDULE INFO TAB

Budget Codes

- Go to the 'Related' list and choose 'SSADETL', click on 'GO' again.
- Go to the 'Contract and Block Schedule Information' tab.
- Most of you will enter '*BA', 100, Check. Save.
- *AERO=SD; ESL=SC (remedial is SM); MILS=SD; Remedial=SM (except for English)

RETRIEVE RELATED TOC

Q Search

Elective Attribute Pool [SSAPOOL]

Query Available Faculty [SIAFAVL]

Specific Section Attribute [SSASATR]

Query Faculty Schedule [SIAASGQ] Shift+F2

Query Faculty and Advisors [SIAIQRY]

Course Section Detail [SSADETL]

Term: 201820 CRN: 25508 Subject: ENGL Course: 1010 Title: EN Introduct College Writing Start Over

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

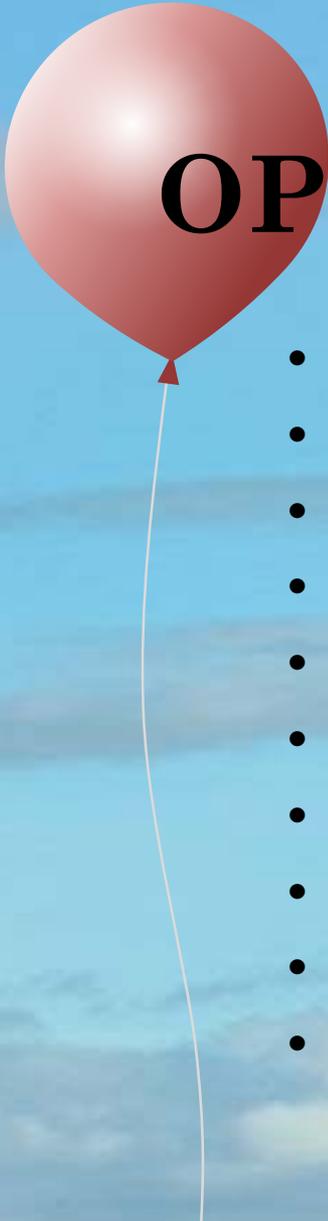
SECTION CONTRACTS Insert Delete Copy Filter

Contract *	Description	Percentage	Primary Indicator
BA	Budget-Related [Regular]	100	<input checked="" type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 1

- Click on 'Start Over' to begin entering a new section.

Congratulations! You have now finished entering a course. Now read further to see other functions you can add to your course...



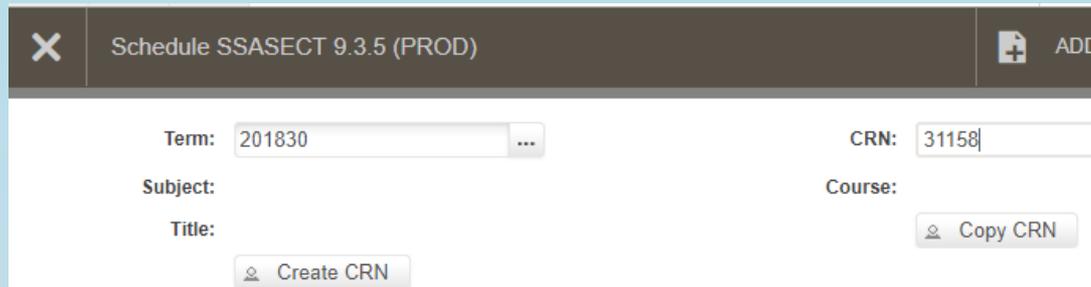
MORE OPTIONS/EXPLANATIONS

- [Choose a 'Term'](#)
- [Choose a 'Part of Term'](#)
- [Grade Mode](#)
- [Comments](#)
- [Building/Rooms](#)
- [TBA Classes](#)
- [Variable Titles](#)
- [Variable Credits](#)
- [Find an Instructor](#)
- [Set-up an Instructor](#)
- [Find Faculty Schedule](#)
- [Waitlisting](#)
- [Copy a CRN](#)
- [Find a CRN](#)
- [Inactivate a class](#)
- [Delete a class](#)
- [Class Schedule Edit](#)
- [List Report](#)
- [Grade Rolls in Banner](#)

How to Choose a 'TERM'

The fiscal year goes from Summer Semester (or Term) to Spring Semester-spanning the two years. We use the second part of the year (Spring Semester) for the entire Academic Year. Thus, Summer 2018 to Spring 2019 Academic Year will be designated as 2019. The last two digits of the 'Term' designates the semester (10, 20, 30). Thus, Summer would be 201910, Fall is 201920, Spring is 201930. Also, each CRN (Course Reference Number of the classes) begins with the number of the semester (1=Summer, 2=Fall, 3=Spring).

This example would be Spring of 2018.



Screenshot of a 'Schedule SSASECT 9.3.5 (PROD)' form. The form has a dark header with a close button (X) and an 'ADD' button. Below the header, there are input fields for 'Term' (containing '201830'), 'CRN' (containing '31158'), 'Subject', and 'Course'. There are also 'Create CRN' and 'Copy CRN' buttons.



The 'Term' is listed on your 'Class Schedule Deadlines' that is sent to you each summer so you won't get confused.

How to Choose a 'PART OF TERM'

There is a 'Term' (or Semester) and then there are Parts of that Term. We offer half term Blocks (or Parts).

1=full semester

2=first half or Block 1

3=second half or Block 2

(notice that 'blocks' and 'part of term' numbers can be confusing)

When you enter a 'Part of Term', tab over, and the dates of the semester fill in, plus the total weeks.



If you are offering a section that is held at different times other than the designated semester dates, choose the part of term that fits closest to your start dates, and change the start/end dates and the total weeks. (Ex: If your section simply starts on a Tues instead of Mon-do not change the semester dates!!) Refunds will need to be manually calculated in the Cashier's Office for students dropping these sections with changed dates--tell your students.

CLASS TYPE					
Traditional Class					
Part of Term	1	...	01/08/2018	04/27/2018	15

To change a 'part of term' before registration begins, Delete the Instructor info>Save; Delete the Meeting dates, times, location, etc.>Save; change the 'Part of Term'>Save; re-add all the information again.



VERY IMPORTANT: Once students are registered for your class, it is VERY difficult to change the part of term. We have come up with a solution but the CRN will change. Be sure that the Part of Term is correct before registration begins!!

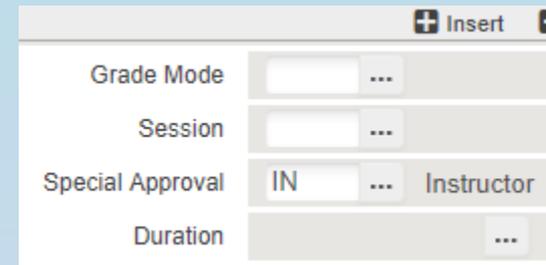
GRADE MODE Instructions

Grade Mode is left blank with very few exceptions:

*Grade Mode information is received from the catalog, therefore, leave GRADE MODE blank to pick up the default of Standard Grade (A, B, etc.) and the choice of Credit/No credit or Audit for students.

***IF** there is a section that requires a certain grade mode **ONLY**, then enter the code in Grade Mode. This will change the default to the entered mode and there can be no exception for entering grades. And it would be VERY DIFFICULT to fix this later.

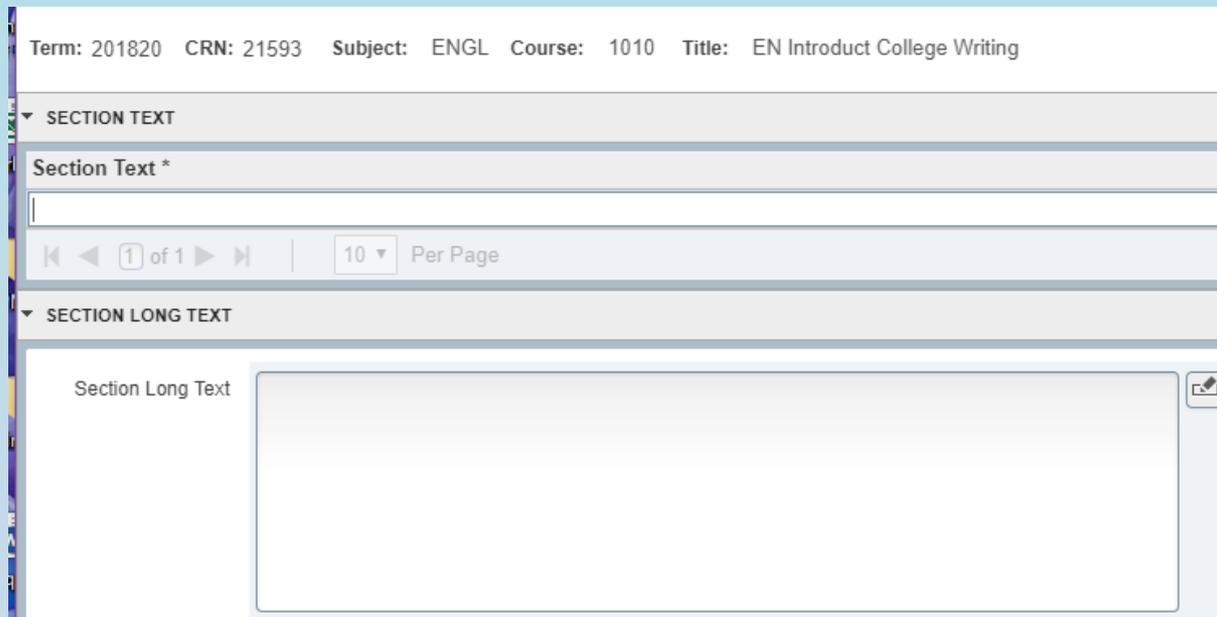
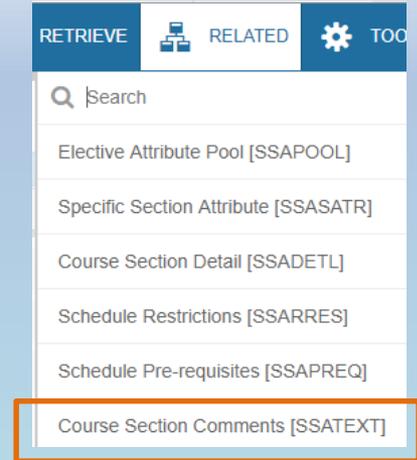
*Remember, if you enter S for Standard Grade in the GRADE MODE field (instead of leaving it a blank field), a student can not choose credit/no credit or audit. Students always have this prerogative unless there is the exception explained above.



The screenshot shows a form with four rows of input fields. The first row is 'Grade Mode' with a blank text box and a dropdown arrow. The second row is 'Session' with a blank text box and a dropdown arrow. The third row is 'Special Approval' with a text box containing 'IN', a dropdown arrow, and the text 'Instructor'. The fourth row is 'Duration' with a blank text box and a dropdown arrow. The form has a light beige background and a dark grey border.

SSATEXT 6 -ADDING A COMMENT

- Go to the 'Related' list and choose 'SSATEXT' and click on 'GO'.
- Add your 'Comments' in either the 'Section Text' or 'Section Long Text'. (**Section Long Text has a banner defect right now. You can only use Section Text at this time**).
- This will leave a Comment for the students but it is shown under the Course Description in the online Class Schedule. Banner has a DEFECT on Comments right now!



BUILDING/ROOM INFORMATION

When you are in *Meeting Times and Instructor TAB*, go to RELATED at the top-right corner of the screen and choose **SSAMATX** (or you may enter SSAMATX at the main Banner Go To... menu).

Enter the parameters that you want to search for in 'Add Another Field'. You will always need to enter the Term and then anything else that will help you see what is in the room/s or building. Then click on 'Go'. This would be one example of a search:

Building/Room Schedule SSAMATX 9.3.5 (PROD)

▼ BUILDING/ROOM SCHEDULE

Term ▼ Contains ▼ 201920

Building ▼ Contains ▼ EH

Room ▼ Contains ▼ 205

Add Another Field ... ▼

										Filter Again
Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	
EH	...	205	WSU	TR	0730-0845	201920	27-AUG-2018/14-DEC-2018	ENGL	0900	22415
EH		205	WSU	MWF	0830-0920	201920	27-AUG-2018/14-DEC-2018	ENGL	1010	22437
EH		205	WSU	TR	0900-1015	201920	27-AUG-2018/14-DEC-2018	ENGL	2220	22774

This shows all the classes with their CRN's that are using the room, plus their time and days. If you get a Room Conflict Error, look here to find the conflicting class. To do another search, click 'Filter Again'.

TBA ('To Be Arranged' CLASSES)

Some classes will not have a day, time, or room (such as Directed Readings classes) and the instructor will 'arrange' a time to meet with the students.

IF YOUR COURSE IS A LEC, LAB, OR LEL, YOU MUST ASSIGN A BUILDING AND ROOM BEFORE SCHOOL STARTS! IF YOU ARE NOT TEACHING IN A CLASSROOM, THEN CHOOSE ANOTHER 'SCHEDULE TYPE' (such as INV) OR CALL ME TO ADD ANOTHER 'SCHEDULE TYPE' FOR THE COURSE.

Get the dates of the semester by tabbing twice to pull over the dates from the *Part of Term* that you entered in the *Course Section Information* Tab.
Leave the 'Days' and 'Start and End Times' blank.

Meeting Dates		Meeting Location and Credits														
SCHEDULE													+	-	Copy	Filter
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *			
	...	CLAS	08/27/2018	12/14/2018	<input type="checkbox"/>			01								

Meeting Dates		Meeting Location and Credits												
SCHEDULE												+	-	Copy
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details						
	...		INV	3.00		3.000	<input type="checkbox"/>	<input type="checkbox"/>						

Leave the 'Building' and 'Room' fields blank and Save. You will be prompted to enter the 'Hours per Week' (which is the number of credit hours for this class).



These two screenshots above are actually just one long block that you can tab through OR click on the subtabs to navigate.

How to change titles on VARIABLE TITLES, EXPERIMENTALS, or WORKSHOPS

Also see Pages [35](#), [36](#), [37](#)

Some courses state in the Catalog that they will be taught with varied topics and are usually repeatable for credit (make sure that the repeatable info is accurate on all of these courses by checking the current WSU Catalog!) The title must be approved through Curriculum and then the correct title can be changed for your specific CRN. Curriculum help: curriculum@weber.edu. You may not change a title unless it has been approved!!

You may not leave the title like this. This is just a generic title for now and then each specific title will be approved through Curriculum. This is the time when you are allowed to change a title (there's only 30 characters). **The title that is listed in SSASECT will be the title on the student's transcript! The transcript needs to show the class the student took, not that they took numerous classes called 'Topics'.**

Course Title *	HU Topics & Ideas/Humanities
College *	3
College of Arts & Sciences	

Course Title *	HU The Life & Times John Water
----------------	--------------------------------

How to enter VARIABLE CREDITS

In the Catalog, the amount of credit hours is listed on each course. Some courses state a variable amount of credits (such as 1, 2, or 3). In these cases, you must list the amount of credit that the specific CRN is worth.

CREDIT HOURS		+	Insert	-	Delete
Credit Hours					
Credit Hours	1.000	3.000	2.000		
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or		
Billing Hours	1.000	3.000	2.000		
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or		
Contact Hours	1.000	3.000	2.000		
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or		
Lecture					
Lecture	1.000	3.000	2.000		
Lecture Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or		
Lab	0.000				
Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or		
Other					
Other Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or		

In this example, the information tells us that the class can be taught for 1.000 To 3.000 credits.

- In the blank field next to each instance, enter the correct amount of credit hours for that specific crn.
- If left blank, the default is the lowest credit, which may or may not be correct, but if blank, will show up on reports as an error.
- **If Billing Hours are not entered correctly, students would not be charged the correct tuition!** Fill in all the fields that show information!

Find an INSTRUCTOR'S W#

INSTRUCTOR		
Session Indicator *	ID	Name
01		...

When you don't know the W# of the instructor, you can search by name. Click the '3 dot search' under ID to start. Skip this next screen and just click on GO.

Faculty/Advisor Query SIAIQR9 9.3.7 (PROD)

Term: 201920 Faculty: Advisor: Category: Staff Type: C

FACULTY/ADVISOR QUERY

Last Name Contains

First Name Contains

Add Another Field ...

In this example, the name of the Instructor is Candace Stevens, but I don't know if it is spelled Stephens or Stevens. I have entered the percent symbol (which is a wildcard) to find anything in-between the info I have provided. Is Candace spelled with an A or an I? I used the wildcard to get both. Click on GO to start the search. When you find the correct name, double click on the W# and it has added that instructor.

- Only instructors with a W# and that have been entered in SLAINST, can be assigned to a CRN. Contact Chaz Steimel (6114) for help with Budget Info.
- More instructors can be added to team teach the class. Simply add another W# on the next line by using your down arrow key. Percentages need to add up to 100%. One instructor must be a Primary.



To delete or change an Instructor, click anywhere on the instructor line, and click on 'Delete' in that block. Then you may add the new instructor.

Set-Up an Instructor in SIAINST

Faculty/Advisor Information SIAINST 9.3.5 (PROD)

ID: W01270648 Term: 201920

Wildcat, Waldo

Go

Enter the W# or do a search and enter the Term, GO.

Faculty/Advisor Information SIAINST 9.3.5 (PROD)

ID: W01270648 Wildcat, Waldo Term: 201920

Start Over

FACULTY MEMBER BASE DETAILS

From Term: 201920 Maintenance To Term: 999999

Status * AC Active

Status Date * 05/08/2018

Faculty

Advisor

Override Process Rule Security

Appointment Date

Override User ID

Override Activity Date

Category

Staff Type: ADJN Adjunct Faculty

Workload Rule

You must have at least this much information completed in SIAINST in order to assign an instructor to a class in SSASECT. This is not a Scheduling Office banner form. If you need help with SIAINST, contact Debbie Hansen at 8877.

FIND FACULTY SCHEDULE OF CLASSES

Go to **SIAASGQ** to run a query on an Instructor for a specific semester to see the classes assigned. Simply enter the W# in the ID, then 'Go' to see a list of courses.



Faculty Schedule Query SIAASGQ 9.3.8 (PROD)

Term: ... ID: ...

WAITLISTING INFORMATION

Starting 201830, **all courses will have a Waitlist Maximum of 100**, as per Dean's Council. This will provide assessment information.

Course Section Information		Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details		Reserved Seats		
▼ ENROLLMENT DETAILS				
Maximum *	<input type="text" value="10"/>		Waitlist Maximum *	<input type="text" value="100"/>
Actual	5		Waitlist Actual	0
Remaining	5		Waitlist Remaining	100

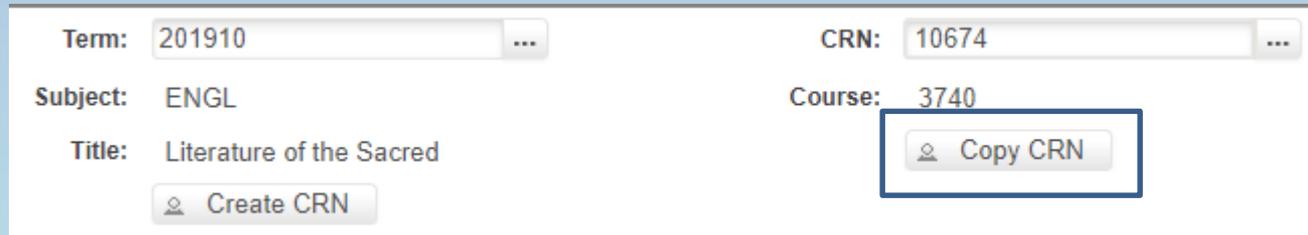
There are many benefits and also some rules associated with waitlisting. Please read the *Waitlist Tutorial for Faculty and Staff* (found at W>[Waitlisting](#)).

There is a report that you might find useful. It is in the Student-Campus Access Folder>Wait List. It shows how many students are waitlisted or have tried to waitlist/register, those that did register, and those that did not register when they were in their WL opportunity. There is also a Class Roll Report with waitlisted students. [SEE THE TUTORIALS!](#)

A	B	C	D	E	F	G	H	I	J	K	L
Wait List	Term: 201320										
COLLEGE	CRN	SUBJ	CRSE	MAXENRL	ENRL	MAXWAIT	TOTALWAIT	CUMWL	WLREG	WLNOREG	WLREM
College of Social/Beha	24367	PSY	1010	75	74	15	10	94	19	29	10
College of Social/Beha	24368	PSY	1010	75	73	15	7	78	12	28	7

HOW TO COPY A CRN

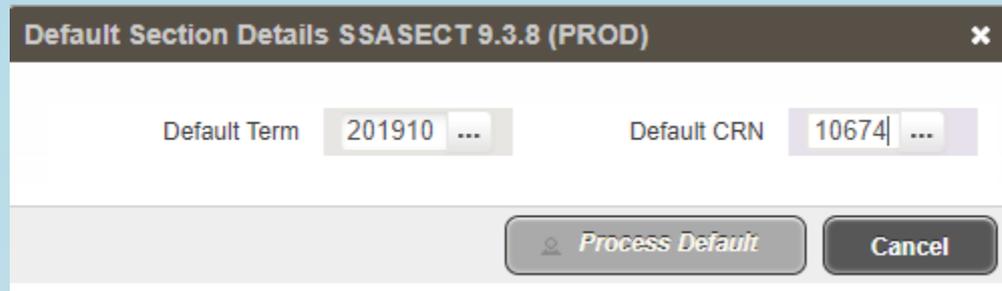
OPTIONAL--To make entering classes faster, you can Copy a previously entered CRN. This is good to use when entering many sections of the same course number (such as adding 10 sections of 4800). Click on the *Copy CRN* button.



The screenshot shows a form with the following fields and buttons:

Term:	201910	CRN:	10674
Subject:	ENGL	Course:	3740
Title:	Literature of the Sacred		

Buttons: and (highlighted with a blue box).



The dialog box is titled "Default Section Details SSALECT 9.3.8 (PROD)". It contains the following fields and buttons:

Default Term	201910	Default CRN	10674
--------------	--------	-------------	-------

Buttons: and .

Enter the CRN that you want to copy, tab key, then click the *Process Default* button.

The new section has been added. Notice the new CRN at the top of the screen. Many fields have been duplicated and you will notice that many do not duplicate. If you have copied a course that has variable credits, be sure to make those credit changes!

FIND A CRN

When you forget to write down the CRN of the class that you just added, and you want to find that CRN again, click on the 3 dots by the CRN in SSASECT.

CRN: ...

You will add Fields that will help you find what you are looking for.

Add Another Field ...

To narrow down your search, you will always want to enter the 'Term', 'Subject', 'Course' (which is the course number), and any other fields that you want. Click on 'Go'.

Then Double Click on the course you want to view.

Schedule Section Query SSASECQ 9.3 (PROD)

SCHEDULE SECTION QUERY

Insert Delete Copy Filter

Term Contains 201910

Subject Contains ENGL

Course Contains 1010

Add Another Field ...

Clear All Go

INACTIVATE A CLASS (only before Registration starts)

Inactivate: All data has to be removed before you can inactivate the class.

Click anywhere on the Instructor line>Delete>Save.

Click on the Meeting Dates line>Delete>Save.

Meeting Dates		Meeting Location and Credits						
SCHEDULE		Insert Delete Copy Filter						
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday
	CLAS	08/27/2018	12/14/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1 of 1		10 Per Page		Record 1 of 1				
INSTRUCTOR		Insert Delete Copy Filter						
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator			
01	W000004...	H. [REDACTED]	0.000	100	<input checked="" type="checkbox"/>			
1 of 1		10 Per Page		Record 1 of 1				

Change the *Status* A (for active) to I (for inactive)>Save.

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
COURSE SECTION INFORMATION		Insert					
Subject	PSY ... PSYCHOLOGY	Campus *	WSU ... WSU Main				
Course Number	4090 ...	Status *	I ... Inactive				



Do not do any of this after Registration has begun for the semester. Send the info for classes taught on the main campus to the Scheduling Office to cancel the class (send to your CE person for online and other campuses). But only send it to us AFTER you have notified all of your students that the class is cancelled. Once we cancel the class, the students are gone!

DELETE A CLASS (only before Registration starts)

The difference between Deleting a class and Inactivating a class, is that once it is deleted, you can not retrieve it again. Deleting will totally remove the CRN and you will not be able to use that CRN or view the data again. There are many times when this is good to do. You may have added the wrong class altogether and want it gone for good. If this is the case, go to the Course Section Information TAB, click on the 'Delete' button>Save and it will disappear. You will NOT be able to look at this CRN again.

Term: 201920 CRN: 24477 Subject: ANTH Course: 4830 Title: Readings and/or Projects Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	ANTH ... ANTHROPOLOGY	Campus *	WSU ... WSU Main	Grade Mode	...
Course Number	4830 ...	Status *	A ... Active	Session	...
Title	Readings and/or Projects	Schedule Type *	INV ... Individualized Instruction	Special Approval	IN ... Instructor
Section *	0 ...	Instructional Method	FTF ... Face-to-Face	Duration	...
Cross List	...	Integration Partner	WEBCT ... WebCT Vista	<input type="checkbox"/> Override Duration	

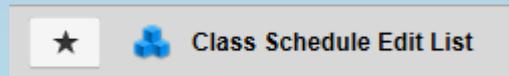


Do not do this after Registration has begun for the semester. Send the info for classes taught on the main campus to the Scheduling Office to cancel the class (send to your CE person for online and other campuses). But only send it to us AFTER you have notified all of your students that the class is cancelled. Once we cancel the class, the students are gone!

CLASS SCHEDULE EDIT LIST REPORT

After you have completed entering your classes for the Class Schedule, you can check your work. Run the **Class Schedule Edit List** containing the information that you entered.

Log in to Argos Reports, choose Public Folders>Student-Campus Access>Class Schedule Edit List.



Keep making your own changes, additions, etc. Your Banner access will not be turned off.

10/12/2012 10:34 am		Weber State University										Page 1	
201330 - Spring 2013		Class Schedule Edit List											
College of Applied Science/Tec													
Engineering Technology - 8002													
SUBJ	NUM	CRN	COURSE TITLE	TIME, DAY, LOCATION	ENRL	MAX	HRS	CMP	POT	W L	ACTL	W L Max	INSTRUCTOR NAME
CMT	1100	33664	Construction Manag Orientation	07:30 PM-08:20 PM T	0	30	1	W SU	1	0	0		Soelberg, Chris
CMT	1210	33666	Residential Constr Materials/M	07:30 PM-08:20 PM MW	0	30	3	W SU	1	0	0		van der Have, Pieter
CMT	1310	33667	Commercial Constr Methods/Mat	08:00 PM-07:15 PM MW	0	30	3	W SU	1	0	0		van der Have, Pieter

Grade Rolls in Banner—SFAALST

If you need to see a Grade Roll in INB Banner, go to SFAALST.

You can view the students registered, the sequence of their registration, and the sequence of waitlisted students.

If necessary, final grades can be entered here also.

▼ CLASS ATTENDANCE ROSTER						
Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode



CURRICULUM APPROVAL REQUIRED

[Experimentals](#)

[Variable Titles](#)

[Workshops](#)

Contact: [Patti Glover](#), 6233

EXPERIMENTAL COURSES

Course numbers can be:

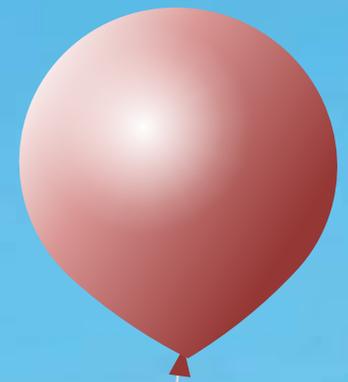
- 2810, 3810, 4810, 5810, 6810
- Courses can be offered **TWICE**
- This is one of the few times that you can change the title on the Class Schedule in SSASECT. This is the title that will show on the student's transcript! **Do not change the title in SSASECT for any other reason!!** If you want to give students more information, put it in the **COMMENTS**, not the title.
- **Must be approved** by the Curriculum Committee.
- Go to the Curriculum Proposals app in your portal and submit a **New Experimental Course Proposal**. Contact Patti Glover, 6233, or curriculum@weber.edu, for help.
- Once the course is approved, you can make the change on the title in SSASECT.

VARIABLE TITLE COURSES

- Variable Title courses are designated as such in the Course Description or Title in the Catalog.
- Each title **must be approved** by the Curriculum Committee. Go to the Curriculum Proposals app in your portal and submit a **Change in Variable Title Proposal**.
- Contact Patti Glover, 6233, or curriculum@weber.edu, for help.
- The title on the Class Schedule in SSASECT is the title that will show on the student's transcript.
- You may change the title in SSASECT when you are setting up your Class Schedules once the title has been approved. **Do not change the title in SSASECT for any other reason!!** If you want to give students more information, put it in the COMMENTS, not the title.

WORKSHOPS

- Course numbers can be:
 - 2920, 3920, 4920, 5920, 6920
- Courses can be offered for TWO YEARS. After two years, it can be approved again.
- **Must be approved** by the Curriculum Committee.
- Go to the Curriculum Proposals app in your portal and submit a **Workshop Form**. Contact Patti Glover, 6233, or curriculum@weber.edu, for help.
- You may change the title in SSASECT when you are setting up your Class Schedules once the title has been approved. **Do not change the title in SSASECT for any other reason!!** If you want to give students more information, put it in the COMMENTS, not the title.



EXTRAS

[Banner Navigation](#)

[Military Time Chart](#)

[Cross-listing](#)

[Linking](#)

[Class Times Template](#)

[Overrides](#)

[CE Liaisons](#)

BASIC BANNER NAVIGATION

In Banner 9, you can enter a 'word' in the Search for the form you want. You can type in the word 'schedule' instead of SSASECT. But this is what these forms mean when you are looking for one and this list may help you.

SSASECT (the last part of the acronym is SECT standing for Sections. So this is where you will go to add classes for the Class Schedule.

SIAINST (INST tells us that this banner form is for Instructors). Go here to set-up instructors. Instructors cannot be added in SSASECT until you complete this form.

SFAALST (ALST stands for Attendance List). So this is a roll screen.

SFIWLNT (WLNT stands for Wait List Notification). This is where you can view students who have received an email notification. See the Waitlist Tutorial.

SSAMATX (MATX refers to the building/room matrix). You can look up a room to see every class that is scheduled there.

SFASRPO (SRPO stands for Student Registration Permit Override). Go here to override restrictions for students.

GUAPSWD (PSWD stands for password). This is where you go to change your banner password.



The **? mark** in the upper right-hand corner will take you to the **Banner Help** guide.

Click on the arrows on the lower left-hand corner of certain screens to move to the next or previous sections.



MILITARY TIME CHART

6:00 am = 0600

7:00 am = 0700

8:00 am = 0800

9:00 am = 0900

10:00 am = 1000

11:00 am = 1100

12:00 noon = 1200

1:00 pm = 1300

2:00 pm = 1400

3:00 pm = 1500

4:00 pm = 1600

5:00 pm = 1700

6:00 pm = 1800

7:00 pm = 1900

8:00 pm = 2000

9:00 pm = 2100

10:00 pm = 2200

11:00 pm = 2300



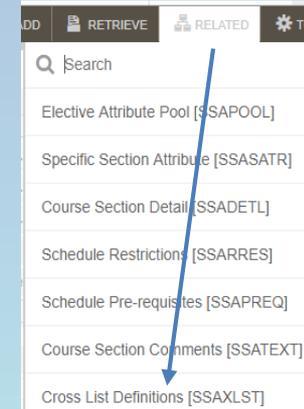
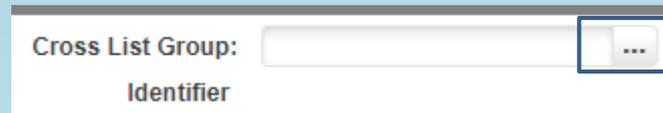
Military time is used to enter the time of a class

CROSS-LISTING SSASECT

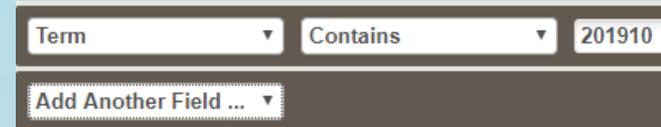
Banner's Definition: Cross-listing in Banner will tie multiple sections together in a group allowing the system to juggle the enrollment and close all the sections in the group once the maximum has been reached. It is used for registration purposes only.

WSU's Definition: The word 'Cross-List' is also used by WSU to state that **this** class is the same as **that** class. No cross-listing info needs to be added in this scenario. Just add a Comment and tell the students whatever you want them to know.

- Go into one of the sections in SSSASECT
- Under RELATED, go to Cross-List Definitions
- Click on the Search ...
- Search using 'Term", Go



- See list of all XL Identifiers already used
- Use the next number available
- Exit X (top left corner)
- Enter the number for your Cross List Group Identifier, Go
- Enter the Maximum Enrollment (for the group) and add all of the CRN's that will be in this registration group
- EACH CRN MUST HAVE THE SAME MAX # ENTERED (in this example, all 3 sections of MED will have 50 as the max in SSASECT)



CROSS LIST ENROLLMENT			
Maximum Enrollment:			50
CROSS LIST SECTION			
CRN	Block	Subject *	Course Number *
11244		MED	6085
11245		MED	6085
12149		MED	6085

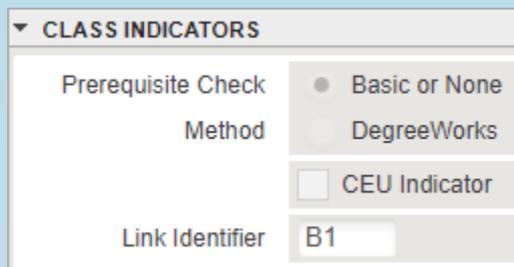


Cross-listing can be confusing. You do not have to enter this info but can send me an email with the information on your groups and I will enter it. I will need all the CRNS and the maximum enrollment for the XL registration group.

LINKING

The Linking option ties Lectures and Labs together so that students can register for the correct combination. It works by assigning an Identifier to each CRN and then assigning that Identifier as a Connector in SSADETL. It will not work to link two different courses together (ex: can not link a math and honors section). Lectures and Labs will have to be the same course number (1120-not 1120L) and other information will need to be changed on whether the CRN is designated for a Lec or Lab each semester.

If you have a need for Linking, you will need to call our office so we can code the classes and then train you how to set them up, 6052.



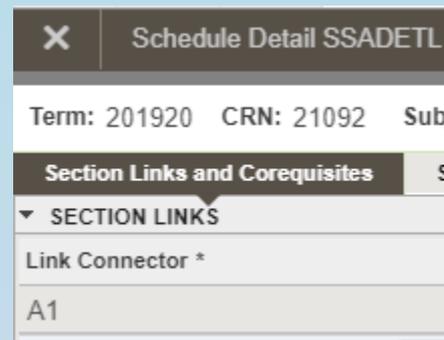
CLASS INDICATORS

Prerequisite Check Basic or None

Method DegreeWorks

CEU Indicator

Link Identifier



Schedule Detail SSADETL

Term: 201920 CRN: 21092 Subject

Section Links and Corequisites

SECTION LINKS

Link Connector *

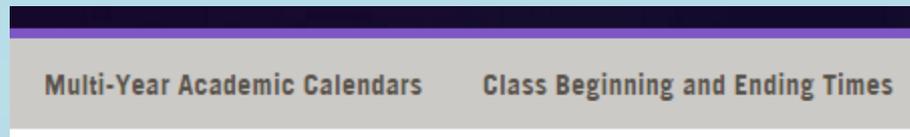
A1

FIND THE 'CLASS TIMES' TEMPLATE

Go to the WSU Home Page

In the A-Z Search, click on *Academic Calendar*

Click on the *Multi-Year Academic Calendar* menu bar above to view calendars into the future (and the past)-really helpful!



Click on [*Class Beginning and Ending Times*](#). This is the template to be sure that you are offering your classes at the correct times.

Overrides-SFASRPO

Student Registration Permit-Override SFASRPO 9.3 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: W01141394 Term: 201820

Wildcat, Waldo

Get Started: Fill out the fields above and press Go.

- Enter the student's **W#**, the **Semester** and click on **GO**.
 - Click on the **3 dots** to Search for a W#
- Choose a **Permit** (click on the **3 dots** to Search for a permit)
 - Enter the CRN that is approved (specific CRN) **OR**
 - Enter the Subject and Course Number (meaning any section is approved)
- Enter your Dept Courses **ONLY** (do not override other department's classes)
- Save (if the student is in their portal at this time, tell them to refresh their screen!)

IF A CLASS IS WAITLISTED, DO NOT USE 'ALL' OR 'CAPACITY' SINCE THAT WILL OVERRIDE A WAITLIST!!

ID: W01141394 Wildcat, Waldo Term: 201820 Fall 2017

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
PREREQS	Pre-Requisites Override		CHEM	3075	

1 of 1 | 5 Per Page | Record 2 of 2

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group
							<input checked="" type="checkbox"/>											

YOUR LIAISONS IN ONLINE & CONTINUING EDUCATION

*If you don't know your liaison,
call Megan Sheets, 3408.*

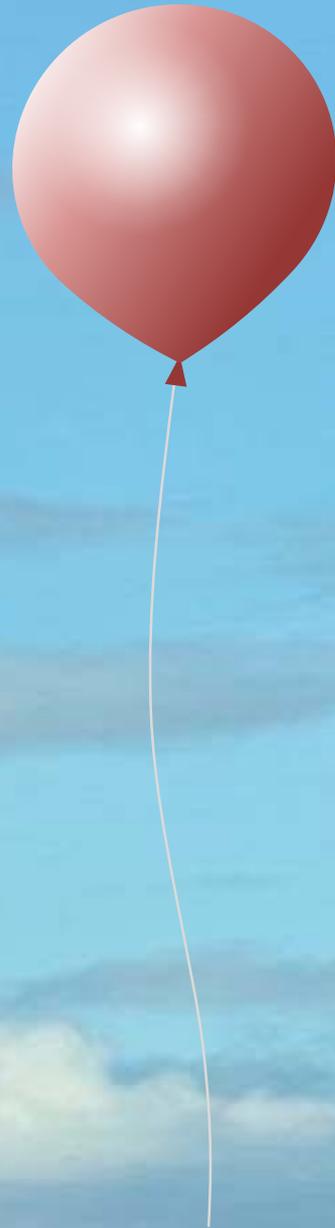
You will enter all WSU Main Campus sections each semester for the Class Schedule. Check with your liaison in CE for any sections that are taught Online, at Davis, Morgan, West, etc. and get specific instructions on how to submit your information to them.



When class changes need to be made during the semester for these campuses, please send those email changes to your Liaison.

If the change is for a section at the WSU Main Campus, send those email changes to the Scheduling Office.

If the change is for a section that is taught at the WSU Main Campus but sponsored by CE, send emails to the Scheduling Office **and** your Liaison.



CATALOG

[Review your catalog pages](#)

[Adding Media to your pages](#)

[Repeatable Information](#)

REVIEW YOUR CATALOG PAGES

- Please check all Curriculum and Faculty Senate deadlines online. Contact Patti Glover for help, 6233.
- You will receive an email from me in the Fall. It will be a request to send me any editorial changes for your pages in the next catalog:
 - Copy the text from the online catalog into Word, make changes with Tracking (or strike-throughs and highlights), and e-mail the revised document to me.
- These changes would be editorial and staff changes, etc. No changes for any requirements can be made without going through the curriculum committee.
- There will be a deadline date included when these will be due (end of February).

ADDING MEDIA TO YOUR CATALOG PAGES

- Should look and feel like WSU.
- Videos, pictures, etc. should have a purpose.
- Logos should be professionally designed.
- Less is more. More media without purpose does not promote your program.
- Work with University Communications for design ideas.

Email media to me and identify:

- Where are pictures to be placed on the page. Who is in the picture? Do you have a release to publish that picture?
- How do you want videos to be seen and linked (icon or picture)? Where should it be placed on the page?

REPEATABLE COURSES

Repeatable Courses=courses that can be repeated for credit for a specific amount of times and credit hours.

- Information on *Repeats* of courses show in the Catalog. It will state something like, “This course can be repeated four times and up to 12 credit hours” at the end of the course description.
- If you need to change the repeat information, go into the Curriculum app and fill out a **Course Revision Proposal** form.
- After approval, it will be changed in the next Catalog and Banner. It cannot be changed retroactively.

SEARCH INDEX AND GLOSSARY

A B C D E F G
H I J K L M N
O P Q R S T U
V W X Y Z

A

Academic Calendar... [43](#)

The Academic Calendar is found on the WSU Homepage under A for Academic Calendar OR C for Calendar. This shows all the dates for the semester.

Active... [8](#)

This refers to a class being 'Active' in the 'Status' field of SSASECT. The opposite would be 'Inactive' which equals being cancelled.

Add a Class... [7](#)

Add Media to your Catalog Pages.. [48](#)

Approve a Variable Title... [22](#), [36](#)

Each time you want to offer a new topic on one of your courses that is specified as a Variable Title course, you will need to get it approved. There are no exceptions to this.

Approved Academic Calendar... [43](#)

Argos Reports... [27](#), [32](#)

Phone 7777 if you need help with Argos access. Use the reports listed in this manual for information regarding Scheduling processes.

Audit... [18](#)

Audit refers to the Grade Mode field which affects the way that students can register for the course. Audit lets the student 'sit in' on the class without getting a Standard Grade. But tuition is the same.

B

BA Contract Code... [14](#)

The Contract Codes are entered to show how the class is being sponsored. Most are BA but the other codes are SC, SD, and SM.

Banner... [4](#)

Banner or Ellucian is the name of the system we purchased.

Banner Access... [4](#)

You never lose Banner access anymore. If you need help getting Banner access for the first time, contact your supervisor.

Banner Navigation... [39](#)

How to move around in Banner.

Beginning and Ending Times Template... [43](#)

This template is found under Calendars on the WSU Homepage and is very useful.

Billing Hours... [9](#), [23](#)

The Billing Hours field controls how much tuition will be charged according to the credit hour for the class.

Blocks... [17](#)

Classes can run through different dates, called Blocks or Parts of Term.

Building and Room Information... [12](#), [20](#), [21](#)

C

Calendar... [43](#)

The Academic Calendar is found on the WSU Homepage under A for Academic Calendar OR C for Calendar. This shows all the dates for the semester.

Cancel a Class... [30](#)

This could refer to deleting a section that you no longer want OR sending the cancellation info to Scheduling Office after registration has begun.

Catalog... [46](#)

Also known as the eCatalog. It is online under C for Catalog.

Catalog Deadlines... [47](#)

You will receive emails with the catalog deadlines so that you will have time to review and correct your catalog pages.

Catalog Emails... [47](#)

You will receive emails with the catalog deadlines so that you will have time to review and correct your catalog pages.

Change a Part of Term... [17](#)

'Part of Term' refers to the Block the class will run. 1-whole semester, 2=1st half, and 3=2nd half.

Change an Instructor... [24](#)

Simply 'Delete' the old instructor so you can add a new one.

Change Title... [22](#), [35](#), [36](#), [37](#)

Only APPROVED titles are allowed to be changed.

Change Your Password... [4](#)

This is referring to changing your Banner Password.

Choose a Part of Term... [17](#)

Part of Term refers to the Block the class will run. 1-whole semester, 2=1st half, and 3=2nd half.

Choose a Term... [16](#)

The Term refers to the semester code. We use the last part of the fiscal year and then 10 (Sum), 20 (Fall), 30 (Spr). Ex: 201930.

Class Beginning and Ending Times Template... [43](#)

This template is found under Calendars on the WSU Homepage and is very useful.

Class NOT to Show in Class Schedule... [9](#)

Uncheck the Voice Response field if you don't want your section to show in the Class Schedule.

Class Roll Report with Waitlisted Students... [27](#)

Class Schedule... [3](#)

The Class Schedule is found online according to the deadlines. There is also a pdf version that is updated periodically.

Class Schedule Deadlines... [3](#)

Class Schedule Edit List Report... [32](#)

You can use this report to see what you have entered in the Class Schedule before it is online.

Class Times Template... [43](#)

This template is found under Calendars on the WSU Homepage and is very useful.

C cont.

Classes

Classes may also be referred to as Sections or Courses.

Comments... [19](#)

You can add a Comment to your class to give students more information.

Connector... [42](#)

A Connector is a part of the Linking process.

Contact Hours... [9](#)

The course is set-up in Banner, at the Catalog Level. This is part of that set-up when the course is approved.

Contract & Block Schedule Information Tab... [14](#)

Contract Codes... [14](#)

The Contract Codes are entered to show how the class is being sponsored. Most are BA but the other codes are SC, SD, and SM.

Copy a CRN... [28](#)

When you have a lot of sections to add of the same course (10 sections of 4800), you can set-up one section and then copy it 9 more times. It's a time-saver and completely optional.

COR... [8](#)

COR is the Instructional Method code for Correspondence and it is ONLY used by CE.

Correct Your Catalog Pages... [47](#)

At certain times you will be able to review and correct your catalog pages. You will receive an email of the deadlines.

Correspondence... [8](#)

COR is the Instructional Method code for Correspondence and it is ONLY used by CE.

Course Number... [8](#)

The Course Number refers to the 4-digit code for the course, such as ENGL [1010](#).

Course Section Information Tab... [7](#)

This is where you begin to build your sections in SSASECT for the Class Schedule each semester.

Course Title... [8](#), [22](#), [35](#), [36](#), [37](#)

The Course Title is set-up at the Catalog Level in Banner when the course is approved. There are times when you may have the authority to change the title.

Courses

Courses may also be referred to as Sections or Classes.

Credit Hours... [9](#), [23](#)

This is how many credits the class is worth. Variable Credit courses need to be set-up with the correct amount.

Credit/No Credit... [18](#)

Credit/No Credit refers to the Grade Mode field which affects the way that students can register for the course. It is a 'pass or fail' for the course. Check the [Records](#) website for grading parameters.

CRN... [7](#), [28](#), [29](#)

CRN stands for Course Reference Number. It is 5 digits.

C cont.

Cross List Group... [8](#), [41](#)

You can group 2 or more courses together to have Banner juggle the registration until the max of the group is filled.

Cross List Identifier... [8](#), [41](#)

The Cross-List Group is given an Identifier to keep track of that group.

Cross-list, Banner... [41](#)

The Banner definition of 'Cross-listing' is to group 2 or more courses together to have Banner juggle the registration until the max of the group is filled.

Cross-list, WSU

WSU also uses the term 'Cross-listing' with a different definition. The wording 'Cross-listed with _____' can be added in the Catalog or in a Comment on a course(s), stating that this course is the same as that course.

Curriculum Approval... [35](#), [36](#), [37](#)

The Curriculum Committee meets once a month to approve changes to courses, programs, etc. Patti Glover is the Administrative Assistant and she can answer your questions, 6233.

D

Dates that Differ from the Regular Semester Dates...[17](#)

If your section runs on different dates than the designated semester dates/blocks, you will change the dates/weeks fields on SSASECT, 'Course Section Information' Tab.

Days of the Week... [11](#)

You will do a 'check' on the days wanted for the class on SSASECT, 'Meeting Times' Tab.

Deadlines... [3](#), [47](#)

You will receive emails for the Catalog and Class Schedule deadlines.

Delete a CRN... [31](#)

If you want to permanently remove a class (before registration begins), you can use the 'Delete' button to delete the section.

Draft Catalog... [47](#)

The Draft Catalog will be made available online and you will have a certain amount of time to review it before it becomes the current catalog.

Dot Searches... [8](#)

There are 3 dots next to the fields in SSASECT. By clicking on those search dots, you can find the parameters for that field.

Duration... [8](#), [17](#)

The 'Duration' field in SSASECT is for CE courses only. You will not use this field.

E

eCatalog... [46](#)

Also known as the Catalog. It is online under C for Catalog.

End Date... [11](#), [17](#)

The Start and End Dates will pull over from the information you enter associated with the 'Part of Term' in SSASECT.

End Time... [11](#), [40](#)

You will enter the Start and End Time of the class using military time.

Enrollment... [10](#), [27](#)

'Enrollment' refers to the maximum count for the course or the waitlist.

Enrollment Details... [10](#)

'Enrollment Details' is the name of the navigational block in the 'Section Enrollment Information' Tab in SSASECT. This is where you will enter the maximum count for the course or waitlist.

Enrollment Information Tab... [10](#)

The 'Section Enrollment Information' Tab is where you will enter the maximum count for the course or waitlist.

Error Messages

Each time you save a form in SSASECT you will notice that a message comes up at the top of your screen. It usually just states that you were successful BUT if you notice an 'error message', read through it and you can usually tell what the problem is.

F

Experimental Courses... [35](#)

Anyone can get an Experimental Course approved through the Curriculum Committee that can be offered twice to see if the course goes over well.

Faculty Schedule... [26](#)

Go to SIAASGQ to see all the classes that are assigned for an instructor.

Faculty Senate

Faculty Senate meets once a month to approve changes to courses, programs, etc. Patti Glover is the Administrative Assistant and she can answer your questions, 6233.

Fall Semester... [3](#)

There are 3 semesters each fiscal year. Summer, Fall, and Spring. Fall runs Aug-Dec.

Final Exam Schedule

Find information for the Final Exams under F for 'Final Exam Schedule' on the WSU Homepage.

Final Grades

If you have questions about entering grades, contact the Records Office or go to their website and look under FAQ.

Find a CRN... [29](#)

Find an Instructor... [13](#), [24](#)

Fiscal Year... [16](#)

The semesters run from Summer to Spring with the fiscal year.

F cont. & G

FTF... [8](#)

FTF stands for 'face-to-face' in the Instructional Method field in SSASECT. This would signify a regular classroom setting.

Gradable... [9](#)

In SSASECT there is a Gradable field. It is defaulted to be checked BUT if you are setting up a non-credit Lab, you will need to uncheck it (since it will not require a final grade).

Grade Mode... [8](#), [18](#)

In most cases, you will leave the 'Grade Mode' field blank in SSASECT.

Grade Rolls... [33](#)

If necessary, final grades can be entered in Banner.

Grades

Grades are due the Tuesday after Final Exams. Contact the Records Office with any questions.

GUAPSWD... [4](#), [39](#)

Go to GUAPSWD to change your Password for Banner.

H

Hours Per Week... [12](#), [21](#)

The 'Hours Per Week' field fills in automatically if you enter a time and day. You will need to be aware of it if you are entering a TBA or a Variable Credit section.

Hybrid HYB... [8](#)

In SSASECT, in the Instructional Method field, you can use the code of HYB. The Hybrid rule is that the class is taught in a classroom AND via technology. The technology portion needs to equal 20% or replace at least one face-to-face classroom period per week.

I

IN... [8](#)

In the 'Special Approval' field in SSASECT, you can add IN (instructor Approval) so that all students will need an override to be able to register for that section.

Inactivate a CRN... [30](#)

You may inactivate a section that you no longer want OR send the cancellation info to Amanda after registration has begun.

Inactive... [8](#)

In SSASECT, on the 'Status' field, you may enter A (Active) or I (for Inactive). Inactive would essentially mean that the class was cancelled.

INB Banner

This stands for 'Internet Native Banner' which is a deeper level of Banner than the 'Self-Service' portal.

Identifier... [42](#)

There are 'Identifier' codes used in the process of Cross-listing and Linking.

Instructional Method... [8](#)

This code refers to how the class is being taught. It is usually FTF but you can use any of the codes that apply best EXCEPT COR (which is for CE ONLY).

Integration Partner... [8](#)

This is a code (WEBCT) that lets the course interface with Canvas.

JK L

Liaisons... [45](#)

If you are adding a CE sponsored section, contact your CE Liaison for help.

Link Identifier... [42](#)

There is an 'Identifier' code used in the process of Linking.

Linking... [42](#)

Linking ties together a Lecture and Lab for registration purposes.

Login... [4](#)

M

Maximum enrollment... [10](#), [27](#)

Enter the maximum count of how many students you want in a section and/or a waitlist in SSASECT.

Media... [48](#)

You may add media, videos, or pictures to your catalog pages. The best time to do this is in Summer before we start working on the next year's changes.

Meeting Dates... [11](#), [17](#)

This refers to the dates the class will run. Be sure this is correct as you set up the class as it is very difficult to change once registration begins. The 'Meeting Times' pulls over from 'Part of Term' that you entered on the first tab of SSASECT.

Meeting Times... [11](#)

Enter the start/ending times of the class using military time.

Meeting Times and Instructor Tab... [11](#), [12](#), [13](#)

In this Tab you will enter the time, days, room and 'Next Block' to enter the instructor.

Military Time... [40](#)

Multi-Year Academic Calendars... [43](#)

The Academic Calendar is found on the WSU Homepage under A for Academic Calendar OR C for Calendar. This shows Academic Calendars for many years into the future.

N O

Navigation... [39](#)

In Banner, we 'navigate' to the next section or form.

Next Section... [39](#)

To move to the Next Section, click on the arrow buttons in the lower left-side of your screen.

Non-Credit Labs... [9](#)

In SSASECT there is a Gradable field. It is defaulted to be checked BUT if you are setting up a Non-Credit Lab, you will need to uncheck it (since it will not require a final grade).

Override Indicator... [12](#)

You will put an 'O' in the 'Override Indicator' when you really want two classes in the same room or the instructor to be on two classes at the same time.

Overrides... [12](#), [44](#)

There are several overrides that can be done for students and in the set-up of classes. See the links above to find the kind of override you are looking for.

P

Part of Term... [8](#), [17](#)

Part of Term refers to the Block the class will run. 1- whole semester, 2=1st half, and 3=2nd half. It's very important to set this up correctly.

Password... [4](#), [39](#)

Go to GUAPSWD to change your Password for Banner.

PDF Version of the Catalog

The PDF Version of the catalog is there ONLY for offices that require a printed copy. It is not recommended for students or staff to use it. Use the online version.

Percent of Responsibility... [13](#)

This refers to the instructor's amount of responsibility for the class. If it is just one instructor, it is 100%. If it is team taught, adjust the percentages to add up to 100%.

Percent of Session... [13](#)

This refers to the instructor's amount of responsibility for the class. If it is just one instructor, it is 100%. If it is team taught, adjust the percentages to add up to 100%.

Primary Indicator... [13](#)

In the 'Instructor' Tab, the main instructor will have the 'Primary Indicator' checked. If it is team taught, only one instructor will be checked as the Primary.

PROD

PROD is the database we use in Banner. It stands for Production.

Q R

Registration... [3](#)

Registration refers to students adding/changing classes to their account.

Registration Appointments... [3](#)

The first two weeks of registration is by appointment. Students see their appointment online in their student portal. Appointments start out with super seniors and go down to the newest freshmen. It is open registration after the appointments finish.

Registration Dates... [3](#)

Dates of registration are listed on the Class Schedule Deadlines and on the Academic Calendar.

Remedial... [14](#)

'Remedial' refers to courses that are numbered below 1000 and are not college level courses.

Repeatable... [49](#)

Courses that can be repeated for credit for a specific amount of times and/or credit hours.

Review Your Catalog Pages... [47](#)

Room Conflict Error... [20](#)

If you add a room to your class and you get a 'Room Conflict' error message, go to Related>SSAMATX to see the other class that is already scheduled. If you want both classes in the same room, enter 'O' for Override, in the Override Indicator.

R cont.

Room Matrix... [20](#), [39](#)

You can go to SSAMATX anytime to see the classes that are scheduled in rooms.

Rooms, Override... [12](#), [20](#)

If you want two or more classes in the same room at the same time you will need to enter 'O' in the 'Override Indicator' field in the 'Meeting Location' Tab.

Schedule Type... [8](#)

The 'Schedule Type' code is LEC, LAB, etc. You can use the 3 dot Search to find out the code that was approved for that class.

SD Contract Code... [14](#)

The Contract Codes under SSADETL are entered to show how the class is being sponsored. SD is Self-Supporting. Most of your codes will be BA.

Section... [8](#)

We don't use the 'Section' field in SSASECT. Sections usually refer to classes and how many 'sections' there are, such as 20 sections of Engl 1010. It can remain 0.

Section Enrollment Information Tab... [10](#)

The 'Section Enrollment' Tab refers to the maximum enrollment for the class or the waitlist.

S

Section Long Text... [19](#)

'Section Long Text' is one of two places to enter 'Comments' on a class. It is easier to use than the 'Section Text'. However, Banner has a defect in it right now and you will not be able to save your comment. Use 'Section Text' only until we get word that it has been fixed.

Section Text... [19](#)

'Section Text' is one of two places to enter 'Comments' on a class. It is the only place to put Comments until Banner fixes the defect in 'Section Long Text'.

Semester... [16](#), [17](#)

WSU runs on three semesters in a fiscal year, Summer, Fall, Spring.

Session... [8](#)

We do not use the 'Session' field in SSASECT on the 'Course Section Information' Tab.

Session Credit Hours... [9](#), [23](#)

This is how many credits the class is worth. Variable Credit courses need to be set-up with the correct amount.

Session Indicator... [11](#)

These links show the two places you will see the 'Session Indicator'. It will always come up as 01. The only time it is a problem is if you accidentally type over the 01. 01 needs to be in both places or you will get an error message and will not be able to Save.

Set-up an Instructor... [25](#)

You will not be able to assign an instructor in SSASECT unless the instructor is Active in SIAINST.

S cont.

SFAALST... [33](#)

This is a Banner form that is a class roll screen. Final grades can also be entered here, if necessary.

SFASRPO... [39](#), [44](#)

Go to 'SFASRPO' to give students Overrides to get into your classes.

SIAASGQ... [26](#)

'SIAASGQ' is a query form to see the classes that are assigned to an instructor.

SIAINST... [24](#), [25](#)

Instructors must be entered in 'SIAINST' and be Active in order to add them to your classes.

SM Contract Code... [14](#)

The Contract Codes under SSADETL are entered to show how the class is being sponsored. SM is Self-Supporting, Remedial. Most of your codes will be BA.

Special Approval... [8](#)

In the 'Special Approval' field in SSASECT, you can add IN (instructor Approval) so that all students will need an override to be able to register for that section.

Special Characters... [8](#)

Do not add any special characters in the course title except & (it changes info on reporting).

Spring Semester... [3](#)

There are 3 semesters each fiscal year. Summer, Fall, and Spring. Spring runs Jan-Apr.

SSADETL... [14](#)

SSADETL Tabs lets you view Co-requisites, Fees, and Attributes. You must also go to SSADETL to enter the 'Contract Code' for each class that you set-up.

SSAMATX... [20](#), [39](#)

This is a search to see what classes are in a specific room.

SSASECT... [6](#), [39](#)

'SSASECT' is the main banner form you will use. This is where you will set-up a course that will show in the Class Schedule and allow students to register.

SSATEXT... [19](#)

'SSATEXT' is the banner form where you will enter 'Comments' for the class.

SSAXLST... [41](#)

'SSAXLST' is the banner form where you may create a 'Cross-List' group.

Standard Grade... [18](#)

'Standard Grade' refers to giving a final grade of A, B, C, etc. You may be tempted to put the 'S' (for Standard Grade) in the 'Grade Mode' field in SSASECT but DO NOT. Leave the Grade Mode field blank so CR/NC or Audit may be chosen by the student.

Start Date... [17](#)

The 'Start Date' refers to the date the class begins. It will be in the 'Part of Term' dates.

S cont.

Start Time... [11](#), [40](#)

Enter the time that the class begins. You will use Military Time.

Status... [8](#), [30](#)

'Status' is a field in SSASECT. The class will either be Active or Inactive.

Student Overrides... [44](#)

If you wish to let a student into a class without some of your requirements, you can give them an override so they can register for the class.

Subject... [8](#)

The 'Subject' is the assigned department abbreviation for the classes. Ex: English=ENGL; Communications=COMM.

Summer Semester... [3](#)

There are 3 semesters each fiscal year. Summer, Fall, and Spring. Summer runs May-Aug.

T

TBA... [21](#)

'TBA' refers to classes that are 'To Be Arranged' meaning that they do not have a set class time. It is usually associated with classes such as Directed Readings or Internships, etc. You will leave the time, day, and room fields blank as you set-up these kinds of classes.

Team Instructors... [24](#)

More than one instructor can be added to a class. Just be sure that the 'Responsibilities' add up to 100%.

Term... [16](#)

'Term' is another name for semester.

Textbook Deadlines... [3](#)

To Be Arranged... [21](#)

'To Be Arranged' (or TBA) means that the class does not have a set class time. It is usually associated with classes such as Directed Readings or Internships, etc. You will leave the time, day, and room fields blank as you set-up these kinds of classes.

Transcript Title... [8](#), [22](#), [35](#), [36](#), [37](#)

All Titles are approved. There are specific times when you will be able to change the title on the class. It's important that you are aware that whatever is on the Title field in SSASECT is the title that will show on the student's transcript.

T cont.

Tutorials... [27](#)

There are additional tutorials for Waitlist and a Catalog User Guide.

Typically Taught

Included in the Catalog is the information of when the student can expect to see that specific class available in the Class Schedule.

U V

User Guide

See the Catalog menu for a Catalog User Guide.

Variable Credits... [9](#), [23](#)

Some courses have been approved to have variable credits to choose from. The correct amount of credits will need to be entered on those classes.

Variable Title... [22](#), [36](#)

All Variable Titles must be approved through the Curriculum Committee. There is no exception. Once approved, you are allowed to change the title on the class so it will show up correctly on the student's transcript.

Videos... [48](#)

You may add media, videos, or pictures to your catalog pages.

Voice Response and Self-Service Available... [9](#)

If you want a class to NOT show up in the Class Schedule, uncheck 'Voice Response and Self-Service Available' in SSASECT.

W

W#

The 'W#' is assigned to all students and employees as an ID.

Wait List Report... [27](#)

In Argos, you can get a useful waitlisting report. It is located in the 'Student-Campus Access' folder and it is called 'Wait List'.

Waitlist Enrollment... [10](#), [27](#)

You will enter the maximum count of 100 in the waitlist field.

Waitlisting... [10](#), [27](#)

Waitlisting is a tool to allow students to get on a list for a class that is already full. If a space opens up, the student will get a notification and 24 hours to register.

Waitlisting Tutorial... [27](#)

There are Waitlisting Tutorials on the WSU homepage search under 'W'. You will want to give out good info, so go ahead and read through them!

WEBCT... [8](#)

'WEBCT' is a code that lets the course interface with Canvas.

Workshops... [37](#)

All Workshop Titles must be approved. There is no exception. You will contact the Curriculum Chair for approval. Once approved, you are allowed to change the title on the class so it will show up correctly on the student's transcript.

X Y Z

WSU Catalog... [46](#)

Also known as the eCatalog. It is online in the A-Z Index under C for Catalog.

XL Group... [8](#), [41](#)

You can group 2 or more courses together to have Banner juggle the registration until the max of the group is filled.