

## Banner GRAD – SSASECT – Active / Inactive Courses

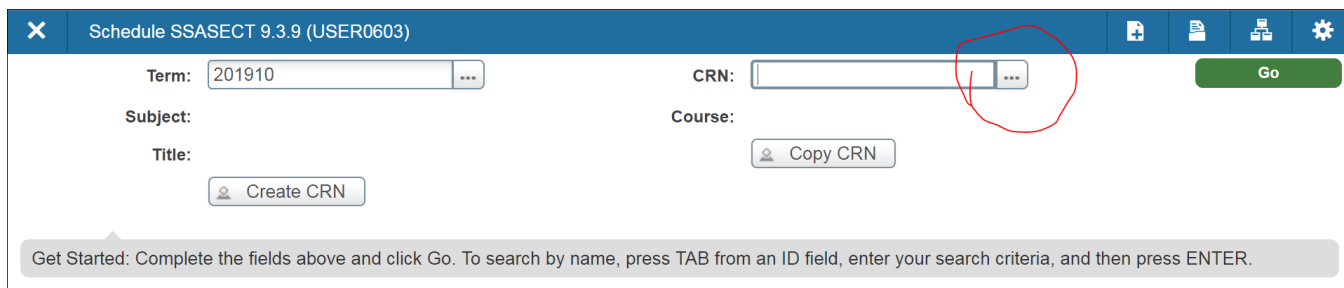
\*If not adding a CRN or editing an existing CRN: **YOU CAN ACTIVATE AN INACTIVE CRN.**\*

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.



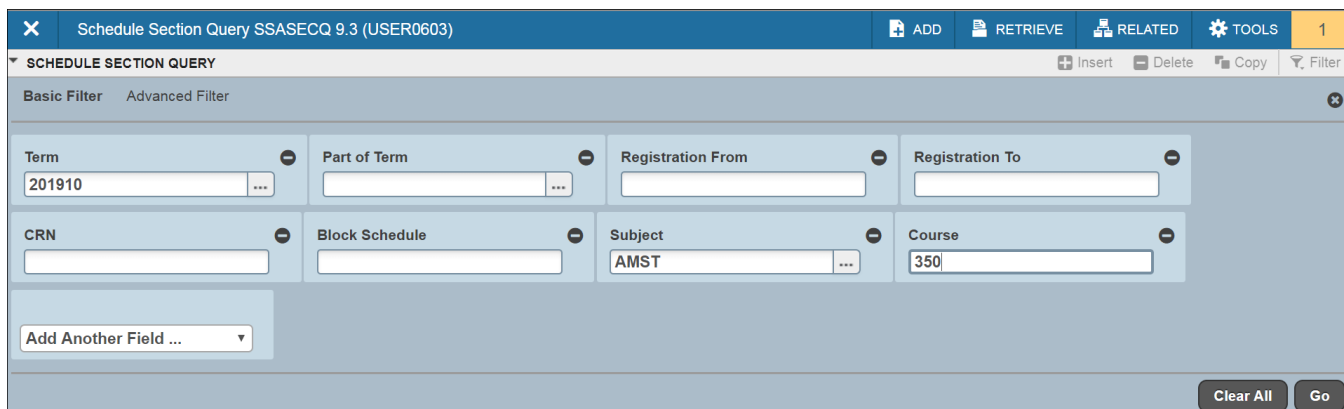
Schedule SSASECT 9.3.9 (USER0603)

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

# Banner GRAD – SSASECT – Active / Inactive Courses

Schedule Section Query SSASECQ 9.3 (USER0603)

ADD RETRIEVE RELATED TOOLS

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

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Enrollment Maximum Actual Remaining

CANCEL SELECT

Schedule SSASECT 9.3.9 (USER0603)

ADD RETRIEVE RELATED TOOLS

Term: 201910 CRN: 17452 Go

Subject: AMST Course: 350

Title: Topics in American Culture [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

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

CLASS TYPE

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

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

## Banner GRAD – 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.

Screenshot of the Banner GRAD interface showing the 'Course Section Information' tab for 'Schedule SSASECT 9.3.9 (USER0603)'. The course details are: Term: 201910, CRN: 17449, Subject: INTR, Course: 204, Title: Introduction to GIS. The 'Status' dropdown is set to 'A' (Active). Other fields include Campus: WM (Main Campus), Grade Mode, Session, Title: Introduction to GIS, Schedule Type: LC (Lecture), Section #: 10, and Special Approval: IN (Instructor Approval).

Screenshot of the Banner GRAD interface showing the 'Course Section Information' tab for 'Schedule SSASECT 9.3.9 (USER0603)'. The course details are the same as above. The 'Status' dropdown is now set to 'I' (Inactive).

### 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 GRAD interface showing the 'Meeting Times and Instructor' tabs for 'Schedule SSASECT 9.3.9 (USER0603)'. The 'Meeting Times and Instructors' sub-tab is active, showing a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Sunday). The first row shows a class meeting on 08/29/2018 to 12/19/2018, with checkboxes for Monday, Wednesday, and Friday. Below this, the 'INSTRUCTOR' sub-tab is active, showing a table with columns for Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, and Override Indicator. One instructor is listed: ID 930408651, Name Zeman, Janice L., with 0.000% workload and 100% responsibility.

## Banner GRAD – 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"/>

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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"/>

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✕ 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"/>

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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

- Only use the “C” (Cancel) Status if students were dropped from the course.
- Make sure to remove the Cross List code from a cancelled course.
- Let the Academic Scheduling Coordinator and the Sibling program know if cancelling an A&S course that was part of the Cross List. Academic Scheduling will cancel the A&S sibling course.