

## BANNER SCHEDULING DIRECTIONS

Log onto **Banner** – select “**Student**” – Select “**Class Schedule**” – Select “**Schedule SSASECT**”

**1) Term:** 20xx08 (Fall) 201101 (Spring) 201105 (Summer)

**CRN:** Type **ADD** then **Ctrl – Page Down**

**SUBJ:** PHI

**COURSE #:** 111.....

**SECTION:** 01.....

**CROSS LIST:** If needed

**CAMPUS:** M or D Main or Distance

**STATUS:** A (Active)

**SCHEDULE TYPE:** LEC, WEB or WLC If correct choice doesn't appear, call Stephanie to add it

Instruc'l Method: Skip

Integration: Skip

**GRADE MODE:** S or P

**SESSION:** M (til 11:59) A (12-4:49) E ((5:00 and later)

**SPECIAL APPROVAL:** If need WP (written permission), DP (dept approval), HS (Honors)

Duration: Skip

**PART OF TERM:** 1 (full semester – auto fills with dates)

**SAVE**

**2) Click on SECTION ENROLLMENT TAB ON SAME PAGE:**

Enter seat limit and tab thru

**SAVE**

**3) Click on MEETING TIMES & INSTRUCTOR TAB:**

Tab until dates fill then click on Class Days (if on web, then skip)

Type in meeting times then Tab thru and correct **section #** if needed

Enter **TYPE** of class (LEC, WEB, WLC)

Hours per week and credits usually auto-fills **SAVE** --- For FULLY-ON-LINE, put “O” in hours per week

Move to **INSTRUCTOR** box below. Confirm section is correct. (For “Staff”, leave blank)

Type in Instructor ID number - Name auto fills. Tab thru

**SAVE** (If there's an instructor conflict, check Override box then **SAVE**)

We usually don't need the Section Preferences Box

**If no Footnotes/Attributes needed, click roll back and start new course by typing ADD in CRN box.**

### To Add Footnotes or Attributes:

Select **OPTIONS** – Select COURSE SECTION DETAIL – CTRL PAGE DOWN – Tabs appear –

Select **DEGREE PROGRAM ATTRIBUTES** (Some will auto appear)

To Add, type in **WI, SI, 3** (course has prerequisite), **10** (class & major restrict), **30** (Web-based course)

\*\*\* **SAVE** \*\*\*

“X” out then when back at Course Section Information, click **Rollback** and start again by typing ADD in CRN box

To print out a draft of the schedule, go to **Web Focus Dashboard**, log in, select "Schedule Proof" tab, type in correct semester, select Philosophy and Run.

### TO MAKE CHANGES TO SCHEDULE AFTER INPUTTING INTO BANNER:

Log onto **Banner** – select "**Student**" – Select "**Class Schedule**" – Select "**Schedule SSASECT**"

**Term:** 20xx08 (Fall) 20xx01 (Spring)

**CRN:** Type in course to change, then **Ctrl – Page Down**

### To cancel a course (**must delete Instructors before anything**):

Go to **Meetings and Instructors** and **CNTR PAGE DOWN** to "Instructors" – click in at session indicator – Go to RECORDS at the top - REMOVE –\*\*\* **SAVE** \*\*\*

Go to **Meeting Times** – RECORD- REMOVE –\*\*\* **SAVE** \*\*\*

Go to **Enrollment Detail** – change number to "O" – \*\*\* **SAVE** \*\*\*

Go to **Course Section Info (1<sup>st</sup> block)** – Change STATUS to "C"  
Uncheck boxes for **Print** and **Voice Response** – \*\*\* **SAVE** \*\*\*

Course should be cancelled – to move to another CRN, use **Rollback**

(Courses are cancelled, not deleted; if you re-enter the CRN, the course will come up and you can make changes to it)

### To change **Type of Class (LEC, WEB, WLC)** - **Must first Remove Instructor** – see above

After instructor has been removed,

Go to first tab and make change at **Schedule Type** - \*\*\* **SAVE** \*\*\*