

Banner – SSASECT – Active / Inactive Courses

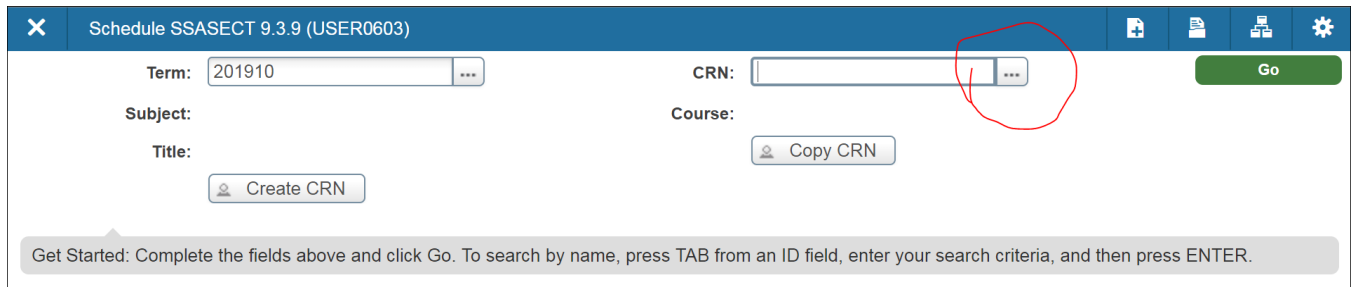
*If not adding a CRN or editing an existing CRN: **YOU CAN ACTIVATE AN INACTIVE CRN.***

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.



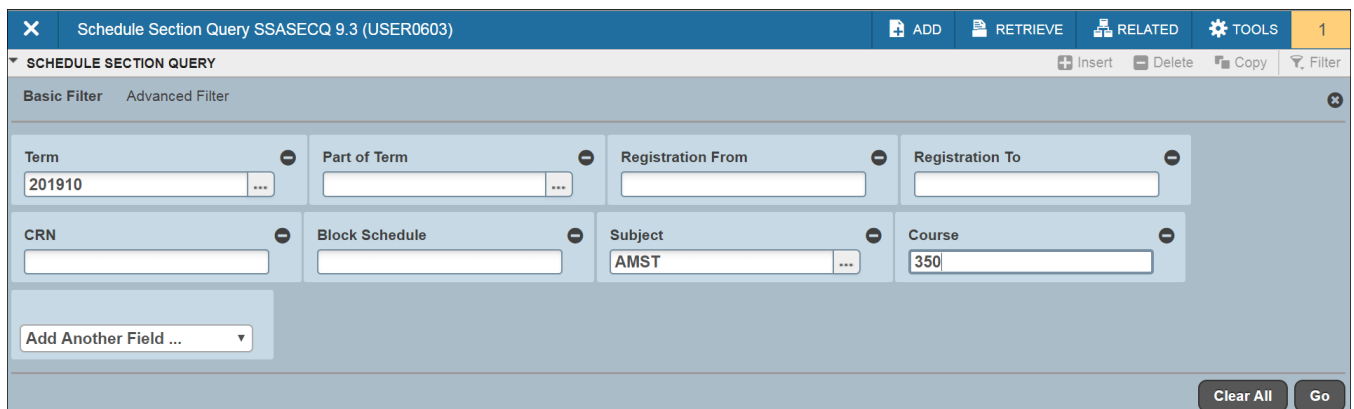
Schedule SSASECT 9.3.9 (USER0603)

Term: 201910 ... CRN: ... Go

Subject: Course: Copy CRN

Title: 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 Section Query SSASECQ 9.3 (USER0603)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Term 201910 ... Part of Term ... Registration From ... Registration To ...

CRN ... Block Schedule ... Subject AMST ... Course 350 ...

Add Another Field ...

Clear All Go

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Schedule Section Query SSASECQ 9.3 (USER0603)									
SCHEDULE SECTION QUERY									
Active filters: Term: 201910 Subject: AMST Course: 350 Clear All Filter Again									
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

Enrollment: Maximum 0 Actual 0 Remaining 0

Schedule SSASECT 9.3.9 (USER0603)

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

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)

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

COURSE SECTION INFORMATION

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: ... Duration: ...

Cross List: ... Integration Partner: ... Override Duration

Schedule SSASECT 9.3.9 (USER0603)

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

COURSE SECTION INFORMATION

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

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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.

Screenshot of the Banner Course Section Information tab for Schedule SSASECT 9.3.9 (USER0603). The status is currently set to "Active".

Subject	INTR	INTERDISCIPLINARY STUDIES	Campus *	WM	Main Campus	Grade Mode	
Course Number	204		Status *	A	Active	Session	
Title	Introduction to GIS		Schedule Type *	LC	Lecture	Special Approval	IN
Section *	10		Instructional Method			Instructor Approval	
Cross List			Integration Partner			Duration	
						Override Duration	<input type="checkbox"/>

Screenshot of the Banner Course Section Information tab for Schedule SSASECT 9.3.9 (USER0603). The status has been changed to "Inactive".

Subject	INTR	INTERDISCIPLINARY STUDIES	Campus *	WM	Main Campus	Grade Mode	
Course Number	204		Status *	I	Inactive	Session	
Title	Introduction to GIS		Schedule Type *	LC	Lecture	Special Approval	IN
Section *	10		Instructional Method			Instructor Approval	
Cross List			Integration Partner			Duration	
						Override Duration	<input type="checkbox"/>

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.

Screenshot of the Banner Meeting Times and Instructor tabs for Schedule SSASECT 9.3.9 (USER0603).

MEETING TIMES AND INSTRUCTORS

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sun
	CLAS	08/29/2018	12/19/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTOR

Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator
	930408651	Zeman, Janice L.	0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Banner – SSASECT – Active / Inactive Courses

✕ Schedule SSASECT 9.3.9 (USER0603) ADD RETRIEVE RELATED TOOLS 1

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS 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
	CLAS	08/29/2018	12/19/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<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
01					<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 10 Per Page Record 1 of 1

✕ Schedule SSASECT 9.3.9 (USER0603) ADD RETRIEVE RELATED TOOLS 2

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS 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
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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
01					<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 10 Per Page Record 1 of 1

✕ Schedule SSASECT 9.3.9 (USER0603) ADD RETRIEVE RELATED TOOLS 1

Term: 201910 CRN: 17449 Subject: INTR Course: 204 Title: Introduction to GIS Start Over

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

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	INTR ... INTERDISCIPLINARY STUDIES	Campus *	WM ... Main Campus	Grade Mode	...
Course Number	204 ...	Status *	I ... Inactive	Session	...
Title	Introduction to GIS	Schedule Type *	LC ... Lecture	Special Approval	IN ... Instructor Approval
Section *	10 ...	Instructional Method	...	Duration	...
Cross List	...	Integration Partner	...	<input type="checkbox"/> Override Duration	

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.