

This manual covers instruction on adding course sections and functions performed by the Registrar's Office.

BANNER pages used: SSASECT/SSADETL/SSATEXT



## CONTENTS

Contents	Banner Page Name	Page #
Adding a Section into Banner	SSASECT	3
Course Section Information	SSASECT	4
Section Enrollment Information	SSASECT	6
Meeting, Days, Times & Room Assignments	SSASECT	7
Room Assignments	SSASECT	8
Adding Instructors, Error Messages	SSASECT	9
Adding Multiple Instructors	SSASECT	10
Linking Sections	SSASECT/SSADETL	11
Course Section Comments	SSASECT/SSATEXT	14
ITV, Cross Listed Courses, CSCR, Special Notes		15
Data Dictionary		16
Scheduling Tips		18

### Contact Information for the Scheduling Team

Name	Title	Email	Responsibility
Jessica Corona	Records Associate / Scheduling Assistant	<a href="mailto:jessica.corona01@utrgv.edu">jessica.corona01@utrgv.edu</a>	College of Health Affairs
Raquel Diaz-Rivas	Records Associate / Scheduling Assistant	<a href="mailto:raquel.diazrivas01@utrgv.edu">raquel.diazrivas01@utrgv.edu</a>	College of Sciences
Miriam Garcia	Scheduling Coordinator	<a href="mailto:miriam.garcia03@utrgv.edu">miriam.garcia03@utrgv.edu</a>	Colleges of: Business & Entrepreneurship, Education & P16, Engineering and Computer Science, Fine Arts, Honors College, Liberal Arts
Michelle Madrid	Assistant Registrar	<a href="mailto:michelle.madrid@utrgv.edu">michelle.madrid@utrgv.edu</a>	Scheduling and Registration

## Adding and Maintaining Sections: Section Information

### To Add a New Class Section in SSASECT:

1. In the Banner Welcome Home Page, type 'SSASECT'
2. In the SSASECT page, enter Term code.
3. Click 'Create CRN'.

### Course Section Information Tab

4. In the 'Course Section Information' tab, enter a valid subject code.
5. Enter a valid course number.

*Note: When the subject and course number are entered, the course section title, credit, billing, contact hours, Print, Gradable and Voice Response and Self-Service Available fields are automatically populated – DO NOT MODIFY THESE FIELDS.*

- |                          |   |
|--------------------------|---|
| 6. Course Title          | DO NOT modify. Press tab.   |
| 7. Section               | Enter section number and press tab.<br>Section numbers should be entered as a 2 digits i.e. 01, 02, 03 – max of 3-characters is allowed.<br>If you attempt to enter a section number that already exists, Banner will not allow you to<br>Navigate to the next field. |
| 8. Cross List            | Details regarding this field will be presented in the next section.   |
| 9. Campus                | Enter the appropriate campus code and tab.  |
| 10. Status               | Enter “A” for Active. If cancelling a section, enter “C”.   |
| 11. Schedule Type        | Select valid schedule type from the drop down menu and tab to the next field.   |
| 12. Instructional Method | Enter ‘TR’ for traditional instructional method. If not traditional, select from drop down menu.<br>Appropriate list is available on page 17 under “Instructional Methods”.   |
| 13. Integration Partner  | Not used. DO NOT MODIFY.  |
| 14. Grade Mode           | Leave blank to default to the approved grade mode for the course.<br>Uncheck Gradable box if section has zero credits and zero billing hours (this is <u>only</u> done for lab<br>sections that are linked to a lecture).   |
| 15. Session              | Indicate time of day, or may be left blank.   |
| 16. Special Approval     | Enter ‘SP’ code only if you want to restrict the section to individual students. A ‘SP’ override will<br>need to be processed by the department, for each student, in SFASRPO.  |
| 17. Duration             | Not used. DO NOT MODIFY.  |
| 18. Part of Term         | Defines the date range for the course offering. Select from drop down menu.<br>Fall and Spring Semesters are defined as “1” for full term.  |

Term: 201920 CRN: ADD Subject: ACCT Course: 2301 Title: Intro to Financial Acc Start Over

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
<b>COURSE SECTION INFORMATION</b> <span style="float: right;">Insert Delete Copy Filter</span>			
Subject * ACCT ... ACCOUNTING - ACCT	Campus * [ ] ...	Grade Mode [ ] ...	
Course Number * 2301 ...	Status * [ ] ...	Session [ ] ...	
Title Intro to Financial Acc	Schedule Type * [ ] ...	Special Approval [ ] ...	
Section * 0 ...	Instructional Method [ ] ...	Duration [ ] [ ] ...	
Cross List [ ] ...	Integration Partner [ ] ...	<input type="checkbox"/> Override Duration	
<b>CLASS TYPE</b> <span style="float: right;">Insert Delete Copy Filter</span>			
<b>Traditional Class</b>			
Part of Term [ ] [ ] [ ] [ ]			
<b>Open Learning Class</b>			
First		Last	
Registration Dates	[ ] [ ]	[ ] [ ]	Processing Rules
Start Dates	[ ] [ ]	[ ] [ ]	
Maximum Extensions	[ ] 0		

- |                        |                              |
|------------------------|------------------------------|
| 19. Registration Dates | Not used. DO NOT MODIFY.     |
| 20. Start Dates        | Not used. DO NOT MODIFY.     |
| 21. Max Extensions     | Not used. DO NOT MODIFY.     |
| 22. Credit Hours       | Prepopulated. DO NOT MODIFY. |
| 23. Billing Hours      | Prepopulated. DO NOT MODIFY. |
| 24. Contact Hours      | Prepopulated. DO NOT MODIFY. |

- 25. Lecture Hours                      Prepopulated. DO NOT MODIFY.
- 26. Link Identifier                     Connects one section to another. Lecture to Lab. Linking instructions on page 11.

The screenshot shows the 'Course Section Information' form. The 'Link Identifier' field is highlighted with a red circle and the number 26. Other fields include Subject (ACCT), Course Number (2301), Title (Intro to Financial Acc), and various checkboxes for class indicators like 'Print', 'Gradable', and 'Voice Response and Self-Service Available'.

- 27. Attendance Method                Not used. DO NOT MODIFY.
- 28. Weekly Contact                    Not used. DO NOT MODIFY.
- 29. Daily Contact                      Not used. DO NOT MODIFY.
- 30. Check Boxes                        (1) Print - always leave checked. (2) Gradable - uncheck only if course is not to be graded. (3) Tuition and Fee Waiver - always leave unchecked. (4) Voice Response and Self Service Available - Checked = Viewable on Assist; Unchecked= not viewable on assist

This close-up shows the 'Check Boxes' section of the form. It includes four items: 'Print' (checked), 'Gradable' (checked), 'Tuition and Fee Waiver' (unchecked), and 'Voice Response and Self-Service Available' (checked).

- 31. CAPP Area Prereqs                DO NOT MODIFY.

When Course Section Information is complete, click the 'Save' button at the bottom right corner. Once saved, a **Course Registration Number (CRN)** will be generated for the class section.

The screenshot shows the 'Course Section Information' form after successful saving. The CRN 61143 is highlighted in yellow, and a 'Saved successfully (1 rows saved)' message is shown at the top. The 'SAVE' button is highlighted in red at the bottom right. The form fields are populated with values like Subject (ACCT), Course Number (2301), Title (Intro to Financial Acc), and various checkboxes for class indicators.

## Section Enrollment Information Tab

1. Navigate to the Section Enrollment Information tab.
2. Add the maximum capacity for the class.
3. Add the maximum waitlist number 999 in the Waitlist Maximum field. Leave at 0 (zero) if the section is a linked lab.
4. Save (F10 or the save button).

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc <span style="float: right;">Start Over</span>			
<b>Course Section Information</b>   <b>Section Enrollment Information</b>   Meeting Times and Instructor   Section Preferences			
<b>Enrollment Details</b>   Reserved Seats <span style="float: right;">Insert Delete Copy</span>			
<b>ENROLLMENT DETAILS</b>			
Maximum *	<input type="text" value="30"/>	Waitlist Maximum *	<input type="text" value="999"/>
Actual	<input type="text" value="0"/>	Waitlist Actual	<input type="text" value="0"/>
Remaining	<input type="text" value="0"/>	Waitlist Remaining	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours	0.000
<b>Census One</b>			
Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text" value="01/30/2019"/>
<b>Census Two</b>			
Enrollment Count	<input type="text" value="0"/>	Freeze Date	<input type="text"/>
<b>Add Authorization Registration Dates</b>			
Calculated Section Start Date	<input type="text" value="01/14/2019"/>	Add Authorization Start Date	<input type="text"/>
		Waitlist Notification Ending Date	<input type="text"/>

## Meeting Times and Instructor Tab

1. Click on the Meeting Times and Instructor tab. Click on the button with the 3 dots. Select a valid standard meeting time.

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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

INSTRUCTOR

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

2. From the Meeting Time menu, the following options will appear:

MEETING TIME CODE VALIDATION

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
AA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1640	1910
E5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
E6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
E7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
E8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1920	2150
FA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1030
FB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1040	1310
FC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1320	1550
FD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1830
L1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1040	1320
L2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1330	1610
LA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	1040
LE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1050	1330

3. Select code for meeting day. Double click on code. This will take you back to the Meeting Times and Instructor page.
4. Review the days and start/end times are correct. NOTE: Times must be entered in military time format. Save (F10 or the save button at the bottom right corner).

## Manual Entry for Entering Dates and Times

1. Type 'AA' in Meeting Time and tab across.
2. The start/end dates will auto-populate after the second tab. Check the boxes for the appropriate days of the week.
3. Enter the start and end times in 24-hour military format.
4. Save (F10 or the save button at the bottom right corner of the page).

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

\* INSTRUCTOR

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

SAVE

*Note: To avoid classroom scheduling issues and maximize classroom utilization, please adhere to the UTRGV Standard Class Times schedule.*

## Meeting Location and Credits Tab

**DO NOT enter any room assignments in this tab. All room assignments are entered by the Registrar's staff.**

### Computer Labs:

When requesting a computer lab for a class, the departments are responsible for contacting Dina Lopez at [dina.lopez@utrgv.edu](mailto:dina.lopez@utrgv.edu) for approval. Once the department receives confirmation for the use of the computer lab, please forward it to the academic scheduling team at [scheduling@utrgv.edu](mailto:scheduling@utrgv.edu) to assign the room and make it viewable in ASSIST.

### Other Labs:

The department must provide a lab room assignment for all lab sections. Please email the academic scheduling team at [scheduling@utrgv.edu](mailto:scheduling@utrgv.edu) or submit a Class Schedule Change Request (CSCR).



## Adding an Instructor

1. Still in the 'Meeting Location and Credits' tab, move to the Instructor block.
2. To assign an instructor, enter faculty Banner ID number in the ID field or click on the button with 3-dots to search by name. In the 'Faculty/Advisor Query' page, click 'Go' (on the right top corner) and enter the Last Name to search for faculty. *Note that these fields are caps sensitive.*
3. To change/remove an instructor, select 'Delete' from the Instructor's menu option.
4. Save the information

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

INSTRUCTOR

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

## Common Error Messages

*Error ID is not Valid*  
*Schedule Conflict*

Instructor is not active for the term  
If there is a schedule conflict, check the override indicator box, and save.

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc

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	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	20048810	Gonzalez, Alexandra M.		0.000	100	<input checked="" type="checkbox"/>	100

## Changing Instructor

1. Highlight the Instructor field
2. Select 'Delete' from the Instructor's menu
3. Enter the new instructor as outlined above
4. Save

## Adding Multiple Instructors

Add the first instructor. Click 'Insert' in the Instructor's menu to add second instructor.

One instructor will always be identified as the Primary instructor. Check the Primary Indicator box to select the primary instructor.

The Percent of Responsibility box must be updated when there are multiple instructors on record. The total Percent of Responsibility must add up to 100%.

Term: 201920 CRN: 61141 Subject: ACCT Course: 2301 Title: Intro to Financial Acc <span style="float: right;">Start Over</span>													
Course Section Information		Section Enrollment Information		Meeting Times and Instructor				Section Preferences					
Times and Instructors		Scheduler Preferences											
Meeting Dates		Meeting Location and Credits											
* SCHEDULE <span style="float: right;">Insert Delete Copy Filter</span>													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01
Record 1 of 1													
* INSTRUCTOR <span style="float: right;">Insert Delete Copy Filter</span>													
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session						
01	20048810	Gonzalez, Alexandra M.		0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100					
01						<input type="checkbox"/>	<input type="checkbox"/>						
Record 2 of 2													

**Linking Sections**

Linking is the process of connecting a lecture/lab class in which the lecture and lab have the same subject and course number but varying section numbers and schedule types (one section is a lecture and the other section is a lab).

Linking is a two-part process, which uses the Link Identifier on SSASECT and the Link Connector field in SSADETL. Link Connectors and Link Identifiers consist of two-character alphanumeric fields.

Lecture sections may be linked to all scheduled labs, or may be linked exclusively to specific lab sections. See page 13 for Link Identifier codes.

**Creating a Link**

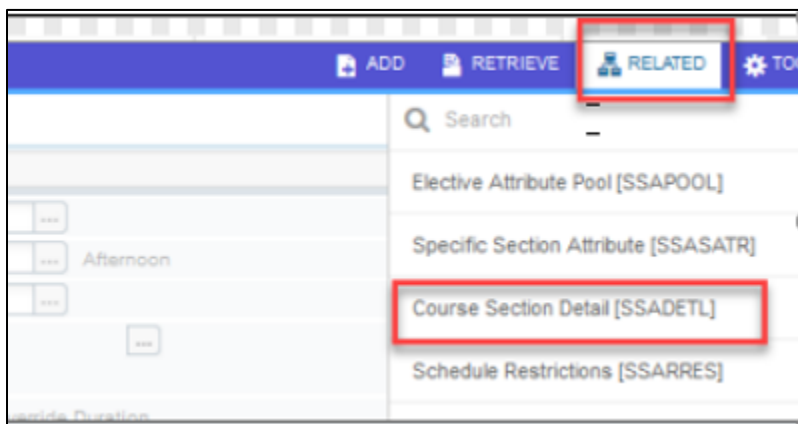
**SSASECT:**

The Course Section Information tab identifies the Schedule Type associated with the section. Locate the Link Identifier field at the bottom left of the form. Add the link Identifier that will connect the lecture(s) to the lab(s). Ensure that the Schedule Type associated with the section matches the nature of the course (Lecture or Lab). Save form after the Link Identifier code has been added.

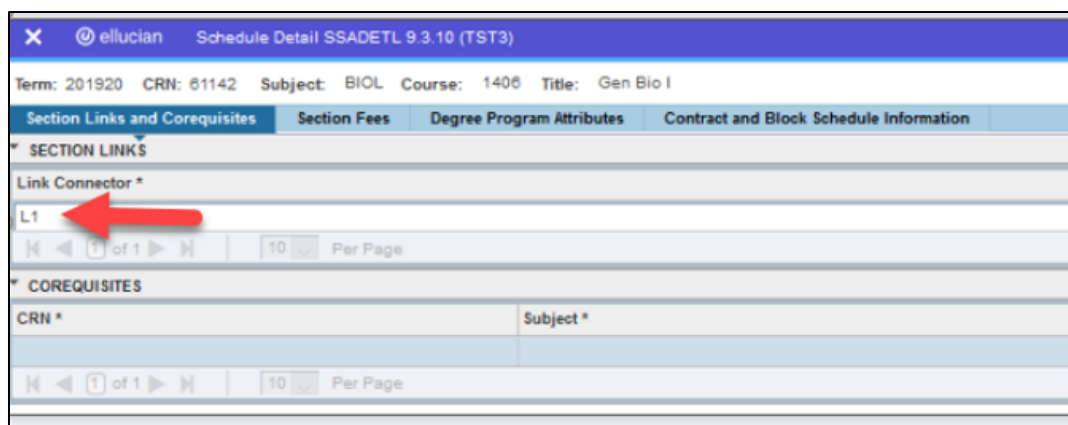
The screenshot shows the 'Schedule SSASECT 9.3.11 (TST3)' form. The 'COURSE SECTION INFORMATION' section includes fields for Subject (BIOL), Course Number (1406), Title (Gen Bio I), Section (16), and Schedule Type (LEC - Lecture, highlighted with a red arrow). The 'CLASS TYPE' section shows 'Traditional Class' with 'Part of Term' set to 1. The 'CREDIT HOURS' section includes fields for Credit Hours, Billing Hours, and Contact Hours, with radio buttons for 'None', 'To', and 'Or' indicators. The 'CLASS INDICATORS' section at the bottom left features a 'Link Identifier' field containing 'E1', also highlighted with a red arrow. Other indicators include 'Prerequisite Check Method', 'Daily Contact Hours', and 'Attendance Method'.

**SSAETL:**

After saving, navigate to the SSAETL form using the 'Related' menu (top right) in SSAECT. Select 'Course Section Detail (SSAETL)'. Click 'Go' (top right corner) once in the SSAETL page.



Enter the Link Connector that is appropriate to the lab or lecture (link codes listed on page 13). In this example, the L1 code is entered to identify the Link Identifier for the lab – the Link Identifier for the lecture was entered as E1.



Save (button at the bottom right corner), then click on the 'X' at the top left corner of the page to exit SSAETL.

**Additional information on linked course codes for your reference:**

Linked Courses				
Brownsville		Edinburg		
Lecture	Lab	Lecture	Lab	
B1	A1	E1	L1	If you want all labs to be linked to all lectures.
B2	A2	E2	L2	For the lecture and lab you want to be exclusive to each other. <b>NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.</b>
B3	A3	E3	L3	If there are multiple lectures and labs in a course and you want certain labs to be assigned to specific lectures, you would use the same letter coding, but change the number coding so they match the right lecture/lab. <b>NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.</b>
U1	Y1	U1	Y1	Used specifically for ASTR, PHYS, NURS courses. Lecture and lab courses you want to allow to any lec/lab or vice versa. Not specifically linked to a specific lec or lab. These are universal.
U2	Y2	U2	Y2	Used specifically for ASTR, PHYS, NURS courses. For the lecture and lab you want to be exclusive to each other. <b>NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.</b>

Example below if scheduling linked lecture/lab classes in the Brownsville campus (use the B1 and A1 codes):

**LECTURE section:**

Link Identifier is B1 in SSASECT. Save

Link Connector is A1 in SSADETL. Save

**LAB section:**

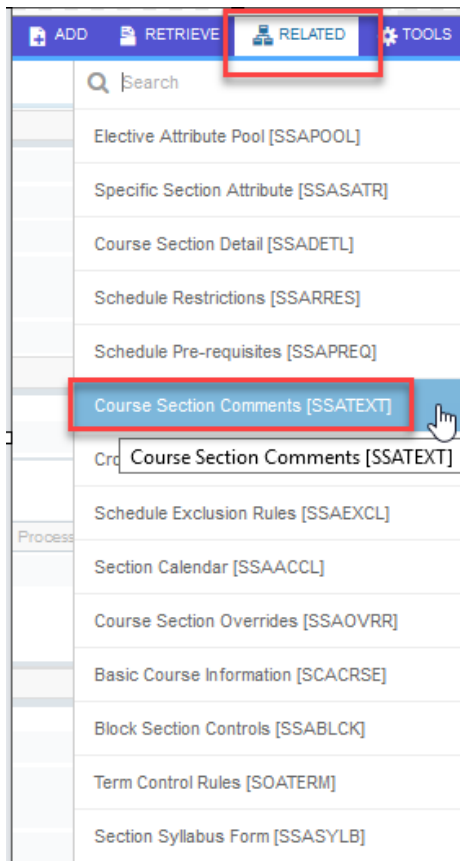
Link Identifier is A1 in SSASECT. Save

Link Connector is B1 in SSADETL. Save

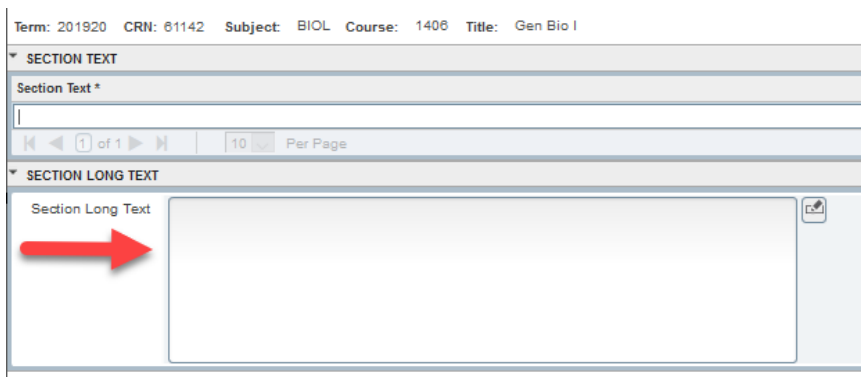
## Adding Course Section Comments to Display in ASSIST for Students' View.

### SSASECT:

- a. Select 'Related' from the menu.
- b. Select 'Course Section Comments (SSATEXT)', then click 'Go' on the top right corner of the next page.



- c. Add comment in Section Long Text. **SAVE.**





### **ITV Sections:**

Interactive Video (ITV) classes require approval from the IT technology group.

Two separate class sections must be created for the course (one will broadcast and the other will receive the broadcast). For example, if scheduling one section in the Edinburg campus and one in the Brownsville campus, two sections of the same class must be created with same meeting times and instructor of record. The letter 'I' will follow the two-digit section number (i.e. 01I, and 02I).

ITV classes will be assigned an ITV equipped classroom in each campus. The IT technology group will review the classroom assignments.

### **Cross-Listed Courses:**

The academic scheduling team will enter the cross-listing information in SSASECT. If courses need to be cross-listed, the department needs to provide the cross-listing information. In order to have classes cross-listed, sections must have same meeting days/times, instructor, and classroom assignments.

Please note that courses must be approved to be cross-listed in the course inventory.

### **Class Schedule Change Request (CSCR):**

When scheduling access is closed to departments, requests need to be sent to the Registrar's Office through the online CSCR portal: [https://enrollment.utrgv.edu/ESS\\_CSCR/login](https://enrollment.utrgv.edu/ESS_CSCR/login). The following requests may be submitted:

1. New class sections.
2. Lab room assignments and room changes.
3. Class cancellations.
4. Cross-listing of courses.
5. Instructional Method changes.
6. Changes to special topics course subtitles.
7. Changes to or from fully online delivery.
8. Changes to campus location.

### **Special Notes:**

1. **Do not make any room assignments in SSASECT. This will be completed by the Registrar's Office.**
2. **Please inform the Registrar's Office if you change a maximum enrollment for a section after rooms have been assigned. We will assign another room if maximum enrollment capacity exceeds room size.**
3. **Any requests to change the instructional method for a section with student enrollment may be delayed due to a process that requires students be dropped/re-added in order to make the change.**



**Banner Section Data Dictionary:**

<b>Banner Field</b>	<b>Dictionary Code</b>	<b>Description</b>
<b>Section</b>	Composed of 3 characters: 2 numbers, plus Alpha Character	Alpha characters on end of numbers identify specific Section Information
	90L	Online Courses start with 90L numbering
	AR1	Academic Residency
	B	BMED Course
	C	BECHS
	D	Dual Enrollment
	E	Spanish Only
	ET	Extended Term for 10 week and 14 week Summer Sessions
	H	Honors Course
	I	Interactive Course
	J	Jump Start
	S	Service Learning
	M	Math Science Academy
	MT	Miniterm
	R	Identifies section is Reduced Seat/Hybrid
	P	Peer-Led Team Learning, Stem Program (MATH/CHEM)
	SA	Study Abroad
	V	Accelerated Module Course
<b>Campus</b>	BRW	Brownsville
	ED	Edinburg
	HAR	Harlingen
	MCA	McAllen
	ONL	Online
	PHR	Pharr
	RGC	Rio Grande City
	SPI	South Padre Island
	OFC	Off Campus
<b>Status</b>	A	Active
	C	Cancelled
	I	Inactive
	P	Cancellation in Progress
<b>Schedule Type</b>	ACT	Physical Education Activity
	DIS	Dissertation
	IND	Independent Study
	LEC	Lecture
	LAB	Lab
	PRA	Practicum
	PRL	Private Lesson
	SEM	Seminar
	STU	Studio
	THE	Thesis



<b>Instructional Methods</b>	BECHS	Brownsville Early College HS
	BMED	Bio Medical Science
	BMEDO	Bio Medical Science Online
	DUAL	Dual Enrollment HS class
	FAST	Fast Track
	ITV	Interactive Video
	MSA	Math & Science Academy
	ONLIN	Online
	REDUC	Reduced Seat Time/Hybrid
	STABD	Study Abroad
	TR	Traditional
	VIRT	Accelerated Online
<b>Session</b>	A	Afternoon
	E	Evening
	M	Morning
	O	Online
	W	Weekend
<b>Special Approval</b>	SP	Special Approval
<b>Part of Term</b>	1	Full Term
	W8A	8 Week term
	W8B	8 Week Term



### Scheduling Tips

- **Cancelling a Course.** Request to cancel courses with zero/low enrollment to help free up classrooms.
- **Comments.** Comments are viewable in ASSIST if added in SSATEXT. Comments assist students with registration when the classes are restricted or linked. Please add contact information when sections have restrictions.
- **Cross-Listed Courses.** The Registrar's Office will only cross-list courses that have been approved to be cross-listed and are noted in the course inventory.
- **Faculty Assignment.** If instructor has back-to-back classes, make sure to assign him/her to the class. Without the assigned instructor, the scheduling team cannot try to assign him/her in the same building.
- **Interactive Video (ITV) Courses.** Two sections need to be created for one course (i.e. one section will be offered in Brownsville and the other in Edinburg). The section should be composed of two numbers followed by the letter 'I'.
- **Instructional Method.** Once a student registers, you cannot modify this field. The Registrar's office will need to remove the students from the section, make the change, and add the students back into the course.
- **Meeting days/times.** Necessary for assigning rooms. Sections without a room assignment will not be viewable in ASSIST. Sections with standard class times are first to be assigned a classroom.
- **Part-of-Term.** Select the correct part-of-term. Both summer terms have multiple part-of-term dates. Spring/Fall terms have two part-of-terms. Once a student registers, you cannot modify this field. The Registrars' office will need to remove students from the section, make the change, and add the students into the course.
- **Schedule Type.** Once a student registers, you cannot modify this field. The Registrar's office will need to remove the students from the section, make the change, and add the students back into the course. Schedule types referenced above.
- **Scheduling Grid Calendar.** This is a useful tool in Astra for verifying room availability by room and date/time.
- **Section Capacity.** If you increase the maximum enrollment for a section, please consider the room capacity. There may not be a room available for your class during the new time change.
- **Section Number.** Assign in sequential order. Use reference on page 16 for section coding when needed.
- **Section Restrictions.** Inform the scheduling team EACH term, if class sections need to be restricted (i.e. major restrictions for UNIV 1301, special cohorts, special approval, etc.).
- **Special Accommodations.** Request special accommodations for classroom assignments to the Office of Human Resources. Contact [aubrey.murray@utrgv.edu](mailto:aubrey.murray@utrgv.edu).
- **Special Approval.** If section is restricted with special approval, all students will need override from the department to register for the class.
- **Waitlist.** Enter '999' to allow students to waitlist for the class. The '999' capacity is also used to monitor course interest.