

# How to Build a Course

Using SSASECT in INB

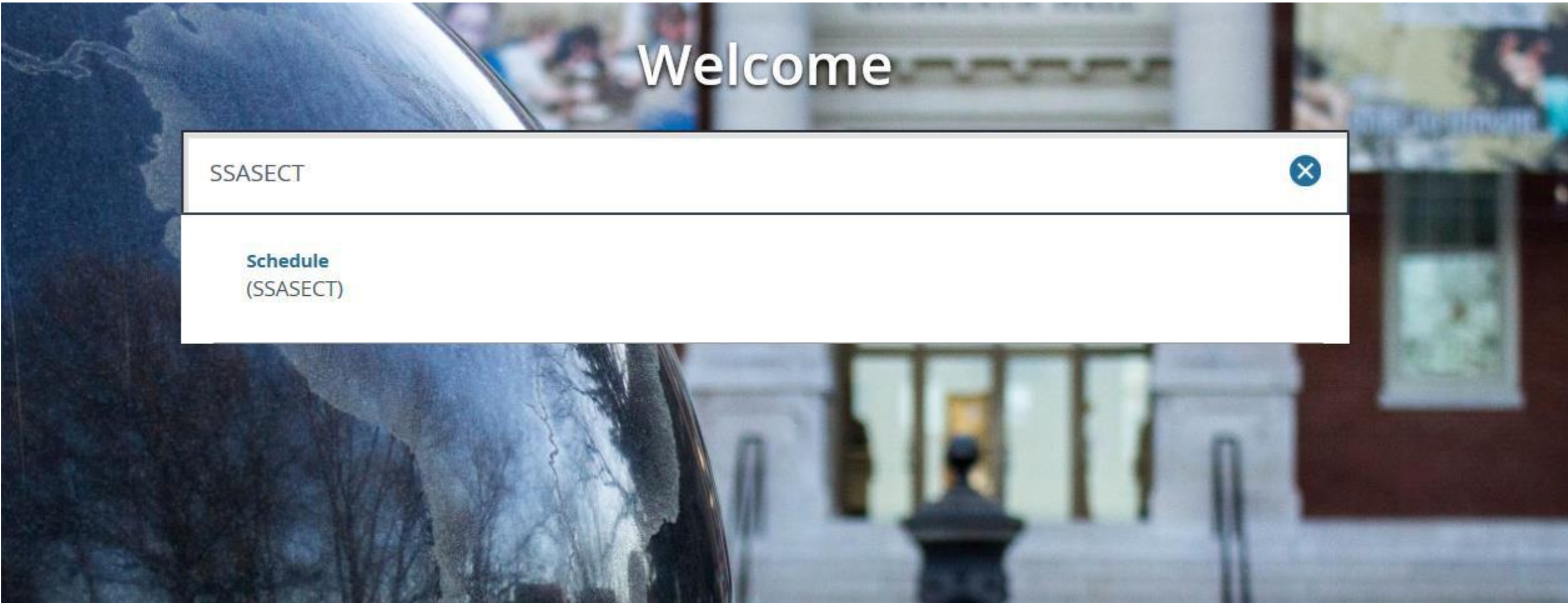


---

EAST TENNESSEE STATE  
UNIVERSITY

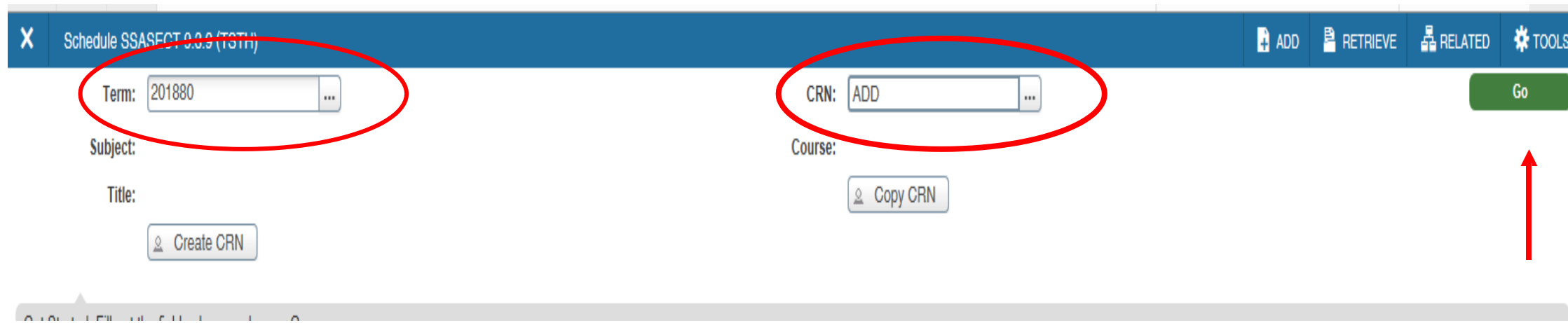
---

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: 201810)
  - \*For Summer- Type the year and then 50 (example: 201850)
  - \*For Fall- Type the year and then 80 (201880)
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 scheduling courses. At the top, there is a blue header bar with a close button (X) and the text "Schedule SSASECT 0.0.0 (TSTH)". To the right of the header are four icons: "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, there are two input fields: "Term:" with the value "201880" and "CRN:" with the value "ADD". Both input fields are circled in red. To the right of the CRN field is a green "Go" button, also circled in red, with a red arrow pointing up to it. Below the "Term:" field are labels for "Subject:" and "Title:" and a "Create CRN" button. Below the "CRN:" field is a "Copy CRN" button.

# 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:

Term: 201880 CRN: ADD Subject: ENGL Course: 1010 Title: Crit Read/Expos Writing Start Over

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

## COURSE SECTION INFORMATION

+ Insert - Delete + Copy Filter

Subject *	ENGL ... ENGLISH	Campus *	23M ... ETSU, Main	Grade Mode	...
Course Number *	1010 ...	Status *	A ... Active	Session	...
Title	Crit Read/Expos Writing	Schedule Type *	LEC ... Lecture	Special Approval	...
Section *	091 ...	Instructional Method	CON ... Conventional Methodology	Duration	... <input type="checkbox"/> Override Duration
Cross List	...	Integration Partner	D2L ... Desire2Learn		

## CLASS TYPE

+ Insert - Delete + Copy Filter

**Traditional Class**

Part of Term

**Open Learning Class**

	First	Last	
Registration Dates	<input type="text"/>	<input type="text"/>	<span>Processing Rules</span>
Start Dates	<input type="text"/>	<input type="text"/>	

Maximum Extensions

## CREDIT HOURS

+ Insert - Delete + Copy Filter

**Credit Hours**

Credit Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Lecture	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
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	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Lab	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 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	<input type="text" value="2.000"/>	<input type="text" value="3.000"/>	<input type="text"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	<input type="text" value="0.000"/>	<input type="text" value="3.000"/>	<input type="text"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	<input type="text" value="2.000"/>	<input type="text" value="3.000"/>	<input type="text"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

Lecture	<input type="text" value="2.000"/>	<input type="text" value="3.000"/>	<input type="text"/>
Lecture Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Lab	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other 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.
- Once the Credit and Billing Hours have been entered, hit “save”

- 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.)

▼ CREDIT HOURS

Credit Hours

Credit Hours	<input type="text" value="2.000"/>	<input type="text" value="3.000"/>	<input type="text" value=""/>	←
Credit Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or			
Billing Hours	<input type="text" value="0.000"/>	<input type="text" value="3.000"/>	<input type="text" value=""/>	←
Billing Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or			
Contact Hours	<input type="text" value="2.000"/>	<input type="text" value="3.000"/>	<input type="text" value=""/>	←
Contact Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or			

Lecture	<input type="text" value="2.000"/>	<input type="text" value="3.000"/>	<input type="text" value=""/>
Lecture Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or		
Lab	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		
Other	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other Indicator	<input checked="" type="radio"/> None <input 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: 201880 CRN: 85981 Subject: ENGL Course: 1010 Title: Crit Read/Expos Writing Start Over

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS + Insert - Delete Copy Filter

Maximum *	<input type="text" value="0"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *	<input type="text" value="0"/>
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved	

Authorization Codes Active for Section      Generated Credit Hours 0.000

Census One  
Enrollment Count       Freeze Date \*

Census Two  
Enrollment Count       Freeze Date

Add Authorization Registration Dates

Calculated Section	08/27/2018	Add Authorization		Waitlist Notification	
Start Date		Start Date		Ending Date	



# 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 *	Mo
	CLAS	08/27/2018	12/14/2018	

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

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/27/2018	12/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01



# Meeting Type

- Meeting Type will automatically default to “CLAS.” During pandemic this will have to be manually updated to reflect the section number and meeting type of the course.

✕ Schedule SSASECT 9.3.15 (PROD)

Term: 202010 CRN: 12345 Subject: ECON Course: 2210 Title: Principles of Macroeconomics

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

Meeting 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
	... CLAS	01/21/2020	05/08/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page

▼ INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	P
01	E00510912	Bhandari, Jagdeep S.	3.000	100	

1 of 1 Per Page



# • 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”

Schedule SS-SECT 9.3.9 (TSTH) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 201880 CRN: 85982 Subject: PSYC Course: 1310 Title: Intro To Psych [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
			LEC	3.00		3.000	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

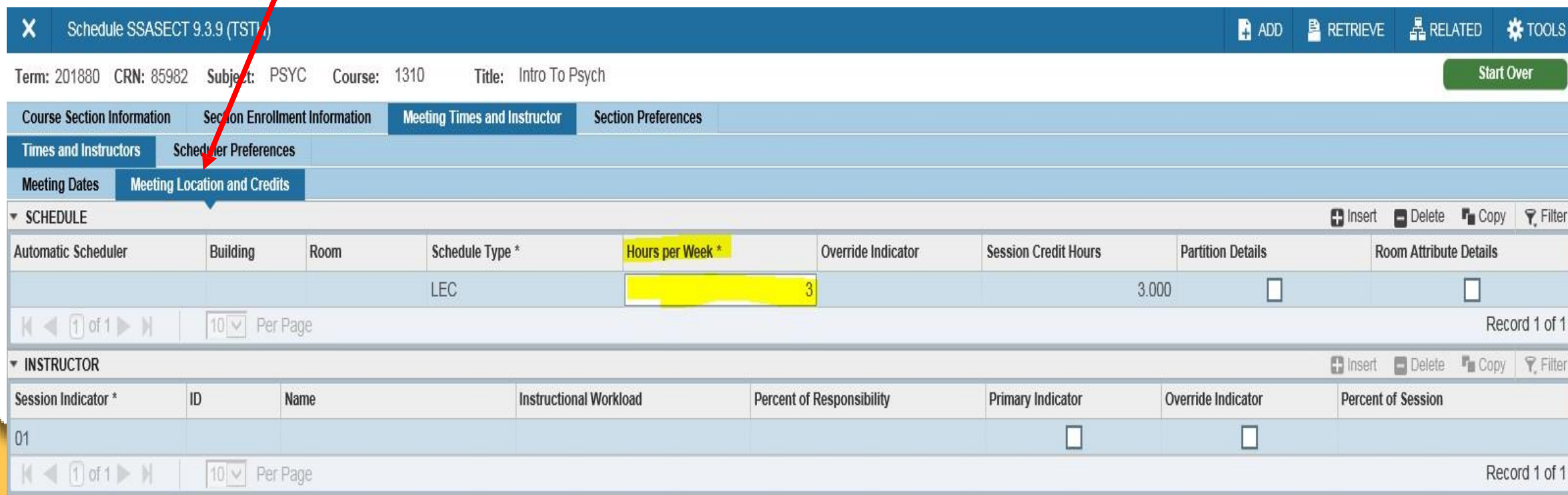
▼ INSTRUCTOR [Insert] [Delete] [Copy] [Filter]

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	

1 of 1 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).**



Term: 201880 CRN: 85982 Subject: PSYC Course: 1310 Title: Intro To Psych 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
			LEC	3		3.000	<input type="checkbox"/>	<input type="checkbox"/>

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					<input type="checkbox"/>	<input type="checkbox"/>	

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 9.3.9 (TSTH) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 201880 CRN: 85982 Subject: PSYC Course: 1310 Title: Intro To Psych [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]

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/27/2018	12/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01

< 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	E00092516	Rhoades, Hannah L.	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 CPS 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 CPS 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)

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

## Summer and Fall Course Building Timeline

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





# 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.



# Forms


search this site



Home

Initiatives

Academics ▼

Degree Works 

Graduation ▼

Registration ▼

Records ▼

Catalog ▼

Who We Are

Banner Tutorials

Forms

## Faculty Forms

### Administrative and Personal Forms

[Address Change](#)

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

[Confidentiality Form](#)

[Course Schedule Change Form](#) ←

[Event Reservation Form](#)

[Faculty Regalia Order Form paper](#)

[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>

## Additional Resources

### Registration Resources

#### Summer 2020 Resources

[Summer 2020 Schedule of Classes \(PDF\)](#) \*updated August 14, 2020  
[Summer and Fall 2020 Registration Guide \(PDF\)](#)\*updated April 1, 2020  
[Summer and Fall 2020 First Available Registration Times \(PDF\)](#)

#### Fall 2020 Resources

[Fall 2020 Schedule of Classes \(PDF\)](#) \*updated August 14, 2020  
[Summer and Fall Registration Guide 2020 \(PDF\)](#)\*updated April 1, 2020  
[Summer and Fall 2020 First Available Registration Times \(PDF\)](#)

## Course Building Resources

- [Active Off Campus Site Codes Sorted by Code \(PDF\)](#) \*updated March 30, 2020
- [Approved Instruction Method Codes and Descriptions \(PDF\)](#)
- [Building Codes \(PDF\)](#) \*updated January 2020
- [How to Build a Course in Banner \(PDF\)](#)\*updated August 17, 2020
- [Section Number Rubric \(PDF\)](#)\*updated November 2018
- [Spring Course Building Timeline \(PDF\)](#)\*updated September 4, 2018
- [Summer & Fall Course Building Timeline \(PDF\)](#)\*updated January 17, 2019
- [Summer 2020 Section Number/Session Code Rubric \(PDF\)](#)\*updated January 2020
- [Registrar Scheduled Rooms-Complete List \(PDF\)](#)\*updated December 3, 2018
- [Part of Term Rubric \(PDF\)](#)\* March 2016
- [Policies Related to Scheduling Graduate Courses \(4956/5956/4xx7/5xx7\)](#)
- [Credit Hours-How to set section credit \(PDF\)](#)\*updated July 25, 2018
- [Administrative Memo Workflow Chart \(PDF\)](#)\*updated May 23, 2016



# Registration Staff

Jamila Moody	Tabitha Peters	Jessica Winkle Barrett	Hannah Benfield Rhoades
423-439-6891	423-439-7097	423-439-4744	423-439-6817
<a href="mailto:moodyj@etsu.edu">moodyj@etsu.edu</a>	<a href="mailto:peterst2@etsu.edu">peterst2@etsu.edu</a>	<a href="mailto:winklej@etsu.edu">winklej@etsu.edu</a>	<a href="mailto:benfieldh@etsu.edu">benfieldh@etsu.edu</a>
Registration Analyst II	Registration Analyst II	Assistant Registrar- Registration & Scheduling	Associate Registrar- Registration

