

How do I enter a TBA course in Banner?

If you have classes that are scheduled as TBA like practicum's, internships, etc; follow these steps in Banner to ensure the proper meeting time information is entered. Do not leave it blank!

To Be Arranged Sections (AR)

1. Banner on the SSASECT form; enter the CRN and Term
2. [Next Block]
3. [Next Block] – you should be on the meeting times screen
4. Click on **Meeting Time** pull down arrow
5. **Search** for appropriate Meeting Time Code –**AR** for To Be Arranged

Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
AR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000	0001	22-APR-2008
M1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	11-APR-2008
M2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	11-APR-2008
M3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	11-APR-2008
M4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	11-APR-2008
M5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250	11-APR-2008
M6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350	11-APR-2008
M7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450	11-APR-2008
M8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1550	11-APR-2008

6. **Select** the AR line to Highlight and double click
7. The selected code will populate in leaving the Days blank and filling in 0000 and 0001 for the start and end time
8. [Save]
9. Now go back and **Delete the Start and End time** by highlighting 0000 press delete, tab to 0001 and press delete
10. [Save]

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time
	CLAS	07-JAN-2009	05-MAY-2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The course will now be fed to Ad Astra and be a pink color on your section grid. This is another tool to inform you that the section is a TBA and does not need a room assignment but has the correct time code. If in Ad Astra you see a start and end time of 1200am – 1201am you need to go back into banner and follow the steps above starting with steps 1-3 (skip steps 4-8) and 9-10.

	Discussion	Killman, Letitia Janet		12:00 AM	12:01 AM	
	Discussion	Alexander, Karen Leigh		12:00 AM	12:01 AM	
	Lecture		M/W	9:00 AM	9:50 AM	
	Independent Study					
	Dissertation					