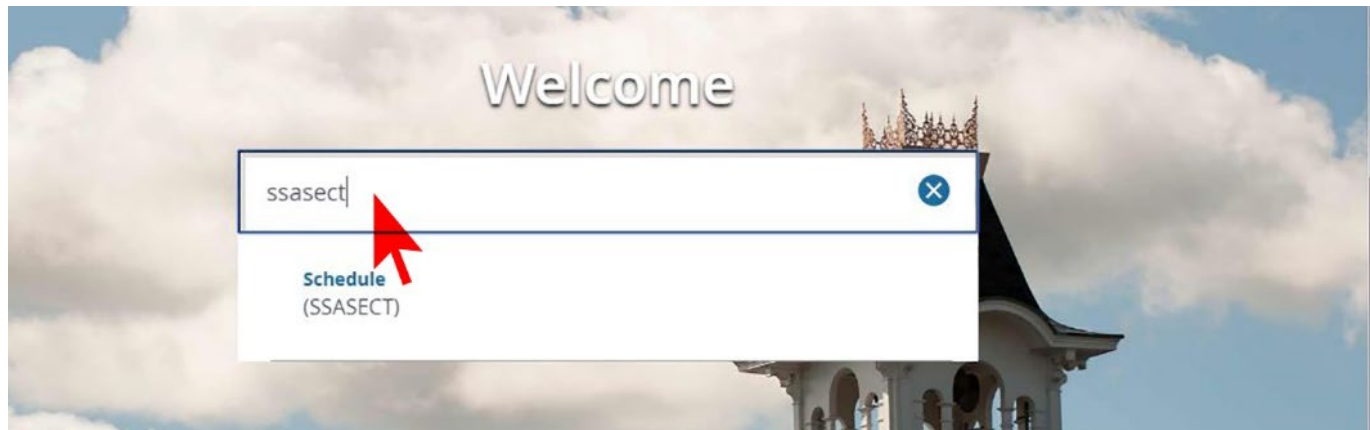
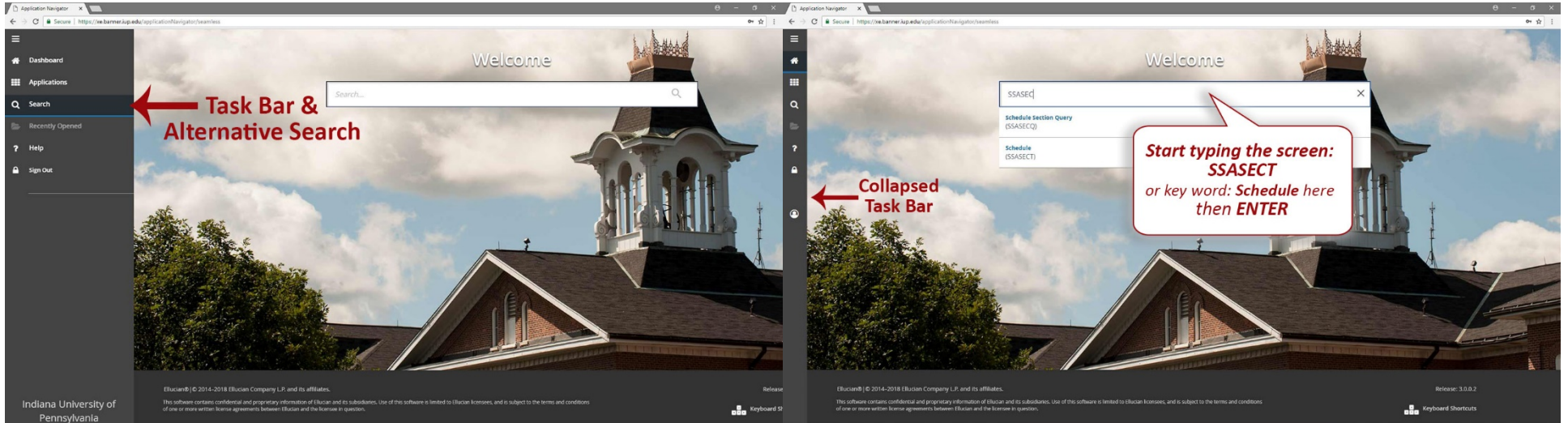




*Semester
Course Schedule
User Guide*

Get Started at www.iup.edu/banner:

Use one of the following methods to get to a banner screen.



BEGIN BUILDING A SECTION:

Term: 201840 CRN: ADD Subject: Course: Title: Start Over

Course Section Information

Subject * Campus * Grade Mode

Course Number * Status * Session

Title Schedule Type * Special Approval

Section * 0 Instructional Method Duration

Cross List Integration Partner Override Duration

CLASS TYPE

Traditional Class

Part of Term

Open Learning Class

First

Registration Dates

Start Dates

Maximum Extensions

CREDIT HOURS

Credit Hours

Credit Hours None To Or

Indicator

Billing Hours

Billing Hours None To Or

Indicator

Contact Hours

Contact Hours None To Or

Lecture

Lecture Indicator None To Or

Lab

Lab Indicator None To Or

Other

Other Indicator None To Or

! Course titles may be changed only for those courses where the use of variable titles has been approved. Examples of such credit courses are special topics (course number x81) and liberal studies synthesis sections (LBST 499). Also, *course titles for zero-credit, linked lab sections should be modified to indicate that the section is a lab.*

4. When adding a **Section**: Enter section number of course in this **3-character field**. If you are unsure as to how many sections of this course may have already been entered for the term, double click in this field to go to **SSASECQ** and display sections already existing for this particular term.

! The following *naming conventions* have been established to make lab/lecture pairs, writing-intensive, and honors sections more easily identifiable:

- A01 Lecture section of first group
- A02 Lab section of first group
- B01 Lecture section of second group
- B02 Lab section of second group
- H and W are reserved**, and should only be used as a section prefix where the section is for Honors College students or when the section is writing intensive.
- H01 - Honors section 1
- W01 – writing-intensive section 1

Also, keep in mind the following section identifiers:

- 1xx Extended Credit 6xx Dixon Center
- 2xx Northpointe Technology Park 7xx CCAC
- 3xx Punxsutawney 8xx Distance Education
- 5xx Monroeville, Pittsburgh, Johnstown (off-campus credit)

The highlighted fields in the diagram on the left-hand side indicate the fields departments have access to

Schedule SSASECT 9.3.10 (Prod DB)

Term: 201840 CRN: ADD Subject: Course: Title: Start Over

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

COURSE SECTION INFORMATION

Subject * ... Campus * ... Grade Mode ...

Course Number * ... Status * ... Session ...

Title ... Schedule Type * ... Special Approval ...

Section * 0 ...

Cross List ...

CLASS TYPE

Traditional Class

Part of Term ...

Open Learning Class

Registration Dates

Start Dates

Maximum Extensions 0

CREDIT HOURS

Credit Hours

Credit Hours None To Or

Indicator

Billing Hours

Billing Hours None To Or

Indicator

Contact Hours

Contact Hours None To Or

Other

Other Indicator None To Or

Existing Courses

Subject	Course	Start Term	End Term	Activity Date
ACCT	200	200510	999999	06/23/2005
ACCT	201	200040	999999	11/01/1999
ACCT	202	200040	999999	11/01/1999
ACCT	281	200040	999999	11/01/1999
ACCT	299	200040	999999	11/01/1999
ACCT	300	200040	999999	11/01/1999
ACCT	301	200040	999999	11/01/1999
ACCT	302	200040	999999	11/01/1999
ACCT	303	200210	999999	04/01/2002
ACCT	304	200250	999999	04/04/2002

1 of 288 Per Page Record 1 of 5742

Cancel OK

Schedule SSASECT 9.3.10 (Prod DB)

Term: 201840 CRN: 13256 Subject: THTR Course: 489 Title: DTM Studio: Scenic Art Start Over

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

COURSE SECTION INFORMATION

Subject THTR THEATER Campus I Indiana Grade Mode ...

Course Number 489 Status O Open Session ...

Title DTM Studio: Scenic Art Schedule Type C Lecture Special Approval ...

Section 003 Instructional Method ... Duration ...

Cross List Integration Partner ...

CLASS TYPE

Traditional Class

Part of Term 1 08/27/2018 12/14/2018 15

Open Learning Class

Registration Dates

Start Dates

Maximum Extensions 0

CREDIT HOURS

Credit Hours

Credit Hours 3.000 3.000

Credit Hours None To Or

Indicator

Billing Hours

Billing Hours 3.000 3.000

Billing Hours None To Or

Indicator

Contact Hours

Contact Hours 3.000 3.000

Contact Hours None To Or

Other

Other Indicator None To Or

Lecture 3.000 3.000

Lecture Indicator None To Or

Lab

Lab Indicator None To Or

Campus: I = Indiana; A = Armstrong; P = Punxsutawney; O = Other

! Only sections 5xx, 6xx, 7xx, & 8xx should have campus code O. Distance Education sections are to be assigned to the O campus!!!

E = Electronic University; DO NOT ASSIGN SECTIONS TO THE "E" CAMPUS – This campus code is not being used.

Status: O = Open and available for registration

T = Tentative/Hold

X = used to indicate that the status of the section is Cancelled.

Z = Pending Cancellation; Change in Semester Schedule form enroute to Scheduling Center

Cancellations must be processed through the Scheduling Center.

! Only those sections with a status of Open will be visible to students performing a search for available sections in the online registration system. No permit will override the status of T, X, or Z. If a section's status is not Open, it is absolutely not available for web registration transactions (add, drop, or withdrawal).

Schedule Type: Double clicking this field will list types available for the courses being added. Select unique schedule type values for Special Topics sections, if you wish to enable students to register for multiple sections of the course concurrently. After the section is created, it is very difficult to change. Schedule types affect faculty workload, as well as student registration.

Instructional Method: IGNORE unless making adjustment for a distance education section or this is an ITV section

Grade Mode: IGNORE - Do not enter any value in this field (with the exception of some zero-credit, gradable MUSC sections, for instance).

Session: IGNORE - This is not a defined field. Any character entered in this field will produce an error message. No codes exist for entry.

CREDIT HOURS Insert Delete Copy Filter

Credit Hours Lecture

SCROLL DOWN FURTHER FOR MORE OPTIONS

Billing Hours Indicator None To Or

Contact Hours

Contact Hours Indicator None To Or

Lab Indicator None To Or

Other

Other Indicator None To Or

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check Method Basic or None CAPP DegreeWorks CEU Indicator

Link Identifier

Attendance Method

Weekly Contact Hours

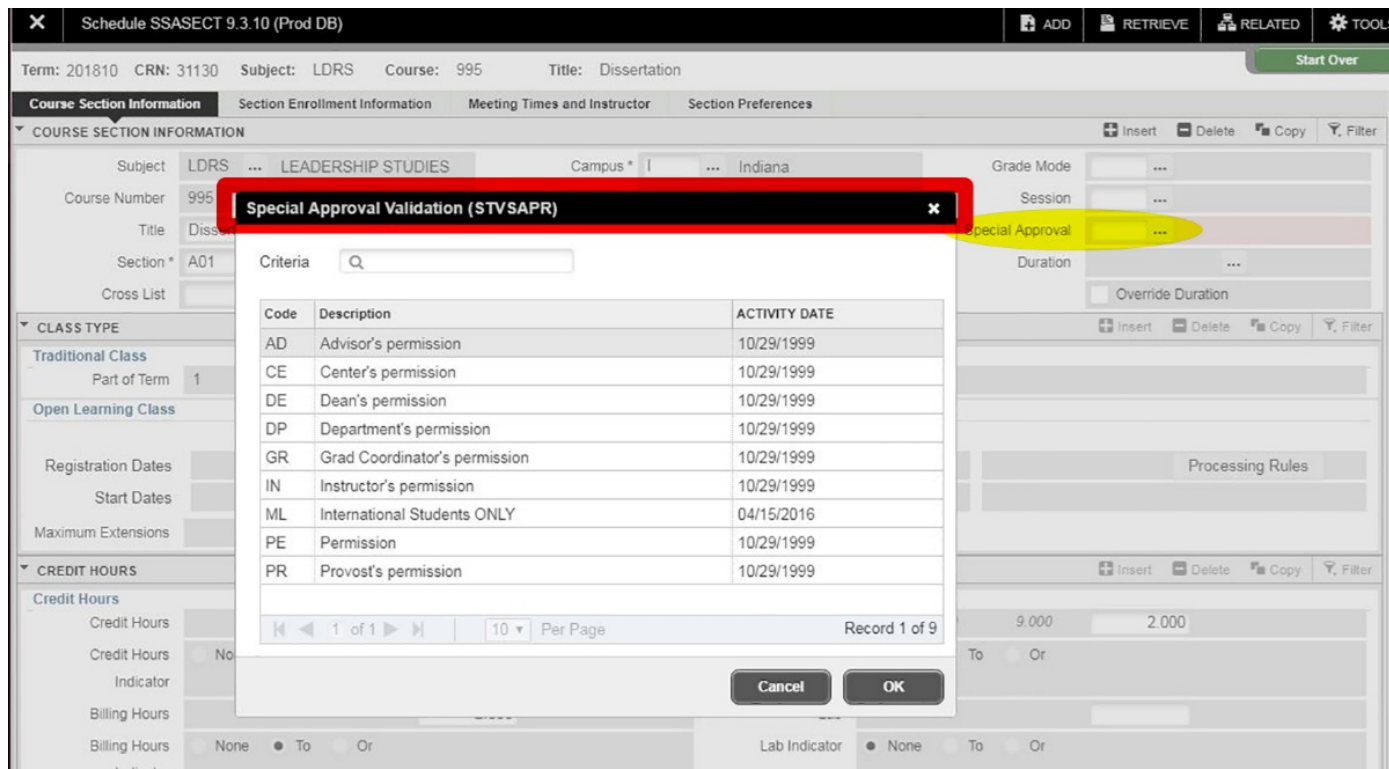
Daily Contact Hours

Long Title

Comments

Syllabus

- Print
- Gradable
- Tuition and Fee Waiver
- Voice Response and Self-Service Available



Special Approval: Enrollment in some sections may require approval from the instructor, department chairperson, etc. One Approval Code may be assigned to the section. When attempting to register for a section with an approval code assigned to it, students will receive an error message. **Registration will require that a permit be issued to each student who has been approved to register for the section.**

Schedule SSASECT 9.3.10 (Prod DB)

Term: 201840 CRN: 13432 Subject: HIST Course: 493 Title: Internship

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

COURSE SECTION INFORMATION

Subject: HIST HISTORY Campus: I Indiana Grade Mode: ...
 Course Number: 493 Status: O Open Session: ...
 Title: Internship Schedule Type: N Internship Special Approval: PE Permission
 Section: 001 Instructional Method: IN Internship Duration: ...
 Cross List: ... Integration Partner: ...

CLASS TYPE

Traditional Class
 Part of Term: 1 08/27/2018 12/14/2018 15
 Open Learning Class
 Registration Dates: First Last Processing Rules
 Start Dates: ...
 Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 3.000 12.000 3.000
 Credit Hours: None To Or
 Indicator: ...
 Billing Hours: 3.000 12.000 3.000
 Billing Hours: None To Or
 Indicator: ...
 Contact Hours: 3.000 12.000 3.000
 Contact Hours: None To Or

Lecture: 3.000 12.000 3.000
 Lecture Indicator: None To Or
 Lab: ...
 Lab Indicator: None To Or
 Other: ...
 Other Indicator: None To Or

Record: 1/1 SSBSECT.SSBSECT_SUBJ_CODE (1) ellucian

Schedule SSASECT 9.3.10 (Prod DB)

Term: 201840 CRN: 13432 Subject: HIST Course: 493 Title: Internship

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			N	0.00		3.000		

Record 1 of 1

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Perce
01	@031624...	Conlin, Erin		0.000	100	<input checked="" type="checkbox"/>	

Record 1 of 1

Duration: IGNORE

Part of Term: Double-click while within this field to display all available options for term. Several parts of term are available for the Summer term. *Regarding student registration (drop/add and withdrawal dates), room scheduling, and faculty assignment, it is of utmost importance that Part of Term be chosen with great care.*

Registration Dates, Start Dates and Maximum Extensions - IGNORE

! Credit, Billing, and Contact fields EXTREMELY IMPORTANT!! When adding a section of a variable credit course, such as a Special Topics or Internship section, you must define credits, billing, and contact hours on SSASECT.

See example: (3.000 to 12.000).

For accuracy in both registration and billing, Credits and Billing must match.

! If credit value is changed here at the section base after section has been created, you must also change the value in the *Session Credit Hours* field of the Meeting Location and Credits area of SSASECT.

! Click the SAVE button in the bottom right corner or F10 before advancing each block

Radio buttons in the lower portion of SSASECT:

- If **Print** box is not checked, section will not appear on Schedule reports, or on the Web Schedule of Classes. **LEAVE THE PRINT BOX checked!**

- **Gradable must be checked for students to receive a grade for the section!** An instance where Gradable would not be checked is a linked lab that carries no credit; i.e., CHEM 101 Lab where grade is calculated into the lecture grade.

-**Voice Response and Self-Service Available** must be checked in order to enable students to perform registration transactions (add/drop/withdrawal) for this section. If not checked, registration may only be performed administratively on SFAREGS.

-**Tuition and Fee Waiver** should **never** be **checked** by you.

The *Long Title*, *Comments*, and *Syllabus* boxes displayed at the bottom of SSASECT are informational only. If the box is checked, it means that the information exists and may be viewed on SSASYLB or SSATEXT. Information regarding these forms may be found in the appendices of this documentation.

-**Pre-requisite Check Method** is for use by the *Scheduling Center only!* If a box is checked in this area, it indicates the type of pre-requisite defined for this section. Basic or None, as well as CAPP prerequisites may be viewed on SSAPREQ. **DO NOT** attempt to modify the defined Prerequisite Check Method!!

-**After information has been entered** on the Section Information *base* screen of the SSASECT, **SAVE** record before proceeding.

-**A message will appear at the bottom of the form**, indicating that the transaction is complete. At this point, the **section will also be assigned a CRN.**

The screenshot displays the SSASECT form interface. At the top, the 'CREDIT HOURS' section is visible, with fields for Credit Hours (3.000) and Lecture (3.000). A prominent red banner with white text reads 'SCROLL DOWN FURTHER FOR MORE OPTIONS'. Below this, the 'CLASS INDICATORS' section is shown. It includes a 'Prerequisite Check Method' section with radio buttons for 'Basic or None', 'DegreeWorks', and 'CEU Indicator'. The 'Link Identifier' field is highlighted in yellow. To the right, a list of checkboxes is shown, with 'Print', 'Gradable', 'Tuition and Fee Waiver', and 'Voice Response and Self-Service Available' all checked and highlighted in yellow. Other unchecked options include 'Long Title', 'Comments', and 'Syllabus'. The bottom of the form features a 'SAVE' button.

Next, choose the **Section Enrollment Information** tab to establish maximum seats for this section:

Term: 201810 CRN: 31130 Subject: LDRS Course: 995 Title: Dissertation

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum *	0	Waitlist Maximum *	0	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	1	Waitlist Remaining	0	Reserved	<input type="checkbox"/>

Authorization Codes Active for Section Generated Credit Hours 0.000

Census One Enrollment Count 0 Freeze Date 05/14/2018

Census Two Enrollment Count 0 Freeze Date

Add Authorization Registration Dates

Calculated Section Start Date	05/14/2018	Add Authorization Start Date		Waitlist Notification Ending Date	
-------------------------------	------------	------------------------------	--	-----------------------------------	--

EDIT Record: 1/1 SSBSECT:SSBSECT_MAX_ENRL [1] ellucian

⚠ Please remember that the **Reserved Seats** feature of Banner is NOT being used by IUP. The **Waitlist** feature is being used. For additional information, please refer to the waitlisting documentation.

-The **Maximum** field designates the **maximum enrollment permitted for the section**. This number entered here is **also used when attempting to locate a classroom** of sufficient size to satisfy the section enrollment. **Save** before continuing.

-The **Projected** field is used to record **anticipated enrollment** in the section for the term. *This is an optional field that controls nothing - it is informational only and defaults to zero when a section is added.* This is **primarily used with the incremental release of seats for freshman registration**. **Save**

Display-only Fields in Section Enrollment Information window:

Actual – represents number currently registered
Remaining – maximum less actual; number of seats available for registration

Prior – this field displays enrollment of a prior term, only if the Section Roll process is used to create sections based on a previous term’s sections. We do not use the Section Roll process.

Next, proceed to the **Meeting Times and Instructor** tab:

Term: 201810 CRN: 31130 Subject: LDRS Course: 995 Title: Dissertation

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	St
...	CLAS	05/14/2018	08/09/2018	<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	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Perce
01	@019105...	Hildebrandt, Melanie D.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

EDIT Record: 1/1 SSBSECT:SSBSECT_MAX_ENRL [1] ellucian

⚠ Once in the Meeting Time box, simply tab within the fields to populate information. The Start and End dates default from the base screen. *You may adjust/modify the dates, if necessary, though part of term dates should be followed as closely as possible, since rules defining registration, refunding, drop/add, and withdrawal have been defined for each part of term. If your summer sections do not conform to defined part-of-term dates, send the course information to scheduling-center@iup.edu*

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
D				0.00		2.000		

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
D1	@019106...	Hildebrandt, Melanie D.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
D				0.00	O	2.000		

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
D1	@019106...	Hildebrandt, Melanie D.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1. Define the **days** on which the course section will meet by selecting appropriate boxes.
2. Enter the **Start and End Time, using military format**.
Example: 6 p.m. to 9 p.m. is represented by 1800 to 2100.
0600 and 0900 indicates meeting from 6 a.m. to 9 a.m.
When adding a section without actual meeting times, such as an internship, you **must** populate the *Hours per Week* .
3. Next, choose the *Meeting Location and Credits* tab (or Tab to move forward), where you will enter the **Building** and **Room** in which the section will meet.
4. **Do not** enter anything in the *Automatic Scheduler* field.
5. Manually input data or double click the box to prompt query. Being specific will allow for narrowed results.
6. **SAVE** . If a time conflict error message pops up (in the top right-hand corner), enter an **O** in the *Override Indicator* box.
*Use image on left for reference
7. **SAVE** and move to the *Instructor* block.

- !** When selecting a classroom, SPECIAL PURPOSE = dept owned (reserved for class/activities use for that dept).
- DO NOT USE SPECIAL PURPOSE ROOMS UNLESS YOUR DEPARTMENT OWNS THEM!
 - **Never assume** any room listed is actually available for your use simply because it appears on any list – unless, the room is “captured” department space and we are within the early schedule-building time period.
 - During the schedule-building process, captured, general-purpose classrooms are to be used **first** by the department who has the space captured as its general-purpose classroom, and **then** by other departments within that college.
 - Only **after finalization of the semester schedule** (after Deans’ deadline) are general-purpose classrooms available for other departments’ sections. Such assignments are made by the Scheduling Center and done so to optimize space utilization.

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE

Meeting Time	Meeting Type	Start Date *
	CLAS	05/14/2018

1 of 1 | 10 Per Page

▼ INSTRUCTOR

Session Indicator *	ID	Name
01	...	

1 of 1 | 10 Per Page

1. After saving data entered in the Meeting Times portion of the form, proceed to the Instructor area by performing the **Next Block** function, or simply placing your cursor in the ID field of the form.
2. Enter the faculty member's Identification number in the ID field and **Save**, or perform a **Search** for an instructor's ID by clicking the ID search button.

*See below for query instructions.

Faculty/Advisor Query SIAQRY 9.3.7 (Prod DB)

Term: 201810 Faculty: Advisor: Category: Staff Type: Contract Type: Tenure Status: Status:

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.

Faculty/Advisor Query SIAQRY 9.3.7 (Prod DB)

Term: 201810 Faculty: Advisor: Category: Staff Type: Contract Type: Tenure Status: Status:

FACULTY/ADVISOR QUERY

Last Name: Contains Smith

Add Another Field ...

Clear All Go

Faculty/Advisor Query SIAQRY 9.3.7 (Prod DB)

Term: 201810 Faculty: Advisor: Category: Staff Type: Contract Type: Tenure Status: Status:

FACULTY/ADVISOR QUERY

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
@00012343	Smith	Alice	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ED	SECL
@0008218	Smith	Blenda	L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HH	NLJAL
@0002488	Smith	David	T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NM	COBC
@0000824	Smith	James	J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SA	ATHS
@0152442	Smith	Jason	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NM	MATH
@03397582	Smith	Jennifer		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	GERP
@00002619	Smith	Jonathan	B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HH	KHSS
@00048067	Smith	Karon	Diane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ED	UVSC
@00057759	Smith	Lisa		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ED	PSED
@0317076	Smith	Marlene		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	RLST
@0148486	Smith	Paul	Geoffrey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	ENGL
@0272593	Smith	Sofia	U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	ENGL
@00031817	Smith	Theresa	S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	RLST
@00042586	Smith	W	Wayne	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	HIST
@0149969	Smith-Sherwood	Dawn	Marie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HS	FNLG

Record 13 of 15

Instructor Query Instructions

1. After clicking into query mode, this screen shows, make sure to enter the term and check faculty. Click Go (top right-hand corner).
2. This next screen shows. Use the drop-down arrows to define your search criteria. Use the insert button near the start over button to add more categories.
3. Click Go (gray button on the right-hand side).
4. Finally, a list of faculty will appear. Select correct faculty member then click *Select* at the bottom. This information will populate in SSASECT after clicking Select.

❗ To change previously saved instructor assignments, you must first perform a **remove record** function (the delete button next to the insert button on the right-hand side) to remove the ID of the originally assigned instructor, then enter the code of the newly assigned instructor **Save**. Do not "overwrite" an existing instructor record with another instructor's ID.

! Assigning Multiple Instructors: In instances where more than one instructor is assigned to a section (team teaching), Percent of Responsibility must be adjusted for the purpose of workload calculations. In this example, two instructors have been assigned to the section. Responsibility is shared equally; therefore, we enter 50% responsibility for each instructor. In instances where an odd number of instructors is assigned, assign the extra percentage to the primary instructor, in order that the total Percent of Responsibility equals 100.

The screenshots show the 'Meeting Times and Instructor' tab in the SSASECT 9.3.10 (Prod DB) interface. The left screenshot shows the 'Meeting Times and Instructor' tab with a table of meeting times and an 'INSTRUCTOR' table. The right screenshot shows the same interface with the 'INSTRUCTOR' table highlighted, showing two instructors with 50% responsibility each. A red box highlights the 'Override Indicator' column in the instructor table.

! Instructor Conflict: There may be instances where you intend to assign an instructor to multiple sections meeting at the same time, without setting up a crosslisted group. Upon attempting to Save the record, an error appears indicating that the instructor has a schedule conflict. To override the conflict, click on the Override Indicator box, then **Save** the record. When transaction is complete, Rollback (Start Over button or F5) to return to the SSASECT base screen and you are ready to add another section! * See above image for reference.

SSASECQ: The Schedule Section Query Form displays all sections currently existing in a particular term. No changes can be made, its query mode only.

1. To view information for only one subject in a particular term, enter the Term and Subject codes prior to executing the query.
2. To view sections meeting on a particular campus, enter the Term and Campus code only, and then execute the query.

The screenshot shows the 'Schedule Section Query SSASECQ 9.3 (Prod DB)' interface. The 'Term' field is set to 201810 and the 'Subject' field is set to CRIM. A red arrow points to a 'Delete Field' button next to the 'Subject' field.

The screenshot shows the 'Schedule Section Query SSASECQ 9.3 (Prod DB)' interface. The table below shows section data for term 201840. Below the table is a summary table with columns for Enrollment, Waitlist, Maximum, Actual, and Remaining.

	Maximum	Actual	Remaining
Enrollment	45	45	-1
Waitlist	0	0	0

CROSS LISTING

Schedule Cross List Definition SSAXLST 9.3.3 (Prod DB)

Term: 201840 Cross List Group Identifier: B1

Go

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 Cross List Definition SSAXLST 9.3.3 (Prod DB)

Term: 201840 Cross List Group Identifier: B1

Start Over

CROSS LIST ENROLLMENT

Maximum Enrollment: 48 Actual Enrollment: 14 Seats Available: 34

CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours ...	Reserved Indicator	Enrollment Maximum	Enroll
10323		BIOL	473	A01	1	I	3.000				13	
10325		BIOL	573	A01	1	I	3.000				11	

Record 1 of 2

SSAXLST, the Schedule Cross List Definition form is used to create a cross list group code, as well as to set the maximum for the group. Cross listing two or more sections is made possible by defining a Cross List Group Identifier on this form. The Cross List Group Identifier code must be established here prior to being entered on **SSASECT**.

To view existing cross-listed groups for the term, click on the search button to the right of the **Cross List Group Identifier** field. You will be taken to the Schedule Cross List Query form.

Within the Schedule Cross List Query Form (SSAXLSQ), Click Go to view established codes.

The code B1 has two course sections associated with it – BIOL 450 501 and BIOL 550 501. The cross list code is a two-character, user-defined code.

By using the directional arrow keys on your keyboard, or by placing your cursor on a particular Cross List code, the sections associated with that code will appear in the lower portion of the form in the Cross List Section block.

1. Define a code that has not already been used for this term. After reviewing established codes, exit the Query form SSAXLSQ to return to the Schedule Cross List Definition Form, **SSAXLST**.
2. Enter the two-character code in the Cross List Group Identifier field (a code not already defined, but chosen by you to be used exclusively for this specific group of sections) and proceed to the *Next Block*.
3. Enter Maximum Enrollment for the Cross List group and **Save**.
4. After receiving a message that the transaction is complete (top of form), Exit form and go to **SSASECT** to begin building your individual sections.

Schedule Cross List Query SSAXLSQ 9.3 (Prod DB)

SCHEDULE CROSS LIST QUERY

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
200010	MK	20	0	20
200040	0Z	25	20	5
200040	1M	35	33	2
200040	1S	50	5	45
200040	1Y	25	28	-3
200040	200040	25	25	0
200040	2M	30	26	4
200040	2S	50	9	41
200040	2Y	25	24	1
200040	2Z	25	23	2
200040	3M	30	23	7
200040	3S	50	7	43
200040	4M	30	14	16
200040	5M	30	30	0
200040	5Z	25	26	-1
200040	6M	30	0	30
200040	6Z	25	0	25
200040	7M	30	25	5
200040	7X	25	27	-2
200040	7Z	25	26	-1

Record 1 of 10939

CROSS LIST SECTION

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High

Record 1 of 1

QUERY Record 1/1 SSAXLST:SSAXLST_TERM_CODE [1]

Schedule Cross List Query SSAXLSQ 9.3 (Prod DB)

SCHEDULE CROSS LIST QUERY

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
201840	B1	48	14	34

Record 1 of 1

CROSS LIST SECTION

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
10323	BIOL	473	A01	1		3.000	
10325	BIOL	573	A01	1		3.000	

Record 1 of 2

Cross List Meeting Time/Instructor Query SSAXMTI 9.3.5 (Prod DB)

Term: 201840 Fall 2018 Cross List Group: B1 Identifier

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.

Cross List Meeting Time/Instructor Query SSAXMTI 9.3.5 (Prod DB)

Term: 201840 Fall 2018 Cross List Group Identifier: B1 Start Over

MEETING TIME

CRN	Start Date	End Date	Meeting Type	Days	Begin Time	End Time	Building	Room	Schedule Type	Override	Session Credits	Session Indicator
10325	08/27/2018	12/14/2018	CLAS	M W	1325	1415	WEYDT	009	C		3.000	01
10325	08/27/2018	12/14/2018	CLAS	M W	1325	1415	WEYDT	009	C	O	3.000	01

Record 1 of 2

INSTRUCTOR

Session Indicator	ID	Name	Percent	Primary Indicator	Override Indicator	Percent Session
01	@0004...	Travis, Holly J.	100	Y	O	100

Record 1 of 1

EDIT Record: 1/2 SSAXMTI_MEET_CRN [1] ellucian

- ❗ If multiple sections exist with a variety of credit values and/or different schedule types, you should choose the appropriate corresponding section information.
- ❗ If no section matches schedule type and credits of the section you are in the process of adding, be sure to adjust schedule type and session credits upon returning to the meeting window.

On **SSASECT**, while adding the **first course section**, enter the **Group Code** that we defined in the Cross List field (in this example the code is B1).

After saving this section, **Rollback** to begin adding the second section (in this example, BIOL 473 section A01).

Tip for setting maximum seats of cross-listed sections:

You may choose to set the maximum for each section to that of the maximum for the group. If you set your sections and groups up in this manner, the maximum number of students permitted to register for *all* sections assigned to the group code will not exceed the maximum defined on SSAXLST for the group, but will allow any combination of enrollment from all sections assigned to that particular group.

Enter the base section information for the second section, including the Cross List code.

Proceed to the Enrollment Data window and set the maximum seats for the section.

Save the record. Then, proceed to the **Meeting Times and Instructor** window.

From the **Options** menu, choose **Cross List Definition Query (SSAXMTI)**. This will bring forth the *Cross List Meeting Time/Instructor Query* form.

When **SSAXMTI** appears, perform the **Next Block** function to display meeting and instructor information associated with this Cross List Group Identifier.

With the meeting and faculty information displayed for the Cross List Group Identifier, **place your cursor in the CRN field of the course section that contains the meeting information**, to highlight the record.

Click the **Select** button or double click on the CRN field, to return the section's meeting and instructor information to SSASECT. You may notice that the letter O appears in the Override field in the Meeting window, overriding the room conflict.

Save. You will see a message at the top of the screen it indicates there are "No changes to save." This is fine, remember to Save your work, as you go.

Since meeting and instructor information is copied from the course selected on SSAXLST, be sure to check and adjust Schedule Type (Schd) and Session Credits (Sess Cred) within Meeting Times and Instructor portion of the form, where appropriate.

Again, don't forget to **Save** the record.

Link Identifier (Lab/Lecture)

Links connect sections of the **same course** when a combination of sections are required to be taken concurrently. Linking requires the definition of **Link Identifiers on SSASECT** and the assignment of **Link Connectors on SSADETL**. Link Identifiers and Link Connectors are **two-byte characters** and are **user defined**.

Example 1

BIOL 103 sections A01 and B01 have been designated as 4-credit lecture sections.

BIOL 103 sections A02 and B02 are corresponding, zero-credit lab sections.

Students must register for both a lecture *and* a lab, Lecture/Lab sections = BIOL 103 A01 + BIOL 103 A02 or BIOL 103 B01 + BIOL 103 B02 **NOT** BIOL 103 A01 + BIOL B02. Students who attempt to register for a section with an assigned link connector on SSADETL, without choosing to register for another section of the same course which has that identifier code as it's identifier on SSASECT, will receive an error message.

Here's how to set these up:

				Link Identifier	Link Connector
Course & Section				on SSASECT	on SSADETL
BIOL 103	A01	Lecture	4 credits	A1	1A
BIOL 103	A02	Lab	0 credits	1A	A1
BIOL 103	B01	Lecture	4 credits	B1	1B
BIOL 103	B02	Lab	0 credits	1B	B1

1. In SSASECT

Display lecture section BIOL 103 A01.

Enter A1 in the Link Identifier field and Save.

Display lab section BIOL 103 A02.

Enter 1A in Link Identifier field and Save.

2. In SSADETL

Display lecture section BIOL 103 A01.

Enter 1A as Link Connector in the Link Section field and Save.

Display lab section BIOL 103 A02.

Enter A1 as Link Connector in the Link Section field and Save.

BIOL 103 sections A01 and A02 are now linked!

Students may not register for one without the other.

This screenshot shows the 'Schedule SSASECT 9.3.10 (Prod DB)' form. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main form area is divided into several sections: 'COURSE SECTION INFORMATION', 'CLASS TYPE', 'CREDIT HOURS', and 'CLASS INDICATORS'. A search menu is open on the right side, listing various options such as 'Elective Attribute Pool [SSAPOOL]', 'Specific Section Attribute [SSASATR]', and 'Course Section Detail [SSADETL]', with the latter highlighted in yellow. The 'COURSE SECTION INFORMATION' section shows details for a course section with Subject BIOL, Course Number 473, and Section A01. The 'CREDIT HOURS' section shows credit hour settings for Lecture, Lab, and Other indicators.

This screenshot shows the 'Schedule SSASECT 9.3.10 (Prod DB)' form with the 'CREDIT HOURS' and 'CLASS INDICATORS' sections expanded. The 'CREDIT HOURS' section includes fields for Credit Hours, Billing Hours, and Contact Hours, with radio buttons for 'None', 'To', and 'Or'. The 'CLASS INDICATORS' section includes fields for Prerequisite Check Method, Link Identifier (set to 'A1'), Attendance Method, and Weekly Contact Hours. There are also checkboxes for 'Print', 'Gradable', 'Tuition and Fee Waiver', and 'Voice Response and Self-Service Available'. The 'CLASS INDICATORS' section also includes a 'Daily Contact Hours' field and a 'Long Title' field.

This screenshot shows the 'Schedule SSADETL 9.3.10 (Prod DB)' form. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main form area is divided into several sections: 'COURSE SECTION INFORMATION', 'CLASS TYPE', 'CREDIT HOURS', and 'CLASS INDICATORS'. The 'COURSE SECTION INFORMATION' section shows details for a course section with Subject BIOL, Course Number 473, and Section A01. The 'CREDIT HOURS' section shows credit hour settings for Lecture, Lab, and Other indicators. The 'CLASS INDICATORS' section includes fields for Prerequisite Check Method, Link Identifier (set to '1A'), Attendance Method, and Weekly Contact Hours. There are also checkboxes for 'Print', 'Gradable', 'Tuition and Fee Waiver', and 'Voice Response and Self-Service Available'. The 'CLASS INDICATORS' section also includes a 'Daily Contact Hours' field and a 'Long Title' field.

SSASECT

In the above images, A1 has been entered as the Link Identifier for lecture section A01 and for lab section A02, 1A is the Link Identifier.

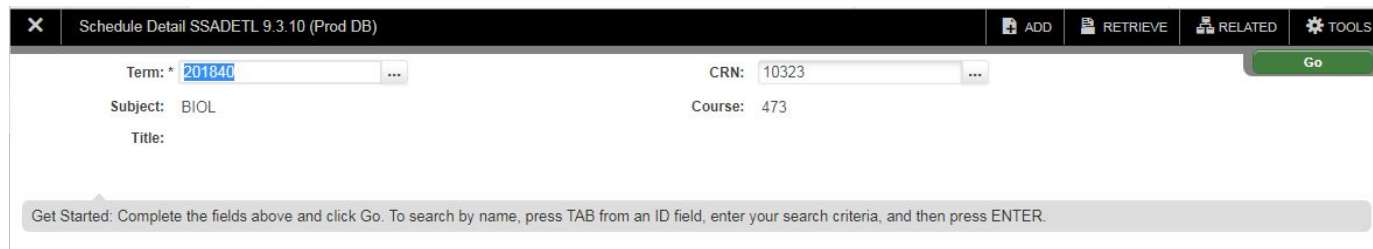
Also note that the section title has been modified to add Lab and Gradable is unchecked for this zero-credit, linked section.

SSADETL

1A has been entered as the Link Connector in the Section Links field for lecture section A01, CRN 10323.

For CRN 10324, representing lab section A02, we entered A1 as the Link Connector

				Link Identifier	Link Connector
Course & Section				on SSASECT	on SSADETL
BIOL 103	A01	Lecture	4 credits	A1	1A
BIOL 103	A02	Lecture	4 credits	A1	1A
BIOL 103	A03	Lab	0 credits	1A	A1
BIOL 103	A04	Lab	0 credits	1A	A1

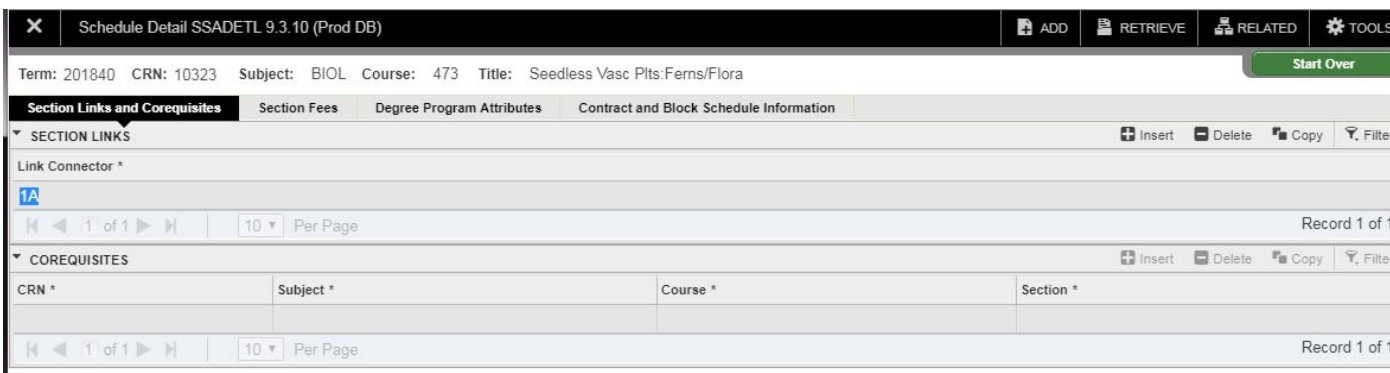


Term: * 201840 ... CRN: 10323 ... Go

Subject: BIOL Course: 473

Title:

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.



Term: 201840 CRN: 10323 Subject: BIOL Course: 473 Title: Seedless Vasc Plts:Ferns/Flora Start Over

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

SECTION LINKS + Insert - Delete Copy Filter

Link Connector *

1A

10 Per Page Record 1 of 1

COREQUISITES + Insert - Delete Copy Filter

CRN *	Subject *	Course *	Section *
-------	-----------	----------	-----------

10 Per Page Record 1 of 1

Other Major Considerations when Setting Up Lecture and Lab Sections:

When adding a **lab section**, be sure to **modify** the course **title** to indicate that the section is a lab. Just place your cursor at the end of the title and type *Lab*.

When creating these sections on SSASECT, be sure to establish which sections are not **Gradable**. If lab and lecture sections are graded as one course (lab grade calculated into lecture grade), then you must uncheck the Gradable box in the lower right area of SSASECT for all the zero-credit, linked lab sections.

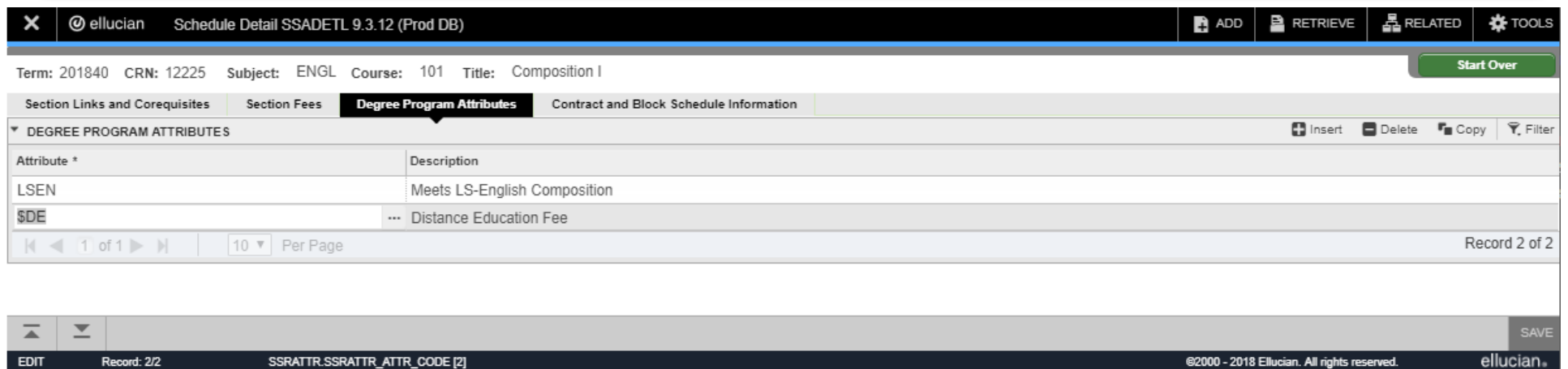
Credit hours and billing hours for lab sections that carry zero credits must have those credits set at zero on SSASECT. Also, for lecture sections of BIOL 103, used in the illustrated examples, credit hours and billing hours must be set at 4, ensuring that students receive proper academic credit and that they are billed correctly. The section **contact hours, lecture hours and lab hours** must also be set.

Section Attributes (ONLINE COURSES ONLY)

Section Attributes are important for many reasons particularly to make sure a course is billed correctly.

Online only courses (8XX level) need to be labeled in SSADETL as **\$DE** under the **Degree Program Attribute** tab.

 **DO NOT delete existing attributes.** Arrow down to a new field or click in the empty field if none currently exist.



The screenshot shows the ellucian system interface for 'Schedule Detail SSADETL 9.3.12 (Prod DB)'. The course details are: Term: 201840, CRN: 12225, Subject: ENGL, Course: 101, Title: Composition I. The 'Degree Program Attributes' tab is active, showing a table with two attributes:

Attribute *	Description
LSEN	Meets LS-English Composition
\$DE	Distance Education Fee

The interface includes navigation controls (back, forward, page 1 of 1), a 'Per Page' dropdown set to 10, and a 'Record 2 of 2' indicator. The bottom status bar shows 'EDIT Record: 2/2', the URL 'SSRATTR.SSRATTR_ATTR_CODE [Z]', and the ellucian logo with copyright information '©2000 - 2018 Ellucian. All rights reserved.' and 'SAVE' button.

SSATEXT

SSATEXT allows for course descriptions to be displayed when students click on a CRN.

After entering into the base section, begin typing the description or notes in the *section text* section. There is a character limit per line. After reaching the character maximum, use the insert button in the top right corner or tab down to the next line and continue typing. Save when finished.

DO NOT use the *section long text* option or description will not appear.

The course description will appear on the web to look like the second diagram.

The screenshot shows the 'Section Comment SSATEXT 9.3 (Prod DB)' interface. At the top, it displays 'Term: 201840 CRN: 10323 Subject: BIOL Course: 473 Title: Seedless Vasc Plts/Ferns/Flora'. Below this, there are two main text input areas: 'SECTION TEXT' and 'SECTION LONG TEXT'. The 'SECTION TEXT' area contains a placeholder message: 'This is where you will type course descriptions or special notes. To continue on the next line like this you need to click INSERT on the menu bar and SAVE when you're finished.' The 'SECTION LONG TEXT' area is currently empty. A 'SAVE' button is visible in the bottom right corner of the interface.

The screenshot shows the 'CATALOG ENTRIES FOR FALL 2018' page on the Indiana University of Pennsylvania website. The entry for 'BIOL 473 - Seedless Vasc Plts/Ferns/Flora' is highlighted. The description reads: 'A comprehensive survey of morphological and habitat characteristics of seedless vascular plants (generally fern and their allies) of Pennsylvania and the surrounding states. Prerequisite: BIOL 210'. Below the description, it lists 'Levels: Undergraduate', 'Schedule Types: Lecture, Lab, Individualized Instruction', and 'College of Nat Sci and Math College Biology Department'. It also includes 'Restrictions: Must be enrolled in one of the following Levels: Undergraduate Graduate' and 'Must be enrolled in one of the following Campuses: Indiana'. The 'Prerequisites' are listed as 'Req: BIOL 210'. The 'General Requirements' are '1 courses (Course or Test: BIOL 210 Minimum Grade of D May not be taken concurrently.)'. At the bottom, there are 'Return to Previous' and 'New Search' buttons, and a 'RELEASE: 7.2' notice.



Special topics descriptions should be entered on this form, as should text regarding section-specific restrictions, and any pertinent information aside from what is contained in the course catalog description; i.e., Night Exams, writing intensive indicator, special equipment needed by students, etc. You will find that text does not wrap in this form. Each line is a record; therefore, if you type text on three lines, then Save, you will receive a message that 3 records have been applied and saved.

Instructors have the ability to enter and maintain their own syllabus data via the secure area of URSA, within the Faculty Services tab. See second diagram. If necessary, you may also view and/or update this data from within Banner by accessing **SSASYLB**, which consists of four blocks: Section Long Title and Course URL, Learning Objectives, Required Materials, and Technical Requirements. Do not use long section title.

If syllabus information is entered by the instructor via URSA, or by you via SSASYLB, students searching for open sections within the secure area of URSA will see **Syllabus Available**, after they click on that particular CRN for more information.



Indiana University of Pennsylvania

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Class Schedule Listing

Sections Found

Korean IV - 22006 - CRLG 259 - 001

Associated Term: Spring 2015

Registration Dates: Oct 01, 2014 to Jan 27, 2015

Levels: Undergraduate

Indiana Campus
Lecture Schedule Type
3.000 Credits
[Syllabus Available](#)
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:15 am - 12:05 pm	MWF	Keith Hall 232	Jan 20, 2015 - May 08, 2015	Lecture	Christopher Stuart Chandler (P)

[Return to Previous](#)

RELEASE: 8.5.1



IUP Banner Development Self Service

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Class Schedule Listing

Sections Found

Contemporary Issues in Crim - 20714 - CRIM 401 - 001

This was entered in the long text area of SSATEXT. Now that you have shown interest in this section, here is some detailed information that may help you decide if the section material and designated requirements are right for you.

Associated Term: Spring 2015

Registration Dates: Oct 01, 2014 to Jan 27, 2015

Levels: Undergraduate

Indiana Campus



Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Syllabus Information

Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Course Information
Contemporary Issues in Crim - 20714 - CRIM 401 - 001

Levels: Undergraduate
Status: Open

20714 CRN
Indiana Campus
Lecture Schedule Type

Syllabus Data

Long Section Title:

Course URL:

Learning Objectives:

Required Materials:

Technical Requirements:

https://www.banner.iup.edu/dbServer_prod/bwckschd.p_disp

URSA
 Indiana University of Pennsylvania

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Syllabus Information

Syllabus Information
Korean IV - 22006 - CRLG 259 - 001

Associated Term: Spring 2015
Levels: Undergraduate

Indiana Campus
 Lecture Schedule Type

Learning Objectives: This information was entered by instructor in Learning Objectives field.
Required Materials: This information was entered by instructor in Required Materials field.
Technical Requirements: This information was entered by instructor in Technical Requirements field.

[View Catalog Entry](#)

[Return to Previous](#) [New Search](#)

RELEASE: 8.5.1

Selecting Syllabus Available will display Learning Objectives, Required Materials, and Technical Requirements.

If entered, the Course URL may be accessed by registered students when viewing their Detail Schedule.

Student Detail Schedule - Microsoft Internet Explorer provided by The Administrative Network

http://wwwdev.banner.iup.edu:8029/banner8/bwskfschd_P_CrseSchdDetl?Term_In=230940&cm=12705

Student Detail Schedule

[Personal Information](#) [Alumni & Friends Services](#) **[Student Services](#)** [Financial Aid](#) [Faculty Services](#) [Employee](#) [TUP Administration](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Detail Schedule for @00030888 Cynthia J. Bright
 Fall 2009
 Aug 20, 2009 02:37 pm

You are responsible for the academic and financial aspects of the courses for which you are registered. If you do not participate in the course and do not drop or withdraw from it, you will still be assigned a grade and be charged for the tuition and fees.

Total Credit Hours: 3.000

Anthropology of Birth - ANTH 481 - 001

Associated Term:	Fall 2009
CRN:	12705
Status:	Web Add on Aug 20, 2009
Assigned Instructor:	Laurence D. Kruckman
Grade Mode:	Undergraduate Standard Letter
Credits:	3.000
Level:	Undergraduate
Campus:	Indiana
Course URL:	www.arts.iup.edu/art/centerforturning/programdescription.html

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:35 pm - 6:05 pm	W	McElhaney Hall G-1	Aug 31, 2009 - Dec 18, 2009	Repeatable Topic	Laurence D. Kruckman (P)

[Return to Previous](#)

SSAMATX

SSAMATX the **Building/Room Schedule form**, is used to display section information for all scheduled academic buildings and classrooms in the system.

The screenshot shows the 'Building/Room Schedule SSAMATX 9.3.5 (Prod DB)' application window. The 'BUILDING/ROOM SCHEDULE' section is active, displaying filter criteria: Term is set to '201840' and Building is set to 'MCELH'. There are buttons for 'Clear All' and 'Go' at the bottom right.

The screenshot shows the same application window with the results of the query displayed in a table. The table has columns for Building, Room, Campus, Meeting Patterns Days, Meeting Patterns Times, Term, Begin and End Dates, Subject, Course, CRN, Cross List, and Function. The results show 20 rows of classroom sections for McElhaney Hall (MCELH) during term 201840.

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function
MCELH	101	I	MWF	0905-0955	201840	27-AUG-2018/14-DEC-2018	SOC	151	12666		
MCELH	101	I	TR	0930-1045	201840	27-AUG-2018/14-DEC-2018	SOC	151	12687		
MCELH	101	I	MWF	1010-1100	201840	27-AUG-2018/14-DEC-2018	SOC	151	12667		
MCELH	101	I	TR	1100-1215	201840	27-AUG-2018/14-DEC-2018	SOC	151	12691		
MCELH	101	I	MWF	1115-1205	201840	27-AUG-2018/14-DEC-2018	SOC	151	12668		
MCELH	101	I	MWF	1220-1310	201840	27-AUG-2018/14-DEC-2018	SOC	151	12669		
MCELH	101	I	TR	1230-1345	201840	27-AUG-2018/14-DEC-2018	SOC	151	12693		
MCELH	101	I	MWF	1325-1415	201840	27-AUG-2018/14-DEC-2018	SOC	151	12682		
MCELH	101	I	MWF	1430-1520	201840	27-AUG-2018/14-DEC-2018	SOC	151	12685		
MCELH	101	I	TR	1530-1645	201840	27-AUG-2018/14-DEC-2018	SOC	542	13425	S6	
MCELH	101	I	TR	1530-1645	201840	27-AUG-2018/14-DEC-2018	SOC	442	12769	S6	
MCELH	101	I	M	1800-2100	201840	27-AUG-2018/14-DEC-2018	SOC	762	13424	S8	
MCELH	101	I	T	1800-2100	201840	27-AUG-2018/14-DEC-2018	LDRS	861	12812		
MCELH	101	I	R	1800-2100	201840	27-AUG-2018/14-DEC-2018	SOC	802	12809		
MCELH	101	I	W	1800-2100	201840	27-AUG-2018/14-DEC-2018	SOC	807	12786	S3	
MCELH	101	I	W	1800-2100	201840	27-AUG-2018/14-DEC-2018	SOC	707	12784	S3	
MCELH	101	I	M	1800-2100	201840	27-AUG-2018/14-DEC-2018	SOC	862	13411	S8	
MCELH	103	I	MWF	1010-1100	201840	27-AUG-2018/14-DEC-2018	SOC	361	12751		
MCELH	103	I	TR	1100-1215	201840	27-AUG-2018/14-DEC-2018	SOC	481	12777	S2	
MCELH	103	I	TR	1100-1215	201840	27-AUG-2018/14-DEC-2018	SUST	481	12781	S2	

The table includes a footer with navigation controls: '1 of 5' pages, '20' items per page, and 'Record 1 of 82'. A search bar at the bottom contains the query term 'MCELH'.

In this **example**, we entered the **building code** for McElhaney Hall and executed the query for **term 201840**. The results show all classrooms in McElhaney Hall where course sections have been assigned for Query Term 201840.