

Banner – SSASECT

Adding New Course Sections

1. Enter the course term or click the ellipsis in the term field to select the course term.
2. Click **Create CRN** or type **ADD** in the CRN field and Click **Go**.
3. **Subject** - If you know the three-letter subject code, enter it in the Subject field and click tab. If you don't know the subject code, click the ellipsis in the **Subject** field.
 - a. Click **View Existing Courses** and search for the subject code you need. Typing the first letter of the subject and % in the **Find** field takes you to the courses that begin with that letter.
 - b. Double click on the course you would like to add. The **Subject, Course Number,** and **Title** fields will be populated based on your selection.
4. **Section** - Enter the two-digit section number. Sections must start at 01; they cannot be 0 or 00.
5. **Cross List** - Leave this field blank. Cross Listing of courses should be coordinated with the Registrar's Office. See cross listing guidelines for further information.
6. **Campus** - Click the down arrow next to the field and select the appropriate campus. The "G" campus code is used for courses that are offered on the **Greensboro** Main Campus. The "O" campus code is used for online course sections (please see note below). **S Campus** – Approved sites off campus. S-Campus should also be used for off-campus locations. For programs which have courses where < 25% of the program's total credit hours are offered at the site, no additional approvals are necessary. If the intent is to exceed the 25% threshold, you must first complete the "Substantive Change Checklist" (<http://assessment.uncg.edu/academicplanning/DOcs/Substantive%20Change%20Checklist.pdf>) for SACSCOC notification or approval. The "R" campus which is **utilized by Nanoscience only**.

Value	Description
G	Greensboro Main
O	Online
S	Site Off-Campus – Approved sites off campus. S-Campus should also be used for off-campus locations when < 25% of program's total credit hours are offered at the site. If the intent is to exceed the 25% threshold, you must first complete the "Substantive Change Checklist" (http://assessment.uncg.edu/academicplanning/DOcs/Substantive%20Change%20Checklist.pdf) for SACSCOC notification or approval.
R	Gateway University Research Park (Nanoscience only)

7. **Status** - Select **Active** (or type A).
8. **Schedule/Course Type** - Click the down arrow next to the Schedule Type field and select the appropriate schedule type. Only schedule types that are associated with the course will appear in the list. Per Provost's Office *"Each course may have only one course type. If a course could be taught in multiple formats, then more than 1 course should exist with unique course numbers."* Please refer to the list of types/definitions for more information. If you need a schedule type that is not listed, you may request this type through the CIM process. The associated deadlines are located on the Office of Assessment and Accreditation under [Academic Year Submission Dates](#).
9. **Instructional Method** – You may type in the appropriate letter code listed below. When choosing the Instructional Method from the drop-down box, **please use the letter codes only**. The numeric codes, although still visible for historical purposes, are invalid. The five valid letter codes will be located at the bottom of the list. **Do not use numeric codes; they are invalid.**

Code	Description
FACE (G campus only)	Face to Face
VIDC	Live or Interactive Video Conf
ASYN (online only; do not pair with G campus)	Internet – no mtgs/phys location (asynchronous)
HYBR (face to face & online combination – G campus only)	Hybrid courses replace a percentage of face to face instructional minutes with web-based online instructional minutes (e.g. video lectures, online discussions, or activities) and

	those instructional minutes are designated in the official course schedule.
STOR	Broadcast/Stored Content
SYNC (online only; do not pair with G campus)	Internet – virtual meeting pattern (synchronous)

10. **Grade Mode** - Click the down arrow next to the Grade Mode field and select the appropriate grade mode. Only grade modes that are associated with the course will appear in the list.
11. **Duration** - Leave the Duration field blank.
12. **Part of Term** - Click the down arrow next to the Part of Term field and select the appropriate part of term. The dates associated with the part of term you selected will automatically populate.
13. **Save.**

The screenshot displays the UNCG course management system interface. At the top, the user is logged in as Betty B. Goode. The main header shows the course details: Term: 201808, CRN: 80001, Subject: ACC, Course: 201, Title: Financial Accounting. The interface is divided into several sections:

- COURSE SECTION INFORMATION:** This section contains fields for Subject (ACCOUNTING), Course Number (201), Title (Financial Accounting), Section (01), and Cross List. It also includes dropdown menus for Campus (Greensboro Main), Status (Active), Schedule Type (Lecture), and Instructional Method (Face-to-Face). There are also fields for Grade Mode (Standard) and Duration.
- CLASS TYPE:** This section is divided into two tabs: Traditional Class and Open Learning Class. The Traditional Class tab shows fields for Part of Term (1), Start Date (08/13/2018), End Date (11/29/2018), and Credits (15). The Open Learning Class tab shows fields for Registration Dates, Start Dates, and Maximum Extensions (0).
- CREDIT HOURS:** This section contains a field for Credit Hours.

At the bottom of the interface, there are navigation controls, a 'SAVE' button, and the user's name 'ellucian'.

Section Enrollment Tab

1. Enter Maximum Enrollment – Please add the accurate number for maximum enrollment. **Zero maximum enrollment or manipulating maximum enrollment is not an acceptable practice. NOTE: THE MAXIMUM ENROLLMENT FOR EITHER A WRITING INTENSIVE (WI) OR SPEAKING INTENSIVE COURSE (SI) IS 25.**
2. Enter Waitlist Maximum, **if applicable**. The waitlist maximum should be a realistic number that reflects the potential for enrollment in the course. We suggest a max of 5. For co-requisite sections, such as lecture-lab combinations, please leave waitlist blank as using wait listing in these situations can create serious complications once students begin registering.
3. **Save.**

Enter Meeting Pattern

1. Tab (twice) across to the day/time fields. **Start Date** and **End Date** will populate automatically based on the part of term for the section. **These fields must populate regardless if there are days/times associated with the meeting pattern.**

Course Section Information													
Section Enrollment Information				Meeting Times and Instructor				Section Preferences					
Times and Instructors			Scheduler Preferences										
Meeting Dates		Meeting Location and Credits											
* SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/18/2020	11/24/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01

* INSTRUCTOR								
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session	
01	890000384	Jones, Janine C.		0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

2. Click the days of the week the course is to be offered, if applicable.
3. Enter Meeting times. Meeting times should be entered in military time (24-hour clock) format with leading zeroes and no punctuation (ex. 8:00 a.m. is "0800"; 1:45 p.m. is "1345"). **Please see the approved meeting patterns list for more information.**
4. **Save.**

Enter Instructor Information

1. Click in the **Instructor** section of the page in the **Meeting Dates** tab.
2. Type the instructor ID and click tab. The instructor name will populate.
3. If the ID number is not known, tab to the **Name** field and type the instructor's **Last Name, First Name** (field is case sensitive).

4. Save.

Entering Percent of Responsibility and Percent Session Information in the Faculty Block

1. Enter the Percent of Responsibility – Percent of Responsibility should accurately reflect each instructor’s assigned responsibility for the course. **This overall percentage must equal 100% however divided.**
2. Percent of Session – This section auto-populates with 100. Each instructor is 100% responsible for his/her session however the percent of responsibility is divided.
3. Select Primary Instructor - Only one instructor can be selected as primary. This person will have grading authority for the course. The instructor of record (IOR) must be either a credentialed faculty member or GTA (*Note: GTAs can be IOR but may not teach graduate level courses. GIA’s must be listed with a credentialed faculty member). Percentage of responsibility can be adjusted accordingly.
4. Do not manipulate the instructor of record for any reason other than a legitimate change in course instruction.

Room Assignments

During the first stage of the classroom optimization process, only course sections that follow the [standard meeting patterns](#) will receive a general purpose classroom assignment.

If you do not need a room, please ensure that your course is set with the correct campus, schedule type, and instructional method codes. All course sections that meet face-to-face (i.e., LEC, LAB, SEM, DSC, etc.) with an instructor must be accompanied by a meeting location. Departmental course schedulers can add non-general-purpose classrooms, departmentally owned rooms, special use spaces, laboratory spaces, and faculty offices in Banner. If your location is not recognized by Banner, please contact courses@uncg.edu.

If a general-purpose classroom is needed, **please leave this section blank**; the Registrar’s Office will assign. Any general-purpose classroom added outside of the Registrar’s Office is subject to deletion.

Adding Departmentally Owned Space ONLY (any general-purpose rooms added will be deleted)

1. Click the **Meeting Times and Instructor** tab

2. Click the **Times and Instructors** tab.
3. Click the **Meeting Location and Credits** tab.
4. Click the in the **Automatic Scheduler** field.
5. Click in the **Building** Field
6. Type the **Building Code**.
7. Click in the **Room** field.
8. Type the **Room Number**.
9. Save.

Click **Start Over** at the right corner of the page. This will take you back to the Key Block where you can add another course or enter a new CRN.

IMPORTANT: Once your schedule is created, use the Schedule Error Checking report in Argos to find any errors that need to be addressed. If you are adding/adjusting a single section, please utilize this tool to ensure data integrity and accuracy of the schedule. Instructions can be found on the Registrar's web page under Course Schedule Preparation: <https://reg.uncg.edu/scheduling/schedule-preparation/>

Please refer to the full [Course Scheduling Documentation](#) for more information on course section creation, such as Updating a Section, Hybrids, Reserved Seating, Cross Listing/Stacked, and Gen Ed Markers.

Any questions regarding courses or scheduling, please contact courses@uncg.edu.

Any questions regarding room assignments, please contact clasrms@uncg.edu.