

## Banner – 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 – 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.

**CREDIT HOURS** [Insert] [Delete] [Copy] [Filter]

**Credit Hours**

Credit Hours	1.000	4.000	<input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	4.000	<input type="text" value="3.000"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	1.000	4.000	<input type="text" value="3.000"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

**Lecture**

Lecture	1.000	4.000	<input type="text" value="3.000"/>
Lecture Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

**Lab**

Lab	<input type="text"/>		
Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

**Other**

Other	<input type="text"/>		
Other Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

**CREDIT HOURS** [Insert] [Delete] [Copy] [Filter]

**Credit Hours**

Credit Hours	1.000	4.000	<input type="text"/>
Credit Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Billing Hours	1.000	4.000	<input type="text"/>
Billing Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or
Contact Hours	1.000	4.000	<input type="text"/>
Contact Hours Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

**Lecture**

Lecture	1.000	4.000	<input type="text"/>
Lecture Indicator	<input type="radio"/> None	<input checked="" type="radio"/> To	<input type="radio"/> Or

**Lab**

Lab	<input type="text"/>		
Lab Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

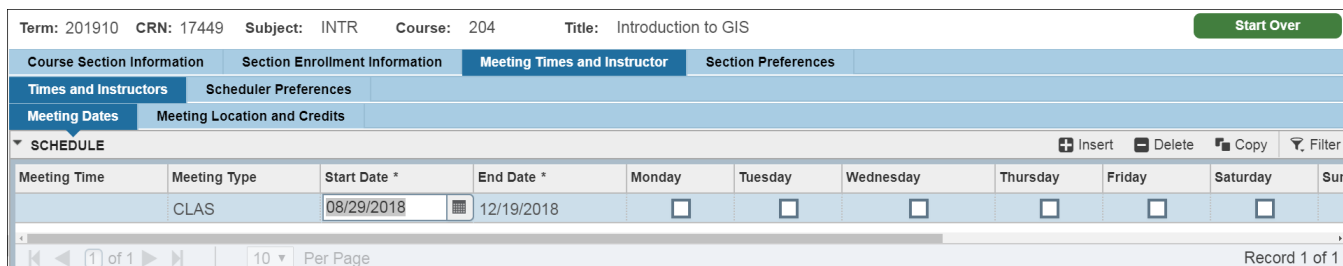
**Other**

Other	<input type="text"/>		
Other Indicator	<input checked="" type="radio"/> None	<input type="radio"/> To	<input type="radio"/> Or

## Banner – 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

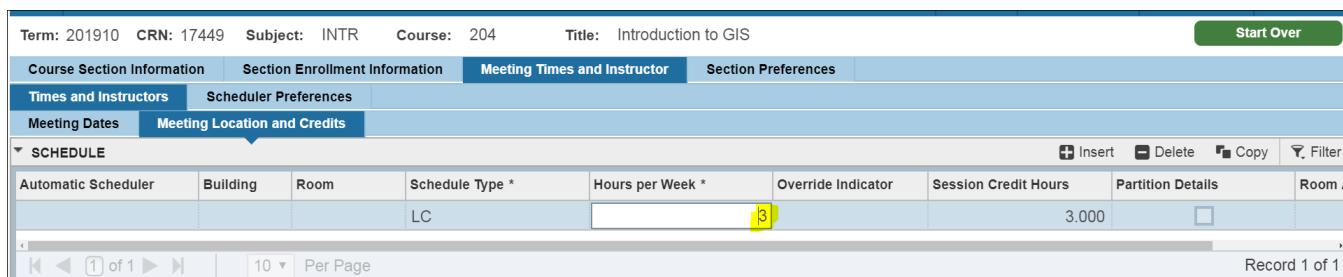
Times and Instructors Scheduler Preferences

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.