



# How to Build a Course

Using SSASECT in INB

\* Type SSASECT in your INB “Go To” box

The screenshot shows a web browser window displaying the Banner system interface. The browser's address bar shows the URL: `General Menu GUAGMNU 8.6.4 (PROD) - Thursday, April 26, 2018 - Last login Thursday, April 26, 2018 08:05:14 AM`. The main content area features a "Go To..." search box with the text "SSASECT" entered. To the right of the search box, the text "Welcome, Andrew Howell." is visible, along with a "Products:" dropdown menu and links for "Menu", "Site Map", and "Help Center".

The left sidebar contains a tree view of folders under "My Banner":

- My Banner
  - Banner
    - Student [\*STUDENT]
    - Advancement [\*ALUMNI]
    - Finance System Menu [\*FINANCE]
    - Human Resources [\*HRS]
    - Financial Aid [\*RESOURCE]
    - General [\*GENERAL]
    - Document Management [\*BDM]
    - Banner Security [\*SECURITY]

The right sidebar contains a "My Links" section with the following 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

Below the "My Links" section is a "My Institution" section with a purple square containing the "ellucian." logo.

At the bottom left, there is a section titled "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.

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: ADD Create CRN: Copy CRN: Subject: Course: Title:

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: [ ] Title: [ ] CEU Indicator:

Course Number: [ ] Section: [ ] Title: [ ] Credit Hours: [ ]  None  To  Or [ ]

Cross List: [ ] Billing Hours: [ ]  None  To  Or [ ]

Campus: [ ] Status: [ ] Contact Hours: [ ]  None  To  Or [ ]

Schedule Type: [ ] Instructional Method: [ ] Lecture: [ ]  None  To  Or [ ]

Integration Partner: [ ] Grade Mode: [ ] Lab: [ ]  None  To  Or [ ]

Session: [ ] Special Approval: [ ] Other: [ ]  None  To  Or [ ]

Duration: [ ] [ ] [ ] Link Identifier: [ ]

Override Duration:

Part of Term: [ ] [ ] [ ] Attendance Method: [ ]

First Last Weekly Contact Hours: [ ]

Registration Dates: [ ] [ ] [ ] Daily Contact Hours: [ ]

Start Dates: [ ] [ ] [ ]  Print  Voice Response and Self-Service Available

Maximum Extensions: [ ]  Gradable  Tuition and Fee Waiver

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks  Long Title  Comments  Syllabus

CRN; type 'ADD' to add new section; 'ADD' and NEXTITEM to default; CQH existing.  
Record: 1/1 ... <OSC>

## 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)
  9. **Part of Term**- See Part of Term rubric  
*\*Be sure to hit TAB*
  10. **Hit Save button (top left or F10)**
  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.

# \* 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.

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 85069 Create CRN: Copy CRN: Subject: HIST Course: 4900 Title: Independent Study

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: HIST History CEU Indicator:

Course Number: 4900 Title: Independent Study Credit Hours: 1.000  None  To  Or 3.000

Section: 001 Billing Hours: 1.000  None  To  Or 3.000

Cross List:  Contact Hours:   None  To  Or

Campus: 23M ETSU, Main Lecture:   None  To  Or

Status: A Active Lab:   None  To  Or

Schedule Type: IND Independent Study Other:   None  To  Or

Instructional Method: IND Independent Study Link Identifier:

Integration Partner: D2L Desire2Learn Attendance Method:

Grade Mode:  Weekly Contact Hours:

Session:  Daily Contact Hours:

Special Approval:

Duration:   Part of Term: 1 27-AUG-2018 14-DEC-2018 15

Override Duration:  First Last

Registration Dates:

Start Dates:

Maximum Extensions: 0

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Print  Voice Response and Self-Service Available

Gradable  Tuition and Fee Waiver

Long Title  Comments  Syllabus

Subject; press Count Query Hits for existing courses, Duplicate Record for credit information.

Record: 1/1 <OSC>

- \* 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).

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 85919 Create CRN: Copy CRN: Subject: COMM Course: 5960 Title: Thesis

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

**Subject:** COMM Communication Studies  
**Course Number:** 5960 **Title:** Thesis  
**Section:** 001  
**Cross List:**  
**Campus:** 23M ETSU, Main  
**Status:** A Active  
**Schedule Type:** IND Independent Study  
**Instructional Method:** THS Thesis  
**Integration Partner:** D2L Desire2Learn  
**Grade Mode:**  
**Session:**  
**Special Approval:**  
**Duration:**  
**Override Duration:**  
**Part of Term:** 1 27-AUG-2018 14-DEC-2018 15  
**Registration Dates:**  
**Start Dates:**  
**Maximum Extensions:** 0  
**Prerequisite Check Method:** Basic or None CAPP DegreeWorks

**CEU Indicator:**  
**Credit Hours:** 1.000  None  To  Or 6.000  
 3.000  
**Billing Hours:** 1.000  None  To  Or 6.000  
 3.000  
**Contact Hours:** 1.000  None  To  Or 6.000  
 3.000  
**Lecture:**  None  To  Or  
**Lab:**  None  To  Or  
**Other:** 1.000  None  To  Or 6.000  
 3.000  
**Link Identifier:**  
**Attendance Method:**  
**Weekly Contact Hours:**  
**Daily Contact Hours:**  
 Print  Voice Response and Self-Service Available  
 Gradable  Tuition and Fee Waiver  
 Long Title  Comments  Syllabus

Subject; press Count Query Hits for existing courses, Duplicate Record for credit information.  
 Record: 1/1 ... List of Valu... <OSC>

- \* 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”

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 84563 Create CRN: Copy CRN: Subject: BLUE Course: 2430 Title: Mandolin I

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

**Enrollment Details**

Maximum:  Waitlist Maximum:  Projected:   
 Actual:  Waitlist Actual:  Prior:   
 Remaining:  Waitlist Remaining:   Reserved

Generated Credit Hours:

**Census One**  
 Enrollment Count:   
 Freeze Date:

**Census Two**  
 Enrollment Count:   
 Freeze Date:

Maximum enrollment for section; press Count Query Hits to enter reserved seats.  
 Record: 1/1 ... <OSC>

## \* 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”

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 83000 Create CRN: Copy CRN: Subject: MGMT Course: 3050 Title: Decision Science

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
01	CLAS	27-AUG-2018	14-DEC-2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1500	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Session Indicator	ID	Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00143703	Small, Michael H.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form.

Record: 1/1 ... List of Valu... <OSC>

- \* 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.”

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 85918 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEC	3.00	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of hours per week session meets.  
Record: 1/1 <OSC>

## \* 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”

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 85918 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	LEC	3.00	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Conflict override; T=override time conflict, R=override room conflict, O=override both.  
Record: 1/1 ... <OSC>

## \* 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”

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.9.2 (PROD)

Term: 201880 CRN: 85918 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

### Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	27-AUG-2018	14-DEC-2018	<input type="checkbox"/>			01						
				<input type="checkbox"/>									
				<input type="checkbox"/>									
				<input type="checkbox"/>									

Instructor Session Indicator	ID	Instructor Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00007613	Dula, Christopher S.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

Faculty ID; press LIST for valid IDs.

Record: 1/1 <OSC>

# \* 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 1<sup>st</sup> 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)**

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

**\* Summer and Fall Course Building Timeline**

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

# \* Submitting “Blue Cards”

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.

# Office of the Registrar

East Tennessee  
State University

[GoldLink](#) | [FAQ](#) | [Catalog](#)

Home

Academics ▶

Degree Works 

Graduation ▶

Registration ▶

Records ▶

Catalog ▶

Who We Are

Veterans Affairs

Banner Tutorials

Forms

## 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](#)

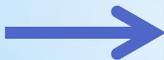
[Off Campus Site Approval Request Form](#)

[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>

## Resources



Home

Initiatives

Academics ▼

Degree Works

Graduation ▼

**Registration** ▲

» Final Exam Schedule

» Fee Schedule

» High School Unit Deficiencies

» **Registration & Course Resources**

» Archive

Records ▼

Catalog ▼

Who We Are

Banner Tutorials

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 2018 Schedule of Classes](#) (PDF)\*updated March 2, 2018
- [Spring and Winter 2018 Registration Guide](#) (PDF)\*updated November 22, 2017
- [Spring and Winter 2018 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 2018 Schedule of Classes](#) (PDF)\*updated March 21, 2018
- [Fall 2018 Registration Guide](#) (PDF)\*updated March 7, 2018
- [Summer and Fall 2018 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
- [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 28, 2015
- [Administrative Memo Workflow Chart](#) (PDF)\*updated May 23, 2016

# Registration Staff

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