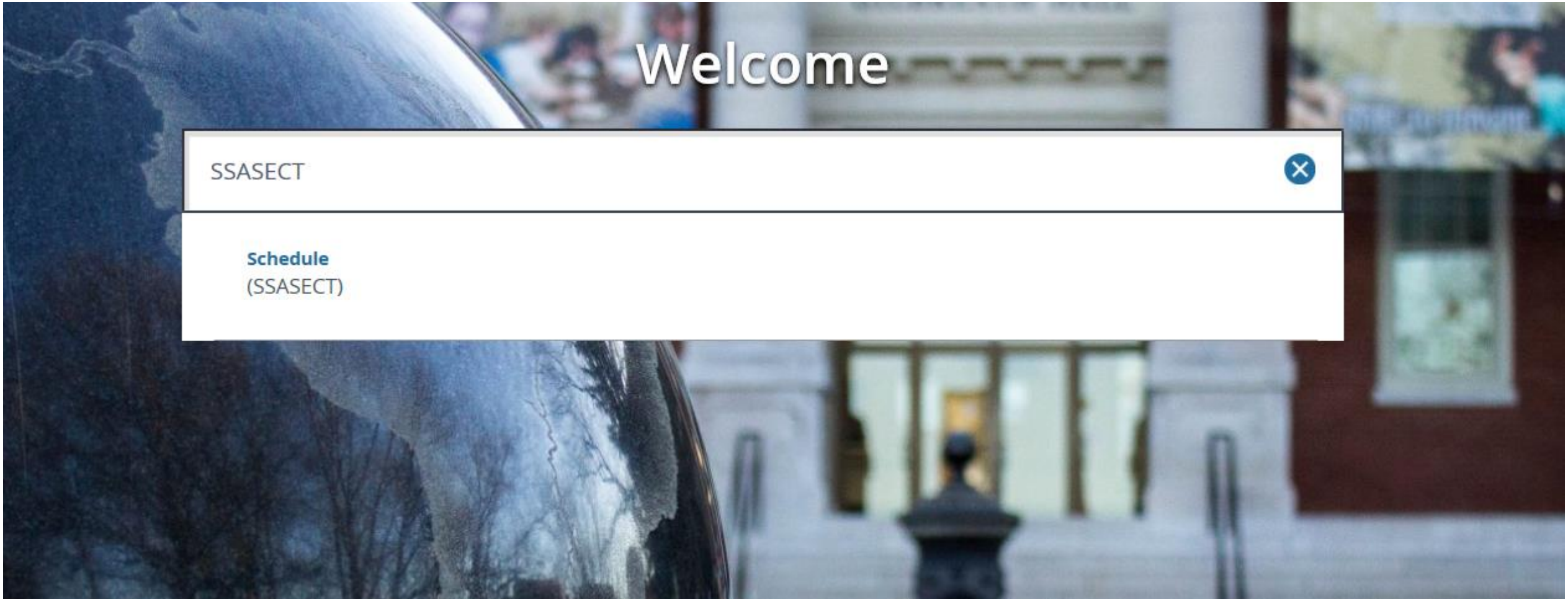
How to Build a Course

Using SSASECT in INB

EAST TENNESSEE STATE
UNIVERSITY

Step 1

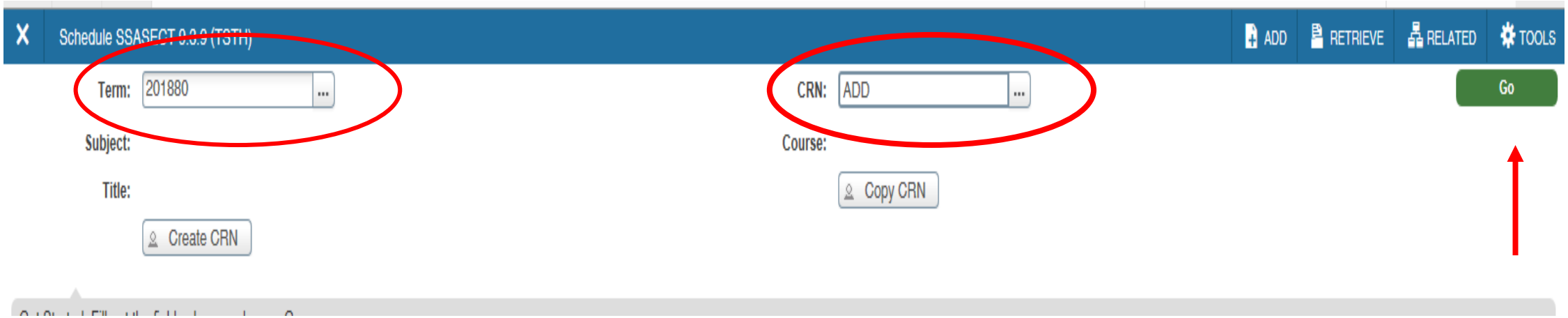
Type SSASECT in your Banner 9 “Welcome” box.
Then press Enter or Click on “Schedule”.



Step 2

Entering the Course Section Information:

1. Type in the appropriate term in the term box
   *For Spring- Type the year and then 10 (example: 201810)
   *For Summer- Type the year and then 50 (example: 201850)
   *For Fall- Type the year and then 80 (201880)
2. To add a new course, type "ADD" in the CRN box
3. Click the green "GO" button on the right hand side.



Entering Course Info:

Step 3

- **1. Subject (4 characters) -** ENGL
- **2 Course number -** 1010
- **3. Title -** should automatically populate after tabbing.
- **4. Section number -** See section number rubrics (Spring & Fall) (Summer)
- **5. Campus -** 23M or Appropriate Campus Code
- **6. Status A -** Active
- **7. Schedule type -** Lec, Lab, L/L
  - (Click on drop down, it automatically populates for you. This can **NOT** be changed.)
- **Instructional Method -** CON (This automatically populates but you can change it.)
- **8. Integration Partner -** D2L (manually entered; always D2L)
- **9. Part of Term -** See Part of Term rubric
  - ***Be sure to hit TAB**
- **10. Hit Save button (Bottom right)**
- **11. Credit Hours- Course will already be assigned a credit hour, either variable or set.**

***See next slide for example.**

Entering Course Info Continued:

Schedule SSASECT 9.3.9 (TSTH) | ADD | RETRIEVE | RELATED | TOOLS

Term: 201880 CRN: ADD Subject: ENGL Course: 1010 Title: Crit Read/Expos Writing | Start Over

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

COURSE SECTION INFORMATION (Insert | Delete | Copy | Filter)

Subject *	ENGL ENGLISH	Campus *	23M ETSU, Main	Grade Mode	
Course Number *	1010	Status *	A Active	Session	
Title	Crit Read/Expos Writing	Schedule Type *	LEC Lecture	Special Approval	
Section *	091	Instructional Method	CON Conventional Methodology	Duration	
Cross List		Integration Partner	D2L Desire2Learn		Override Duration

CLASS TYPE (Insert | Delete | Copy | Filter)

Traditional Class

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

Open Learning Class

	First	Last	
Registration Dates			Processing Rules
Start Dates			
Maximum Extensions	0		

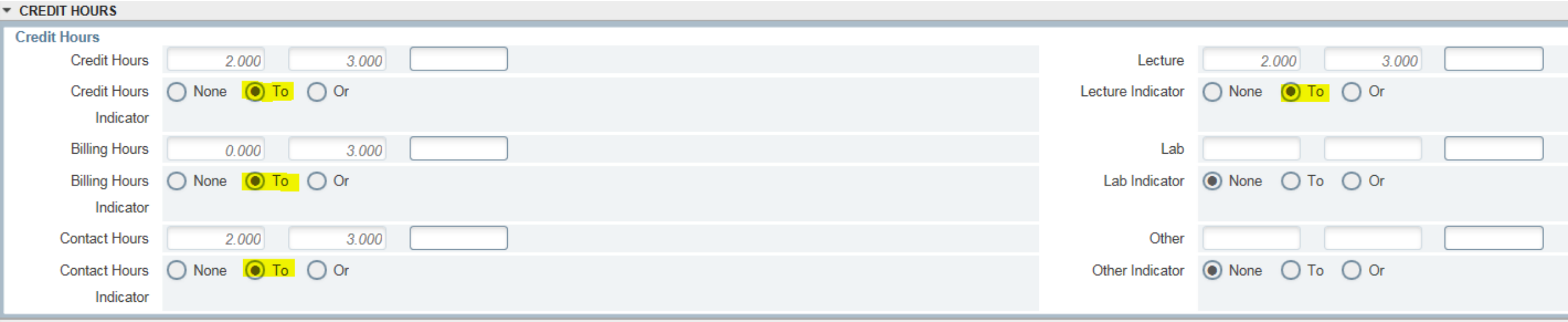
CREDIT HOURS (Insert | Delete | Copy | Filter)

Credit Hours

Credit Hours	3.000	Lecture	3.000
Credit Hours Indicator	None To Or	Lecture Indicator	None To Or
Billing Hours	3.000	Lab	

Variable Credit

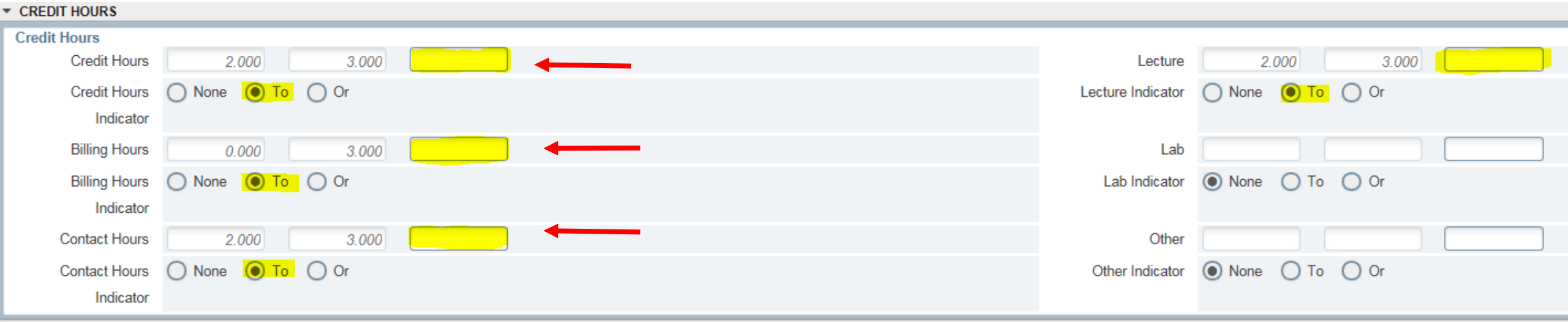
- Once a course is built, it can either be a set credit hour course or a variable credit hour course.
- Courses that are variable credit courses will look like this:
- When the “To” option is checked, that indicates a variable credit hour course.



- Variable credit hour courses MUST be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes beside the “credit hours” boxes **AND** the “billing hour” boxes.

- Once the Credit and Billing Hours have been entered, hit “save”

- The blank boxes below credit and billing must BOTH BE ENTERED if the course is variable. If one is left blank, it will automatically default to the lowest credit (which could heavily impact a student’s fees/financial aid.)



Entering Section Enrollment:

Step 4

- Next, click on the “Section Enrollment Information” tab
- The only box to be filled in will be the max enrollment box.
- Click Save at the bottom right.

Term: 201880 CRN: 85981 Subject: ENGL Course: 1010 Title: Crit Read/Expos Writing

Start Over

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

Enrollment Details | Reserved Seats

ENROLLMENT DETAILS

Insert Delete Copy Filter

Maximum *	0	Waitlist Maximum *	0	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0		Reserved

Authorization Codes Active for Section Generated Credit Hours 0.000

Census One

Enrollment Count	0	Freeze Date *	09/09/2018

Census Two

Enrollment Count	0	Freeze Date	

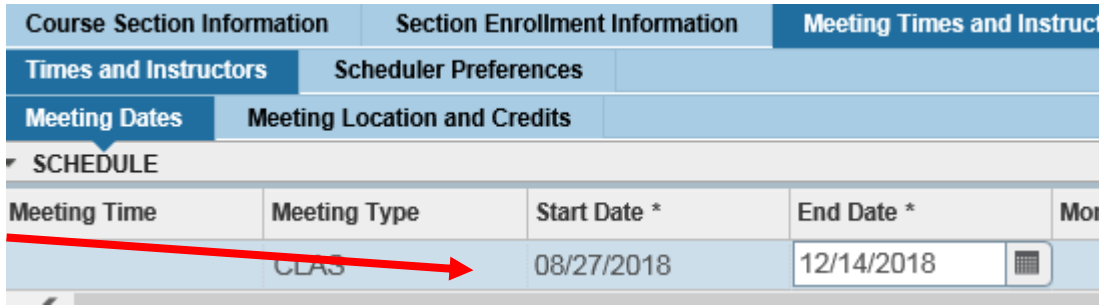
Add Authorization Registration Dates

Calculated Section Start Date	08/27/2018	Add Authorization Start Date		Waitlist Notification Ending Date	

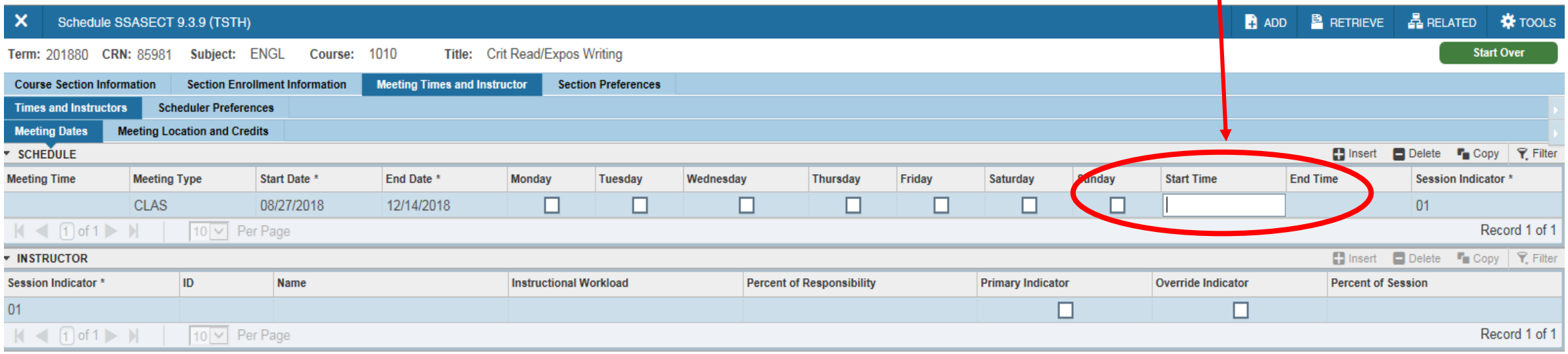
Entering the Meeting Times and Instructor:

Step 5

- 1.. Next, click on the “Meeting Times and Instructor” tab
- 2. Hit the “tab” button three times and the meeting start and end dates will automatically populate along with meeting type. DO NOT alter these dates!
- 3. At this point, enter the days and times (must be in military time)
- Click “save” (The save button is located in the bottom right hand corner)

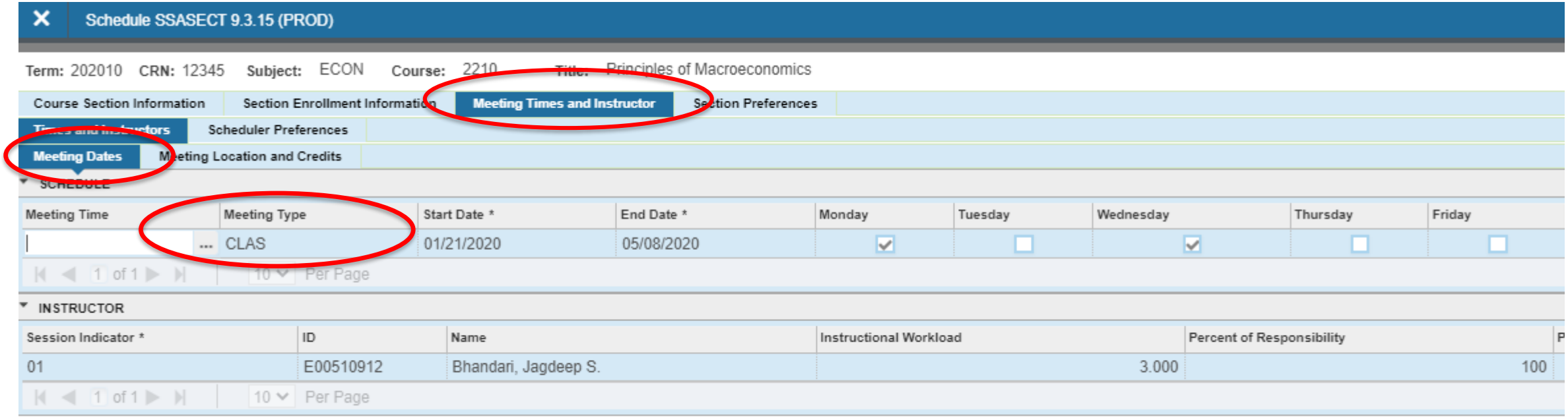


Note You must click in the space below “Start Time” and “End Time” to get the text box to pop up.



Meeting Type

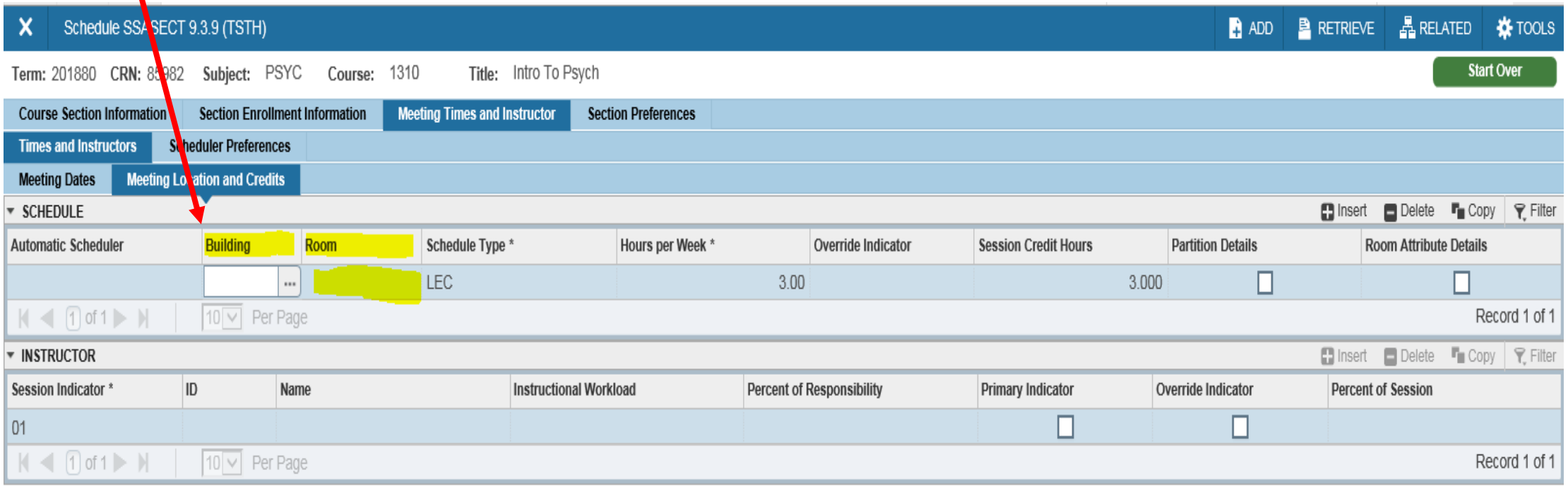
- Meeting Type will automatically default to “CLAS.” During pandemic this will have to be manually updated to reflect the section number and meeting type of the course.



Entering Building and Room

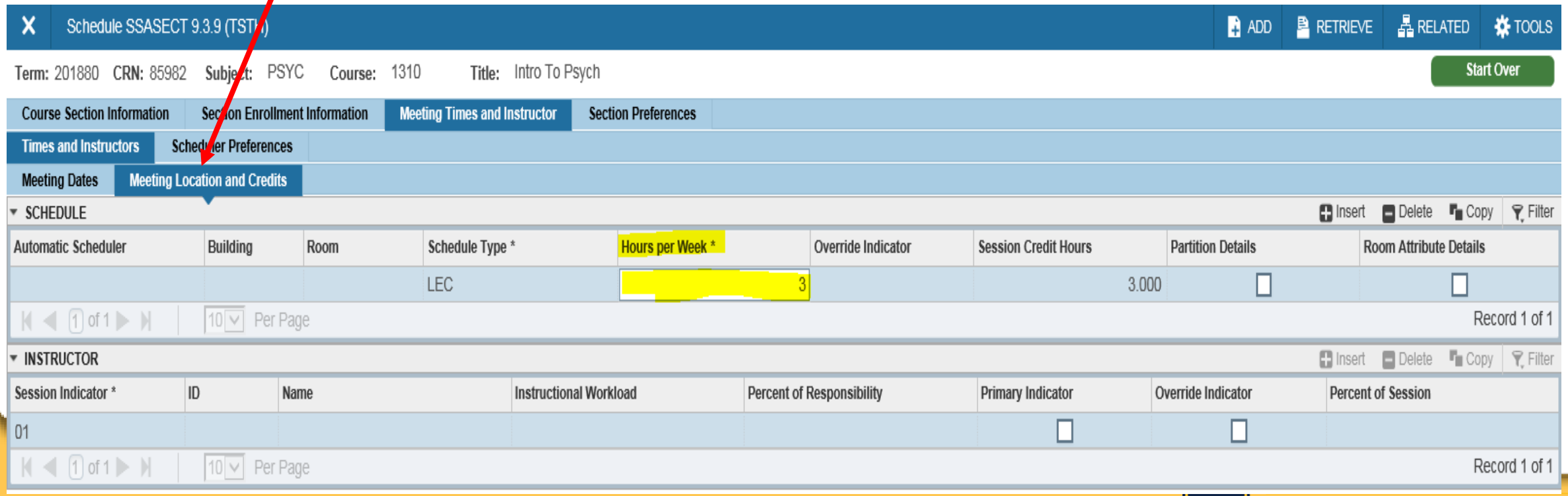
Step 6

- Click on the “Meeting Location and Credits” tab
- Enter the building code and room in the respective boxes
  - Online Courses will have a Building Code of “COURSE” and Room of “ONLINE”
  - Winter Courses will have a Building Code of “WINTER” and Room of “SESSION”
- After entering this information, click “Save”



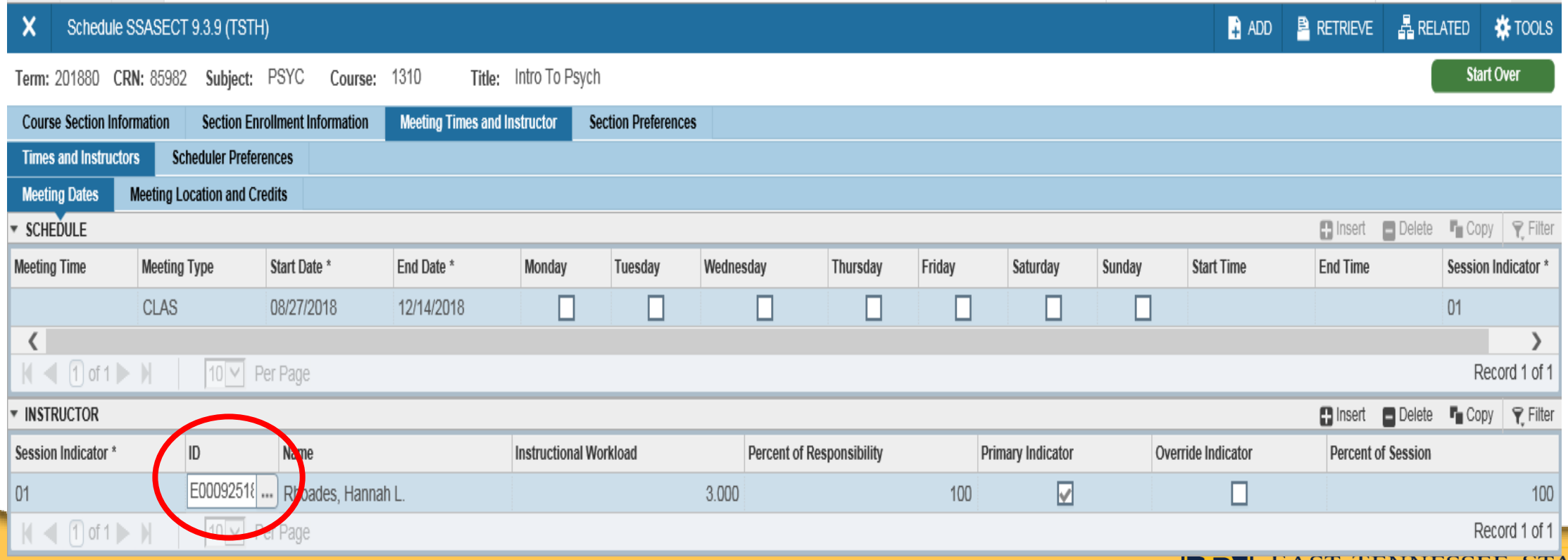
Step 7

- Next click on Meeting Location and Credits.
- If no days and times are entered for the course, hit “save,” and the cursor will flash in the “hours per week” box. Enter the credit hour for the course in the “hours per week” box. Hit “save.” **(This must be entered or it will NOT let you save).**



Entering the Instructor's ID:

1. Hit the "next block" key or ALT+Page Down
2. In the ID box, enter the instructor's E#
3. If E# is not known, use the drop down menu to find instructor by first and last name.
4. Hit "save"



Frequently Encountered Problems

- Error: Person not an instructor
  - Not everything has been approved and finalized on HR's end. We cannot override this error message.
- Credit Hour needed not listed
  - If a course is a variable credit, it was approved through CPS with certain hours; those hours are all that can be picked.
  - If a course is a set credit hour, that is how it was approved through CPS and can only be built with that credit hour.
- Room Conflict or Room Needed
- "Blank Meeting times" for courses that are online
- Grade Mode (DO NOT ENTER ON 1st TAB)
- Military Time
- Part of Term (no POT 1 in Summer!)
- Section Number/Campus Code/Instructional Method Matching

Spring Course Building Timeline
(Subject to change)

Date	Event
Last Monday in July	Begin keying Spring Schedule
First Monday in September	First proof out by 4:00pm
Third Monday in September	Final proof out by 4:00pm
First Friday in October	No more changes for Spring by departments
Second Monday in October	Begin hand assigning rooms for Spring

Summer and Fall Course Building Timeline

Date	Event
Third Thursday in January	Begin keying Summer and Fall Schedule
Second Friday in February	First proof out by 4:00pm
Last Friday in February	Final proof out by 4:00pm
Second Monday in March	No more changes for Summer by departments
Third Monday in March	No more changes for Fall by departments
Third Wednesday in March	Begin hand assigning rooms for Spring

Submitting “Blue Cards”

- Course Schedule Change Form: Changing, canceling or adding a course after access has been cut off.

- Whenever a student is enrolled in a course and a change is being made to that particular course, a blue card is required AND an administrative memo.
- The following changes will require an administrative memo to be completed:
  1. Day/time change or addition
  2. Credit hour change
  3. Campus code change
  4. Part of term change
  5. Instructional method change

  ***Max enrollment and building/room changes do not require a memo.

Forms

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- Records
- Catalog
- Who We Are
- Banner Tutorials
- Forms

Faculty Forms

Administrative and Personal Forms

- Address Change
- Administrative Student Schedule Adjustment Memo (template)
- Confidentiality Form
- Course Schedule Change Form
- Event Reservation Form
- Faculty Regalia Order Form paper
- Off Campus Site Approval Request Form
- Request to Make a Significant Change in a Classroom
- Student Course Title Transcript Update Form
- Special Examination Request and Grade Report
- Request a Report from the Graduation Office

Resources

https://www.etsu.edu/reg/registration/resources.php

Additional Resources

Registration Resources

Summer 2020 Resources

Summer 2020 Schedule of Classes (PDF) *updated August 14, 2020
Summer and Fall 2020 Registration Guide (PDF)*updated April 1, 2020
Summer and Fall 2020 First Available Registration Times (PDF)

Fall 2020 Resources

Fall 2020 Schedule of Classes (PDF) *updated August 14, 2020
Summer and Fall Registration Guide 2020 (PDF)*updated April 1, 2020
Summer and Fall 2020 First Available Registration Times (PDF)

Course Building Resources

- Active Off Campus Site Codes Sorted by Code (PDF) *updated March 30, 2020
- Approved Instruction Method Codes and Descriptions (PDF)
- Building Codes (PDF) *updated January 2020
- How to Build a Course in Banner (PDF)*updated August 17, 2020
- Section Number Rubric (PDF)*updated November 2018
- Spring Course Building Timeline (PDF)*updated September 4, 2018
- Summer & Fall Course Building Timeline (PDF)*updated January 17, 2019
- Summer 2020 Section Number/Session Code Rubric (PDF)*updated January 2020
- Registrar Scheduled Rooms-Complete List (PDF)*updated December 3, 2018
- Part of Term Rubric (PDF)* March 2016
- Policies Related to Scheduling Graduate Courses (4956/5956/4xx7/5xx7)
- Credit Hours-How to set section credit (PDF)*updated July 25, 2018
- Administrative Memo Workflow Chart (PDF)*updated May 23, 2016

Registration Staff

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Technical Clerk	Technical Clerk	Assistant Registrar-Registration & Scheduling	Associate Registrar-Registration