How to Build a Course
Using SSASECT in INB
* Type SSASECT in your INB “Go To” box

- Go To... SSASECT
  - Welcome, Andrew Howell

- My Links
  - Change Banner Password
  - Check Banner Messages
  - Personal Link 1
  - Personal Link 2
  - Personal Link 3
  - Personal Link 4
  - Personal Link 5
  - Personal Link 6

- My Institution

- Banner Broadcast Messages
**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 “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
3. **Title** - should automatically populate after course number is entered
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 (automatically populates)
8. **Instructional Method** - CON, etc. (use drop down menu)
9. **Integration Partner** - D2L (manually entered; always D2L)
10. **Part of Term** - See Part of Term rubric
    
    *Be sure to hit TAB*
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.
* Note: If a course is a web-based (online) course, WEB must be entered in the instructional method box.
* Note: CRN will populate in the “CRN” box once this information is entered and saved.
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 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
  * The only box to be filled in will be the max enrollment box
  * Enter the max enrollment number and hit “save”
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)
4. Hit “save”
* 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.”
* Entering Building and Room

1. Click on the “Meeting Location and Credits” tab
2. Enter the building code and room in the respective boxes
   1. Online Courses will have a Building Code of “COURSE” and Room of “ONLINE”
   2. Winter Courses will have a Building Code of “WINTER” and Room of “SESSION”
3. After entering this information, click “save”
* Entering the Instructor’s ID:
  1. Hit the “next block” key or CTRL+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
* Spring Course Building Timeline  
  *(Subject to change)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Monday in July</td>
<td>Begin keying Spring Schedule</td>
</tr>
<tr>
<td>First Monday in September</td>
<td>First proof out by 4:00pm</td>
</tr>
<tr>
<td>Third Monday in September</td>
<td>Final proof out by 4:00pm</td>
</tr>
<tr>
<td>First Friday in October</td>
<td>No more changes for Spring by departments</td>
</tr>
<tr>
<td>Second Monday in October</td>
<td>Begin hand assigning rooms for Spring</td>
</tr>
</tbody>
</table>

* Summer and Fall Course Building Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Thursday in January</td>
<td>Begin keying Summer and Fall Schedule</td>
</tr>
<tr>
<td>Second Friday in February</td>
<td>First proof out by 4:00pm</td>
</tr>
<tr>
<td>Last Friday in February</td>
<td>Final proof out by 4:00pm</td>
</tr>
<tr>
<td>Second Monday in March</td>
<td>No more changes for Summer by departments</td>
</tr>
<tr>
<td>Third Monday in March</td>
<td>No more changes for Fall by departments</td>
</tr>
<tr>
<td>Third Wednesday in March</td>
<td>Begin hand assigning rooms for Spring</td>
</tr>
</tbody>
</table>
Course Schedule Change Form:
Changing, canceling or adding a course after access has been revoked.
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.***
Forms

Faculty Forms

Address Change
Administrative Student Schedule Adjustment Memo [template]
Confidentiality Form
Course Schedule Change Form (Electronic Version)
Event Reservation Form
Faculty Regalia Order Form paper
Off Campus Site Approval Request Form
Request to Make a Significant Change in a Classroom
Student Course Title Transcript Update Form (Electronic Version)
Undergraduate Course Substitution Form

Student Forms
Resources

https://www.etsu.edu/reg/registration/resources.php

Please visit GoldLink and click on the Immunization Status link to view missing requirements. Missing requirements will be noted in RED. To view the State of Tennessee Immunization Requirements and to determine how to meet the missing requirements related to registration, please visit the Student Health Services website.

Spring 2018 Resources
- Spring and Winter 2016 Schedule of Classes (PDF)*updated March 2, 2018
- Spring and Winter 2016 Registration Guide (PDF)*updated November 22, 2017
- Spring and Winter 2016 First Available Registration Times (PDF)

Summer 2018 Resources
- Summer 2018 Schedule of Classes (PDF)*updated March 20, 2018
- Summer 2018 Registration Guide (PDF)*updated March 7, 2018
- Summer and Fall 2018 First Available Registration Times (PDF)

Fall 2018 Resources
- Fall 2016 Schedule of Classes (PDF)*updated March 21, 2018
- Fall 2016 Registration Guide (PDF)*updated March 7, 2018
- Summer and Fall 2016 First Available Registration Times (PDF)

Course Building Resources
- Active Off Campus Site Codes Sorted by Code (PDF)*updated March 3, 2018
- Approved Instruction Method Codes and Descriptions (PDF)
- Building Codes (PDF)*updated November 2017
- How to Build a Course in Banner (PDF)*updated October 2015
- Section Number Rubric (PDF)*updated May 2017
- Spring Course Building Timeline (PDF)*updated January 24, 2017
- Summer & Fall Course Building Timeline (PDF)*updated June 14, 2016
- Summer 2018 Section Number/Session Code Rubric (PDF)*updated January 2018
- Registrar Scheduled Rooms Complete List (PDF)*updated August 3, 2017
- Fall of Term Rubric (PDF)*March 2016
- Policies Related to Scheduling Graduate Courses (4956/5956/4xx75xx7)
- Credit Hours—How to set section credit (PDF)*updated July 26, 2015
- Administrative Memo Workflow Chart (PDF)*updated May 23, 2016
## Registration Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Staff</td>
<td>Andrew Howell</td>
<td><a href="mailto:howella@etsu.edu">howella@etsu.edu</a></td>
<td>439-7097</td>
</tr>
<tr>
<td></td>
<td>Jessica Barrett</td>
<td><a href="mailto:winklej@etsu.edu">winklej@etsu.edu</a></td>
<td>439-6891</td>
</tr>
<tr>
<td></td>
<td>Hannah Rhoades</td>
<td><a href="mailto:benfieldh@etsu.edu">benfieldh@etsu.edu</a></td>
<td>439-4744</td>
</tr>
<tr>
<td>Technical Clerk</td>
<td></td>
<td></td>
<td>439-6817</td>
</tr>
<tr>
<td>Assistant Registrar-Registration &amp; Scheduling</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Associate Registrar-Registration</td>
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