WICHITA STATE UNIVERSITY

Last Updated July 6, 2020

Schedule Building Queries

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

Contents

Schedule Building Forms and Terms 1
- Catalog and Schedule Forms 1
- Fine Grained Access 1
- Schedule Building Time Frame 1
- Term 1

Basic Course Information - SCACRSE 2
- Basic Course Information 2
  - Key Block 2
  - Subject and Course 2
  - Term 2
  - Course Title 3
- How To: View Course Titles 3
- Course Details Block 4
- Course Level Block 5
- Grading Mode Block 5
- Schedule Types Block 6

Course Detail Information - SCADETL 7
Course Restrictions - SCARRES 8
Scheduling Restrictions - SCASRES 9
Prerequisites & Test Score Restrictions - SCAPREQ 10
- Course Prerequisite Restrictions 10

College / Department Text – SCATEXT 11
Syllabus – SCASYLB 12
Catalog Search – SCASRCH 13
- Course Selection 13

Schedule Section Query Form – SSASECQ 14
- How to Search using SSASECQ 14

Room Queries - SSAMATX 16
- How to View Building / Room Schedule 16

Schedule Calendar – SSAACCL 17
- How to: View CRN's Meeting Times 18

Faculty / Advisor Query – SIAIQRY 19
- How to: Look up Faculty or Advisor using SIAIQRY 19

Faculty Workload 20
- Faculty Assignment – SIAASGN 20
- Faculty Schedule Query – SIAASGQ 21

Wichita State University

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

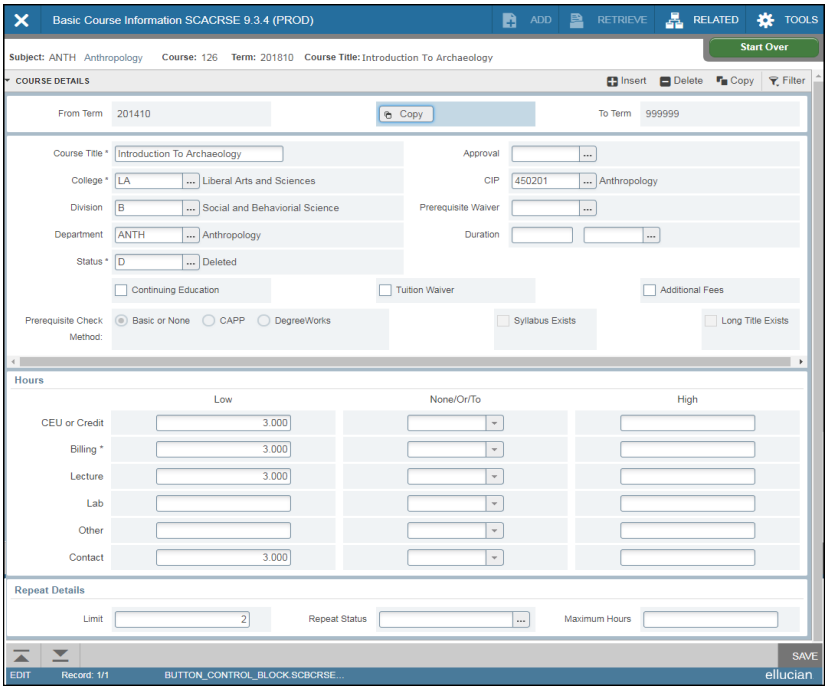
Term is defined by academic year using the following scheme: Fall 10/ Spring 20/ Summer 30

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

BASIC COURSE INFORMATION - SCACRSE

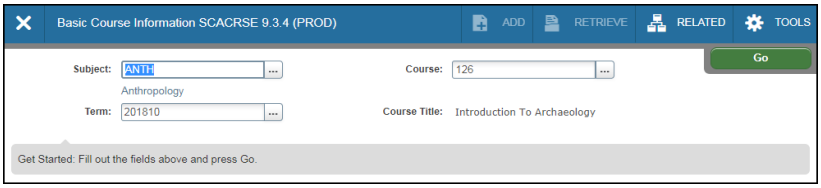
Basic Course Information

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

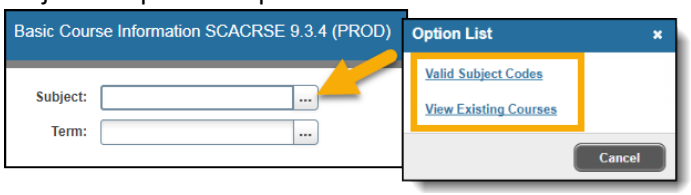
Course Title

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

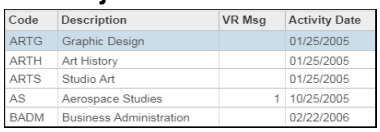
How To: View Course Titles

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.

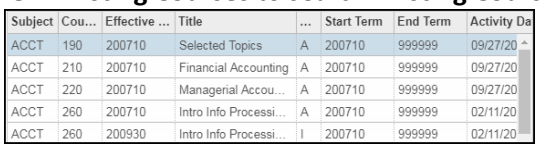


   - Select **Valid Subject Codes** to search for **Subject Code** *OR*



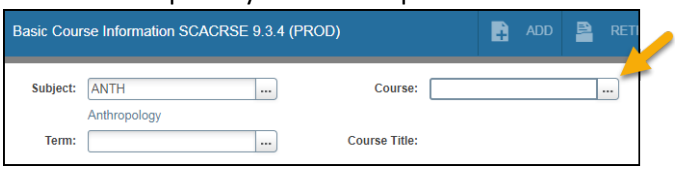
Code	Description	VR Msg	Activity Date
ARTG	Graphic Design		01/25/2005
ARTH	Art History		01/25/2005
ARTS	Studio Art		01/25/2005
AS	Aerospace Studies	1	10/25/2005
BADM	Business Administration		02/22/2006

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

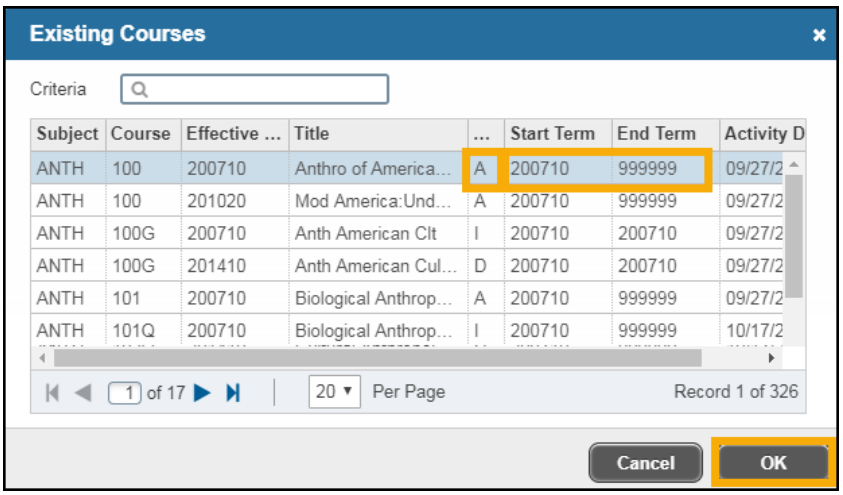


Subject	Cou...	Effective ...	Title	...	Start Term	End Term	Activity Da
ACCT	190	200710	Selected Topics	A	200710	999999	09/27/20
ACCT	210	200710	Financial Accounting	A	200710	999999	09/27/20
ACCT	220	200710	Managerial Accou...	A	200710	999999	09/27/20
ACCT	260	200710	Intro Info Processi...	A	200710	999999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

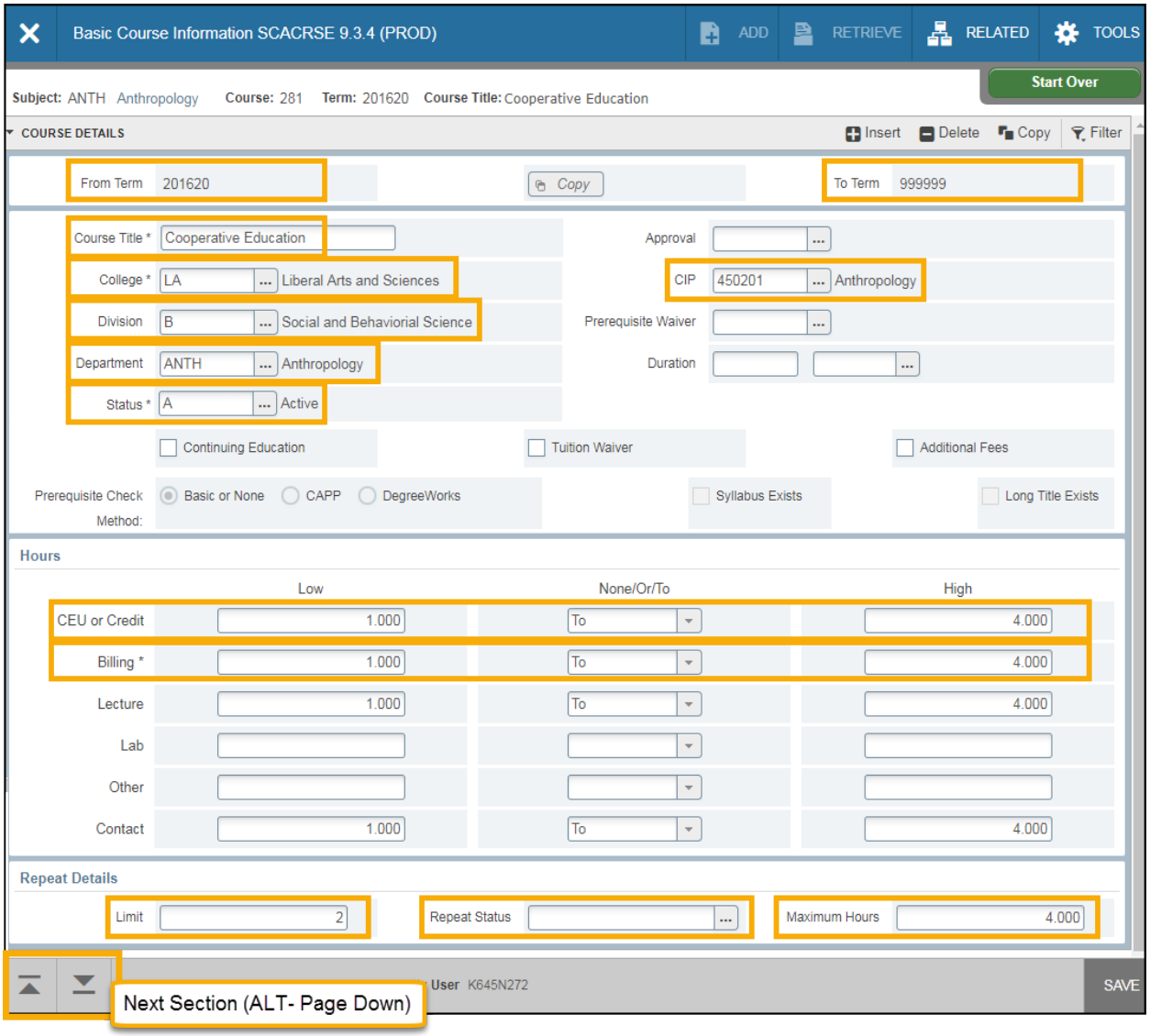


4. This list of values displays the list of courses along with their course titles. When a new class has been added to a department, look up the new course number here.



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

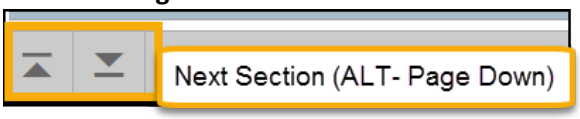
Course Details Block



- **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).

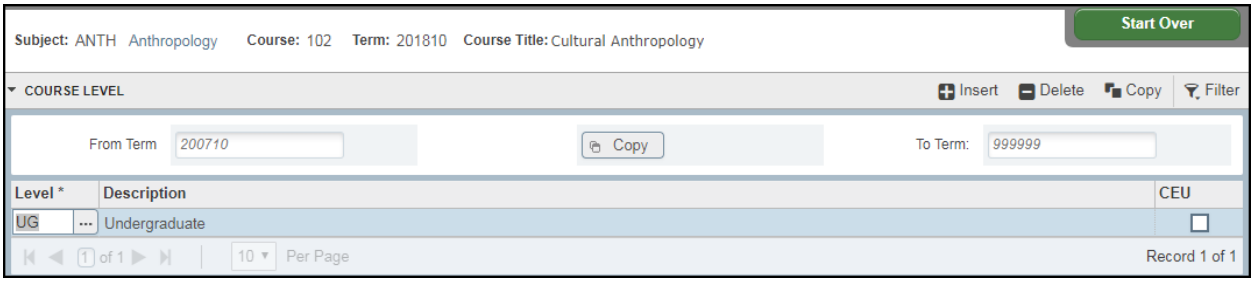
- **Continuing Education, Tuition Waiver, and Additional Fees:** Will be checked if used.
- **Hours:** The number of hours or hours range for credit and billing *(WSU does not use lecture, lab, or other)*.
  - **Credit Hours Low** is the least number of credit hours received for the course.
  - **Credit 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.



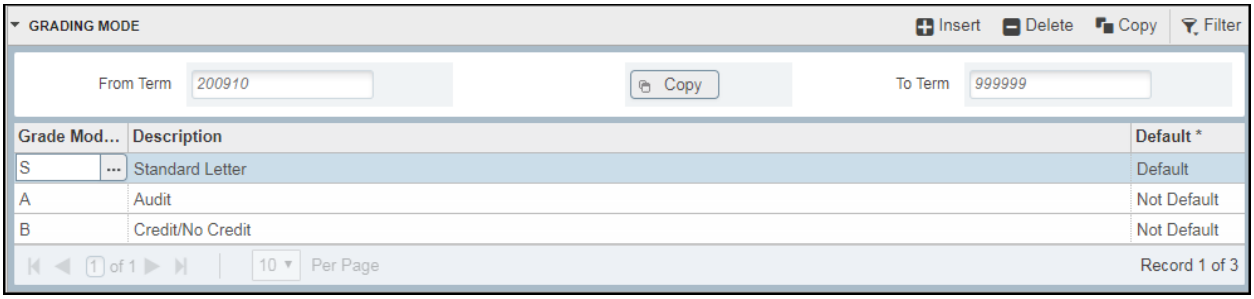
Course Level Block

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



Grading Mode Block

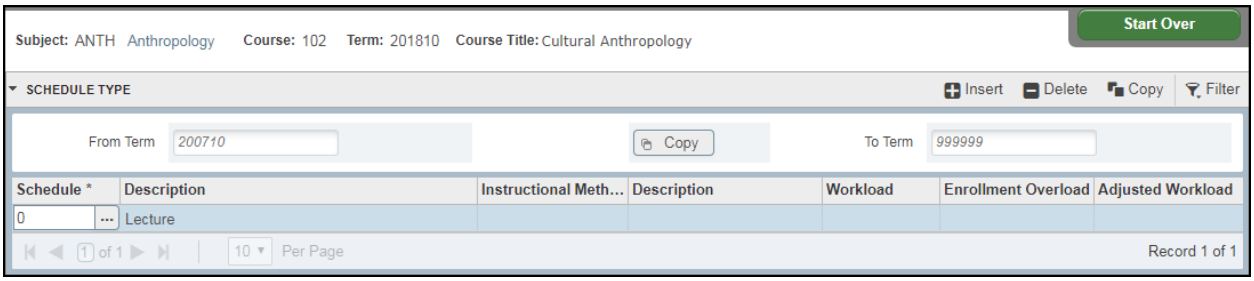
Grading modes, such as standard and audit, are assigned to the course. Only one grade mode can be defined as the default.



Schedule Types Block

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

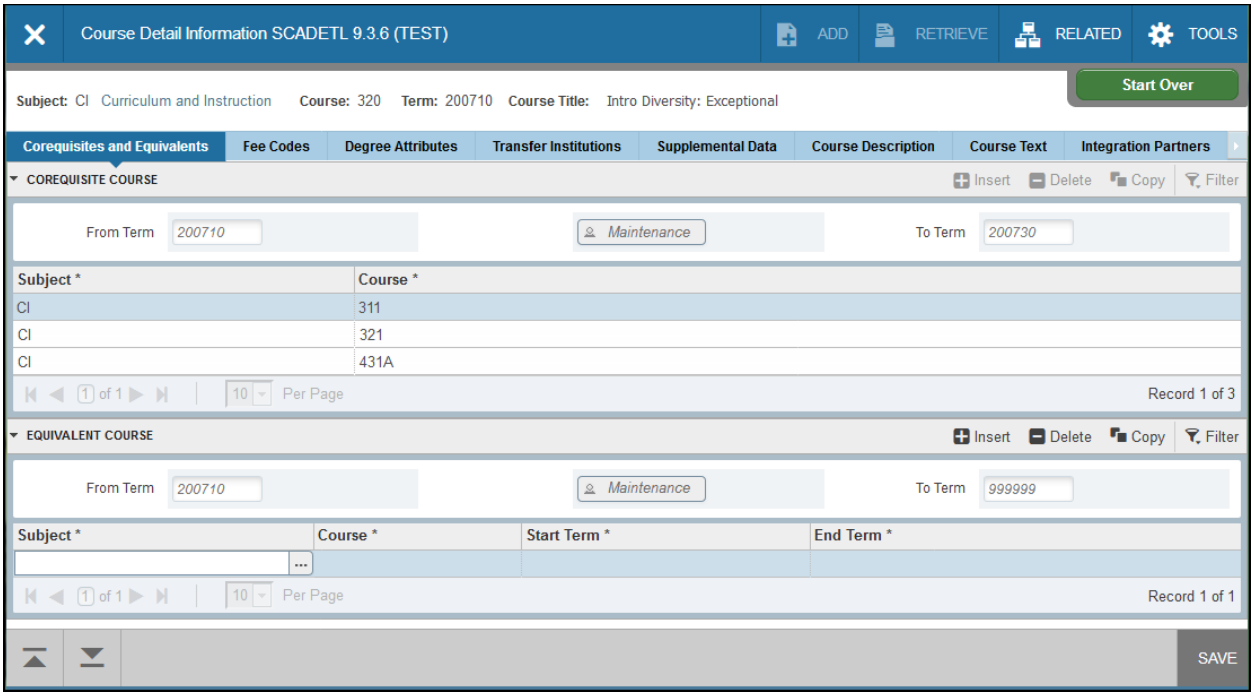
- 0 Lecture
- 1 Lab
- 2 Experiential
- WS Workshop



COURSE DETAIL INFORMATION - SCADETL

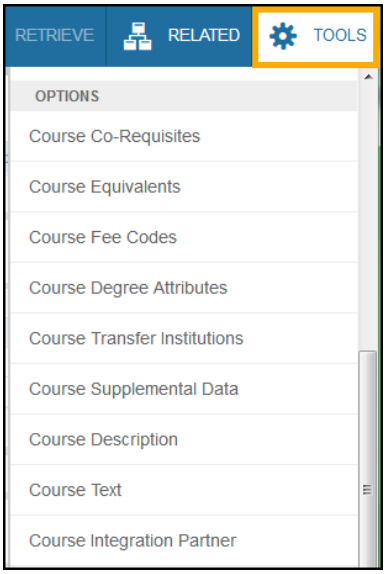
After Basic Course Information (SCACRSE) is created for a course, SCADETL is accessible to view course details.

Course co-requisites are viewable on this form.



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

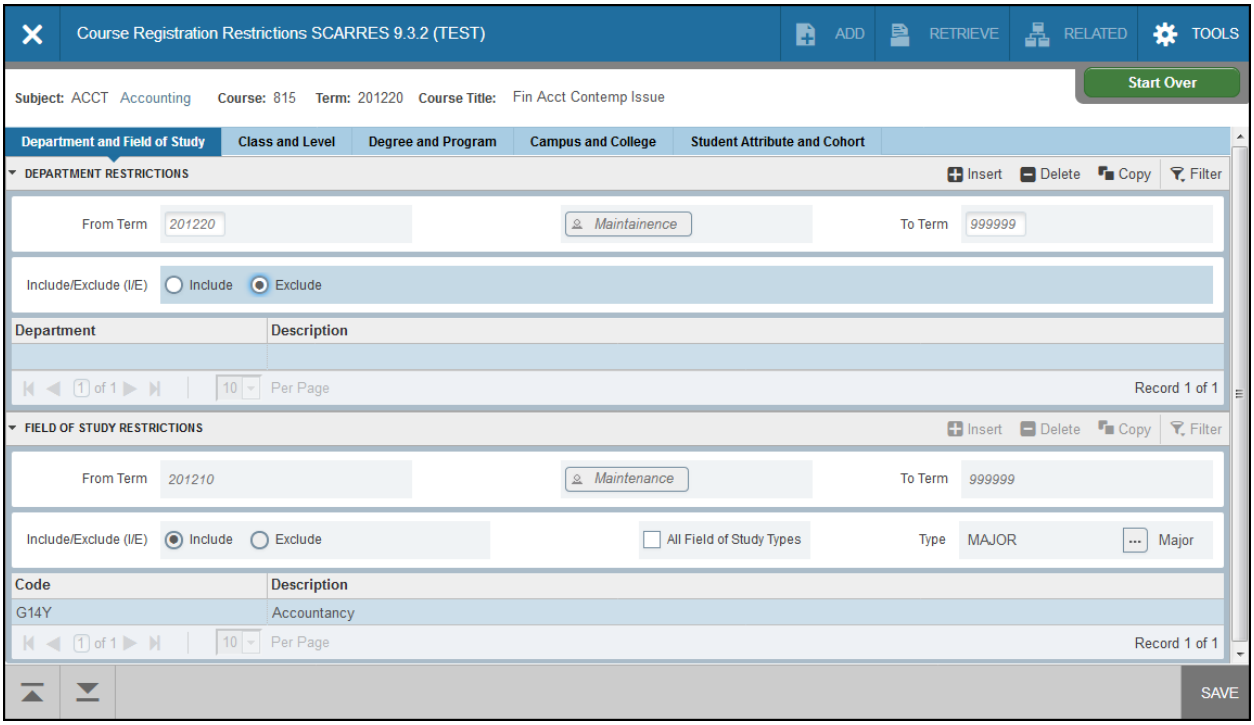
- Click on the tabs across the top to access more information about the course



COURSE RESTRICTIONS - SCARRES

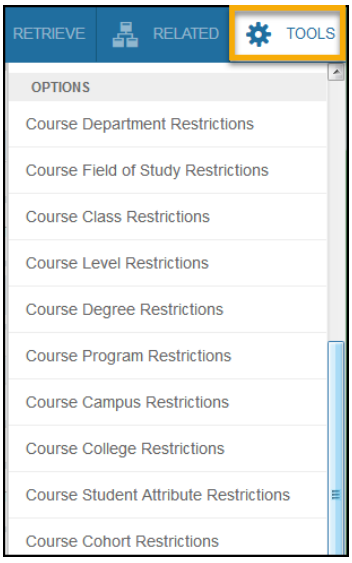
After Basic Course Information (**SCACRSE**) is created for a course, SCARRES is accessible to view specific restrictions.

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



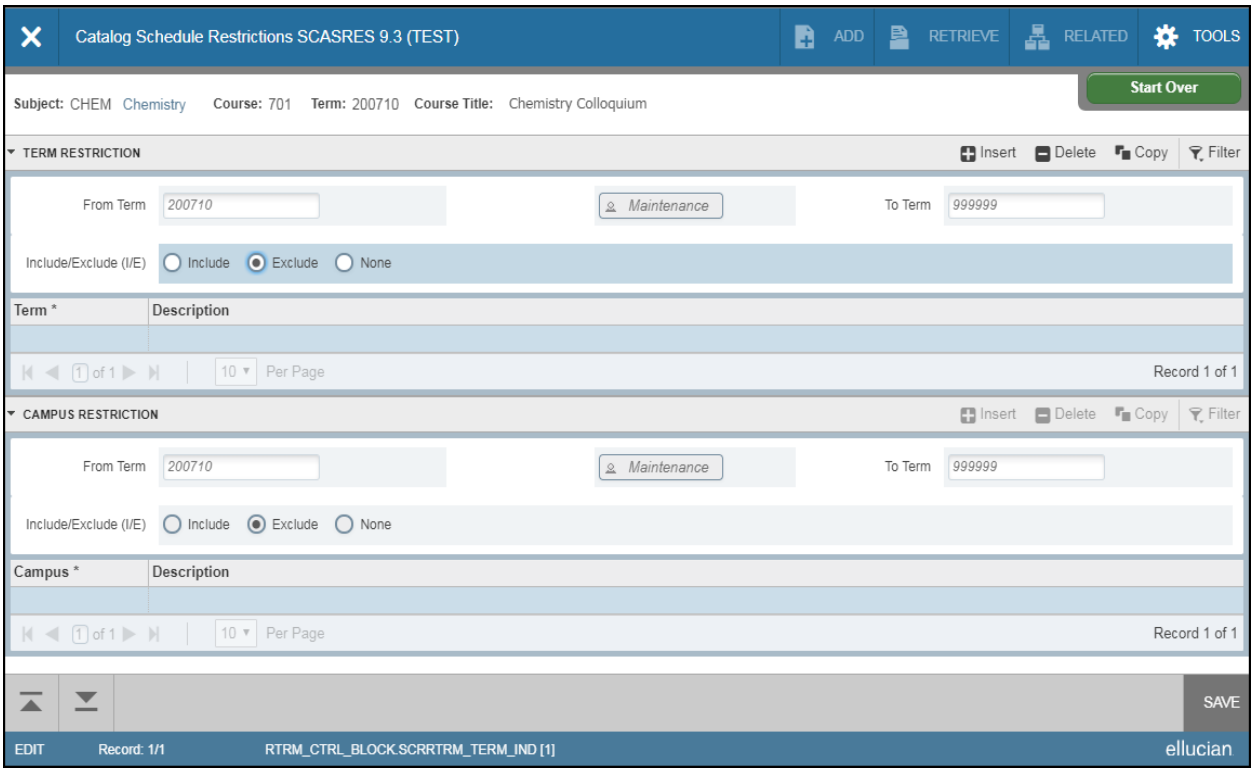
View the additional listed Course information by clicking Tools and scrolling down to Options or Next Section (ALT- Page Down).

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



Scheduling Restrictions - SCASRES

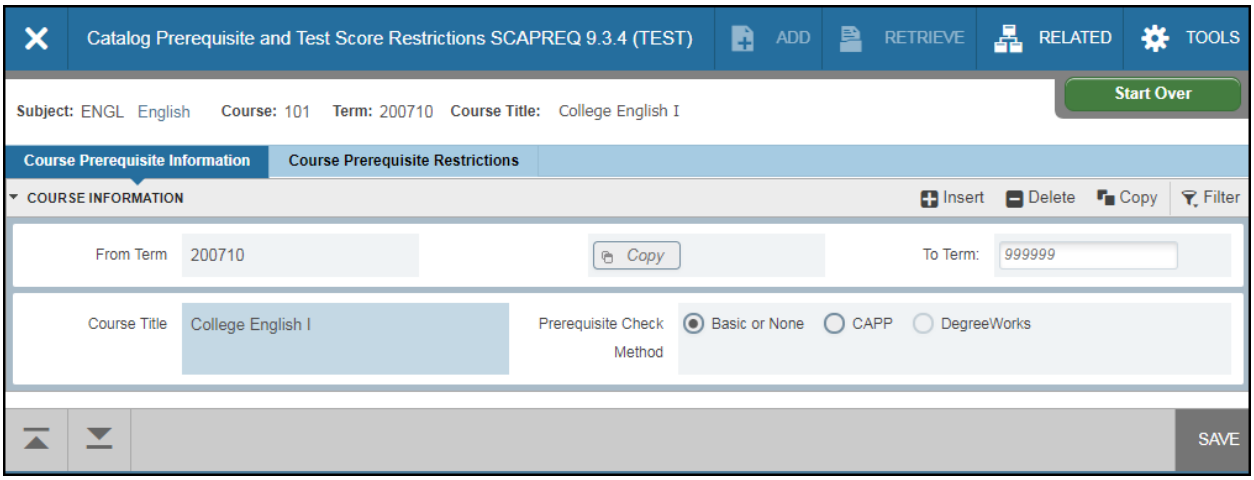
After Basic Course Information (SCACRSE) is created for a course, SCASRES is accessible to view scheduling restrictions by the term and campus.



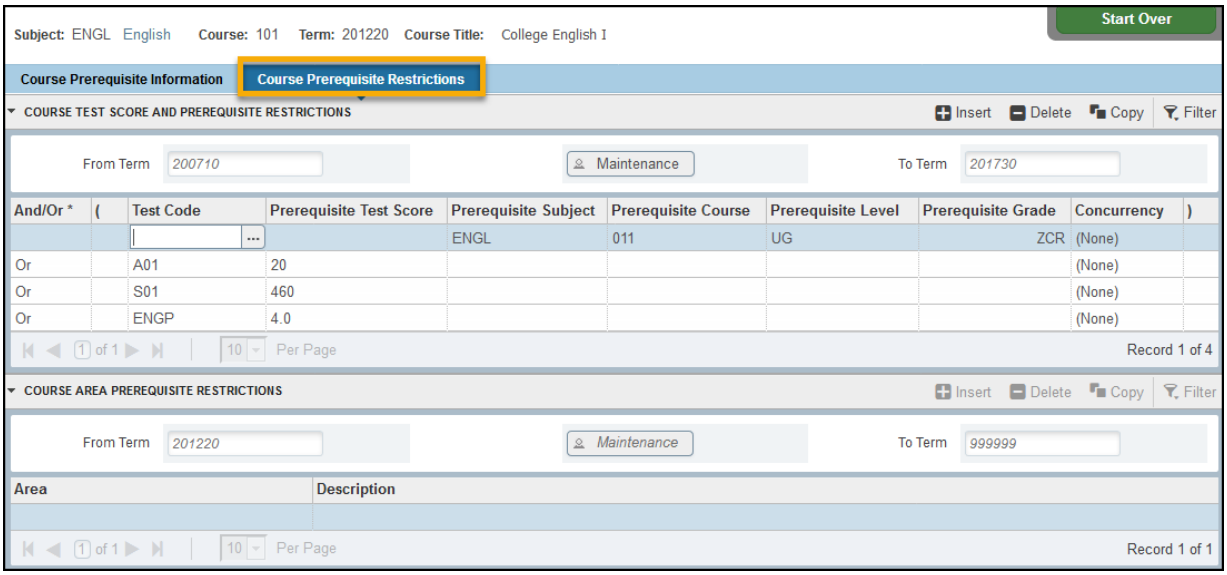
PREREQUISITES & TEST SCORE RESTRICTIONS - SCAPREQ

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.

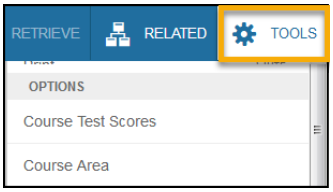


Course Prerequisite Restrictions



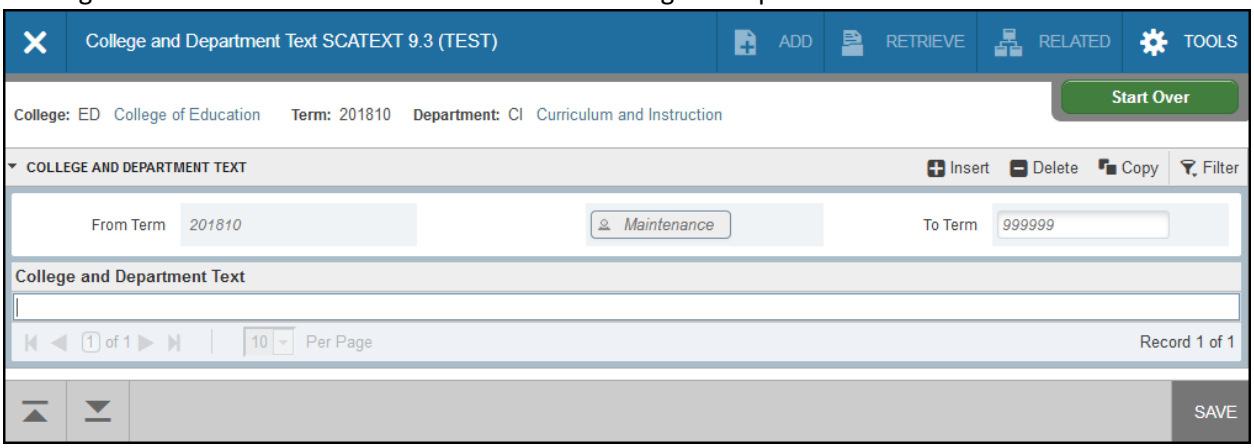
View the additional listed Course information by clicking Tools and scrolling down to Options or Next Section (ALT- Page Down).

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



College / Department Text – SCATEXT

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

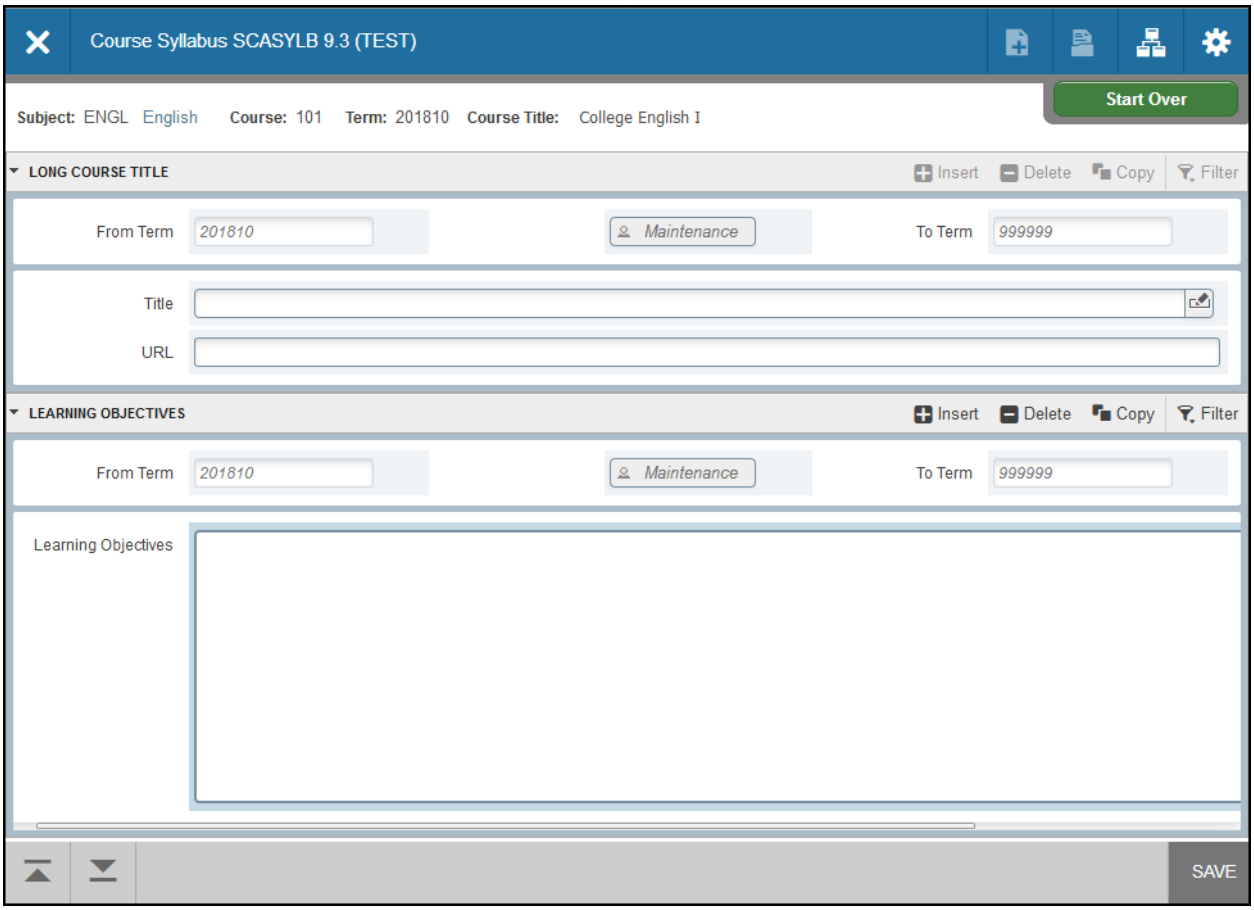


SYLLABUS – SCASYLB

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.

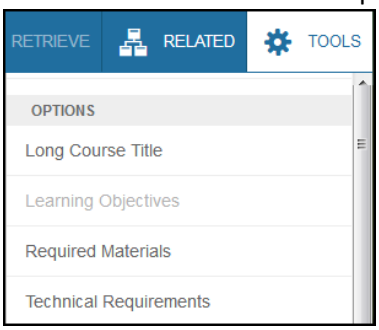
This information is displayed on the Web to help students select and register for courses.

The syllabus information can be copied down to the section level, but may not 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).

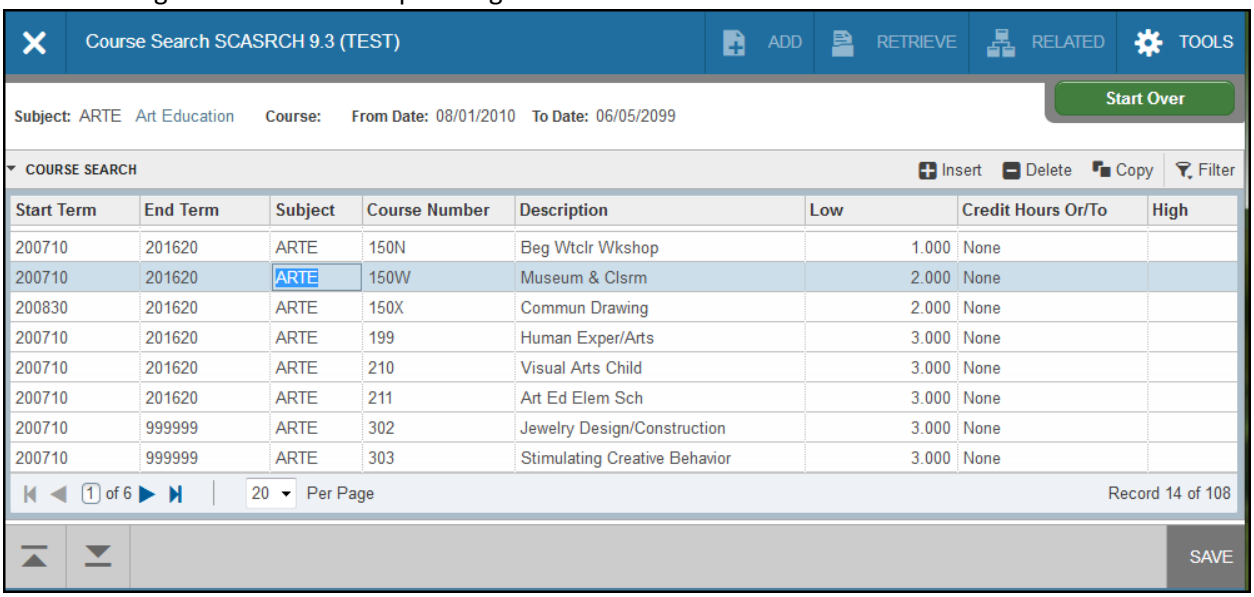
- Click on the tabs across the top to access more information about the course



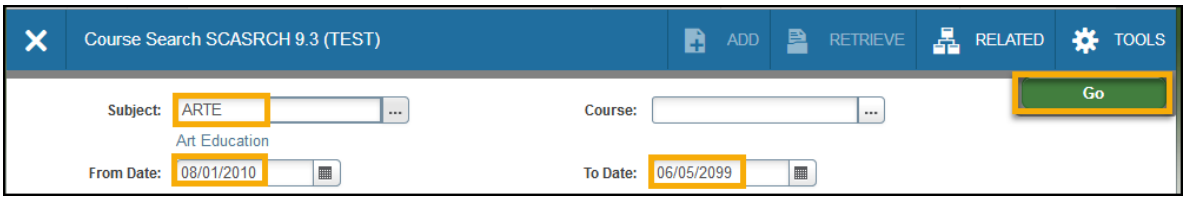
Catalog Search – SCASRCH

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 Selection

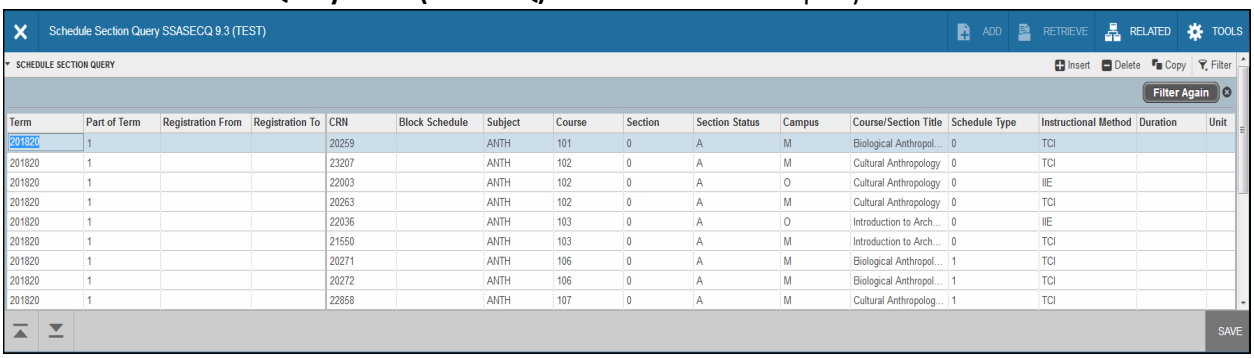


- **Subject** is required.
  - Enter a specific Subject or selet one using the Search function. If the code is entered directly, it is validated against the appropriate LOV. If it is selected using Search, the Subject and Course boxes are populated
- **Course** is optional.
  - Enter a specific Course 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.



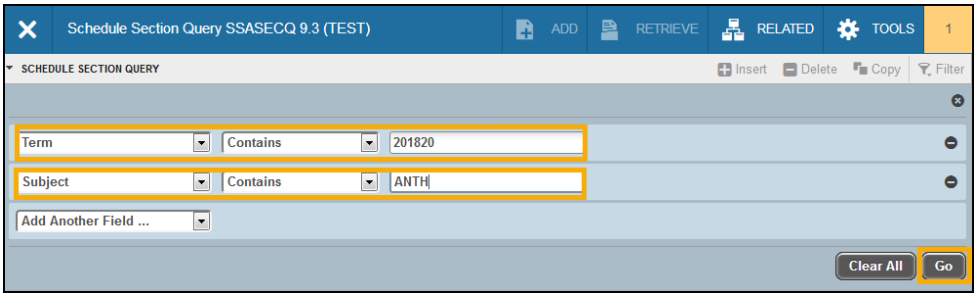
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit
201820	1			20259		ANTH	101	0	A	M	Biological Anthropol...	0	TCI		
201820	1			23207		ANTH	102	0	A	M	Cultural Anthropology	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 Anthropolog...	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

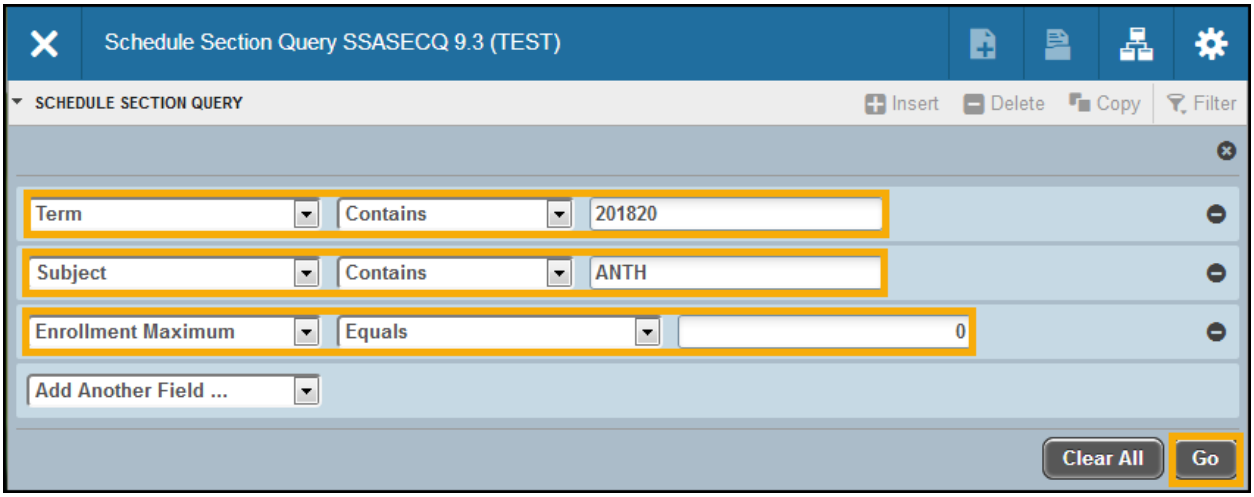
Course/Section Title Search



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

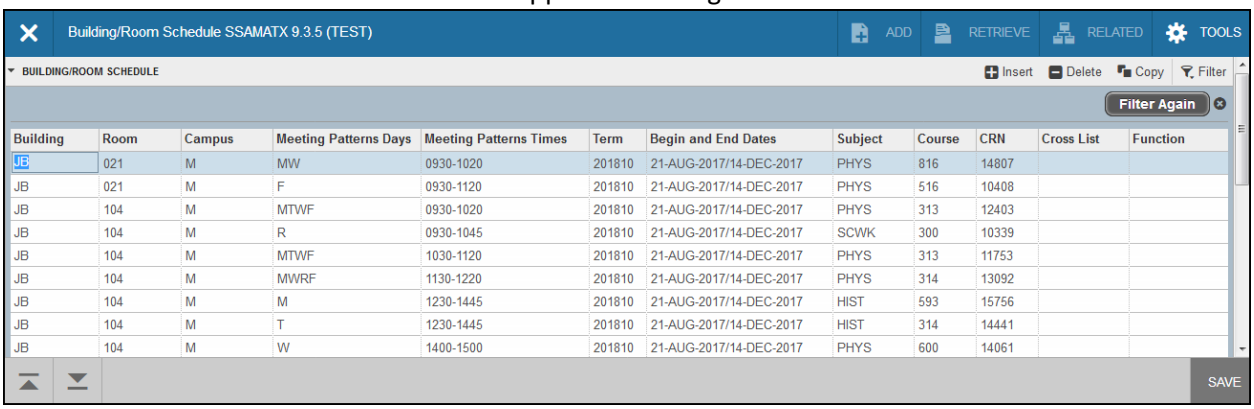


1. Activate the Banner form **SSASECQ**
2. Select **Term** Field > Contains > enter Term
3. Select Subject field > Contains or Equals > enter Subject Code
4. Select Enrollment Maximum field > Equals > 0
5. Click **Go** or **F8** to execute the query
6. Navigate through the results to find Schedule Section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

ROOM QUERIES - SSAMATX

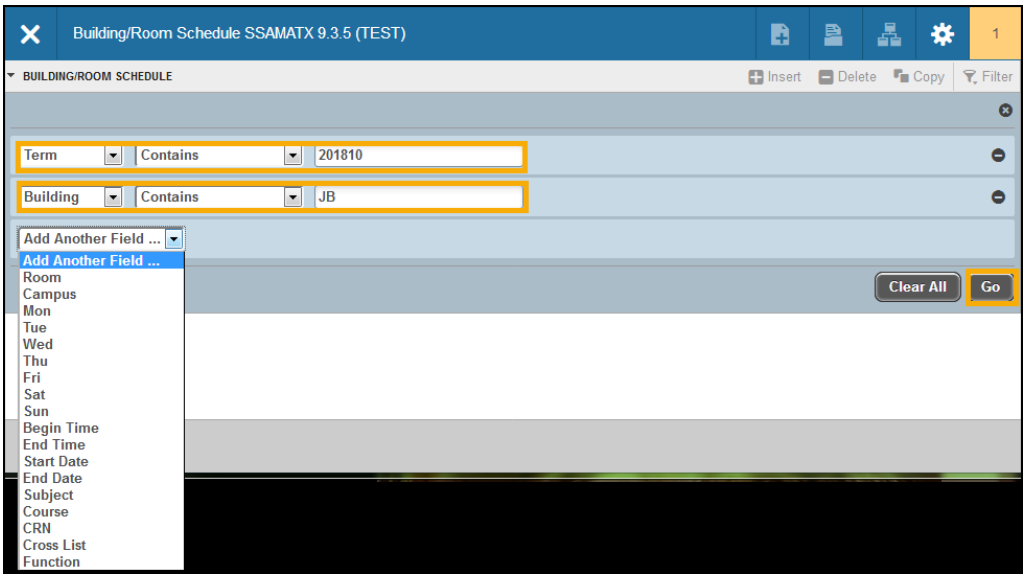
The Building / Room Schedule form (SSAMATX) allows users to view when a particular room is booked for a CRN in a given term.

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



Building	Room	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

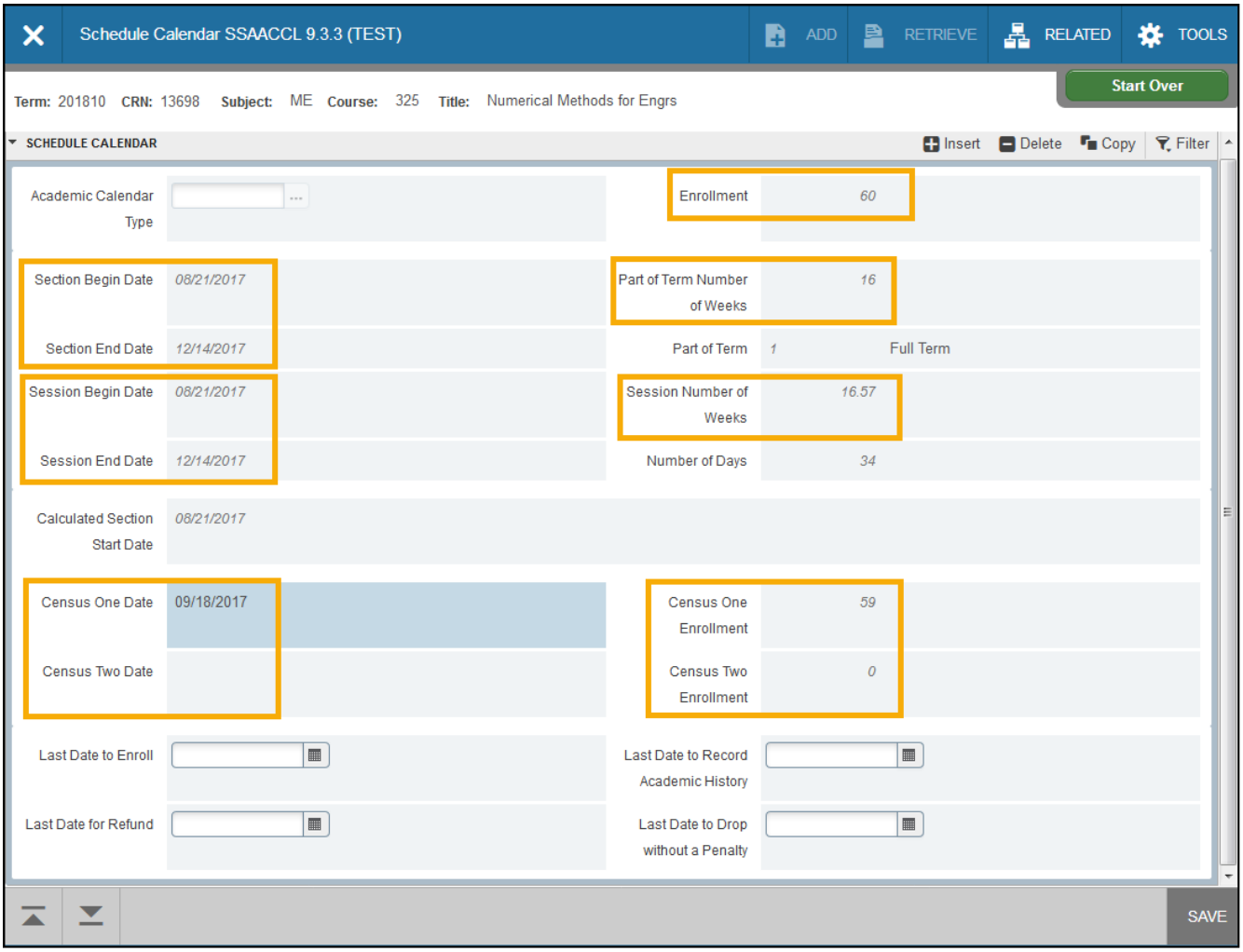


1. Activate the Banner form **SSAMATX**
2. Select **Term** Field > **Contains** > enter **Term**
3. Select **Building** Field > **Contains or Equals** > enter **Building Code**
4. Click **Go** or **F8** to execute the query
5. Navigate through the results to find Schedule Section
6. Click **Start Over**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

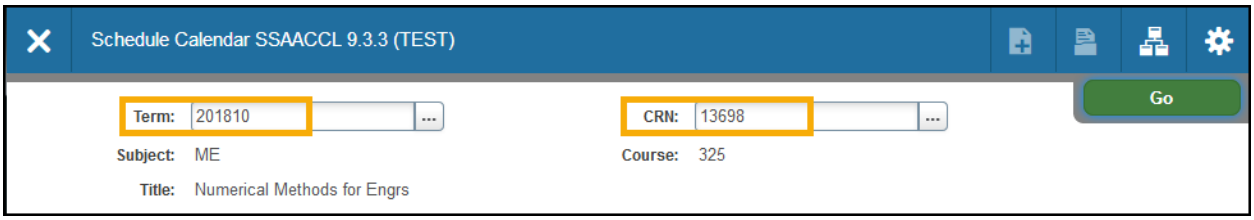


Calendar Information Block

- **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



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.

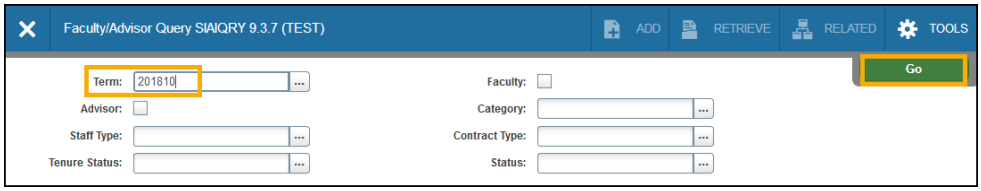
FACULTY / ADVISOR QUERY – SIAIQRY

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

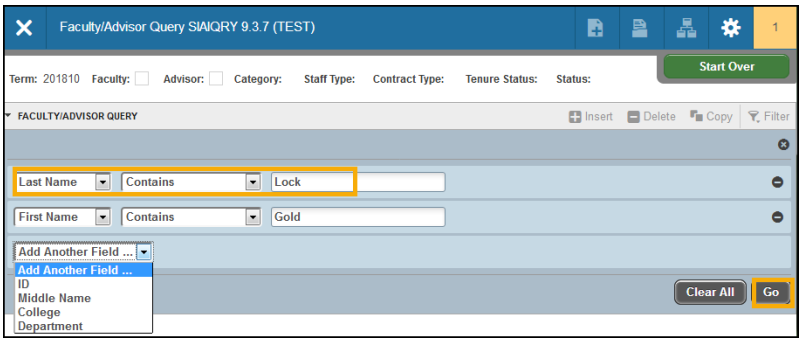
SSASECQ can be accessed from:

- 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.***

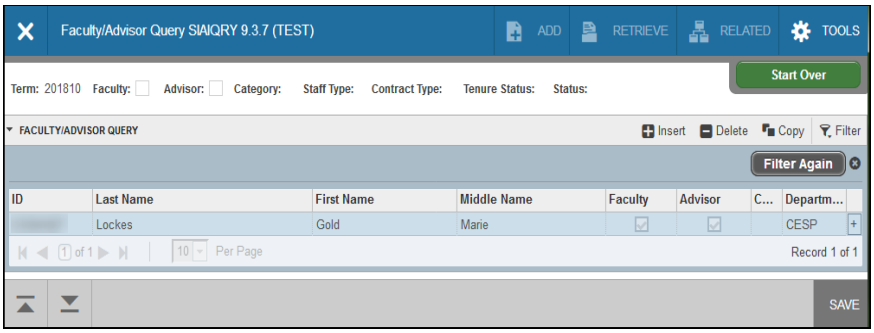
How to: Look up Faculty or Advisor using SIAIQRY



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



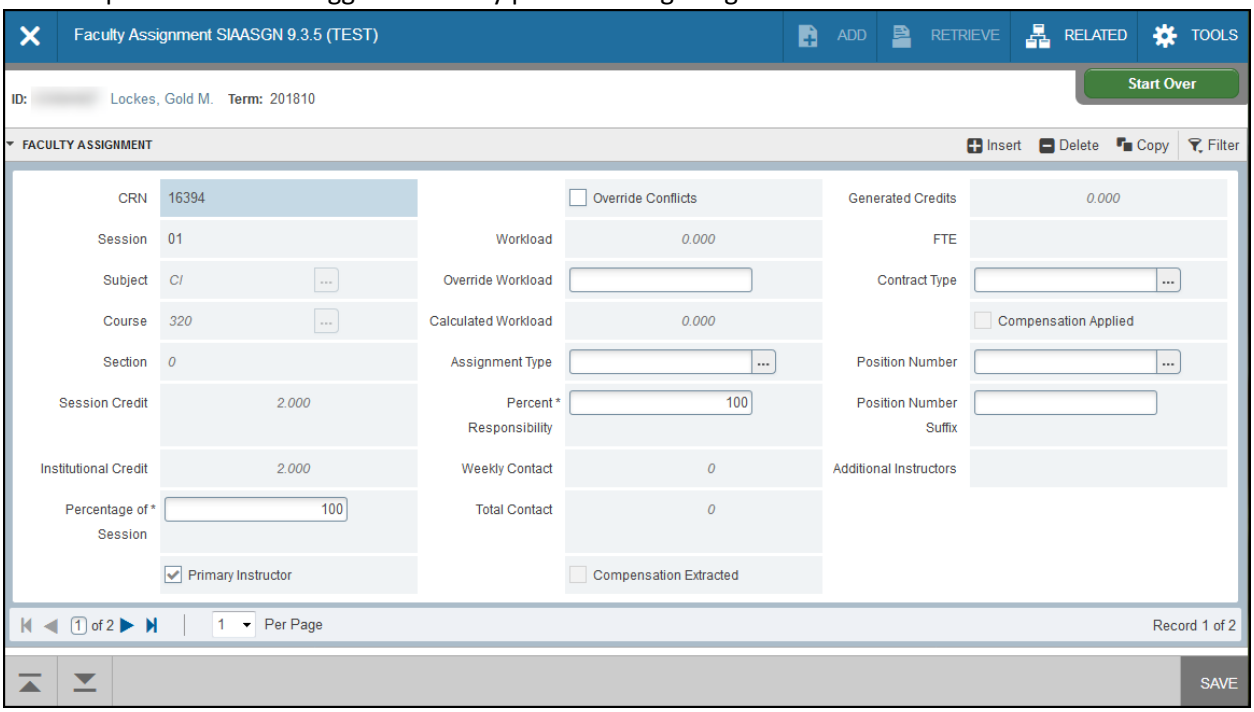
4. Select **Last Name** Field > **Contains** > enter **Name or part of name**
5. Select **First Name** Field > **Contains** > enter **Name or part of name**
6. Click **Go** or **F8** to execute the query
7. Navigate through the results to find Faculty or Advisor
8. Click **Start Over** or **F5** to clear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



FACULTY WORKLOAD

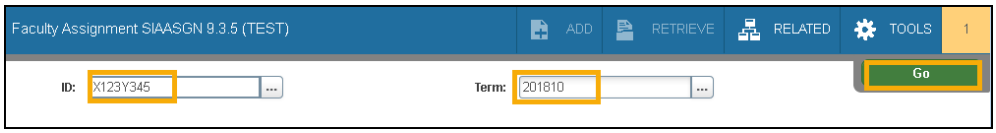
Faculty Assignment – SIAASGN

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

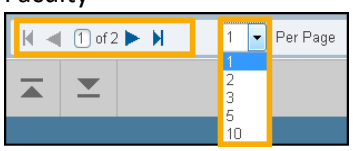


- **Session Credit/ Institutional Credit:** Number of credit hours for CRN
- **Percentage of Session:** Percent of term instructor will teach
- **Primary Instructor:** Only the primary instructor (box will be checked) is allowed to enter grades on Self Service
- **Percent Responsibility:** Percent of 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

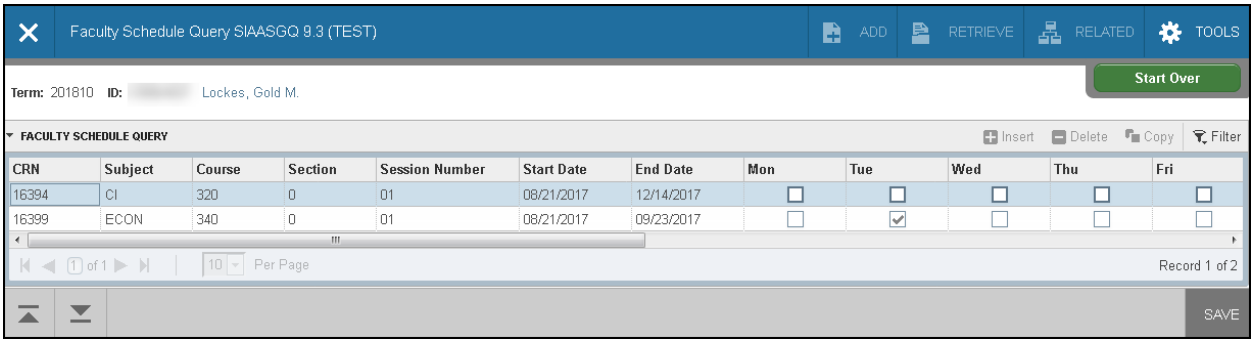


Faculty Schedule Query – SIAASGQ

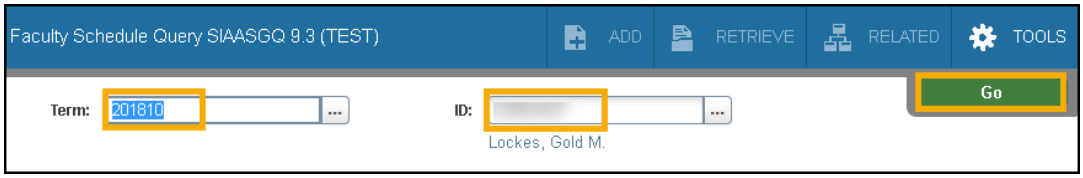
The **Faculty Schedule Query (SIAASGQ)** form may be used to view a person's teaching schedule for a given term. A person must be flagged as faculty prior to being assigned to a CRN.

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



How to: View CRNs Assigned to an Instructor



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