

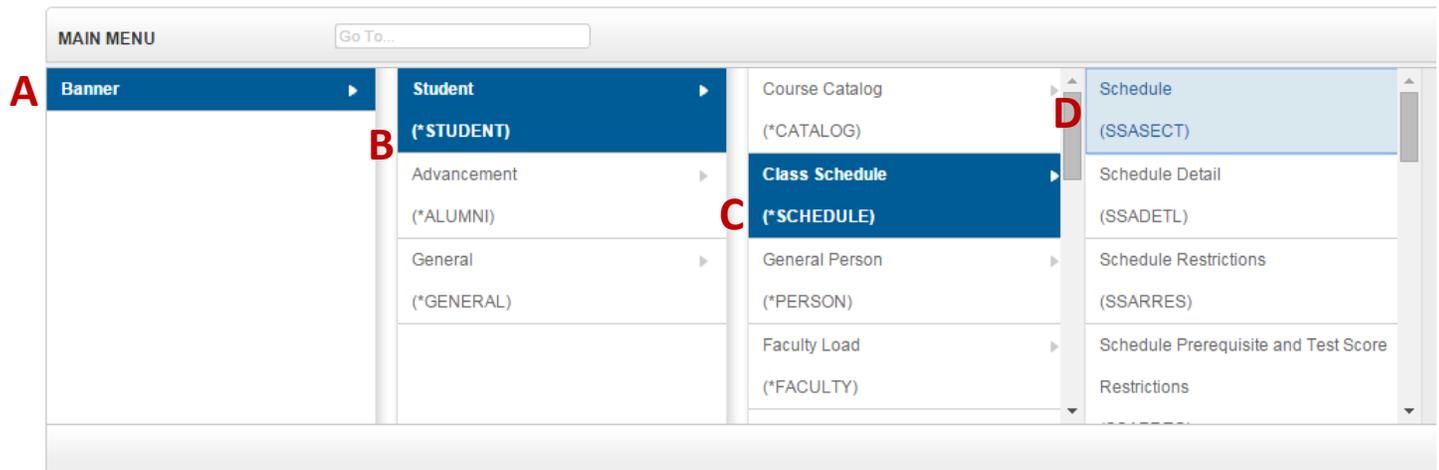


Banner XE – Inactivating a Section

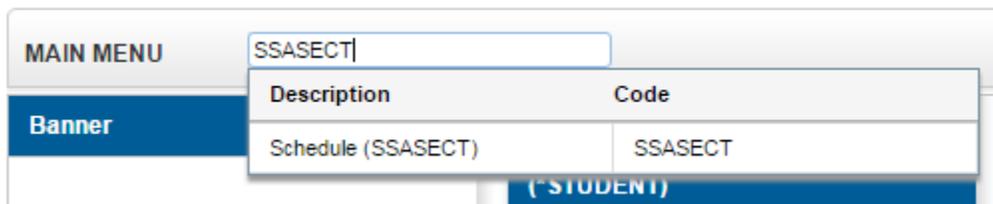
1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you 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 inactivating a 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.



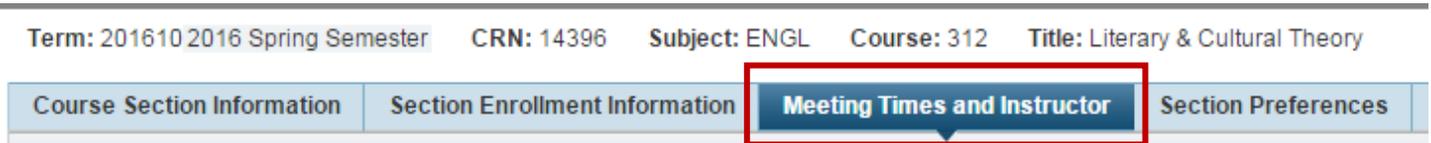
OR you can also type the name of the form (SSASECT or Schedule) into the Go To box on the MAIN MENU bar for quick access.



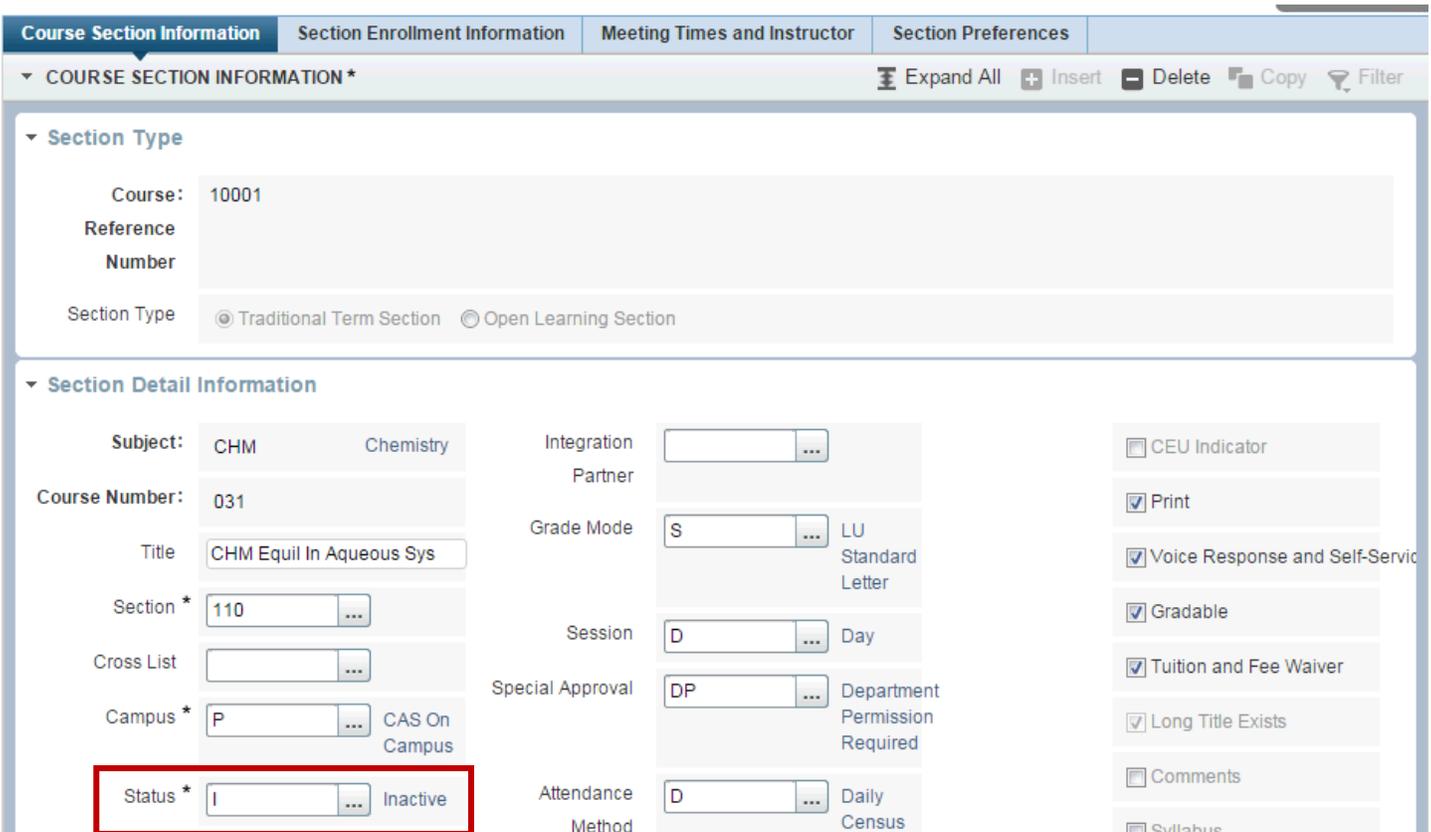
****NEW** Section Status Codes**

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 A on page 3 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.

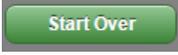
- 4. To inactivate a section, you must first remove any existing instructors and meeting patterns.
- 5. Click Meeting Times and Instructor in the menu.



- 6. On the Meeting Times and Instructor tab, under INSTRUCTOR, you’ll delete by clicking on each line and then clicking the Delete button.  Delete
- 7. Next, you’ll delete the meeting patterns. Under MEETING TIMES, you’ll delete by clicking on each line and then clicking the Delete button.  Delete
- 8. Finally, you’ll come back to the Course Section Information form and change the Status to I to Inactivate the section.



Congratulations!

You've inactivated a section of a course. Continue with our other guides to learn how to create a section or add cross-listings or click the Start Over button  near the top to inactivate another section.

Appendix A – 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. Sections with this status will not roll from like term to like term. |
| H <i>(new status)</i> | 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 <i>(new status)</i> | 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 <i>(new status)</i> | 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. |