



# BANNER Schedule Builder Training

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Office of the University Registrar



UNIVERSITY OF  
SOUTH ALABAMA

# Building the Class Schedule

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- Class schedules are produced twice a year-- once for the Spring semester and again for the Summer and Fall semesters.
- The Schedule Production Timetable for the academic year is posted on the website, [www.southalabama.edu/registrar](http://www.southalabama.edu/registrar).
- It provides the time periods during schedule production that schedulers have access to add or modify sections of courses for each semester.
- The Office of the University Registrar removes access for brief periods to 'clean up' discrepancies and conflicts.

# Sample Schedule Production Timetable

Spring 2025 (202520)

EVENT	DAY/DATE
<b>PREVIOUS YEAR'S SCHEDULE ROLLED</b>	Monday 04/22/24
<b>OPEN SCHEDULING PERIOD</b> Academic areas will begin to update the previous year's schedule by adding new sections and revising existing sections. DO NOT use an Override "O" to add your class into a room that is already occupied.	Monday 04/29/24
<b>FIRST REVIEW</b> by Registrar's Office (Maintenance Access will remain open)	Monday-Friday 06/10/24-06/14/24
<b>SECOND REVIEW</b> by Registrar's Office (Maintenance Access will remain open) Academic areas should have completed additions and revisions to the class schedule by the end of the Second Review.	Monday-Friday 07/22/24-07/26/24
<b>CLOSED SCHEDULING PERIOD</b> (Maintenance Access Removed by 9:00 a.m.) ALL changes and additions to rooms will require the submission of Schedule Maintenance Forms to the Registrar's Office. The Registrar's Office will be responsible for alerting each department of room conflicts, while coordinating with those departments to resolve those conflicts.	Monday 08/12/24
<b>FINAL CLEAN-UP before Registration</b> After the end of Final Clean-Up, changes to the schedule will be restricted to the addition of new sections. The Registrar's Office will be responsible for alerting each department of room conflicts, while coordinating with those departments to resolve those conflicts.	Monday-Friday 08/12/24-08/16/24
<b>SCHEDULE AVAILABLE ON PAWS</b> Students can view the schedule in PAWS and begin planning for their advising appointment.	Monday 08/19/24
<b>REGISTRATION BEGINS</b> for ALL Students	Monday 10/28/24



# Rolling the Schedule

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The Office of the University Registrar rolls the class schedule of the previous year's semester to create an initial schedule of classes.

e.g.: Fall 202510 is rolled to create an initial schedule of classes for the next Fall semester 202610.

# Schedule Roll

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## These fields are pre-populated from the previous year:

- Meeting Times
- Instructor
- Fees
- Department/Field of Study/Class/Level/Degree/Program/Campus/College/Student Attribute/Cohort restrictions
- Test & Prerequisites Requirements
- Block Schedule Codes
- Course Text/Comments
- Bldg/rm assignments will be re-entered every 5 years

## This information does not roll:

- Course Reference Numbers (CRN)
- Links
- Co-requisites
- Reserved Seats
- Cross List Data
- Schedule override Info

# Quick Navigation-Shortcuts

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Command	Banner 9
Save	F10
Rollback/Start Over	F5
Quit/Close	Ctrl+Q
Next Block/Next Section/GO	Alt+PgDwn
Pervious Block/Section	Alt+PgUP
Clear Block/Section	Shift+F5
Next Field	Tab

# Course Reference Numbers (CRN)

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## Course Reference Number significance

CRN's in the:

10000 series represent Fall

20000 series represent Spring

30000 series represent Summer



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# Adding/Creating Section

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# Schedule Form (SSASECT)

## Course Section Information

To build a new course or add a new section, use the schedule form SSASECT. Enter the **term code**, type in the word **ADD** in the **CRN field** and press **Go** or click **Create CRN**.

The screenshot shows the Banner SSASECT form interface. At the top, there is a blue header bar with the text "ellucian Schedule SSASECT 9.3.29 (PROD)" on the left and navigation icons for "ADD", "RETRIEVE", "RELATED", "TOOLS", and a notification bell on the right. Below the header, the form contains several input fields and buttons. On the left side, there are labels for "Term:", "Subject:", and "Title:". The "Term:" field contains the value "202510". Below "Subject:" and "Title:" are buttons labeled "Create CRN". On the right side, there are labels for "CRN:" and "Course:". The "CRN:" field contains the value "ADD". Below "Course:" is a button labeled "Copy CRN". A "Go" button is located at the bottom right of the form area. At the bottom of the form, there is a grey instruction bar that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

# Schedule Form (SSASECT)

Tab to Subject field and enter subject code. Tab to course number field to enter the course number. The course title populates automatically. Then, tab to the Section field to assign the section number.

Term: 202510 CRN: ADD Subject: Course: Title: Start Over

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

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject *	Campus *	Grade Mode
Course Number *	Status *	Session
Title	Schedule Type *	Special Approval
Section * 0	Instructional Method	Duration
Cross List	Integration Partner	<input type="checkbox"/> Override Duration

▼ CLASS TYPE Insert Delete Copy Filter

**Traditional Class**

Part of Term

**Open Learning Class**

Registration Dates: First Last

Start Dates

Maximum Extensions: 0

Processing Rules

▼ CREDIT HOURS Insert Delete Copy Filter

Credit Hours	Lecture
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	Lab
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	Other
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:  Basic or None  CAPP  DegreeWorks

Daily Contact Hours

Long Title



# Course Titles

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- Course titles populate automatically and **CANNOT** be changed.
- A new Curriculum Action form (CAF) is required to change a course title. CAFs are completed via CIM.
- ★ **Exception: Directed Study, Directed Independent Study or Special topics courses.** Additional subject content can be added to the title by submitting a Schedule Maintenance Form.
- ★ Please note, the approved title must remain as part of the course title (**e.g. Sp Tp- Impact Mardi Gras**).

# Curriculum Action Form (CAF)

Curriculum Action Forms are used to establish new courses and are also used to make updates to existing courses. These forms can be found on USA's website,

<https://www.southalabama.edu/departments/academicaffairs/curriculum-review/accessing-cim.html>.

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## Accessing CIM

Access to CIM requires your university Single Sign On (SSO) identification and password. The course form allows the proposal or revision of courses, and the program form is for academic programs. The Miscellaneous form can be used to submit a new minor proposal, or to request a new course prefix from the Registrar's Office.

[Course form](#)

[Program form](#)

[Misc form](#)

# Section Field

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To query existing section numbers for a course, click on the ellipsis next to the Section Field to display the **Schedule Section Query Form (SSASECQ)**.



# Section Query Form (SSASECQ)

Once displayed, select the fields needed to perform the query (i.e., Term, Subject, Course Number, etc.). Select **GO** to query any existing sections.

The screenshot shows the 'Schedule Section Query' (SSASECQ) web application interface. The browser address bar shows 'ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)'. The application header includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the header, there are tabs for 'Settings', 'Insert', 'Delete', 'Copy', and 'Filter'. The main interface has two tabs: 'Basic Filter' (selected) and 'Advanced Filter'. The 'Basic Filter' section contains three input fields: 'Term' with the value '202510', 'Subject' with the value 'CH', and 'Course' with the value '131'. There is also a dropdown menu labeled 'Add Another Field ...'. At the bottom right of the form, there are 'Clear All' and 'Go' buttons.

# Section Numbers

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The numbering scheme for the sections of an offered course are as followed:

Sections numbers beginning with

**101-199** are used for **Day sections**

**201-299** are used for **High flex sections**

**301-399** are used for **Accelerated Nursing sections**

**401-499** are used for **Baldwin County sections**

**501-599** are used for **Evening sections**

**601-699** are used for **Study Abroad sections**

**701-799** are used for **Blended/Web sections**

**801-899** are used for **Web-based or Fully online sections**

**901-999** are used for **Weekend sections**

# Schedule Form (SSASECT)

**Cross-listing** is used to create common meeting times and instructors for sections that are taught by (1) the same person, (2) at the same time, (3) in the same place. Although courses may have different prefixes and/or numbers, the courses content must be the same.

**To cross-list sections, a request must be submitted to the Office of University Registrar.**

The screenshot shows the Banner Scheduling System interface. At the top, there is a blue header bar with the text 'Schedule SSASECT 9.3.9 (PROD)' and several icons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, there is a navigation bar with tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is selected. Below the navigation bar, there is a 'Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I' and a 'Start Over' button. The main form area is titled 'COURSE SECTION INFORMATION' and contains several fields: 'Subject \*' (CH), 'Campus \*' (dropdown), 'Grade Mode' (dropdown), 'Course Number \*' (131), 'Status \*' (dropdown), 'Session' (dropdown), 'Title' (General Chemistry I), 'Schedule Type \*' (dropdown), 'Special Approval' (dropdown), 'Section \*' (0), 'Instructional Method' (dropdown), 'Duration' (dropdown), and 'Cross List' (dropdown, highlighted in yellow). There is also an 'Integration Partner' field and an 'Override Duration' checkbox.



# Schedule Form (SSASECT)

- All courses, with the exception of 100% online (WO) courses, use Main (M) Campus.
- 100% online (WO) courses should be assigned to Web (WB) Campus.

**BALDWIN COUNTY & DAUPHIN ISLAND MUST NEVER BE USED AS A CAMPUS CODE.**

Enter  
Campus  
Code

Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I

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

**COURSE SECTION INFORMATION**

Subject*	CH	CHEMISTRY	Campus*	M	Main
Course Number*	131		Status*	A	Active
Title	General Chemistry I		Schedule Type*	LE	Lecture-Web Enhanced
Section*	509		Instructional Method	WE	Web-Enhanced Course
Cross List			Integration Partner	R	rSmart Sakai CLE

**CLASS TYPE**

Traditional Class

Part of Term	1	08/21/2018	12/13/2018	16
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# Schedule Form (SSASECT)

When building a course, the **Status field** will always be “A” for active.

To inactivate a course, enter “C” Closed or “X” Canceled in the status field.

Click the ellipsis, to get direct access to STVSSTS as shown in the example below.

Code	Description	Allow Reg	Active/Inactive	ACTIVITY
A	Active	Y	A	07/26/20
C	Closed	N	A	02/13/20
R	Reserved	N	I	07/26/20
X	Cancelled	N	A	05/01/20

Chemistry I

Section Preferences

Campus \* M ... Main

Status \* A ... Active

Schedule Type \* LE ... Lecture-Web Enhanced

Instructional Method WE ... Web-Enhanced Course

Integration Partner R ... rSmart Sakai CLE

# Schedule (SSASECT)

## Schedule Type

The schedule type field is used to designate the type of instruction for the section being scheduled. The choices are limited for that course at the catalog level listed on the approved CAF.

## Instructional Method

Instructional Method is used as a description of the format used to present the class content. The instructional method is directly associated with a particular schedule type. When a new section is being added, this will automatically populate when the corresponding schedule type is entered.

**X** Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I

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

**▼ COURSE SECTION INFORMATION**

Subject *	CH ... CHEMISTRY	Campus *	M ... Main
Course Number *	131 ...	Status *	A ... Active
Title	General Chemistry I	Schedule Type *	LE ... Lecture-Web Enhanced
Section *	509 ...	Instructional Method	WE ... Web-Enhanced Course
Cross List	... ..	Integration Partner	R ... rSmart Sakai CLE

# Schedule Form (SSASECT)

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**Most Commonly used Schedule Types and Instructional Methods are as follows:**

## **Schedule Types**

L= Lecture no web  
LE=Lecture w/web  
LB=Lecture/Blended  
W= Web

## **Instructional Methods**

NW= No Web  
WE= Web Enhanced  
WB=Web Blended  
WO= Online

For a complete list, please contact the Registration team.

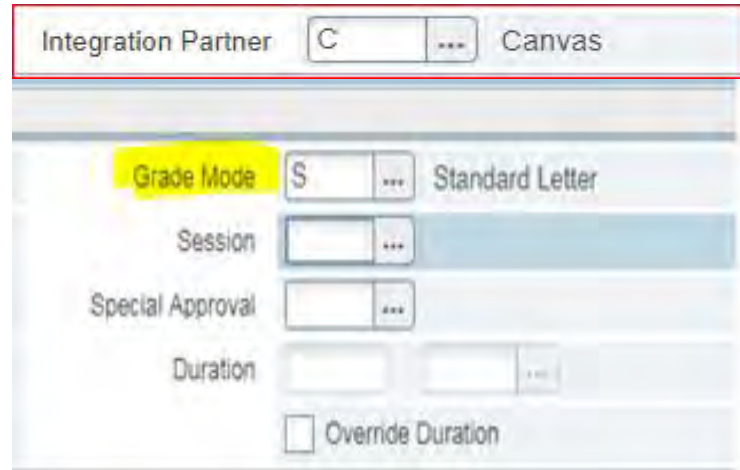


# Schedule form (SSASECT)

The **integration partner** field is used to integrate the section with a third party system, such as Canvas. Select “C” as the integration partner.

The **Grade mode** is used to specify the grading for the course and will be limited to the grading modes established at the catalog level. When left blank, the student will have the option to choose from the grading modes, such as Audit, assigned to the course when they register for the class.

**\*If you click the ellipsis, the grade modes specific to the section will display.**



The screenshot shows a form with several fields. The 'Integration Partner' field is highlighted with a red box and contains the value 'C' and an ellipsis button, with 'Canvas' displayed to the right. Below it, the 'Grade Mode' field is highlighted with a yellow box and contains the value 'S' and an ellipsis button, with 'Standard Letter' displayed to the right. Other fields include 'Session', 'Special Approval', 'Duration', and an 'Override Duration' checkbox.

# Schedule Form (SSASECT)

Session Codes must correspond to the section numbering scheme used for the class. For example, a section number from the 501-599 series is assigned an “E” for evening.

The screenshot shows the Banner SSASECT 9.3.15 (PROD) interface. The top navigation bar includes the user 'ellucian' and the application name. Below the navigation bar, the course details are displayed: Term: 202120, CRN: 25100, Subject: CH, Course: 101L, Title: Survey Inorg-Org Chem Lab. The 'Course Section Information' tab is selected, showing fields for Subject (CH), Course Number (101L), Title (Survey Inorg-Org Chem Lab), Section\* (501), and Cross List. Other fields include Campus\* (M), Status\* (A), Schedule Type (BRE), Instructional Method (WR), and Integration Partner (C). The Session dropdown menu is set to 'E' for Evening, and a red arrow points to it. The Grade Mode is set to '...', Special Approval is '...', and Duration is '...' with an 'Override Duration' checkbox.

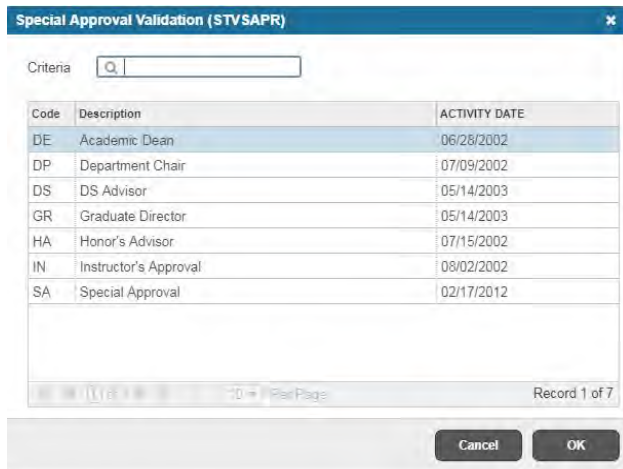
COURSE SECTION INFORMATION					
Subject	CH	CHEMISTRY	Campus*	M	Main
Course Number	101L		Status*	A	Active
Title	Survey Inorg-Org Chem Lab		Schedule Type	BRE	Lab Web-Enhanced Remote Course
Section*	501		Instructional Method	WR	Web-Enhanced Remote Course
Cross List			Integration Partner	C	Canvas
			Grade Mode		
			Session	E	Evening
			Special Approval		
			Duration		
			<input type="checkbox"/>	Override Duration	

# Schedule Form (SSASECT)

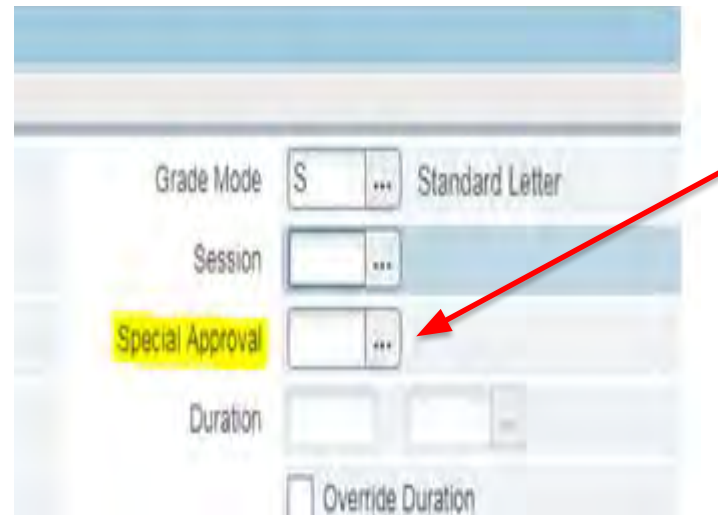
The **Special Approval field** is used to designate an approval source and regulate registration. Students will need an override from your department to register for a class section when this field is designated.

**The Office of the University Registrar does not give overrides.  
Departments can use SFASRPO to grant overrides.**

Special Approval Codes:



Code	Description	ACTIVITY DATE
DE	Academic Dean	06/28/2002
DP	Department Chair	07/09/2002
DS	DS Advisor	05/14/2003
GR	Graduate Director	05/14/2003
HA	Honor's Advisor	07/15/2002
IN	Instructor's Approval	08/02/2002
SA	Special Approval	02/17/2012



Grade Mode S ... Standard Letter

Session ...

Special Approval ...

Duration ...

Override Duration



# Schedule Form (SSASECT)

The **part of term field** will be used to specify the start and end dates for the term in which the section will be offered. The dates for part of term selected will automatically populate. You may view them by clicking on the ellipsis to display the part of term query screen or in **SOATERM**.

Section Part of Term Query

Criteria

Part of Term	Description	Activity Date
004	First 5 Weeks	09/28/2017
020	Second 10 Weeks	09/28/2017
022	Acc Nurs 1	09/28/2017
023	Acc Nurs 2	09/28/2017
024	Acc Nurs 3	09/28/2017
025	Acc Nurs 4	09/28/2017
031	AUD 1	09/28/2017
035	Acc BC Nurs 2	09/28/2017
036	Acc BC Nurs 3	09/28/2017
038	Phys Therapy 1	09/28/2017

Record 1 of 21

Cancel OK

Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I

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

COURSE SECTION INFORMATION

Subject\* CH ... CHEMISTRY

Course Number\* 131 ...

Title General Chemistry I

Section\* 509 ...

Cross List ...

CLASS TYPE

Traditional Class

Part of Term 1 ... 08/21/2018 12/13/2018 16





# Schedule Form (SSASECT)

**Registration Dates, Start Dates, Maximum Extension fields are not applicable**

Credit hours for a fixed hour course will automatically populate for you as displayed in the example below.

As it relates to **fixed hour courses only**, it is not necessary to make an entry.

Open Learning Class

	First		Last
Registration Dates	<input type="text"/>		<input type="text"/>
Start Dates	<input type="text"/>		<input type="text"/>
Maximum Extensions	<input type="text" value="0"/>		

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**CREDIT HOURS**

Credit Hours

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

Lecture	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
Lecture Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Lab	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

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**CLASS INDICATORS**


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

# Schedule Form (SSASECT)

You **must enter credit, billing, contact, lecture, lab and other hours for Variable Hour courses.** Variable Hours courses are courses that have a range of credit hours that can be offered for which may vary from semester to semester.

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

# Schedule Form (SSASECT)

Once all course section information has been entered, click the save button in the bottom right corner  or press F10 and your course reference number (CRN) will populate.



**X** Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: 10488 Subject: GEO Course: 494 Title: Directed Studies

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

▼ COURSE SECTION INFORMATION

# Schedule Form (SSASECT)

## Section Enrollment

Set the maximum enrollment by clicking on the **Enrollment Details** tab.

The **waitlist** option provides students the option to be “placed in line” for a course that has reached capacity.

**Reserved Seats** is optional and is used to designate the anticipated enrollment in a section for the term.

Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: 10488 Subject: GEO Course: 494 Title: Directed Studies

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	5	Waitlist Maximum *	0
Actual	0	Waitlist Actual	0
Remaining	5	Waitlist Remaining	0

Authorization Codes Active for Section Generated Credit Hours 0.000

Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: 10488 Subject: GEO Course: 494 Title: Directed Studies

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

Enrollment Details Reserved Seats

RESERVED SEATS DETAILS

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula
Overflow								

Reserved Maximum *	5	Reserved Actual	0	Reserved Remaining	5
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RESERVED SEAT TOTALS

Total Reserved	Maximum	5	Actual	0
Total Waitlist	Maximum	0	Actual	0

# Schedule Form (SSASECT)

## Meeting Times and Instructor

The **Meeting Times Field** is inapplicable.

To query University Approved times, click the ellipsis to display **STVMEET**.

**You must use University approved meeting times. These are viewable on our website, [https://www.southalabama.edu/departments/registrar/registration/approved\\_meeting\\_times.html](https://www.southalabama.edu/departments/registrar/registration/approved_meeting_times.html).**

Tab to the 'Start Date' field to populate the default values based on the Part of Term information and begin entering the meeting days/times of the section.

**Meeting times are entered in Military time.**

**Session Indicator** may be used to specify different meeting time combinations associated with a section.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday
CLAS		08/21/2018	12/13/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator
01	J00211129	Davis, James H.	3,000	100	<input checked="" type="checkbox"/>

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0800	0850
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0905	0955
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1010	1100
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1115	1205
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1220	1310
06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1325	1415
07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1520
08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1535	1625



# Schedule Form (SSASECT)

## Meeting Location and Credits

**Automatic Scheduler field** is inapplicable.

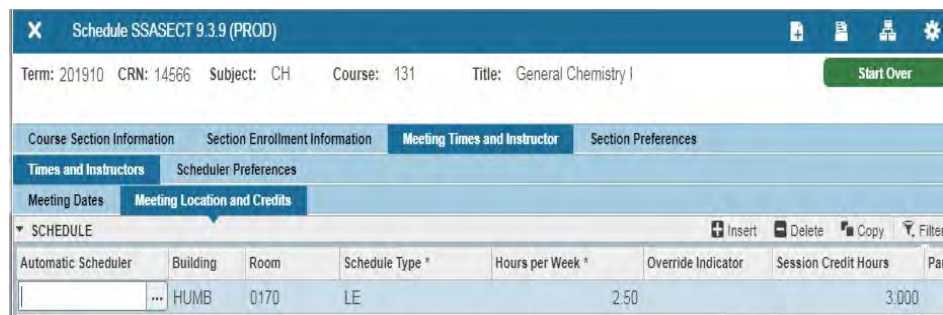
Tab to the **Building Field** to enter the building code. You may perform a query of building codes by clicking the ellipsis. Then, tab over to the **Room field** to enter the room number using four digits.

**Schedule type code** defaults from the Course Section Information block. The system calculates the **Hours Per Week** by using the beginning and ending times of the section. If there are no meeting times entered, enter the number of credits for the section and save.

**DO NOT use the override indicator.**

**Session Credit Hours** are defaulted from the catalog, if the section is a variable hour course, specific values must be entered. The **Session** credit hours must match the number of credit hours assigned to the section.

**Partition Details and Room Attribute Details are inapplicable.**



The screenshot shows the 'Schedule SSASECT 9.3.9 (PROD)' form. The top navigation bar includes 'Start Over'. The main content area has tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. Under 'Meeting Times and Instructor', there are sub-tabs for 'Times and Instructors' and 'Scheduler Preferences'. The 'Meeting Location and Credits' sub-tab is active, showing a table with the following data:

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Pa
	...	HUMB	0170	LE		2.50	3,000

# Schedule Form (SSASECT)

## Building & Available Classroom Query forms

To query a building and available classrooms, click 'Related' on the toolbar then select **Query Available Class Room (SLQMEET)**.

This form can only be accessed through **SSASECT**.

Enter 110 in the **Attribute field**, to limit the search to classrooms only.

The screenshot shows the SSASECT software interface. The top toolbar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. The main window displays a 'SCHEDULE' table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week. Below the table is a 'DESIRED ROOM ATTRIBUTES' section with input fields for Attribute 1 through 6. At the bottom is a 'CLASS ROOM QUERY RESULTS' table with columns for Building, Room, Description, Campus, Site, and Capacity. A search dropdown menu is open on the right side, listing various query options like 'Query Available Class Room [SLQMEET]', 'Elective Attribute Pool [SSAPOOL]', and 'Building/Room Schedules [SSAMATX]'. The 'Query Available Class Room [SLQMEET]' option is selected.



# Schedule Form (SSASECT)

## Assigning Instructors

Faculty members are assigned by clicking the **ID field** and entering the instructor's jag number. If you do not have the instructor's jag number, query the instructor by accessing **SIAIQRY**.

**Instructional Workload** defaults from the catalog. **Percent of Responsibility** cannot exceed 100%. A Primary instructor must be selected by clicking the **Primary Indicator**. **Percent of Session** must match the Percent of Responsibility and save.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility
01		Morrow, Allison M.	3.000	100

Faculty/Advisor Query SIAIQRY 9.3.7 (PROD)

Term: 201910

Faculty:

Advisor:

Category: ...

Staff Type: ...

Contract Type: ...

Tenure Status: ...

Status: ...

Go

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

Term: 201920 Faculty:  Advisor:  Category: Staff Type: Contract Type: Tenure Status: Status: AC

Start Over

\* FACULTY/ADVISOR QUERY

Last Name:  Contains:  morrow

First Name:  Contains:  allison

Add Another Field ...

Clear All Go



# Section Comment Form (SSATEXT)

The purpose of the **Section Comment Form** is to build and maintain the comments associated with a specific section. Comments are entered in "Section Text" only and are **required** for Honors, Web, and Blended sections **only**. Please refer to your Scheduling Manual for the approved verbiage.

Section Comment SSATEXT 9.3 (PROD)

Term: 201910 CRN: 10094 Subject: EH Course: 101 Title: English Composition I

SECTION TEXT

Section Text \*

1 of 1 | 10 Per Page

SECTION LONG TEXT

Section Long Text

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# Common Scheduling Issues

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# Campus and Instructional Method Codes

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Campus codes and instructional method codes must be assigned correctly to ensure that students are billed correctly. These codes impact fees.



# Variable Hour Sections

You **must enter credit and billing hours** to ensure the students receive proper credit and are billed correctly.

If these hours are updated, you **must update the session credit hours** also.

If there is registration and the hours need to be updated, please submit a schedule maintenance form to the Office of the University Registrar requesting such.

CREDIT HOURS			
Credit Hours	1.000	3.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	3.000	<input type="text" value="3.000"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	1.000	3.000	<input type="text" value="3.000"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

# Adding and/or Updating Instructors

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- Instructors must have an “Active” status in Banner to be assigned to a course.
- If the instructor is not active, contact Academic Affairs with the Jag#, name, and college/department in which the instructor will be teaching.
- Multiple instructors can be assigned, but only one (the primary instructor) can enter grades.
- Total responsibility must = 100%

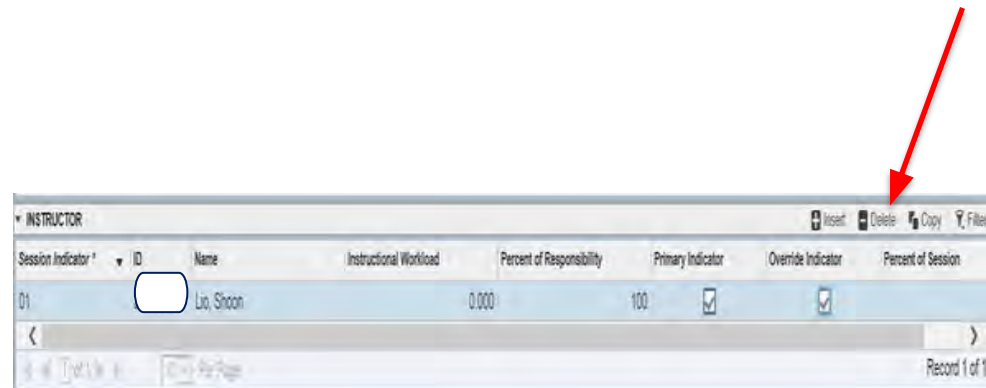
# Removing an Instructor

**Click** the Instructor/ID field.

**Click 'Delete'** as shown in the screenshot.

Once the record has been deleted, enter the new instructor's jag number and save.

If you only need to remove an instructor, simply save your changes once the record has been deleted.



# Closed and/or Canceling vs. Deleting a Section

**Closing and/or canceling** a section is much different than deleting a section. Closed (CL) sections mean that the course is being updated and students should be unable to register for these sections until updated to Active (A). Canceled (X) sections mean that the course will not be offered during the term it was canceled and remove the sections from the class schedule posted in PAWS. These sections will roll to the next term as a closed and/or canceled section. When running your reports, these closed and/or canceled sections will remain.

The Class Status Report ( ZSGR0042) will show:

**CL - closed by either the department or the Office of the University Registrar**

**C\* - closed due to max enrollment (No seats available)**

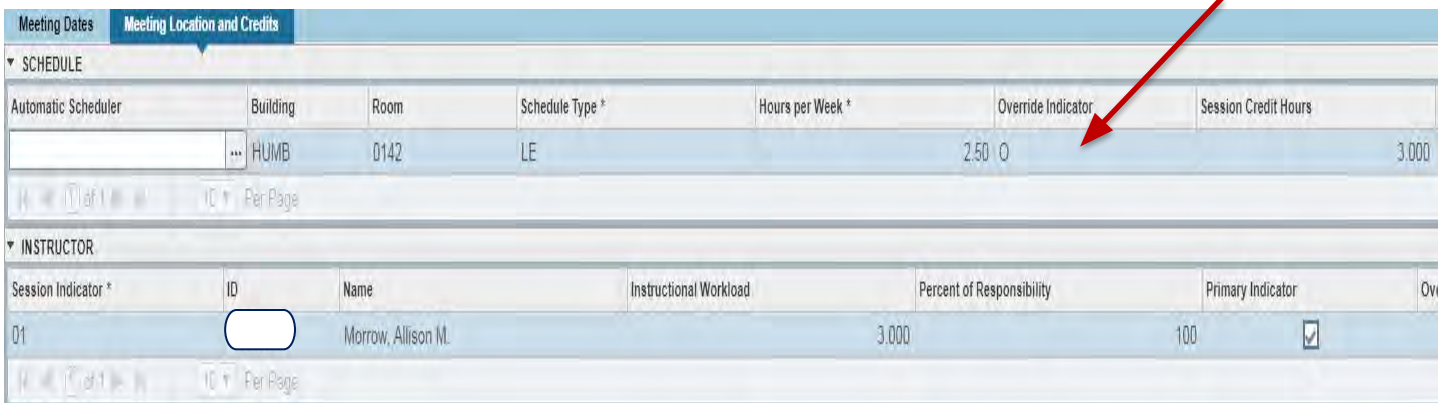
**X - canceled by either the department or the Office of the University Registrar**

When canceling a section, remove the instructor, meeting times/room assignment and zero out the enrollment. If you wish to cancel a section after students have registered, **You must notify the students giving them at least 24 hours to drop the course.**

**Deleting sections is a Registrar function** and must be requested via schedule maintenance form. Once a section has been deleted, it no longer appears on the schedule or on your reports.

# Room Conflicts

Room conflicts occur due to the room being used for another section. If approved, enter “O” in the override indicator area.



The screenshot displays the Banner Scheduling interface. At the top, there are two tabs: 'Meeting Dates' and 'Meeting Location and Credits'. Below the tabs is a section titled 'SCHEDULE' with a dropdown arrow. The main table has the following columns: 'Automatic Scheduler', 'Building', 'Room', 'Schedule Type \*', 'Hours per Week \*', 'Override Indicator', and 'Session Credit Hours'. A single row is visible with the following data: '...', 'HUMB', '0142', 'LE', '2.50', 'O', and '3.000'. A red arrow points to the 'O' in the 'Override Indicator' column. Below the table is a pagination control showing '1 of 1' and 'Per Page'. Below the 'SCHEDULE' section is another section titled 'INSTRUCTOR' with a dropdown arrow. The main table has the following columns: 'Session Indicator \*', 'ID', 'Name', 'Instructional Workload', 'Percent of Responsibility', 'Primary Indicator', and 'Ovr'. A single row is visible with the following data: '01', an empty text box, 'Morrow, Allison M.', '3.000', '100', a checked checkbox, and 'Ovr'. Below the table is a pagination control showing '1 of 1' and 'Per Page'.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours
...	HUMB	0142	LE	2.50	O	3.000

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Ovr
01		Morrow, Allison M.	3.000	100	<input checked="" type="checkbox"/>	



# Room Conflicts

Banner will always show an error message at the top of the screen. If you receive this message, click '**Related**' on the tool bar and select SSAMATX or shift+F2.

The screenshot displays the Banner Scheduling interface. At the top, a blue header bar shows the current window: 'Schedule SSASECT 9.3.10 (PREP)'. Below this, a white bar contains course details: Term: 201910, CRN: 16240, Subject: SY, Course: 109, Title: Introductory Sociology. A red error message box is visible on the right side of the interface, stating: '\*ERROR\* Room conflict, HELP room availability, COUNT QUERY HITS schedule.' Below the error message, there are several tabs for navigation: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Meeting Times and Instructor' tab is active. Below this, there are more tabs: 'Times and Instructors', 'Scheduler Preferences', 'Meeting Dates', and 'Meeting Location and Credits'. The 'Meeting Dates' tab is active. The main area shows a 'SCHEDULE' section with a table header: 'Meeting Time', 'Meeting Type', 'Start Date \*', and 'End'. Below the table, there is a 'Building/Room Schedule SSAMATX 9.3.5 (PREP)' window. This window has a blue header bar with 'ADD', 'RETRIEVE', and 'RELATED' buttons. Below the header, there is a search bar with a green message: 'Enter a query; press F8 to execute.' Below the search bar, there are several input fields: 'Building', 'Room', 'Campus', and 'Add Another Field ...'. Below these fields, there are checkboxes for 'Mon' and 'Tue'. At the bottom of the window, there is a table with columns: 'Building', 'Room', 'Campus', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', 'Sun', 'Begin Time', 'End Time', 'Term', and 'Start Date'. The 'Query Term' is set to '201910'.



# Room Conflicts

SSAMATX will display all courses booked in the room and the times they will meet. You must contact the department to reach a compromise or select another room.

BUILDING/ROOM SCHEDULE + Insert

Active filters: Building: HUMB Room: 0142 [Clear All](#)

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN
HUMB	0142	M	MWF	0800-0850	200410	25-AUG-2003/11-DEC-2003	EH	101	10476
HUMB	0142	M	TR	0800-0915	200410	25-AUG-2003/11-DEC-2003	EH	101	10491
HUMB	0142	M	S	0900-1130	200410	25-AUG-2003/11-DEC-2003	EH	101	10592
HUMB	0142	M	MWF	0905-0955	200410	25-AUG-2003/11-DEC-2003	EH	101	10502
HUMB	0142	M	MWF	0905-0955	200410	25-AUG-2003/11-DEC-2003	EH	235	13633
HUMB	0142	M	TR	0930-1045	200410	25-AUG-2003/11-DEC-2003	EH	101	10495
HUMB	0142	M	MWF	1010-1100	200410	25-AUG-2003/11-DEC-2003	EH	102	10519
HUMB	0142	M	TR	1100-1215	200410	25-AUG-2003/11-DEC-2003	EH	101	10499
HUMB	0142	M	MWF	1115-1205	200410	25-AUG-2003/11-DEC-2003	EH	361	13187
HUMB	0142	M	MWF	1220-1310	200410	25-AUG-2003/11-DEC-2003	EH	215	10539
HUMB	0142	M	TR	1230-1345	200410	25-AUG-2003/11-DEC-2003	EH	101	10500
HUMB	0142	M	MWF	1325-1415	200410	25-AUG-2003/11-DEC-2003	EH	102	10513
HUMB	0142	M	TR	1400-1515	200410	25-AUG-2003/11-DEC-2003	EH	101	10501
HUMB	0142	M	MW	1430-1545	200410	25-AUG-2003/11-DEC-2003	EH	101	10510



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# Schedule Maintenance Form

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# Schedule Maintenance Form

The Schedule Maintenance Form can be found through USA's website, <https://jagasp2.southalabama.edu/docroute/Login>.

Home

Academic Affairs

Deceased Student

**Schedule Maintenance**

Agreement Review

Computer Center

DocRoute

This application provides tracking and review of processes for various University groups and departments. Please select one of the menu options to the left.

The following items require your review.

Refresh

Doc ID	Module Name	Review Requested Of	Review Request Date	Created By	Create Date
No items to show					

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Let's Start Building!

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# Contact Information

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For all scheduling questions, please contact:

[scheduling@southalabama.edu](mailto:scheduling@southalabama.edu)

For all undefined building/room errors, please contact:

Deborah Couch, Space Planning Manager

[dcouch@southalabama.edu](mailto:dcouch@southalabama.edu)