

Schedule Building Queries

This guide contains information regarding Schedule Building pages available in Banner. These pages contain both Catalog and Schedule information.

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SCHEDULE BUILDING FORMS AND TERMS

Catalog and Schedule Forms

Schedule Builders have access to view forms at the catalog and schedule levels. Schedule Builders have access to **create** course at the **schedule** level, but only **view** information at the **catalog** level.

Catalog Level: English 101
Schedule Level: English 101, Fall 2017
MWF 10:30 to 11:20, LH 103

There are several forms at the catalog level that have similarly named forms at the schedule level:

Catalog	Schedule	Description Summary
SCADETL	SSADETL	Detail information
SCAPREQ	SSAPREQ	Pre-req and Test Score Restrictions
SCARRES	SSARRES	Restrictions
SCASYLB	SSASYLB	Syllabus
SCATEXT	SSATEXT	Course / Section Comments
SCASRCH	SSASECQ	Search Form
SCACRSE	SSASECT	Course / Schedule Form

Fine Grained Access

Fine Grained Access allows the Registrar's Office to control when courses can be created in Banner and which term may be entered.

Schedule Building Time Frame

The Schedule Building time frame is posted on the Schedule Building help pages. Access the help pages at: wichita.edu/schedulebuilding

Term

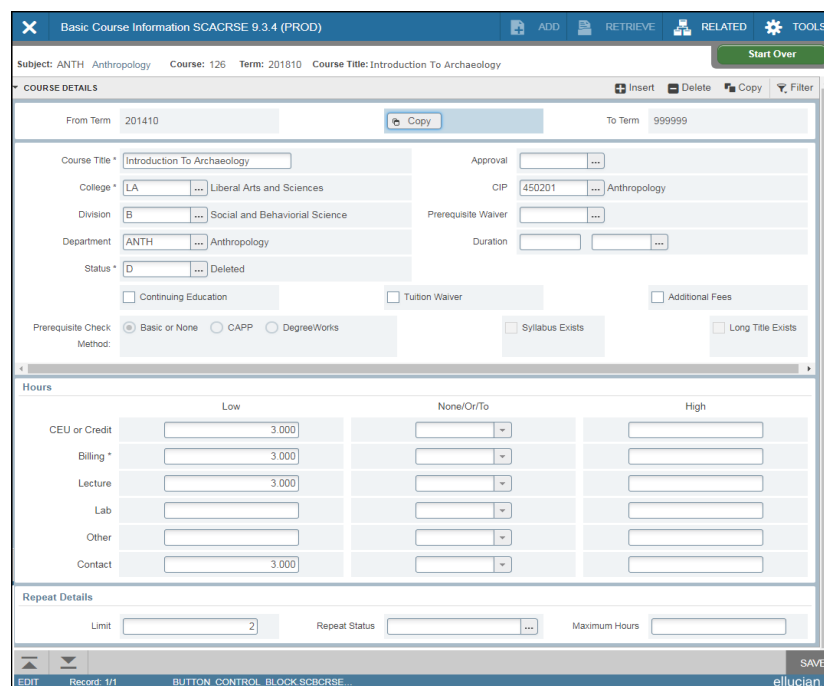
Term is defined by academic year using the following scheme: Fall 10/ Spring 20/ Summer 30

Academic Year	Term	Calendar Year	Banner Term Code
2020-2021	Fall	2020	202110
	Spring	2021	202120
	Fall	2021	202130

BASIC COURSE INFORMATION - SCACRSE

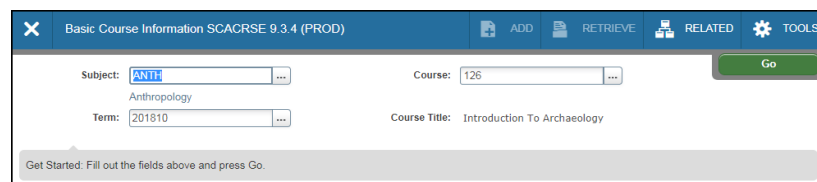
Basic Course Information

Basic Course Information is used to view the Wichita State University course catalog. This form indicates the status of courses (active or inactive) at WSU.



Key Block

The **Key Block** is where you enter the criteria for the information for the Banner Page.



Subject and Course

The **subject code** is four letters long. For example: Anthropology is represented as **ANTH**. A **course number** is assigned to each course available at WSU. It does not change.

Term

The catalog term to be viewed is entered directly into the Term box or selected from the List of Values (LOV).

Term	Description	Start Date	End Date	Activity Date
201...	Fall 2017	08/07/2017	12/14/2...	04/30/2016
201...	Spring 2018	01/02/2018	05/10/2...	04/30/2016
201...	Summer 2018	05/21/2018	07/27/2...	11/16/2015
201...	Fall 2018	08/06/2018	12/13/2...	04/30/2016
201...	Spring 2019	01/07/2019	05/16/2...	04/30/2016

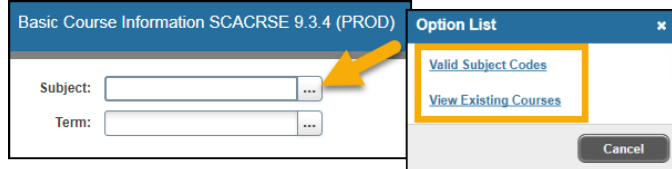
Course Title

The **course title** automatically displays based on the subject, course and term combination.

How To: View Course Titles

How to look up titles of courses within a selected subject

1. Activate the Banner form **SCACRSE**
2. Enter a **Subject code** in the Subject field. To search for a code, click the **3 ellipses** located by Subject to open the Options List.



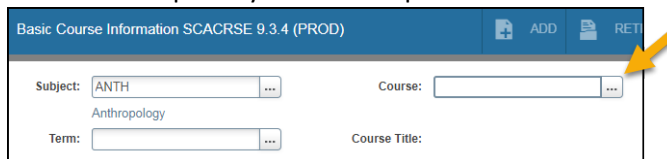
- Select **Valid Subject Codes** to search for **Subject Code OR**

Code	Description	VR Msg	Activity Date
ARTG	Graphic Design		01/25/2005
ARTH	Art History		01/25/2005
ARTS	Studio Art		01/25/2005
AS	Aerospace Studies	1	10/25/2005
BADM	Business Administration		02/22/2006

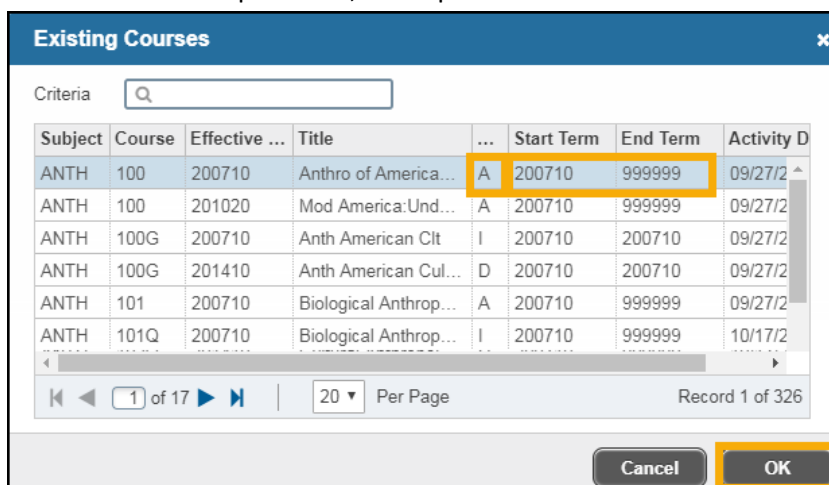
- Select **View Existing Courses** to search **Existing Courses**

Subject	Cou...	Effective ...	Title	...	Start Term	End Term	Activity Da
ACCT	190	200710	Selected Topics	A	200710	999999	09/27/20
ACCT	210	200710	Financial Accounting	A	200710	999999	09/27/20
ACCT	220	200710	Managerial Accou...	A	200710	999999	09/27/20
ACCT	260	200710	Intro Info Processi...	A	200710	999999	02/11/20
ACCT	260	200930	Intro Info Processi...	I	200710	999999	02/11/20

3. Click the 3 ellipses by Course to open the associated **List of Values (LOV)**.



4. This list of values displays the list of courses along with their course titles. When a new class has been added to a department, look up the new course number here.



Subject	Course	Effective ...	Title	Status	Start Term	End Term	Activity D
ANTH	100	200710	Anthro of America...	A	200710	999999	09/27/2
ANTH	100	201020	Mod America:Und...	A	200710	999999	09/27/2
ANTH	100G	200710	Anth American Clt	I	200710	200710	09/27/2
ANTH	100G	201410	Anth American Cul...	D	200710	200710	09/27/2
ANTH	101	200710	Biological Anthrop...	A	200710	999999	09/27/2
ANTH	101Q	200710	Biological Anthrop...	I	200710	999999	10/17/2

- An 'I' in the **Status** column indicated the course is **inactive**; 'A' is **Active**.
 - **Only active course may be built in the schedule.**
- **Start Term** and **End Term** indicates in which terms a course may be created.

Course Details Block

X
Basic Course Information SCACRSE 9.3.4 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

Subject: ANTH Anthropology
Course: 281
Term: 201620
Course Title: Cooperative Education
Start Over

COURSE DETAILS
Insert
Delete
Copy
Filter

From Term 201620
Copy
To Term 999999

Course Title * Cooperative Education
Approval
College * LA ... Liberal Arts and Sciences
CIP 450201 ... Anthropology
Division B ... Social and Behavioral Science
Prerequisite Waiver
Department ANTH ... Anthropology
Duration
Status * A ... Active

Continuing Education
Tuition Waiver
Additional Fees

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

Hours

	Low	None/Or/To	High
CEU or Credit	1.000	To	4.000
Billing *	1.000	To	4.000
Lecture	1.000	To	4.000
Lab			
Other			
Contact	1.000	To	4.000

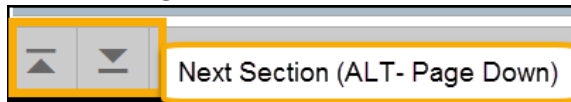
Repeat Details

Limit 2
Repeat Status
Maximum Hours 4.000

Next Section (ALT- Page Down)
User K645N272
SAVE

- **From Term to Term:** The starting and ending terms for this course
- **Course Title:** The title of the course. This title is displayed on reports such as class rosters and student schedules.
- **College, Division, and Department:** The college, division and department of the course.
- **Status:** Valid codes are:
 - **A Active**
 - **I Inactive**
- **Approval:** Approved courses are coded 'A'. Other codes indicated where a new catalog course resided in the approval process at WSU.
 - **A Approved**
 - **C Curriculum Committee**
 - **D Department**
 - **P Pending**
- **CIP:** CIP codes are required for state reporting purposes.
- **Prerequisite Waiver:** If a prerequisite waiver is required for the course, the responsible party is noted in the List of Values (LOV).

- **Continuing Education, Tuition Waiver, and Additional Fees:** Will be checked if used.
- **Hours:** The number of hours or hours range for credit and billing (*WSU does not use lecture, lab, or other*).
 - **Credit Hours Low** is the least number of credit hours received for the course.
 - **Credit Hours Or / To** displays the credit hour rang.
 - **TO** indicates a range between the low and high credit hours.
 - **OR** indicates either the low or the high credit hours may be used but nothing in between.
 - **Credit Hours High** is the maximum number credit hours received.
- **Repeat Details:** Limit, maximum hours and repeat status are contained in this information block. Valid repeat status values are:
 - **NR** Course may not be repeated
 - **RP** Course may be repeated
- Use the **Navigation Arrows** at the bottom of the page to move between sections or pages.



Course Level Block

The level of the course is displayed. Valid descriptions include Non-Credit, Undergraduate, and Graduate.

Subject: ANTH Anthropology		Course: 102	Term: 201810	Course Title: Cultural Anthropology	Start Over
▼ COURSE LEVEL					
From Term		200710	Copy	To Term:	999999
Level *	Description				CEU
UG	Undergraduate				<input type="checkbox"/>
1 of 1		10	Per Page	Record 1 of 1	

Grading Mode Block

Grading modes, such as standard and audit, are assigned to the course. Only one grade mode can be defined as the default.

From Term		200910	Copy	To Term	999999
Grade Mod...	Description				Default *
S	Standard Letter				Default
A	Audit				Not Default
B	Credit/No Credit				Not Default
1 of 1		10	Per Page	Record 1 of 3	

Schedule Types Block

Schedule types define the type of course. Examples of valid schedule types include:

- 0 Lecture
- 1 Lab
- 2 Experiential
- WS Workshop

Subject: ANTH Anthropology Course: 102 Term: 201810 Course Title: Cultural Anthropology
Start Over

▼ SCHEDULE TYPE

+ Insert
- Delete
↻ Copy
🔍 Filter

From Term
📄 Copy

To Term

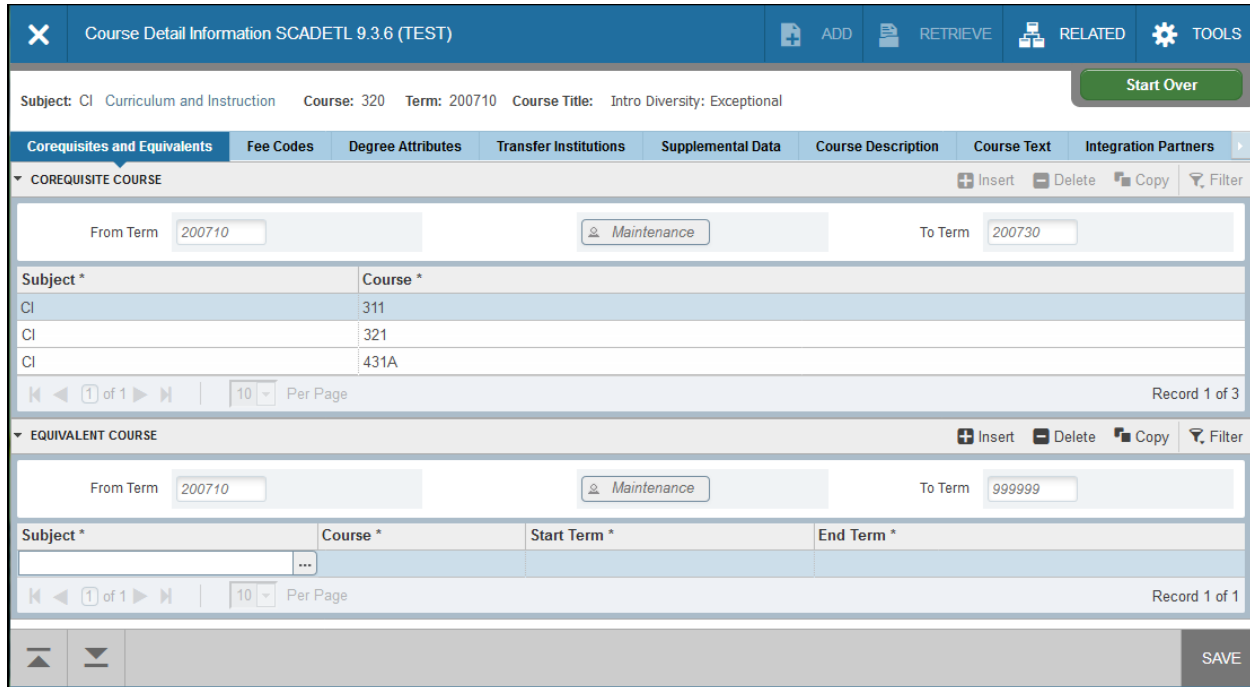
Schedule *	Description	Instructional Meth...	Description	Workload	Enrollment Overload	Adjusted Workload
0 ...	Lecture					

⏪ ⏩ 1 of 1
10 ▼ Per Page
Record 1 of 1

COURSE DETAIL INFORMATION - SCADETL

After Basic Course Information (SCACRSE) is created for a course, SCADETL is accessible to view course details.

Course co-requisites are viewable on this form.



Course Detail Information SCADETL 9.3.6 (TEST)

Subject: CI Curriculum and Instruction Course: 320 Term: 200710 Course Title: Intro Diversity: Exceptional

Start Over

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

▼ COREQUISITE COURSE

From Term: 200710 To Term: 200730

Subject * Course *

CI	311
CI	321
CI	431A

Record 1 of 3

▼ EQUIVALENT COURSE

From Term: 200710 To Term: 999999

Subject * Course * Start Term * End Term *

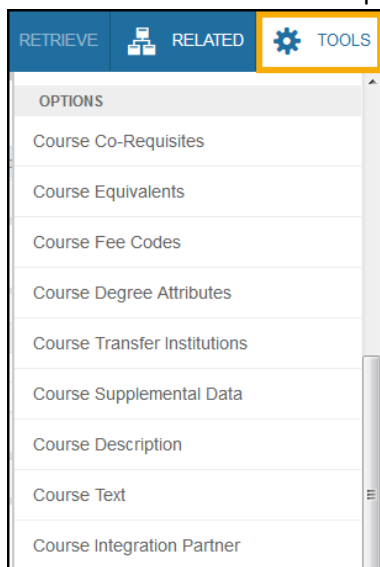
	...		
--	-----	--	--

Record 1 of 1

SAVE

View additional listed Course information by clicking Tools and scrolling down to Options or Next Section (ALT- Page Down).

- Click on the tabs across the top to access more information about the course



RETRIEVE RELATED **TOOLS**

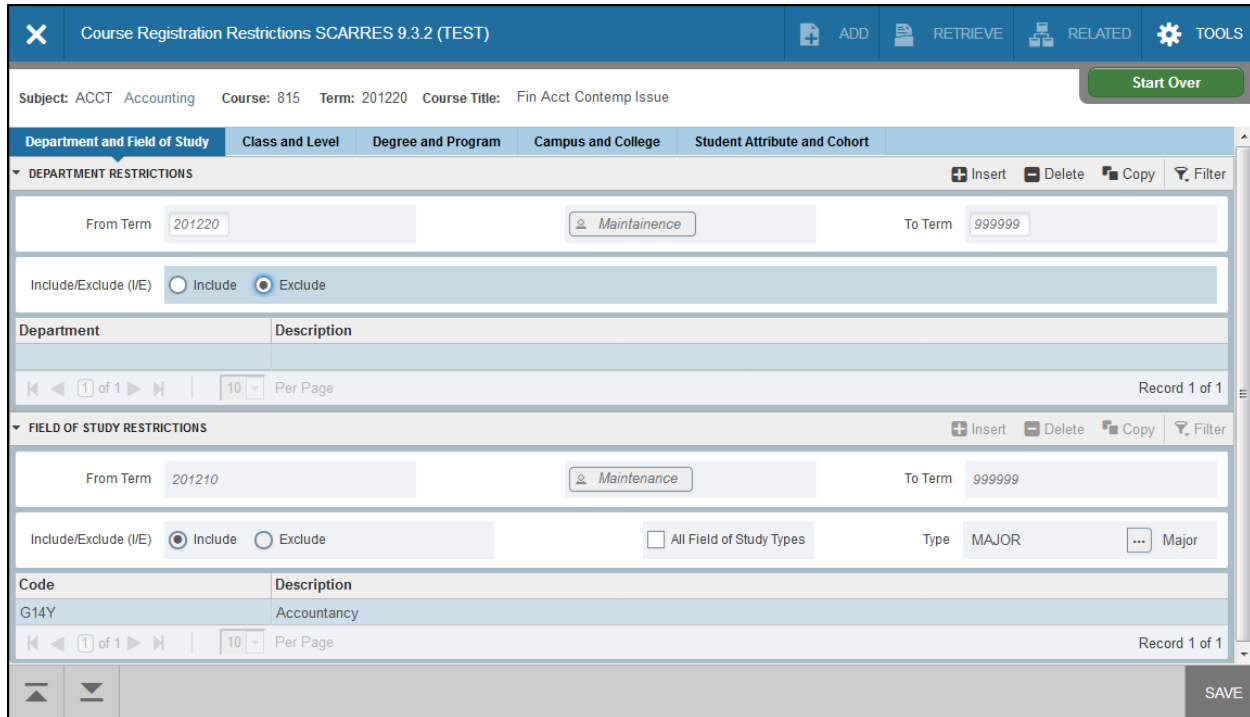
OPTIONS

- Course Co-Requisites
- Course Equivalents
- Course Fee Codes
- Course Degree Attributes
- Course Transfer Institutions
- Course Supplemental Data
- Course Description
- Course Text
- Course Integration Partner

COURSE RESTRICTIONS - SCARRES

After Basic Course Information (**SCACRSE**) is created for a course, SCARRES is accessible to view specific restrictions.

Restrictions at the college, major, class, level, degree, program, and campus level are viewable on this form.



Course Registration Restrictions SCARRES 9.3.2 (TEST)

Subject: ACCT Accounting Course: 815 Term: 201220 Course Title: Fin Acct Contemp Issue Start Over

Department and Field of Study | **Class and Level** | **Degree and Program** | **Campus and College** | **Student Attribute and Cohort**

DEPARTMENT RESTRICTIONS Insert Delete Copy Filter

From Term: 201220 Maintenance To Term: 999999

Include/Exclude (I/E) ☐ Include ☒ Exclude

Department	Description

1 of 1 | 10 Per Page | Record 1 of 1

FIELD OF STUDY RESTRICTIONS Insert Delete Copy Filter

From Term: 201210 Maintenance To Term: 999999

Include/Exclude (I/E) ☒ Include ☐ Exclude ☐ All Field of Study Types Type: MAJOR Major

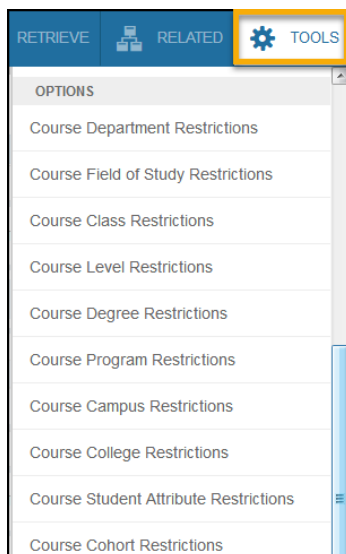
Code	Description
G14Y	Accountancy

1 of 1 | 10 Per Page | Record 1 of 1

SAVE

View the additional listed Course information by clicking Tools and scrolling down to Options or Next Section (ALT- Page Down).

- Click on the tabs across the top to access more information about the course



RETRIEVE **RELATED** **TOOLS**

OPTIONS

- Course Department Restrictions
- Course Field of Study Restrictions
- Course Class Restrictions
- Course Level Restrictions
- Course Degree Restrictions
- Course Program Restrictions
- Course Campus Restrictions
- Course College Restrictions
- Course Student Attribute Restrictions
- Course Cohort Restrictions

SCHEDULING RESTRICTIONS - SCASRES

After Basic Course Information (SCACRSE) is created for a course, SCASRES is accessible to view scheduling restrictions by the term and campus.

✕
Catalog Schedule Restrictions SCASRES 9.3 (TEST)
ADD
RETRIEVE
RELATED
TOOLS

Subject: CHEM Chemistry Course: 701 Term: 200710 Course Title: Chemistry Colloquium
Start Over

TERM RESTRICTION
Insert
Delete
Copy
Filter

From Term
Maintenance
To Term

Include/Exclude (I/E) ☐ Include ☒ Exclude ☐ None

Term *	Description

1 of 1
10 Per Page
Record 1 of 1

CAMPUS RESTRICTION
Insert
Delete
Copy
Filter

From Term
Maintenance
To Term

Include/Exclude (I/E) ☐ Include ☒ Exclude ☐ None

Campus *	Description

1 of 1
10 Per Page
Record 1 of 1

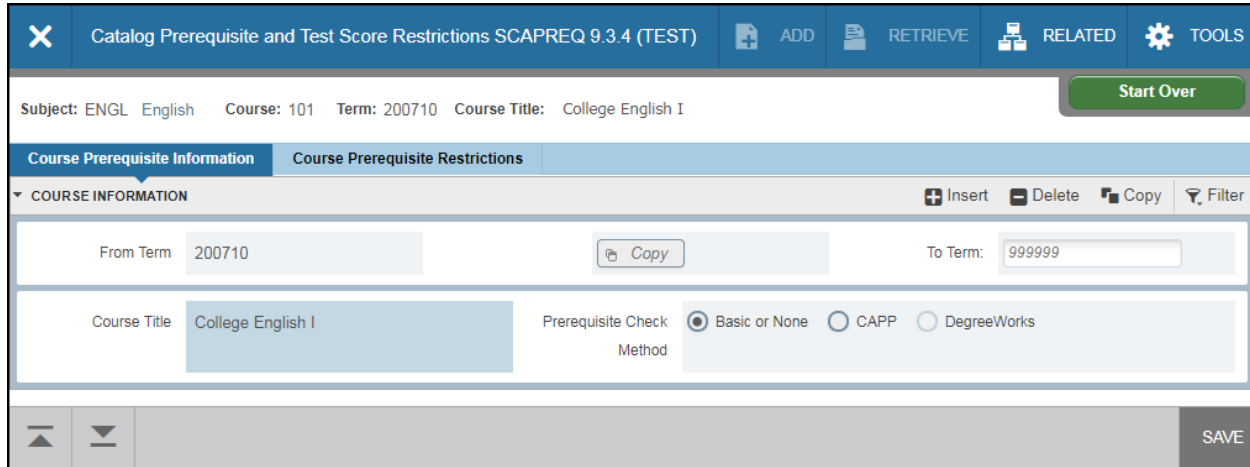
SAVE

EDIT Record: 1/1 RTRM_CTRL_BLOCK.SCRTRM_TERM_IND [1] ellucian

PREREQUISITES & TEST SCORE RESTRICTIONS - SCAPREQ

This form is used to maintain prerequisite and test score restrictions at the catalog level.

Test score checking is used primarily for **English** and **Math** prerequisite checking.



Catalog Prerequisite and Test Score Restrictions SCAPREQ 9.3.4 (TEST) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Subject: ENGL English Course: 101 Term: 200710 Course Title: College English I [Start Over]

Course Prerequisite Information | **Course Prerequisite Restrictions**

COURSE INFORMATION [Insert] [Delete] [Copy] [Filter]

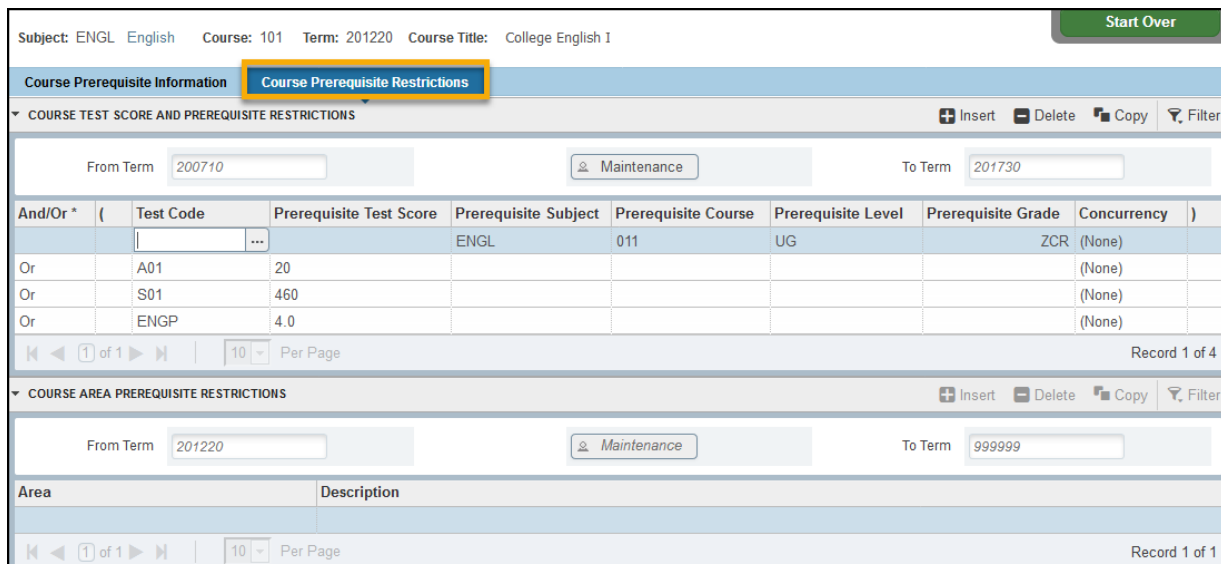
From Term: 200710 [Copy] To Term: 999999

Course Title: College English I

Prerequisite Check Method: ☒ Basic or None ☐ CAPP ☐ DegreeWorks

[SAVE]

Course Prerequisite Restrictions



Subject: ENGL English Course: 101 Term: 201220 Course Title: College English I [Start Over]

Course Prerequisite Information | **Course Prerequisite Restrictions**

COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS [Insert] [Delete] [Copy] [Filter]

From Term: 200710 [Maintenance] To Term: 201730

And/Or *	(Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrency)
		...		ENGL	011	UG	ZCR	(None)	
Or		A01	20					(None)	
Or		S01	460					(None)	
Or		ENGP	4.0					(None)	

[Navigation icons] 10 Per Page Record 1 of 4

COURSE AREA PREREQUISITE RESTRICTIONS [Insert] [Delete] [Copy] [Filter]

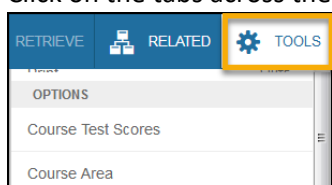
From Term: 201220 [Maintenance] To Term: 999999

Area	Description

[Navigation icons] 10 Per Page Record 1 of 1

View the additional listed Course information by clicking Tools and scrolling down to Options or Next Section (ALT- Page Down).

- Click on the tabs across the top to access more information about the course



RETRIEVE [RELATED] **TOOLS**

OPTIONS

Course Test Scores

Course Area

COLLEGE / DEPARTMENT TEXT – SCATEXT

Catalog course text is entered on this form for the college or department.

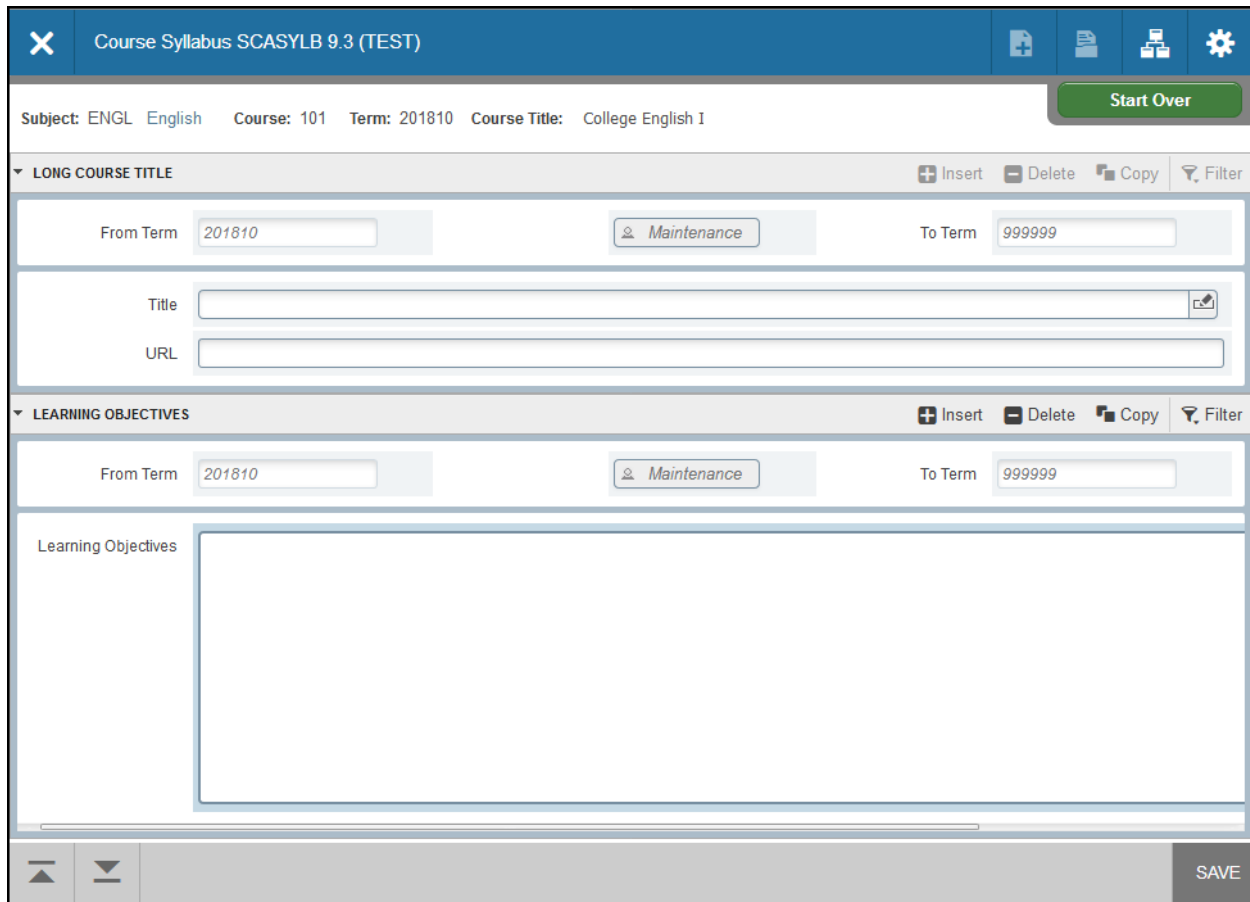
X College and Department Text SCATEXT 9.3 (TEST)		ADD	RETRIEVE	RELATED	TOOLS
College: ED College of Education Term: 201810 Department: CI Curriculum and Instruction					Start Over
COLLEGE AND DEPARTMENT TEXT					
From Term 201810		Maintenance		To Term 999999	
College and Department Text					
<div> <div>1 of 1</div> <div>10 Per Page</div> <div>Record 1 of 1</div> </div>					
					SAVE

SYLLABUS – SCASYLB

The **Course Syllabus form (SCASYLB)** houses optional descriptions of student learning objectives, required materials, and technical requirements available for the production of the course syllabus.

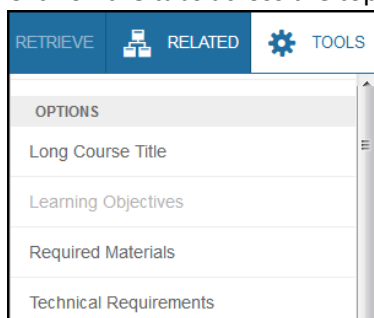
This information is displayed on the Web to help students select and register for courses.

The syllabus information can be copied down to the section level, but may not be representative of all the sections of the course.



View the additional listed Course information by clicking Tools and scrolling down to Options or Next Section (ALT- Page Down).

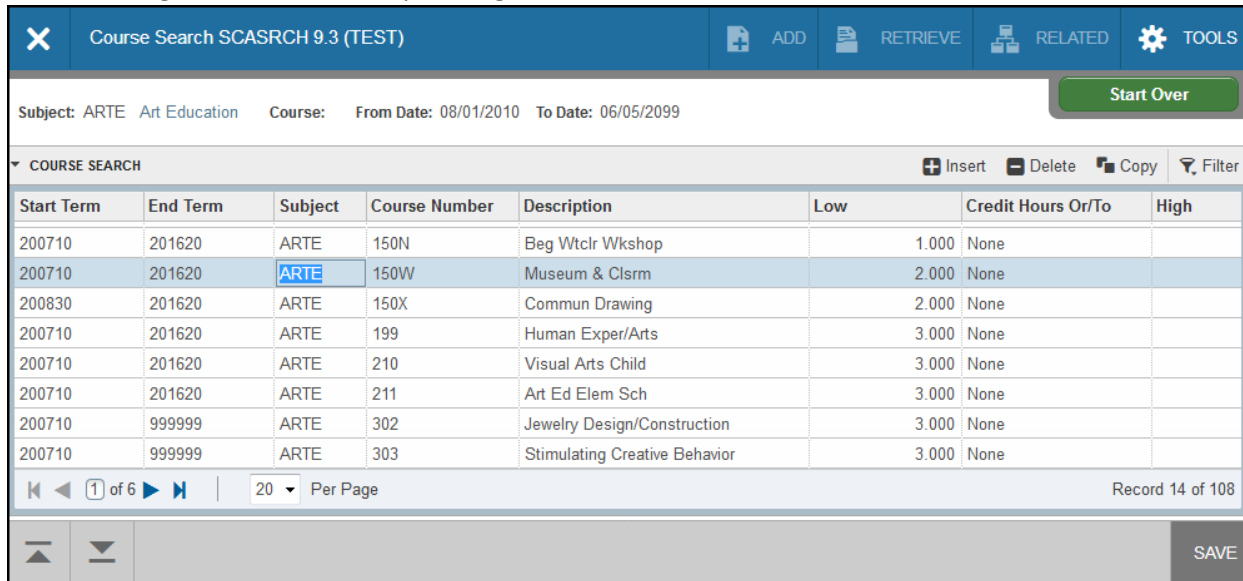
- Click on the tabs across the top to access more information about the course



CATALOG SEARCH – SCASRCH

The **Catalog Search form (SCASRCH)** provides non-term search capabilities. All courses, by subject or subject and course that are active for specified date range can be viewed on this form.

The date ranges entered are compared against the term start and end dates.



Course Search SCASRCH 9.3 (TEST)

Subject: ARTE Art Education Course: From Date: 08/01/2010 To Date: 06/05/2099 [Start Over](#)

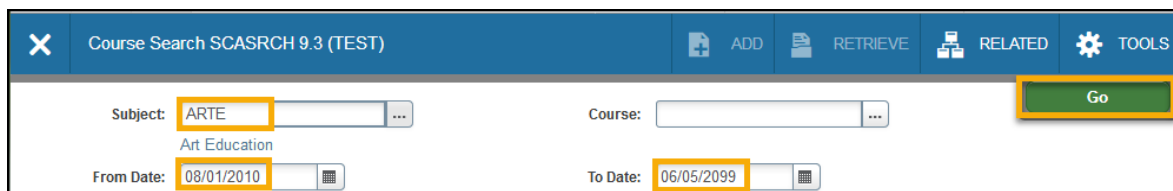
COURSE SEARCH [Insert](#) [Delete](#) [Copy](#) [Filter](#)

Start Term	End Term	Subject	Course Number	Description	Low	Credit Hours Or/To	High
200710	201620	ARTE	150N	Beg Wtclr Wkshop	1.000	None	
200710	201620	ARTE	150W	Museum & Clsrm	2.000	None	
200830	201620	ARTE	150X	Commun Drawing	2.000	None	
200710	201620	ARTE	199	Human Exper/Arts	3.000	None	
200710	201620	ARTE	210	Visual Arts Child	3.000	None	
200710	201620	ARTE	211	Art Ed Elem Sch	3.000	None	
200710	999999	ARTE	302	Jewelry Design/Construction	3.000	None	
200710	999999	ARTE	303	Stimulating Creative Behavior	3.000	None	

1 of 6 | 20 Per Page | Record 14 of 108

[SAVE](#)

Course Selection



Course Search SCASRCH 9.3 (TEST)

Subject: [...](#) Course: [...](#) [Go](#)

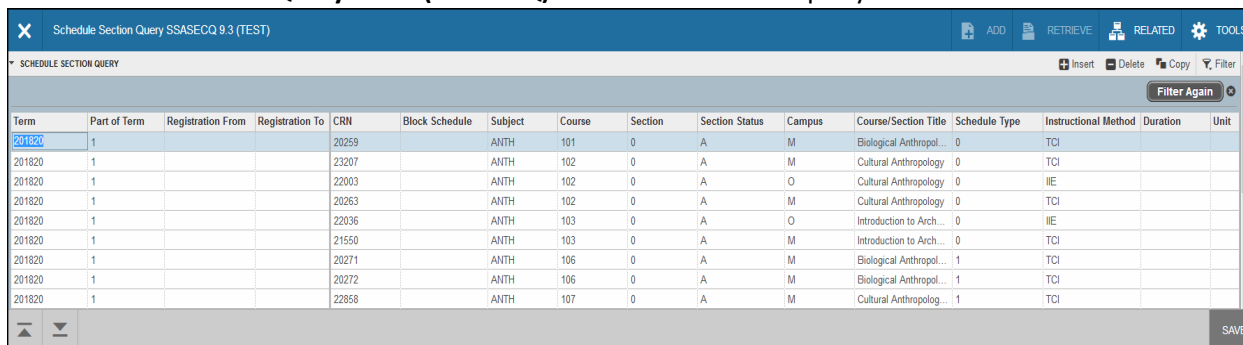
From Date: [...](#) To Date: [...](#)

- **Subject** is required.
 - Enter a specific Subject or select one using the Search function. If the code is entered directly, it is validated against the appropriate LOV. If it is selected using Search, the Subject and Course boxes are populated
- **Course** is optional.
 - Enter a specific Course or select one using the Search function.
- **From Date** is required.
 - *Fall 2006 is the first available Catalog term on Banner.* Enter the beginning date of the effective term in DDMMYYYY or DDMMYY format. Hyphens are not required.
- **To Date** is required.
 - Enter the ending date of the effective term in DDMMYYYY or DDMMYY format. Hyphens are not required.

Note: Click **Go** to Activate the form and **Start Over** to return to the Key Block

SCHEDULE SECTION QUERY FORM – SSASECQ

The **Schedule Section Query Form (SSASECQ)** is used in Banner to query section records.



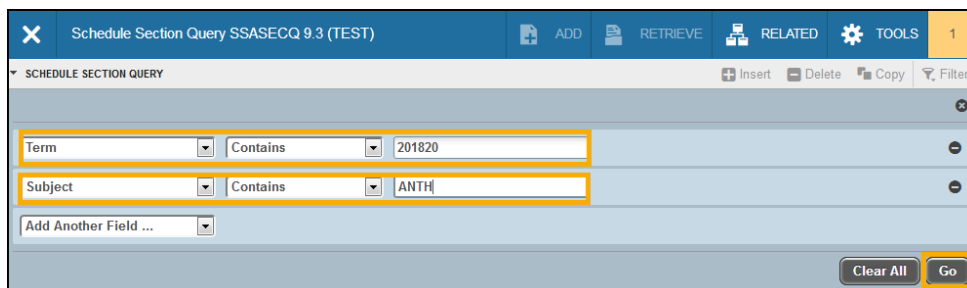
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit
201820	1			20259		ANTH	101	0	A	M	Biological Anthropol...	0	TCI		
201820	1			23207		ANTH	102	0	A	M	Cultural Anthropology	0	TCI		
201820	1			22003		ANTH	102	0	A	O	Cultural Anthropology	0	IIE		
201820	1			20263		ANTH	102	0	A	M	Cultural Anthropology	0	TCI		
201820	1			22036		ANTH	103	0	A	O	Introduction to Arch...	0	IIE		
201820	1			21550		ANTH	103	0	A	M	Introduction to Arch...	0	TCI		
201820	1			20271		ANTH	106	0	A	M	Biological Anthropol...	1	TCI		
201820	1			20272		ANTH	106	0	A	M	Biological Anthropol...	1	TCI		
201820	1			22858		ANTH	107	0	A	M	Cultural Anthropol...	1	TCI		

SSASECQ can be accessed from:

- General Menu or Banner 9 Application Navigator > enter SSASECQ in Search field
- In SSASECT > click the Search Ellipses behind CRN

How to Search using SSASECQ

Course/Section Title Search



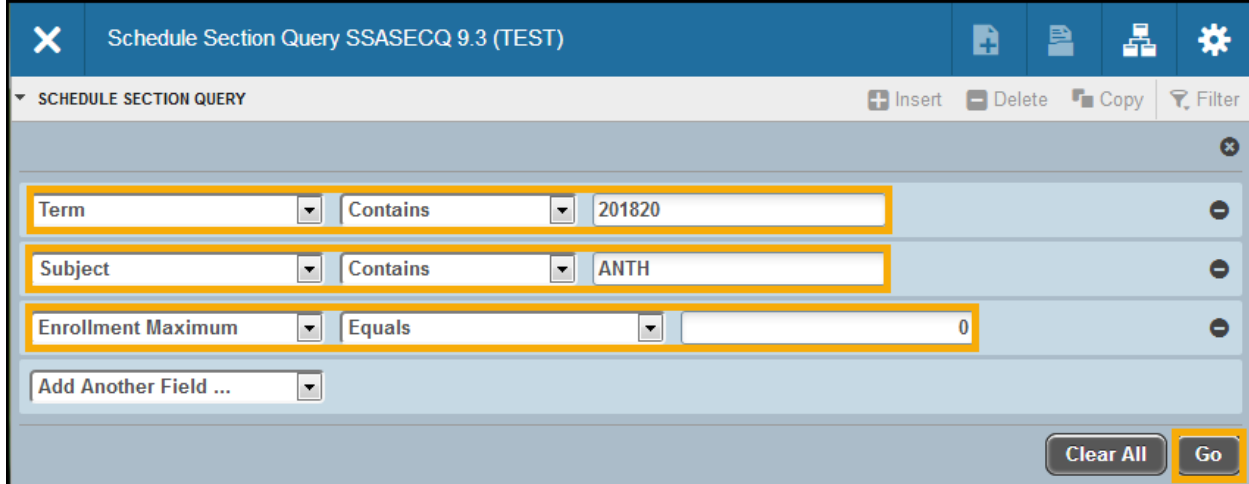
Screenshot of the SSASECQ search form showing the search criteria:

- Term: 201820
- Subject: ANTH
- Filter: Contains
- Buttons: Clear All, Go

1. Activate the Banner form **SSASECQ**
2. Select **Term** Field > Contains > enter Term
3. Select **Course Title** > Contains > enter part of the course title you are searching for. (Do not need to enter the complete title if using the 'Contains' filter.)
4. Click **Go** or **F8** to execute the query
5. Navigate through the results to find Schedule Section
6. Click **Start Over** or **F5** to clear selected records and begin a new query.

Repeat steps 3 through 5 to search different criteria changing the field name and filter. Always start with Term.

Zero Quota Course Search



Schedule Section Query SSASECQ 9.3 (TEST)

SCHEDULE SECTION QUERY

Insert Delete Copy Filter

Term Contains 201820

Subject Contains ANTH

Enrollment Maximum Equals 0

Add Another Field ...

Clear All **Go**

1. Activate the Banner form **SSASECQ**
2. Select **Term** Field > Contains > enter Term
3. Select Subject field > Contains or Equals > enter Subject Code
4. Select Enrollment Maximum field > Equals > 0
5. Click **Go** or **F8** to execute the query
6. Navigate through the results to find Schedule Section
7. Click **Start Over** or **F5** to clear selected records and begin a new query.

ROOM QUERIES - SSAMATX

The Building / Room Schedule form (SSAMATX) allows users to view when a particular room is booked for a CRN in a given term.

SSAMATX can be accessed either from the Application Navigator main search field or SSASECT.

Building/Room Schedule SSAMATX 9.3.5 (TEST)											
BUILDING/ROOM SCHEDULE											
Filter Again											
Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function
JB	021	M	MW	0930-1020	201810	21-AUG-2017/14-DEC-2017	PHYS	816	14807		
JB	021	M	F	0930-1120	201810	21-AUG-2017/14-DEC-2017	PHYS	516	10408		
JB	104	M	MTWF	0930-1020	201810	21-AUG-2017/14-DEC-2017	PHYS	313	12403		
JB	104	M	R	0930-1045	201810	21-AUG-2017/14-DEC-2017	SCWK	300	10339		
JB	104	M	MTWF	1030-1120	201810	21-AUG-2017/14-DEC-2017	PHYS	313	11753		
JB	104	M	MWRF	1130-1220	201810	21-AUG-2017/14-DEC-2017	PHYS	314	13092		
JB	104	M	M	1230-1445	201810	21-AUG-2017/14-DEC-2017	HIST	593	15756		
JB	104	M	T	1230-1445	201810	21-AUG-2017/14-DEC-2017	HIST	314	14441		
JB	104	M	W	1400-1500	201810	21-AUG-2017/14-DEC-2017	PHYS	600	14061		

How to View Building / Room Schedule

Building/Room Schedule SSAMATX 9.3.5 (TEST)

BUILDING/ROOM SCHEDULE

Term Contains 201810

Building Contains JB

Add Another Field ...

Room

Campus

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Begin Time

End Time

Start Date

End Date

Subject

Course

CRN

Cross List

Function

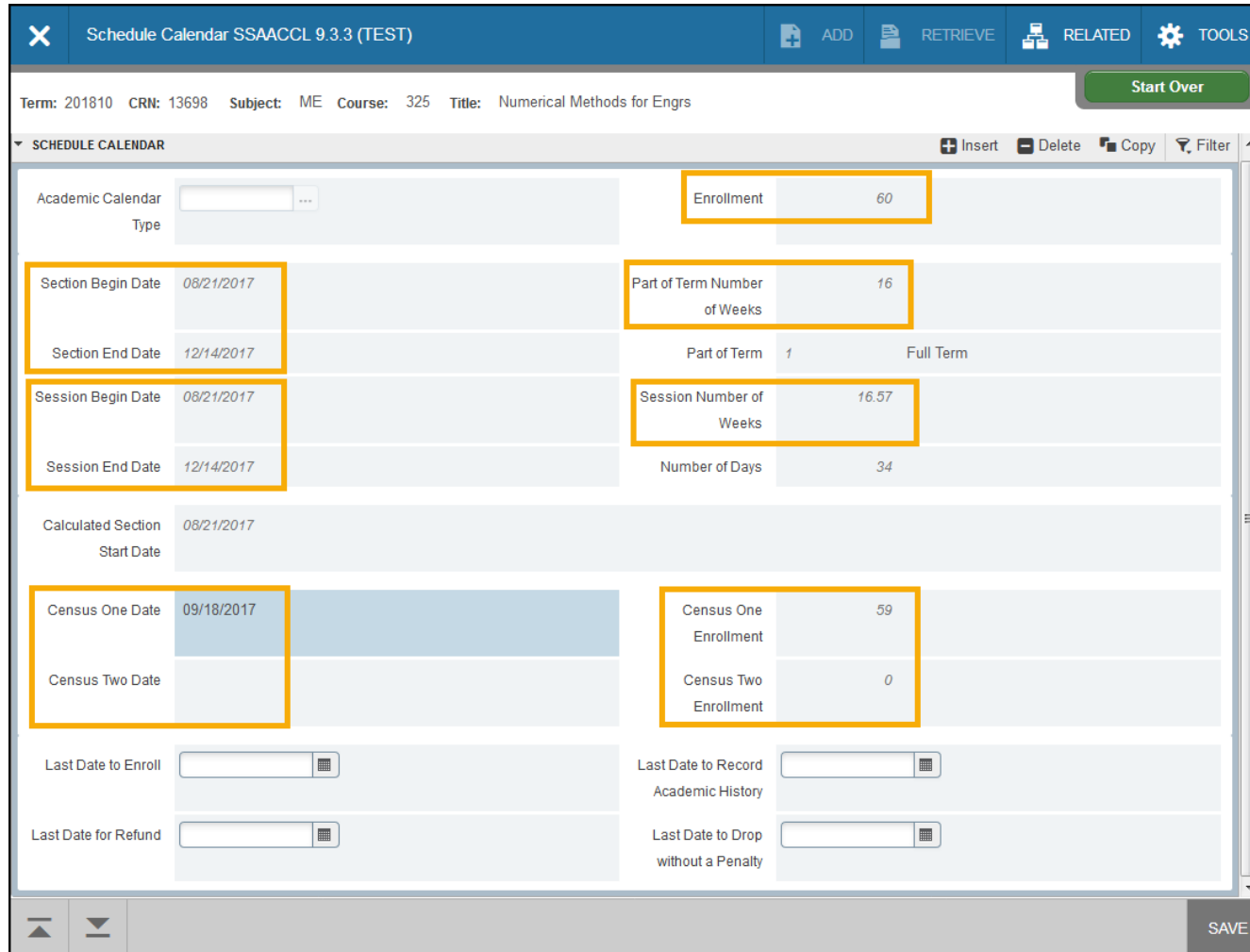
Clear All Go

1. Activate the Banner form **SSAMATX**
2. Select **Term** Field > **Contains** > enter **Term**
3. Select **Building** Field > **Contains or Equals** > enter **Building Code**
4. Click **Go** or **F8** to execute the query
5. Navigate through the results to find Schedule Section
6. Click **Start Over** or **F5** to clear selected records and begin a new query.

SCHEDULE CALENDAR – SSAACCL

Part of Term is used to designate the length of the term that the CRN is offered. They are created by the Registrar's Office each term and only a small number are created.

For each course, Schedule Builders must choose a Part of Term that completely encompasses the meeting times of the CRN. If a CRN does not meet the entire Part of Term, the meeting time are adjusted to the duration of the course. The **Schedule Calendar (SSAACCL)** form displays the Part of Term and Meeting Time information for a CRN.



Schedule Calendar SSAACCL 9.3.3 (TEST)

Term: 201810 CRN: 13698 Subject: ME Course: 325 Title: Numerical Methods for Engrs

SCHEDULE CALENDAR

Academic Calendar Type: ... Enrollment: 60

Section Begin Date: 08/21/2017 Part of Term Number of Weeks: 16

Section End Date: 12/14/2017 Part of Term: 1 Full Term

Session Begin Date: 08/21/2017 Session Number of Weeks: 16.57

Session End Date: 12/14/2017 Number of Days: 34

Calculated Section Start Date: 08/21/2017

Census One Date: 09/18/2017 Census One Enrollment: 59

Census Two Date: Census Two Enrollment: 0

Last Date to Enroll: Last Date to Record Academic History:

Last Date for Refund: Last Date to Drop without a Penalty:

SAVE

Calendar Information Block

- **Enrollment:** Enrollment indicated the number of students enrolled in the selected CRN.
- **Section Begin/End Dates:** The **Section** Begin and End Dates specify the start and end of the Part of Term Assigned to the CRN. *These dates do not necessarily indicate the first or last day of the CRN.*
- **Number of Weeks (Section):** Indicates the number of weeks in the **Part of Term** for the selected CRN.
- **Session Begin / End Dates:** The **Session** Begin and End Dates specify the duration of the CRN.
 - These dates may differ from the Section Begin and End Dates and *do not necessarily indicate the first or last day of the CRN.*

- **Number of Weeks (Session):** Indicates the number of weeks the selected CRN actually meets.
- **Census Dates:** The census date listed is the 20th day of classes for the term listed in the Key Block. The Census One/Two Enrollment numbers are the enrollment number as of that date.
 - For current or past terms, the Enrollment and Census One/Two Enrollment numbers may not match indicating that one or more students dropped from the course.
 - For future terms, the Census One/Two Enrollment number indicates the number of students currently enrolled.

How to: View CRN's Meeting Times



The screenshot shows the Banner form SSAACCL 9.3.3 (TEST). The form has a blue header bar with a close button (X) and icons for save, print, and settings. Below the header, there are two input fields: "Term:" with the value "201810" and "CRN:" with the value "13698". Both fields have dropdown arrows. Below these fields, the "Subject:" is "ME" and the "Course:" is "325". The "Title:" is "Numerical Methods for Engrs". A green "Go" button is located to the right of the CRN field.

1. Activate the Banner form **SSAACCL**
2. Enter **Term**
3. Enter **CRN**
4. Click **Go** or Alt-Page Down
5. Enrollment number and dates the CRN meets displays
6. Exit form or click **Start Over** or **F5** to clear selected CRN to search for a new CRN.

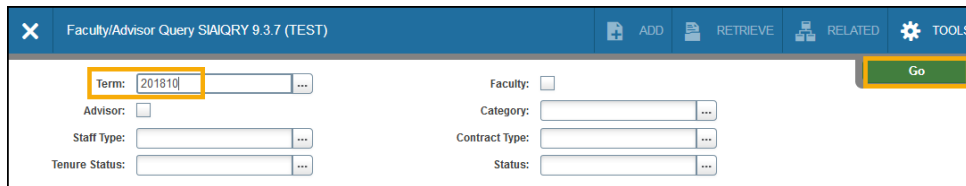
FACULTY / ADVISOR QUERY – SIAIQR

The **Faculty Advisor Query (SIAIQR)** form is used to select key pieces of information about faculty members or advisors.

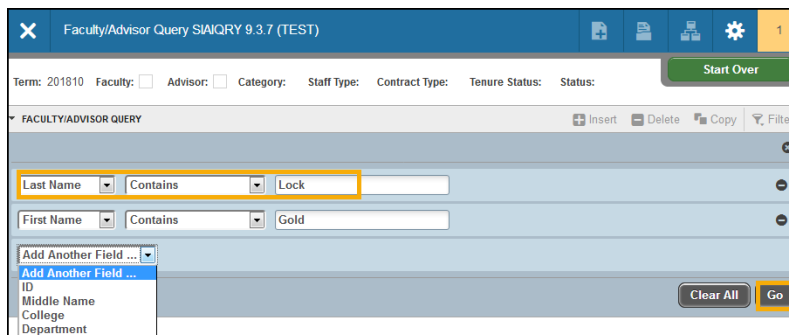
SSASECQ can be accessed from:

- General Menu or Banner 9 Application Navigator > enter SSASECQ in Search field
- In SSASECT > click the Search Ellipses behind CRN
- **Please Note: This form is case sensitive.**

How to: Look up Faculty or Advisor using SIAIQR

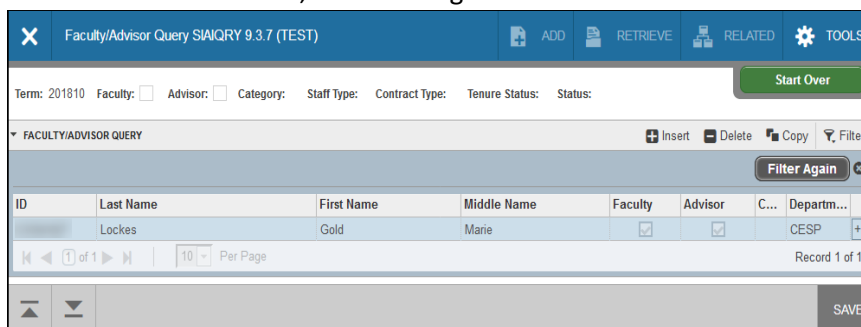


1. Activate the Banner form **SIAIQR**
2. Enter **Term**
 - If needed, choose Faculty / Advisor or use other filters on Key Block
3. Click **Go**



4. Select **Last Name** Field > **Contains** > enter **Name or part of name**
5. Select **First Name** Field > **Contains** > enter **Name or part of name**
6. Click **Go** or **F8** to execute the query
7. Navigate through the results to find Faculty or Advisor
8. Click **Start Over** or **F5** to clear selected records and begin a new query.

If further filter is needed, click filter again



ID	Last Name	First Name	Middle Name	Faculty	Advisor	C...	Departm...
	Lockes	Gold	Marie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CESP	CESP

FACULTY WORKLOAD

Faculty Assignment – SIAASGN

The **Faculty Assignment (SIAASGN)** form may be used to view CRNs assigned to a person for a given term. A person must be flagged as faculty prior to being assigned to a CRN

- **Session Credit/ Institutional Credit:** Number of credit hours for CRN
- **Percentage of Session:** Percent of term instructor will teach
- **Primary Instructor:** Only the primary instructor (box will be checked) is allowed to enter grades on Self Service
- **Percent Responsibility:** Percent of instructor's course load
- **Generated Credits:** (# of students enrolled) X (# of session credits)

How to: View CRNs Assigned to an Instructor

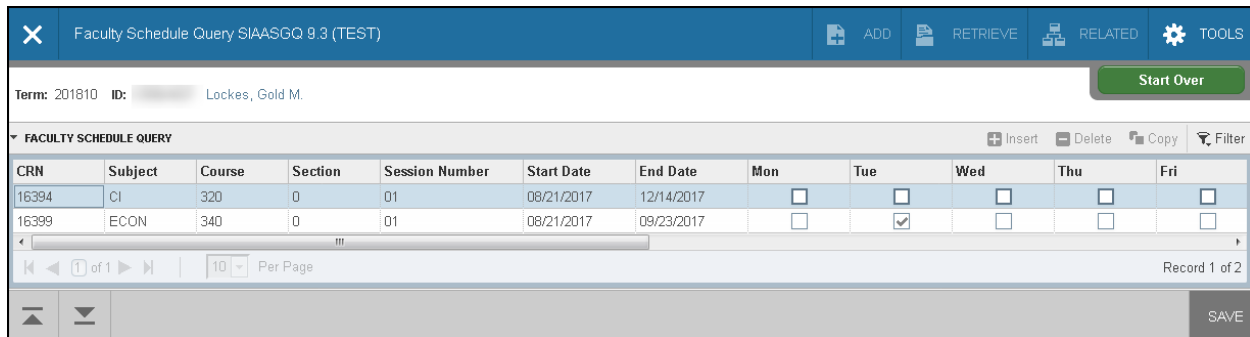
1. Activate the **Faculty Assignment (SIAASGN)** form
2. Enter **Faculty ID** and **Term**
3. Click **Go** or **Alt-Page Down**
4. Lists CRNs assigned to Faculty selected
 - Click **page arrow** or change per page number to view more than one CRN assigned to Faculty

Faculty Schedule Query – SIAASGQ

The **Faculty Schedule Query (SIAASGQ)** form may be used to view a person's teaching schedule for a given term. A person must be flagged as faculty prior to being assigned to a CRN.

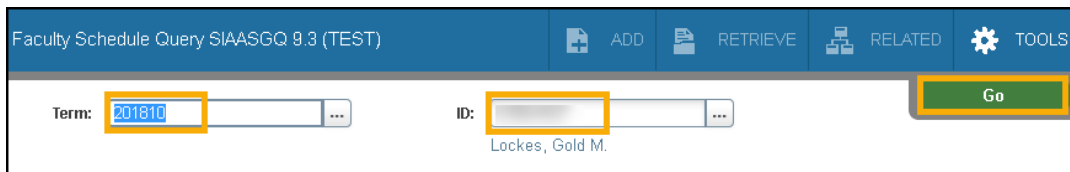
The Faculty Schedule Query displays:

- Start/end dates, days of the week, and begin/end times for the CRNs assigned to the faculty selected
- Building and room are listed if assigned.
- Boxes to indicate a cross listed CRN, override assigned to faculty or possible time conflict



CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri
16394	CI	320	0	01	08/21/2017	12/14/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16399	ECON	340	0	01	08/21/2017	09/23/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How to: View CRNs Assigned to an Instructor



Faculty Schedule Query SIAASGQ 9.3 (TEST)
 ADD
RETRIEVE
RELATED
TOOLS

Term:
 ID:
Go

1. Activate the **Faculty Assignment (SIAASGQ)** form
2. Enter **Term** and **Faculty ID**
3. Click **Go** or **Alt-Page Down**
4. Lists CRNs assigned to Faculty selected
5. Click **Start Over** or **F5** to reset form to look up CRNs for a different Faculty