



BANNER Schedule Builder Training

Office of the University Registrar



UNIVERSITY OF
SOUTH ALABAMA

Building the Class Schedule

- Class schedules are produced twice a year-- once for the Spring semester and again for the Summer and Fall semesters.
- The Schedule Production Timetable for the academic year is posted on the website, www.southalabama.edu/registrar.
- It provides the time periods during schedule production that schedulers have access to add or modify sections of courses for each semester.
- The Office of the University Registrar removes access for brief periods to 'clean up' discrepancies and conflicts.

Sample Schedule Production Timetable

Schedule Production Timetable
Spring 2026 (202620)

EVENT	DAY/DATE
PREVIOUS YEAR'S SCHEDULE ROLLED	Monday 04/21/25
OPEN SCHEDULING PERIOD Academic areas will begin to update the previous year's schedule by adding new sections and revising existing sections. DO NOT use an Override "O" to add your class into a room that is already occupied.	Monday 04/28/25
FIRST REVIEW by Registrar's Office (Maintenance Access will remain open)	Monday-Friday 06/9/25-06/13/25
SECOND REVIEW by Registrar's Office (Maintenance Access will remain open) Academic areas should have completed additions and revisions to the class schedule by the end of the Second Review.	Monday-Friday 07/21/25-07/25/25
CLOSED SCHEDULING PERIOD (Maintenance Access Removed by 9:00 a.m.) ALL changes and additions to rooms will require the submission of Schedule Maintenance Forms to the Registrar's Office. The Registrar's Office will be responsible for alerting each department of room conflicts, while coordinating with those departments to resolve those conflicts.	Monday 08/11/25
FINAL CLEAN-UP before Registration After the end of Final Clean-Up, changes to the schedule will be restricted to the addition of new sections. The Registrar's Office will be responsible for alerting each department of room conflicts, while coordinating with those departments to resolve those conflicts.	Monday-Friday 08/11/25-08/15/25
SCHEDULE AVAILABLE ON PAWS Students can view the schedule in PAWS and begin planning for their advising appointment.	Monday 09/8/25
REGISTRATION BEGINS for ALL Students	Monday 10/27/25



Rolling the Schedule

The Office of the University Registrar rolls the class schedule of the previous year's semester to create an initial schedule of classes.

e.g.: Spring 202520 is rolled to create an initial schedule of classes for the next Spring semester 202620.

Schedule Roll

These fields are pre-populated from the previous year:

- Meeting Times
- Instructor
- Fees
- Department/Field of Study/Class/Level/Degree/Program/Campus/College/Student Attribute/Cohort restrictions
- Test & Prerequisites Requirements
- Block Schedule Codes
- Course Text/Comments
- Bldg/rm assignments will be re-entered every 5 years

This information does not roll:

- Links
- Co-requisites
- Reserved Seats
- Cross List Data
- Schedule override Info
- CRNs
- Section specific Attributes/Restrictions

Quick Navigation-Shortcuts

Command	Banner 9
Save	F10
Rollback/Start Over	F5
Quit/Close	Ctrl+Q
Next Block/Next Section/GO	Alt+PgDwn
Pervious Block/Section	Alt+PgUP
Clear Block/Section	Shift+F5
Next Field	Tab

Course Reference Numbers (CRN)

Course Reference Number significance

CRN's in the:

10000 series represent Fall

20000 series represent Spring

30000 series represent Summer



Adding/Creating Section



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Basic Banner Scheduling Training



Schedule Form (SSASECT)

Course Section Information

To build a new course or add a new section, use the schedule form SSASECT. Enter the **term code**, type in the word **ADD** in the **CRN field** and press **Go** or click **Create CRN**.



ellucian Schedule SSASECT 9.3.29 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202510 CRN: ADD Go

Subject: Course: Copy CRN

Title: Create CRN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Tab to Subject field and enter subject code. Tab to course number field to enter the course number. The course title populates automatically. Then, tab to the Section field





Course Titles

- Course titles populate automatically and **CANNOT** be changed.
- A new Curriculum Action form (CAF) is required to change a course title. CAFs are completed via CIM.
- ★ **Exception: Directed Study, Directed Independent Study or Special topics courses.** Additional subject content can be added to the title by submitting a Schedule Maintenance Form.
- ★ Please note, the approved title must remain as part of the course title **(e.g. Sp Tp- Impact Mardi Gras)**.

Curriculum Action Form (CAF)

Curriculum Action Forms are used to establish new courses and are also used to make updates to existing courses. These forms can be found on USA's website,

<https://www.southalabama.edu/departments/academicaffairs/curriculum-review/accessing-cim.html>.



The screenshot displays the University of South Alabama (USA) website. At the top is a dark blue header with the USA logo and the text "UNIVERSITY OF SOUTH ALABAMA". Below this is a navigation bar with links: About, Students, Parents, Alumni, Academics, Research, and Athletics. A breadcrumb trail reads: HOME / DEPARTMENTS / ACADEMIC AFFAIRS / CURRICULUM REVIEW PROCESS / ACCESSING CIM. On the left is a sidebar menu for "Academic Affairs Home" with links to the Academic Affairs Office, Academic Calendar, Centers/Programs, and Colleges/Schools. The main content area is titled "Accessing CIM" and explains that access requires a university Single Sign On (SSO) and provides links for Course form, Program form, and Misc form. At the bottom left, a page navigation bar shows "< 12 > Basic Banner Scheduling Training". The USA logo is also present in the bottom right corner.

USA UNIVERSITY OF SOUTH ALABAMA

About ▾ Students ▾ Parents ▾ Alumni ▾ Academics ▾ Research ▾ Athletics ▾

HOME / DEPARTMENTS / ACADEMIC AFFAIRS / CURRICULUM REVIEW PROCESS / ACCESSING CIM

🏠 Academic Affairs Home

- Academic Affairs Office ▾
- Academic Calendar
- Centers/Programs ▾
- Colleges/Schools ▾

Accessing CIM

Access to CIM requires your university Single Sign On (SSO) identification and password. The course form allows the proposal or revision of courses, and the program form is for academic programs. The Miscellaneous form can be used to submit a new minor proposal, or to request a new course prefix from the Registrar's Office.

[Course form](#)

[Program form](#)

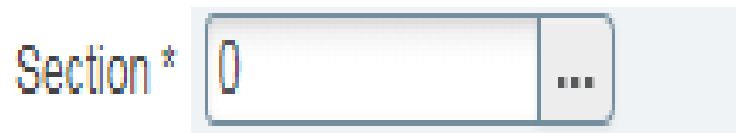
[Misc form](#)

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USA

Section Field

To query existing section numbers for a course, click on the ellipsis next to the Section Field to display the **Schedule Section Query Form (SSASECQ)**



The image shows a user interface element for a 'Section' field. It consists of a text input box containing the number '0'. To the right of the input box is a small button with three horizontal dots (an ellipsis). The label 'Section*' is positioned to the left of the input box.

Section Query Form (SSASECQ)

Once displayed, select the fields needed to perform the query (i.e., Term, Subject, Course Number, etc.). Select **GO** to query any existing sections.

The screenshot shows the 'Schedule Section Query' (SSASECQ) interface. At the top, there's a blue header bar with the text 'ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)' and several icons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, there's a tabbed interface with 'Basic Filter' selected and 'Advanced Filter' as an option. The main area contains three input fields: 'Term' with the value '202510', 'Subject' with the value 'CH', and 'Course' with the value '131'. Each field has a minus icon to its left and a three-dot menu to its right. To the right of these fields is a dropdown menu labeled 'Add Another Field ...'. At the bottom right, there are two buttons: 'Clear All' and 'Go'.

Section Numbers

The numbering scheme for the sections of an offered course are as followed:

Sections numbers beginning with

101-199 are used for **Day sections**

201-299 are used for **High flex sections**

301-399 are used for **Accelerated Nursing sections**

401-499 are used for **Baldwin County sections**

501-599 are used for **Evening sections**

601-699 are used for **Study Abroad sections**

701-799 are used for **Blended/Web sections**

801-899 are used for **Web-based or Fully online sections**

901-999 are used for **Weekend sections**

Schedule Form (SSASECT)

Cross-listing is used to create common meeting times and instructors for sections that are taught by (1) the same person, (2) at the same time, (3) in the same place. Although courses may have different prefixes and/or numbers, the courses content must be the same.

To cross-list sections, a request must be submitted to the Office of University Registrar.

✕ Schedule SSASECT 9.3.9 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I Start Over

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject *	CH ...	CHEMISTRY	Campus *	...	Grade Mode	...
Course Number *	131 ...		Status *	...	Session	...
Title	General Chemistry I		Schedule Type *	...	Special Approval	...
Section *	0 ...		Instructional Method	...	Duration	...
Cross List	...		Integration Partner	...	☐ Override Duration	

Schedule Form (SSASECT)

- All courses, with the exception of 100% online (WO) courses, use Main (M) Campus.
- 100% online (WO) courses should be assigned to Web (WB) Campus.

BALDWIN COUNTY & DAUPHIN ISLAND MUST NEVER BE USED AS A CAMPUS CODE.

Enter
Campus
Code

✕ Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
▼ COURSE SECTION INFORMATION			
Subject *	CH ... CHEMISTRY	Campus *	M ... Main
Course Number *	131 ...	Status *	A ... Active
Title	General Chemistry I	Schedule Type *	LE ... Lecture-Web Enhanced
Section *	509 ...	Instructional Method	WE ... Web-Enhanced Course
Cross List	...	Integration Partner	R ... rSmart Sakai CLE
▼ CLASS TYPE			
Traditional Class			
Part of Term	1 ...	08/21/2018	12/13/2018 16

Schedule Form (SSASECT)

When building a course, the **Status field** will always be “A” for active.

To inactivate a course, enter “C” Closed or “X” Canceled in the status field.

Click the ellipsis, to get direct access to STVSSTS as shown in the example below.

Section Status Code Validation (STVSSTS)

Criteria

Code	Description	Allow Reg	Active/Inactive	ACTIVITY
A	Active	Y	A	07/26/20
C	Closed	N	A	02/13/20
R	Reserved	N	I	07/26/20
X	Cancelled	N	A	05/01/20

< 1 of 1 > 10 Per Page Record 1 of 4

Cancel OK

Chemistry I

Section Preferences

Campus* M ... Main

Status* A ... Active

Schedule Type* LE ... Lecture-Web Enhanced

Instructional Method WE ... Web-Enhanced Course

Integration Partner R ... rSmart Sakai CLE

Schedule (SSASECT)

Schedule Type

The schedule type field is used to designate the type of instruction for the section being scheduled. The choices are limited for that course at the catalog level listed on the approved CAF.

Instructional Method

Instructional Method is used as a description of the format used to present the class content. The instructional method is directly associated with a particular schedule type. When a new section is being added, this will automatically populate when the corresponding schedule type is entered.

X Schedule SSASECT 9.3.9 (PROD)	
Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I	
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences	
▼ COURSE SECTION INFORMATION	
Subject * CH ... CHEMISTRY	Campus * M ... Main
Course Number * 131 ...	Status * A ... Active
Title General Chemistry I	Schedule Type * LE ... Lecture-Web Enhanced
Section * 509 ...	Instructional Method WE ... Web-Enhanced Course
Cross List	Integration Partner R ... rSmart Sakai CLE

Schedule Form (SSASECT)

Most Commonly used Schedule Types and Instructional Methods are as follows:

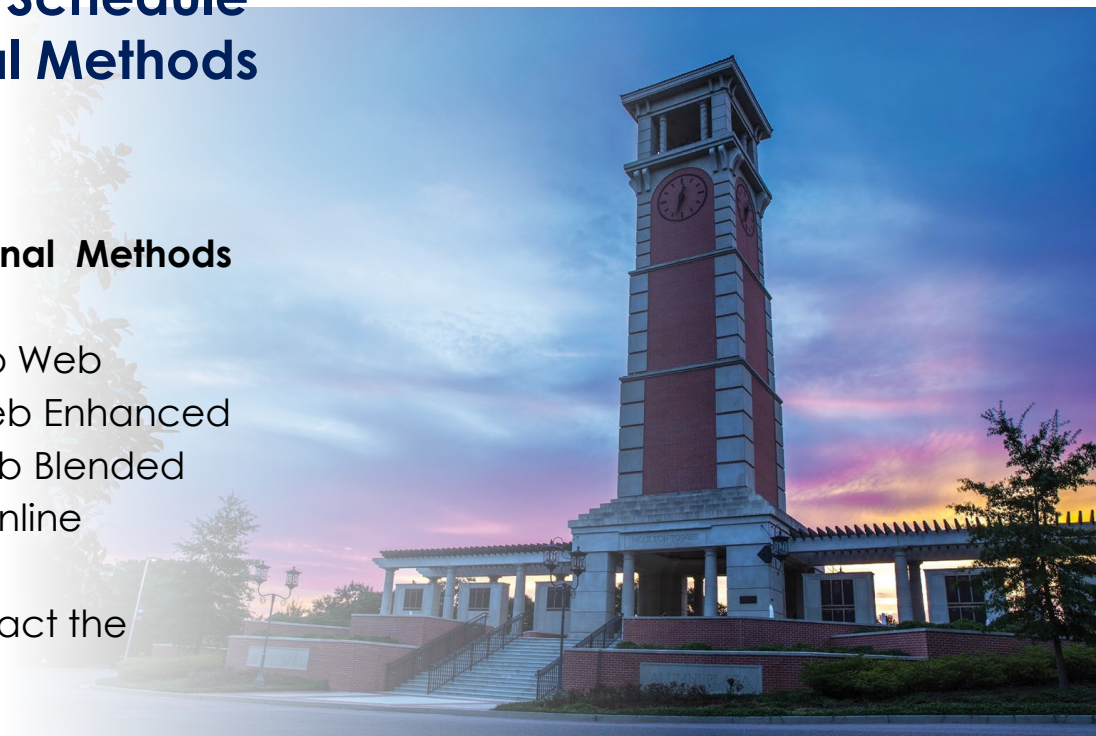
Schedule Types

L= Lecture no web
LE=Lecture w/web
LB=Lecture/Blended
W= Web

Instructional Methods

NW= No Web
WE= Web Enhanced
WB=Web Blended
WO= Online

For a complete list, please contact the Registration team.

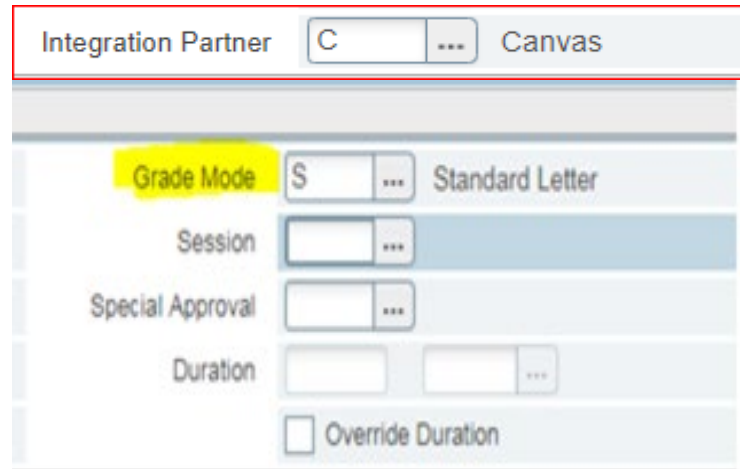


Schedule form (SSASECT)

The **integration partner** field is used to integrate the section with a third party system, such as Canvas. Select “C” as the integration partner.

The **Grade mode** is used to specify the grading for the course and will be limited to the grading modes established at the catalog level. When left blank, the student will have the option to choose from the grading modes, such as Audit, assigned to the course when they register for the class.

***If you click the ellipsis,
the grade modes specific
to the section will display.**



The screenshot displays the SSASECT Schedule form. At the top, the 'Integration Partner' field is highlighted with a red box, showing a dropdown menu with 'C' selected and 'Canvas' as the associated system. Below this, the 'Grade Mode' field is highlighted with a yellow box, showing a dropdown menu with 'S' selected and 'Standard Letter' as the associated mode. Other fields visible include 'Session', 'Special Approval', 'Duration', and an 'Override Duration' checkbox.

Schedule Form (SSASECT)

Session Codes must correspond to the section numbering scheme used for the class. For example, a section number from the 501-599 series is assigned an “E” for evening.

X @ellucian Schedule SSASECT 9.3.15 (PROD) ADD

Term: 202120 CRN: 25100 Subject: CH Course: 101L Title: Survey Inorg-Org Chem Lab

Course Section Information

Section Enrollment Information

Meeting Times and Instructor

Section Preferences

COURSE SECTION INFORMATION

Subject	CH	CHEMISTRY	Campus *	M	Main	Grade Mode	
Course Number	101L		Status *	A	Active	Session	E Evening
Title	Survey Inorg-Org Chem Lab		Schedule Type	BRE	Lab Web-Enhanced Remote Course	Special Approval	
Section *	501		Instructional Method	WR	Web-Enhanced Remote Course	Duration	
Cross List			Integration Partner	C	Canvas	☐ Override Duration	

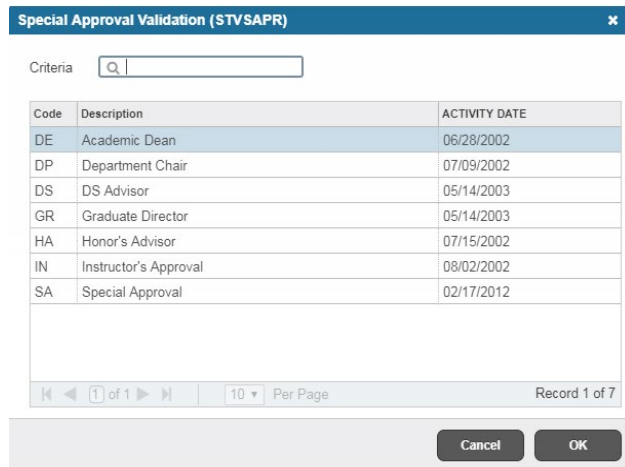
CLASS TYPE

Schedule Form (SSASECT)

The **Special Approval field** is used to designate an approval source and regulate registration. Students will need an override from your department to register for a class section when this field is designated.

**The Office of the University Registrar does not give overrides.
Departments can use SFASRPO to grant overrides.**

Special Approval Codes:



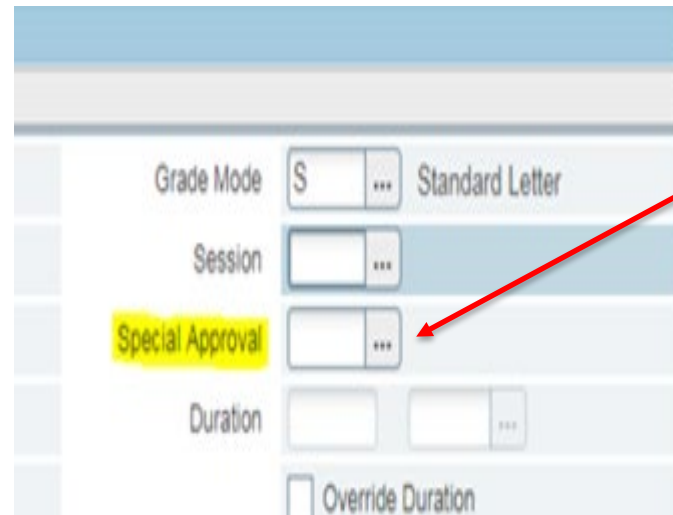
Special Approval Validation (STVSAPR)

Criteria

Code	Description	ACTIVITY DATE
DE	Academic Dean	06/28/2002
DP	Department Chair	07/09/2002
DS	DS Advisor	05/14/2003
GR	Graduate Director	05/14/2003
HA	Honor's Advisor	07/15/2002
IN	Instructor's Approval	08/02/2002
SA	Special Approval	02/17/2012

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Cancel OK



Grade Mode S ... Standard Letter

Session ...

Special Approval ...

Duration ...

☐ Override Duration

Schedule Form (SSASECT)

The **part of term field** will be used to specify the start and end dates for the term in which the section will be offered. The dates for part of term selected will automatically populate. You may view them by clicking on the ellipsis to display the part of term query screen or in **SOATERM**.

Section Part of Term Query

Criteria

Part of Term	Description	Activity Date
004	First 5 Weeks	09/28/2017
020	Second 10 Weeks	09/28/2017
022	Acc Nurs 1	09/28/2017
023	Acc Nurs 2	09/28/2017
024	Acc Nurs 3	09/28/2017
025	Acc Nurs 4	09/28/2017
031	AUD 1	09/28/2017
035	Acc BC Nurs 2	09/28/2017
036	Acc BC Nurs 3	09/28/2017
038	Phys Therapy 1	09/28/2017

1 of 2 Per Page Record 1 of 21

Cancel OK

Schedule SSASECT 9.3.9 (PROD)

Term: 201910 CRN: ADD Subject: CH Course: 131 Title: General Chemistry I

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

COURSE SECTION INFORMATION

Subject* CH ... CHEMISTRY

Course Number* 131 ...

Title General Chemistry I

Section* 509 ... Instru

Cross List ... Intex

CLASS TYPE

Traditional Class

Part of Term 1 ... 08/21/2018 12/13/2018 16

Schedule Form (SSASECT)

Registration Dates, Start Dates, Maximum Extension fields are not applicable

Credit hours for a fixed hour course will automatically populate for you as displayed in the example below.

As it relates to **fixed hour courses only**, it is not necessary to make an entry.

Open Learning Class	
Registration Dates	First [] [] Last [] []
Start Dates	[] [] [] []
Maximum Extensions	[0]
CREDIT HOURS	
Credit Hours	
Credit Hours	3.000 [] []
Credit Hours	☒ None ☐ To ☐ Or
Indicator	
Billing Hours	3.000 [] []
Billing Hours	☒ None ☐ To ☐ Or
Indicator	
Contact Hours	3.000 [] []
Contact Hours	☒ None ☐ To ☐ Or
Indicator	
Lecture	3.000 [] []
Lecture Indicator	☒ None ☐ To ☐ Or
Lab	[] [] []
Lab Indicator	☒ None ☐ To ☐ Or
Other	[] [] []
Other Indicator	☒ None ☐ To ☐ Or
CLASS INDICATORS	
Prerequisite Check	☒ Basic or None ☐ CAPP ☐ DegreeWorks
Method	
CEU Indicator	☐
Link Identifier	[]
Attendance Method	[] ...
Weekly Contact	[]
Daily Contact Hours	[]
Print	☒
Gradable	☒
Tuition and Fee Waiver	☐
Voice Response and Self-Service Available	☒
Long Title	☐
Comments	☐
Syllabus	☐

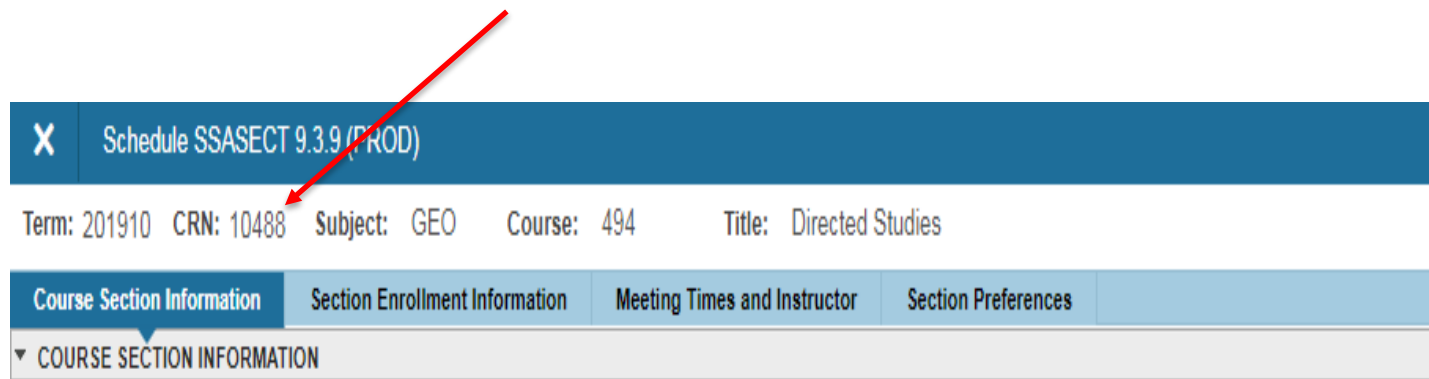
Schedule Form (SSASECT)

You **must enter credit, billing, contact, lecture, lab and other hours for Variable Hour courses**. Variable Hours courses are courses that have a range of credit hours that can be offered for which may vary from semester to semester.

CREDIT HOURS				+ Insert - Delete Copy Filter			
Credit Hours							
Credit Hours	1.000	3.000	3.000	Lecture	1.000	3.000	3.000
Credit Hours Indicator	☐ None ☒ To ☐ Or			Lecture Indicator	☐ None ☒ To ☐ Or		
Billing Hours	1.000	3.000	3.000	Lab			
Billing Hours Indicator	☐ None ☒ To ☐ Or			Lab Indicator	☒ None ☐ To ☐ Or		
Contact Hours	1.000	3.000	3.000	Other			
Contact Hours Indicator	☐ None ☒ To ☐ Or			Other Indicator	☒ None ☐ To ☐ Or		

Schedule Form (SSASECT)

Once all course section information has been entered, click the save button in the bottom right corner  or press F10 and your course reference number (CRN) will populate.



The screenshot shows the 'Schedule SSASECT 9.3.9 (PROD)' form. A red arrow points to the 'CRN: 10488' field. Below the header, the form displays 'Term: 201910', 'CRN: 10488', 'Subject: GEO', 'Course: 494', and 'Title: Directed Studies'. The form has four tabs: 'Course Section Information' (selected), 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. Below the tabs, the 'COURSE SECTION INFORMATION' section is expanded.

Schedule Form (SSASECT)

Section Enrollment

Set the maximum enrollment by clicking on the **Enrollment Details** tab.

The **waitlist** option provides students the option to be “placed in line” for a course that has reached capacity.

Reserved Seats is optional and is used to designate the anticipated enrollment in a section for the term.

Screenshot 1: Enrollment Details

Schedule SSASECT 9.3.9 (PROD)			
Term: 201910 CRN: 10488 Subject: GEO Course: 494 Title: Directed Studies			
Course Section Information		Section Enrollment Information	Meeting Times and Instructor
Enrollment Details		Reserved Seats	Section Preferences
ENROLLMENT DETAILS			
Maximum *	5	Waitlist Maximum *	0
Actual	0	Waitlist Actual	0
Remaining	5	Waitlist Remaining	0
☐ Authorization Codes Active for Section		Generated Credit Hours 0.000	

Screenshot 2: Reserved Seats

Schedule SSASECT 9.3.9 (PROD)								
Term: 201910 CRN: 10488 Subject: GEO Course: 494 Title: Directed Studies								
Course Section Information		Section Enrollment Information	Meeting Times and Instructor					
Enrollment Details		Reserved Seats	Section Preferences					
RESERVED SEAT DETAILS								
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula
1 of 1 Per Page								
Overflow	Reserved Maximum *		Reserved Actual		Reserved Remaining			
☐	5		0		5			
1 of 1 Per Page								
RESERVED SEAT TOTALS								
Delete Reserved Data								
				Maximum	Actual			
Total Reserved				5	0			
Total Waitlist				0	0			

Schedule Form (SSASECT)

Meeting Times and Instructor

The **Meeting Times Field** is inapplicable.

To query University Approved times, click the ellipsis to display **STVMEET**.

You must use University approved meeting times. These are viewable on our website, https://www.southalabama.edu/departments/registrar/registration/approved_meeting_times.html.

Tab to the 'Start Date' field to populate the default values based on the Part of Term information and begin entering the meeting days/times of the section.

Meeting times are entered in Military time.

Session Indicator may be used to specify different meeting time combinations associated with a section.

The screenshot shows the 'Schedule SSASECT 9.3.9 (PROD)' window. The top navigation bar includes 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor' (selected), and 'Section Preferences'. Below this, there are tabs for 'Meeting Times and Instructor' and 'Meeting Location and Credits'. The 'Meeting Times and Instructor' tab is active, displaying a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Friday). The 'Meeting Time' column has a dropdown menu with an ellipsis. The 'Meeting Type' is 'CLAS'. The 'Start Date' is '08/21/2018' and the 'End Date' is '12/13/2018'. The 'Monday' column has a checked box, and the 'Wednesday' column has a checked box. Below the table, there is a pagination bar showing 'Record 1 of 1'. The 'INSTRUCTOR' tab is also visible, showing a table with columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, and Primary Indicator. The 'Session Indicator' is '01', the 'ID' is 'J00211129', the 'Name' is 'Davis, James H.', the 'Instructional Workload' is '3.000', the 'Percent of Responsibility' is '100', and the 'Primary Indicator' is checked.

The screenshot shows the 'Meeting Time Code Validation STVMEET 9.3.4 (PROD)' window. It displays a table with columns for Code, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Begin Time, and End Time. The 'Code' column has a dropdown menu with an ellipsis. The 'Mon' column has a checked box, the 'Wed' column has a checked box, the 'Fri' column has a checked box, and the 'Sat' column has a checked box. The 'Begin Time' and 'End Time' columns show values for each row. The table contains 8 rows of data, with the first row having a 'Begin Time' of 0800 and an 'End Time' of 0850.



Schedule Form (SSASECT)

Meeting Location and Credits

Automatic Scheduler field is inapplicable.

Tab to the **Building Field** to enter the building code. You may perform a query of building codes by clicking the ellipsis. Then, tab over to the **Room field** to enter the room number using four digits.

Schedule type code defaults from the Course Section Information block. The system calculates the **Hours Per Week** by using the beginning and ending times of the section. If there are no meeting times entered, enter the number of credits for the section and save.

DO NOT use the override indicator.

Session Credit Hours are defaulted from the catalog, if the section is a variable hour course, specific values must be entered. The **Session** credit hours must match the number of credit hours assigned to the section.

Partition Details and Room Attribute Details are inapplicable.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Pa
	HUMB	0170	LE	2.50		3.000	

Schedule Form (SSASECT)

Building & Available Classroom Query forms

To query a building and available classrooms, click 'Related' on the toolbar then select **Query Available Class Room (SLQMEET)**.

This form can only be accessed through **SSASECT**.

Enter 110 in the **Attribute field**, to limit the search to classrooms only.

The screenshot displays the SSASECT software interface. The top window is titled 'Schedule SSASECT 9.3.9 (PROD)' and shows course information: Term: 201920, CRN: 25749, Subject: SY, Course: 490, Title: Sp Tp-Culture and Education. The 'Meeting Times and Instructor' tab is selected. The 'Related' menu is open on the right, showing options like 'Query Available Class Room [SLQMEET]', 'Elective Attribute Pool [SSAPOOL]', 'Building/Room Schedules [SSAMATX]', 'Specific Section Attribute [SSASATR]', 'Cross List Definition Query [SSAXMTI]', 'Course Section Detail [SSADETL]', 'Schedule Restrictions [SSARRES]', 'Schedule Pre-requisites [SSAPREQ]', and 'Course Section Comments [SSATEXT]'. The 'Available Class Room Query SLQMEET 9.3.5 (PROD)' window is in the foreground. It has search criteria: Meet: (empty), Mon: (checked), Tue: (checked), Wed: (checked), Thu: (checked), Fri: (checked), Sat: (checked), Sun: (checked). From Time: 1220, To Time: 1335. Building: HUMB, Campus: M, Site: (empty), Capacity: 25. Below this is a section for 'DESIRED ROOM ATTRIBUTES' with six attribute fields (Attribute 1 to Attribute 6). The 'CLASS ROOM QUERY RESULTS' table is empty. The bottom of the screen shows navigation controls and 'Record 1 of 1'.

Schedule Form (SSASECT)

Assigning Instructors

Faculty members are assigned by clicking the **ID field** and entering the instructor's jag number. If you do not have the instructor's jag number, query the instructor by accessing **SIAIQRY**.

Instructional Workload defaults from the catalog. **Percent of Responsibility** cannot exceed 100%. A Primary instructor must be selected by clicking the **Primary Indicator**. **Percent of Session** must match the Percent of Responsibility and save.

INSTRUCTOR					Insert	Delete
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility		
01		Morrow, Allison M.	3.000	100		

Faculty/Advisor Query SIAIQRY 9.3.7 (PROD)

Term: 201910

Faculty: ☐

Advisor: ☐

Category:

Staff Type:

Contract Type:

Tenure Status:

Status:

Get Started: Fill out the fields above and press Go.

Go

Term: 201920 Faculty: ☒ Advisor: ☐ Category: Staff Type: Contract Type: Tenure Status: Status: AC

Start Over

FACULTY/ADVISOR QUERY

Last Name Contains morrow

First Name Contains allison

Add Another Field

Clear All Go

Section Comment Form (SSATEXT)

The purpose of the **Section Comment Form** is to build and maintain the comments associated with a specific section. Comments are entered in “Section Text” only and are **required** for Honors, Web, and Blended sections **only**. Please refer to your Scheduling Manual for the approved verbiage.

The screenshot shows a web application window titled "Section Comment SSATEXT 9.3 (PROD)". Below the title bar, there is a header area with the following information: Term: 201910, CRN: 10094, Subject: EH, Course: 101, Title: English Composition I. The main content area is divided into two sections. The first section is labeled "SECTION TEXT" and contains a text input field labeled "Section Text *". Below the input field is a pagination bar showing "1 of 1" and "10 Per Page". The second section is labeled "SECTION LONG TEXT" and contains a large text area labeled "Section Long Text" with a small icon in the top right corner.

Common Scheduling Issues

Campus and Instructional Method Codes

Campus codes and instructional method codes must be assigned correctly to ensure that students are billed correctly. These codes impact fees.

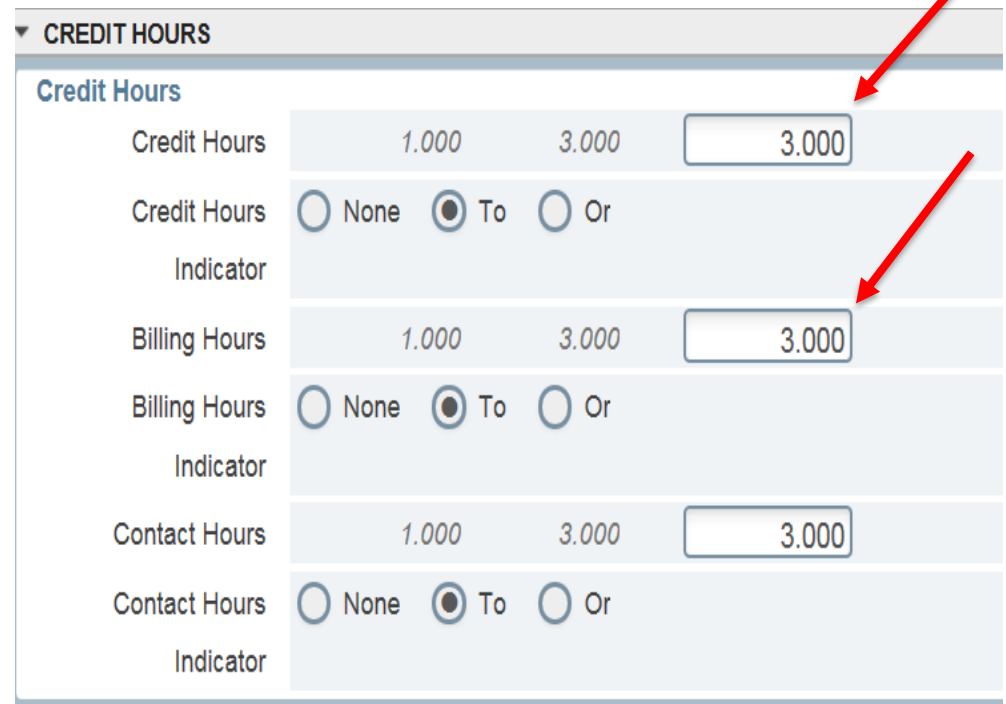


Variable Hour Sections

You **must enter credit and billing hours** to ensure the students receive proper credit and are billed correctly.

If these hours are updated, you **must update the session credit hours** also.

If there is registration and the hours need to be updated, please submit a schedule maintenance form to the Office of the University Registrar requesting such.



The screenshot displays the 'CREDIT HOURS' section of the Banner Scheduling interface. It contains three main input groups: Credit Hours, Billing Hours, and Contact Hours. Each group has a numeric input field and a radio button indicator.

Field	Value	Indicator
Credit Hours	3.000	To
Billing Hours	3.000	To
Contact Hours	3.000	To

Red arrows in the original image point to the '3.000' input fields for Credit Hours and Billing Hours.

Adding and/or Updating Instructors

- Instructors must have an “Active” status in Banner to be assigned to a course.
- If the instructor is not active, contact Academic Affairs with the Jag#, name, and college/department in which the instructor will be teaching.
- Multiple instructors can be assigned, but only one (the primary instructor) can enter grades.
- Total responsibility must = 100%

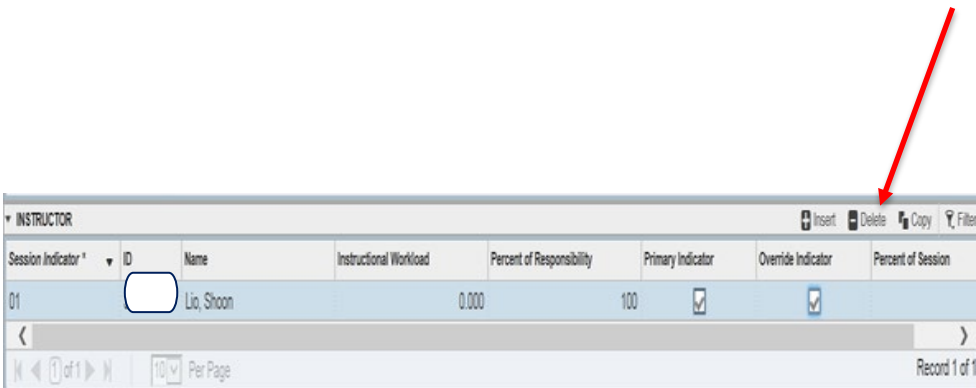
Removing an Instructor

Click the Instructor/ID field.

Click 'Delete' as shown in the screenshot.

Once the record has been deleted, enter the new instructor's jag number and save.

If you only need to remove an instructor, simply save your changes once the record has been deleted.



The screenshot shows a data table titled 'INSTRUCTOR'. The table has columns: Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. A single record is shown with Session Indicator '01', ID '1', Name 'Lio, Shoon', Instructional Workload '0.000', Percent of Responsibility '100', Primary Indicator checked, and Override Indicator checked. The ID field is highlighted with a blue border. Above the table is a toolbar with buttons for Insert, Delete, Copy, and Filter. A red arrow points to the Delete button. Below the table is a pagination bar showing '1 of 1' and '10 Per Page'.

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	1	Lio, Shoon	0.000	100	☒	☒	

Closed and/or Canceling vs. Deleting a Section

Closing and/or canceling a section is much different than deleting a section. Closed (CL) sections mean that the course is being updated and students should be unable to register for these sections until updated to Active (A). Canceled (X) sections mean that the course will not be offered during the term it was canceled and remove the sections from the class schedule posted in PAWS. These sections will roll to the next term as a closed and/or canceled section. When running your reports, these closed and/or canceled sections will remain.

The Class Status Report (ZSGR0042) will show:

CL - closed by either the department or the Office of the University Registrar

C* - closed due to max enrollment (No seats available)

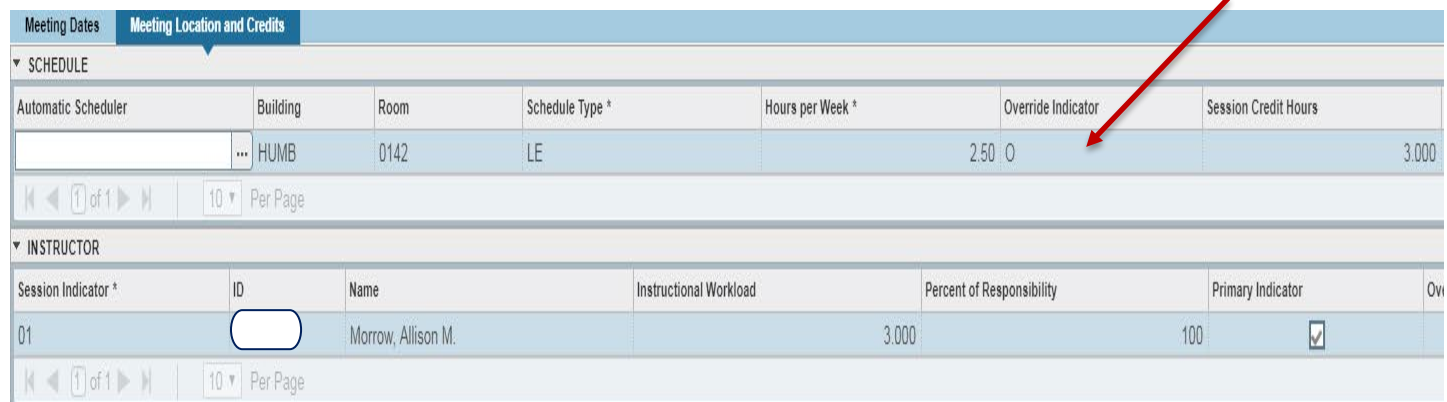
X - canceled by either the department or the Office of the University Registrar

When canceling a section, remove the instructor, meeting times/room assignment and zero out the enrollment. If you wish to cancel a section after students have registered, **You must notify the students giving them at least 24 hours to drop the course.**

Deleting sections is a Registrar function and must be requested via schedule maintenance form. Once a section has been deleted, it no longer appears on the schedule or on your reports.

Room Conflicts

Room conflicts occur due to the room being used for another section. If approved, enter “O” in the override indicator area.



Meeting Dates		Meeting Location and Credits				
▼ SCHEDULE						
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours
	HUMB	0142	LE	2.50	O	3.000
1 of 1 10 Per Page						
▼ INSTRUCTOR						
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Ovr
01		Morrow, Allison M.	3.000	100	☒	
1 of 1 10 Per Page						

Room Conflicts

Banner will always show an error message at the top of the screen. If you receive this message, click '**Related**' on the tool bar and select SSAMATX or shift+F2.

The screenshot displays the Banner Scheduling Training interface. At the top, a blue header bar shows the title 'Schedule SSASECT 9.3.10 (PREP)' and navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below this, a status bar displays course information: Term: 201910, CRN: 16240, Subject: SY, Course: 109, Title: Introductory Sociology. A red error message box on the right states: '*ERROR* Room conflict, HELP room availability, COUNT QUERY HITS schedule.' Below the error message, a blue bar contains tabs for Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The 'Meeting Times and Instructor' tab is active. Below this, a blue bar shows 'Meeting Dates' and 'Meeting Location and Credits' tabs. The 'Meeting Dates' tab is active. Below the tabs, a table titled 'SCHEDULE' is visible. The table has columns: Meeting Time, Meeting Type, Start Date, and End Date. Below the table, a blue bar shows the title 'Building/Room Schedule SSAMATX 9.3.5 (PREP)' and navigation buttons: ADD, RETRIEVE, and RELATED. Below this, a green bar contains a checkmark and the text 'Enter a query; press F8 to execute.' Below the green bar, a blue bar shows filters for Building, Room, Campus, and days of the week (Mon, Tue). Below the filters, a table titled 'BUILDING/ROOM SCHEDULE' is visible. The table has columns: Building, Room, Campus, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Begin Time, End Time, Term, and Start Date. Below the table, a blue bar shows the query term '201910'.

Room Conflicts

SSAMATX will display all courses booked in the room and the times they will meet. You must contact the department to reach a compromise or select another room.

BUILDING/ROOM SCHEDULE										Insert
Active filters: Building: HUMB Room: 0142 Clear All										
Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	
HUMB	...	0142	M	MWF	0800-0850	200410	25-AUG-2003/11-DEC-2003	EH	101	10476
HUMB	0142	M	TR	0800-0915	200410	25-AUG-2003/11-DEC-2003	EH	101	10491	
HUMB	0142	M	S	0900-1130	200410	25-AUG-2003/11-DEC-2003	EH	101	10592	
HUMB	0142	M	MWF	0905-0955	200410	25-AUG-2003/11-DEC-2003	EH	101	10502	
HUMB	0142	M	MWF	0905-0955	200410	25-AUG-2003/11-DEC-2003	EH	235	13633	
HUMB	0142	M	TR	0930-1045	200410	25-AUG-2003/11-DEC-2003	EH	101	10495	
HUMB	0142	M	MWF	1010-1100	200410	25-AUG-2003/11-DEC-2003	EH	102	10519	
HUMB	0142	M	TR	1100-1215	200410	25-AUG-2003/11-DEC-2003	EH	101	10499	
HUMB	0142	M	MWF	1115-1205	200410	25-AUG-2003/11-DEC-2003	EH	361	13187	
HUMB	0142	M	MWF	1220-1310	200410	25-AUG-2003/11-DEC-2003	EH	215	10539	
HUMB	0142	M	TR	1230-1345	200410	25-AUG-2003/11-DEC-2003	EH	101	10500	
HUMB	0142	M	MWF	1325-1415	200410	25-AUG-2003/11-DEC-2003	EH	102	10513	
HUMB	0142	M	TR	1400-1515	200410	25-AUG-2003/11-DEC-2003	EH	101	10501	
HUMB	0142	M	MW	1430-1545	200410	25-AUG-2003/11-DEC-2003	EH	101	10510	

Schedule Maintenance Form



Schedule Maintenance Form

The Schedule Maintenance Form can be found through USA's website,
<https://jagaspx2.southalabama.edu/docroute/Login>.

Home

Academic Affairs

Deceased Student

Schedule Maintenance

Agreement Review

Computer Center

DocRoute

This application provides tracking and review of processes for various University groups and departments. Please select one of the menu options to the left.

The following items require your review.

Refresh

Doc ID	Module Name	Review Requested Of	Review Request Date	Created By	Create Date
No items to show					

Let's Start Building!



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Basic Banner Scheduling Training



Contact Information

For all scheduling questions, please contact:

scheduling@southalabama.edu

For all undefined building/room errors, please contact:

Deborah Stewart, Space Planning Manager

dstewart@southalabama.edu