

## ENTERING COURSE SECTIONS IN BANNER

(Updated July 21, 2014)

Add a Section/Create CRN (see SECTION).....	5
Adding a Course/Section after Semester Schedule Submission .....	28
Argos Line Schedule.....	30
Campus Codes – APPENDIX A .....	33
Canceling a Course/Section .....	28
Changing Course/Section Information after Schedule Submission .....	28/29
Checking for Existing Sections.....	4/23
Copy a Section (see SECTION).....	5
Corequisites – <b>SSADETL</b> .....	16
Credit Hours and Billing Hours (Variable) .....	7/8
Cross List – <b>SSAXLST</b> (Schedule Cross List Definition).....	25
Degree Program Attributes – Special Fee Assessments (SoBu, SON, Online) – <b>SSADETL</b> .....	18/19
DO NOT PRINT – Print <u>and</u> Voice Response and Self-Service Available.....	8
Enrollment Data .....	9
Grade Mode.....	7
Grade Mode Codes – APPENDIX D.....	36
HELP – Who to Contact.....	2
Instructional Method.....	6/7
Instructional Method Codes – APPENDIX C .....	35
Instructor.....	12
Integration Partner.....	7
Keystrokes, Icons and Menus .....	38
Linking Sections – <b>SSADETL</b> .....	14
Logging into Banner.....	3
Meeting Times and Days, Variable Meeting Times .....	10
Military Time conversion chart.....	10
Part of Term .....	7
Prerequisites – <b>SSAPREQ</b> .....	20
Restrictions – <b>SSARRES</b> .....	22
Room Assignments.....	11
Schedule Codes – APPENDIX B .....	34
Schedule Type .....	6
Section Fees – Special Tuition and Fees – <b>SSADETL</b> .....	17
Special Approval .....	7
Special Approval Codes – APPENDIX E.....	37
<b>SSASECQ</b> (Schedule Section Query).....	23
<b>SSASECT</b>	
<b>Key Block</b> – Term and CRN.....	4
Tuition and Fee Waiver .....	8, 17-19

# HELP!

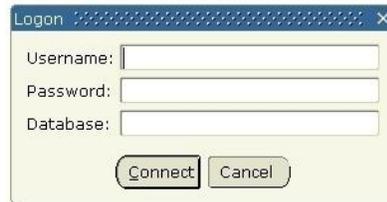
(Who to Contact)

- **SUBJECT/COURSE NUMBER NOT VALID**
- **INSTRUCTOR NOT VALID**
- **SCHEDULE TYPE NOT WHAT I WANT**
  - **CAS or SAS Departments** ..... Appropriate Dean's Office
  - **All Others**..... AVPAA
  
- **NEED NEW PART OF TERM – SEE INSTRUCTIONS ON PAGE 7 REGARDING OFFICIAL START AND END DATES.**
- **NEED NEW CAMPUS LOCATION**
  - **EVERYONE** ..... CJ Crawford (email request)
  
- **AN ISSUE NOT ON THIS LIST**
  - **CAS or SAS Departments** ..... Appropriate Dean's Office
  - **All Others**..... CJ Crawford or AVPAA

# ENTERING COURSE SECTIONS IN BANNER

## LOG IN TO BANNER

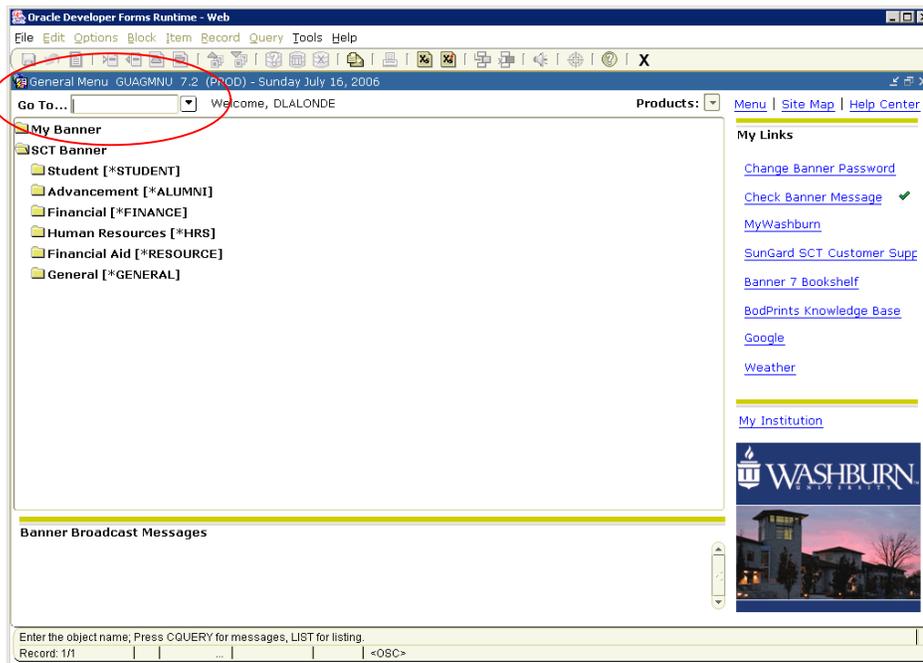
- From the Banner home page, select PROD (Production Database).



A small dialog box titled "Logon" with a close button (X) in the top right corner. It contains three text input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel".

**Username:** first initial + last name (usually)  
**Password:** your personal password  
**Database:** leave blank

- Select **Connect**
- Next to **Go To**, type **SSASECT** to enter or view a section.



(NOTE: My Banner can be set up for frequently used forms.)

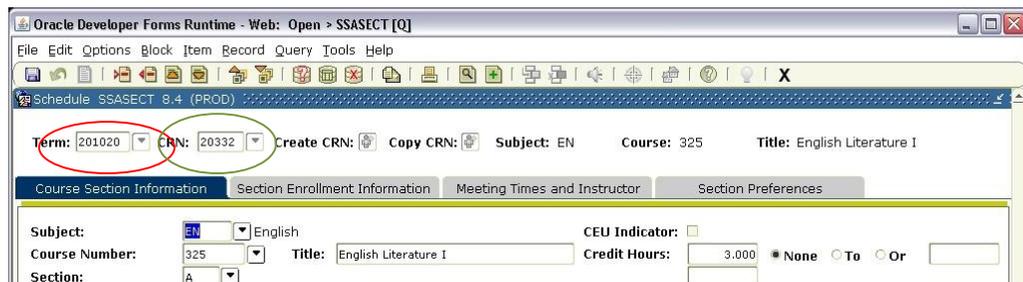
# SSASECT (Schedule Form)

## Key Block

- Fill in the **TERM** and **CRN** and perform a NEXT BLOCK (Control + Page Down).  
[To return to the KEY BLOCK, perform a ROLLBACK (Shift + F7)].

Year + Term (10 for Spring, 20 for Summer, 30 for Fall)

<b>Spring 2015</b>	<b>201510</b>
<b>Summer 2015</b>	<b>201520</b>
<b>Fall 2015</b>	<b>201530</b>



Prior schedules are rolled as a template (fall to fall, spring to spring, summer to summer). Before adding a section, **check to see if schedule data already exists.**

- a) **Run a Line Schedule Report in Argos that includes both Active and Inactive sections** (canceled sections and out-of-sequence sections do not roll) – see page 30; or
- b) Check for existing sections by downloading rolled courses into a spreadsheet by either using the CSV option in the Argos Line Schedule (see page 32) OR type **SSASECQ** in the **Go To** box on the Banner home screen– see page 23.

## Course Information Tab

If a field is not mentioned below, it is not being used – it will either have a default value or should be left blank. In some cases, fields listed below are BLANK. Refer to the special instructions for those fields, if applicable.

- **SUBJECT:** Enter the two-letter subject code (AN, BU, CH, NU, etc.).
- **COURSE NUMBER:** Enter the course number. If the course number isn't valid, see page 2.
- **TITLE - pulled from the Banner Catalog and should NOT be changed *except for Special Topics courses OR in special circumstances (i.e. linked courses) approved by the Dean's office for CAS and SAS departments.* Dean's and Director's offices should contact the Academic Scheduling Office with questions about title changes.**
- **SECTION:** Enter the two or three letter section designation.
  - The number "5" is only to be used in sections for high school courses.
  - The letter "V" is only to be used for Online courses.
  - The letter "X" is to be used for ALL off site courses and travel courses.
  - *Refer to the current semester Course Information Document for Section letter criteria.*
  - **TO ADD A SECTION:** Select **CREATE CRN** in the KEY BLOCK *or* type ADD in place of a CRN. The value 0 (zero) will default in automatically. **Change the section to something else (A, GA, etc.). *Do NOT leave any course section designated as "0" (zero) that is being scheduled for the current semester.***
  - **TO COPY A SECTION:** Select **COPY CRN** in the KEY BLOCK. Change the Section designation in the new CRN as well as any other applicable field.

- **CROSS LIST:** If this section will have a Banner cross list code (*see Cross Listing Instructions on page 25 for a description of when this applies to courses and instructions*), this field will need to be populated. This is set up on the form **SSAXLST**. This field should be **BLANK for all other courses**.
- **CAMPUS:** Only use WU for courses that meet on the Washburn University campus. **If the course is meeting off-campus (study abroad travel, clinical, lecture/practicum, practicum, internship/externship, service learning, or student teaching) the campus location must be OS (offsite) OR choose from the drop-down list.** If a location is not on the list, **email CJ Crawford** (cj.crawford@washburn.edu). See Appendix A (page 33) for a list of Campus Codes.
- **STATUS:** Enter **A** for **Active** courses (offered for the semester) or **I** for **Inactive** courses (not offered for the semester).  
*See page 28 to cancel, add or change a course **AFTER** the semester schedule has been built and submitted.*
- **SCHEDULE TYPE:** Select a valid **SCHEDULE TYPE** for the course from those listed in the Banner Catalog. To display the list of allowable Schedule Types for the course at the catalog level, **double-click (F9)** in the field for the List of Values (LOV). See Appendix B (page 34) for a list of all Schedule Types. (*Web Assisted is **not** a valid Schedule Type and is no longer used effective Fall 2010.*)

*The **SCHEDULE TYPE** must be correct and appropriate for the section when the schedule is submitted to the Academic Scheduling and Commencement Services office. If a different Schedule Type is needed other than what is shown in the drop down list:*

- **CAS and SAS departments must contact their Dean's office, and**
  - **Deans' and Directors' offices should email the AVPAA to request the Schedule Type be added to the course at the Banner Catalog level.**
- **Multiple Special Topics** courses with the same course number that can be taken concurrently – a different Schedule Type must be assigned to each course to enable students to enroll in more than one of the sections in the same semester (e.g. W, W1, W2, etc.).
  - **ONLINE** courses do NOT REQUIRE a classroom assignment and are subject to the appropriate online fee assessment. The **Schedule Type** can be either Online or one that is appropriate for the section (Internship, Clinical, Independent Study, etc.). **EXCEPTION:** courses that would typically have a room assignment such as Lab, any of the Lecture codes, or Recitation must have Online as a Schedule Type.
  - **HYBRID (formerly web assisted)** courses meet on the Washburn University campus in a classroom the majority or part of the time and also use D2L (Desire2Learn) or some other type of supplemental web instruction, and are not subject to the online fee assessment. The **Schedule Type** must be appropriate for the course (*Web Assisted is **not** a valid schedule type and is no longer used effective Fall 2010.*)
  - The **SCHEDULE TYPE** on the Course Information Tab and on the Meeting Times and Instructor/Meeting Location and Credits Tab **must be the same.**
- **INSTRUCTIONAL METHOD:** This field is tied to Schedule Type and will be populated with the default once a Schedule Type is entered, but the default can be changed. See Appendix B (page 34) for a list of all Schedule types and their default Instructional Method codes.
    - **Courses that meet on the Washburn University campus in a classroom that are considered Hybrid/Web Assisted must have Hybrid as the Instructional Method regardless of the schedule type. (See Appendix B for schedule types **NOT** highlighted in yellow.) **EXCEPTION: If a course is not using D2L as a supplement to instruction (e.g. for the grade book only or to just upload a syllabus) and is not considered Web Assisted,****

***DO NOT PUT HYBRID as the Instructional Method – the default Instructional Method for the Schedule Type is to be indicated.***

- ***Courses that meet OFFSITE or do not meet in a classroom (see Appendix B for schedule types highlighted in yellow) MUST USE THE DEFAULT INSTRUCTIONAL METHOD CODE UNLESS THE COURSE IS ONLINE.***
- ***ALL courses that are Online must have WEB as the Instructional Method regardless of the schedule type***
- **INTEGRATION PARTNER:** This is an **important field** and **EFFECTIVE FALL 2014**, this field **must have** either **D2ON** (online) or **D2WA** (all other schedule types) entered. This field will only be **BLANK** for high school CEP courses.
- **GRADE MODE:** Leave blank if all possible values from the Banner Catalog apply. Enter a specific code if a grading mode is the **ONLY** valid grade mode for the Section. See Appendix D (page 36) for a list of all Grade Modes.
- **SESSION:** Leave blank.
- **SPECIAL APPROVAL:** If enrollment in the section is by **CONSENT ONLY**, enter a code that describes who can give the consent (**IN** for Instructor's Signature, etc). Filling in this field means every student who tries to register in this course will need the **special override** before they can register. See Appendix E (page 37) for a list of all Special Approval Codes.
- **DURATION:** Leave blank.
- **PART OF TERM (POT):**
  - For regular full-term courses for fall or spring, enter **1**. ***If this is a Summer course, something OTHER than 1 must be entered – DO NOT USE 1 FOR SUMMER.***
  - For Out-of-Sequence Courses **do not enter any additional information, such as enrollment, meeting time, or instructor until the Part of Term code has been assigned** – if additional information is entered, it will have to be removed **before** the **POT** code can be changed.
  - Email CJ Crawford with ***exact start and end dates of the course.*** **THE POT END DATE IS THE FINAL DAY OF CLASS.**

**EXCEPTION: FOR OUT-OF-SEQUENCE COURSES THAT BEGIN AND/OR END OUTSIDE OF THE DATES FOR POT 1 (for fall and spring) OR OUTSIDE THE START DATE FOR THE EARLY SESSION/FULL SESSION AND THE END DATE FOR THE LATE SESSION (for summer), CONTACT CJ CRAWFORD.**

**NOTE:** Fall and spring out-of-sequence courses that end **prior** to the full term end date, grades are due either three (3) weeks after the part-of-term end date OR when full-term grades are due, whichever is earlier. For summer terms **and** out-of-sequence terms that end **after** the full term end date, grades are due the following week.

- **POT CODES CANNOT BEGIN OR END ON OR DURING UNIVERSITY BREAKS OR HOLIDAYS.**
- CJ will assign a **POT** code to use.
- Once the correct **POT** code has been assigned, enter the new code and continue with the rest of the information on SSASECT.
- **CREDIT AND BILLING HOURS:** Check the **Billing/Credit Hours** that came in from the Banner Catalog. If the course has **Variable Credit** and there are no changes from the Banner Catalog default information, nothing needs to be done in this area.

- If the **Variable Credits** are being changed (locked in), **BOTH** the **Credit Hours** and **Billing Hours** must be changed.
- **DO NOT ENTER ANYTHING IF THE HOURS ARE FIXED (not variable).**
- **IMPORTANT:** If the section is worth **0 credits**, **Gradable** must be unchecked at the bottom of the form.
- **LINK IDENTIFIER:** Leave blank unless courses are to be linked. See pages 14-15 for Linking instructions.
- **PRINT and VOICE RESPONSE AND SELF-SERVICE AVAILABLE (Do Not Print):** **Uncheck** both boxes only if this section is **not** to appear in the Online (dynamic) schedule and on Self-Service (Search for Available Courses).
- **GRADABLE:** **Uncheck** only if this section is **not** graded (0 credit and billing hours).
- **TUITION AND FEE WAIVER:**
  - This box is checked only if a Special Tuition Detail Code is entered in the Section Fees block on **SSAETL** and regular tuition assessment does **not** apply (High School, Undergraduate Credit Option, Graduate Credit Option, Full Semester Study Abroad, BHS, Clinical Laboratory Sciences, Computed Tomography, Magnetic Resonance Imaging, Radiation Therapy, and Sonography).
  - **IMPORTANT: Do NOT check this box when a code is entered into the Degree Program Attributes block for SON, SoBu, or Online courses.** See pages 17-19 for more information about SSAETL and Special Tuition Codes and Fees.

SAVE THE FORM (F10) AND PROCEED TO SECTION ENROLLMENT INFORMATION TAB.

## Section Enrollment Information Tab

Oracle Developer Forms Runtime - Web: Open > SSASECT [Q]

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4 (PROD)

Term: 201020 CRN: 20332 Create CRN: Copy CRN: Subject: EN Course: 325 Title: English Literature I

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

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	<input type="text" value="30"/>	Waitlist Maximum:	<input type="text" value="0"/>	Projected:	<input type="text" value="30"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>
Remaining:	<input type="text" value="30"/>	Waitlist Remaining:	<input type="text" value="0"/>	<input type="checkbox"/> Reserved	

Generated Credit Hours:

- **MAXIMUM:** Enter the **Maximum Enrollment** number for the course for the appropriate semester.
- **WAITLIST MAXIMUM:** Not being used at this time.
- **PROJECTED:** Enter the **same** number in this field as was entered for **Maximum Enrollment** for the current term. **Projected enrollment should NOT be zero.**  
This field is used to track subsequent changes to maximum enrollment during the semester. **After the schedule goes live, do not change the Projected Enrollment if Maximum Enrollment changes.**
- **ACTUAL:** This field populates itself during registration.
- **WAITLIST ACTUAL:** Not being used at this time.
- **PRIOR:** This field will automatically display the enrollment in this section from the previous like term.
- **REMAINING:** This field populates itself during registration.
- **WAITLIST REMAINING:** Not being used at this time.

SAVE THE FORM (F10) AND PROCEED TO THE MEETING TIMES AND INSTRUCTOR TAB.

## Meeting Times and Instructor Tab – *Times and Instructors*

Oracle Developer Forms Runtime - Web: Open > SSASECT [Q]

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4 (PROD)

Term: 201020 CRN: 20332 Create CRN: Copy CRN: Subject: EN Course: 325 Title: English Literature I

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	10-MAY-2010	15-AUG-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	01

- **MEETING TIME/MEETING TYPE/START DATE/END DATE:** Tab through **End Date** to bring in term dates (if not already present). **The term dates must be filled in or the course will not appear or be available for registration.**
- **MEETING DAYS:** Check appropriate boxes to indicate **Meeting Days**. For courses without set meeting days and/or times see **Hours per Week** on page 11.

*Navigation hint:* To check boxes (such as Monday, Wednesday and Friday) without using a mouse, tab to the field and then press the space bar to enter a checkmark in the box. To uncheck the box, press the space bar again (acts as a toggle).

- **START TIME/END TIME:** Enter the **Start** and **End** times (military hours).

### Military Hours for the Afternoon/Evening:

Noon	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm
1200	1300	1400	1500	1600	1700
6:00 pm	7:00 pm	8:00 pm	9:00 pm	10:00 pm	11:00 pm
1800	1900	2000	2100	2200	2300

**Variable Meeting Times:** Several lines can be entered – for example, if a class meets on Friday, Oct. 1 from 6 PM until 10 PM and on Saturday – Sunday, Oct. 2 – 3 from 8 AM until 5 PM, and again on Friday, October 22 – Sunday October 24, the information is entered by filling out four lines on the form (see below).

Oracle Developer Forms Runtime - Web: Open > SSASECT [Q]

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4 (PROD)

Term: 201030 CRN: 32191 Create CRN: Copy CRN: Subject: CJ Course: 390 Title: Criminal Lifestyle

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	01-OCT-2010	01-OCT-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1800	2200	01
	CLAS	02-OCT-2010	03-OCT-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0800	1700	01				
	CLAS	22-OCT-2010	22-OCT-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1800	2200	01
	CLAS	23-OCT-2010	24-OCT-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0800	1700	01				

SAVE THE FORM (F10) AND PROCEED TO THE MEETING LOCATION AND CREDITS TAB.

## Meeting Times and Instructor Tab – Meeting Location and Credits

Oracle Developer Forms Runtime - Web: Open > SSASECT [Q]

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.4 (PROD)

Term: 201030 CRN: 32191 Create CRN: Copy CRN: Subject: CJ Course: 390 Title: Criminal Lifestyle

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	BE	207	W2	4.00		3.000	<input type="checkbox"/>	<input type="checkbox"/>
	BE	207	W2	18.00	<input type="checkbox"/>	.000	<input type="checkbox"/>	<input type="checkbox"/>
ASM	BE	207	W2	4.00	<input type="checkbox"/>	.000	<input type="checkbox"/>	<input type="checkbox"/>
ASM	BE	207	W2	18.00	<input type="checkbox"/>	.000	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

- **AUTOMATIC SCHEDULER:** Leave blank (for use by Academic Scheduling Office).
- **BUILDING AND ROOM:** Leave blank unless the department has authority to assign classrooms (either as single use or as first right of use). ***Rooms entered that are not authorized will be removed. CONTACT THE ACADEMIC SCHEDULING OFFICE WITH ANY QUESTIONS ABOUT AUTHORIZATION TO ASSIGN ROOMS.***
- **SCHEDULE TYPE:** This should automatically populate from the **Course Information Tab**, but the department is responsible for ensuring it is the same. **The Schedule Type on this tab must be the same as the Schedule Type on the Course Information Tab.**
- **HOURS PER WEEK: Must be entered.** If the course has a set meeting time, the **Hours** will automatically populate by tabbing through the block.  
If the course does **not** have a set meeting time (online, internship, independent study, clinical, etc.), the days of the week and the start and end times are left blank, but the number of **Course Credit Hours** for the course must be in this field.
- **OVERRIDE INDICATOR:** This field is to be blank except when courses are **Cross Listed** in Banner – it will automatically populate if the Cross Listing instructions are followed.  
**Do not override manually unless approval is given by the Academic Scheduling Office.**
- **SESSION CREDIT HOURS:** This field should automatically default in from **Course Information Tab** – if variable credit hours are designated, the department is responsible to ensure that **Session Credit Hours** on this tab agree with the **Course Information Tab**. If there are multiple lines entered, the credit hours will only appear on the first line.
- **PARTITION DETAILS/ROOM ATTRIBUTE DETAILS:** Leave blank (not in use at this time).

SAVE THE FORM (F10) AND PERFORM A NEXT BLOCK (CONTROL + PAGE DOWN) ONLY IF AN INSTRUCTOR IS TO BE ASSIGNED. If there is not an instructor to assign at this time, skip page 12.

## Meeting Times and Instructor Tab – *Instructor Block*

The screenshot displays two tabs: 'Meeting Times' and 'Instructor'. The 'Meeting Times' tab contains a table with the following data:

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	01-OCT-2010	01-OCT-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1800	2200	01
	CLAS	02-OCT-2010	03-OCT-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0800	1700	01				
	CLAS	22-OCT-2010	22-OCT-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1800	2200	01
	CLAS	23-OCT-2010	24-OCT-2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0800	1700	01				

The 'Instructor' tab contains a table with the following data:

Session Indicator	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W20000473	Callison, Herbert	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

- **ID:** Tab over to the **ID** section. If the faculty member's Washburn ID is known, enter it (include W at the beginning) and then tab over to see the name displayed.

Instructors must first be defined by the VPAA Office as Faculty on form **SIAINST**, or they cannot be assigned to a section. If the instructor is not found, **CAS and SAS departments must contact their respective Dean's office, and the Deans' and Directors' offices should contact the AVPAA** to get an instructor activated. If the instructor is left blank, it will print as *Staff* or *TBA* until a specific Instructor is assigned.

- If the faculty member's Washburn ID is not known, click on the down arrow to bring up **SIAIQRY** to search for available instructors.

The screenshot shows the Oracle Developer Forms Runtime window for the SIAIQRY query. The form includes the following fields:

- Term: 201030
- Staff Type: [dropdown]
- Contract Type: [dropdown]
- Tenure Status: [dropdown]
- Category: [dropdown]
- Status: [dropdown]

The table below the form has the following columns:

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
[dropdown]	[text box]	[text box]	[text box]	<input type="checkbox"/>	<input type="checkbox"/>	[text box]	[text box]

- Type the faculty member's last name in the box and **Execute Query (F8)**. To bring the Instructor back into the **Instructor** block, **double click** on the ID number.
- **PERCENT OF RESPONSIBILITY and PERCENT OF SESSION:** Enter the **Percent of Responsibility** and **Percent of Session** if not 100% - these numbers must agree.
- **PRIMARY INDICATOR:** If the instructor is the **Primary Instructor**, be sure this box is checked.
  - One instructor **must** be designated as the Primary Instructor – **this may need to be coordinated with the Dean's Office.**
  - If there is more than one instructor listed and the **Primary Instructor** designation needs to be changed, it must be unchecked from the first instructor before being checked for the second instructor.
- **Only the Primary Instructor can issue overrides and assign grades.**
- Instructors can be changed, but the existing instructor must be removed first – **RECORD REMOVE (Shift + F6)** and then Save (F10) – before entering a new instructor.

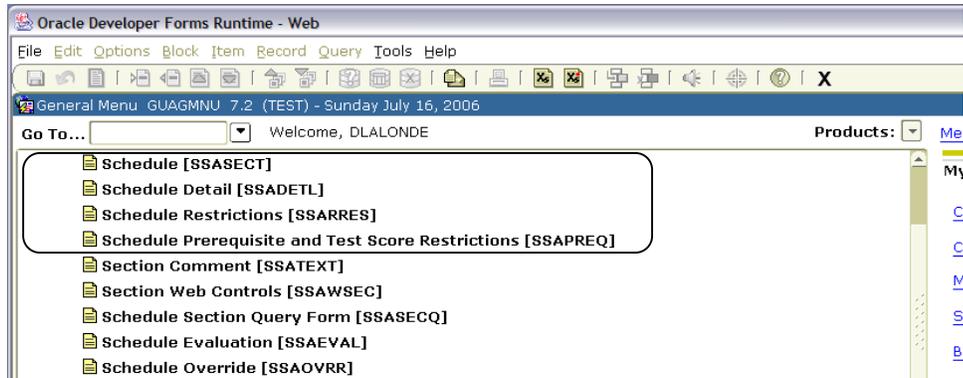
SAVE THE FORM (F10)

## THE SCHEDULE PREFERENCES AND SECTION PREFERENCES TABS ARE NOT USED AT THIS TIME.

This is the end of SSASECT. To enter another section, perform a **ROLLBACK (Shift + F7)** and begin again or proceed to other forms for this section if applicable.

To enter further information about the Section (cross list, linking, special fees, prerequisites, attributes, restrictions, etc.), go to one of the forms below.

## OTHER BANNER FORMS



# SSADETL (Schedule Detail)

## Section Links and Corequisites Tab

Oracle Developer Forms Runtime - Web: Open > SSADETL [Q]

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.2.1 (PROD)

Term: 201020 CRN: 20332 Subject: EN Course: 325 Title: English Literature I

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Section Links

Link Connector

Corequisites

CRN	Subject	Course	Section

- **SECTION LINKS:** Information is rolled from the previous year and must be manually removed if it doesn't apply to the current section (remove from both SSASECT and SSADETL for each CRN). See below for Linking instructions.
- **COREQUISITES:** Information is rolled from the previous year and must be manually added or removed if not correct. Departments are responsible for ensuring corequisite information is correct when building the schedule.

## LINKING SECTIONS

To automatically prompt a student to register for a lab or other sub-section of the same course, the sections must be **Linked** to force a student to register for all necessary sections.

**Linked** sections must have the **same Subject and Course Number** (only the section designations will be different). If courses need to be **Linked** that do not have the same subject and course number, this is considered a **Corequisite** (see page 16).

### EXAMPLE

A course has one lectures, two labs, and two recitations and a student can take any combination of lecture, lab, and recitation.

Each of the above courses is created as a separate section and given a **Link Identifier** on SSASECT.

In SSADETL, for each CRN, all the sections are linked together (one lecture plus one lab plus one recitation) in the **Link Connector**.

## LINKING INSTRUCTIONS

- Create the first section in **SSASECT**.

- Create a **Link Identifier** (two characters). The **Link Identifier** must be **unique** to this set of linked courses.

**Example:** CH152 has a lecture, lab, and recitation. Lecture = A1, Lab = A2, and Recitation = A3 as the Link Identifiers.

To check what Link Identifiers have already been used, perform a Section Search [in SSASECT], put % in the Link Identifier box and Enter Query (F8) – the only information to be entered for the query is the term and the % sign – this will bring up all courses with existing Link Identifiers.

- Use the **Copy CRN** function to create new sections.
- Make sure each section has the proper **Schedule Type** and **Credit Hours** and **Billing Hours** (for 0 credit/billing, be sure to **uncheck** the Gradable box).
- Enter the correct information for each section on the **Enrollment and Meeting Times and Instructor Tabs**.
- All schedule types will have the same **Link Identifier** (example: A1 for every Lecture, A2 for every lab, and A3 for every recitation).
- Make a note of each CRN and Schedule Type/Link Identifier
 

10015	A1	CH152LECTURE
10016	A2	CH152LAB
10017	A2	CH152LAB
10018	A3	CH152RECITATION
10019	A3	CH152RECITATION
- On **SSADETL**, enter the first CRN (10015) and NEXT BLOCK (Control + Page Down).
- Since this CRN is a lecture and the student must also register for a LAB (A2) and a RECITATION (A3), both Link Identifiers must be entered. SAVE THE FORM (F10).
- Perform a ROLLBACK (Shift + F7), enter the next CRN, and enter the appropriate **Link Identifiers** for the other schedule types (example: for 10016, enter A1 and A3).
- Repeat the process for every CRN for the course that is to be linked to one or more sections.

# COREQUISITES

To apply to a section, a **Corequisite** must be entered at the Banner Catalog level.

**Corequisites ARE** rolled from the previous year so if there have been changes, the department will need to be sure those are made.

**Departments are responsible for ensuring corequisite information is correct when building the schedule.**

**UNLESS** a one-to-one relationship between two CRNs is needed, nothing has to be done at the Section level **unless the corequisite information has changed from the previous year and needs to be manually modified.**

If the **corequisite** HAS to be fulfilled with specific sections of the courses, the information must be entered at the Section level (see below). Otherwise, any section of either course can satisfy the **corequisite** requirement.

## Entering Information at the Section level for Specific Courses

- At the Section level, go to **SSADETL** and enter the **Term** and **CRN**. Then, NEXT BLOCK (Control + Page Down) to the **Corequisite** section to enter the **CRN** of the section that is a **corequisite**.
- If the section is being **Added** or **Activated** (was previously Inactive) and the **Corequisite** at the Banner Catalog level will apply, nothing needs to be done. However, if the **Corequisite** is section specific, follow the instructions in the first bullet.
- CAS and SAS Departments should contact the Dean's office with questions about **corequisites** being set up properly at the Banner Catalog level. Deans' and Directors' offices can contact the Academic Scheduling Office or the AVPAA.

SAVE THE FORM (F10).

## Section Fees Tab

Oracle Developer Forms Runtime - Web: Open > SSADTEL [Q]

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADTEL 8.2.1 (PROD)

Term: 201020 CRN: 20332 Subject: EN Course: 325 Title: English Literature I

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Level	Detail Code	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date

**Special Tuition and Fees** are entered on this tab. The information is entered at the time the schedule is prepared or when a course is **Added** or **Activated**.

**CAS and SAS Departments** should check with the Dean's office to see if this is completed by the department or by the dean's office.

**SPECIAL TUITION** (the Tuition Fee Waiver box is **checked** on SSASECT/Course Information Tab) is for:

High School courses	Bachelor of Health Science
Undergraduate Credit Option	Clinical Laboratory Sciences
Graduate Credit Option	Computed Tomography
Full Semester Study Abroad	Magnetic Resonance Imaging
	Radiation Therapy
	Sonography

**SPECIAL FEES** (the Tuition Fee Waiver box is **NOT checked** on SSASECT/Course Information Tab) are for:

- Music Lessons
- First Aid Fees
- Firearms Fees
- Other Fees that are **in addition to tuition**

For both types, enter the **Level** (UG, GR, etc.) and **Detail Code** and tab over to bring up the **Description**. Then enter the **Amount** and the **Fee Type** (Flat, Bill, etc.).

SAVE THE FORM (F10).

## Degree Program Attributes Tab

Oracle Developer Forms Runtime - Web: Open > SSADETL [Q]

File Edit Options Block Item Record Query Tools Help

Schedule Detail SSADETL 8.2.1 (PROD)

Term: 201020 CRN: 20332 Subject: EN Course: 325 Title: English Literature I

Section Links and Corequisites Section Fees **Degree Program Attributes** Contract and Block Schedule Information

Degree Program Attributes

Attribute	Description
CAS	College of Arts and Sciences
UPDV	Upper Division

To apply to a section, most **Degree Attributes** must be entered at the Banner Catalog level.

**Degree Attributes** are populated with information from the current semester catalog **after** the schedule has been rolled.

- Unless a **Degree Program Attribute** for a section is different than the Banner Catalog, nothing has to be done at the Section level. However, for example, if the attribute applies to only one or two sections of EN300 for Teaching Emphasis or to only one section of HI300 for American History, it needs to be entered at the Section level.
- **For Initial Schedule Entry:** The department is responsible for ensuring that the degree attributes are correct. *For online courses, the department must enter the appropriate online degree attribute* – see Special Fee Assessments on page 19.
- **After Schedule information has been submitted to the Academic Scheduling Office:** After the schedule has been received by the Academic Scheduling Office **it is the responsibility of the Deans' and Directors' offices to ensure that the Degree Attributes are correct at the section level** for courses that are **Added** or **changed to Active status**.

### Entering/Removing Information at the Section level for Specific Courses

- At the Section level, go to **SSADETL** and enter the **Term** and **CRN**.
- **NEXT BLOCK** (Control + Page Down) and select the **Degree Program Attribute Tab**.
  - If a section is being **Added** or **Activated** (previously Inactive) and the **Degree Program Attribute(s)** at the Banner Catalog level is/are to apply, then you don't need to do anything further. However, if the **Degree Program Attribute(s)** is/are section specific, follow the instructions in the next bullet.
- Enter the **Degree Program Attribute** code and tab over to display the description OR perform a Record Remove (Shift + F6) to remove an attribute.
- CAS and SAS Departments should contact the Dean's office with questions about **Degree Program Attributes** being set up properly at the Banner Catalog level. Deans' and Directors' offices can contact the Academic Scheduling Office or the AVPAA.

SAVE THE FORM (F10).

## **SPECIAL FEE ASSESSMENTS (Online, SoBu or SON Courses)**

The Tuition Fee Waiver box is **NOT** checked on SSASECT when using the following codes:

UOL – Undergraduate Online

GOL – Graduate Online

BU – Business Undergraduate (this is the default for all Business Undergraduate – must be changed for online)

BUO – Business Undergraduate Online

MBA – Business Graduate School (this is the default for all Business Graduate courses – must be changed for online)

BGO – Business Graduate Online

NU – Nursing Undergraduate (this is the default for all Nursing Undergraduate – must be changed for online)

NUO – Nursing Undergraduate Online

MSN – Nursing Graduate School (this is the default for all Nursing Graduate courses – must be changed for online)

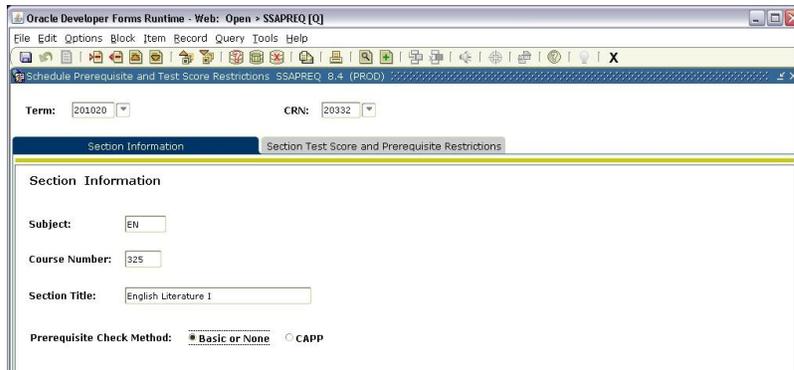
NGO – Nursing Graduate Online

DNP – Doctor of Nursing Practice (this is the default for all Doctor of Nursing Practice courses)

SAVE THE FORM (F10).

# SSAPREQ

## (Schedule Prerequisite and Test Score Restrictions)



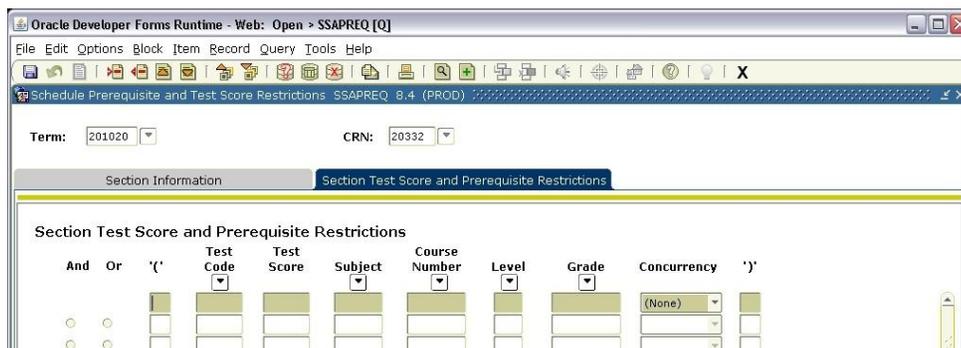
**Prerequisites** are populated from the Banner Catalog. **Prerequisites** are a prior course or courses that must be taken before the course being registered for, or a passing score on a test/entrance exam.

**Prerequisites are populated with information from the appropriate semester catalog after the schedule has been rolled.**

- Unless a **Prerequisite** for a section is different than the Banner Catalog, nothing has to be done at the Section level. However, if a prerequisite that does not exist in the Banner Catalog needs to be added for a section **or** a Prerequisite from the Banner Catalog does not apply and needs to be removed, this must be done at the Section level for each course (see below).
- **For Initial Schedule Entry (CAS and SAS departments only):** The department is responsible for ensuring that the prerequisites are correct.
- **After Schedule information has been submitted to the Dean's office (CAS and SAS departments only):** It is the responsibility of the Dean's office to ensure that the **Prerequisites are correct at the section level** for courses that are **Added** or **changed to Active status**.
- All other deans' or directors' offices are responsible at any time to ensure that the Prerequisites are correct at the section level for courses that are Added or changed to Active status.

### Entering Information at the Section level for Specific Courses

- At the Section level, go to **SSAPREQ** and enter the **Term** and **CRN**. NEXT BLOCK (Control + Page Down) to bring in the section information.



- Select the Section Test Score and Prerequisite Restrictions Tab.

- If a section is being **Added** or Activated (was previously Inactive) and the **Prerequisites** at the Banner Catalog level are to apply, then you don't need to do anything further.
- If the **Prerequisites** apply (or don't apply) only to the section, they will need to either be entered or removed [Record Remove (Shift + F6)].
- CAS and SAS Departments should contact the Dean's office with questions about Prerequisites being set up properly at the Banner Catalog level. Deans' and Directors' offices can contact the the AVPAA.

SAVE THE FORM (F10).

# SSARRES (Schedule Restrictions)

Oracle Developer Forms Runtime - Web: Open > SSARRES [Q]

File Edit Options Block Item Record Query Tools Help

Schedule Restrictions: SSARRES 8.0 (PROD)

Term: 201020 CRN: 20332 Subject: EN Course: 325 Title: English Literature I

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

Department Restrictions

Include  Exclude

Department	Description

Field of Study Restrictions

Include  Exclude

All Field of Study Types  Type

Code	Description

**Restrictions** are rolled from the previous year and must be **manually added or removed** if not correct. **Restrictions** refer to student classification level, major, etc.

**Departments are responsible for ensuring restrictions are correct when building the schedule.**

## Entering Information at the Section level for Specific Courses

- At the Section level, go to **SSARRES** and enter the **Term** and **CRN**.
- NEXT BLOCK (Control + Page Down) and select the appropriate tab: Department and Field of Study, Class and Level, Degree and Program, Campus and College, Student Attribute and Cohort.
- If the **Restrictions** apply (or don't apply) only to the section, they will need to either be entered or removed [Record Remove (Shift + F6)].
- If the section is being **Added** or **Activated** (was previously Inactive) and the **Restriction(s)** at the Banner Catalog level will apply, nothing needs to be done. However, if the **Restriction** is section specific, follow the instructions in the third bullet.
- CAS and SAS Departments should contact the Dean's office with questions about **Restrictions** being set up properly at the Banner Catalog level. Deans' and Directors' offices can contact the AVPAA.

SAVE THE FORM (F10).

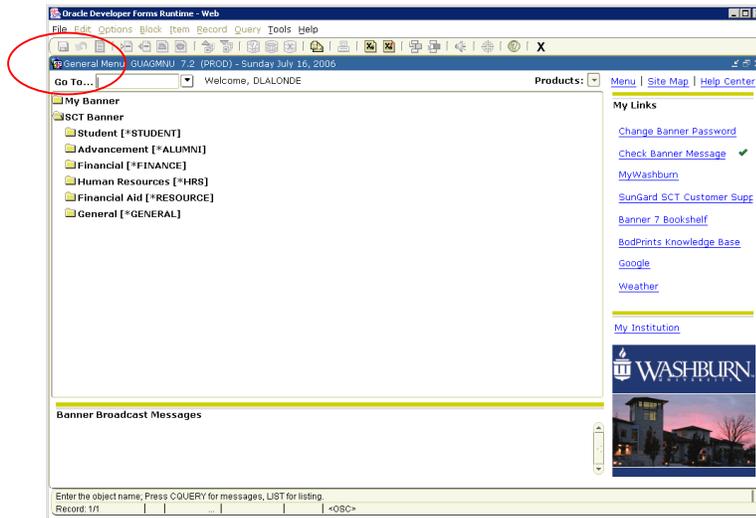
# SSASECQ

## (Schedule Section Query)

To check if all sections have been entered, perform a Section Query in Banner **OR** run a Line Schedule in ARGOS – see page 30.

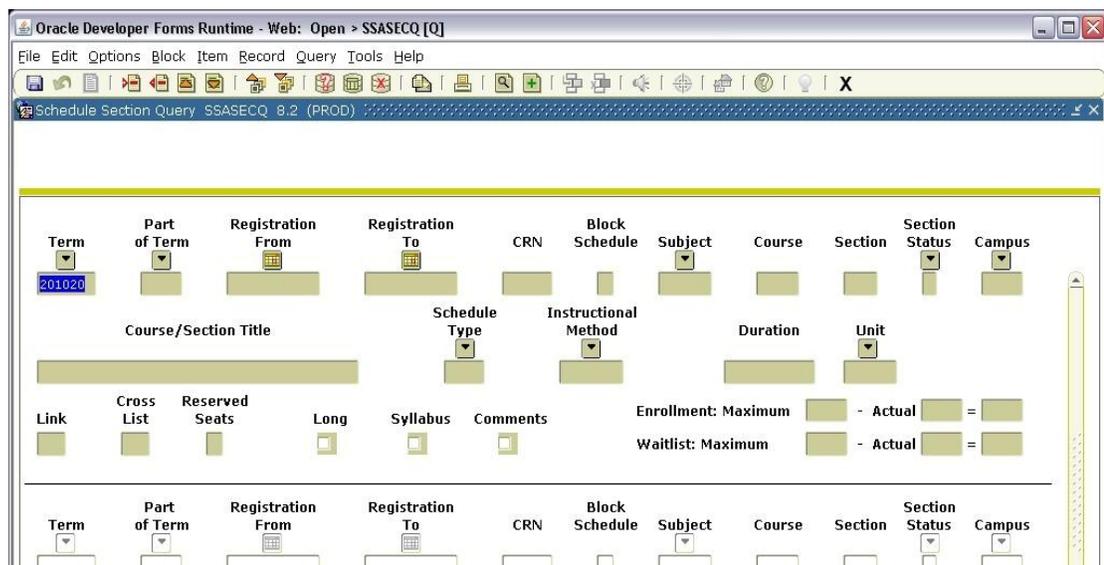
### Section Query (to download information into a spreadsheet)

- On the main Banner screen, in the box next to **Go To** type **SSASECQ**
- Enter the appropriate term (201310, 201320, etc.)



### Example

- To query for Nursing sections with a course number beginning with 5 that have been entered and are **Active**, enter **NU** in the Subject field, **5%** in the Course field, **A** in the Section Status and then Execute Query (F8).
- To query all Nursing sections, enter **NU** in the subject field and then Execute Query (F8).
- To perform another query, select Enter Query (F7) and start again.
- Queries can be done on any single field or multiple fields and be as specific or open as needed.
- To return a CRN into SSASECT, double click on the Term block.
- To download the information into a spreadsheet, select **Extract Data No Key** under **Help**



**Section Query (to query a section or sections directly from SSASECT)**

- In the KEY BLOCK on **SSASECT**, enter the appropriate **Term**.
- Tab to the **CRN** and **double click (F9)** to bring up **SSASECQ** (Schedule Section Query form).
- Proceed with the query as described above.

# SSAXLST

## (Schedule Cross List Definition)

### **COURSES COMBINED USING A BANNER CROSS LIST IDENTIFIER MUST ONLY COUNT AS ONE (1) COURSE FOR FACULTY TEACHING LOAD.**

The following qualify for a **BANNER CROSS LIST IDENTIFIER**.

- The courses follow Washburn University's true definition of Cross Listed
  - Offered under different course numbers and are cross-discipline
  - Same course content and requirements to receive a grade
  - May or may not be co-taught
  - Can either be online or meet at the same time in the same classroom
  - Will be noted as "Cross Listed" in the Online (dynamic) Course Schedule
    - **NOTE: Undergraduate and Graduate level courses do not meet this requirement even if they are sharing a classroom, web content, and/or instructor.**
    - **HONORS courses do NOT meet this criteria.**
- The courses meet at the same time in the same room
  - May be the same discipline – upper and lower division, undergraduate and graduate, etc.
  - May be an Undergraduate or Graduate course and an Honors course
  - Have different requirements for receiving a grade based on the level of the course
  - May or may not be co-taught
  - Are not noted as "Cross Listed" in the Online (dynamic) Course Schedule
- Online courses taught by the same instructor(s)
  - May be the same discipline – upper and lower division, undergraduate and graduate, etc.
  - May be an Undergraduate or Graduate course and an Honors course
  - Have different requirements for receiving a grade based on the level of the course
  - Are not noted as "Cross Listed" in the Online (dynamic) Course Schedule

**COURSES THAT ARE USING THE SAME WEB CONTENT BUT ARE CONSIDERED SEPARATE COURSES (for faculty load) DO NOT QUALIFY FOR A BANNER CROSS LIST IDENTIFIER.** These courses, along with the above, are noted in a table in the Course Information Document that is provided with the Line Schedule to the Academic Scheduling Office.

**IT IS THE DEPARTMENT'S RESPONSIBILITY TO ENSURE THE INFORMATION IS ACCURATELY AND CLEARLY NOTED ON THE COURSE INFORMATION DOCUMENT.**

**Communication between department(s) when crosslisting courses is essential.** Departments should determine jointly who will be responsible to set up the Banner Crosslist code in SSAXLST. The department setting up the code must inform the other department(s) of the code via email so they can enter their course(s) when ready. ***IF A DEPARTMENT HAS COMPLETED THEIR SCHEDULE ENTRY AND A BANNER CROSSLIST CODE HAS NOT BEEN SET UP BY THE RESPONSIBLE DEPARTMENT, DO NOT LET IT HOLD UP TURNING IN YOUR SCHEDULE. NOTE AS MUCH INFORMATION AS YOU HAVE IN THE DOCUMENT.***

***Courses sharing a Cross List Identifier with HONORS courses: Honors courses will be entered by the Academic Scheduling and Commencement Services office – the crosslisting will be done by ASCS – the department only needs to enter their course information in SSASECT and note the course on the table in the Course Information Document. If you have questions, please contact CJ Crawford at ext. 1310.***

## CROSS LISTING INSTRUCTIONS

- Courses must first be created in **SSASECT** (Course Information and Enrollment Tabs only) before they can be **cross listed**.
- Complete the **Course Information** and **Enrollment** Tabs for all CRNs. **For the first CRN only** complete the **Meeting Times and Instructor** Tab. Leave this information blank for the remaining CRNs – instructions on completing this are later.
- The **Schedule Type** for all courses sharing a **Banner Crosslist code MUST BE THE SAME**.

**If you have courses that will be sharing a Cross List Identifier with an Honors Course, stop here and don't go any further. The remaining information will be added by the Academic Scheduling and Commencement Services Office.**

- Each **Cross Listed** section will be assigned a unique two-character **Cross List Identifier** (both letters and numbers can be used).

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
200710				

- To determine what identifiers have already been used in the term, go to SSAXLSQ (Cross List Query Form).
- Enter the TERM, the code or part of the code (using the % as the wildcard) then Execute Query (F8).

(In the example below, A% was entered in the Term. The query brought up all **Cross List Codes** with A as the first letter. Selecting one of the codes in the first block will list the courses assigned to that code in the second block.)

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
200610	A1	25	4	21
200610	A2	22	16	6
200610	A4	31	14	17
200610	A6	20	13	7
200610	A7	25	15	10
200610	A9	25	4	21

CRN	Subject	Course	Section	Part of Term	Credits
11160	LS	502	GA	1	3.000
11578	PY	395	A	1	3.000

- Once an available **Cross List Identifier** code has been identified, go to **SSAXLST**.

- Enter the **Term** and **Cross List Group Identifier**.

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	----Credit Hours----	Reserved Indicator	Enrollment Maximum	Enrollment Actual	Enrollment Remaining
20196		SE	420	A	1SS	WU	3.000		35	31	4
20197		SE	520	GA	1SS	WU	3.000		15	1	14
20198		SE	522	GA	1SS	WU	3.000		15	7	8

- After entering the two-character **Cross List Group Identifier**, perform a NEXT BLOCK (Control + Page Down) to enter the **maximum enrollment** for the **Cross Listed Group** (see Tip below).
- NEXT BLOCK (Control + Page Down) and enter the CRNs for the sections being grouped under the same **Cross List Group Identifier**. (To locate a CRN, click on the arrow above the CRN boxes. This will bring up **SSASECQ** - see page 23.)
- Save (F10).
- Return to **SSASECT** – the **Cross List Code** assigned on SSAXLST is now in the **Cross List** box for all CRNs in the group.
- To enter the Meeting Times/Instructor to the remaining CRNs, enter the second CRN on **SSASECT**.
- Go to the **Meeting Dates** Tab in the Meeting Times/Instructor Tab.
- Select **Duplicate** from the Item Menu (or F3).
- Perform a NEXT BLOCK (Control + Page Down).
- With the CRN to be copied from highlighted, choose **Select** (Shift + F3 or double-click).
- This will return the section to **SSASECT** with the meeting days/times and instructor entered. NOTE: For departments that enter rooms, the room information will also be copied if it's already entered into the first CRN.
- Repeat this **Duplicate** process for all CRNs in the group.

**Tip for setting maximum seats of Cross Listed sections**

*The maximum enrollment for each section does not have to match the maximum enrollment for the group; however, the maximum enrollment for the group must be at least as high as the section with the highest enrollment.*

If the maximum enrollment for each section is set to match the maximum enrollment for the group, the maximum number of students permitted to register for all sections assigned to the **Cross List Code** will not exceed the maximum defined on **SSAXLST** for the Cross Listed sections, but will allow any combination of enrollment for all sections assigned to the **Cross List Code**.

# CANCELING, ADDING OR CHANGING COURSES

---

## ACTIVATING OR CANCELING COURSES WHEN BUILDING THE SEMESTER COURSE SCHEDULE

Courses that roll as **Active** and will not be offered can be made **Inactive** for the semester by changing the **STATUS** on the **Course Information Tab** on **SSASECT**. Conversely, **Inactive** courses can be made **Active** by changing the **STATUS**.

---

## CANCELING COURSES AFTER SUBMITTING THE COURSE SCHEDULE BUT BEFORE SCHEDULE IS AVAILABLE ON THE WEB (during the room assignment and proofing stage)

**CAS and SAS Departments** – to cancel a course that was **ACTIVE** when the schedule was submitted OR to add a course or change information on an existing course, **follow the process established by your Dean's office.**

### Deans' and Directors' offices

- To cancel a course at this point, send an email to CJ Crawford with the Course Number (including Section) and CRN that the course is being canceled.
- 

## CANCELING A COURSE AFTER THE SCHEDULE HAS BEEN PROOFED OR IS AVAILABLE ON THE WEB

**CAS and SAS Departments** – to cancel a course, **follow the process established by your Dean's office.**

### Deans' and Directors' Offices

- Remove the Instructor
  - Change the **STATUS** to **Inactive**
  - **DO NOT REMOVE ANY INFORMATION FROM THE MEETING TIMES BLOCK** – this will be done by the Academic Scheduling Office
  - Send an email to **cancel-class@washburn.edu** with the Course Number (including Section), CRN and enrollment indicating that the course is being canceled.
- 

## ADDING OR CHANGING A COURSE AFTER THE SCHEDULE HAS BEEN SUBMITTED OR PROOFED OR IS AVAILABLE ON THE WEB

**AFTER THE SCHEDULE HAS BEEN SUBMITTED, ANY CHANGE INVOLVING A CLASSROOM MUST BE SUBMITTED ON THE *COURSE CLASSROOM CHANGE REQUEST FORM.***

**CAS and SAS Departments** – to add a course or change information on an existing course:

- **IF** the course will require a room assignment or is a possible classroom change (maybe due to increased enrollment, ADA, instructor needs, change in meeting days and/or times, etc.), **the first thing to do is to submit a Course Classroom Change Request Form** to the Academic Scheduling office. For a **new** course without a CRN, put **NEW** in the CRN area.
- Once the request has been responded to, **follow the process established by your Dean's office.**

### Deans' and Directors' Offices

To Add a Course or Change Course Information:

- If the change involves a classroom, **the first thing to do is to submit a Course Classroom Change Request Form (*CAS and SAS departments will do this*)** to the Academic Scheduling office. For a **new** course without a CRN, put **NEW** in the CRN area. Once the

request has been responded to, the information can be entered or changed (*see the third bullet for information about adding rooms*).

- Changes in Enrollment or Instructor are made by the **Deans' or Directors' offices** and don't need to be communicated to the Academic Scheduling Office. If an increase in Enrollment exceeds the current classroom's seating capacity, a **Course Classroom Change Request Form** must be completed. (**After the schedule is live**, do not change the Projected Enrollment, only the Maximum Enrollment.)
- All other changes are made by the **Deans' and Directors' Offices** except Room Changes. (**Exception:** If a course is being added and does not currently exist in Banner, the Dean's or Director's office must enter the room assignment when adding the course in Banner after the room assignment has been confirmed by the Academic Scheduling Office.) **ALL** other **Room Changes** are handled by the Academic Scheduling Office, **including** single use rooms.
- The Academic Scheduling Office must be notified via email:
  - Course/Section and CRN when a course is added that didn't require a room assignment,
  - The CRN for any new course added requiring a room assignment, and
  - Change in Schedule Type.

# ARGOS LINE SCHEDULE

- On the **Employees Tab** in **MyWashburn**, scroll down to **Banner and Reporting** (last area in the center column).
- Select **ARGOS reporting tool login screen**

### Banner and Reporting

**Banner and Imaging Access**  
Washburn's administrative software system - Banner - includes four applications: student, financial aid, financial operations and human resource. If your job requires you to access Banner and/or the images attached to Banner records, submit a [Banner Account Request Form](#).

Once you have access, you can get to Banner forms by clicking: [Banner Menu](#) or [Banner Production Database](#). To access images outside of Banner, click [Imaging](#).

**Reports from Banner**

If you need a report from Banner, please complete a [Banner Reporting Request Form](#). Allow a minimum of two weeks for the report to be completed.

To run a report that has been written, you will need access ([Banner Account Request Form](#)) to reports available through [Crystal Live Reports](#).

**NEW!** Reports utilizing Argos are now available to faculty and staff. Use the following links:

[ARGOS reporting tool login screen](#)

[Instructions for utilizing ARGOS](#)

**Additional Information/Forms**

- Crystal Live Quick Aid
- Data Integrity Request Form
- AS/400 Legacy Reports
- Firewall Access Request Form
- Request for Banner Finance Access

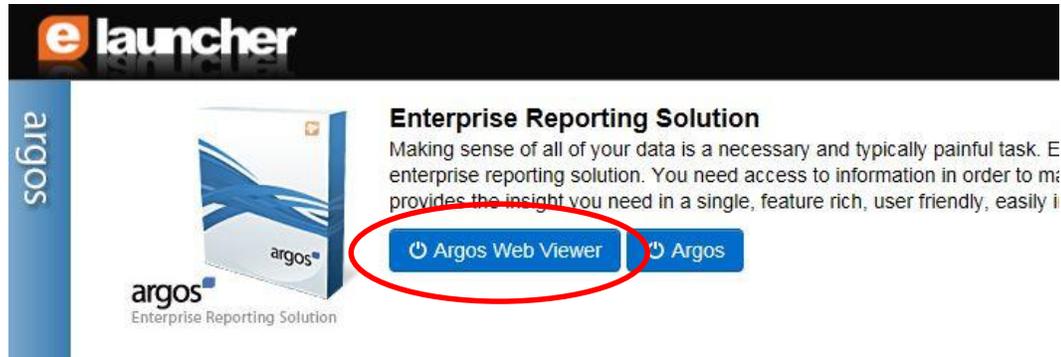
- To log into Argos, you must use your Washburn Active Directory credentials (WUAD), the same as you use to log into your computer at Washburn:

Username:  
cj.crawford@washburn.edu

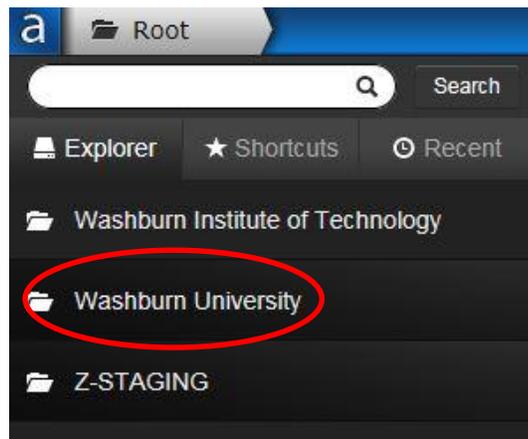
Password:

Remember this user

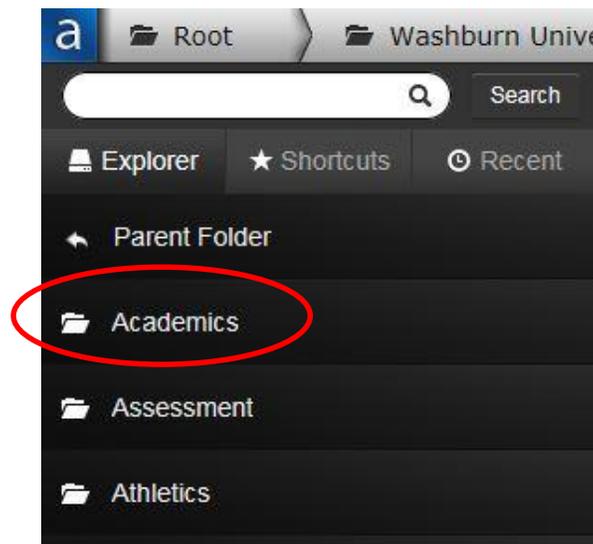
- After login, select **Argos Web Viewer**:



- Select **Washburn University**



- Select the **Academics** folder.



- Select **Line Schedule**

Name ^	
★	Course Enrollments
★	Course Grade Distribution
★	Course Roster by CRN
★	Credit Hours Student
★	Degrees Awarded
★	Instructional Assignments
★	<b>Line Schedule</b>
★	LMS Courses
★	LMS Instructors

- Select **Term** (for which the schedule is being built or viewed), **School/College**, **Department**, and the **Course Status**. If this is the initial run to see what courses rolled (this includes both Active and Inactive), check the box “Select Both?” under **Course Status**.



## Line Schedule

This datablock selects course schedule information used to create the line schedule outlining course offerings and meeting times.

Today's date: 06/19/2014  
Database: PROD

<b>Select Term:</b> 201420 - Summer 2014	<b>Select College/School(s):</b> <input type="checkbox"/> Select All? College of Arts and Sciences School of Applied Studies School of Business School of Law School of Nursing	<b>Select Department:</b> <input type="checkbox"/> Select All? Art Biology Chemistry Communication Studies Computer Information Sciences	<b>Course Status:</b> <input type="checkbox"/> Select Both? Active Inactive
---	---	--	--

- Under Reports, select **Line Schedule** (the CSV option can be selected if you want to download the information to be used in a spreadsheet for your own use).

Reports	Run
» Credit Hours for OR Sections Audit	
» Credit Hours not equal to billing hours	
» Cross-Listed Maximum Enrollment Audit	
» ESO Audit	
» Fixed Credit Hour Sections with Hours Entered	
» Grading Mode Entered on Section Audit	
» Instructional Method, Integration Partner Comparison	
» <b>Line Schedule</b>	
» Line Schedule - csv	
» Maximum Enrollment 0 Audit	

## *APPENDIX A*

# ***BANNER CAMPUS CODES***

*As of 6/20/14*

<b>CAMPUS CODE</b>	<b>CAMPUS DESCRIPTION</b>
501	USD 501 Schools - various
ALD	Aldersgate
BNH	Brown National Historic Site
BRP	Brewster Place
CSA	CASA of Shawnee County
HHS	Hayden High School
HML	Holton Medicine Lodge
HP	Highland Park High School
HS	Hope Street Academy
KAW	Washburn Inst of Technology
KCC	KCC Community College
KNI	Kansas Neurological Institute
KSU	KSU ROTC
KU	KU ROTC
LEX	Lexington Park
LM	Lawrence Memorial Hospital
MCP	McCrite Plaza
MDL	Meadowlark
MER	Mercy Hospital
ONW	Olathe Northwest High School
OS	Off Site
PM	Presbyterian Manor
POT	Potawatomi Nation
PW	Plaza West
RH	Rolling Hills
SBG	Security Benefit
SDM	Scott Duel Language Magnet
SFH	St. Francis Health Center
SHH	Shawnee Heights High School
SM	Seaman High School
SV	Stormont Vail Health Center
SVW	Stormont Vail West
THS	Topeka High School
TJC	Topeka Juvenile Corr. Facility
TP	Topeka Police
TW	Topeka West High School
VA	VA
WCP	WECEP
WR	Washburn Rural High School
WRM	Washburn Rural Middle School
WU	Washburn University

**APPENDIX B**

**BANNER SCHEDULE TYPE CODES WITH DEFAULT INSTRUCTIONAL METHOD CODE (as of 6/20/14)**

SCHEDULE TYPE CODE	SCHEDULE TYPE DESCRIPTION	DEFAULT INSTRUCTIONAL METHOD CODE*
A	Study Abroad	TRAVL
B	Lecture/Lab	ACTIV
C	Lecture	CLASS
C1	Lecture	CLASS
C2	Lecture	CLASS
C3	Lecture	CLASS
CT	Lecture/Travel	TRAVL
D	Recitation	ACTIV
E	Ensemble	ACTIV
EL	Ensemble - Large	ACTIV
ES	Ensemble - Small	ACTIV
F	Clinical	EXPER
G	Art Studio	ACTIV
G1	Art Studio	ACTIV
G2	Art Studio	ACTIV
G3	Art Studio	ACTIV
H	Seminar	TUTOR
I	Independent Study	ISTDY
I2	Independent Study	ISTDY
I3	Independent Study	ISTDY
J	Journal	ACTIV
JT	Job Training	EXPER
K	Simulation/Skills	ACTIV
L	Lab	ACTIV
LP	Lecture/Practicum	EXPER
M	Practicum	EXPER
N	Capstone/Thesis	TUTOR
O	Internships/Externships	EXPER
Q	Competition	TUTOR
R	Lessons	ACTIV
RO	ROTC	ACTIV
S	Scholarly Endeavors/Research	RSRCH
SA	Study Abroad - Full Semester	TRAVL
SA1	Study Abroad-Full Semester	TRAVL
SA2	Study Abroad-Full Semester	TRAVL
SL	Service Learning	EXPER
T	Student Teaching	EXPER
U	Online	WEB
U1	Online	WEB
U2	Online	WEB
U3	Online	WEB
V	Mixed media distance learning	MEDIA
W	Workshops/Repeatable Topics	CLASS
W1	Workshop/Repeatable Topics	CLASS
W2	Workshop/Repeatable Topics	CLASS
W3	Workshop/Repeatable Topics	CLASS
W4	Workshop/Repeatable Topics	CLASS
W5	Workshop/Repeatable Topics	CLASS
W6	Workshop/Repeatable Topics	CLASS
WNR	Workshop/NonRepeatable Topic	CLASS
X	Activity	ACTIV
Y	Lecture/Activity/Lab	ACTIV

\*This is the Instructional Method that will default in - it may need to be changed to Hybrid for courses that are not online or are not highlighted in yellow.

**EXCEPTION: Instructional Methods that are highlighted in yellow must NOT be changed to Hybrid. They can only be changed to WEB for online courses.**

*APPENDIX C*

***BANNER INSTRUCTIONAL METHOD CODES***

*As of 6/23/10*

<b>INSTRUCTIONAL METHOD CODE</b>	<b>INSTRUCTIONAL METHOD DESCRIPTION</b>
ACTIV	Activity based lab experience
CLASS	Traditional lecture format
EXPER	Off campus experience based
HYBRD	Hybrid - partial web delivery
ISTDY	Independent Study
MEDIA	Class based using technology
RSRCH	Research Experience
TRAVL	Courses involving travel
TUTOR	Directed individual study
WEB	Web delivery of course - for ONLINE only

*APPENDIX D*

***BANNER GRADE MODE CODES***

*As of 6/11/13*

<b>GRADE MODE CODE</b>	<b>GRADE MODE DESCRIPTION</b>
A	Repeat - averaged
B	Credit/No Credit (Law)
C	Credit Only
E	Repeat - exclude
F	Fresh Start
I	Repeat - include
O	Credit Only Substitution
P	Credit/Pass/Fail
S	Standard Letter
U	Audit
V	Unavailable - Office Use Only
X	Conversion
Y	Outstanding/Credit/No Credit
Z	AP School Credit

*APPENDIX E*

***BANNER SPECIAL APPROVAL CODES***

*As of 6/23/10*

<b>SPECIAL APPROVAL CODE</b>	<b>SPECIAL APPROVAL DESCRIPTION</b>
AA	Academic Advisor Appr. Req'd
DE	Dean Approval Required
HA	Dean Honor's Prog Appr Req'd
DP	Department Approval Required
IN	Instructor's Signature Req'd
SA	Study Abroad Coord Appr Req'd
AV	VPAA/AVPAA Approval Required

## BANNER FUNCTIONS: KEYSTROKES, ICONS AND MENUS

Function	Keystroke	Icon	Drop-Down Menu
<b>FORM</b>			
Clear Form/Rollback	Shift + F7, also <b>RIGHT CLICK</b>		File; <u>R</u> ollback (Alt+F; R)
<b>BLOCK</b>			
Next Block	Ctrl + Page Down		Block; <u>N</u> ext (Alt+B; N)
Previous Block	Ctrl + Page Up		Block; <u>P</u> revious (Alt+B; P)
Clear Block	Shift + F5		
View Supplemental Data			Block; <u>V</u> iew Supplemental Data (Alt+B; V)
<b>FIELD/ITEM</b>			
Clear Item/Field	Ctrl + U		Item; <u>C</u> lear (Alt+I; C)
Duplicate Item/Field	F3		Item; <u>D</u> uplicate (Alt+I; D)
Next Item/Field	Tab or Enter		Item; <u>N</u> ext (Alt+I; N)
Previous Item/Field	Shift + Tab		Item; <u>P</u> revious (Alt+I; P)
Delete Backward	Backspace		
Delete Character	Delete		
<b>RECORD</b>			
Clear Record	Shift + F4		Record; <u>C</u> lear (Alt+R; C)
Delete/Remove Record	Shift + F6		Record; <u>R</u> emove (Alt+R; R)
Duplicate Record	F4		Record; <u>D</u> uplicate (Alt+R; D)
Insert Record	F6		Record; <u>I</u> nsert (Alt+R; I)
Next Record	↓		Record; <u>N</u> ext (Alt+R; N)
Previous Record	↑		Record; <u>P</u> revious (Alt+R; P)
Next Set of Records	Page Down		Query; <u>F</u> etch Next Set (Alt+Q; F)
Previous Set of Records	Page Up		
<b>QUERY</b>			
Cancel Query	Ctrl + Q		Query; <u>C</u> ancel (Alt+Q; C)
Count Query Hits/Search & Display More Detail	Shift + F2		Query; <u>C</u> ount <u>H</u> its (Alt+Q; H)
Enter Query	F7		Query; <u>E</u> nter (Alt+Q; E)
Execute Query	F8		Query; <u>E</u> xecute (Alt+Q; X)
Select/ Exit with Value	Shift + F3		File; <u>S</u> elect (Alt+F; E)
Wild Card for Search	%		
<b>BDMS</b>			
Display Document			Tools; <u>R</u> etrieve Document (Alt+T; X, R)
<b>OTHER</b>			
Save/Accept/Commit	F10, also <b>RIGHT CLICK</b>		File; <u>S</u> ave (Alt+F; S)
Exit	Ctrl + Q, also <b>RIGHT CLICK</b>		File; <u>E</u> xit (Alt+F; X)
Print	Shift + F8, also <b>RIGHT CLICK</b>		File; <u>P</u> rint (Alt+F; P)
List of Values	F9		Help; <u>L</u> ist (Alt+H; L)
View/Send Message			
Tabs	Ctrl+Tab		
Display Navigation Window	F5		
Edit	Ctrl + E		
<b>HELP</b>			
Display Error	Shift + F1		Help; <u>D</u> isplay Error (Alt+H; D)
Help	F1		Help; <u>H</u> elp (Item Properties) (Alt+H; H)
Show Function Keys	Ctrl + F1		Help; <u>S</u> how Keys (Alt+H; S)