

ENTERING CLASSES IN BANNER

**Records and Registration
September 2010**

Banner Term Codes

(Y stands for Year and T stands for Term)

Format: YYYYTT
(ex: 201110 is 2011 Spring)

	<u>Part of Term</u>
• 10 = Spring	(1= full term) (SUP = supplemental term)
• 50 = Summer 1	(1 = full term) (S1= first term) (S2= second term)
• 80 = Fall	(1= full term) (SUP = supplemental term)

Special Section Number Designations

For Fall and Spring courses

- “0” as a first digit = Lecture courses
- “1” as a first digit = Lab courses
- “3” as a first digit = Courses taught at the Appalachian Center for Crafts
- “5” as a first digit = Lectures taught completely online
- “5” as a second digit = Labs taught completely online
- “6” as a first digit = Distance Education Lectures
- “7” as a first digit = Distance Education Labs
- “8” as a first digit = Honors sections

For Summer courses

First digits are the same as Fall and Spring

- “2” as a second digit = First term courses
- “4” as a second digit = Second term courses

Go to SSASECT.

Type in the term (201010 for 2010 spring, for example), type ADD in the CRN block and click “next block.”

Type in the Subject and Course Number and hit tab – the title will “pop in” - tab again, and type in the section number. If you enter a section number that already exists, you will not be able to move past this field.

Tab between the fields, and type in as you go:

Campus: 50M

Status: A

Schedule Type: Depends on the class. You can assume it’s LEC, since that’s what most of them are. If it’s not, you’ll get an error message, and you can use the drop-down box to find out what it is. If it’s a lecture/lab, see below. If it’s variable credit hours, see below.

Instructional Method: Will “pop in” when you tab. You can change the Instructional Method if you need to. If you know it will be completely online, type in **WEB**. If you know the section will have an online component, type in **HYB**.

Integration Partner: If a class is being taught completely online, type MO1 here, or, if it’s partially online, type MO2. Remember to add the footnotes on SSATEXT. For MO1 sections, add “Online web course, www.tntech.edu/ilearn.” For MO2 sections, add “This section contains an online component.”

ALSO: If a section is completely online, the building is WEB and the room is ONLINE.

Special Approval: DP if the department wants to limit enrollment to students with departmental permit

Part of Term: 1 most of the time. Unless it’s summer, in which case, see ‘Part of Term’ page above.

Credit Hours: You don’t have to do anything with this unless the class is a lecture/lab or a variable credit hour. Instructions for those are below.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.4.0.1 (PROD)

Term: 201010 CRN: 10002

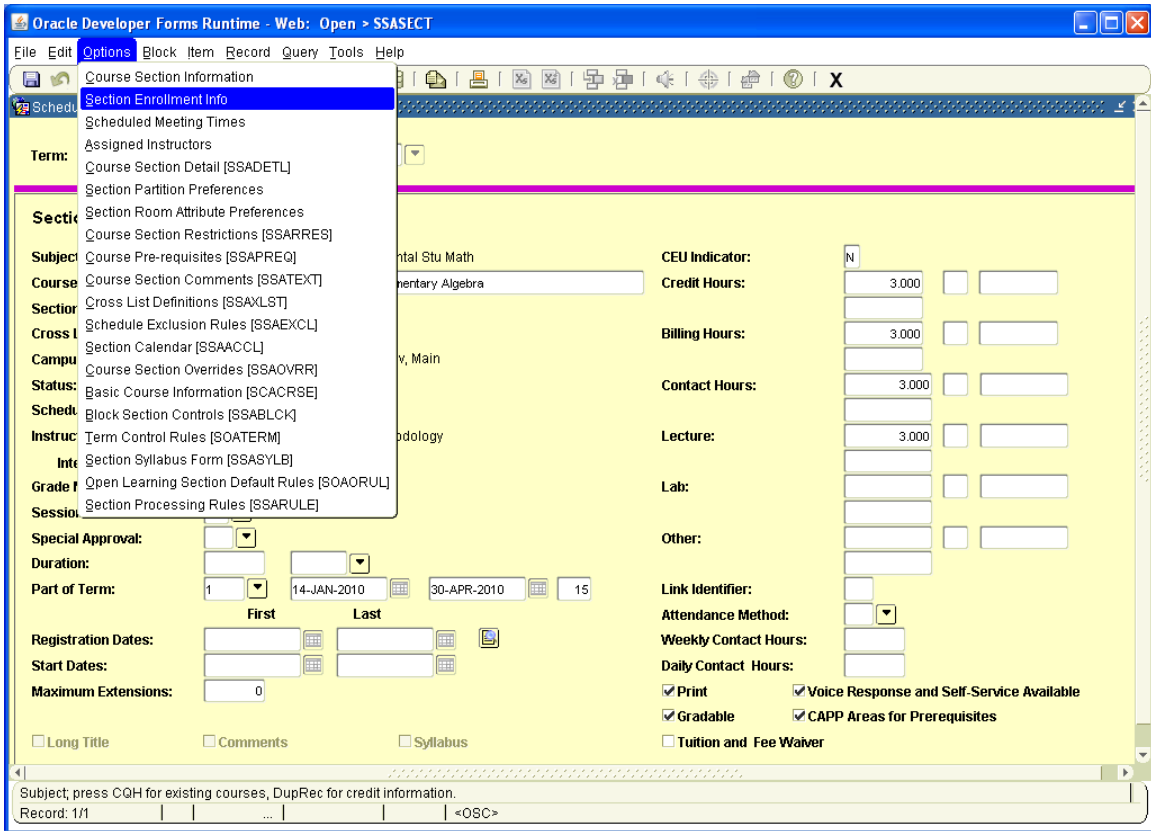
Section Details

Subject: DSPM DSPM Developmental Stu Math **CEU Indicator:** N
Course Number: 0800 **Title:** Elementary Algebra **Credit Hours:** 3.000
Section: 001 **Billing Hours:** 3.000
Cross List: **Contact Hours:** 3.000
Campus: 50M Tennessee Tech Univ, Main **Lecture:** 3.000
Status: A Active **Lab:**
Schedule Type: LEC Lecture **Other:**
Instructional Method: CON Conventional Methodology **Link Identifier:**
Integration Partner: **Attendance Method:**
Grade Mode: **Weekly Contact Hours:**
Session: **Daily Contact Hours:**
Special Approval: Print Voice Response and Self-Service Available
Duration: Gradable CAPP Areas for Prerequisites
Part of Term: 1 14-JAN-2010 30-APR-2010 15 Tuition and Fee Waiver
Registration Dates: **First** **Last**
Start Dates:
Maximum Extensions: 0

Long Title Comments Syllabus

Subject, press CQH for existing courses, DupRec for credit information.

Record: 1/1 | ... | <OSC>



Under “Options” choose **Section Enrollment Info**. Type in the number and click “save.” That will assign the CRN to the course, and take you back to SSASECT.

Click next block (twice) to go to the next page. (If you’ve put an enrollment number in, you’ll need to click next block twice. If you haven’t, you won’t. That’s just one of those things that you have to figure out as you go along.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Course Section Information
 Section Enrollment Info
 Scheduled Meeting Times
 Assigned Instructors
 Term: Course Section Detail [SSADETL]
 Section Partition Preferences
 Section Room Attribute Preferences
 Section Course Section Restrictions [SSARRES]
 Subject: Course Pre-requisites [SSAPREQ]
 Course: Course Section Comments [SSATEXT]
 Section: Cross List Definitions [SSAXLST]
 Cross L: Schedule Exclusion Rules [SSAEXCL]
 Campu: Section Calendar [SSAACCL]
 Status: Course Section Overrides [SSAOVRR]
 Schedu: Basic Course Information [SCACRSE]
 Instruc: Block Section Controls [SSABLCK]
 Inte: Term Control Rules [SOATERM]
Section Syllabus Form [SSASYLB]
 Grade: Open Learning Section Default Rules [BOAORUL]
 Sessio: Section Processing Rules [SSARULE]

Special Approval: DP Department
 Duration: [] []
 Part of Term: 1 14-JAN-2010 30-APR-2010 15
 First Last
 Registration Dates: [] []
 Start Dates: [] []
 Maximum Extensions: 0

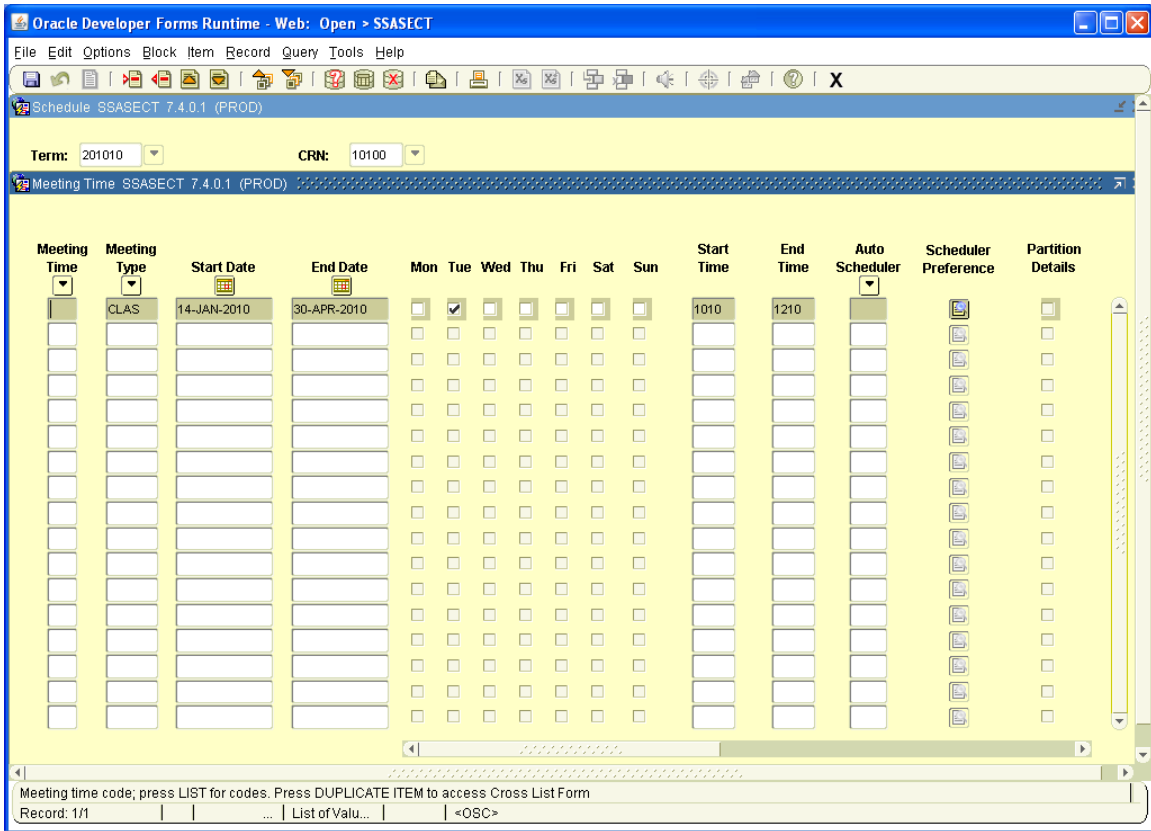
Long Title Comments Syllabus

CEU Indicator: N
 Credit Hours: .000 OR 4.000
 Billing Hours: .000 OR 4.000
 Contact Hours: 2.000 OR 3.000
 Lecture: .000 OR 3.000
 Lab: .000 OR 2.000
 Other: [] []

Link Identifier: A2
 Attendance Method: []
 Weekly Contact Hours: []
 Daily Contact Hours: []
 Print Voice Response and Self-Service Available
 Gradable CAPP Areas for Prerequisites
 Tuition and Fee Waiver

Subject, press CQH for existing courses, DupRec for credit information.
 Record: 1/1 | ... | <OSC>

If your department offers Honors Sections, you will need to type the word “Honors” in the title so that it will print on the student’s transcript. Under “Options” choose **Section Syllabus Form (SSASYLB)**. “Next Block” to **Section Long Title**, type “Honors” and then the title of the class. So, for example, ASTR 1020, Intro to Modern Astronomy II would be changed to Honors Intro to Modern Astronomy II.



Meeting times: Tab twice to get to the days boxes. **NOTE: Even if you are going to leave the days and times blank, you still have to tab twice here, or the course will not show up on Eagle Online.** Click the days you want, tab to “Start Time,” and enter the times, in military time. Type in the Building and Room, and click “save.” If you get an error message, and can’t “next block” to the next page, it means there is a time conflict with the room. If the conflict is okay, type an “O” in the “Override Indicator” box. Click “next block”.

Military Time Chart

12:00 am	0000	12:00 pm	1200
1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600
5:00 am	0500	5:00 pm	1700
6:00 am	0600	6:00 pm	1800
7:00 am	0700	7:00 pm	1900
8:00 am	0800	8:00 pm	2000
9:00 am	0900	9:00 pm	2100
10:00 am	1000	10:00 pm	2200
11:00 am	1100	11:00 pm	2300

LECTURE/LAB SECTIONS:

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.4.0.1 (PROD)

Term: 201010 CRN: 10100

Section Details

Subject: MIT MIT Manufacturing & Ind Tech
Course Number: 2063 **Title:** Metal Manufacturing Technology
Section: 101
Cross List:
Campus: 50M Tennessee Tech Univ, Main
Status: A Active
Schedule Type: LAB Laboratory
Instructional Method: HYB Hybrid
Integration Partner:
Grade Mode:
Session:
Special Approval:
Duration:
Part of Term: 1 14-JAN-2010 30-APR-2010 15
Registration Dates:
Start Dates:
Maximum Extensions: 0

CEU Indicator: N
Credit Hours: .000 OR 3.000
Billing Hours: .000 OR 3.000
Contact Hours: .000 OR 2.000
Lecture: .000 OR 2.000
Lab: .000 OR 2.000
Other:
Link Identifier: L1
Attendance Method:
Weekly Contact Hours:
Daily Contact Hours:

Print Voice Response and Self-Service Available
 Gradable CAPP Areas for Prerequisites
 Tuition and Fee Waiver
 Long Title Comments Syllabus

Subject, press CQH for existing courses, DupRec for credit information.
Record: 1/1 <OSC>

If it's a lecture

Type LEC in "Schedule Type" field on SSASECT.

Fill in the fields under

Credit Hours: Type in the number of credit hours

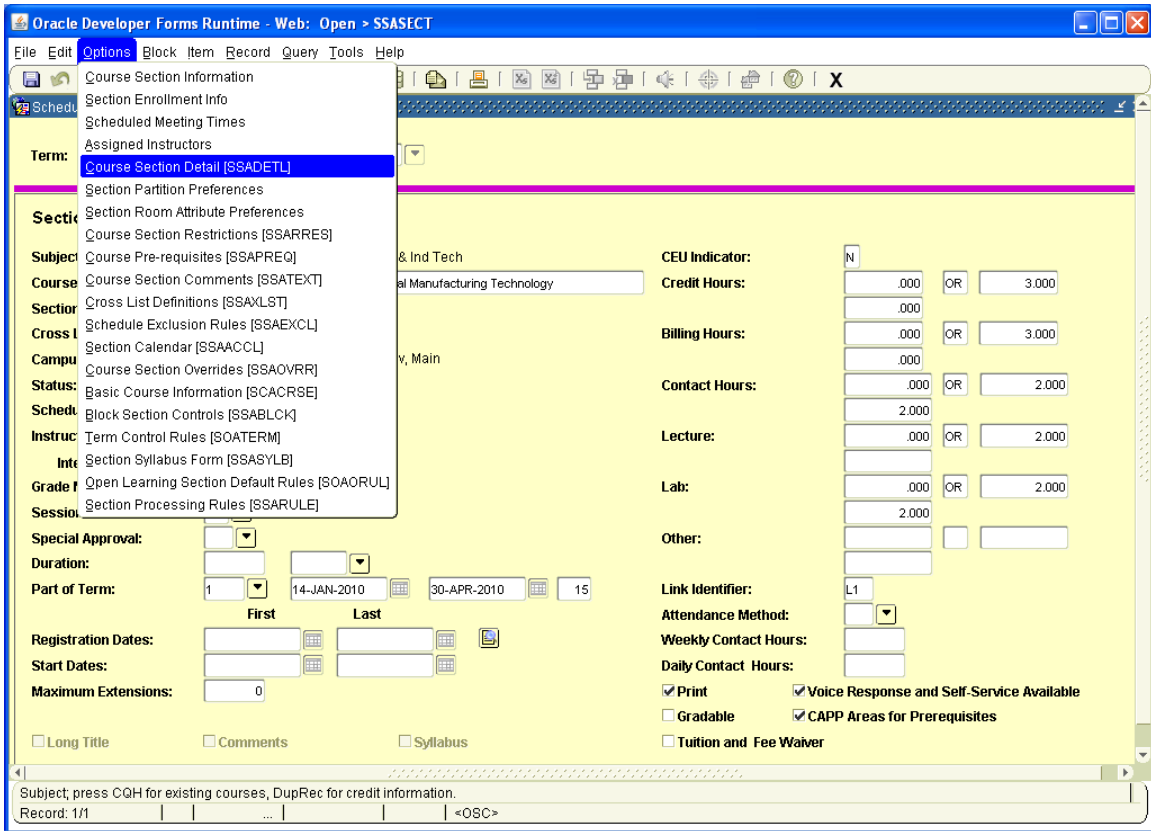
Billing Hours: Same thing

Contact Hours: Leave Blank

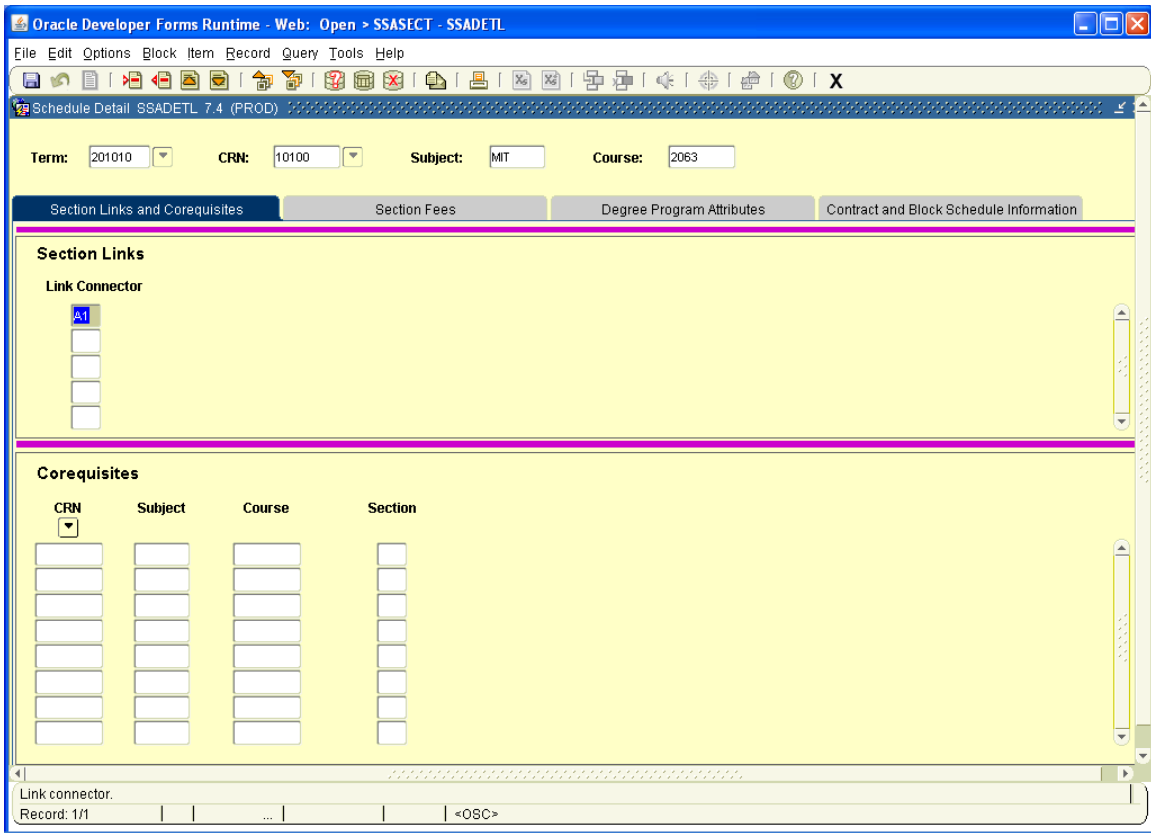
Lecture: Fill in the number.

Lab: Leave Blank

Link Identifier: A1



Under "Options" choose **SSADETL**.



“Next block” to “Section Links,” and type in L1. This links the lecture to the lab. If you want to make sure that Lecture section 001 goes with Lab section 101, and 002 goes with 102, etc., designate section 002 as A2, and under “Section Links” link it to L2, and so on. If any lab section can be taken with any lecture section, designate all lectures A1 and all Labs L1. Click the black “X” at the end of the toolbar, which will take you back to **SSASECT**.

If it's a lab

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.4.0.1 (PROD)

Term: 201010 CRN: 10100

Section Details

Subject: MIT MIT Manufacturing & Ind Tech CEU Indicator: N

Course Number: 2063 Title: Metal Manufacturing Technology Credit Hours: .000 OR 3.000

Section: 101 Billing Hours: .000 OR 3.000

Cross List: Billing Hours: .000 OR 3.000

Campus: 50M Tennessee Tech Univ, Main Contact Hours: .000 OR 2.000

Status: A Active Contact Hours: 2.000

Schedule Type: LAB Laboratory Lecture: .000 OR 2.000

Instructional Method: HYB Hybrid Lab: .000 OR 2.000

Integration Partner: Other: 2.000

Grade Mode: Link Identifier: L1

Session: Attendance Method:

Special Approval: Weekly Contact Hours:

Duration: Daily Contact Hours:

Part of Term: 1 14-JAN-2010 30-APR-2010 15

Registration Dates: Start Dates: Maximum Extensions: 0

Long Title Comments Syllabus Print Voice Response and Self-Service Available

Gradable CAPP Areas for Prerequisites Tuition and Fee Waiver

Subject, press CQH for existing courses, DupRec for credit information.

Record: 1/1 <OSC>

Type LAB in “Schedule Type” field on SSASECT.

Fill in the fields under

Credit Hours: Type in 0

Billing Hours: Same thing

Contact Hours: Leave Blank

Lecture: Leave Blank

Lab: Type in the number

Link Identifier: L1 **AND “unclick” the “Gradable” box.** This last part is very important.

Click on “Options” and choose **SSADETL**. “Next block” to “Section Links” and type in A1. This links the lab to the lecture.

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.4.0.1 (PROD)

Term: 200980 CRN: 85337

Section Details

Subject: SOC SOC Sociology CEU Indicator: N

Course Number: 4950 Title: Independent Study Credit Hours: 1.000 TO 3.000

Section: 001 Billing Hours: 1.000 TO 3.000

Cross List: Cross List: 1.000 TO 3.000

Campus: 50M Tennessee Tech Univ, Main Contact Hours: 1.000 TO 3.000

Status: A Active

Schedule Type: IND Independent Study

Instructional Method: HYB Hybrid

Integration Partner: Integration Partner: 1.000 TO 3.000

Grade Mode: Grade Mode: 1.000

Session: Session: 1.000

Special Approval: Special Approval: 1.000 TO 3.000

Duration: Duration: 1.000

Part of Term: 1 31-AUG-2009 11-DEC-2009 15

Registration Dates: Registration Dates: 1.000

Start Dates: Start Dates: 1.000

Maximum Extensions: Maximum Extensions: 0

Link Identifier: Link Identifier: 1.000

Attendance Method: Attendance Method: 1.000

Weekly Contact Hours: Weekly Contact Hours: 1.000

Daily Contact Hours: Daily Contact Hours: 1.000

Print Voice Response and Self-Service Available

Gradable CAPP Areas for Prerequisites

Tuition and Fee Waiver

Long Title Comments Syllabus

Subject, press CQH for existing courses, DupRec for credit information.

Record: 1/1 ... <OSC>

VARIABLE CREDIT HOURS

Fill in the fields under

Credit Hours: Whatever the department wants. This is what “fixes” the hours

Billing Hours: Same thing

Contact Hours: Leave Blank

Lecture: Leave Blank

Lab: Leave Blank

Other: Type in the same number that is in **Credit Hours**. Variable credit hour courses can be lectures or labs, but they’re usually Independent Study (IND). Whatever the Schedule Type is, that’s where the class hours need to be typed in.

Oracle Developer Forms Runtime - Web: Open > SSASECT - SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 7.4 (PROD)

ID: T00003374 Neapolitan, Jerome L. Term: 200980

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
85338	01	SOC	4950	002	2.000	2.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		.000	Percent Responsibility:		100	Generated Credits:		.000	Position Number:
Override Workload:		2.000	Weekly Contact:		2.00	FTE:		.13	Position Number Suffix:
Calculated Workload:		2.000	Total Contact:		0.00	Contract Type:			Additional Instructors:
Assignment Type:									
85339	01	SOC	4950	003	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		.000	Percent Responsibility:		100	Generated Credits:		9.000	Position Number:
Override Workload:		3.000	Weekly Contact:		3.00	FTE:		.20	Position Number Suffix:
Calculated Workload:		3.000	Total Contact:		0.00	Contract Type:			Additional Instructors:
Assignment Type:									
85348	01	SW	4900	001	3.000	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workload:		3.000	Percent Responsibility:		100	Generated Credits:		21.000	Position Number:
Override Workload:			Weekly Contact:		3.00	FTE:		.20	Position Number Suffix:
Calculated Workload:		3.000	Total Contact:		0.00	Contract Type:			Additional Instructors:
Assignment Type:									

FRM-40400: Transaction complete: 3 records applied and saved.

Record: 11/12 | ... | <OSC>

“Next block” and, using the down arrow, find the CRN you just entered. Click in the “Override Workload” field and type in the number of hours you assigned to the section. Click Save, and click the black X to leave that form.

A couple of other things

The screenshot shows the Oracle Developer Forms Runtime interface for the SSASECT form. The 'Options' menu is open, and 'Section Syllabus Form [SSASYLB]' is selected. The main form displays various fields and checkboxes for course section information.

Field	Value
CEU Indicator	N
Credit Hours	1.000 TO 3.000
Billing Hours	1.000 TO 3.000
Contact Hours	1.000 TO 3.000
Lecture	
Lab	
Other	1.000 TO 3.000
Link Identifier	
Attendance Method	
Weekly Contact Hours	
Daily Contact Hours	
Print	<input checked="" type="checkbox"/>
Voice Response and Self-Service Available	<input checked="" type="checkbox"/>
Gradable	<input checked="" type="checkbox"/>
CAPP Areas for Prerequisites	<input type="checkbox"/>
Tuition and Fee Waiver	<input type="checkbox"/>

If a course has an Extended Subtitle – like some Special Topics Courses – click on “Options” again and choose SSASYLB. Click “next block”, type in the “Section Long Title”, click “save” and then click on the black “x” to take you back to SSASECT. This title will appear on the student’s transcript.

Section Long Title

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSASYLB

File Edit Options Block Item Record Query Tools Help

Section Syllabus SSASYLB 7.3.2 (PROD)

Term: 200980 CRN: 88717 Subject: CUED Course: 4852 Course Title: Workshop in Education

Long Title and Learning Objectives Required Materials and Technical Requirements

Section Long Title

Copy from Course:

Workshop in Education Classroom Spanish for Teachers

URL:

Activity Date: 09-SEP-2009

Learning Objectives

Schedule Type: Independent Study **Instructional Method:** Independent Study

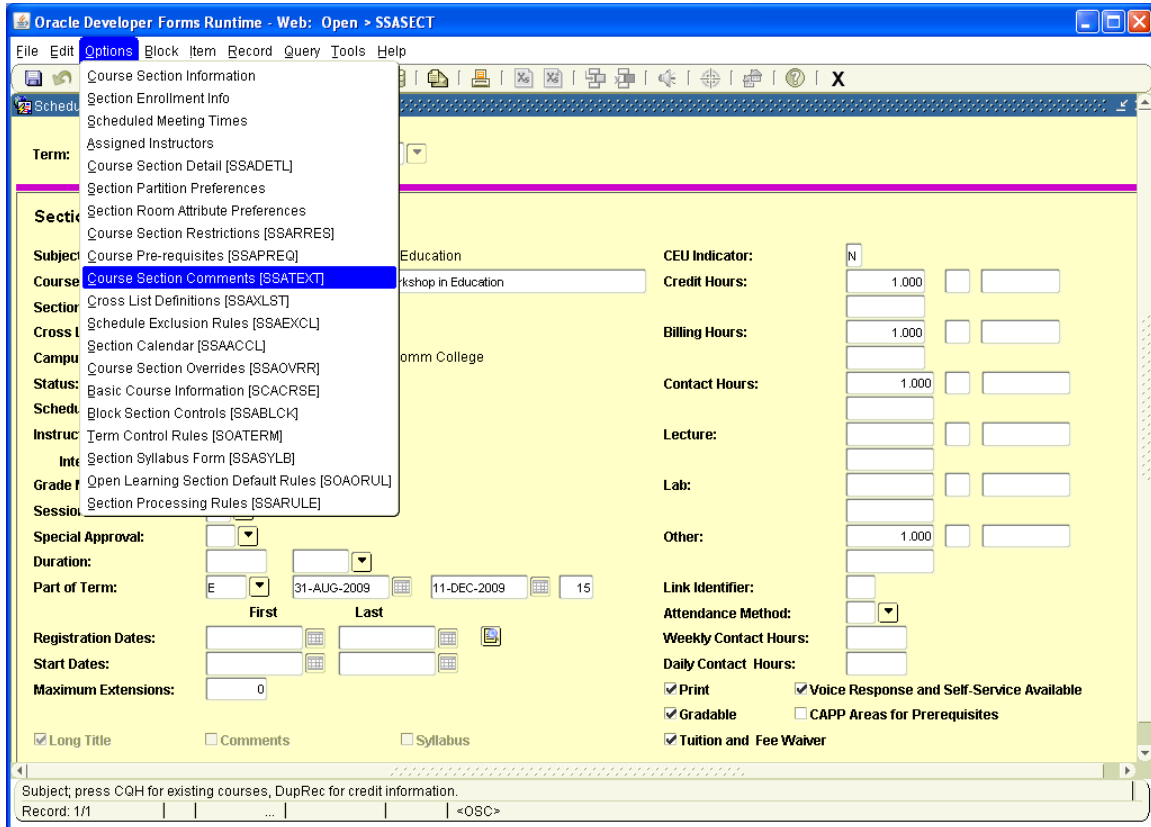
Copy from Course:

Activity Date: 28-SEP-2009

Long Course Title (free form).

Record: 1/1 ... <OSC>

To add a footnote:



In SSASECT under “Options” choose SSATEXT

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSATEXT

File Edit Options Block Item Record Query Tools Help

Section Comment SSATEXT 7.0 (PROD)

Term: 200980 CRN: 88717 Subject: CUED Course: 4852

Section Text

Section Long Text

This section is for EDP participants.

Activity Date: 09-SEP-2009

Section Long Text (free form).
Record: 1/1

Type anything you want in **Section Long Text**. You don't want to type it in **Section Text** because it doesn't wrap the text – you have to hard return at the end of every line. This is where you type the footnotes for MO1 sections (Online web course, www.tntech.edu/illearn.) and MO2 sections (this section involves an online component.)

NOTES