How to Schedule Classes via Banner

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Registrar’s Office/Veterans Affairs
Division of Academic Affairs
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How to Schedule Courses
Login to Internet Native Banner

Click “Connect”
Enter: SSASECT and hit Enter
If you are adding a new course:

- Enter the Term type 201330 (or current term) 10-Fall  20-Spring  30-Summer
- At CRN type ADD and Click the NEXT BLOCK ICON
- Fill-in the following information:
  - SUBJECT
  - CRS NUMBER
  - SECTION
  - CAMPUS
  - STATUS
  - SCHEDULE TYPE
  - INSTRUCTIONAL METHOD
  - GRADE MODE
  - SESSION
  - SPECIAL APPROVAL (ONLY WHEN APPLICABLE) AND
  - PART OF TERM The information on the right hand side will automatically come in
- Press the F10 key to SAVE
**Oracle Fusion Middleware Forms Services: Open > SSASECT**

**Term:** 201330  
**CRN:** ADD  
**Create CRN:**  
**Copy CRN:**  
**Subject:** ACCT  
**Course:** 207  
**Title:** Financial Accounting

### Course Section Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Title</th>
<th>CEU Indicator</th>
<th>Credit Hours</th>
<th>Billing Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>207</td>
<td>Financial Accounting</td>
<td></td>
<td>4.000</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Schedule Type</th>
<th>Instructional Method</th>
<th>Integration Partner</th>
<th>Grade Mode</th>
<th>Session</th>
<th>Special Approval</th>
<th>Duration</th>
<th>Part of Term</th>
<th>Registration Dates</th>
<th>Start Dates</th>
<th>Maximum Extensions</th>
<th>Prerequisite Check Method</th>
<th>Link Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>LEC</td>
<td>TR</td>
<td></td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>20-MAY-2013</td>
<td></td>
<td></td>
<td>Basic or None, CAPP, DegreeWorks</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>30-JUL-2013</th>
<th>11</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Attendance Method</th>
<th>Weekly Contact Hours</th>
<th>Daily Contact Hours</th>
<th>Print</th>
<th>Voice Response and Self-Service Available</th>
<th>Gradable</th>
<th>Tuition and Fee Waiver</th>
<th>Long Title</th>
<th>Comments</th>
<th>Syllabus</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
If you are adding a new course: Cont.

- To enter the number of seats in the course, Click on the “Section Enrollment Tab” and edit your maximum number.
- Press the F10 key to SAVE.
If you are adding a new course: Cont.

- To enter the class dates, days, time, building, room, and instructor, click on the "Meeting Times and Instructor Tab" and edit information.
- Press the F10 key to SAVE and Next block for Instructor input.
If you are adding a new course:  Cont.

- To locate Faculty ID, click on the Drop Down ICON under ID.
- Type in the faculty last name
  - (Use capital letter for first letter of the first and last name; if name is not known type first letter and the % sign then press F8)
- Press the F8 key to execute the query
- Finally, DOUBLE CLICK on Faculty ID or Name
- Press the F10 key to SAVE
If you are editing a current course:

- Go to SSASECT and hit Enter
If you are editing a current course: Cont.

- **Enter the** Term type 201330 (or current term) 10-Fall 20-Spring 30-Summer
- The CRN field should be blank, click on drop down box under subject, course and section enter the required information
- PRESS the F8 key and all available sections for the term will appear. DOUBLE CLICK on any field with data, Click on Next Block and proceed to make the necessary changes and/or updates in SSASECT
- Press the F10 key to SAVE
As a reminder, for those courses that you are updating in Banner. Please remember to update the following in order to prevent tuition calculation issues, grading issues, etc.

- SECTION
- CAMPUS
- STATUS
- SCHEDULE TYPE
- INSTRUCTIONAL METHOD
- GRADE MODE
- SESSION
- SPECIAL APPROVAL (ONLY WHEN APPLICABLE) AND
- PART OF TERM The information on the right hand side will automatically come in

For those courses that are multiple credits, please don’t forget to insert the credit hour in Banner. The system will automatically assign the student to 1 credit hour if you do not. Please review the diagram. Ex. Courses in Counselor Ed, Ed Leadership and Environmental Science - (Savannah River Site)
<table>
<thead>
<tr>
<th>Subject</th>
<th>ACCT Accounting</th>
<th>CEU Indicator</th>
<th>Credit Hours: 4.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>207</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>11</td>
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<td></td>
</tr>
<tr>
<td>Cross List</td>
<td>SCSU/Orangeburg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Type</td>
<td>LEC</td>
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<td></td>
</tr>
<tr>
<td>Instructional Method</td>
<td>TR - Traditional</td>
<td>Billing Hours: 4.000</td>
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<tr>
<td>Integration Partner</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Grade Mode</td>
<td>S - Standard Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>D</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Part of Term</td>
<td>First: 20-MAY-2013 Last: 20-JUN-2013</td>
<td>Link Identifier:</td>
<td>Attendance Method:</td>
</tr>
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<td>Registration Dates:</td>
<td></td>
<td>Weekly Contact Hours:</td>
<td></td>
</tr>
<tr>
<td>Start Dates</td>
<td>Maximum Extensions: 0</td>
<td>Daily Contact Hours:</td>
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<td></td>
<td></td>
<td>Gradable:</td>
</tr>
</tbody>
</table>
If you need assistance, please contact:

- Ophelia Smith – 68826
- Felicia L. McMillan - 64914

Location:

Registrar’s Office/Veterans Affairs
Moss Hall 204
P. O. Box 8104
Orangeburg, SC 29117
803-536-8826/ 803-516-4914(phone)
803-536-8602 (fax)

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