

Building Course Sections (SSASECT)

1. Go to form SSASECT.
2. Enter in the Term Code (i.e. Fall 2019 – 202010, Spring 2020 – 202020, Summer 2020 – 202030) and type in “ADD” for CRN.
(Note: CRNs are automatically assigned same as SIS.)

3. Enter in the following:
 - **Subject:** MATH, ENGL, COMP, etc.
 - **Course Number:** 1113, 2003, etc.
 - **Section:** P01, M01, Z01, etc.
 - The first character denotes the location of the course i.e. PV On-Campus, Medical Center, Internet, etc. (Please see pg. 8)
 - Lec/Lab combinations will remain the same numbering scheme as SIS. (i.e. BIOL 1115 P01 and BIOL 1115 P81)
 - **Cross List:** DO NOT TOUCH – this will be done in the Registrar’s Office. Please notify us of your cross-listed sections.
 - **Campus:** PV, MC, IT, etc.
 - Denotes where the course is being held and should correspond with Section number.
 - **Status Type:** A (Active)
 - **Schedule Type:** 1 (Lec), 2 (Lab), 4 (Seminar), etc.
 - Click on the LOV button to see approved schedule types for the course.
 - Courses being held at off-campus sites will have a coding such as 1MC, 1WD, 1IT, etc.
 - Be aware that some courses may have the same Schedule Type listed twice but with differing Instructional Methods
 - **Instructional Method:** DO NOT TOUCH – this will fill in automatically after you have selected a Schedule Type
 - **Integration Partner:** WCT
 - **Grade Mode:** S
 - **Session:** DO NOT TOUCH
 - **Special Approval:** If a course acquires approval for students to register, enter DP.
 - **Duration:** DO NOT TOUCH
 - **Part of Term:** For Fall and Spring enter “1” in first field and tab. Dates should fill in automatically. For Summer, select “1” for ten week session, S5A for 1st 5 week session, or S5B for 2nd 5 week session
4. Hit F10 to save. A CRN will be assigned to the course.

Other Issues On SSASECT

1. For courses that have a lecture and lab combination (science and engineering courses, etc.) the **CREDIT** and **BILLING** hours will have to be entered depending on which schedule type is supposed to get the credit. In this example, we would enter “5” for the Credit and Billing Hours on the Lecture, and “0” for the Lab section. You do not and should not enter the Credit and Billing Hours for courses that do not require it.

2. The **Link Identifier** must be entered to tie the lab/lec course sections together.

The image shows a form for course entry with several fields and checkboxes. Red arrows and circled numbers point to specific areas:

- Annotation 1:** Points to the **Credit Hours** and **Billing Hours** fields, which both have ".000" entered and an "OR" button next to a "5.000" field.
- Annotation 2:** Points to the **Link Identifier** field, which has "01" entered.
- Annotation 3:** Points to the **Gradable** checkbox, which is checked.

Other fields and checkboxes visible in the form include:

- CEU Indicator:** N
- Contact Hours:** 7.000
- Lecture:** 3.000
- Lab:** 4.000
- Other:** (empty)
- Attendance Method:** (dropdown menu)
- Weekly Contact Hours:** (empty)
- Daily Contact Hours:** (empty)
- Print**
- Voice Response and Self-Service Available**
- Gradable**
- CAPP Areas for Prerequisites**
- Tuition and Fee Waiver**

3. The **Gradable** box should be unchecked for “0” credit hour sections (not including developmental courses).

Lecture/ Lab & Link Identifier

1. Enter the Link Identifier code in the field on SSASECT. This is the coding that will pertain to this section of the course.
2. Click on F10 to save.
3. Click on Options on the toolbar and click on “Course Section Detail [SSADETL]”.

CEU Indicator:

Credit Hours: None To Or

Billing Hours: None To Or

Contact Hours: None To Or

Lecture: None To Or

Lab: None To Or

Other: None To Or

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

Print Voice Response and Self-Service Available
 Gradable Tuition and Fee Waiver
 Long Title Comments Syllabus

4. Next Block down into the “Section Links and Corequisites” section and enter in the link coding of the section this will be tied to.

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSADETL

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.2.1 (TEST)

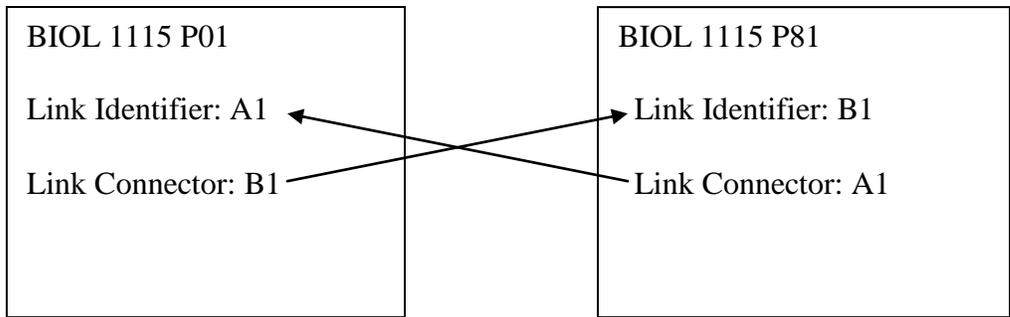
Term: 201120 CRN: 20047 Subject: BIOL Course: 1025 Title: Gen Biology

Section Links and Corequisites Section Fees Degree Program Attributes Contract a

Section Links

Link Connector

i.e.



NOTE: Do not touch the Co requisite section of this form. Co requisites are entered at the catalog level for each course on a different form (SCACRSE).

Adding Enrollment to the Section

1. Enter the term and course CRN on SSASECT.
2. Next Block to bring up course information.
3. Click on Options on the toolbar and click on “Section Enrollment Info”.

Screenshot of the SSASECT 8.4.1 (TEST) interface showing the 'Section Enrollment Information' tab. The 'Enrollment Details' section is highlighted, and a black arrow points to the 'Maximum' enrollment number input field, which contains the value 32. Other fields include 'Actual' (32), 'Remaining' (0), 'Waitlist Maximum' (0), 'Waitlist Actual' (0), 'Waitlist Remaining' (0), 'Projected' (0), 'Prior' (0), and 'Generated Credit Hours' (180.000). A 'Reserved' checkbox is also visible.

Field	Value
Term	201120
CRN	20047
Subject	BIOL
Course	1025
Title	Gen Biology
Maximum	32
Actual	32
Remaining	0
Waitlist Maximum	0
Waitlist Actual	0
Waitlist Remaining	0
Projected	0
Prior	0
Generated Credit Hours	180.000

4. Enter the **Maximum** enrollment number.
5. Hit F10 to save.

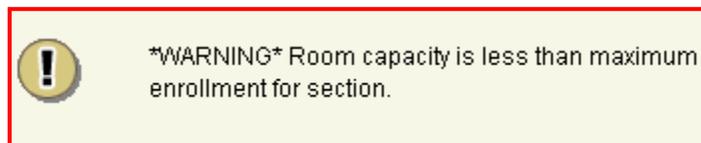
Adding the Day(s), Time(s) and Room to Sections

1. Enter the term and course CRN on SSASECT.
2. Next Block twice.
3. Click on LOV button under “Meeting Time”.
4. Select one of the standard meeting times from the list of codes by double clicking on the meeting time code number. “Start Date”, “End Date”, “Days” and “Times” will automatically populate.

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	18-JAN-2011	14-MAY-2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0950	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

5. Click on “Options” on the toolbar and click on “Query Available Classroom”.
6. Next Block twice and you will get a listing of all available classrooms. (Note: This query can be further specified by clicking on the LOV button next to the “Building” field at the top and selecting the building from the list. This will limit the query to only those rooms in that building. **Important!**: Do Not Schedule your courses in the rooms labeled “Lab” or “Special Lab” in the buildings of other departments if you are not familiar with the room. For example, do not schedule a freshman English lecture class in a room labeled as a lab in the Science Building.)
7. Double click on the room and it will populate the building and room fields on the scheduling form.
8. Hit F10 to save.

Warning! You may get the following message when you try to save. This message may appear at the bottom on your hint line or in the middle of the screen as a pop-up message.



If you get this message, find another room on SSASECT.

If the department feels there is a discrepancy with the number of seats listed for a room or a classroom not showing up in BANNER, please contact the Office of Campus Master Planning and Space Management.

SPACE MANAGEMENT BASIC PRINCIPLES

- ✓ CLASSROOMS & LABS BELONG TO THE UNIVERSITY – NOT INDIVIDUAL COLLEGES OR DEPARTMENTS
- ✓ ALL SPACE MUST BE SCHEDULED EFFICIENTLY AND EFFECTIVELY FOR BOTH CLASS & CLASS-RELATED SCHEDULING AS WELL AS FOR EVENTS FOR BOTH INTERNAL AND EXTERNAL AUDIENCES
- ✓ ACADEMICS WILL HAVE PRIORITY WHEN ASSIGNING CLASSROOMS & LABS
- ✓ ALL CLASSROOMS & LABS MUST BE PROPERLY CODED & ENTERED INTO BANNER

ROOM TYPES

BANNER DESIGNATION

110 – CLASSROOM	DELC 331
210 – TEACHING LAB	DELC 331 (LAB)
220 – SPECIAL LAB	DELC 331 (SPECIAL LAB)

THECB STANDARDS

CLASSROOMS – (110'S)

- 38 HRS WEEKLY USE
- 65% FILL

LABS – (210'S)

- 25 HRS WEEKLY USE
- 75% FILL

- ✓ CLASS HOURS AND DAYS SHOULD ADHERE TO THE UNIVERSITY'S STANDARD SCHEDULING MATRIX

Adding the Instructor to the Section

1. Enter the term and course CRN on SSASECT.
2. Next Block three times.
3. Enter the “F1...” or “F2...” number for the faculty member or click on the LOV button under ID to do a name search.

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator
01	<input type="button" value="LOV"/>			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

4. In the Faculty/Advisor Query screen, enter the last name or first name and hit F8 to run the query. Only those that have been designated as faculty will show up.
5. Double click on the faculty ID and it will populate in the Instructor assignment form.

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	Howard-Lee-Block, Harriett E.	.000	100	<input checked="" type="checkbox"/>		100
				<input type="checkbox"/>		
				<input type="checkbox"/>		

If there are two faculty members teaching a course, repeat the above process on the second line and change the “Percent of Responsibility” and “Percent of Session” to reflect each instructor’s responsibility.

6. Hit F10 to save.

Warning! You may get the following messages on your hint line:

“ERROR: Instructor Is Not Active for Term”

“ERROR: Person Is Not An Instructor”

“ERROR: Instructor Schedule Conflict”

Please check with [Institutional Research](#) to make sure the faculty member is activated for term. Faculty should only be added once a **signed contract** is in place.

Course Section Coding

Campus Codes		Suggested Section Codes
PV	Prairie View Main Campus	P01 - P99
MC	Houston Medical Center	M01 - M99
NC	Northwest Houston Center	N01 - N99
IN	Internet - Northwest Houston Center	Z01 – Z99
IT	Internet	Z01 - Z99

Points of Emphasis Common Errors and Answers to FAQs

1. Do not change the course title. If you have an issue with the title please contact our office. (i.e. Special Topics, Independent Studies, etc.)
2. Do not input “1”, “01”, “P1” or “PO1” as the section number for a course. Banner does not automatically assign a “P” to the course sections. If you get an error that states “course section exists”, input the next section sequence number. Please follow the “**Course Section Coding**” scheme on pg. 9. **Special Topics** section coding follows the 2-digit code established for the topic. The established topics can be found in the “**Course Text**” tab of SCADETL.
3. The “**Section**” code, “**Campus**” code and “**Schedule Type**” should all agree.

Example 3.1

Course	Sect	Campus	Schedule Type
BIOL 1015	P01	PV	1, 2, etc.
NURS 3003	M01	MC	1MC, 2MC, 3MC, etc.
ADMN 5033	N01	NC	1NC, NC1
ACCT 2113	Z01	IT	1IT
ACCT 5003	Z01	IN	1NI

4. **Never (EVER)** touch the **Instructional Method**. The **Instructional Method** is automatically assigned according to the **Schedule Type** you selected for the course section. Please remember that when you choose the **Schedule Type** you are also selecting the **Instructional Method**. Some courses have more than one **Instructional Type** assigned to a particular **Schedule Type**. (See Example 4.1)

Example 4.1

The screenshot shows the SCACRSE 8.4.1 (TEST) interface. At the top, it displays 'Basic Course Information' for 'ADMN Educational Administration' with 'Course: 5033' and 'Course Title: Sch Bus Management'. Below this is the 'Schedule Type' section with 'From Term: 201110' and 'To Term: 999999'. The main part of the interface is a table with two columns: 'Schedule' and 'Instructional Method', each with a dropdown menu and a 'Description' column. The 'Schedule' dropdown is set to '1' and the 'Instructional Method' dropdown is set to '1'. The table lists various schedule types and their corresponding instructional methods.

Schedule	Description	Instructional Method	Description
1	Lecture	1	Face to Face
1IT	Internet	2	Internet
1NC	Lec-Northwest Houston Center	1	Face to Face
1NW	Lecture-Northwest-DO NOT USE	1	Face to Face
1WD	Lecture-Woodlands	1	Face to Face
NC1	Lec-Northwest Houston Center	4	Two-Way Interactive Video
NW1	Lecture-Northwest-DO NOT USE	4	Two-Way Interactive Video
UL1	Lecture-Urban League	4	Two-Way Interactive Video
WD1	Lecture-Woodlands	4	Two-Way Interactive Video

5. The **Integration Partner**: “WCT” and **Grade Mode**: “S” should always be assigned.
6. Lecture/Lab combination course sections should always be assigned **credit/billing** hours.
7. Lecture/Lab combination course sections should always be assigned a **Link Identifier** and **Link Connector**.
8. Enrollment should be added before assigning a room to a section. Once a room has been assigned, never change the maximum enrollment for a course until you have first checked the size of the room. Assign a different room if necessary.
9. Times should meet the minimum contact hours designated for the course.
10. The days, times, and room should **ALWAYS** be assigned to a course section when it is created. It is not okay to create a section and not put the days, times and room because you “will do it later”. It is not okay to skip the assigning of a classroom to a section because there are none available and you are assuming that something will open up at a later date.
11. **Do NOT touch Attendance Method**. Inputting information here adversely affects faculty workload. (See Example 11.1)

Example 11.1

A screenshot of a software interface showing a form with the following fields:

- Link Identifier:** M1
- Attendance Method:** W (dropdown) Weekly Census (text)
- Weekly Contact Hours:** 2.20
- Daily Contact Hours:** (empty field)

A red circle highlights the 'Attendance Method' dropdown menu and the text 'Weekly Census'.

12. **Do Not touch Meeting Type**. The default value is “CLAS”. (See Example 12.1)

Example 12.1

A screenshot of a software window titled 'Meeting Time SSASECT 7.4.0.1 (PROD)'. It displays a table with the following columns: Meeting Time, Meeting Type, Start Date, and End Date.

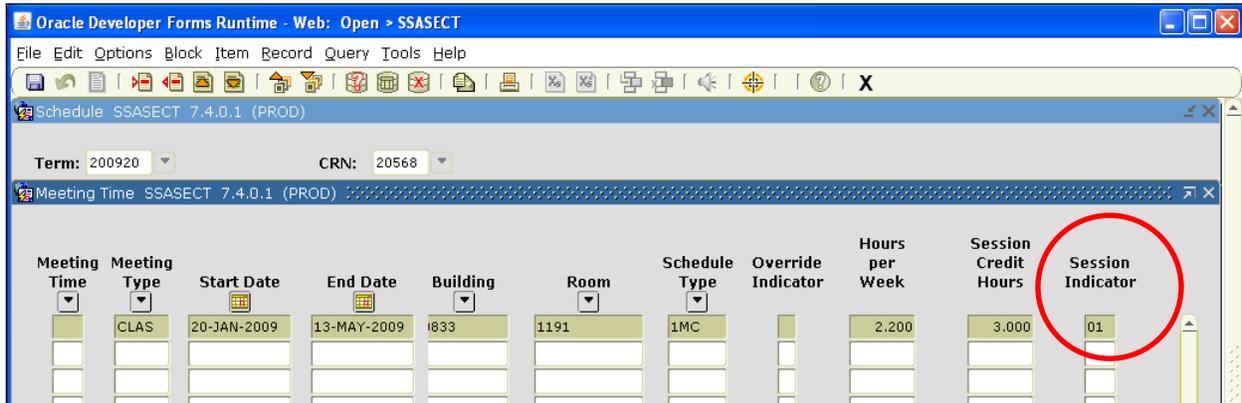
Meeting Time	Meeting Type	Start Date	End Date
	CLAS	20-JAN-2009	13-M

A red circle highlights the 'Meeting Type' dropdown menu and the value 'CLAS' in the first row.

13. **Do Not touch the Session Indicator**. The default value is “01”. If you are having trouble assigning an instructor with error message at the bottom that reads “*Session Has No*

Meeting Times Defined For Section” and you know that you have assigned times, this is probably the reason. (See Example 13.1)

Example 13.1



14. **Do Not** add any more information to any fields for which we have not provided you instructions. We appreciate the extra effort, but inputting information into fields we have not authorized you to input information for can lead to issues with registration, workloads, and reporting.

15. Cross-listed course sections (sections in the same room during the same days and times) should be brought to the attention of this office. The room should be assigned to one course. Notify the Registrar’s Office of the other courses sharing the room so that we may have the room assigned through an override code. (This also applies to assigning instructors for these courses.)

16. Never change the days and times for a course after registration has occurred.

17. If you are changing the way a section is delivered, for example, you are changing a course from face-to-face to internet, the original course section needs to be deleted and a new section should be created. Simply changing codes is not allowed. This also applies to course sections that are being relocated, for example, course sections that are being taught off campus and are now being moved on campus or vice versa. Changing the course sections codes will lead to errors. It is best to start from scratch.

18. Any course that you find has been set to “**Inactive**” (Status: I) should not be set to “**Active**” by the department unless otherwise notified by the Office of the Registrar. Courses are set to “Inactive” by the Office of the Registrar when there are major errors. Departments will be notified of course section errors. Any course section that is not corrected within 3 working days of notification by the Registrar’s Office will be endanger of being deleted without notification.

We cannot allow students to register in courses that have errors or are missing information. Once a student is registered in one of these courses all the information for the course is transferred to the student record. Simply correcting the course does not mean that the student record will automatically be corrected. Often times it is required that the students be dropped and re-enrolled in the course for the correction to take effect.

IMPORTANT!

Exclusion from 3-peat Attribute to be placed for Non-Gradable Course Sections

3-peat rule charges students extra fee when they repeat a course for the third time. Course sections setup as **non-gradable (with 0-zero Credit and Billing Hours)** are excluded from this count. To ensure that the students do not get charged wrongfully, please add the **3XPT** attribute to each non-gradable section (mostly in lecture/lab combo courses) in Schedule Detail (SSADETL) form by going directly to SSADETL or by going to the CRN in SSASECT then through **Options -> Schedule Detail** and going to **Degree Program Attributes** tab.

Attribute	Description
1AAF	Academic Affairs Crse Fee
1MU4	Musc Lab Fee
3XPT	Exclude from 3peat

NEVER GO BACK AND CHANGE DATA FOR ANY COURSE FOR ANY PREVIOUS TERM. THIS DATA HAS BEEN SUBMITTED TO THE TEXAS HIGHER EDUCATION COORDINATING BOARD FOR REPORTING AND FUNDING PURPOSES. CHANGES TO THIS DATA WITHOUT COORDINATION WITH THE OFFICE OF INSTITUTIONAL RESEARCH AND THE REGISTRAR COULD RESULT IN AN AUDIT FINDING FOR PVAMU.