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Banner Student Class Schedule Handbook

Release 9.4
November 2015



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Overview

Banner® Student supports the full range of student administrative functions at your institution. Features such as course catalog, class schedules, person records, faculty workload analysis, housing assignments, prospect tracking, admissions, student records, registration, accounts receivable, and curriculum management, help you keep your students engaged and on track for success.

Banner Student includes several integrated modules. This handbook gives instructions for using the Class Schedule module.

Functions of the Class Schedule module

The Class Schedule module performs several functions:

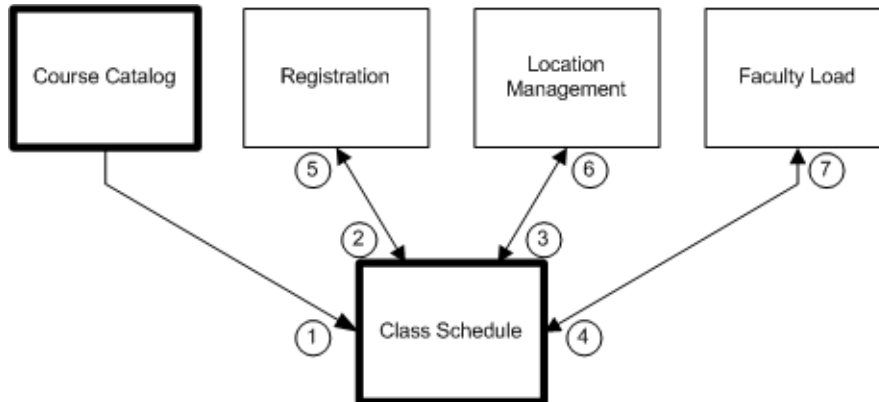
- stores data that is used to build and print class schedules
- establishes course reference numbers
- assigns instructors to classes
- schedules classes into rooms
- sets class meeting times
- defines reserved seating
- establishes course sections with user-defined comments
- “rolls” the schedule forward to the next applicable term
- performs block scheduling
- supports open learning

Class Schedule process flow

The first step in the Class Schedule process flow is to define the sections of courses that are offered by your institution. Once the sections are defined, you can perform other course-related functions such as define syllabus information, set up meeting times and room assignments, and print class schedules. The Registrar is typically responsible for performing these functions, but these responsibilities vary by institution and may be distributed among other departments.

Integration with other Banner Student modules

The Class Schedule module is integrated with other Banner Student modules:



- 1 The Course Catalog module passes course information to the Class Schedule module, where it is used to build class schedules.
- 2 The Registration module passes registration information to the Class Schedule module, where it is used to build class schedules.
- 3 The Location Management module passes classroom information to the Class Schedule module, where it is used to build class schedules.
- 4 The Faculty Load module passes faculty and instructional assignments to the Class Schedule module, where it is used to build class schedules.
- 5 The Class Schedule module passes class information to the Registration module, where it is used to build class rosters.
- 6 The Class Schedule module passes class information to the Location Management module, where it is used to schedule rooms.
- 7 The Class Schedule module passes class information to the Faculty Load module, where it is used to analyze faculty workload.

Class Schedule pages

The Class Schedule module uses the following Banner pages.

Page	Description	Use
SSAACCL	Schedule Calendar Rules	Maintains academic calendar information associated with a particular section

Page	Description	Use
SSAACRL	Schedule Academic Calendar Rules	Maintains rules associated with the academic calendar type for a term
SSABLCK	Block Schedule Control	Maintains a set of sections related to a block code for a term and then assigned to a student
SSABLKQ	Block Schedule Query	Displays all block schedule codes created for a term and CRN
SSABSCQ	Block Schedule Section Query	Displays all sections created for a block schedule code for a term
SSACLBD	Section Labor Distribution	Maintains job labor distribution data at the section level for adjunct faculty assignments
SSADETL	Schedule Detail	Maintains detailed schedule information, according to the definitions and restrictions created in the Catalog module: link connectors, corequisite courses, section fees, degree program attributes, section contracts, block schedules
SSADFEE	Section Fee Assessment Control	Maintains rules for tuition charges that vary based on the course level, type of course, and instructional expenses related to the course
SSAEVAL	Schedule Evaluation	Maintains evaluation information for a section by instructor or instructors
SSAEXCL	Schedule Exclusion Rules	Maintains dates within a calendar year and for each part of term that are excluded from the class meeting information and not counted in the number of section meetings
SSAMATX	Building/Room Schedule	Displays information about buildings and rooms scheduled for events, functions, and courses
SSAOVRR	Schedule Override	Maintains override catalog values at the section level for college, division, department, taxonomy of program
SSAPREQ	Schedule Prerequisite and Test Score Restrictions	Maintains restrictions at the section level for prerequisites, test scores, and CAPP area prerequisites
SSAQCR	Academic Calendar Rule Query	Displays calendar types for which rules have been created for the term

Page	Description	Use
SSARRES	Schedule Restrictions	Maintains registration restrictions at the section level
SSARULE	Schedule Processing Rules	Maintains rules for registration status codes, refunding, and extension processing at the section level, that can be administered based on an individual learner/open learning
SSASBSH	Subject Scheduling Rules	Maintains partition and room attribute preferences at the subject level
SSASECQ	Schedule Section Query	Displays all sections currently in Banner
SSASECT	Schedule	Maintains sections of courses (traditional or open learning) created in the Catalog module, according to the Catalog definitions and restrictions
SSASYLB	Section Syllabus	Maintains a section's syllabus, including descriptions of student learning objectives, required materials, and technical requirements
SSATEXT	Section Comment	Maintains short and long comments associated with a section
SSAWLSC	Waitlist Automation Section Control	Maintains waitlist controls by term and CRN
SSAWSEC	Section Web Controls	Maintains section Web controls for Banner Student Self-Service and Banner® Faculty and Advisor Self-Service®
SSAXLSQ	Schedule Cross List Query	Displays all sections in Banner associated with the cross list group identifier
SSAXLST	Schedule Cross List Definition	Maintains cross list information associated with a group of sections
SSAXMTI	Cross List Meeting Time/ Instructor Query	Displays meeting time and instructor information associated with a cross-listed group of courses
SSIRESV	Reserved Seats Inquiry	Displays reserved seats rules for a term and CRN combination

Class Schedule reports and processes

The Class Schedule module uses the following Banner reports and processes.



Note: Reports and processes must be run from job submission in Banner 8.x.

Report or Process		Use
SSPMFEE	Section Fee Population Process	Examines course/section characteristics defined in SSADFEE, determines applicable sections, and inserts appropriate records in the SSRFEES table
SSPRDEF	Schedule Open Learning Rule Default Process	Defaults open learning rules for sections, as defined on SOAORUL, for CRNs that have been created after the rules have been established
SSPSCHD	Schedule Purge	Purges schedule information
SSRASTZ	Available Seats to Zero Process	Modifies the available seats for a CRN by setting the number of available seats to zero
SSRATSQ	Room Attribute Sequence Update Process	Populates the sequence number of the room attribute information in the STVRDEF table
SSRROLL	Term Roll	Rolls sections of one term to another term
SSRSECT	Class Schedule	Lists all sections for given term and/or part of term
SSRSCMT	Update Building/Room Process	Reads the Scheduler Work Table (SSTSCHW) entries and updates the SSRMEET table with the room assignments generated in Schedule25
SSRSCPR	Schedule Work Table Purge Process	Deletes Scheduler Work Table (SSTSCHW) data based on the term and/or campus specified in the parameters
SSRSCRM	Schedule25 Work File Creation Process	Creates the building, room, partition, department (subject), class descriptor, and control files required to run the scheduling tool

Report or Process		Use
SSRSCUP	Scheduler Work Table Update Process	Reads the three Schedule25 export files (sortdp.dat, losers.dat, notposs.dat), updating the existing records in the Scheduler Work Table (SSTSCHW)
SSRTALY	Scheduled Section Tally	Produces detailed list of section information

How to Get Started

Before you start using the Class Schedule module, you must define the validation codes and rules that customize processing for your institution. This chapter lists the Banner® validation pages that are used to define validation codes for the Class Schedule module.

Define validation codes

Use the following Banner validation pages to customize the Class Schedule module for your institution. Each validation page is used by specific application pages. For more details about a specific validation page, refer to online help.



Note: You must use Banner 8.x to access the following validation pages.

Validation Page	Contents	Application Pages
Duration Unit Validation (GTVDUNT)	Duration unit codes that are used to calculate expected completion dates for sections of open learning courses Examples: SEM (Semester) WEEK (Week)	Schedule Processing Rules (SSARULE) Schedule Section Query (SSASECQ) Schedule (SSASECT)
Instructional Method Validation (GTVINSM)	Instructional method codes that are associated with schedule type codes or used standalone to describe the content delivery methods for courses at the section level Examples: CLASS (Classroom-based) WEB (Web-based)	Section Fees Assessment Control (SSADFEE) Schedule Section Query (SSASECQ) Schedule (SSASECT)

Validation Page	Contents	Application Pages
Learner Field of Study Type Validation (GTVLFST)	<p>Field of study type codes that are associated with sections of courses</p> <p>Examples: MAJOR MINOR CONCENTRATION</p>	<p>Automated Waitlist Term Control (SOAWLTC)</p> <p>Schedule Detail (SSADETL)</p> <p>Section Fee Assessment Control (SSADFEE)</p> <p>Schedule Restrictions (SSARRES)</p> <p>Schedule (SSASECT)</p> <p>Reserved Seats Inquiry (SSIRESV)</p>
Meeting Type Validation (GTVMTYP)	<p>Meeting type codes for class sections</p> <p>Examples: LECT (Lecture) LAB (Lab)</p>	<p>Schedule (SSASECT)</p> <p>Cross List Meeting Time/ Instructor Query (SSAXMTI)</p>
Partition Code Validation (GTVPARS)	<p>Partitions codes (categories or groups of rooms) that provide preferred placement of classes in a geographic area of the school</p> <p>Examples: EAST (East Partition) WEST (West Partition)</p>	<p>Subject Scheduling Rules (SSASBSH)</p> <p>Schedule (SSASECT)</p>
Scheduling Status Code Validation (GTVSCHS)	<p>Schedule25 status codes that determine whether the class is listed and scheduled</p> <p>Examples: Codes for assignment and pre-assignment are delivered by Schedule25</p>	<p>Schedule Work (SSASCHW)</p> <p>Schedule (SSASECT)</p>
Academic Calendar Type Validation (STVACCL)	<p>Academic calendar types associated with courses</p> <p>Examples: DC (Daily Contact) WC (Weekly Contact)</p>	<p>Schedule Academic Calendar Rules (SSAACRL)</p> <p>Schedule Calendar (SSAACCL)</p> <p>Academic Calendar Rule Query (SSAQCR)</p> <p>Schedule (SSASECT)</p>

Validation Page	Contents	Application Pages
Attendance Accounting Method Validation (STVACCT)	Attendance accounting methods associated with courses Examples: F (Telecourses) I (Independent Study) W (Weekly)	Schedule (SSASECT)
Academic Standing Code Validation (STVASTD)	Academic standing codes Examples: 00 (Good Standing) DL (Dean's List) SU (Suspension)	Automated Waitlist Term Control (SOAWLTC)
Day Attribute One Validation (STVATRA)	Day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus	Calendar Day Information (SOACALD)
Day Attribute Two Validation (STVATRB)	Day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus	Calendar Day Information (SOACALD)
Day Attribute Three Validation (STVATRC)	Day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus	Calendar Day Information (SOACALD)
Day Attribute Four Validation (STVATRD)	Day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus	Calendar Day Information (SOACALD)
Day Attribute Five Validation (STVATRE)	Day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus	Calendar Day Information (SOACALD)
Attribute Validation (STVATTR)	Degree attribute codes that are associated with courses Examples: HUMA (Humanities Requirement) WRIT (Writing Intensive Requirement)	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSAETL) Section Course Attribute (SSQATTR)

Validation Page	Contents	Application Pages
Student Attribute Validation (STVATTS)	<p>Student attribute codes</p> <p>Examples: FY (First Year Student) NS (Non-degree Student)</p>	<p>Schedule Detail (SSAETL)</p> <p>Section Fee Assessment Control (SSADFE)</p> <p>Schedule Restrictions (SSARRES)</p> <p>Schedule (SSASECT)</p> <p>Reserved Seats Inquiry (SSIRESV)</p>
Block Code Validation (STVBLCK)	<p>Block codes used in block scheduling for registration</p> <p>Examples: BIOL11 (Biology, first year, first semester) BIOL12 (Biology, first year, second semester)</p>	<p>Block Schedule Control (SSABLCK)</p> <p>Block Schedule Query (SSABLKQ)</p> <p>Block Schedule Section Query (SSABSCQ)</p> <p>Schedule Detail (SSAETL)</p>
Building Code Validation (STVBLDG)	<p>Building codes for buildings that belong to the institution</p> <p>Examples: BIOL (Biology Building) GYM (Gymnasium) RESID (Residence Hall)</p>	<p>Building/Room Schedule (SSAMATX)</p> <p>Schedule (SSASECT)</p> <p>Cross List Meeting Time/ Instructor Query (SSAXMTI)</p> <p>Meeting Time Help (SSQMEET)</p>

Validation Page	Contents	Application Pages
Campus Code Validation (STVCAMP)	Campus codes Examples: M (Main Campus) DWN (Downtown Campus)	Campus Security User Profile (SOAPROF) Automated Waitlist Term Control (SOAWLTC) Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Building/Room Schedule (SSAMATX) Schedule Section Query (SSASECQ) Schedule (SSASECT) Cross List Definition (SSAXLST) Schedule Restrictions (SSARRES) Reserved Seats Inquiry (SSIRESV)
Cohort Code Validation (STVCHRT)	Codes that represent cohort groupings assigned to students based on user- defined criteria Examples: SENIOR (Senior Cohorts) CCFFFT (Cohort Full time)	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule Restrictions (SSARRES) Reserved Seats Inquiry (SSIRESV)

Validation Page	Contents	Application Pages
Class Code Validation (STVCLAS)	Class codes Examples: 01 (First Year) CE (Continuing Education) FR (Freshman)	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSAETL) Section Fee Assessment Control (SSADFEE) Schedule Restrictions (SSARRES) Schedule (SSASECT) Reserved Seats Inquiry (SSIRESV)
College Code Validation (STVCOLL)	College codes Examples: AG (College of Agriculture) BU (College of Business)	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSAETL) Section Fee Assessment Control (SSADFEE) Schedule Restrictions (SSARRES) Schedule Override (SSAOVRR) Schedule (SSASECT) Reserved Seats Inquiry (SSIRESV)
Course Status Code Validation (STVCSTA)	Course status codes Examples: A (Active) I (Inactive)	Schedule (SSASECT)
Day of Week Validation (STVDAYS)	Day of the week codes Examples: M (Monday) W (Wednesday) F (Friday)	Building/Room Schedule (SSAMATX) Schedule (SSASECT) Cross List Meeting Time/ Instructor Query (SSAXMTI) Meeting Time Help (SSQMEET)

Validation Page	Contents	Application Pages
Institutional Type of Day Validation (STVDAYT)	<p>Day type codes specific to an institution's needs for state or local reporting, for information required about a day and the term in which it falls</p> <p>Example: HOLI (Holiday) WKND (Weekend)</p>	Calendar Day Information (SOACALD)
Degree Code Validation (STVDEGC)	<p>Codes that identify the degrees offered by your institution</p> <p>Examples: AA (Associate in Arts) BA (Bachelor of Arts)</p>	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule (SSASECT) Reserved Seats Inquiry (SSIRESV)
Department Code Validation (STVDEPT)	<p>Department codes</p> <p>Examples: CHEM (Chemistry) ENG (English)</p>	Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule Override (SSAOVRR) Schedule Restrictions (SSARRES) Schedule (SSASECT) Reserved Seats Inquiry (SSIRESV)
Division Code Validation (STVDIVS)	<p>Codes for the divisions that offer courses</p> <p>Examples: EVEN (Evening Division) HIST (History Division)</p>	Schedule Override (SSAOVRR)
Evaluation Question Code Validation (STVEVAL)	<p>Evaluation question codes</p> <p>Examples: 1 (Rate course) 2 (Rate instructor) 3 (Rate course texts)</p>	Schedule Evaluation (SSAEVAL)

Validation Page	Contents	Application Pages
Faculty Contract Type Code Validation (STVFCNT)	Faculty contract type codes that specify during which semesters the faculty member's contract runs Examples: F (Fall only) S (Spring only)	Schedule (SSASECT)
Faculty Status Code Validation (STVFCST)	Faculty member status codes Examples: AC (Active) IN (Inactive) SB (Sabbatical)	Schedule (SSASECT)
Fee Type Validation (STVFTYP)	Fee type codes that are used to assess student registration fees (both traditional and open learning) Examples: FLAT (Flat Fee) CRED (Per Credit Hour Fee)	Section Detail Information (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule Processing Rules (SSARULE)
Grading Mode Code Validation (STVGMOD)	Grading mode codes associated with courses Examples: A (Audit) C (CEU) L (Standard Letter)	Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Schedule (SSASECT)
Level Code Validation (STVLEVEL)	Level codes associated with courses Examples: UG (Undergraduate) PM (Postgraduate Matriculated)	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule Restrictions (SSARRES) Schedule (SSASECT) Reserved Seats Inquiry (SSIRESV)

Validation Page	Contents	Application Pages
Major, Minor, Concentration Code Validation (STVMAJR)	Major, minor, and concentration codes Examples: ACCT (Accounting) MARI (Marine Biology)	Automated Waitlist Term Control (SOAWLTC) Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule Restrictions (SSARRES) Schedule (SSASECT) Reserved Seats Inquiry (SSIRESV)
Meeting Time Code Validation (STVMEET)	Meeting time codes for days of the week on which the meetings take place and the begin and end times Examples: 01 (Week day, begin and end time combination) 02 (Week day, begin and end time combination)	Schedule (SSASECT)
Part of Term Code Validation (STVPTRM)	Part of term codes for scheduling and registration Example: 1 (Full Term) 3 (Second Half Term) CE (Continuing Education)	Schedule Calendar (SSAACCL) Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Schedule Exclusion Rules (SSAEXCL) Building/Room Schedule (SSAMATX) Schedule Section Query (SSASECQ) Schedule (SSASECT) Cross List Definition (SSAXLST)
Student Fee Assessment Code Validation (STVRATE)	Rate codes that are used to assess student registration fees Examples: FLAT (Flat Fee) PRCRD (Per Credit)	Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE)

Validation Page	Contents	Application Pages
Building/Room Attribute Code Validation (STVRDEF)	<p>Building/room attribute codes used for scheduling</p> <p>Examples: AUD (Auditorium) MUS (Music Room) CLAB (Chemistry Lab)</p>	Schedule (SSASECT)
Residence Code Validation (STVRESA)	<p>Residency codes that are used to assess student registration fees</p> <p>Examples: F (Foreign) R (In State Resident) O (Out of State)</p>	Schedule Detail (SSAETL) Section Fee Assessment Control (SSADFEE)
Room Status Code Validation (STVRMST)	<p>Room status codes for room availability</p> <p>Examples: AC (Active) IN (Inactive) RP (Room Being Repaired)</p>	Schedule (SSASECT)
Course Registration Status Code Validation (STVRSTS)	<p>Course registration status codes used with assessment, enrollment, grading, waitlisting, and so on.</p> <p>Examples: DC (Drop Course) DD (Drop Delete) WD (Withdrawal)</p>	Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ)
Special Approval Code Validation (STVSAPR)	<p>Types of special approvals and permissions which cannot be checked by system processing when a person attempts to register for a course</p> <p>Example: AA (Advisor) DE (Dean) IN (Instructor)</p>	Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Schedule (SSASECT)
Schedule Contract Code Validation (STVSCCD)	<p>Schedule contract codes.</p> <p>Example: MP (Military Sponsored) ST (State Services Sponsored) CO (Company Sponsored)</p>	Schedule Detail (SSAETL)

Validation Page	Contents	Application Pages
Schedule Type Code Validation (STVSCHD)	Schedule type codes Examples: LAB (Lab) LEC (Lecture) SEM (Seminar)	Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Section Fee Assessment Control (SSADFEE) Schedule Section Query (SSASECQ) Schedule (SSASECT) Cross List Meeting Time/ Instructor Query (SSAXMTI)
Session Code Validation (STVSESS)	Session codes Example: A (Afternoon & Evening) D (Day) W (Weekend)	Schedule (SSASECT)
Section Status Code Validation (STVSSTS)	Section status codes Example: A (Active) I (Inactive,) R (Reserved)	Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Schedule Detail (SSADETL) Building/Room Schedule (SSAMATX) Schedule Restrictions (SSARRES) Schedule Section Query (SSASECQ) Schedule (SSASECT) Cross List Definition (SSAXLST) Section Course Attributes (SSQATTR)
Student Type Code Validation (STVSTYP)	Student type codes Examples: C (Continuing) R (Returning Freshman) T (Transfer)	Section Fee Assessment Control (SSADFEE)

Validation Page	Contents	Application Pages
Subject Code Validation (STVSUBJ)	Subject codes that are associated with courses Examples: ASTR (Astronomy) MKTG (Marketing)	Automated Waitlist Term Control (SOAWLTC) Block Schedule Control (SSABLCK) Block Schedule Section Query (SSABSCQ) Schedule Detail (SSADETL) Building/Room Schedule (SSAMATX) Schedule Restrictions (SSARRES) Schedule Section Query (SSASECQ) Schedule (SSASECT) Cross List Definition (SSAXLST) Section Course Attributes (SSQATTR)

Validation Page	Contents	Application Pages
Term Code Validation (STVTERM)	Term codes that are associated with courses Examples: 201120 (Fall 2011) 201210 (Spring 2012)	Term Control (SOATERM) Automated Waitlist Term Control (SOAWLTC) Block Schedule Control (SSABLCK) Block Schedule Query (SSABLKQ) Block Schedule Section Query (SSABSCQ) Schedule Calendar (SSAACCL) Schedule Academic Calendar Rules (SSAACRL) Section Labor Distribution (SSACLBD) Schedule Detail (SSADETL) Section Fee Assessment Control (SSADFEE) Schedule Evaluation (SSAEVAL) Building/Room Schedule (SSAMATX) Schedule Override (SSAOVRR) Academic Calendar Rule Query (SSAQCRL) Schedule Restrictions (SSARRES) Schedule Section Query (SSASECQ) Schedule (SSASECT) Schedule Comment (SSATEXT) Waitlist Automation Section Control (SSAWLSC) Cross List Definition (SSAXLST)

Validation Page	Contents	Application Pages
Term Code Validation (STVTERM) <i>(cont.)</i>	<p>Term codes that are associated with courses</p> <p>Examples: 201120 (Fall 2011) 201210 (Spring 2012)</p>	<p>Cross List Meeting Time/ Instructor Query (SSAXMTI)</p> <p>Schedule Cross List Query (SSAXLSQ)</p> <p>Reserved Seats Inquiry (SSIRESV)</p> <p>Section Course Attribute (SSQATTR)</p>
Test Code Validation (STVTEESC)	<p>Test type codes that are used to define course prerequisites</p> <p>Examples: A01 (ACT English) G04 (GMAT Writing Score)</p>	Schedule Restrictions (SSARRES)
Taxonomy of Program Code Validation (STVTOPS)	Codes that specify the taxonomy of the programs associated with courses	Schedule Override (SSAOVRR)
Visa Type Code Validation (STVVTYPE)	<p>Visa type codes that are used to assess student registration fees</p> <p>Examples: F1 (Student Visa) PR (Permanent Resident)</p>	<p>Schedule Detail (SSADETL)</p> <p>Section Fee Assessment Control (SSADFEE)</p>

Set up rules

There are pages you need to set up for rules that are used with Class Schedule processing.

Page	Description
Program Definition Rules Page (SMAPRLE)	<p>Used to set up program code rules for curriculum and field of study options. This data is used with fee assessment processing for courses and sections.</p> <p>See the <i>Banner Student CAPP Handbook</i> for more information.</p>

Page	Description
Open Learning Section Default Rules Page (SOAORUL)	<p>Used to create sections and section rules for open learning courses. Rules are defaulted to sections upon creation.</p> <p>See the “Open Learning Sections” chapter in this handbook, as well as the <i>Banner Open Learning Registration Handbook</i> for more information.</p>
Term Control Page (SOATERM)	<p>Used to set up rules by term for use with catalog, schedule, registration, registration fee assessment, and telephone registration processing.</p> <p>See the “Build Class Schedules” chapter.</p>
Automated Waitlist Term Control Page (SOAWLTC)	<p>Used to set up waitlist rules by term for general controls, error checking, course selection, priority reordering rules, and exclusion reordering rules.</p> <p>See the “Reserved Seating” chapter.</p>
Academic Calendar Rules Page (SSAACRL)	<p>Used to set up rules associated with the academic calendar type for a term. These rules are used in the Schedule Page (SSASECT) when an academic calendar type is associated with a section on the Schedule Calendar Page (SSAACCL).</p> <p>See the “Build Class Schedules” chapter</p>
Section Fee Assessment Control Page (SSADFEE)	<p>Use to set up rules for tuition charges based on course level, type of course, and instructional expenses related to the course.</p> <p>See the “Section Fee Assessment” chapter.</p>
Schedule Exclusion Rules Page (SSAEXCL)	<p>Use to define dates within a calendar year and for each part of term that are excluded from the class meeting information and not counted in the number of section meetings.</p> <p>See the “Build Class Schedules” chapter.</p>
Schedule Processing Rules Page (SSARULE)	<p>Used to set up rules for registration status codes, refunding, and extension processing at the section level for open learning sections.</p> <p>See the “Open Learning Sections” chapter in this handbook, as well as the <i>Banner Open Learning Registration Handbook</i> for more information.</p>
Waitlist Automation Section Control Page (SSAWLSC)	<p>Used to set up waitlist controls by term and CRN for automatic student notification, waitlist registration error checking, display of student waitlist queue position in Banner Student Self-Service, and student notification deadline time period.</p> <p>See the “Reserved Seating” chapter.</p>

Page	Description
Detail Code Control Page (TSADETC)	Used to set up detail code rules for charges and payments by category and application of payment. This data is used with section fee assessment processing. See the <i>Banner Accounts Receivable User Guide</i> for more information.

Build Class Schedules

You can use the Class Schedule module to define the processing needed to build and maintain class schedules. Processing discussed in this chapter includes:

- creating term controls
- setting up exclusion dates for classes
- defining faculty members and assigning them to sections
- specifying buildings and rooms for classes
- setting up meeting times and room assignments
- creating sections of courses and sessions of sections
- adding section detail, comments, and syllabus information
- defining section test score restrictions and prerequisites
- creating section corequisites and links
- copying sections to new terms
- rolling section information to future terms
- calculating contact hours
- maintaining the academic calendar

Before performing the steps in this chapter, make sure that all section-related validation codes and rules are defined in Banner.

Preliminary setup

Perform the following tasks to prepare for creating course sections.

Step 1. Create term controls

To begin building schedules, you need to identify the characteristics of the term in which classes are being scheduled.

Use the Term Control Page (SOATERM) to establish the dates for each session within the term and define the CRN starting number for the term.

Use the following steps to set up rules for a term.

1. Access the Term Control Page (SOATERM).
2. Enter a term in the Key block.

3. Perform a Next Block function to access the Schedule section of the page.
4. Enter a CRN.
This should be the number of the first CRN to be automatically assigned to the first section that is created.
5. Perform a Next Block to access the Base Part of Term section of the page.
6. Enter the part of term, start date, end date, and census one date information.
7. Select the **Section Override** check box to allow the update of start, end, and census dates on SSASECT for sections.
8. Save the changes.



Note: You can continue and set up registration error checking for student and section options, as well as Web processing controls, registration controls, and fee assessment controls. Or you can define these controls when registration processing is set up.

Step 2. Set up exclusion dates

After term controls are set, you can create exclusion dates when classes are not being held.

1. Use the Schedule Exclusion Rules Page (SSAEXCL).
2. Enter the year and part of term.

The **Part of Term** field is used to clearly define those days which are to be excluded from the academic calendar by part of term and calendar year. You must build new exclusion rules for each part of term.

You can copy parts of term to build the new rules.

3. Access the Default Schedule Exclusions window from the **Default** button in the Key block.
4. Enter the default part of term, and then click on the **Process Default** button to copy exclusions days from one part of term to another.
5. Enter the date and description.

A date established on this page is excluded from the number of meeting times for the section. Vacation days, in-service dates, and breaks in the academic calendar can be maintained on this page.

A description can be added for the excluded days, such as 01/17/2010 is a national holiday; 02/21/2010 is an in-service day.

6. Save the changes.

Step 3. Create instructors

To create an instructor, you must first create a person.

1. Define a person on the General Person Identification Page (SPAIDEN).
2. Enter the person on the Faculty/Advisor Information Page (SIAINST).

3. Identify the person as a faculty member, an advisor, or both.

Now, the instructor can be assigned to class sections.

Step 4. Build available rooms

1. Define building codes on the Building Code Validation Page (STVBLDG).
2. Define buildings on the Building Definition Page (SLABLDG) in the Location Management module.
3. Define available rooms for the buildings on the Room Definition Page (SLARDEF).

You can enter and maintain rooms and room characteristics. This information is used by the Available Classroom Query Page (SLQMEET) to filter data for room availability and attributes.

Once you have defined the buildings and rooms, you can schedule classes into classrooms.

Step 5. Create campus security

This step is optional.

Use the Campus Security User Profile Page (SOAPROF) to restrict the class schedule by campus. You can assign each user to a specific campus. This restricts the user from being able to update any class schedule information that is not associated with that campus.

You can also restrict access to schedules and class roster information for a specific campus by user ID. The user can only view and modify the schedules and class list information associated with that campus. When a user is not entered on this page, he/she can access all schedule information, regardless of campus.

Build and maintain course sections

Once catalog records have been created in the Course Catalog module, course sections can be created in the Class Schedule module. Sections are used for student registration and are produced by the Class Schedule Report (SSRSECT).

Traditional sections offered for a term are built on the Schedule Page (SSASECT). The capacity of the section, and meeting days, times, and rooms, and instructors are assigned using this page.

Open learning sections can also be created on SSASECT. See the “Open Learning Sections” chapter for instructions on using open learning sections.

Set up term-based section

Before setting up a traditional course section, make sure all section-related rules and validation codes have been defined in Banner.

Use the following steps to create a term-based section.



Note: When you add a new section by entering **ADD** in the **CRN** field in the Key block, the new CRN is displayed in the **Course Reference Number** field in the Course Section Information, which is located below the Key block. The **CRN** field in the Key block still displays **ADD** at this point. When you save the changes, the new CRN value replaces the **ADD** value in the Key block.

1. Access the Schedule Page (SSASECT).
2. Enter the term, and then enter **ADD** in the **CRN** field in the Key block.
You can also use the **Create** button, which populates **ADD** in the **CRN** field.
Only the term and CRN are needed to create a new section.
3. Click **Go** to access the Course Section Information section of the page.
4. Enter all applicable information including the subject code and course number.
The **Section Type** radio group defaults to **Traditional Term Section**.
The part of term information is mandatory, and an applicable part of term number must be entered manually. (The value for part of term 1 is not defaulted in.)
5. Save the course.
At this time, a CRN is assigned, which replaces the word **ADD** in the Key block.
6. Access the Enrollment section of the page.
 - 6.1. Enter maximum, waitlist maximum, and projected enrollment numbers.
 - 6.2. Enter census one and two freeze dates.
Other fields in this section of the page are populated over time as registration processing occurs.
 - 6.3. Save the changes.
7. Access the Reserved seats section of the page.
 - 7.1. Enter curriculum, student, and enrollment information.
 - 7.2. Save the changes.
8. Access the Meeting Times section of the page to record scheduled meeting times.
 - 8.1. Enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually.

8.2. Enter the meeting type for the purpose of the meeting.

A meeting type of CLAS defaults into the **Meeting Type** field but may be changed to reflect the values defined in the Meeting Type Validation Page (GTVMTYP).

This information appears on the student's hardcopy class schedule or their Web schedule in Banner Student Self-Service.

8.3. Enter the meeting location and credit information.

- Use the Available Class Room Query Page (SLQMEET) to find available rooms for the days and times specified that meet requirements for capacity, building, and room type.
- Use the Building/Room Schedule Page (SSAMATX) to display course sections which are scheduled into the building and room based on the filters entered for scheduled buildings and rooms or limited to specific selection criteria.

8.4. Save the changes.

9. Access the Instructor section of the page.

9.1. Assign an instructor (faculty member) or tutor to this section.

You can access SIAFAVL, SIAIQRV, and SIAASGQ from the **ID** field and filter information on faculty members and advisors.

9.2. Enter the percent of responsibility and percent of session for the instructor.

9.3. (Optional) Select the **Primary** check box to indicate the instructor is the primary instructor for the section.

9.4. (Optional) Select the **Override** check box to override conflicts in the instructor's schedule.

9.5. Save the changes.

10. (Optional) Access the Partition Preferences section of the page.

10.1. Enter partition information.

10.2. Save the changes.

When a partition preference is entered, it must have an associated preference number.

11. (Optional) Access the Room Attribute Preferences section of the page.

11.1. Enter room attribute preference information.

11.2. Save the changes.

When a room attribute preference is entered, it must have an associated preference number.



Note: SSASECT *will* permit a traditional section to be converted into an open learning section, however, the reverse is not true.

See the "Open Learning Sections" chapter for instructions on using open learning sections.

Add section detail

After you have created sections of courses on the Schedule Page (SSASECT), you can add detail for the sections on the Schedule Detail Page (SSADETL). Section details include linked courses, corequisite courses, section fees, degree attributes, contracts, and block codes. Adding section detail information is optional.

You can only enter sections as corequisites where the subject and course number have been specified in the catalog as corequisites for the course. The section corequisite must be a subject of the course corequisite defined on the Course Detail Information Page (SCADETL).

Use the following steps to add section details.

1. Access the Schedule Detail Page (SSADETL).
2. Enter the effective term and CRN in the Key block.
3. Click **Go**.
4. Enter additional course information such as linked courses, corequisite courses, section fees, degree attributes, section contracts, and block codes.
5. Save the section details.

Create section contract information

Use the Schedule Detail Page (SSADETL) to designate a section as a contract section. Contract codes can be items such as military contract, IBM contract, AICPA contract, and so on. Contract information is repeating. Therefore, multiple contract codes can be listed for a section. The contract can be broken down by percentages. It can also be defined as the primary contractor when multiples exist. No processing is performed with the information.

Example

ELEC 121, Electrical Wiring, is a contract course in the Continuing Education Division which is funded 80% by the Electricians Union for their apprentices. The other 20% is funded by the Continuing Education Division.

The section contracts information could be set up as follows:

Contract Code	Funded by	Percentage	Primary
EU	Electricians Union	80%	Yes
CE	Continuing Education	20%	

Add section text

Use the Section Text Page (SSATEXT) to enter or display text about sections of courses. This text is included on the Class Schedule Report (SSRSECT). You can enter an unlimited number of 60-character records in the Section Text section of the page. For longer text messages, use the Section Long Text section of the page.

Use the following steps to add section text.

1. Access the Section Text Page (SSATEXT).
2. Enter the effective term and CRN in the Key block.
3. Click **Go**.
4. Enter standard information in the Section Text section of the page.
5. Click on **Re-sequence** to reorder the text records.
6. Save the changes.
7. Enter longer information in the Section Long Text section of the page.
8. Save the changes.

Define syllabus information

The Class Schedule module allows you to enter syllabus information for a section of a course. This information includes a long section title, URL, learning objectives, required materials, and technical requirements. This information is displayed on the Web to help students select and register for courses. Syllabus information can be entered for traditional and open learning courses.

Add syllabus information for a section

Use the following steps to define syllabus information for a course. The section must already be defined on the Schedule Page (SSASECT). All syllabus information is optional.

1. Access the Section Syllabus Page (SSASYLB).
2. Enter the effective term and CRN in the Key block.
3. Click **Go**.
4. Select the tab that contains the information that you want to enter.

You can enter data for long section title, learning objectives, required materials, and technical requirements.

5. Enter the applicable information.
6. Save the changes.

Copy syllabus information for a section

Syllabus information does not always apply to all sections of a course. For this reason, syllabus information does not default to sections like other course information. You can, however, copy syllabus information, or parts of the syllabus information, from the Course Syllabus Page (SCASYLB) to the Section Syllabus Page (SSASYLB) using the **Copy From Course** button. This button is in all sections of this page. Once the information is copied to the section, it can be updated.

If no course syllabus information has been stored, you can enter or cut and paste information into the text fields. These fields can store approximately one and one half pages of text.

Use the following steps to copy syllabus information to a different term.

1. Access the Section Syllabus Page (SSASYLB).
2. Enter the effective term and CRN in the Key block.
3. Click **Go**.
4. Select the tab that contains the information that you want to copy.
Current syllabus information for the course is displayed.
5. Click **Copy From Course**.
Syllabus information is copied to the term indicated in the Key block.
6. Repeat steps 4 and 5 for each section of the page that contains syllabus information to be copied.

Create sessions

You can create sessions for sections in the Meeting Times information on the Schedule Page (SSASECT). A session can be used to specify the different meeting time combinations or different schedule types associated with a section.

For example, for a geology course which has a lecture, a lab, and a field trip, you create three separate sessions within the course section to further define each of the meeting types. Sessions are not used to define sections where there are multiple labs from which to choose. Link identifiers should be used in for this type of distinction.

The **Meeting Time** field in the Meeting Times section of the page and the **Session Indicator** field in the Instructor section of the page prevent instructors from being attached to non-existent session identifiers and also prevent a non-existent session identifier from being entered in the Instructor section of the page.

When meeting times exist, you may not change the **Part of Term** field unless you first delete the meeting information, then change the **Part of Term** field, and finally re-enter the meeting information. This allows you to change the **Part of Term** field without changing the days on which the course is scheduled and avoid possible room assignment for inaccurate days.

had been entered, the section can be duplicated, and the valid credit hour range from the catalog would default to the new section's credit hour range.

- The default section's part of term must be defined on the Term Control Page (SOATERM) for the add term.
- The **CEU Indicator** field on SSASECT will be set to checked or unchecked according to the catalog for the effective term of the section being added.
- A section may not be duplicated if the Catalog Schedule Restrictions Page (SCASRES) prohibits the creation of sections for either term or campus scheduling restrictions.
- If a grading mode is specified at the section level, and this grading mode is not valid for the add term according to SCACRSE, the default grading mode will be specified for the new section.

When you have successfully copied a section from one term to another term, section information is duplicated from the pages listed below as follows:

- Schedule restrictions on the Schedule Restrictions Page (SSARRES) and schedule detail on the Schedule Detail Page (SSADETL) are not duplicated at the section level from one term to another.
- If catalog restrictions exists for the course on the Course Registration Restrictions Page (SCARRES) and/or catalog detail on the Course Detail Information Page (SCADETL), these values are defaulted for the section, just as they are defaulted when a section is created from scratch.

From the Schedule Page (SSASECT)

- All information on the Course Section Details Information section of the page, with the exception of cross list data and reserved seating, is duplicated.
- Meeting Time and Instructor information is *not* duplicated.
- Enrollment data is handled in the following manner:

The following data is duplicated:

- maximum enrollment for the section
- projected section enrollment
- waitlist maximum capacity

The following elements are set to zero:

- actual enrollment
- prior enrollment
- waitlist actual
- generated credit hours
- census 1
- census 2

The following elements are set to a value:

- waitlist remaining is set equal to waitlist maximum
- seats remaining is set equal to maximum enrollment
- reserved seat indicator is set to N

To copy a section from one term to another term, do the following.

1. Access the Schedule Page (SSASECT).
2. Enter term and CRN in the Key block.
3. Click the **Copy** button.
4. The Copy from Default Term and CRN window opens.
5. Enter the term the section is going to be copied to.
6. Enter the CRN.

You can use the Schedule Section Query Page (SSASECQ) to filter course section data and select a CRN.

7. Click the **Copy** button.

You are returned to the Course Section Information section of the page.

8. Modify the course information as needed and save the changes.

Copy a section to the same term

You can also duplicate a section for the same term. This means the add term and the default term are the same. The default section number *must be 0*. If the section number is not equal to zero, the section may not be duplicated.

Here are some rules for duplicating a section within the same term.

- When a section exists with the subject, course, or section number, the section cannot be entered or duplicated.
- When a section exists with the subject, course, or section number, it cannot be entered as a new section for duplication.
- When a new section is entered, if the section number is 0, the subject, course, or section may be added multiple times to the same term and can be duplicated.

To copy a section to the same term, do the following.

1. Follow the instructions to add a new section using **ADD** in the **CRN** field.
2. Enter all the information for the section.
3. Save the changes.
4. Follow the instructions to copy the section.
5. Enter the same term in the Copy from Default Term and CRN window as in the Key block.
6. After the copy is complete, update the section number from 0 to 1.
7. Update the course hour information for the specific section.
8. Save the changes.
9. Copy the section until you have the desired number of sections for the term.

Continue to update the section number (1, 2, 3, and so on) each time you copy the same section.

Continue to update the course hours each time you copy the same section.

When you have successfully copied a section within the same term, section information is duplicated from the pages listed below as follows:

From the Schedule Page (SSASECT)

- All information in the Course Section Information section of the page, with the exception of cross list data and reserved seating, is duplicated.
- Meeting Times and Instructor information is *not* duplicated.
- Enrollment data is handled in the following manner:

The following data is duplicated:

- maximum enrollment for the section
- projected section enrollment
- waitlist maximum capacity

The following elements are set to zero:

- actual enrollment
- prior enrollment
- waitlist actual
- generated credit hours
- census one
- census two

The following elements are set to a value:

- waitlist remaining is set equal to waitlist maximum
- seats remaining is set equal to maximum enrollment
- reserved seat indicator is set to *N*

From the Schedule Detail Page (SSADETL)

The following data is duplicated:

- link section
- section fees
- degree program attribute

The following data is *not* duplicated:

- corequisite section
- contract
- block schedule code

From the Schedule Restrictions Page (SSARRES)

- All information is duplicated, including:
- college restriction
 - major restriction
 - class restriction
 - level restriction
 - campus restriction
 - test score and prerequisite restriction

From the Schedule Pre-requisite and Test Score Restrictions Page (SSAPREQ)

- The following information is duplicated:
- test score restriction
 - prerequisite restriction

Data elements on SSBSECT table

This table shows how the section data is used in the SSBSECT table when a new CRN is created, a section is copied from one term to a different term, a section is copied to the same term, and a section is changed from traditional to open learning.

Section data	Create new CRN	Copy from different term	Copy from same term	Traditional to open learning
TERM_CODE	Key block term	Key block term	Key block term	
CRN	Generated	Generated	Generated	
SUBJ_CODE	Entered, required	Copied from section	Copied from section	
CRSE_NUMB	Entered, required	Copied from section	Copied from section	
SEQ_NUMB	Entered, required, must be unique for SUBJ_CODE and CRSE_NUMB if not zero	Copied from section	Copied from section	
SSTS_CODE	Entered, required (STVSSTS)	Copied from section	Copied from section	
SCHD_CODE	Entered, required, must be valid for course	Copied from section	Copied from section	
CAMP_CODE	Entered, required (STVCAMP)	Copied from section	Copied from section	

Section data	Create new CRN	Copy from different term	Copy from same term	Traditional to open learning
CRSE_TITLE	Entered, required, defaults from SCBCRSE	Copied from section	Copied from section	
CREDIT_HRS	Entered, must be valid for course	Copied from section	Copied from section	
BILL_HRS	Entered, must be valid for course	Copied from section	Copied from section	
GMOD_CODE	Entered, must be valid for course	Copied from section if exists for course, else copied from course default grade mode	Copied from section if exists for course, else copied from course default grade mode	
SAPR_CODE	Entered (STVSAPR)	Copied from section	Copied from section	
SESS_CODE	Entered (STVSESS)	Copied from section	Copied from section	
LINK_IDENT	Entered, no edit	Copied from section	Copied from section	
PRINT_IND	Entered, default is Y	Copied from section	Copied from section	
GRADABLE_IND	Entered, default is Y	Copied from section	Copied from section	
TUIW_IND	Entered, defaults from SCBCRSE	Copied from section	Copied from section	
PROJ_ENROL	Entered, no edit	Copied from section	Copied from section	
MAX_ENRL	Entered, no edit	Copied from section	Copied from section	
SEATS_AVAIL	Set to MAX_ENRL	Set to MAX_ENRL	Set to MAX_ENRL	
WAIT_CAPACITY	Entered, not valid for open learning	Copied from section	Copied from section	Reserved seat rules must be zero
WAIT_AVAIL	Set to WAIT_CAPACITY	Set to WAIT_CAPACITY	Set to WAIT_CAPACITY	Reserved seat rules must be zero
LEC_HR	Entered, must be valid for course	Copied from section	Copied from section	
LAB_HR	Entered, must be valid for course	Copied from section	Copied from section	
OTH_HR	Entered, must be valid for course	Copied from section	Copied from section	
CONT_HR	Entered	Copied from section	Copied from section	

Section data	Create new CRN	Copy from different term	Copy from same term	Traditional to open learning
ACCT_CODE	Entered (STVACCT)	Copied from section	Copied from section	If Not Null, must be marked as independent study on STVACCT
ACCL_CODE	Null	Copied from section	Copied from section	Null
VOICE_AVAIL	Defaults to Y	Copied from section	Copied from section	
CAPP_PREREQ_TEST_IND	Defaults to N	Copied from section	Copied from section	
GSCH_NAME	Null	Copied from section	Copied from section	
BEST_OF_COMP	Null	Copied from section	Copied from section	
SUBSET_OF_COMP	Null	Copied from section	Copied from section	
INSM_CODE	Entered, defaults from schedule type	Copied from section	Copied from section	
PREREQ_CHK_METHOD_CDE	Defaults to SCBCRSE setting	Copied from section	Copied from section	
INTG_CDE	Entered (GORINTG)	Copied from section	Copied from section	
<i>Traditional Section Dates</i>				
PTRM_CODE	Entered, required for traditional	Copied from section	Copied from section	Null
CENSUS_2_DATE	SOBPTRM rule for term and part of term	SOBPTRM rule for term and part of term	If part of term rule override is not Y, copy from SOBPTRM rule	
CENSUS_ENRL_DATE	SOBPTRM rule for term and part of term	SOBPTRM rule for term and part of term	If part of term rule override is not Y, copy from SOBPTRM rule	
PTRM_END_DATE	SOBPTRM rule for term and part of term	SOBPTRM rule for term and part of term	If part of term rule override is not Y, copy from SOBPTRM rule	Null
PTRM_START_DATE	SOBPTRM rule for term and part of term	SOBPTRM rule for term and part of term	If part of term rule override is not Y, copy from SOBPTRM rule	Null

Section data	Create new CRN	Copy from different term	Copy from same term	Traditional to open learning
PTRM_WEEKS	SOBPTRM rule for term and part of term	SOBPTRM rule for term and part of term	If part of term rule override is not Y, copy from SOBPTRM rule	
<i>Open Learning Dates</i>				
DUNT_CODE	Entered, defaults from SCBCRSE, only valid for open learning	Copied from section	Copied from section	Required, defaults from SCACRSE
NUMBER_OF_UNITS	Entered, defaults from SCBCRSE, only valid for open learning	Copied from section	Copied from section	Required, defaults from SCACRSE
NUMBER_OF_EXTENSIONS	Entered, defaults from SCBCRSE, only valid for open learning	Copied from section	Copied from section	
REG_FROM_DATE	SOAORUL rule for term, instructional method, schedule type, campus, college, department	SOAORUL rule	If SOAORUL rule is not Y, copy from rule	Required, SOAORUL rule
REG_TO_DATE	SOAORUL rule for term, instructional method, schedule type, campus, college, department	SOAORUL rule	If SOAORUL rule is not Y, copy from rule	Required, SOAORUL rule
LEARNER_REGSTART_FDATE	SOAORUL rule for term, instructional method, schedule type, campus, college, department	SOAORUL rule	If SOAORUL rule is not Y, copy from rule	Required, SOAORUL rule
LEARNER_REGSTART_TDATE	SOAORUL rule for term, instructional method, schedule type, campus, college, department	SOAORUL rule	If SOAORUL rule is not Y, copy from rule	Required, SOAORUL rule
CENSUS_ENRL_DATE	SOAORUL rule for term, instructional method, schedule type, campus, college, department	SOAORUL rule	If SOAORUL rule is not Y, copy from rule	Required, SOAORUL rule

Section data	Create new CRN	Copy from different term	Copy from same term	Traditional to open learning
CENSUS_2_DATE	SOAORUL rule for term, instructional method, schedule type, campus, college, department	SOAORUL rule	If SOAORUL rule is not Y, copy from rule	

These fields are reset to 0 or Null:

- CENSUS_2_ENRL =>0
- CENSUS_ENRL =>0
- ENRL =>0
- PRIOR_ENRL =>0
- REG_ONEUP =>0
- RESERVED_IND =>"
- TOT_CREDIT_HRS =>0.000
- WAIT_COUNT =>0
- ENRL_CUT_OFF_DATE
- ACAD_CUT_OFF_DATE
- DROP_CUT_OFF_DATE

Origin of CRN supporting tables

This table shows the source of supporting Banner tables when a CRN is created or copied.

Banner page	Banner table	Origin during create	Copy from different term	Copy from same term
SSAEVAL	SSREVAL	Not populated	Not copied	Not copied
SSADETL	SSRBLCK	Not populated	Not copied	Not copied
	SSRCORQ	Not populated	Not copied	Not copied
	SSRSCCD	Not populated	Not copied	Not copied

Banner page	Banner table	Origin during create	Copy from different term	Copy from same term
	SSRFEEES	Copied from SCRFEEES (Catalog), then copied from SSADFEE where detail code, level, amount do not exist in SSRFEEES	Copied from defaulted section (SSRFEEES), includes student data, student curriculum data, and SSADFEE data *	Copied from defaulted section (SSRFEEES) without fee indicators
	SSRLINK	Not populated	Not copied	Copied from defaulted section table
	SSRATTR	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
<i>SSARULE</i>	SSRRSTS	When section is open learning, copied from SOAORUL tables for term	When section is open learning, copied from SOAORUL tables for term	Copied from defaulted section table
	SSRRFND	When section is open learning, copied from SOAORUL tables for term	When section is open learning, copied from SOAORUL tables for term	Copied from defaulted section table
	SSREXTN	When section is open learning, copied from SOAORUL tables for term	When section is open learning, copied from SOAORUL tables for term	Copied from defaulted section table
<i>SSARRES</i>	SSRRATT	Copied from Catalog	Copied from Catalog *	Copied from defaulted section table
	SSRRCHR	Copied from Catalog	Copied from Catalog *	Copied from defaulted section table
	SSRRCLS	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRRCMP	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRRCOL	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRRDEG	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRRDEP	Copied from Catalog	Copied from Catalog *	Copied from defaulted section table
	SSRRLVL	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRRMAJ	Copied from Catalog	Copied from Catalog	Copied from defaulted section table

Banner page	Banner table	Origin during create	Copy from different term	Copy from same term
	SSRRPRG	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
SSAPREQ	SSRRSTS	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRRARE	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
SSASYLB	SSRSYLN	Not populated	Not copied *	Copied from defaulted section table
	SSRSYLO	Not populated	Not copied *	Copied from defaulted section table
	SSRSYRM	Not populated	Not copied *	Copied from defaulted section table
	SSRSYTR	Not populated	Not copied *	Copied from defaulted section table
SSATEXT	SSRTEXT	Not populated	Not copied	Copied from defaulted section table *
	SSBDESC	Copied from Catalog *	Copied from Catalog	Copied from defaulted section table
SSAWSEC	SSBFSEC	When section is open learning, new record created with all options set to Y.	Copied from default section *	Copied from defaulted section table
	SSBSSEC	When section is open learning, new record created with all options set to Y. *	Copied from default section *	Copied from defaulted section table
SSAOVRR	SSBOVRR	Not populated	Not copied	Not copied
SSAWLSC	SSBWLSC	Not populated	Copied from default section table	Copied from defaulted section table
SSACLBD	SSRCLBD	Copied from Catalog	Copied from Catalog *	Copied from defaulted section table
SSASECT	SSRSPRT	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRSRDF	Copied from Catalog	Copied from Catalog	Copied from defaulted section table
	SSRMEET	Not populated	Not copied	Not copied
	SSRMPRT	Not populated	Not copied	Not copied
	SSRMRDF	Not populated	Not copied	Not copied

Banner page	Banner table	Origin during create	Copy from different term	Copy from same term
	SSRRESV	Not populated	Not copied	Not copied
	SIRASGN	Not populated	Not copied	Not copied
	SSBSECT	Not populated	Not copied	Not copied
SSAACRL	SSBSECT	N/A	N/A	N/A
* Indicates functionality for Banner 9.x that differs from Banner 8.x.				

Date change rules on SSASECT

This table shows the rules used for changing section dates that cause part of term or open learning date changes on the SSBSECT table.

Data element	Defaulted from	Dependency	No override	Enrollment > 0	Meetings exist	Notes
<i>Traditional course</i>						
Schedule type	SCBCRSE	Subject, Course		Can modify with warning	Update not allowed	
Instructional method	SCBCRSE			Update not allowed		
Campus				Can modify with warning		
Part of term				Update not allowed	Update not allowed	When part of term is changed, all dependent fields are changed.
Part of term start date	SORPTRM	Part of term code	Update not allowed	Update not allowed	Update not allowed	
Part of term end date	SORPTRM	Part of term code	Update not allowed	Update not allowed	Update not allowed	
Part of term weeks	SORPTRM	Part of term code	Update not allowed	Update not allowed	Update not allowed	
Census One	SORPTRM	Part of term code	Update not allowed	Update not allowed		Access to Section Enrollment information tab not restricted for existing section when part of term or part of term dates are changed.

Data element	Defaulted from	Dependency	No override	Enrollment > 0	Meetings exist	Notes
Census Two	SORPTRM	Part of term code	See Notes column			When Census Two date is Null on SOATERM, it is always editable. When Census Two date exists on SOATERM, and override is not allowed, Census Two date cannot be changed from default value.
<i>Open learning course</i>						
Note: The College, Department, Campus, Schedule Type, and Instructional Method fields are used to determine which SOAORUL rule is used. College and department are not on the SSBSECT record. When one of the SSBSECT fields is changed, the process looks for a new rule, and the new dates are moved to the CRN. When no matching rule is found, the dates are made Null. The record cannot be saved with null date values. An error will be received.						
Schedule type		Subject, Course		Update not allowed	Update not allowed	When enrollment exists, field is not updateable, to prevent changes to learner start date.
Instructional method	SCRSCHD (no override)			Update not allowed	Update not allowed	When enrollment exists, field is not updateable, to prevent changes to learner start date.
Campus				Update not allowed	Update not allowed	When enrollment exists, field is not updateable, to prevent changes to learner start date. Updates not allowed when meetings exist.
Duration	SCACRSE			Update not allowed	Update not allowed	When enrollment exists, field is not updateable, as dates in registration records (SFRSTCR) are calculated based on duration.
Duration unit	SCACRSE			Update not allowed	Update not allowed	When enrollment exists, field is not updateable, as dates in registration records (SFRSTCR) are calculated based on duration.
Registration from date	SOAORUL	See Note *	Update not allowed	Update not allowed		
Registration to date	SOAORUL	See Note *	Update not allowed	Update not allowed		
Learner start date	SOAORUL	See Note *		Update not allowed	Update not allowed	Changes not allowed for part of term dates to prevent updates to meeting dates.
Learner last date	SOAORUL	See Note *		Update not allowed	Update not allowed	Changes not allowed for part of term dates to prevent updates to meeting dates.

Data element	Defaulted from	Dependency	No override	Enrollment > 0	Meetings exist	Notes
Extensions		See Note *		Update not allowed		
Census One	SOAORUL	See Note *		Update not allowed		
Census Two	SOAORUL	See Note *	Can override when Census Two is blank for rule	Warning	Can override when Census Two is blank for rule	When Census Two date is Null on SOAORUL, it is always editable. When Census Two date exists on SOAORUL, and override is not allowed, Census Two date cannot be changed from default value.
<p>* Note: If Campus, Schedule type, Instructional method, Subject, and/or Course are changed, the dates are also changed, except when enrollment exists. When enrollment exists, the dates do not change.</p>						

Create future term schedule

Use the Term Roll Report (SSRROLL) to roll the class schedule forward from one specified term to another term. It can be used for traditional sections or open learning sections. You can also rolling meeting days, times, and rooms, and block schedule codes and instructors. Instructors are rolled if their associated meeting time information is not rolled. This process allows for the initial creation of a specified schedule, then the roll forward creates the next specified schedule at which time any necessary changes can be made to the new schedule. As a pre-requisite to running SSRROLL, the section default rules must be set up in SOAORUL.



Note: When registration from and to dates from the open learning rules on SOAORUL are rolled, an error message is displayed and the process is halted if open learning rules have not been created for the new term.

The **CRN Starting Sequence Number** field on the Term Control Page (SOATERM) is updated as each section is rolled. If the job is interrupted prior to completion, the counter remains in sync with the rolled sections.

The data in the **Projected (Enrollment)** field in the Enrollment Details section of the Schedule Page (SSASECT) rolls to the **Projected (Enrollment)** field for the future term. The actual enrollment from the term being rolled continues to roll to the **Prior (Enrollment)** field in the Enrollment Details section of the page for the future term.

The following represents an example of the fields being updated in the Term Roll Report (SSRROLL).

		Actual	Projected	Prior
200801				
	10002	21	39	0
	10003	11	20	0
<i>- rolled to -</i>				
201002				
	10002	0	39	21
	10003	0	20	11

Roll data from Course Catalog to Class Schedule

The Term Roll Report (SSRROLL) uses section restriction rules when rolling data elements from one term to another term. A number of parameters allow the roll of data elements from the Course Catalog module to the Class Schedule module. The value of C can be used to roll data elements from the course to the section. When a specified parameter is set to Y, the data element is rolled from the Class Schedule module for the term in the From Term parameter to the term in the To Term parameter. When a specified parameter is set to C, the data element is rolled from the Catalog module by subject and course, as well as the effective term that is less than or equal to the term in the Roll Term parameter.



Note: SSRROLL must be run from job submission in Banner 8.x.

The following parameters use the value of C to roll data from Catalog:

- Roll Fees
- Roll Degree Attributes
- Roll Text
- Roll Class Restrictions
- Roll College Restrictions
- Roll Fld of Study Restrictions
- Roll Level Restrictions
- Roll Campus Restrictions
- Roll Test Restricts & Pre-reqs
- Roll CAPP Area Pre-requisites
- Roll Degree Restrictions

- Roll Program Restrictions
- Roll Partition Codes
- Roll Room Attributes
- Roll Section Syllabus
- Roll Department Restrictions
- Roll Student Attr Restrictions
- Roll Cohort Restrictions

Make sure prerequisite checking has been selected on either the Schedule Prerequisite and Test Score Restrictions Page (SSAPREQ) or the Schedule Page (SSASECT). This determines the type of prerequisite requirements that will be in effect for the sections listed in the report.

For more information on using CAPP area prerequisites, refer to the *Banner Student CAPP Handbook*. For more information on using Degree Works prerequisites, refer to the “Registration” chapter of the *Banner Student User Guide*.

See the *Banner Student Reports and Processes Handbook* for prerequisite settings, parameter information, and report output samples.

Create instructional methods

Use the Instructional Method Validation Page (GTVINSM) to create and maintain instructional method codes that can be applied to schedule type codes, courses, and/or sections and represent the delivery method of the course content. Instructional methods can be used with term-based and open learning courses. Examples of instructional methods are CLASS (Classroom based), TUTOR (Tutorial), or WEB (Web-based).

An instructional method code can be associated with a schedule type code in STVSCHD or can be used as a standalone description of the content delivery method for the course at the section level. Once an instructional method code has been assigned to a schedule type or section record, it cannot be deleted until all its course and section associations have been removed.

Use the **Instructional Method** field on SCACRSE and SSASECT to enter the code as a standalone value, with no association with a particular schedule type. If the code has been previously associated with a course, the code defaults and automatically populates the field. The defaulted value can be used or the value can be updated.

Assign faculty to sections

You must create instructors on the Faculty/Advisor Information Page (SIAINST) before you can assign them to sections. You can assign faculty members to sections in the Instructor section of SSASECT. To determine which faculty members are appropriate and available for scheduling, access SIAFAVL, SIAIQRV, and SIAASGQ from the **ID** field and filter information on faculty members and advisors based on selection criteria.

Instructors can be assigned to multiple sessions or a part of a session using the **Instructional Workload** and the **Percent of Session** fields. The instructional workload value defaults from the catalog information but can be adjusted on the Faculty Assignment Page (SIAASGN). When a new section is added to an instructor's schedule using SSASECT, the instructor's default contract type, specified on the Faculty/Advisor Information Page (SIAINST), defaults to SIAASGN.

All information entered in the Instructor section of the page is displayed on SIAASGN, and any assignments entered or updated on SIAASGN are displayed on SSASECT.

Instructors who have been inactivated on SIAINST cannot be given teaching assignments in the Instructor section of SSASECT. The message *Instructor is not active for this term* is displayed when an inactive instructor is scheduled.

Review course sections

Use the Schedule Section Query Page (SSASECQ) to display all existing sections or to filter data for specific section criteria. For example, you can view all sections of ENGL 101 or all sections of ENGL 101 on a particular campus. The page is run in filter only mode, and no changes can be made to any fields in the query results. This page can be accessed directly or from the **Search** button on the SSASECT page.

You can perform a filter by term on section details, credit hours, schedule type information, enrollment counts, and waitlisted seats. Miscellaneous data is also displayed for course sections associated with reserved seats, long titles, comments, syllabi, cross lists, links, and block schedules.

Perform an advanced filter

This page uses advanced filtering for queries. You can filter data on the default **Term** field and add elements to the filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

- When a new section record has been created on SSASECT but not saved, and a filter is performed on SSASECQ, the subject, course number, course title, and sequence number values are returned to SSASECT.
- When a new section record has been saved on SSASECT, and a filter is performed on SSASECQ, no values are returned to SSASECT.

To use advanced filtering, do the following:

1. Access SSASECQ.
2. Select a data element for the filter in the Advanced Filter section at the top of the page. Term is required.

- 2.1. When the page is accessed directly, select the fields from the **Add Another Field...** pulldown list.

Add as many fields as you need to define the filter.

- 2.2. When the page is called from another page, use the defaulted values in the Advanced Filter section to filter records, and/or select values from the **Add Another Field...** pulldown list.

Add as many fields as you need to define the filter.

3. Set the operator for the field.

Operators are values such as Equals, Not Equals, Less Than, Greater Than, Starts With, Ends With, Contains, Between.



Note: When the *Between* operator is used, it indicates that all the numbers in the range are considered, including the values entered. For example, for numbers “between” 1 and 5, the values of 1, 2, 3, 4, and 5 are considered.

4. Enter the value for the field.

Lookups are available for term, subject, campus, schedule type, status, part of term, instructional method, and duration type from Banner Student and Banner General validation pages.

5. Continue with Steps 2, 3, and 4 until all fields have been added and set up for the filter.

- If you wish to remove a filter data element, click on the **Delete** button (-) to delete a field you have added.
- Click the **Clear All** button to remove all fields, and then re-enter the data in the Advanced Filter section.

6. Click the **Go** button to see the results.

The query results are displayed. The number of records retrieved is displayed at the top of the section of information. You can sort on the results in ascending or descending order.

7. If you want to redefine the query or perform a new query, click the **Filter Again** button to return to the Advanced Filter section.

8. When you have the results you want, choose a record, and use the **Select** button to bring the data back to the calling page, or use the **Cancel** button to cancel the filter.

When the page is accessed from a menu, the **Select** and **Cancel** buttons are disabled.

Review building/room schedule

Use the Building/Room Schedule Page (SSAMATX) to display section information for all sections scheduled into each building and room or to filter data for specific section criteria. For example, you can filter data on all classes scheduled in East Hall on Mondays, or a retrieve a list of where all English classes are scheduled. The page is run in filter only mode, and no changes can be made to any fields in the query results.

You can perform a filter by building, room, campus day of the week, start and end times, start and end dates, term, subject, course number, CRN, cross list, and function.



Note: Two kinds of data can be displayed for the term in the query results. For a course, the term code for the course is displayed. For an event or function, the word `EVENT` is displayed.

Here are some examples of using filters for date and time ranges.

Example date range

Class A meets from September 1, 2010, through December 15, 2010. It is returned when any of the following query dates are entered.

16-AUG-2010	16-SEP-2010
16-SEP-2010	16-OCT-2010
16-OCT-2010	30-DEC-2010

Example start and end time range

If you want to know all meetings scheduled for a room at 8:30, all of the following examples would be returned.

Begin Time	End Time
0800	0900
0830	1000
0800	0930

Example start and end date range

When entering search criteria for start or end date queries, the following rules are correct.

Rule	Result
Only start date entered	Retrieves records if SSAMATX date is between SSRMEET start and end dates (inclusive)
Only end date entered	Retrieves records if SSAMATX date is between SSRMEET start and end dates (inclusive)
Both dates entered	Retrieves records if SSRMEET start date is between SSAMATX start and end dates (inclusive) <i>or</i> SSRMEET end date is between SSAMATX start and end dates (inclusive) <i>or</i> SSRMEET start date is less than or equal to the SSAMATX start date <i>and</i> SSRMEET end date is greater than or equal to the SSAMATX end date

Section	SSRMEET Start	SSRMEET End
1	01-Jan-2010	31-Jan-2010
2	05-Jan-2010	28-Jan-2010
3	01-Feb-2010	28-Feb-2010
4	01-Mar-2010	31-Mar-2010
5	31-Mar-2010	30-Jun-2010
6	01-Mar-2010	01-Mar-2010

SSAMATX Start Entered	SSAMATX End Entered	Records Retrieved
01-Feb-2010		record 3
15-Feb-2010		record 3
15-Jan-2010		records 1, 2
01-Jan-2010	01-Mar-2010	records 1, 2, 3, 4, 6
01-Mar-2010	01-Mar-2010	records 4, 6
01-Dec-2009	01-Feb-2010	records 1, 2, 3



Note: The same logic applies to the time searches.

Perform an advanced filter

This page uses advanced filtering for queries. You can filter data on the default **Term** field and add elements to the filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

To use advanced filtering, do the following:

1. Access SSAMATX.
2. Select a data element for the filter in the Advanced Filter section at the top of the page.
 - 2.1. When the page is accessed directly, select the fields from the **Add Another Field...** pulldown list.

Add as many fields as you need to define the filter.
 - 2.2. When the page is called from another page, use the defaulted values in the Advanced Filter section to filter records, and/or select values from the **Add Another Field...** pulldown list.

Add as many fields as you need to define the filter.

3. Set the operator for the field.

Operators are values such as Equals, Not Equals, Less Than, **Greater Than**, Starts With, Ends With, Contains, Between.



Note: When the *Between* operator is used, it indicates that all the numbers in the range are considered, including the values entered. For example, for numbers “between” 1 and 5, the values of 1, 2, 3, 4, and 5 are considered.

4. Enter the value for the field.

Lookups are available for term, building, campus, subject, and function from Banner Student and Banner General validation pages.
5. Continue with Steps 2, 3, and 4 until all fields have been added and set up for the filter.
 - If you wish to remove a filter data element, click on the **Delete** button (-) to delete a field you have added.
 - Click the **Clear All** button to remove all fields, and then re-enter the data in the Advanced Filter section.
6. Click the **Go** button to see the results.

The query results are displayed. The number of records retrieved is displayed at the top of the section of information. You can sort on the results in ascending or descending order.
7. If you want to redefine the query or perform a new query, click the **Filter Again** button to return to the Advanced Filter section.

8. When you have the results you want, choose a record, and use the **Select** button to bring the data back to the calling page, or use the **Cancel** button to cancel the filter.
When the page is accessed from a menu, the **Select** and **Cancel** buttons are disabled.

Update room attributes

Use the Room Attribute Sequence Update Process (SSRATSQ) to automatically populate the sequence number of the room attribute information in the STVRDEF table. This process can be run at your discretion to populate values, resequence existing values, or delete all values.



Note: SSRATSQ must be run from job submission in Banner 8.x.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Set up and calculate contact hours

Schedule contact hours are used by term for faculty members.

Set up schedule contact hours

Schedule contact hours default into SSASECT from SCACRSE. Scheduling contact hours are defined for a term as follows:

- A meeting period is a pattern of days and meeting times within an established start date and end date.
- A session is made up of one or more meeting periods.
- A section is made up of one or more sessions, as in the example below.

Section 10001 for ENGL 100

Session	Meeting Period	Days	Times	Start Date	End Date
1	Meeting Period 1	MWF	8:00 - 8:50	29-AUG-2010	20-DEC-2010
1	Meeting Period 2	TR	9:00 - 10:15	29-AUG-2010	20-DEC-2010

Session	Meeting Period	Days	Times	Start Date	End Date
2	Meeting Period 1	MWF	1:00 - 1:50	29-AUG-2010	20-DEC-2010

The data used for scheduling contact hours is as follows:

- A Meeting period number
- B Days of the week for the meeting period
- C Start time and end time of meeting period (in military time)
- D Start date of the meeting period, not necessarily a Monday or Tuesday
- E End date of the meeting period, not necessarily a Thursday or Friday
- F Number of days of the week (B) that fall within the start date (D) and end date (E) of the meeting period

A	B	C	D	E	F
Meeting Period 1	MWF	8:00 - 8:50	29-AUG-2010	20-DEC-2010	49
Meeting Period 2	TR	14:00 - 16:00	29-AUG-2010	20-DEC-2010	32
					81 days total

SSAEXCL allows for exclusion of holidays and vacation days from some calculations.

For the Exclusion Rules Page (SSAEXCL) for the year 2010:

Monday	November 22, 2010	Falls in Meeting Period 1
Tuesday	November 23, 2010	Falls in Meeting Period 2
Wednesday	November 24, 2010	Falls in Meeting Period 1
Thursday	November 25, 2010	Falls in Meeting Period 2
Friday	November 26, 2010	Falls in Meeting Period 1

On the Schedule Calendar Page (SSAACCL), the number of weeks is calculated by using the earliest meeting period start date (D) and the latest meeting period end date (E) to determine the actual number of days in the entire section. (This is the second **Number of Weeks** field in the Schedule Calendar section of the page.) The Exclusion Rules Page (SSAEXCL) is not checked for this calculation.

$$114 \text{ actual elapsed days} / 7 \text{ days in a week} = 16.28 \text{ weeks}$$

Calculate section contact hours

The total section contact hours for a faculty member is calculated on the Faculty Assignment Page (SIAASGN). The equation used to perform the calculation is:

$$\frac{[(\text{total meeting period days of the week} - \text{exclusion rule days for meeting period}) \times \text{number of meeting period days} \times \text{number of minutes in meeting period}]}{\text{duration factor}} = \text{number of meeting period contact hours}$$

Example

$$[(48 - 3 = 45) \times 50] = 2250 \text{ min}/50 = 45 \text{ Contact hours for session 1}$$

$$[(32 - 2 = 30) \times 120] = 3600 \text{ min}/50 = 72 \text{ Contact hours for session 2}$$

Total section contact hours is $45 + 72 = 117$

Calculate section weekly contact hours

The total section weekly contact hours for a faculty member is calculated on the Faculty Assignment Page (SIAASGN). The equation used to perform the calculation is:

$$\frac{(\text{Number of days in a meeting period week} \times \text{Number of minutes per meeting period})}{\text{Duration factor}} = \text{Meeting period weekly contact hours}$$

Example

$$(3 \times 50) / 50 = 3.0$$

$$(2 \times 120) / 50 = 4.8$$

The sum of all Meeting period weekly contact hours = the Section weekly contact hours.

Example

$$3.0 + 4.8 = 7.8$$

Create cross listed sections

Cross listing allows you to create common meeting times and instructors for sections taught by the same person, at the same time, with the same course content, but have

different subjects and course numbers. Cross listed sections can be used with block codes.

Use the Schedule Cross List Definition Page (SSAXLST) to enter or display the cross list information associated with a group of sections. Cross listing uses a cross list group identifier that you define.

You can maintain enrollment information for the cross listed group of sections. You can also view section-specific information about the cross listed group of sections as child records of the cross list enrollment records.

Create a cross list identifier

A cross list identifier must be established on SSAXLST prior to being entered on the Schedule Page (SSASECT) and associated with course sections.

To create a cross list identifier, perform the following steps.

1. Access the Schedule Cross List Definition Page (SSAXLST).
2. Enter the term and cross list identifier.
3. Click **Go**.
4. Enter the maximum enrollment in the Cross List Enrollment section of the page.
5. Insert CRNs for the cross list identifier in the Cross List section of the page.

The records in this section of the page are child records of the master records in the Cross List Enrollment section of the page.

6. Save the changes.

Associate a cross list identifier with a section

To associate a cross list identifier with a section, perform the following steps.

1. Access SSASECT.
 - 1.1. Create a new section including a cross list group identifier.
or
 - 1.2. Enter data for an existing section and add the cross list group identifier.
2. Access the Schedule Cross List Query Page (SSAXLSQ) using the lookup from the **Cross List** field.
 - 2.1. You can perform an advanced filter for a combination of term, cross list, and enrollment.
 - 2.2. You can then view cross list section child records for the cross list groups returned in the filter.
3. Select the record you want and return to SSASECT.

4. Assign meeting days, times, rooms, and instructors to one of the cross-listed courses on SSASECT, when cross-listed sections are scheduled for the same room at the same time.
 - 4.1. On SSASECT, access the Meeting Time/Instructor Query Page (SSAXMTI) from the Meeting Times section of SSASECT using the **Cross List Meeting Time/Instructor Query** button.
This button is displayed when the section is cross-listed.
 - 4.2. On SSAXMTI, double click on the CRN to retrieve meeting dates, days, times, rooms, and instructor information already associated with the cross-listed group of courses and return to SSASECT.
The 0 value (both time and room conflict) is inserted into the **Override Indicator** fields in the Meeting Times and Instructor sections of the page.
5. On SSASECT, add meeting time and instructor information manually for each course if needed.
6. On SSASECT, request overrides to schedule the same rooms and instructors for the course if needed.
7. Schedule the other cross-listed courses for the same room for each remaining cross-listed course.
8. Save the changes.

Perform an advanced filter

SSAXLSQ uses advanced filtering for queries. You can filter data on the default **Term** field and add elements to the filter criteria as needed to refine the query. Each element has an operator defined in the **Contains** field.

To use advanced filtering, do the following:

1. Access SSAXLSQ.
2. Select a data element for the filter in the Advanced Filter section at the top of the page.
 - 2.1. When the page is accessed directly, select the fields from the **Add Another Field...** pulldown list.
Add as many fields as you need to define the filter.
 - 2.2. When the page is called from another page, use the defaulted values in the Advanced Filter section to filter records, and/or select values from the **Add Another Field...** pulldown list.
Add as many fields as you need to define the filter.
3. Set the operator for the field.

Operators are values such as *Equals*, *Not Equals*, *Less Than*, *Greater Than*, *Starts With*, *Ends With*, *Contains*, *Between*.



Note: When the *Between* operator is used, it indicates that all the numbers in the range are considered, including the values entered. For

example, for numbers “between” 1 and 5, the values of 1, 2, 3, 4, and 5 are considered.

4. Enter the value for the field.
A lookup is available for term from the Banner Student validation page.
5. Continue with Steps 2, 3, and 4 until all fields have been added and set up for the filter.
 - If you wish to remove a filter data element, click on the **Delete** button (-) to delete a field you have added.
 - Click the **Clear All** button to remove all fields, and then re-enter the data in the Advanced Filter section.
6. Click the **Go** button to see the results.
The query results are displayed. The number of records retrieved is displayed at the top of the section of information. You can sort on the results in ascending or descending order.
7. If you want to redefine the query or perform a new query, click the **Filter Again** button to return to the Advanced Filter section.
8. When you have the results you want, choose a record, and use the **Select** button to bring the data back to the calling page, or use the **Cancel** button to cancel the filter.

When the page is accessed from a menu, the **Select** and **Cancel** buttons are disabled.

Schedule concurrent courses

You can schedule courses that must be taken concurrently using corequisites or links.

Use corequisites

Corequisites are two or more different courses that must be taken concurrently. Corequisites are set up in the Course Catalog module by identifying the courses as corequisites of each other on the Course Detail Page (SCADETL) for each of the required courses.

Example 1

ARTS 201 and ARTS 210 must be taken concurrently.

SCADETL	Key block	Corequisite Course
	ARTS 201	Subject: ARTS Course: 210
	ARTS 210	Subject: ARTS Course: 201

If a specific section of a course is required as a corequisite, then that section must also be identified on the Schedule Detail Page (SSADETL).

Example 2

ARTS 201-01 and ARTS 210-10 must be taken concurrently.

SSADETL	Key block	Corequisites			
	ARTS 201 01 CRN	Subject: ARTS	Course: 210	Section: 10	
	ARTS 210 10 CRN	Subject: ARTS	Course: 201	Section: 01	

Use links

Links are used to connect sections of the same course when it is required that some combination of the sections be taken concurrently. The sections share the subject number of the course but have different CRNs and schedule types, such as a lecture with two labs. Link identifiers are defined on SSASECT. Link connectors are defined on SSADETL. Both link identifiers and link connectors are two character, user-defined codes.

Use the following steps to create linked sections.

1. Access the Schedule Page (SSASECT).
2. Enter the term and CRN in the Key block.
3. Click **Go**.
4. Enter the link identifier in the Course Section Information section of the page.
5. Save the changes.
6. Access the Schedule Detail Page (SSADETL).
The term and CRN are defaulted into the Key block.
7. Click **Go**.
8. Enter the link connector in the Section Links section of the page.
9. Save the changes.
10. Continue to add link identifiers and link connectors until you have the desired set of linked courses.

Here are some examples of linking where the linking process places a link connector on a section of a course and uses that same value as the link identifier on another section of the same course. This links the section with the connector to the section with that identifier. This creates an error message at registration, if a student tries to register for the section with the connector, without registering for the section with the identifier of equal value. (This error message is dependent upon **(Registration) Links** error checking being set to Fatal on the Term Control Page (SOATERM) for the term.) For a linked course with a fatal error, the error that is displayed is the translation of the SSBSECT_SCHD_CODE of the missing course.

The following courses are used in the examples of linking sections in various combinations:

Course	Section	Title	Schedule Type	Credits
Chemistry 120	001	Chemistry I	Lecture	4
Chemistry 120	002	Chemistry I	Lecture	4
Chemistry 120	003	Chemistry I	Lab	0
Chemistry 120	004	Chemistry I	Lab	0

Example 1

Students may take a lab section without a lecture section, but not a lecture section without a lab section (any lab section).

For this combination, no connector is placed on the lab sections, and no identifier is required on the lecture sections.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001		L1
120-002		L1
120-003	L1	
120-004	L1	

Example 2

Students may take a lecture section without a lab section, but not a lab section without a lecture section (any lecture section).

For this combination, no connector is placed on the lecture sections, and no identifier is required on the lab sections.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001	A1	
120-002	A1	
120-003		A1
120-004		A1

Example 3

Students may take any lab section with any lecture section, but must have both a lab section and a lecture section.

For this combination, all lecture sections have the same identifier, and all lab sections have the same identifier.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001	A1	L1
120-002	A1	L1
120-003	L1	A1
120-004	L1	A1

Example 4

Students in section 001 Lecture must take section 003 Lab, and students in section 002 Lecture must take section 004 Lab.

For this combination, the identifiers are unique values for each section of the lectures and each section of the labs.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001	A1	L1
120-002	A2	L2
120-003	L1	A1
120-004	L2	A2

When sections are created, each section must be defined as gradable (**Gradable** indicator is checked) or non-gradable (**Gradable** indicator is unchecked) on SSASECT. If the lab and lecture sections are one course and are graded as one course, then one of the sections, either the lab or the lecture, must be defined as non-gradable, and the credit hours/billing hours must be changed to zero (0).

To change the credit hours and billing hours for a course at the section level, the credit and billing hours at the catalog level must have been defined for variable credit, such as 0 or 3 credits. This range defaults to SSASECT when the section is created, and you can then define the lecture section, to follow the example, as offered for 3 credits. The lab section would be defined as available for zero (0) credits to avoid duplicate credit and billing for the same course.

Registration restrictions

Course restrictions that determine who can register for the course are set up on the Course Registration Restrictions Page (SCARRES). When sections of a course are added for a term, restrictions set at the catalog level default to the sections at the schedule level. These restrictions are maintained on the Schedule Restrictions Page (SSARRES).



Note: For course and section restriction rules that were created before Banner Student Release 8.0, the field of study type code on SCARRES and SSARRES is set to a default of MAJOR when a current course or section restriction rule exists for a major code (STVMAJR).

Because only the MAJOR field of study type code was considered before Release 8.0, all registration restriction rules function as before. Processing checks the primary and secondary curriculum elements.

Use the Schedule Restrictions Page (SSARRES) to enter or display registration restrictions for specific sections. An include restriction rule means that the section is only offered for the values in the restriction. An exclude restriction rule means that the section is excluded for the values in the restriction. You can include or exclude sections based on department, field of study (major), class, level, degree, program, campus, college, student attribute, and cohort. Restriction error checking is controlled by registration error flags on the Term Control Page (SOATERM). These flags are set during registration setup.

Build registration restriction rules

Use the following steps to build registration restriction rules for sections that are based on department, class, level, degree, program, campus, college, student attribute, and cohort.



Note: Field of study restriction rules are built differently. Refer to the section that follows these instructions for more information.

1. Access the Schedule Restrictions Page (SSARRES).
2. Enter the effective term and CRN in the Key block.
3. Click **Go**.
4. Select the tab for the type of restriction rule that you want to build.
5. Select one of the following restriction controls, depending on how you want to define the restrictions:

Include Select this radio button to define inclusion restrictions. This means that the course is only offered for the values that are defined for the restriction.

For example, select the **Include** radio button in the Department section of the page to offer the course only for the department codes that you specify.

Exclude Select this radio button to define exclusion restrictions. This means that the course is excluded for the values that are defined for the restriction.

For example, select the **Exclude** radio button in the Department section of the page to exclude the course for the department codes that you specify.

6. Insert each value to be included or excluded in the restriction rule (for example, each department code).
7. When all values are entered, save the restriction rule.
8. Repeat steps 4 through 7 for each restriction rule that you want to define for the course.

Use field of study restrictions

The **All Field of Study Types** indicator is used to indicate that all field of study types should be considered. When this indicator is checked, the **Field of Study Type** field is inactive, and the user is taken to the **(Field of Study) Code** field (in the Field of Study Restrictions child records) to select the field of study value.

The **Field of Study Type** field displays the code of the learner field of study type, such as MAJOR, MINOR, CONCENTRATION. Values are selected from GTVLFST such as such as MAJOR, MINOR, or CONCENTRATION.

Please refer to the “Restrictions” chapter in the *Banner Student Course Catalog Handbook* for more information on using the **All Field of Study Types** indicator and the **Field of Study Type** field with restriction rules.

Test score and prerequisite restriction rules

Use the Schedule Pre-requisite and Test Score Restrictions Page (SSAPREQ) to build restriction rules that use test scores, prerequisites, and area prerequisites to determine which students can register for a course. Rules can include the following:

- specific tests and minimum scores
- prerequisite courses and minimum grades
- combination of test scores and prerequisite courses

Restrictions set at the course level on the Catalog Pre-requisite and Test Score Restrictions Page (SCAPREQ) default to the schedule prerequisite and test score restriction information maintained on SSAPREQ. These restrictions can be added to or otherwise modified on SSAPREQ. Please refer to the “Restrictions” chapter in the *Banner Student Course Catalog Handbook* for further information and examples of setting prerequisite and test score restrictions at the catalog level.

When restrictions are entered, you can enter the test code and test score, or you can enter the course subject, course number, grade, level, and concurrency. You cannot enter

both combinations at the same time. When a test code is entered, the test score is required. The reverse is also true. When any of the following are entered (course subject, course number, grade, level, and concurrency), then all are required. When a grade is entered, a level must be entered.

Build test score and prerequisite restriction rules

Use the following steps to build restriction rules that are based on test scores and prerequisite sections.

1. Access the Schedule Pre-requisite and Test Score Restrictions Page (SSAPREQ).
2. Enter the effective term and CRN in the Key block.
3. Click **Go**.
4. Review or update the prerequisite check method.
5. Select the Section Test Score and Prerequisite Restrictions tab.

Information from SCAPREQ populates the Section Test Score and Prerequisite Restrictions section of the page.

6. Enter or update the test score and prerequisite information.
7. Insert each condition on a separate row as follows:
 - 7.1. For a test score requirement, enter the test code and score.
 - 7.2. For a prerequisite course, enter the subject and course number.

If a minimum grade is required, also enter the level and grade. Grade checking checks for the numeric value on the Grade Code Maintenance Page (SHAGRDE).

If a student is permitted to take the course and the prerequisite in the same term, select **Yes** from the **Concurrency** pulldown list.
 - 7.3. If you are defining multiple conditions, use the **And | Or** radio group to define the relationship among the conditions. Use parentheses to contain each condition.
 - The **And** radio button indicates the condition must be met.
 - The **Or** radio button indicates at least one of the conditions must be met.
 - Multiple parentheses can be used to nest conditions.
8. When all conditions are entered, use the **View Statement** button to enter and validate the SQL statement.
9. Save the restriction rule.

Maintain academic calendar

The academic calendar records and calculates the significant academic calendar dates for a group of sections or a specific section. This information is maintained on the Schedule Academic Calendar Rules Page (SSAACRL). This processing is optional.

Use the following steps to set up the academic calendar.

1. Create academic calendar codes on the Academic Calendar Type Validation Page (STVACCL).

Academic calendar codes are user-defined and can be codes such as daily contact, weekly contact, CEU, or semester calendar.

2. Access the Schedule Academic Calendar Rules Page (SSAACRL) to build rules associated with the academic calendar.

Enter the term and calendar type, and then set up the number of days, percentage of day, or a specific date for census one, census two, enrollment, record to academic history, and drop without penalty.

- Enrollment is the last day a student can register for a course.
- Record to academic history is the days into the term for which course information does not appear in history.
- Drop without penalty is the days into a term before which a student can drop a section without penalty.

Rules can be based on different academic calendar types. Once academic calendar rules are built, they may be copied to another academic calendar type within the same term using the Default Calendar Rules window.

3. Enter information for census one, census two, enrollment date, record academic history date, and drop without a penalty date for the options of numbers of days, percentage of days, and date.

The academic calendar contains an optional census two date which is also on the Term Control Page (SOATERM). If census two is entered on SSAACRL, it will default to the census two information on SSASECT. A census two enrollment is automatically maintained when a census two date is specified.

You can choose a specific date or have the system calculate the date when the number of days or percentage of days is used. When number of days or percentage of days is specified, the system automatically calculates the correct dates when an academic calendar type is associated with a section. These three rules (numbers of days, percentage of days, and date) work in conjunction with one another. When a census one date is entered, the number of days to census one and percentage of days to census one cannot be entered.

The census one date and census two date information is used in processing the registration information to calculate the census one and census two enrollment. The last day to enroll, the last day to record academic history, and last day to drop without a penalty are informational only and are not currently used in any process.

4. Use the Academic Calendar Rule Query Page (SSAQCR) to view the academic calendar types for which rules are established for the term.

- Use the Schedule Calendar Page (SSAACCL) to tie an academic calendar to a section for a term and course reference number.

Once a calendar type is entered, this page examines the session meeting information from SSASECT and calculates the academic calendar information. An academic calendar type can only be added or modified prior to enrollment existing for the section. This is because a change in the census dates after enrollment exists would give an inaccurate census enrollment count.

The dates on the Schedule Exclusion Rules Page (SSAEXCL) are excluded from the academic calendar calculations. The part of term on SSAEXCL allows the institution to define those days which are to be excluded from the academic calendar by parts of term and calendar year. A description may also be added for the excluded days.

The Academic Calendar Type is included in the Section Roll Process (SSRROLL) to roll the academic calendar information forward to the next term being processed.

Academic calendar types may only be associated with those sections whose part of term allows override capabilities of start, end, and census dates on the Term Control Page (SOATERM).



Note: The academic calendar information on the Schedule Calendar Page (SSAACCL) cannot be deleted by removing the record.

Example

An academic calendar rule is established for 201001 (Fall 2010) as follows:

Data	Number of Days	Percentage of Days	Date
Census One	10		
Census Two		50%	
Enrollment	20		
Record Academic History			10-NOV-2010
Drop Without Penalty	35		

This rule is given to a section which meets Monday, Wednesday, and Friday, from August 29th till December 15th. Monday, September 6th, Thursday, November 25th, and Friday, November 26th, have been defined as exclusion days on SSAEXCL for this section's part of term. Therefore, these days are not used when calculating the academic calendar dates.

When you examine all the Mondays, Wednesdays, and Fridays which fall between August 29th and December 15th, and remove the two exclusion days that follow Monday, Wednesday, or Friday, you can determine that there are 45 actual meetings of this section. Using the rules established on SSAACRL the dates are calculated as follows:

Census One 10 Days 22-SEP-2010

Census Two 50% Days	20-OCT-2010
Registration Dates:	
Last Date to Enroll	15-OCT-2010
Last Date to Record Academic History	10-NOV-2010
Last Date to Drop without Penalty 35 Days	19-NOV-2010



Note: The Registration Dates are informational only.

Interaction of SSAACCL and SSASECT

This section discusses the impact of SSAACCL calendar dates on dates in SSBSECT records, as well as the impact of meeting pattern dates.

The following scenarios apply to SSAACCL.

Scenario 1:

- SOATERM cannot be overridden.
- SSASECT enrollment and meeting patterns do not apply.
- The **Academic Calendar Type** field is protected against update.
- The **Census One Date** and **Census Two Date** fields are protected against update.
- If the **Census Two Date** field on SOATERM is Null, then the **Census Two Date** field is available for update.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are protected against update.

Scenario 2:

- SOATERM can be overridden.
- SSASECT enrollment is 0.
- There are no meeting patterns on SSASECT.
- The **Academic Calendar Type** field is updatable. (The SSAACRL rule is only applied when meeting records exist.)
- The **Census One Date** and **Census Two Date** fields are updatable. The **Census One Date** is required.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are updatable.

Scenario 3:

- SOATERM can be overridden.
- SSASECT enrollment is greater than 0.
- There are no meeting patterns on SSASECT.
- The **Academic Calendar Type** field is protected against update.
- The **Census One Date** field is protected against update.
- The **Census Two Date** field is updatable with a message that enrollment exists.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are updatable with a message that enrollment exists.

Scenario 4:

- SOATERM can be overridden.
- SSASECT enrollment is 0.
- Meeting patterns exist on SSASECT.
- The **Academic Calendar Type** field is updatable.

Using the Tab key to leave the field after making changes or saving the record causes an SSAACRL lookup. When a rule exists, data is retrieved from SSBRULE. When a rule does not exist, the dates are cleared, and the **Census One Date** and **Census Two Date** values are retrieved from SOBTERM. If SSAACRL is checked but the date does not have an associated rule, the **Census One Date** and **Census Two Date** values are not changed, but other dates are cleared.

- The **Census One Date** and **Census Two Date** fields are updatable. The **Census One Date** is required.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are updatable.

The following scenarios apply to SSASECT.

Scenario 1:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.

- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 2:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is 0.
- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 3:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 4:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is 0.
- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.

- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 5:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is greater than 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 6:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is greater than 0.
- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 7:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is greater than 0.
- There are no meeting patterns on SSASECT.

- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.
- A message is displayed regarding potential schedule conflicts for registered students.

Scenario 8:

- The **Academic Calendar Type** field is blank, Null, or has a value without a matching entry on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is greater than 0.
- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.

Scenario 9:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields use the dates from SSAACRL.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields use the dates from SSAACRL.

Scenario 10:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is 0.

- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields use the dates from SSAACRL.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields use the dates from SSAACRL.
- When the last meeting pattern is deleted, all dates are cleared. If the **Census One Date** value on SSAACRL is a calculated date, the **Census One Date** value from SOATERM is defaulted.

Scenario 11:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is greater than 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields use the dates from SSAACRL.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields use the dates from SSAACRL.
- A message is displayed regarding potential schedule conflicts for registered students.

Scenario 12:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM can be overridden.
- SSASECT enrollment is greater than 0.
- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields use the dates from SSAACRL.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields use the dates from SSAACRL.
- When the last meeting pattern is deleted, all dates are cleared. If the **Census One Date** value on SSAACRL is a calculated date, the **Census One Date** value from SOATERM is defaulted.

Scenario 13:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.
- A message is displayed that the override is not allowed, as the calendar type exists, and the rule has not been applied.

Scenario 14:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is 0 or greater than 0.
- Meeting patterns exist on SSASECT.
- Delete a meeting pattern.
- The **Academic Calendar Type** field is not changed.
- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.
- A message is displayed that the override is not allowed, as the calendar type exists, and the rule has not been applied.

Scenario 15:

- The **Academic Calendar Type** field matches a rule on SSAACRL.
- SOATERM cannot be overridden.
- SSASECT enrollment is greater than 0.
- There are no meeting patterns on SSASECT.
- Add a meeting pattern.
- The **Academic Calendar Type** field is not changed.

- The **Census One Date** and **Census Two Date** fields are not changed.
- The **Last Date to Enroll**, **Last Date to Record Academic History**, and **Last Date to Drop without Penalty** fields are not changed.
- A message is displayed that the override is not allowed, as the calendar type exists, and the rule has not been applied.
- A message is displayed regarding potential schedule conflicts for registered students.

Maintain attendance accounting method

Use the **Attendance (Accounting) Method** field on the Schedule Page (SSASECT) to maintain the attendance accounting method for the section. Attendance accounting method codes come from the Attendance Accounting Method Validation Page (STVACCT). Example codes are weekly, daily, independent study, or actual. Only one method can be specified on the STVACCT.

The daily and weekly contact hour calculations use the number of hours per week that the session meets. You can update the hours per week in the Meeting Times section of SSASECT. This allows those sessions which do not meet for the standard duration factor, and are maintained on the Faculty Load Term Control Page (SIATERM), to be updated to reflect the correct hours of meeting per week. The duration factor is maintained on SIATERM.

In the meeting times listed below a 50 minute duration factor is used to calculate 4.4 and 4.8 hours per week. Due to break periods, the institution only gives 4 hours of meeting time per week to the three examples. The override on SSASECT can be used to correctly specify the number of hours per week for these special sessions.

Days	Times	System Calculated	Override Value
TR	0800 - 0950	4.40	4.00
TR	0810 - 1000	4.40	4.00
TR	0800 - 1000	4.80	4.00

The number of weeks in the session is calculated using the earliest session start date and the latest session end date.

Weekly contact hours

When a weekly attendance accounting method is specified on a section with multiple meeting times, the weekly contact hours figure is calculated as follows:

$$\text{Total contact hours/Week for meeting 1} + \text{Total contact hours/Week for meeting 2}$$

For the following course meeting information:

Meeting 1	29-AUG-2010	20-DEC-2010	M W F	8:00 - 9:00	3 hours/week
Meeting 2	29-AUG-2010	20-DEC-2010	T R	8:30 - 9:00	1 hour/week

The calculation is as follows:

$$\begin{aligned} \text{Meeting 1} &= 3 \text{ hours/week} \\ \text{Meeting 2} &= 1 \text{ hour/week} \\ \text{WCH} &= 3 + 1 = 4 \end{aligned}$$

Daily contact hours

When a daily attendance accounting method is specified for a section, the daily contact hours figure is calculated as follows:

$$\begin{array}{l} \text{Total contact hours for meeting 1} \\ \text{Number of days in meeting 1} \end{array} + \begin{array}{l} \text{Total contact hours for meeting 2} \\ \text{Number of days in meeting 2} \end{array}$$

For the following course meeting information:

Meeting 1	29-AUG-2010	20-DEC-2010	M W F	8:00 - 9:00	3 hours/week
Meeting 2	29-AUG-2010	20-DEC-2010	T R	8:30 - 9:00	1 hour/week

The calculations are as follows:

Total number of MWFs, taking 3 exclusion days into account is 46.

Total number of TRs, taking 2 exclusion days into account is 30.

$$\begin{aligned} \text{Meeting 1} & \frac{3 \text{ hours/week}}{3 \text{ meetings/week}} \times 46 \text{ meeting days} = 46 \text{ contact hours} \\ \text{Meeting 2} & \frac{1 \text{ hours/week}}{2 \text{ meetings/week}} \times 30 \text{ meeting days} = 15 \text{ contact hours} \\ \text{Meeting 1} & \frac{46 \text{ contact hours}}{46 \text{ meeting days}} = 1 \\ \text{Meeting 2} & \frac{15 \text{ contact hours}}{30 \text{ meeting days}} = .5 \end{aligned}$$

$$\text{DCH} = 1 + .5 = 1.5$$

Set up schedule overrides

Use the Schedule Override Page (SSAOVRR) to set up overrides for catalog values associated with the section, such as college, division, department, and taxonomy of program. No edit is performed against the catalog information. If the Course Catalog states that the course is in the College of Arts and Sciences in the English Department, the class schedule information may be changed to the Business School, Economics Department.

These override fields are used when the course is rolled to academic history either in batch or online, and the overrides are used in the Class Roster (SFRSCST), Schedule Section Tally (SSRTALY), and Class Schedule (SSRSECT) reports.

Use the following steps to set up schedule overrides.

1. Access the Schedule Override Page (SSAOVRR).
2. Enter the term and CRN in the Key block.
3. Click **Go**.
4. Enter the override information for college, division, department, and/or taxonomy of program.

Record section evaluations

You can enter or display evaluation information for a section by instructor on the Schedule Evaluation Page (SSAEVAL). If more than one instructor exists for a section, each instructor will have his or her own evaluation information. This is displayed in the Instructors section of the page, and when the instructor record is selected, the evaluation information for that instructor is displayed in child records in the Section Evaluation section of the page.

The evaluation questions are defined on the Evaluation Code Validation Page (STVEVAL). Sections and instructors must be defined on the Schedule Page (SSASECT). All evaluation questions defined in STVEVAL will be used in SSAEVAL. Scores entered in SSAEVAL should reflect a summary score of all evaluation forms completed for the section.

Use the following steps to set up section evaluations.

1. Access the Section Evaluation Page (SSAEVAL).
2. Enter the term and CRN in the Key block.
3. Click **Go**.

4. In the Instructors section of the page, select the instructor record for which you want to enter evaluation information.
5. Go to the Section Evaluation section of the page.
6. Enter data for each question for the number of students who rated the instructor for score levels (1 through 7) and summary levels (1 through 4).
7. Save the changes.
8. To record evaluations for another instructor assigned to the same section, return to the Instructor section of the page and select another instructor record.
9. Repeat steps 5 through 7.

Set up Web section controls

Use the Section Web Controls Page (SSAWSEC) to enter or display the section Web controls for Banner® Student Self-Service and Banner® Faculty and Advisor Self-Service. Controls are set by term and CRN for display of mid-term grades, final grades, and grade detail.

- For Banner Student Self-Service, the controls act as a section level override of the term level values defined in the Term Control Page (SOATERM). Controls can be set for traditional sections and open learning sections.
- For Banner Faculty and Advisor Self-Service, the controls act as a section level override of the term level values defined in SOATERM for traditional courses. This replaces the information stored on the part of term record in SOATERM. When an open learning section is created, these settings are established for the section (default of checked or Y) and are the only means of defining faculty access to the grades and waitlists.

Build job labor distribution data for sections

Automated faculty load and compensation processing automatically calculates faculty load payroll compensation in Banner® Human Resources, based on faculty course load data from Banner Student. The matching faculty assignment is then automatically created in Banner Human Resources in the Faculty Load and Compensation module. The Schedule Labor Distribution Page (SSACLBD) is used with this processing.

Please refer to the “Faculty Load” chapter of the *Banner Student User Guide* and the *Banner Human Resources User Guide* for more information on using automated faculty load and compensation processing.

The Schedule Labor Distribution Page (SSACLBD) is used to build and maintain job labor distribution data at the section level (CRN) for adjunct faculty assignments. (Labor distribution data is entered in Banner Human Resources.) The use of labor distribution information is optional. If this information is not entered on SSACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is

used. The data on SSACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.



Note: The class section must first have been created using the Schedule Page (SSASECT), before using the Schedule Labor Distribution Page (SSACLBD).

Schedule labor distribution data defaults into the Class Schedule module (SSACLBD) based on the course labor distribution information defined in the Course Catalog module (SCACLBD). The defaulted information can be overridden to create section specific labor distribution records.

Overrides take place when FOAPAL information exists on SSACLBD, and the **Use Schedule Labor Distributions** check box is checked on the Faculty Load Contract Type Control Rules Page (PTRFLCT) in Banner Human Resources. When this indicator is checked to use overrides with course-based faculty, a unit method is used to determine the appropriate FOAPAL distribution. However, unit method processing is *not* advised for job labor distribution overrides. FOAPAL overrides do not apply to non-instructional assignments.

Processing takes place as follows:

- If the FOAPAL exists on SSACLBD for the CRN, and the **Use Schedule Labor Distributions** check box is checked (Y), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the CRN, and it will be defaulted to the job.
- If the FOAPAL exists on SSACLBD for the CRN, but the **Use Schedule Labor Distributions** check box is unchecked (N), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the position, and it will be defaulted to the job.
- If the FOAPAL does not exist on SSACLBD for the CRN, but the **Use Schedule Labor Distributions** check box is checked (Y), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the position, and it will be defaulted to the job.
- If Banner Finance is not installed, the positions are funded through external account codes.

The page displays one of two sets of data, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part of term or the effective term end date on STVTERM if no part of term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place.



Note: Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation.

You can access SSASECT and view term section details and to access SSACLBD and view course labor distribution information.

Use the following steps to set up section labor distribution information, when Banner Finance is installed.

1. Access the Schedule Labor Distribution Page (SSACLBD).
2. Enter the subject, course, and effective term in the Key block.
3. Click Go.
4. Enter the section labor distribution information.
Data for chart of accounts, fund, organization, account index, program, and distribution percent is required.
5. Check that the total percentage of contract value is equal to 100 percent.
You cannot save the record if the total percent is not equal to 100.
6. Save the changes.

Use the following steps to set up section labor distribution information, when Banner Finance is *not* installed.

1. Access the Schedule Labor Distribution Page (SSACLBD).
2. Enter the subject, course, and effective term in the Key block.
3. Click Go.
4. Enter the section labor distribution information.
Data for the external account code and distribution percent is required.
5. Check that the total percentage of contract value is equal to 100 percent.
You cannot save the record if the total percent is not equal to 100.
6. Save the changes.

Block Scheduling

You can use block scheduling to register students in a group of pre-defined courses for a term. Courses are grouped using block codes that are defined at your institution. For example, if all your freshman nursing students need to take the same courses, you can create a block code, attach it to the required sections, and use it to register each nursing student in one step, rather than for each individual course. Block scheduling impacts the Class Schedule, General Student, and Registration modules.

Set up block scheduling for sections

Use the following steps to set up block scheduling in the Class Schedule module.

Step 1. Define block schedule codes

Define block schedule codes on the Block Code Validation Page (STVBLCK). Codes can be up to ten positions and use alphanumeric characters.

Step 2. Define sections of courses

Define sections of courses on the Schedule Page (SSASECT).

See the “Build Class Schedules” chapter for instructions.

Step 3. Define blocks of courses

Use the Block Schedule Control Page (SSABLCK) to associate CRNs with block codes for a term.

1. Access the Block Schedule Control Page (SSABLCK).
2. Enter the term and block code in the Key block.
3. Click **Go**.
4. Enter the CRNs for the block in the Block Schedule Control section of the page.

The CRN is required and has associated data for course/section, hours, details, registration, and enrollment. When sections are added to a block code, you can enter a valid subject, course, and section number to retrieve section data, or enter a valid CRN to retrieve all section information.

A section can be associated with more than one block code. The **Multiple Block** indicator is checked when the section belongs to multiple blocks.

You can access the Schedule Page (SSASECT) from SSABLCK to view section information when selecting CRNs. You can access the Schedule Section Query Page (SSASECQ) from SSABLCK to filter on and select valid section codes.

5. Save the changes.

Data is defaulted into SSABLCK during this process to assure that registration occurs with a minimal amount of data entry.

- When variable credit or billing hours exist for the section, the system defaults in the low credit or billing hours. Both credit and billing hours can be overridden for the CRN and all students associated with the block code on SSABLCK. Credit and billing hours can be overridden for an individual student on the Student Course Registration Page (SFAREGS).

Total credit and billing hours are displayed for the block code in the Key block of SSABLCK. These hours are accurate only after all the changes have been saved.



Note: Additional changes can be made to a student's registration record on the Student Course Registration Page (SFAREGS). Therefore, these values do not necessarily reflect the registered credit hours for students associated with the block.

- When multiple grading modes exist for the section, the default grading mode is used on SSABLCK. The grading mode can be overridden for the CRN and all students associated with the section of SSABLCK. The grading mode can be overridden for an individual student on SFAREGS.
- When a special approval code is required for the section, the **Special Approval** indicator defaults to checked or \checkmark . This indicator can not be overridden on SSABLCK.

Step 4. Associate sections with block schedule codes on SSADETL, if needed

You can also associate a CRN to a block code on the Schedule Detail Page (SSADETL). In this case, a repeating section is added to a block. The page lists all block codes the section is associated with. When a block code is added on SSADETL, the special approval code override is established when the changes are saved, just as it is on SSABLCK. All other defaults are set for the section as if the data had been added on SSABLCK.

If you want to have overrides for the section and all students associated with the block, the data must be overridden on SSABLCK. If you want to have overrides for an individual student, the changes must be made on SFAREGS.



Note: All standard registration errors are controlled by the Term Control Page (SOATERM). Checks are performed on SFAREGS during registration.

Example block code

In the Fall of 2010, a freshman business student must take the following sections:

10050	ACCT	101
10057	ECON	100
10087	ENGL	100
10197	HIST	105

These sections are added on the Block Schedule Control Page (SSABLCK) for the Fall term 2010 and Freshman Business Student block. An example of a block code could be *FL2010FRBS* where:

FL2010	=	Fall 2010
FR	=	Freshman
BS	=	Business students

Filter block schedule data

You can use additional pages to filter data to assist with selecting block codes.

- Use the Block Schedule Query Page (SSABLKQ) to display all block codes defined for a term. You can optionally enter a CRN in the Key block. When the CRN is entered, only those blocks which contain the CRN are returned. This limits the display of block schedule codes to those blocks to which the CRN belongs.

For example, if the mass lecture section of Psychology 101 belongs to five different freshman blocks, then the CRN can be entered in the Key block to verify that all five blocks have been associated with that Psychology 101 section.

SSABLKQ can be accessed from SSABLCK to display related blocks. It can also be accessed from the Student Course Registration Page (SFAREGS) to display valid blocks for the registration term.

- Use the Block Schedule Section Query Page (SSABSCQ) to list all the sections associated with a block code. A valid term and block code are required in the Key block. You can view valid codes on STVBLCK or access SSABLKQ to see block codes by term.
- Use the Schedule Section Query Page (SSASECQ) to filter data on only those courses that are related to a block code.
- Use the Schedule Cross List Definition Page (SSAXLST) to determine which cross-listed CRNs also belong to a block code. You can access SSABLKQ from SSAXLST to view the detail information associated with the block.

Associate a block code with a student

You can attach a block code to a student in the General Student and Registration modules using the General Student Page (SGASTDN), the Student Course Registration Page (SFAREGS), or the Student Block Load Process (SGPBLCK). You can also process block codes through Course Request and Scheduling.

Block codes are maintained by effective term, like all other general student information. You can maintain a consistent block code for each student if you wish so the information does not have to be updated on a term-by-term basis.

Use the following steps to attach a block code to a student.

Step 1. Associate a student with a block code

1. Enter a valid block code for an ID on the General Student Page (SGASTDN) or the Student Course Registration Page (SFAREGS).

You can access SSABLKQ from SFAREGS and SGASTDN and filter block code data for the effective term. (The CRN is optional.)

Assigning a block code to a student does not automatically register the student for the CRNs associated with the block code. When a block code is associated with a student for a term, this information is displayed in the **Block Schedule** field on SFAREGS. This information is helpful when registration is performed with block scheduling.

2. On SFAREGS, check the **Process Block** indicator in the Registration information, and use Next Block to default the CRNs associated with the student's block code into the page.

If any values (grading mode, variable credit hours) have options other than the defaults available, you can override these values at this time. However, the system will not prompt you to enter values in the multiple value fields as it normally would in registration, because the system assumes you have done the bulk of your adjustments at the section level when assigning CRNs to a block code.

Entering a student in a block does not register the student for the associated CRNs. It simply defaults the CRNs to SFAREGS if this process is selected.

Step 2. Change a block code

1. Access SFAREGS, enter the student's ID, and use Next Block to navigate into the page.
2. Check the **Delete All CRNs** indicator, and use Next Block to activate the system to delete all the CRNs for the active person and term in the Key block.

This allows you to quickly delete CRNs when a student has been associated with the wrong block, or if the student has changed blocks.

You can also change the block code in SGASTDN, but you can use SFAREGS in this case, since the page is active.



Note: **Delete All CRNs** will work for *any* student, not just those students assigned to a block code.

3. Enter the correct block code for the student.
4. Check the **Process Block** indicator, and use Next Block. The CRNs associated with the block will default into the page.



Note: The **Process Block** and **Delete All CRNs** requests cannot be processed concurrently.

Additional individual courses may be added or deleted from the Student Course Registration Page (SFAREGS) as needed to modify the student's registration.

Simply deleting the block code from SFAREGS or SGASTDN will *not* remove the CRNs from the student's registration once the student has been processed either online or in batch through Course Request and Scheduling processing.

You can filter data for courses (if needed) on the Registration Section Query Page (SFQSECM) and the Registration Course Query Page (SFQSECT) and view the **Block** indicator to see if the course is associated with a block code.

Example of change to block code

For example, for Fall of 2010 a student is assigned to the Freshman Business Student block code and is registered for the following sections:

10050	ACCT	101
10057	ECON	100
10087	ENGL	100
10197	HIST	105

At a later time during the registration period, the student needs to be removed from this block and added into the Computer Science block of courses. Access SFAREGS and delete all CRNs for the student. After you enter the Computer Science block code for the student, check the **Process Block** indicator and use Next Block to default the CRNs associated with the block into the page.

Step 3. Associate students with block codes in batch

1. Create a population selection for batch processing.

For more information population selection, refer to the *Banner General User Guide*.

2. Run the Student Block Load Process (SGPBLCK).

This process associates the groups of students defined through population selection to a block code for an effective term. Population selection and the Student Block Load Process (SGPBLCK) must be performed for each population and block code you wish to assign.

Step 4. Perform block scheduling with Course Request and Scheduling

Block scheduling registration can also be performed in batch using Course Request and Scheduling.

1. Create a population selection.

For more information population selection, refer to the *Banner General User Guide*.

2. Run to the Course Request Load Process (SFPBLCK).

SFPBLCK defaults the CRNs of a student's block code to that student's record on the Student Course Request Page (SFACREQ).

The selected students will have course requests for the term, and you can continue to perform Course Request and Scheduling processing. Note that any student, (not just those associated with block codes), with student requests for the term will be processed through Course Request and Scheduling.

Please refer to the "Use Course Request and Scheduling" chapter in this handbook for more information and processing steps. You can also refer to the *Banner Student Course Request and Scheduling Handbook*.

Reports and processes used with block scheduling

The following reports and processes are used with block scheduling:

- The Term Roll Report (SSRROLL) has a parameter that allows you to roll block schedule codes from one term to another.
- The Scheduled Section Tally Report (SSRTALY) displays blocks associated with a CRN along with the information that has been previously reported.
- The Student Report (SGRSTDN) displays the student's block code.
- The Student Block Load Process (SGPBLCK) associates a group of students defined through population selection to a block code for an effective term.
- The Course Request Load Process (SFPBLCK) defaults the CRNs of a student's block code to the selected student's record on the Student Course Request Page (SFACREQ) for the effective term.

Sample process flow

1. Create block codes on the Block Code Validation Page (STVBLCK).

FL2010FRUD (Fall 2010, Freshman, Undecided)

FL2010SOBS (Fall 2010, Sophomore, Business)

FL2010JRNR (Fall 2010, Junior, Nursing)

2. Associate sections with the block codes for the effective term.

Use the Block Schedule Control Page (SSABLCK) or the Schedule Detail Page (SSADETL).

201010	FL2010FRUD	
	ENGL	100
	COMP	110
	BIOL	101
	HIST	100
201010	FL2010SOBS	
	BUAD	200
	MKTG	200
	MKTG	201
	ECON	200
201010	FL2010JRNR	
	GENE	300
	HCAD	300
	NURS	300
	BIOL	301

3. Assign students to block codes for the term online or through batch processing.
 - 3.1. Use the General Student Page (SGASTDN) or the Student Course Registration Page (SFAREGS) to assign students to block codes online.

3.2. Create a population selection for batch processing.

A population selection for the new freshmen might specify effective term, level, degree, and major. For example:

```
SGBSTDN_TERM_CODE_EFF      =    201010      AND
SGBSTDN_LEVL_CODE          =     01          AND
SGBSTDN_DEGC_CODE          =     00          AND
SGBSTDN_MAJR_CODE          =     0000
```

3.3. Run the Student Block Load Process (SGPBLCK) for that population to assign students to block codes.

4. Process block codes for students on the Student Course Registration Page (SFAREGS).

4.1. Check the **Process Block** check box, and then use Next Block.

This defaults the CRNs associated with the student's block code to SFAREGS. Regular registration processing can continue from this point. (Additional courses may be added, and all error checking is performed at this time.)

4.2. Create a population selection for batch processing.

A population selection can include effective term and block codes. For example:

```
SGBSTDN_TERM_CODE_EFF      =    201010      AND
SGBSTDN_MAJR_CODE          =    FL2010JRNR
```

4.3. Run the Course Request Load Process (SFPBLCK) for that population to process the block codes.

This populates the Student Course Request Page (SFACREQ) with the CRNs for the student's block.

To continue batch block scheduling, refer to the "Use Course Request and Scheduling" chapter in this handbook for more information and processing steps. You can also refer to the *Banner Student Course Request and Scheduling Handbook*.

Open Learning Sections

Open learning registration allows a learner to register for a class based on selected start and end dates rather than on a pre-defined term or part of term. This date-based approach is optional and works with Banner® Student's registration processing for enrollment and administrative purposes.

See the *Banner Open Learning Registration Handbook* for more information.

You can use the Class Schedule module with open learning courses as follows:

- Run reports using date ranges instead of a term.
- Establish de-centralized section level processing rules for registration, extensions, and refunding based on the individual learner's progress in the course.
- Expand fee assessment options using user-defined units (in addition to flat and per credit fees) and registration processing rules.
- Use free-format text to store information for class requirements.
- Store and display URLs for course content so students can make informed decisions when selecting the class that best suits their needs.
- Specify section-specific dates when registration is accepted outside of the current parts-of-term defined on SOATERM.
- Define instructional methods for courses.
- Specify the duration of the course for the course level and section level to determine the expected registration completion date for the learner.

Create duration units

Use the Duration Unit Validation Page (GTVDUNT) to create and maintain duration unit codes that are associated with the calculation of an expected completion date for courses and/or sections, such as SEM (Semester), WEEK (Week), DAYS (Days), or MTHS (Month). This calendar equivalent must be created to make sure that, regardless of when the learner elects to start the course, he/she has the same timeframe in which to complete it as other learners registering on different days. This does not reflect attendance hours.

For example, if the learner starts the course on January 1, and the course has a duration of six weeks (where a week equates to seven days), the learner's expected completion date for the course would be the 11th of February. Or, the course has a duration of ten units (where a unit equates to 30 days). Or, the course has a duration of one semester (which equates to x days).

The duration unit code is also used as an alternate method of assessing fees. For example, an institution may require that tuition at a rate of \$50 per week be assessed and

charged to the learner instead of an amount that is calculated by credit hours. This type of section level fee assessment can be used for self-paced sections of a course, allowing the learner to *buy* time in the course.

Other courses, such as continuing education, can also use this method of assessing fees where individual learner progress in a course, rather than static date ranges, is required for refunding purposes without the need to define a number of parts of term. Section level refunding rules would control any fee refunds in these instances.

Duration unit codes are only used when associated with open learning courses in the Schedule Page (SSASECT). The duration units can be established for a course in SCACRSE and are defaulted to the section record when it is created.

The calendar days information associated with the duration code is used to derive the student's expected completion date, if the learner has selected a start date when registering for the course. Conversely, the student can choose the expected completion date. In this case, the start date will be derived based on the duration days information.

The duration units are associated with the course duration information entered in the Basic Course Information Page (SCACRSE) for those courses that will be available for open learning registration.

This information is used in tandem with a numeric value representing the number of units (for example, 16 weeks). Duration unit codes cannot be deleted if they have been associated with a course or section.

Example duration unit code seed data

Code	Description	Days
WEEK	Weeks	7
MTHS	Months	31

Review and maintain open learning section default rules

Use the following steps to review rules for open learning sections.

1. Access the Open Learning Section Default Rules Page (SOAORUL).
2. Enter a term in the Key block.
3. Perform a Next Block function to access the Registration Date Defaults section of the page.

4. Review the rules for the term.
 - 4.1. Enter the start date, end date, census date 1, and census date 2, if needed.
 - 4.2. Select the **Section Override** check box to allow the update of start, end, and census dates on SSASECT for sections.
5. Access the Default Registration Status Code Definition section of the page.
6. Review the rules for the term, and enter any applicable information.
7. Access the Default Extension Processing Rules section of the page.
8. Review the rules for the term, and enter any applicable information.
9. Access the Default Refunding Rules Definition section of the page.
10. Review the rules for the term, and enter any applicable information.
11. Save the changes.

Create an open learning section

Before you create an open learning section, make sure all section-related rules and validation codes have been defined in Banner.

Use the following steps to create an open learning section of a course.

1. Access the Schedule Page (SSASECT).
2. Enter the term and ADD in the **CRN** field in the Key block.

You can also use the **Create** button, which populates ADD in the **CRN** field.
3. Click **Go**.
4. In the Course Section Information section of the page, and set the **Section Type** radio group to `Open Learning Section`.

Additional fields specific to open learning are displayed when the radio group is set to `Open Learning Section`, including:

- **Duration**
- **Duration Unit**
- **Maximum Extensions**
- **Registration Dates From**
- **Registration Dates To**
- **Learner Start Dates First**
- **Learner Start Dates Last**

The **OLR Rules** button discussed later in this section is also displayed.

5. Enter all applicable information in the Section Information including the subject code and course number.
 - The section will inherit the instructional method assigned to the course when the schedule type is entered or selected. If this association has not been made prior to the creation of the section, you will be required to enter this information for open learning sections.
 - The duration units and number of duration units are automatically defaulted if they are defined for the course on SCACRSE. If they are not defined, you are required to enter this information for open learning sections.
 - The part of term information is not required for open learning courses. It is not displayed when the **Section Type** radio group is set to `Open Learning Section`.
 - The registration from and to dates and start from and to dates are required. If the date record in the Open Learning Section Default rules Page (SOAORUL) is defined with the **Override (Indicator)** checked, those dates are defaulted and can be modified in SSASECT.
 - The registration dates default from SOAORUL and represent the period of time a learner may register in this section.
 - The start dates also default from SOAORUL and represent the date range the learner may actually start their course.
 - The census one and census two dates (if defined) are populated with the corresponding information from SOAORUL.
 - The maximum number of extensions that are granted to an individual student registered in this section defaults to zero and should be changed if the institution's policy permits the extension of the expected completion date.
 - When you are using the contract analysis functionality in the Faculty Load module, set the attendance method to a code defined as `Independent Studies` if the section will not have regular instructor/learner contact hours. This way the instructor will not be penalized in the daily and weekly contact hour calculations.
 - The lab, lecture, and other hours information are also displayed.
6. Save the open learning section.

At this time, a CRN is assigned, which replaces the word `ADD` in the Key block, and the appropriate registration status code, extension and refunding rules are created for the section and housed in SSARULE.

In addition, the Banner® Faculty and Advisor Self-Service indicators are set and used to control the display of midterm grades, final grades, and waitlists. The settings of these check boxes are defaulted to allow access and can be changed in the Section Web Controls Page (SSAWSEC).

7. Use the **OLR Rules** button to view or update the registration status code rules, refunding rules, or extension processing rules which are stored on the Schedule Processing Rules Page (SSARULE).

8. Access the Meeting Times section of the page to record scheduled meeting times or other scheduled events if needed.

It is not mandatory to establish contact times in the Meeting Times section of the page if the section has been defined as open learning (no part of term has been defined). You do need to have start and end dates.

- 8.1. When a course has a face-to-face component or when an online chat is available to students on a regular schedule, enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually.
- 8.2. Enter the meeting type for the purpose of the meeting. A meeting type of CLAS defaults into the **Meeting Type** field but may be changed to reflect the values in the Meeting Type Validation Page (GTVMTYP).

This information appears on the student's hardcopy class schedule or their Web schedule in Banner® Student Self-Service. For example, if there are regular chat sessions established for a Web-based course, these can be defined as such and then communicated to the student via their student schedule or via the Web.

9. Save the meeting time information.
10. Access the Instructor section of the page and assign an instructor or tutor to this section.

Due to the fact that the section has been defined as open learning, instructor IDs can be entered without the dependency of meeting time records (for open learning classes only).

- 10.1. Define the instructor as primary if appropriate.
- 10.2. Save the instructor information.
11. Access the Section Syllabus Page (SSASYLB) to enter syllabus information for display on the Web.
 - When syllabus information has already been entered for the course, this information can be copied from the Course Syllabus (SCASYLB) to the Section Syllabus (SSASYLB) using the **Copy Term Data** button. This button is in all sections of information on this page. Once the information is copied to the section, it can be updated.
 - If no course syllabus information has been stored, you can enter or cut and paste information into any of these fields. These fields store approximately one and one half pages of text.

12. Save the changes.
13. Access the Schedule Processing Rules Page (SSARULE) to review the defaulted open learning rules.
 - If the rule information that defaulted to the section from the Open Learning Section Default Rules Page (SOAORUL) is acceptable, or the information cannot be overridden, the section setup process is complete.
 - If no registration status codes, extension rules, or refunding rules were defined in SOAORUL, this information should be entered at this time to permit registration. All registration processes verify that the appropriate registration status codes and rules were set up here.

- To enter, update, or delete the extension processing rule, position the cursor on the status code record where **Extension** check box is checked, and use the Section Extension Processing Rules child records.
- To enter, update, or delete a refunding rule, position the cursor on the appropriate status code record, and use the Section Refunding Rules child records.



Note: If a requirement exists for all students to start on the same date, the start from/to dates can be set to the same date.

For example, when a continuing education class is defined with set meeting times, the start dates could be set to the first day of class. This allows all the benefits of an opening learning class to be used (such as section level rules) without the requirement to define specific parts-of-term.

14. Save the changes.

Registration record start and end dates

The Additional Registration Information Table (SFRAREG) is used with registration processing. One record is created for every registration, regardless of the type of section, through the registration processes. The record houses the start and/or end dates of the registration (the part of term start and end dates for traditional sections), and the assigned tutor (the primary instructor for the section).

For the assigned tutor information in SFRAREG, if the primary instructor has been redefined for a section with existing enrollments, the tutor assignment for all students registered in that section is updated to reflect the change. The same change occurs if the primary instructor is removed and a new instructor is assigned.

When a new section is created, a record in the faculty self-service display controls (SSBFSEC table) is created with a value of Y in the following fields:

- SSBFSEC_FAC_WAIT_LIST_DISP_IND
- SSBFSEC_FAC_MGRD_DISP_IND
- SSBFSEC_FAC_FGRD_DISP_IND

Change traditional section to open learning section

You can redefine an existing traditional section as an open learning section. However, you *cannot* redefine an open learning section as a traditional section. The open learning section must be manually deleted and recreated as a traditional section.

Before you update an existing traditional term section to be an open learning section, make sure all section-related rules and validation codes have been defined in Banner.

When you change a traditional section to an open learning section, remember the following:

- Once you change the **Section Type** radio group from `Traditional Term Section` to `Open Learning Section`, you *cannot* go back and forth between the two settings.
- If you change a traditional section to an open learning section, and you wish to discard your changes, *and* you have not saved the changes, you can start over on the page.
- Once you have saved the changes, you have updated the section to an open learning section. If you want to change the section back to a traditional section, you *must* create a new traditional section.
- When a waitlist maximum has been set on the traditional section, you *must* remove the waitlist maximum before switching the section to open learning. Otherwise, an error is displayed, as waitlisting is not available for an open learning course, and you cannot save the changes.

Use the following steps to update an existing traditional term section so it is available for open learning registration.

1. Access the Schedule Page (SSASECT).
2. Enter the term and CRN in the Key block.
3. Access the Course Section Information section of the page, and set the **Section Type** radio group to `Open Learning Section`.



Note: A section can only be changed from traditional to open learning when no registration records exist for the section.

4. Access the Section Information, and enter all applicable information including the subject code and course number.
 - 4.1. Enter the instructional method, registration from and to dates, start from and to dates, duration, and duration units. This data is required to identify this section as available for open learning registration.
 - 4.2. Remove the existing part of term information to ensure that the registration from and to dates will default from the Open Learning Section Default Rules Page (SOAORUL). It may be necessary to delete any meeting time or instructor assignments to accomplish this.
 - 4.3. Update the **Maximum Extensions** field if extensions are permitted for this section.
5. Save the changes to the section records.
6. Access the Meeting Time section of the page, and add any meeting time records (if required).
7. Save the changes to the meeting time information.

8. Access the Instructor section of the page, and identify the instructor that will be assigned to the registering students as the primary instructor, if there are multiple instructors assigned to the section. The student-tutor allocation process will ignore other instructor records at time of registration.
9. Save the changes to the instructor information.
10. Access the Schedule Processing Rules Page (SSARULE) to add the open learning rules.

Enter open learning section rules to permit registration. All registration processes verify that the appropriate registration status codes and rules were set up here.

10.1. Enter the term and CRN.

10.2. Click **Go**.

10.3. Enter data in the Section Registration Status Codes section of the page.

10.4. To enter the extension processing rule, position the cursor on the status code record where **Extension** check box is checked, and use the Section Extension Processing Rules child records.

10.5. To enter a refunding rule, position the cursor on the appropriate status code record, and use the Section Refunding Rules child records.

Set up section fee assessment, extension, and refunding rules for open learning courses

Before setting up section fee assessment, extension, and refunding rules for open learning courses, make sure the term control record has been established in SOATERM, and the required registration date values and registration status codes have been defined in SOAORUL.

Use the following steps to use section fee assessment, extension, and refunding rules with open learning sections.

1. Create CRNS using the Term Roll Report (SSRROLL) or through the Schedule Page (SSASECT) to default the appropriate registration, extension, and refunding rules to the section.
 - All new open learning sections (those sections defined with no part of term), are populated with section level registration dates. Registration status codes, extension rules, and refunding rules are defaulted, if they are defined on the Open Learning Rules Page (SOAORUL).
 - The registration from and to dates reflect the most appropriate registration dates as per section characteristics defined in SOAORUL. These rules are accessible using the Schedule Processing Rules Page (SSARULE).

- Modifications to the registration and learner start dates, registration status codes (if defaulted), extension rules (if defaulted), and refunding rules (if defaulted) are permitted if the original open learning rule can be overridden.
 - If the status codes and rules have not been set up to default in when a new section is created, the registration status codes, at a minimum, need to be established prior to registration processing. If no extensions are permitted for this section, it is not necessary to create an extension rule will.
2. Establish fee assessment information on the Section Detail Page (SSADETL).
 - When course level fees have been defined in the Course Detail Information Page (SCADETL), they are defaulted to the section when a new CRN is created. This is true when fees are defined in the Section Fees Assessment Control Page (SSADFEE). *If both are defined, both are defaulted.*
 - If sections were created before default values were defined in SSADFEE, and this information should be carried over to individual sections, run the Section Fee Population Process (SSPMFEE) to generate fee records.
 3. Use the track by CRN function and the assess by course function to track fees for a student.

Once established at the section level, the track by CRN function in the Term Control Page (SOATERM) will add the CRN number to all fee assessment transactions on the student's accounts receivable records.

The assess by course function on the Registration Fee Assessment Rules Page (SFARGFE) will do the same in the refunding process. This capability facilitates the tracking of fees to an individual registration record.

Default open learning rules to CRNs

After open learning rules are defined on SOAORUL, you can default the rules for sections to CRNs that are created after the rules have been established. Updates can only occur for open learning sections where no corresponding rules have been defaulted to or entered in SSARULE (the SSRRSTS, SSRRFND, and/or SSREXTN tables).

Use the Schedule Open Learning Rule Default Process (SSPRDEF) to default the rules to another term. This process uses the same rule defaulting criteria as when a new section is created. You can run the process in Audit or Update Mode.



Note: SSPRDEF must be run from job submission in Banner 8.x.

The report output displays the CRNs that were updated, the section characteristics from the rule used to create the SSARULE records, and the total number of records inserted into the SSRRSTS, SSRRFND, and SSREXTN tables. The report control information shows the term and run mode, as well as the count of sections that were updated.

See the *Banner Student Reports and Processes Handbook* or parameter information and report output samples.

Print Schedule

You can print a schedule of classes for students and a section tally for enrollment counts and waitlists for registration. You can also purge schedule data as needed.

Produce class schedules

You can print class schedules for a term after the course schedule information has been entered into the system. Use the Class Schedule Report (SSRSECT) to list all course section information required for the registration process, including the title, meeting days, meeting times, and instructors. This information can be used by students and advisors during the registration process for the upcoming term.



Note: SSRSECT must be run from job submission in Banner 8.x.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Review sections and enrollment counts

Use the Schedule Section Tally Report (SSRTALY) to list all sections for a term, with enrollment counts and seats remaining. The data can be for traditional sections or open learning sections. The output for the sections can be sorted in several ways: by subject and course order; by college, division, and department order; or by department, college, and division order.



Note: SSRTALY must be run from job submission in Banner 8.x.

Enrollment counts for past sections can be used to determine current capacity. You can also verify current enrollment counts during and after registration. The output shows the maximum, actual, and remaining waitlists for enrollment, as well as census two counts and blocks associated with a CRN.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Purge schedule data

Use the Schedule Purge (SSPSCHD) to purge class schedule and associated section information by term. Schedule data is not deleted when registration records exist for the term. It is recommended that the Registration Purge (SFPREGS) be run prior to running SSPSCHD.



Note: SSPSCHD must be run from job submission in Banner 8.x.

The purge process creates a new summary section history record in the SCRSECT table. The record includes subject code, course number, campus, schedule type, term, number of sections offered, total enrollment, total census enrollment, and activity date. This history record allows institutions to review the historical course section information.



Warning! *When a third party product is used for scheduling, you may need to rerun the purge process before you continue scheduling. The first time SSPSCHD is run, the SCRSECT table is populated with data for the purged records. After the table has been populated, if the report is a second time, data is not purged.*

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Reserved Seating

This section discusses using reserved seating including:

- what happens when a student meets multiple rules
- how the curricula hierarchy fits into the process
- how to enter rules to avoid duplicates
- setting up reserved maximums
- viewing reserved totals
- deleting reserved seats
- using the overflow option
- filtering on reserved seats for a CRN and term
- rolling reserved seats
- running a reporting script
- converting older rules

How reserved seating works

Reserved seats are set up in the Reserved Seats section of SSASECT. This can be done after enrollment information for non-reserved seats has been created for the section. You can reserve a group of seats in a section for a particular group of students. Reservations can be defined using curriculum and student components, including the primary and secondary curriculum. Admission, matriculation, and graduation terms are included. Enrollment counts for reserved and waitlisted actual, maximum, and remaining seats are displayed. Reserved, waitlist, and original section totals are also displayed. Values can be entered in the data elements for the rules, but once a rule has been saved, it *cannot* be changed. The rule must be deleted and re-entered.

Reserved seat rules processing checks data against Banner® tables.

- Curriculum data elements are checked against the SORLCUR and SORLFOS curriculum tables.
- Student attributes are checked against the SGRSATT table.
- Cohort data is checked against the SGRCHRT table.
- The admission and matriculation terms are checked against the SORLFOS table.
- The graduation term is checked against the SGBSTDN table.

Overflow checking is used during processing to check unreserved available seats when seats on the reserved rule are full. Students can register for those unreserved available seats when overflow checking is turned on.

When a student meets multiple rules

The reserved seats process attempts to place the student in the most restrictive rule that applies. The most restrictive rule is considered the rule with the most reserved rule components. The components for the reserved seats rule are checked in order as they appear in the Reserved Seats section of the page.

Rules are checked moving from left to right, and the data elements that appear to the left carry more weight on the rule. When the student meets rules with the same number of reserved rule components, left-most components are considered most restrictive. When a student meets multiple reserved seats rules that are equally restrictive, an attempt is made to place the student in the reserved rule the process finds first.

Example

If a student meets rule 1 with a level of UG and rule 2 with an attribute of A1, the student will be placed in rule 1.

If a student meets rule 1, where rule 1 has three data elements, and the student also meets rule 2, where rule 2 has three data elements, the student will be placed in the rule with the three elements that are listed left-most in the rule.

Once the process finds the most restrictive rule for the student, the student is placed in the reserved seats bucket, if seats are available in that rule. The reserved seats process does not check for additional restrictive rules that may apply to the student.

Reserved seats processing does not consider the *value* of the components, rather the *quantity* of components and/or the *location* of the components. The exception is curriculum components. See additional information regarding curricula hierarchy, below.

When the student meets a rule, that student is placed in the reserved seat or waitlist bucket for the rule when available seats exist. If no reserved seats are available in the most restrictive rule for which the student qualifies, the system looks at the setting of the **Overflow** check box.

- When the **Overflow** check box is unchecked (N), the student is not allowed to register for the course.
- When the **Overflow** check box is checked (Y), the student can register for an unreserved available seat in the course.
- When no unreserved available seats exist, the student is not allowed to register for the course.

Curricula hierarchy

The **Curricula** field is the exception to the above information. This field is used to determine which of the student's curriculum records should be checked against the reserved rule. When curriculum components are considered, the following hierarchy is used:

- Any or Null curricula are considered first.
- Primary curriculum is considered second.
- Secondary curriculum is considered last.

Example

When the student meets multiple rules based on curriculum components, the student is placed in the rule where the curriculum components are considered first. In the example below, the student would be placed in the first rule with the **Curricula** field set to Null or Any.

Level	Field of Study Type	Field of Study Code	Curricula	Attribute	Matriculation Term
UG	MAJOR	MATH	Null or Any	A1	200510
UG	MAJOR	ENGL	Primary	A2	200510

Rule data entry

Data entry of rules must be considered so that rules are valid and can be saved. Duplicate reserved rules cannot be saved. Please note that the **Curricula** field is not considered when determining equality. Therefore, the following rules are considered duplicates and will generate an error message. Only one of the following rules can be successfully saved.

Program	Field of Study Type	Field of Study Code	Curricula
BA-MATH	MAJOR	MATH	Primary
BA-MATH	MAJOR	MATH	Secondary

The following is another example of duplicate rules. Only one of the following can be saved.

Department	Field of Study Type	Field of Study Code	Curricula
	MAJOR	MATH	Null
	MAJOR	MATH	Any

Use reserved maximums

The **Reserved Max(imum)** and **Waitlist Maxi(mum)** fields can be modified by rule, for reserved or non-reserved seating. When waitlist maximums have been set up, the waitlist messages, which are displayed at registration, reflect that reserved seating is in place for the section.

Review reserved seats rules totals

Reserved seats rules totals are displayed separately in the Reserved Seats section of the page. These numbers are the totals for all the rules for the CRN. As the maximum reserved seats and maximum waitlist seats values are modified by rule, the totals will automatically be updated and displayed. These fields are display only.

The totals in the Reserved Seats section of the page reflect the totals from the Enrollment Details section of the page.

Delete reserved seats

The system tests for reserved seating each time the Reserved Seats section of the page is entered. You can only delete reserved seating when no enrollment exists for the reserved seating. When enrollment exists that meets the reserved seating requirement, you will not be allowed to delete reserved seating.

Use the **Delete Reserved Seats** button to delete all reserved seats rules if each reserved rule has zero (0) actual seats taken. This removes all the reserved seating information and returns the enrollment data to the section level.

Set overflow rule option

The **Overflow** indicator in the Reserved Seats section of the page is used to check unreserved available seats when seats on the reserved rule are full. Students can register for those unreserved available seats when overflow checking is turned on. When a student meets a reserved rule for which no reserved seats are available and the **Overflow** indicator is checked (set to \surd), an attempt is made to place the student in a non-reserved

available seat and successfully register the student for the course. If there are no non-reserved available seats, processing will use the reserved rule and issue capacity messages as usual.

When the **Overflow** indicator is checked (Y), students who meet a reserved rule but could not register because the maximum reserved seats value had been met are able to register for unreserved available seats. The overflow processing works as follows:

- When the **Overflow** indicator is unchecked (N) and no reserved seats are available, the student is not allowed to register for the course. The reserved rule is used to issue capacity messages.
- When the **Overflow** indicator is checked and no reserved seats are available, the student can register for an unreserved available seat in the course. The overflow option is allowed. The reserved rule is deactivated so that unreserved available seats can be used by students who would have normally met the reserved seats rule.
- When the **Overflow** indicator is checked and no reserved seats are available and no unreserved available seats exist, registration processing goes back and uses the reserved rule to issue associated capacity messages.
- When reserved seats rules are initially created, the **Overflow** indicator is unchecked (N).
- The **Overflow** indicator can be activated or inactivated at any time during registration.
- The **Overflow** indicator *cannot* be activated for the unreserved rule.
- When seats are full for reserved and/or unreserved rules and the student who meets a reserved rule is waitlisted, the student is waitlisted for the rule in which the requirements are met, whether the **Overflow** indicator is checked or unchecked.
- When the **Overflow** indicator is checked, it is used, regardless of the setting of the **Capacity** section option in SOATERM.

Overflow and waitlist automation

The reserved seats rule overflow option is also used by waitlist automation processing. If a seat becomes available on the non-reserved rule, then all students waitlisted in that rule and in reserved rules with the **Overflow** indicator checked are treated as a single waitlist, and the student with the highest priority is notified.

The setting of the **Overflow** indicator is not considered when the system attempts to waitlist a student. If a student meets a reserved rule where the waitlist is full and the **Overflow** indicator is checked, the student will not overflow into the waitlist on the non-reserved rule.



Note: Waitlist automation is discussed in detail in the “Registration” chapter of the *Banner Student User Guide*.

Use the Waitlist Automation Section Control Page (SSAWLSC) to set up waitlist controls by term and CRN for automatic student notification, waitlist registration error checking, display of student waitlist queue position in Banner® Student Self-Service, and student

notification deadline time period. CRNs that are defined as open learning courses cannot be used with this page.

Records must exist on SOAWLTC in order for section term controls to be defined on SSAWLSC. If no records exist in the SSBWLSC table, values from the SOBWLTC table will be defaulted in. Use the **Process Default** button to copy the settings to a new term based on the data on the Automated Waitlist Term Control Page (SOAWLTC).

- When the **Automatic Waitlist Notification** check box is unchecked, automated waitlist notification processing is not used for the CRN.
- When the **Use Waitlist Registration Error Checking** check box is unchecked, waitlist registration checking from SOAWLTC is not used, and no checking takes place for the CRN.

Set up waitlist automation section rules

Use the following steps to set up rules for waitlist automation for the section.

1. Access the Waitlist Automation Section Control Page (SSAWLSC).
2. Enter a term and CRN in the Key block.
3. Click **Go**.
4. Do the following in the Waitlist Controls section of the page.
 - 4.1. Select the **Automatic Waitlist Notification** check box to activate automatic waitlist notification for the CRN.
 - 4.2. Select the **Use Waitlist Registration Error Checking** check box to perform error checking for the CRN.

Registration error checking uses the settings from SOAWLTC.
 - 4.3. Select the **Show Waitlist Position on Student Self-Service** check box to display a student's position on the waitlist for the CRN in Self-Service.
 - 4.4. Enter the number of hours the process waits before the available seat notification expires.
5. Save the changes.

Set up waitlist automation term rules

Use the following steps to set up rules for waitlist automation by term.

1. Access the Automated Waitlist Term Control Page (SOAWLTC).
2. Enter a term and CRN in the Key block.
3. Perform a Next Block.
4. Do the following in the Waitlist Control section of the Waitlist Term Control section of the page.
 - 4.1. Select the **Automatic Waitlist Notification** check box to activate automatic waitlist notification for the term.

- 4.2. Select the **Show Waitlist Position on Student Self-Service** check box to display a student's position on the waitlist for the term in Self-Service.
- 4.3. Enter the number of hours the process waits before the available seat notification expires.
- 4.4. Select the **On-line Waitlist Notification** check box to enable waitlist notification during registration.
5. Access the Notification Indicator information in the Waitlist Term Control section of the page.
6. Specify who should receive notification (student, primary instructor, primary advisor, registrar), and select the corresponding HTML letter.

When the registrar is selected to be notified, enter the Banner ID.
7. Enter the e-mail host.
8. Access the Waitlist Registration Error Checking section of the page.
 - 8.1. Select the student options for which error checking includes waitlisted courses.

The settings for the student options are defaulted in. If no waitlist control records have been defined for the term on SOAWLTC, the error checking process uses the settings on SOATERM.
 - 8.2. Select the error severity of the section options.
9. Save the changes.



Note: The remaining data for waitlist course selection, waitlist priority rules, and waitlist exclusion rules can be set up during registration.

Filter reserved seats

The Reserved Seats Inquiry Page (SSIRESV) is used to query and view all reserved seats rules for a term and CRN combination. Rules are displayed in their entirety, and multiple rules are displayed for a section. This page can be accessed from SSASECT.



Note: SSIRESV must be run from job submission in Banner 8.x.

Data is filtered are based on the **Term** and **CRN** fields in the Key block. The Reserved Seats section of the page displays the rules that are returned by the filter for the term and CRN. You can also filter data for curriculum, student, and enrollment rule elements. Rule components are displayed in the same order as in the Reserved Seats section on SSASECT. The fields in the Reserved Seats Totals information are display only.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Roll reserved seats

The Term Roll Report (SSRROLL) rolls the data elements from the Reserved Seats section of SSASECT when reserved seats are rolled to a new term. The setting of the **Overflow** indicator for the rule is also rolled to the new term.



Note: SSIRESV must be run from job submission in Banner 8.x.

The optional sssrresv.sql script is used to set the **Overflow** indicator to checked (Y) or unchecked (N) for all CRNs for a term. The overflow options can be reset using the delivered script or can be updated manually after the roll has been performed.



Note: When SSRROLL is run and the SSRRESV records are created for the new term, the user ID for the user that runs SSRROLL will be the user ID that populates the new SSRRESV table records.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Run reserved seats rules script - srssrresv.sql

The `srssrresv.sql` PL/SQL script can be run like a report. It selects all reserved seats rules by term and CRN. The script resides in the SQL*Plus directory.

The script uses the following prompts:

- Term (Required) - Enter the term for the reserved seats rule.
- CRN (Optional) - Enter the CRN for the reserved seats rule.
- Date (Optional) - Enter the date the report is being run.

The output includes:

- Report Name
- Date
- Term Code
- CRN
- Subject
- Course Number
- Enrollment Detail (seat counts) for the CRN
- Reserved Rules detail, including the **Overflow** indicator setting associated with each rule

- Reserved Detail (seat counts for the rule)

The output pages break on the CRN and print the sum of the seat counts for each CRN, based on the rules for the CRN. The display order of the rules within a term and CRN follows the sort order of the fields that make up the rule from left to right.

Convert existing reserved seats rules

Prior to Release 8.0, reserved seats rules were constructed using level, major, and class. Only the primary curriculum was checked during registration processing to determine which reserved seat rule was met by the student. During the upgrade to Banner® Student 8.0, existing reserved seat rules were converted as follows, to ensure that all rules continue function as they did previously.

- Reserved seat components were set to `Null`.
- The **Overflow** indicator was unchecked (N).

(An optional script was delivered to set the **Overflow** indicator to checked (Y) or unchecked (N) for all CRNs for a term.)

- When an existing rule contained a major value (from STVMAJR), the **Field of Study Type** field was set to MAJOR, and the **Field of Study Code** field was populated with the existing major value.
- When the **Major** field (now the **Field of Study Code** field) was `Null` in the existing reserved rule, both **Field of Study Type** and **Field of Study Code** were set to `Null`.
- When an existing rule contained a level or a major, the **Curricula** field was set to `Primary` to preserve prior registration processing that only checked the primary curriculum.
- When an existing rule used only class, the **Curricula** field remained `Null`.

Set available seats to zero

Use the Available Seats to Zero Process (SSRASTZ) to modify the available seats for a CRN by setting the number of available seats to zero. This process can be run for a term or part of term for CRNs by campus, subject, and course number. You can also use Audit or Update Mode.



Note: SSRASTZ must be run from job submission in Banner 8.x.

The process changes the maximum enrollment for a section (SSBSECT table) to the same value as the number of students that are registered in the section. If reserved seats exist (SSRRESV table), that capacity is also reduced for each rule.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Section Fee Assessment

This chapter discusses fee assessment for section fees for courses, tuition and fee waivers, and processing section fees.

Create course fee assessment rules

Use the Section Fee Assessment Control Page (SSADFEE) to build fee assessment rules for sections by term. Rules are based on schedule type and level. Once the rules have been defined, they are defaulted to the section based on the schedule type and level entered in the Section Fees section of the Schedule Detail Page (SSADETL).

When regular fee assessment processing should be bypassed for the section, two settings must be selected.

- Check the **Tuition and Fee Waiver** check box on the Schedule Page (SSASECT).
- Check the **Override** check box on the Registration Fee Assessment Rules Page (SFARGFE).

When the section fee assessment process is used, the system stores the course reference number with the account detail information generated for the section. This allows the institution to use the Tuition and Fee Analysis by Course View (SFVTFAN) to report tuition income.

User the following steps to build fee assessment rules by section.

1. Access the Section Fee Assessment Control Page (SSADFEE).
2. Enter the term in the Key block.
3. Click **Go**.
4. Enter the section fee, student curriculum, and student rule information.
The schedule type, level, detail code, amount, and fee type are required.
5. Save the changes.

Analyze tuition and fees by course

The Tuition and Fee Analysis by Course View (SFVTFAN) is a Banner® view used to monitor the tuition income for those sections which are assessed using course fee assessment rules by level.

The following rows are in this view:

SFVTFAN_TERM_CODE
SFVTFAN_CRN
SFVTFAN_SUBJ_CODE
SFVTFAN_CRSE_NUMB
SFVTFAN_SEQ_NUMB
SFVTFAN_DETAIL_CODE
SFVTFAN_DCAT_CODE
SFVTFAN_ADMT_CODE
SFVTFAN_DEGC_CODE
SFVTFAN_LEVL_CODE
SFVTFAN_RSTS_CODE
SFVTFAN_CRSE_TITLE
SFVTFAN_INSTR_NAME
SFVTFAN_TRAN_NUMBER
SFVTFAN_AMOUNT

Set up tuition fee waivers

Use the **Tuition and Fee Waiver** indicator on the Schedule Page (SSASECT) to indicate that a section does not have customary tuition and fee charges. When the indicator is checked, the section is exempt from tuition and fees which can be overridden.

Overrides are defined on the Registration Fees Process Control Page (SFARGFE). When the **Override** indicator on SFARGFE is checked, all fee assessment rules which can be overridden will ignore the billing hours for the section during registration fee assessment. When the **Override** indicator is not checked, all fee assessment rules on SFARGFE will apply.

When a fee is charged for a course (other than customary tuition and fee charges), check the **Tuition and Fee Waiver** indicator on SSASECT when a section fee is assigned on the Schedule Detail Page (SSADETL). To assign a section fee, enter the section fee and the amount. The amount can be for a flat fee or per credit hour fee, based on the fee code.

You can also specify a level for a section fee. This is the level at which the course is taken. This allows you to charge different or additional fees when the section is taken at different levels. When no level is specified, the rule applies to all levels. When tuition waivers have been set up at the catalog level, the rules default to the section for all levels when the level is *Null*. The default catalog rules can be modified for each section as needed.

Once a waiver has been created for a section and enrollment has begun, the setting of the **Tuition and Fee Waiver** indicator should not be changed, so that fees are assessed correctly. The setting of **Tuition and Fee Waiver** indicator is not considered by the system during the registration fee assessment process. Therefore, if a section has a waiver assigned and a student registers for the course, the student is given the waiver. However, if at a later date the setting of the **Tuition and Fee Waiver** indicator is changed, even if this student is re-processed via registration fee assessment, the student may not be charged correctly, because the indicator was already been set.

Populate section fees

Use the Section Fee Population Process (SSPMFEE) to examine the course/section characteristics defined in SSADFEE, determine the applicable sections based on those characteristics, and insert the appropriate records in the SSRFEES table. When the appropriate section is selected, the fee definition contained in SSADFEE is used to create a new fee record in the SSRFEES table.



Note: SSPMFEE must be run from job submission in Banner 8.x.

Records are only inserted when no section level fees have already been defined. When fee entries already exist in the SSRFEES table, no new records are inserted, and no existing records are updated.

The report output displays the CRNs that were updated, the section characteristics from the fee used to create the SSRFEES records, and the total number of records inserted into the SSRFEES table. The section characteristics include department, college, campus schedule type, and instructional method. The fee information includes level, detail code, amount, and fee type. The report control information shows the term and run mode, as well as the count of sections that were updated. You can run the process in audit or update mode.

When the appropriate section is selected, the fee definition contained in SSADFEE is used to create a new fee record in the SSRFEES table. The report control information shows the term and run mode, as well as the count of sections that were updated.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Use Course Request and Scheduling

This chapter contains step-by-step instructions for running Course Request and Scheduling processing. Refer to the *Banner Student Course Request and Scheduling Handbook* for a module flowchart and detailed parameter and report information.



Note: Course request processing is performed in Banner 8.x.

Course Request operating steps

Use the following steps to process course requests for students.

1. Enter the student's course requests on the Student Course Request Page (SFACREQ), or load the request data to the SFBCREQ Oracle table using the ORACLE*Loader Utility.
2. Run the Course Request Load Process (SFPBLCK) for a selected population.
3. Run the Course Request Edit Report (SFPCREQ) batch program to validate the student's course request information.
4. Review the report for error conditions (such as, student not admitted for this term or ID does not exist).
5. Correct and rerun SFPCREQ until satisfactory results are obtained.

At the time that course requests are entered online through the Student Course Request Page (SFACREQ), the system validates that the CRN exists but does not check for holds, level restrictions, and so on. It is only after the Course Request validation process has been run through SFPCREQ that you can detect these errors on the Course Request Edit Report (SFPCREQ).

6. Access the Student Course Request Page (SFACREQ) for each of the students listed on the Course Request Edit Report (SFPCREQ), and make any necessary corrections.



Note: The **Status** indicator is checked for every course request combination (primary/alternate) that has passed the initial validation criteria. The requests that are not valid have an unchecked **Status** indicator. If the request has not yet been run through the Course Request validation process, the **Status** indicator is blank.

7. Enter parameter values in job submission, and run the job SCTH1000 to extract course request and bio/demo data from Banner.
8. Review the Control Report for errors before continuing.
9. Enter parameter values in job submission, and run the job SCTC1000 to extract course schedule data from Banner.

10. Review the Control Report for errors before continuing.
11. Enter parameter values in job submission, and run the job SCTC1500 to create the SFBREST and SFBSECT Oracle tables.

These tables contain restriction and relative course information for each section extracted from Banner.

12. Review the Control Report for errors before continuing.
13. Enter parameter values in job submission, and run the job SCTC2000 to begin the course request process.

This process produces an Update Change Register (Audit Trail) that can be used to validate that the proper requests have been processed and to detect errors (such as time conflicts, level restrictions, and so on) in a student's course request set.

If changes are made to the student's requests using Banner, it will be necessary to re-run from Step 3.

14. Review the Control Report for errors before continuing.
15. Enter parameter values in job submission, and run the job CRQC3000 to produce selected reports from the course request process.
16. Review these reports and make corrections if necessary.

If changes are made to Banner, the process must be re-started from Step 3. When you are ready for the final run of course request (you are satisfied with the results and have no further changes to make to Banner), be sure the Create Registration File parameter is set to \surd . This option creates the input for Student Scheduling.

Scheduling process operating steps

This section provides step-by-step instructions for running the Schedule Process. Refer to the *Banner Student Course Request and Scheduling Handbook* for a module flowchart and detailed parameter and report information.

Before starting be sure you have completed the steps outlined in the Course Request operating steps.

Use the following steps to process student scheduling.

1. Enter parameter values in job submission, and run job SCTD0600 to begin the Student Scheduling.
2. Review the output from this process, and if no errors are encountered, continue to the next step.

If you make changes to the Banner data, then you must re-run the Course Request processing steps.

3. Enter parameter values in job submission, and run job SCHC3000 to produce selected reports from the Student Scheduling process.

4. Review these reports and make corrections.

If you make changes to the Banner data, then you must re-run the Course Request processing steps.

At this point the Scheduling process has been completed.



Note: Once the load has been run for a student, that student's requests cannot be re-run.

Load data to Banner Registration

Use the following steps to load the data from Scheduling to the Banner Registration module.

1. Start up ORACLE*SQLldr using the `stucreq.ctl` control file and the enrollment file `d1520.dat` as input.
This process creates an interim Oracle registration table, SFRFREQ, that is used as input for the next step.
2. Run the Course Request Update (SFPFREQ) batch program to load the course request and schedule data to the Banner registration tables and update the section counts.
3. Review the Audit Trail for errors.

Third Party Automated Scheduling

You can use third party scheduling products with Banner Class Schedule processing. This chapter discusses using the Schedule25/Model25 automated scheduler product. Automated scheduling allows you to perform the following tasks:

- Generate a campus profile for physical features, partitions, departments, and rooms, and create a control file.
- Capture this information in the Course Catalog and Class Schedule modules and the generate a class descriptor file.
- Extract the Banner data to create all files required to interface to the scheduling tool.
- Create a work file and then view/update extraction data to maintain the file.
- Integrate classroom assignment information from Schedule25.

Assignments made by Schedule25 can be viewed, accepted, or rejected. Accepted assignments can be loaded into Banner.



Note: Automated scheduling is performed in Banner 8.x. Only the SSASBSH, SSASECT, and SCACRSE pages are available in Banner 9.x.

Set up and run automated scheduling

Use the following steps to set up and run third party automated scheduling.

Step 1. Create validation table entries

1. Define partition codes (groupings or categories of buildings and/or rooms) for your school or campus on the Scheduling Partition Validation Page (GTVPARS). Use a code of 00 for the default partition.

Partition codes are optional, but can be helpful in the scheduling process by providing preferred placement of classes in a geographic area of the school. Partition codes are not extracted to the Scheduler software. However, the Schedule25 Rooms file requires that each room have a partition.

The partition can be placed at various levels:

- on the subject (referred to in Schedule25 documentation as department)
- on the course
- on the section
- on the meeting time for the section

- on the building
- on the individual room



Note: You can add a campus code to a partition.

When a new partition code and description are entered and saved, a sequence number is generated if the **Scheduler Sequence (Number)** field is `Null`. This provides a unique identifier that will, in turn, be used in the Schedule25 algorithm.

You can also define the scheduler number for the appropriate partition codes on GTVPARS using the **Scheduler Sequence (Number)** field.

2. Define room attribute codes on the Building/Room Attribute Code Validation Page (STVRDEF).
 - 2.1. Use the **Auto Schedule** check box to indicate which sections to extract for input into the Schedule25 process when the schedule type is assigned to a CRN. This check box also controls the operation of the **Scheduler Number** field.

When the **Auto Schedule** check box is checked, **Scheduler Number** field is automatically populated with a unique one-up number, if the Schedule25 Code is null when the attribute record is saved. Otherwise, the user can enter a unique one-up number. When the **Auto Schedule** check box is unchecked, the **Scheduler Number** value will be blank.
 - 2.2. Use the Resequence item in the Options Menu to resequence the value in the **Scheduler Number** field. This process overwrites the existing code and replaces it in sequence starting with a value of 01.



Note: Although the **(Attribute) Code** is primarily used with classroom requirements, it is also used to populate the Schedule25 files.

- 2.3. Use the Room Attribute Sequence Update Process (SSRATSQ) to automatically populate the sequence number of the room attribute information in the STVRDEF table. This process can be run at your discretion to populate values, resequence existing values, or delete all values and can sort the information by alpha or numeric organization.
3. Define which schedule types are eligible to be scheduled on the Schedule Type Code Validation Page (STVSCHD).

Use the **Automatic Scheduler** check box to indicate which sections to extract for input into the Schedule25 process when the schedule type is assigned to a CRN. When this indicator is checked, only sections with a schedule type defined to have classes automatically scheduled will be extracted.
4. Ensure that scheduling status codes have been loaded to the Scheduling Status Code Validation Page (GTVSCHS).

Schedule25 status codes are maintained on GTVSCHS. The codes control whether the section is to be scheduled and listed. The following codes are required by Schedule25 for assignment and are delivered as seed data:

Code	Description
NSM	Class needs a room assignment.
1SM	Class needs a room assignment and has a preferred first choice room indicated in the Room Name field. This code limits the initial pool of candidate rooms in the assignment algorithm.
WSM	Class needs a room assignment and must be assigned with the preceding NSM or 1SM record to the same room at the same time (cross-listed).
RSM	Class is related to the preceding NSM or 1SM record and must be assigned to the same room but not at the same days/time.
NXM	Class needs a room assignment and can share a room with another class whose times overlap with it (can be double-booked).
1XM	Class needs a room assignment, has a preferred first choice room indicated in the Room Name field, and can share a room with another class whose times overlap with it (can be double-booked).
RXM	Class is related to the previous NXM or 1XM record and must be assigned to the same room at the same or overlapping times.

The following codes are required by Schedule25 for pre-assignment and are delivered as seed data:

Code	Description
ASM	Class has a room assignment that was created manually or in another system, such as the student information system.
AXM	Class has a room assignment that was created manually or in another system, and the class time span overlaps part of all of the time span of another class assigned to the same room (double-booking or intentional conflict).
HSM	Set of home cross-listed classes pre-assigned to the same room at identical days and times.
VSM	Set of visitor cross-listed classes pre-assigned to the same room at identical days and times.
5SM	Schedule25 assigned the class to a room during a previous run.

Code	Description
5XM	Schedule25 assigned the class to a room, and it is double-booked with another class.

Step 2. Define the campus

This step is not required. If partitions are not used for classroom allocation at your institution, you can skip this step.

1. Assign a partition code on the Building Definition Page (SLABLDG) to those buildings containing classrooms to be used in the class assignment process.

Use the **Partition** field in the Building Definition section of the page. Valid values come from GTVPARS. All room records created after this update will automatically receive this partition code.

The partition code defaults to the room when new entries are created on the Room Definition Page (SLARDEF). If the partition code is changed, it will not affect existing room definitions but will be reflected in any new room records that are created.

- If all rooms in a building are considered as one partition, then the partition code can be defined at the building level, rather than at the individual room level, to save data entry.
- If a building is divided into several partitions, the partition code should not be assigned to the building but should be entered for the individual rooms.
- If the majority of rooms within a building constitute one partition, you can record the partition on the building and override the applicable code for rooms not considered part of the “building” partition.
- The extract process reads the partition from the room definition. If a partition code is not established on the room record, the partition code defined on this page is retrieved.

2. Assign a partition code to a classroom on the Room Definition Page (SLARDEF). Existing room records (such as rooms defined after a partition code was assigned to the building record) do not need to have this code entered unless this classroom requires an override of the building default.

- 2.1. Use the **Partition** field in the Room Definition section of the page define an appropriate partition code for the room and provide a way to group rooms for scheduling purposes. Valid values come from GTVPARS.

When a partition code has been defined for the corresponding building record, the building partition code will default into this field. You can change the displayed value.

The extract process will first read the partition from the room definition. If a partition code is not established on the room record, the partition code defined for the building will be retrieved.

- 2.2. Use the **Begin Time** and **End Time** fields in the Room Inactivation section of the page to enter the times that the room will be unavailable to schedule classes. Enter the time in military format.

The end date and end time must be greater than the start date and start time. Also, start dates and times cannot be entered without end dates and times. The reverse is also true. These checks avoid diagnostic errors in the Schedule25 software.

- 2.3. Use the check boxes for the days of the week (**Mon, Tues, Wed, Thu, Fri, Sat, Sun**) to enter the days that the room will be unavailable to schedule classes.

A room may be de-activated in the following ways:

- If the room is unavailable every day for a particular time period, you need to enter the appropriate start and end dates.
- If the room is unavailable for a particular period of the day, the effective start and end dates need to be entered, as well as the start and end times of the inactivation.
- If the room is unavailable on a specific day of the week for a given time period, the day of the week is checked, and the affected start/end dates are entered.

The room inactivation records result in the creation of phantom classes in the Scheduler Extract with a pre-assigned status that prevents class assignments. These phantom classes contain a CRN of 99999 and a course number of 9999.

Step 3. Define room attributes and characteristics for classrooms

This step is not required. If determining room allocation according to room characteristics is not used at your institution, you can skip this step.

1. Identify room attribute codes to be used in the scheduling process using the **Auto Schedule** and **Scheduler Number** fields on the Building/Room Attribute Code Validation Page (STVRDEF).
2. Assign the classroom characteristics in the Room Attributes section of the Room Definition Page (SLARDEF) by selecting attribute codes defined as “auto schedule” on STVRDEF. (**Auto Schedule** check box is checked.)

For example, if a room is characterized as “wheelchair accessible” or has “lab equipment” or “audio visual equipment”, this information should be associated with the room. Assigning classroom characteristics ensures that classes requiring these attributes are allocated to the appropriate classroom.

3. If a classroom will be unavailable for scheduling for all or part of the term, use the Room Inactivation section of SLARDEF to identify the dates, times, and/or days of the week that classes should not be booked into these rooms.

Step 4. Record class location and required room characteristics at the subject level

Assign partition and room attribute preferences at the subject level on the Subject Scheduling Rules Page (SSASBSH). These preferences are used during the extract process as the basis for the meeting time records.

These preferences represent the base requirements and are applicable for all sections created for this subject. These values can be overridden (but not excluded) in the next step if required.

Assign partitions

When partitions are used as a determining factor in room scheduling, do the following.

1. Define partition preferences at the subject level using the Partition Preferences section of SSASBSH.
2. Define partition preferences at the course level using the Partition Preferences section of the Basic Course Information Page (SCACRSE).

Use the Partition Preferences section of the page to inform the Scheduler software that classes for related CRNs should be assigned to a particular location on campus and to provide the option to state the room scheduling preferences for the course. The partition preferences defined on the catalog record are defaulted to the CRN when new sections are created.

When the partition preference code in the Catalog module is blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from STVRDEF.

The **Preference (Number)** field accepts the entry of a two digit number from 0 – 99. Valid values for automated scheduling are 01, 02, 03, or 04. A preference number of 01 is considered highest priority by the scheduling software. Multiple records for the same preference number can be entered.

Use the **Copy Term Data** button to copy preferences from one term range to another.

3. Define partition preferences at the section level using the Partition Preferences section on the Schedule Page (SSASECT).

When the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from GTVPARS.

The **Preference Number** field accepts the entry of a two digit number from 0 – 99. Valid values for automated scheduling are 01, 02, 03, or 04. A preference number of 01 is considered highest priority by the scheduling software. Multiple records for the same preference number can be entered.

4. Define partition preferences at the class level using the Partition Preferences section of the page that has child records of the records in the Meeting Times section of SSASECT. For example, English classes are always held in a particular building.

When the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from GTVPARS.

The **Preference Number** field accepts the entry of a two digit number from 0 – 99. Valid values for automated scheduling are 01, 02, 03, or 04. A preference number of 01 is considered highest priority by the scheduling software. Multiple records for the same preference number can be entered.

Assign room attributes

When room attributes are used as a determining factor in room scheduling, do the following.

1. Define room attribute preferences at the subject level using the Room Attribute Preferences section of the Subject Scheduling Rules Page (SSASBSH).
2. Define room attribute preferences at the course level using the Room Attribute Preferences section of SCACRSE.

Room attributes (such as blackboard, projector, overhead) facilitate the needs of the instructor.

When the room attribute preference code in the Catalog module is blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from GTVPARS.

The **Preference (Number)** field accepts the entry of a two digit number from 0 – 99. Valid values for automated scheduling are 01, 02, 03, or 04. A preference number of 01 is considered highest priority by the scheduling software. Multiple records for the same preference number can be entered.

Use the **Copy Term Data** button to copy preferences from one term range to another.

3. Define room attribute preferences at the section level using the Room Attribute Preferences section of SSASECT.

Room attributes (such as blackboard, projector, overhead) ensure that the proper equipment is also assigned to the room.

When the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from STVRDEF.

The **Preference (Number)** field accepts the entry of a two digit number from 0 – 99. Valid values for automated scheduling are 01, 02, 03, or 04. A preference number of 01 is considered highest priority by the scheduling software. Multiple records for the same preference number can be entered.

4. Define room attribute preferences at the class level using the Room Attribute Preferences section of the page that has child records of the records in the Meeting Times section of SSASECT. For example, English classes always need an overhead projector.

Room attributes (such as blackboard, projector, overhead) ensure that the proper equipment is assigned to the room.

When the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from STVRDEF.

The **Preference (Number)** field accepts the entry of a two digit number from 0 – 99. Valid values for automated scheduling are 01, 02, 03, or 04. A preference number of 01 is considered highest priority by the scheduling software. Multiple records for the same preference number can be entered.

5. Assign a scheduling status code to a class or meeting time using the **Auto Scheduler** field in the Meeting Times section of SSASECT.

- The **Auto Scheduler** field is used to display the assignment code for the meeting time, indicate whether the meeting time should be scheduled by Schedule25, and provide the scheduling needs of the class, such as cross-listed. Valid values come from GTVSCHS.

Meeting times with a pre-assigned status are processed without regard for blackout times in the pre-assigned room.

- The **Partition Details** check box is display only. This check box is checked when meeting time partition preferences have already been defined for this meeting time. Unchecked indicates there are no preferences.
- The **Room Attribute Details** check box is display only. This check box is checked when meeting time room attribute preferences have already been defined for this meeting time. Unchecked means there are no preferences.

Roll partition, preference, and room attribute information

Use the following parameters on the Term Roll Report (SSRROLL) to roll partition, preference, and room attribute information to another term.

- Roll Partition Codes (Required) - Enter Y to roll the partition codes or N to not roll the codes. The default is Y.
- Roll Room Attributes (Required) - Enter Y to roll the cross room attributes or N to not roll the attributes. The default is Y.
- Roll CRN Scheduler Stat Code (Required) - Enter Y to roll CRN scheduler status codes or N to not roll the codes. The default is Y.
- Roll Meeting Time Part Pref (Required) - Enter Y to roll meeting time partition preferences or N to not roll the preferences. The default is Y.
- Roll Meeting Time Room Attrib (Required) - Enter Y to roll meeting time room attribute preferences or N to not roll the preferences. The default is Y.

Delete partition and room attribute preferences

Use the Schedule Purge Process (SSPSCHD) to delete the partition (SSRSPRT, SSRMPRT) and room attribute preference (SSRSRDF, SRMRDF) table entries.

Step 5. Record class location and room characteristic overrides at the course, section, or meeting time level

You can also define partition preferences at other levels, but course, section, and meeting time levels are viewed as overrides to the requirements set at the subject level.

1. Set course preferences in the Partition Preferences section of SCACRSE. Preferences apply to all sections and meeting times created for this course.
2. Set section preferences in the Partition Preferences section of SSASECT. Preferences apply to all meetings times created for this section.

3. Set meeting time preferences in the Partition Preferences section of the page that has child records of the records in the Meeting Times section of SSASECT. Preferences apply to individual meeting times *only*.

The extract process looks at the meeting time preferences first, then the section, and finally the course preferences to record overrides to the subject level definitions.

For example, if overrides were identified at the section level, no meeting time preferences would be entered, which would cause the extract to look for section preferences. Having found those records, no further search would be conducted. If course preferences were also defined, they would not be picked up for the creation of the Class Descriptor records.

Step 6. Complete the class setup

After meeting time records have been created on SSASECT, complete these steps for classes that require classroom allocation.

1. Identify those schedule types that are eligible to be scheduled through the use of the **Automatic Scheduler** check box on STVSCHD.
2. Ensure that the seed data is loaded into GTVSCHS. These codes will be attached to those meeting times requiring classroom assignment via Schedule25.
3. Assign an appropriate scheduling status code to a class and/or meeting time record using the **Auto Scheduler** field in the Meeting Times section of SSASECT.

This scheduling status code should reflect the action that the scheduling tool must accomplish, such as “needs a classroom assignment”.
4. Ensure that the schedule type for the section has been marked as eligible by checking the **Automatic Scheduler** check box in STVSCHD.

Step 7. Extract data from Banner

1. Define the control records required by Schedule25 for the terms to be processed in the Scheduling Tool Interface Control Page (SSACTRL).

SSACTRL is used to enter and update the control file parameters necessary to run Schedule25. *SSACTRL is available in Banner 8.x.*
2. Create a subject code to be used in the creation of a room inactivation “phantom class” in the Subject Code Validation Page (STVSUBJ).
3. Run the Schedule25 and Work File Creation Process (SSRSCRW) for the required term(s) and/or campus(es).

See the “Reports and processes” topic that follows for parameter and file creation information.
4. Review the extracted data in Scheduler Work Page (SSASCHW). Any modifications or corrections should be made in Banner, and then the extract should be run.

SSASCHW is used to:
 - view data from Banner prior to being submitted to Schedule25
 - preview the results of Schedule25 prior to its integration into Banner*SSASCHW is available in Banner 8.x.*



Note: Preference records are not viewable.

Step 8. Review scheduler output

Schedule25 produces multiple reports from listings of classes placed, classes not placed, placement analysis, and rooms still available for placement to process diagnostic messages (exception or error messages).

See the third party *Schedule25 Process Manual* for report descriptions and examples.

Step 9. Update work table and review the results

1. Run the Scheduler Work Table Update Process (SSRSCUP).

See the “Reports and processes” topic that follows for parameter information.

2. If necessary, review the data returned from Schedule25. Updates to a select few fields are possible but should be done with great caution.
3. You can produce a report of what the meeting time information would likely be, prior to actually saving the information to the SSRMEET table, by running the Class Schedule Report (SSRSECT).

The Use Scheduler Results parameter to interject the work file information (for successful room assignments). This allows you to preview the report with newly scheduled information prior to updating the SSRMEET table. It also serves as an optional test phase for the schedule processing. Data from SSTSCHW is not displayed when the Update Indicator in the table is N.

Step 10. Update class records in SSRMEET

1. Run the Building/Room Update Process (SSRSCMT).

See the “Reports and processes” topic that follows for parameter information.

2. If the update is successful, the **Update (Indicator)** will be updated on the Scheduler Work Page (SSASCHW).
3. If a record has not been updated in Banner, you need to determine the reason. It may be necessary to manually update the meeting time record if the meeting time record in Banner has been changed since the extract process was run.

Step 11. Purge work table entries

Run the Scheduler Work Table Purge Process (SSRSCPR) for the appropriate term and/or campus to purge records from the Scheduler Work Table (SSTSCHW).

See the “Reports and processes” topic that follows for parameter information.

Reports and processes

The following processes are used only with automated scheduling:

- Schedule25 Work File Creation Process (SSRSCRM)
- Scheduler Work Table Update Process (SSRSCUP)
- Update Building/Room Process (SSRSCMT)
- Scheduler Work Table Purge Process (SSRSCPR)



Note: These processes must be run from job submission in Banner 8.x.

See the *Banner Student Reports and Processes Handbook* for parameter information and report output samples.

Create Schedule25 work file

The Schedule25 Work File Creation Process (SSRSCRM) is used to create the building, room, partition, department (subject), class descriptor, and control files required to run the scheduling tool. It needs to be run at least once for each scheduling cycle. All files have a length of 81 characters (if the default values are used in the control file).

Even though Schedule25 requires a standard naming convention for the data (in lower case), this process will permit you to change the file names. However, the files being read into Schedule25 must follow the mandated naming convention.

Due to the layout constraints of the `data.in.dat` file, the duplicate meeting time scenario (handling CRNs with two identical SSRMEET records that do not have a building or room assignment) needs to be considered when this process is run. If the meeting times are adjusted by one minute, a unique meeting time record is created and will be scheduled by Schedule25. Use the exception report produced by SSRSCRM to highlight potential duplication issues and provide notification that adjustments to the meeting records are required.

The term in the section controls (SSACTRL) is treated as an effective term. If a campus code is not entered in the parameters when either SSRSCRM or SSRSCUP is run, then the control record for the applicable effective term with no campus code is used as a valid control record. When SSRSCUP is run, it is especially important to use the same control record as was used for SSRSCRM processing if section control values are different from effective term to effective term.

The following files are created by this process:

- Room Attribute File (`phys.dat`)
- Partition File (`part.dat`)
- Room File (`rooms.dat`)
- Department Subject File (`depts.dat`)

- Control File (ctrl.dat)
- Class Descriptor File (datain.dat)

These files are written to the same directory as the job listing.

Room Attribute File (phys.date)

This file contains all room attributes identified in STVRDEF as auto schedule. This data is not room-specific. A maximum of 96 room attributes will be accepted by Schedule25.

Banner data exported

Room Attribute Code and Name	STVRDEF_CODE	Example: AV
	STVRDEF_DESC	Audio Visual Equipment
Room Attribute Sequencer Number	STVRDEF_SCHEDULE_NUMBER	Example: 45

Partition File (part.dat)

This file contains all partitions codes identified in GTVPARS. If the extract process is being run for a specific campus (as defined in the Scheduling Campus Code parameter), only partition codes with a matching campus code will be selected. If no campus code has been selected at the running of this process, all GTVPARS rows will be selected. This data is not room specific. A maximum of 96 partitions will be accepted by Schedule25.

Banner data exported

Partition Code and Name	GTVPARS_CODE	Example: Default Partition
	GTVPARS_DESC	
Partition Sequencer Number	GTVPARS_SCHEDULE_NUMBER	Example: 01

Room File (rooms.dat)

This file contains active classrooms defined in SLARDEF based on the campus code entered in the extract parameters. If multiple terms are entered, the minimum term entered in the parameter is used in the selection of active rooms. If no campus is entered at the time the extract process is run, then all rooms will be selected.

This file contains a minimum of three records. The Room Attribute information (P record) is optional.

- Room Name information (N record)
- Room Size information (S record)
- Location/Partition information (L record)
- Room Attribute information (P record)

The location record contains the partition code entered on the room definition in Banner. If no partition is assigned at the room level, the partition code entered on the building definition is extracted. If the building record has not been assigned a partition code, then the default partition code (value 00) is used. The physical attributes, if any, reflect the codes entered in the Room Attributes section of SLARDEF.

Banner data exported

N (Name) Record

Room Name	SLBRDEF_BLDG_CODE SLBRDEF_ROOM_ NUMBER	Example: BIOL 101
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S (Size) Record

Seating Capacity	SLBRDEF_CAPACITY	Example: 50
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L (Location) Record

Partition Number	GTVPARS_SCHEDULE_ NUMBER	Example: 01
	Of partition assigned at room level (if any), or building level (if any), or default partition	

P (Physical Attribute) Record – Not required

Room Attribute Number	STVRDEF_SCHEDULE_ NUMBER	Example: 37, 39
If several attributes are defined, they will be strung together separated by a comma.	Of attributes assigned at room level (if any), or building level (if any)	

Department Subject File (depts.dat)

This file contains information about each subject entered in STVSUBJ. Schedule25 requires that a location record be created for each department and/or subject. Preferences used for extract purposes are drawn from the locations and room attributes entered on SSASBSH. If no location preferences are defined on this page for the subject, the default partition is used. Although only four location and room attribute preferences are written to the file for each subject, multiple preferences will be concatenated on these records based on the priority assigned (Preference Number). A maximum of 500 subjects will be accepted by Schedule25.

This file contains a minimum of three records. The Room Attribute preferences (P record) is optional.

- Subject Name information (N record)
- Subject Key information (K record)
- Campus Partition preferences (C record)
- Room Attribute preferences (P record)

Banner data exported

N (Name) Record

Subject Name	STVSUBJ_DESC	Example: Introduction to Biology
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K (Key) Record

Subject Code	STVSUBJ_CODE	Example: BIOL
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Note: The placement and length of the subject code on this record depends on the parameters specified for the Department ID in the Scheduling Tool Interface Control Page (SSACTRL).

C (Campus Partition) Record (up to 4 records will be created)

Partition Preferences	GTVPARS_SCHEDULE_	Example: 01, 45
If several partitions are defined, they will be strung together separated by a comma.	NUMBER	Of partition entered

P (Physical Attribute) Record – Not required

Room Attribute Preference	STVRDEF_SCHEDULE_	Example: 37, 39
If several attributes are defined, they will be strung together separated by a comma.	NUMBER	Of attributes entered

Control File (ctrl.dat)

This file defines the placement of values in the Class Descriptor table for use by the extract process, as well as parameters necessary for the execution of the assignment algorithm. Input data for this file is retrieved from the Scheduling Tool Interface Control Page (SSACTRL). The selection of the term and campus is determined by values entered in the Scheduling Term Code and Scheduling Campus Code parameters. One record will be created in this file for each of the fields contained in SSACTRL.

Class Descriptor File (datain.dat)

This file contains information about all active classes (sections containing a status code identified as active in STVSSTS) that require a room assignment by the Schedule25 assignment algorithms, manually assigned (pre-assigned) classes, and phantom classes created to implement room inactivations identified in SLARDEF. Only those classes matching the term codes or date ranges entered in the parameters will be selected.

The following selection criteria is used when a section is examined for extraction:

- Are meeting times defined?
- Does the section have a schedule type defined to be automatically scheduled?
- Has a Schedule25 status code been assigned to the meeting time record?

This file contains three record types:

- Class descriptor record
- Room attribute preferences overrides (P record)
- Partition preferences overrides (L record)



Note: Preference override records will only be created if the class descriptor record contains a scheduling status code of *NSM* or *1SM*.

Cross-listed sections (identified by the cross link code assigned to the section in SSASECT) that require room assignment are grouped together. Only one of these sections should contain the scheduling code of *NSM* (needs room assignment) on the meeting time record, with the others identified as *WSM*.



Note: For a more indepth explanation of the various scheduling codes, please consult your third party *Schedule25 Process Manual*.

This process looks for preference overrides, first accessing the meeting time preferences. If no records have been created at the meeting time level, the section preferences are examined. If no records have been identified there, the course preference tables are considered. If no preference overrides are defined at any of these levels, no P or L records will be generated.

Banner data exported

Department ID	SSBSECT_SUBJ_CODE SSBSECT_CRN SSBSECT_TERM_CODE	Example: BIOL 10001 200110
Days of the Week	SSRMEET_SUN_DAY SSRMEET_MON_DAY SSRMEET_TUE_DAY SSRMEET_WED_DAY SSRMEET_THU_DAY SSRMEET_FRI_DAY SSRMEET_SAT_DAY	Example: UMTWRFS
Start Time (Hours & Minutes)	From SSRMEET_BEGIN_ TIME	Example: 0800
Finish Time (Hours & Minutes)	From SSRMEET_END_TIME	Example: 0850
AM/PM Designator	H (military time)	
Maximum Enrollment	SSBSECT_MAX_ENRL Or default value defined in Default Enrollment field in SSACTRL if none is defined at the section level.	Example: 0050
Begin Month and Day	From SSRMEET_START_ DATE	Example: 1031
End Month and Day	From SSRMEET_END_DATE	Example: 1231
Room Name (pre-assigned classes only)	SSBSECT_BLDG_CODE SSBSECT_ROOM_CODE	Example: BIOL 101

Days of the Week	SLRRUSE_SUN_DAY SLRRUSE_MON_DAY SLRRUSE_TUE_DAY SLRRUSE_WED_DAY SLRRUSE_THU_DAY SLRRUSE_FRI_DAY SLRRUSE_SAT_DAY	Example: UMTWRFS
Start Time (Hours & Minutes)	From SLRRUSE_BEGIN_ TIME	Example: 0001
Finish Time (Hours & Minutes)	From SLRRUSE_END_TIME	Example: 2400
AM/PM Designator	H (military time)	
Maximum Enrollment	0000	
Begin Month and Day	From SLRRUSE_START_ DATE	Example: 1031
End Month and Day	From SLRRUSE_END_DATE	Example: 1231
Room Name (pre-assigned classes only)	SLRRUSE_BLDG_CODE SLRRUSE_ROOM_ NUMBER	Example: BIOL 101
Scheduling Assignment Code	5SM	

Work File creation

Work file records (SSTSCHW table) are created when the Create Work Table parameter is set to Y. If work file records exist when this process is run, new entries are added to the table.

Update Scheduler Work table

The Scheduler Work Table Update Process (SSRSCUP) reads the three Schedule25 output files (sortdp.dat, losers.dat, notposs.dat), and updates the existing records in the Scheduler Work Table (SSTSCHW). These entries can be previewed on SSASCHW.



Note: The term in the section controls (SSACTRL) is treated as an effective term. If a campus code is not entered in the parameters when either SSRSCR or SSRSCUP is run, then the control record for the applicable effective term with no campus code is used as a valid control record. When SSRSCUP is run, it is especially important to use the same control record as was used for SSRSCR processing, if section control values are different from effective term to effective term.

The following fields in the Scheduler Work Table (SSTSCHW) are updated by the scheduling process:

Field	Description
Update (Indicator)	Y indicates that the class has been assigned a room (classes contained in the <code>sortdp.dat</code> file). N and L indicate that no class assignment has taken place. (N represents classes contained in the <code>notposs.dat</code> file; L from the <code>losers.dat</code> file.)
Status	If the Update (Indicator) has been set to Y, and the original scheduling status code was NSM or LSM, this will be changed to 5SM.
Building	If the Update (Indicator) has been set to Y, the building assigned by Schedule25 will be displayed.
Room	If the Update (Indicator) has been set to Y, the room numbers assigned by Schedule25 will be displayed.



Note: Meeting time records in SSRMEET are *not* updated. See the Update Building/Room Process (SSRSCMT) that follows.

Update building/room assignments

The Update Building/Room Process (SSRSCMT) reads the Scheduler Work Table (SSTSCHW) entries (viewable on SSASCHW) and updates the SSRMEET table with the room assignments generated in Schedule25. Only those records with an Update Indicator of Y are applied on SSTSCHW. The Update Indicator value is changed to a U (as a result of the upload process of the scheduled sections) to indicate that the upload was successful for that record.

An unsuccessful upload could be caused by a data change in SSRMEET that occurred after the extract was run. If the begin and/or end dates and/or times or days of the week have been changed, this process will not be able to match the work table records to SSRMEET. The work table represents a snapshot of how the record looked at the time the extract was run.

When building and room information was previously entered in the SSRMEET record, and the scheduling status code was originally set to one that required a classroom assignment, that data will be overwritten with the new Schedule25 information.



Note: This process can be run as often as necessary to incorporate changes to the work table. However, extreme caution should be exercised if values in the work table are overridden. Such changes could result in double-booking of rooms, for example.

Purge Scheduler Work table

The Scheduler Work Table Purge Process (SSRSCPR) is used to delete Scheduler Work Table (SSTSCHW) data based on the term and/or campus specified in the parameters. It can be run when automated scheduling processing has been completed.

Appendix - Extensibility in Class Schedule

Extensibility is one of the key features of Banner 9.x. It uses tools, techniques, documentation, and source code to make Banner easier to tailor for existing and changing business requirements.

The following are the extensibility tools delivered in this release:

- Configure Page Components
- Domain Extension Tool

The following Class Schedule administrative pages are delivered in this release:

- Schedule Calendar Rules Page (SSAACCL)
- Schedule Academic Calendar Rules Page (SSAACRL)
- Block Schedule Control Page (SSABLCK)
- Block Schedule Query Page (SSABLKQ)
- Block Schedule Section Query Page (SSABSCQ)
- Section Labor Distribution Page (SSACLBD)
- Schedule Detail Page (SSADETL)
- Section Fee Assessment Control Page (SSADFEE)
- Schedule Evaluation Page (SSAEVAL)
- Schedule Exclusion Rules Page (SSAEXCL)
- Schedule Evaluation Page (SSAEVAL)
- Schedule Exclusion Rules Page (SSAEXCL)
- Building/Room Schedule Page (SSAMATX)
- Schedule Override Page (SSAOVRR)
- Schedule Prerequisite and Test Score Restrictions Page (SSAPREQ)
- Academic Calendar Rule Query Page (SSAQCR)
- Schedule Restrictions Page (SSARRES)
- Schedule Processing Rules Page (SSARULE)
- Subject Scheduling Rules Page (SSASBSH)
- Schedule Section Query Page (SSASECQ)

- Schedule Page (SSASECT)
- Section Syllabus Page (SSASYLB)
- Section Comment Page (SSATEXT)
- Waitlist Automation Section Control Page (SSAWLSC)
- Section Web Controls Page (SSAWSEC)
- Schedule Cross List Query Page (SSAXLSQ)
- Schedule Cross List Definition Page (SSAXLST)
- Cross List Meeting Time/Instructor Query Page (SSAXMTI)
- Reserved Seats Inquiry Page (SSIRESV)

The following Faculty Load administrative pages are delivered for use with Class Schedule:

- Faculty Schedule Query Page (SIAASGQ)
- Faculty/Advisor Query Page (SIAIQRY)
- Available Faculty Query Page (SIAFAVL)

Configure Page Components

You can use this tool to customize delivered user interface common components and add new common components to the Registration administrative pages. You can hide fields that are not required, change the field type of delivered fields (within the bounds of the database functionality), and change the behavior of fields. For more information, refer to the *Banner Extensibility Configure Page Components Tool for ZK Pages Administrative Users 9.0*.

Tool	Version	Availability
Configure Page Components - Administrative Applications	9.0	Embedded

Domain Extension Tool

You can use this tool to make changes to the domains without modifying the source code. It is recommended that this tool is used by experienced developers who are familiar with the nomenclatures and concepts used in Banner 9.x development. For more information, refer to the *Domain Extension Tool for Developers Handbook 9.0*.

Tool	Version	Availability
Domain Extension Tool	9.0	Using Client Git Repository

Use the following steps to access extensibility tools user documentation on the Ellucian Support Center:

1. Go to the Ellucian Client Support web site:
<http://www.ellucian.com/Solutions/Ellucian-Client-Support>.
2. Click **Ellucian Hub** to log in to the Ellucian Hub.
3. Choose the Ellucian Download Center application.
or
4. Choose the Ellucian Support Center application.

Available domains

The following domains are included in the Class Schedule application. You can use the Domain Extension Tool to extend a domain if you need to capture additional data.

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
SSAACCL	net.hedtech.banner.student.schedule.Section	SV_SSBSECT	<ul style="list-style-type: none"> fetchByGradingModeTermEffective fetchByScheduleTypeTermEffective fetchBySubjectCourseNumberTermEffectiveAndTermTo fetchByOLRCoursesAndTerm fetchByTermAndCourseReferenceNumber fetchBySubjectCourseNumberSequenceNumberAndTerm fetchPartOfTermDatesByTermAndCourseReferenceNumber fetchTermTo fetchCountForTerm fetchByTermSubjectCourseNumberAndLinkIdIdentifier checkExistsByTermAndCourseReferenceNumber fetchByTermSubjectAndCourseNumber 	<ul style="list-style-type: none"> fetchTermTo fetchByGradingModeTermEffective fetchByScheduleTypeTermEffective fetchBySubjectCourseNumberTermEffectiveAndTermTo fetchByTermAndCourseReferenceNumber fetchPartOfTermDatesByTermAndCourseReferenceNumber fetchByOLRAndTerm fetchBySubjectCourseNumberSequenceNumberAndTerm fetchByTermSubjectCourseNumberAndLinkIdIdentifier fetchByTermSubjectAndCourseNumber fetchCountForTerm isTraditionalCandidate isOpenLearningCandidate getSection validateSection checkExistsByTermAndCourseReferenceNumber
SSAACRL	net.hedtech.banner.student.schedule.SectionCensusInformationBase	SSBACRL	<ul style="list-style-type: none"> fetchAllByTermCode fetchAllByTermCodeAndAcademicCalendarTypeCodeLike 	<ul style="list-style-type: none"> fetchAllByTermCodeAndAcademicCalendarTypeCodeLike fetchAllByTermCode fetchAllByTermCodeAndCalendarTypeCodeLike fetchObjectByTermAndAcademicCalendarType
SSABLCK	net.hedtech.banner.student.schedule.SectionGroup	SSRBLCK	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock
SSABLKQ	net.hedtech.banner.student.schedule.SectionGroup	SSRBLCK	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
SSABSCQ	net.hedtech.banner.student.schedule.SectionGroup	SSRBLCK	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock
SSACLBD	net.hedtech.banner.student.schedule.SectionLaborDistribution	SV_SSRCLBD	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumberConsideringFinance getNextSequenceNumber 	<ul style="list-style-type: none"> fetchBySubjectCourseNumberAndTermEffective getNextSequenceNumber
SSADETL	net.hedtech.banner.student.schedule.SectionLink	SSRLINK	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndLinkConn fetchByTermAndLinkConn fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchByTermAndLinkConn fetchByTermCourseReferenceNumberAndLinkConn countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionCorequisite	SSRCORQ	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionFee	SSRFEE	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber findNextSequenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchNextSequenceNumber countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionDegreeProgramAttribute	SSRATTR	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionContract	SSRSCCD	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionGroup	SSRBLCK	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndBlock fetchByTermAndBlock
	net.hedtech.banner.student.schedule.SectionTuitionFeeAssessmentByStatus	SSBDFEE	Not available	<ul style="list-style-type: none"> countAll fetchSearch

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
SSAEVAL	net.hedtech.banner.student.faculty.FacultyMember InstructionalAssignment	SV_SIRASGN	<ul style="list-style-type: none"> fetchByPidm fetchByTermCRNAndPidm fetchByTermAndCourseReferenceNumber fetchByTermAndCourseReferenceNumberForPidmOnly 	<ul style="list-style-type: none"> fetchByPidm fetchByTermCRNAndPidm fetchByTermAndCourseReferenceNumber fetchByTermAndCourseReferenceNumberForPidmOnly
	net.hedtech.banner.student.schedule.SectionEvaluation	SSREVAL	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndFacultyPidm fetchByTermCourseReferenceNumberFacultyPidmAndEvaluationQuestion 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndFacultyPidm fetchByTermCourseReferenceNumberFacultyPidmAndEvaluationQuestion
SSAEXCL	net.hedtech.banner.student.schedule.SectionSchedule ExclusionDate	SSREXCL	<ul style="list-style-type: none"> fetchValidatePartOfTerm fetchAllDistinctPartOfTerm 	<ul style="list-style-type: none"> fetchAllDistinctPartOfTerm fetchValidatePartOfTermForYear countAll fetchSearch
SSAMATX	net.hedtech.banner.general.overall.SectionMeetingTime View	SVQ_SSVMEET	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber countAll fetchSearch
SSAOVRR	net.hedtech.banner.student.schedule.SectionSchedule Override	SSBOVRR	Not available	Not available
SSAPREQ	net.hedtech.banner.student.schedule.Section	SV_SSBSECT	<ul style="list-style-type: none"> fetchByGradingModeTermEffective fetchByScheduleTypeTermEffective fetchBySubjectCourseNumberTermEffectiveAndTermTo fetchByOLRCoursesAndTerm fetchByTermAndCourseReferenceNumber fetchBySubjectCourseNumberSequenceNumberAndTerm fetchPartOfTermDatesByTermAndCourseReferenceNumber fetchTermTo fetchCountForTerm fetchByTermSubjectCourseNumberAndLinkIdentifier checkExistsByTermAndCourseReferenceNumber fetchByTermSubjectAndCourseNumber 	<ul style="list-style-type: none"> fetchTermTo fetchByGradingModeTermEffective fetchByScheduleTypeTermEffective fetchBySubjectCourseNumberTermEffectiveAndTermTo fetchByTermAndCourseReferenceNumber fetchPartOfTermDatesByTermAndCourseReferenceNumber fetchByOLRAndTerm fetchBySubjectCourseNumberSequenceNumberAndTerm fetchByTermSubjectCourseNumberAndLinkIdentifier fetchByTermSubjectAndCourseNumber fetchCountForTerm isTraditionalCandidate isOpenLearningCandidate getSection validateSection checkExistsByTermAndCourseReferenceNumber

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
	net.hedtech.banner.student.schedule.SectionTestScoreAndPrerequisiteRestriction	SSRRTST	<ul style="list-style-type: none"> fetchNextSequenceNumber fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchNextSequenceNumber fetchAllByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionAreaRestriction	SSRRARE	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber countAll fetchSearch
SSAQCRL	net.hedtech.banner.student.schedule.SectionCensusInformationBase	SSBACRL	<ul style="list-style-type: none"> fetchAllByTermCode fetchAllByTermCodeAndAcademicCalendarTypeCodeLike 	<ul style="list-style-type: none"> fetchAllByTermCodeAndAcademicCalendarTypeCodeLike fetchAllByTermCode fetchAllByTermCodeAndCalendarTypeCodeLike fetchObjectByTermAndAcademicCalendarType
SSARRES	net.hedtech.banner.student.schedule.SectionDepartmentRestriction	SV_SSRRDEP	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionMajorRestriction	SSRRMAJ	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 fetchByTermCourseReferenceNumberRecordTypeAndLearnerFieldStudy fetchByTermCourseReferenceNumberRecordTypeAndNullLearnerFieldStudy fetchByTermCourseReferenceNumberRecordType1AndLearnerFieldStudy fetchByTermCourseReferenceNumberRecordType1AndNullLearnerFieldStudy fetchAllByTermAndCourseReferenceNumber fetchAllByTermAndCourseReferenceNumberBlankLfst fetchAllDistinctLearnerFieldStudyCode 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType fetchByTermCourseReferenceNumberRecordTypeAndLearnerFieldStudy fetchAllByTermAndCourseReferenceNumber fetchAllDistinctLearnerFieldStudyCode
	net.hedtech.banner.student.schedule.SectionClassRestriction	SSRRCLS	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionLevelRestriction	SSRRLVL	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
	net.hedtech.banner.student.schedule.SectionDegreeRestriction	SSRRDEG	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionProgramRestriction	SSRRPRG	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionCampusRestriction	SSRRCMP	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionCollegeRestriction	SSRRCOL	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionStudentAttributeRestriction	SV_SSRRATT	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionCohortRestriction	SV_SSRRCHR	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType2 fetchByTermCourseReferenceNumberAndRecordType1 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRecordType countAll fetchSearch
SSARULE	net.hedtech.banner.student.schedule.SectionOlrRefunding	SSRRFND	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRegistrationStatus 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRegistrationStatus
	net.hedtech.banner.student.schedule.SectionOlrRegistrationStatus	SSRRSTS	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRegistrationStatus fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRegistrationStatus fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionOlrExtensionRule	SSREXTN	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRegistrationStatus 	<ul style="list-style-type: none"> fetchByTermCourseReferenceNumberAndRegistrationStatus
SSASBSH	net.hedtech.banner.student.catalog.CourseSubjectPartition	SCRSPRT	<ul style="list-style-type: none"> fetchBySubjectAndTermEffective fetchTermTo 	<ul style="list-style-type: none"> fetchBySubjectAndTermEffective fetchTermTo countAll fetchSearch

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
	net.hedtech.banner.student.catalog.CourseSubjectRoomAttribute	SCRSRDF	<ul style="list-style-type: none"> fetchBySubjectAndTermEffective fetchTermTo 	<ul style="list-style-type: none"> fetchBySubjectAndTermEffective fetchTermTo countAll fetchSearch
SSASECQ	net.hedtech.banner.student.schedule.SectionQueryList	SVQ_SSASECQ	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchOlrByTermAndCourseReferenceNumber fetchTraditionalByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchOlrByTermAndCourseReferenceNumber fetchTraditionalByTermAndCourseReferenceNumber fetchCorequisiteByTermAndCourseReferenceNumber fetchSequencesByTermAndCourseReferenceNumber fetchCrnByTermAndCourseReferenceNumber fetchOlrCrnByTermAndCourseReferenceNumber fetchTraditionalCrnByTermAndCourseReferenceNumber fetchCorequisiteCrnByTermAndCourseReferenceNumber fetchAllByTerm fetchAllOlrByTerm fetchAllTraditionalByTerm fetchAllCorequisiteByTerm fetchAllByTermSubjectAndCourseNumber fetchAll fetchAllOlr fetchAllTraditional fetchAllByTermRequired fetchByTermAndCourseReferenceNumber countAll fetchSearch

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
SSASECT	net.hedtech.banner.student.schedule.Section	SV_SSBSECT	<ul style="list-style-type: none"> fetchByGradingModeTermEffective fetchByScheduleTypeTermEffective fetchBySubjectCourseNumberTermEffectiveAndTermTo fetchByOLRCoursesAndTerm fetchByTermAndCourseReferenceNumber fetchBySubjectCourseNumberSequenceNumberAndTerm fetchPartOfTermDatesByTermAndCourseReferenceNumber fetchTermTo fetchCountForTerm fetchByTermSubjectCourseNumberAndLinkIdIdentifier checkExistsByTermAndCourseReferenceNumber fetchByTermSubjectAndCourseNumber 	<ul style="list-style-type: none"> fetchTermTo fetchByGradingModeTermEffective fetchByScheduleTypeTermEffective fetchBySubjectCourseNumberTermEffectiveAndTermTo fetchByTermAndCourseReferenceNumber fetchPartOfTermDatesByTermAndCourseReferenceNumber fetchByOLRAndTerm fetchBySubjectCourseNumberSequenceNumberAndTerm fetchByTermSubjectCourseNumberAndLinkIdIdentifier fetchByTermSubjectAndCourseNumber fetchCountForTerm getSection isTraditionalCandidate isOpenLearningCandidate validateSection checkExistsByTermAndCourseReferenceNumber
	net.hedtech.banner.general.overall.SectionMeetingTime	SV_SSRMEET	<ul style="list-style-type: none"> fetchCountOfSchedulesByDateTimeAndLocation fetchByTermAndCourseReferenceNumber fetchByTermCRNAndCategory fetchByTermAndCourseReferenceNumberStartAndEndDate fetchByTermCRNAndFunction 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber fetchByTermCRNAndCategory fetchByTermAndCourseReferenceNumberStartAndEndDate fetchCountOfSchedulesByDateTimeAndLocation fetchByTermCRNAndFunction
	net.hedtech.banner.student.schedule.SectionReservedSeat	SSRRESV	<ul style="list-style-type: none"> fetchNextSequenceNumber fetchByTermCourseReferenceNumberAndSequenceNumber fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchNextSequenceNumber fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndSequenceNumber countAll fetchSearch
	net.hedtech.banner.student.schedule.SectionPartition	SSRMPRT	<ul style="list-style-type: none"> fetchBySectionMeetingTime fetchByTermCourseReferenceNumberAndCategory 	<ul style="list-style-type: none"> fetchBySectionMeetingTime fetchByTermCourseReferenceNumberAndCategory
	net.hedtech.banner.student.schedule.SectionRoomAttribute	SSRMRDF	<ul style="list-style-type: none"> fetchBySectionMeetingTime fetchByTermCourseReferenceNumberAndCategory 	<ul style="list-style-type: none"> fetchBySectionMeetingTime fetchByTermCourseReferenceNumberAndCategory

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
	net.hedtech.banner.student.faculty.FacultyMember InstructionalAssignment	SV_SIRASGN	<ul style="list-style-type: none"> fetchByPidm fetchByTermCRNAndPidm fetchByTermAndCourseReferenceNumber fetchByTermAndCourseReferenceNumberForPidmOnly 	<ul style="list-style-type: none"> fetchByPidm fetchByTermCRNAndPidm fetchByTermAndCourseReferenceNumber fetchByTermAndCourseReferenceNumberForPidmOnly
	net.hedtech.banner.student.schedule.SectionSubject Partition	SSRSPRT	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionSubject RoomAttribute	SSRSRDF	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> countAll fetchSearch fetchByTermAndCourseReferenceNumber
SSASYLB	net.hedtech.banner.student.schedule.SectionSyllabus LongCourseTitle	SSRSYLN	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionSyllabus LearningObjective	SSRSYLO	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionSyllabus RequiredMaterial	SSRSYRM	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionSyllabus TechnicalRequirement	SSRSYTR	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
SSATEXT	net.hedtech.banner.student.schedule.SectionText	SSRTEXT	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.Section Description	SSBDESC	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
SSAWLSC	net.hedtech.banner.student.schedule.SectionWaitlist AutomationSectionControl	SV_SSBWLSC	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
SSAWSEC	net.hedtech.banner.student.schedule.SectionStudentWebDisplayControl	SSBSSEC	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
	net.hedtech.banner.student.schedule.SectionFacultyWebDisplayControl	SSBFSEC	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndCourseReferenceNumber
SSAXLSQ	net.hedtech.banner.student.schedule.SectionCrossListEnrollmentInformationBase	SSBXLST	<ul style="list-style-type: none"> fetchByTermAndXlstGroup 	<ul style="list-style-type: none"> fetchAllByTerm fetchByTerm fetchExistingByTerm countAll fetchSearch fetchByTermAndXlstGroup
	net.hedtech.banner.general.overall.SectionCrossListSection	SSRXLST	<ul style="list-style-type: none"> fetchByTermAndXlstGroup fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndXlstGroup fetchByTermAndCourseReferenceNumber
SSAXLST	net.hedtech.banner.student.schedule.SectionCrossListEnrollmentInformationBase	SSBXLST	<ul style="list-style-type: none"> fetchByTermAndXlstGroup 	<ul style="list-style-type: none"> fetchAllByTerm fetchByTerm fetchExistingByTerm countAll fetchSearch fetchByTermAndXlstGroup
	net.hedtech.banner.general.overall.SectionCrossListSection	SSRXLST	<ul style="list-style-type: none"> fetchByTermAndXlstGroup fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchByTermAndXlstGroup fetchByTermAndCourseReferenceNumber
SSAXMTI	net.hedtech.banner.student.schedule.SectionCrossListMeetingTime	SSVXMTI	Not available	<ul style="list-style-type: none"> getApplicationContext fetchAllByTermAndCrossList
	net.hedtech.banner.student.faculty.FacultyMemberInstructionalAssignment	SV_SIRASGN	<ul style="list-style-type: none"> fetchByPidm fetchByTermCRNAndPidm fetchByTermAndCourseReferenceNumber fetchByTermAndCourseReferenceNumberForPidmOnly 	<ul style="list-style-type: none"> fetchByPidm fetchByTermCRNAndPidm fetchByTermAndCourseReferenceNumber fetchByTermAndCourseReferenceNumberForPidmOnly

Page	Domain Class Name	Associated Table or View	Named Query	Available Method(s)
SSIRESV	net.hedtech.banner.student.schedule.SectionReservedSeat	SSRRESV	<ul style="list-style-type: none"> fetchNextSequenceNumber fetchByTermCourseReferenceNumberAndSequenceNumber fetchByTermAndCourseReferenceNumber 	<ul style="list-style-type: none"> fetchNextSequenceNumber fetchByTermAndCourseReferenceNumber fetchByTermCourseReferenceNumberAndSequenceNumber countAll fetchSearch
SIAASGQ	net.hedtech.banner.student.faculty.FacultyScheduleQueryView	SVQ_SIVASGQ	Not available	<ul style="list-style-type: none"> countAll fetchSearch
SIAIQRY	net.hedtech.banner.student.faculty.FacultyAdvisorQueryView	SVQ_SIVIQRY	Not available	<ul style="list-style-type: none"> countAll fetchSearch
SIAFAVL	net.hedtech.banner.student.faculty.InstructorQueryView	SIVINST	Not available	<ul style="list-style-type: none"> getApplicationContext fetchAll fetchAllPagination

Limitations of page customization

Here is a list of Configure Page Components tool known issues.

- When radio group button labels are modified, the information text for each option defaults to *Null*.
- The **Insert** button disappears when the first column of the Listbox is hidden using the Configure Page Components tool.
- The width attribute of a text box in the tool should be disabled until the **Multiline** checkbox is selected, and the number of lines is greater than or equal to 1.
- When you press the Alt+U shortcut key multiple times, multiple Configure Page Components tool windows are opened.
- In Data Masking, the component in the Listbox is never marked as *masked*.
- When the Multiline box is converted to a Text Box, it always reverts back to a Multiline box.
- When you click the **Close** button in the Configure Page Components tool, the warning pop-up message does not appear.
- In all browsers except Chrome, for the Arabic locale (Right To Left) in the tool, when you select the **Item** section, the arrow disappears for all records when expanded for one record.
- When you press the **Escape** button, the Configure Page Components tool does not close.
- A warning message appears when you click on the **Cancel** button, even when there has been no change in the Configure Page Components tool.
- The **F9** key does not work for the newly added Lookup fields.
- When you click on the **Revert All** button, the **Added as** field does not revert back to the text *Baseline*, until the page is reloaded.
- Changes are not reflected in the Configure Page Components tool until it is reloaded.
- The spinner number cannot save a Null value in the Configure Page Components tool.
- You cannot make the Read Only fields editable using the Configure Page Components tool.
- Fields cannot be hidden or changed on the SSIRESV page.
- A Java error occurs on the SSAEVAL page when the **Question** field type is changed, and the page is refreshed.
- SSACLBD does not support extensibility at this time. Fields cannot be hidden or changed.