



WKU[®]

Office of the Registrar

Banner

Schedule Preparation

Procedures and Guidelines

Official Manual

Revised 10/04/21

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FYI

For Schedule Preparation departments will update only SSASECT, SSATEXT and SCATEXT.

Additional Information to be added to schedule will be processed from information supplied by departments to the Office of the Registrar.

Operational Process: All Departmental Offices	Activity: Preparation of Schedule of Classes
Revised Date: 4/09/12	Responsible Staff Position: Departmental Office Associates, Department Heads, Selected Faculty
URL: http://www.wku.edu/Dept/Support/AcadAffairs/Registrar/schedule_classes_manual.pdf	Effective Date: Banner go live date
Relevant Banner Forms: View: SCACRSE, SCADETL, SCARRES, SSADETL, SSARRES, SCAPREQ, SSAMATX, SIAASGQ, SSAXLST, SSASECQ Update: SSASECT, SCATEXT, SSATEXT	Special Notes:

When you open Banner, you should see this form first.

Section 1: To View Course Inventory—Viewing Capability Only

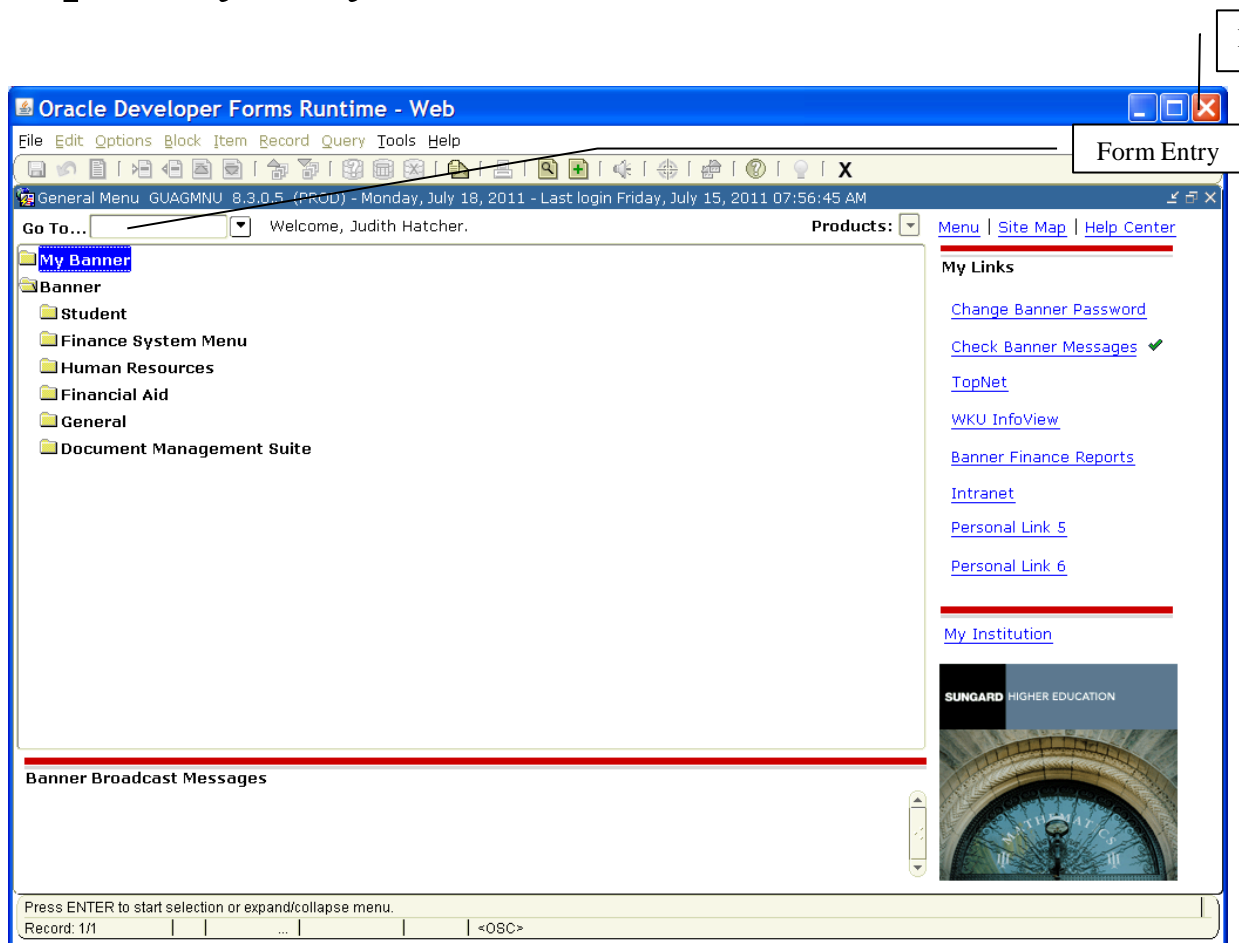


Figure 1—Banner General Menu Form



This first form contains the box where you enter the seven letter form name. It also contains a directory of the forms that are available in Banner. Once you have retrieved a form from this first window of Banner, click Options on the Menu Bar or right-click to access Options that relate to that particular form. In this preparation manual you will find instructions to perform one of these commands—press control page down, click next block, or click a form in the Options menu—in order to access other blocks, windows or related forms. You should click the option name to retrieve or enter the desired window or form.

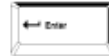


You will encounter new terms in this manual, such as Query and Commit. A query form is a search engine for a specific data element. When Banner gives you an auto hint line that says you must Commit before leaving the block, you are supposed to save the form by pressing f10 or Save icon.



When a window has a horizontal or vertical scrollbar, you should always look for more information. You may do this by paging down or up, arrowing down or up or by using mouse to move scrollbar.

In Go To box on General Menu Form, type SCACRSE. Press



I. Course Inventory Form (SCACRSE)

There are four basic parts to this form: course information, course level, grade modes and schedule type.

Figure 2—SCACRSE—Course Inventory Form

The screenshot shows the Oracle Developer Forms Runtime window for the SCACRSE form. The form is titled "Basic Course Information SCACRSE 7.1 (PRCS)". It contains several sections:

- Subject:** ENG (English (Univ))
- Course:** 100
- Term:** 200630
- Course Title:** INTRO TO COLLEGE WRITING
- Options:** A callout box points to the "Options" menu bar item.
- From Term:** 200520
- To Term:** 999999
- Course Details:**
 - Course Title:** INTRO TO COLLEGE WRITING
 - College:** AR (Arts Humanities & Soc Science)
 - Division:** (empty)
 - Department:** ENG (English)
 - Status:** A (Active)
 - Approval:** A (Approved)
 - CIP:** 230101 (English Language and Literat.)
 - Prerequisite Waiver:** (empty)
 - Duration:** (empty)
 - Continuing Education
 - Tuition Waiver
 - Additional Fees
 - CAPP Areas for Prerequisites
- Hours:**

	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	<input type="checkbox"/>
Billing:	3.000	<input type="checkbox"/>	<input type="checkbox"/>
Lecture:	5.000	<input type="checkbox"/>	<input type="checkbox"/>
Lab:	.000	<input type="checkbox"/>	<input type="checkbox"/>
Other:	.000	<input type="checkbox"/>	<input type="checkbox"/>
Contact:	5.000	<input type="checkbox"/>	<input type="checkbox"/>
- Repeat Details:**
 - Limit:**
 - Maximum Hours:** (empty)
 - Repeat Status:** (empty)

Callouts from the right side of the image point to the following fields:

- Enter subject abbreviation:** Points to the Subject field.
- Enter course number:** Points to the Course field.
- Variable Credit information:** Points to the Hours table.
- Title of course is 30 characters. Transcript is also 30 characters.** Points to the Course Title field.

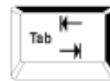
Basic Course Information Form

1. Type **Subject** abbreviation (e.g., ENG, FIN, PSY, BIOL, DENG).



2. to **Course**.

3. Type Course (e.g. 100, 153, 200, 120).



4. to **Term**.

- Enter term for which you want to see course information. Example: Fall semester 2009 would be entered as 200930 (yyyyxx with “y” being year, “x” being the term); Spring semester 2010 would be 201010. (See Attachment 1 for year and term conversion.)



- To fill in course information, click Basic Course Information in Options, Next Block, or

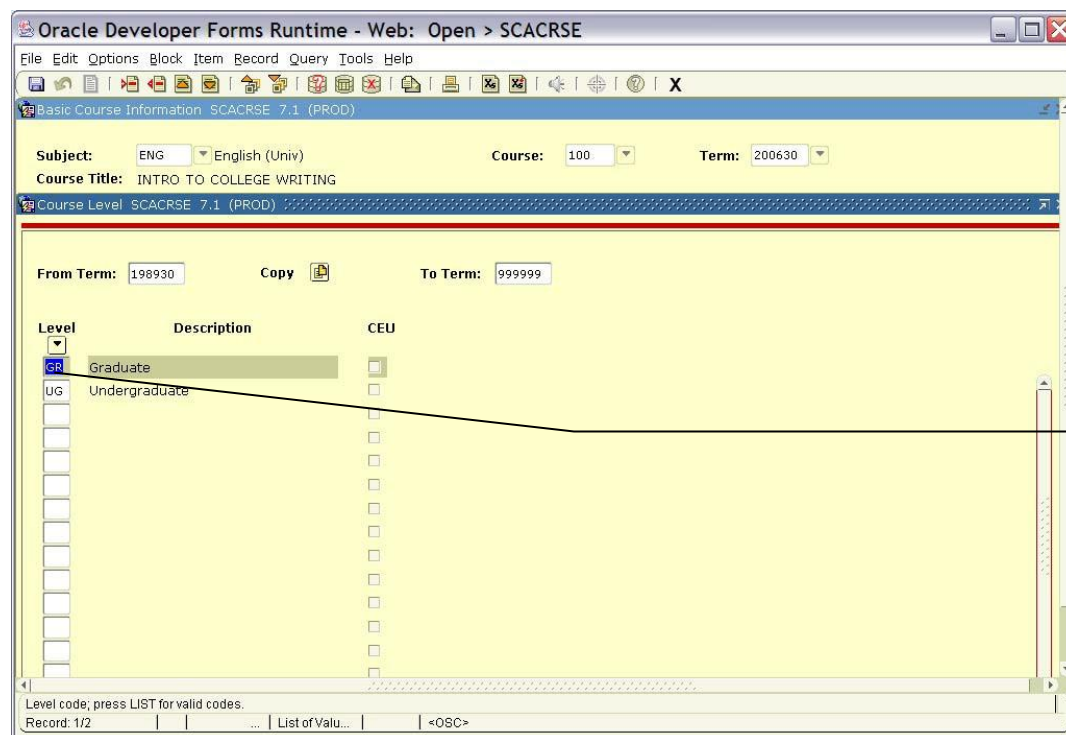
FYI If text in the box is blue, you can double-click on the box or use the down arrow to get a listing of information applicable for that box.

After viewing the basic course information in the first window, click Course Levels in Options, Next Block or



to see course level information.

Figure 3—SCACRSE—Course Level



Level of student who may take course

Course Level

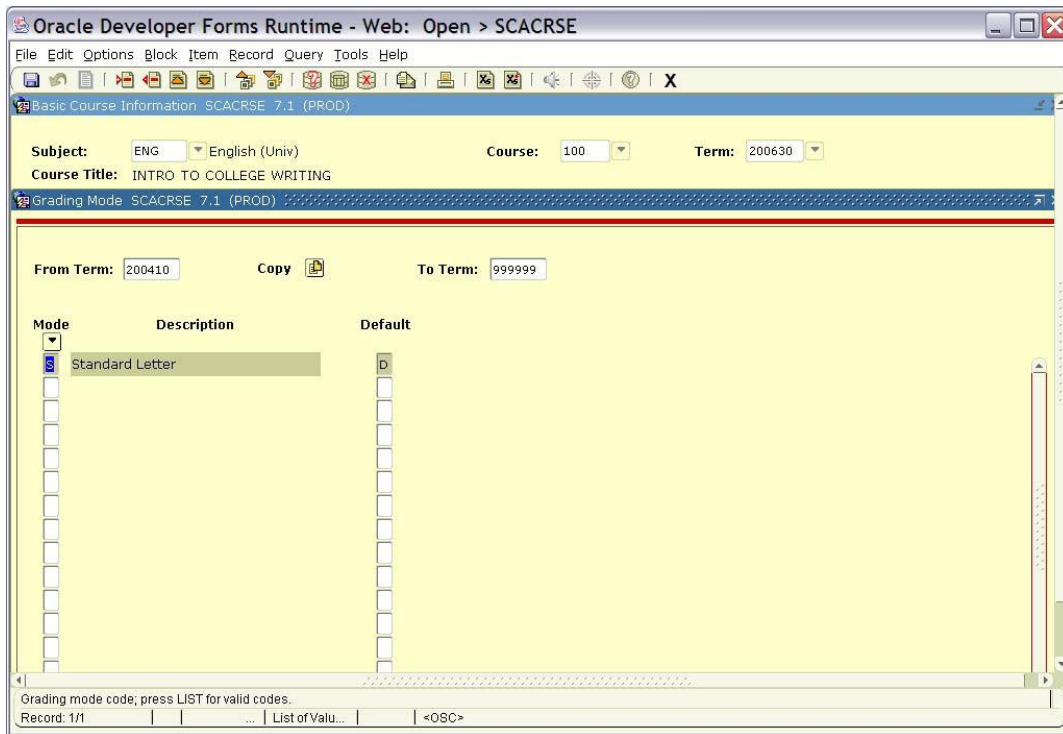
Lists level of student who is permitted to take the course (i.e., GR—Graduate, UG—Undergraduate).

To see grading mode information about this course, click Course Grading Modes in Options,



Next Block or

Figure 4—SCACRSE—Grading Mode



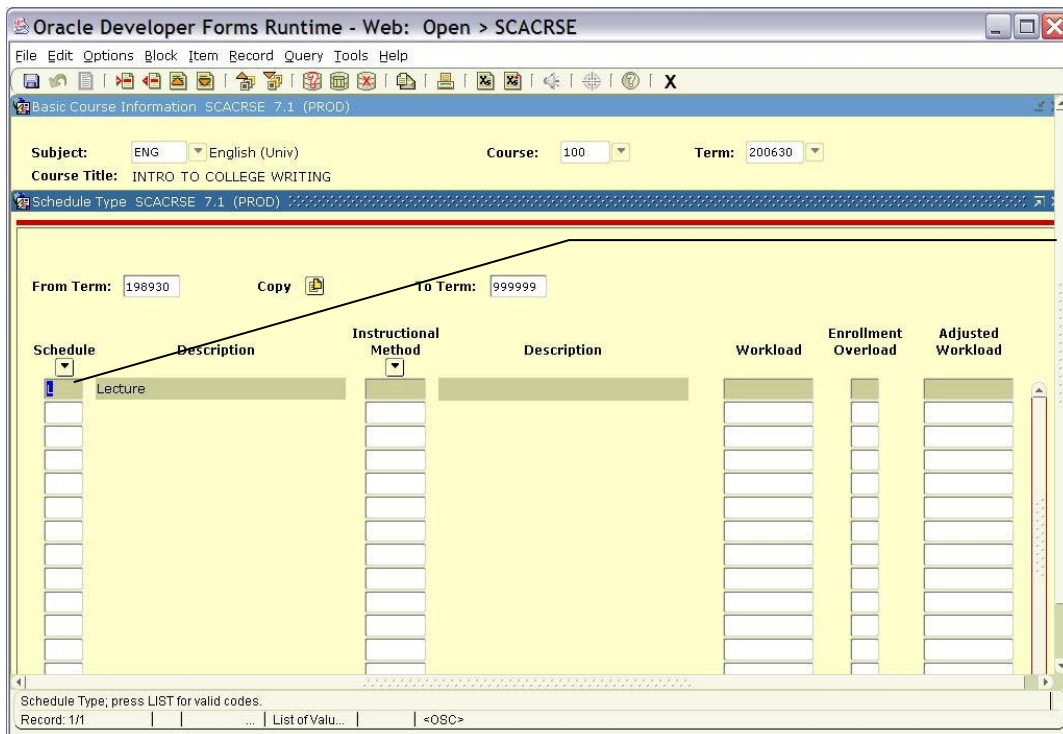
Grading Mode

This is the Grading Mode permitted for this course.

To see schedule type for this course, click Course Schedule Types in Options, Next Block, or



Figure 5—SCACRSE—Schedule Type



Denotes activity or type of course, e.g. lecture, lab, etc. Course may have up to three schedule types. To see Schedule type options, click Schedule drop down arrow.

Schedule Type

This window lists the Schedule type applicable for this course.

Course Detail Information

In Options, click **Course Details**.

II. Course Detail Form (SCAETL)

To see Co-requisite information, click Course Co-requisites in Options, Next Block, or



Figure 6—SCAETL—Course Detail Information Form—Co-requisites

Co-requisite course for CHEM 120

Co-requisite Course



Co-requisite Courses are courses that must be taken together at all times. Registration will not be allowed unless student registers for section of both.



To enter Equivalent Course window pane, click Course Equivalents in Options, Next Block, or

Figure 7—SCADETL—Course Detail Information Form—Equivalent Course

Subject: PSY Psychology (Univ) Course: 100 Term: 200930
 Course Title: INTRO PSY

Corequisites and ... Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

Corequisite Course

From Term: 200930 Maintenance To Term: 999999

Subject Course

Equivalent Course

From Term: 200110 Maintenance To Term: 999999

Subject	Course	Start Term	End Term
PSYC	100C	200110	999999

FRM-40350: Query caused no records to be retrieved.
 Record: 1/1 ... List of Valu... <OSC>

Equivalent Courses

Example given is PSYC 100C and PSY 100. Other examples would include ENG 100 and ENGL 100C; CHEM 280, BIOL 280, ENV 280, GEOG 280, CH 280. This does NOT stop registration but will not allow credit to count for both at degree audit.

To see fee information, if applicable for this course, click Fee Codes tab.

Figure 8—SCADETL—Fee Code

Subject: MIL Military Science (Univ) Course: 101 Term: 200930
 Course Title: MIL MOUNTAINEERING/LDRSHIP

Corequisites and ... Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

Fee Codes

From Term: 200110 Maintenance To Term: 999999

Detail	Description	Amount	Fee Type	Duration Unit
0430	Military Science Fee	20.00	FLAT	

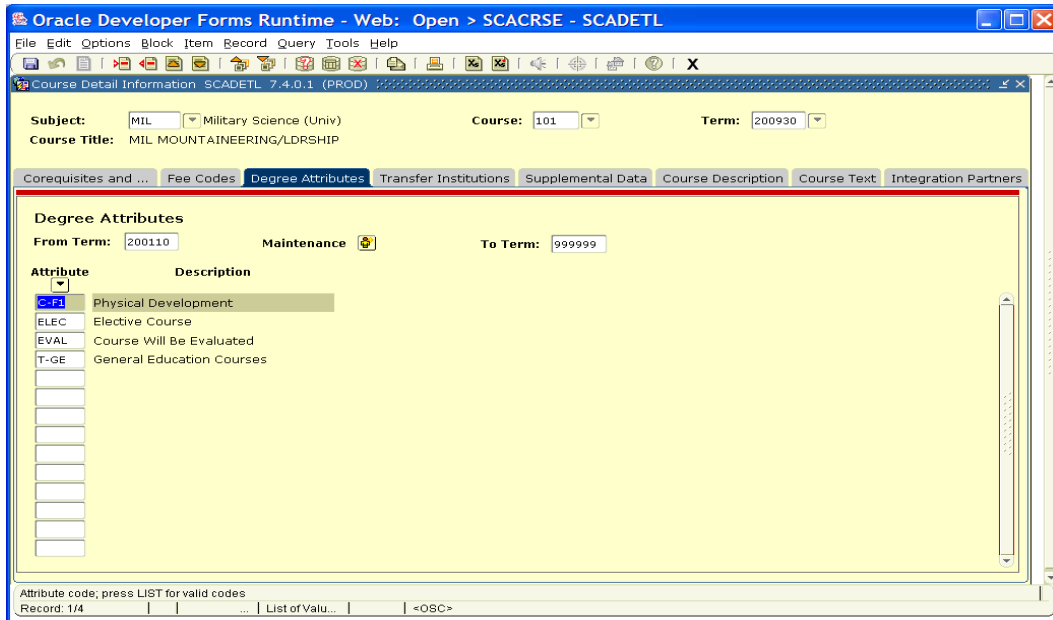
Detail code, press LIST for valid codes
 Record: 1/1 ... List of Valu... <OSC>

Fee Codes

If fee is to be charged, it must be approved by the Provost and entered by Billings and Receivables. If the fee code is entered on the catalog form, it will be attached to every section after entry is made. Course sections created prior to fee entry will not carry fee, at which case, the fee must be added by Billings and Receivables at the section level.

To see degree attributes, click Degree Attributes tab.

Figure 9—SCADETL—Degree Attributes



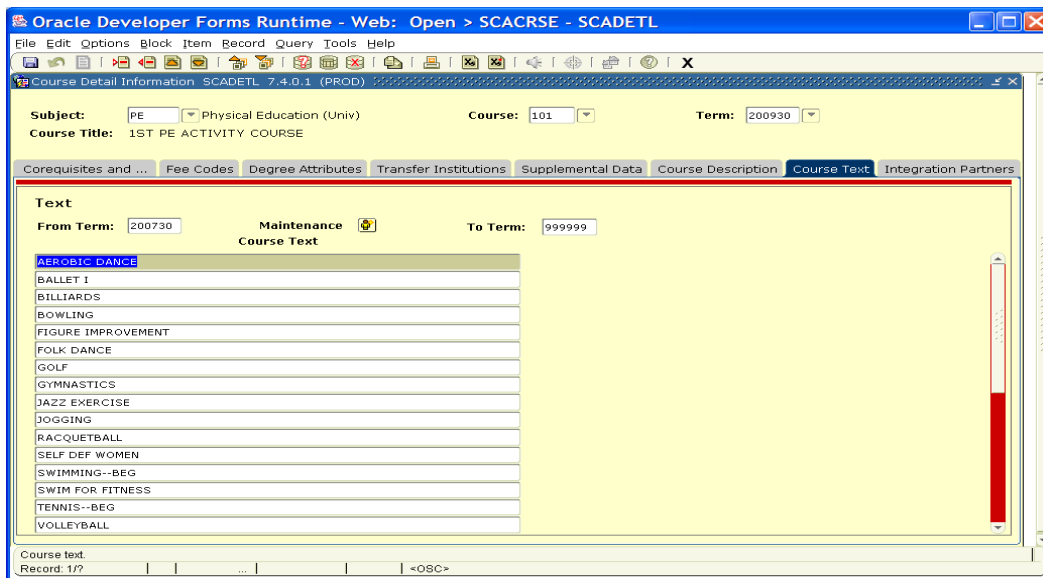
Degree Attributes

To see list, click drop down arrow under Attribute. Attributes include, but are not limited to, the following:

- 1) General Education category
- 2) Section attributes
- 3) Evaluation

To see course text, click Course Text tab.

Figure 10—SCADETL—Course Text (Subtitles)



Course Text

Course Text field will be used to maintain Subtitles approved by the Academic Deans. Course description will be maintained on the Web version.

Click Exit icon twice to return to General Menu Form.

Course Registration Restrictions




In General Menu box, type SCARRES. Press

Figure 11—SCARRES—College/Major Restrictions

The screenshot shows the Oracle Developer Forms Runtime interface for SCARRES. The main form is titled "Course Registration Restrictions SCARRES 7.3.2 (PROD)". It has a menu bar with File, Edit, Options, Block, Item, Record, Query, Tools, and Help. Below the menu bar is a toolbar with various icons. The form itself has several fields: Subject: ACCT Accounting (Univ), Course: 390, Term: 200930, and Course Title: INTERNSHIP IN ACCOUNTING. There are four tabs: "College and Major Restrictions" (selected), "Class and Level Restrictions", "Degree and Program Restrictions", and "Campus Restrictions". The "College and Major Restrictions" tab is divided into two sections: "College Restrictions" and "Major Restrictions". Both sections have "From Term" (200410) and "To Term" (999999) fields, a "Maintenance" icon, and radio buttons for "Include" (selected) and "Exclude". The "College Restrictions" section has a "College" dropdown menu with options: AR Arts and Letters, BU Gordon Ford Coll of Business, and ED Education & Behavioral Science. The "Major Restrictions" section has a "Major" dropdown menu with option: 602 Accounting. Two callout boxes are present: one pointing to the "College" dropdown with the text "This course includes all colleges with exception of Community College.", and another pointing to the "Major" dropdown with the text "This course includes students majoring in Accounting". At the bottom of the form, there is a status bar with the text "College code; press LIST for valid codes" and "Record: 38".

III. Course Registration Restriction Form (SCARRES)

If the subject and course for which you wish to see information is entered,  , click Next Block, or Course College Restrictions in Options to see college restrictions for that particular course. If the subject and course you wish to see are not entered, first type subject abbreviation, course number, and appropriate term in the named boxes.

To see college restrictions, click Course College Restrictions in Options, Next Block or



College Restrictions

If the course is restricted, only students within certain colleges can take it. You can include (I) or exclude (E) certain colleges.

In the example in figure 10, only students in the Business College can take this course. College restrictions will be used to automatically 1) exclude Community College students from taking 300 and 400 level University courses and 2) include only Community College students in General Education Courses offered through the Community College.

To enter major restrictions pane, click Course Major Restrictions in left pane, Next Block, or



Major Restrictions

If the course is restricted, only students majoring in certain majors can take it. You can include (I) or exclude (E) certain majors.

In the example in figure 10, only students majoring in 602 Accounting can take ACCT 390.

To see Class Restrictions, click Course Class Restrictions in Options, Next Block, or



Figure 12—SCARRES—Class/Level Restrictions

Oracle Developer Forms Runtime - Web: Open > SCARSE - SCARRES

File Edit Options Block Item Record Query Tools Help

Course Registration Restrictions SCARRES 7.3.2 (PROD)

Subject: ACCT Accounting (Univ) Course: 200 Term: 200930

Course Title: ACCOUNTING-FINANCIAL

College and Major Restrictions Class and Level Restrictions Degree and Program Restrictions Campus Restrictions

Class Restrictions

From Term: 200810 Maintenance To Term: 999999

Include Exclude

Class	Description
AJ	Academy Junior
AS	Academy Senior
FR	Freshman

This course excludes Academy students and freshmen and undergraduate non degree students.

Level Restrictions

From Term: 200110 Maintenance To Term: 999999

Include Exclude

Level	Description
CE	Continuing Education

This course excludes continuing education students.

Class Restriction Indicator; (I)include, (E)exclude. Record: 1/1 <OSC>

Class Restrictions

In this windowpane the course can be restricted to include (I) or exclude (E) by class, i.e. Freshman (F), Sophomore (So), Junior (J), Senior (Se), etc.

To enter Level Restrictions pane, click Course Level Restrictions in Options, Next Block, or



Level Restrictions

In this windowpane the course can be restricted to include (I) or exclude (E) by level—Graduate (GR) or Undergraduate (UG). Level will be used to automatically exclude undergraduate student from all graduate courses.

To see Degree Restrictions, click Course Degree Restrictions in Options, Next Block, or
This restriction currently is not populated.



Figure 13—SCARRES—Degree/Program Restrictions

The screenshot shows the Oracle Developer Forms Runtime interface for 'SCARRES 7.3.2 (TEST)'. The main form is titled 'Course Registration Restrictions'. At the top, it displays 'Subject: FIN Finance', 'Course: 350', and 'Term: 200930'. Below this, the 'Course Title' is 'RISK MGT/INSURANCE'. The form has several tabs: 'College and Major Restrictions', 'Class and Level Restrictions', 'Degree and Program Restrictions', and 'Campus'. The 'Degree and Program Restrictions' tab is active. It contains two sections: 'Degree Restrictions' and 'Program Restrictions'. In the 'Degree Restrictions' section, 'From Term' is 200930, 'To Term' is 999999, and 'Include' is selected. The 'Degree' dropdown is set to 'BS Bachelor of Science'. In the 'Program Restrictions' section, 'From Term' is 200930, 'To Term' is 999999, and 'Include' is selected. The 'Program' dropdown is set to 'COBA_BS BS in College of Business'. Two callout boxes with arrows point to the 'Degree' and 'Program' dropdowns, containing the text: 'This course includes only those students seeking a Bachelor of Science degree' and 'This course includes only those students in the BS in College of Business Program'. At the bottom of the form, a status bar reads 'FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/1 ... | List of Valu... | <OSC>'.

Degree Restrictions

Degree Restrictions can include (I) or exclude (E) certain degrees, e.g., a student seeking an AB degree may not take this course.

To enter Program Restrictions pane, click Course Program Restrictions in Options, Next Block, or **This restriction currently is not populated.**



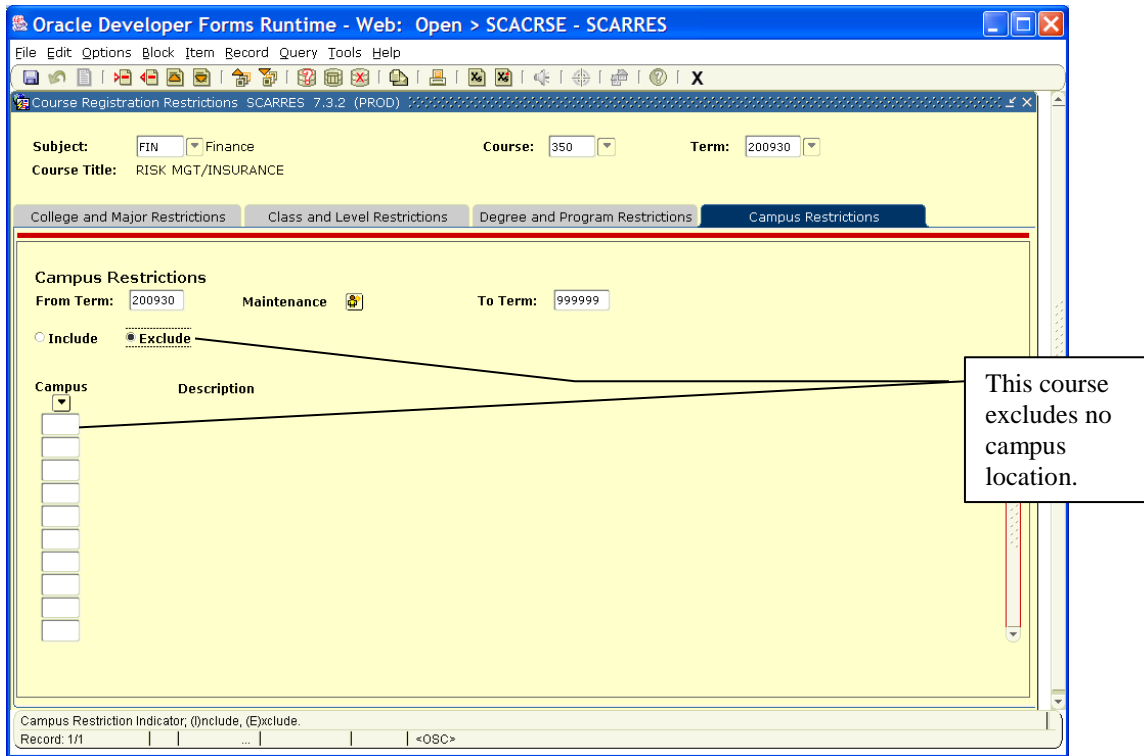
Program Restrictions

Program Restrictions can include (I) or exclude (E) several majors as defined by a program.

To see Campus Restrictions, click Course Campus Restrictions in Options, Next Block, or **This restriction currently is not populated.**



Figure 14—SCARRES—Campus Restrictions



Campus Restrictions

Campus Restrictions can include (I) or exclude (E) main campus, Glasgow, E-town, etc. This is a **Course** restriction, not a Section restriction. **This restriction will not be populated.**

FYI

College, Major, Class and Level restrictions are the only restrictions used. Level restrictions apply to courses that can be taken only by Graduate students or that exclude Continuing Education students. For an explanation of College restrictions, see page 13. See page 14 for an explanation of Major and Class restrictions.

Remember, restrictions entered at course level apply to all sections of the course.

Click Exit Icon once to return to General Menu Form.

Course Prerequisite Restrictions



In General Menu box, type SCAPREQ. Press
 If subject, course and term not entered, enter this information.

Click Course Test Scores in Options, Next Block, or



Figure 15—SCAPREQ—Course Prerequisite Restrictions

The screenshot shows the Oracle Developer Forms Runtime interface for SCAPREQ. The main window title is "Oracle Developer Forms Runtime - Web: Open > SCAPREQ". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main content area is divided into several sections:

- Subject and Course Information:** Subject: ACCT Accounting (Univ), Course: 300, Term: 200220. Course Title: INTERMEDIATE ACCTG I.
- Course Test Scores and Prerequisite Restrictions:** From Term: 200220, To Term: 999999. This section contains a table with columns: And/Or, Test Code, Test Score, Subject, Course, Level, Grade, and Concurrency. The table has one row with data: And/Or: O, Test Code: COBA, Test Score: 2, Subject: ACC, Course: 201C, Level: UG, Grade: C, Concurrency: No.
- Course Area Prerequisite Restrictions:** From Term: 200220, To Term: 999999. This section has fields for Area, Description, and Activity Date.

A callout box with the text "Students registering for this course must have fulfilled these prerequisites." points to the Concurrency column in the table above.

IV. Course Prerequisite Restrictions (SCAPREQ)

Restrictions must be true for ALL SECTIONS if added at the course level.

Student Registration Permit Override Form

Figure 16—SFASRPO—Student Registration Permit-Override Form

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

Student Registration Permit-Override SFASRPO 7.0 (PROD)

ID: 555443333 Doe, John Term: 200630 Fall 2006

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User
MAJOR	34603	MUS	155	001	U_TRAMMELDM
RESTRICTED	24335	MUS	349	001	U_SIMONEGT
RESTRICTED	07395	MUS	353	022	U_SIMONEGT

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time
06735	1	MUS	214	001	0	0		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				111
07169	1	MUS	317	001	2	0	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			102
07187	1	MUS	341	001	40	0	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			135
07191	1	MUS	345	001	13	0	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			113
07395	1	MUS	353	022	6	0								

Registration permit-override code; press LIST for valid codes

Record: 1/3 ... List of Valu... <OSC>

Use this form to permit the following overrides for the individual student: capacity, classification, college, co-requisite, major, prerequisite, or restricted course.

Click Exit Icon once to return to General Menu Form.

Section 2: To Change Course Section Information after Roll

Schedule Form



In General Menu box, type SSASECT. Press

SSASECT consists of four windows. The main window is Section Information; the other three windowpanes are 1) Meeting Time, 2) Instructor and 3) Enrollment Data.

Figure 17—SSASECT—Schedule Form—Section Information

I. Schedule Form (SSASECT)—Update Capability

1. Enter term.
2. Tab to Course Reference Number.
3. Type course reference number (CRN) for the section, which is the 5-digit number found in first column of the schedule roll detail report that you print from InfoView at the beginning of schedule preparation.

FTI! Sections will not roll from previous like term to current like term if credit hours, schedule type or grade mode has been changed after previous term. For example, course sections that were Lecture for spring 2009 and then changed after spring semester to Lecture/lab will not roll to spring 2010. Course section status rolls as it was entered in previous like term: open, cancelled or restricted.

To see information about this course section as it rolled from a previous like term (e.g. if you are working on term 201010—spring 2010—and want to see what was duplicated from 200910—spring 2009), click appropriate Option, Next Block, or



Information that can be changed on this form includes adding subtitle; section number, campus; status; schedule type, if course has been approved for more than one; grade mode, if course has been approved for more than one; session; approval code; non-print; and credit hours if course is variable credit. To make appropriate changes place

cursor in the specific box and enter your change. Save or 

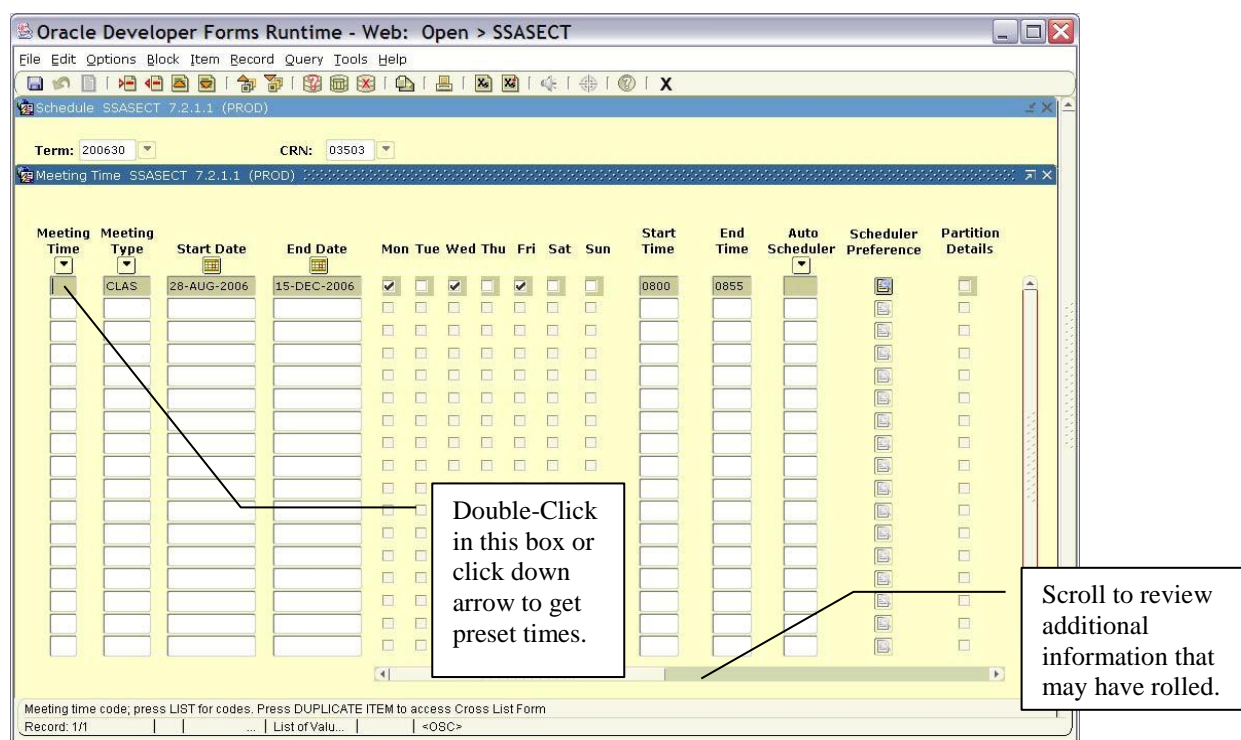
You will need to enter instructor and building/room information for every section that rolls. See FYI at bottom of page 21 for information about building/room entry.

For all Study Abroad course sections refer to page 25 of this manual for specific instructions.

To see information about the meeting time for this section, click Scheduled Meeting Times in Options, Next Block,



Figure 18—SSASECT—Meeting Time



FYI If your section meets other than the standard meeting dates, see Attachment 6 for entry on SSASECT.

Meeting Time

1. If meeting pattern should be changed, highlight incorrect time and click Delete Record or click Record Remove from Menu Bar.


2. Save or 

3. Double-click in Meeting Time box (see figure 17) or click Down Arrow to get table STVMEET with preset times and days. (See Attachments 2 and 3 for Period and Military Time Conversion) If appropriate meeting pattern is not available, you must enter meeting days on SSASECT by clicking on day(s) of the week and entering start and end times.

FYI If you leave meeting time blank, it will automatically print “TBA.” However, if you want to assign an instructor to this section, you will need to type 0.0 in hrs/wk box in the meeting time window. This is a Banner requirement.

Banner will not let you delete a time where an instructor has been assigned.

4. Add new time by highlighting; click the Select Icon or double-click new meeting pattern to bring it into SSASECT.

5. Save or 

6. Highlight incorrect time and click Delete Record or click Record Remove from Menu Bar.


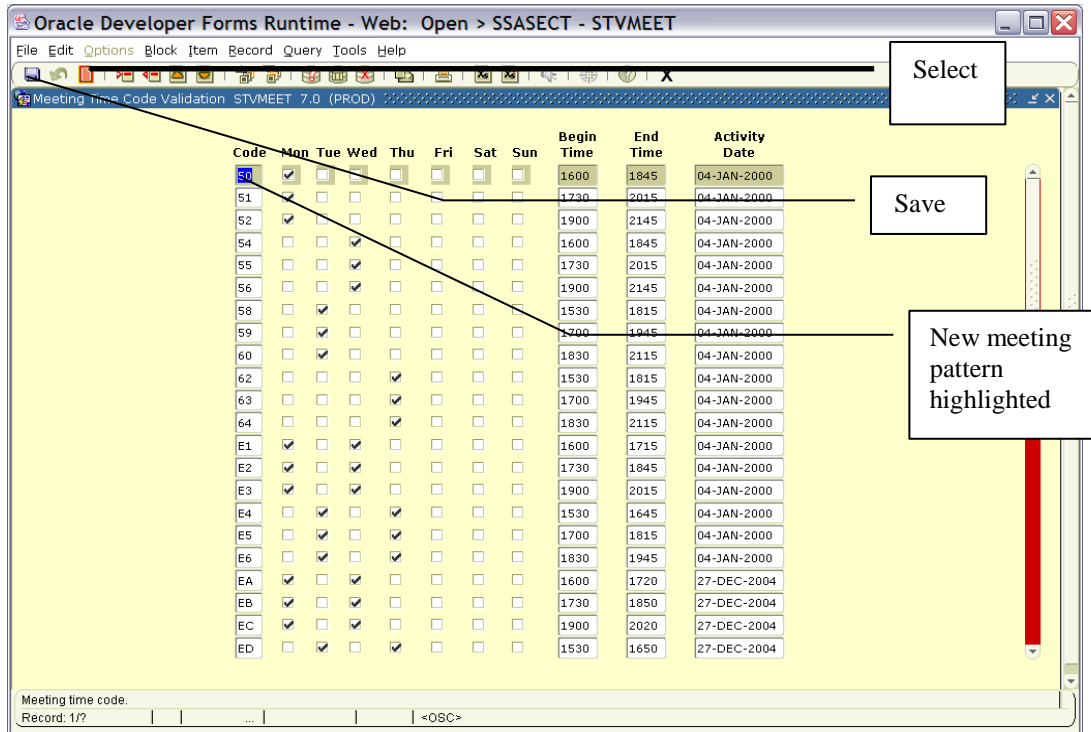
7. Save or 

Figure 19—STVMEET—Meeting Time Code Validation Form



Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1845	04-JAN-2000
51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015	04-JAN-2000
52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2145	04-JAN-2000
54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1845	04-JAN-2000
55	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015	04-JAN-2000
56	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2145	04-JAN-2000
58	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1815	04-JAN-2000
59	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1945	04-JAN-2000
60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	2115	04-JAN-2000
62	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1815	04-JAN-2000
63	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1945	04-JAN-2000
64	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	2115	04-JAN-2000
E1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1715	04-JAN-2000
E2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1845	04-JAN-2000
E3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2015	04-JAN-2000
E4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645	04-JAN-2000
E5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1815	04-JAN-2000
E6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	1945	04-JAN-2000
EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1720	27-DEC-2004
EB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1850	27-DEC-2004
EC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2020	27-DEC-2004
ED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1650	27-DEC-2004

FYI

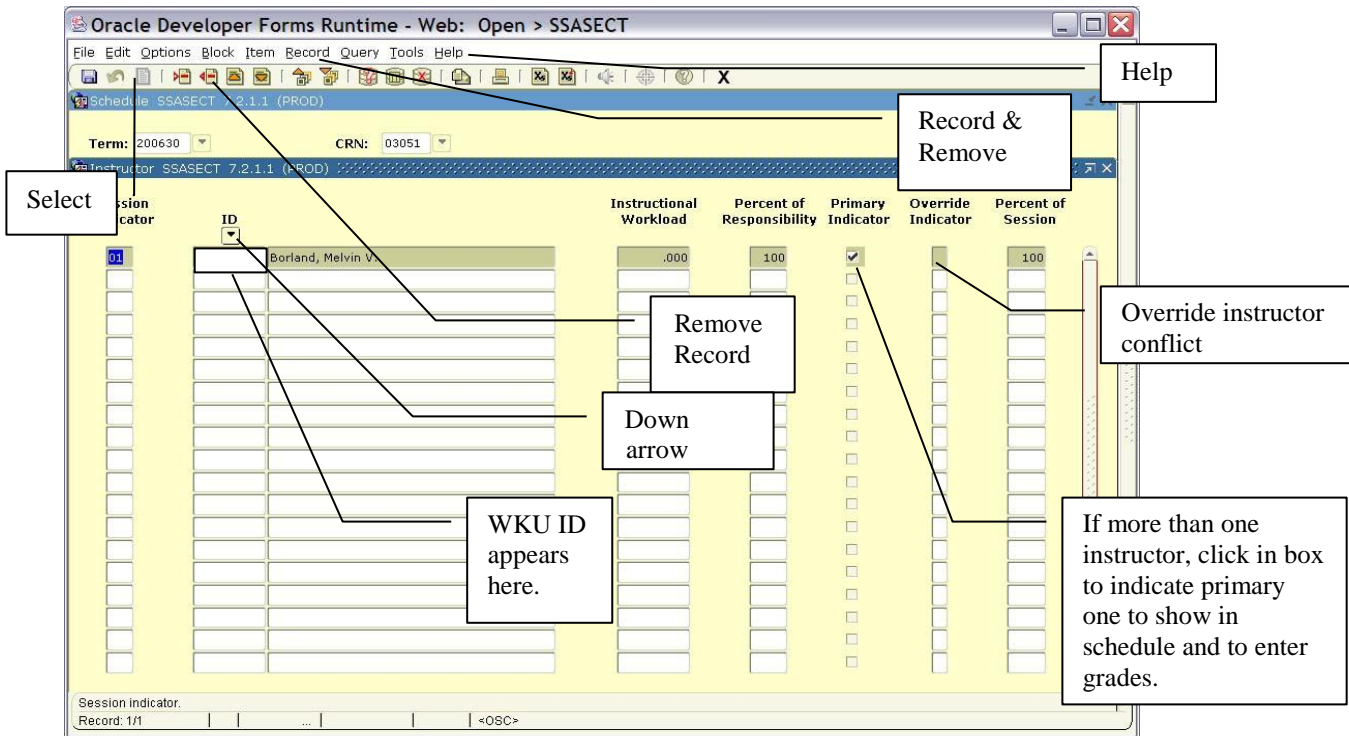
Any building and room information for the Main campus will be entered by Jessica Steenbergen, Scheduling Applications Coordinator for ASTRA. If you have questions, please contact her at 745-2802 or Jessica.steenbergen@wku.edu. You are responsible for entering building codes for WEB, Study Abroad, Russellville, Telecourse, and Special Locations sections. Regional Campus building and room information will be entered by Regional Campus office personnel.

The following schedule types must have Building and Room information by the beginning of the semester: A (Applied Learning), B (Lab), C (Lecture/lab), and L (Lecture). In addition, WEB Only sections must have WEB as the building and no room number. WEB-Blended and WEB-Designated sections require a building and/or room. **See page 70 for definition of WEB Only, WEB-Blended and WEB-Designated.** KET sections that are also A, B, C, or L schedule types should have KET as the building; no room number is needed. WKYU-TV sections that are also A, B, C, or L schedule types should have the location of exams as the building and room designation.

To see instructor information, click Assigned Instructors in Options, Next Block or



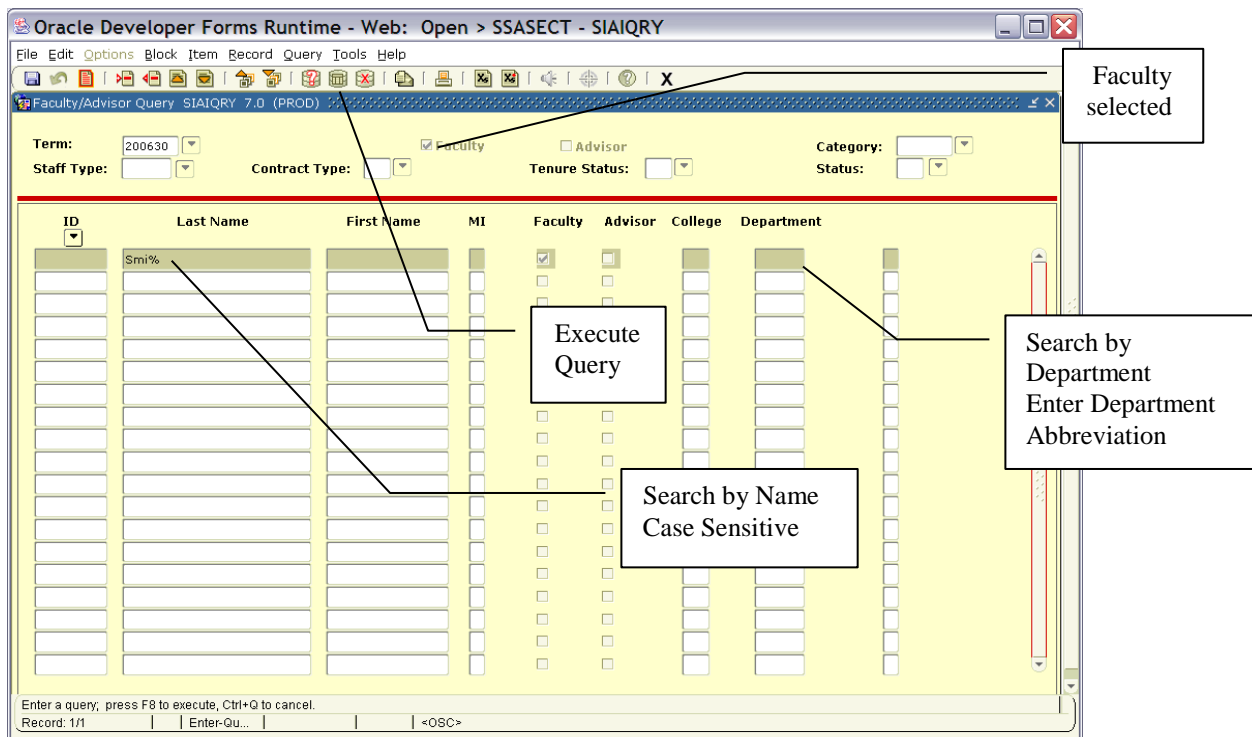
Figure 20—SSASECT—Instructor



Instructor

1. If you know the WKU ID, enter in ID field. If you don't know the ID, tab to the ID box, go to Menu Bar, Help and List or click down arrow to get query form.

Figure 21—SIAIQRY—Faculty/Advisor Query Form



2. Check box to indicate if you are looking for faculty or advisor information.

FYI

WARNING: Case Sensitive.

3. Click box titled Last Name, type first part of last name and % (e.g. Smit%).



4. Click Execute Query or press
5. Scroll to find instructor name—choose by moving arrow up or down or using mouse to highlight name you want.
6. Click Select icon or double-click on the name. This will fill in the instructor's name on instructor form.
7. Type in percentage of responsibility and session if each column is less than 100%.
8. If ID not on system, leave ID blank. "Staff" will appear in the schedule of classes.

FYI

If course is being team taught, % Resp column must equal 100 and % Sess column must equal 100. **Banner will give you a warning at bottom of form that percent is less than or more than 100, but won't make you change it.** If more than one instructor, identify which is to be primary instructor by enabling the appropriate primary check. Only the primary instructor will appear in the printed schedule of classes and will be able to post grades online.

Conflict: If message at bottom of form says instructor has conflict, go to SIAASGQ, Faculty Schedule Query Form, by clicking Query Faculty Schedule in Options (or exit to General Menu Form and enter form name

in General Menu box), enter term and ID and click Next Block, or



FYI

If course is cross-listed (same instructor, time and location; or in the case of an ITV section, same instructor and same time), you **will** have a conflict. These conflicts will have to be overridden.

Figure 22—SIAASGQ—Faculty Schedule Query Form

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
03051	ECON	202	001	01	28-AUG-2006	15-DEC-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855
03111	ECON	302	001	01	28-AUG-2006	15-DEC-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1130	1225
20439	ECON	202	002	01	28-AUG-2006	15-DEC-2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0910	1005

You will get a list of course sections assigned to that instructor. At this point you can assign another instructor (on SSASECT Instructor) to this section or drop the instructor from another section.



9. Save or

- To return to main window—Schedule form—Next Block, or three times



Figure 23—SSASECT—Schedule—Course Section Information

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2.1.1 (PROD)

Term: 200630 CRN: 03051

Section Details

Subject: Economics (Univ) CEU Indicator:

Course Number: Title: Credit Hours:

Section: Billing Hours:

Cross List: Contact Hours:

Campus: Main Lecture:

Status: Open Lab:

Schedule Type: Lecture Other:

Instructional Method: Link Identifier:

Integration Partner: Attendance Method:

Grade Mode: Standard Letter Weekly Contact Hours:

Session: Day Daily Contact Hours:

Special Approval: Part of Term: 28-AUG-2006 15-DEC-2006 15

Duration: Registration Dates:

Start Dates:

Maximum Extensions: Print Voice Response and Self-Service Available

Long Title Comments Syllabus Gradable CAPP Areas for Prerequisites

Tuition and Fee Waiver

Subject, CQH for Courses; DupFld for Enrt; DupRec for Creds.
Record: 1/1 | ... | <OSC>

Figure 24—SSASECT—Section Enrollment Information

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.2.1.1 (PROD)

Term: 200630 CRN: 03051

Section Details

Subject: Economics (Univ) CEU Indicator:

Course Number: Title: Credit Hours:

Section: Billing Hours:

Enrollment Data SSASECT 7.2.1.1 (PROD)

Enrollment Details

Maximum: Waitlist Maximum: Projected:

Actual: Waitlist Actual: Prior:

Remaining: Waitlist Remaining: Reserved

Generated Credit Hours: **Maximum Enrollment**

Census One Enrollment Count: Freeze Date:

Census Two Enrollment Count: Freeze Date:

Max enrollment for section; press CQH or Maximum button to enter reserved seats.
Record: 1/1 | ... | <OSC>

Rollback

May use scroll bar to access additional meeting information.

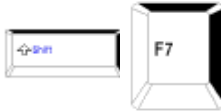
Section Enrollment Information

- Click **Section Enrollment Info** in Options. Enrollment from last year will appear. Type over existing maximum to change.

2. Save or



If you do not need to see Detail Form and you are ready to change course sections, you can go to horizontal toolbar and click Rollback button or



FYI

If you have notes that need to be attached to section, you will need to update Section Comments SSATEXT (page 45). If you have no notes to add, you are finished making changes for this course section.

Study Abroad Course Sections

Figure 25—SSASECT—Study Abroad Course Sections

The screenshot shows the Oracle Developer Forms Runtime interface for SSASECT. The form is titled "Section Details" and contains various fields for course and section information. Callouts provide the following instructions:

- Section Number 850 to 864 (fall & spring); see pages 68-69 for summer numbers.** (Points to the Section field)
- Campus code for Foreign Country Sites** (Points to the Campus field)
- XC for Foreign Study: CCSA; XF for Foreign Study: Faculty Led** (Points to the Attendance Method field)
- Tuition Waiver should be checked off for fall and spring; checked on for winter and summer.** (Points to the Tuition and Fee Waiver checkbox)

Enter section data as described previously for Status, Schedule Type, Part of Term, Grade Mode, and Session. Section number should range from 850 to 864 for fall and spring; see pages 68-69 for summer. Campus code should be “X” for Foreign Country Sites. Session Code should be Y for Study Abroad. Special Approval should be “R”. If you do not wish to print this section on *TopNet*, click the Print checkmark off.

Mark Attendance Method “XC” for CCSA (Cooperative Center for Study Abroad) sections or “XF” for Foreign Study: Faculty Led Sections.

On Scheduled Meeting Times window, use the country code for the appropriate country as the Building code. You will find the list of Foreign Country Site codes in Attachment 7.

FYI

Create a different section for each country.

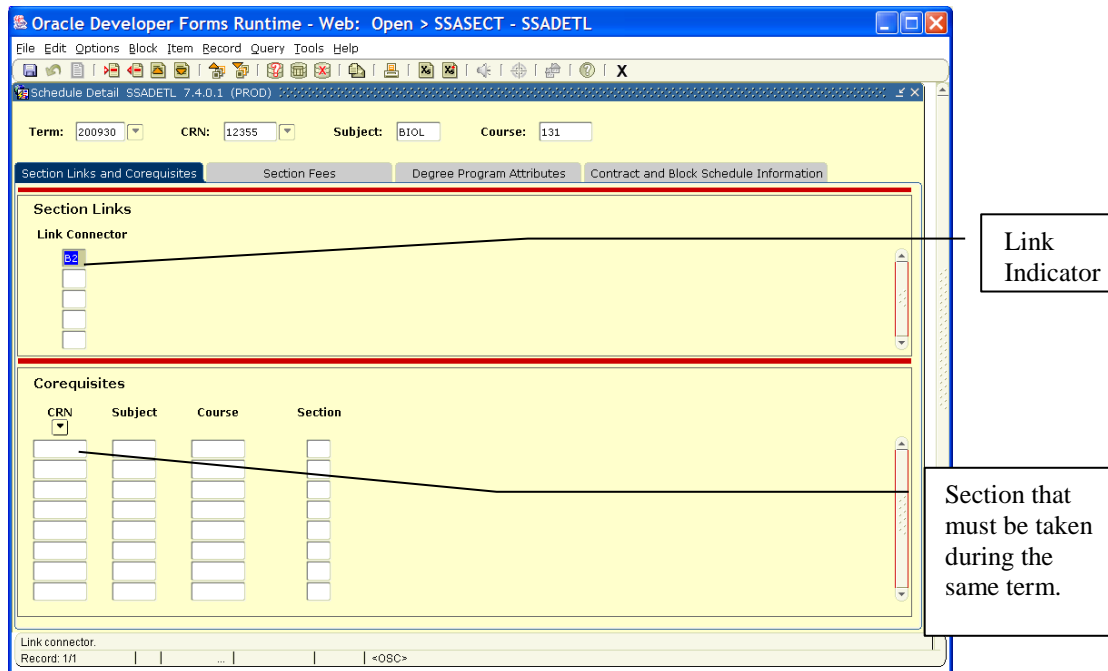
Schedule Detail Form

FYI

The next two sections are for viewing only. They describe Detail and Section Restriction Information—section links, co-requisites at section level, cross-list sections, and section attributes. Submit these changes or additions by filling out and faxing or e-mailing a form located at <http://www.wku.edu/Dept/Support/AcadAffairs/Registrar/formsfaculty.htm>.

Click Course Section Detail in Options or right-click to access Options available for that particular window.

Figure 26—SSAETL—Schedule Detail Form



II. Schedule Detail Form (SSAETL)—Viewing Capability Only

Courses may be joined together for registration purposes in four ways:

Catalog Level (SCAETL)

1. Co-requisites

If courses are identified at the catalog level as co-requisite courses, there is no further need to group at the section level. One cannot register for one course without registering for the other regardless of section numbers. An example would be Chemistry 120 and 121.

2. Schedule Type Lecture and Lab Combined (Code C)

If a course has two schedule types and one schedule type must be taken with the second schedule type, and they must be paired (e.g. GEOG 121 lecture and specific lab), the course inventory schedule type should be changed to Lecture/Lab combination. The course section then may be assigned two meeting times, one for the lecture component and one for the lab component.

Section Level (SSAETL)

1. Links

Links are submitted for lecture sections that may be taken with any lab or clinic sections. For example Biology 131 001 lecture with any lab section (002, 003, 004, etc).

The Office of the Registrar will enter link identifier based on changes submitted by department on the Link Edit Report.

2. Co-requisites

Co-requisites at section level may only be combined at section level if they have first been identified as co-requisites at the catalog level. For example, CHEM 120 001 (lecture with Pesterfield) could be combined with CHEM 121 005 (lab with Pesterfield) at this level.

To see Section Links, click Section Links in Options, Next Block, or



To see Co-requisites, click Section Co-requisites in Options, Next Block, or



Figure 27—SSADETL—Schedule Detail Form

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

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 7.0 (PROD)

Term: 200630 CRN: 00929 Subject: BIOL Course: 131

Section Fees/Degree Program Attribute SSADETL 7.0 (PROD)

Level	Details	Description	Amount	Fee Type	Duration Unit

Degree Program Attributes

Attribute	Description
C-D1	Science
C-DL	Science Lab
ELEC	Elective Course
EVAL	Course Will Be Evaluated
T-SL	Natural Science w/ Laboratory

Level code; press LIST for valid codes;COUNT QUERY HITS for section fees.
Record: 1/1 | ... | List of Valu... | <OSC>

Fees approved by the Provost will be entered by Billings & Receivables.

HON and ENH can be added at section level. **EVAL is automatically added to all courses at the catalog level. Therefore new sections will have EVAL as an attribute. Those sections that roll from the previous like term will have EVAL as an attribute if it existed on the section prior to the roll. If EVAL was removed prior to roll, rolled section will not have EVAL attribute.**

Degree Program Attributes will be reported to the Office of the Registrar on the Attribute form and will be entered by that office.

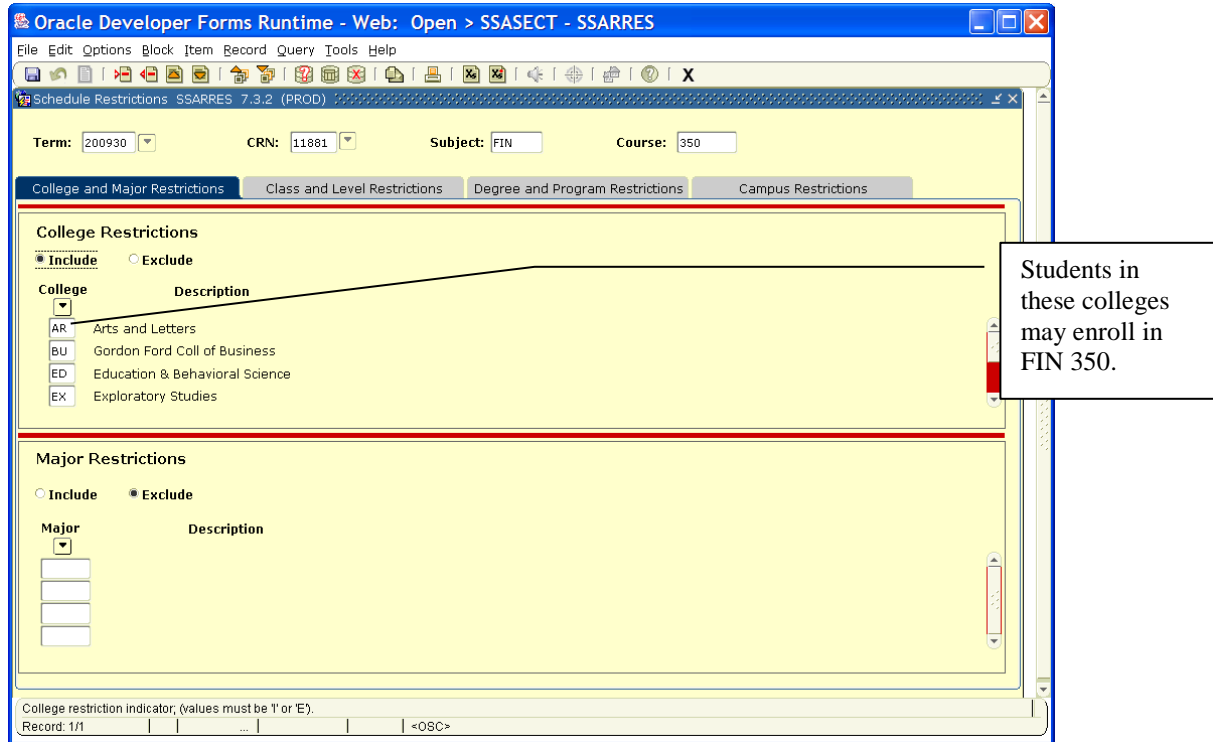
Click Exit icon once to return to General Menu Form.

Section Registration Restrictions

In General Menu Box, type SSARRES.

III. Section Registration Restrictions (SSARRES)—Viewing Capability Only

Figure 28—SSARRES—College & Major Restriction



College Restriction

This will be entered at the catalog level (SCARRES) and will roll to SSARRES. This can be used to exclude Community College from taking 300 and 400 level courses and will be used to include Community College only for general education courses offered through the Community College.

To see Major Restriction, click Section Major Restriction in Options, Next Block, or



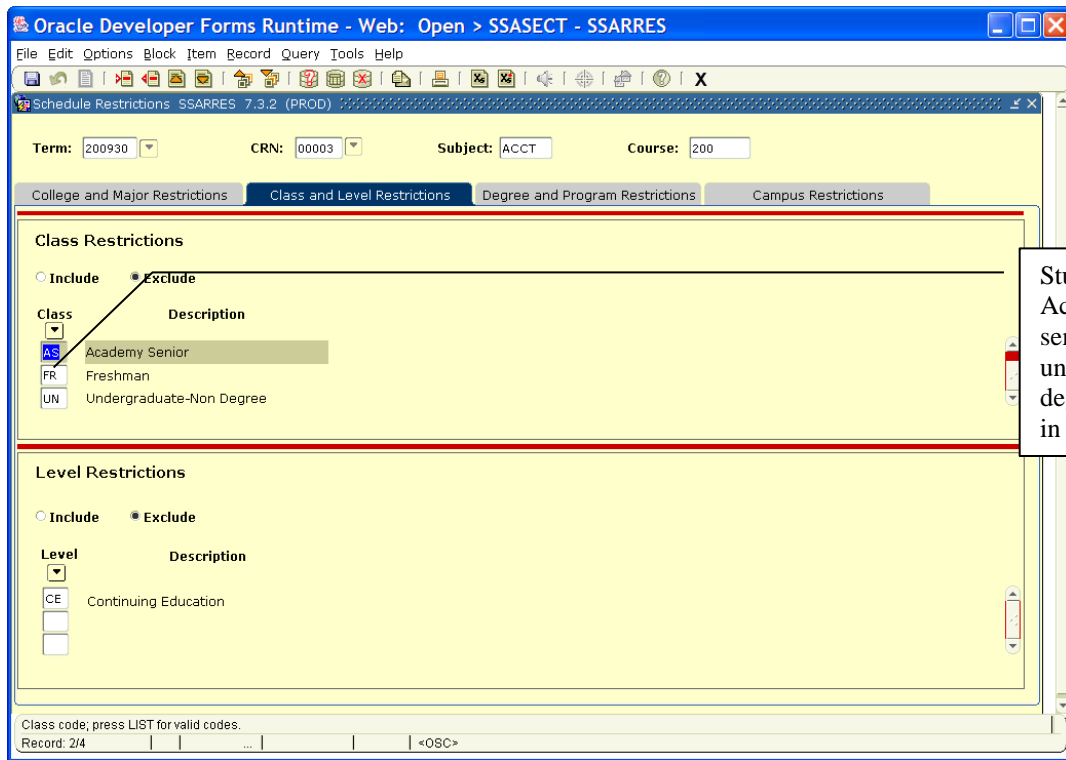
Major Restriction

If the section is restricted, only students majoring in certain majors can take it. You can include (I) or exclude (E) certain majors.

To see Class Restriction, click Section Class Restriction in Options, Next Block, or



Figure 29—SSARRES—Class & Level Restriction



Students who are an Academy junior or senior, a freshman or undergraduate-non-degree may not enroll in ACCT 200.

Class Restrictions

If the section is restricted to include (I) or exclude (E) by class, i.e. Freshman (F), Sophomore (So), Junior (J), Senior (Se), etc., only students with this classification or higher can take it.

To see Level Restriction, click Section Level Restriction in Options, Next Block, or



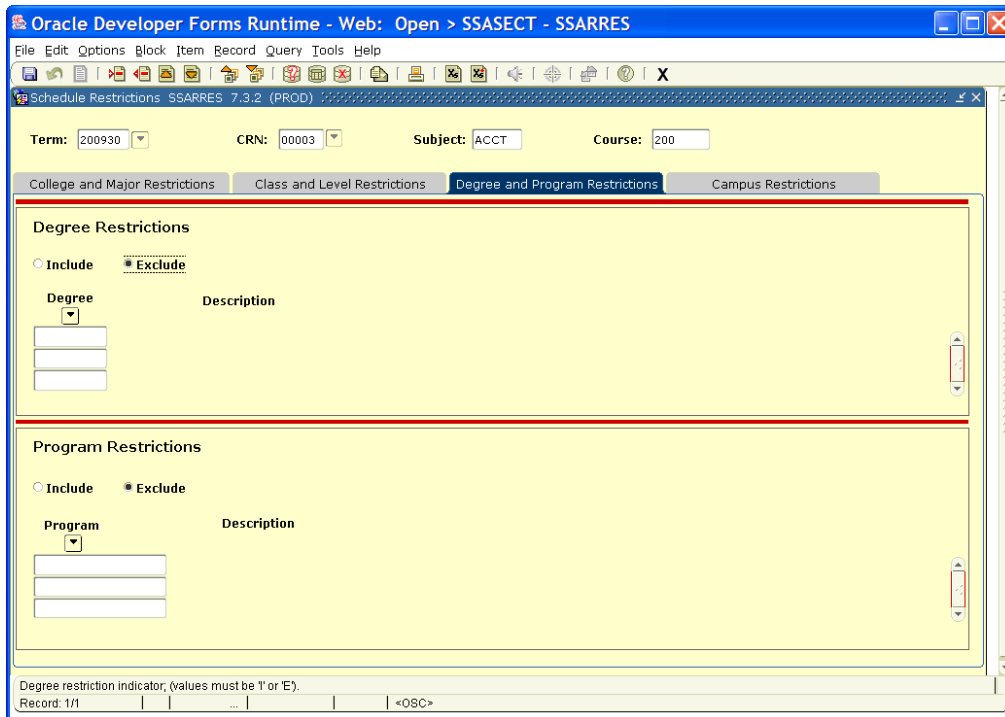
Level Restriction

This restriction is populated based on information entered at the catalog level. All 400-499G and 500 or above courses are automatically restricted to Graduate Level students only. All sections so restricted at the catalog level will be restricted at the section level.

To see Degree Restriction, click Section Degree Restriction in Options, Next Block, or **This restriction will not be populated.**



Figure 30—SSARRES—Degree & Program Restrictions



Degree Restriction

To see Program Restriction, click Section Program Restriction in Options, Next Block, or



Program Restriction

This restriction will not be populated.

To see Campus Restriction, click on Section Campus Restriction, Next Block, or



Figure 31—SSARRES—Campus Restriction

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

File Edit Options Block Item Record Query Tools Help

Schedule Restrictions SSARRES 7.3.2 (PROD)

Term: 200930 CRN: 00003 Subject: ACCT Course: 200

College and Major Restrictions Class and Level Restrictions Degree and Program Restrictions **Campus Restrictions**

Campus Restrictions

Include Exclude

Campus	Description
C	South Campus/CC

Campus restriction indicator, (values must be 1 or E).

Record: 1/1

Campus Restriction

This will exclude Community College students not eligible for 100 and 200 level courses at the University (day sections only).

Click Exit Icon once to return to General Menu Form.

Section Comments



In General Menu box (figure 1) type SSATEXT. Press

Figure 32--SSATEXT--Section Comments (Non-Standard Notes)

IV. Section Comments (SSATEXT)—Update Capability.

1. Next Block or



FYI

The following notes will automatically be added to all applicable course sections:

Course pass required for above class (Special Approval code **R** on SSASECT)
 Honors eligibility or 3.2 overall university GPA required **HON** as first three letters of section title
 Lab or Clinic required with above class (Link identifier on SSASECT) Associated fee: refer to tuition and fees/course fee (Fee information on SSADETL) This is a bi-term course - see meeting dates (Part of Term 2 or 3 for fall or spring)
 This is an interactive TV class. (Session code **I** on SSASECT)
 Web only: Reserved for (appropriate cohort) students. Please call (appropriate phone number) for a course Pass. (**EWEB, GWEB, OWEB, RWEB** Building code on SSASECT)

All other notes will need to be entered or changed on form SSATEXT.

FYI

You must type in the note and finish a line with a complete word. Move arrow down or click with mouse for next line. Words will not wrap; you must end line with completed word.



2. Click Save or

Click Exit Icon to return to General Menu Form.

College Text Form

V. College/Department Text Form (SCATEXT)—Update Capability

To enter all text for schedule subheadings which appear under college or departmental heading.



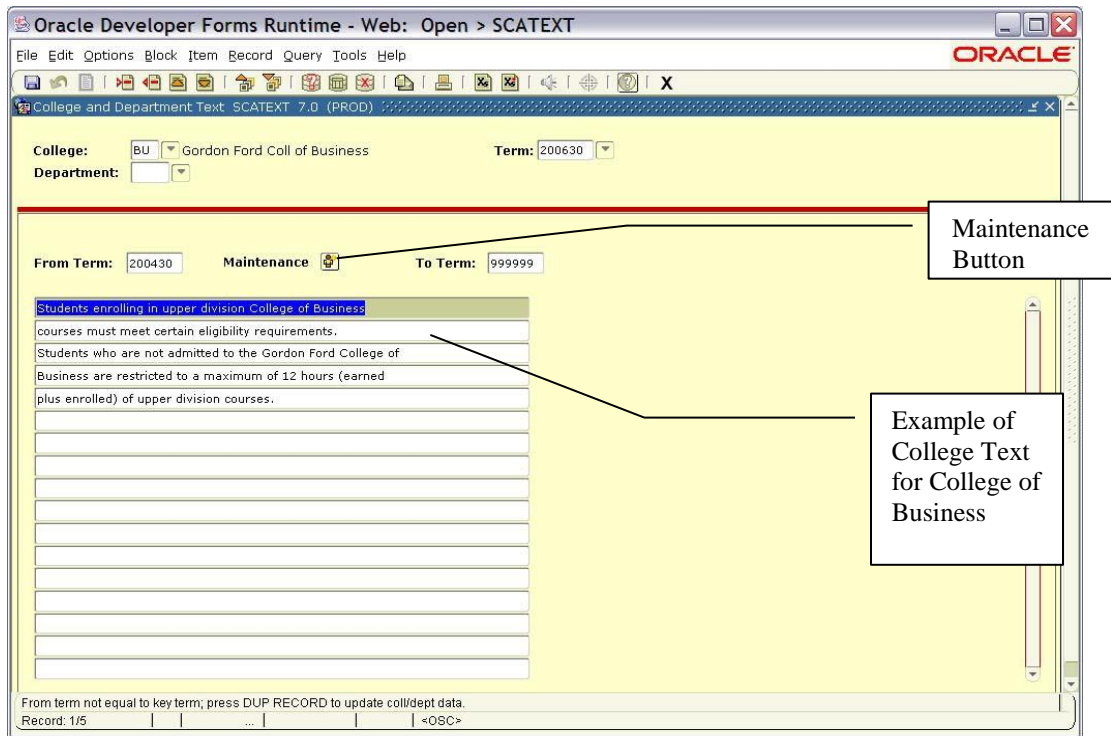
In General Menu box type SCATEXT. Press

Enter College and Term.

To see information in College Text Form, Next Block, or



Figure 33—SCATEXT—College/Department Text Form—College Text (Non-Standard Notes)



If form is blank, you may enter new text. For current term, if form already has text, type over text or delete each line with Record/Remove from menu or Remove Record icon. Save.

If working with a future term, to make changes you must click Maintenance



button; then select Copy Text. Make appropriate changes and save or

Department Text Form

To see Department Text Form, in General Menu box type SCATEXT.

Enter College, Department and Term.

To see text, Next Block, or



Figure 34—SCATEXT—Department Text Form (Non-Standard Notes)

If form is blank, you may enter new text. For current term, if form already has text, type over text or delete each line with Record/Remove from menu or Remove Record icon. Save.

If working with a future term, to make changes you must click Maintenance button; then select Copy Text. Make



appropriate changes and save or

Schedule Cross List Definition



In General Menu box (figure 1) type SSAXLST. Press

Figure 35—SSAXLST—Schedule Cross List Definition

Term: 200630 Cross List Group Identifier: EY

Cross List Enrollment
Maximum Enrollment: 10 Actual Enrollment: 26 Seats Available: 14

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---	Reserved Indicator	Enrollment Maximum	Actual	Remaining
15994		AFAM	350	001	1	A	3.000		10	7	3
23738		ANTH	350	001	1	A	3.000		10		
23740		FLK	350	001	1	A	3.000		20		

Cross List Maximum Enrollment.
Record: 1/1

Crosslist Group Identifier to be assigned by Office of the Registrar

These courses are set to draw fixed enrollment from each section. (Maximum enrollment varies from section to section.)

Figure 36—SSAXLST—Schedule Cross List Definition

Term: 200630 Cross List Group Identifier: BI

Cross List Enrollment
Maximum Enrollment: 80 Actual Enrollment: 80 Seats Available: 0

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---	Reserved Indicator	Enrollment Maximum	Actual	Remaining
12513		BIOL	113	750	1	W	3.000		80	78	2
12515		BIOL	113	VU1	1	W	3.000		80	2	78

Cross List Maximum Enrollment.
Record: 1/1

These courses are crosslisted with maximum enrollment set to draw from either section. (Maximum enrollment is same for each.)

VI. Cross List Definition (SSAXLST)—Viewing Capability Only

The Office of the Registrar will enter group Identifier based on changes submitted by Department on Cross list Edit Form.

To see cross listed courses with maximum numbers for entire class, enter cross list identifier (found on main window of SSASECT) and Next Block or



Maximum enrollment for cross listed group will be set on this form.

In the example each section has a specific maximum enrollment. If you want enrollment to pull from any section, give all sections same maximum number (Figure 35). If you want to limit any one section, the total enrollment for all sections combined must equal cross list enrollment maximum (Figure 34).

If you don't know CRN for course section that is to be cross listed, go to Query by clicking down arrow to search for course.

FYI

Each academic department is responsible for **section** (not group) enrollment entry on SSASECT. To change group enrollment, submit changes via the Cross list Edit Form to the Office of the Registrar.

Click Exit icon to return to General Menu Form.

If...Do This

FYI

- 1. Master section of a course deleted.** Remove the cross list group identifier from any secondary course(s).
- 2. Master section of a course cancelled.** Remove the cross list group identifier from the master section. Submit a cross list edit form to the Office of the Registrar to remove the MSTR attribute.
- 3. Secondary section of a course deleted, leaving a master section but no other secondary sections.** Submit a cross list edit form to the Office of the Registrar to remove the cross list group identifier and the master attribute from the master section.
- 4. IVS sections (excluding Engineering UK/UL sections).** These must be cross listed. Submit a cross list edit form to the Office of the Registrar.
- 5. Web-Designated sections.** These should be cross listed if course sections are available to more than one cohort. See page 70 for specific instructions. Submit a cross list edit form to the Office of the Registrar.
- 6. Cross listed sections with different subject codes, same course number—each section taught by a different instructor.** Submit a cross list edit form to the Office of the Registrar.
- 7. Cross listed sections consisting of 300/400 level courses with 500/600 level courses.** This type of cross listing is not permitted. (e.g., 328 course cross listed with a 500 course)

Section 3: To Add or Delete Course Sections

To Add a Section

Schedule Form


In General Menu box (figure 1) type SSASECT. Press 

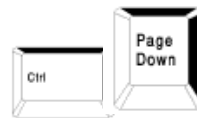
Figure 37--SSASECT--Schedule Form

I. Schedule Form (SSASECT)—Update Capability

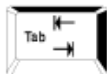
1. Enter term (e.g., 201030).


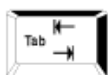
2.  to Course Ref Number (CRN); type ADD.


To see Section Information, click Course Section Information in Options, Next Block, or

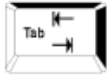
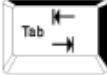
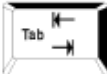
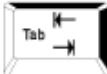
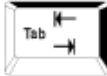
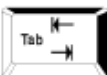
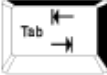
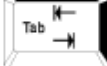


If at any point on this form you select from the pull down box, the cursor will automatically move to the next box. If you type in any information you will have to tab to the next box.

3. Enter Subject; 

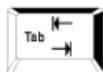
4. Enter Course #;   (loads title and hours—contact, billing, credit hours—from inventory).

5.  to Section and assign number (Refer to Schedule Roll Detail Report to find next available section number or use query form SSASECQ—see Section 4 of manual for explanation.)

6.  to Campus; enter campus location (to see list, double-click in box or choose from drop down menu).
7.  to Status; to see list, double-click in box or choose from drop down menu. Options are open, restricted or cancelled. **Never use Cancelled when creating a section.**
8.  to Schedule Type; to see list, double-click or choose from drop down menu (information loads from course inventory). Highlight appropriate option. Click OK.
9.  to Part of term; to see list, double-click in box or choose from drop down menu. Choose appropriate option. Click OK
10.  to Grade Mode; to see list, double-click in box or choose from drop down menu. Choose appropriate option. Click ok.
11.  to Session; to see list, double-click in box or choose from drop down menu. Choose appropriate option. Click ok. This selection in this field determines where course will print in the schedule of classes.
12.  to Special Approval; if course is open, leave this blank. If it should be restricted and needs approval to register, enter R in box.
13.  to Attendance Method; do not fill in unless you are creating a foreign study section.

FYI

Form defaults to "print." If you do not want section to appear in the schedule of classes, click Print box to remove check mark. Leave "Gradable" and "VR/web available" checked.




If course is offered for variable credit,  or move cursor to field under credit hours and place specific credit for this section. Then move cursor to box under Billing hours and place specific credit for section again.

Figure 38—SSASECT—Schedule Form/Variable Credit

Term: 200630 CRN: 20005

Section Details

Subject: AGRI Agriculture - General (Univ) CEU Indicator: N
 Course Number: 269 Title: COOP EDUC/AGRICULTURE Credit Hours: 1.000 TO 4.000
 Section: 001 Billing Hours: 1.000 TO 4.000
 Cross List: Contact Hours: .000
 Campus: A Main Lecture: .000
 Status: R Restricted Lab: .000
 Schedule Type: O Cooperative Education Other: .000
 Instructional Method: Link Identifier:
 Integration Partner: Attendance Method:
 Grade Mode: P Pass/Fail Weekly Contact Hours:
 Session: D Day Daily Contact Hours:
 Special Approval: R Restricted/Need Approval
 Duration: Part of Term: 1 First 28-AUG-2006 15-DEC-2006 15 Last
 Registration Dates: Start Dates: Maximum Extensions: 0
 Long Title Comments Syllabus
 Print Voice Response and Self-Service Available
 Gradable CAPP Areas for Prerequisites
 Tuition and Fee Waiver

Subject: CQH for Courses; DupFld for Enrt; DupRec for Creds.
 Record: 1/1

Specific credit hours for this section

Specific billing hours for this section

14. Click Save or 

At this point you will receive a course reference number for this section.

Click Section Enrollment Info in Options menu.

Figure 39—SSASECT—Section Enrollment Data

Term: 200630 CRN: 20005

Section Details

Subject: AGRI Agriculture - General (Univ) CEU Indicator: N
 Course Number: 269 Title: COOP EDUC/AGRICULTURE Credit Hours: 1.000 TO 4.000
 Section: 001 Billing Hours: 1.000 TO 4.000

Enrollment Data

Enrollment Details

Maximum: 10 Waitlist Maximum: 0 Projected: 0
 Actual: 0 Waitlist Actual: 0 Prior: 0
 Remaining: 10 Waitlist Remaining: 0 Reserved
 Generated Credit Hours: .000

Census One

Enrollment Count: 0
 Freeze Date: 21-OCT-2006

Census Two

Enrollment Count: 0
 Freeze Date:

Max enrollment for section; press CQH or Maximum button to enter reserved seats.
 Record: 1/1

Enter Maximum Enrollment here.

Enter Enrollment and Save or f10.

FYI

If this course section is restricted, you must place a Maximum enrollment. **Do not enter zero for restricted sections, unless you intend to indicate on the course section comment that the course will open as needed.** Student who are given course passes will be able to enroll in this section, but not past the Maximum limit. For example, if you set the Maximum at 20 and give course passes for 25, only the first 20 will be able to enroll. Web registration will not allow the section to go above 20, unless you also give a capacity override.

To retrieve Meeting Time block, click Scheduled Meeting Times in Options, Next Block, or (See Attachments 2 and 3 for Period and Military Time Conversion.)



Figure 40—SSASECT—Meeting Time

The screenshot shows the Oracle Developer Forms Runtime interface for SSASECT. At the top, it displays 'Term: 200630' and 'CRN: 20005'. Below this is a table titled 'Meeting Time' with the following columns: Meeting Time, Meeting Type, Start Date, End Date, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Start Time, End Time, Auto Scheduler, Scheduler Preference, and Partiti Detail. The first row shows a meeting type of 'CLAS' with a start date of '28-AUG-2006' and an end date of '15-DEC-2006'. A callout box with a pointer to the 'Meeting Time' column contains the text: 'Double-click in this box or click down arrow to get list of standard meeting times'. At the bottom of the window, there is a status bar with the text: 'Meeting time code; press LIST for codes; Press DUPLICATE ITEM to access Cross List Form' and 'Record: 1/1 | ... | List of Valu... | <OSC>'.

Scheduled Meeting Times

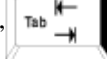
Double-click in Meeting Time box or click down arrow and choose time period by highlighting.

Figure 41—STVMEET—Meeting Time Code Validation Form

Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1845	04-JAN-2000
51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015	04-JAN-2000
52	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2145	04-JAN-2000
54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1845	04-JAN-2000
55	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015	04-JAN-2000
56	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2145	04-JAN-2000
58	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1815	04-JAN-2000
59	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1945	04-JAN-2000
60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	2115	04-JAN-2000
62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1815	04-JAN-2000
63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1945	04-JAN-2000
64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	2115	04-JAN-2000
E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1715	04-JAN-2000
E2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1845	04-JAN-2000
E3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2015	04-JAN-2000
E4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645	04-JAN-2000
E5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1815	04-JAN-2000
E6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1830	1945	04-JAN-2000
EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1720	27-DEC-2004
EB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	1850	27-DEC-2004
EC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2020	27-DEC-2004
ED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1650	27-DEC-2004

Click Select or double-click time. If appropriate meeting pattern is not available, you must enter meeting days on SSASECT by clicking on day(s) of the week and entering start and end times. You must use military time (e.g., 1400 for 2 p.m.).

FYI

If you selected a preset time, cursor will be in Building box; otherwise,  to Building. To see rest of form, use horizontal scroll bar to move.

FYI

Any building and room information for the Main campus will be entered by Jessica Steenberg, Scheduling Applications Coordinator for ASTRA. If you have questions, please contact her at 745-2802 or jessica.steenbergen@wku.edu. You are responsible for entering building codes for WEB, Study Abroad, Russellville, Telecourse, and Special Locations sections. Regional Campus building and room information will be entered by Regional Campus office personnel.

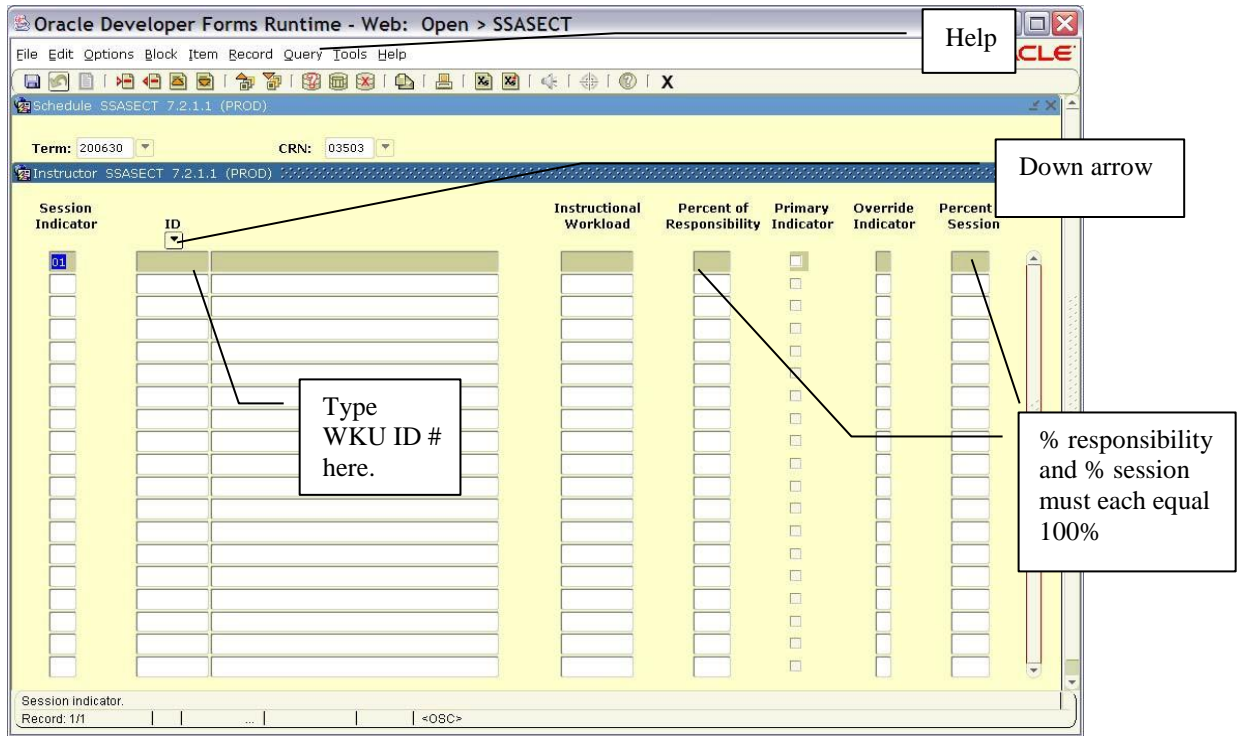
The following schedule types must have Building and Room information by the beginning of the semester: A (Applied Learning), B (Lab), C(Lecture/lab), and L(Lecture). In addition, WEB Only sections must have WEB as the building and no room number. WEB-Blended and WEB-Designated sections require a building and/or room. **See page 70 for definition of WEB Only, WEB-Blended and WEB-Designated.** KET sections that are also A, B, C, or L schedule types should have KET as the building; no room number is needed. WKYU-TV sections that are also A, B, C, or L schedule types should have the location of exams as the building and room designation.

To add instructors, click on Assigned Instructors in Options, Next Block, or



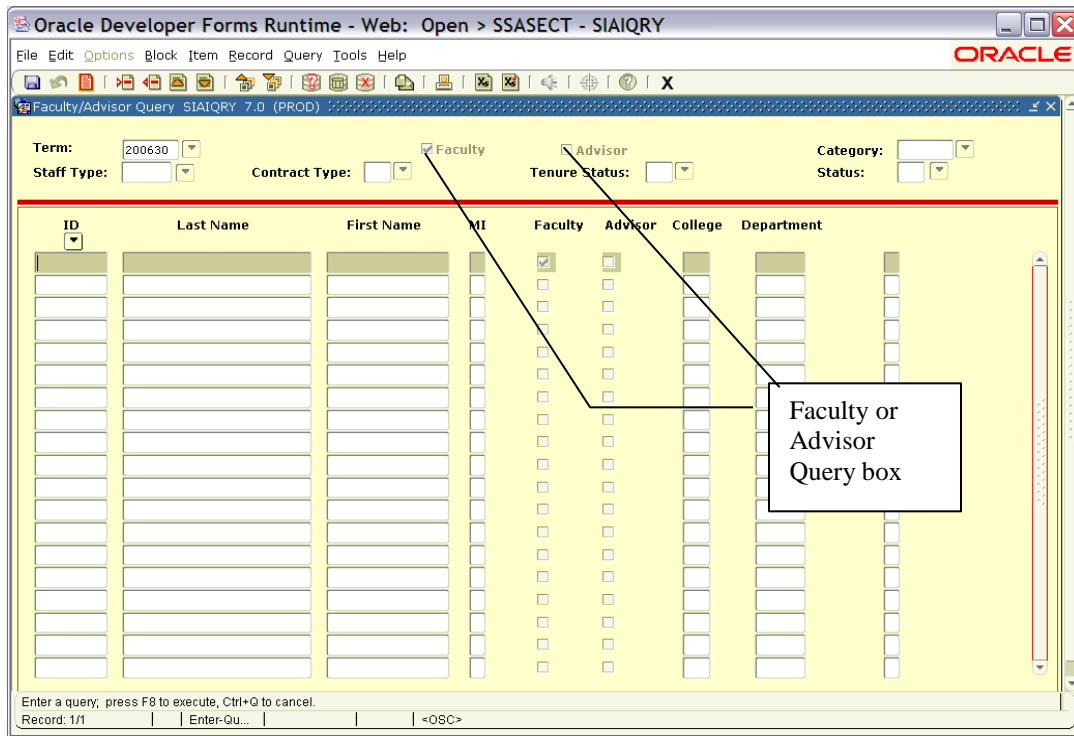
Instructor

Figure 42—SSASECT—Instructor



1. If you know the WKU ID, tab to ID box and type Social Security Number. If you don't know the WKU ID, tab to the ID box, go to Menu Bar, Help and List or click down arrow to get query form.

Figure 43—SIAIQRY—Faculty/Advisor Query Form



2. Check box to indicate if you are looking for faculty or advisor information.

FYI

WARNING: Case Sensitive

3. Click Last Name column and type in first part of last name and % (e.g. Smit%).



4. Execute Query or press

5. Scroll to find instructor name—choose by moving arrow up or down or using mouse to highlight name you want.

6. Click Select or double-click instructor's name. This will fill in the instructor's name on instructor form.

7. Type in percentage of responsibility and session if each is less than 100%. If more than one instructor, identify which is to be primary instructor by enabling the appropriate primary check.

8. Click Save or



9. If ID not on system, leave ID blank. "Staff" will print in the schedule of classes.

FYI

If course is being team taught, percentage of Responsibility column must equal 100 and percentage of Session column must equal 100. **Banner will give you a warning at bottom of form that percent is less than or more than 100, but won't make you change it.**

If message at bottom of form says instructor has a conflict, go to SIAASGQ, Faculty Schedule Query Form by clicking Query Faculty Schedule in Options; enter term and ID and click Next Block or



Figure 44—SIAASGQ—Faculty Schedule Query Form

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
03507	ENG	100	003	01	28-AUG-2006	15-DEC-2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	
03519	ENG	100	008	01	28-AUG-2006	15-DEC-2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0935	1055

You will get a list of course sections assigned to that instructor. **Remember, you will not be able to see the section you are trying to enter, because it has not been saved.** At this point you can assign another instructor (on SSASECT Instructor) to this section or delete the instructor from another section. If you wish to query for another instructor at this point, click Rollback to return to Key Block.

Section Comments



In General Menu Box type SSATEXT. Press

Figure 46—SSATEXT—Section Comment Form (Non-Standard Notes)

II. Section Comments (SSATEXT)—Update Capability

Enter Term and CRN. Click Next Block or



The following notes will automatically be added to all applicable course sections:

- Course pass required for above class (Special Approval code **R** on SSASECT)
- Honors eligibility or 3.2 overall university GPA required **HON** as first three letters of section title
- Lab or Clinic required with above class (Link identifier on SSASECT) Associated fee: refer to tuition and fees/course fee (Fee information on SSADETL) This is a bi-term course - see meeting dates (Part of Term 2 or 3 for fall or spring) This is an interactive TV class. (Session code **I** on SSASECT)
- Web only: Reserved for (appropriate cohort) students. Please call (appropriate phone number) for a course Pass. (**EWEB, GWEB, OWEB, RWEB** Building code on SSASECT)

All other notes will need to be entered or changed on form SSATEXT.

FYI

You must type in the note and finish a line with a complete word. Move arrow down or click with mouse for next line. Words will not wrap; you must end line with completed word.



Click Save or

Click Exit Icon to return to General Menu Form.

College Text Form

III. College/Department Text Form (SCATEXT)—Update Capability

To enter all text for schedule subheadings which appear under college or departmental heading.



In General Menu box type SCATEXT. Press

Enter College and Term.

To see information in College Text Form, click Next Block or

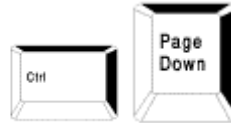
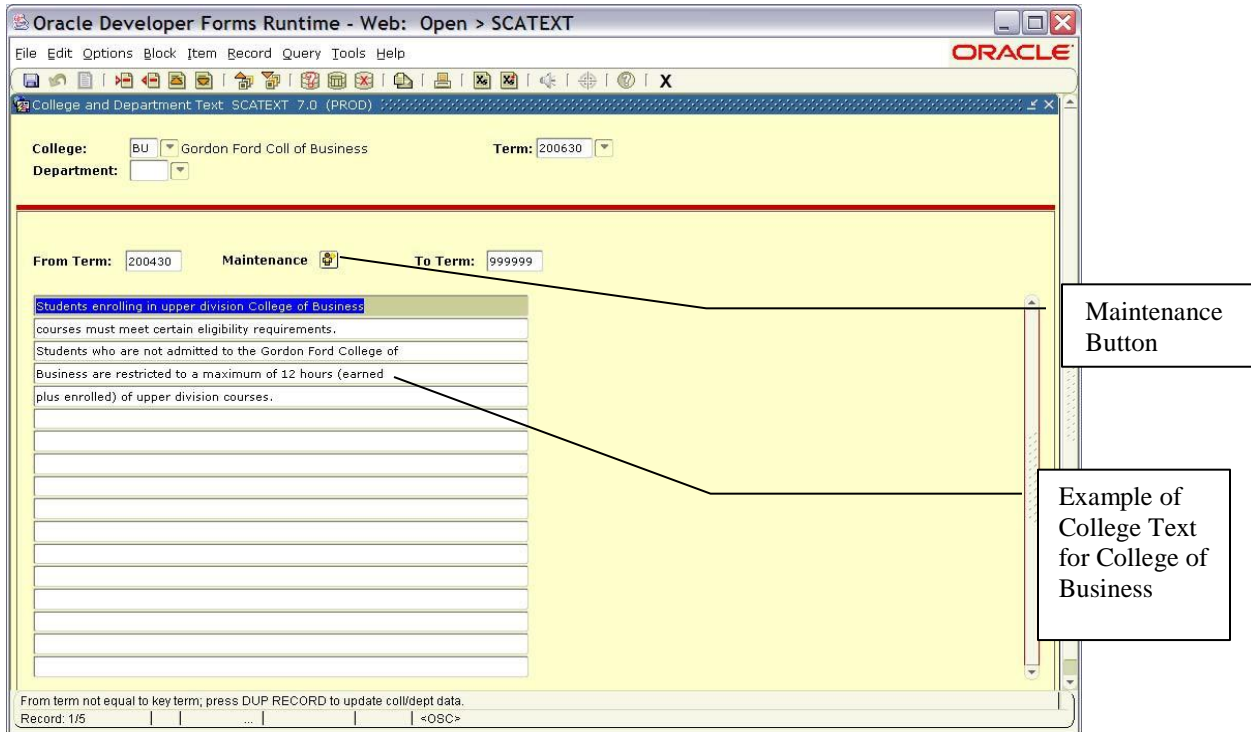


Figure 47—SCATEXT—College/Department Text Form—College Text (Non-Standard Notes)



If form is blank, you may enter new text. For current term, if form already has text, type over text or delete each line with Delete Record. Save.

If working with a future term, to make changes you must click Maintenance button; then select Copy Text. Make

appropriate changes and save or



Department Text Form



To see Department Text Form, Rollback to Key Block or go to General Menu box, type SCATEXT and press

Enter College, Department and Term.

Figure 48—SCATEXT—Departmental Text (Non-Standard Notes)

If form is blank, you may enter new text. For current term, if form already has text, type over text or delete each line with Record/Remove. Save.

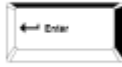
If working with a future term, to make changes you must click Maintenance button; then select Copy Text. Make



appropriate changes and save or

Schedule Detail Form

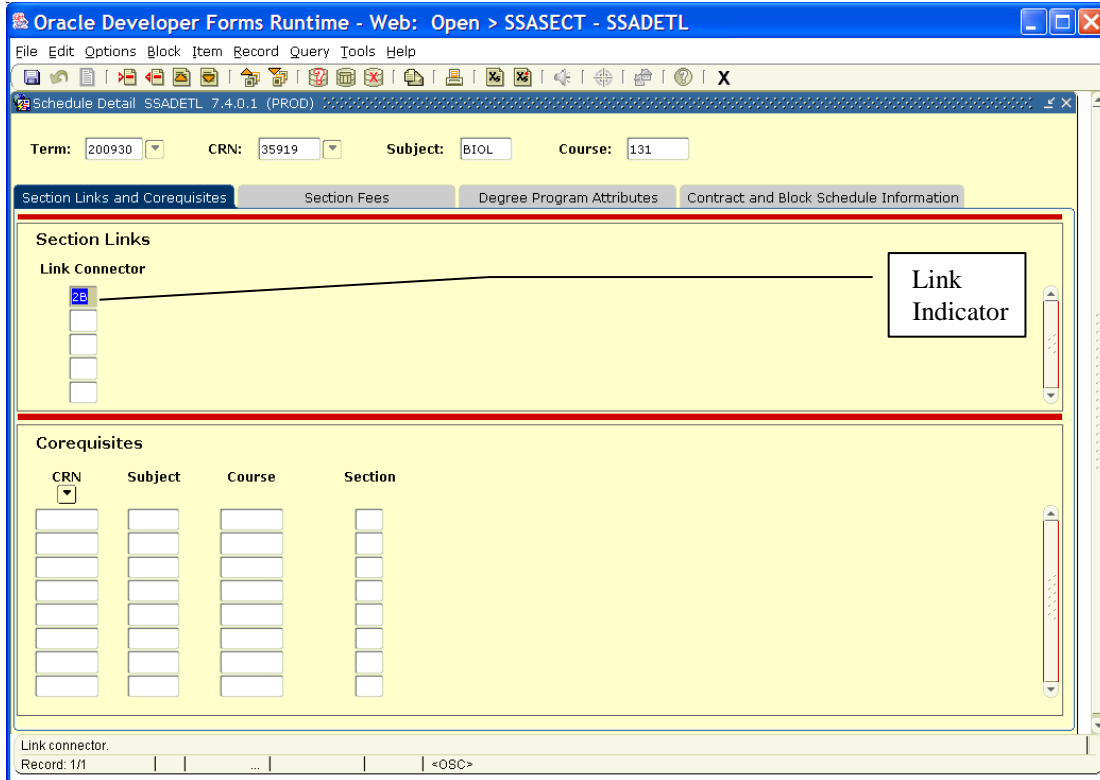
In General Menu Box, enter SSADETL. Press



Enter Term and CRN. Click Next Block or



Figure 49—SSADETL—Schedule Detail Form—Section Link



IV. Schedule Detail Form (SSADETL)—Viewing Capability Only

Courses may be joined together for registration purposes in four ways:

Catalog Level (SCADETL)

1. Co-requisites

If courses are identified at the catalog level as co-requisite courses, there is no further need to group at the section level. One cannot register for one course without registering for the other regardless of section numbers. An example would be Chemistry 120 and 121.

2. Schedule Type Lecture and Lab Combined (Code C)

If a course has two schedule types and one schedule type must be taken with the second schedule type, and they must be paired (e.g. GEOG 121 lecture and specific lab), the course inventory schedule type should be changed to Lecture/Lab combination. The course section then may be assigned two meeting times, one for the lecture component and one for the lab component.

Section Level (SSADETL)

1. Links

Links are submitted for lecture sections that may be taken with any lab or clinic sections—for example, Biology 131 001 lecture with any lab section (002, 003, 004, etc).

The Office of the Registrar will enter link identifier based on changes submitted by department on Link Edit Report.

Schedule Cross List Definition


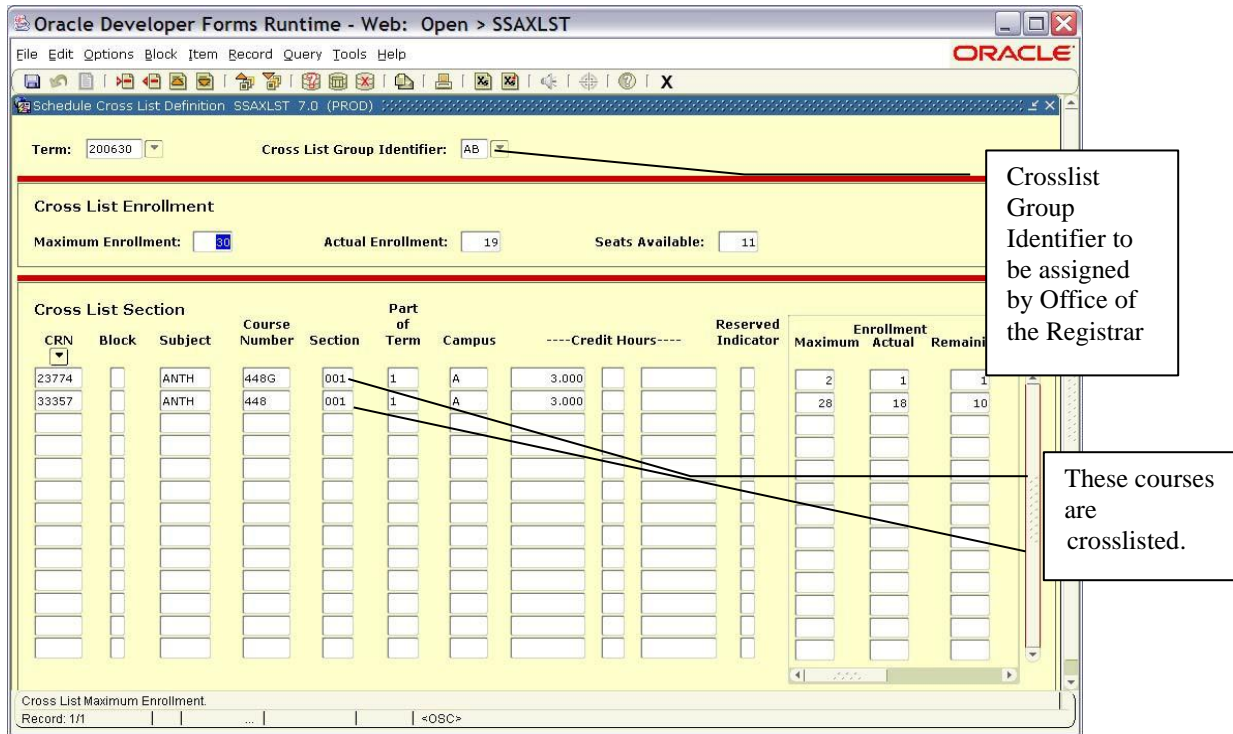
In General Menu box (figure 1) type SSAXLST. Press 

Figure 51—SSAXLST—Schedule Cross-List Definition





Crosslist Group Identifier to be assigned by Office of the Registrar

These courses are crosslisted.

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	----Credit Hours----	Reserved Indicator	Maximum Enrollment	Actual Enrollment	Remain
23774		ANTH	448G	001	1	A	3.000		2	1	1
33357		ANTH	448	001	1	A	3.000		28	18	10

V. Cross List Definition (SSAXLST)—Viewing Capability Only

The Office of the Registrar will enter group Identifier based on changes submitted by Department on Cross List Edit Form.

To see cross listed courses with maximum numbers for entire class, enter cross list identifier (found on main window of SSASECT) and click Next Block or  or 

Maximum enrollment for cross listed group will be set on this form.

In the example each section has a specific maximum enrollment. If you want enrollment to pull from any section, give all sections same maximum number (Figure 36). If you want to limit any one section, the total enrollment for all sections combined must equal cross list enrollment maximum (Figure 35).

If you don't know CRN for course section that is to be cross listed go to Query by clicking down arrow to find course.

FYI

You are responsible for changes to enrollment for **section** (not group) on enrollment form (SSASECT). For cross list maximum changes, submit Cross list Edit Form to Office of the Registrar. See page 35 **FYI** for other cross list instructions.

Click Exit icon to return to General Menu Form.

To Delete a Section

Figure 52—SSASECT—Schedule Form

Go to General Menu Form and type in SSASECT. Click



1. Enter Term and Course reference number, if you know the number. If you don't, click down arrow.

2. Type subject and course and Execute Query or press



3. Highlight the section you want to delete.

4. Click Select or double-click section you want to delete to fill in CRN in key block. Next Block, or to fill in section information.



5. Click Remove Record icon or go to Menu Bar, select Record and Remove.



6. Save changes by clicking Save or

Section 4: To Find Existing Section Numbers

Figure 53—SSASECQ—Schedule Section Query Form

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

File Edit Options Block Item Record Query Tools Help

Schedule Section Query Form SSASECQ 7.0 (PROD)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200630	1			03503		ENG	100	001	O	A
Course/Section Title: INTRO TO COLLEGE WRITING										
Enrollment: Maximum 22 - Actual 22 = 0										
Waitlist: Maximum 0 - Actual 0 = 0										
200630	1			03505		ENG	100	002	O	A
Course/Section Title: INTRO TO COLLEGE WRITING										
Enrollment: Maximum 22 - Actual 22 = 0										
Waitlist: Maximum 0 - Actual 0 = 0										

Term Code: press LIST for valid values.
Record: 1/?

Callout: Querying by Subject and Course

Figure 54—SSASECQ—Schedule Section Query Form—Lab Sections

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

File Edit Options Block Item Record Query Tools Help

Schedule Section Query Form SSASECQ 7.0 (PROD)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200630	1			33373		AGMC	378	001	O	A
Course/Section Title: FARM MACHINERY LAB										
Enrollment: Maximum 20 - Actual 5 = 15										
Waitlist: Maximum 0 - Actual 0 = 0										
200630	1			33461		AGRO	351	001	O	A
Course/Section Title: SOILS LAB										
Enrollment: Maximum 50 - Actual 13 = 37										
Waitlist: Maximum 0 - Actual 0 = 0										

Term Code: press LIST for valid values.
Record: 10/?

Callout: Querying by Schedule Type to see lab sections

At General Menu, type SSASECQ. Press

Type term, Subject and Course. Press



You may query by section number (e.g. for extended campus sections); by part of term for bi-term classes; by Schedule Type for lecture/lab, internship, etc.; by Campus; by Title, etc.

Use scroll bar to review available sections or to find last section in order to assign new section numbers.



Departments may want to leave blank section numbers in between existing ones so that they can add sections later and still keep sequence. E.g., Mathematics department might enter MATH116 001, MATH116 003, MATH116 005, etc. so that there are section numbers available in case the department needs to add sections in between and still keep the times in sequence.

Section 5: To Find All Courses Offered within a Certain Discipline

You may use search capability on any one of the following forms to obtain listings by discipline:

SCACRSE
SCARRES
SCADETL
SSASECT

1. SCACRSE

Figure 55—SCACRSE—Basic Course Information Form

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.1 (PROD)

Subject: ENG English (Univ) Course: 100 Term: 200630

Course Title: INTRO TO COLLEGE WRITING

Course Details

From Term: [] Copy To Term: []

Course Title: []

College: []

Division: []

Department: []

Status: []

Approval: []

CIP: []

Prerequisite Waiver: []

Duration: [] [] []

Hours

	Low	Or/To	High
CEU or Credit:	[]	[]	[]
Billing:	[]	[]	[]
Lecture:	[]	[]	[]
Lab:	[]	[]	[]
Other:	[]	[]	[]
Contact:	[]	[]	[]

Repeat Details

Limit: [] Maximum Hours: []

Repeat Status: []

Subject code; press LIST for valid codes;CGH for existing courses.

Record: 1/1 | ... | List of Valu... | <OSC>

Double click in this box or click down arrow to get menu. Choose View existing courses.

2. SCARRES

Figure 56—SCARRES—Course Registration Restriction Form

Oracle Developer Forms Runtime - Web: Open > SCARRES

File Edit Options Block Item Record Query Tools Help

Course Registration Restrictions SCARRES 7.3.2 (PROD)

Subject: PH Public Health Course: 165 Term: 201010
Course Title: DRUG ABUSE

College and Major Restrictions Class and Level Restrictions Degree and Program Restrictions Campus Restrictions

College Restrictions

From Term: 201010 Maintenance To Term: 999999

Include Exclude

College Description

Major Restrictions

From Term: 201010 Maintenance To Term: 999999

Include Exclude

Major Description

College Restriction Indicator: (I)nclude, (E)xclude.
Record: 1/1 <OSC>

3. SCADETL

Figure 57—SCADETL—Course Detail Information Form

Oracle Developer Forms Runtime - Web: Open > SCADETL

File Edit Options Block Item Record Query Tools Help

Course Detail Information SCADETL 7.4.0.1 (PROD)

Subject: PH Public Health Course: 165 Term: 201010
Course Title: DRUG ABUSE

Corequisites and ... Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text

Corequisite Course

From Term: 201010 Maintenance To Term: 999999

Subject Course

Equivalent Course

From Term: 199920 Maintenance To Term: 999999

Subject	Course	Start Term	End Term
HED	165C	199920	999999

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 ... List of Valu... <OSC>

Figure 58—SSASECT—Schedule Form

This information can also be found on **SSASECT**. This form requires that you enter Term and course reference number, which in this case should be ADD.

To see section information, click Course Section Information in Options, Next Block, or,



At subject, type in discipline abbreviation you want to check. Click course number down arrow for option list. Choose View Existing Courses and click ok. You will retrieve a list of all existing courses from that discipline with starting and ending dates.

Section 6: Subtitles

The Banner system does not recognize subtitles. Department heads will be allowed to change titles at the section level by typing over the existing title.

FYI

Please note: subtitles will roll from like term to like term. New sections created will reflect the official title entered at the catalog level. Prior to the activation of each schedule on TopNet, the respective dean's office will receive a list of subtitles used by departments for the term involved. If the deans do not approval a subtitle, they are to request that the schedule preparer for the particular office in question change the title back to the original.

Section 7: To Get a Class List of a Particular Section

Go to General Menu Form and type in SFASLST.

Figure 59—SFASLST—Class Roster Form

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Rolled	Hours
3		Brush, Ashley M.	RE	01-MAR-2006			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
5		Lee, Deena M.	RE	01-MAR-2006			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
7		Jones, Stacey	RE	01-MAR-2006			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
13		Potts, Kelly E.	RW	09-MAR-2006			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
14		Wells, Emilee M.	RW	09-MAR-2006			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
16		King, Preston J.	RW	09-MAR-2006			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									

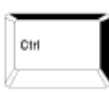
Student's midterm grade code; press LIST for valid codes.
Record: 1/?

Press



Type Term applicable and Course Reference Number for Class Listing.

Click Next Block or



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Year/Term Conversion

Banner Term consists of 6 numbers. The first four numbers are the year and the last two are the term code:

Winter = 05

Spring = 10

Summer = 20

Fall = 30

Term	Year	Banner Term
Fall.....	2012.....	201230
Winter.....	2013.....	201305
Spring.....	2013.....	201310
Summer.....	2013.....	201320
Fall.....	2013.....	201330
Winter.....	2014.....	201405
Spring.....	2014.....	201410
Summer.....	2014.....	201420
Fall.....	2014.....	201430
Winter.....	2015.....	201505
Spring.....	2015.....	201510
Summer.....	2015.....	201520
Fall.....	2015.....	201530

Class Periods and In-Class Time Requirements

F T I All classes should be scheduled according to these periods and guidelines with any exception requiring approval in advance by the College Dean.

3-hour Courses

Fall & Spring

MWF Class Periods

Classes Meeting

Day Class Periods

(55 Minute Periods)

	Begin	End
1st Period	8:00	8:55
2nd Period	9:10	10:05
3rd Period	10:20	11:15
4th Period	11:30	12:25
5th Period	12:40	1:35
6th Period	1:50	2:45
7th Period	1:50	3:10 (no Friday)
8th Period	3:25	4:45 (no Friday)

TR Class Periods

Day Class Periods

(80 Minute Periods)

	Begin	End
1st Period	8:00	9:20
2nd Period	9:35	10:55
3rd Period	11:10	12:30
4th Period	12:45	2:05
5th Period	2:20	3:40

Late Afternoon and Night Periods

Classes Meeting One Night Per Week

Monday, Tuesday, Wednesday or Thursday

	Begin	End
.....	4:00	6:45
.....	4:30	7:15
.....	5:00	7:45
.....	5:30	8:15
.....	6:00	8:45
.....	6:30	9:15
.....	7:00	9:45

Above classes include a 15-minute break.

Two Nights Per Week

Monday/Wednesday or Tuesday/Thursday

	Begin	End
.....	4:00	5:20
.....	4:30	5:50
.....	5:00	6:20
.....	5:30	6:50
.....	6:00	7:20
.....	6:30	7:50
.....	7:00	8:20

FYI

Three-credit hour bi-term classes should meet on 20 MWF days for 55 minutes and 14 TR days for 80 minutes = 2,250 minutes instruction time, using the times listed for MWF and TR day class periods.

Day classes for all 3-hour courses meet based on the MWF and TR arrangement. Late afternoon and night classes may continue to meet one night per week (Monday, Tuesday, Wednesday, or Thursday), and departments may

schedule classes for two nights per week by using MW or TR and using the time shown above. Such night classes will not meet on Friday night.



All classes should have a 15-minute interval between classes.

Class Periods—Summer Term

Three-Week May, June and July Sessions

Morning	8:00	11:15
Afternoon.....	1:00	4:15
Night*.....	5:00	9:00

Day classes meet Monday through Friday. (includes a 20-minute break)

*Includes a 20-minute break and meets only four nights per week, Monday through Thursday

Four-Week May, June and July Sessions

1 st Period	8:00	10:15
2 nd Period	10:30	12:45
3 rd Period	1:00	3:15
4 th Period.....	3:30	5:45
5 th Period*.....	6:00	8:40

Day classes meet Monday through Friday. (includes a 10-minute break)

*Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Five-Week May, June and July Sessions

1 st Period	8:00	9:40
2 nd Period	10:30	12:10
3 rd Period	1:00	2:40
4 th Period.....	3:30	5:10
5 th Period*.....	6:00	8:05

Day classes meet Monday through Friday. (includes a 5-minute break)

*Includes a 5-minute break and meets only four nights per week, Monday through Thursday

Six-Week May and June Sessions

1 st Period	8:00	9:30
2 nd Period	10:30	12:00
3 rd Period	1:00	2:30
4 th Period.....	3:30	5:00
5 th Period*.....	6:00	7:50

Day classes meet Monday through Friday. (includes a 10-minute break)

*Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Seven-Week May and June Sessions

1 st Period.....	8:00	9:20
2 nd Period.....	10:30	11:50
3 rd Period.....	1:00	2:20
4 th Period.....	3:30	4:50
5 th Period*.....	6:00	7:35

Day classes meet Monday through Friday. (includes a 10-minute break)

*Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Eight-Week May and June Sessions

1 st Period.....	8:00	9:00
2 nd Period.....	10:30	11:30
3 rd Period.....	1:00	2:00
4 th Period.....	3:30	4:30
5 th Period*.....	6:00	7:25

Day classes meet Monday through Friday. (no break)

*Includes a 10-minute break and meets only four nights per week, Monday through Thursday

Class Periods—Winter Term

Morning*.....	9:00	12:15
Afternoon*.....	1:00	4:15
Night.....	5:00	8:15

Day classes meet Monday through Friday.

*Above classes include a 15-minute break.

Class Time—Fall and Spring Semester

Each 3-hour MWF class has 40 class days @ 55 minutes = 2,200 minutes instruction time. Each 3-hour TR class has 28 class days @ 80 minutes = 2,240 minutes instruction time. (Certain exceptions such as Presidential Election years have 1 less Tuesday meeting time in the fall semester.) This allows for the following days off: Labor Day, two days for Fall Break, Wednesday before Thanksgiving, one study day in fall and one in spring, President's Day and five spring break days.

Bi-term classes should meet on 20 MWF days for 55 minutes and 14 TR days for 80 minutes = 2,220 minutes instruction time.

Class Time—Summer Term

Three-week Courses

Each 3-hour course will meet Monday through Friday for 3 hours and 15 minutes, which includes a 20-minute break. The last Friday will be final exam day. In most cases there will be 13 instruction days, which will equal 2,275 minutes. Where there are 14 instruction days within a 3-week course, additional break time may be allowed.

Four-week Courses

Each 3-hour course will meet Monday through Friday for 2 hours and 15 minutes, which includes a 10-minute break. The last Friday will be final exam day. In most cases there will be 18 instruction days, which will equal 2,250 minutes. Where there are 19 instruction days within a 4-week course, additional break time may be allowed.

Five-Week Courses

Each 3-hour class will meet Monday through Friday for 1 hour and 40 minutes, which includes a 5-minute break. The last Friday will be final exam day. In most cases there will be 23 instruction days, which will equal 2,185 minutes.

Six-Week Courses

Each 3-hour class will meet Monday through Friday for 1 hour and 30 minutes, which includes a 10-minute break. The last Friday will be final exam day. In most cases there will be 28 instruction days, which will equal 2,240 minutes.

Seven-Week Courses

Each 3-hour class will meet Monday through Friday for 1 hour and 20 minutes, which includes a 10-minute break. The last Friday will be final exam day. In most cases there will be 33 instruction days, which will equal 2,310 minutes.

Eight-Week Courses

Each 3-hour class will meet Monday through Friday for 1 hour, no break. The last Friday will be final exam day. In most cases there will be 38 instruction days, which will equal 2,280 minutes.

Class Time—Winter Term

Each 3-hour class has 13 days @ 170 minutes per day = 2210 minutes. (15 days minus 1 holiday and 1 final exam day @ 185 minutes minus 15 minute break per day.)

Other Types of Classes (Studios, Labs, etc)

Many times these classes meet in **2-hour blocks**. **These classes should be scheduled to begin at one of the pre-set beginning times for three-hour classes and run as long as needed.** To begin later would cause the class to run through three class periods rather than two.

Courses that meet for a 2½ hour block by necessity will conflict with three class time periods on MWF; however, when offered on TR will conflict with only two class periods.

Courses (Including Bi-terms) That Must Meet Four or More Days per Week.

Banner allows a course to meet for more than one meeting pattern, for example a course may meet from 9:10-10:05 MWF and 9:35-10:55 TR. This would allow a class to meet 5 hours in a week. Bi-terms and five-hour courses should follow this pattern.

Courses that meet 4 or more hours but less than 5 hours per week should adjust times according to amount of time required per week, but should stay within pre-set times so that the course does not run into second period on a specified day.

One-hour and Two-hour Courses

One-hour credit classes require 750 minutes of instruction time and two-hour classes require 1500 minutes of instruction time. These courses should begin at pre-set starting times, ending early and/or requiring fewer days during a week.

Military Time Conversion

Conversion Table for Banner Class Times

**Start and End Time
(Clock Time)**

**Banner Entry Start and End Time
(Military Time)**

MWF Day Class Periods (55 minute periods)

08:00am	08:55am	0800.....	0855
09:10am	10:05am	0910.....	1005
10:20am	11:15am	1020.....	1115
11:30am	12:25pm.....	1130.....	1225
12:40pm	01:35pm.....	1240.....	1335
01:50pm	02:45pm.....	1350.....	1445

MW Day Class Periods (No Friday)

01:50pm.....	03:10pm.....	1350.....	1510
03:25pm.....	04:45pm.....	1525.....	1845

TR Day Class Periods (80 minute periods)

08:00am	09:20am	0800.....	0920
09:35am	10:55am	0935.....	1055
11:10am	12:30pm.....	1110.....	1230
12:45pm	02:05pm.....	1245.....	1405
02:20pm	03:40pm.....	1420.....	1540

Late Afternoon and Night Periods Classes Meeting One Night per Week

Monday, Tuesday, Wednesday, or Thursday

04:00pm	06:45pm.....	1600.....	1845
04:30pm	07:15pm.....	1630.....	1915
05:00pm	07:45pm.....	1700.....	1945
05:30pm	08:15pm.....	1730.....	2015
06:00pm	08:45pm.....	1800.....	2045
06:30pm	09:15pm.....	1830.....	2115
07:00pm	09:45pm.....	1900.....	2145

Classes Meeting Two Nights per Week

Monday and Wednesday or Tuesday and Thursday

04:00pm	05:20pm.....	1600.....	1720
04:30pm	05:50pm.....	1630.....	1750
05:00pm	06:20pm.....	1700.....	1820
05:30pm	06:50pm.....	1730.....	1850
06:00pm	07:20pm.....	1800.....	1920
06:30pm	07:50pm.....	1830.....	1950
07:00pm	08:20pm.....	1900.....	2020

Weekend (Friday and Saturday)

Friday		
05:00pm 09:00pm 1700 2100
Saturday		
08:00am 05:00pm 0800 1700

Section Numbering Scheme

Fall, Spring, and Winter Terms

Part of Term	Section Number Range	Campus (Code)	Session (Code)
1 Full Term	001-195	Main Campus (A)	Day (D)
1 Full Term KCTCS	185	Main Campus (A)	Day (D)
1 Full Term Telecourse Main Campus	196-199	Telecourse (T)	Telecourse (T)
1 Full Term	200-299	Special Locations (Z)	Day/Evening (D, E)
2 1 st Bi-Term	300-349	Main Campus (A)	Day (D)
2 1 st Bi-Term	350-359	Main Campus (A)	Evening/Weekend (E, N)
2 1 st Bi-Term	360-369	Elizabethtown (E) Glasgow (G) Owensboro (O)	Day/Evening (D, E)
3 2 nd Bi-Term	400-449	Main Campus (A)	Day (D)
3 2 nd Bi-Term	450-459	Main Campus (A)	Evening/Weekend (E, N)
3 2 nd Bi-Term	460-469	Elizabethtown (E) Glasgow (G) Owensboro (O)	Day/Evening (D, E)
1 Full Term	500-579	Main Campus (A)	Evening/Weekend (E, N)
1 Full Term	580-599	South Campus(C)	Evening/Weekend, ITV, Telecourse (E, N, I, T)
1 Full Term	600-679 600-609 610-619 620-629 630-639	Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)	Day/Evening/ITV/ Weekend (D, E, I, N)
1 Full Term	640-650	Paducah or Murray State University (Z)	Day/Evening/ITV/ Weekend (E, N, I)
1 Full Term	**680-699 (see footnote)	Russellville Area Community College sections (R) Glasgow Community College sections (G)	Day/Evening/ITV (D, E, I)
1	691-699	Somerset Campus	Day/Evening/Connect (ITV)/Weekend (E, N, I)
1 Full Term—Web Contract (Attn=Cohort Code) or Web-Designated	700-719	Web (W)	Web (W)

2 1 st Bi-Term Web Contract (Attn=Cohort Code)	720-724	Web (W)	Web (W)
3 2 nd Bi-Term Web Contract (Attn=Cohort Code)	725-729	Web (W)	Web (W)
2 1 st Bi-Term, Web/Web- Designated	730-739	Web (W)	Web (W)
3 2 nd Bi-Term, Web/ Web-Designated	740-749	Web (W)	Web (W)
1 Full Term—Web/ Web-Designated	750-759	Web (W)	Web (W)
1 Full-Term—Web- Blended Sections	760-769	Web (W)	Web (W)
1 Full Term	780-789 800-829, 840-849 830-839	Dual Credit (W) Dual Credit (Y)* Dual Credit (G) Glasgow*	Web (W) Day (D)
1 Full Term	850-864 865-874 (KIIS)	Foreign Country Sites (X)	Study Abroad (Y)
1 Full Term	880-899	Study Away (S)	Special Locations (Z)
1 Full Term—Independent Learning	900-924	Independent Learning (I)	Self Paced (S)
1 Full Term—Med-Tech Courses	925-949	Main (A)	Day (D)
1 Full Term—Financial Aid Transfer Courses	950	Main (A)	Day (D)
1 Full Term—Independent Learning /WWW	970	Independent Learning (I)	Web (W)
1 Full Term— Independent Learning with e-mail component	975	Independent Learning (I)	Self Paced (S)
1 Full Term—Independent Learning /CD-ROM	980	Independent Learning (I)	Self Paced (S)
1 Full Term—Independent Learning/CD-ROM e- mail assisted	985	Independent Learning (I)	Self Paced (S)

Bi-Term numbers take precedence over Regional Campus and Evening because of grading cycle. These are course sections that are offered for a portion of a full term.

FYI

If course is taught as a dual credit course but located on the main campus or a regional campus, it is permissible to list campus code as actual campus (i.e., A, G). Institutional Research and Information Technology will track dual credit courses by using section range with Attendance Method. (10-26-09)

****Previously used for community college sections offered in the Russellville and Glasgow areas. Community College sections no longer applicable. Reassigned Campus codes for this section number ranges effective fall, 2020.**

Summer Term

Part of Term	Section Number Range	Campus (Code)	Session (Code)
May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions M3, M4, M5, M6, M7, M8, M13	M01—M49	Main Campus (A)	Day (D)
May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions M3, M4, M5, M6, M7, M8, M13	M50—M59	Main Campus (A)	Evening/Weekend (E,N)
May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions M3, M4, M5, M6, M7, M8, M13	M60—M69	Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)	Day/Evening/ITV (D, E, I)
May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions M3, M4, M5, M6, M7, M8, M13 Web Contract (Attn=Cohort Code), or Web-Designated	M70—M74	Web (W)	Web (W)
May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions M3, M4, M5, M6, M7, M8, M13	M75—M79	Web (W)	Web (W)
May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions M3, M4, M5, M6, M7, M8, M13	M80—M85	Foreign Country Sites (X)	Study Abroad (Y)
June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions A3, A4, A5, A6, A7, A8	A01—A49	Main Campus (A)	Day (D)
June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions A3, A4, A5, A6, A7, A8	A50—A59	Main Campus (A)	Evening/Weekend (E,N)
June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions A3, A4, A5, A6, A7, A8	A60—A69	Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)	Day/Evening/ITV (D, E, I)
June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions A3, A4, A5, A6, A7, A8 Web-Designated, OR Web Contract (Attn=Cohort Code)	A70—A74	Web (W)	Web (W)
June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions A3, A4, A5, A6, A7, A8	A75—A79	Web (W)	Web (W)
June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions A3, A4, A5, A6, A7, A8	A80—A85	Foreign Country Sites (X)	Study Abroad (Y)
June II: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions B3, B4, B5, B6, B7, B8	B01—B49	Main Campus (A)	Day (D)

Part of Term	Section Number Range	Campus (Code)	Session (Code)
June II: 3-, 4-, 5-, 6-, 7, and 8-week Sessions B3, B4, B5, B6, B7, B8	B50—B59	Main Campus (A)	Evening/Weekend (E,N)
June II: 3-, 4-, 5-, 6-, 7, and 8-week Sessions B3, B4, B5, B6, B7, B8	B60—B69	Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)	Day/Evening/ITV (D, E, I)
June II: 3-, 4-, 5-, 6-, 7, and 8-week Sessions B3, B4, B5, B6, B7, B8, Web Contract (Attn=Cohort Code), or Web-Designated	B70—B74	Web (W)	Web (W)
June II: 3-, 4-, 5-, 6-, 7, and 8-week Sessions B3, B4, B5, B6, B7, B8	B75—B79	Web (W)	Web (W)
June II: 3-, 4-, 5-, 6-, 7, and 8-week Sessions B3, B4, B5, B6, B7, B8	B80—B85	Foreign Country Sites (X)	Study Abroad (Y)
July I: 4-week Session C3, C4, C5	C01—C49	Main Campus (A)	Day (D)
July I: 4-week Session C3, C4, C5	C50—C59	Main Campus (A)	Evening/Weekend (E,N)
July I: 4-week Session C3, C4, C5	C60—C69	Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)	Day/Evening/ITV (D, E, I)
July I: 4-week Session C3, C4, C5, Web Contract (Attn=Cohort Code), or Web-	C70—C74	Web (W)	Web (W)
July I: 4-week Session C3, C4, C5	C75—C79	Web (W)	Web (W)
July I: 4-week Session C3, C4, C5	C80—C85	Foreign Country Sites (X)	Study Abroad (Y)
July II: 3-, 4-, and 5-week Sessions D4	D01—D49	Main Campus (A)	Day (D)
July II: 3-, 4-, and 5-week Sessions D4	D50—D59	Main Campus (A)	Evening/Weekend (E,N)
July II: 3-, 4-, and 5-week Sessions D4	D60—D69	Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)	Day/Evening/ITV (D, E, I)
July II: 3-, 4-, and 5-week Sessions D4	D70—D74	Web (W)	Web (W)
July II: 3-, 4-, and 5-week Sessions D4	D75—D79	Web (W)	Web (W)
July II: 3-, 4-, and 5-week Sessions D4	D80—D85	Foreign Country Sites (X)	Study Abroad (Y)

Part of Term	Section Number Range	Campus (Code)	Session (Code)
Full Term [Independent Learning]	900-924	Independent Learning (I)	Self Paced (S)
Full Term [Med-Tech Courses]	925-949	Main (A)	Day (D)
Full Term [Financial Aid Transfer Courses]	950	Main (A)	Day (D)
Full Term [Independent Learning/World Wide Web]	970	Independent Learning (I)	Web (W)
Full Term [Independent Learning with e-mail component]	975	Independent Learning (I)	Self Paced (S)
Full Term [Independent Learning /CD-ROM]	980	Independent Learning (I)	Self Paced (S)
1 Full Term— Independent Learning /CD-ROM e-mail assisted	985	Independent Learning (I)	Self Paced (S)

Web Sections

Web Course is an online course that has *no more than two face-to-face meetings* during the term in which the course is offered, and/or a course that is designed to be fully self-contained on the web.

- ./ **Web-Blended:** an online course that has *one to two face-to-face meetings* during the term in which the course is offered.
- ./ **Web-Designated:** an online course that has *no face-to-face meetings* during the term in which the course is offered, but is designated for a specific cohort of students; e.g., Glasgow Campus.
- ./ **Web Only:** an online course that has *no face to face meetings*.

I. Web Only Sections

- A. **Web—no face-to-face meetings**—open to eligible students.
 1. Campus code—W
 2. Section range—700-759. See pages 70 and 71 for an explanation of specific section ranges.
 3. Building—WEB (no Room indicated)
- B. **Web-Designated—no face-to-face meetings**—designated for a specific cohort of students.
 1. Campus code—W
 2. Section range—700-759. See pages 70 and 71 for an explanation of specific section ranges.
 3. Building—GWEB (Glasgow Web), EWEB (Elizabethtown/Ft. Knox Web), OWEB (Owensboro Web), RWEB (Russellville Web)
 4. Submit a cross list edit form to the Office of the Registrar, if course sections are available to more than one cohort; i.e., multiple regional campuses.

II. Web-Blended Sections—*one to two face-to-face meetings*—open to eligible students

1. Campus code—W
2. Section range—760-769
3. Building/Room—GLAS/room #, ELIZ/room #), OWENS/room #, TPH/room #, etc.
4. Enter face-to-face meeting dates on **SSATEXT**.

Web-Designated Sections Only

FYI

A standard note will be automatically generated that reads: **Web only: Reserved for**
 _____ students. Please call _____ for a course pass.
 (appropriate cohort) (appropriate phone number)

Entry of Specific Meeting Dates

To better inform students of actual meeting dates of courses meeting other than standard meeting dates and to allow building and room scheduling for your sections, the actual meeting dates MUST be entered on SSASECT.

Enter course information in a normal manner on SSASECT down to **Part of Term**. Enter part of term and then change dates to reflect actual start and ending dates of this particular section. Control page down to the **Meeting Time** window and enter actual dates as described in the following example:

1. This class meets in part of term 2 (1st bi-term—standard dates August 28 to October 17) on alternating weekends, beginning September 5 and ending October 18.
2. Enter part of term 2 (1st bi-term) in first field of **Part of Term**. Tab to second field and enter 05SEP2008. Tab again and enter 18OCT2008 in the third field.
3. Control Page Down to the **Meeting Time** window.
4. Press the Tab key to automatically fill in the dates pulled from the part of term dates you entered in step 2 (05SEP2008/18OCT2008).
5. Click the **End Date** field and enter 05SEP2008. Fill in any other information that applies to that record/row, i.e., times, building and room, hr/week, etc. Please note: when you enter 05SEP2008 as the end date, Banner automatically checks Friday as the day of the week.
6. Press the down arrow to add another class meeting time. Press the Tab key to automatically fill in the dates (05SEP2008/18OCT2008).
7. Click the **Start Date** field and enter 06SEP2008. Click the **End Date** field and enter 06SEP2008. Banner automatically checks Saturday as the day of the week.
8. Continue entering your Friday/Saturday dates as separate records/rows until you have entered all specific dates/days that the section will meet.
 - ./ This allows the Scheduling Applications Coordinator to schedule building and rooms for your sections.
 - ./ This information will appear on the **Student Summary Schedule** printed via TopNet.
 - ./ This procedure will allow the student to register for those classes that really are not time conflicts—those that meet on alternating weekends, for instance—because the actual dates will be in the system.

Key to Buildings

Main Campus (A)

AC Academic Complex
 AEC Agriculture Exposition Center AEMS
 Agriculture Equipment Management Shop AFC
 Agriculture Farm Shop
 ALIVE Alive Center
 API Applied Physics Institute
 CEC Clinical Education Complex
 CH Cherry Hall
 COHH College High Hall
 DA Diddle Arena
 DAUX Diddle Arena, Auxiliary Gym
 DUC Downing University Center
 EBS Engineering and Biological Sciences
 EST Environmental Sciences & Tech
 FAC Ivan Wilson Center-Fine Arts
 FS Florence Schneider Hall GCC
 Garrett Conference Center
 GH Finley C. Grise Hall
 GI Gilbert Hall
 GRH Gary Ransdell Hall
 GWH Gordon Wilson Hall
 HA Health Agency
 HL Helm Library
 IE Industrial Education Building
 JJ Jones-Jaggers Lab School KB
 Kentucky Building
 MH Music Hall MMTH.....
 Mass Media & Technology Hall PHAC
 Preston Health & Activities Center ROCK
 Rock House SH Snell Hall
 SS Smith Stadium STRK
 Smith Stadium, Track TC
 Tennis Courts
 TCCW Thompson Complex, Central Wing
 TCNW Thompson Complex, North Wing
 TPH Tate C. Page Hall
 VMH Van Meter Hall
 WSC Women's Studies Center
 ZA Zacharias Hall

South Campus (C)

SC South Campus

Elizabethtown/Fort Knox Campus (E) CAMBL

..... Campbellsville CENTRL.....
 Central Hardin High School
 CRPEC Central Region Postsecondary Education Center
 ECC Elizabethtown Community College EDCTR
 Fort Knox Education Center
 ELIZ Elizabethtown
 FTKNX Fort Knox
 HRDNS Hardinsburg
 MCHS Meade County High School
 NHHS North Hardin High School
 RADCLF Radcliffe

TAYLR..... Taylor County High School

Glasgow Campus (G)

ADAIR Adair County High School
ALBNY Albany
BAREN..... Barren County High School
CVRNA..... Caverna
COLUM..... Columbia
GLAS..... Glasgow GRENS
..... Greensburg
RUSEL Russell County High School
RUSLL Russell Springs
TOMKN Tomkinsville

Owensboro Campus (O) HART Hartford

HAWES..... Hawesville LONG
Longfellow Adult Learning Center
OCC Owensboro Community and Technical College
OHS Owensboro High School OHIO
Ohio County High School OWENS Owensboro

Russellville and Other Areas (R)

BROWN Brownsville
EDMON Edmonson County High School
FRANK..... Franklin
LOGAN Logan County High School
MORGN Morgantown
RUSSL..... Russellville

Special Locations (Z)

BCJAIL..... Barren County Jail
BG Bowling Green Tower BGHS
..... Bowling Green High School BGPLD
..... Bowling Green Police Department BGTC
..... Bowling Green Technical College
BUTLR Butler County High School
CHRIST Christian County School
COOKE Cookeville, TN
CORES Correspondence Course
DAVIES Davies County High School
DRURY Drury Inn
FKFT Frankfort
FORT Fort Campbell
FSHS Franklin Simpson High School
FT Fort Lewis
GENRL..... General Motors
GRH..... Hospital—Greenview
GWOOD..... Greenwood High School
HA Health Agency
HCF Health Care Facility
HENHS..... Henderson County High School
HILAND..... Highlands High School KINGS
..... Kinsford Manu-Summer Shade, KY LBL
..... Land Between the Lakes
LOUIS Louisville
MAMTH..... Mammoth Cave MCH
..... Hospital—Medical Center
METCF..... Metcalfe County High School
MISS..... Missouri

MONROE.....Monroe County High School
MURRAY.....Murray State University
PADUCA.....Paducah, KY
PRNCEPrinceton, KY
SHEPDShepardsville
SOWRN.....South Warren High School
TCHS.....Todd Central High School
TN.....Tennessee
WARENWarren East High School
WARRNWarren Central High School
WEBST.....Webster County High School

Foreign Country Sites (X)

ARGENArgentina
ASTRLA.....Australia
AUSTR.....Austria
BAHMABahamas
BALTIC.....Baltic States
BARBABarbados
BELGIM.....Belgium
BELIZEBelize
BRAZIL.....Brazil
CANDA.....Canada
CHILEChile
CHINAChina
COSTACosta Rica
CRETECrete–Greek Island
CZECHCzech Republic
DENMRK.....Denmark
ENGLND.....England
ECUADEcuador
EGYPTEgypt
FINLNDFinland
FRANC.....France
GERMY.....Germany
GHANA.....Ghana Africa
GREAT.....Great Britain
GREECE.....Greece
INDIA.....India
IRE.....Ireland
ISRAEL.....Israel
ITALYItaly
JAMAICJamaica

Study Away Sites (S)

AKAlaska
AZ.....Arizona
CACalifornia
FLFlorida HI
.....Hawaii
ILIllinois KY
.....Kentucky
NM.....New Mexico
NVNevada
NYNew York
OROregon SD
.....South Dakota

JAPAN.....Japan
JORDANJordan
KENYAKenya
KOREAKorea
MALAYSMalaysia
MEXCO.....Mexico
MORCCO.....Morocco
MYNMAR.....Myanmar – South Asia
NETHERNetherlands NEW
.....New Zealand NGERIA
.....Nigeria PANAMA.....
Panama POLAND.....Poland
PORTGL.....Portugal
PUERTO.....Puerto Rico RUSIA
.....Russia SCOT.....
Scotland
SEASemester at Sea
SINGPR.....Singapore
SKOREASouth Korea
SO-AFR.....South Africa
SPAINSpain
SWEDENSweden
SWITZ.....Switzerland
TAIWANTaiwan
TANZTanzania
THAIThailand
TURKEY.....Turkey
UAE.....United Arab Emirates
UKRAIN.....Ukraine
VIETNM.....Vietnam

Regional Campus—City Abbreviations

Building	Room	Description
BROWN	SVILLE	Brownsville
CAMBL	SVILLE	Campbellsville
COLUM	BIA	Columbia
ELIZ	TOWN	Elizabethtown
ELIZ	ADM & room number	Administration Building (e.g., ADM 146)
ELIZ	ATB & room number	Academic Technical Building
ELIZ	CRPEC & room number	Central Region Postsecondary Education Center (e.g., CRPEC 0504)
ELIZ	LRC & room number	Learning Resource Center (e.g., LRC 0117LL)
ELIZ	NHHS	North Hardin High School
ELIZ	QTB	Quality Technical Building
FRANK	LIN	Franklin
FTKNX	EDCTR	Fort Knox Education Center (e.g., EDCTR 0101)
GLAS	GOW	Glasgow
GLAS	& room number	Glasgow
HART	FORD	Hartford
HAWES	VILLE	Hawesville
MORGN	TOWN	Morgantown
OWENS	BORO	Owensboro
OWENS	ACA & room number	Academic Building (e.g., ACA 104)
OWENS	HUM & room number	Humanities Building (e.g., HUM 103)
OWENS	LRE & room number	Learning Resource Center (LRE 207)
OWENS	M & room number	Modular (e.g., M1A) OWENS
OWENS	SCI & room number	Science (e.g., SCI 100) OWENS
OWENS	SE & room number	Southeast Campus (e.g., SE 203) OWENS
OWENS	TCE & room number	Technical Building (e.g., TCE 100A) OWENS
RADCLF	& room number	Radcliffe
RUSLL	SPRING	Russell Springs
RUSLL	VILLE	Russellville
SHEPD	VILLE	Shepherdsville
TOMKN	VILLE	Tompkinsville

Special Locations

Building	Room	Description
BG	TOWERS	Bowling Green Towers
GENRL	MOTORS	General Motors
LOUIS	VILLE	Louisville
MAMTH	CAVE	Mammoth Cave

Foreign Countries

Building	Room	Description
GREAT		
BRITAN		Great Britain

Internet/Web Courses

Building	Room	Description
WEB	TBA	WEB Course Delivery

Standard Notes

Course Pass required for above class (Special Approval code **R** on SSASECT)

Honors eligibility or 3.2 overall university GPA required (**HON** as first three letters of section title)

Lab or clinic required with above class (Link identifier on SSASECT)

Associated fee: refer to tuition and fees/course fee (Fee information on SSADETL)

This is a bi-term course. See meeting dates. (Part of Term 2 or 3 for fall or spring)

This is an Interactive TV course. (Session code **I** on SSASECT)

The above is a self-paced, on demand course. You **MUST** register with WKU On Demand. For more information see www.wku.edu/ondemand, call 270-745-4158, or come by GCC 101. Advisors please do not override (If campus code is **I** on SSASECT).

Students should complete 21 hours of Foundations & Explorations coursework or have junior status before enrolling in a Connections Course.

Web only: Reserved for (appropriate cohort) students. Please call (appropriate phone number) for a course pass.

(**EWEB, GWEB, OWEB, RWEB** Building code on SSASECT)

Edit Reports

Following are the possible edit notes you may receive and an explanation of each. Please review each note on your edit report that you receive with your proof and determine if action is necessary. You may correct all edits on-line, with the exception of Cross list/Master Section Edits. Please call 5-5401, should you need further clarification.

Campus Code Edits

Course section not in sync with course campus code; see Attachment 4.

Ext campus section not in sync with course campus code; see Attachment 4.

Bi-term course section not in sync with course campus code; see Attachment 4.

Bi-term Ext campus section not in sync with campus code; see Attachment 4.

Web course section not in sync with course campus code; see Attachment 4.

CC course number not in sync with course campus code; see Attachment 4.

Course has Community College campus but not a CC course; see Attachment 4.

Telecourse section not in sync with course campus code; see Attachment 4.

Session Code I not in sync with course campus code; see Attachment 4.

Foreign study course section not in sync with course campus code; see Attachment 4.

Campus code not in sync with foreign course section; see Attachment 4.

Attendance method must be XC or XF for X campus code; see Attachment 4.

Cross list/Master Section Edits

Master course does not have a secondary section; master with no cross-listed classes. Submit the following information on Cross list Edit form: new MSTR (list classes to be cross listed) or indicate that MSTR needs to be deleted by checking column marked "Delete MSTR Attribute."

This cross list has two master sections; submit on cross list form to delete master attribute from inappropriate section.

Secondary course does not have a master section; part of cross list group. If master section was deleted and remaining sections are cross listed (identifier on SSASECT), this edit will print. Submit on cross list form to delete cross list identifier.

Secondary course has eval but master section does not; submit on Attribute Add/Delete form. All sections of combined sections must have the same evaluation indicator. This aids Institutional Research in preparation of forms for evaluation of faculty in the fall and spring semesters.

Cross list group identifier max enrollment cannot be zero; cross listed course sections cannot have a cross list maximum enrollment of "0".

Gradable and Voice Response Available Edits

Gradable indicator must be checked on for this course; all sections are to be marked as gradable. Even "No Grade" is a grade.

VR/Web indicator must be checked on for this course; all sections except Independent Learning should be Voice Response and Self-service Available—meaning the student may register for this section via TOPNET.

VR/Web indicator must be check off for this course; Independent Learning sections should not be Voice Response and Self-service Available.

Honors Section Edits

(HON) attribute is missing but title indicates honors sect; section has HON in its title but no HON attribute.

(HON) not in title but course has an honors attribute; section has HON attribute, but HON is not included in its title. Honors (HON) designation should appear in first 3 positions of section title or section will appear as an edit.

Course has HON in the title with an approval code of "R"; honors sections should not be restricted. The honors prerequisite on SSAPREQ will prevent any ineligible student from registering for the section.

Course has HON in the title with no HON=Y on SSAPREQ; if this is an honors section, submit this information on the Attribute Add/Delete Form. If it is not an honors section, remove HON from the title.

Course has HON attribute with no HON=Y on SSAPREQ; if this is an honors section, submit this information on the Attribute Add/Delete Form. If it is not an honors section, submit form to remove HON attribute.

***Instructor/Building/400 G/Variable Credit/Grade Mode Edits/Zero Credit Hours/WEB
Building/Attendance Method/Course Section***

Course must have fixed number of cr hrs—not variable

Courses approved for variable hours on the inventory must have each section “fixed” on the course term file. To accomplish this on the course term file, on form SSASECT indicate the appropriate number of hours under credit and billing.

Credit Hrs and Bill Hrs must be the same for course

When entering credit hours for a variable credit section, be sure that you enter the same number of hours in both the credit and billing fields.

No credit hr data found for this course; variable credit sections must have credit hours entered in both the credit and billing fields on SSASECT. (See page 39 of manual for instructions.)

400G level course must be combined with 400 level

Graduate and undergraduate sections of the same course should be combined, with the undergraduate course being the Master. All other course sections will be combined on the cross list form.

No instructor SSN; leave blank only if you want STAFF to print.

No building/room assigned to this course section; leave blank only if you want TBA to print.

Building is not WEB; must use WEB as the building location on all sections offered via the WEB (700-799 and VU1-VU9 sections)

Building cannot be WEB; must use regional campus building and room codes on all blended sections offered via the WEB (760-769).

Grade Mode cannot be blank; must indicate grading mode. Choose from grade mode options after double-clicking in the grade mode box.

Zero Credit Hrs Course must have Grade Mode of N; zero credit hours courses with a Grade Mode of N are automatically assigned an NG grade. If you put an S in the Grade Mode, the instructor will be required to enter a grade of A-F, which would be incorrect.

Attendance method must be blank; this field must be empty unless the section is foreign study-faculty led, foreign study-CCSA, web contract, etc. (See page 25 of manual for explanation of foreign study sections.)

Course section is invalid; Must use approved section numbers as outlined in Attachment 4 and Attachment 5. For fall and spring sections you must use three numeric characters, such as 001, 002, 500, 630, etc. For summer term the standard is an alpha character followed by two numeric characters, such as M01, A70, B03, C63, or D75.

Part of Term Edits

Part of term is not in sync with course section number

This indicates that the section code does not match the part of term code; be sure bi-term courses are put in the correct part of term. **Summer:** Never use part of term "1" (full term) for summer; it is listed as an option in the validation table as a Banner default and is to be used **ONLY** by the Independent Learning office.

Examples

Section Number 300—399=Part of Term 2 (2 indicates first half of term)

Section Number 400—499=Part of Term 3 (3 indicates second half of term)

Percent of Responsibility/Session Edits

% of responsibility does not add up to 100% or % of session does not add up to 100%

If more than one instructor is listed on SSASECT, responsibility column must total 100% and session column must total 100%.

% of responsibility is greater than 100% or % of session is greater than 100%

If more than one instructor is listed on SSASECT, responsibility column must total 100% and session column must total 100%.

Print Indicator Edits

Print indicator must be set off for correspondence courses; check off.

Print indicator must be set off for SPAN courses; check off.

Print indicator must be set on for course to print in schedule; leave checked on.

Restricted Section Edits

Status is “R” but course does not have approval code of “R”; change both to “R”.

Course has an approval code of “R” but status is not "R"; change both to “R”.

Restricted class but enrollment is set to zero; restricted sections must have an enrollment greater than zero.

Course should not have an "S" in approval code; "S" is only valid after schedule of classes print to cancel a course.

Section Code and Session Edits

Course section not in sync with course session code or

Web section not in sync with course session code or

Biterm section not in sync with course session code

Spring and Fall Schedules

Evening classes on campus should have “5” as the first digit of the section number and should have session code of “E” or “N”.

Regional Campus classes should have “6” as the first digit of the section number and should have campus code of a regional campus site. See Attachment 4.

Bi-term courses take precedence over regional campus and evening course section numbers because of the grading cycle. If a bi-term course section is an evening or regional campus section also, please use the bi-term indicator (3 or 4) in the first position of the section number and the evening or regional campus number (5 or 6) in the second position.

Summer Schedule

Evening classes on campus should have “5” as the second digit of the section number (following the A, B, C, D, or M) and should have session code of “E” or “N”.

Regional Campus classes should have “6” as the second digit of the section number (following the A, B, C, D, or M) and should have campus code of a regional campus site. See Attachment 4.

Course cannot have zeros in the section number

Course section is invalid

Section number cannot consist of just one digit, letter, etc. (example HIST 119 0 or HIST 119 A0 or ENGL 100 E). Course section must also agree with term for which it is created. (example, summer term sections must begin with letters M, A, B, C or D, unless you are creating an Independent Learning section). **PLEASE conform to section numbering scheme in Attachment 4; all other numbering schemes will print as an error on the edit form which will necessitate additional corrections by the department creating the section.**

Web section not in sync with course session code; see Attachment 4.

Telecourse section not in sync with course session code; see Attachment 4.

Section Time Edits

Course does not conform to days/times standards

Course begin time does not conform to standard

All three-hour lecture course sections should be scheduled at approved times. These times are listed in Attachment 2. Check that all other credit hour courses are beginning at the appropriate time. They do not have to conform to a standard ending time, but should begin at an appropriate start time. Any deviation from these scheduled times is to be approved by your dean. If approved, please ignore the edit. (Weekend classes may show as an error because Friday/Saturday class times are not programmed into the computer. You may ignore these edits.)

Tuition Waiver Edits

Tuition waiver must be checked on for this course; tuition waiver is set on for Independent Learning course sections and BIOL 493 and 494 sections. However, this function is performed by the Registrar's Office.

Tuition waiver must be checked off for this course; all except Independent Learning course sections and BIOL 493 and 494 sections.

Banner Forms Summary

Catalog/Course Information

SCACRSE (Viewing Only)	
Course Title:	Official Title
Status :	Active, Inactive (cannot be offered again), One-Time Only, Suspended (can be offered again)
Approval:	Approved as permanent offering; One-Time Only
Hours:	Credit hours—fixed or variable credit
Repeat Information:	How many times it may be repeated for credit
Levels:	Level of student who may take this course
Grading Modes:	Standard Letter, In progress eligible; Pass/Fail, etc.
Schedule Types:	Examples: Lecture, Lab, Applied lesson, clinical, independent study, practicum
SCADETL (Viewing Only)	
Details:	Co-requisites required, equivalents, fee, attributes, text (subtitles)
SCARRES (Viewing Only)	
Registration Restrictions:	College (e.g., exclude CC from taking 300-400 level course; include only Business college majors to take course), Major, Class (classification FR, SO, JR, SR), Level.
SCAPREQ (Viewing Only)	
Prerequisites:	<u>Online</u> prerequisite checking—check for courses, grades, test scores prior to registration. Not all courses that have prerequisites are using online prerequisite checking in Banner.
SCATEXT (Update)	
College and Department Text:	Any text that is to be attached to all courses in a particular college or department. This remains same from term to term, unlike section information that rolls from like term to like term.

Section Information

SSASECT (Update)	
Subject and Course Number:	Information that pulls from previous like term. Approved subtitles can be viewed on SCADETL. Can type over existing title on SSASECT to change.
Section:	Check approved section numbering scheme in manual. Section, Campus, Part/Term and Session Code must correspond.
Cross list:	If section is to be cross listed (combined with another course), send information Registrar's office for entry.
Campus Code:	Location of class; e.g., main campus, web, extended, community college.
Status:	Open, restricted, cancelled.
Part/Term:	Full semester, bi-term (fall, spring); Winter term; May term, June or July term (summer).
Grade Mode:	Whatever approved at the catalog level.
Session:	Day, evening, web—use Self-Paced only for correspondence courses.
Special Approval:	Restricted or No Enroll Cancelled Crs. Use No Enroll if canceling a section.
Attendance Method:	Used for study abroad or web contract.

Print:	On or off, depending on whether the section is to appear on TopNet.
Voice Response/ Self-Service Available:	Check on or off, depending whether student is permitted to register for the section via TopNet.
Link Indent:	Used if section is to be linked with another section of the same course number. Info sent to Registrar's office for entry.
Variable Credit:	Must enter credit hours for section, if approved at catalog level for variable credit.
Meeting Times:	Military Time
Instructor:	Be sure to tab to ID field so that %'s are activated. If you get instructor conflict you can query for instructor's schedule by using Query Faculty Schedule in Options panel. This will show instructor's current schedule but will not list the one you are currently trying to enter.
Section Enrollment:	Enter enrollment max. All sections have to have enrollment.
SSADETL (Viewing Only)	
Section Links:	Identifier is listed in this field if the section is linked.
Co-requisites:	If section is to be co-requisite with another for-credit section, it shows here.
Section Fees:	Approved fees entered by Billings.
Degree Program Attributes:	Information pulled from catalog side as well as Master section information and evaluation information.
SSARRES (Viewing Only)	
Restrictions at the Section Level	College, major, class(ification), and campus. College, to prevent CC students from enrolling in upper division courses; campus, to include CC for general education classes at CC and to exclude CC students who are not eligible for U admissions from taking 100-200 level at U (day classes only).
SSATEXT (Update)	
Course Section Notes:	Some notes are automatically generated based on information on SSASECT. Others must be entered and roll from like term to like term.
SSAXLST (Viewing Only)	
Cross list Sections:	Those classes that are at the same time, same location, same instructor; or are offered via IVS or Web and draw from one enrollment.
SSASECT-Creating New Sections	
New Sections:	Enter term and "add" in the CRN field.
SSASECT—Deleting Section	
Deleting Section:	Enter term and CRN. Ctrl Page Down to first window. Delete Record and Save.

Contact Marleen Murphy
Office of the Registrar, Potter Hall 216,
270-745-3351

