

SSASECT – Schedule Definition Form

SSASECT is the Banner form used to create and maintain class schedule section information. Schedule information including course subject, course number, section number and title are displayed on this screen. SSASECT has five windows that record information about each section, including; Course Section Information, Section Enrollment Information, Scheduled Meeting Times, Assigned Instructor(s) and Section Preferences. View additional course section information screens under the Options heading on the tool bar.

To view a specific course section, go to SSASECT > Enter a valid term (ie; 200780) > Enter the Course Reference Number (CRN) for the course section > Next Block; the course section information will display on the screen.

The screenshot shows the SSASECT form with the following details:

- Term: 200780, CRN: 05706
- Section Details:
 - Subject: ENGL, English (MTSU and ROPD)
 - Course Number: 1010, Title: Expository Writing
 - Section: 001
 - Cross List: Middle Tennessee State, Main
 - Campus: 24M
 - Status: A (Active)
 - Schedule Type: LEC (Lecture)
 - Instructional Method: CON (Conventional Methodology)
 - Integration Partner: [blank]
 - Grade Mode: [blank]
 - Session: [blank]
 - Special Approval: [blank]
 - Duration: 1, 27-AUG-2007 to 15-DEC-2007, 16
 - Registration Dates: [blank]
 - Start Dates: [blank]
 - Maximum Extensions: 0
 - CEU Indicator: N
 - Credit Hours: 3.000
 - Billing Hours: 3.000
 - Contact Hours: 3.000
 - Lecture: [blank]
 - Lab: [blank]
 - Other: [blank]
 - Link Identifier: [blank]
 - Attendance Method: [blank]
 - Weekly Contact Hours: [blank]
 - Daily Contact Hours: [blank]
 - Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available, CAPP Areas for Prerequisites

To view the enrollment information for the section, press the F3 key or go to Options and select Section Enrollment Info. To leave the enrollment window, press the F10 key.

Use Next Block to move through the other section screens. Once you have moved through all windows, you will return to the main SSASECT window.

The Next Block function may be performed by clicking the Next Block icon with the mouse, by using the CTRL + Page Down keys, or go to Block on the toolbar and select Next.

If you do not know the CRN for a course section you wish to view, place your cursor in the CRN field and click the arrow to the right of the field; the SSASECQ screen will open. SSASECQ is a stand-alone form and may also be reached by entering the form name into the Go To box on the main menu screen.

SSASECQ is the Schedule Query form used to search (query) and view course sections. To run a query, enter data into any field and execute the query. While data is not required in all fields, the more fields entered, the more limited the query will be and may not return results. It is recommended that a term be entered for every query, or the query results all pull data from all existing terms and the query may stall.

To run a query for all Fall 2007 ENGL 1010 sections > Enter 200780 in the Term field > Enter ENGL in the Subject field > Enter 1010 in the Course field > Execute the query; select F8 > All ENGL 1010 sections for Fall 2007 will return in the query > Use the scroll bar or the down arrow key to move through the records.

The screenshot shows the SSASECQ form with the following details:

- Term: 200780, Part of Term: [blank], Registration From: [blank], Registration To: [blank], CRN: [blank], Block Schedule: [blank], Subject: ENGL, Course: 1010, Section: [blank], Section Status: [blank], Campus: [blank]
- Course/Section Title: [blank]
- Schedule Type: [blank], Instructional Method: [blank], Duration: [blank], Unit: [blank]
- Link, Cross List, Reserved Seats, Long, Syllabus, Comments, Enrollment: Maximum [blank] - Actual [blank], Waitlist: Maximum [blank] - Actual [blank]

To execute a query, you may press the F8 key, click the Execute Query icon or select Query, then Execute from the toolbar.

To enter a new query, press the F7 key, click the Enter Query icon or select Query, then Enter from the toolbar.

In SSASECQ, when you locate a section you wish to view, double click on the record and Banner will return to SSASECT and open the record you selected.