

## Banner GRAD – SSASECT – Repeatable / Variable Courses

\*FOR A REPEATABLE COURSE; there may be extra steps required in the Course Section Information tab of SSASECT.\*

**What is a repeatable course?** A student can take more than one of these courses during the same term and get credit for both CRNs. Topic courses and independent studies are usually repeatable.

**How can we make sure a student gets credit for each CRN?** We must use different schedule types for each section (CRN) of the repeatable course. If the schedule type is not different; the student will not be able to enroll in more than one section of the course per term.

### **FOLLOW THE RULE Match the Schedule Type to the Section Number**

Schedule Types “T” stands for Topics”; “I” and “IN” stands for Independent Study

Example 1 Adding Section 10 of a Topics course = Using Schedule Type of T10.

Example 2 Adding Section 17 of an Independent Study course = Using Schedule Type of I17.

Example 3 Adding Section 3 of an Independent Study course = Using Schedule Type of IN3.

**Remember** A topics course (“T” Schedule Type) **MUST** have days/times (there are some exceptions).

Term: 201910 CRN: ADD 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 *	T10 ... Topics Ten	Special Approval	...		
Section *	10 ...	Instructional Method	...	Duration	...		
Cross List	...	Integration Partner	...	<input type="checkbox"/> Override Duration			

Term: 201910 CRN: 17451 Subject: ANTH Course: 460 Title: Independent Research				Start Over			
Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
▼ COURSE SECTION INFORMATION							
Subject *	ANTH ... ANTHROPOLOGY	Campus *	WM ... Main Campus	Grade Mode	...		
Course Number *	460 ...	Status *	A ... Active	Session	...		
Title	Independent Research	Schedule Type *	I17 ... Independent Study/Research 17	Special Approval	IN ... Instruct	...	
Section *	17 ...	Instructional Method	...	Duration	...		
Cross List	...	Integration Partner	...	<input type="checkbox"/> Override Duration			

Term: 201910 CRN: 16588 Subject: INRL Course: 480 Title: Independent Study				Start Over			
Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
▼ COURSE SECTION INFORMATION							
Subject	INRL ... INTERNATIONAL RELATIONS	Campus *	WM ... Main Campus	Grade Mode	...		
Course Number	480 ...	Status *	A ... Active	Session	...		
Title	Independent Study	Schedule Type *	IN3 ... Independent Study/Research 3	Special Approval	...		
Section *	03 ...	Instructional Method	...	Duration	...		
Cross List	...	Integration Partner	...	<input type="checkbox"/> Override Duration			

## Banner GRAD – SSASECT – Repeatable / Variable Courses

\*FOR A VARIABLE CREDIT COURSE; there may be extra steps required in the Course Section Information tab of SSASECT.\*

**What is a variable credit course?** A course that has multiple credit options so a student can personally choose the amount of credit hours from the credit hours available for a specific CRN. Most repeatable courses are variable credit.

**What is “hard coding” a variable credit CRN mean?** In the Banner course set up; selecting a specific credit option for the CRN. The result is that a student registering only has the choice of taking the CRN at that specified credit hour.

**Remember** Most variable credit courses with days and times should be hardcoded. Most variable credit courses without days and times are usually left variable (i.e. independent studies).

Example 1 Shows a variable credit course that has been hard coded to 3 credits. So, a student’s only credit option would be 3.

Example 2 Is the same course but has been left as variable credit. So, a student could choose 1, 2, 3 or 4 credits for the course.

The screenshot shows the 'CREDIT HOURS' configuration interface. On the left, under 'Credit Hours', there are three rows: 'Credit Hours', 'Billing Hours', and 'Contact Hours'. Each row has a range from 1.000 to 4.000 and a text input field containing '3.000'. Below each row are radio buttons for 'None', 'To', and 'Or', with 'To' selected. On the right, under 'Lecture', there is a range from 1.000 to 4.000 and a text input field containing '3.000', with 'Lecture Indicator' radio buttons 'None', 'To', and 'Or', and 'To' selected. Below that, 'Lab' and 'Other' sections have empty text input fields with red 'X' marks over them, and their respective indicator radio buttons are set to 'None'.

The screenshot shows the 'CREDIT HOURS' configuration interface. On the left, under 'Credit Hours', there are three rows: 'Credit Hours', 'Billing Hours', and 'Contact Hours'. Each row has a range from 1.000 to 4.000 and an empty text input field. Below each row are radio buttons for 'None', 'To', and 'Or', with 'To' selected. On the right, under 'Lecture', there is a range from 1.000 to 4.000 and an empty text input field, with 'Lecture Indicator' radio buttons 'None', 'To', and 'Or', and 'To' selected. Below that, 'Lab' and 'Other' sections have empty text input fields, and their respective indicator radio buttons are set to 'None'.

## **Banner GRAD – SSASECT – Repeatable / Variable Courses**

\*Most independent studies have an instructor but no days/times set.\*

**TO ADD AN INSTRUCTOR TO A COURSE WITHOUT DAYS/TIMES--** you must first Add and Save Meeting Dates and Credits information in the Schedule box on the Meeting Times and Instructor tab. Then you can add the instructor.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room A
			LC	3		3.000	<input type="checkbox"/>	

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### **For a Set Credit Hours Course:**

- In the Meeting Dates box—tab over to populate the start and end date.
- Continue to tab over or select the Meeting Location and Credits tab.
- In the Hours per Week field, type the # of the set credit hours of the course. Save.
- Add instructor. Save.

### **For a Variable Credit Hours Course:**

- In the Meeting Dates box—tab over to populate the start and end date.
- Continue to tab over or select the Meeting Location and Credits tab.
- In the Hours per Week field, type the lowest # of credits hours available for the course. Save.
- Add instructor. Save.

### **For a Variable Credit Hours Course that has been “Hardcoded”:**

- In the Meeting Dates box—tab over to populate the start and end date.
- Continue to tab over or select the Meeting Location and Credits tab.
- In the Hours per Week field, type the # of the credit hours that has been “hardcoded” for the course. Save.
- Add instructor. Save.