Class Schedules
Banner 7.4.0.1

Creating and Maintaining
Class Schedules
Training Guide
Appropriate Use and Security of Confidential and Sensitive Information

Due to the integration of Student, Human Resource, and Finance modules in Banner, it is imperative to understand the importance of records security in regard to the access to Banner. Access may be granted to information beyond what is needed to perform assigned office duties, but should be specific to only the areas of responsibility. Access to Banner has been granted based on job duties. It is each user's responsibility to ensure the information accessed is used appropriately.

Information access requires awareness and compliance with the Family Educational Rights and Privacy Act, because you have access to confidential information for currently enrolled and former students, it is important that you comply with and are aware of the FERPA. All student information, should be used for legitimate educational purposes only. It is necessary that All University employees become aware and sensitive to the following procedures.

Below are good standards university employees should always follow.

- Do not share password(s) or store them in an unsecured location.
- Do not leave a workstation unattended without first closing all securely accessed applications, it is the responsibility of all university employees to keep any activity attached to a login id secured.
- Do not share any confidential and sensitive information with anyone, including colleagues, unless it is to be used for legitimate educational purposes.
- Do not leave any documentation that includes student identifiable information at a workstation.
- ALWAYS, securely dispose of all documents, reports, screen prints, and handouts that contain confidential and sensitive information by destroying or shredding the documents.

Contact the Office of the Registrar or refer to the Office of the Registrar’s Website to find out more information pertaining to FERPA. www.reg.ttu.edu
Class Schedule
Building Sections
Banner 7.3
TTU

Building Sections

Courses from the Catalog are entered on SCACRSE where course definitions, rules, and restrictions are built, including Course Title, Course Department, CIP Code, Repeat Limits, Level of Course, Grading Mode Option, Schedule Type Options such as lecture, lab, discussions, and the Mode of Instruction such as the face to face, WEB, ITV, etc.

Before a section can be created, the course must exist in SCACRSE.

When a new section is created, additional information must be entered such as Section Number, Part of Term Value, Enrollment Limits, Credit Hours, Billing Hours, Lecture Hours and Contact Hours.

SCACRSE is maintained by the Department of Institutional Research.

SSASECT is maintained by each individual department. The department will assign personnel with the responsibility of maintaining and building the required sections needed for each academic term.

Banner Forms associated in building sections:

SSASECT  Main form used to create sections and set basic section information such as Section Number, Campus, Status, Schedule Type, Instruction Method, Grade Mode, Part of Term, Credit Hours, Billing Hours, Contact Hours, Link Identifier, Gradable Notation, Meeting Times and Instructor of Record

SSADETL  Used to set Links, Section Fees, Degree Attributes, Block Schedules and view Co-requisites.
Note: Section Fees will be maintained by the Student Business Services Office

SSAXLST  Used to set Cross Listed Sections

SSARRES  Used to set Restrictions such as College, Major, Class Level, Degree, Program, and Campus codes.

SSAPREQ  Used to set Test Score and Pre-Requisite Restrictions at section level.

SSATEXT  Used to insert Section Text and Long Text

SSASYLB  Used to enter Long Title, Learning Objectives, Material and Technical Requirements

SECURITY
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity
TIPS
Pre-Requisites
Pre-requisites are maintained by IRIM
Send all Pre-requisites changes to IRIM

Co-Requisites
Co-requisites must be added in Banner-Catalog before it will show up in the Section Area.
Submit all courses with Co-requisites to IRIM
Co-requisites are maintained in SCADETL

Course Info:
Tess Barlow
Ashley McPherson
742-2080 x382

Section Info:
Janessa Leisy
742-1484

Security
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Catalog Procedures
Changes to any course at Texas Tech University with the exception of the description or the prerequisite must be submitted on an Application for Course Approval form. This includes adding a new course, deleting an old or no longer needed course, as well as changing a course’s Texas CIP Code, teaching level, prefix, number, title, and contact hours. In order for a course addition, deletion, and/or change to be approved by the Texas Higher Education Coordinating Board and then reflected in the catalog, the following procedures have been established:

- A departmental representative fills out an Application for Course Approval form with the appropriate request and information on the course. (Please proofread carefully and complete all required information stated in the form.)
- The chairperson of the department and associate deans must review the application and approve it.
- Once approved and signed by the Chairperson and the Associate Dean:
  - Undergraduate applications are then sent to Sue Jones in Official Publications for review.
  - Graduate applications go to the Graduate School for review and approval prior to being sent to Sue Jones in Official Publications.
  - The application is then brought before the Academic Council meeting for review and recommendation to the Provost.
  - If approved, the form is then signed by the Senior Vice Provost.
  - The approved application is returned to Institutional Research (IRIM). IRIM Enter the course information in BANNER-Catalog Forms.
  - Copies of the approved application are provided to:
    - The originating department, the originating college, Academic Support and Facilities Resources, and Official Publications.
    - The original copy of the approved application will be maintained and filed in the Course Inventory Coordinator’s office (IRIM)
  - Institutional Research will submit reports of any additions, changes, or deletions to the Texas Higher Education Coordinating Board which will reflect the information on the TTU Course Inventory.

With those procedures in place, all course information should be identical in the BANNER-CATALOG, on the Coordinating Board’s Inventory of Courses, in the BANNER-Schedules, and online catalogs.

For Detail Procedures and copy of the Course Approval Forms, please go to Course Inventory website at:
http://www.irim.ttu.edu/Courseinventory.htm

Course Inventory listing for each department is now available online at:
http://www.irim.ttu.edu/Courseinventory.htm

Online course inventory listing website requires eRaider account and password to access.

Schedule Procedures
You will be notified via email when a term is available for data entry. Summer/Fall schedules are due by the first of April, while Spring schedules are due the first of October.

Just as with TechSIS, you must meet all Banner scheduling deadlines to maintain priority status on certain classrooms.

Always check to be certain you are in the correct term before entering data.

Permission is not required to add sections to a term.

It is essential that the correct activity type for each class is entered into the term file. Tuition and course fees depend on this information being correct, otherwise students will be under or over charged for their classes. Activity types are the same as in our current system: lecture (LEC), laboratory (LAB), independent study (IND), practicum (PRC), research (RES), seminar (SEM), dissertation (DSR), thesis (THS), remediation (REM), developmental (DEV), private lesson (PRI), no-credit lab (XCL), and ensemble (ENS).

Until you become more familiar with Banner, you might want to maintain a record of classes and corresponding CRNs as Banner works off CRNs rather than course numbers and sections. At this time, we are planning to roll CRNs from term to term (fall to fall, spring to spring, etc.). If you don’t know a CRN for a class, go to form SSASEQ and do a search.

If a class is to be taught pass/fail, Tess Barlow (tess.barlow@ttu.edu) in Institutional Research must be notified in advance. Also, do not overlook instruction mode. You need to indicate if a class is taught through distance education, on the web, etc.

Questions and concerns that involve class scheduling should be directed to Academic Support and Facilities Resources.
SSASECT - Schedule

Creating Sections

Go to...SSASECT

Key Block Area

Term: 200957 Spring 2009
    200977 Summer 2009
    201027 Fall 2009

CRN: Add
    [Next Block]

CRN

A CRN is a unique 5 digit identifier tied to a specific section for the term, similar to the call number in the Plus (TechSIS) System.

Step 2

SSASECT    Create a New Section

There are two ways to create sections.

1. Create New Section
   - Type in Term (200957)
   - Type in ADD in the CRN field
   - [Next Block]
   - Follow Step 3 & enter in course information

2. Copy Section
   - First Create the section “0” following the Create New section instructions - completely build the section.
   - Make note of CRN number
   - [Roll back]
   - Reenter Term (if needed)
   - Type in ADD in the CRN Field
   - [Tab]
   - Pop-up Window will appear
   - Type in Term & Default CRN (Section 0 CRN number)
   - [Tab]
   - Process Default Icon will become active
   - Click on Process Default Icon

Copy '0' Section

The only sections (CRN) that can be copied are ‘0’ sections. Sections 001, 002, 301, etc., cannot be copied.

Copied Sections will copy all information tied to section ‘0’
- Class Limit
- Section Fees
- Campus

SSASECT - Schedule

Tips

Navigate to Schedule
D/C: Student Folder
D/C: Class Schedule Folder
D/C: SSASECT

*D/C = Double Click

Two Ways to Build a Section

Create New Section
CRN: Add
    [Next Block]

Copy Section
CRN: Add
    [Tab]

Copy Sections

Only ‘0’ section numbers can be copied

Security

Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections

Audits are in place to check data integrity
Copy Section (continued)

All information pertaining to copied CRN will be populated in new section.

- Make note of new CRN
- Change to correct section number to 001, 001, 301, etc.
- Change any other appropriate information

Delete Section 0
After all sections have been copied & created - delete Section 0
- SSASECT
- Type in CRN & TERM
- [Next Block]
- Record/Remove (pull down menu)
- [Save]

### Step 3 SSASECT Build Section

#### Build the Section

**Subject:**
- **ENGL**

**Course Number:**
- 1301

Note: Title will populate in Title Field if Course Inventory has been created on SCACRSE

**Section Number:**
- 301-499 Credit Lab
- 501-599 No Credit Lab, Remediation
- 701-899 Discussions
- D01-D99 Distance Education
- H01-H99 Honors Sections
- GP1-GP9 Great Plains
- S01-S99 Service Learning
- CN1-CN9 Comanche Nation

**Cross List:**
- As Needed

**Campus:**
- TLB Lubbock TTU
- TDE Distance Education TTU
- TAM Amarillo TTU
- TDL Dallas TTU
- TFK Fredericksburg TTU
- THL Highland Lakes TTU
- TCN Comanche Nation TTU
- TEP El Paso TTU
- TIX International TTU
- TJN Junction TTU
- TJJ Junction Intercession I TTU
- TUK Other Texas Off Campus TTU
- TOD Odessa TTU
- TOT Out of State TTU
- TRP Reciprocal TTU
- TMD Midland TTU

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### Tips

Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections

Audits are in place to check data integrity
### SSASECT - Schedule

#### Status:
- O: Open
- X: Cancelled

#### Schedule Type:
- LEC: Lecture
- LAB: Laboratory
- DIS: Discussion
- XCL: No Credit Lab
- IND: Independent Study

Note: Schedule Types built for the course on SCACRSE will be the only options available in SSASECT

#### Instructional Method:
- Instructional Method will auto populate from SCACRSE

Note: Can be changed if needed
- Example: if a section is a ITV or WEB section, change default to appropriate code

#### Integration Partner:
- Leave Blank

#### Grade Mode:
- S: Standard Grade

Note: Grade Modes built for the course on SCACRSE will be the only options available in SSASECT

#### Session:
- Leave Blank

#### Special Approval:
- DP: Permission from Department
- IN: Permission from Instructor
- HR: Permission from Honors College

#### Duration:
- Leave Blank

#### Part of Term:
- 1: Full Term (Default Code)
- 1SU: 1st Summer
- 2SU: 2nd Summer

#### Registration Dates:
- Leave Blank

#### Start Dates:
- Leave Blank

#### Maximum Extension:
- Leave Blank

#### CEU Indicator:
- Leave Blank

#### Save - F10

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### Disclaimer

All valid values are not listed in instructions

* There are more Schedule Types than listed in the instructions

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### Security

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### Tips

#### Part of Term

Refer to STVTERM Academic Term Calendar

#### Grade Mode

- S: Standard Grade

Default Grade Mode

Do not use any other code prior to approval from Registrar’s Office.

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### SSASECT Required Fields

- Subject
- Course Number
- Section
- Campus
- Schedule Type
- Instructional Method
- Grade Mode
- Part of Term
- Credit Hours
- Billing Hours
- *Contact Hours
- Lecture (CH)
- Lab (CH)
- Other (CH)

CH = fields to be filled out in order to set contact hours

*Contact Hour Field will auto populate from Lec, LAB or Other hour field
SSASECT - Schedule

Section Hours

It is critical that the Credit Hours, Billing Hours, Contact Hours, Lecture Hours, Lab Hours are set correctly. *Student Tuition & Fee Billing* is calculated by the hours listed on SSASECT.

Basic credit hours are initially created on SCACRSE, but may be maintained or changed on SSASECT for a specific section.

Credit Hours are fixed or variable, and in some cases zero for non-credit labs, discussions, etc.

**CREDIT HOUR FORMAT IN PLUS AND BANNER**

**FIXED** courses with **ONE** Activity Type:
Example: AAEC 2305, LEC=3

<table>
<thead>
<tr>
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<th>Format in Banner</th>
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</thead>
<tbody>
<tr>
<td><strong>AAEC 2305</strong></td>
<td><strong>SCACRSE – Hours Format</strong></td>
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<td>[Image]</td>
<td>[Image]</td>
</tr>
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</table>

**All Fields (Billing, Credit, Contact) must be entered and CANNOT be left blank.**

<table>
<thead>
<tr>
<th>SSASECT – Hours Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEC – Lecture</strong></td>
</tr>
<tr>
<td>[Image]</td>
</tr>
</tbody>
</table>
**SSASECT - Schedule**

**FIXED** courses with **TWO** Activity Types:
Example: BIOL 1402, Contact Hours: LEC=3, XCL=3

All Fields (Billing, Credit, Contact) must be entered and CANNOT be left blank.

### Format in Plus
**BIOL 1402**

<table>
<thead>
<tr>
<th>CREDIT OFFERED</th>
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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>Minimum: 4.00</td>
<td></td>
</tr>
<tr>
<td>Connector: F</td>
<td></td>
</tr>
<tr>
<td>Max Repeat:</td>
<td></td>
</tr>
<tr>
<td>Financial: 4.00</td>
<td>Doctoral Fu</td>
</tr>
<tr>
<td>OrigFrmRpt:</td>
<td>Approval: 2</td>
</tr>
</tbody>
</table>

| Activities Group | Indiv Credit | |
|------------------|--------------|
| 1st: LEC | 3.00 | 4.00 |
| 2nd: XCL | 3.00 | 0.00 |
| 3rd: | | 0.00 |

### Format in Banner
**SCACRSE - Hour Format**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Low</th>
<th>Or/To</th>
<th>High</th>
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</thead>
<tbody>
<tr>
<td>CEU or Credit:</td>
<td>.000</td>
<td>OR</td>
<td>4.000</td>
</tr>
<tr>
<td>Billing:</td>
<td>.000</td>
<td>OR</td>
<td>4.000</td>
</tr>
<tr>
<td>Lecture:</td>
<td>.000</td>
<td>OR</td>
<td>3.000</td>
</tr>
<tr>
<td>Lab:</td>
<td>.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>.000</td>
<td>OR</td>
<td>3.000</td>
</tr>
<tr>
<td>Contact:</td>
<td>.000</td>
<td>OR</td>
<td>3.000</td>
</tr>
</tbody>
</table>

### SSASECT - Hours Format
**LEC - Lecture**

<table>
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<tr>
<th>CEU Indicator:</th>
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<tbody>
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<td>Credit Hours:</td>
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<tr>
<td>Billing hours:</td>
<td>.000</td>
</tr>
<tr>
<td>Contact Hours:</td>
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<tr>
<td>Lecture:</td>
<td>.000</td>
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<tr>
<td>Lab:</td>
<td>.000</td>
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<tr>
<td>Other:</td>
<td>.000</td>
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<tr>
<td>Link Identifier:</td>
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</table>

### SSASECT - Hours Format
**XCL - Non Credit Lab**

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<td>Contact Hours:</td>
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<tr>
<td>Lecture:</td>
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<td>Lab:</td>
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<td>Other:</td>
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<td>Link Identifier:</td>
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</tr>
</tbody>
</table>

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**Security**
Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections

Audits are in place to check data integrity
**Tips**

**FIXED** Courses with **TWO** Activity Types and **TWO** different Contact Hours:
Example: AAEC 3301, Contact Hours: LEC=2, XCL=3
All Fields (Billing, Credit, Contact) must be entered and CANNOT be left blank.

<table>
<thead>
<tr>
<th>Format in Plus</th>
<th>Format in Banner</th>
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<tbody>
<tr>
<td><strong>AAEC 3301</strong></td>
<td><strong>SCACRSE - Hour Format</strong></td>
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<tr>
<td>CREDIT OFFERED</td>
<td>Hours</td>
</tr>
<tr>
<td>Levels: U</td>
<td>Low</td>
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<tr>
<td>Maximum: 3.00</td>
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<tr>
<td>Curr/Approved:</td>
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</tr>
<tr>
<td>Contact Hours</td>
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<tr>
<td>Activities Group Indv Credit</td>
<td></td>
</tr>
<tr>
<td>1st: LEC 2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>2nd: XCL 3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>3rd:</td>
<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SSASECT - Hours Format</th>
<th>SSASECT - Hours Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEC - Lecture</strong></td>
<td><strong>XCL - Non Credit Lab</strong></td>
</tr>
<tr>
<td>CEU Indicator:</td>
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</tr>
<tr>
<td>Credit Hours:</td>
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<td>Contact Hours:</td>
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<td>Lab:</td>
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<td>Other:</td>
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</table>

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SSASECT - Schedule

**FIXED** Courses with **THREE** Activity and different Contact Hours:

- **CHEM** 1307, LEC=3, DIS=1, RCT=1
- **ANSC** 1401, LEC=3, XCL=3, DIS=1
- **PHYS** 1404, LEC=3, XCL=2, DIS=1

**Format in Plus**

CHEM 1307

<table>
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<table>
<thead>
<tr>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>1st: LEC 3.00</td>
</tr>
<tr>
<td>2nd: DIS 1.00</td>
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<tr>
<td>3rd: RCT 1.00</td>
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**Format in Banner**

SCACRSE - Hours Format

<table>
<thead>
<tr>
<th>Hours</th>
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<th>Or/To</th>
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<td>CEU or Credit</td>
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<tr>
<td>Billing</td>
<td>.000</td>
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<td>Lecture</td>
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<td>Lab</td>
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<tr>
<td>Other</td>
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<tr>
<td>Contact</td>
<td>1.000</td>
<td>OR</td>
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**SSASECT - Hours Format**

LEC - Lecture

<table>
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<tr>
<td>Credit Hours</td>
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<tr>
<td>Lab</td>
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<tr>
<td>Other</td>
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<td>Link Identifier</td>
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**SSASECT - Hours Format**

RCT & DIS - Recitation or Discussion

<table>
<thead>
<tr>
<th>CEU Indicator</th>
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<tbody>
<tr>
<td>Credit Hours</td>
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<td>Lab</td>
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<tr>
<td>Other</td>
</tr>
<tr>
<td>Link Identifier</td>
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</tbody>
</table>

**All Fields (Billing, Credit, Contact) must be entered and CANNOT be left blank.**

---

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### Tips

Continued from Previous Page

<table>
<thead>
<tr>
<th>SSASECT - Schedule</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Format in Plus</th>
<th>Format in Banner</th>
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<tbody>
<tr>
<td><strong>ANSC 1401</strong></td>
<td><strong>SCACRSE - Hours Format</strong></td>
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#### Format in Plus

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<tr>
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<tr>
<td>1st: LEC 3.00</td>
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</tr>
<tr>
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#### SSASECT - Hours Format

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| 3.000 |

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| 1.000 |

**All Fields (Billing, Credit, Contact) must be entered and CANNOT be left blank.**

### Security

Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections

Audits are in place to check data integrity
**Tips**

**Security**

Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections

Audits are in place to check data integrity

---

**Continued from Previous Page**

### Format in Plus
**PHYS 1404**

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**SCACRSE - Hours Format**

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<td>OR</td>
<td>4.000</td>
</tr>
<tr>
<td>Lecture:</td>
<td>.000</td>
<td>OR</td>
<td>3.000</td>
</tr>
<tr>
<td>Lab:</td>
<td>.000</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>OR</td>
<td>2.000</td>
</tr>
<tr>
<td>Contact:</td>
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<td>TO</td>
<td>3.000</td>
</tr>
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### SSASECT - Hours Format
**LEC - Lecture**

| CEU Indicator: | N | Credit Hours: | .000 | OR | 4.000 |
|                |   | Billing Hours: | .000 | OR | 4.000 |
|                |   | Contact Hours: | 1.000 | TO | 3.000 |
|                |   | Lecture: | .000 | OR | 3.000 |
|                |   | Lab: | .000 |      |      |
|                |   | Other: | 1.000 | OR | 2.000 |
|                |   | Link Identifier: |      |      |      |

### SSASECT - Hours Format
**XCL - Non Credit Lab**

| CEU Indicator: | N | Credit Hours: | .000 | OR | 4.000 |
|                |   | Billing Hours: | .000 | OR | 4.000 |
|                |   | Contact Hours: | 1.000 | TO | 3.000 |
|                |   | Lecture: | .000 | OR | 3.000 |
|                |   | Lab: | .000 |      |      |
|                |   | Other: | 1.000 | OR | 2.000 |
|                |   | Link Identifier: |      |      |      |

### SSASECT - Hours Format
**DIS - Discussion**

| CEU Indicator: | N | Credit Hours: | .000 | OR | 4.000 |
|                |   | Billing Hours: | .000 | OR | 4.000 |
|                |   | Contact Hours: | 1.000 | TO | 3.000 |
|                |   | Lecture: | .000 | OR | 3.000 |
|                |   | Lab: | .000 |      |      |
|                |   | Other: | 1.000 | OR | 2.000 |
|                |   | Link Identifier: |      |      |      |

---

**All Fields (Billing, Credit, Contact) must be entered and CANNOT be left blank.**
**Tips**

**SSASECT - Schedule**

**VARIABLE Courses**
AAEC 5000, PRC = 1-6

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<td><strong>SCACRSE - Hour Format</strong></td>
</tr>
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</table>

**Security**
Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections
Audits are in place to check data integrity

**Variable Credit Hours**

- Leave Credit Hours **Blank**
  * This is the ONLY time Credit and Billing hours are left blank*
- **Max Out** hours in Contact Hours

**SSASECT - Hours Format**
To create a section for a VARIABLE Course (V 1-6 hrs)

**Variable Credit Hours**

- Leave Credit Hours **Blank**
  * This is the ONLY time Credit and Billing hours are left blank*
- **Max Out** hours in Contact Hours
**SSASECT - Schedule**

### VARIABLE Courses

**DAN 3000**

#### Format in Plus

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#### Format in Banner

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<td>Lab:</td>
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<tr>
<td>Other:</td>
</tr>
<tr>
<td>Contact:</td>
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</table>

#### How to create Sections with a Variable Hours (V 1-3 hrs)

**Variable Credit Hours**

- Leave Credit Hours **Blank**
- *This is the ONLY time Credit and Billing hours are left blank*
- **Max Out** hours in Contact Hours

**Contact:**

Tess Barlow  
742-2080 x382  
IRIM

---

**Security**

Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections  
Audits are in place to check data integrity
SSASECT - Schedule

Tips

Critical
Enrollment Limits MUST be set

Make note of the CRN Number

Exception
If new sections are created AFTER REGISTRATION has begun, the SBS office MUST be notified in order to get fees set

Continue to do maintenance on SSASECT
Enter...
Days, Times,
Instructor,
Links

Security
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections

Audits are in place to check data integrity

Step 5 SSASECT Set Enrollment Numbers

Set Enrollment Limits

Important:
Enrollment Limits must be set, otherwise, the course will not be Open & Available for Registration

Options: (Pull down Menu)
Section Enrollment Information

Enrollment Data Block
- Maximum: Set Enrollment Limit

SAVE - F10

If Registration has Began - STOP -

Additional steps must be taken once Registration has begun
Critical Steps are required before Enrollment Limits are set

1. Create Section & Establish CRN
2. DO NOT set Enrollment Limits - leave default set to zero "0".
3. Contact the SBS Office to have fees set
4. Then, update Enrollment Limits to correct number

From this point, you can enter in Meeting Time information, Instructor information, set the Link Identifiers, or go to SSADETL, SSARRES, SSAPREQ, etc.

SSADETL Used to set Link Connectors, Block Schedules and Fees and view Co-Requisites
*Co-Requisites are maintained at the catalog level by IRIM

SSAXLST Used to set Cross Listed Sections

SSARRES Used to set Restrictions such as include or exclude a major.

SSAPREQ Used to view Pre-requisites.
*Pre-Requisites are maintained at the catalog level by IRIM

SSATEXT Used to enter in Long Text

SSASYLB Used to enter in Long Title
SSASECT - Schedule

Step 6  SSASECT  Link Identifier

Link Identifier: Use As Needed

Additional Instructions pertaining to Link Connectors are located in the SSADETL Section.

Links are used to tie lectures and labs sections together with the same course number.

Example: THA 3303 001 (Lecture)
          THA 3303 501 (Lab)

There is a relationship between the Link Identifier on SSASECT and the Link Connector on SSADETL.

Link Identifier: Identifies the Activity Type (Lecture, Lab, Discussion, etc)
Link Connector: Ties the Sections Together

Link Naming Convention:
L*  Lectures/Credit Labs
D*  Discussions
X*  No Credit Labs

SSASECT  SSADTL
THA 3303 001  THA 3303 001
Link Identifier ~ L1 (for lecture)  Link Connector - X1 (ties the Lab (501) to Lecture)

THA 3303 501  THA 3303 501
Link Identifier ~ X1 (for lab)  Link Connector - L1 (ties the Lecture (001) to Lab)

Example: Tie together - THA 3303 001 & 501

SSASECT  SSADTL
Link Identifier  Link Connector
CHEM 1107 301 - L1  CHEM 1107 301 - X1
CHEM 1107 302 - L2  CHEM 1107 302 - X2
CHEM 1107 303 - L3  CHEM 1107 303 - X3

CHEM 1107 701 - X1  CHEM 1107 701 - L1
CHEM 1107 702 - X2  CHEM 1107 702 - L2
CHEM 1107 703 - X3  CHEM 1107 703 - L3

Example:
Tie together - CHEM 1107 301 & 701
Tie together - CHEM 1107 302 & 702
Tie together - CHEM 1107 303 & 703

Tips

Links
Links are used to tie sections together with the same course number

Co-Requisites
Co-requisites are maintained at the Course Inventory Level (SCACRSE)

SCACRSE
Maintained by IRIM

Security
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity
SSASECT - Schedule

**Tips**

*Skip Step if the Section is Gradable*
Default is already set
Default = Gradable

---

**Gradable Field**

**Checked**
Student will receive Grade & Credit

**Unchecked**
Student will not receive Credit

---

**CAUTION**

Do not *uncheck* the Gradsable Field unless section is a non-gradable section.

If box is unchecked the student WILL NOT receive any CREDIT for the course.

---

**Voice Response & Self Service, and Gradable Course Option**

*Skip these Steps UNLESS a Section is Non-Gradable*

**CAUTION:**
If a section is *not checked* as “Gradable”
Students enrolled in the section will *not receive any grade or credit* for the course

---

**Attendance Method:**
Leave Blank

**Weekly Contact Hours:**
Leave Blank

**Daily Contact Hours:**
Leave Blank

**Print:**
*Check:* Leave Checked as Default

---

**Gradable:**

*Check:* Course is Gradsable Course

*Uncheck:* If Course is a non-gradable course
i.e. Discussion or non-credit lab

**Voice Response & Self Service Available:**

*Check:* Leave Checked as Default

**CAPP Areas for Pre-requisites**

*Check:* Indicates a Pre-Requisites is attached to course section

Pre-requisites: Default pulled from SCACRSE

---

**Tuition & Fee Waiver**

*Do NOT Change (Ask Student Business Office for Assistance)*

---

**Security**

Each person assigned to maintain course sections
**MUST ONLY** maintain their own Departments Sections

Audits are in place to check data integrity
SSASECT - Schedule

Room & Building
Times & Days

Days and Times are maintained in Banner
Rooms & Buildings are maintained in Ad Astra. Ad Astra training materials are supplied separately.

Once days and times are entered into Banner, the information will be feed into Ad Astra automatically at almost real time. The lag time is roughly 5 minutes at most.
Once rooms and buildings are entered into Ad Astra, the information will be feed into Banner automatically at almost real time. The lag time is roughly 5 minutes at most.

1. Click on Meeting Time pull down arrow
2. Search for appropriate Meeting Time Code
3. Select appropriate time (Highlight) and double click on Meeting Time field
4. The selected days & times will populate in.
5. [Save]

To Be Arranged Sections (AR)
1. Enter AR in the Meeting Time field or select the AR code using directions 1-5 above
2. Delete the Start and End time by highlighting 0000 press delete, tab to 0001 and press delete
3. Save

Manually/Non-Standard

Only Standard times have a Meeting Time Code—if a time you want to enter is not a standard time you must enter it manually. Before doing so, make sure you have approval from Academic Support & Facilities Resources.

Meeting Time Block
1. Tab
2. Tab
3. Click in the box of the appropriate day of the week (Monday, Wednesday, Friday, etc)
4. Enter in a Start Time & End Time (remember banner is set up with Military Time)
5. Save

Contact Info:

TTU
Janessa Leisy
742-1484

Security
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity
Change Meeting Time

1. Record/Remove the Meeting Time
2. [Save]
3. Enter the new meeting time
4. [Save]

*Note - To Make changes to the Meeting Time AFTER an instructor has been added you must first record/remove the instructor, then change the time, then add the instructor back on *

Delete the Meeting Time

1. Record/Remove the Meeting Time
2. [Save]

Step 9

| SSASECT | Instructor(s) |

Instructor Information

Shows Instructor(s) teaching the section with the percent load of responsibility calculation.

Multiple Instructors: Check ‘Primary Indicator Box’ for primary Instructor

Add an instructor by entering the Instructor ID in the ID Column

To search for an Instructor ID

1. Click on ID pull down arrow
2. Type in Last name & first name of appropriate faculty member (upper/lower case)
3. F8 to search
4. Select faculty member (highlight) and double click in ID field
5. The selected faculty will populate in.
6. [Save]

To change an Instructor

1. Record/Remove the Instructor
2. [Save]
3. Enter the Instructor ID or Search for an Instructor ID with Directions above
4. [Save]

Meeting Time Changes - After an Instructor is Added

Once an instructor has been entered on a section, the meeting time cannot be deleted. To edit the meeting time you must first record/remove the instructor, change the times, then re-add the instructor
SSASECT - Schedule

**TIPS**

Banner will not allow a section to be deleted once there is a student enrolled in the section.

**Security**

Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections.

Audits are in place to check data integrity.

---

**Step 10**

**SSASECT**

---

**Delete a Course Section**

Sections can ONLY be deleted prior to any enrollment in course section.

**How to Delete...**

*ENGL 1301 070*

**SSASECT**
Delete a section 2 ways,
--By using **Menu Bar** or **Icon** on Toolbar--

**Go to... SSASECT**

**Menu Bar**
1. Record (Menu Bar)
2. Remove [Save or F10]

**Icon**
1. Record Remove Icon [Save or F10]
SSADETL - Schedule Detail

Used to set:
- Link Connectors
- Block Schedules
- Co-Requisites (instructions on next page)
- Section Fees

Caution: - DO NOT TOUCH - Contact the SBS Office

- Degree programs Attributes

Caution: Do not remove any Degree Attributes without prior consent of the Office of the Registrar

Degree Program Attributes

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Link Identifiers

SSADETL - Schedule Detail

Link Connectors tied to Link Identifiers on SSASECT

SSARRES - Schedule Restrictions

SSARRES - Schedule Level

Used to set registration restrictions on specific course sections.

SCARRES - Catalog Level

Used to set registration restrictions at the Course Inventory Level.

Default rules will be pulled from the Catalog Level, but can be overridden at the Schedule Level.

SCARRES is maintained by IRIM

Additional restrictions can be set on a specific section instead of all sections on a course number.

Restrictions include:
- College
- Major
- Class
- Level
- Degree
- Program
- Campus Restrictions

Major Restrictions

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Caution: Degree Attributes

Do not remove any Degree Attribute without prior consent from the Registrar’s Office

Contact TTU - SBS Office

Contact IRIM to have restrictions removed or added at the Catalog level

Security

Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections

Audits are in place to check data integrity
SSADETL & SCADETL - Corequisites
Corequisites are course sections with different course names and/or course numbers that must be taken during the same term.

One way Rule
PHYS 1408: Math 1351 must be taken with PHYS 1408
MATH 1351: Does not require PHYS at the same time

Two Way Rule
CE 3309
CE 3171
Both courses MUST be taken together during the same Term

SCADETL
Co-Requisite must be entered at Catalog Level.
*IRIM will maintain the Corequisites at the catalog level.
Each department should supply IRIM with all possible co-reqs for each course.

SSADETL
After corequisite has been entered at the catalog level (SCADETL), for section level, the co-req should be entered on SCADETL as well.

Step 1
SCADETL
1. Submit corequisites to IRIM
   Set co-req on both CE 3171 CE 3309 Two Way Rule

Step 2
SSADETL
Department enters in co-req CRN on SCADETL
1. Tab down to the Corequisites Block
2. Click on the CRN pull down arrow - this will pop up all the valid Co-Reqs attached to the section
3. Highlight
4. [ok]

Security
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity
**Tips**

**Pre-Requisites**
All Pre-requisites will be built in CAPP and maintained by IRIM.

---

**SSAPREQ**

**Pre-Requisites Restrictions and Section Test Scores**
View Pre-requisites at the Section Level

**PRE-REQUISITES:**
Prerequisites are maintained by IRIM. Any new or changes to course prerequisites must be sent to Institutional Research. All prerequisites are coded and added using BANNER-CAPP Areas for Prerequisites in (SMAALIB/SMAAREA).

- A check mark next to CAPP Areas for Prerequisites in SCACRSE/SCAPREQ and SSASECT/SSAPREQ indicates that a course has prerequisites attached to it.

All Pre-requisites will be built in CAPP (Degree Audit System)

Submit all pre-requisite changes to IRIM

---

**SSRSECT**

Class Schedule Report
Comments will appear on SSRSECT

**Long Title**
Long Titles are set on SSASYLB

**Long Text**
Long Text is set on SSATEXT

---

**Security**
Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections

Audits are in place to check data integrity
SSASYLB - *Section Syllabus Form*

Used to set an extended title, add Learning Objectives, as well as note any required Materials or Technical Requirements at the Section Level.

**Adding an Extended Title**
1. Sections must first be built in **SSASECT**
2. Go to **SSASYLB**
3. Type in the **Term** and CRN
4. **[Next Block]**
5. Enter in Section Title (found on top of the screen) - Colon - Extended Title
   - Example: *Section Title : Extended Title*
6. **[Save]**

Press Next block to add learning objectives, Next block again to Required Materials, and Next Block a 3rd time to enter Technical Requirements.

All information entered here will be shown on the Students Web; the extended title is also visible on the Student Transcript.

**SSAACCL - Schedule Calendar**

Beginning and Ending dates of course section, Census Date, Number of weeks course section is held, and number of students enrolled in course sections.

This Information is pulled from SSASECT and the Academic Calendar (STVTERM)

Required Data to Activate Form: **Term and CRN**

**Query Only Form**

**Security**

Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections

Audits are in place to check data integrity.
SSAXLST - Schedule Cross List Definition

Used to create and maintain cross listed information associated with a group of sections. Cross Listed sections are two or more sections that are taught in the same room, at the same time, and by the same instructor. Cross Listed sections could be two undergraduate courses, or an undergraduate and a graduate course, etc.

Example: WS 2300 & HDFS 2300 (Gender Roles)

Cross List Identifier (Cross List Code) - A unique identifier supplied by IRIM in which cross listed courses will be grouped. Cross List groups are built on SSAXLST

Cross listed codes are located on pages 33 & 34 of instructions

Step 1
SSASECT
Sections must be first built in SSASECT with a valid enrollment limit set.

Step 2
SSAXLST

1. Type in Term
2. Type in appropriate Cross List Identifier - see definition above - ‘UA’
3. Set Maximum Enrollment (see tips)
4. [Next Block]
5. Enter in appropriate CRN numbers to be cross listed
6. [Save]
7. SSASECT - Cross List code is automatically added to SSASECT

Cross Listing Forms
SSAXLST Courses are group together per unique identifier.
SSAXMTI Query Only - Search by Cross List Identifier
SSAXLSQ Query Only - Can search for any Cross Listing Identifiers
SSASECT Once courses are identified on SSAXLST - code will be added to SSASECT

Security
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity

Cross List Code Legend
Contact IRIM to request additional codes

Cross List Enrollment
Maximum Enrollment must be the total enrollment of each attached cross listed section

Example:
SSASECT
HDFS 2300 - 30 Max
WS 2301 - 30 Max

SSAXLST
Maximum Enrollment
60 (or higher) Max

Cross List Code can be entered on SSAXLST or SSASECT.

Cross Listing Forms
SSAXLST
SSAXLSQ - Query
SSAXMTI - Query
SSASECT

Enter all Sections

Note: When increasing enrollments for Cross Listed sections, you must also return to SSAXLST and increase the max enrollment here.
SSASECT
Meeting times
Meeting Times must be the same on all cross listed courses
If meeting times are changed, a warning window will pop-up to warn you
to change the time on each CRN that are Cross Listed.

Instructor
An instructor needs to be entered on each section.
The 2nd section built requires to have a “O” “Override Indicator” set.

Ad Astra - Scheduling Cross Listed Courses
The Cross Listed Code must first be entered in Banner before they can be
scheduled appropriately in Ad Astra.

Tips

Security
Each person assigned to maintain course sections
MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity
Tip
SSAXLSQ - Schedule Cross List Query
Displays all sections affiliated with a cross list group identifier on SSAXLST
Can search for all Cross List codes for all or specific Terms

Basic Search
1. Type in Term
2. Type in Appropriate Cross List Code to Search or search for All Cross List Codes
3. [F8]

Search for All Cross List Codes
1. Type in Term
2. Leave Cross List field Blank
3. [F8]
4. Click on Cross List code (highlight) to view Cross List Sections in below block

Search for Specific Cross List Code
1. Type in Term
2. Type in Cross List Code in Cross List field to view courses attached to specific Cross List code (Example: type in GU to view courses attached to GU cross list code)
3. [F8]
4. Lists Courses attached to Cross List code

SSAXMTI - Cross List Meeting Time/Instructor Query
Search by Term & Cross Listed Group Identifier (Cross List Code)
Shows calendar date, meeting time, days, building, room and Instructor.

Security
Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity
**SSABLCK** - *Block Schedule Control*

Used to create a set of sections related to a block code for a specific term.

*Example:*

1. Term: 200953
2. Block Code: MED1st
   [Next Block]
3. Enter in all CRN (course sections) included in the Block
   [Save or F10]

After a block code is created, it is then assigned to a student on the General Student Form (SGASTDN), or the Student Registration Form (SFAREGS).

*Important*
Contact Academic Support and Facilities Resources prior to creating any Blocks

**SSABSCQ/SSABLKQ** - *Block Schedule Query*

**SSABSCQ** - *Block Schedule Section Query Form*

Used to list all sections that have a block schedule code connected to it for a term

**SSABLKQ** - *Block Schedule Query*

Displays all block schedule codes created for a Term.

Query - can be searched by CRN or by all block schedules for a Term.

*Query Only Form*
SSASECQ - Schedule Section Query Form

Used to look up course sections

Displays course sections, course title, section status, campus, link, cross list, maximum enrollment, and number of students enrolled in course section.

Search by any of the fields located on SSASECQ.

**Basic Search:**
Search by **Term, Subject, Course**

Enter in...
Term: 200957
Subject: AAEC

Pulls up all AAEC course sections being taught for Spring 2009

**Query Only Form**
Class Schedule Summary

1: **SSASECT**
   - Create Section & CRN
   - Create Section Criteria
   - Build Section Credit Hours
   - Set Enrollment Limit
   - Build Meeting Times and Days
   - Add Instructors
   - Set Link Identifiers (if needed)
   - Grable Course Code
     - Change only if course is non-gradable

2: **SSADETL**
   - Set Link connectors (if needed)
   - Set Block codes (if needed)
   - View Co-Requisites

3: **SSARRES**
   - Add/Remove Restrictions (if needed)

4: **SCADETL**
   - Co-Req - Maintained by IRIM
     - *Course Inventory

5: **SSASYLB**
   - Enter Long Course Text or Extended Title

**SSASECQ**
- Course Search

**SSACCL**
- Course Section Calendar

---

### Class Schedule

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Security
Each person assigned to maintain course sections **MUST ONLY** maintain their own Departments Sections
Audits are in place to check data integrity

---

Tips

**Schedule**
Janessa Leisy
742-1484

**Catalog**
Tess Barlow
742-2166

**Ad Astra**
Janessa Leisy
742-3658

**Faculty Information**
Janessa Leisy
742-1484

**Pre-Requisites**
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**CAPP**
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Tips

Each person assigned to maintain course sections MUST ONLY maintain their own Departments Sections
Audits are in place to check data integrity

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Department Abbreviations

IRIM  Institutional Research and Information Management
ASFR  Academic Support and Facilities Resources
SBS   TTU Student Business Office
HSC Bursar  TTUHSC Bursar’s Office
TTU OR  TTU Office of the Registrar
HSC OR  HSC Office of the Registrar
### Agriculture
- Ag Ed and Communications: AA, AB, AC
- Agricultural Economics: AD, AE, AF, AG, AH, AJ
- Animal & Food Sciences: AK, AL, AM, AN, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ
- Landscape Architecture: BA, BB, BC, BD, BE, BF, BG, BH, BJ, BK
- Plant & Soil Science: BL, BM, BN, BP, BQ, BR, BS, BT, BU, BV
- Natural Resources Management: CA, CB, CD, CE, CF, CG, CH, CJ

### Architecture
- Architecture: CM, CN, CP, CQ, CR, CS

### Arts & Sciences
- Biological Science: DA, DB, DC, DD, DE, DF, DG, DH, DJ, DK, DL, DM
- Chemistry & Biochemistry: DQ, DR, DS, DT, DU, DV, DW, DX
- Class & Mod Lang & Lit: EA, EB, EC, ED, EE, EF, EG, EH
- Communications Studies: EP, EQ, ER, ES, ET, EU
- Economics & Geography: FA, FB, FC, FD, FE, FF, FG, FH, FJ, FK, FL, FM
- English: FS, FT, FU, FV, FW, FX
- Environmental Toxicology: GA, GB, GC
- Geosciences: GG, GH, GJ, GK, GL, GM
- History: GR, GS, GT
- Health, Exercise & Sports Science: GW, GX, GY
- Mathematics and Statistics: HA, HB, HC
- Philosophy: HJ, HK, HL
- Physics: HP, HQ, HR
- Political Science: HU, HV, HW
- Psychology: HX, HY, HZ

### Business Administration
- Business Administration: KA, KB, KC, KD, KE, KF, KG, KH

### Education
- Education: KN, KP, KQ, KR, KS, KT, KU, KV

### Engineering
- Chemical Engineering: LA, LB, LC, LD, LE, LF, LG, LH
- Civil and Environmental Engineering: LM, LN, LP, LQ, LR, LS
- Computer Science: LU, LV, LW
- Engineering Physics: MP, MQ, MR
- Engineering Technology: MS, MT, MU
- Industrial Engineering: MV, MW, MX
- Mechanical Engineering: NA, NB, NC, ND, NE, NF, NG, NH, NJ, NK, NL, NM, NN, NP, NQ
- Petroleum Engineering: NT, NU, NV
### Texas Tech University
### Cross Listed Codes

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