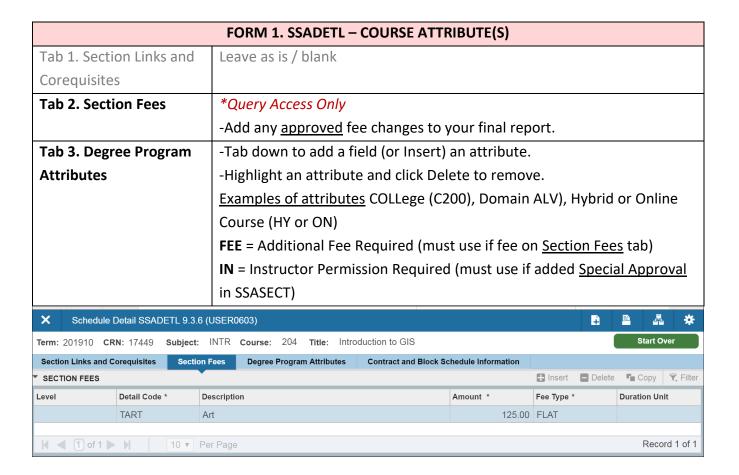
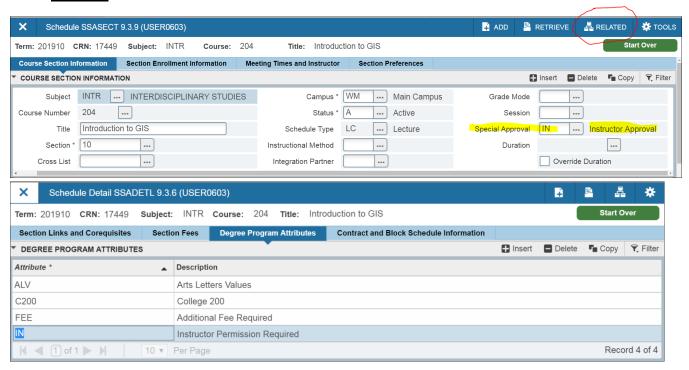
- There are other Scheduling forms that can be edited or queried for additional course information about a CRN. These forms are "Related" to the SSASECT form.
- At the top right of the Banner screen, click RELATED while in the main SSASECT form. Click the Form you would like to use from the Related drop down menu.

OVERVIEW We will cover 6 Forms "Related" to the main SSASECT Form

- 1. **SSADETL** Course Section Detail Page 1 (Course Attributes)
- 2. **SSARRES** Schedule Restrictions Page 2 (Major, Program & Social Class Restrictions)
- 3. **SSATEXT** Course Section Comments Page 4 (Course Description)
- 4. **SSAPREQ** Schedule Pre-requisites Page 4 *Query Access Only
- 5. **SSALXST** Cross List Definitions Page 5 *Query Access Only
- 6. **SCACRSE** Basic Course Information Page 6 *Query Access Only (Catalog Level View)



For the example below, IN has been added in the <u>Special Approval</u> field in the <u>SSASECT</u> form. This means that Instructor Approval is required before a student can register. To indicate to students that Instructor Permission is required for a course; "IN" must <u>also</u> be added as a Degree Program Attribute in the **SSADETL** form.

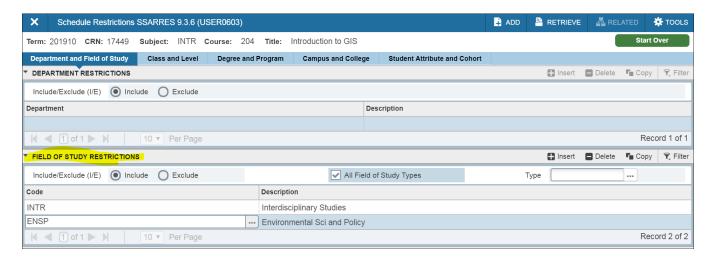


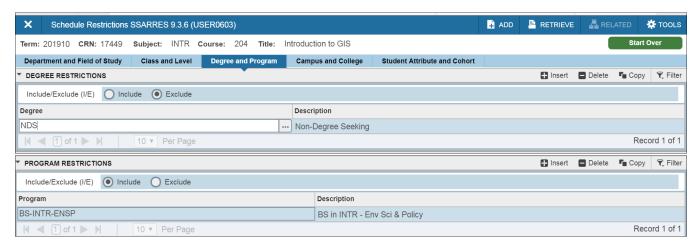
What does INCLUDE mean? ONLY the specified group will be allowed in the course.

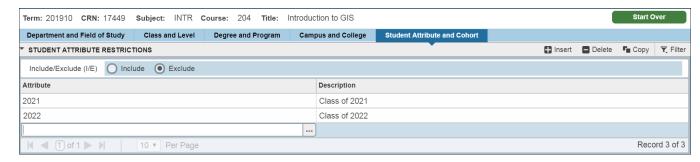
What does EXCLUDE mean? Every group <u>BUT</u> the specified group will be allowed in the course.

FORM 2. SSARRES – REGISTRATION RESTRICTION(S)		
Tab 1. Department and Field of Study		
Box A. Department Restrictions	Leave blank	
Box B. Field of Study Restrictions	-Select Include or Exclude	
	-Check All Fields of Study Types OR Select an option: Major,	
	Minor, or Concentration	
	-Save	
Tab 2. Class and Level	Leave as is / blank	
Tab 3. Degree and Program		
Box A. Degree Restrictions	-ONLY use if excluding NDS (non-degree seeking students)	
	from an Online course	
	-Save	
Box B. Program Restrictions	-Select Include or Exclude	
	-ONLY use for Graduate level courses	
	-Save	

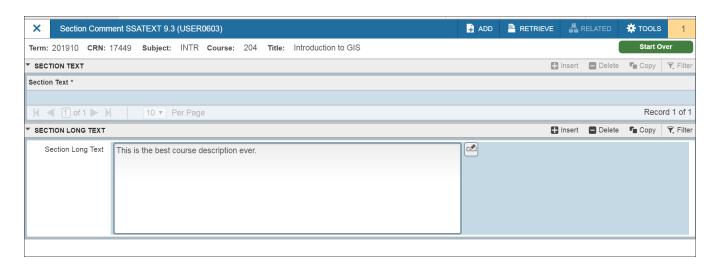
Tab 4. Campus and College	Leave as is / blank	
Tab 5. Student Attribute and Cohort		
Box A. Student Attribute Restrictions	-Select Include or Exclude -Use Social Class (<u>Example</u> 2022 for freshman; can be written as I-2022) -Save	
Box B. Cohort Restrictions	Leave blank	



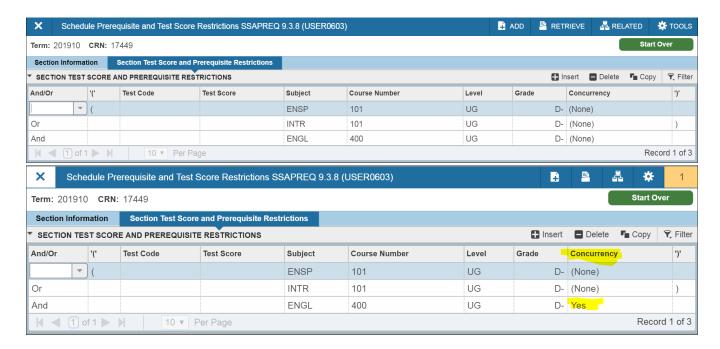




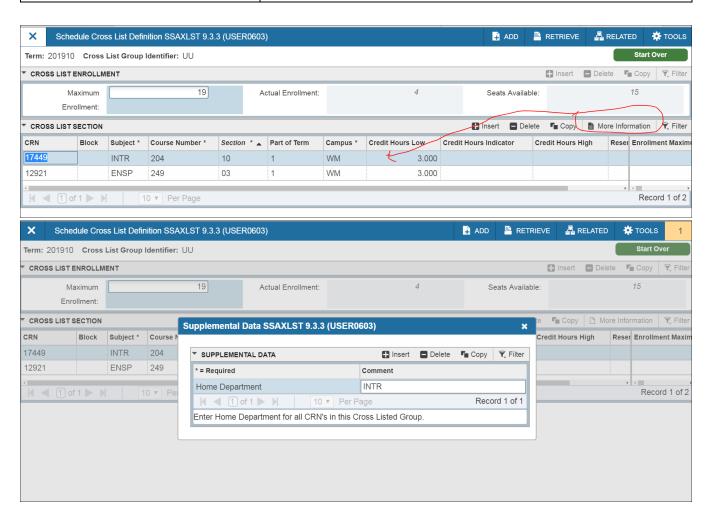
FORM 3. SSATEXT – COURSE DESCRIPTION		
Box A. Section Text	Leave blank	
Box B. Section Long Text	Add Course Description (can copy and paste). Save.	



FORM 4. SSAPREQ – PREREQUISITE(S) **QUERY ACCESS ONLY		
Tab 1. Section Information	Leave as is	
Tab 2. Section Test Score and	-Add any prereq changes to your final report	
Prerequisite Restrictions	-And/Or; ()	
	-Concurrent Prerequisite vs. Corequisite	
	-UG classes = D- grade; GRAD classes = C- grade	



FORM 5. SSAXLST – CROSS LISTED COURSES **QUERY ACCESS ONLY		
See Cross Listing Guide for more about Cross Listings		
Cross List Group Identifier	-Random two digit code that connects Cross Listed CRNs	
	-If no Cross List code, CRN not part of a Cross List	
Cross List Enrollment	-Indicates the Overall Cross List Maximum	
Cross List Section	-Lists the CRNs that make up the Cross List (includes enrollment	
	details for each CRN)	
More Information – Supplemental	-Indicates the Home department/program	
Data		



What is a Catalog Level example? INTR 204

What is a Schedule Level example? INTR 204-10, Fall 2018 term. SSASECT form is Schedule level.

Remember: If it is approved at Catalog Level; it is approved at Schedule Level.

FORM 6. SCACRSE – TO VIEW <u>CATALOG LEVEL</u> COURSE INFORMATION **QUERY ACCESS ONLY		
There are no tabs to select. Have to use down arrow to get to the next tab.		
Course Details	-If the course can be repeated.	
	-If maximum hours is 99 > a repeatable schedule type is usually required	
Grading Mode	-Indicates "Default" grade mode	
Schedule Type	-If multiple schedule types, usually repeatable	

Use Related Forms under SCACRSE form to access other Catalog Level Course Information forms such as: attributes, restrictions, corequisites, and prerequisites.

