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Using SSASECT in INB
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2. To add a new course, type “ADD” in the CRN box

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1. **Subject (4 characters)** - ENGL
2. **Course number** - 1010
3. **Title** - should automatically populate after course number is entered
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11. **Credit Hours** - Course will already be assigned a credit hour, either variable or set.

* Note: All other boxes on the “Course Section Information” screen will be left blank.
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Variable credit hour courses MUST be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes below the “credit hour” box AND the “billing hour” box.

Once the Credit and Billing Hours have been entered, hit “save”

The blank boxes below credit and billing must BOTH BE ENTERED if the course is variable. If one is left blank, it will automatically default to the lowest credit (which could heavily impact a student’s fees/financial aid).
* Entering Section Enrollment:
  * Next, click on the “Section Enrollment Information” tab
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**Entering the Meeting Times and Instructor:**

1. Next, click on the “Meeting Times and Instructor” tab
2. Hit the “tab” button twice and the meeting start and end dates will automatically populate. DO NOT alter these dates!
3. At this point, enter the days and times (must be in military time)
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* Entering Building and Room

1. Click on the “Meeting Location and Credits” tab
2. Enter the building code and room in the respective boxes
   - Online Courses will have a Building Code of “COURSE” and Room of “ONLINE”
   - Winter Courses will have a Building Code of “WINTER” and Room of “SESSION”
3. After entering this information, click “save”
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1. Hit the “next block” key or CTRL+Page Down
2. In the ID box, enter the instructor’s E#
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2. To add a new course, type “ADD” in the CRN box

3. Click the “next block” button on the toolbar or CTRL+Page Down to get down to the “Subject” box.
**Entering Course Info:**

1. **Subject (4 characters)** - ENGL
2. **Course number** - 1010
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