

# How to Build a Course

Using SSASECT in INB

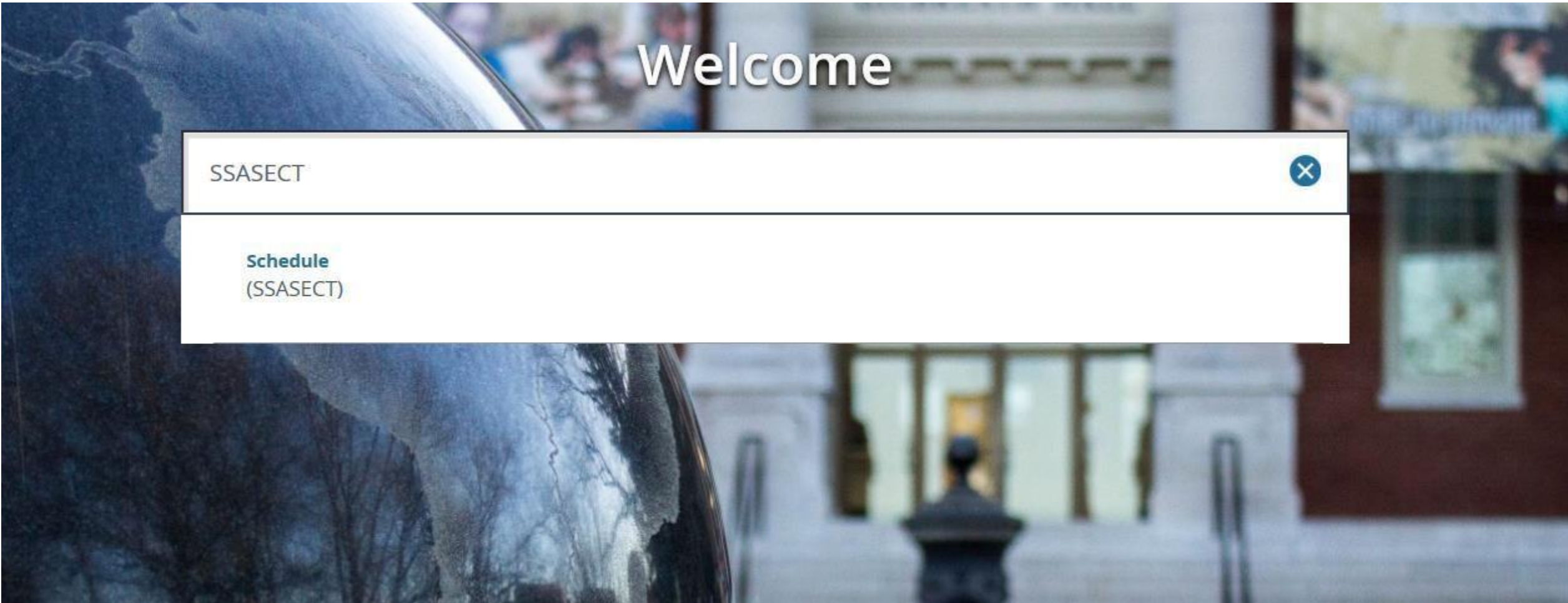


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EAST TENNESSEE STATE  
UNIVERSITY

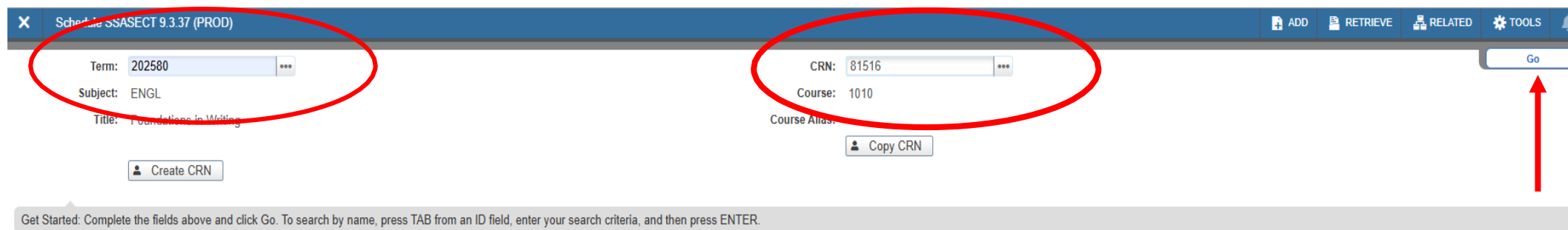
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Type SSASECT in your Banner 9 “Welcome” box.  
Then press Enter or Click on “Schedule”.



## Entering the Course Section Information:

1. Type in the appropriate term in the term box
  - \*For Spring- Type the year and then 10 (example: 202510)
  - \*For Summer- Type the year and then 50 (example: 202550)
  - \*For Fall- Type the year and then 80 (202580)
2. To add a new course, type “ADD” in the CRN box
3. Click the green “GO” button on the right hand side.



The screenshot shows a web interface for entering course section information. The form includes the following fields and buttons:

- Term:** 202580 (highlighted with a red circle)
- Subject:** ENGL
- Title:** Foundations in Writing
- CRN:** 81516 (highlighted with a red circle)
- Course:** 1010
- Course Alias:**
- Buttons:** Create CRN, Copy CRN, and Go (highlighted with a red circle and a red arrow pointing to it)

Navigation icons at the top right include ADD, RETRIEVE, RELATED, TOOLS, and a bell icon. A status bar at the bottom reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

# Entering Course Info:

- **1. Subject (4 characters) - ENGL**
- **2 Course number - 1010**
- **3. Title -** should automatically populate after tabbing.
- **4. Section number -** See section number rubrics (Spring & Fall) (Summer)
- **5. Campus -** 23M or Appropriate Campus Code
- **6. Status A -** Active
- **7. Schedule type -** Lec, Lab, L/L
  - (Click on drop down, it automatically populates for you. This can **NOT** be changed.)
- **Instructional Method -** CON (This automatically populates but you can change it.)
- **8. Integration Partner -** D2L (manually entered; always D2L)
- **9. Part of Term -** See Part of Term rubric
  - **\*Be sure to hit TAB**
- **10. Hit Save button (Bottom right)**
- **11. Credit Hours-** Course will already be assigned a credit hour, either variable or set.

**\*See next slide for example.**



# Entering Course Info Continued:

Start Over

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:

## Course Section Information

▼ COURSE SECTION INFORMATION			+ Insert - Delete Copy Filter				
Subject	ENGL	ENGLISH	Campus *	23M	ETSU, Main	Grade Mode	
Course Number	1010		Status *	A	Active	Session	
Course Alias			Schedule Type	LEC	Lecture	Special Approval	
Title	Foundations in Writing		Instructional Method	CON	Conventional Methodology	Duration	
Section *	001		Integration Partner	D2L	Desire2Learn	<input type="checkbox"/> Override Duration	
Cross List							

## ▼ CLASS TYPE

Traditional Class					+ Insert - Delete Copy Filter				
Part of Term	1	08/25/2025	12/11/2025	15					
Open Learning Class									
First					Last				
Registration Dates									Processing Rules
Start Dates									
Maximum Extensions	0								

## ▼ CREDIT HOURS

Credit Hours				+ Insert - Delete Copy Filter			
Credit Hours	3.000			Lecture	3.000		
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		
Billing Hours	3.000			Lab			
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		

# Variable Credit

- Once a course is built, it can either be a set credit hour course or a variable credit hour course.
- Courses that are variable credit courses will look like this:
- When the “To” option is checked, that indicates a variable credit hour course.

▼ CREDIT HOURS

Credit Hours

Credit Hours	1.000	3.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	3.000	<input type="text" value="3.000"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

Lecture	<input type="text" value=""/>
Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Lab	<input type="text" value=""/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or



- Variable credit hour courses **MUST** be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes beside the “credit hours” boxes **AND** the “billing hour” boxes.
- The blank boxes below credit and billing must **BOTH BE ENTERED** if the course is variable. If one is left blank, it will automatically default to the lowest credit (which could heavily impact a student’s fees/financial aid.)
- Once the Credit and Billing Hours have been entered, hit “save”

▼ CREDIT HOURS

Credit Hours

Credit Hours	1.000	3.000	<input type="text" value="3.000"/>	←
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	
Billing Hours	1.000	3.000	<input type="text" value="3.000"/>	←
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	
Contact Hours	1.000	3.000	<input type="text" value="3.000"/>	←
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or	

Lecture	<input type="text"/>
Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Lab	<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Other	1.000 3.000 <input type="text" value="3.000"/>
Other Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or



# Entering Section Enrollment:

- Next, click on the “Section Enrollment Information” tab
- The only box to be filled in will be the max enrollment box.
- Click Save at the bottom right.

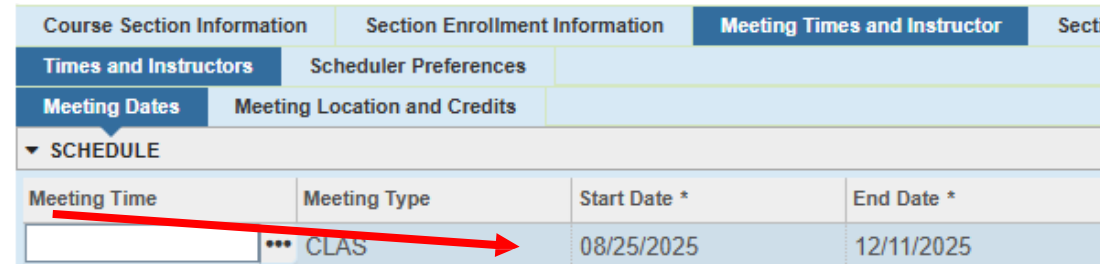
Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:

Course Section Information	<b>Section Enrollment Information</b>	Meeting Times and Instructor	Section Preferences
<b>Enrollment Details</b>	Reserved Seats		
<b>▼ ENROLLMENT DETAILS</b>			
Maximum *	22	Waitlist Maximum *	0
Actual	17	Waitlist Actual	0
Remaining	5	Waitlist Remaining	0
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	51.000
<b>Census One</b>			
Enrollment Count	17	Freeze Date	09/07/2025
<b>Census Two</b>			
Enrollment Count	0	Freeze Date	<input type="text"/>
<b>Add Authorization Registration Dates</b>			
Calculated Section Start Date	08/25/2025	Add Authorization Start Date	<input type="text"/>
		Waitlist Notification Ending Date	<input type="text"/>



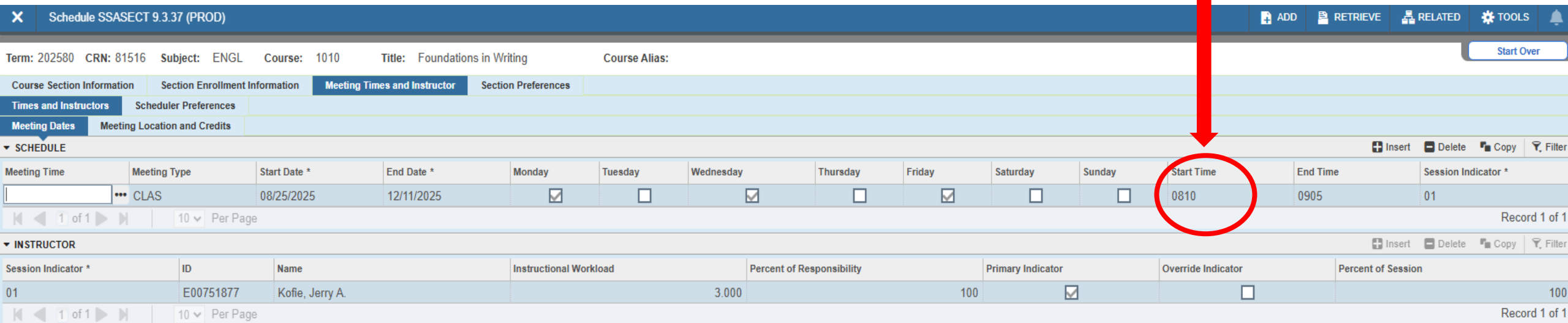
# Entering the Meeting Times and Instructor:

- 1.. Next, click on the “Meeting Times and Instructor” tab
- 2. Hit the “tab” button three times and the meeting start and end dates will automatically populate along with meeting type. DO NOT alter these dates!
- 3. At this point, enter the days and times (must be in military time)
- Click “save” (The save button is located in the bottom right hand corner)



Meeting Time	Meeting Type	Start Date *	End Date *
	CLAS	08/25/2025	12/11/2025

\*Note\* You must click in the space below “Start Time” and “End Time” to get the text box to pop up.



Schedule SSASECT 9.3.37 (PROD)

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/25/2025	12/11/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	0905	01

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00751877	Kofie, Jerry A.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

# • Entering Building and Room

- Click on the “Meeting Location and Credits” tab
- Enter the building code and room in the respective boxes
  - Online Courses will have a Building Code of “COURSE” and Room of “ONLINE”
  - Winter Courses will have a Building Code of “WINTER” and Room of “SESSION”
- After entering this information, click “Save”

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

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias: [Start Over](#)

Times and Instructors | Scheduler Preferences

Meeting Dates | **Meeting Location and Credits**

▼ SCHEDULE Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	*** A010	313	LEC		2.75	3.000	<input type="checkbox"/>	<input type="checkbox"/>

10 Per Page Record 1 of 1

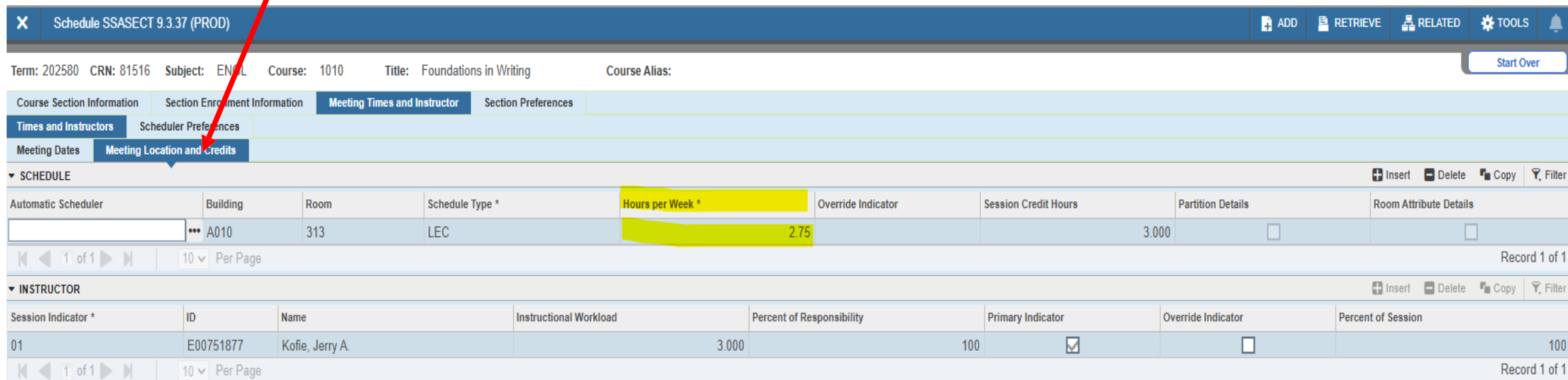
▼ INSTRUCTOR Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00751877	Kofie, Jerry A.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

10 Per Page Record 1 of 1



- Next click on Meeting Location and Credits.
- If no days and times are entered for the course, hit “save,” and the cursor will flash in the “hours per week” box. Enter the credit hour for the course in the “hours per week” box. Hit “save.” **(This must be entered or it will NOT let you save).**



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

Meeting Dates | **Meeting Location and Credits**

▼ SCHEDULE Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	*** A010	313	LEC	2.75		3.000	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 1

▼ INSTRUCTOR Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session	
01	E00751877	Kofie, Jerry A.		3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

1 of 1 | 10 Per Page | Record 1 of 1

## Entering the Instructor's ID:

1. Hit the “next block” key or ALT+Page Down
2. In the ID box, enter the instructor's E#
3. If E# is not known, use the drop down menu to find instructor by first and last name.
4. Hit “save”

Schedule SSASECT 9.3.37 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias: [Start Over]

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

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

▼ SCHEDULE [Insert] [Delete] [Copy] [Filter]

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	*** A010	313	LEC	2.75		3.000	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 Per Page | Record 1 of 1

▼ INSTRUCTOR [Insert] [Delete] [Copy] [Filter]

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00751877	Kofie, Jerry A.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

1 of 1 | 10 Per Page | Record 1 of 1



## Frequently Encountered Problems

- **Error: Person not an instructor**
  - Not everything has been approved and finalized on HR's end. We cannot override this error message.
- **Credit Hour needed not listed**
  - If a course is a variable credit, it was approved through Curriculog with certain hours; those hours are all that can be picked.
  - If a course is a set credit hour, that is how it was approved through Curriculog and can only be built with that credit hour.
- **Room Conflict or Room Needed**
- **“Blank Meeting times” for courses that are online**
- **Grade Mode (DO NOT ENTER ON 1<sup>st</sup> TAB)**
- **Military Time**
- **Part of Term (no POT 1 in Summer!)**
- **Section Number/Campus Code/Instructional Method Matching**



Spring Course Building Timeline  
(Subject to change)

Date	Event
Last Monday in July	Begin keying Spring Schedule
First Monday in September	First proof out by 4:00pm
Third Monday in September	Final proof out by 4:00pm
First Friday in October	No more changes for Spring by departments
Second Monday in October	Begin hand assigning rooms for Spring

Summer and Fall Course Building Timeline

Date	Event
Third Thursday in January	Begin keying Summer and Fall Schedule
Second Friday in February	First proof out by 4:00pm
Last Friday in February	Final proof out by 4:00pm
Second Monday in March	No more changes for Summer by departments
Third Monday in March	No more changes for Fall by departments
Third Wednesday in March	Begin hand assigning rooms for Spring



# Submitting “Blue Cards”

- Course Schedule Change Form: Changing, canceling or adding a course after access has been cut off.



- Whenever a student is enrolled in a course and a change is being made to that particular course, a blue card is required AND an administrative memo.
- The following changes will require an administrative memo to be completed:
  1. Day/time change or addition
  2. Credit hour change
  3. Campus code change
  4. Part of term change
  5. Instructional method change

\*\*\*Max enrollment and building/room changes do not require a memo.



## OFFICE OF THE REGISTRAR

[Academics](#) ▼

[Degree Works](#)

[Graduation](#) ▼

[Registration](#) ▼

[Records](#) ▼

[Catalog](#) ▼

[Who We Are](#)

[Banner Tutorials](#)

[Forms](#) ←

[FAQ](#)

[Contact Us](#)

## Service Requests

Some service requests require others to approve the request. If you are uncertain how to complete any service request please contact the appropriate office within the Office of the Registrar, contact information is [here](#).

## Faculty Forms

### ADMINISTRATIVE AND PERSONAL FORMS

[Administrative Student Schedule Adjustment Memo \(template\)](#) ←

[Confidentiality Form](#)

[Course Schedule Change Form \(Blue Card\)](#) ←

[Room Reservation Request](#)

[Report on Assignment of Incomplete Grade](#)

[Off Campus Site Approval Request Form](#)

[Request to Make a Significant Change in a Classroom](#)

[Student Course Title Transcript Update Form](#)

[Special Examination Request and Grade Report](#)

[Request a Report from the Graduation Office](#)



# Resources

<https://www.etsu.edu/reg/registration/resources.php>

## OFFICE OF THE REGISTRAR

- Academics
- Degree Works
- Graduation
- Registration
- Welcome to Registration
- Academic Room Scheduling (25Live)
- Course Building Resources
- Final Exam Schedule
- Fee Schedule
- High School Unit Deficiencies
- Schedule Builder
- Archive
- Records
- Catalog
- Who We Are

### Spring 2026 Resources

- Spring and Winter 2026 Schedule of Classes (PDF)\* **coming soon**
- Spring and Winter 2026 Registration Guide (PDF)\* **coming soon**
- Spring and Winter 2026 First Available Registration Times (PDF)\* **coming**
- Spring 2026 Final Exam Schedule (PDF)\* **coming soon**

### Fall 2025 Resources

- Fall 2025 Schedule of Classes (PDF)\* **coming soon**
- [PDF Summer and Fall 2025 Registration Guide](#) (PDF)\* April 1, 2025
- [PDF Summer and Fall 2025 First Available Registration Times](#) (PDF)
- [PDF Fall 2025 Final Exam Schedule](#) (PDF)\* March 3, 2025

### Summer 2025 Resources

- Summer 2025 Schedule of Classes (PDF)\* **coming soon**
- [PDF Summer and Fall 2025 Registration Guide](#) (PDF)\* April 1, 2025
- [PDF Summer and Fall 2025 First Available Registration Times](#) (PDF)

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- FAQ
- Contact Us



### COURSE BUILDING

Timelines And Dates

Building And Room

## Course Building

- [How to Build a Course in Banner](#)
- [Section Number Rubric](#)
- [Active Off Campus Site Codes Sorted by Code](#)
- [Approved Instruction Method Codes and Descriptions](#)
- [Course Delivery Methods](#)
- [Part of Term Rubric](#)
- [Summer 2025 Section Number/Session Code Rubric](#)
- [Standard Meeting Times](#)



# Registration Staff

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Registration Analyst II	Registration Analyst II	Assistant Registrar- Registration & Scheduling	Associate Registrar- Registration

