

Banner GRAD – SSASECT “Related” Forms

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 Special Approval field.

The screenshot shows the Banner SSASECT 9.3.9 interface. At the top, there are buttons for ADD, RETRIEVE, RELATED (circled in red), and TOOLS. Below this, the course details are displayed: Term: 201910, CRN: 17449, Subject: INTR, Course: 204, Title: Introduction to GIS. The 'COURSE SECTION INFORMATION' tab is active, showing fields for Subject (INTR), Course Number (204), Title (Introduction to GIS), Section (10), and Cross List. The 'Special Approval' field is highlighted in yellow and contains 'IN', with 'Instructor Approval' written next to it. Other fields include Campus (WM), Status (A), Schedule Type (LC), and Duration.

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

1. 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 Corequisites | -Add Corequisite CRN(s) if applicable |
| 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 Attributes | -Tab down to add a field (or Insert) an attribute. -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 <u>Section Fees</u> tab) |

Banner GRAD – SSASECT “Related” Forms

| 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 | |
| SECTION FEES Insert Delete Copy Filter | | | | | |
| Level | Detail Code * | Description | Amount * | Fee Type * | Duration Unit |
| | TART | Art | 125.00 | FLAT | |
| Record 1 of 1 | | | | | |

| 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 | |
| DEGREE PROGRAM ATTRIBUTES Insert Delete Copy Filter | |
| Attribute * | Description |
| ALV | Arts Letters Values |
| C200 | College 200 |
| FEE | Additional Fee Required |
| IN | Instructor Permission Required |
| Record 4 of 4 | |

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 | -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 |

Banner GRAD – SSASECT “Related” Forms

| 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 |

✕ 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

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 GRAD – 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. |

✕
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 *

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"> -Make any prereq changes here -And/Or; () -Concurrent Prerequisite vs. Corequisite -UG classes = D- grade; GRAD classes = C- grade |

✕
ADD RETRIEVE RELATED TOOLS

Term: 201910 CRN: 17449 Start Over

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS + Insert - Delete Copy Filter

| 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) |) |

✕
ADD RETRIEVE RELATED TOOLS 1

Term: 201910 CRN: 17449 Start Over

SECTION TEST SCORE AND PREREQUISITE RESTRICTIONS + Insert - Delete Copy Filter

| 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 |) |

Banner GRAD – SSASECT “Related” Forms

| 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 Data | -Indicates the Home department/program |

Schedule Cross List Definition SSAXLST 9.3.3 (USER0603) 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

Schedule Cross List Definition SSAXLST 9.3.3 (USER0603) 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 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 | | | | | | | | |
| 12921 | | ENSP | 249 | | | | | | | | |

Supplemental Data SSAXLST 9.3.3 (USER0603) X

SUPPLEMENTAL DATA Insert Delete Copy Filter

* = Required

| Field | Value |
|-----------------|-------|
| Home Department | INTR |

Record 1 of 1

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

Banner GRAD – 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 <u>CATALOG LEVEL</u> COURSE INFORMATION – QUERY ACCESS ONLY | |
|--|---|
| <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 | -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.****

✕ Basic Course Information SCACRSE 9.3.7 (USER0603)
📄 🖨 ⚙

Subject: ...
American Studies

Course: ...

Go

Term: ...

Course Title:

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.

✕ 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

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

Banner GRAD – SSASECT “Related” Forms

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 |

1 of 1 Record 1 of 3

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 | | |