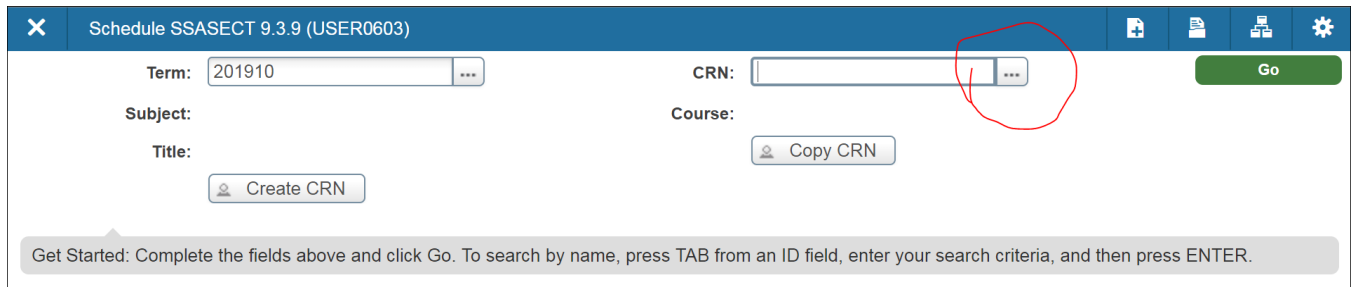# Banner – SSASECT – Active / Inactive Courses

*If not adding a CRN or editing an existing CRN: **YOU CAN ACTIVATE AN INACTIVE CRN.***

Best Practice Activate an inactive CRN. CRNs are not infinite.

In this example, we will search for an inactive AMST 350 CRN to activate.

SSASECT. Search for a CRN.

- Click on the 3 dots next to the CRN field. (F9)
- In the Schedule Section Query, complete the necessary fields. Go.
- The CRNs that match your search filters are displayed.
- Section 9 is inactive so we will highlight that CRN to re-activate. Select.
- The CRN you selected is pre-populated into the CRN field. Go.
- Under Course Section Information, the course status is Inactive; so, we are going to change the Status from "I" (Inactive) to "A" (Active). Save.
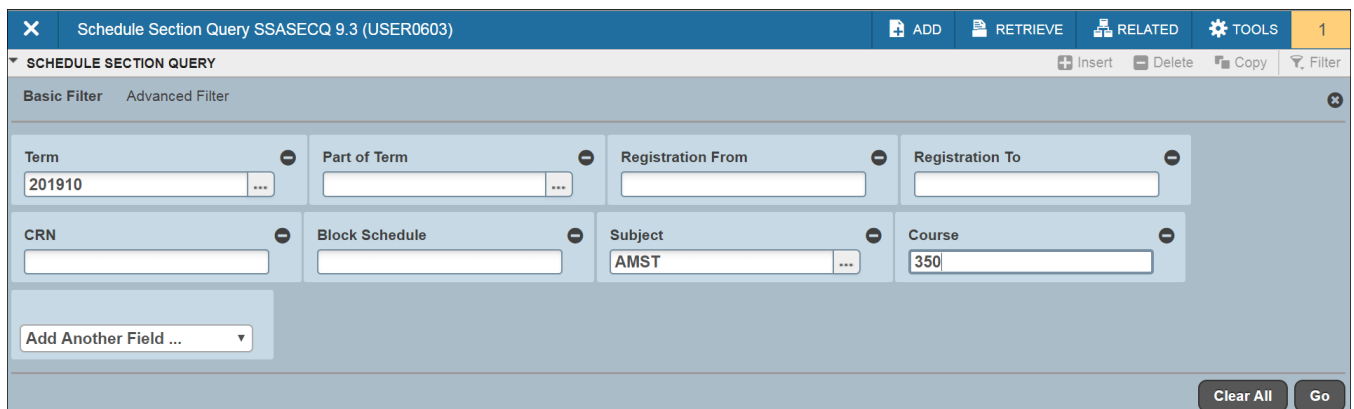- The course is now Active and course edits can be made.

Banner – SSASECT – Active / Inactive Courses

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status
201910	1			16719		AMST	350	01	A
201910	1			16720		AMST	350	02	A
201910	1			16934		AMST	350	03	A
201910	1			16980		AMST	350	04	A
201910	1			16990		AMST	350	05	A
201910	1			17218		AMST	350	06	A
201910	1			17221		AMST	350	07	A
201910	1			17311		AMST	350	08	A
201910	1			17452		AMST	350	09	I
201910	1			17450		AMST	350	10	A

Schedule Section Query SSASECQ 9.3 (USER0603)

SCHEDULE SECTION QUERY

Active filters: Term: 201910   Subject: AMST   Course: 350   Clear All   Filter Again

ADD   RETRIEVE   RELATED   TOOLS

Insert   Delete   Copy   Filter

|◄ ◄ 1 of 1 ► ►| 10 ▼   Per Page   Record 9 of 10

	Maximum	Actual	Remaining
Enrollment	0	0	0

CANCEL   SELECT

Schedule SSASECT 9.3.9 (USER0603)

ADD   RETRIEVE   RELATED   TOOLS

Term: 201910   CRN: 17452   Go

Subject: AMST

Title: Topics in American Culture

Course: 350

Copy CRN

Create CRN

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.

Schedule SSASECT 9.3.9 (USER0603)

ADD   RETRIEVE   RELATED   TOOLS

Term: 201910   CRN: 17452   Subject: AMST   Course: 350   Title: Topics in American Culture   Start Over

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

COURSE SECTION INFORMATION

Insert   Delete   Copy   Filter

Subject	AMST AMERICAN STUDIES	Campus *	WM Main Campus	Grade Mode	
Course Number	350	Status *	I Inactive	Session	
Title	Topics in American Culture	Schedule Type *	T9 Topics Nine	Special Approval	
Section *	09	Instructional Method	I	Duration	
Cross List		Integration Partner		Override Duration	

CLASS TYPE

Insert   Delete   Copy   Filter

Schedule SSASECT 9.3.9 (USER0603)

ADD   RETRIEVE   RELATED   TOOLS   1

Term: 201910   CRN: 17452   Subject: AMST   Course: 350   Title: Topics in American Culture   Start Over

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

COURSE SECTION INFORMATION

Insert   Delete   Copy   Filter

Subject	AMST AMERICAN STUDIES	Campus *	WM Main Campus	Grade Mode	
Course Number	350	Status *	A Active	Session	
Title	Topics in American Culture	Schedule Type *	T9 Topics Nine	Special Approval	
Section *	09	Instructional Method		Duration	
Cross List		Integration Partner		Override Duration	

CLASS TYPE

Insert   Delete   Copy   Filter

Banner – SSASECT – Active / Inactive Courses

YOU CAN ALSO INACTIVATE AN ACTIVE CRN

To Inactivate a CRN with NO days/times (or instructor)

- In the Course Section Information tab; change the Status from "A" (Active) to "I" (Inactive).
- Save.

To Inactivate a CRN WITH an instructor

- 1. Delete the instructor row(s). Save.
- 2. Delete the days/times row(s). Save.
- 3. Change the Status from "A" (Active) to "I" (Inactive). Save.

Banner – SSASECT – Active / Inactive Courses

Note about Cancelling Courses

- Do NOT use the "C" (Cancel) Status
- ONLY the Academic Scheduling can Cancel CRNs
- Use the "I" (Inactive) Status to remove a course from your dept/prgm's schedule.