Banner
Schedule Preparation

Procedures and Guidelines

Official Manual
Revised 02/15/13
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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**

<table>
<thead>
<tr>
<th>Options</th>
<th>Enter subject abbreviation</th>
<th>Enter course number</th>
<th>Variable Credit information</th>
<th>Title of course is 30 characters. Transcript is also 30 characters.</th>
</tr>
</thead>
</table>

**Basic Course Information Form**

1. Type **Subject** abbreviation (e.g., ENG, FIN, PSY, BIOL, DENG).
2. **tab** to **Course**.
3. Type **Course** (e.g. 100, 153, 200, 120).
4. **tab** to **Term**.
5. Enter term for which you want to see course information. Example: Fall semester 2012 would be entered as 201230 (yyyyxx with “y” being year, “x” being the term); Spring semester 2013 would be 201310. (See Attachment 1 for year and term conversion.)

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

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**

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,
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

Schedule Type
This window lists the Schedule type applicable for this course.
Course Detail Information

In Options, click Course Details.

II. Course Detail Form (SCADETL)

To see Co-requisite information, click Course Co-requisites in Options, Next Block, or Figure 6—SCADETL—Course Detail Information Form—Co-requisites

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

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

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**

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 Enter.

Figure 11—SCARRES—Department/Field of Study Restrictions

III. Course Registration Restriction Form (SCARRES)

If the subject and course for which you wish to see information is entered, click Next Block, or Department and Field of Study tab to see department 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.

Department Restrictions
If the course is restricted, only students within certain departments can take it. You can include (I) or exclude (E) certain departments.
Field of Study (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 11, only students majoring in 602 Accounting can take ACCT 390.

To see Class Restrictions, click Class and Level tab.

Figure 12—SCARRES—Class/Level Restrictions

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 (JR), Senior (SE), etc.

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

To see Degree Restrictions, click Degree and Program tab.
This restriction currently is not populated.
Figure 13—SCARRES—Degree/Program Restrictions

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.

Program Restrictions
Program Restrictions can include (I) or exclude (E) several majors as defined by a program. **This restriction currently is not populated.**

To see Campus Restrictions, click Campus and College tab.
Figure 14—SCARRES—Campus/College 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.**

College Restrictions
In the example in figure 14, students in all college with the exception of Commonwealth School can take this course. College restrictions will be used to automatically 1) exclude Commonwealth School (CC) students from taking 300 and 400 level University courses and 2) include only Commonwealth School (CC) students in General Education Courses offered through the Commonwealth School (CC).

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

Figure 15—SCAPREQ—Course Prerequisite Restrictions

IV. Course Prerequisite Restrictions (SCAPREQ)

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

Students registering for this course must have fulfilled these prerequisites.
**Student Registration Permit Override Form**

Figure 16—SFASRPO—Student Registration Permit-Override Form

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 Enter.

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

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.

FYI

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 2011 and then changed after spring semester to Lecture/lab will not roll to spring 2012. 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 201210—spring 2012—and want to see what was duplicated from 201110—spring 2011), click appropriate Option, Next Block, or 

Information that can be changed on this form includes title; 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 22 for information about building/room entry.

For all Study Abroad course sections refer to page 28 of this manual for specific instructions.

**Figure 18—SSASECT—Section Enrollment Information**

Section Enrollment Information

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

2. Save or 

To see information about the meeting time for this section, click Meeting Times and Instructor tab.
Figure 19—SSASECT—Meeting Time

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 19) 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.
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. 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 21—SSASECT—Instructor**

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.

**Instructor**

1. If more than one instructor, click in box to indicate primary one to show in schedule and to enter grades.
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 \[E\]

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 IVS section, same instructor and same time), you **will** have a conflict. These conflicts will have to be overridden.
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**

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 24—SSASECT—Study Abroad Course Sections

Enter section data as described previously for Status, Schedule Type, Part of Term, Grade Mode, and Session. Section number should range from 850 to 874 for fall and spring; see pages 69-70 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.

Tuition Waiver should be checked off for fall and spring; checked on for winter and summer.

Section Number 850 to 874 (fall & spring); see pages 69-70 for summer numbers.

XC for Foreign Study: CCSA; XF for Foreign Study: Faculty Led

Campus code for Foreign Country Sites
Schedule Detail Form

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 25—SSADETL—Schedule Detail Form

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

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

Catalog Level (SCADETL)
1. **Co-requisites**—(credit courses that must be taken at the same time)
   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**—(sections of same credit course; one for credit, other zero credit)
   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 26—SSADETL—Schedule Detail Form**

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 27—SSARRES—Department & Field of Study (Major) Restrictions**

**Department 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.

**Field of Study (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 Class and Level tab.
Figure 28—SSARRES—Class & Level Restrictions

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.

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 Degree and Program tab. This restriction will not be populated.

Students who are an Academy junior or senior, a freshman or undergraduate-non-degree may not enroll in ACCT 200.
Degree Restriction
Degree Restrictions can include (I) or exclude (E) certain degrees.
This restriction currently is not populated.

Program Restrictions
Program Restrictions can include (I) or exclude (E) several majors as defined by a program.
This restriction currently is not populated.
Figure 30—SSARRES—Campus & College Restriction

Campus Restriction

College 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 31—SSATEXT—Section Comments (Non-Standard Notes)**

---

IV. Section Comments (SSATEXT)—Update Capability.

1. Next Block or

2. Click Save 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. Words will not wrap. Move arrow down or click with mouse for next line.

2. Click Save or

Click Exit Icon to return to General Menu Form.

34
**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 32—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 33—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 34—SSAXLST—Schedule Cross List Definition

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 35—SSAXLST—Schedule Cross List Definition

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 [Page Down] [Page Down]

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

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 36—SSASECT—Schedule Form

I. Schedule Form (SSASECT)—Update Capability

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

2. Tab 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, 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.
14. Click Save or €

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

Click Section Enrollment Info in Options menu.

Enter Enrollment and Save or f10.
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 39—SSASECT—Meeting Time**

**Scheduled Meeting Times**

Double-click in Meeting Time box or click down arrow and choose time period by highlighting.
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, use horizontal scroll bar to move.

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, Regular Main Campus Courses with a Study Abroad Component*, 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 Regular Main Campus Courses with a Study Abroad Component

*Go to SSASECT (meeting times window) and enter only the study abroad component which requires the start date and end date only. This date should include when the study abroad trip will be in progress. Check M, T, W, R, & F but to avoid unnecessary time conflicts, do not list a start time/end time. Go to meeting location window and enter the country where the study abroad component of the class is occurring. Astra will then schedule the building room for the main campus meeting time.
Instructor

Figure 41—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 42—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 F8.

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 F10.

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 43—SIAASGQ—Faculty Schedule Query Form

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.
Responsibility % must be entered in order to save section information.

10. At SSASECT Instructor, click Save or f10.

Click Exit Icon to return to General Menu Form.

**Study Abroad Course Sections**
For Study Abroad Course Sections, see information printed on page 25 of Section 2 of this manual.
Section Comments

In General Menu Box type SSATEXT. Press

Figure 45—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.
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 46—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 47—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 48—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.
2. **Corequisites**

Corequisites at section level may only be combined at section level if they have first been identified as corequisites 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 Corequisites, click Section Corequisites in Options, Next Block, or

**Figure 49—SSADETL—Section Detail Form—Section Fees/Degree Attributes**

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

**Figure 49—SSADETL—Section Detail Form—Section Fees/Degree Attributes**

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.**
Schedule Cross List Definition

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

Figure 50—SSAXLST—Schedule Cross-List Definition

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.

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 51—SSASECT—Schedule Form

1. Go to General Menu Form and type in SSASECT. Click
2. Enter Term and Course reference number, if you know the number. If you don’t, click down arrow.
3. Type subject and course and Execute Query or press
4. Highlight the section you want to delete.
5. 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.
6. Click Remove Record icon or go to Menu Bar, select Record and Remove.
7. Save changes by clicking Save or
Section 4: To Find Existing Section Numbers

Figure 52—SSASECQ—Schedule Section Query Form

At General Menu, type SSASECQ. Press
Type term, Subject and Course. Press \( \text{Search} \) 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.

**FYI** 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 54—SCACRSE—Basic Course Information Form

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

Figure 55—SCARRES—Course Registration Restriction Form

Click the down arrow to see a list of existing courses.

3. SCADETL

Figure 56—SCADETL—Course Detail Information Form

Click down arrow to see list of existing courses.
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 58—SFASLST—Class Roster Form

Press

Type Term applicable and Course Reference Number for Class Listing.

Click Next Block or
Attachments

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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

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Banner Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>2012</td>
<td>201230</td>
</tr>
<tr>
<td>Winter</td>
<td>2013</td>
<td>201305</td>
</tr>
<tr>
<td>Spring</td>
<td>2013</td>
<td>201310</td>
</tr>
<tr>
<td>Summer</td>
<td>2013</td>
<td>201320</td>
</tr>
<tr>
<td>Fall</td>
<td>2013</td>
<td>201330</td>
</tr>
<tr>
<td>Winter</td>
<td>2014</td>
<td>201405</td>
</tr>
<tr>
<td>Spring</td>
<td>2014</td>
<td>201410</td>
</tr>
<tr>
<td>Summer</td>
<td>2014</td>
<td>201420</td>
</tr>
<tr>
<td>Fall</td>
<td>2014</td>
<td>201430</td>
</tr>
<tr>
<td>Winter</td>
<td>2015</td>
<td>201505</td>
</tr>
<tr>
<td>Spring</td>
<td>2015</td>
<td>201510</td>
</tr>
<tr>
<td>Summer</td>
<td>2015</td>
<td>201520</td>
</tr>
<tr>
<td>Fall</td>
<td>2015</td>
<td>201530</td>
</tr>
</tbody>
</table>
Class Periods and In-Class Time Requirements

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

<table>
<thead>
<tr>
<th>MWF Class Periods</th>
<th>Late Afternoon and Night Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Meeting</td>
<td>Classes Meeting One Night Per Week</td>
</tr>
<tr>
<td>Day Class Periods</td>
<td>Monday or Wednesday</td>
</tr>
<tr>
<td>(55 Minute Periods)</td>
<td></td>
</tr>
<tr>
<td>Begin</td>
<td>End</td>
</tr>
<tr>
<td>1st Period ..........8:00</td>
<td>8:55</td>
</tr>
<tr>
<td>2nd Period ..........9:10</td>
<td>10:05</td>
</tr>
<tr>
<td>3rd Period ..........10:20</td>
<td>11:15</td>
</tr>
<tr>
<td>4th Period ..........11:30</td>
<td>12:25</td>
</tr>
<tr>
<td>5th Period ..........12:40</td>
<td>1:35</td>
</tr>
<tr>
<td>6th Period ..........1:50</td>
<td>2:45</td>
</tr>
<tr>
<td>7th Period ..........3:00</td>
<td>4:20 (no)</td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TR Class Periods</td>
<td>Above classes include a 15-minute break.</td>
</tr>
<tr>
<td>Day Class Periods</td>
<td>Two Nights Per Week</td>
</tr>
<tr>
<td>(80 Minute Periods)</td>
<td>Monday and Wednesday</td>
</tr>
<tr>
<td>Begin</td>
<td>End</td>
</tr>
<tr>
<td>1st Period ..........8:00</td>
<td>9:20</td>
</tr>
<tr>
<td>2nd Period ..........9:35</td>
<td>10:55</td>
</tr>
<tr>
<td>3rd Period ..........11:10</td>
<td>12:30</td>
</tr>
<tr>
<td>4th Period ..........12:45</td>
<td>2:05</td>
</tr>
<tr>
<td>5th Period ..........2:20</td>
<td>3:40</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Three-credit hour bi-term classes should meet on 20 MWF days for 55 minutes and 14 TR days for 80 minutes = 2,220 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.

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

---

### Class Periods—Summer Term

#### Three-Week May, June and July Sessions

<table>
<thead>
<tr>
<th>Period</th>
<th>Morning</th>
<th>Afternoon</th>
<th>Night*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
<td>11:15</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>1:00</td>
<td>4:15</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>5:00</td>
<td>9:00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Period</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
<td>10:15</td>
<td></td>
<td>3:30</td>
<td>6:00</td>
</tr>
<tr>
<td>2nd</td>
<td>10:30</td>
<td>12:45</td>
<td></td>
<td>5:45</td>
<td>8:40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Period</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
<td>10:30</td>
<td>1:00</td>
<td>3:30</td>
<td>6:00</td>
</tr>
<tr>
<td>2nd</td>
<td>9:40</td>
<td>12:10</td>
<td>2:40</td>
<td>5:10</td>
<td>8:05</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Period</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00</td>
<td>10:30</td>
<td>1:00</td>
<td>3:30</td>
<td>6:00</td>
</tr>
<tr>
<td>2nd</td>
<td>9:30</td>
<td>12:00</td>
<td>2:30</td>
<td>5:00</td>
<td>7:50</td>
</tr>
</tbody>
</table>

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

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

1st Period ................. 8:00  9:00  
2nd Period ................. 10:30  11:30  
3rd Period ................. 1:00  2:00  
4th Period ................. 3:30  4:30  
5th 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 instructions 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 instructions 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 740 minutes of instruction time and two-hour classes require 1480 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**

<table>
<thead>
<tr>
<th>Start and End Time (Clock Time)</th>
<th>Banner Entry Start and End Time (Military Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MWF Day Class Periods (55 minute periods)</strong></td>
<td></td>
</tr>
<tr>
<td>08:00am .......................... 08:55am ........................................</td>
<td>0800 .................... 0855</td>
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<tr>
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<tr>
<td>01:50pm .......................... 02:45pm ........................................</td>
<td>1350 .................... 1445</td>
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<tr>
<td>03:00pm .......................... 04:20pm ........................................</td>
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<tr>
<td>(no Friday)</td>
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<tr>
<td><strong>TR Day Class Periods (80 minute periods)</strong></td>
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<tr>
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<td>0800 .................... 0920</td>
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<td>09:35am .......................... 10:55am ........................................</td>
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<td>11:10am .......................... 12:30pm ........................................</td>
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<tr>
<td>12:45pm .......................... 02:05pm ........................................</td>
<td>1245 .................... 1405</td>
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<td>02:20pm .......................... 03:40pm ........................................</td>
<td>1420 .................... 1540</td>
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<tr>
<td><strong>Late Afternoon and Night Periods</strong></td>
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<td><strong>Classes Meeting One Night per Week</strong></td>
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<td>04:00pm .......................... 06:45pm ........................................</td>
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<tr>
<td>07:00pm .......................... 09:45pm ........................................</td>
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<td>06:30pm .......................... 09:15pm ........................................</td>
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<td><strong>Classes Meeting Two Nights per Week</strong></td>
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Weekend (Friday and Saturday)

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## Section Numbering Scheme

*Fall, Spring, and Winter Terms*

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Section Number Range</th>
<th>Campus (Code)</th>
<th>Session (Code)</th>
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<tbody>
<tr>
<td>1 Full Term</td>
<td>001-195</td>
<td>Main Campus (A)</td>
<td>Day (D)</td>
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<tr>
<td>1 Full Term KCTCS</td>
<td>185</td>
<td>Main Campus (A)</td>
<td>Day (D)</td>
</tr>
<tr>
<td>1 Full Term Telecourse Main Campus</td>
<td>196-199</td>
<td>Telecourse (T)</td>
<td>Telecourse (T)</td>
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<tr>
<td>1 Full Term</td>
<td>200-299</td>
<td>Special Locations (Z)</td>
<td>Day/Evening (D, E)</td>
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<td>2 1st Bi-Term</td>
<td>300-349</td>
<td>Main Campus (A)</td>
<td>Day (D)</td>
</tr>
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<td>2 1st Bi-Term</td>
<td>350-359</td>
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<td>Evening/Weekend (E, N)</td>
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<td>2 1st Bi-Term</td>
<td>360-369</td>
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<td>Day/Evening (D, E)</td>
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<tr>
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<td>450-459</td>
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</tr>
<tr>
<td>2 2nd Bi-Term</td>
<td>460-469</td>
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<td>Day/Evening (D, E)</td>
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<td>1 Full Term</td>
<td>580-599</td>
<td>South Campus (C)</td>
<td>Evening/Weekend, ITV, Telecourse (E, N, I, T)</td>
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<td>Day/Evening/ITV/Weekend (D, E, I, N)</td>
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<td>1 Full Term</td>
<td>640-650</td>
<td>Paducah or Murray State University (Z)</td>
<td>Day/Evening/ITV/Weekend (E, N, I)</td>
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<td>Russellville Area Community College sections (R) Glasgow Community College sections (G)</td>
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<td>1 Full Term—Web Contract (Attn=Cohort Code) or Web-Designated</td>
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<td>Part of Term</td>
<td>Section Number Range</td>
<td>Campus (Code)</td>
<td>Session (Code)</td>
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<td>Dual Credit (G) Glasgow*</td>
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<td>Study Abroad (Y)</td>
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<td>865-874 (KIIS)</td>
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<td>Special Locations (Z)</td>
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<td>Self Paced (S)</td>
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</tbody>
</table>

**FYI**

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.

* 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)
<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Section Number Range</th>
<th>Campus (Code)</th>
<th>Session (Code)</th>
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<tbody>
<tr>
<td>May: 3-, 4-, 5-, 6-, 7-, 8-, and 13-week Sessions</td>
<td>M01—M49</td>
<td>Main Campus (A)</td>
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<tr>
<td></td>
<td>M50—M59</td>
<td>Main Campus (A)</td>
<td>Evening/Weekend (E,N)</td>
</tr>
<tr>
<td></td>
<td>M60—M69</td>
<td>Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)</td>
<td>Day/Evening/ITV (D, E, I)</td>
</tr>
<tr>
<td></td>
<td>M70—M74</td>
<td>Web (W)</td>
<td>Web (W)</td>
</tr>
<tr>
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<td>M75—M79</td>
<td>Web (W)</td>
<td>Web (W)</td>
</tr>
<tr>
<td></td>
<td>M80—M89</td>
<td>Foreign/Study Abroad (X) KIIS (X) Study Away (S)</td>
<td>Study Abroad (Y) Special Locations (Z)</td>
</tr>
<tr>
<td>June I: 3-, 4-, 5-, 6-, 7-, and 8-week Sessions</td>
<td>A01—A49</td>
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<td></td>
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<td>Day/Evening/ITV (D, E, I)</td>
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<td>Campus (Code)</td>
<td>Session (Code)</td>
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<td>B3, B4, B5, B6, B7, B8</td>
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<td>Russellville (R) Owensboro (O) Elizabethtown/Ft. Knox (E) Glasgow (G)</td>
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<td></td>
<td>B80—B89</td>
<td>Foreign/Study Abroad (X) KIIS (X) Study Away (S)</td>
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<tr>
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<td>C01—C49</td>
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<td>Day (D)</td>
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<td>Main Campus (A)</td>
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<td>C60—C69</td>
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<td>Day/Evening/ITV (D, E, I)</td>
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<tr>
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<td>C70—C74</td>
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<td>Web (W)</td>
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<tr>
<td><strong>July I: 4-week Session</strong> C4</td>
<td>C75—C79</td>
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<td>C80—C89</td>
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<td>D01—D49</td>
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<td>Day (D)</td>
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<td><strong>July II: 3-, 4-, and 5-week Sessions</strong> D3, D4, D5</td>
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<td>D75—D79</td>
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<td>Part of Term</td>
<td>Section Number Range</td>
<td>Campus (Code)</td>
<td>Session (Code)</td>
</tr>
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<td>-------------------------------------------------</td>
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<td>------------------------</td>
</tr>
<tr>
<td>July II: 3-, 4-, and 5-week Sessions</td>
<td>D80—D89</td>
<td>Foreign/Study Abroad (X)</td>
<td>Study Abroad (Y)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KIIS (X)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Study Away (S)</td>
<td>Special Locations (Z)</td>
</tr>
<tr>
<td>Full Term [Independent Learning]</td>
<td>900-924</td>
<td>Independent Learning (I)</td>
<td>Self Paced (S)</td>
</tr>
<tr>
<td>Full Term [Med-Tech Courses]</td>
<td>925-949</td>
<td>Main (A)</td>
<td>Day (D)</td>
</tr>
<tr>
<td>Full Term [Financial Aid Transfer Courses]</td>
<td>950</td>
<td>Main (A)</td>
<td>Day (D)</td>
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<tr>
<td>Full Term [Independent Learning/World Wide Web]</td>
<td>970</td>
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<td>Web (W)</td>
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<tr>
<td>Full Term [Independent Learning with e-mail component]</td>
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<td>Self Paced (S)</td>
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<tr>
<td>Full Term [Independent Learning /CD-ROM]</td>
<td>980</td>
<td>Independent Learning (I)</td>
<td>Self Paced (S)</td>
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<tr>
<td>1 Full Term—Independent Learning /CD-ROM e-mail assisted</td>
<td>985</td>
<td>Independent Learning (I)</td>
<td>Self Paced (S)</td>
</tr>
</tbody>
</table>
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 67 and 68 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

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 (1\textsuperscript{st} 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 (1\textsuperscript{st} 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 06SEP20086. 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
GREENS ......................Greensburg
RUSEL ......................Russell County High School
RUSSL ......................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

Russelville 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
BGPD ......................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
METFU ......................Metcalfe County High School
MISS ......................Missouri
MONROE .................. Monroe County High School
MURRAY ............... Murray State University
PADUCA ................. Paducah, KY
PRINCE ................. Princeton, KY
SHEPDP ................. Shepardsville
SOWRN ................. South Warren High School
TCHS .................... Todd Central High School
TN ....................... Tennessee
WAREN .................. Warren East High School
WARRN .................. Warren Central High School
WEBST .................. Webster County High School

Foreign Country Sites (X)
ARGEN ................. Argentina
ASTRLA ................. Australia
AUSTR ................. Austria
BAHMA ................. Bahamas
BALTIC ................. Baltic States
BARBA ................. Barbados
BELGIM ................. Belgium
BELIZE ................. Belize
BRAZIL ................. Brazil
CANDA ................. Canada
CHILE ................. Chile
CHINA ................. China
COSTA ................. Costa Rica
CRETE ................. Crete–Greek Island
CZECH ................. Czech Republic
DENMRK ............... Denmark
ENGLND ............... England
ECUAD ................. Ecuador
EGYPT ................. Egypt
FINLND ............... Finland
FRANC ................. France
GERMY ................. Germany
GHANA ................. Ghana Africa
GREAT ................. Great Britain
GREECE ............... Greece
INDIA ................. India
IRE ................. Ireland
ISRAEL ............... Israel
ITALY ............... Italy
JAMAIC ............... Jamaica

Study Away Sites (S)
AK ................. Alaska
AZ ................. Arizona
CA ................. California
FL ................. Florida
HI ................. Hawaii
IL ................. Illinois
KY ................. Kentucky
NM ................. New Mexico
NV ................. Nevada
NY ................. New York
OR ................. Oregon
SD ................. South Dakota

JAPAN ................. Japan
JORDAN ............... Jordan
KENYA ............... Kenya
KOREA ............... Korea
MALAYS ............... Malaysia
MEXCO ............... Mexico
MORCCO ............. Morocco
MYNMR .............. Myanmar – South Asia
NETHER .............. Netherlands
NEW ................. New Zealand
NGERIA ............... Nigeria
PANAMA .............. Panama
POLAND .............. Poland
PORTGL .......... Portugal
PUERTO ............. Puerto Rico
RUSIA ............... Russia
SCOT ................. Scotland
SEA ................. Semester at Sea
SINGPR .............. Singapore
SKOREA .............. South Korea
SO-AFR .............. South Africa
SPAIN ............... Spain
SWEDEN .............. Sweden
SWITZ ............... Switzerland
TAIWAN .............. Taiwan
TANZ ................. Tanzania
THAI ................. Thailand
TURKEY .............. Turkey
UAE ................. United Arab Emirates
UKRAIN .............. Ukraine
VIETNM .............. Vietnam

Foreign Country Sites (X)
ARGEN ................. Argentina
ASTRLA ................. Australia
AUSTR ................. Austria
BAHMA ................. Bahamas
BALTIC ................. Baltic States
BARBA ................. Barbados
BELGIM ................. Belgium
BELIZE ................. Belize
BRAZIL ................. Brazil
CANDA ................. Canada
CHILE ................. Chile
CHINA ................. China
COSTA ................. Costa Rica
CRETE ................. Crete–Greek Island
CZECH ................. Czech Republic
DENMRK ............... Denmark
ENGLND ............... England
ECUAD ................. Ecuador
EGYPT ................. Egypt
FINLND ............... Finland
FRANC ................. France
GERMY ................. Germany
GHANA ................. Ghana Africa
GREAT ................. Great Britain
GREECE ............... Greece
INDIA ................. India
IRE ................. Ireland
ISRAEL ............... Israel
ITALY ............... Italy
JAMAIC ............... Jamaica

Study Away Sites (S)
AK ................. Alaska
AZ ................. Arizona
CA ................. California
FL ................. Florida
HI ................. Hawaii
IL ................. Illinois
KY ................. Kentucky
NM ................. New Mexico
NV ................. Nevada
NY ................. New York
OR ................. Oregon
SD ................. South Dakota

JAPAN ................. Japan
JORDAN ............... Jordan
KENYA ............... Kenya
KOREA ............... Korea
MALAYS ............... Malaysia
MEXCO ............... Mexico
MORCCO ............. Morocco
MYNMR .............. Myanmar – South Asia
NETHER .............. Netherlands
NEW ................. New Zealand
NGERIA ............... Nigeria
PANAMA .............. Panama
POLAND .............. Poland
PORTGL .......... Portugal
PUERTO ............. Puerto Rico
RUSIA ............... Russia
SCOT ................. Scotland
SEA ................. Semester at Sea
SINGPR .............. Singapore
SKOREA .............. South Korea
SO-AFR .............. South Africa
SPAIN ............... Spain
SWEDEN .............. Sweden
SWITZ ............... Switzerland
TAIWAN .............. Taiwan
TANZ ................. Tanzania
THAI ................. Thailand
TURKEY .............. Turkey
UAE ................. United Arab Emirates
UKRAIN .............. Ukraine
VIETNM .............. Vietnam
# Regional Campus—City Abbreviations

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

<table>
<thead>
<tr>
<th>Building</th>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BG</td>
<td>TOWERS</td>
<td>Bowling Green Towers</td>
</tr>
<tr>
<td>GENRL</td>
<td>MOTORS</td>
<td>General Motors</td>
</tr>
<tr>
<td>LOUIS</td>
<td>VILLE</td>
<td>Louisville</td>
</tr>
<tr>
<td>MAMTH</td>
<td>CAVE</td>
<td>Mammoth Cave</td>
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## Foreign Countries

<table>
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</thead>
<tbody>
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<td>Great Britain</td>
</tr>
</tbody>
</table>

## Internet/Web Courses

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<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB</td>
<td>TBA</td>
<td>WEB Course Delivery</td>
</tr>
</tbody>
</table>
Standard Notes

Course Pass required for above class (Special Approval code \textit{R} on SSASECT)
Honors eligibility or 3.2 overall university GPA required (\textit{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 \textit{I} on SSASECT)
Web only: Reserved for (appropriate cohort) students. Please call (appropriate phone number) for a course pass.
\textit{(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 maximum 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.**

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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)**

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Official Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Active, Inactive (cannot be offered again), One-Time Only, Suspended (can be offered again)</td>
</tr>
<tr>
<td>Approval:</td>
<td>Approved as permanent offering; One-Time Only</td>
</tr>
<tr>
<td>Hours:</td>
<td>Credit hours—fixed or variable credit</td>
</tr>
<tr>
<td>Repeat Information:</td>
<td>How many times it may be repeated for credit</td>
</tr>
<tr>
<td>Levels:</td>
<td>Level of student who may take this course</td>
</tr>
<tr>
<td>Grading Modes:</td>
<td>Standard Letter, In progress eligible; Pass/Fail, etc.</td>
</tr>
<tr>
<td>Schedule Types:</td>
<td>Examples: Lecture, Lab, Applied lesson, clinical, independent study, practicum</td>
</tr>
</tbody>
</table>

**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: | Online 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)**

<table>
<thead>
<tr>
<th>Subject and Course Number:</th>
<th>Information that pulls from previous like term. Approved subtitles can be viewed on SCADETL. Can type over existing title on SSASECT to change.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section:</td>
<td>Check approved section numbering scheme in manual. Section, Campus, Part/Term and Session Code must correspond.</td>
</tr>
<tr>
<td>Cross list:</td>
<td>If section is to be cross listed (combined with another course), send information Registrar’s office for entry.</td>
</tr>
<tr>
<td>Campus Code:</td>
<td>Location of class; e.g., main campus, web, extended, community college.</td>
</tr>
<tr>
<td>Status:</td>
<td>Open, restricted, cancelled.</td>
</tr>
<tr>
<td>Part/Term:</td>
<td>Full semester, bi-term (fall, spring); Winter term; May term, June or July term (summer).</td>
</tr>
<tr>
<td>Grade Mode:</td>
<td>Whatever approved at the catalog level.</td>
</tr>
<tr>
<td>Session:</td>
<td>Day, evening, web—use Self-Paced only for correspondence courses.</td>
</tr>
<tr>
<td>Special Approval:</td>
<td>Restricted or No Enroll Cancelled Crs. Use No Enroll if canceling a section.</td>
</tr>
<tr>
<td>Attendance Method:</td>
<td>Used for study abroad or web contract.</td>
</tr>
<tr>
<td>Print:</td>
<td>On or off, depending on whether the section is to appear on TopNet.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Voice Response/ Self-Service Available:</td>
<td>Check on or off, depending whether student is permitted to register for the section via TopNet.</td>
</tr>
<tr>
<td>Link Indent:</td>
<td>Used if section is to be linked with another section of the same course number. Info sent to Registrar's office for entry.</td>
</tr>
<tr>
<td>Variable Credit:</td>
<td>Must enter credit hours for section, if approved at catalog level for variable credit.</td>
</tr>
</tbody>
</table>

| 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).

### SSATESTX (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 or Megan Meador
Office of the Registrar, Potter Hall 219, 745-5401