

**Building Sections  
in Banner  
for  
Thesis and Dissertation**



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For more detailed information regarding the creation of sections, refer to the *User's Guide to Building and Maintaining the Semester Course Schedule in Banner*

## Introduction and Rationale

In order to comply with SSHE reporting requirements, a separate section must be created for every faculty member who chairs a thesis or dissertation. This process will more appropriately represent the distribution of credits among the faculty chairs.

A faculty member may be assigned to multiple sections of thesis and/or dissertation, where credit values are variable, and/or when also assigned to a section of Extended Credit. In the following example, several dissertation sections have been created and assigned to three faculty members. A letter is used as the first character of the section designation for each set assigned to an individual faculty member, while the numeric portion of the section number corresponds to the number of credits for which the students will register. Sections 101, 102, and 103 are designated as Extended Credit sections, each carrying 1 credit.

It is not necessary to create a section for every possible credit value for each faculty member. **Only create sections for which you anticipate enrollment.**

<b>ENGL 995 Dissertation</b>			
<u>SEC</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>INSTRUCTOR</u>
A01	Dissertation	1.00	Dandurand K
A02	Dissertation	2.00	Dandurand K
A03	Dissertation	3.00	Dandurand K
A04	Dissertation	4.00	Dandurand K
A05	Dissertation	5.00	Dandurand K
A06	Dissertation	6.00	Dandurand K
A07	Dissertation	7.00	Dandurand K
A08	Dissertation	8.00	Dandurand K
A09	Dissertation	9.00	Dandurand K
A10	Dissertation	10.00	Dandurand K
A11	Dissertation	11.00	Dandurand K
A12	Dissertation	12.00	Dandurand K
101	Extended Credit	1.00	Dandurand K
B02	Dissertation	2.00	Gebhard J
B04	Dissertation	4.00	Gebhard J
B06	Dissertation	6.00	Gebhard J
B09	Dissertation	9.00	Gebhard J
B10	Dissertation	10.00	Gebhard J
B12	Dissertation	12.00	Gebhard J
102	Extended Credit	1.00	Gebhard J
C03	Dissertation	3.00	Bencich C
C06	Dissertation	6.00	Bencich C
C09	Dissertation	9.00	Bencich C
C12	Dissertation	12.00	Bencich C
103	Extended Credit	1.00	Bencich C

Students will register for the thesis or dissertation section which carries the appropriate number of credits, and to which their chair is assigned.

## **ART 795, Thesis**

Effective Fall 2007 (200740) **ART-MFA** students are required to register for 1 credit continuous thesis course work (ART 795) each term following the completion of all required courses, including the required number of thesis credits. The section building process provided herein for dissertation sections should be followed in creating sections of ART 795 specifically for ART-MFA (not ART-MA) students.

**NOTE:** All section numbers for MFA students should begin with the letter "F." Sections for ART-MA students should not begin with the letter "F."

### **Sections of ART 795 for ART-MFA students:**

All ART-MFA sections of ART 795 (1 or 3 credits) should begin with the letter "F," and be restricted to ART-MFA students. It will be necessary to build multiple sections to accommodate for each combination of instructor and credits (3 credits for the initial/regular section and 1 credit for continuous thesis sections). **The title for the continuous thesis sections must be modified to Extended Credit.**

#### **ART 795 Thesis**

<b><u>SEC</u></b>	<b><u>TITLE</u></b>	<b><u>CREDITS</u></b>	<b><u>INSTRUCTOR</u></b>
F01	Thesis	3.00	Smith M
F02	Thesis	1.00	Smith M
F03	Thesis	3.00	Greene M
F04	Thesis	1.00	Greene M

### **Sections of ART 795 for ART-MA students:**

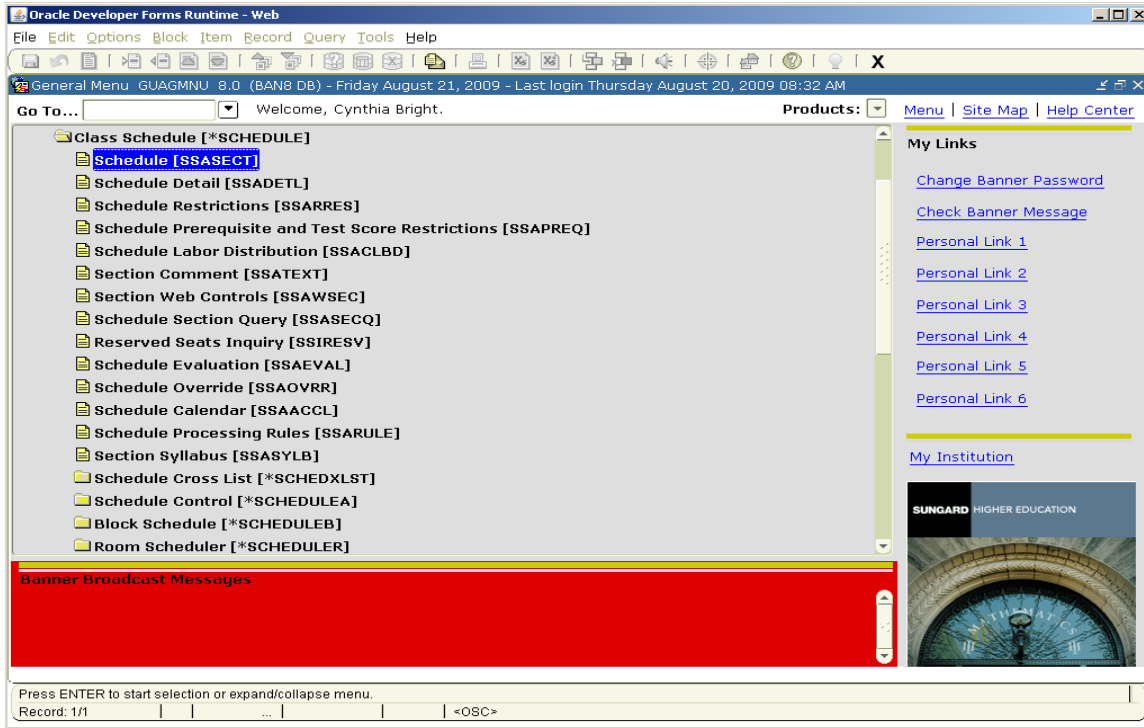
All ART-MA sections of ART 795 are 3 credits and should not begin with the letter "F." Multiple sections will be necessary to accommodate for multiple instructors. However, multiple sections for various credits will not be necessary since the ART 795, Thesis (for MA students) is only approved for 3 credits.

#### **ART 795 Thesis**

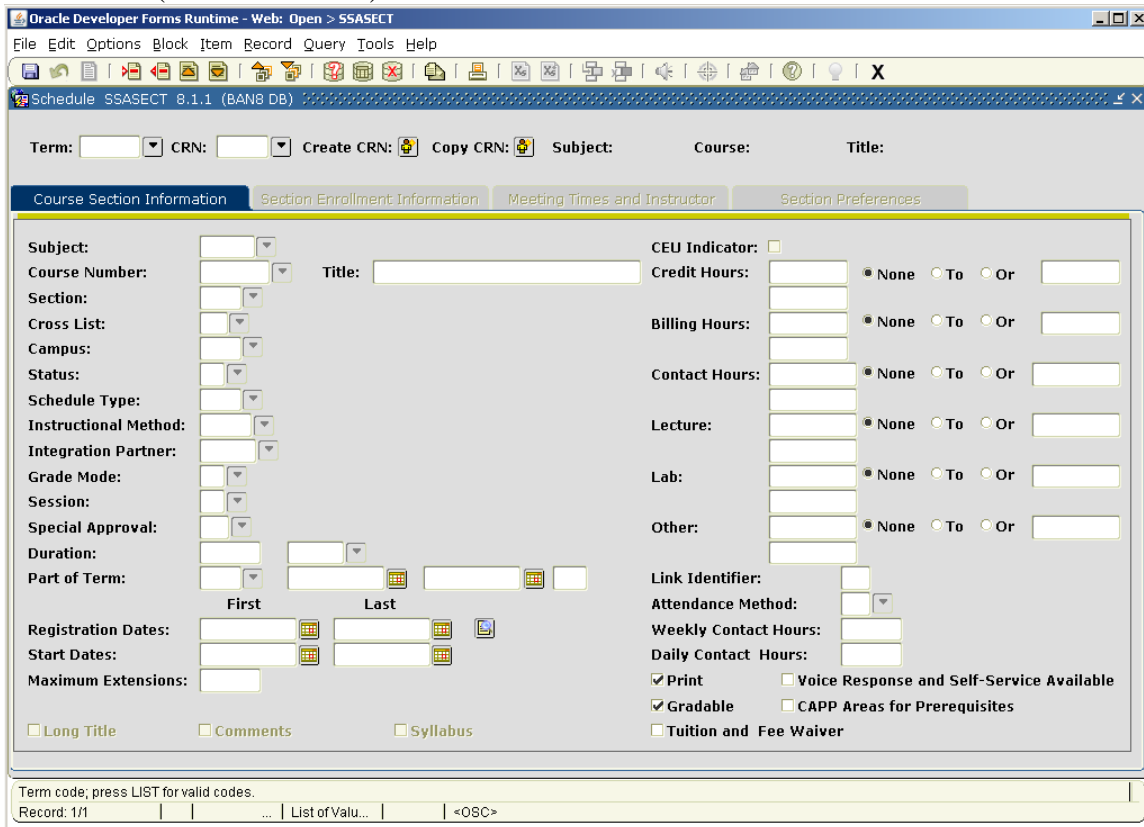
<b><u>SEC</u></b>	<b><u>TITLE</u></b>	<b><u>CREDITS</u></b>	<b><u>INSTRUCTOR</u></b>
001	Thesis	3.00	Smith M
002	Thesis	3.00	Jones T
003	Thesis	3.00	Doe J

# Getting Started:

➤ Navigate to SSASECT in Banner



SSASECT (as shown below) is the form used to build the term's sections.



☞ The following information is necessary to complete the required fields:

- ✓ **Term**
- ✓ **Subject**
- ✓ **Course Number**
- ✓ **Title** should be **changed** only for **Extended Credit**
- ✓ **Section Number**

When assigning the section number, please keep in mind that this is a 3-character field and that your section numbers need to correspond to the credit value of your sections. Also, please note the following:

**H and W are reserved**, and should only be used as the first character of a section number where the section is for Honors College students or when the section is writing intensive. Neither of these circumstances will apply to graduate sections. Also, keep in mind the following section identifiers:

1xx	Extended Credit	6xx	Dixon Center
2xx	Armstrong branch	7xx	CCAC
3xx	Punxsutawney branch	8xx	Distance Education
5xx	Monroeville/Pittsburgh/Johnstown (off-campus credit)		

- ✓ **Campus**
- ✓ **Status**
- ✓ **Schedule Type**
- ✓ **Part/Term**
- ✓ **Credits, Billing, and Contact Hours**

Where a course is established with variable credit options, it is **extremely important** that credits and billing hours are defined when each section is created. For accuracy in both registration and billing, **Credits and Billing must match**.

☞ To ensure that only approved students are able to register for Thesis and Dissertation sections, it is recommended that you assign an **approval code** to each section.

The screenshot shows the 'Course Section Information' tab in the SSASECT application. Key fields include:

- Subject:** ENGL (English)
- Course Number:** 995
- Section:** 306
- Title:** Dissertation
- Campus:** I (Indiana)
- Status:** O (Open)
- Schedule Type:** D (Dissertation)
- Instructional Method:** NT (NT)
- Special Approval:** CR (Grad Coordinator's permission)
- Part of Term:** 1 (First)
- Registration Dates:** 19-JAN-2010 to 07-MAY-2010
- Credit Hours:** 1.000, 6.000, 12.000 (None selected)
- Billing Hours:** 1.000, 6.000, 12.000 (None selected)
- Contact Hours:** 1.000, 6.000, 12.000 (None selected)
- Lecture:** 1.000, 6.000, 12.000 (None selected)
- Lab:** None, To, Or (None selected)
- Other:** None, To, Or (None selected)

- With the required information entered on the Section Information *base* screen of SSASECT, **SAVE** the record. At this point, the section will be assigned a CRN.
- Next, proceed to **Section Enrollment Info** to establish maximum seats for the section.
- After saving your section maximum, proceed to the Meeting Times and Instructor section of the form.

Though thesis and dissertation sections do not typically have set meeting dates, this portion of SSASECT must be completed in order to assign an instructor, as well as for the dates to appear on URSA's Schedule of Classes list.

Do not enter any data in the **Meeting Time** field, but simply tab from within the field, then from the **Meeting Type** field where the default is CLAS. The Start and End dates for the Part of Term (chosen on base screen) will default into their respective fields.

There is no need to select days of the week or to enter Start and End Time.

You **must populate** the **Hours per Week** field, in order to save this data and proceed to the Instructor window. (You may enter 0 as the number in the Hours per Week field, if appropriate.)

The screenshot displays the 'Meeting Times and Instructor' form in the SSASECT application. The form is divided into two main sections: 'Meeting Times' and 'Instructor'.

**Meeting Times Section:**

- Meeting Dates:** Term: 200950, CRN: 23748, Subject: ENGL, Course: 995, Title: Dissertation.
- Meeting Location and Credits:**

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D	0	<input type="checkbox"/>	6.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Instructor Section:**

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

Number of hours per week session meets.  
Record: 1/1 | ... | <OSC>

- After saving data in the Meeting Times portion of the window, proceed to the **Instructor** block. Enter the faculty ID and **Save** the record. With the section complete, you may *Rollback* to return to the SSASECT base screen.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.1.1 (BAN8 DB)

Term: 200950 CRN: 23748 Create CRN: Copy CRN: Subject: ENGL Course: 995 Title: Dissertation

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

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	19-JAN-2010	07-MAY-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	@00001666 Berlin, Gail I.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Faculty ID; press LIST for valid IDs.

Record: 1/1 | ... | <OSC>



## Canceling Sections of Thesis and Dissertation

After drop/add for the term or part-of-term has ended, thesis and dissertation sections should be evaluated to determine the sections that need to be cancelled due to zero enrollment.

In order to change the status from O to X, complete the following steps in the order that they are listed:

1. **Section Enrollment Info** – change maximum to 0 and Save
2. **Instructor** – remove record and Save
3. **Meeting Window** – remove record and Save
4. **SSASECT** – change Status from O to X and Save

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.1.1 (BAN8 DB)

Term: 200950 CRN: 23748 Create CRN: Copy CRN: Subject: ENGL Course: 995 Title: Dissertation

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

Subject: ENGL English  
Course Number: 995 Title: Dissertation  
Section: 006  
Cross List:  
Campus: I Indiana  
Status:  Cancelled  
Schedule Type: D Dissertation  
Instructional Method: NT NT  
Integration Partner:  
Grade Mode:  
Session:  
Special Approval: GR Grad Coordinator's permission  
Duration:  
Part of Term: 1 19-JAN-2010 07-MAY-2010 15  
Registration Dates:  
Start Dates:  
Maximum Extensions: 0

CEU Indicator:  
Credit Hours: 1.000 None To Or 12.000  
6.000  
Billing Hours: 1.000 None To Or 12.000  
6.000  
Contact Hours: 1.000 None To Or 12.000  
6.000  
Lecture: 1.000 None To Or 12.000  
6.000  
Lab: None To Or  
Other: None To Or

Link Identifier:  
Attendance Method:  
Weekly Contact Hours:  
Daily Contact Hours:  
 Print  Voice Response and Self-Service Available  
 Gradable  CAPP Areas for Prerequisites  
 Tuition and Fee Waiver

Long Title  Comments  Syllabus

Status code; press LIST for valid codes.  
Record: 1/1 ... List of Valu... <OSC>