How to Build a Course

Using SSASECT in INB

EAST TENNESSEE STATE
UNIVERSITY

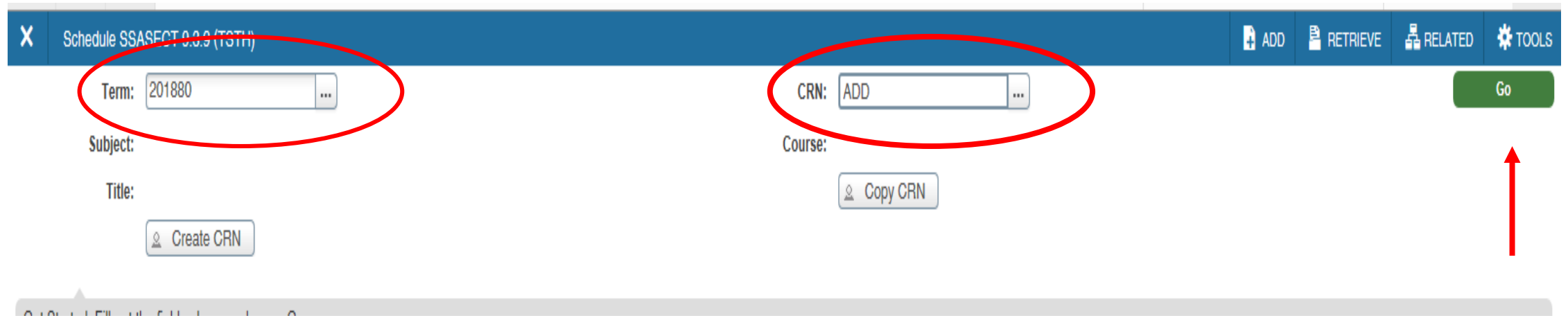Type SSASECT in your Banner 9 "Welcome" box.
Then press Enter or Click on "Schedule".

Entering the Course Section Information:

1. Type in the appropriate term in the term box
    *For Spring- Type the year and then 10 (example: 201810)
    *For Summer- Type the year and then 50 (example: 201850)
    *For Fall- Type the year and then 80 (201880)
2. To add a new course, type "ADD" in the CRN box
3. Click the green "GO" button on the right hand side.

EAST TENNESSEE STATE UNIVERSITY

Entering Course Info:

Step 3

- **1. Subject (4 characters) -** ENGL
- **2 Course number -** 1010
- **3. Title -** should automatically populate after tabbing.
- **4. Section number -** See section number rubrics (Spring & Fall) (Summer)
- **5. Campus -** 23M or Appropriate Campus Code
- **6. Status A -** Active
- **7. Schedule type -** Lec, Lab, L/L
  - (Click on drop down, it automatically populates for you. This can **NOT** be changed.)
- **Instructional Method -** CON (This automatically populates but you can change it.)
- **8. Integration Partner -** D2L (manually entered; always D2L)
- **9. Part of Term -** See Part of Term rubric
  - ***Be sure to hit TAB**
- **10. Hit Save button (Bottom right)**
- **11. Credit Hours- Course will already be assigned a credit hour, either variable or set.**

*See next slide for example.

EAST TENNESSEE STATE
UNIVERSITY

Entering Course Info Continued:

Variable Credit

- Once a course is built, it can either be a set credit hour course or a variable credit hour course.

- Courses that are variable credit courses will look like this:

- When the "To" option is checked, that indicates a variable credit hour course.

- Variable credit hour courses MUST be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes beside the "credit hours" boxes **AND** the "billing hour" boxes.

- 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.)

- Once the Credit and Billing Hours have been entered, hit "save"

EAST TENNESSEE STATE
UNIVERSITY

Entering Section Enrollment:

- Next, click on the "Section Enrollment Information" tab
- The only box to be filled in will be the max enrollment box.
- Click Save at the bottom right.

Entering the Meeting Times and Instructor:

- 1.. Next, click on the "Meeting Times and Instructor" tab
- 2. Hit the "tab" button three times and the meeting start and end dates will automatically populate along with meeting type. DO NOT alter these dates!
- 3. At this point, enter the days and times (must be in military time)
- Click "save" (The save button is located in the bottom right hand corner)

Course Section Information	Section Enrollment Information	Meeting Times and Instruc
Times and Instructors	Scheduler Preferences	
Meeting Dates	Meeting Location and Credits	

▼ SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Mor
	CLAS	08/27/2018	12/14/2018	

Note You must click in the space below "Start Time" and "End Time" to get the text box to pop up.

Schedule SSASECT 9.3.9 (TSTH)

ADD   RETRIEVE   RELATED   TOOLS

Term: 201880   CRN: 85981   Subject: ENGL   Course: 1010   Title: Crit Read/Expos Writing   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	Start Time	End Time	Session Indicator *
	CLAS	08/27/2018	12/14/2018	☐	☐	☐	☐	☐	☐	☐			01

◄ ◄ 1 of 1 ► ►   10 ▾ Per Page   Record 1 of 1

▼ INSTRUCTOR   Insert   Delete   Copy   Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

◄ ◄ 1 of 1 ► ►   10 ▾ Per Page   Record 1 of 1

EAST TENNESSEE STATE UNIVERSITY

Meeting Type

- Meeting Type will automatically default to "CLAS." During pandemic this will have to be manually updated to reflect the section number and meeting type of the course.

• **Entering Building and Room**

- Click on the "Meeting Location and Credits" tab
- 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"
- After entering this information, click "Save"

- Next click on Meeting Location and Credits.

- If no days and times are entered for the course, hit "save," and the cursor will flash in the "hours per week" box. Enter the credit hour for the course in the "hours per week" box. Hit "save." **(This must be entered or it will NOT let you save).**

X	Schedule SSASECT 9.3.9 (TST)				ADD	RETRIEVE	RELATED	TOOLS

Term: 201880   CRN: 85982   Subject: PSYC   Course: 1310   Title: Intro To Psych   **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 Attribute Details
			LEC	3		3.000	☐	☐

|◄ ◄ 1 of 1 ► ►| 10 ▾ Per Page   Record 1 of 1

▼ INSTRUCTOR   Insert   Delete   Copy   Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					☐	☐	

|◄ ◄ 1 of 1 ► ►| 10 ▾ Per Page   Record 1 of 1

EAST TENNESSEE STATE
U N I V E R S I T Y

Entering the Instructor's ID:

1. Hit the "next block" key or ALT+Page Down
2. In the ID box, enter the instructor's E#
3. If E# is not known, use the drop down menu to find instructor by first and last name.
4. Hit "save"

Frequently Encountered Problems

- ## Error: Person not an instructor
  - Not everything has been approved and finalized on HR's end. We cannot override this error message.
- ## Credit Hour needed not listed
  - If a course is a variable credit, it was approved through CPS with certain hours; those hours are all that can be picked.
  - If a course is a set credit hour, that is how it was approved through CPS and can only be built with that credit hour.
- ## Room Conflict or Room Needed
- ## "Blank Meeting times" for courses that are online
- ## Grade Mode (DO NOT ENTER ON 1ˢᵗ TAB)
- ## Military Time
- ## Part of Term (no POT 1 in Summer!)
- ## Section Number/Campus Code/Instructional Method Matching

EAST TENNESSEE STATE UNIVERSITY

Spring Course Building Timeline
(Subject to change)

Date	Event
Last Monday in July	Begin keying Spring Schedule
First Monday in September	First proof out by 4:00pm
Third Monday in September	Final proof out by 4:00pm
First Friday in October	No more changes for Spring by departments
Second Monday in October	Begin hand assigning rooms for Spring

Summer and Fall Course Building Timeline

Date	Event
Third Thursday in January	Begin keying Summer and Fall Schedule
Second Friday in February	First proof out by 4:00pm
Last Friday in February	Final proof out by 4:00pm
Second Monday in March	No more changes for Summer by departments
Third Monday in March	No more changes for Fall by departments
Third Wednesday in March	Begin hand assigning rooms for Spring

EAST TENNESSEE STATE
UNIVERSITY

Submitting "Blue Cards"

- Course Schedule Change Form: Changing, canceling or adding a course after access has been cut off.

EAST TENNESSEE STATE
UNIVERSITY

- Whenever a student is enrolled in a course and a change is being made to that particular course, a blue card is required AND an administrative memo.
- The following changes will require an administrative memo to be completed:
  1. Day/time change or addition
  2. Credit hour change
  3. Campus code change
  4. Part of term change
  5. Instructional method change

  ***Max enrollment and building/room changes do not require a memo.

EAST TENNESSEE STATE
U N I V E R S I T Y

Resources

Additional Resources

Registration Resources

Summer 2020 Resources

Summer 2020 Schedule of Classes (PDF) *updated August 14, 2020
Summer and Fall 2020 Registration Guide (PDF)*updated April 1, 2020
Summer and Fall 2020 First Available Registration Times (PDF)

Fall 2020 Resources

Fall 2020 Schedule of Classes (PDF) *updated August 14, 2020
Summer and Fall Registration Guide 2020 (PDF)*updated April 1, 2020
Summer and Fall 2020 First Available Registration Times (PDF)

Course Building Resources

- Active Off Campus Site Codes Sorted by Code (PDF) *updated March 30, 2020
- Approved Instruction Method Codes and Descriptions (PDF)
- Building Codes (PDF) *updated January 2020
- How to Build a Course in Banner (PDF)*updated August 17, 2020
- Section Number Rubric (PDF)*updated November 2018
- Spring Course Building Timeline (PDF)*updated September 4, 2018
- Summer & Fall Course Building Timeline (PDF)*updated January 17, 2019
- Summer 2020 Section Number/Session Code Rubric (PDF)*updated January 2020
- Registrar Scheduled Rooms-Complete List (PDF)*updated December 3, 2018
- Part of Term Rubric (PDF)* March 2016
- Policies Related to Scheduling Graduate Courses (4956/5956/4xx7/5xx7)
- Credit Hours-How to set section credit (PDF)*updated July 25, 2018
- Administrative Memo Workflow Chart (PDF)*updated May 23, 2016

EAST TENNESSEE STATE
UNIVERSITY

Registration Staff

Vacant	Vacant	Jessica Winkle Barrett	Hannah Benfield Rhoades
439-7097	439-6891	439-4744	439-6817
		winklej@etsu.edu	benfieldh@etsu.edu
Student Records Coordinator	Student Records Coordinator	Assistant Registrar-Registration & Scheduling	Associate Registrar-Registration

EAST TENNESSEE STATE
UNIVERSITY