



Georgia Tech
Registrar

SCHEDULE OF CLASSES TRAINING MANUAL

UPDATED OCTOBER 2023

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Getting Started

Banner Access

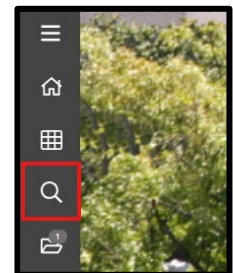
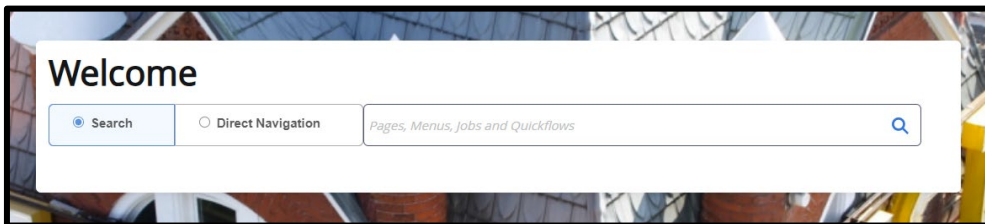
To access BANNER on the Web, go to app.banner.gatech.edu/applicationNavigator/seamless to access the Georgia Tech Login Service page.

A designated individual from each department/academic unit must contact the Associate Registrar of Technology, Mark Gravitt (mark.gravitt@registrar.gatech.edu) to request access for individuals in their unit who will be working with academic scheduling. To view the list of official designators for each unit, go to <https://registrar.gatech.edu/info/designated-unit-requesters-bannergtad-accounts>.

Please also email the Registrar's Office Scheduling Team (scheduling@registrar.gatech.edu) when a new scheduling contact is added. The new scheduler will be added to the scheduling listserv to ensure that they receive important scheduling information from the Registrar's Office.

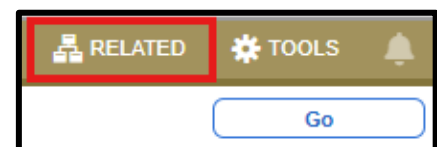
Banner Navigation

Banner pages can be accessed using the search box located in the center of the landing page or the search icon in the main menu on the far left. Enter the page's 7- character acronym in the search box or, to find an acronym for a particular page, enter a descriptive name in the box and select from the suggested list of pages.

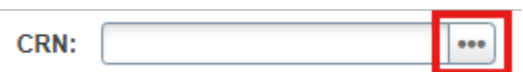


Click on the  arrows at the bottom, left corner to navigate from section to section.

Click on the "Related" button located in the page header at the top, right corner of the screen to display a list of Banner pages related to your current screen and navigate to them



Three dots to the right of an input field indicates that the field's values are searchable. Click on button, add filter criteria, enter value(s), and click Go. Select or double-click a value from a called page to return to the original page.



Academic terms are defined using the four-digit year followed by a two-digit semester code as shown in the table to the right

Semester Term Codes	
Spring	2xxx02
Summer	2xxx05
Fall	2xxx08



A class schedule consists of sections of active course records that exist in Banner Catalog. The Registrar's Office creates and maintains course records in Banner Catalog. Department schedulers have viewing access to Banner Catalog and may view individual course details when building sections (e.g. effective term, course structure, course title, grade modes, etc.).

The following Banner forms are used frequently by RO and department schedulers. Banner forms beginning with **SC** refer to **Course** information controlled at a catalog level. Banner forms beginning with **SS** refer to individual **Section** information

Banner Pages Used by Registrar's Office to Modify Catalog (Academic units have viewing access only)

SCABASE – Course Maintenance. Used for maintaining courses

SCACRSE – Basic Course Information. Used for building and maintaining course records

SCADETL – Course Detail. Used to maintain course details (i.e. co-requisites, core attributes, etc)

SCAPREQ – Catalog Prerequisite and Test Score Restrictions. Used to maintain course prerequisites

SCARRES – Catalog Schedule Restrictions. Used to maintain course restrictions (i.e., level, campus)

SCASYLB – Course Syllabus. Used to enter course long titles

Banner Pages Used by Departmental Schedulers to View/Modify Sections

SSASECT – Basic Section Information. Used for creating and updating course sections

SSASECQ – Schedule Section Query. Used for searching existing sections

SSADETL – Section Detail. Used to maintain detailed schedule information (i.e. lecture/lab links, section-specific co-requisites, etc). Also used for viewing core attributes and section fees

SSAMATX – Building/Room Schedule. Displays sections assigned to specific buildings/rooms

SSAPREQ – Section Prerequisites and Test Score Restrictions

SSARRES – Schedule Restrictions. Used for maintaining section restrictions

SSASYLB – Section Syllabus. Used to enter long (secondary) titles for Special Topics sections

SSATEXT – Section Comment page. Used to communicate information about a section in Oscar

SSAXLST – Cross List Definition. Displays details of a cross-listing. View only for dept schedulers

Additional Helpful Banner Pages/Queries Used by Departmental Schedulers

SFASLST – Displays section class roster

SIAASGQ – Faculty Schedule Query. Displays individual faculty schedule by term

SIAIQRY – Faculty/Advisor Query. Used to query instructor ID

SLARDEF – Room Definition. Used to view room details

SLQMEET – Used to query available rooms. **Can only be navigated to through “Related” menu**

SFASRPO – Used for entering Registration Permits and Overrides



Important Definitions

Term	Definition
Campus	Campus code. This usually corresponds to location (e.g. A- Atlanta Campus, X- GT Lorraine) but can refer to specific student groups (e.g. EM- Evening MBA, SF- Summer Freshman)
Contact Hours	Approximate hours of in-class instruction per week
Co-requisites	Two or more courses that must be taken together
Course Reference Number (CRN)	A unique 6-digit identifier for a section. A new CRN is assigned by Banner when a section is created or rolled forward from a previous like term
Credit Hours	The number of semester hours awarded for a specific course
Cross List	Multiple different sections that are identical in all other respects, including title, credit, meeting time/days/location, instructor, and attributes. The Scheduling team creates cross lists and assigns a Group Identifier Code
Final Exam Matrix	Schedule of final exam blocks for a term by class day/time from the Scheduling Grid. Exam Matrices are published here by the time the schedule of classes “Go Live”
“Go Live”	Schedule of classes is published and visible to students prior to registration
Grade Mode	Grading options e.g. letter grade, audit, pass/fail
Instructional Method	The degree to which the instructional content of a section is delivered via technology e.g. H- hybrid, P- partially at a distance, F- fully at a distance. If this field is blank, the course is entirely in person
Part of Term	Course run time during the given term e.g. 1- full term, S1- first half term
Prerequisite	A course (requirement) that must be completed in advance of registration for another course
Prerequisite with Concurrency	A course (requirement) that may be completed prior to or in the same semester/term as the course
Primary Instructor	The instructor primarily responsible for a section. The primary instructor is responsible for entering grades.
Program Attributes	A unique quality associated with a course or section (e.g., humanities, ethics, social science, honors)
Schedule Roll	The first step in creating the schedule of classes. Active sections from the previous corresponding semester are “rolled” forward (Fall to Fall, Spring to Spring, Summer to Summer), and new CRNs are assigned to each section
Schedule Type	Course type/format e.g. lecture, seminar, supervised laboratory
Scheduling Grid	Collection of approved course meeting patterns. Meeting patterns vary by course type, credit hours, and part of term. All GT grids can be found here
Section	A class created from a course record that exists in Banner Catalog. Multiple sections can be created from a single course record each semester/term
Section Long Title	A more descriptive title used for Special Topics courses. Long Titles are displayed on student transcripts
Session	Used to identify classroom space needs. A- On Campus, In Assigned Space indicates a classroom is needed. B- Unassigned Space is used when no classroom is needed i.e. Fully at a Distance courses
Variable Credit Course	Courses that have a range of credit hours (e.g., 1-12). The student must select the number of hours when registering or the credits will default to 1



Developing the Schedule of Classes

An Overview of the Steps

1. The Schedule Roll

As a preliminary step to preparing the Schedule of Classes, information about classes offered in the previous corresponding semester is “rolled” forward (Fall to Fall, Spring to Spring, etc.) by the Registrar’s Office, and new CRNs are assigned to each section. Only sections that were active in the previous corresponding term are rolled. Cross lists are also rolled at this time. Once this process is complete, academic units are notified to begin working on their schedules.

2. Departmental Review

Academic units run a report of the rolled sections using the LITE Schedule of Classes report, review the data, and make necessary updates to reflect the circumstances for the new term. During this time, there are five main options for what department schedulers can do with sections: create a new section, verify and/or modify a rolled section, cancel a section, delete a section, or copy a section.

3. Special Requests

During the departmental review, schedulers begin compiling organized lists of special requests for sections to be submitted to the RO Scheduling Team. These requests include cross list updates, instructor ADA room requests, special room requests for unique instructional needs (i.e. computer labs or active learning), and off-grid exception requests.

4. Optimizer Preparation

In addition to sending special requests to the RO Scheduling Team prior to the optimizer run, schedulers should also ensure that section sessions codes are correct, enrollment caps and meeting patterns are set, and instructors who will be back-to-back teaching are added to sections. Distance Learning (RDL) attributes must also be added to sections as needed to ensure they are placed in Distance Learning classrooms prior to the optimizer being run. Deadlines for special requests and optimizer prep are communicated by the Registrar’s Office well in advance. Having all these details set in Banner by the deadline is crucial to ensure that sections in need of a centrally scheduled room are considered in the optimizer run and have the correct enrollment size and meeting pattern set for the optimizer to attempt to place them accordingly.

5. Post Optimizer Review

After the RO Scheduling Team completes the optimizer run, they send department schedulers the centrally scheduled room assignment results. Schedulers review their unit’s room assignments and identify if there are room swaps changes needed, if any assigned room is no longer needed, or if they would like to adjust days, times, or seat count for sections that did not get a room assigned in order to find an available room.



6. Go Live

The Schedule of Classes will “Go Live” in Oscar for students to view prior to the beginning of Phase I registration. This allows students time to meet with their advisors and develop a registration plan prior to time tickets opening. Section changes should be completed prior to the Schedule of Classes going live to ensure students have accurate information with which to plan. Any sections still missing a room assignment will be placed in pending status prior to the “Go Live”.

7. Registration

During registration periods, schedulers monitor enrollment to determine if any section adjustments need to be made. This may include adding seats or sections due to high demand, canceling sections due to low demand, troubleshooting registration problems caused by things such as section link or section restriction errors, or issuing permits to students. Once registration has opened, schedulers should be cautious about making changes to sections as any changes may impact the schedules of students who are already enrolled.

8. Final Exam Scheduling

Once classes have begun and all section days, times, and locations are set, the Registrar’s Office creates the final exam schedule per the [final exam matrix](#). *All final exams are not automatically scheduled in the same room as the regular course meeting.* While the Registrar’s Office tries to accommodate this, it is not a guarantee. Additionally, only courses with meeting patterns that follow the scheduling grid are automatically booked for a final exam. So, the RO sends out a spreadsheet of final exam bookings for schedulers to review. Schedulers have three major action items: alert the RO Scheduling Team of any sections missing from the spreadsheet that require an exam room or sections without an assigned room, alert the RO of any bookings that are not needed, and inform instructors of their final exam details. These items are essential to ensure that all sections that require a final exam space have a room reserved and that all instructors and students know the correct exam location.

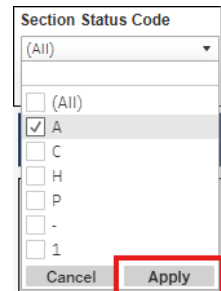


Running the Schedule of Classes Using LITE

Once information about classes offered in the previous corresponding semester is “rolled” forward (Fall to Fall, Spring to Spring, Summer to Summer) to the new semester/term, and new course reference numbers (CRNs) are assigned to each section, academic units will be notified to begin working on their schedules. Each academic unit will then generate a copy of the rolled schedule, review the data, and make necessary updates to reflect the circumstances for the new term.

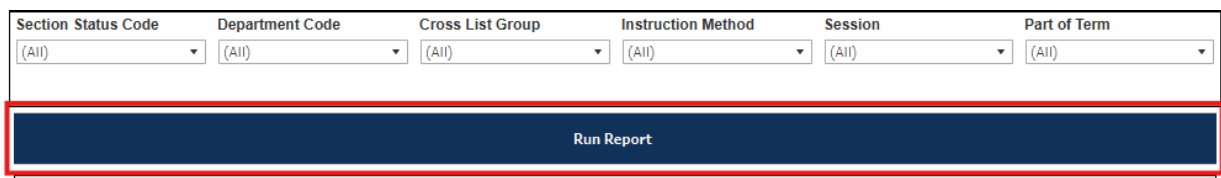
➤ To print the Schedule of Classes from LITE, go to: <https://s3.lite.gatech.edu/reports/inventory>

1. Use the search bar to search for the “Schedule of Classes (SOC) – LIVE” report and click the report title to open it



2. Adjust the filter values as needed, making sure to click “Apply” after making any changes to filter checkboxes (as shown to the right)

3. Once you have applied all filter settings, click the blue “Run Report” button below the filters to generate your data



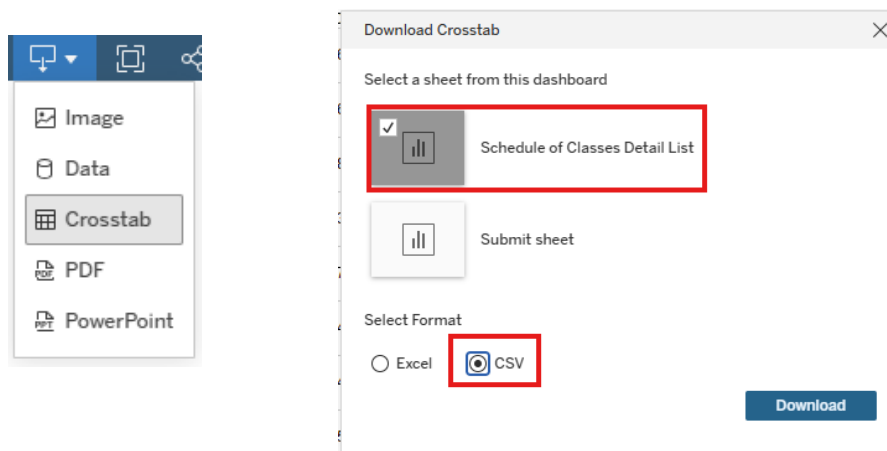
4. The data can be updated using the Refresh button in the top, left corner of the webpage to reflect recent changes in Banner



5. Export your report data using the Download button in the top, right corner of the webpage



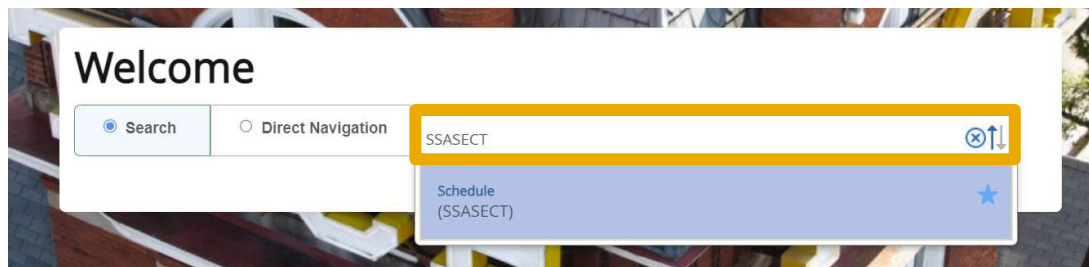
6. To export the data as an Excel spreadsheet, select the “Crosstab” option and choose the “Schedule of Classes Detail List”. *Exporting as a CSV is highly recommended to ensure that formatting does not impact your ability to filter or sort your spreadsheet!*



Modifying a Rolled Section

Once you have a copy of the rolled Schedule of Classes with CRNs for the new term, the details of each rolled section should be reviewed carefully in Banner to ensure that necessary updates are made prior to the schedule going live in OSCAR.

1. Enter **SSASECT** in the search field on the Application Navigator screen and enter.

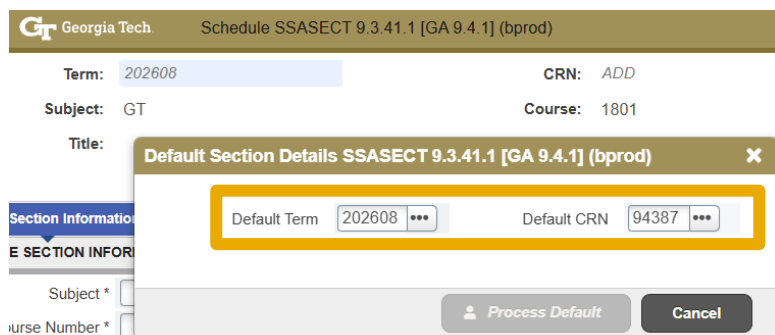


2. Enter term code and CRN of the section you want to modify & click Go.
 - ❖ Find the CRN using the rolled schedule of classes report or you may search for a section's CRN by clicking on the Lookup button next to the CRN field. **See Searching for a Section on page 21**
3. Review all section details and make updates using the “Entering Course Section Information” steps on the next page.

Copying a Section

If a course section does not appear on the rolled schedule, it was not offered the previous like term. You may create a new section or create a copy of an existing section from any term to modify. To copy a section:

1. Enter **SSASECT** in the search field on the Application Navigator screen and enter.
2. Enter term code and CRN of the section you want to copy & click “Go”.
3. In **Course Section Information**, click the “Section” field, change the section code to “0”, and save.
4. Click **Start Over** to exit and return to SSASECT.
5. Enter the term code for the new term.
6. Type “ADD” in the CRN field and click the **Copy CRN** button.
7. A dialog box will open. In the “Default Term” field, enter the term of the section to be copied.
8. In the “Default CRN” field, enter the CRN of the section to be copied.

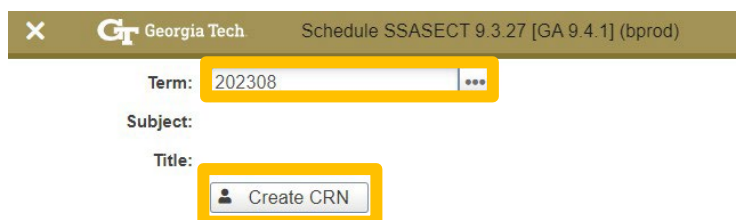


9. Click on the “Process Default” button to generate a new CRN.
10. Review all section details and make updates using the “Entering Course Section Information” steps on the next page.
 - ❖ **Be sure to go back to the section you copied and replace the “0” with the original section code.**

Creating a New Section

The “rolled” schedule of classes will include only course sections that were offered the previous like semester/term and remained active status. If a course did not roll forward, it was not offered the previous like term/semester (e.g. it was not active status or it was recently approved by the Institute Curriculum Committee and a section has not yet been created). To create a new section:

1. Enter **SSASECT** in the search field on the Application Navigator screen and enter.
2. Enter the Term code and click on “Create CRN”.



3. Enter section details using the following “Entering Course Section Information” steps.

SSASECT: Building and Modifying Course Sections

SSASECT: Entering Course Section Information

1. **Subject:** Type the subject code (e.g., ENGL) and **tab**.
2. **Course Number:** Type the number and **tab**.
3. **Title:** This information will populate from Banner Catalog. **DO NOT CHANGE.**
 - To provide a more descriptive title for non-Special Topics/Special Problems courses, you can enter the descriptive title in SSATEXT
 - For Special Topics/Special Problems **only**, the descriptive title is entered in SSASYLB
4. **Section:** Enter section code [maximum three characters].
 - The section code is a unique identifier used for communication purposes and cannot be duplicated for the same course in the same term. The code has no bearing on registration.
 - The letter “R” is reserved for study abroad sections. Numbers may be used in combination with the letter “R” for multiple sections of the same course (e.g., R1, R2, etc.).
5. **Cross List:** **LEAVE BLANK.**
 - If sections need to be cross listed, send details of all sections to the Scheduling Team
6. **Campus:** This field displays the section’s location and should be based on the campus code for the target student audience. Use “A –Atlanta” for sections taught on the Atlanta campus, even if they are hybrid or at a distance. The campus code on SSASECT MUST match the Campus Restrictions code on SSARRES>Campus and College tab.

****Exception is summer undergrad fully at a distance (SOUP) sections. More information on SOUP sections is on page 28****

Accepted campus codes:

- | | |
|--|--|
| • A- Georgia Tech-Atlanta * | • GC- Graduate Certificate |
| • I- Video | • 7- Georgia Tech Studies Abroad |
| • O- Online. Reserved for OMS programs. | • 8- Foreign Exchange |
| • EM- MBA Evening Program | • 3- GT Lorraine-Graduate Programs |
| • SF- Freshman Short Summer Session | • X- GT Lorraine-Undergrad Programs |

For more detailed information concerning study abroad campus codes and course set-up, go to: <https://registrar.gatech.edu/academic-scheduling/study-abroad>

7. **Status:** Sections must be “**Active**” for registration.

- **A-Active** – Ready for registration
- **P-Pending** – Section not available for registration. Will not display in Oscar.
- **H-Hold** – *Registrar's Office use only.* Flagged for non-compliance.
- **C-Cancelled** – Section has been cancelled.

8. **Schedule Type:** This represents the course structure. Always use an **approved** code for the course per the catalog. This can be found using the “Search”(3 dots) to the right of the field. Sections should consist of a single schedule type only. Any mixed structure classes must be created using separate sections linked using course linking. See page 23 for detailed information on linking sections.

- | | |
|--|-----------------------------------|
| • “ A ” – Lecture only | • “ P ” – Dissertation |
| • “ D ” – Seminar | • “ R ” – Recitation |
| • “ E ” – Supervised Laboratory | • “ S ” – Studio |
| • “ F ” – Unsupervised Laboratory | • “ V ” – Breakout |
| • “ H ” – Directed Study | • “ X ” – Common Exam |
| • “ O ” – Master’s Thesis | • “ Y ” – Mixed Laboratory |

9. **Instructional Method:** This code identifies the degree to which the instructional content of a section is delivered via technology. The field should be left blank if the section uses no technology for delivering instruction.

- **F – Fully at a Distance:** All instruction is delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend a course orientation or to take exams. This is generally equivalent to delivering more than 95% of sessions via technology.
- **P – Predominately at a Distance:** Greater than 50% of class sessions are delivered via technology, but visits to a classroom are required. Two-way interactive video should be coded partially at a distance because students must meet at a designated location.
- **H – Hybrid:** Technology is used to deliver 50% or less of class sessions, but at least one class session is delivered via technology.
- **Null (blank):** Technology may be used for delivering instruction, but no class sessions are replaced by technology.

Georgia Tech Schedule SSASECT 9.3.27 [GA 9 4.1] (bprod)

Term: 202305 CRN: 57424 Subject: MGT Course: 4803 Title: Special Topics

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences | Delivery Technology

▼ COURSE SECTION INFORMATION

Subject	MGT	MANAGEMENT	Campus *	A	Georgia Tech-Atlanta *
Course Number	4803		Status *	A	Active For Current Term
Title	Special Topics		Schedule Type	A	Lecture*
Section *	B		Instructional Method	F	Fully at a Distance (BOR)
Cross List	BK		Integration Partner	W	Canvas: Needed-W

❖ **Delivery Technology:** Sections that have an Instructional Method code must also display the type of technology used for delivering instruction for the section. Under the **Delivery Technology** tab in SSASECT, enter “**21**” (**Internet**) under **Technology Type**, and check the primary indicator.

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

▼ SECTION TECHNOLOGY Settings Insert Delete Copy

Technology Type *	Description	Percentage	Primary Indicator
21	Internet		☒

1 of 1 10 Per Page

10. Integration Partner: This field connects the section to an external LMS (i.e., Canvas). Enter: **“W” – Canvas: Needed** if the course will use a course shell OR **“X” – Canvas: Not Needed** if the course does not want a course shell OR **“D” – Canvas: Limited Use** if the course wants a course shell but won't use it.

11. Grade Mode:

- **Specific Grade Mode:** Click the three dots to search approved grade modes for the course. If a single value is entered (L, P, or A), the mode will automatically default to the specified mode and cannot be changed by the registrant.
- **Unspecified Grade Mode:** When the Grade Mode field is blank, the registrant may select from the list of available modes. If the registrant does not select a mode during registration, Letter Grade (L) is the default unless the course was approved for Pass/Fail or Audit mode only.

❖ **THE GRADE MODE OF A SECTION MUST NOT BE MODIFIED AFTER REGISTRATION BEGINS.** Changes made to a section will not apply to current registrants' records. Contact Scheduling Team for assistance

12. Session: The session field is used to provide the space details of a course. Valid codes are listed below. Make sure to assign session A if the section will need Centrally Scheduled space. Only A session sections will be considered in the Optimizer.

- **A** – On-Campus, In Assigned Space is required when the building/room field is populated with an assigned space
- **B** – Unassigned Space, is used for courses requiring no classroom space [e.g., thesis, Fully at a Distance, distance math, etc.] or when the course is using an unassignable space. Use SSATEXT to indicate meeting locations unassignable in Banner
- **C** – Assigned Space, Other Inst.*
- **D** – Off-Campus, Assigned Space*
- **E** – Off-Campus, Unassigned Space used for Study Abroad sections.

13. Special Approval: “DE” Permit Required is used to prevent registration unless a permit is issued by the instructing department. This restriction must be added to a section before registration begins. Students will need a "PERMIT" type permit issued in **SFASRPO** to register.

14. Duration, Override Duration: Leave blank. Not used at Georgia Tech.

15. Part of Term (POT): The POT code represents the length of a semester/term. Fall/spring semesters are 15-week terms plus final exams. Summer Term consists of one 10-week term and two, 5-week terms. The Registrar's Office determines the dates for POT. After a section has students enrolled, the POT cannot be changed. Contact the Registrar's Office for assistance with questions concerning Part of Term codes.

- | | |
|---|---|
| • POT “I” – Standard, full-term code Fall, Spring, and Summer | • POT “MM3” – Fall only, third five weeks |
| • POT “D” – Prohibits drops - use with Study Abroad during Fall & Spring | • POT “4” – Prohibits drops - use with Summer Study Abroad |
| • POT “SI” – Fall/spring first half | • POT “5” – Freshmen Short Summer Session |
| • POT “S2” – Fall/spring second half | • POT “6” – Early Short Summer Session |
| • POT “MM1” – Fall/spring first five weeks | • POT “7” – Late Short Summer Session |
| • POT “MM2” – Fall/spring second five weeks | • POT “MAY” – Summer Maymester, first three weeks |

16. Registration Dates, Start Dates, Maximum Extensions: Leave blank. Not used at Georgia Tech.



17. Credit Hours; Billing Hours; Contact Hours; Lecture; Lab; Other (Studio)

- **Single Schedule Type (fixed hours):** When a course has only one Schedule Type (lecture or lab), the Credit Hours, Billing Hours, Contact Hours, Lecture and Lab fields are fixed and should be populated fully in the blank box with the values represented in the catalog.

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

Indicator

- **Mixed Schedule Type (lecture/lab, lecture/studio, studio/lab, etc.):** If the course includes multiple schedule types, the credit hours, billing hours, etc. have an “Or” condition. Each schedule type will need its own section and the hours entered must represent the component being scheduled. Only one of the linked sections can carry the credit and billing hours (which should be the same) and the remaining components’ credit/billing hours will be set to 0 so that together, the components’ credit and billing hours match the max value allowed.

Traditionally, the credit and billing hours are on the large, shared meeting (usually lecture), and the smaller linked components (usually studio or lab) are set to 0.

Lecture component of a 2-2-0-3 Lecture/Studio structure

The setup shown indicates that this is a two-contact hour lecture which carries the credit and billing hours for a total 3 hour linked course structure.

Credit Hours		Lecture
Credit Hours 0.000 3.000 3.000		Lecture 0.000 2.000 2.000
Credit Hours ☐ None ☐ To ☒ Or		Lecture Indicator ☐ None ☐ To ☒ Or
Indicator		Lab 0.000
Billing Hours 0.000 3.000 3.000		Lab Indicator ☒ None ☐ To ☐ Or
Billing Hours ☐ None ☐ To ☒ Or		Other 0.000 2.000 0.000
Indicator		Other Indicator ☐ None ☐ To ☒ Or
Contact Hours 0.000 4.000 2.000		
Contact Hours ☐ None ☒ To ☐ Or		
Indicator		

Studio component of a 2-2-0-3 Lecture/Studio structure

The setup shown indicates that this is a two-contact hour studio (other) which carries no credit or billing hours for a total 3 hour linked course structure.

Credit Hours		Lecture
Credit Hours 0.000 3.000 0.000		Lecture 0.000 2.000 0.000
Credit Hours ☐ None ☐ To ☒ Or		Lecture Indicator ☐ None ☐ To ☒ Or
Indicator		Lab 0.000
Billing Hours 0.000 3.000 0.000		Lab Indicator ☒ None ☐ To ☐ Or
Billing Hours ☐ None ☐ To ☒ Or		Other 0.000 2.000 2.000
Indicator		Other Indicator ☐ None ☐ To ☒ Or
Contact Hours 0.000 4.000 2.000		
Contact Hours ☐ None ☒ To ☐ Or		
Indicator		

If the hours are not entered, the students’ registration for this section will reflect no credit hours and no billing hours. If entered on both, they would be double credited and double billed. Take care to complete this section fully and accurately for mixed structure courses!

- **Variable Credit-Hour Courses** display a range of hours that automatically migrate from the Course Catalog (**SCACRSE**) to the section in **SSASECT**. The scheduler has two options:
 - Leave the range of hours that migrated from the course catalog. Under this condition, students may register for any number of hours within the range of hours displayed.

Variable Credit-Hour Option 1:

Credit Hours		Lecture	
Credit Hours	1.000 21.000	Lecture	1.000 21.000
Credit Hours Indicator	☐ None ☒ To ☐ Or	Lecture Indicator	☐ None ☒ To ☐ Or
Billing Hours	1.000 21.000	Lab	
Billing Hours Indicator	☐ None ☒ To ☐ Or	Lab Indicator	☒ None ☐ To ☐ Or
Contact Hours	1.000 21.000	Other	
Contact Hours Indicator	☐ None ☒ To ☐ Or	Other Indicator	☒ None ☐ To ☐ Or

OR

- Specify the number of hours within the range by entering the specific hours values in the blank fields. Hours must be entered for all fields (credit, billing, contact, and component type). In the example below, the hours are fixed, and students must register for the specified number of 3 credit hours. If you want a variable credit course to carry days/times or have assigned space, you must define the credit hours for the section so that it is equal for all registrants.

Variable Credit-Hour Option 2 [fixed hours]:

Credit Hours		Lecture	
Credit Hours	1.000 21.000 3.000	Lecture	1.000 21.000 3.000
Credit Hours Indicator	☐ None ☒ To ☐ Or	Lecture Indicator	☐ None ☒ To ☐ Or
Billing Hours	1.000 21.000 3.000	Lab	
Billing Hours Indicator	☐ None ☒ To ☐ Or	Lab Indicator	☒ None ☐ To ☐ Or
Contact Hours	1.000 21.000 3.000	Other	
Contact Hours Indicator	☐ None ☒ To ☐ Or	Other Indicator	☒ None ☐ To ☐ Or

❖ **HOURS MUST NOT BE MODIFIED AFTER REGISTRATION BEGINS.** *Changes made to a section will not apply to current registrants' records. Contact Scheduling Team for assistance if you discover that a section with enrolled students has incorrect hours.*

18. **Prerequisite Check Method:** Leave default ("Basic or None").

19. **Link Identifier:** This field is used to link components of a course when it carries more than one schedule type. When a course includes more than one type of hours, schedule one section for each schedule type (often one lecture and one lab, but can be lecture/studio, studio/lab, etc.), and link them together. When linking sections, **the link identifier field is required and a corresponding link connector is required in SSADETL to complete the link.**

- For more detailed information about linking sections, see page 23

20. **Attendance Method, Weekly Contact Hours, Daily Contact Hours:** Leave all Blank.

21. **Print:** Leave default (checked).



22. **Gradable:** Should be checked when the section carries credit hours and unchecked when the section is zero credit hours or is non-gradable (i.e. recitations)
23. **Tuition and Fee Waiver:** Leave default (unchecked).
24. **Voice Response and Self-Service Available:** Should be checked if section is to be shown on OSCAR for registration. Uncheck if section is private and should not show on OSCAR.
25. **Long Title, Comments, Syllabus:** If long title or comments are entered on the section, a check mark will appear in the checkbox.

SSASECT: Entering Maximum Enrollment and Creating a Waitlist

1. Click **Section Enrollment Information** to open the Enrollment Details page. Enter the maximum enrollment for this section. Save.
2. Click in the Waitlist Maximum field to create a waitlist. Enter the maximum allowed for the waitlist. Save.

The screenshot shows the 'Enrollment Details' page with two tabs: 'Enrollment Details' and 'Reserved Seats'. The 'Enrollment Details' tab is active. It contains a table with the following data:

Field	Value
Maximum *	30
Waitlist Maximum *	0
Actual	2
Waitlist Actual	0
Remaining	28
Waitlist Remaining	0
Registered	
Waitlisted	
Pending Finalization	

At the bottom, there is a summary row:

Authorization Codes Active for Section	Generated Credit Hours	2.000
--	------------------------	-------

SSASECT: Entering Meeting Times, Meeting Location, and Instructor

****Before entering information in this block, you should review Georgia Tech's Standard [meeting pattern grids](#) published on the Registrar's Office website.**

1. Click on the **Meeting Times and Instructor** tab.
2. **Meeting Days:** From the Meeting Time field, tab to Monday. The Meeting Type, Start Date and End Date will automatically populate. **Do not change.** To select the meeting days, click in the checkbox that corresponds with the days the class will meet.
3. **Start and End Time:** Tab to enter the Start Time and End Time [See Registrar's Office website for approved meeting pattern grids].
4. **Session Indicator:** This is a link between the meeting time and instructor for a section. For team taught sections, the session code is used to distinguish which instructor is responsible for teaching different days or times section.
 - If there is only one instructor for a section, the Percent of Responsibility should equal 100 and Primary Instructor should be checked. The Session Indicator and the Instructor Session Indicator are the same.

The screenshot shows the 'Meeting Times and Instructor' page with two tabs: 'Meeting Dates' and 'Meeting Location and Credits'. The 'Meeting Dates' tab is active. It contains a table with the following data:

Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	08/24/2026	12/17/2026	☒	☐	☒	☐	☐	☐	☐	1400	1515	01

Below the SCHEDULE table is the INSTRUCTOR table:

Session Indicator *	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of
01	Ge, Baoyun	0.00	100	☒	☒	

- **One Session, Multiple Instructors:**

In this example, there is only one session taught by multiple instructors. In this case, the Session Indicator and the Instructor Session Indicator are the same, but each instructor shares a percent of responsibility for the session with one designated as the primary instructor. The combined responsibility must equal 100%.

The screenshot shows the 'Meeting Times and Instructor' tab in the SSASECT system. It displays a session and two instructors. The Session Indicator is 01. The instructors are Carrie G. Shepler and Chad F. Slipeper, with 95% and 5% responsibility respectively. The Primary Indicator is checked for Carrie G. Shepler.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Shepler, Carrie G.	0.00	95	☒	☐	100
01		Slipeper, Chad F.	0.00	5	☐	☐	100

5. **Instructor:** From the Meeting Times section, click the Next Section button to move to the **Instructor** block. Click in the ID field. Enter the instructor's GTID number.

- To search for an instructor's ID, click in the ID field and then click on the Lookup button to access the Faculty Query Page (**SIAIQR**).
 - Enter the term code and click Go.
 - Enter the instructor's name into the filters and click Go.
 - Click on the instructor you want and click Select to pull their information into SSASECT.
 - The Instructor ID, name, Instructional Workload, Percent of Responsibility, Primary Indicator, and Percent of Session fields will automatically populate. Adjust as needed and save.
- If the instructor has not yet been determined, you may leave the Instructor window blank temporarily. TBA will appear in Oscar. Make sure to enter the instructor by end of term.
- If you are scheduling an Independent Study course with no meeting times, enter "0" in the Hours per week field. Save. This will allow you to add the instructor.
- If you receive an instructor conflict error message, and an override is allowed, check the Override Indicator. Save.
- To remove an instructor, click on the Instructor's GTID then click on the Delete icon located in the INSTRUCTOR section header.

6. **Automatic Scheduler:** Leave blank and tab to the Building field.

7. **Building and Classroom:** Leave this blank if the section needs a Centrally Scheduled room. If assigning a departmental space or looking for a new room, check classroom availability first.
- In SSASECT under the Meeting Times and Instructor tab, click on Meeting Location and Credits
 - Click on the 'Related' button, located in the upper right corner and choose **SLQMEET**.

❖ **Note:** SLQMEET is NOT a direct access form and can only be accessed through the Related menu when on the Meeting Times and Instructor tab.

- You will be taken to the page below to enter classroom search criteria
 - Leave the building field blank to search for all or enter a building code to narrow down choices
 - Capacity will default to the section enrollment cap but can be changed to search for different sized room. This will not change the enrollment cap on the section.
 - The campus should always be A for search purposes
 - Times must be in 24h/military time format
 - Adjusting days/times will change search details but will not automatically change the section meeting pattern or times. It will ask if you want to save them to update the section details, but you cannot save capacity or campus this way in SLQMEET



- Click “Go”

Georgia Tech Available Class Room Query SLQMEET 9.3.15 (bprod)

Meet: Mon: ☐
 Tue: ☐ Wed: ☒
 Thu: ☐ Fri: ☐
 Sat: ☐ Sun: ☐
 From Time: 0825 To Time: 0915
 Building: Campus: A
 Site: Capacity: 30

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.

- You will be directed to the ‘Desired Room Attributes’ section. **Skip this section.**
- Click on the down arrow in the lower left corner of the screen to execute the query.
- Choose a room from the Class Room Query Results and then click on **SELECT** in the lower right to pull the classroom data back into SSASECT.
- ❖ **Note:** While you can search to find available rooms, Centrally Scheduled classrooms are managed by the Registrar's Office. You must contact them to secure a room you find available.

8. **Schedule Type:** The Schedule Type on the Meeting Location and Credits page will match the Schedule Type displayed in the main Course Details in SSASECT. **Do not change.**

Georgia Tech Schedule SSASECT 9.3.27 [GA 9.4.1] (bprod)

Term: 202308 CRN: 86938 Subject: VIP Course: 2601 Title: VIP Proj Team: SO I

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

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
			A	0.83		1.000		

Record 1 of 1

Mixed schedule types are not allowed. If an additional schedule type is needed, a new section must be created and linked. *The only exception to this is approved Common Exams.* Common exams require Registrar's Office approval and catalog amendments to utilize.

Adding an approved exam block requires unique line entries for each schedule type on the Meeting Times block. There will be meeting days, times, bldg. & classroom for the schedule type for the regular class meeting and a second line for the common exam should be entered with schedule type X. See the example below.

SCHEDULE			
Automatic Scheduler	Building	Room	Schedule Type *
	081	L1	A
	081	L1	X

- Hours per Week:** Use default.
 - Override Indicator:** Enter the letter “O” in the Override field if a classroom will be shared with another section i.e. a cross listed section
 - Session Credit Hours:** This field represents the required number of contact hours by schedule type. The session contact hours should not exceed total contact hours showing on SSASECT.
 - Section Preferences – Entering Distance Learning Code:**
 - When a specific classroom is required for delivering instruction at a distance, enter “RDL” code in the Room Attribute Preferences block located in the Section Preferences section.
 - ❖ **This code must be entered into SSASECT prior to the optimizer run!**
- More information on Campus “A-Atlanta” Courses Delivered at a Distance on page 27.

Additional Required Section Settings

SSAETL: Entering Course Section Details

This page is used to create and maintain detailed information for linking mixed structure courses, establishing “section-specific” co-requisites, and entering study abroad attributes. To access SSAETL, click on the “Related” menu icon, located in the right corner of the SSASECT Page Header.

1. Section Links and Corequisites:

- **Link Connector:** The Link Connector is used to link mixed structure sections. See linking section on page 23 for detailed information concerning linking mixed structure courses.
- **Co-requisites:** The Co-requisites field is used for entering “section specific” co-requisites. **A co-requisite must exist in Banner Catalog before a section specific co-requisite can be entered. It is strongly recommended for recitations to be co-reqed to the lecture they support and prevent mixing lectures/recitations.**

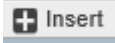
2. Section Fees: Section Fees are entered and maintained by the Registrar’s Office. **Do not modify.** When linked mixed structure sections are created from the same course that carries fees, remove the fee from the larger/shared component so that students will not be charged fees for both components of the course.

3. Degree Program Attributes: Core Attributes (e.g., humanities, social sciences, etc.) migrate from the Course Catalog to this field. **Do not modify or remove core attributes.**

Study Abroad programs are assigned unique three-character identification codes. The instructing department is responsible for entering the code on the Degree Program Attributes page.

➤ To search for a study abroad attribute, go to:

- <https://registrar.gatech.edu/info/study-abroad>

If a section already carries other attributes, click  to add a blank field and enter the Study Abroad code.

4. Contract and Block Schedule information: When a section has an Instructional Method code (i.e., F-Fully at a Distance, H-Hybrid) on SSASECT, the type of technology entered in SSASECT under “Delivery Technology” should match the code in the “Section Contracts” page under “Contract”. The valid code is “21” (Internet).

SSARRES: Entering Course Section Restrictions

This page is used for entering registration restrictions for a section. Click on the “Related” menu icon, located in the right corner of the SSASECT Page Header to navigate to SSARRES.

For each restriction, select the ☒ Include or ☐ Exclude radio button to indicate whether you will exclude or include students that meet the criteria. If you select “Include,” only students with a status matching the criteria entered can register for the section. If you select “Exclude” the students with a status matching the criteria entered will NOT be able to gain access to the section. Then enter the code for the criteria you would like to include or exclude. If you do not know the code, use the lookup feature by clicking the 3 dots to the right of the field to search for relevant codes.



1. Department and Field of Study Restrictions:

- **Department:** Restrict sections by department (e.g., BIOL).
- **Field of Study:** Restrict sections by major, minor, or concentration
 - To include or exclude all students associated with a particular program, whether they are in the major, minor, or concentration, select the “Include” or “Exclude” button and click the “All Field of Study Types” checkbox. **You must check this box first and will leave the “Type” field blank.** Enter the subject code(s) and save.
 - To specify a particular major **or** minor, select the “Include” or “Exclude” button then click in the “Type” field and enter “MAJOR”, “MINOR”, or “CONCENTRATION”. Enter the subject code(s) and save.

2. Class and Level Restrictions:

- **Class:** Restrict sections by class (e.g. Freshmen, Sophomore, Masters, etc.)
- **Level:** Level restrictions are entered at the Course Catalog level by the Registrar’s Office and should not be removed at the section level. Level restrictions pull from Banner Catalog to the section when the schedule is rolled.
 - **Exclude US** should display in the Level Restrictions block on all 6000+ level sections. Undergraduate students who wish to take 6000+ level classes must be classified as seniors, have at least a 2.75 grade point average, and obtain permission from the instructing department. The Registrar’s Office will issue level overrides for qualifying undergraduates who have permits from the instructing department.
 - **Exclude GS** should display in the Level Restrictions block for all 1000- and 2000-level sections. Graduate students may, with the instructing department’s approval, take 1000 and 2000-level courses on a Pass/Fail basis only. The department must email comments@registrar.gatech.edu to request the graduate student be registered for the class (Pass/Fail mode).

3. Degree and Program Restrictions:

- **Degree:** Restrict sections by degree (e.g., BSCE, MBA, MARCH).
- **Program:** Restrict sections by program of study (e.g., AEI – AE International Plan).

4. Campus and College Restrictions:

- **Campus:** Restrict sections by student curriculum campus (i.e., O – OMSCS).
This restriction is required and the Curriculum Campus on SSARRES must match the Course Campus code on SSASECT. Do not use “Exclude” for Campus restrictions. Only “Include” the campus entered in SSASECT.
 - ❖ Exception is summer undergrad fully at a distance (SOUP) sections. More info on page 28
- **College:** Restrict sections by college (e.g., Engineering, Ivan Allen, etc.)

5. Student Attribute and Cohort:

- **Student Attribute:** Restrict sections by student attribute
- **Cohort:** Restrict sections by cohort



SSAPREQ: Viewing Prerequisite and Test Score Restrictions

To view a section's prerequisites and test score restrictions from SSASECT, click on the "Related" menu, select Schedule Pre-requisites (**SSAPREQ**), and click "Go". Click on the "Section Test Score and Prerequisite Restrictions" tab to view the prerequisites and test scores. Prerequisites are managed in Banner catalog and automatically migrate to the section level when a section is created or rolled to the new term.

Do Not Modify Prerequisites. Prerequisite modifications must be submitted to the Institute Curriculum Committee (ICC) website, <http://icc.gatech.edu/>. After prerequisite changes are reviewed by the Committee, the Registrar's Office will make the necessary changes to the Course Catalog and existing section records.

When copying a section from a previous semester/term, notify the Registrar's Office if the prerequisites on the section do not match the Catalog prerequisite.

If a student has not yet completed a course prerequisite, and concurrent registration (course + prerequisite) is not allowed, the academic unit may issue a prerequisite override via the Student Registration Permit-Override (**SFASRPO**) page.

SSATEXT: Entering Section Comments

This page is used for communicating information about a section. To access section comments from SSASECT, click on the "Related" menu, select Course Section Comments (**SSATEXT**), and click "Go". Click in the blank field under Section Text. Enter the comment that you wish to have displayed in the online Schedule of Classes (OSCAR). Save. Information entered on SSATEXT **will NOT** print on the student transcript.

❖ **Do not enter text in the Section Long Text block.**

The screenshot shows the SSATEXT interface for Georgia Tech. The top navigation bar includes "ADD", "RETRIEVE", "RELATED", "TOOLS", and a bell icon. Below the navigation bar, the page title is "Section Comment SSATEXT 9.3 (bprod)". The main content area is divided into two sections: "SECTION TEXT" and "SECTION LONG TEXT". The "SECTION TEXT" section is highlighted with a yellow box and contains the text: "THIS COURSE IS BEING TAUGHT IN TECHNOLOGY SQUARE. ALLOW 30 MINUTES BTW THIS CLASS AND CLASSES ON MAIN CAMPUS." The "SECTION LONG TEXT" section is crossed out with a yellow diagonal line and contains the text: "Section Long Text".

SSASYLB: Entering Section Long Title

This page is used for assigning descriptive titles to sections with Special Topics (generic) course numbers. To access SSASYLB from SSASECT, click on the “Related” menu, select Section Syllabus (**SSASYLB**), and click Go.

Enter the title in the Section Long Title field, above URL. If a course has a permanent number [e.g., ENGL 1101] do not enter a title on this page. Long Titles are used only for Special Topics, generic classes. Titles entered on this page **will** print on the student transcript.

The screenshot shows the SSASYLB interface. At the top, there's a header with the Georgia Tech logo and the text "Section Syllabus SSASYLB 9.3.23 (bprod)". Below this, there's a row of fields: Term: 201808, CRN: 88603, Subject: MGT, Course: 4803, Course Title: Special To. There are two tabs: "Long Title and Learning Objectives" (selected) and "Required Materials and Technical Requirements". Under the selected tab, there's a section titled "SECTION LONG TITLE" with a "Copy" button. Below this, there's a text input field for the "Section Long Title" containing the text "Data Visualization". A yellow box highlights this field with the text "Maximum 30 characters." Below the title field is a "URL" field. To the right, a separate window titled "Section Long Title" shows the same text "This Is Archaeology" with a yellow arrow pointing to it and the text "Extra line must be deleted!"

- ❖ **The maximum length allowed for the long title is 30 characters.** This restriction is necessary to ensure the title will print correctly on the student transcript.
- ❖ **Make sure you do not enter an extra line before or after the long title! This can cause issues in Degree Works and on transcript**

Cancelling a Section

If a rolled section will not be offered the new semester, it should be Cancelled. Cancelled sections remain in the database for the current term. However, cancelled sections will not show in OSCAR and are not rolled forward the following year. To cancel a course section:

1. Enter SSASECT in the search field on the Application Navigator screen.
2. Enter the term code and CRN and click the “Go” button.
3. Under the **Course Section Information**, click in the “Status” field and update the status to “C” – Cancelled for Current Term. Then, save.

The instructing departments are responsible for notifying registrants concerning class cancellations. Before cancelling a section, go to SFASLST to obtain the most current class roster. Enter SFASLST in the search field on Application Navigator. Enter the term and tab. Enter the CRN and click Go to retrieve the Class List. Once a section is cancelled in Banner, the Registrar’s Office will drop the cancelled class from the registrants’ schedules.

Deleting a Section

This action will completely remove the section from the database. If you want to abort the process of deletion, you must do so before saving.

1. Enter SSASECT in the search field on the Application Navigator screen.
2. Enter the term code.
3. Enter the CRN and click the Go button.
4. Click the  Delete button located to the right of the **Course Section Information** header.
5. Click 



Additional Steps and Processes

Searching for a Section

1. To search for a CRN, click on the Lookup Button (three dots) at the end of the CRN field to access **SSASECQ**. CRN:
2. Add fields (e.g. Term, Subject, Course, Section), enter specific values, and click “Go”.

3. Click to highlight the correct section
4. Click the “Select” button OR double click on the section to return the CRN to the SSASECT calling page

Faculty Schedule Query

SIAASGQ is a query only page that displays a faculty member’s schedule for a particular semester/term.

1. Enter **SIAASGQ** in the search field on the Application Navigator page.
2. Enter the term code and Faculty member’s GT ID#
 - If you do not know the ID#, click on the Lookup (three dots) next to the ID field to access the Faculty/Advisor Query SIAIQRy page. Click Go to enter search criteria.
 - Add Last Name and First Name query fields.
 - Enter the instructor’s exact first name and last name. **These are case sensitive.**
 - Click Go to retrieve the faculty ID.
 - Double click on the faculty last name to return the GTID to the SIAASGQ calling page.
3. Click Go to display all sections the faculty member is scheduled to teach in the specified term.

FACULTY SCHEDULE QUERY											
CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri
81463	CS	4903	S12	01	08/20/2018	12/13/2018	☐	☐	☐	☐	☐
81853	CS	1371	D01	01	08/20/2018	12/13/2018	☒	☐	☒	☐	☒
81855	CS	1371	D03	01	08/20/2018	12/13/2018	☒	☐	☒	☐	☒
81856	CS	1371	D04	01	08/20/2018	12/13/2018	☒	☐	☒	☐	☒
				01	08/20/2018	12/13/2018	☐	☐	☐	☒	☐

Adding New Faculty

When a new faculty member is hired, the academic unit should contact the Office of Faculty Affairs to have the faculty member’s name and grading privileges added in Banner. This process must be completed before the instructor’s name can be assigned to a section.

➤ To review Georgia Tech’s policy on Banner/OSCAR access for new faculty, go to:

- <https://faculty.gatech.edu/faculty-affairs-reps/banner-access>

Cross-Listings

- Cross listed courses meet at the same day/time and must have the same course structure (**schedule type** and **credit value**). Cross listed courses are often undergraduate and graduate courses taught together or interdisciplinary subject codes of the same number.
- Cross listings are managed by the Registrar's Office Academic Scheduling team. A designated scheduler from one of the participating academic units should assume responsibility as the host department for notifying Academic Scheduling concerning the details of each cross-listed section (e.g., subjects, course numbers, sections, CRN numbers and enrollment caps, meeting time, requested room, etc.)
- Academic Scheduling will generate a cross list code that will display in the Cross List field on each section in SSASECT. To find detailed enrollment data for cross listings, click on the "Related" menu icon and select **SSAXLST**

Georgia Tech Schedule SSASECT 9.3.27 [GA 9.4.1] (bprod)

Term: 202308 CRN: 86938

Subject: VIP Course: 2601

Title: VIP Proj Team: SO I

Create CRN Copy CRN

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.

Search

- Elective Attribute Pool [SSAPOOL]
- Specific Section Attribute [SSASATR]
- Course Section Detail [SSADETL]
- Schedule Restrictions [SSARRES]
- Schedule Pre-requisites [SSAPREQ]
- Course Section Comments [SSATEXT]
- Cross List Definitions [SSAXLST]**

- This page will display the enrollment details of each participating section, the combined total for all sections, and the Cross List Maximum.
- ❖ It is important to note that the combined enrollment maximum for all sections listed in the **Cross List Section** should not exceed the Cross List Maximum Enrollment to prevent registration issues.
- ❖ If the **Cross List Maximum Enrollment** needs to be increased (and the assigned room can accommodate additional capacity), reach out to the Academic Scheduling Team to request the change.

Georgia Tech Schedule Cross List Definition SSAXLST 9.3.23 (bprod)

Term: 202308 Cross List Group Identifier: LO

Start Over

▼ CROSS LIST ENROLLMENT

Maximum Enrollment:	65	Actual Enrollment:	31	Seats Available:	34
---------------------	----	--------------------	----	------------------	----

▼ CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Enrollment Maximum	Enrollment Actual *	Eni
86802		VIP	2601	VVK	1	A	1.000			30	3	
86803		VIP	3601	VVK	1	A	1.000			30	5	
86804		VIP	3602	VVK	1	A	2.000			30	14	
86805		VIP	4601	VVK	1	A	1.000			30	0	
86806		VIP	4602	VVK	1	A	2.000			30	9	
88149		VIP	6603	VVK	1	A	3.000			5	0	

10 Per Page Record 1 of 6

Linking

When a course includes more than one schedule type, each type must be created as a separate section and the sections must be linked.

- **Linking Multiple Components in a Mixed Structure Course:** “Linking Sections” is how we manage the scheduling of courses that carry more than one schedule type as a mixed structure course. When registering for a linked course, the registration system requires the registrant to register for one of each component in the link (usually 2, occasionally 3). Registration must occur simultaneously to register for the course in full.
- **Example:** If ME 2110 A is a lecture, and ME 2110 A01 through A10 are supervised lab options, a student who registers for ME 2110 A must also register for any one of the linked labs (A01-A10) to secure a seat.

I. Creating the main section of a mixed structure course (usually lecture or whichever part is the largest/joint/shared session that everyone is in together)

- Add a new section (e.g., Schedule Type A-Lecture) and assign the section code
 - We recommend an alphanumeric naming convention for linked sections and for their associate link identifiers and connectors. i.e. The section value for the main subset should be A, B, C, etc., the linked components should be A01-A0x, B01-B0x, C01-C0x, etc.

The screenshot shows the 'Course Section Information' form with the following details:

Course Section Information		Section Enrollment Information	Meeting Times and Instructor	Section Preferences	Delivery
Subject	CS *** COMPUTER SCIENCE	Campus *	A *** Georgia Tech-Atlanta *		
Course Number	2110 ***	Status *	A *** Active For Current Term		
Course Alias	***	Schedule Type	A *** Lecture*		
Title	Computer Organiz&Program	Instructional Method	***		
Section *	B ***	Integration Partner	W *** Canvas: Needed-W		
Cross List	FY ***				

- Set the hours values
 - “Credit Hours” and Billing Hours” should carry the full value on the main component, and the linked subsets will all have 0 credit and billing hours. This is also the part that carries the grading for the course so the “Gradable” checkbox should be checked.
 - "Contact hours" are specific to the section represented and should match the component scheduled
 - More information on section hours on page 12
- Assign the link identifier
 - In the “Class Indicators” area, enter the section code as the “Link identifier”

The screenshot shows the 'CREDIT HOURS' and 'CLASS INDICATORS' forms with the following details:

CREDIT HOURS

Credit Hours	0.000	4.000	4.000
Credit Hours Indicator	☐ None	☐ To	☒ Or
Billing Hours	0.000	4.000	4.000
Billing Hours Indicator	☐ None	☐ To	☒ Or
Contact Hours	0.000	6.000	3.000
Contact Hours Indicator	☐ None	☒ To	☐ Or

CLASS INDICATORS

Prerequisite Check Method	Daily Contact Hours	Long Title
☒ Basic or None	☒ Print	☐ Long Title
☐ CEU Indicator	☒ Gradable	☒ Comments
Link Identifier: B	☐ Tuition and Fee Waiver	☐ Syllabus
Attendance Method: ***	☒ Voice Response and Self-Service Available	
Weekly Contact Hours		

- Set the section capacity
 - The “maximum” capacity should equal the combined total for all subsets linked to this section since students need one of each to register, the sums must match. For example, if each of the 10 linked sections has a maximum enrollment of 25, the lecture section should have a maximum of 250 [10 x 25 = 250].
- Build the Link Connector in SSADETL
 - From SSASECT, click the Related menu, select SSADETL, and click “Go”.
 - Choose a link code to represent the smaller subsets. A link identifier matching the section value and a secondary digit aligning with the schedule type is recommended, such as AL for labs, AS for studios, AB for breakouts, etc.
 - Enter this code as the “Link Connector.” In the example shown, Link Connector “BL” in SSADETL for the lecture component indicates that the section code is B and I will be linking lab sections to it

The screenshot shows the 'Schedule Detail SSADETL 9.3.41 (bprod)' window. At the top, it displays 'Term: 202608 CRN: 81166 Subject: CS Course: 2110 Title: Comp'. Below this are three tabs: 'Section Links and Corequisites', 'Section Fees', and 'Degree Program Attributes'. The 'Section Links and Corequisites' tab is active, showing a 'SECTION LINKS' section with a 'Link Connector *' field containing the value 'BL'. Navigation controls at the bottom indicate '1 of 1' and '10 Per Page'.

- Exit  to return to SSASECT.

2. Creating the smaller subsets of a mixed structure course (labs, studios, breakouts, etc.)

- Add a new section (e.g., Schedule Type E-Supervised Lab) and assign the section code
 - We recommend an alphanumeric naming convention corresponding to the section code of the main component. i.e. If the section value for the main subset was A, B, C, etc., the linked components should be A01-A0x, B01-B0x, C01-C0x, etc.
 - The image below shows the first lab scheduled to pair with lecture section B

The screenshot shows the 'Course Section Information' form. It includes fields for 'Subject' (CS), 'Course Number' (2110), 'Course Alias', 'Title' (Computer Organiz&Program), 'Section *' (B01), and 'Cross List' (JS). On the right side, there are dropdown menus for 'Campus *' (Georgia Tech-Atlanta), 'Status *' (Active For Current Term), 'Schedule Type' (Supervised Laboratory), 'Instructional Method', and 'Integration Partner' (Canvas: Needed-W).

- Set the hours values
 - Enter a 0 in the fields for “Credit Hours”, “Billing Hours”, and (in this example) “Lecture”
 - Enter “Contact Hours” and (in this case) “Lab” hours. These values should be the same.
 - More information on section hours on page 12

The screenshot shows the 'CREDIT HOURS' form. It has two columns of input fields. The left column includes 'Credit Hours' (0.000), 'Billing Hours' (0.000), and 'Contact Hours' (3.000). The right column includes 'Lecture' (0.000), 'Lab' (3.000), and 'Other' (empty). Each field has a 'None', 'To', or 'Or' radio button indicator. The 'Contact Hours' and 'Lab' fields are highlighted with a blue border.

If the hours are entered on both components, students will be double credited and double billed. Take care to complete this section fully and accurately for mixed structure courses!

- Enter the link identifier
 - In the “Class Indicators” area, enter the “Link identifier” you previously chose for the small subsets. This is the code you entered as the “Link Connector” for the main subset.

- Uncheck the Gradable box for each of the small subsets.
- Set the section capacity
 - Set “maximum” as the number of registrants allowed for each small subset (for equal subsets, this should be the maximum allowed in the main section divided by the number of small subsets). The combined maximum for all small sections should equal the main section's maximum.
- Build the Link Connector in SSADETL
 - From SSASECT, click the Related menu, select SSADETL, and click “Go”.
 - Enter the “Link Identifier” code from your main section as the “Link Connector.”
 - In the example shown, Link Connector “B” in SSADETL for the lab component indicates that this section is being linked to the lecture with “Link Identifier” (and section code!) B

❖ **SSADETL “Link Connectors” are the SSASECT “Link Identifier” of the section it's connected to and vice versa. The link is NOT complete and won't work without both an identifier and a connector code entered for each linked section!**

Removing Fees from Linked Main Subsets

Course fees are a part of the course (catalog) record for some courses. When the schedule of classes is rolled each semester, fees are pulled directly from Banner catalog to the section record. Fees are maintained by the Registrar's Office. **Course fees should not be modified at the section level.**

- When building linked sections, check in SSADETL “Section Fees” to see if the course carries fees.

Level	Detail Code *	Description	Amount *	Fee Type *
	GT	GT 1000 Course Fee	10.00	FLAT

- If so, when creating linked sections from the same course record, it is important to remember to remove the fees from the main subset. Otherwise, the registrant will be charged fees for both components of the course instead of only once.



Special Section Set-ups

Study Abroad Set-up

- In **SSASECT** “Course Section Information”:

- Section code: "R", "RI", "R2", etc. for all programs
- Campus code: "7" for Study Abroad **OR** "X" for GT Lorraine-Undergrad Programs
- Part of term: 4 for full summer **OR** D for full fall/full spring – **not** POT 1 (one)
- Session code: E

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

Delivery Technology

COURSE SECTION INFORMATION

Subject AE AEROSPACE ENGINEERING

Course Number 3030

Title Aerodynamics

Section * RLI

Cross List

Campus * 7 Georgia Tech Studies Abroad

Status * A Active For Current Term

Schedule Type A Lecture*

Instructional Method

Integration Partner W Canvas: Needed-W

Grade Mode Letter Grade

Session E Off-Campus, Unassigned Space*

Special Approval

Duration

Override Duration

CLASS TYPE

Traditional Class

Part of Term 4 05/14/2018

- In **SSARRES**, under “Campus and College”, choose “Include” and enter the same campus code you entered in SSASECT. The coding on SSASECT identifies the location, and the restriction code on SSARRES controls registration.

Department and Field of Study

Class and Level

Degree and Program

Campus and College

Student Attribute and Cohort

CAMPUS RESTRICTIONS

Include/Exclude (I/E) ☒ Include ☐ Exclude

Campus 7

Description Georgia Tech Studies Abroad

- Each study abroad program has a unique, three-character code that should be entered on the Degree Program Attributes page, **SSADETL**. Access SSADETL through the “Related” menu and click “Go”. Click on the Degree Program Attributes tab, enter the three-character code, and save.

Section Links and Corequisites

Section Fees

Degree Program Attributes

Contract and Block Schedule Information

DEGREE PROGRAM ATTRIBUTES

Attribute * RLI

Description AE/ISYE Limerick Summer Prog

➤ To view all approved Study Abroad attribute codes, go to <https://registrar.gatech.edu/academic-scheduling/study-abroad>

- The Section Comment page, **SSATEXT**, may be used to provide more detailed information about a Study Abroad section. Access SSATEXT through the “Related” menu and click “Go”. Enter the description under Section Text.
 - This information will show in OSCAR, but it will not show on the student transcript.

SECTION TEXT

Section Text * AE Limerick Summer Program

Campus “A-Atlanta” Sections for Distance Learners

Classes that meet in a traditional classroom setting in Atlanta and simultaneously deliver instruction off-campus need a classroom equipped with technology for delivering instruction at a distance. To communicate this technology need in **SSASECT**,

- In the “Section Preferences” tab, enter code “**RDL**” in the “Room Attribute Preferences” section
- Tab to the next field, Type I(one) as the Preference Number, and save.

Code	Description	Preference Number
RDL	Distance Learning Room	1

❖ This code must be entered into **SSASECT** prior to the optimizer run!

Dual Enrollment Sections

- In **SSASECT** Course Section Information:

- Campus code: “I”(one)- Video Campus
- Instructional Method: “F”- Fully at a Distance
- Session code: “B”- Unassigned Space
- Special Approval: “DE”

Subject	MATH	Campus *	1	Video	Grade Mode	L	Letter Grade
Course Number	1113	Status *	A	Active For Current Term	Session	B	Unassigned Space*
Course Alias		Schedule Type	S	Studio*	Special Approval	DE	Permit Required
Title	Pre-calculus	Instructional Method	F	Fully at a Distance (BOR)	Duration		
Section *	QHS	Integration Partner	W	Canvas: Needed-W	☐	Override Duration	
Cross List							

- In the “Delivery Technology” tab, enter “21” under Technology Type, and check the primary indicator.
- From SSASECT, use the “Related” menu to navigate to **SSARRES** and click “Go”.
 - In “Campus Restrictions”, select the “Include” button and enter “I” for the campus code

Sections Delivered Fully at a Distance

“Fully at a Distance” sections are those for which all instruction is delivered via technology. *These sections may require students to travel to a site to attend a course orientation or to take exams.*

- In **SSASECT** Course Section Information:

- Instructional Method: “F”- Fully at a Distance
- Session code: “B”- Unassigned Space

Subject	MATH	Campus *	1	Video	Grade Mode	L	Letter Grade
Course Number	1113	Status *	A	Active For Current Term	Session	B	Unassigned Space*
Course Alias		Schedule Type	S	Studio*	Special Approval	DE	Permit Required
Title	Pre-calculus	Instructional Method	F	Fully at a Distance (BOR)	Duration		
Section *	QHS	Integration Partner	W	Canvas: Needed-W	☐	Override Duration	

- In the “Delivery Technology” tab, enter “21” under Technology Type, and check the primary indicator.
- For synchronous digital instruction, a meeting pattern should be entered like normal
- For asynchronous instruction, no meeting days or times should be entered in the “Meeting Times and Instructor” tab
- If students are required to take exams in-person, this expectation must be communicated in the section text on **SSATEXT** and must be entered prior to registration opening

Sections Delivered Hybrid or Predominately at a Distance

- Classes that deliver some instruction in-person and some instruction via technology should be coded as Hybrid or Predominately at a Distance depending on the amount of digital instruction (more info on page 10). This code is entered in the “Instructional Method” field in SSASECT “Course Section Information”.
- If centrally scheduled space will be required for the in-person meetings, the section should be built as session “A- On-Campus, In Assigned Space” in SSASECT and **ONLY the in-person meeting pattern and times should be entered into SSASECT prior to the optimizer run.**
- After the optimizer is run and has assigned space for the in-person meetings, schedulers will need to build an additional meeting pattern line in “Meeting Times and Instructor” tab under “Times and Instructors” > “Meeting Dates” for any synchronous digital instruction. This will ensure that digital meetings are not assigned a classroom

For example, the following class will be hybrid, meeting on Thursdays in person in centrally scheduled space and on Tuesdays, instruction will be delivered synchronously via technology.

- Prior to the optimizer run, only the Thursday, in-person meeting pattern is built to be assigned a space:

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences		Delivery Technology					
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	Start Time	End Time	Session Indica
	CLAS	08/24/2026	12/17/2026	☐	☐	☐	☒	☐	☐	☐	1100	1150	01
1 of 1		10 Per Page											

- After the optimizer is run, a new schedule line is built using the “Insert” button to create the meeting pattern for digital instruction:

Meeting Dates		Meeting Location and Credits											
▼ SCHEDULE				Settings Insert Delete Copy Filter									
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session
	CLAS	08/24/2026	12/17/2026	☐	☐	☐	☒	☐	☐	☐	1100	1150	01
	CLAS	08/24/2026	12/17/2026	☐	☒	☐	☐	☐	☐	☐	1100	1150	01

- On the “Meeting Location and Credits” tab, a room is assigned only to the in-person meetings

Meeting Dates		Meeting Location and Credits											
▼ SCHEDULE				Settings Insert Delete Copy Filter									
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *		Override Indicator		Session Credit Hours		Par			
	166	123	D			0.83				1.000			
			D			0.83				1			

Summer Freshman On-Campus Sections (NOUP Sections)

In summer, on-campus sections built for SF campus students should be set up as usual but need an attribute added to indicate that it is an on-campus course

- In SSASECT, make sure the campus code is “SF” and the instructional method is NOT “F”-Fully at a Distance
- From SSASECT, use the “Related” menu to navigate to **SSADETL** and click “Go”.
 - In the “Degree Program Attributes” tab, add a line and enter “NOUP” for the attribute code

Section Links and Corequisites		Section Fees	Degree Program Attributes
▼ DEGREE PROGRAM ATTRIBUTES			
Attribute *	Description		
NOUP	On-campus course		
ZLCM	Low-cost \$40 undr req txtbk		



Summer Online Undergraduate Sections (SOUP Sections)

Only in summer, “Fully at a Distance” sections built for A campus undergraduates should be set up a little differently than in spring and fall. In summer, use the following:

- In **SSASECT** Course Section Information:

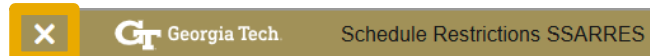
- Campus code: “1”(one)- Video Campus
- Instructional Method: “F”- Fully at a Distance
- Session code: “B”- Unassigned Space

- In the “Delivery Technology” tab, enter “21” under Technology Type, and check the primary indicator.
- From SSASECT, use the “Related” menu to navigate to **SSARRES** and click “Go”.
 - Under the “Class and Level” tab, the second section is “Level Restrictions”. Select the “Exclude” button and enter “GS” for the level code. This will ensure that only undergraduates can register for the section

❖ **DO NOT issue level permits to graduate students to allow them to register for SOUP sections.** If necessary, including graduate students in the class requires a unique section to be created for them and cross listed with this SOUP section. Contact the Academic Scheduling Team for assistance

- Still in **SSARRES**, click on the “Campus and College” tab
 - In “Campus Restrictions”, select the “Include” button and enter “A” for the campus code

- Save and exit SSARRES to return to SSASECT



- From SSASECT, use the “Related” menu to navigate to **SSADETL** and click “Go”.
 - In the “Degree Program Attributes” tab, add a line and enter “SOUP” for the attribute code

Special Topics

Special topics are temporary courses developed by academic units for addressing existing needs for content coverage that is new or experimental in nature, that is taught by resident or visiting faculty experts in specific subject areas not included in regular courses, or that is of timely interest to the profession and is not covered by a regular course. These courses are intended to provide flexibility in bringing timely content to course offerings and to allow for an avenue for experimentation with what might become permanent courses.

- ❖ Departments are encouraged to offer all new courses as Special Topics before requesting they be given permanent status.
- ❖ After a Special Topics course has been taught three times, it is appropriate for the instructing department to request a permanent number. New Course Proposals should be submitted to the Institute Curriculum Committee website: <http://icc.gatech.edu/>.
- ❖ Special Topics courses vary in schedule type and credit hours. Most are schedule type “A” lecture only, some are lab only, and others have both lecture and lab hours. They have generic titles, although each section may differ completely in subject matter.

Georgia Tech Schedule SSASECT 9.3.27 [GA 9.4.1] (bprod)

Term: 201808 CRN: 86350 Subject: ARCH Course: 4803 Title: Special Topics

Title: Special Topics

Section: AE

Cross List: K4

Schedule Type: A

Lecture*

Instructional Method:

Integration Partner: W

Canvas: Needed-W

Special Approval:

Duration:

Override Duration:

CLASS TYPE

Traditional Class

Part of Term: 1

Start Date: 08/20/2018

End Date: 12/13/2018

Credits: 16

Open Learning Class

First:

Last:

Registration Dates:

Start Dates:

Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 3.000

Lecture: 3.000

Lecture Indicator: ☒ None ☐ To ☐ Or

- To distinguish between the various sections of Special Topics, a secondary, more descriptive title should be included on the Section Syllabus (**SSASYLB**) page.
- Click on the “Related” menu and select Section Syllabus Page **SSASYLB**. Click Go. In the Section Long Title field, enter the descriptive title. and save.
 - Information entered in The Section Long Title field will display on the student transcript.

Term: 201808 CRN: 86350 Subject: ARCH Course: 4803 Course Title: Special Topics

Long Title and Learning Objectives

Required Materials and Technical Requirements

SECTION LONG TITLE

Section Long Title: Shape Grammars

URL:

- ❖ **The maximum length allowed for the long title is 30 characters.** This restriction is necessary to ensure the title will print correctly on the student transcript.
- ❖ **Make sure you do not enter an extra line before or after the long title! This can cause issues in Degree Works and on transcripts**

Special Problems

Special Problems are independent studies designed to fit the needs of the individual student. They typically involve more extensive reading and research in an area of study familiar to the student. A detailed outline of course objectives, including readings, contact hours, and credits, is developed by the student with the guidance and oversight of a faculty advisor. Permission is required by the faculty advisor and the academic unit prior to registration.

- A permit required restriction should be placed on all special problems sections.
 - In SSASECT under “Course Section Information”, enter code “DE” Permit Required in the Special Approval field
 - This is used to prevent registration unless a permit is issued by the instructing department. This restriction must be added to a section before registration begins.
 - Students will need a "PERMIT" type permit issued in SFASRPO to register.
- Special Problems have generic titles and variable credit hours.
 - The scheduler may enter a fixed number of credit hours/billing hours in SSASECT to match the individual student’s situation.
 - If a fixed number is not entered on SSASECT, the student may choose hours from the approved range (e.g., 1-21).
- A descriptive title may be entered in SSATEXT as needed
 - Long, descriptive titles may be used when scheduling Special Problems **only if the section is reserved for a particular student**. Since independent study work will vary by student, long titles should not be used for sections with multiple registrants.

Thesis/Dissertation Sections

- ❖ **Option 1:** Assign a unique section identifier for each faculty member serving as adviser of thesis students. The section code may be up to three characters long and is not related to the number of hours of the section. The professor’s initials or first three letters of the last name are two common section codes for thesis. If Option 1 is used, each professor will have a single class roll for his/her 7000 class and another class roll for his/her 9000 class; that is, a single 7000 and/or 9000 class roll will contain the name of all registrants for the term for the individual professor, whatever the number of hours of thesis registration. The class roll will display the number of registered hours for each registrant. Option 1 makes it easy for the professor to maintain class rolls and submit grades at the end of the term. It also assists in Curriculum Inventory Reporting.
- ❖ **Option 2:** Assign section identifiers with each section being designated for discrete credit hours. If Option 2 is used, the individual sections should be restricted by permit, and permits must be issued to ensure the individual students register for the appropriate number of credits. This option is more cumbersome for the instructors who have multiple class rolls for the same course number.



Scheduling Resources

Centrally Scheduled Classroom Locations

See a list of buildings and class locations used by the Registrar's Office for academic scheduling.

- ❖ <https://registrar.gatech.edu/registration/buildings-and-class-locations>

Standard Meeting Patterns for Fall/Spring

See approved meeting pattern grids published on the Registrar's Office website:

- ❖ <https://registrar.gatech.edu/info/fall-and-spring-scheduling-grids>

Standard Meeting Patterns for Summer

See approved meeting pattern grids published on the Registrar's Office website:

- ❖ <https://registrar.gatech.edu/info/summer-scheduling-grids-for-full-sessions>
- ❖ <https://registrar.gatech.edu/info/summer-scheduling-grids-for-short-sessions>
- ❖ <https://registrar.gatech.edu/info/summer-scheduling-grids-maymester>

Exceptions to Approved Meeting Patterns

Exception requests for off-grid class scheduling are reviewed and managed by the Academic Scheduling Team in the Registrar's Office.

Policy:

- ❖ <https://registrar.gatech.edu/info/exceptions-request-policy-for-classroom-and-academic-scheduling>

Request Form:

- ❖ <https://registrar.gatech.edu/info/exception-requests-grid-class-scheduling>

Final Exam Scheduling

Final exam scheduling is managed by the Academic Scheduling team in the Registrar's Office. Final exams are set for lecture-based courses worth 2-credits or more only and assigned blocks by day/time are detailed on the published final exam matrices. The matrix for each term will be published by the time the schedule goes live to students each term prior to registration.

Matrices:

- ❖ <https://registrar.gatech.edu/academic-scheduling/exams>

Guidelines:

- ❖ <https://registrar.gatech.edu/info/exam-guidelines>

Rules/Regulations:

- ❖ <https://catalog.gatech.edu/rules/12/>

Reading Days:

- ❖ <https://catalog.gatech.edu/policies/grading-gpa/examination-term-grades/>

