

Banner 9

**Schedule of Classes
Step by Step Instructions**

**Effective
Winter/Spring 2018
August, 2018**

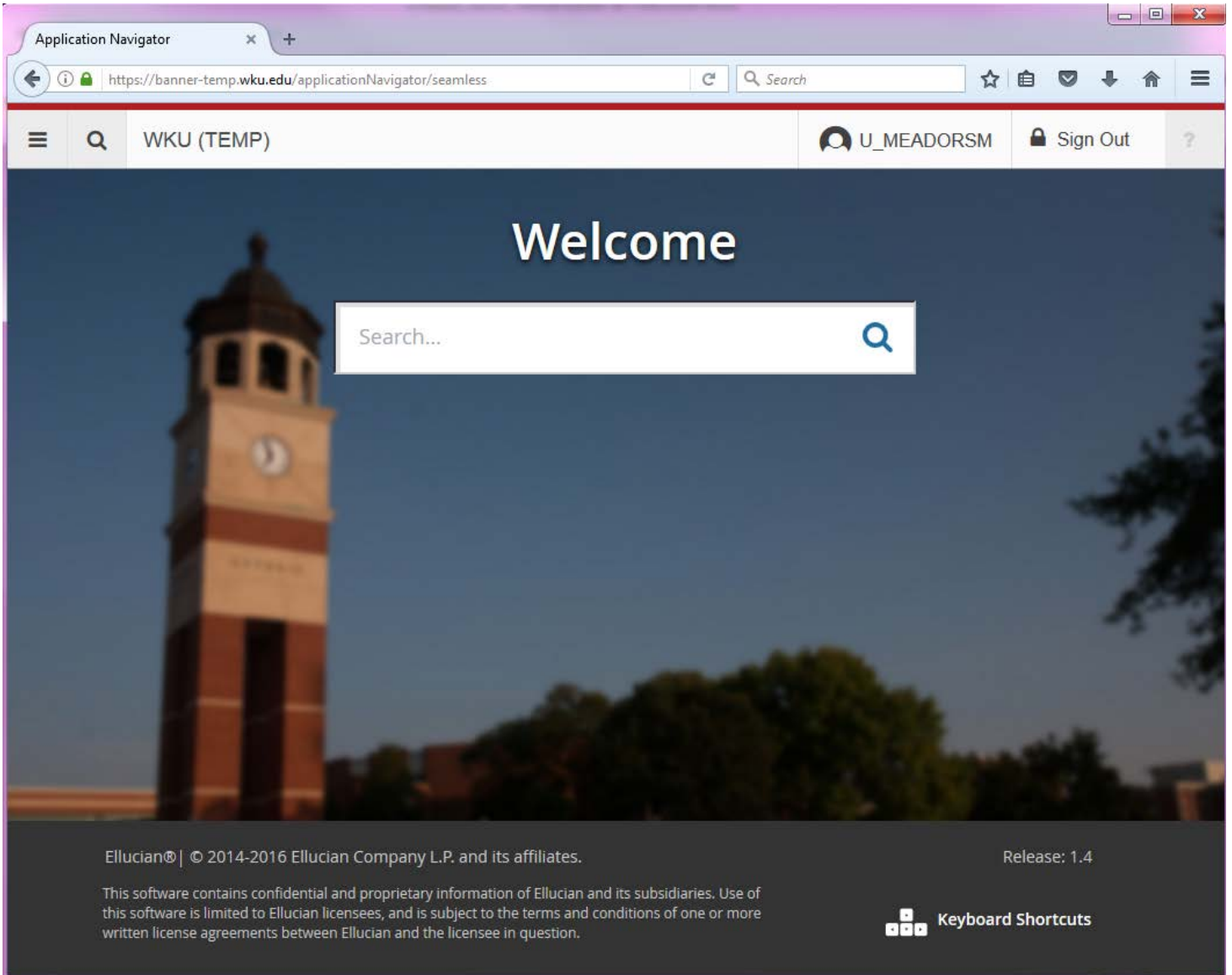
Banner 9

1. For best reaction time, use Mozilla Firefox or Chrome when working in Banner 9.
2. Go to <http://banner-temp.wku.edu>.
3. Enter NetID and password through WKU Authentication Screen.
4. Click Login or press Enter.



The attached document and Banner 9 New Navigational Document (<http://www.wku.edu/it/banner/documents/wku-banner-xe.pdf>) is to be used along with information printed in Banner Schedule of Classes Preparation Manual (http://wku.edu/registrar/documents/schedule_classesmanual.pdf).

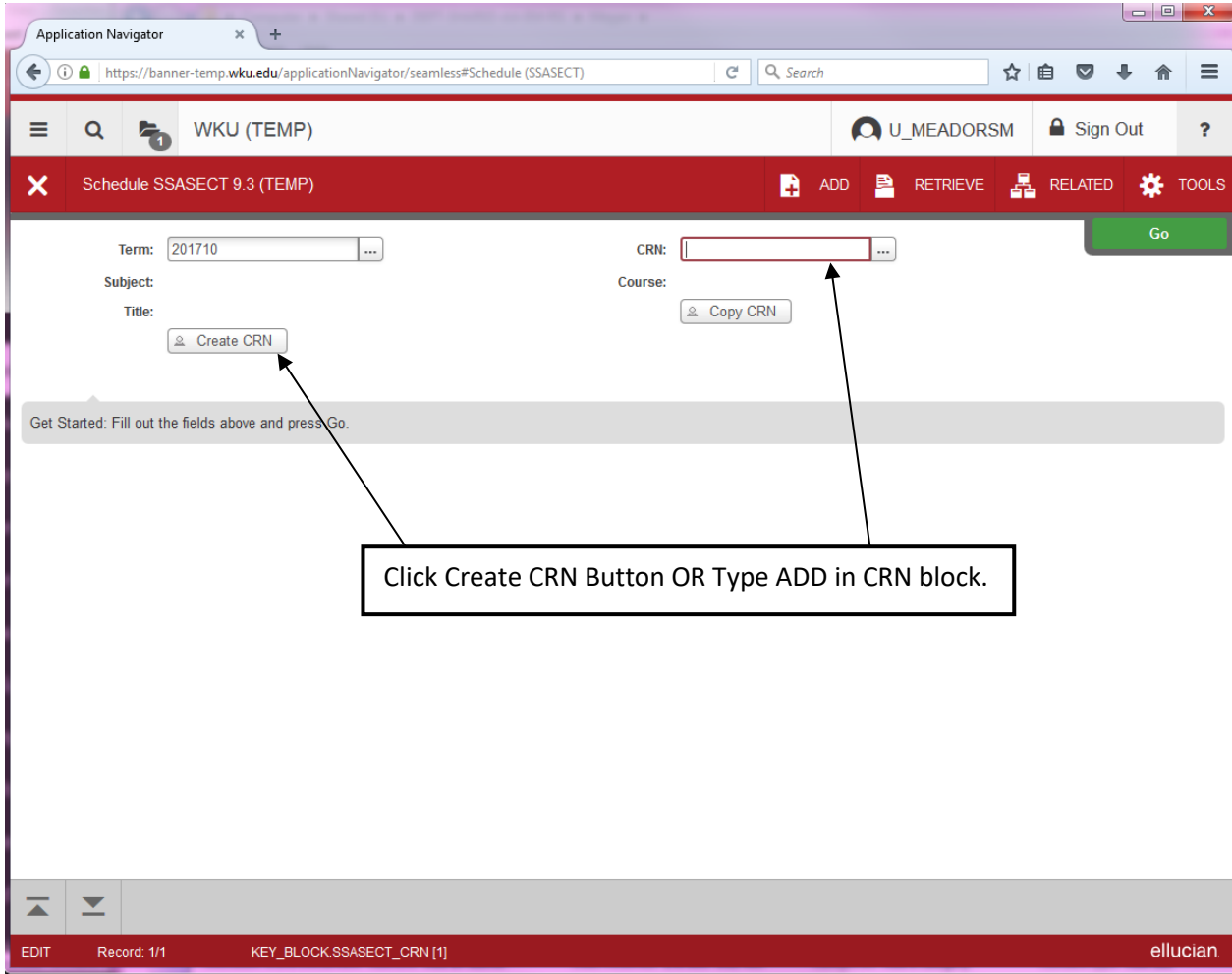
5. Type desired page in search box on Welcome page.



Create New Section

SECTION DETAILS

1. Go to SSASECT.
2. Type term (e.g., 201710) and click Create CRN button or type ADD in CRN block.
3. Click Go.



4. Enter subject (e.g., ENG).
5. Tab to enter Course Number.
6. Tab to Title field. Official title populates. You may change section title by typing over official title, if approved by your Dean. **If you change, USE ALL CAPS! If Honors section, type HON: as first characters in the title.** Field holds only 30 characters (spaces count).
7. Tab to section. See pages 67-71 of Banner Schedule of Classes Preparation Manual for section numbering scheme. **Part of Term, Section Number Range, Campus and Session must be in agreement horizontally. Choose appropriate section.**
8. Choose campus code. Campus code must correspond with section number. See pages 67-71 of Banner Schedule of Classes Preparation Manual.
9. Enter status—O for open or R for restricted (course pass required). If you select R here, you should also select R in Special Approval box.
10. Enter schedule type. Click drop down box to see options.
11. Do **NOT** enter text in either Instructional Method or Integration Partner fields.
12. Enter grade mode. Click drop down box to see options.
13. Enter session code. Session code must correspond with section number and campus code. See pages 67-71 of Banner Schedule of Classes Preparation Manual. If section doesn't meet, and is not a Web section, enter D for Day. **Only On Demand sections created by On Demand office should use S (Self-Paced) as the session code.**
14. If open class (not restricted) skip Special Approval field. If restricted class, enter R in Special Approval field.
15. No text should be entered in Duration boxes.
16. Enter part of term code. Tab and dates will populate. Part of term code must correspond with section number, campus code, and session code. See pages 67-71 of Banner Schedule of Classes Preparation Manual.
17. Do NOT complete block entitled "Open Learning Class."
18. Save entries (Click Save button or F10); Success message will appear in upper right hand corner (green in color).
19. Scroll down to credit hours, using scroll bar on right hand side of page.

The screenshot displays the Banner Schedule of Classes Preparation Manual application interface. The browser address bar shows the URL: [https://banner-temp.wku.edu/applicationNavigator/seamless#Schedule\(SSASECT\)](https://banner-temp.wku.edu/applicationNavigator/seamless#Schedule(SSASECT)). The user is logged in as U_MEADORSM. The current session is titled "Schedule SSASECT 9.3 (TEMP)".

The form is currently displaying the "Course Section Information" tab. The fields are populated with the following information:

- Term: 201710
- CRN: ADD
- Subject: ENG
- Course: 200
- Title: INTRODUCTION LITERATURE

The "Course Section Information" section includes the following fields:

- Subject: ENG (ENGLISH (UNIV))
- Campus: A (Bowling Green)
- Grade Mode: S (Standard Letter)
- Course Number: 200
- Status: O (Open)
- Session: D (Day)
- Title: INTRODUCTION LITERATURE
- Schedule Type: L (Lecture)
- Special Approval: (empty)
- Section: 050
- Instructional Method: (empty)
- Duration: (empty)
- Cross List: (empty)
- Integration Partner: (empty)
- Override Duration: (checkbox)

The "CLASS TYPE" section includes the following fields:

- Traditional Class:
 - Part of Term: 1
 - Start Date: 01/23/2017
 - End Date: 05/12/2017
 - Credit Hours: 16
- Open Learning Class:
 - Registration Dates: (empty)
 - Start Dates: (empty)
 - Processing Rules: (button)

A red box highlights the "Open Learning Class" section with the text "Do Not Complete".

The bottom of the page shows the "SAVE" button and the user's name "ellucian".

20. If variable credit class, enter credit hours and billing hours appropriate for this section (e.g., if variable 1 to 3 credit hours, must enter credit hours for this particular section. Bill hours must be same as credit hours.)
Use your tab key to access the field where the credit hours and bill hours should be typed.
21. Click SAVE button or F10. If successful, upper right hand corner of page will reflect a message in green.
22. If course is approved for tuition waiver or has an attendance method, scroll to Class Indicators section (i.e. Study Abroad courses/Summer and Winter only). If course is to be reflected in schedule of classes, make sure print is checked. Grable and Voice Response and Self-Service Available should also be checked.

☰
🔍
🔔
WKU (TEMP)

👤
U_MEADORSM
🔒
Sign Out
?

✕
Schedule SSASECT 9.3 (TEMP)

➕ ADD
 📄 RETRIEVE
 🔗 RELATED
 ⚙️ TOOLS

Term: 201710
CRN: 35178
Subject: BIOL
Course: 275
Title: COLLOQUIA
Start Over

▼ CREDIT HOURS
+ Insert
 - Delete
 📄 Copy
 🔍 Filter

<p>Credit Hours</p> <p>Credit Hours 1.000 3.000 <input style="width: 50px; text-align: center;" type="text" value="2.000"/></p> <p>Credit Hours Indicator <input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or</p> <p>Billing Hours 1.000 3.000 <input style="width: 50px; text-align: center;" type="text" value="2.000"/></p> <p>Billing Hours Indicator <input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or</p> <p>Contact Hours <input style="width: 50px;" type="text"/></p> <p>Contact Hours Indicator <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or</p>	<p>Lecture <input style="width: 50px;" type="text"/></p> <p>Lecture Indicator <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or</p> <p>Lab <input style="width: 50px;" type="text"/></p> <p>Lab Indicator <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or</p> <p>Other <input style="width: 50px;" type="text"/></p> <p>Other Indicator <input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or</p>
--	---

▼ CLASS INDICATORS
+ Insert
 - Delete
 📄 Copy
 🔍 Filter

<p>Prerequisite Check Method <input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks</p> <p><input type="checkbox"/> CEU Indicator</p> <p>Link Identifier <input style="width: 50px;" type="text"/></p> <p>Attendance Method <input style="width: 50px;" type="text"/> ...</p> <p>Weekly Contact Hours <input style="width: 50px;" type="text"/></p>	<p>Daily Contact Hours <input style="width: 50px;" type="text"/></p> <div style="border: 2px solid black; padding: 5px; margin: 5px 0;"> <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Grable <input type="checkbox"/> Tuition and Fee Waiver <input checked="" type="checkbox"/> Voice Response and Self-Service Available </div>	<p><input type="checkbox"/> Long Title</p> <p><input type="checkbox"/> Comments</p> <p><input type="checkbox"/> Syllabus</p>
--	---	--

⬆️
⬇️
SAVE

SAVE

23. Keep record of CRN generated; Click Next Block or click Section Enrollment Information.

Application Navigator
https://banner-temp.wku.edu/applicationNavigator/seamless#Schedule (SSASECT)

WKU (TEMP) U_MEADORSM Sign Out

Schedule SSASECT 9.3 (TEMP) ADD RETRIEVE RELATED TOOLS

Term: 201710 **CRN: 43382** Subject: ENG Course: 200 Title: INTRODUCTION LITERATURE Saved successfully (1 rows saved)

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject * ENG ENGLISH (UNIV) Campus * A Bowling Green Grade Mode S Standard Letter
Course Number * 200 Status * O Open Session D Day
Title INTRODUCTION LITERATURE Schedule Type * L Lecture Special Approval
Section * 050 Instructional Method Duration
Cross List Integration Partner Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class
Part of Term 1 01/23/2017 05/12/2017 16

Open Learning Class
First Last
Registration Dates Start Dates Processing Rules

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

Next Block

Enrollment Data

24. Enter maximum number of students in Maximum box; If wait listing, enter waitlist maximum. Do NOT enter information in Census One or Census Two areas.

25. Click Save button or F10.

The screenshot shows the Banner application interface for a course section. The course details are: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. The enrollment details section shows the following data:

Field	Value
Maximum *	25
Waitlist Maximum *	0
Projected *	0
Actual	0
Waitlist Actual	0
Prior	0
Remaining	0
Waitlist Remaining	0
Generated Credit Hours	0.000

The 'Census One' section shows an Enrollment Count of 0 and a Freeze Date of 03/23/2017. The 'Census Two' section shows an Enrollment Count of 0 and a blank Freeze Date field. The bottom navigation bar includes an 'EDIT' button, a 'Record: 1/1' indicator, the course title 'SSBSECT.SSBSECT_WAIT_CAPACITY [1]', and a 'SAVE' button. A 'Next Block' box with an arrow points to the 'Next' button in the navigation bar.

26. Click Meeting Times and Instructor Tab or Click Next Block.

Meeting Time

27. Tab two times to start date. Banner fills in dates which will be pulled from part of term assigned to the course.
28. If class meets face to face, click on days of the week appropriate for course.
29. Tab to start time, enter start and end time. Use military time (Military time does not require colons).
30. Click Save or F10.
31. Click Next Block to enter Instructor.

The screenshot shows the Banner application interface for configuring meeting times and instructors. The page title is "Schedule SSASECT 9.3 (TEMP)". The course information is: Term: 201710, CRN: 43302, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. The "Meeting Times and Instructor" tab is active, showing a table for meeting times and a table for instructors.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/23/2017	05/12/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01

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

The close-up shows the bottom navigation bar with an "EDIT" button, "Record: 1/1", "SSRMEET.SSRMEET_CATEGORY [1]", and a "SAVE" button. The user name "ellucian" is visible in the bottom right corner.

Next Block

Instructor

- 32. Tab to ID field.
- 33. Enter instructor’s WKU ID; Instructor’s name will appear.
- 34. Look at Percent of Responsibility and Percent of Session. If only 1 instructor, both should be 100%.
- 35. If more than one instructor, Percent of Responsibility and Percent of Session has to equal 100% for the instructors listed.
- 36. Click Save or F10. Look for success message in green; if instructor schedule conflict and conflict is approved, click in Override Indicator and save. If errors, message will appear in red.
- 37. Click on Meeting Location and Credits Tab.

The screenshot shows the Banner application interface for course SSASECT 9.3 (TEMP). The course information is: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. The 'Meeting Times and Instructor' tab is active, showing the following data:

SCHEDULE								
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			L	2.75		3.000		

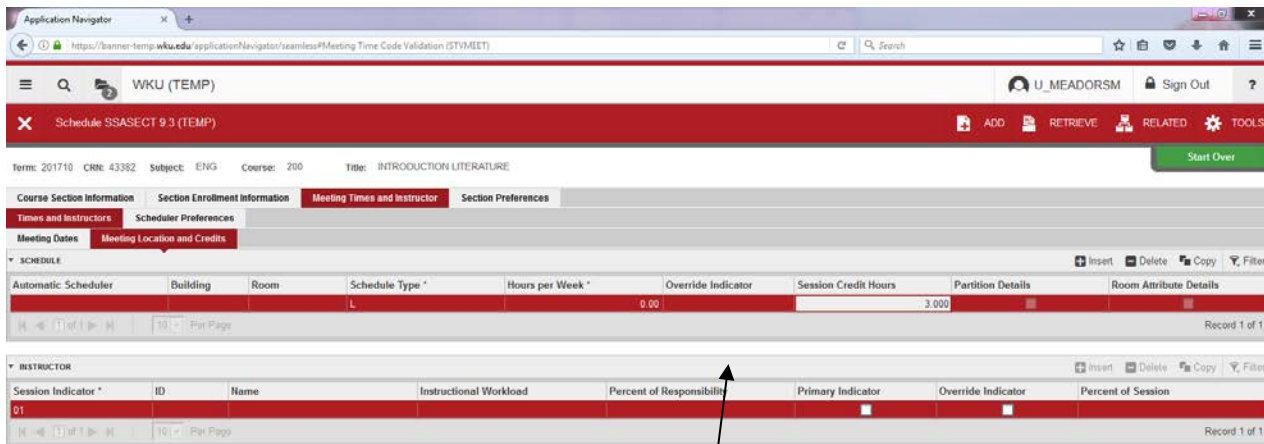
INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Austin, Lynn D.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The interface also includes a 'SAVE' button at the bottom right and a status bar at the bottom showing 'EDIT Record: 1/1 SIRASGN.SIRASGN_PERCENT_RESPONSE [1] ellucian'.

NOTE: If class is being team taught, enter each instructor as separate record/row. Total Percent of Responsibility must equal 100. Total Percent of Session must equal 100. (e.g., instructor A 50% Responsibility and 50% Session. Instructor B 50% and 50%. Total of each column should equal 100.) Click on Primary Indicator field for appropriate instructor. Only one instructor can be listed as Primary.

Meeting Location and Credits

38. No entry is required for building/room unless the section you are entering is a Web, Study Abroad, Study Away, Telecourse or other special location. Jessica Steenberg, Scheduling Application Coordinator, will complete this portion for you for main campus, regional campuses or south campus sections.
39. If class does not meet face to face (Web only), tab to Hours per week field and enter 0.00. Also make sure Web is entered in Building location.
40. Click Save or F10.



If section has no meeting times, enter 0.00 here.



Next Block.

Course Section Comments

41. Go to SSATEXT.
42. Enter Term.
43. Enter CRN, click Go.
44. Go to Section Text. Type your message.
45. F10 or click Save Button.
46. **Note: Standard Notes will automatically appear based on codes you or I have entered in Banner, particularly on SSASECT. See page 78 of the manual for specific standard notes. If it's already listed on page 78 as a standard note, please do not enter again on SSATEXT.**
47. **Non-Standard Notes:** Enter information you want students to know prior to registration (e.g., section is exclusively for WKU freshmen; above class meets four days per week). **Do NOT use all caps. Enter notes Mixed case.**

Application Navigator

https://banner-temp.wku.edu/applicationNavigator/seamless#Section Comment (SSATEX

WKU (TEMP) U_MEADORSM Sign Out

Section Comment SSATEXT 9.3 (TEMP) ADD RETRIEVE RELATED TOOLS

Term: 201710 CRN: 43390 Go

Subject: ACCT Course: 200

Title: INTRO ACCOUNTING-FINANCIAL

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

Enter comments in mixed case. It's easier for students to read on TopNet. Each row will allow only 60 characters and spaces, so end each row with complete word.

Application Navigator

https://banner-temp.wku.edu/applicationNavigator/seamless#Section Comment (SSATEX

WKU (TEMP) U_MEADORSM Sign Out

Section Comment SSATEXT 9.3 (TEMP) ADD RETRIEVE RELATED TOOLS

Term: 201710 CRN: 43390 Subject: ACCT Course: 200 Title: INTRO ACCOUNTING-FINANCIAL Start Over

SECTION TEXT Insert Delete Copy Filter

Section Text *

1 of 1 Per Page Record 1 of 1

SECTION LONG TEXT Insert Delete Copy Filter

Section Long Text

Activity Date 02/14/2017 12:00:00 AM SAVE

EDIT Record: 1/1 SSRTEXT:SSRTEXT_TEXT [1] ellucian

Course Revisions

Course Revisions

Making changes in sections after there is enrollment can potentially alter the student's schedule and tuition charges (i.e. changing meeting times or campus codes (A to W or W to A)).

Activity

- A. **CHANGE MEETING TIMES** (Note: If enrollment in section, assure change in meeting time is conducive to schedules of enrolled students). Also assure suggested meeting time is a university approved standard meeting time. If not, Dean's approval is required before entering into Banner.
1. Go to SSASECT.
 2. Enter term and CRN. Click Go.
 3. Click on Meeting Times and Instructors Tab.
 4. Make change in appropriate days/times.
 5. If changing from Day/Evening to Web, tab to Meeting Type. Click on drop down box and select appropriate meeting type (Class to Web). **(Be sure to change meeting location to Web).**
 6. F10 or click Save Button.
 7. Look for Success message in green.

The screenshot displays the Banner application interface for editing a course section. The browser address bar shows the URL: [https://banner-temp.wku.edu/applicationNavigator/seamless#MeetingTimeCodeValidation\(STVMEET\)](https://banner-temp.wku.edu/applicationNavigator/seamless#MeetingTimeCodeValidation(STVMEET)). The page title is "Schedule SSASECT 9.3 (TEMP)". The user is logged in as "U_MEADORSRM" and can click "Sign Out".

Course details: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. A "Start Over" button is visible.

The "Meeting Times and Instructor" tab is active. Below it, the "SCHEDULE" table shows the current meeting time and type.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
CLAS		01/29/2017	05/12/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855	01

The "INSTRUCTOR" table shows the current instructor information.

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

At the bottom of the page, there is an "EDIT" button, a "Record: 1/1" indicator, a "SSRMEET:SSRMEET_CATEGORY [1]" label, and a "SAVE" button. The user's name "ellucian" is visible in the bottom right corner.

B. CHANGE CREDIT HOURS (Variable Credit Courses)

1. Go to SSASECT.
2. Enter Term and CRN. Click Go.
3. Scroll down to Credit Hours.
4. Change hours in both Credit Hours and Bill Hours.
5. F10 or click Save Button.
6. Look for Success Message.

NOTE: If enrollment exists, changes have to be made on each individual student's file. Please notify Office of the Registrar immediately as this change may impact tuition changes.

The screenshot shows the WKU (TEMP) SSASECT 9.3 (TEMP) interface. The top navigation bar includes a search icon, a notification icon, the text "WKU (TEMP)", a user profile icon for "U_MEADORSM", a "Sign Out" button, and a help icon. Below the navigation bar is a red header with a close button, the text "Schedule SSASECT 9.3 (TEMP)", and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS".

The main content area displays the following information:

- Term: 201710 CRN: 35178 Subject: BIOL Course: 275 Title: COLLOQUIA
- A green "Start Over" button is located on the right side of the header.
- The "CREDIT HOURS" section is expanded, showing a table with the following fields:
 - Credit Hours: 1.000, 3.000, and a text input field containing "2.000".
 - Credit Hours Indicator: Radio buttons for "None", "To" (selected), and "Or".
 - Billing Hours: 1.000, 3.000, and a text input field containing "2.000".
 - Billing Hours Indicator: Radio buttons for "None", "To" (selected), and "Or".
 - Contact Hours: A text input field.
 - Contact Hours Indicator: Radio buttons for "None" (selected), "To", and "Or".
 - Lecture: A text input field.
 - Lab Indicator: Radio buttons for "None" (selected), "To", and "Or".
 - Other: A text input field.
 - Other Indicator: Radio buttons for "None" (selected), "To", and "Or".
- The "CLASS INDICATORS" section is expanded, showing the following fields:
 - Prerequisite Check Method: Radio buttons for "Basic or None" (selected), "CAPP", and "DegreeWorks".
 - Daily Contact Hours: A text input field.
 - Long Title: A checkbox.

A callout box with a black border and white background is positioned over the "Credit Hours" and "Billing Hours" input fields. It contains the text "Both Credit Hours and Bill Hours have to match." with two black arrows pointing to the "2.000" values in the respective input fields.

The bottom of the interface features a grey bar with a "SAVE" button on the right. Below this is a red footer bar containing the text "EDIT", "Record: 1/1", "SSBSECT.SSBSECT_SUBJ_CODE [1]", and the "ellucian" logo.

C. CHANGE SECTION NUMBER

If changing from a campus course to a Web (Refer to Banner Schedule of Classes Preparation Manual http://wku.edu/registrar/documents/schedule_classesmanual.pdf for correct section numbers).

1. Go to SSASECT.
2. Enter Term and CRN. Click Go.
3. Change Section Number.
4. Change Campus to W.
5. Change Session to W- You will receive warning message (yellow), that this change may impact tuition assessment. Click Ok.
6. Go to Meeting Times and Instructor.
7. Click on Meeting Type. Select appropriate meeting type; (Web). Remove previous meeting times.
8. F10 or click Save Button.
9. Look for Success message in green.
10. Go to Meeting Location Tab and enter WEB for building.

The screenshot displays the Banner SSASECT interface for editing a course section. The top navigation bar shows 'WKU (TEMP)' and the user 'U_MEADORSM'. The main header indicates the current section is 'Schedule SSASECT 9.3 (TEMP)'. Below this, course details are shown: Term: 200110, CRN: 11489, Subject: CFS, Course: 354, Title: COST CONTRL & FIN AN. The 'Course Section Information' tab is active, showing fields for Subject (CFS), Course Number (354), Title (COST CONTRL & FIN AN), and Section Number (750). The Campus is set to 'W' and the Session is 'W'. The 'CLASS TYPE' section shows a 'Traditional Class' with a 'Part of Term' of 1, starting on 01/08/2001 and ending on 05/06/2001. The interface includes a 'Start Over' button, a 'SAVE' button, and a footer with 'EDIT Record: 1/1 SSBSECT.SSBSECT_SUBJ_CODE [1] ellucian'.

If changing day to night class or vice versa (Refer to Banner Schedule of Classes Preparation Manual http://wku.edu/registrar/documents/schedule_classesmanual.pdf for correct section numbers).

1. Go to SSASECT.
2. Enter Term and CRN. Click Go.
3. Go to Section Number- make change.
4. F10 or click Save Button.
5. Look for Success message in green.
6. Go to Meeting Times and Instructor Tab and enter new time.
7. F10 or click Save Button.
8. Look for Success message in green.
9. This change is automatically populated on student's file.

WKU (TEMP) U_MEADORSM Sign Out ?

Schedule SSASECT 9.3 (TEMP) ADD RETRIEVE RELATED TOOLS 1

Term: 201710 CRN: 43382 Subject: ENG Course: 200 Title: INTRODUCTION LITERATURE Saved successfully (1 rows saved)

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject ENG ENGLISH (UNIV) Campus * A Bowling Green Grade Mode S Standard Letter

Course Number 200 Status * O Open Session E Evening

Title INTRODUCTION LITERATURE Schedule Type L Lecture Special Approval

Section * 550 Instructional Method Duration

Cross List Integration Partner Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term	Start Date	End Date	Value
1	01/23/2017	05/12/2017	16

Open Learning Class

First Last

SAVE

EDIT Record: 1/1 SSBSECT.SSBSECT_SUBJ_CODE [1] ellucian

D. CHANGING CAMPUS CODES (Impacts Tuition of Enrolled Students)

1. Go to SSASECT.
2. Enter Term and CRN. Click Go.
3. Campus codes affect tuition assessments- Go to Campus Block- make change.
4. Campus code changes are not reflected on student's registration if already registered (**Please notify Office of the Registrar if a change is made and there is enrollment**).
5. F10 or click Save Button.

E. CANCELING A SECTION

1. Go to SSASECT.
2. Enter Term and CRN. Click Go.
3. Go to Status and type X.
4. Go to Special Approval box and enter "S."
5. F10 or click Save Button.
6. Look for Success message in green.

The screenshot displays the SSASECT system interface. At the top, the user is logged in as U_MEADORSM. The main header shows the course details: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. A green success message indicates "Saved successfully (1 rows saved)".

The "COURSE SECTION INFORMATION" tab is active, showing the following fields:

- Subject: ENG (ENGLISH (UNIV))
- Campus: A (Bowling Green)
- Grade Mode: S (Standard Letter)
- Course Number: 200
- Status: X (Cancelled)
- Session: E (Evening)
- Title: INTRODUCTION LITERATURE
- Schedule Type: L (Lecture)
- Special Approval: (Empty)
- Section #: 550
- Instructional Method: (Empty)
- Duration: (Empty)
- Cross List: (Empty)
- Integration Partner: (Empty)
- Override Duration: (Empty)

The "CLASS TYPE" section shows a "Traditional Class" with the following details:

Part of Term	Start Date	End Date	Days
1	01/23/2017	05/12/2017	16

A callout box with arrows pointing to the Status and Special Approval fields contains the following text: "If course is Restricted in Status, must be Restricted in Special Approval. If cancelled (X) in Status box must change Special Approval box to S."

The bottom of the screen shows the "EDIT" button, "Record: 1/1", the code "SSBSECT.SSBSECT_SUBJ_CODE [1]", and the "ellucian" logo.

F. OTHER STATUS CHANGES

1. Restricted to Open.
 - a. Go to SSASECT.
 - b. Enter Term and CRN. Click Go.
 - c. Go to Status box.
 - d. Change R to O.
 - e. Go to Special Approval.
 - f. Remove R.
 - g. F10 or click Save Button.

2. Cancelled to Open
 - a. Go to SSASECT.
 - b. Enter term and CRN. Click Go.
 - c. Go to Status box.
 - d. Change X to O.
 - e. Remove S from Special Approval.
 - f. F10 or click Save Button.

☰
🔍
📧
WKU (TEMP)

👤
U_MEADORSM
🔒
Sign Out
?

✕
Schedule SSASECT 9.3 (TEMP)

➕ ADD
 📄 RETRIEVE
 📄 RELATED
 ⚙️ TOOLS

Term: 201710 CRN: 43382 Subject: ENG Course: 200 Title: INTRODUCTION LITERATURE Start Over

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

▼ COURSE SECTION INFORMATION + Insert - Delete 📄 Copy 🗑️ Filter

Subject ENG ⋮ ENGLISH (UNIV)	Campus * A ⋮ Bowling Green	Grade Mode S ⋮ Standard Letter
Course Number 200 ⋮	Status * O ⋮ Open	Session E ⋮ Evening
Title INTRODUCTION LITERATURE	Schedule Type L ⋮ Lecture	Special Approval ⋮
Section * 550 ⋮	Instructional Method ⋮	Duration ⋮
Cross List ⋮	Integration Partner ⋮	<input type="checkbox"/> Override Duration

▼ CLASS TYPE + Insert - Delete 📄 Copy 🗑️ Filter

Traditional Class

Part of Term	1 ⋮	01/23/2017	05/12/2017	16
--------------	---	------------	------------	----

Open Learning Class

	First Last
Registration Dates	<input style="width: 100%;" type="text"/>
Start Dates	<input style="width: 100%;" type="text"/>
Maximum Extensions	0

▼ CREDIT HOURS + Insert - Delete 📄 Copy 🗑️ Filter

⏪
⏩
SAVE

3. Open to Restricted
 - a. Go to SSASECT.
 - b. Enter Term and CRN. Click Go.
 - c. Go to Status box.
 - d. Change O to R.
 - e. Go to Special Approval box, enter R.
 - f. F10 or click Save Button.

NOTE: For more information such as course numbering scheme, class periods, and in-class time requirements, or any scheduling procedure, refer to the current Banner Schedule of Classes Preparation Manual http://wku.edu/registrar/documents/schedule_classesmanual.pdf.

The screenshot displays the Banner system interface for scheduling a course section. The top navigation bar includes the user name 'U_MEADORS M' and a 'Sign Out' button. The main header shows 'Schedule SSASECT 9.3 (TEMP)' with options to ADD, RETRIEVE, RELATED, and TOOLS. Below the header, the course details are: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. The 'Course Section Information' tab is active, showing fields for Subject (ENG), Course Number (200), Title (INTRODUCTION LITERATURE), Section (550), and Campus (Bowling Green). The Status is set to 'Restricted' and Special Approval is set to 'Restricted/Need Approval'. The 'Class Type' section shows 'Traditional Class' with Part of Term 1, dates 01/23/2017 to 05/12/2017, and 16 sessions. The 'Open Learning Class' section has fields for Registration Dates, Start Dates, and Maximum Extensions (0). The 'Credit Hours' section is also visible at the bottom.

G. CHANGE MEETING LOCATION- Only for Web, Regional Campuses or Study Abroad/Study Away Sections

1. Go to SSASECT.
2. Enter Term and CRN. Click Go.
3. Click on Meeting Times and Instructor Tab
4. Click on Meeting Location and Credits Tab.
5. Enter Change in Building/Room Blocks.
6. F10 or click Save Button.
7. If you do not receive a Success message, go out and come back in to assure the entry is saved.

The screenshot shows the 'Meeting Location and Credits' tab in the SSASECT 9.3 interface. The 'SCHEDULE' table has the following data:

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details
			L	2.75		3.000	

The 'INSTRUCTOR' table has the following data:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Inc
01		Austin, Lynn D.	3.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The 'Building' field in the SCHEDULE table is highlighted with a red box. The 'SAVE' button is visible at the bottom right of the interface.

H. ENTER INSTRUCTOR FOR SECTION

1. Go to SSASECT.
2. Enter Term and CRN.
3. Click Go.
4. Click on Meeting Times and Instructor Tab.
5. Click on Next Block.
6. Tab to enter ID. Enter ID and Name will populate.
7. Assure if one instructor, both Percent of Responsibility and Percent of Session equals 100%.
8. F10 or click Save Button.
9. Receive Success message.

The screenshot displays the Banner application interface for scheduling a section. The course details are: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. The 'Meeting Times and Instructor' tab is active, showing a table with one instructor entry.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Austin, Lynn D.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

At the bottom of the screen, there is a 'SAVE' button and a status bar showing 'EDIT Record: 1/1 SIRASGN.SIRASGN_PERCENT_RESPONSE [1] ellucian'.

I. TO ENTER A SECOND INSTRUCTOR

If adding second instructor at same time original is added.

1. After entering first instructor, click on down arrow key.
2. Tab to ID Field and enter ID.
3. Change Percent of Responsibility and Percent of Session so that the two instructors together equal 100%.
4. F10 or click Save Button.

WKU (TEMP) U_MEADORSM Sign Out ?

Schedule SSASECT 9.3 (TEMP) ADD RETRIEVE RELATED TOOLS 1

Term: 201710 CRN: 00013 Subject: ACCT Course: 200 Title: INTRO ACCOUNTING-FINANCIAL

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start T
	CLAS	01/23/2017	05/12/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800

INSTRUCTOR

ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
	Ayers, Robin L.	3.000	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	50
	Williams, Cameron	3.000	50	<input type="checkbox"/>	<input type="checkbox"/>	50

Both Percent of Responsibility and Percent of Session have to add up to 100%.

SAVE

EDIT Record: 2/2 SIRASGN.SIRASGN_PERCENT_SESS [2] ellucian

J. TO DELETE AN INSTRUCTOR

1. Make sure you have highlighted the instructor to be deleted.
2. Click on Delete Button.
3. Change Percent of Responsibility and Percent of Session for remaining instructor.
4. F10 or click Save Button.
5. Receive Success message.

WKU (TEMP)
U_MEADORSM Sign Out ?

Schedule SSASECT 9.3 (TEMP)
ADD RETRIEVE RELATED TOOLS 1

Term: 201710 CRN: 00013 Subject: ACCT Course: 200 Title: INTRO ACCOUNTING-FINANCIAL

✔ Saved successfully (2 rows saved)

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE + Insert - Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start T
	CLAS	01/23/2017	05/12/2017	☑	☐	☑	☐	☑	☐	☐	0800

Record 1 of 1

▼ INSTRUCTOR + Insert - Delete Copy Filter

ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
██████████	Ayers, Robin L.	3.000	50	☑	☐	50
██████████	Williams, Cameron	3.000	50	☐	☐	50

Record 2 of 2

▲ ▼ SAVE

EDIT Record: 2/2 SIRASGN.SIRASGN_PERCENT_SESS [2] ellucian

K. CHANGE INSTRUCTOR

1. Delete original instructor first by highlighting and clicking on Delete.
2. F10 or click Save Button.
3. Tab to ID Field and enter New Instructor ID.
4. F10 or click Save Button.
5. Receive Success Message.

The screenshot shows the Banner system interface for course SSASECT 9.3 (TEMP). The 'Meeting Times and Instructor' tab is active. The 'INSTRUCTOR' table is displayed with the following data:

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	[REDACTED]	Austin, Lynn D.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The 'Delete' button in the 'INSTRUCTOR' table's action column is highlighted with a red box and an arrow. The 'SAVE' button is visible at the bottom right of the interface.

L. CHANGE PART-OF-TERM

1. Go to Meeting Times and Instructor Tab.
2. Remove original instructor first by highlighting and clicking on Delete.
3. F10 or click Save Button.

The screenshot displays the Banner application interface for 'WKU (TEMP)'. The user is logged in as 'U_MEADORSM'. The current view is 'Schedule SSASECT 9.3 (TEMP)'. The course details are: Term: 201710, CRN: 43382, Subject: ENG, Course: 200, Title: INTRODUCTION LITERATURE. The 'Meeting Times and Instructor' tab is active. The 'SCHEDULE' table shows one record with 'Automatic Scheduler' set to 'L', 'Hours per Week' of 2.75, and 'Session Credit Hours' of 3.000. The 'INSTRUCTOR' table shows one record for 'Austin, Lynn D.' with 'Session Indicator' 01, 'Instructional Workload' 3.000, and 'Percent of Responsibility' 100. The 'Delete' button in the instructor table is circled, and an arrow points to it. The bottom of the screen shows 'EDIT Record: 1/1 SIRASGN SIRASGN_PERCENT_RESPONSE [1]' and the 'ellucian' logo.

4. Remove meeting times by highlighting and clicking on Delete.
5. F10 or click Save Button.

The screenshot displays the Banner application interface for scheduling. The main window shows the 'Meeting Times and Instructor' tab. A table lists meeting times, with one row highlighted in red. A 'Delete' button is circled in the top right of the table, and an arrow points to it. The bottom of the screen shows a 'SAVE' button and a status bar with 'EDIT', 'Record: 1/1', and 'SSRMEET_SSRMEET_CATEGORY [1]'.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/23/2017	05/12/2017								0800	0955	

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01							

6. Go to Course Section Information tab.
7. Change part-of-term.
8. F10 or click Save Button.

WKU (TEMP) U_MEADORSM Sign Out ?

Schedule SSASECT 9.3 (TEMP) ADD RETRIEVE RELATED TOOLS 1

Term: 201710 CRN: 43382 Subject: ENG Course: 200 Title: INTRODUCTION LITERATURE Saved successfully (1 rows saved)

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

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject ENG ENGLISH (UNIV) Campus * A Bowling Green Grade Mode S Standard Letter

Course Number 200 Status * X Cancelled Session E Evening

Title INTRODUCTION LITERATURE Schedule Type L Lecture Special Approval

Section * 550 Instructional Method Duration

Cross List Integration Partner Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term	1	01/23/2017	05/12/2017	16
--------------	---	------------	------------	----

Open Learning Class

First Last

SAVE

9. Click Meeting Times and Instructor tab.
10. Re-enter meeting dates and times.
11. Re-renter instructor.
12. F10 or click Save Button.

NOTE: If course enrollment exists, all students must be dropped first. Once all students have been removed, you can then make the necessary changes. After all changes are made, students can be re-enrolled into the course.