Banner GRAD – SSASECT – Active / Inactive Courses

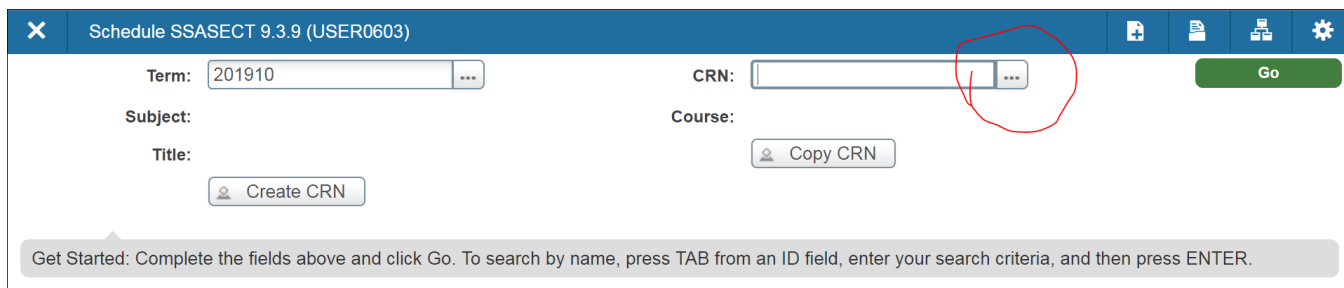*If not adding a CRN or editing an existing CRN: **YOU CAN ACTIVATE AN INACTIVE CRN.***

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.
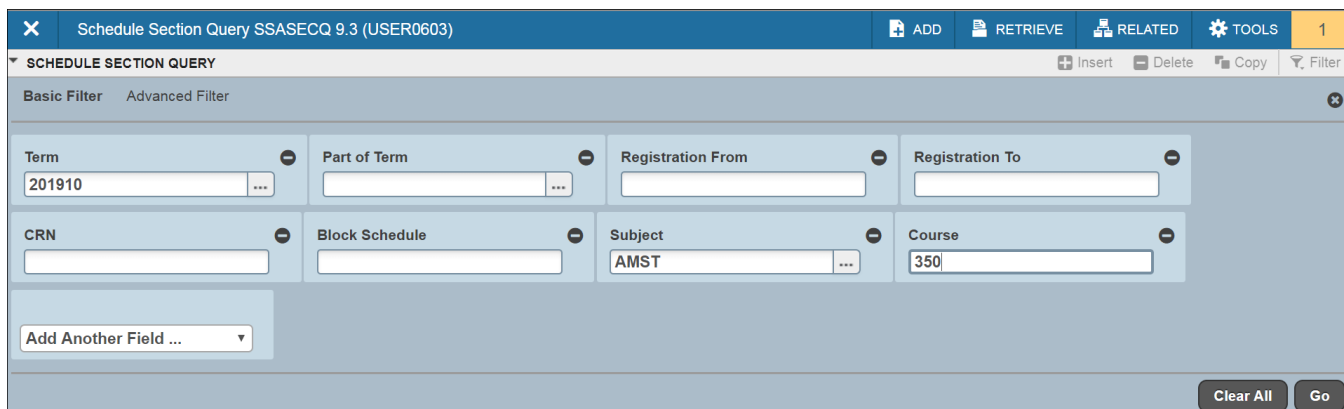- The course is now Active and course edits can be made.

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	Schedule Section Query SSASECQ 9.3 (USER0603)						ADD	RETRIEVE	RELATED	TOOLS

SCHEDULE SECTION QUERY
Insert Delete Copy Filter

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

◄ ◄ 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   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
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

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YOU CAN ALSO INACTIVATE AN ACTIVE CRN

To Inactivate a CRN with NO days/times (or instructor)
- In the <u>Course Section Information</u> 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.

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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.