How Do I... Build the Schedule of Course?

- Audit your schedule regularly during the Schedule Building process to locate and correct errors.

Schedule Building Packets:

Schedule Building packets are sent to the designated college/department representative at the start of each schedule building session. The following information is posted on the Schedule Building Web site on [http://wichita.edu/schedulebuilding](http://wichita.edu/schedulebuilding).

- Schedule Building Time Frame
- Part of Term Template
- General Instructions
- Master Classroom Request Form
- Project Plus Class List
- Tip Sheets

Rolled CRNs:

Full term and first and second half term classes (part of term 1, F10 and S10) from the previous year are rolled forward by the Registrar’s Office. This provides schedule builders with a starting point for building the upcoming schedule of courses. For example, Spring 2017 rolls to Spring 2018 and Fall 2017 rolls to Fall 2018.

A new CRN is generated for each copied or rolled CRN. When creating new CRNs, Banner automatically generates a CRN for you. See Section Details Block for additional details.

Rollback or Start Over

To view or edit a different CRN, perform a Rollback function to return to the Key Block.

Ways to Rollback:

- Click Start Over in upper right
- Keyboard Shortcut: F5

Step 1: Access Reporting Services

Before creating any new CRNs, access the following Reporting Services report:

Student – Schedule Building > SRS00100_Course_Schedule

This report is updated nightly (usually after 12:00 am) and current as of the day before. If this report does not have the current date in the Data Source Date, notify Applications Training at 978-5800.
Step 2: Review Report

Review the report and verify the following:

1. Do any CRNs need to be assigned the following:
   - Meeting times (time/days) *does not roll over
   - Instructor *does not roll over
   - Quota (all CRNs must have a quota – zero is not allowed)
   - Special Approval (every student who wants to enroll in this CRN, must call your office)
   - Comments *does not roll over
   - Building and room (assign only if you own the room) *does not roll over

2. Grade mode should only be entered by department if:
   - The course lists that it can be graded Standard or CR/NCR (credit/no credit)
   - OR
   - The course can be offered either as graded or non-graded.
   - For any zero credit hour lab/course, verify in Banner the Gradable box is unchecked.

3. Are there any classes that need to be added?
4. Are there any CRNS on the report that need to be deleted?
5. Are there any CRNs missing?

Step 3: Make Corrections

After reviewing the report, make the necessary corrections or additions (create any new CRNs) in Banner.

Remember to enter optional notes/comments (SSATEXT) for any course. Notes are not rolled from prior years.

Step 4: Delete Unwanted CRNs

Unwanted CRNs that were rolled from the previous term should be deleted by the schedule builder in Banner. ONLY delete your Department’s CRNs.
SSASECT: CRN CORRECTION / CREATING A NEW CRN

Course Section Information Tab

Steps 1 – 3: Add or Update

1. Enter term in Term Box.
2. To create a new CRN, click the Create CRN button.
   To update an existing CRN, enter the CRN in the CRN box.
3. Click Go and enter the information indicated below.

Integration Partner: Value equals what is entered in the Schedule Type box. Integration Partner is never left blank.

Grade Mode: Grade mode should be left blank unless course has multiple grading options. (Audit plus 1, leave it alone)

Variable Credit Hours: If the course has variable credits (1 to 3 as shown), Credit Hours & Billing Hours must be entered.

Fixed Credit Hours: If there is no range, Credit Hours & Billing Hours can be left blank.

Checkboxes:
Print: Course will print in the Schedule of Courses.
Voice Response and Self-Service Available: Course will appear in Self Service.
Gradable: Must be unchecked if the CRN is a zero credit hour lab/course.

4. Save the record. A new CRN will be automatically generated.
Section Enrollment Tab

Next Section Arrow (ALT-Page Down) or Select the Section Enrollment Information tab

_Students cannot enroll in a class if enrollment data (quota) does not exist for a course. A quota is required for all CRNs._

1. Enter the Maximum enrollment.
2. To use automated Waitlisting for this course section, enter the Waitlist Maximum.
3. Save the Block

Meeting Times Block

Next Section Arrow (ALT-Page Down) or Select the Meeting Times tab.

If day, time, building or room is not entered, it will appear as TBA. Time is entered in military format (no colon).

If class is held at different times or locations on different days, such as a lab or a weekend workshop, use a different line for each meeting time. For example:

- **Friday** 1730 to 2205  JB107
- **Saturday** 1300 to 1735  JB027

**NOTE:** Only enter Building and Room if you own the room, otherwise leave it blank. AR is not entered in the Building box for arranged classes. AR is the code for the NIAR building.
CRN with Meeting Times:

1. **Tab Twice** to automatically populate Start Date and End Date.
2. Enter the **meeting days**.
3. Enter the meeting time(s) using **military time** (no colon).
4. Leave **BLANK** building and room. **ONLY** assign room to a CRN if you **own** the room.
   - To assign room:
     - Click the **Meeting Locations and Credits tab**.
     - Enter the **Building** Code and **Room** Number.
5. **Save** the record.

CRN with Arranged Times or Online:

1. **Tab Twice** to automatically populate Start Date and End Date.
2. Click the **Meeting Location and Credits tab**.
3. Leave the **Building** and **Room** blank. It will appear as TBA.
4. Enter a **0** (zero) in **Hours per Week**.
5. **Save** the record.
CRN with Adjusted Meeting Dates:

When choosing a part of term, select the **smallest** part of term that **completely** fits the date range for the CRN.

**Part of Term** listed on Course Section Information Tab:

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/10/2018</td>
<td>09/10/2018</td>
</tr>
</tbody>
</table>

If the CRN does not meet the entire part of term, it is important to adjust the Meeting Times on the Meeting Time block to indicate to students when the class will meet.

In addition to adjusting the dates on SSASECT, a note must be entered on SSATEXT to indicate the adjusted meeting times.

1. **Tab Twice** to automatically populate Start Date and End Date.
2. Enter the adjusted **Start** and/or **End Date** (Use the calendar icon to select dates).
3. Enter the **meeting days**.
4. Enter the meeting time(s) using **military time** (no colon).
5. **Leave BLANK** building and room. **ONLY** assign room to a CRN if you own the room. To assign rooms:
   - Click the Meeting Locations and Credits tab.
   - Enter the **Building Code and Room Number**
6. **Save** the record.

**Adjusted Meeting Times:**

Use **Insert** or **[Down Arrow]** key to add additional rows for different meeting times.

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**Instructor Block**

Next Section Arrow (CNTL-Page Down) or Select the **Instructor** block.

- If an instructor is not entered, the instructor will appear as TBA.
- A person must be flagged in Banner as Faculty in order to be assigned as an instructor.

Only the **primary instructor** has the ability to enter **official** midterm and final grades in Banner Grade Entry (Self Service). The primary instructor is the first instructor listed and is identified by the checkmark in the **Primary Indicator** column.
Add Instructor(s):

1. Enter the instructor’s myWSU ID.
   (Click the Search drop down arrow under ID to search for an instructor’s myWSU ID.)

Example: One Instructor

2. To add another instructor, push the down arrow button on the keyboard or click insert.
3. If there are two or more instructors for the CRN, change the Percent of Responsibility and
   Percent of Session for the instructor to reflect the instructor’s role in the course. These two
   columns must each add up to at least 100.

   For example, if two people are co-teaching a class and they are equally accountable, then
   the Percent of Responsibility would be 50 and Percent of Session would be 50 for each
   instructor.

Example: Multiple Instructors

4. Save the Record.

Section Comment Block - SSATEXT

Adding comments or text to a CRN - Select Related, Course Section Comments (SSATEXT) to access this block.

If meeting dates are adjusted on the Meeting Times block, a note must be entered on SSATEXT to indicate the adjusted meeting times.

NOTE: Comments are not rolled forward from previous terms.

1. Verify CRN, click Go.
2. Enter comments under Section Text. Only 60 characters may be entered per line. Create additional lines to enter text by pressing enter or the [Down Arrow] key or click insert.
3. Save the record.
4. Exit the form.

Example of Section Text:

- Concurrent enrollment in CI 272 CRN 10568 required.
Deleting a CRN

Warnings:
- A CRN cannot be restored after it is deleted.
- A deleted CRN number cannot be reused to create a new CRN.
- Use caution and verify you are deleting CRNs within your own department.Banner will prevent users from accidentally deleting other departments’ CRNs.

To delete a CRN:
1. Activate the Banner form SSASECT.
2. Enter the Term and CRN to delete in the Key block.
3. Click Go.
4. Verify that this is the correct CRN to delete.
5. On Course Section Information, select Delete.
6. Save the record to complete the removal.

Tip: Will receive error when reloading deleted CRN.