

SCHEDULE OF CLASSES TRAINING MANUAL

GEORGIA TECH

Updated July 25, 2023

TABLE OF CONTENTS

| | |
|--|----|
| Overview | |
| Banner Access..... | 2 |
| Banner Student Menu | 2 |
| Catalog Module | 3 |
| Class Schedule Module | 5 |
| Preparing the Schedule of Classes..... | 6 |
| Basic Steps | 6 |
| IV. Creating a Section of a Course..... | 6 |
| • Entering Course Section Information..... | 8 |
| • Entering Maximum Enrollment | 15 |
| • Entering Meeting Times, Meeting Location, and Instructor | 15 |
| • SSADETL: Entering/Viewing Course Section Details | 21 |
| • SSARRES: Entering Course Section Restrictions | 22 |
| • SSAPREQ: Viewing Prerequisite..... | 24 |
| • SSATEXT: Entering Section Comments..... | 25 |
| • SSASYLB: Entering Special Topics Long Titles..... | 25 |
| V. Modifying a Rolled Section | 26 |
| VI. Canceling a Section..... | 27 |
| VII. Deleting a Section..... | 27 |
| VIII. Copying a Section | 28 |
| Additional Steps and Processes | |
| • Searching for Sections | 29 |
| • Cross Listing..... | 31 |
| • Linking | 32 |
| • Removing Fees from Linked Main Subsets | 36 |
| • Study Abroad Set-Up | 37 |
| • External Site Codes for Off-Campus Sections | 39 |
| • Campus “A-Atlanta” Sections Delivered at A Distance | 40 |
| • Special Topics | 41 |
| • Special Problems | 43 |
| • Thesis/Dissertation Sections..... | 44 |
| Scheduling Tools/Resources | |
| • GT’s Semester/Term Codes | 45 |
| • Class Schedule Terms | 45 |
| • Standard Meeting Patterns for Fall/Spring | 46 |
| • Standard Meeting Patterns for Summer | 46 |
| • Exceptions to Approved Meeting Patterns | 46 |
| • Final Exam Scheduling | 46 |
| • Faculty Schedule Query | 47 |
| • Adding New Faculty..... | 47 |
| • Reference Guide..... | 48 |
| • Pages | 49 |
| • Definitions | 51 |
| • Quick Reference to Scheduling..... | 52 |
| • Index..... | 54 |

This training manual provides the basic steps involved with preparing the Schedule of Classes at Georgia Tech. It is function specific and includes detailed information about the modules, pages, and sections used for this purpose.

BANNER ACCESS

The Registrar's Office manages data used for creating and modifying the schedule of classes. 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>

To access BANNER on the Web:

<https://app.banner.gatech.edu/applicationNavigator/seamless>

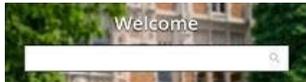
Click the BANNER on the Web link to access the Georgia Tech Login Service page. Enter your GT Account and Password to access the Banner 9 Application Navigator landing page.

I. BANNER 9: APPLICATION NAVIGATOR

Application Navigator is an application used in Banner 9 to facilitate navigation between Banner 8 forms and Banner 9 pages. You may use any of the following to navigate within Application Navigator.

Menu Icon  The Menu icon is located in the upper left corner of the Application Navigator landing page. Click on the menu icon to display the Banner and My Banner menus. Click the right arrow located in the Banner menu to view the various applications used at Georgia Tech. The Student menu contains the applications and pages used for facilitating all aspects of the student's career, including admissions, academic history, registration, and financial accounts. The pages used for building and modifying the Schedule of Classes are arranged within the Student menu under Class Schedule (*SCHEDULE). Click the right arrow next to Student (*STUDENT) to expand the menu. Click the arrow next to Class Schedule to access the pages.

Search Box on Welcome Page



The search box, located in the center of the landing page, may also be used to obtain direct access to a page. Enter the page's 7-character acronym in the search box. To find an acronym for a particular page, enter a descriptive name in the box and select from the suggested list of pages. Click Enter to access the page.

Search Icon



The search icon is located next to the menu icon in the upper left corner of the landing page. To search for a page, enter a descriptive name or the 7-character acronym. Select from the list of search results.

II. OVERVIEW

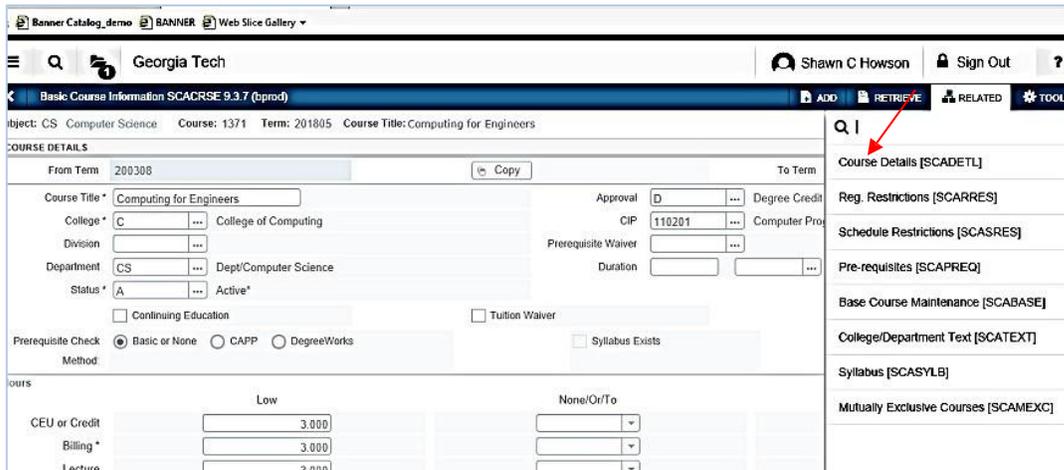
BANNER 9: COURSE CATALOG

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.).

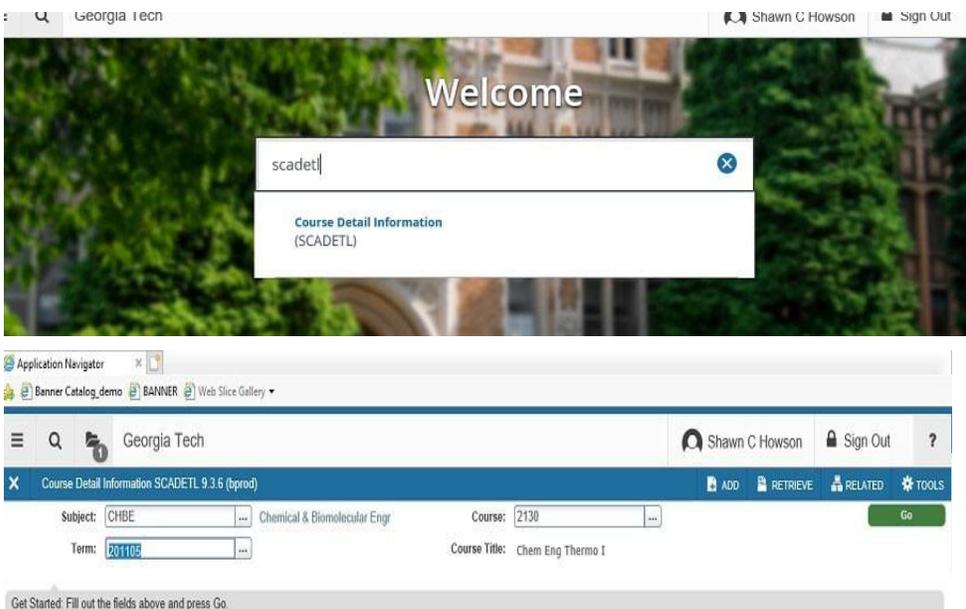
To display all pages associated with a course record, click on the menu icon  at the top, left corner of the Application Navigator screen. Click on BANNER > to expand the menu.

- Click on Student (*STUDENT) to expand the Student module.
- Click on Course Catalog to display the pages used to build a course in Banner Catalog.
- Select SCACRSE to access the Basic Course Information page.
- Enter a Subject, Course, and Term.
- Click "Go" to view details.
- Click on the arrows  at the bottom, left corner to navigate from section to section.

From SCACRSE, click on the  button located in the page header at the top, right corner of the screen. Scroll down to display additional pages used for building courses. Click on one of the 7-character codes. Click Go to view the page's details. The pages used for viewing a course record are SCACRSE, SCADETL, SCARRES, and SCAPREQ.



Catalog pages also may be accessed directly from the landing page by entering the 7-character code in the search field (see below).



BANNER 9: CLASS SCHEDULE (Course Sections)

IMPORTANT NOTE TO ACADEMIC UNITS

Sections of courses are to be set up to limit access based only on academic requirements of the programs that courses serve. Attributes, restrictions, and prerequisites on courses are to be limited to academic needs such as allowing access to course sections only to certain majors, requiring that students have accumulated enough hours to qualify for upper division coursework, and prerequisites that ensure adequate prior preparation in foundational areas. Using permits to restrict access to course sections must also be based on academic requirements of that course section and not with the intention to limit access based on other individual student characteristics.

At Georgia Tech, the academic units are responsible for creating and maintaining their respective schedules each semester/term. Each unit's academic scheduler has access to add, delete, and modify section data in Banner.

To display pages used for building the class schedule, click on the menu icon  at the top, left corner of the Application Navigator page. Click on BANNER > to expand the menu.

- Click on Student (*STUDENT) to expand the Student system.
- Click on Class Schedule to display the pages used to build or view the schedule of classes (SSASECT, SSADETL, SSARRES, SSAPREQ, SSATEXT, and SSASYLB).
- Select SSASECT to access the basic page used for creating a section.
- Enter Term and CRN.
- Click "Go".
- Scroll down to view the details and sections of each page.
- Click on the tabs at the top of the page to navigate from page to page.

Georgia Tech

Schedule SSASECT 9.3.6 (bprod)

Term: 201808 CRN: 84597 Subject: CHEM Course: 1211K Title: Chemical Principles I

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

▼ COURSE SECTION INFORMATION

| | | | |
|---------------|-----------------------|----------------------|-------------------------------------|
| Subject | CHEM ... CHEMISTRY | Campus * | A ... Georgia Tech-Atlanta * |
| Course Number | 1211K ... | Status * | A ... Active For Current Term |
| Title | Chemical Principles I | Schedule Type | A ... Lecture* |
| Section * | A ... | Instructional Method | ... |
| Cross List | ... | Integration Partner | W ... Schedule Type for Web Content |

▼ CLASS TYPE

Traditional Class

RELATED

- From SSASECT, click on the  button located in the blue bar at the top, right corner of the screen to access other pages used for building sections. Click on the page to view the details. **Direct access to pages is also available by entering the 7-character code in the search bar located on the landing page.**

III. PREPARING THE SCHEDULE OF CLASSES

As a preliminary step to preparing the Schedule of Classes for a particular semester, 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. When this process is completed by the Registrar’s Office, the 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 Georgia Tech Reports, go to <https://reports.gatech.edu/PreAuth/IVStart.jsp>. Log on. Click on Documents. Select the GTAAD folder>Class Information>Schedule of Classes (1 Day).

To print the Schedule of Classes from Banner, go to:
<https://portal.registrar.gatech.edu/documentation/node/59>

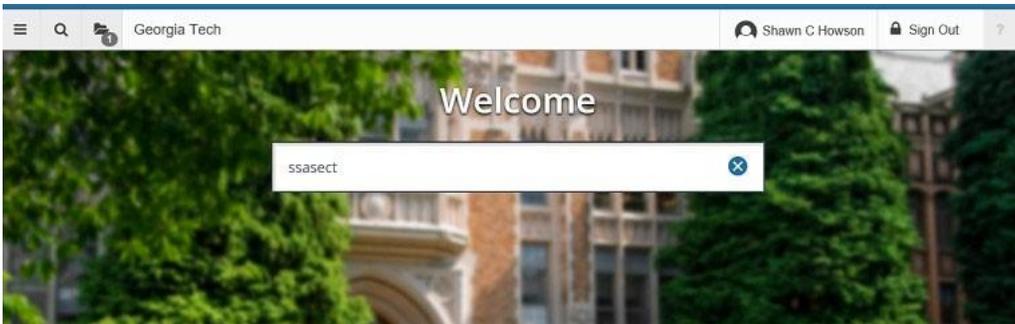
BASIC STEPS:

There are five basic steps involved with building the schedule of classes:

- 1) Creating a course section
- 2) Verifying and/or modifying a “rolled” section
- 3) Canceling a section
- 4) Deleting a section
- 5) Copying a section

IV. CREATING A SECTION

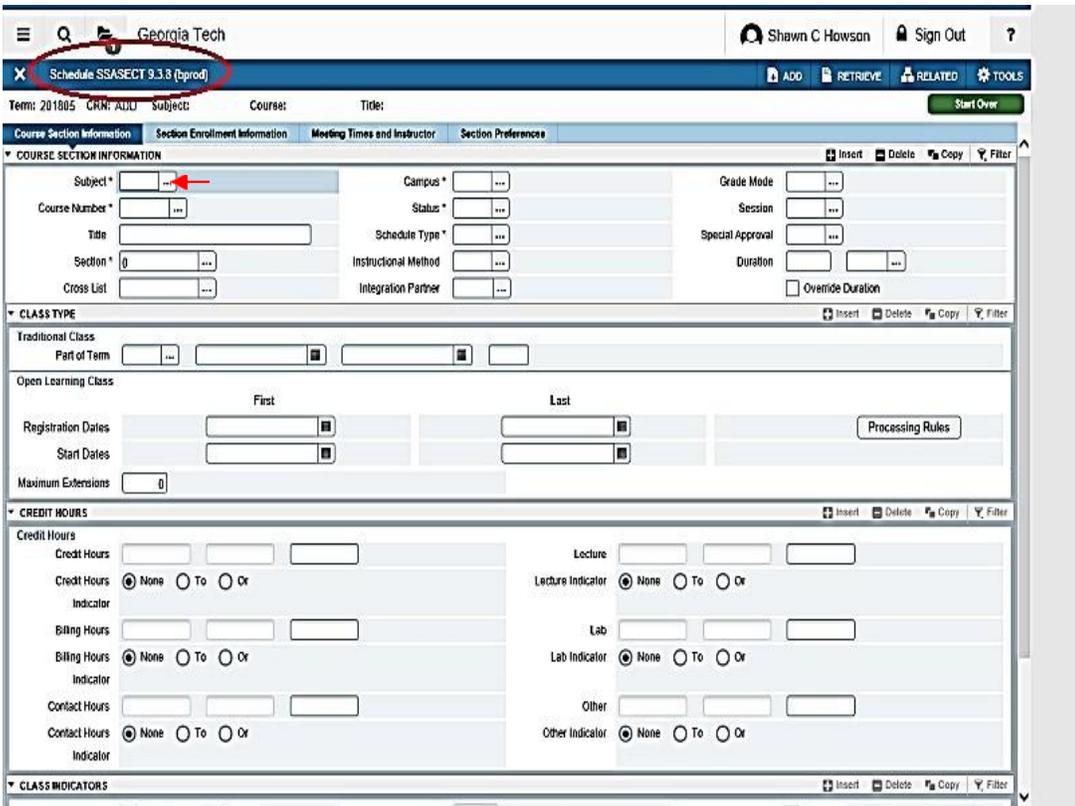
The “rolled” schedule of classes will include only course sections that were offered the previous like semester/term and remained active status. If a course did not roll forward, it was not offered the previous like term/semester, was not active status, OR it was recently approved by the Institute Curriculum Committee and a section has not yet been created. To create a new section, enter SSASECT in the search field and press enter.



Enter Term and click on “Create CRN” to access SSASECT.



Enter section details.



A. 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 migrates from Banner Catalog. **DO NOT CHANGE.**
4. **Section**: Enter section code (maximum three characters). The section code is a unique identifier used for communication purposes and 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.). ***Section codes cannot be duplicated for the same course during the same semester/term.***
5. **Cross List: Leave blank.** Cross-listings are managed by the Office of Academic Scheduling. Email scheduling@registrar.gatech.edu with details of all cross-listed sections.
6. **Campus**: This field displays the section’s location. Use “A –Atlanta” for sections taught on the Atlanta campus. Campus “A” courses that simultaneously deliver instruction at a distance must be placed in a classroom equipped with appropriate technology (see page 41 for more information). Standard codes are as follows:
 - ***A-Georgia Tech Atlanta***
 - ***1-Video*** is reserved for sections offered online, fully-at-distance.
 - ***O-Online*** is reserved for OMSCS (online) and OMSANL.
 - ***Study Abroad***: Study Abroad sections (e.g. GT Lorraine) are assigned specific campus codes depending on location. For more detailed information concerning study abroad course set-up, go to <https://registrar.gatech.edu/academic-scheduling/study-abroad>
(The campus code on SSASECT MUST match the Campus Restrictions code on SSARRES>Campus and College tab.
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:** Schedule type represents the structure of a course. Always use the approved code that exists in Banner catalog. Click the Lookup Button to the right of the Schedule Type field to view/select an approved code.

- **“A” – Lecture only**
(Meeting Time page – Schedule Type = A)
- **“D” – Seminar**
(Meeting Time page – Schedule Type = D)
- **“E” – Supervised Laboratory**
(Meeting Time page - Schedule Type = E)
- **“F” – Unsupervised Laboratory**
(Meeting Time page – Schedule Type = F)
- **“H” – Directed Study**
(Meeting Time page – Schedule Type = H)
- **“O” – Master’s Thesis**
(Meeting Time page – Schedule Type = O)
- **“P” – Dissertation**
(Meeting Time page – Schedule Type = P)
- **“R” – Recitation**
(Meeting Time page – Schedule Type = R)
- **“S” – Studio**
(Meeting Time page – Schedule Type = S)
- **“V” – Breakout**
(Meeting Time page – Schedule Type = V)
- **“X” – Common Exam**
(Meeting Time page – Schedule Type = X)
- **“Y” – Mixed Laboratory**
(Meeting Time page – Schedule Type = Y)

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.

The screenshot shows the Banner Schedule SSASECT 9.3.8 (bprod) interface. The course information is as follows:

| COURSE SECTION INFORMATION | | Section Enrollment Information | | Meeting Times and Instructor | | Section Preferences | |
|----------------------------|------------------------------------|--------------------------------|-------------------------------------|------------------------------|--------------|---------------------|----------------------------------|
| Subject | ECE ... ELECTRICAL & COMPUTER ENGR | Campus * | 1 ... Video | Grade Mode | L ... Letter | Status * | C ... Cancelled For Current Term |
| Course Number | 4753 ... | Schedule Type | A ... Lecture* | Session | B ... Unass | Special Approval | [] ... |
| Title | Topics in Engr Practice | Instructional Method | F ... Fully at a Distance (BOR) | Duration | [] ... | Override Duration | [] ... |
| Section * | Q0G ... | Integration Partner | W ... Schedule Type for Web Content | | | | |
| Cross List | [] ... | | | | | | |

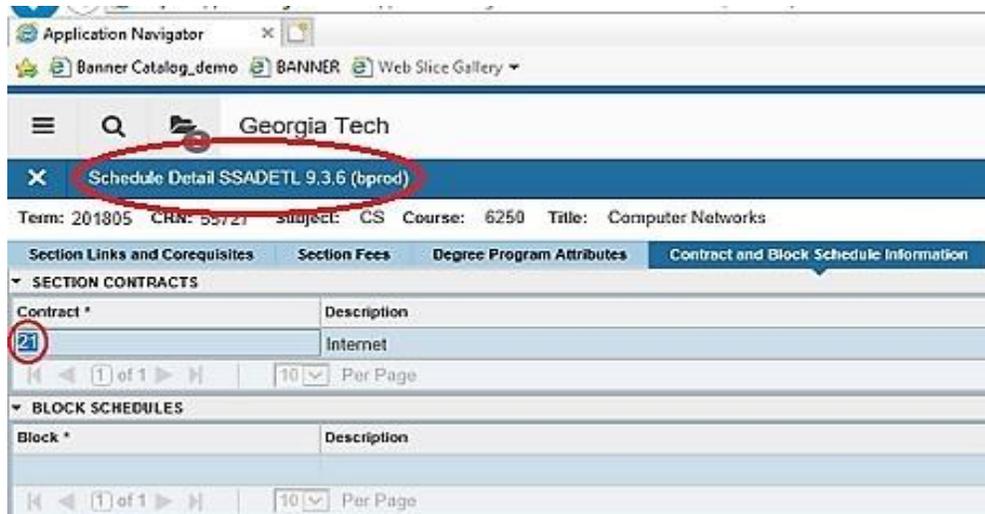
The 'CLASS TYPE' section shows:

| CLASS TYPE | | | |
|---------------------|--------------|-------|--------------------------|
| Traditional Class | Part of Term | 1 ... | 08/20/2018 12/13/2018 16 |
| Open Learning Class | | | |

- **F – Fully at a Distance:** Approximately 95%+ of class sessions are delivered via technology.
- **P – Partially 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.
- **T – Technology Enhanced:** Technology used for delivering instruction, but no class sessions are replaced by technology.
- **Null:** No Technology is used for instruction.

Contract Code: Sections that have an Instructional Method code **must** also display the type of technology used for delivering instruction for the section. This information is displayed on the SSADETL page. To access SSADETL, click on the “Related” Menu located in the Page Header at the top of the page. Scroll down and select SSADET

Click Go to access the page. Click on Contract and Block Schedule Information and enter “21” (Internet) under CONTRACT.



10. Integration Partner: This field connects the section to an external LMS (e.g., 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** wants a course shell, but won't use it.

- 11. Grade Mode:** Click the Lookup button to select from the approved modes. 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. If a single value is entered (L, P, or A), the mode will automatically default to the specified mode that cannot be changed by the registrant. **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.**
- 12. Session:** The session field is used to provide the space details of a course. Valid codes are listed below.
- **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., special problems, thesis, dissertation, online, distance calculus, etc.) or when the course is using an unassignable space. **Campus 0 and 1 sections should use Session B.**
 - **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 consist of one 10-week term and two, 5-week terms. The Registrar's Office determines the dates for POT. After a section has been created, the POT cannot be changed. Contact the Registrar's Office for assistance with questions concerning Part of Term codes.
- **POT "1"** - Standard, full-term code Fall, Spring, and Summer
 - **POT "D"**- Prohibits drops - (should be used with Study Abroad courses during Fall & Spring Semesters)
 - **POT "S1"** – Fall/spring first half
 - **POT "S2"** – Fall/spring second half
 - **POT "MM1"** – Fall/spring first five weeks

- **POT "MM2"** – Fall/spring second five weeks
- **POT "MM3"** – Fall only, third five weeks
- **POT "4"** - Summer Study Abroad courses (prohibits drops)
- **POT "5"** – Freshmen Short Summer Session
- **POT "6"** - Early Short Summer Session
- **POT "7"** - Late Short Summer Session
- **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):** 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.

Single Schedule Type (fixed hours)

The screenshot shows a form with the following structure:

- CREDIT HOURS** (Section Header)
- Credit Hours** (Section Header)
 - Credit Hours: 3,000 (circled in red)
 - Indicator: None To Or
- Billing Hours** (Section Header)
 - Billing Hours: 3,000 (circled in red)
 - Indicator: None To Or
- Contact Hours** (Section Header)
 - Contact Hours: 3,000 (circled in red)
 - Indicator: None To Or

If the course includes multiple schedule types, the credit hours, billing hours, lecture hours and lab hours have an “Or” condition. Since implementing linking exclusively, each component of the structure will need its own section and the hours must represent the component being schedule. Only one section can carry the credit and billing hours and the remaining linked components will be set to 0 so that together, they 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. It can be opposite so long as only one component is carrying the credit and billing information. ***If the hours are not entered the student’s registration for this section will reflect no credit hours and no billing hours. Likewise, if entered on both, they would be double credited and double billed. Take caution completing this section fully and accurately for mixed structure courses! Mixed Schedule Type (lecture/lab, lecture/studio, studio/lab, etc.)***

Lecture component of a 3-0-3-4 Lecture/Supervised Lab structure

| | | | | | | | |
|-------------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------|---------------------------------------|--------------------------|-------------------------------------|
| Credit Hours | 0.000 | 4.000 | 4.000 | Lecture | 0.000 | 3.000 | 3.000 |
| Credit Hours Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or | Lecture Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or |
| Billing Hours | 0.000 | 4.000 | 4.000 | Lab | 0.000 | 3.000 | 0.000 |
| Billing Hours Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or | Lab Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or |
| Contact Hours | 0.000 | 6.000 | 3.000 | Other | | | |
| Contact Hours Indicator | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or | Other Indicator | <input checked="" type="radio"/> None | <input type="radio"/> To | <input type="radio"/> Or |

Supervised lab component of a 3-0-3-4 Lecture/Supervised lab structure

| | | | | | | | |
|-------------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------|---------------------------------------|--------------------------|-------------------------------------|
| Credit Hours | 0.000 | 4.000 | 0.000 | Lecture | 0.000 | 3.000 | 0.000 |
| Credit Hours Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or | Lecture Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or |
| Billing Hours | 0.000 | 4.000 | 0.000 | Lab | 0.000 | 3.000 | 3.000 |
| Billing Hours Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or | Lab Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or |
| Contact Hours | 0.000 | 6.000 | 3.000 | Other | | | |
| Contact Hours Indicator | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or | Other Indicator | <input checked="" type="radio"/> None | <input type="radio"/> To | <input type="radio"/> Or |

Think of these linked components like a math problem. In the 0 or 4 condition for credit hours, between the two sections (one lecture, one lab), the credit hours box needs to add up to 4. Since we only credit on one section, one is set to 4 and one is set to 0, and $4 + 0 = 4$. This applies to all fields, and none should be left blank. Enter 0 when it does not have value.

Variable Credit-Hour Courses display a range of hours that automatically migrate from the Course Catalog (SCACRSE) to the section (SSASECT). The scheduler has two options:

- a. **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 | 1.000 | 21.000 | | Lecture | 1.000 | 21.000 | |
| Credit Hours Indicator | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or | Lecture Indicator | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or |
| Billing Hours | 1.000 | 21.000 | | Lab | | | |
| Billing Hours Indicator | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or | Lab Indicator | <input checked="" type="radio"/> None | <input type="radio"/> To | <input type="radio"/> Or |
| Contact Hours | 1.000 | 21.000 | | Other | | | |
| Contact Hours Indicator | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or | Other Indicator | <input checked="" type="radio"/> None | <input type="radio"/> To | <input type="radio"/> Or |

OR

- b. **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, lecture and lab). 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 | <input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or | Lecture Indicator | <input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or |
| Billing Hours | 1,000 21,000 3,000 | Lab | |
| Billing Hours Indicator | <input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or | Lab Indicator | <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |
| Contact Hours | 1,000 21,000 3,000 | Other | |
| Contact Hours Indicator | <input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or | Other Indicator | <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or |

17. **Prerequisite Check Method:** Leave default (“Basic or None”).

18. **Link Identifier:** This is an required field 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:

- a. *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 lecture and lab subsets, **the link identifier field is used to link the lecture section with the lab section(s). A corresponding link connector is required in SSADETL to complete the link.***

For more detailed information about linking lecture/lab sections, see later section on linking.

19. **Attendance Method:** Leave Blank.

20. **Weekly Contact Hours:** Leave Blank.

21. **Daily Contact Hours:** Leave Blank.

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

23. **Gradable:** Should be **checked** unless the section is zero credit hours or is non-gradable (linked components). Recitations are not gradable.

24. **Tuition and Fee Waiver:** Leave default (unchecked).

25. **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.

26. **Long Title, Comments, Syllabus:** If long title or comments are entered on the section, a check mark will appear in the checkbox.

B. 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 the 'Reserved Seats' tab selected. The 'ENROLLMENT DETAILS' section contains the following fields and values:

| Field | Value | Actual | Value |
|--------------------|-------|-----------------|-------|
| Maximum * | 24 | Actual | 24 |
| Waitlist Maximum * | 4 | Waitlist Actual | 0 |
| Projected * | 0 | Prior | 24 |

Below the enrollment fields, there are two checkboxes: 'Authorization Codes Active for Section' (unchecked) and 'Generated Credit Hours' (0.000).

C. 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. Click on the Meeting Times and Instructor tab.

1. **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.
2. **Start and End Time:** Tab to enter the Start Time and End Time (See Registrar's Office website for approved meeting pattern grids).
3. **Session Indicator:** This is a link between the meeting time and instructor's **Percent of Responsibility** for a section. For team taught sections with multiple meeting times, the session code is used to distinguish which instructor is responsible for the lecture vs the lab component of the section.

One Session, Single Instructor

If there is only one instructor for a section, the total Percent of Responsibility should equal 100 percent for the session. The Session Indicator and the Instructor Session Indicator are the same.

Meeting Times and Instructor Tab

| Schedule SSASECT 9.3.8 (prod) | | | | | | | | | | | |
|--|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|------------|----------|---------------------|
| Term: 201805 CRN: 56746 Subject: ENGL Course: 1101 Title: English Composition I | | | | | | | | | | | |
| Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences | | | | | | | | | | | |
| Times and Instructors Scheduler Preferences | | | | | | | | | | | |
| Meeting Dates Meeting Location and Credits | | | | | | | | | | | |
| SCHEDULE | | | | | | | | | | | |
| Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time | Session Indicator * |
| 8/2/2018 | 08/02/2018 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1230 | 1420 | 01 |

| INSTRUCTOR | | | | | | | |
|---------------------|----|--------------------|------------------------|---------------------------|-------------------|-------------------------------------|-------------------------------------|
| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
| 01 | | Fallis, Jeffrey C. | | 0.000 | 100 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

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 (01), but each instructor shares a percent of responsibility for the session. The combined responsibility must equal 100%.

Instructor Block

| Schedule SSASECT 9.3.8 (prod) | | | | | | | | | | | |
|--|------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|-------------------|
| Term: 201805 CRN: 56488 Subject: GT Course: 4823 Title: Special Topics - Design | | | | | | | | | | | |
| Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences | | | | | | | | | | | |
| Times and Instructors Scheduler Preferences | | | | | | | | | | | |
| Meeting Dates Meeting Location and Credits | | | | | | | | | | | |
| SCHEDULE | | | | | | | | | | | |
| Date * | End Date * | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Start Time | End Time | Session Indicator |
| 8/2/2018 | 08/02/2018 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1300 | 1655 | 01 |
| 8/2/2018 | 08/02/2018 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1735 | 1850 | 01 |

| INSTRUCTOR | | | | | | | |
|-------------------|----|-------------------|------------------------|---------------------------|-------------------|-------------------------------------|-------------------------------------|
| Session Indicator | ID | Name | Instructional Workload | Percent of Responsibility | Primary Indicator | Override Indicator | Percent of Session |
| 01 | | Reaff, Mary L. | | 0.000 | 34 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 01 | | Jarivala, Amit S. | | 0.000 | 33 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 01 | | Sulchek, Todd A. | | 0.000 | 33 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

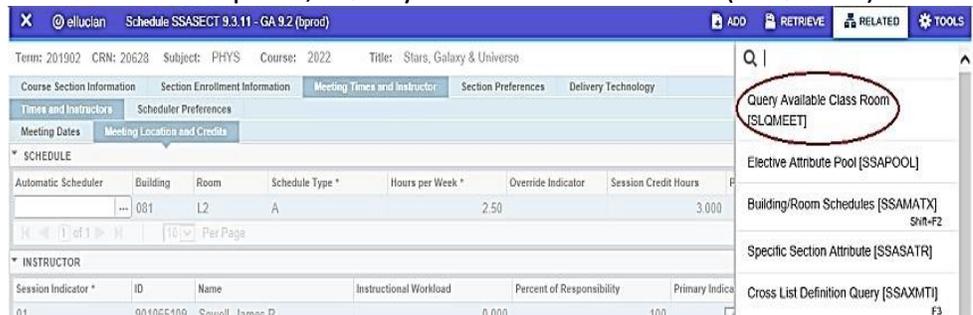
4. Automatic Scheduler: Leave blank and tab to the Building field.

5. ***Building and Classroom:*** Before entering building and classroom information, you should ***Check Classroom Availability.*** From SSASECT, enter the Term and CRN.

- Click on the Meeting Times and Instructor tab.
- Next, click on the Meeting Location and Credits tab.
- Click on the 'Related' button, located in the upper right corner of the page header to expand the menu.



- Select the first option, 'Query Available Class Room (SLQMEET).'



The page will appear as follows:

Meet: ...

Tue:

Thu:

Sat:

From Time: 0800

Building: ...

Site: ...

Mon:

Wed:

Fri:

Sun:

To Time: 0855

Campus: A

Capacity: 35

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.

Go

↓

CANCEL SELECT

Enter classroom criteria and click the 'Go' button or click on the drop down arrow at the lower left corner of the page

You will be directed to the 'Desired Room Attributes' section (not used at Georgia Tech), you will bypass this section.

Available Class Room Query SLQMEET 9.3.5 (TEST0818)

Meet: Mon: Tue: Wed: Thu: Fri: Sat: Sun: Start Over

From Time: 0800 To Time: 0855

Building: Campus: A Site: Capacity: 35

DESIRED ROOM ATTRIBUTES

Attribute 1 Attribute 2 Attribute 3 Attribute 4 Attribute 5 Attribute 6

CLASS ROOM QUERY RESULTS

| Building | Room | Description | Campus | Site | Capacity |
|----------|------|-------------|--------|------|----------|
| | | | | | |

Record 1 of 1

↓

CANCEL SELECT

Click on the down arrow in the lower left corner of the screen to execute the query.

Available Class Room Query SLQMEET 9.3.5 (TEST0818)

Meet: Mon: Tue: Wed: Thu: Fri: Sat: Sun: Start Over

From Time: 0800 To Time: 0855

Building: Campus: A Site: Capacity: 35

DESIRED ROOM ATTRIBUTES

Attribute 1 Attribute 2 Attribute 3 Attribute 4 Attribute 5 Attribute 6

CLASS ROOM QUERY RESULTS

| Building | Room | Description | Campus | Site | Capacity |
|----------|------|---------------------|--------|------|----------|
| 002 | 010 | Media Room | A | ATL | 50 |
| 002 | 154 | Centrally Scheduled | A | ATL | 46 |
| 002 | 156 | Centrally Scheduled | A | ATL | 41 |
| 002 | 168 | Centrally Scheduled | A | ATL | 45 |
| 002 | 169 | Centrally Scheduled | A | ATL | 38 |
| 002 | 170 | Centrally Scheduled | A | ATL | 40 |
| 002 | 171 | Centrally Scheduled | A | ATL | 38 |
| 002 | 202 | Centrally Scheduled | A | ATL | 72 |

CANCEL SELECT

↓

Choose a room from the Class Room Query Results and then click on SELECT in the lower right corner (or press Alt + S) to pull the classroom data back into SSASECT. 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 can view available spaces at any time and can select non-central classrooms at any time for self-entry. Centrally scheduled classrooms are managed by the Registrar's Office and you must contact them to secure a room you find available in this query by emailing scheduling@registrar.gatech.edu. There are only limited windows of time where the room lock controlling access to spaces noted as Centrally Scheduled is lifted for self-service and is communicated to the GT Scheduling Community by the Registrar's Office Academic Scheduling team.

6. Schedule Type (Meeting Times Block):

When a section has a single course structure, the **Schedule Type** on the *Meeting Location and Credits* page will match the **Schedule Type** displayed on *SSASECT*. **Do not change.**

| 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 * | Overri | | |
| | 166 | 125 | A | | 2.50 | | |
| <div style="display: flex; justify-content: space-between;"> 1 of 1 10 Per Page </div> | | | | | | | |
| INSTRUCTOR | | | | | | | |
| Instructor * | ID | Name | Instructional Workload | Percent of Responsibili | | | |
| <div style="display: flex; justify-content: space-between;"> < 1 of 1 10 Per Page </div> | | | | | | | |

SSASECT: (Mixed Schedule Types) only applies to approved Common Exams!

Mixed schedule types require unique line entries for each schedule type on the Meeting Times block. For example, the meeting days, times, bldg. & classroom for the schedule type for the regular class meeting and “X” for the common exam line should be entered on one line. Common exams require Registrar's Office approval and catalog amendments to utilize. See the example below.

Meeting Location and Credits: (A-Lecture and X-Common Exam)

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

Save

7. **Hours per Week:** Use default. A variable credit-hour section (X-XX) must display the appropriate number of contact hours in the “Hours per Week” field. An error message will display and the record cannot be saved until this is corrected.
8. **Override Indicator:** Enter the letter “O” in the Override field if a classroom will be shared with another section.
9. **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.
10. **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  Click  to access the Faculty Query Page (SIAIQRY).

Add fields (e.g. Last Name, First Name) and enter the names in the fields. Click Go. Click the Select button (or double click on the name) to pull the name into the Instructor section. The Instructor ID, name, Instructional Workload, Percent of Responsibility, Primary Indicator, and Percent of Session fields will automatically populate.

| Schedule SSASECT 9.3.8 (bprod) | | | | | | |
|---|----------|--|------------------------|------------------------------|--------------------|---------------------|
| Term: 201808 CRN: 88396 Subject: AE Course: 3610 Title: Exper Fluids&Solid Mech | | | | | | |
| 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 Cr |
| | 098 | 2 | A | | 0.83 O | |
| | 041 | G2 | E | | 3.00 O | |
|  | | | | | | |
| ▼ INSTRUCTOR | | | | | | |
| Session Indicator * | ID | Name | Instructional Workload | Percent of Responsibility | Pri | |
| 01 | |  Kennedy, Graeme J. | 0.000 | 50 | | |
| 01 | |  Sun, Wenting | 0.000 | 50 | | |
|  | | | | | | |

Save.

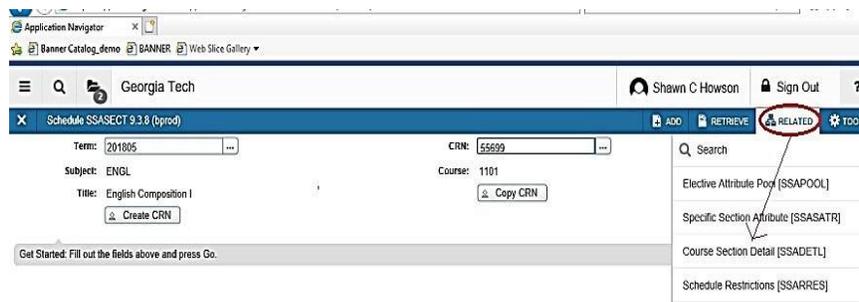
- If the instructor has not yet been determined, you may leave the Instructor window blank. TBA will appear in Oscar.
- If you are scheduling an Independent Study course with no meeting times, enter “0” in the Hours per week field. Save. This will allow you to enter the instructor’s name. Click the Next Section button  to move to the **Instructor** block. Click in the ID field. Enter the instructor’s GTID number and Save.
- If you receive an instructor conflict error message, and an override is allowed, check the Override Indicator. Save.
- To delete an instructor, click on the Instructor’s GTID then click on the  icon located in the INSTRUCTOR section header.

11. Section Preferences – Entering Distance Learning Code:

When a specific classroom is required for delivering instruction at a distance, the Academic Scheduling team will enter “RDL” code in the Room Attribute Preferences block located in the Section Preferences section. See page 40, “Campus “A-Atlanta” Courses Delivered At A Distance”. Communicate these needs during pre-assignment phases!

Related Menu: (Options Menu in Banner 8)

The Related Menu displays a list of pages that are related to the current process (adding a course section). The same forms were accessed through the Options Menu in Banner 8.



D. SSADETL: Entering Course Section Details

This page is used to create and maintain detailed information such as linking mixed structure courses, establishing “section-specific” co-requisites, and entering study abroad attributes. To access SSADETL, click on the “Related” menu icon, located in the right corner of the SSASECT Page Header. Scroll down and select Course Section Detail [SSADETL]. You will be directed to the SSASECT calling page. Click Go.

1. Section Links and Corequisites:

Link Connector: The Link Connector is used to link mixed structure sections. See linking section 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. This 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

<http://www.registrar.gatech.edu/faculty/studyabroad.php>.

If a section carries other attributes (e.g. HUM), 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. 1-Video, O-Online) on SSASECT, the type of technology must also be entered on the Section Contracts page under “Contract”. The valid code is “21” (Internet).

E. 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. Scroll down and select Schedule Restrictions [SSARRES]. You will be directed to the SSASECT calling page. Click Go.

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 are able to 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.

1. Department and Field of Study Restrictions:

Department: Sections restricted to a particular department (e.g. BIOL).

Field of Study: When entering a record on this page, select the **Include** OR **Exclude** radio button then click in the “Type” field. Click on the Lookup button and select either “MAJOR”, “MINOR”, or “CONCENTRATION”. Click OK. Click the Lookup button to select the subject code(s). Save.

2. Class and Level Restrictions:

Class: Sections restricted to a particular class (e.g. Freshmen, Sophomore, Masters, etc.). To enter a class restriction, select the **Include** OR **Exclude** radio button. Click in the Class field under the Class Restriction section. Enter the class code(s) and Save.

Level: Level restrictions are entered at the Course Catalog level by the Registrar’s Office and should not be modified at the section level. Level restrictions pull from Banner Catalog to the section when the schedule is rolled. Undergraduate students are restricted from taking 6000+-level courses unless they meet specific criteria (see below). Graduate students are restricted from taking 1000- and 2000- level courses.

- **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:*** To enter Degree or Program restrictions, select the **Include** OR **Exclude** radio button. Click in the Degree or Program field under the DEGREE OR PROGRAM RESTRICTIONS section. Enter the appropriate code and Save.

Degree: Sections restricted to a particular degree (e.g., BSCE, MBA, MARCH).

Program: Sections restricted to a particular program of study (e.g., AE1 - AE International Plan).

4. **Campus and College Restrictions (SSARRES):**

The Campus Restrictions page is for restricting a section by student curriculum campus (i.e. O - OMSCS). To enter Campus Restrictions, select the **Include** OR **Exclude** radio button. Click in the CAMPUS field under the CAMPUS RESTRICTIONS section. Enter the appropriate code and Save. **The Curriculum Campus on SSARRES must match the Course Campus code (location) on SSASECT.**

Campus override requests are managed by the Registrar's Office. Overrides for Video (1) campus courses should be directed to the Office of Distance Learning and Professional Education.

5. ***College:*** Sections restricted to a particular college (e.g. Engineering, Ivan Allen, etc.). To enter a College Restriction, select the **Include** OR **Exclude** radio button. Click in the College field under the COLLEGE RESTRICTIONS section. Enter the appropriate code and Save.

6. **Student Attribute and Cohort:**

F. SSAPREQ: Viewing Prerequisite and Test Score Restrictions

To view a section's prerequisites and test score restrictions, click on the "Related" menu icon. Scroll down and select Schedule Restrictions [SSAPREQ]. Click on the Next Section navigation button  located at the bottom, left corner of the page to retrieve the next page. Click on the Section Test Score and Prerequisite Restrictions title 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.

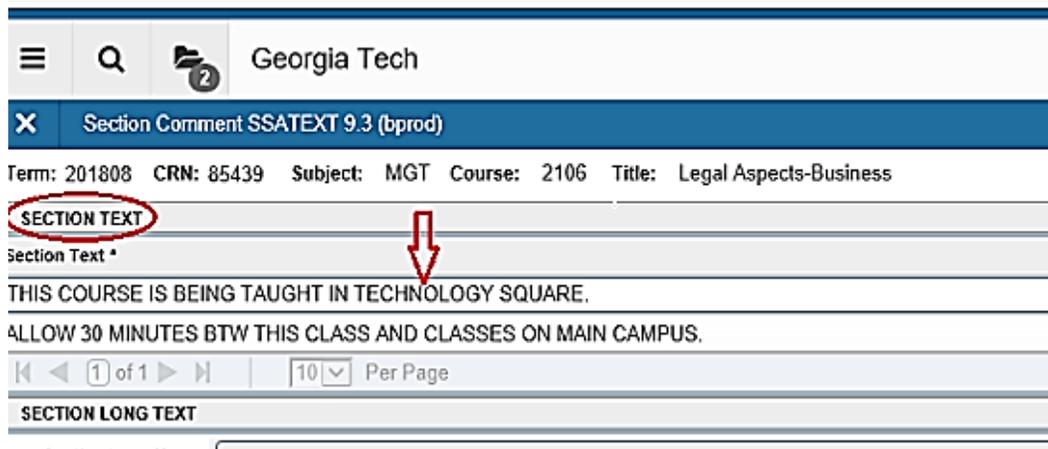
Prerequisite modifications must be submitted to the Institute Curriculum Committee (ICC) website (<http://icc.gatech.edu/>). After prerequisite changes are reviewed by the Committee, the Registrar’s Office will make the necessary changes to the Course Catalog and existing section records.

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.

G. SSATEXT: Entering Section Comments

This page is used for communicating information about a course section. To access SSATEXT, click on the “Related” menu icon, located in the right corner of the SSASECT Page Header. Scroll down and select Course Section Comments [SSATEXT]. From the SSASECT calling page. Click Go to access the Section Comment page. Click in the blank field under Section Text. Enter the comment that you wish to have displayed in the on-line Schedule of Classes (OSCAR). Save. Information entered on SSATEXT will NOT print on the student transcript.



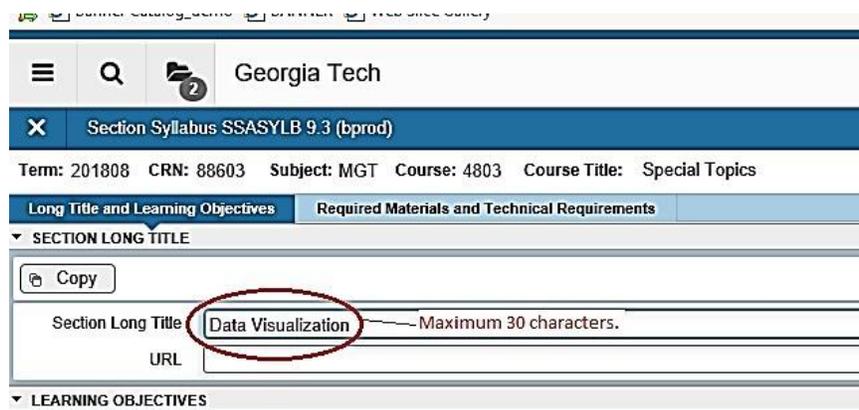
Do not enter text in the Section Long Text block.

H. SSASYLB: Entering Section Long Title

This page is used for assigning descriptive titles to Special Topics (generic) numbers. Titles entered on this page will print on the student transcript.

To access SSASYLB, click on the “Related” menu icon, located in the right corner of the SSASECT Page Header. Scroll down and select Section Syllabus [SSASYLB}. From the SSASECT calling page, click Go.

Enter the title in the Section Long Title field, above URL: (see below). 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. **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.

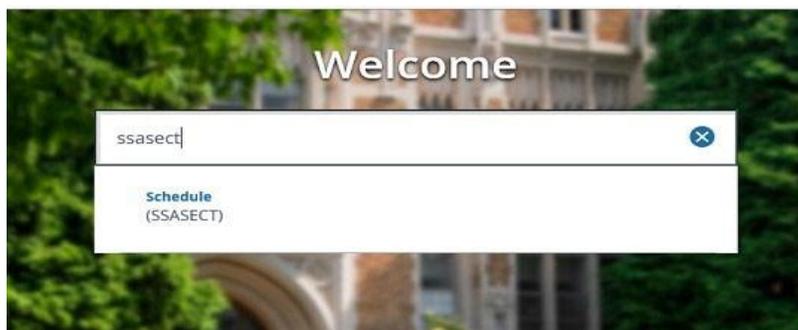


The screenshot shows the Georgia Tech SSASECT interface. At the top, there is a navigation bar with a search icon and the text 'Georgia Tech'. Below this, a blue header bar reads 'Section Syllabus SSASYLB 9.3 (bprod)'. Underneath, course details are listed: 'Term: 201808 CRN: 88603 Subject: MGT Course: 4803 Course Title: Special Topics'. There are two tabs: 'Long Title and Learning Objectives' (selected) and 'Required Materials and Technical Requirements'. The 'SECTION LONG TITLE' section is expanded, showing a 'Copy' button and a text input field for the 'Section Long Title' containing 'Data Visualization'. A note next to the field states '--Maximum 30 characters.'. Below the title field is a 'URL' field. The 'LEARNING OBJECTIVES' section is partially visible at the bottom.

(Required Materials and Technical Requirements not used at Ga Tech)

V. MODIFYING A SECTION

Print a copy of the rolled Schedule of Classes to obtain CRNs for the new term. Enter SSASECT in the search field on the Application Navigator screen and enter.



- **Term:** Enter term (e.g. 201808) and **tab**.
- **Enter a CRN** (refer to the rolled schedule of classes). Click Go. You may search for a section’s CRN by clicking on the Lookup button next to the CRN field. **(See Searching for sections on page 28)**

- The details of each rolled section should be reviewed carefully to ensure that necessary updates are made prior to the schedule going live in OSCAR. Refer to steps outlined in III, A-H when reviewing sections.

VI. CANCELING A SECTION

If a rolled section will not be offered the new semester, it should be Cancelled. Before cancelling a section, go to SFASLST to obtain the most current class listing. 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.

To cancel a course section,

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. Under the **Course Section Information**, click in the “Status” field and backspace to clear the status code.
5. Enter C – Cancelled for Current Term.
6. Click 

Cancelled sections remain in the database for the current term, however all rolled sections that do not have an Active status will be removed during the clean-up process before the schedule data is released to the academic units. Cancelled sections will not show in OSCAR.

The instructing departments are responsible for notifying all registrants concerning class cancellations. When a section is cancelled in BANNER, the Registrar’s Office will drop the cancelled class from the registrants’ schedules.

VII. DELETING A SECTION

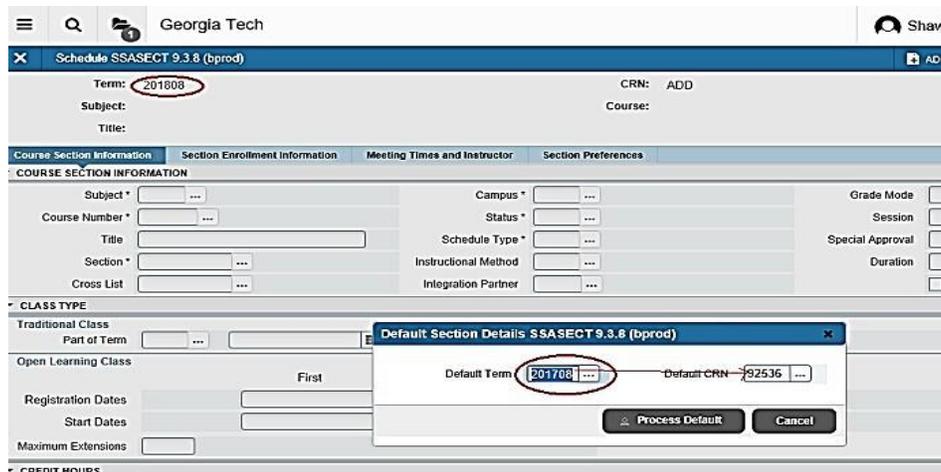
This action will completely remove the section from the database. If you want to abort the process of deletion, you must do so before saving.

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  button located to the right of the **Course Section Information** header. Click 

VIII. COPYING A SECTION

If a course section does not appear on the rolled schedule, it was not offered the previous like term. If the section will be offered the new term, you may create a new section or copy a section that was offered a different term. To copy a section, locate the CRN code for the course that you want to copy. Change the section code to “0”.

1. Enter SSASECT in the search field on the Application Navigator screen.
2. Enter the term code and CRN for the section that is being copied and click the Go button.
3. Under **Course Section Information**, click in the “Section” field and backspace to clear the code.
4. Enter “0” and Save.
5. Click  to exit and return to SSASECT.
6. Enter the term for the new term.
7. Click the  button.
8. Enter the term of the section to be copied.
9. Tab



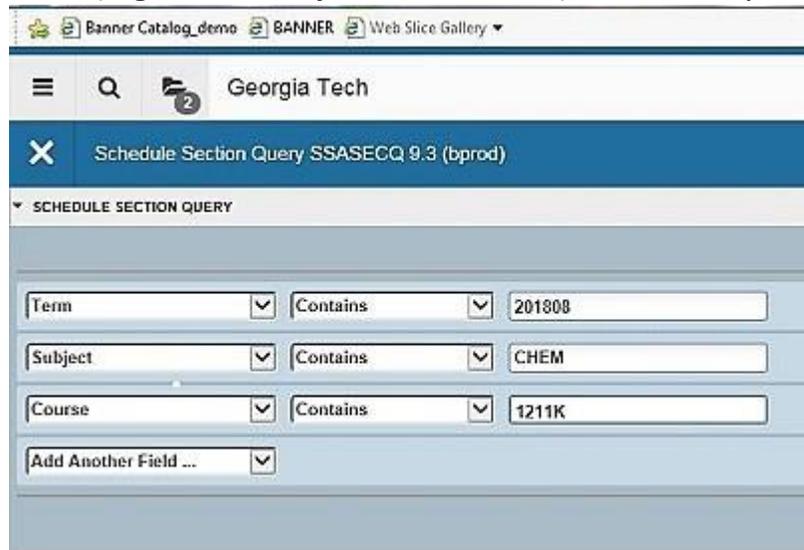
The screenshot displays the Georgia Tech application interface. At the top, the user is logged in as 'Shaw'. The main window is titled 'Schedule SSASECT 9.3.8 (bprod)'. Below the title bar, there are fields for 'Term: 201808', 'CRN: ADD', 'Subject:', and 'Course:'. The 'Course Section Information' tab is active, showing fields for Subject, Course Number, Title, Section, and Cross List. A 'Default Section Details' dialog box is open, showing 'Default Term: 201708' and 'Default CRN: 92536'. The 'Process Default' button is highlighted.

10. Click on the Process Default icon to generate a new CRN.
11. Review all section details carefully and make necessary updates.
(Go back to the copied section and replace the “0” with the original section code.)

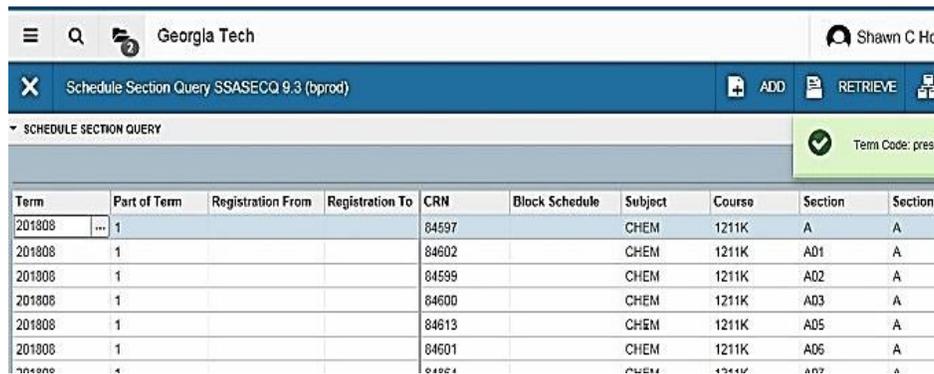
ADDITIONAL STEPS AND PROCESSES

SEARCHING FOR A SECTIONS (SSASECQ)

- To search for a CRN, click on the Lookup Button (three dots) at the end of the CRN field to access SSASECQ. 
- Add fields (e.g. Term, Subject, and Course) and enter specific values.



- Click "Go" to view the CRNs
- Click to highlight the correct section



| Term | Part of Term | Registration From | Registration To | CRN | Block Schedule | Subject | Course | Section | Section |
|--------|--------------|-------------------|-----------------|-------|----------------|---------|--------|---------|---------|
| 201808 | 1 | | | 84597 | | CHEM | 1211K | A | A |
| 201808 | 1 | | | 84602 | | CHEM | 1211K | A01 | A |
| 201808 | 1 | | | 84599 | | CHEM | 1211K | A02 | A |
| 201808 | 1 | | | 84600 | | CHEM | 1211K | A03 | A |
| 201808 | 1 | | | 84613 | | CHEM | 1211K | A05 | A |
| 201808 | 1 | | | 84601 | | CHEM | 1211K | A05 | A |

- Click the Select button OR double click on the section to return the CRN to SSASECT

Georgia Tech | Shawn C Hov

Schedule SSASECT 9.3.6 (bprod) | ADD | RETRIEVE

Term: 201808 | CRN: 84597 | Subject: CHEM | Course: 1211K | Title: Chemical Principles I

Create CRN | Copy CRN

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

- Click "Go" to access the Course Section Information page. View and/or modify section details.

Application Navigator | Georgia Tech | Shawn C Howson | Sign Out

Schedule SSASECT 9.3.8 (bprod) | ADD | RETRIEVE | RELATED

Term: 201808 | CRN: 84597 | Subject: CHEM | Course: 1211K | Title: Chemical Principles I

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

COURSE SECTION INFORMATION

Subject: CHEM | CHEMISTRY | Campus: A | Georgia Tech-Atlanta | Grade Mode: | Status: A | Active For Current Term | Session: A | On-Campus, In Assigned Space

Course Number: 1211K | Title: Chemical Principles I | Schedule Type: A | Lecture* | Special Approval: | Duration: | Cross List: | Instructional Method: | Integration Partner: W | Schedule Type for Web Content: | Override Duration:

CLASS TYPE

Traditional Class

Part of Term: 1 | 08/20/2018 | 12/13/2018 | 16

Open Learning Class

Registration Dates: | Start Dates: | Maximum Extensions: 0 | Processing Rules

CREDIT HOURS

Credit Hours: 0.000 | 4.000 | 4.000 | Lecture: 0.000 | 3.000 | 3.000

Credit Hours Indicator: None To Or | Lecture Indicator: None To Or

Billing Hours: 0.000 | 4.000 | 4.000 | Lab: 0.000 | 3.000 | | Billing Hours Indicator: None To Or | Lab Indicator: None To Or

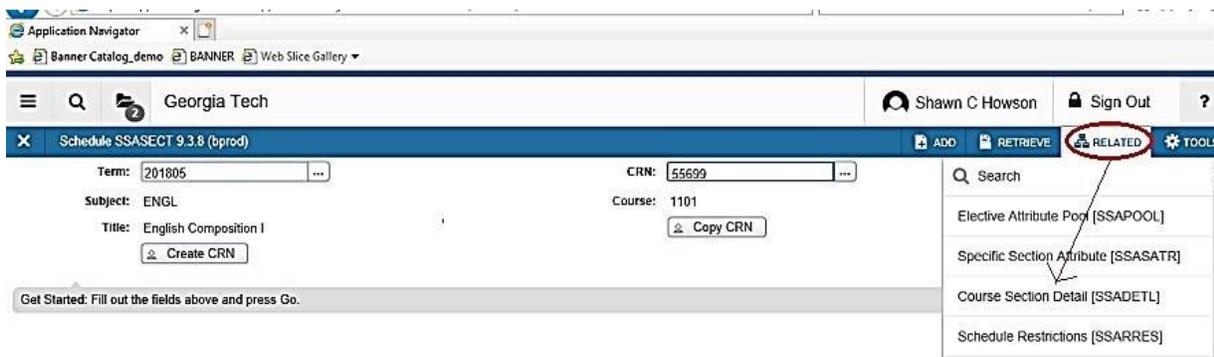
Contact Hours: 0.000 | 6.000 | 3.000 | Other: | | Contact Hours Indicator: None To Or | Other Indicator: None To Or

CROSS-LISTINGS

Cross listed courses are meet at the same day/time and must have the same course structure (schedule type and credit value). Cross listed courses are most often undergraduate and graduate courses taught together but may also be interdisciplinary subject codes of the same number.

Cross listings are managed by the Academic Scheduling Office, housed in the Registrar's Office. 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. To find detailed enrollment data for cross listings, enter SSASECT in the search field on the Application Navigator screen. Enter the Term, tab and enter the section's CRN. Click on the "Related" menu icon to display a list of pages related to this CRN (Options Menu in BANNER 8).



Scroll down and select 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 total maximum enrollment for all sections listed in the Cross List Section should not exceed Cross List Enrollment Maximum.

| CROSS LIST ENROLLMENT | | | | | | | | | | | |
|-----------------------|-------|--------------------|-----------------|------------------|--------------|----------|------------------|------------------------|-------------------|--------------------|------------|
| Maximum Enrollment: | 110 | Actual Enrollment: | 95 | Seats Available: | 15 | | | | | | |
| 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 |
| 89337 | | AE | 4610 | A | D | A | 2.000 | | | 20 | 20 |
| 89338 | | AE | 4610 | B | D | A | 2.000 | | | 20 | 20 |
| 89339 | | AE | 4610 | C | D | A | 2.000 | | | 20 | 20 |
| 89340 | | AE | 4610 | D | D | A | 2.000 | | | 20 | 20 |
| 89341 | | AE | 4610 | E | D | A | 2.000 | | | 20 | 20 |

LINKING

When a course includes more than one schedule type, they 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. It allows these courses with more than one schedule type to be scheduled with each component of the course on its own section record. 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.

For 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.

Step 1: Creating the main subset of a linked section (usually lecture)

- ***Add a new section (example, Schedule Type A-Lecture).***
- ***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 linked sections has a maximum enrollment of 25, the lecture section should have a maximum of 250 (10 x 25 = 250).***
- ***“Credit Hours” and Billing Hours” should carry the full value on one component, and nothing on the rest. This is also the part that carries the grading for the course, typically the lecture, or whichever part is the largest/joint/shared session that everyone is in together. “Contact hours” are specific to the section represented and should match the component scheduled.***
- ***We recommend an alphanumeric naming convention for linked sections and for their associate link identifiers and connectors.***
 - ***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.***
 - ***Then the main subset has a link identifier matching the section (A, B, C, etc.)***
 - ***Then the linked components have a link identifier matching the section value and a secondary digit aligning with the schedule type, such as AL for labs, AS for studios, AB for breakouts, etc.***
 - ***Link connectors are the link identifier of what it's connected to, so the lecture that is identifier A in this case would have connector AL, and lab that is identifier AL would have connector***

A. The link is NOT complete and won't work without both an identifier and a connector set!

Lecture subset of Linked Lecture/Lab Section

- **The main subset will carry the credit and billing hours. In this case it's the lecture, and you will also enter the lecture specific contact hours. Do not include lab contact hours, populate with 0 as it can't be blank.**

- **Enter "Link Identifier" for the lecture (in this example, the Link Identifier is I).**

- **The main subset will carry the grade. The Gradable checkbox should be checked.**
- **Leave the "Voice Response and Self Service Available" box checked so the section will show on OSCAR for registration.**
- **Click the Related menu, scroll down, and select SSADETL.**

- **Click Go. Enter the “Link Connector.” This code will match the Link Identifier for each of the lab sections, in this case “IL”.**

Term: 201808 CRN: 83928 S

Section Links and Corequisites

SECTION LINKS

Link Connector *

IL

1 of 1

- **Exit  to go to SSASECT. Click on the Meeting Times and Instructor tab.**

Step 2: Creating the small subsets of a main linked section

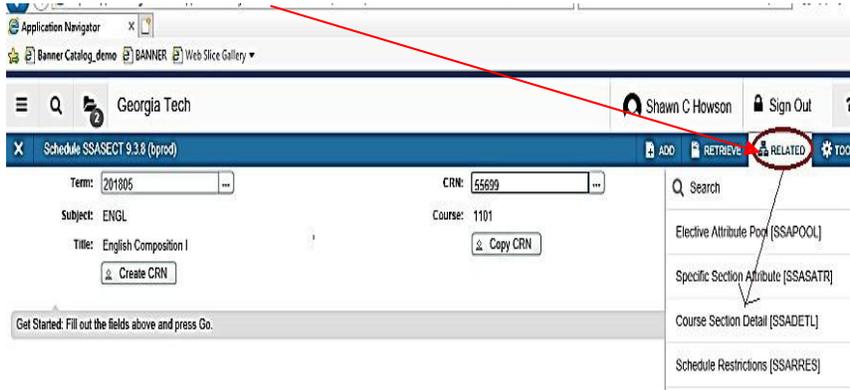
- **Add a new section (See Creating a New Section, pg. 6)**
- **Enter Schedule Type, in this example, E (Supervised Laboratory).**
- **Set “maximum” as the number of registrants allowed for each Lab subset (normally maximum allowed in main section, divided by the number of small subsets - assuming each is approved to have the same enrollment. The combined maximum for all small sections should equal the main section's maximum).**
- **Change the entry under “Credit Hours”, “Billing Hours”, and “Lecture” (in this example) to 0 (zero)**
- **Enter “Contact Hours” and (in this case) “Lab” hours (should be the same).**

CREDIT HOURS

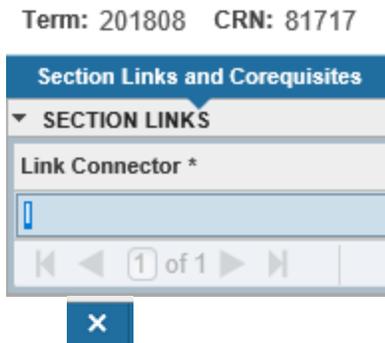
| | | | | | | | |
|---------------|----------------------------|-------------------------------------|-------------------------------------|-------------------|---------------------------------------|--------------------------|-------------------------------------|
| Credit Hours | 0.000 | 4.000 | <input type="text" value="0.000"/> | Lecture | 0.000 | 3.000 | <input type="text" value="0.000"/> |
| Credit Hours | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or | Lecture Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or |
| Billing Hours | 0.000 | 4.000 | <input type="text" value="0.000"/> | Lab | 0.000 | 3.000 | <input type="text" value="3.000"/> |
| Billing Hours | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or | Lab Indicator | <input type="radio"/> None | <input type="radio"/> To | <input checked="" type="radio"/> Or |
| Contact Hours | 0.000 | 6.000 | <input type="text" value="3.000"/> | Other | | | <input type="text"/> |
| Contact Hours | <input type="radio"/> None | <input checked="" type="radio"/> To | <input type="radio"/> Or | Other Indicator | <input checked="" type="radio"/> None | <input type="radio"/> To | <input type="radio"/> Or |

- **Uncheck the Gradable box for each of the small subsets.**
- **Select “Voice Response and Self Service Available” so the section will show i OSCAR for registration.**

- Enter “Link Identifier” for small subset (Link Identifier for the small subset is the same as the Link Connector for the main subset). Save. Note; For the small subset sections, all hours entries should be 0 (zero) except Contact Hours and the Hours specific to the schedule type represented. The main portion carries the course Credit Hours, Billing Hours, Contact Hours for its component.
- Click the Related menu, scroll down, and select SSADETL.



- Click Go. Enter the “Link Connector.” This code will match the Link Identifier for the lecture section(s), in this case "I".



REMOVING FEES FROM LINKED MAIN SUBSETS

Course fees are a part of the course (catalog) record. 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.**

Mixed Structure Sections with Fees: When creating both subsets of linked lecture/lab sections from the same course record (e.g. ME 2110), you must modify the details for each to distinguish between main subset vs. small subset. For example, when a course carries fees, 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.

STUDY ABROAD SET-UP

The following examples illustrate the steps involved with setting up Study Abroad sections in Banner. These sections carry codes that identify the specific program, location, and participant eligibility. .

- SSASECT - Section code "R", "R1", "R2", etc. for all programs
- SSASECT - Campus code 7 ("X" for RMZ - GTL Metz)
- SSASECT - Part of term 4 (summer), Part of term D (fall and spring)
- SSASECT - Session code E Sections with Session Code E must also include an External Site code in the building field on the **Meeting Location and Credits page**. See "External Site Code for Off-Campus Sections," page 39.

Course Section Information

Term: 201805 CRN: 55243 Subject: AE Course: 3030 Title: Aerodynamics

Subject: AE AEROSPACE ENGINEERING Campus: 7 Georgia Tech Studies Abroad Grade Mode: L Letter Grade

Course Number: 3030 Status: A Active For Current Term Session: E Off-Campus, Unassigned Space*

Title: Aerodynamics Schedule Type: A Lecture* Special Approval: ...

Section: RLJ Instructional Method: ... Duration: ...

Cross List: ... Integration Partner: W Schedule Type for Web Content: ...

CLASS TYPE

Traditional Class

Part of Term: 4 05/14/2018 08/02/2018 11

Open Learning Class

Registration Dates: ... Start Dates: ... Processing Rules

Maximum Extensions: 0

CREDIT HOURS

On SSARRES, **Include** Campus "7" ("X" for RMZ - GTL Metz). The coding on SSASECT identifies the location, and the restriction code on SSARRES controls registration.

Schedule Restrictions SSARRES 9.3.6 (bprod)

Term: 201805 CRN: 55243 Subject: AE Course: 3

| Department and Field of Study | Class and Level | Degree |
|--|-----------------|--------|
| CAMPUS RESTRICTIONS | | |
| Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude | | |
| Campus | | |
| 7 | | |

1 of 1 | 10 Per Page

Each study abroad program has a unique, three-character code that should be entered on the Degree Program Attributes page (SSADETL). To access SSADETL, click on the Related menu, scroll down and select SSADETL. Click to access SSADETL. Click on the Degree Program Attributes tab, enter the three-character code, and Save. If another attribute exists in this section, click on the insert button to add a blank field before entering the attribute.

The screenshot shows the Georgia Tech web interface. At the top, there is a search bar and a notification icon with the number 2. Below that is a blue header bar with a close button (X) and the text "Schedule Detail SSADETL 9.3.6 (bprod)". Underneath, the course details are listed: "Term: 201805 CRN: 55243 Subject: AE Course: 3030 Title: Aerodynamics". There are four tabs: "Section Links and Corequisites", "Section Fees", "Degree Program Attributes" (which is selected and circled in red), and "Contract and Block Schedule Information". Below the tabs is a section titled "DEGREE PROGRAM ATTRIBUTES". It contains a table with two columns: "Attribute *" and "Description". The first row has "RLI" in the "Attribute *" column and "AE/ISYE Limerick Summer Prog" in the "Description" column. The "RLI" is circled in red. At the bottom of the table, there are navigation controls: "1 of 1" and "10 Per Page".

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. Click on the Related menu, scroll down and select SSATEXT. Click . Enter the description under Section Text. This information will show in OSCAR, but it will not show on the student transcript.

The screenshot shows the Georgia Tech web interface for the "Section Comment SSATEXT 9.3 (bprod)" page. At the top, there is a blue header bar with a close button (X) and the text "Section Comment SSATEXT 9.3 (bprod)". Below that, the course details are listed: "Term: 201805 CRN: 55243 Subject: AE Course: 3030 Title: Aerodynamics". There are two tabs: "SECTION TEXT" (which is selected) and "SECTION LONG TEXT". Below the tabs is a section titled "SECTION TEXT". It contains a form field labeled "Section Text *" with the text "AE Limerick Summer Program" entered. At the bottom of the form, there are navigation controls: "1 of 1" and "10 Per Page".

EXTERNAL SITE CODES FOR OFF-CAMPUS SECTIONS

The data collection method used by the Board of Regents requires that a location code be associated with off-campus sections (Session E). . These locations are to be specified in the Building field in the Meeting Time block of SSASECT. Most off-campus locations will use a code beginning with “Z”. To search for the appropriate code, click on Meeting Location and Credits. Click the search dots next to the “Building” field to access Building Query SLABQRY.

| 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 | | |
| | <input type="text"/> | <input type="text"/> | A | 3.66 | | | |
| <input type="button" value="1 of 1"/> | | <input type="text" value="10"/> Per Page | | | | | |
| INSTRUCTOR | | | | | | | |
| Session Indicator * | ID | Name | Instructional Workload | Percent of De | | | |

Click on the down arrow to Add Another Field and select Campus. Enter Z% (wildcard) in the Campus field.

×
Building Query SLABQRY 9.3 (bprod)

▼ BUILDING QUERY

| | | |
|--|------------|----|
| Campus ▼ | Contains ▼ | Z% |
| <input type="button" value="Add Another Field ..."/> ▼ | | |

Click **Go** to retrieve all off-campus locations.

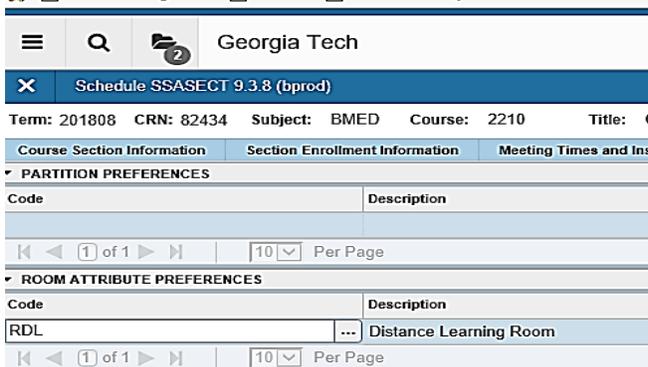
| | | |
|---|-------|--------------------------------|
| Z | ZX017 | Floyd College |
| Z | ZX018 | Foreign Studies Prog (FORSPRO) |
| Z | ZX019 | Fukuoka University |
| Z | ZX020 | GCATT |
| Z | ZX022 | Georgia Southern University |
| Z | ZX023 | Georgia Southwestern State U. |
| Z | ZX024 | Georgia Tech - Singapore |
| Z | ZX025 | Georgia Tech - Lorraine |

If you are scheduling study abroad sections, and the program does not have a specific code, you should use ZX018-Foreign Studies Program. Room and meeting time information is not required for studies abroad courses.

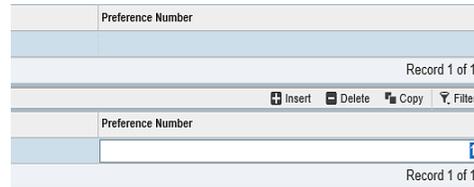
CAMPUS “A-ATLANTA” SECTIONS DELIVERED AT A DISTANCE

Classes that meet in a traditional classroom setting in Atlanta and simultaneously deliver instruction off-campus will need a classroom equipped with technology for delivering instruction at a distance. To request the appropriate classroom,

- Go to SSASECT
- Enter the term and CRN
- Click Go
- Click on the Section Preference
- Use the Next Section button  (located at the bottom left corner of the page) to navigate to the **Room Attribute Preferences** section.
- Enter **RDL** and press tab
- Type 1 and Save.



The screenshot shows the Georgia Tech SSASECT interface. At the top, there is a search bar and a navigation menu. Below that, the page title is "Schedule SSASECT 9.3.8 (bprod)". The main content area is divided into several tabs: "Course Section Information", "Section Enrollment Information", and "Meeting Times and Ins". The "PARTITION PREFERENCES" section is expanded, showing a table with columns "Code" and "Description". Below this, the "ROOM ATTRIBUTE PREFERENCES" section is also expanded, showing a table with columns "Code" and "Description". The "Code" field is populated with "RDL" and the "Description" field is "Distance Learning Room".



This is a close-up view of the "Preference Number" field in the "ROOM ATTRIBUTE PREFERENCES" section. The field is currently empty and has a small blue icon to its right. Below the field, it says "Record 1 of 1".

SPECIAL TOPICS COURSES

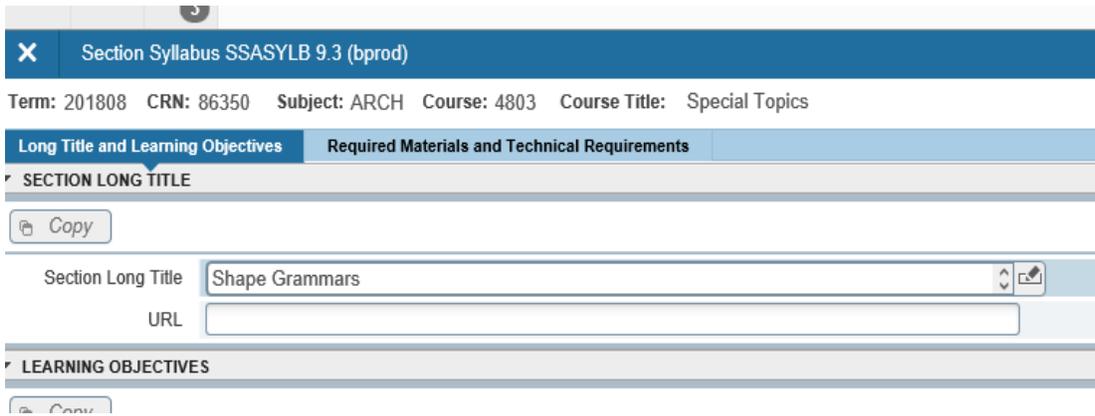
Special topics are temporary courses developed by academic units for addressing existing needs for content coverage that is new or experimental in nature, that is taught by resident or visiting faculty experts in specific subject areas not included in regular courses, or that is of timely interest to 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.

The screenshot displays the 'Schedule SSASECT 9.3.8 (bprod)' interface. At the top, it shows course metadata: Term: 201808, CRN: 86350, Subject: ARCH, Course: 4803, Title: Special Topics. Below this, the 'Title' field is set to 'Special Topics', 'Schedule Type' is 'A', and 'Lecture*' is selected. The 'Section #' is 'AE' and 'Cross List' is 'K4'. The 'CLASS TYPE' section shows 'Traditional Class' with 'Part of Term' 1, 'Start Dates' 08/20/2018, and 'End Dates' 12/13/2018. The 'CREDIT HOURS' section is expanded, showing 'Credit Hours' set to 3.000, 'Billing Hours' set to 3.000, and 'Contact Hours' set to 3.000. The 'Lecture' section has 'Lecture Indicator' set to 'None'. The 'CLASS INDICATORS' section shows 'Prerequisite Check Method' set to 'Basic or None', 'Daily Contact Hours' set to 'Print', and 'Long Title' checked.

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  icon, scroll down and select Section Syllabus Page SSASYLB. Click Go. Click in the Section Long Title field and enter the descriptive title (maximum 30 characters). Save. Information entered in The Section Long Title field will display on the student transcript.



Section Syllabus SSASYLB 9.3 (bprod)

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

Copy

Section Long Title Shape Grammars

URL

LEARNING OBJECTIVES

Copy

SPECIAL PROBLEMS COURSES

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.

Special Problems have generic titles and variable credit hours. The scheduler may enter a fixed number of credit hours 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). 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. A permit required restriction should be placed on all special problems sections.

THESIS/DISSERTATION (7000/9000)
VARIABLE HOUR 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 this 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.

**SCHEDULE OF CLASSES
TERMS**

| Semester Term Codes |
|----------------------------|
| 2xxx02-Spring |
| 2xxx05 – Summer |
| 2xxx08 - Fall |

| <i>BANNER</i> | <i>DEFINITION</i> |
|-----------------------------|----------------------------|
| Campus | Location |
| Schedule Type | Format |
| Instructional Method | Delivery Method |
| Part of Term | Length of Term |
| Special Approval | Permit Required |
| Session | Space Details |
| Contact Hours | Hours of Class Time |

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/>

FACULTY SCHEDULE QUERY PAGE (SIAASGQ)

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.
3. Enter the Faculty member's GT ID#. If you do not know the ID#, click on the Lookup (search dots) next to the ID field to access the Faculty/Advisor Query SIAIQRV page. Click Go to enter search criteria.
4. Click on the down arrow and select Last Name and First Name query fields.
5. Enter the Last name. This page is case sensitive.
6. Enter the first name. This page is case sensitive
7. Click Go to retrieve the faculty ID.
8. Double click on the faculty last name.
9. Click Go to display all sections the faculty member is scheduled to teach in the specified term.

| CRN | Subject | Course | Section | Session Number | Start Date | End Date | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|---------|--------|---------|----------------|------------|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 80011 | ME | 2202 | A | 01 | 08/20/2018 | 12/13/2018 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 87725 | ME | 2202 | B | 01 | 08/20/2018 | 12/13/2018 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

ADDING NEW FACULTY TO A SECTION

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>

REFERENCE GUIDE

| Banner 8 | Description | Banner 9 | Description |
|---|--|---|---|
| Form | | Page | |
| Block | | Section/Information/ Data | |
| Query | | Filter | |
| Options Menu  | | Related Menu | |
| Key Block | <i>The first block on a page that contains information related to the key block. For example, SSASECT key block includes Term and CRN.</i> | Key Block | <i>The first block on a page that contains information related to the key block. For example, SSASECT key block includes Term and CRN.</i> |
| File/Save, F3,  | <i>Saves all changes entered since the last time data was saved.</i> |  | <i>Saves all changes entered since the last time data was saved.</i> |
| Rollback  | <i>Clears all information entered if not saved and returns to the key block from the body of a page.</i> |  | <i>Clears all information entered if not saved and returns to the key block from the body of a page. An error message will appear to confirm if entered data should not be saved.</i> |
| Double Click  | <i>Returns the user to the calling page (SSASECT) and enters the information into the field.</i> |  | <i>Returns the user to the calling page (SSASECT) and enters the information into the field.</i> |
| Shift/F6 | <i>Removes information for the current record. If saved, the information is deleted.</i> |  | <i>Removes information for the current record. If saved, the information is deleted.</i> |
| Page Up | <i>Moves cursor to the previous section or page.</i> |  PREVIOUS SECTION (Alt+PageUp) | <i>Moves cursor to the previous section or page. Tab within section to navigate from field to field.</i> |
| Page Down | <i>Moves cursor to the next section or page.</i> |  NEXT SECTION (Alt+PageDown) | <i>Moves cursor to the next section or page. Tab within section to navigate from field to field</i> |
| Down Arrow  | <i>Placed next to a field indicates that the field's values are searchable</i> |  SEARCH BUTTON | <i>Placed next to a 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.</i> |
| | |  | <i>Use Select button or double-click to retrieve searched data and return to the original page. Use Cancel to cancel the search.</i> |
| | |  EXIT | <i>Exits page or returns user to the Application Navigator page.</i> |

PAGES

BANNER 9 PAGES USED BY REGISTRAR'S OFFICE TO MODIFY CATALOG

(Academic units have viewing access only)

SCABASE – Course Maintenance Page. Used by the Registrar's Office for maintaining courses. Departments have viewing access only.

SCACRSE – Basic Course Information page. Used by the Registrar's Office for building and maintaining course records. Departments have viewing access only.

SCADETL – Course Detail Information page. Used by the Registrar's Office for building and maintaining course details (i.e. co-requisites, core attributes, course descriptions). Departments have viewing access only.

SCAPREQ – Catalog Prerequisite and Test Score Restrictions page. Used by the Registrar's Office to build and maintain course prerequisites. Departments have viewing access only.

SCARRES – Catalog Schedule Restrictions. Used by the Registrar's Office to build and maintain course restrictions (i.e., level, fees, campus). Departments have viewing access only.

SCASYLB – Course Syllabus. Used by the Registrar's Office to enter **course** long titles. Departments have viewing access only.

BANNER 9 PAGES USED BY ACADEMIC SCHEDULERS

SSASECT – Basic section information page used for creating and updating course sections.

SFASLST – Displays section class roster.

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

SIAIQRY – Used to query instructor ID.

SLABQRY – Building Query.

SLQMEET – Used to query available classrooms.

SSADETL – Schedule (section) Detail page used to build and maintain detailed schedule information (i.e. lecture/lab links, section-specific co-requisites, study abroad attributes). Also used for viewing core attributes and section fees.

SSAMATX – Displays room usage for scheduled buildings/rooms.

SSAPREQ – Section prerequisites and Test Score Restrictions.

SSARRES – Schedule Restrictions page used for maintaining section restrictions.

SSASECQ – Schedule Section Query page used for searching existing sections.

SFASRPO – Used for entering Registration Permits and Overrides.

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

SSATEXT – Section Comment page. Used to communicate information about a section. Information does not print on student transcript.

SSAXLST – Schedule Cross List Definition page. Displays the details of a cross-listing.

DEFINITIONS

Course Reference Number (CRN): A unique identifier assigned by Banner when a section is created or rolled forward from a previous like term.

Contact Hours – Approximate hours of in-class instruction per week.

Co-requisite – Two or more courses that must be taken together

Credit Hours – The number of semester hours awarded for a specific course

Cross Listings: Two different courses that are identical in all other respects, including title, credit, description, meeting time/days, instructor, and attributes including repeatability and distribution. A Group Identifier Code will be assigned to cross-listings. The total maximums for all cross-listed sections must not exceed the maximum set for the Cross List Group (see SSAXLST). A department lead should provide scheduling@gatech.edu the details of each cross-listed section.

Grade Mode: Grading options (e.g., letter-grade, audit, pass/fail) are a part of the catalog record. When sections are scheduled, grade mode options are available only if they live on the catalog record. If the Grade Mode field is left blank on a section, the student may register for any one of the approved modes. If they do not choose a mode, letter/grade is the default.

Prerequisite: A course (requirement) that must be completed in advance of registration for another course.

Prerequisites with Concurrency: A course (requirement) that may be completed 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).

Secondary (or Long) Title: A more descriptive title used for Special Topics courses. Secondary Titles are displayed on the students' transcripts.

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.

Variable Credit Courses: Courses that have a range of credit hours (e.g., 1-12). The student must select the number of hours when registering. Otherwise, the credits will default to 1.

Preparing the Schedule of Classes

Quick Reference Sheet

The following guidelines will provide quick reference to the Banner screens utilized for creating and modifying individual course sections of the Schedule of Classes. For more detailed information about the screens and their functions, please refer to the manual for *Preparing and Maintaining the Schedule of Classes*.

As a preliminary step to preparing the Schedule of Classes for a particular semester, section data offered the previous corresponding semester (fall to fall, spring to spring, summer to summer) is “rolled” to the new semester/term by the Registrar’s Office. Access to modify SSASECT and its related forms is suspended for one day while the Registrar’s Office cleans the data for the new semester. Department schedulers are notified when this clean-up process is complete and access has been restored. In addition, schedulers are provided a timeline of registration events and the date that the schedule of class will become available online for viewing. The schedules should be as accurate as possible by the go-live date; however, sections should be accurate and up-to-date, including catalog changes, by the beginning of Phase I Registration for the next semester.

Go to: GT Reports (<https://reports.gatech.edu/>): Enter Username and Password. Duo authentication is required to use reports after each entry of username/password but doesn't consistently prompt you. Have your phone available and duo open to authenticate as needed.

1. Go to: Documents, Public Folders, GTAAD, Class Information, Schedule of Classes (1 Day).
2. Enter values (Classes Term, Course Subject, and Status). Click OK. Print report. Modify the rolled sections and add new sections for the upcoming semester.

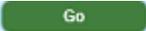
Go to SSASECT (Section Details) to:

3. Add/verify/update course section information (Section, Campus, Status, Schedule Type, Grade Mode, Special Approval, Part of Term, Credit Hours, Billing Hours, Contact Hours):
 - a. Enter Term, tab and enter rolled CRN#, and click Update rolled data.
 - b. Or, click on the  to ADD a new section. Enter Subject and Course Number. Tab to populate title. Enter additional data for new section. Save to generate the CRN# for this section.
4. Set Maximum enrollment cap. Click on “Section Enrollment Information” to open the Enrollment Details page. Enter the Maximum enrollment for this section. If section has a waitlist, enter Waitlist Maximum. Save.
5. Enter Meeting Times: Click on “Meeting Times and Instructor” to enter meeting days

and times.

From the Meeting Time field, tab to the first Meeting day and click (or press the space bar) to select the day. The Start Date and End Date will automatically populate. Click or space in the appropriate fields to select each meeting day.

5b. Tab to enter the Start Time and End Time (in accordance with GT's standard meeting times).

6. Select "Meeting Location and Credits" to enter the Building and Room codes.
7. Assign Instructor of Record. Click in Session Indicator field and tab to INSTRUCTOR ID field. Click on the dots for search for Faculty ID. Click . Add First Name and Last Name fields. Enter names and press Go to retrieve ID. Double click on ID to pull information into the Instructor field. Save.

Click on the Related menu, scroll down and select one of the pages below to complete set-up.

Select SSARRES and Go to:

1. Place restrictions on a section by College, Major, Class (FR, SO, JR, SR), Level, Degree, Program, or Curriculum Campus (e.g., Atlanta, Oxford, GT Lorraine).Curriculum Campus (e.g., Atlanta, Oxford, GT Lorraine).

Select SSADETL and Go to:

1. Enter links (e.g., labs).
2. Enter attributes for Study Abroad courses.

Select SSATEXT and Go to:

Enter comments associated with section (e.g., Section reserved for Honors Students, by Permit only). Comments stored here will appear on the Schedule of Classes displayed in Oscar.

Select SSASYLB and Go to:

Add the specific title for a Special Topic section of a course (e.g., ST: Sustainability). Special Topics titles must be entered on this page to appear on the student transcript.

Select SSASECQ and Go to:

Search for detailed information about sections. Enter information in selected field (e.g., Term, Subject, etc.). From the toolbar, click Query/Execute. To access SSASECQ from the Section Details page (SSASECT), click in the CRN: field, then click the down arrow.

INDEX

Application Navigator - 2
Banner Access – 2
Banner Course Catalog - 3
Banner Student Menu - 2
Banner Class Schedule Module - 5
Building and Classroom - 17
Campus – 8
Campus “A” Courses Delivered at a Distance - 41
Campus Restrictions - 22
Cancelling a Section - 27
Class Schedule Terms - 46
Closing Enrollment in a Section - 14
Copying an Existing Section - 28 Co-requisites - 22
Creating a Section - 6
Credit and Contact Hours - 52
Credit and Billing Hours - 12
Cross-List field - 8 Cross-Listing Guidelines - 30
Definitions - 52
Degree Program Attributes- 22
Deleting a Section - 27
Enrollment Maximum (updating enrollment cap) - 14
External Site Codes - 40
Faculty – Faculty Schedule Query (SIAASGQ) - 47
Faculty – Adding new faculty in Banner - 48
Fees – Removing course fees from lecture/lab subset - 37
Field Study/Major Restrictions - 23
Pages - 50
Gradable Field - 14
Grade Mode - 10
GT Semester/Term Codes - 46
Integration Partner - 10
Instructional Method - 9
Override Indicator - 20
Level Restrictions - 23
Link Connector (SSAETL) - 22
Link Identifier - 13
Linking Lectures and Lab - 32
Department and Field of Study (Major) Restrictions - 23
Maximum Enrollment - 14
Meeting Time (Entering Meeting Times) - 15

Meeting Times – GT’s Standard Meeting Times - 47
Mixed Schedule Types - 12
Percent of Responsibility - 15
Part of Term - 11
Prerequisite and Test Score Restrictions (SSAPREQ) - 24
RDL (Scheduler Preference Block) - 121
Printing the Schedule of Classes - 6
Rolling the Schedule of Classes - 6
Section (Schedule) Query (SSASECQ) - 29
Schedule Type - 9
Schedule Type (Meeting Times Block) - 19
Section Code - 8
Section Comments (SSATEXT) - 25
Section Details (SSADETL) - 21
Section Fees - 22
Section Restrictions (SSARRES) - 22
Secondary/Long Titles (SSASYLB) - 25
Semester/Term Codes - 46
Session - 11
Session Credit Hours - 20
Session Indicator - 15
Special Approval - 11
Special Topics - 42
Special Problems - 44
Status - 8
Study Abroad Set-Up - 38
Test Score Restrictions - 24
Thesis - 45
Variable Credit-Hour Courses - 13
Verifying/Modifying Rolled Course Sections - 26
Video (Campus “1”) Sections - 8
Voice Response and Self-Service Available - 14