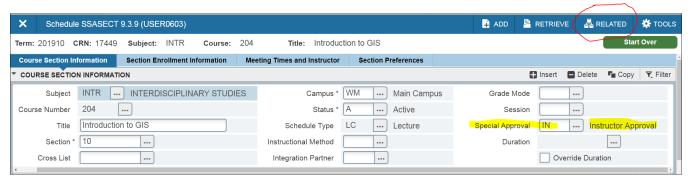
More detailed course information can be viewed or edited in other Forms beside SSASECT.

To access other forms -- select RELATED at the top of the main SSASECT form. From the drop down menu, select a Form. (Related was "Options" in Banner 8)

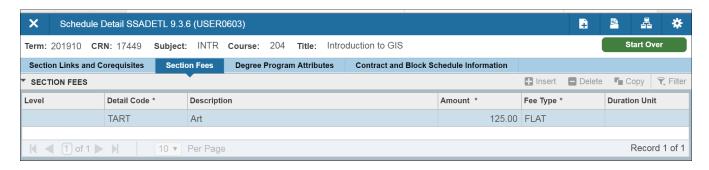
For this example, we will use INTR 204-10. Please note that Instructor Approval (IN) has been added in the <u>Special Approval</u> field.



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

- SSADETL Course Section Detail
- 2. SSARRES- Schedule Restrictions
- 3. SSATEXT- Course Section Comments
- 4. SSAPREQ- Schedule Pre-requisites
- 5. SSALXST- Cross List Definitions
- 6. SCACRSE- Basic Course Information

FORM 1. SSADETL – COURSE ATTRIBUTE(S)		
Tab 1. Section Links and	-Add Corequisite CRN(s) if applicable	
Corequisites		
Tab 2. Section Fees	-Add any fees (or changes) approved by the Bursar's Office	
	-Summer fee codes usually have a "3" in the code	
	-If you don't have access- contact the Bursar's Office	
Tab 3. Degree Program	-Tab down to add a field (or Insert) an attribute.	
Attributes	-Highlight an attribute and click Delete to remove.	
	IN = Instructor Permission Required (must use if added <u>Special Approval</u>	
	in SSASECT)	
	FEE = Additional Fee Required (must use if fee on Section Fees tab)	



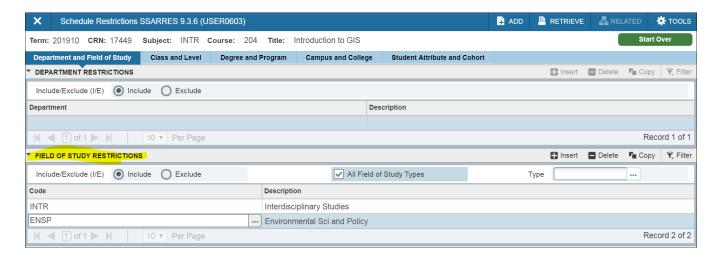


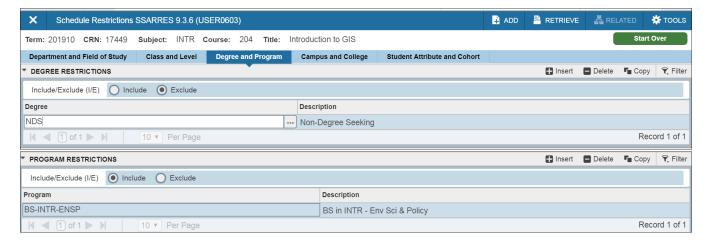
What does INCLUDE mean? ONLY the specified group will be allowed in the course.

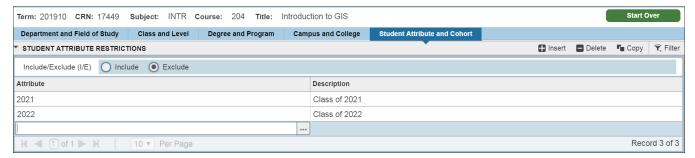
What does EXCLUDE mean? Every group BUT the specified group will be allowed in the course.

FORM 2. SSARRES – REGISTRATION RESTRICTION(S)	
Tab 1. Department and Field of Stud	ly
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	-May 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

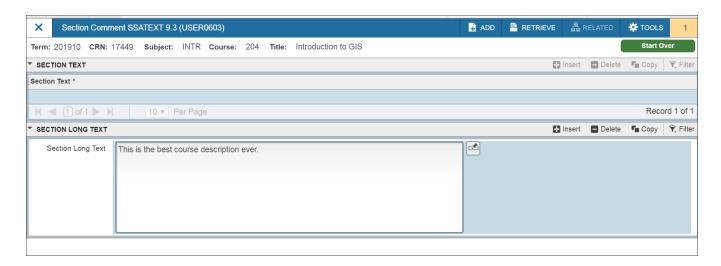
Tab 5. Student Attribute and Cohort		
Box A. Student Attribute Restrictions	-Select Include or Exclude	
	-Use Social Class (Example 2022 for freshman; can be	
	written as I-2022)	
	-Save	
Box B. Cohort Restrictions	Leave blank	



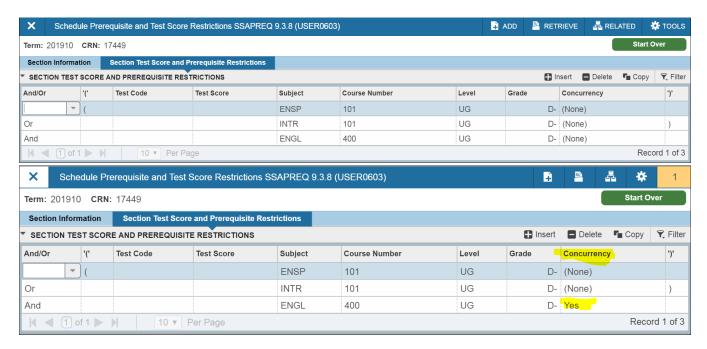




FORM 3. SSATEXT – COURSE DESCRIPTION	
Box A. Section Text	Leave blank
Box B. Section Long Text	Add Course Description (can copy and paste). Save.

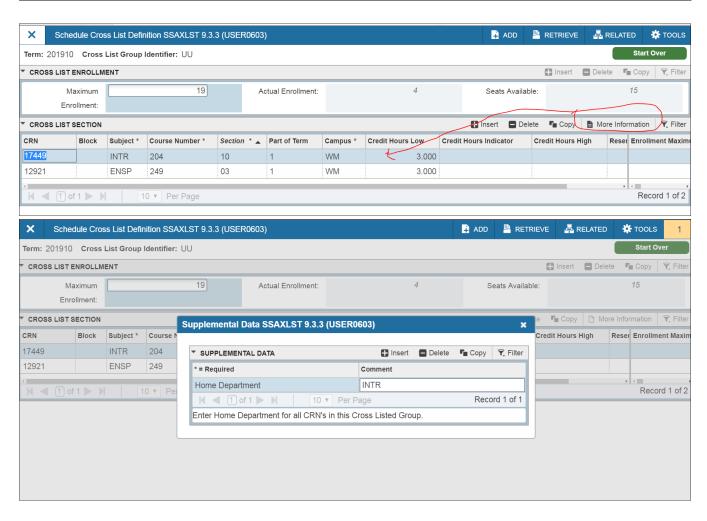


FORM 4. SSAPREQ – PREREQUISITE(S) – QUERY ACCESS ONLY		
Tab 1. Section Information	Leave as is	
Tab 2. Section Test Score and	-Make any prereq changes here	
Prerequisite Restrictions	-And/Or; ()	
	-Concurrent Prerequisite vs. Corequisite	
	-UG classes = D- grade; GRAD classes = C- grade	



GRAD - SSASECT Related Forms, Revised 6-14-18, Page 4 of 7

FORM 5. SSAXLST – CROSS LISTED COURSES		
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	-Contact the Academic Scheduling Coordinator to add more repeatable	
	schedule types if needed	

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

