# Scheduling Instructions

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Our Dear Colleagues in the Department Outposts of Weber,

Knowing that it is difficult to remember all the steps in inputting classes, we have revised this training manual to be very explicit and detailed in order to be more instructional for semester class input time as well as a being a vital training tool in assisting new secretaries in learning the ropes.

Departments will have a block of time in order to enter their classes, and then the Scheduling Office will take over to complete rooming and changes. Classes do not roll over any longer from the previous year. All sections are added each semester. Be aware that Banner sends out new versions once or twice a year. As procedures change we will send out an email inviting you to review the updated Scheduling Instructions with changes defined. View Deadlines to know when you can begin and end entering sections. It will be the department’s responsibility to check the sections online to be sure that all information is correct. You may receive specific information on your classes by using Crystal Reports. Departments are responsible to Override students who do not meet the class restrictions required for sections.

We wish you well in the use of this manual and encourage any comments or recommendations that you might have in order to make it a better tool for your use. Please call or e-mail us any time with problems, suggestions or if you need assistance.

Sincerely,

Candy and Jennifer
Class Schedule Deadlines
2010-2011 Academic Year 2/23/10

SPRING SEMESTER 2010 (201030)
1-Departments enter Spring Schedule into Banner: **August 3, 2009-October 16, 2009**
*2-Textbook order must be provided to the Bookstore: **August 3, 2009-October 16, 2009**
3-Spring Online Class Schedule available: **October 19, 2009**
   Please check for accuracy & report changes to the Scheduling Office by email
4-Spring registration appointments available online: **November 2, 2009**
5-Spring registration begins: **November 9, 2009**

SUMMER TERM 2010 (201110)
1-Departments enter Summer Schedule into Banner: **December 7, 2009-March 5, 2010**
*2-Textbook order must be provided to the Bookstore: **December 7, 2009-March 5, 2010**
3-Summer Online Class Schedule available: **March 8, 2010**
   Please check for accuracy & report changes to the Scheduling Office by email
4-Summer registration appointments available online: **March 22, 2010**
5-Summer registration begins: **March 29, 2010**

FALL SEMESTER 2010 (201120)
1-Departments enter Fall Schedule into Banner: **January 11, 2010-March 12, 2010**
*2-Textbook order must be provided to the Bookstore: January 11, 2010-March 29, 2010
3-Fall Online Class Schedule available: **March 15, 2010**
   Please check for accuracy & report changes to the Scheduling Office by email
4-Fall registration appointments available online: **March 29, 2010**
5-Fall registration begins: **April 5, 2010**
   * Recent changes to federal law now require textbook information and pricing to be available to students in the class schedule prior to registration. As such, textbook information is required to be provided to the bookstore earlier than in the past.
   **Full compliance with this deadline is vital.**

- Our goal is to have an accurate and complete pdf version and the Class Schedule online two weeks prior to the start of registration (student’s registration appointments are viewable starting the week before registration starts) so that students can plan their schedules.

- The pdf version will be updated monthly but the online Class Schedule is dynamic as changes are made.

- Weeks to complete the work are intentionally lengthy so that you can work when it is convenient for you.

- Share these dates with your Chair and staff so that you will receive the Class Schedule information early enough to be able to complete input on time.

- Be aware of curriculum changes that may be pending. Do not enter classes until they are approved and corrected in the system. Copies of the Class Schedule are no longer mass printed. Your sections of the pdf Class Schedule can easily be printed for your offices.
SCHEDULE INPUT INSTRUCTIONS (SSASECT)

Log into the EWEBER faculty/staff portal
Go to www.weber.edu

Enter your Username>Password>Submit
CLICK on the LYNX/BANNER option under the STAFF Tab

Login to BANNER with your Username > Password > Connect

Tip: If you ever need to change your password before it expires and prompts you to change it, just type in GUAPSWD in the Go To…Box on GUAGMNU or Banner’s first page, as shown in the screenshot below.
ENTER SSASECT in the “GO to . . .” field and hit the “Enter” key.
ADDING COURSE SECTIONS IN SSASECT

REMEMBER:
Departments enter main campus sections ONLY
Send DAVIS CAMPUS, ONLINE, and other off-site sections to department liaison in CE
ENTER the term code in the “Term:” field (ex: 201110 Summer, 201120 Fall, & 201130 Spring). The Academic Year is the first part of the term attribute.
CLICK on the Create CRN: maintenance box which will put the cursor in the subject field
ENTER a valid subject code or

To Search:
CLICK the search arrow to the right of the Subject field
CLICK the View Existing Courses link.
SELECT the course you wish to schedule from the drop down list and CLICK on “OK” (see screen shot above)

The Subject, Course Number and Title will populate.

You can also just type the department subject code and then TAB to the Course Number field and type the course number and TAB again so the course Title will populate.

Do not make changes to the Title field that have not been approved by the Curriculum Committee. To indicate it is a hybrid course or some other designation, use that Instructional Method drop down menu to find the correct code. You can also add a note in the Course Section Comments by going to Options and selecting Course Section Comments.

TAB past the Section field, we no longer use section numbers.

CROSS-LIST - enter a section comment to alert students, if you wish but do not put anything in this field. Email Scheduling Office with the crn’s of the classes that you wish to cross-list.

Cross-listing in Banner will tie multiple sections together allowing the program to juggle the enrollment and close all sections once the maximum has been reached. This is a brief explanation of what this field does.

Leave the “0” in Section.
**TAB** to the *Campus* field

**ENTER** a valid campus for the location of the course

**To Search:**

**CLICK** the *search* arrow to the right of the field

**SELECT** the course instruction location from the drop down menu and click “*OK*” to enter it into the *Campus* field

Your CE liaisons will enter sections that are located at other campus sites, including Online sections. Departmental Secretaries do not enter those sections.
**ENTER** the **Course Status** *(A – Active)*

"A" for **Active** in **Status** box

**TAB** to the **Schedule Type** field

**ENTER** the **Schedule Type** code in the **Schedule Type** field

To **Search:**
CLICK the search arrow to the right of the Schedule Type field
SELECT the type of course you would like to schedule from the drop down list
TAB to the Instruction Method field. There is a search here as well or you can just
ENTER FTF in the Instructional Method field for face to face or HYB for hybrid

ENTER WEBCT in the Integration Partner Note: Just type it in WEBCT
Leave Grade Mode, Session, and Duration fields blank. If you have a section that will be Credit/No Credit ONLY (and Only means that no student in that section can get a standard grade or audit; this is an absolute), set the Grade Mode at ‘C’. This is the only instance that you will fill in the Grade Mode field.

**OPTIONAL--TAB** to the Special Approval field. Note: If you want Instructor Approval, departments will have to override every student!

- **CLICK** the search arrow to the right of the Special Approval field.
- **SELECT** the type of Special Approval required to register for this course (at this time there is only one type to choose, IN, meaning Instructor Approval).

Reminder: any course requiring special approval will necessitate you entering an override for every student wanting to register for that particular class.
INSTRUCTIONS ON PART OF TERM

TAB to the Part of Term field
ENTER Part of term in which the course will fall
1 = Entire Semester
2 = First ½ of Semester=Block 1
3 = Second ½ of Semester=Block 2
If the class dates do not fall into an approved part of term, enter the part of term that is closest to the start date and adjust the start and end dates accordingly. Also put in a numeral for the number of weeks the course will last in the last box. FYI-Refunding will still be affected by the approved part of term and will require the registration office to adjust those students who drop the class, which is a significant problem.

The Part of Term cannot be changed once there is information in the other screens of SSASECT. The only way to do it is by removing instructor, building, room, days and time. Once there are students registered, it is extremely difficult to change so please double check your dates and parts of term for all classes. Sections cannot start before the official start date of the semester, so you would have to use a regular start date or go through CE and their ‘open learning’ program. Any changes in dates will affect refunds, so you may want to have instructors alert their students to the shorter refund schedule so they are not caught off guard.
ENTERING VARIABLE CREDIT HOUR INFORMATION

If your class has **variable credit hours**, you will set up a different section and crn for each credit hour. **ENTER** the correct number of actual Credit Hours, Billing Hours, and Contact Hours in the field **under** each lower limit of possible credit hours **ONLY** if the credit hours are **variable**. The limits of the variable credit are already listed, it is indicated by the lowest amount of credit hours a class can be taken for in the first column with the To section filled and the upper limit indicated in the opposing boxes. If you fail to put the credit hours in all these boxes, the students will not be charged tuition, so this is **very important**! If your class is not variable credit, skip this step.

[Insert the correct number of credit hours under each lower limit number]

If a certain course should NOT be displayed in the Online Catalog UNCHECK the “Voice Response and Self-service Available” box. This would be unusual. If course is a 0 credit hour LAB, UNCHECK the “Gradeable” box because they must not show up on the Missing Grade List since a grade will not be given.

CLICK Save

WRITE CRN (Course Reference Number) on your working copy for quick reference
CLICK *Next Block* which is an icon at the top of the page in SSASECT.

SECTION ENROLLMENT INFORMATION TAB
ENTER the Maximum Enrollment Number and SAVE.
MEETING TIMES AND INSTRUCTOR TAB

Click this Tab to put in Build. & Room

TAB three times and CHECK the days the course will be held
ENTER the Start Time and End Time in Military format

Click this Tab to put in Build. & Room

TAB to the Meeting Location field or click on Meeting Location Tab

MILITARY TIME SCHEDULE

6:00 am = 0600
10:00 am = 1000
2:00 pm = 1400
6:00 pm = 1800
10:00 pm = 2200

7:00 am = 0700
11:00 am = 1100
3:00 pm = 1500
7:00 pm = 1900
11:00 pm = 2300

8:00 am = 0800
12:00 noon = 1200
4:00 pm = 1600
8:00 pm = 2000

9:00 am = 0900
1:00 pm = 1300
5:00 pm = 1700
9:00 pm = 2100
ENTER the Building Code in the Building Field directly along with the room number in the Room column.

To Search (if you don’t know the building codes):
- CLICK the search arrow above the Building field
- ENTER WSU as the campus
- TAB twice and
- CLICK on the Building search arrow
- SELECT the Building where the course will be taught from the list and click “OK”

Press F8 and double click the “WSU” to take you back to the Meeting Location Screen.
ENTER the Room Number where the course will be taught by CLICKING in the Room field and typing the number or

To Search:
CLICK the search arrow above the Room number field and click in the Room field and press F8 to see this room choices, descriptions, capacity, status, and college

Double click room choice
Any room number entered in this field must be designated as a ‘classroom’. If a class is meeting in any area besides a classroom, let the Scheduling Office know to change that designation. **SELECT** the room number where the course will be taught from the list by double clicking room number.

You will receive an error message if you have scheduled over another course. If this course meets concurrently (or at the same time) with another course, **ENTER** an override code in the **Override Indicator Column**.

- **T** – Time Conflict Override
- **R** – Room Conflict Override
- **O** – Both

Do **NOT** schedule two conflicting courses in the same room. To check on the room:

- **SELECT** Options from the menu bar at the top of the form
- **SELECT** Building/Room Schedules from the drop down menu
**ENTER** in the parameters of **Building/Room/Term** (use the scroll bar at bottom)

**PRESS F8.** **SSAMATX** can be used any time to view room usage.

**FOR TBA** sections:

**TAB** three times to fill in dates on the **Meeting Dates** Tab and then

**SAVE** This should automatically take you to the **Hours per Week** column where you

**ENTER** the credit hour amount

**CLICK Save**

**CLICK Next Block**
**HINT:** If there is no *building, room, or time*, it won’t let you go on to put in the *instructor* until you first put the *number of credit hours* in the *Hours per Week* column. To do this:

**SELECT** the *Meeting Times and Instructors Tab*  
**TAB** three times and save. This will take you automatically to the *Hours per Week* column where you should  
**ENTER** the number of *credit hours* in the *Hours per Week* column  
**SAVE** and Next Block to add the *instructor*.

**INSTRUCTOR**

**TAB** to the *ID field*  
**ENTER** the *W#* of the course *instructor*  

![Image of software interface]

To *Search*:

**CLICK** the search arrow above the ID field  
**ENTER** *W# or Name* (*Name must start with Capital Letters*)  
**PRESS F8**  
**SELECT** the *Instructor* from the list  
**DOUBLE CLICK** on the correct name  
**Leave field blank for STAFF.**
If you need to change the instructor:
CLICK in the instructor field with the cursor then
GO to the Record heading at the top of SSASECT left
CLICK and select Remove from the drop down menu and
SAVE
In the latest version of **banner** there is a **glitch** in that once an **instructor** has been assigned to a class, their name always comes up as a conflict. Just check the **Override Indicator** if this happens and then **CLICK Save** as indicated below.
UPDATING CONTRACT INFORMATION

SELECT *Options* from the Menu Bar at the top of the form

SELECT *Course Section Detail (SSADETL)* from the drop down menu and *Next Block* to activate *TABS*
SELECT the *Contract and Block Schedule Information* Tab

ENTER ‘*BA*’ in the *Contract* field

Certain departments will need to enter different coding here. Please see the ‘*Course Section Detail*’ instruction page for departments listed.

You can view LAB FEES that are attached to this class by clicking on *Section Fees* Tab. Please DO NOT change any amount. If you feel the amount is incorrect, call the Cashier’s Office, Ryan Boam, 6614.

**TAB** to the *Percentage* field

**ENTER 100** in the *Percentage* field

**CLICK** the *Primary Indicator* box

**CLICK** *Save*

**CLICK** the black ‘*X*’ on the toolbar to return to the main page

**SSADETL SCREEN SHOT**
COURSE SECTION DETAIL TABLE (SSADETL) 03/16/2010

See section (Updating the Contract Information) under Schedule Instructions unless your department is on this table.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Detail</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO</td>
<td>ZARO</td>
<td>SD</td>
</tr>
<tr>
<td>ENGL no longer coded as remedial</td>
<td>BA</td>
<td></td>
</tr>
<tr>
<td>*ESL</td>
<td>ZESL</td>
<td>BA (*0010-0150 are Remedial)</td>
</tr>
<tr>
<td>ETM-all</td>
<td>ZQLM</td>
<td>BA</td>
</tr>
<tr>
<td>MHA</td>
<td>ZMHA</td>
<td>BA T210</td>
</tr>
<tr>
<td>MBA</td>
<td>ZMBA</td>
<td>BA T205</td>
</tr>
<tr>
<td>MCJ</td>
<td>ZMCJ</td>
<td>BA T207</td>
</tr>
<tr>
<td>MENG</td>
<td>ZMEN</td>
<td>BA T211</td>
</tr>
<tr>
<td>MILS</td>
<td>ZMIL</td>
<td>SD</td>
</tr>
<tr>
<td>MSAT</td>
<td>ZMAT</td>
<td>BA</td>
</tr>
<tr>
<td>MSN</td>
<td>ZMSN</td>
<td>BA</td>
</tr>
<tr>
<td>NAVS</td>
<td>ZNAV</td>
<td>SD</td>
</tr>
<tr>
<td>NRSG (DAT only)</td>
<td>ZNUR</td>
<td>BA</td>
</tr>
<tr>
<td>*REMEDIAL (esl, math)</td>
<td>ZREM</td>
<td>SM</td>
</tr>
</tbody>
</table>
ADDING COMMENTS TO SHOW IN THE ONLINE CLASS SCHEDULE

SELECT *Options* from the Menu Bar at the top of the form

SELECT *Course Section Comments* from the drop down menu

CLICK *Next Block*

ENTER comments in *Section Text* field. This is the only place that students can see that there is a lab fee except their tuition bill. So it is very important to inform the student of extra fees.

CLICK *Save*

CLICK the black “*X*” on the toolbar to return to the main page

The *Section Long Text* has a glitch in it so that it doesn’t show up in the Online Class Schedule at this time.
TO INACTIVATE A CLASS IN SSASECT

No data can be attached to the class so it must be removed first.

1-Highlight and remove Instructor data (Remove Record icon or Record/Remove top menu), Save.

2-Highlight and remove Meeting Dates and Locations data, Save.

3-Click on Course Section Information Tab to take you back to the first page of SSASECT and

4-In Status, put an ‘I’ for Inactive, instead of ‘A’ for Active class; Save.
An *Inactive* class course reference number can be used again (for the same class same term) just by adding ‘A’ for *Active* and updating the information. It does not show up on any data reports or schedules.

To **DELETE** a *Course Reference Number*

This process will totally remove the *CRN* and you will not be able to use the *CRN* or view the data again.

1-On the *Course Section Information* Tab, click on the *Remove Record* icon or do the *Record/Remove* on the top menu and all information will be gone.
2-This is not a preferable option only because if you get used to using *Removing Records* you may do that instead of another function and there is no going back.
ENTERING another course in SSASECT
CLICK Course Section Information Tab or the rollback icon to start over and add another class
REPEAT process

EDITING existing courses in SSASECT
ENTER the term code in the “Term:” field
TAB to the CRN field
ENTER the course CRN in the CRN field
CLICK Next Block and tab to the appropriate fields to edit (see specific instructions under each area)

OVERRIDE INSTRUCTIONS (SFASRPO)

INPUT AN OVERRIDE IN BANNER
ENTER SFASRPO in the Go to field:
ENTER the Term (for the Fall 2010-2011 year, enter 201120).
(2011 designates the year, 10=Summer, 20=Fall, 30=Spring)
ENTER the student’s W#
To Search by name
CLICK on the magnifying glass icon
ENTER the Last Name and First Name
PRESS function key F8 or the Execute Query button
DOUBLE-CLICK on the proper student.
CLICK Next Block
DOUBLE CLICK in the PERMIT field to choose an override type.
CLICK OK
Enter the CRN which will allow the student to register for that CRN only OR enter a subject and course # to allow the student to register for any section with that course #.
CLICK *Save*
CLICK *ROLLBACK* to access a new student
CLICK the black X to exit

**INFORMATION ON BANNER OVERRIDES**

There is nothing to stop you from overriding other dept classes **BUT YOU MUST NOT.** Your name will show up as soon as you *SAVE* so it will be known who has overridden each class. You can not register a student in banner. You are overriding only and the student must register themselves on self-service. You may want to give them a time limit to do this so you can keep track of your enrollment.

You may delete a student’s override by having the permit highlighted and then choose *RECORD/REMOVE/SAVE.*

The student’s schedule is shown at the bottom of the screen just for informational use. If there is more than one registration override needed, each override needs to be input individually or use *ALL.*

**OVERRIDE TYPES**
- ALL…………………Overrides all restrictions.
- CAPACITY…………….Overrides a closed class.
- CLASS…………………Overrides a class distinction such as Seniors Only.
- COREQS…………………Co-Requisite override.
- DEGREE…………………Degree Restriction override for classes that require only specific degrees to be allowed.
- DUPLICATES………Duplicate courses override.
- LINKS…………………Overrides classes that are linked together, such as accelerated courses.
- PREREQS………………….Pre-Requisite override.
- PROGRAM……………Program Restriction override for classes that require only specific programs to be allowed.
- SPECAPPR…………special Approval override.
- TIME…………………Time Conflict override.
Checking Pre-Requisites in a Crystal Report

If you want to check the accuracy of your pre-requisites in a Crystal Report, go to Student-Campus Access > Course Prereq Display.

CRYSTAL REPORTS

After you have added all of your classes for the semester you will want to review them to check for errors. You can run a Crystal Report to see all of your classes and how they will appear. POT = Part of Term, The rest of the abbreviations are pretty obvious.

CRYSTAL REPORT INSTRUCTIONS

*Log into Crystal*
*CLICK* the Student - Campus Access folder
*SELECT* the Class Schedule Edit List
*FIND* your department lists
*PRINT* them out
CRYSTAL REPORTS SCREEN SHOT

Updated Last on March 18, 2010