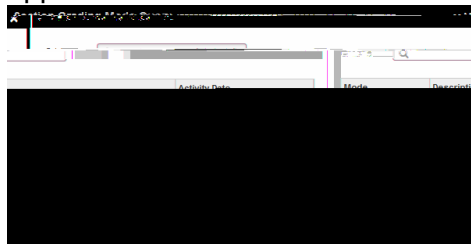


Step 2: Review Report

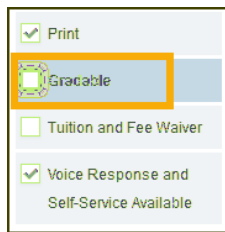
Review the report and verify the following:

1. Do any CRNs need to be assigned the following
 - x Meeting times (time/days) please check to verify *does roll
 - x Instructor *does not roll over
 - x Quota (all CRNs must have a quota – zero is not allowed) roll
 - x Special Approval (every student who wants to enroll in this CRN, must call your office)
 - x Comments do not roll over
 - x Building and room (assign only if you own the room) does not roll over
 - x Grade mode should only be entered if more than one applicable grade mode is listed.

- o For example, the course lists that it can be graded standard letter or CRNCR (credit/no credit)
- o Audit and/or Unavailable Registrars use only are outside applicable Grade Modes.



- o
- x The course can be offered either as graded or graded
 - o For any zero credit hour lab/course, verify in Banner that the Gradable box is unchecked



2. Are there any classes that need to be added? Are there any missing CRN's?
3. Are there any CRNS on the report that need to be deleted?

Step 3: Make Corrections

- x After reviewing the report, make the necessary corrections or additions (create any new CRNs) in Banner.
- x Remember to enter optional notes/comments in (SSATEXT) for any course. Notes are not rolled from prior years. All notes and comments should be entered under Section Long Text

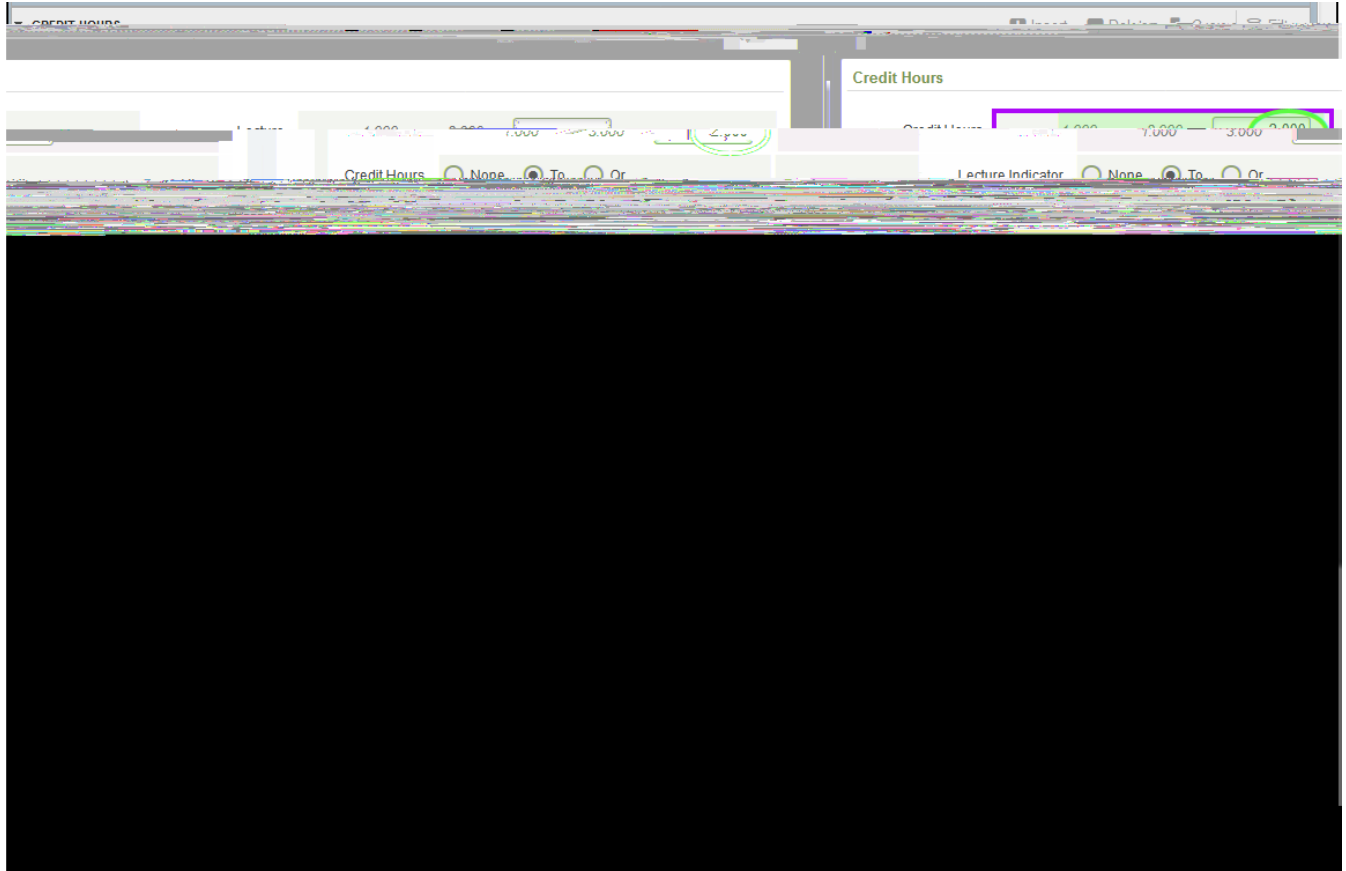
Step 4: Delete Unwanted CRNs

Unwanted CRNs that were rolled from the previous term should be deleted by the schedule builder in Banner. ONLY delete your Department's CRNs.

SSA SECTION CORRECTION CREATING A NEW

Course Section Information Tab

SCHEDULE BUILDING QUICK GUIDE



Credit Hours

- x Variable Credit Hours: If the course has variable credits (1 to 3 as shown), Credit Hours & Billing Hours must be entered.
- x Fixed Credit Hours: If there is no range, Credit Hours & Billing Hours must be left blank.

Class Indicators

- x Print: defaults in, ignore.
- x Gradable: check for a course that does not require a grade.
- x Voice Response and Service Available: if unchecked it will not show in registration for students to register in.

4. Save the record a new CRN will be automatically generated.

SCHEDULE BUILDING QUICK GUIDE

New CRN with Arranged Times or Online

1. **Tab Twice** to automatically populate Start Date and End Date.
 - o Leave the days and times blank for online and ~~only~~ online courses.
2. Click the Meeting Location and Credits.
3. Leave the Building and Room blank. It will appear as TBA.

Section Comment Block SSATEXT

NOTES

- x Comments are not rolled from previous terms, utilize comments as a way to relay information to students about the course.
- x If meeting dates are adjusted on the Meeting Times block, a note must be entered in SSATEXT to indicate the adjusted meeting times.
- x **Comments are not rolled forward from previous terms.**

Entering Section Comments SSATEXT

1. Select Related

2nd (s) 6.9 (() 32.5 (C)-1.9 (Rm)-1.1 N) 2912 (u) 4.-5.4 ((i)-0.8 (z) 3.9 (ckt-0TJ /TT0 1 Tf 0.013 TTc 020

