

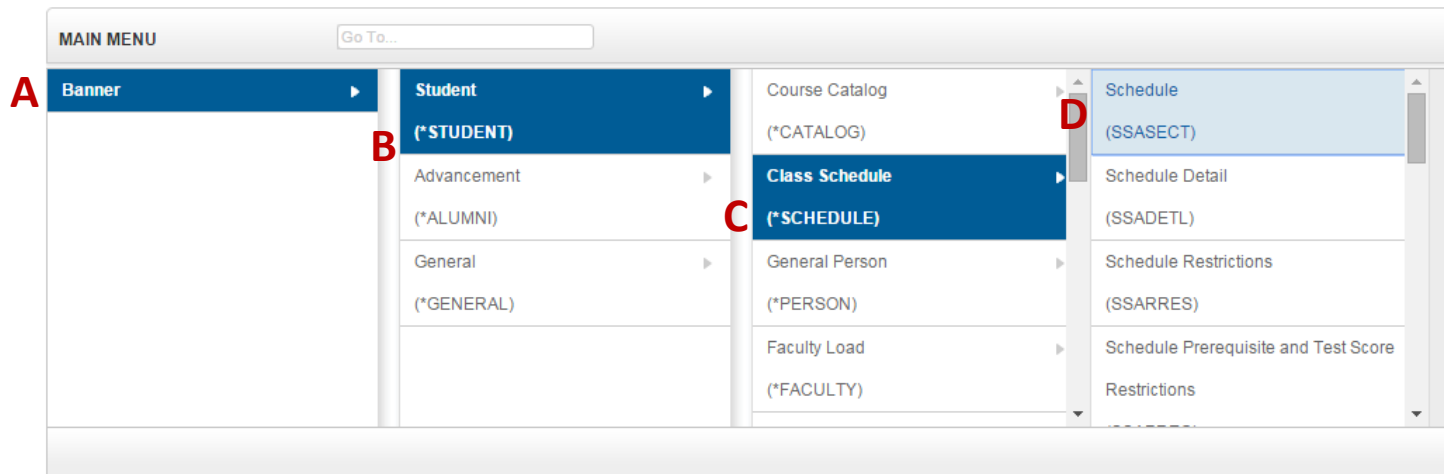


Banner XE – Creating a Section

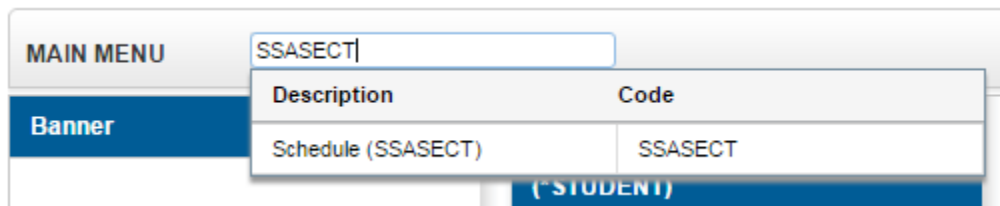
1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you prefer.
2. Login to **Banner XE Student Class Schedule** with your credentials (the ones you would use to access your computer or Lehigh email). You'll see the new Banner XE interface. If you have not reviewed the Banner XE Navigation Overview document, you are encouraged to do so prior to proceeding with this instructional document.
3. You'll be creating a basic section of a course using the information on Schedule (SSASECT). Click on:
 - A. Banner
 - B. Student (*STUDENT)
 - C. Class Schedule (*SCHEDULE)
 - D. Schedule (SSASECT)



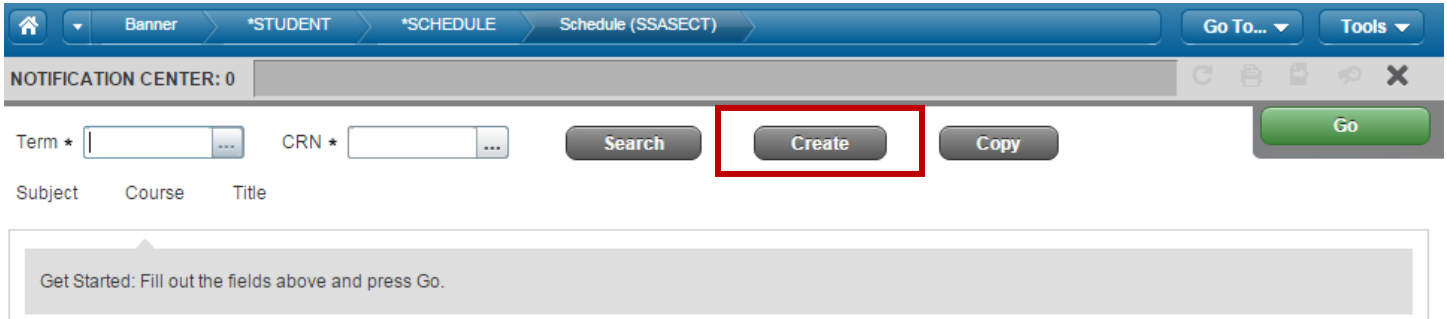
Welcome Allen Taylor.



OR you can also type the name of the form (SSASECT or Schedule) into the Go To box on the MAIN MENU bar for quick access.



- You should now be on the main Schedule (SSASECT) form to create a section of a course. Enter a term code for the term in which you'd like to create a section and click the Create button



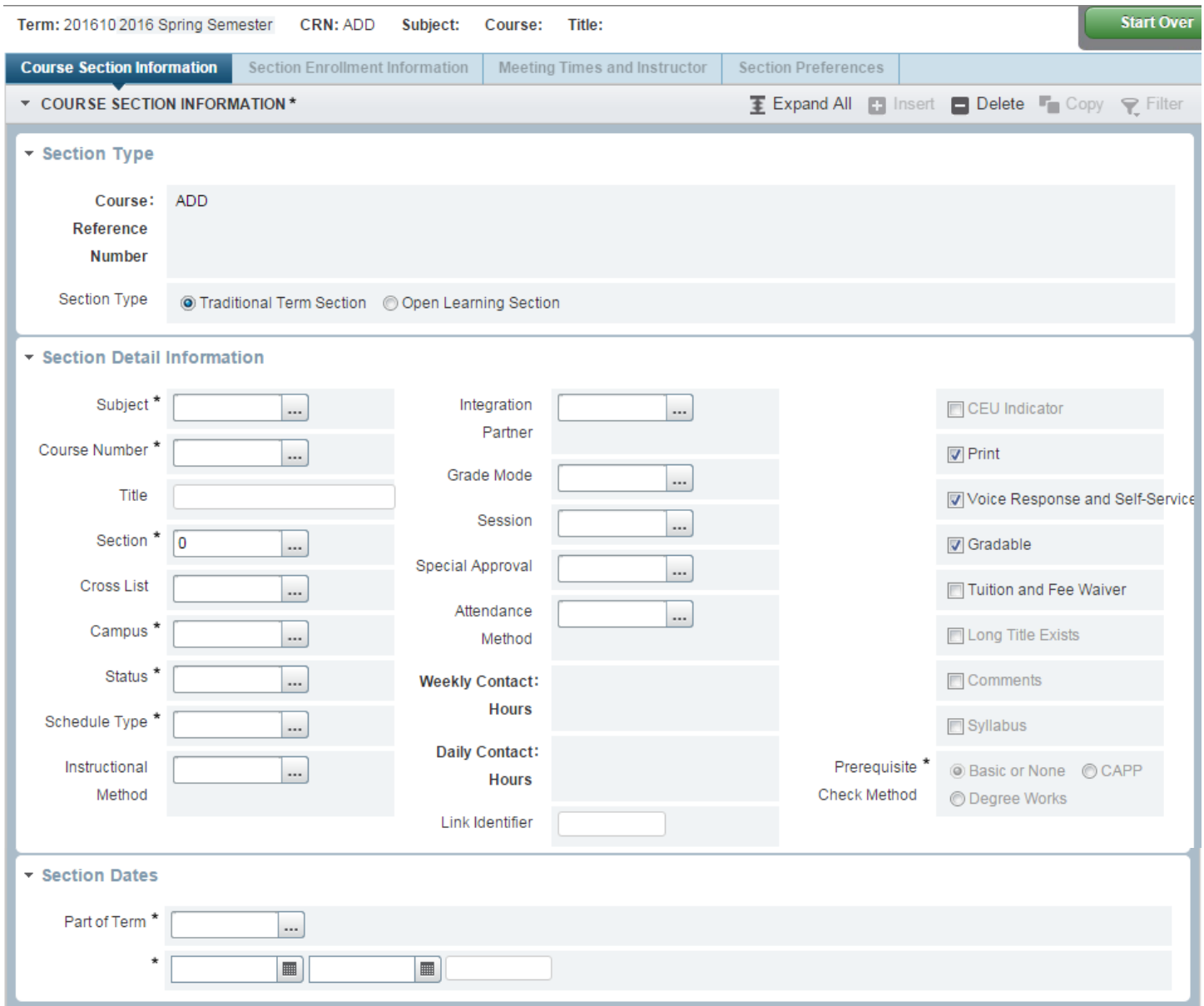
NOTIFICATION CENTER: 0

Term * ... CRN * ...

Subject Course Title

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

- The Section Detail Information of the Schedule (SSASECT) form will now be available to create your section. We'll be creating a Traditional Term Section (in the Section Type area) in this instructional guide. All of the fields marked with an asterisk (*) are required for the section. Below are definitions of some of the common fields.



Term: 201610 2016 Spring Semester CRN: ADD Subject: Course: Title:

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

▼ COURSE SECTION INFORMATION *

▼ Section Type

Course: ADD

Reference Number

Section Type Traditional Term Section Open Learning Section

▼ Section Detail Information

Subject * ...

Course Number * ...

Title

Section * ...

Cross List ...

Campus * ...

Status * ...

Schedule Type * ...

Instructional Method ...

Integration Partner ...

Grade Mode ...

Session ...

Special Approval ...

Attendance Method ...

Weekly Contact: Hours

Daily Contact: Hours

Link Identifier

CEU Indicator

Print

Voice Response and Self-Service

Gradable

Tuition and Fee Waiver

Long Title Exists

Comments







Syllabus

Prerequisite * Check Method Basic or None CAPP Degree Works

▼ Section Dates

Part of Term * ...

*

Field	Definition/Information
Subject	Identifies the subject of the course. You can enter the subject code directly or use the Lookup button  to search for the subject code.
Course Number	Identifies the course number of the course. You can enter the course number directly or use the Lookup button  to search for the course number.
Title	Defaults to the short course title from the catalog. Titles should not be changed except for provisional or experimental courses.
Section	A three-digit number specifying the section of the course. Please see the definitions of the section number ranges (e.g. 060-070) in Appendix A on page 7 of this document.
Cross List	A random, two-letter code used to indicate the cross-list group in which this course is a member. If you know the cross-list code, it can be entered here while creating a section. For more information, please see the Banner XE Adding/Modifying a Cross-listing Guide.
Campus	Identifies the college offering the course and whether the course is Distance or On Campus. You can enter the campus code directly or use the Lookup button  to search for the campus code. Please see the definitions of the campus codes in Appendix B on page 8 of this document.
Status	Used to indicate the status of a section. Please see the definitions of the status codes in Appendix C on page 9 of this document.
Schedule Type	Identifies the scheduling type for the section taken from the options available on the course in the catalog. Indicates how the course will be conducted (e.g. lecture, lab, etc.). You can enter the schedule type code directly or use the Lookup button  to search for the schedule type code. Please see the definitions of the schedule type codes in Appendix D on page 10 of this document.
Grade Mode	Identifies the grade mode of the course. If no value is entered, the grade mode defaults to the grade mode of the course from the course catalog.
Special Approval	When this field is populated, it prevents registration for the section until the student seeks the appropriate approval or override. You can enter the special approval code directly or use the Lookup button  to search for the special approval code. Please see the definitions of the special approval codes in Appendix E on page 11 of this document.
Print	A check in this box indicates this section will be available in the PDF version of the Schedule of Classes.
Voice Response and Self Service Available	A check in this box indicates this section will be available in the Class Schedule Search in Banner Self-Service allowing students to add/drop the section online.
Gradable	A check in this box indicates this section will be gradable.
Part of Term	Identifies the part of the semester in which the section is to be offered. Part of term dates are defined prior to Schedule of Classes data entry by the Registrar's Office. You can enter the part of term code directly or use the Lookup button  to search for the part of term code. A part of term entry cannot be changed once enrollment exists for a section.

6. So if we were to create a standard section of ENGL 001, it may look similar to this

Term: 201610 2016 Spring Semester CRN: ADD Subject: Course: Title: Start Over

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

▼ COURSE SECTION INFORMATION * Expand All + Insert - Delete Copy Filter

▼ Section Type

Course: ADD

Reference Number

Section Type Traditional Term Section Open Learning Section

▼ Section Detail Information

<p>Subject * ENGL English</p> <p>Course Number * 001</p> <p>Title Composition And Literature</p> <p>Section * 010</p> <p>Cross List</p> <p>Campus * P CAS On Campus</p> <p>Status * A Active</p> <p>Schedule Type * L Lecture</p> <p>Instructional Method</p>	<p>Integration Partner</p> <p>Grade Mode</p> <p>Session</p> <p>Special Approval</p> <p>Attendance Method</p> <p>Weekly Contact: Hours</p> <p>Daily Contact: Hours</p> <p>Link Identifier</p>	<p><input type="checkbox"/> CEU Indicator</p> <p><input checked="" type="checkbox"/> Print</p> <p><input checked="" type="checkbox"/> Voice Response and Self-Service</p> <p><input checked="" type="checkbox"/> Gradable</p> <p><input type="checkbox"/> Tuition and Fee Waiver</p> <p><input type="checkbox"/> Long Title Exists</p> <p><input type="checkbox"/> Comments</p> <p><input type="checkbox"/> Syllabus</p> <p>Prerequisite * <input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP</p> <p>Check Method <input type="radio"/> Degree Works</p>
--	--	--

▼ Section Dates

Part of Term * 1 Full Term

* 01/25/2016 05/18/2016 14

****NEW** Section Status Codes**


Based upon feedback received after the first Schedule of Classes data entry period, the Registrar’s Office has developed additional section status codes beyond “**Active**” and “**Inactive**” to provide the academic departments with additional flexibility in creating, hiding, and rolling sections. Please refer to the descriptions in Appendix C on page 9 of this document for details regarding the new codes and the appropriate uses of those codes. We hope you find these codes helpful to your scheduling process. If you encounter difficulties or are unsure of the proper use for a code, please contact the Registrar’s Office.

- Next, let's look at the Hours for the course. Once information about the course has been entered in the Section Detail Information, the credit hours for the course should auto populate based upon the information associated with the course at the catalog level.

HOURS			+ Insert - Delete Copy Filter
Low	Options	High	
Credit Hours	3.000	<input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input type="text"/>
	<input type="text"/>		
Billing Hours	3.000	<input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input type="text"/>
	<input type="text"/>		
Contact Hours	3.000	<input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input type="text"/>
	<input type="text"/>		
Lecture	3.000	<input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input type="text"/>
	<input type="text"/>		
Lab	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input type="text"/>
	<input type="text"/>		
Other	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input type="text"/>
	<input type="text"/>		

For variable credit courses, you may wish to specify the exact number of credits that a particular section will be. If so, you would enter that credit amount in the boxes below **both** the Credit Hours and Billing Hours headings.

HOURS	
Low	
Credit Hours	3.000
	<input type="text" value="3.000"/>
Billing Hours	3.000
	<input type="text" value="3.000"/>

- Now that we've created the basic section information, let's save our work by using the Save button  in the bottom, right corner. Now, let's add Section Enrollment Information. Scroll back to the top and click Section Enrollment Information.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details	Reserved Seats		

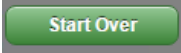
This will allow us to add the section capacity as well as the waitlist capacity (if desired).

- Under Enrollment Details, enter the number for the overall capacity of the section in Maximum and the number for the overall waitlist capacity in Waitlist Maximum (if desired).


The screenshot shows the 'Enrollment Details' section of the Banner XE interface. It features a table with enrollment statistics. The 'Maximum *' and 'Waitlist Maximum *' fields are highlighted with red boxes, indicating where to enter capacity values. The other fields, 'Actual', 'Remaining', 'Waitlist Actual', and 'Waitlist Remaining', all display a value of 0.

Save your work, again, using the Save Button in the bottom, right corner.

Congratulations!

You've created a basic section of a course. Continue with our other guides to learn how to add meeting days/times and instructors or click the Start Over button  near the top to create another section.

Banner XE – Modifying an Existing Section

- Any of the information described in the above directions on Creating a Section can be modified on an existing section. As described in steps 1-3, navigate to the main Schedule (SSASECT) form in Banner XE.
- Enter the CRN of the section you wish to modify and click Go. 

If you do not know the CRN of the section, you can search for the section using the Search button.

The screenshot shows the 'Schedule (SSASECT)' form in Banner XE. The 'Search' button is highlighted with a red box. The form includes input fields for 'Term *' and 'CRN *', and buttons for 'Search', 'Create', 'Copy', and 'Go'. A notification center at the top shows 0 notifications. Below the form, a message reads: 'Get Started: Fill out the fields above and press Go.'

This will bring up the Schedule Section Query filter records options. Please reference pages 9-10 of the Banner XE Navigation Overview Guide if you need a refresher on how to filter records. Once you've found your section, select it to proceed.

Appendix A – Section Numbers

Section Number Range	Description of Use
010 – 050	Regular/standard sections
060 – 079	Used to indicate section is a lab section
100 – 699	Used for grouping lecture and recitation sections (e.g. 110, 111, 112, 113 sections will all have a common lecture time but different recitation times).
D10-D50	Used to indicate section is distance education

Appendix B – Campus Codes

Campus Code	Description of Use
A	NOT CURRENTLY IN USE FOR COURSES
C	NOT CURRENTLY IN USE FOR COURSES
D	NOT CURRENTLY IN USE FOR COURSES
G	NOT CURRENTLY IN USE FOR COURSES
M	NOT CURRENTLY IN USE FOR COURSES
N	NOT CURRENTLY IN USE FOR COURSES
P	CAS On Campus
Q	Arts & Sciences Distance
R	CBE On Campus
S	Business & Economics Distance
T	CEAS On Campus
U	Engineering & App Sci Distance
V	CED On Campus
X	NOT CURRENTLY IN USE FOR COURSES
Y	Education Special Programs
Z	CED International Programs

Appendix C – Section Status Codes

Status Code	Description of Use
A	Active—used to indicate an active section of the course and will accept student registration during the registration period. This should be the status used for most sections. Sections with this status will roll from like term to like term (e.g. spring 2016 to spring 2017).
I	Inactive—used to indicate an inactive section of the course. Please see the <i>How to inactivate a section</i> training guide for additional details. Sections with this status will not roll from like term to like term.
H (new status)	Hidden—used to indicate an active section of a course that should remain hidden from students during the registration period, but may be changed to active status at a later time. This new status enables departments to fully create a section (e.g. capacity, meeting times, instructor, etc.) during the Schedule of Classes data entry period, but keep the section hidden from student view during registration. Registration is prevented in sections with this status regardless of the method used to register the student. Section status must be changed to A to allow registration. Sections with this status will roll from like term to like term.
R (new status)	Roll to future term—used to indicate an active section of a course that a department wishes to keep in the roll from like term to like term but does not plan to teach in the given term. Most often used for courses taught every other semester (e.g. only in odd fall semesters). Registration is prevented in sections with this status regardless of the method used to register the student. Sections with this status are hidden from view during the registration period. Sections with this status will roll from like term to like term. In subsequent terms, section status must be changed to “A” to allow registration. The Registrar’s Office recommends removing instructors from sections with this status to reduce the number of perceived instructor conflicts in Banner.
X (new status)	Cancelled (Reg Office Only)—used to indicate a section that was cancelled by the academic department after the Schedule of Classes data entry period has ended. This status is to be used by the Registrar’s Office only . It is designed to provide additional information for the staff regarding the status of a section at the conclusion of the data entry process and reduce the need to refer to the submitted Master Course Change request forms (i.e. if a section was cancelled after the data entry process, it would have been inactivated. Then, if a question was asked about that section, the Registrar’s Office would have to search through the Master Course Change request forms to determine that the section was cancelled by department request after the entry period versus being inactivated during the entry period.). Sections with this status will not roll from like term to like term.

Appendix D – Schedule Type Codes

Campus Code	Description of Use
A	Study Abroad
B	Lab
C	NOT CURRENTLY IN USE FOR COURSES
CL	Classroom Live Broadcast
D	Dissertation
E	Exam Credit Only
F	Field Work/Study
I	Independent Study
J	Lecture and Lab
K	Lecture and Recitation
L	Lecture
N	Internship
O	Full On line Class
OTH	Other Instructional Method
P	Private Music Lesson
R	Recitation
S	Research
T	Thesis
U	Teaching Supervision

Appendix E – Special Approval Codes

Campus Code	Description of Use
AA	NOT CURRENTLY IN USE FOR COURSES
CH	NOT CURRENTLY IN USE FOR COURSES
DE	Dean Permission Required
DP	Department Permission Required
HA	NOT CURRENTLY IN USE FOR COURSES
IN	Instructor Permission Required
PC	NOT CURRENTLY IN USE FOR COURSES
RE	Registrar's Approval Required