

Banner – SSASECT “Related” Forms

- 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)

FORM 1. SSADETL – COURSE ATTRIBUTE(S)	
Tab 1. Section Links and Corequisites	Leave as is / blank
Tab 2. Section Fees	<i>*Query Access Only</i> -Add any <u>approved</u> fee changes to your final report.
Tab 3. Degree Program Attributes	-Tab down to add a field (or Insert) an attribute. -Highlight an attribute and click Delete to remove. <u>Examples of attributes</u> COLLege (C200), Domain ALV), Hybrid or Online Course (HY or ON) FEE = Additional Fee Required (must use if fee on <u>Section Fees</u> tab) IN = Instructor Permission Required (must use if added <u>Special Approval</u> in SSASECT)

✕
Schedule Detail SSADETL 9.3.6 (USER0603)

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

Section Links and Corequisites | Section Fees | Degree Program Attributes | Contract and Block Schedule Information

SECTION FEES + Insert - Delete Copy Filter

Level	Detail Code *	Description	Amount *	Fee Type *	Duration Unit
	TART	Art	125.00	FLAT	

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For the example below, IN has been added in the Special Approval field in the **SSASECT** 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 **also** be added as a Degree Program Attribute in the **SSADETL** form.

Screenshot of the Banner SSASECT 9.3.9 form. The 'Special Approval' field is highlighted in yellow and contains the value 'IN'. The 'Instructor Approval' field is also highlighted in yellow. The 'RELATED' button in the top right corner is circled in red.

Screenshot of the Banner SSADETL 9.3.6 form. The 'DEGREE PROGRAM ATTRIBUTES' section is expanded, showing a table with columns 'Attribute *' and 'Description'. The attribute 'IN' is highlighted in blue, with the description 'Instructor Permission Required'.

Attribute *	Description
ALV	Arts Letters Values
C200	College 200
FEE	Additional Fee Required
IN	Instructor Permission Required

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

What does EXCLUDE mean? Every group BUT 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 <u>OR</u> 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

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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 2022</u> for freshman; can be written as I-2022) -Save
Box B. Cohort Restrictions	Leave blank

✕ Schedule Restrictions SSARRES 9.3.6 (USER0603)
ADD RETRIEVE RELATED TOOLS

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

Department and Field of Study
Class and Level
Degree and Program
Campus and College
Student Attribute and Cohort

▼ DEPARTMENT RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) Include Exclude

Department	Description

Record 1 of 1

▼ FIELD OF STUDY RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) Include Exclude All Field of Study Types Type:

Code	Description
INTR	Interdisciplinary Studies
ENSP	Environmental Sci and Policy

Record 2 of 2

✕ Schedule Restrictions SSARRES 9.3.6 (USER0603)
ADD RETRIEVE RELATED TOOLS

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

Department and Field of Study
Class and Level
Degree and Program
Campus and College
Student Attribute and Cohort

▼ DEGREE RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) Include Exclude

Degree	Description
NDS	Non-Degree Seeking

Record 1 of 1

▼ PROGRAM RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) Include Exclude

Program	Description
BS-INTR-ENSP	BS in INTR - Env Sci & Policy

Record 1 of 1

✕ Schedule Restrictions SSARRES 9.3.6 (USER0603)
ADD RETRIEVE RELATED TOOLS

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

Department and Field of Study
Class and Level
Degree and Program
Campus and College
Student Attribute and Cohort

▼ STUDENT ATTRIBUTE RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) Include Exclude

Attribute	Description
2021	Class of 2021
2022	Class of 2022

Record 3 of 3

Banner – SSASECT “Related” Forms

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

Section Comment SSATEXT 9.3 (USER0603)
ADD RETRIEVE RELATED TOOLS 1

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

SECTION TEXT Insert Delete Copy Filter

Section Text *

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SECTION LONG TEXT Insert Delete Copy Filter

Section Long Text

This is the best course description ever.

FORM 4. SSAPREQ – PREREQUISITE(S) **QUERY ACCESS ONLY	
Tab 1. Section Information	Leave as is
Tab 2. Section Test Score and Prerequisite Restrictions	<ul style="list-style-type: none"> -Add any prereq changes to your final report -And/Or; () -Concurrent Prerequisite vs. Corequisite -UG classes = D- grade; GRAD classes = C- grade

Schedule Prerequisite and Test Score Restrictions SSAPREQ 9.3.8 (USER0603)
ADD RETRIEVE RELATED TOOLS 1

Term: 201910 CRN: 17449 Start Over

Section Information Section Test Score and Prerequisite Restrictions Insert Delete Copy Filter

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS

And/Or	'('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency)'
	(ENSP	101	UG	D-	(None)	
Or				INTR	101	UG	D-	(None))
And				ENGL	400	UG	D-	(None))

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Record 1 of 3

Schedule Prerequisite and Test Score Restrictions SSAPREQ 9.3.8 (USER0603)
ADD RETRIEVE RELATED TOOLS 1

Term: 201910 CRN: 17449 Start Over

Section Information Section Test Score and Prerequisite Restrictions Insert Delete Copy Filter

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS

And/Or	'('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency)'
	(ENSP	101	UG	D-	(None)	
Or				INTR	101	UG	D-	(None))
And				ENGL	400	UG	D-	Yes)

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Record 1 of 3

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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 Data	-Indicates the Home department/program

✕
ADD RETRIEVE RELATED TOOLS

Term: 201910 Cross List Group Identifier: UU Start Over

CROSS LIST ENROLLMENT Insert Delete Copy Filter

Maximum Enrollment: Actual Enrollment: Seats Available:

CROSS LIST SECTION Insert Delete Copy More Information Filter

CRN	Block	Subject *	Course Number *	Section * ▲	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reser	Enrollment Maxim
17449		INTR	204	10	1	WM	3.000				
12921		ENSP	249	03	1	WM	3.000				

Record 1 of 2

✕
ADD RETRIEVE RELATED TOOLS 1

Term: 201910 Cross List Group Identifier: UU Start Over

CROSS LIST ENROLLMENT Insert Delete Copy Filter

Maximum Enrollment: Actual Enrollment: Seats Available:

CROSS LIST SECTION Copy More Information Filter

CRN	Block	Subject *	Course	Credit Hours High	Reser	Enrollment Maxim
17449		INTR	204			
12921		ENSP	249			

Record 1 of 2

✕
Supplemental Data SSAXLST 9.3.3 (USER0603)

SUPPLEMENTAL DATA Insert Delete Copy Filter

* = Required

Home Department	Comment
<input type="text" value="INTR"/>	<input type="text"/>

Record 1 of 1

Enter Home Department for all CRN's in this Cross Listed Group.

Banner – SSASECT “Related” Forms

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 CATALOG LEVEL COURSE INFORMATION <i>**QUERY ACCESS ONLY</i>	
<i>There are no tabs to select. Have to use down arrow to get to the next tab.</i>	
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.****

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Subject: **Course:**
American Studies

Term: **Course Title:**

Go

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.

✕

Subject: AMST **Course:** 470 **Term:** 201910 **Course Title:** Topics American Studies Start Over

Method: **Exists** **Title**

Hours

	Low	None/Or/To	High
CEU or Credit	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>
Billing *	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>
Lecture	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>
Lab	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>

Repeat Details

Limit **Maximum Hours** **Repeat Status**

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Basic Course Information SCACRSE 9.3.7 (USER0603)

Subject: AMST American Studies Course: 470 Term: 201910 Course Title: Topics American Studies Start Over

Method: Exists Title
Exists

	Low	None/Or/To	High
CEU or Credit	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>
Billing *	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>
Lecture	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>
Lab	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact	<input type="text" value="1.000"/>	To <input type="text"/>	<input type="text" value="4.000"/>

Repeat Details
 Limit Maximum Hours Repeat Status

Activity Date 01/12/2004 12:00:00 AM SAVE

Basic Course Information SCACRSE 9.3.7 (USER0603)

Subject: AMST American Studies Course: 470 Term: 201910 Course Title: Topics American Studies Start Over

GRADING MODE + Insert - Delete Copy Filter

From Term To Term

Grade Mode *	Description	Default *
S	Standard Letter	<input type="text" value="Default"/>
A	Audit	Not Default
P	Pass/Fail	Not Default

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Basic Course Information SCACRSE 9.3.7 (USER0603)

Subject: AMST American Studies Course: 470 Term: 201910 Course Title: Topics American Studies Start Over

T1	Topics One			
T10	Topics Ten			
T11	Topics Eleven			
T12	Topics Twelve			
T13	Topics Thirteen			
T14	Topics Fourteen			
T15	Topics Fifteen			
T2	Topics Two			
T3	Topics Three			