

Banner Student Class Schedule Training Workbook

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California Banner



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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to setup and maintain a schedule of classes at your institution. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Intended audience

Personnel from offices responsible for maintaining schedule information.

Section contents

Overview	1
Process Introduction	2
Terminology	3



Section A: Introduction

Lesson: Process Introduction

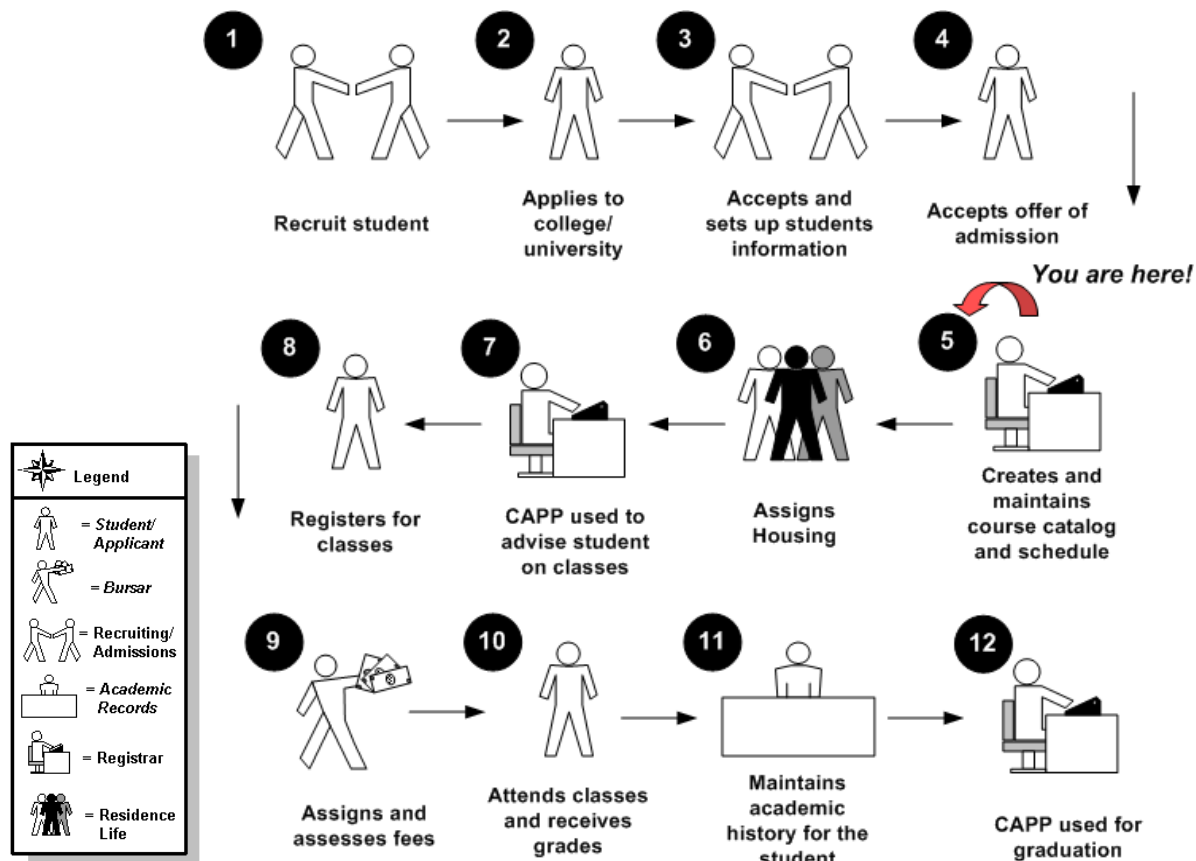
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Introduction

Personnel from offices responsible for maintaining schedule information will be able to create term controls, create future term schedules, build and change courses sections, and create traditional and open learning sessions.

Flow diagram

This diagram highlights the processes used to setup and maintain the schedule within the overall Student process.





Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

Block schedule

A grouping of sections used to facilitate registration for students who should be registered for a specific group of course sections for a specific term.

CAPP

Curriculum, Advising, and Program Planning degree auditing program.

CAPP area for pre-requisites

Used to satisfy more complicated pre-requisites requirements that must be satisfied in a prior term, consisting of

- course(s)
- course attribute(s)
- student attribute(s)
- test score(s).

Continuing education course

Any course for which CEUs (continuing education units) are awarded at the successful conclusion of the course.

Co-requisite

Two or more different subject/courses that must be taken in the same term.

Cross list

Different courses/sections, usually taught by the same instructor, in the same room at the same time.

Equivalent

A course that is considered essentially equal to another course for the purposes of satisfying academic requirements.



Section A: Introduction

Lesson: Terminology (Continued)

◀ [Jump to TOC](#)

Grading modes

Audit: A grading mode in which the student does not receive a standard grade and is not taking the class for credit.

Pass/fail: A grading mode in which the student receives a grade of pass or fail.

Standard letter

A grading mode in which the students receive an A, B, C, D, or F.

Lab course

Course that is taught as a lab and identified as a lab schedule type.

Lecture course

Course that is taught as a lecture and identified as a lecture schedule type.

Lecture/Lab course

Course that is taken as a lecture and lab combination and identified as a lecture and lab schedule type.

Link

Same subject/course, with different schedule type(s) that must be taken in the same term.

Pre-requisite

A requirement that must be satisfied in a prior term, consisting of

- course(s)
- test score(s).

Pre-requisite checking

During registration processing, pre-requisite checking enforces defined pre-requisite restrictions.

Pre-requisite with concurrency

Pre-requisite courses that may be taken in the same term.



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your Banner system.

Intended audience

Personnel from offices responsible for maintaining schedule information

Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data.

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Course Catalog, Faculty Load, and Location Management/Housing training workbooks
- administrative rights to create the rules and set the validation codes in Banner.

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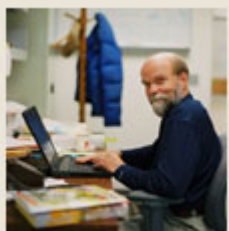
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Lesson: Overview (Continued)

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Section B: Set Up

Lesson: Validation Forms Needed for the Class Schedule Module

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Validation forms needed

The following validation forms are used frequently in the Class Schedule module. Review and add values to the forms listed. Create the necessary codes needed to complete this module by using your initials.

Some of these forms may be previously established through other modules. Review these forms to see how they relate to the Class Schedule module.

Form Description	Banner Name
Academic Calendar Type Validation	STVACCL
Attendance Accounting Method Validation	STVACCT
Day Attribute One Validation	STVATRA
Day Attribute Two - Five Validation	STVATRB - STVATRE
Attribute Validation	STVATTR
Block Code Validation	STVBLCK
Building Code Validation	STVBLDG
Campus Code Validation	STVCAMP
Class Code Validation	STVCLAS
College Code Validation	STVCOLL
Course Status Code Validation	STVCSTA
Day of Week Validation	STVDAYS
Institutional Type of Day Validation	STVDAYT
Department Code Validation	STVDEPT
Division Code Validation	STVDIVS
Evaluation Question Code Validation	STVEVAL
Faculty Contract Type Code Validation	STVFCNT
Faculty Status Code Validation	STVFCST
Grading Mode Code Validation	STVGMOD
Level Code Validation	STVLEVL
Major, Minor, Concentration Code Validation	STVMAJR
Meeting Time Code Validation	STVMEET
Part of Term Code Validation	STVPTRM
Room Status Codes	STVRMST
Course Registration Status Code Validation	STVRSTS



Section B: Set Up

Lesson: Validation Forms Needed for the Class Schedule Module (Continued)

◀ [Jump to TOC](#)

Validation forms needed, continued

Form Description	Banner Name
Special Approval Code Validation	STVSAPR
Schedule Contract Code Validation	STVSCCD
Schedule Type Code Validation	STVSCHD
Session Code Validation	STVSESS
Section Status Code Validation	STVSSTS
Subject Code Validation	STVSUBJ
Term Code Validation	STVTERM
Test Code Validation	STVTESC
Taxonomy of Program Code Validation	STVTOPS
Instructional Method Validation Form	GTVINSM
Duration Unit Validation Form	GTVDUNT
Meeting Type Validation	GTVMTYP



Section B: Set Up

Lesson: Attendance Accounting Method Validation

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Purpose

The Attendance Accounting Method Validation Form (STVACCT) is used to create, update, insert, and delete codes for the attendance accounting method associated with course sections, such as *On Lines*, *Independent Study*, and *Weekly Census*.

This form is used by the Schedule Form (SSASECT) to validate attendance accounting method codes. Only one of the boxes for the accounting method may be checked for a code.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVACCT

File Edit Options Block Item Record Query Tools Help

Attendance Accounting Method Validation STVACCT 7.0 [C3SC:7.3.1] (SEED-VR9)

Code	Description	Weekly	Daily	Independent Study	Actual	Activity Date
D	Daily Census	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08-NOV-1991
E	Positive Attendance OEOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	22-JAN-2008
I	Independent Study	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22-JAN-2008
L	Independent Study Lab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22-JAN-2008
O	Other Classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22-JAN-2008
P	Positive Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08-NOV-1991
W	Weekly Census	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08-NOV-1991
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Attendance Accounting Method Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Attendance Accounting Method Validation Form (STVACCT).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Weekly checkbox if the accounting method is weekly.
5	Click the Daily checkbox if the accounting method is daily.
6	Click the Independent Study checkbox if the accounting method is independent study.
7	Click the Actual checkbox if the accounting method is actual hours. <u>Note:</u> The Activity Date field is for display only.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Day Attribute One Validation

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Purpose

The Day Attribute One Validation Form (STVATRA) is one of five forms in the module used to create, update, insert, and delete the MIS Calendar Extract reporting codes. The Instruction Status Code is entered on STVATRA.

You may only create or update values for a *Day Attribute One* of the day attribute information on the Calendar Day Information Form (SOACALD) from this form.

An example of a day attribute is whether or not the day is an Primary *Instructional Day*, *Holiday*, or *Secondary Instruction Day*.

Banner form

Code	Description	Activity Date
N	Not an instruction day	05-SEP-2007
P	Primary instruction day	05-SEP-2007
S	Secondary instruction day	05-SEP-2007



Section B: Set Up

Lesson: Day Attribute One Validation (Continued)

◀ [Jump to TOC](#)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Day Attribute One Validation Form (STVATRA).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Day Attribute Two - Five Validation

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Purpose

The Day Attribute Two - Five Validation Forms (STVATRB - STVATRE) are the second through fifth forms used in the Schedule module to create, update, insert, and delete attribute codes specific to MIS Calendar Extract report.

Flex Status codes are entered on STVATRB

Census Status codes are entered on STVATRC

Holiday Status codes are entered on STVATRD

Exam Status codes are entered on STVATRE

You may only create or update values for *Day Attribute Two-Five* of the day attribute information on the Calendar Day Information Form (SOACALD) from these forms.

Banner form

Code	Description	Activity Date

Day Attribute Two Code.
Record: 1/1 | | ... | | <OSC>



Section B: Set Up

Lesson: Day Attribute Two - Five Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Day Attribute Two - Five Validation Forms (STVATRB - STVATRE).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Attribute Validation

◀ Jump to TOC

Purpose

The Attribute Validation Form (STVATTR) is used to create, update, insert, and delete degree transferability codes, such as *IGETC codes and CSU Transfer codes*. The form is also used to track Pre-Collegiate Basic Skills codes for MIS reporting.

Other forms use this form to validate these codes, which you can only create or update from this form.

Banner form

Code	Description	Activity Date
0	Distance ed-CVU/CVC instruct	05-SEP-2007
1	Distance ed-not CVU instruct	05-SEP-2007
B	Basic Skills, Not Pre-College	01-AUG-2007
B5B	IGETC Area 5 Biology	18-OCT-2007
B6A	IGETC Language Proficiency	18-OCT-2007
BCC	IGETC Cross Cultural	18-OCT-2007
BLHS	Biblical & Historical Studies	11-JAN-1995
N	Not Basic Skills Course	17-OCT-2007
P	Pre-Collegiate Basic Skills	01-AUG-2007
PERF	Performance Credit	05-SEP-1996
R	Approved as a special course	17-OCT-2007
W	Work-Based-Learning-Activities	05-SEP-2007
X	Distance ed-unknown source	05-SEP-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Attribute Validation Form (STVATTR).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Block Code Validation

◀ Jump to TOC

Purpose

The Block Code Validation Form (STVBLCK) is used to create; update, insert, and delete block codes, which are used in Block Scheduling processing. The block codes represent sets or groupings of sections to which students are assigned in order to be registered more efficiently.

These codes can only be created or updated on this form.

Banner form

Block Code	Description	Activity Date
BLKTEST001	Block Test Number 1	01-DEC-2004
ELET11	ELET Year 1, Semester 1	15-JAN-1995
ELET12	ELET Year 1, Semester 2	15-JAN-1995
ELET21	ELET Year 2, Semester 1	15-JAN-1995
ELET22	ELET Year 2, Semester 2	15-JAN-1995
LAW93	1993 Law Entrants	21-JAN-1995
LAW94	1994 Law Entrants	21-JAN-1995
LAW95	1995 Law Entrants	21-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Block Code Validation Form (STVBLCK).
2	Enter the appropriate value in the Block Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Building Code Validation

◀ Jump to TOC

Purpose

The Building Code Validation Form (STVBLDG) is used to create, update, insert, and delete building codes such as Biology Building, Gymnasium, or Residence Hall. Other forms use these codes, which describe the various buildings belonging to the organization.

You can only create or update these codes on this form.

Keep in mind that all Banner Systems share this validation form. You should coordinate with other Banner System users at your organization when deciding what codes are used on this form.

Banner form

Building Code Validation STVBLDG 7.0 (BAN7DEMO)

Code	Description	VR Msg	Activity Date
ADMIN	Administration Building		01-JUL-2002
BAYCHS	Bay City High School		01-JUL-2002
BAYTES	Bay City Testengeer Building		01-JUL-2002
BCJHS	Bay City Junior High School		14-FEB-2003
BOLIHS	Boling High School		01-JUL-2002
BRAZHS	Brazos High School		14-FEB-2003
BROOK	Brooking Residence Hall		01-JUL-2002
BUSHHS	George Bush High School		29-MAR-2005
CLEMHS	Clements High School		01-JUL-2002
COLUHS	Columbus High School		19-MAR-2004
DANBHS	Danbury High School		14-FEB-2003
EASTHS	East Bernard High School		01-JUL-2002
ELCAHS	El Campo High School		01-JUL-2002
ELNORT	El Campo Northside Center		01-JUL-2002
FBTC	Fort Bend Technical Center		01-JUL-2002
FINART	Fine Arts Building		01-JUL-2002
FOSTHS	Foster High School		05-JUL-2002
FRANKE	Frankie Residence Hall		01-JUL-2002
GANAHS	Ganado High School		01-JUL-2002
GYM	WCJC Gym		01-JUL-2002
HOSP	Hospital/Clinic		05-JUL-2002
HUTCH	Hutchins Memorial Building		01-JUL-2002
JOHNS1	Johnson Dual/Concurrent1		14-FEB-2003

Building code.
Record: 1/? | | ... | | <OSC>



Section B: Set Up

Lesson: Building Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Building Code Validation Form (STVBLDG).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the Voice Response message number assigned to recorded message that describes the building code in the VR Msg field. <u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Campus Code Validation

◀ Jump to TOC

Purpose

The Campus Code Validation Form (STVCAMP) is used to create, update, insert, and delete codes and descriptions for different campuses within an institution, such as *Main Campus*, *Downtown Campus*, and *Foreign Campus*.

This form is used by other forms to validate campus codes. You can only create or update these codes from this form.

Banner form

Code	Description	District	Activity Date
10	Campus 10		19-MAR-2004
100	Campus 100		19-MAR-2004
2	Off Campus		19-MAR-2004
3	Japan Center		19-MAR-2004
4	Coop Program		19-MAR-2004
5	University Employee		19-MAR-2004
6	Special Programs (Summer)		19-MAR-2004
7	Internships- Off Campus		19-MAR-2004
8	University Extended Programs		19-MAR-2004
9	Univ Sponsored Exchange Site		19-MAR-2004
A	Annandale		24-JUN-1991
B	Blacksburg		24-JUN-1991
C	Charlottesville		24-JUN-1991
CEN	Central Campus		19-MAR-2004
D	Downtown		03-JAN-1995
E	East Side		03-JAN-1995



Section B: Set Up

Lesson: Campus Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure

Step	Action
1	Access the Campus Code Validation Form (STVCAMP).
2	Enter the appropriate campus code validation value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Select the district from the drop-down menu in the District field.
5	Click the Save icon.
6	Click the Exit icon.

Section B: Set Up

Lesson: Class Code Validation

◀ [Jump to TOC](#)

Purpose

The Class Code Validation Form (STVCLAS) is used to create, update, insert, and delete codes, descriptions and cross-reference values for student classifications, such as *Freshmen*, *Sophomore*, *More than 60 units completed*.

Forms in several modules use this form to validate class codes.
You can only create or update these codes from this form.

Banner form

[illegible]



Section B: Set Up

Lesson: Class Code Validation (Continued)

◀ Jump to TOC

Procedure

Step	Action
1	Access the Classification Code Validation Form (STVCLAS).
2	Enter the appropriate class value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Enter a value in the EDI Eqv field to assign the EDI SPEEDE/EXPRESS class code values to the institution's class codes.
5	Enter a value in the LMS Eqv field to display the IA-PLUS Loan Management System (LMS) class code values that are equivalent to the Banner class codes.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: College Code Validation

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Purpose

The College Code Validation Form (STV_COLL) is used to create, update, insert, and delete codes and descriptions for different schools or colleges within an institution, such as *College of Engineering*, *College of Law*, and *College of Music*.

Note: The code '00' – **No College Designated** and code '99' – **Not used in standing** are system-required values.

Several other forms use this form to validate college codes. You may only create or update college codes from this form.

Banner form

Code	Description	Voice Response Message Number	System Required	Canadian Statistics Code	MIS District	Activity Date
00	No college designated		<input checked="" type="checkbox"/>			24-FEB-2005
01	School of Behavioral Sciences		<input type="checkbox"/>			22-SEP-2004
02	University of Toronto		<input type="checkbox"/>			22-SEP-2004
03	Wilfrid Laurier University		<input type="checkbox"/>			19-MAR-2004
04	University of Regina		<input type="checkbox"/>			19-MAR-2004
05	Campion College 99		<input type="checkbox"/>			16-FEB-2006
06	Luther College		<input type="checkbox"/>			19-MAR-2004
07	University of British Columbia		<input type="checkbox"/>			19-MAR-2004
08	University of Northern BC		<input type="checkbox"/>			19-MAR-2004
10	Yukon College		<input type="checkbox"/>			19-MAR-2004
11	Integration College		<input type="checkbox"/>			16-SEP-2004
12	Collège of Aloué Z1		<input type="checkbox"/>			30-SEP-2005
13	Intcomp 7.2 Integration - 1		<input type="checkbox"/>			15-MAY-2006
14	College of Music Theatre		<input type="checkbox"/>			19-MAR-2004
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AD	Arts Division - Siena		<input type="checkbox"/>			19-MAR-2004
AE	Arts Sciences 999 Engineering		<input type="checkbox"/>			04-OCT-2005
AG	College of Agriculture		<input type="checkbox"/>			10-JAN-1995
AH	College of Allied Health		<input type="checkbox"/>			10-JAN-1995
AR	College of Architecture		<input type="checkbox"/>			10-JAN-1995
AS	College of Arts & Sciences		<input type="checkbox"/>			10-JAN-1995



Section B: Set Up

Lesson: College Code Validation (Continued)

◀ Jump to TOC

Procedure

Step	Action
1	Access the College Code Validation Form (STVCOLL).
2	Enter the appropriate college value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter a value in the Voice Response message Number field to assign a number to the recorded message that describes the college code for telephone applications.
5	Check the System Required checkbox to determine which values are required by the system.
6	Enter a value in the Canadian Statistics Code field to identify the institution's college to Stats Canada.
7	Select a value from the MIS District menu to be used with the Banner Human Resources CA-MIS module for the Employee Assignment Extract (PEPAEXT) file. <u>Note:</u> The Activity Date field is for display only.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Course Status Code Validation

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Purpose

The Course Status Code Validation Form (STVCSTA) is used to create, update, insert, and delete catalog course status codes. These codes show whether the catalog course status is *Active* or *Inactive*.

Other forms use this form to validate course status codes. You may only create or update the course status codes from this form.

Banner form

Code	Description	Active	Activity Date
A	Active	<input checked="" type="checkbox"/>	27-MAR-1987
I	Inactive	<input type="checkbox"/>	03-JAN-1995
P	Pending	<input type="checkbox"/>	03-JAN-1995
T	Temporarily Inactive	<input type="checkbox"/>	03-JAN-1995
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Procedure

Step	Action
1	Access the Course Status Code Validation Form (STVCSTA).
2	Enter the appropriate one-digit status value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Active checkbox to activate course status codes. <u>Note:</u> The Activity Date field is for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Day of Week Validation

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Purpose

The Day of Week Validation Form (STVDAYS) is used to create, update, insert, and delete the day of the week codes, such as *Monday*, *Wednesday*, and *Friday*.

Several forms in the Registration, Location Management and Housing, and Schedule modules use this form to validate the day of week codes. You may only create or update the day of week codes from this form.

Because the validation table is sensitive when used with Oracle, code descriptions *must* be in mixed case, such as *Monday*, *Tuesday*, *Wednesday*, etc.

Banner form

Day of Week Validation STVDAYS 7.0 (BAN7DEMO)

Day	Description	Number	System Req	Activity Date
M	Monday	1	<input checked="" type="checkbox"/>	10-APR-1987
T	Tuesday	2	<input checked="" type="checkbox"/>	10-APR-1987
W	Wednesday	3	<input checked="" type="checkbox"/>	10-APR-1987
R	Thursday	4	<input checked="" type="checkbox"/>	29-APR-1987
F	Friday	5	<input checked="" type="checkbox"/>	10-APR-1987
S	Saturday	6	<input checked="" type="checkbox"/>	29-APR-1987
U	Sunday	7	<input checked="" type="checkbox"/>	29-APR-1987
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
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			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Days code.
Record: 1/7 | ... | <OSC>



Section B: Set Up

Lesson: Day of Week Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Day of Week Validation Form (STVDAYS).
2	Enter <i>M</i> , <i>T</i> , <i>W</i> , <i>R</i> , <i>F</i> , <i>S</i> , or <i>U</i> in the Day field.
3	Enter the name of the day in the Description field.
4	Enter the appropriate numbered day of the week in the Number field.
5	Click the System Req checkbox to indicate which values are system required. <u>Note:</u> If the System Required field is set to <i>Y</i> , the validation table record cannot be deleted. The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Institutional Type of Day Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Institutional Type of Day Validation Form (STVDAYT).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Department Code Validation

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Purpose

The Department Code Validation Form (STVDEPT) is used to maintain department codes such as *History Department*, *Counseling Department*, or *Department Undeclared*, etc.

Other forms use this form to validate the department codes, and you may only create or update the department codes on this form.

Banner form

Code	Description	System Req	VR Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>		03-JAN-1995
0001	Board of Control	<input type="checkbox"/>		19-MAR-2004
0002	Intcomp 7.2 Integration - DEP	<input type="checkbox"/>		15-MAY-2006
1999	Bio Sciences	<input type="checkbox"/>		19-MAR-2004
2110	School of Business Economics	<input type="checkbox"/>		19-MAR-2004
2205	College of Engineering	<input type="checkbox"/>		19-MAR-2004
2210	General Engineering	<input type="checkbox"/>		19-MAR-2004
2220	Chemical Engineering	<input type="checkbox"/>		19-MAR-2004
2230	Chemistry	<input type="checkbox"/>		19-MAR-2004
2240	Civil Environmental Engrg	<input type="checkbox"/>		19-MAR-2004
2250	Electrical Engineering	<input type="checkbox"/>		19-MAR-2004
2255	Geological Engrg and Sciences	<input type="checkbox"/>		19-MAR-2004
2256	A E Seaman Mineral. Museum	<input type="checkbox"/>		19-MAR-2004
2260	Mech. Engrg - Engrg Mechanics	<input type="checkbox"/>		19-MAR-2004
2270	Metallurgical Materials Eng	<input type="checkbox"/>		19-MAR-2004
2280	Mining Engineering	<input type="checkbox"/>		19-MAR-2004
2305	Dean-School of Forestry/WP	<input type="checkbox"/>		19-MAR-2004
2310	Forestry Wood Products	<input type="checkbox"/>		19-MAR-2004
2315	Wood Science	<input type="checkbox"/>		19-MAR-2004
2320	Institute of Wood Research	<input type="checkbox"/>		19-MAR-2004
2330	Ford Forestry Center	<input type="checkbox"/>		19-MAR-2004
2405	Dean-Coll. of Science Arts	<input type="checkbox"/>		19-MAR-2004



Section B: Set Up

Lesson: Department Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Department Code Validation Form (STVDEPT).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the System Req checkbox to indicate that the code is required by the system.
5	Enter the Voice Response message number assigned to the recorded message that describes the department code in the VR Msg No. field. <u>Note:</u> The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Division Code Validation

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Purpose

The Division Code Validation Form (STVDIVS) is used to create, update, insert, and delete the codes and descriptions for different divisions within an institution, such as a Vision of Performing Arts within the College of Arts and Sciences, *Division Not Declared*, *Division of Accounting*, and *Division of Law*.

Several other forms use this form to validate division codes. You may only create or update these codes from this form.

Banner form

Code	Description	Activity Date
0000	Division Undeclared	25-MAR-1991
ADED	Division of Adult Education	04-JAN-1991
EVEN	Evening Division	06-JAN-1995

Procedure

Step	Action
1	Access the Division Code Validation Form (STVDIVS).
2	Enter the appropriate division value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Evaluation Question Code Validation

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Purpose

The Evaluation Question Code Validation Form (STVEVAL) is used to create, update, insert, and delete evaluation question codes.

This form is used by the Schedule Evaluation Form (SSAEVAL) to specify evaluation questions. You may only create or update evaluation question codes on this form.

Banner form

Code	Description	Activity Date
1	Rate the course overall	04-AUG-2004
2	Rate organization of course	09-OCT-1990
3	Rate amount learned in course	09-OCT-1990
4	Rate instructor	09-OCT-1990
5	Rate instructor feedback	09-OCT-1990
6	Rate instructor promptness	09-OCT-1990
7	Rate instructor accessibility	09-OCT-1990
8	Rate value of texts	09-OCT-1990
9	Rate how exams reflect content	09-OCT-1990
10	Rate labs/sections overall	09-OCT-1990
11	Rate effectiveness of lab TA	09-OCT-1990
12	Indicate amount of work req.	09-OCT-1990
13	Enough exams/papers	03-JAN-1995



Section B: Set Up

Lesson: Evaluation Question Code Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Evaluation Question Code Validation Form (STVEVAL).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Faculty Contract Type Code Validation

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Purpose

The Faculty Contract Type Code Validation Form (STVFCNT) is used to create, update, insert, and delete faculty contract type codes. The codes specify during which semesters the faculty member's contract runs.

This form is used by other forms to validate the faculty member's contract types. The user may only create and update faculty contract type codes from this form.

Banner form

Faculty Contract Code Validation STVFCNT 7.0 (BAN7DEMO)

Code	Description	Activity Date
1	Summer 1 Only - don't use	22-NOV-2003
10	10 Month Contract	22-NOV-2003
11	11 Month Contract	22-NOV-2003
12	12 Month Contract	22-NOV-2003
15	10.5 Month Contract	22-NOV-2003
2	Summer 2 Only - don't use	22-NOV-2003
CE	Continuing Ed	22-JUL-1994
CH	Division Chair	22-NOV-2003
F	Fall Only	12-JUL-1991
FS	Fall/Spring Contract	12-JUL-1991
PT	Part Time Fall & Spring	11-NOV-2002
S	Spring Only	12-JUL-1991
S1	Summer 1 Contract	22-NOV-2003
S2	Summer 2 Contract	22-NOV-2003
SB	Both Summer 1 & 2 Contract	22-NOV-2003

Faculty contract type code.
Record: 1/15 | ... | <OSC>



Section B: Set Up

Lesson: Faculty Contract Type Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Faculty Contract Type Code Validation Form (STVFCNT).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Faculty Status Code Validation

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Purpose

The Faculty Status Code Validation Form (STVFCST) is used to create, update, insert and delete faculty status codes. These codes specify faculty member statuses, such as *Active*, *Inactive*, or *On Sabbatical*. If the **Active (/Inactive)** checkbox is checked, then the faculty member will be available for assignments.

This form is used by other forms to validate the faculty status codes. The user may only create or update faculty status codes from this form.

Banner form

Code	Description	Active	Activity Date
AC	Active	<input checked="" type="checkbox"/>	01-JUL-1991
IN	Inactive	<input type="checkbox"/>	12-JUL-1991
LA	Leave of Absence	<input type="checkbox"/>	12-AUG-1991
ML	Medical Leave	<input type="checkbox"/>	12-AUG-1991
SB	Sabbatical Leave	<input type="checkbox"/>	12-JUL-1991
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Faculty Status Code Validation Form (STVFCST).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Active checkbox to active the faculty status code. <u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Grading Mode Code Validation

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Purpose

The Grading Mode Code Validation Form (STVGMOD) is used to create, update, insert, and delete grading mode codes, such as *Audit Grading Mode*, *CEU Grading Mode*, and *Pass/Fail Grading Mode*.

Several other forms use this form to validate grading mode codes. You may only create or update these codes from this form.

Banner form

Code	Description	VR Msg	Activity Date
8	SU wI IP Regents		30-AUG-2005
A	Audit		16-DEC-2004
B	Credit/No Credit		16-SEP-1991
C	CEU		16-SEP-1991
L	Standard Letter		06-SEP-2005
P	Pass/Fail		16-SEP-1991
S	Standard Letter		28-SEP-2005
T	Transfer		16-SEP-1991
X	Conversion		06-JAN-1995
Y	First Semester of Year Long		07-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grading Mode Validation Form (STVGMOD).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the Voice Response message number assigned to the recorded message that describes the grading mode code in the VR Msg field.
	<u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.





Section B: Set Up

Lesson: Level Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Level Code Validation Form (STVLEVL).
2	Enter the appropriate value in the Level Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the CEU Ind (Continuing Education) checkbox that is used to indicate CEU students or CEU level courses.
5	Enter the Voice Response message number assigned to the recorded message that describes the student level in the Voice Msg field.
6	Enter the EDI level code in the EDI Equiv field.
7	Click the Sys Req checkbox to indicate that this level code is a system requirement. <u>Note:</u> The Activity Date field is used for display only.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation

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Purpose

The Major, Minor, Concentration Code Validation Form (STVMAJR) is used to create, update, insert, and delete major, minor and concentration codes which will be used in all BANNER systems to describe a person's academic program enrollment, such as *Undeclared*, *Journalism*, and *Law*.

Note: Forms in several modules use this form to validate the major, minor and concentration codes. You can only create and update these codes from this form.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVMAJR

File Edit Options Block Item Record Query Tools Help

Major, Minor, Concentration Code Validation STVMAJR 7.0 [C3SC:7.3.1] (SEED-VR9)

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SEVIS Equivalent:		Taxonomy of Program (TOP) Co				Activity Date:		24-JUN-1991	
ACCT	Accounting	060201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SEVIS Equivalent:		Taxonomy of Program (TOP) Co		050200		Accounting		Activity Date: 03-OCT-2007	
ANTH	Anthropology	450201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SEVIS Equivalent:		Taxonomy of Program (TOP) Co		220200		Anthropology		Activity Date: 03-OCT-2007	
BIOL	Biology	260101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SEVIS Equivalent:		Taxonomy of Program (TOP) Co		193000		Earth Science		Activity Date: 03-OCT-2007	
Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Major, Minor, Concentration Code Validation Form (STVMAJR).
2	Enter the code for the major in the Major Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the code used to identify the Classification of Instructional Programs (CIP) code associated with the major area of study in the CIPC field. <u>Note:</u> These codes are used in IPEDS reporting.
5	Enter the code used to identify the Taxonomy of Program Code (TOP) code associated with the major area of study in the TOP field. <u>Note:</u> These codes are used in MIS reporting.
5	Click the Major checkbox to indicate that the area of study is a valid major.
6	Click the Minor checkbox to indicate that the area of study is a valid minor.
7	Click the Concentration checkbox to indicate that the area of study is a valid concentration.
8	Click the Occupation checkbox to indicate those majors, which have been designated as occupationally specific majors for IPEDS reporting.
9	Click the Financial Aid Eligibility checkbox to indicate which majors are financial aid eligible.
10	Click the System Required checkbox to indicate which values are system required.
11	Enter the Voice Response message number assigned to the recorded message that describes the major code in the Voice Response Message Number field.
12	Enter the SEVIS code for the major in the SEVIS Equivalent field. <u>Note:</u> The Activity Date field is used for display only.
13	Click the Save icon.
14	Click the Exit icon.



Section B: Set Up

Lesson: Meeting Time Codes

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Purpose

The Meeting Time Code Validation Form (STVMEET) is used to create, update, insert and delete meeting time codes. These codes establish both the days for the meeting (Mon, Wed, Fri, etc.) and the start and end times.

This form is used by the Schedule Form (SSASECT) to validate the meeting time codes. The user may only create or update meeting time codes from this form.

Banner form

Meeting Time Code Validation STVMEET 7.0 (BAN7DEMO)

Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Activity Date
01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	15-JAN-1995
02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	15-JAN-1995
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	15-JAN-1995
04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	15-JAN-1995
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250	15-JAN-1995
06	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350	15-JAN-1995
07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1450	15-JAN-1995
08	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1550	04-NOV-2002
09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1600	1650	15-JAN-1995
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	10-JUL-2002
11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	10-JUL-2002
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1050	1205	10-JUL-2002
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1215	1330	10-JUL-2002
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1455	10-JUL-2002
15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1505	1620	10-JUL-2002
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1625	1740	04-NOV-2002
17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1745	1900	04-NOV-2002
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1905	2020	04-NOV-2002
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2025	2140	04-NOV-2002
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1625	1740	04-NOV-2002
21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1745	1900	04-NOV-2002
22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1905	2020	04-NOV-2002

FRM-40200: Field is protected against update.



Section B: Set Up

Lesson: Meeting Time Codes (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Meeting Time Code Validation Form (STVMEET).
2	Enter the appropriate value in the Code field.
3	Click the appropriate checkboxes to identify the meeting days (Mon, Tue, Wed, Thu, Fri, Sat, Sun).
4	Enter the meeting begin and end times in the Begin Time and End Times field. <u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Part of Term Code Validation

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Purpose

The Part of Term Code Validation Form (STVPTRM) is used to create, update, insert, and delete part of term codes, such as *Full Term*, *Continuing Education*, and *Second Half Term*.

Forms in several modules, such as Schedule and Registration, use this form to validate the part of term codes. You can only create and update these codes from this form.

The value *C (Combined Sessions)* is used in Fee Assessment when assessing at the Student level for students who have registered for courses in more than one part of term.

Banner form

Part of Term Code Validation STVPTRM 7.0 (BAN7DEMO)

Code	Description	System Req	Activity Date
01F	Week 1 - Friday	<input checked="" type="checkbox"/>	06-MAY-2003
01M	Week 1 - Monday	<input type="checkbox"/>	06-MAY-2003
01R	Week 1 - Thursday	<input type="checkbox"/>	06-MAY-2003
01S	Week 1 - Saturday	<input type="checkbox"/>	06-MAY-2003
01T	Week 1 - Tuesday	<input type="checkbox"/>	06-MAY-2003
01W	Week 1 - Wednesday	<input type="checkbox"/>	06-MAY-2003
02F	Week 2 - Friday	<input type="checkbox"/>	06-MAY-2003
02M	Week 2 - Monday	<input type="checkbox"/>	06-MAY-2003
02R	Week 2 - Thursday	<input type="checkbox"/>	06-MAY-2003
02S	Week 2 - Saturday	<input type="checkbox"/>	06-MAY-2003
02T	Week 2 - Tuesday	<input type="checkbox"/>	06-MAY-2003
02W	Week 2 - Wednesday	<input type="checkbox"/>	06-MAY-2003
03F	Week 3 - Friday	<input type="checkbox"/>	06-MAY-2003
03M	Week 3 - Monday	<input type="checkbox"/>	06-MAY-2003
03R	Week 3 - Thursday	<input type="checkbox"/>	06-MAY-2003
03S	Week 3 - Saturday	<input type="checkbox"/>	06-MAY-2003
03T	Week 3 - Tuesday	<input type="checkbox"/>	06-MAY-2003
03W	Week 3 - Wednesday	<input type="checkbox"/>	06-MAY-2003
04F	Week 4 - Friday	<input type="checkbox"/>	06-MAY-2003
04M	Week 4 - Monday	<input type="checkbox"/>	06-MAY-2003
04R	Week 4 - Thursday	<input type="checkbox"/>	06-MAY-2003
04S	Week 4 - Saturday	<input type="checkbox"/>	06-MAY-2003
04T	Week 4 - Tuesday	<input type="checkbox"/>	06-MAY-2003

Part of term code



Section B: Set Up

Lesson: Part of Term Code Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Part of Term Code Validation Form (STVPTRM).
2	Enter the part of term code referenced in the Class Schedule, Registration and Academic History modules in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the System Required checkbox to indicate which values are system required. <u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Room Status Codes

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Purpose

The Room Status Code Time Code Validation Form (STVRMST) is used to create, update, insert and delete room status code, such as Active, Inactive, Room Being Repaired, etc.

Several forms in the Location Management and Housing module use this form to validate room status codes. The user may only create or update meeting time codes from this form.

All Banner systems share this validation form. You should coordinate with other users at your institution when deciding what codes to use on this form.

Banner form

Room Status Code Validation STVRMST 7.0

Code	Description	Inactive	Activity Date
AC	Active	<input type="checkbox"/>	06-JAN-1995
IN	Inactive	<input checked="" type="checkbox"/>	06-JAN-1995
RP	Under Repair	<input checked="" type="checkbox"/>	16-AUG-2004
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Room Status Code Time Code Validation Form (STVRMST).
2	Enter the appropriate room code value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Inactive checkbox if the code is inactive.
	<u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Course Registration Status Code Validation

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Purpose

The Course Registration Status Code Validation Form (STVRSTS) is used to create, update, insert, and delete codes, descriptions and basic processing rules for statuses, which will describe a person's registration in each section such as *Audit*, *Registered*, and *Web Drop*. Other forms use this form to validate course registration statuses.

You can set the switches in the checkboxes to determine what the various status codes allow, such as *Allowed to Enter*, *Count in Enrollment*, *Count in Assessment*, *Withdrawal Indicator*, *Place on Waitlist*, and *Whether the Course is Gradable*.

Banner form

Course Registration Status Code Validation STVRSTS 7.0 (BAN7DEMO)

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator	Auto Grade	Print on Schedule
AU	Audit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input checked="" type="checkbox"/>
CA	Canceled Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DA	Drop After Census Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W	<input type="checkbox"/>
DB	Drop Before Census Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DC	Drop Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DD	Drop/Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DN	CE Drop - No Refund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
DW	Web Drop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
RA	**Registered AFTER Official Da	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RH	**HS Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RN	**Registered-Never Attended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
WA	Withdrawal After Census Date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W	<input checked="" type="checkbox"/>
WB	Withdrawal Before Census Date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
WL	Wait Listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Enter the object name; Press CQUERY for messages, LIST for listing.



Section B: Set Up

Lesson: Course Registration Status Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Course Registration Status Code Validation Form (STVRSTS).
2	Enter the appropriate value in the Status Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Allowed to Enter checkbox to indicate that you may enter this course registration status on an individual course section on the Student Course Registration Form (SFAREGS).
5	Click the Count in Enrollment checkbox to indicate whether a student associated course registration status is counted in enrollment.
6	Click the Count in Assessment checkbox to indicate whether a student associated course registration status is counted in course assessment.
7	Click the Withdrawal Indicator checkbox to indicate whether the code denotes a student's withdrawal from a section.
8	Click the Waitlist Indicator checkbox to indicate that a course with this status allows a student to be waitlisted for this course.
9	Click the Gradable Indicator checkbox to indicate whether a student will be graded for the course.
10	Enter a grade in the Auto Grade field for a student who is taking a course with this registration status will have this specified grade automatically defaulted on the Class Roster.
11	Click the Print on Schedule checkbox to indicate that a course with that status code will be printed on the student's schedule, schedule/bill, etc. <u>Note:</u> Use the horizontal arrow bar to display fields on the right of the screen.
12	Enter <i>R</i> (Registered), <i>D</i> (Dropped), <i>L</i> (waitlisted), or <i>W</i> (Withdrawn status) in the Status Type field.
13	Click the Web Indicator checkbox to allow use in Web Registration processing.
14	Click the Extension Indicator checkbox to indicate whether or not the code represents an extension
15	Click the System Required checkbox to indicate which values are system required. <u>Note:</u> The Activity Date field is used for display only.
16	Click the Save icon.
17	Click the Exit icon.



Section B: Set Up

Lesson: Special Approval Code Validation

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Purpose

The Special Approval Code Validation Form (STVSAPR) is used to define codes and descriptions for types of special approvals and permissions, such as *Instructor*, *Dean*, and *Honor's Advisor*.

One special approval type (or *None*) can be assigned to each section on the Schedule Form (SSASECT), and special approval checking is controlled for each term by the **Error Checking** radio buttons on the Term Control Form (SOATERM).

Banner form

Special Approval Code Validation STVSAPR 7.0

Code	Description	Activity Date
AA	Advisor	06-JAN-1995
DE	Dean	06-JAN-1995
DP	Department	06-JAN-1995
HA	Honor's Advisor	06-JAN-1995
IN	Instructor's Signature	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Special Approval Code Validation Form (STVSAPR).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Schedule Contract Code Validation

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Purpose

The Schedule Contract Code Validation Form (STVSCCD) is used to create, update, insert, and delete schedule contract codes and descriptions for the contract types under which individual class sections can be offered, such as *Military Sponsored*, *State Services Sponsored*, and *High School sponsored*.

The contract codes are used for MIS reporting.

Contract types can be assigned to sections using the Schedule Detail Form (SSADETL). You can only create and update these codes from this form.

Banner form

Code	Description	Activity Date
A	Private for-profit entity fund	05-SEP-2007
B	Private nonprofit-not ed/govt	05-SEP-2007
C	Govt agency - non-military	05-SEP-2007
D	Military service	05-SEP-2007
E	Department of the college	05-SEP-2007
F	California postsecondary inst.	05-SEP-2007
G	Public California high school	05-SEP-2007
H	Private high school/postsecond	05-SEP-2007
I	Private postsecondary EC 8090	05-SEP-2007
J	other private school E.C. 8090	05-SEP-2007
O	Other type of contract	05-SEP-2007
X	Contract type unknown	05-SEP-2007
Y	Not a contract section	05-SEP-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Contract Code Validation Form (STVSCCD).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.

5	Click the Exit icon.
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Section B: Set Up

Lesson: Schedule Type Code Validation

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Purpose

The Schedule Type Code Validation Form (STVSCHD) is used to create, update, insert, and delete schedule type codes, such as *Lecture*, *Lab*, *On-Line*, and *Independent Study*.

Forms in the Catalog, Schedule, and Registration modules use this form to validate the schedule type codes. You can only create and update these codes from this form.

Note: Only schedule types that are assigned to a course in catalog will be available in the schedule module when creating sections for a course.

The **Instructional Method** field on GTVINSM is used to further define the schedule type code.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVSCHD

File Edit Options Block Item Record Query Tools Help

Schedule Type Code Validation STVSCHD 7.0 (SEED-VR9)

Code	Description	Instructional Method	Automatic Scheduler	Co-op Assignment Allowed	Voice Response Message Number	Activity Date
02	Lecture and/or discussion	02	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
04	Laboratory/Studio/Activity	04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		07-SEP-2007
11	Tutor Noncredit session	11	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
20	Work experience credits	20	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
40	Directed Study/Independ. Study	40	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
50	Distance Ed Delayed Interact.	50	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
51	Dist. Ed 2-way video/audio	51	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
52	Dist. Ed 1way video/2way audio	52	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
53	Distance Ed 2-way audio	53	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
54	Dist. Ed Other interactive	54	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
61	Dist. Ed Text one-way	61	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
62	Dist. Ed Audio one-way	62	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
63	Dist. Ed Video one-way	63	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
64	Dist. Ed Other passive	64	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
71	Dist. Ed Internet Simultaneous	71	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
72	Dist. Ed Internet Delayed	72	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
90	Field Experience	90	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
98	Other independent study	98	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
B	Lab		<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
C	Lecture/Lab		<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007

Schedule type code
Record: 2/?

Start | Inbox - ... | User Log... | C:\Docu... | CCCD-Cl... | ST-Class... | Oracle A... | Oracle D... | 3:15 PM



Section B: Set Up

Lesson: Schedule Type Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Type Code Validation Form (STVSCHD).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Select an instructional method from the drop-down menu in the Instructional Method field. <u>Examples:</u> Web-based, mixed media, instructor-led.
5	Click the Automatic Scheduler checkbox to indicate whether a scheduling tool uses the schedule type.
6	Click the Co-op Assignment Allowed checkbox to indicate whether a co-op assignment is allowed.
7	Enter the Voice Response Message number assigned to the recorded message that describes the schedule type in the Voice Response Message Number field. <u>Note:</u> The Activity Date field is used for display only.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Session Code Validation

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Purpose

The Session Code Validation Form (STVSESS) is used to define the codes and descriptions for session (academic enrollment patterns) such as *Afternoon & Evening*, *Day*, and *Weekend*. Sessions can be used to indicate how a student might plan to attend classes. Sessions can also be assigned to class sections. The information is recorded for local use and there is no BANNER system processing associated with session codes.

Banner form

Session Code Validation STVSESS 7.0

Code	Description	Activity Date
A	Afternoon & Evening	24-JUN-1991
B	Self paced	24-JUN-1991
C	Conference & Seminar	24-JUN-1991
D	Day	24-JUN-1991
E	Evening	24-JUN-1991
W	Weekend	24-JUN-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Session Code Validation Form (STVSESS).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
	<u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Section Status Code Validation

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Purpose

The Section Status Code Validation Form (STVSSTS) is used to create, update, insert, and delete section statuses such as *Active*, *Inactive*, and *Reserved*.

This form is used by other forms to validate section status. The user may only create or update section status from this form.

Banner form

Code	Description	Allow Registration	Active/Inactive	Activity Date
A	Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28-JUL-1987
C	Cancelled	<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
I	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
P	Section Pending Cancellation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-SEP-2004
R	Reserved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-SEP-2004
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Section Status Code Validation Form (STVSSTS).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Allow Registration checkbox to indicate whether or not students are allowed to register, based on section status.
5	Click the Active/Inactive checkbox to indicate that the section has been activated. <u>Note:</u> The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Subject Code Validation

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Purpose

The Subject Code Validation Form (STVSUBJ) is used to define codes, which represent the subject area of each course such as *Accounting*, *Botany*, and *Economics*. All course identifiers in Banner will be made up of both a subject code and a course number.

Banner form

Code	Description	VR Msg	Web Ind	Activity Date
ACCT	Accounting		<input checked="" type="checkbox"/>	27-APR-1987
ALHL	Allied Health		<input checked="" type="checkbox"/>	18-JUL-2005
AMST	American Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ANTH	Anthropology		<input checked="" type="checkbox"/>	18-AUG-1987
ARBS	Arab Studies		<input type="checkbox"/>	10-OCT-2005
ARCH	Architecture		<input checked="" type="checkbox"/>	29-JAN-1991
ART	Art		<input checked="" type="checkbox"/>	10-JAN-1995
ARTH	Art History		<input checked="" type="checkbox"/>	14-SEP-2004
ARTS	Arts History & Studio		<input checked="" type="checkbox"/>	07-JAN-1991
ASTD	Asian Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ASTR	Astronomy		<input checked="" type="checkbox"/>	14-MAR-1991
AUD	Audit Grading Course		<input checked="" type="checkbox"/>	18-JUL-2005
BIBL	Bible study		<input type="checkbox"/>	14-JUN-2005
BIO	Biology--GCC		<input type="checkbox"/>	12-APR-2005
BIOL	Biology		<input checked="" type="checkbox"/>	15-APR-1987
BOT	Botanical Sciences		<input type="checkbox"/>	12-AUG-2004
BOTN	Botany		<input checked="" type="checkbox"/>	29-JAN-1991
BUAD	Business Administration		<input checked="" type="checkbox"/>	06-MAY-1987
BUS	Business		<input checked="" type="checkbox"/>	18-AUG-2005



Section B: Set Up

Lesson: Subject Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Subject Code Validation Form (STVSUBJ).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the Voice Response Message number assigned to the recorded message that describes the subject code in the VR Msg field.
5	Click the Web Indicator checkbox to indicate this can be displayed on the web. <u>Note:</u> The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Term Code Validation

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Purpose

The Term Code Validation Form (STVTERM) is used to create, update, insert, and delete term codes such as 999999 *The End of Time*, 200010 *Fall 1999*, and 200020 *Spring 2000*.

Forms throughout the Student System use this form to validate the term codes. You can only create and update these codes from this form.

Note: Term codes *must* be numeric, in the format *YYYYTT*, and the codes *must* be constructed so that they maintain the appropriate sequence of terms. On this form, term codes display in descending order, with the highest term first.

Banner form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date	Financial Aid Process Year	MIS Term Identifier GI03	MIS Term Category
200712	CAS Spring 2007	01-JAN-2007	30-APR-2007	S	2007	01-JAN-2007	30-APR-2007	0001	077	
200711	NF Spring Term	10-JAN-2008	20-MAY-2008	S	2008	10-JAN-2008	20-MAY-2008	0708	083	
200710	Fall 2006	01-SEP-2006	15-DEC-2006	S	2007	01-SEP-2006	01-SEP-2006	0001	077	
200110	Fall 2000	01-SEP-2000	15-DEC-2000	S	2001	01-SEP-2000	15-DEC-2000	0001		



Section B: Set Up

Lesson: Term Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Term Code Validation Form (STVTERM).
2	Enter the term in the Term field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the starting and ending dates of the term in the Term Start Date and Term End Date fields.
5	Select the term type from the drop-down list in the Term Type field.
6	Select the academic year from the drop-down list in the Academic Year field.
7	Enter the housing starting and ending dates for the term in the Housing Start Date and Housing End Date field.
8	Enter the financial aid processing start and end years in the Financial Aid Process Year field. <u>Example:</u> The financial aid processing year of 1998-1999 would be 9899.
9	Enter the financial aid award term in the Term field.
10	Enter the financial aid award beginning and ending periods in the Period field.
11	Enter the MIS Term Identifier for your institution.
12	Click the Save icon.
13	Click the Exit icon.



Section B: Set Up

Lesson: Test Code Validation

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Purpose

The Test Code Validation Form (STVTESC) is used to create, update, insert, and delete codes for test types such as *ACT Math*, *GRE French*, *Law School Admission*, and *SAT Verbal*.

Other forms use this form to validate the test codes. You may only create or update the test codes from this form.

Note: All Banner systems share this validation form. You should coordinate with other users at your institution when deciding what codes are used on this form.

Banner form

Test Code Validation STVTESC 7.0

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score	Admissions Checklist Request Item	Activity Date
1C	SATII Mathematics Level IC <input checked="" type="checkbox"/> System Required MIS:	3	<input checked="" type="checkbox"/>	200	800	<input type="checkbox"/>	28-JUN-2005
2C	SATII Mathematics Level IIC <input checked="" type="checkbox"/> System Required MIS:	3	<input checked="" type="checkbox"/>	200	800	<input type="checkbox"/>	28-JUN-2005
A01	ACT English <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	25	<input type="checkbox"/>	12-JAN-1996
A02	ACT Math <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	25	<input type="checkbox"/>	12-JAN-1996
A03	ACT Reading <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	25	<input type="checkbox"/>	12-JAN-1996
A04	ACT Science Reasoning <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	25	<input type="checkbox"/>	02-MAY-2006
A05	ACT Composite <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	36	TSTS	12-JAN-1996
A06	ACT Sum of Standard Score <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	18	TSTS	12-JAN-1996
A07	ACT Combined English/Writing <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	01	36	<input type="checkbox"/>	08-JUL-2004
AA1	ASSET <input checked="" type="checkbox"/> System Required MIS:	2	<input checked="" type="checkbox"/>	00	99	<input type="checkbox"/>	12-JAN-1996

Assessment Data: ☐ Voice Response Message Number: ☐



Section B: Set Up

Lesson: Test Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Test Code Validation Form (STVTESC).
2	Enter the appropriate value in the Test Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the number of positions of the test score in the Number of Positions field.
5	Click the Data Type checkbox to indicate data type for the associated test scores. <u>Example:</u> Numeric, alphanumeric.
6	Enter the minimum and maximum scores in the Minimum Score and Maximum Score fields.
7	Select the type of admissions materials required with the associated test from the drop-down list in the Admissions Checklist Request Item field. <u>Note:</u> The Activity Date field is used for display only.
9	Enter the State-assigned MIS code in the MIS field.
10	Enter the Assessment Instrument Data code in the Assessment Data field.
11	Enter the voice response message number assigned to the recorded message that describes the test score code in the Voice Response Message Number field.
12	Click the Save icon.
13	Click the Exit icon.



Section B: Set Up

Lesson: Taxonomy of Program Code Validation

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Purpose

The Taxonomy of Program Code Validation Form (STVTOPS) is used to create, update, insert, and delete taxonomy of program codes. These codes specify the taxonomy of the program, such as *English*, *Biology*, and *History*.

This form is used by other forms to validate the program taxonomy. You may only create or update taxonomy of program codes from this form.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVTOPS

File Edit Options Block Item Record Query Tools Help

Taxonomy of Program Code Validation STVTOPS 7.0 (SEED-VR9)

Code	Description	Activity Date
010100	Agriculture Tech & Science Gen	22-JUN-2007
010200	Animal Science	22-JUN-2007
010210	Veterinary Technician Licensed	22-JUN-2007
010220	Artificial Inseminator Licensed	22-JUN-2007
010230	Dairy Science	22-JUN-2007
010240	Equine Science	22-JUN-2007
010300	Plant Science	22-JUN-2007
010310	Agricultural Pest Ctrl Adv/Op	22-JUN-2007
010400	Viticulture Enology & Wine Bus	22-JUN-2007
010900	Horticulture	22-JUN-2007
010910	Landscape Design & Maintenance	22-JUN-2007
010920	Floriculture /Floristry	22-JUN-2007
010930	Nursery Technology	22-JUN-2007
010940	Turfgrass Technology	22-JUN-2007
011200	Agriculture Bus. Sales & Srv.	22-JUN-2007
011300	Food Processing & Related Tech	22-JUN-2007
011400	Forestry	22-JUN-2007
011500	Natural Resources	22-JUN-2007
011510	Parks and Outdoor Recreation	22-JUN-2007
011520	Wildlife and Fisheries	22-JUN-2007
011600	Agricultural Power Equip Tech	22-JUN-2007
019900	Other Agriculture & Nat. Res.	22-JUN-2007
020100	Architecture & Architec. Tech	22-JUN-2007



Section B: Set Up

Lesson: Taxonomy of Program Code Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Taxonomy of Program Code Validation Form (STVTOPS)
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is used for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Instructional Method Validation Form

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Purpose

The Instructional Method Validation Form (GTVINSM) is used to define and maintain course content instructional method codes, such as Lecture, Lab, Self-paced, Seminar, for use in the definitions of courses and sections. Instructional methods can be affiliated with the specific schedule types in the Schedule Type Validation Form (STVSCHD).

Banner form

ber Forms Runtime - Web: Open > GTVINSM

ons Block Item Record Query Tools Help

Method Validation GTVINSM 7.2 (SEED-VR9)

Code	Description	Voice Response Message	User ID	Activity Date
02	Lecture and/or discussion		SAISUSR	05-SEP-2007
04	Laboratory/Studio/Activity		SAISUSR	05-SEP-2007
11	Tutor Noncredit session		SAISUSR	05-SEP-2007
20	Work experience credits		SAISUSR	05-SEP-2007
40	Directed Study/Independ. Study		SAISUSR	05-SEP-2007
50	Distance Ed Delayed Interact.		SAISUSR	05-SEP-2007
51	Dist. Ed 2-way video/audio		SAISUSR	05-SEP-2007
52	Dist. Ed 1wav video/2wav audio		SAISUSR	05-SEP-2007



Section B: Set Up

Lesson: Instructional Method Validation Form (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Instructional Method Validation Form (GTVINSM)
2	Enter the code for the instructional method in the Code field. <u>Example:</u> 02 (Lecture), 04 (Lab), or 72 (On-Line).
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the number assigned to the recorded message that describes the instructional method code for telephone applications in the Voice Response Message field.
5	Enter the ID of the person who created or last updated the record in the User ID field. <u>Note:</u> The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Duration Unit Validation Form

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Purpose

The Duration Unit Validation Form (GTVDUNT) is used to define the duration unit code and description and also defines the number of calendar day equivalencies. It is used when defining Open Learning sections.

Banner form

Code	Description	Days per Unit	User ID	Activity Date
DAYS	Day	1.00	BGRATTON	26-APR-2005
LEAP	Leap Year	366.00	GSHALOVK	15-JUN-2004
MTHS	Months	31.00	GENERAL	04-JUN-2003
WEEK	Weeks	7.00	JCRAVEN	28-MAR-2006

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Duration Unit Validation Form (GTVDUNT).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the number of calendar days the duration unit equates to in the Days per Unit field.
5	Enter the ID of the person who created or last updated the record in the User ID field.
	<u>Note:</u> The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Meeting Type Validation

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Purpose

The Meeting Type Validation Form (GTVMTYP) is used to create and maintain meeting type codes. This information provides institutions with the ability to specify the purpose of the meeting time defined in the Meeting Time block of the Schedule Form (SSASECT).

Example: If there are regular chat sessions established for a Web-based course, these could be defined as such and then communicated to the student via their student schedule or via the Web.

Warning: You cannot delete meeting type records if a code has been associated with an SSRMEET record or has been defined as system required.

Banner form

Forms Runtime - Web: Open > GTVMTYP

Block Item Record Query Tools Help

Validation GTVMTYP 7.0 (SEED-VR9)

Code	Description	System Required	Voice Recognition Message	User ID	Activity Date
ARR	Arranged	<input type="checkbox"/>		SAISUSR	05-SEP-2007
CLAS	Class	<input checked="" type="checkbox"/>		SAISUSR	05-SEP-2007
LAB	Lab	<input type="checkbox"/>		SAISUSR	05-SEP-2007
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		<input type="checkbox"/>			
		<input type="checkbox"/>			
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		<input type="checkbox"/>			



Section B: Set Up

Lesson: Meeting Type Validation (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Meeting Type Validation Form (GTVMTYP).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the System Required checkbox if this value is system required.
5	Enter the number assigned to the recorded message that describes the meeting type code in the Voice Response Message field.
6	Enter the ID of the person who created or last updated the record in the User ID field. <u>Note:</u> The Activity Date field is used for display only.
7	Click the Save icon.
8	Click the Exit icon.

Section B: Set Up

Lesson: Rules Forms Needed for the Class Schedule Module

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Rules forms needed

Before performing day-to-day tasks in the Class Schedule module, there are several control and rules forms that need to be defined.

The following control and rules forms play important roles in the Class Schedule module. Review these forms and practice entering information in each.

Form Description	Banner Name
Term Control	SOATERM
Open Learning Section Default Rules	SOAORUL
Schedule Processing Rules	SSARULE
Schedule Academic Calendar Rules	SSAACRL
Calendar Day Information (not needed for the class schedule, but needed for MIS reporting)	SOACALD



Section B: Set Up

Lesson: Term Control

◀ Jump to TOC

Introduction

The first step in the Schedule Building process is to identify the characteristics and establish controls for the term in which classes are being scheduled. This is done via the Term Control Form (SOATERM), where dates for each session within the term and the Course Reference starting number are established for the term. Prior to entering information on this form, a term must be created on the Term Validation Form (STVTERM). This form must be completed before the schedule can be built.

Banner form

Term: 200410 ▼ Fall 2003-2004

Schedule
CRN Starting Sequence Number: 10170

Registration <input checked="" type="checkbox"/> In Progress <input checked="" type="checkbox"/> Permit <input type="checkbox"/> Calculate Time Status <input checked="" type="checkbox"/> Include Attempted Hours Hold Password: OVR Re-Admit: ▼ <input type="button" value="Set Registration Error Checking"/>	Registration Fee Assessment <input checked="" type="checkbox"/> On-line Assessment <input type="checkbox"/> Reverse Non Tuition/Fee Charges <input type="checkbox"/> Track by CRN <input checked="" type="checkbox"/> Refund by Total <input type="checkbox"/> Allow Swapping Effective Date: 14-NOV-2004 Original Charge Cutoff Date: 01-SEP-2003
--	---

Gradebook Parameters <input type="checkbox"/> Process Gradebook Controls	Title IV Date Source <input type="radio"/> Term Date <input checked="" type="radio"/> Part-of-Term Dates
--	--

Web Self-Service, Voice Response and Partner Systems

Fee Assessment <input checked="" type="radio"/> On-line Assessment <input type="radio"/> Batch Update <input type="radio"/> Batch Only <input type="radio"/> Not Available	Control Settings <input type="checkbox"/> Print Bill <input checked="" type="checkbox"/> Synchronize Partner Systems <input checked="" type="checkbox"/> Master Web Term Control <input type="button" value="Process Web Controls"/>
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Section B: Set Up

Lesson: Setting Up a Term

◀ Jump to TOC

Procedure

Follow these steps to set up a term.

Note: During training, use common rules. The class should set up these rules for a term that has not been defined in the training database. Errors or problems that come up will be easier to solve if everyone is working with the same rules. The group must all view this form using the same term code; only one user can update this rule form for the term.

Step	Action								
1	Access the Term Control Form (SOATERM).								
2	Enter an existing term in the Term field in the key block.								
3	Perform a Next Block function.								
4	Enter a CRN in the CRN Starting Sequence Number field of the Schedule section for the first CRN that will automatically be assigned to the first section you will create. <u>Note:</u> Once you begin to create sections, this number should not be changed. The CRN field will then display the last Course Reference Number generated by the System.								
5	Select <u>Base Part of Term</u> from the Options menu to access the Part of Term and Web Registration Controls window. <u>Note:</u> The Part of Term field identifies the part of term code for the term in the key block of the form. At least one part of term code must have a value of <i>Full Term</i> .								
6	Click the down arrow below the Part of Term field.								
7	Select the code for <i>Full Term</i> .								
8	Enter the Start and End dates for the term:								
	<table> <tr> <th>Field</th><th>Value</th></tr> <tr> <td>Start Date</td><td>29-AUG-2005</td></tr> <tr> <td>End Date</td><td>16-DEC-2005</td></tr> <tr> <td>Number of Weeks</td><td>16</td></tr> </table>	Field	Value	Start Date	29-AUG-2005	End Date	16-DEC-2005	Number of Weeks	16
Field	Value								
Start Date	29-AUG-2005								
End Date	16-DEC-2005								
Number of Weeks	16								
9	Enter 19-SEP-2005 in the Census One Date field. <u>Note:</u> This date controls how the Census Date field on the Schedule Form (SSASECT) is updated.								



Section B: Set Up

Lesson: Setting Up a Term (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
10	Check the Section Override checkbox if users should have the ability to update start and end dates for a part of term on the Schedule Form (SSASECT). The Section Override checkbox must also be checked for Banner to calculate census and drop dates based on course meeting patterns.
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Calendar Rules

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Introduction: Calendar rules are used by Banner to calculate census dates and drop dates. Each section built in the class schedule must be assigned a calendar type on SSAACCL. The calendar rules default to the Calendar Form (SSAACCL) based on the rules built on the Schedule Academic Calendar Rules Form (SSAACRL).

Oracle Developer Forms Runtime - Web: Open > SSAACRL

File Edit Options Block Item Record Query Tools Help

Schedule Academic Calendar Rules SSAACRL 7.0 [C3SC:7.3.1] (SEED-VR9)

Term: 200718 DJM Fall 2007

Calendar Type: PC Percentage Based

	Number of Days	Percentage of Days	Date
Census One:	<input type="text"/>	30.00 %	<input type="text"/>
Census Two:	<input type="text"/>	60.00 %	<input type="text"/>
Enrollment:	<input type="text"/>	20.00 %	<input type="text"/>
Refund Date:	<input type="text"/>	10.00 %	<input type="text"/>
Record Academic History:	<input type="text"/>	30.00 %	<input type="text"/>
Drop Without Penalty:	<input type="text"/>	75.00 %	<input type="text"/>

Copy To

Term: Calendar Type: Copy

Percentage of Days to Census One.

Record: 1/1 <OSC>



Section B: Set Up

Lesson: Define Calendar Rules

◀ Jump to TOC

Procedure

Follow these steps to define calendar rules.

Note: During training, use common rules. The class should set up these rules for a term that has not been defined in the training database. Errors or problems that come up will be easier to solve if everyone is working with the same rules. The group must all view this form using the same term code; only one user can update this rule form for the term.

Step	Action
1	Access the Schedule Academic Calendar Rules Form (SSAACRL).
2	Enter an existing term in the Term field in the key block.
3	Enter an existing calendar type in the Calendar Type field.
4	Perform a Next Block function.
5	Enter the percentage of course days required for census date calculation
6	Enter the percentage of course days required for census date II calculation
7	Enter the percentage of course days used to calculate the last day a student can enroll
8	Enter the percentage of course days used to calculate the last day a student can drop and still receive a refund.
9	Enter the percentage of course days used to calculate the last day a student can drop without receiving a grade of 'W'.
10	Enter the percentage of course days used to calculate the last day a student can drop and receive a grade of 'W'.



Section B: Set Up

Lesson: Open Learning Section Default Rules

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Introduction

Open Learning Registration provides learners with the ability to register for a class based on start/end dates rather than a term. This open learning approach is optional and works with Banner Student's registration processing for enrollment and administrative purposes.

The Open Learning Section Default Rules Form (SOAORUL) defaults the registration dates representing the period of time a learner may register in the section, start dates representing the date range the learner may actually start the course, and census 1 and 2 dates will be populated with the corresponding information from SOAORUL. The rules will default to the sections as they are created.

Banner form

Open Learning Section Default Rules SOAORUL 7.0 (BAN7DEMO)

Term: 200630 Summer-1 2006

Registration Date Defaults

College	Department	Campus	Schedule Type	Instructional Method	Start Date	End Date	Census Date 1	Census Date 2	Override
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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Section B: Set Up

Lesson: Open Learning Section Default Rules (Continued)

◀ Jump to TOC

Procedure

Follow these steps to review the rules on Open Learning Section Default Rules SOAORUL.

Step	Action
1	Access the Open Learning Section Default Rules Form (SOAORUL).
2	Enter the term in the Term field.
3	Perform a Next Block function to access the Registration Date Defaults Block.
4	Review the rules for this term.
5	Perform a Next Block function to access the Section Default Registration Status and Extension Rules Block.
6	Review the rules for this term.
7	Perform a Next Block function to access the Section Default Refunding Rules Block.
8	Review the rules for this term.
9	Click the Exit icon.



Section B: Set Up

Lesson: Schedule Processing Rules

◀ Jump to TOC

Purpose

The Schedule Processing Rules Form (SSARULE) is used to define and maintain rules for registration status codes, refunding, and extension processing at the section level, independent of part-of-term or static dates, and can be administered based on the individual learner.

The values may be defaulted from the Open Learning Section Default Rules (SOAORUL) based on College, Department, Campus, Schedule Type and Instructional Method.

Banner form

Schedule Processing Rules SSARULE 7.0 (BAN7DEMO)

Term: 200630 Summer-1 2006 CRN: P

Section Registration Status Codes

Status Code	Description	Usage Cutoff Percentage From	Usage Cutoff Percentage To	Usage Cutoff Duration From	Usage Cutoff Duration To	Affected by Student Status	Allow Entry	Count in Assessment
<input type="checkbox"/>	<input type="checkbox"/> Count in Enrollment	<input type="checkbox"/> Web	<input type="checkbox"/> Withdraw	<input type="checkbox"/> Extension	<input type="checkbox"/> Print on Schedule	<input type="checkbox"/> Type: <input type="checkbox"/> Activity Date: <input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/> Count in Enrollment	<input type="checkbox"/> Web	<input type="checkbox"/> Withdraw	<input type="checkbox"/> Extension	<input type="checkbox"/> Print on Schedule	<input type="checkbox"/> Type: <input type="checkbox"/> Activity Date: <input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/> Count in Enrollment	<input type="checkbox"/> Web	<input type="checkbox"/> Withdraw	<input type="checkbox"/> Extension	<input type="checkbox"/> Print on Schedule	<input type="checkbox"/> Type: <input type="checkbox"/> Activity Date: <input type="text"/>		

Section Extension Processing Rules

Status Code	Extension Percentage	Detail Code	Amount	Fee Type	Override	Activity Date
<input type="checkbox"/>	<input type="text"/> %	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

CRN, Press Count Query Hits to display existing sections



Section B: Set Up

Lesson: Schedule Processing Rules (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Processing Rules Form (SSARULE)
2	Enter the term code for the section in the Term field.
3	Enter the course registration number for the section in the CRN field.
4	Select the Next Block function.
5	Enter or select a status code for the CRN in the Status Code field.
6	Enter a description of the registration status code in the Description field.
7	Enter a number to determine when the status code will be available for use in the Usage Cutoff Percentage From field. <u>Note:</u> If not defined, the status code will always be available for use.
8	Enter a number to determine when the status code will no longer be available for use in the Usage Cutoff Percentage To field.
9	Enter a number to determine when the status code will be available for use in the Usage Cutoff Duration From field. <u>Note:</u> If not defined, the status code will always be available for use.
10	Enter a number to determine when the status code will no longer be available for use in the Usage Cutoff Duration To field.
11	Click the Allow Entry checkbox to indicate that you may apply this status code to an individual course.
12	Click the Count in Assessment to indicate that a course with this status will be included in the assessment counts displayed on various forms and reports.
13	Click the Count in Enrollment to indicate that a course with this status will be included in the enrollment counts displayed on various forms and reports.
14	Click the Web checkbox to indicate that this course registration status is available for processing in Banner Web registration.
15	Click the Withdraw checkbox to indicate that the registration status code is used for a course withdrawal or a dropped course, which affects refunding and student fee assessment.
16	Click the Extension checkbox to indicate that the registration status code is used for a course with extension processing rules, which affects refunding and student fee assessment.



Section B: Set Up

Lesson: Schedule Processing Rules (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
17	Click the Print on Schedule checkbox to indicate that a course with that status code will be printed on the student's schedule, schedule/bill, etc.
18	Assign a status type to describe the course registration status code for baseline, self-service, and telephone applications using <i>R</i> (Registered), <i>D</i> (Dropped), <i>L</i> (Waitlisted), or <i>W</i> (Withdrawn) in the Type field. <u>Note:</u> The Activity Date field is for display only.
19	Select the Next Block function.
20	Enter the status code from the Section Registration Status Codes block, to which the extension rule will be applied in the Status Code field.
21	Enter a number between 0 and 100 used to calculate the allowable extension period based on the duration and duration unit assigned to the original registration in the Extension Percentage field.
22	Enter a code used to assess extension fees on the student's accounts receivable account in the Detail Code field.
23	Enter the extension fee amount to be assessed to the learner (based on the fee type specified on this form) in the Amount field.
24	Enter the fee type to be used when calculating monies for the extension in the Fee Type field.
25	Click the Override checkbox to indicate if you can override the rule information in the block at the time the extension is applied to the individual student. <u>Note:</u> The Activity Date field is for display only.



Section B: Set Up

Lesson: Setting up the MIS Calendar Extract

◀ Jump to TOC

Purpose

The data entered on the Calendar Day Information form is extracted for the MIS Calendar (CC) report. One record must be created for each day of the year starting with July 1.

Banner Form

Oracle Developer Forms Runtime - Web: Open > SOACALD

File Edit Options Block Item Record Query Tools Help

Calendar Day Information SOACALD 7.0 [C3SC:7.3.1] (SEED-VR9)

Year: 2007 Campus: ☐ M ☐ Main

Date: 01-JUL-2007 Day: SUNDAY Day Type: F Summer Intersession

Description

Overlapping Intersession Term: F Summer Intersession

Instruction Status: N Not an instruction day

Flex Status: N Not a flex day

Census Status in Primary Term: N Not the term's 1st census day

Holiday Status: N Not a holiday

Exam Status: N Not a final exam day

Copy To Year: Campus: Activity Date: 17-OCT-2007

Procedure

Enter a record for each day of the year starting with July 1.

Follow these steps to create a calendar day record

Step	Action
1	Access the Calendar Day Information form (SOACALD)
2	Enter the date in the Date field.
3	Enter the Day Type code in the Day Type field
4	Enter the Intersession Term in the Overlapping Intersession Term field.
5	Enter the instruction status in the Instruction Status field.
6	Enter the flex status in the Flex Status field.



Section B: Set Up

Lesson: Setting up the MIS Calendar Extract (Continued)

◀ Jump to TOC

7	Indicate if the date is a census day in the Census Status in Primary Term field.
8	Indicate if the date is a holiday in the Holiday Status field.
9	Indicate if the date is an exam day in the Exam Status field.
10	Save the record.



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Which five forms are used to create, update, insert, and delete MIS Calendar extract codes?

- 1.
- 2.
- 3.
- 4.
- 5.

Question 2

If a district wishes to restrict the class schedule by campus, what form should be used?

Question 3

What is the importance of the Term Control Form (SOATERM)?

Question 4

What two important elements are established on SOATERM?



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

Which five forms are used to create, update, insert, and MIS Calendar extract codes?

1. **Day Attribute One Validation Form (STVATRA)**
2. **Day Attribute Two Validation Form (STVATRB)**
3. **Day Attribute Three Validation Form (STVATRC)**
4. **Day Attribute Four Validation Form (STVATRD)**
5. **Day Attribute Five Validation Form (STVATRE)**

Question 2

If a district wishes to restrict the class schedule by campus, what form should be used?

Catalog Schedule Restrictions Form (SCASRES).

Question 3

What is the importance of the Term Control Form (SOATERM)?

The Term Control Form (SOATERM) is used to identify the characteristics of the term in which classes are being scheduled, which is the first step in the Schedule Building process.

Question 4

What are two important elements that are established on SOATERM?

Dates for each PART OF TERM within the term and the Course Reference Number starting number are established for the term using this form.



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to explain the regular process and detail the procedures to define schedule rules, establish and maintain a course schedule, create schedule and registration restrictions, and produce schedule reports.

Intended audience

Personnel from offices responsible for maintaining schedule information

Objectives

At the end of this section, you will be able to

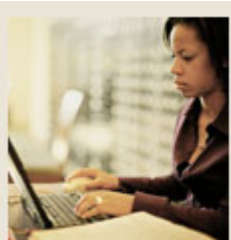
- build and change traditional and open learning course sections
- create syllabus information
- assign a meeting time, room, and instructor
- link and cross-list course sections
- create blocks
- use reports and queries related to the Class Schedule module.

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Course Catalog, Faculty Load, and Location Management and Housing training workbooks.

You will also need to ensure that the rules and validation codes in Banner needed for the Class Schedule module have been set up for you.



Section C: Day-to-Day Operations

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

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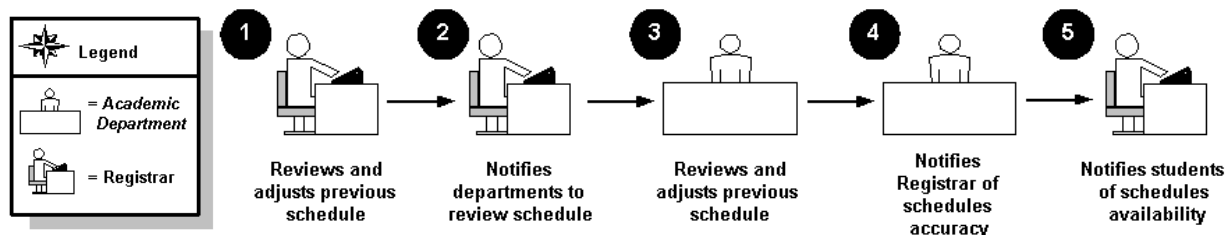
About the process

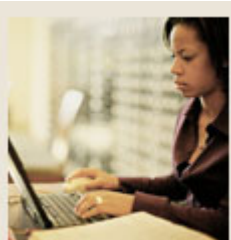
The schedule builder(s) will be able to

- build and change course sections for traditional and open learning sections
- create future term schedule, set term controls
- establish de-centralized section level processing rules for registration, extensions, and refunding based on the individual learner versus the entire class
- expand fee assessment options using user-defined units (in addition to flat and per credit fees) and registration processing rules
- use free form text to store information for class requirements and display URL's for Web-based courses so students can make informed decisions when selecting the class that best suits their needs
- specify section-specific dates when registration is accepted outside of the current parts-of-terms defined on SOATERM
- define instructional methods for courses
- specify the duration of the course for the course and section levels to determine the expected registration completion date for the learner.

Flow diagram

This diagram highlights the processes used to create and maintain a class schedule.





Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

◀ Jump to TOC

What happens

The stages of the process are described in this table.

Stage	Description
Registrar	
1	Reviews the previous schedule and makes adjustments as necessary.
2	Notifies academic departments to review the schedule.
Academic Department	
3	Reviews the previous schedule and makes adjustments.
4	Notifies the Registrar that the schedule is accurate.
Registrar	
5	Notifies the students that the schedule is available.



Section C: Day-to-Day Operations

Lesson: Scheduling a Section of a Course Using Catalog Defaults

◀ Jump to TOC

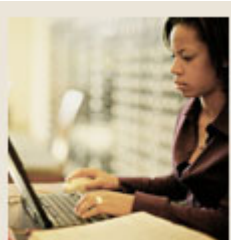
Purpose

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. A course catalog record must exist prior to the creation of sections for a particular course.

The **Integration Partner** field in the Section Details block in the main window is for use with integration processing, and may or may not be applicable. When entering data in SSASECT, use this field to designate that the section can be used for integration with a third party partner system, such as WebCT. Integration codes are defined and maintained on the Integration Partner Rules Form (GORINTG) and are used in extract and event processing.

Banner form

The screenshot shows the SSASECT 7.3 Banner form interface. At the top, there are fields for 'Term' (set to 200710) and 'CRN' (set to ADD). Below this is the 'Section Details' section, which is divided into two columns of fields. The left column includes: Subject, Course Number, Section (set to 0), Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, Part of Term (with First and Last sub-fields), Registration Dates, Start Dates, and Maximum Extensions (set to 0). The right column includes: CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, Daily Contact Hours, and a series of checkboxes for Print, Voice Response and Self-Service Available, Gradable, CAPP Areas for Prerequisites, and Tuition and Fee Waiver. At the bottom left, there are checkboxes for Long Title, Comments, and Syllabus.



Section C: Day-to-Day Operations

Lesson: Scheduling a Section of a Course Using Catalog Defaults (Continued)

◀ Jump to TOC

Procedure

The “History of Civilization” lecture course created in the Course Catalog module needs to be defined as a course section for the term 200410.

Follow these steps to complete the process.

Step	Action																											
1	Access the Schedule Form (SSASECT).																											
2	Enter the term in the Term field.																											
3	Enter <i>ADD</i> in the CRN field.																											
4	Perform a Next Block function.																											
5	Click the down arrow next to the Subject field to access a list of existing courses. For this scenario, select an existing History course (The “History of Civilization” lecture course created in the Catalog module). Information assigned to the course on the Basic Course Information Form (SCACRSE) will be displayed.																											
6	Continue by entering the following information.																											
	<table><tr><th>Field</th><th>Enter</th><th>Value</th></tr><tr><td>Section</td><td><i>01</i></td><td>01</td></tr><tr><td>Campus</td><td><i>M</i></td><td>Main</td></tr><tr><td>Status</td><td><i>A</i></td><td>Active</td></tr><tr><td>Schedule Type</td><td><i>02</i></td><td>Lecture</td></tr><tr><td>Grade Mode</td><td><i>S</i></td><td>Standard Letter</td></tr><tr><td>Session</td><td><i>D</i></td><td>Day</td></tr><tr><td>Part of Term</td><td><i>1</i></td><td>1</td></tr><tr><td>Attendance Method</td><td><i>W</i></td><td>Weekly Census</td></tr></table>	Field	Enter	Value	Section	<i>01</i>	01	Campus	<i>M</i>	Main	Status	<i>A</i>	Active	Schedule Type	<i>02</i>	Lecture	Grade Mode	<i>S</i>	Standard Letter	Session	<i>D</i>	Day	Part of Term	<i>1</i>	1	Attendance Method	<i>W</i>	Weekly Census
Field	Enter	Value																										
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Attendance Method	<i>W</i>	Weekly Census																										
7	Click the Save icon. <u>Note:</u> A CRN has been assigned to the section.																											
8	Click the Exit icon.																											



Lesson: Assigning a Meeting Time, Room, and Instructor

◀ [Jump to TOC](#)

Purpose

The Meeting Time window of the Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog.

Note: This procedure requires that STVMEET is setup. STVMEET is a validation table that needs to be completed prior to creating the meeting time on sections on SSASECT using codes to automatically fill in the day and time for classes. STVMEET days and times are usually created for the common meeting days and times and are used for facilitating the entry of this data.

Note: The **Meeting Time** field is not a required field but a way of facilitating the entry of the days of the week and the start and end times for each record in the meeting time block.

Meeting Time window

Oracle Developer Forms Runtime - Web: > SSASECT

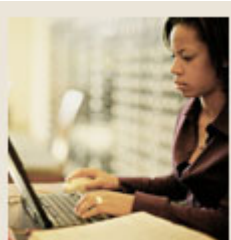
File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 7.3.2.1 [C3SC:7.4.0.1] (SEED-VR9)

Term: 200712 CRN: 10011

Meeting Time SSASECT 7.3.2.1 [C3SC:7.4.0.1] (SEED-VR9)

Meeting Time	Meeting Type	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Auto Scheduler	Scheduler Preference	Partition Details
	CLAS	02-JAN-2007	29-APR-2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950			
	CLAS	02-JAN-2007	29-APR-2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950			
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Section C: Day-to-Day Operations

Lesson: Assigning a Meeting Time, Room, and Instructor (Continued)

◀ Jump to TOC

Procedure

Using the building, room, and instructor created in the Location Management and Faculty Load modules' scenario exercises, assign a meeting time, location, and an instructor to the History of Civilization course section that was scheduled in the previous exercise.

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the Term field.
3	Enter the CRN assigned to the course in a previous lesson in the CRN field.
4	Perform a Next Block function to navigate to the Section Details block. <u>Result:</u> The Course Schedule information will appear.
5	Select <u>Scheduled Meeting Times</u> from the Options menu to access the Meeting Time window.
6	Click the down arrow below the Meeting Time field to access the Meeting Time Code Validation Form (STVMEET).
7	Select a meeting time by double-clicking a value on STVMEET.
8	Click the Save icon.
9	Scroll to the right to access the Building and Room fields. Enter the building and general classroom created and defined in the Location Management module.
10	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Assigning a Meeting Time, Room, and Instructor (Continued)

◀ Jump to TOC

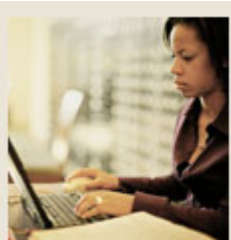
Banner form

Faculty/Advisor Query SIAIQRY 7.0 (BAN7DEMO)

Term: 200630 ☐ Faculty ☐ Advisor Category:

Staff Type: Contract Type: Tenure Status: Status:

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Section C: Day-to-Day Operations

Lesson: Reserving Seats

◀ Jump to TOC

Purpose


The Enrollment Data window of the Schedule Form (SSASECT) is used in this exercise to reserve seats.

Note: Reserved seating functionality assumes that at least one seat is NOT reserved.

Enrollment Data window

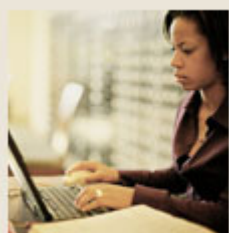
Enrollment Data SSASECT 7.3

Enrollment Details

Maximum:  Waitlist Maximum: Projected:
Actual: Waitlist Actual: Prior:
Remaining: Waitlist Remaining: ☐ Reserved
Generated Credit Hours:

Census One
Enrollment Count:
Freeze Date:

Census Two
Enrollment Count:
Freeze Date:



Section C: Day-to-Day Operations

Lesson: Reserving Seats (Continued)

◀ Jump to TOC

Procedure

A four-credit, undergraduate Calculus IV lecture/lab course is being offered by the College of Business. Standard Letter is the default grade, but students may also take it as Audit. This course satisfies the degree program upper division requirement. Ten seats need to be reserved for undergraduate, junior history majors.

Follow these steps to complete the process.

Step	Action												
1	Access the Schedule Form (SSASECT).												
2	Make sure that the appropriate term and CRN are in the key block.												
3	Perform a Next Block function.												
4	Select <u>Section Enrollment Info</u> from the Options menu to access the Enrollment Data window.												
5	Click the Details icon next to the Maximum field to access the Reserved Seats window.												
6	Enter this information in the window.												
	<table><tr><th>Level</th><th>Major</th><th>Class</th><th>Maximum Seats</th></tr><tr><td></td><td></td><td></td><td>15</td></tr><tr><td>UG</td><td>HIST</td><td>JR</td><td>10</td></tr></table>	Level	Major	Class	Maximum Seats				15	UG	HIST	JR	10
Level	Major	Class	Maximum Seats										
			15										
UG	HIST	JR	10										
7	Click the Save icon.												
8	Click the Exit icon.												



Section C: Day-to-Day Operations

Lesson: Viewing Schedule Prerequisites That Default from the Catalog Level

◀ Jump to TOC

Purpose

The Schedule Pre-requisite and Test Score Restrictions Form (SSAPREQ) is used to maintain pre-requisite restrictions at the schedule level. Course level pre-requisite restrictions default to each section of a course created using the Schedule Form (SSASECT). During registration processing, pre-requisite checking enforces pre-requisite restrictions defined *at the section level only*. Course level pre-requisite restrictions are *never* checked during registration processing.

Banner form

Schedule Prerequisite and Test Score Restrictions SSAPREQ 7.3

Term: 200630 CRN: 1002

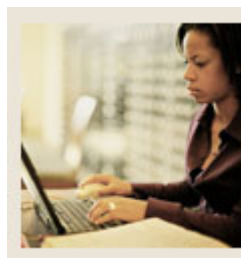
Section Information

Subject: ACCT

Course Number: 102

Section Title: Account 102

☐ CAPP Areas for Prerequisites



Section C: Day-to-Day Operations

Lesson: Viewing Schedule Prerequisites That Default from the Catalog Level (Continued)

◀ Jump to TOC

Procedure

The History of Civilization course has two prerequisites that were entered on the Catalog level. These prerequisites will default to the Schedule level. View the prerequisites.

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Pre-requisite and Test Score Restrictions Form (SSAPREQ).
2	Enter the term in the Term field.
3	Enter the Course Reference Number in the CRN field.
4	Perform a Next Block function to navigate to the Section Information section. <u>Result:</u> The Subject , Course Number , and Section Title populate. <u>Note:</u> Using Rollback from all blocks in the form places the cursor in the CRN field.
5	Select <u>Test Score Pre-Requisite Restriction</u> from the Options menu to access the Section Test Score and Pre-requisite Restrictions window.
6	The information entered on the Catalog Pre-Requisite and Test Score Restrictions Form (SCAPREQ) will populate the window. <u>Note:</u> This form is not query-only. Prerequisites may be defined here, as well as on the Catalog level.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Multiple Sections of a Course

◀ Jump to TOC

Purpose

The Schedule Form (SSASECT) is used in this exercise to create multiple sections of a course.

Banner form

Schedule SSASECT 7.3

Term: 200710 CRN: ADD

Section Details

Subject:	<input type="text"/>	CEU Indicator:	<input type="checkbox"/>
Course Number:	<input type="text"/>	Title:	<input type="text"/>
Section:	<input type="text"/>	Credit Hours:	<input type="text"/>
Cross List:	<input type="text"/>	Billing Hours:	<input type="text"/>
Campus:	<input type="text"/>	Contact Hours:	<input type="text"/>
Status:	<input type="text"/>	Lecture:	<input type="text"/>
Schedule Type:	<input type="text"/>	Lab:	<input type="text"/>
Instructional Method:	<input type="text"/>	Other:	<input type="text"/>
Integration Partner:	<input type="text"/>	Link Identifier:	<input type="text"/>
Grade Mode:	<input type="text"/>	Attendance Method:	<input type="text"/>
Session:	<input type="text"/>	Weekly Contact Hours:	<input type="text"/>
Special Approval:	<input type="text"/>	Daily Contact Hours:	<input type="text"/>
Duration:	<input type="text"/>	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Voice Response and Self-Service Available
Part of Term:	<input type="text"/>	<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> CAPP Areas for Prerequisites
Registration Dates:	<input type="text"/>	<input type="checkbox"/> Tuition and Fee Waiver	
Start Dates:	<input type="text"/>		
Maximum Extensions:	<input type="text"/>		

☐ Long Title ☐ Comments ☐ Syllabus



Section C: Day-to-Day Operations

Lesson: Creating Multiple Sections of a Course (Continued)

◀ Jump to TOC

Overview

The Chemistry course you created in the Catalog module can either be taken as a three-credit lecture course or as a four-credit course that includes a lecture and a lab. Create two lecture sections and one lab section of this course.

Note: Setting up these sections will be necessary for the linking exercise in the next lesson.

You will need the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Enter	Value
Campus	<i>M</i>	<i>Main</i>
Status	<i>A</i>	<i>Active</i>
Schedule Type	<i>L</i>	<i>Lecture</i>
Part of Term	<i>1</i>	<i>1</i>

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field		Low	To/Or	High
CEU/Cred(it)	<i>N</i>	<i>0.00</i>	<i>TO</i>	<i>4.00</i>
		<i>3.00</i>		
Billing		<i>0.00</i>	<i>TO</i>	<i>4.00</i>
		<i>3.00</i>		
Lab				
Contact		<i>3.00</i>		<i>4.00</i>

Table 3

Use the information in Table 3 to complete the procedure that follows.

Field	Enter	Value
Section	<i>02</i>	<i>00</i>
Campus	<i>M</i>	<i>Main</i>
Status	<i>A</i>	<i>Active</i>
Schedule Type	<i>04</i>	<i>Lab</i>
Part of Term	<i>1</i>	<i>1</i>
Attendance Method	<i>W</i>	<i>Weekly Census</i>



Section C: Day-to-Day Operations

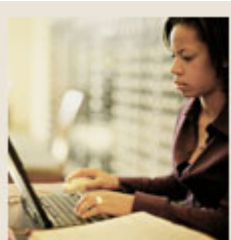
Lesson: Creating Multiple Sections of a Course (Continued)

◀ Jump to TOC

Table 4

Use the information in Table 4 to complete the procedure that follows.

Field		Low	To/Or	High
CEU/Cred(it)	<i>N</i>	<i>0.00</i>	<i>TO</i>	<i>4.00</i>
		<i>1.00</i>		
Billing		<i>0.00</i>	<i>TO</i>	<i>4.00</i>
		<i>1.00</i>		
Lab		<i>1.00</i>		
Contact		<i>1.00</i>		<i>0</i>



Section C: Day-to-Day Operations

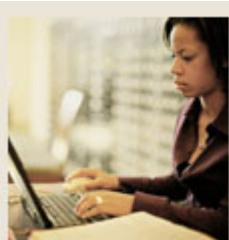
Lesson: Creating Multiple Sections of a Course (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the Term field
3	Enter <i>ADD</i> in the CRN field.
4	Perform a Next Block function to access the Section Details block.
5	Enter <i>CHEM</i> in the Subject field.
6	Click the down arrow next to the Course Number field, and select the Chemistry course created in the Catalog module (scroll and select Course 5678).
7	Enter the information for a lecture section into the fields indicated in Table 1. <u>Note:</u> Additional information for the field will default from information entered in the Catalog module.
8	Enter course hour information specific to this section under the course hour information that defaulted from the Basic Course Information Form (SCACRSE). Use Table 2 from the previous page.
9	Click the Save icon.
10	Click the Rollback icon to return to the key block.
11	Type <i>ADD</i> in the CRN field.
12	Select <u>Default Course Reference Num</u> from the Options menu. <u>Result:</u> The Default Section Details window will appear.
13	Populate the Default Course Ref. Number with the CRN that you want to copy.
14	Click the Enter key, which will activate the Process Default Maintenance button.
15	Click the Maintenance button to paste copied values on SSASECT.
16	Tab to the Section field and change the section number to <i>1</i> .
17	Click the Save icon.
18	Click the Rollback icon to return to the key block.
19	Create a Multiple Section only if the section number is not <i>0</i> .
20	The term will remain the same. Enter <i>ADD</i> in the Course Ref. Number field.
21	Perform a Next Block function.
22	Enter the information from Tables 3 and 4 into the appropriate fields to create two lab sections for the course.
23	Click the Save icon.
24	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Linking Sections

◀ Jump to TOC

Purpose

The Schedule Form (SSASECT) and the Schedule Detail Form (SSADETL) are used in this exercise. SSADETL is shown below.

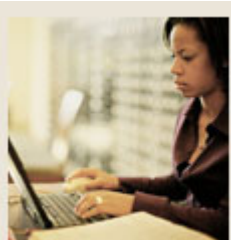
Banner form

Term: 200710 CRN: ADD

Section Details

Subject:	<input type="text"/>	CEU Indicator:	<input type="checkbox"/>
Course Number:	<input type="text"/>	Title:	<input type="text"/>
Section:	<input type="text"/>	Credit Hours:	<input type="text"/>
Cross List:	<input type="text"/>	Billing Hours:	<input type="text"/>
Campus:	<input type="text"/>	Contact Hours:	<input type="text"/>
Status:	<input type="text"/>	Lecture:	<input type="text"/>
Schedule Type:	<input type="text"/>	Lab:	<input type="text"/>
Instructional Method:	<input type="text"/>	Other:	<input type="text"/>
Integration Partner:	<input type="text"/>	Link Identifier:	<input type="text"/>
Grade Mode:	<input type="text"/>	Attendance Method:	<input type="text"/>
Session:	<input type="text"/>	Weekly Contact Hours:	<input type="text"/>
Special Approval:	<input type="text"/>	Daily Contact Hours:	<input type="text"/>
Duration:	<input type="text"/>	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> Voice Response and Self-Service Available
Part of Term:	<input type="text"/>	<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> CAPP Areas for Prerequisites
Registration Dates:	<input type="text"/>	<input type="checkbox"/> Tuition and Fee Waiver	
Start Dates:	<input type="text"/>		
Maximum Extensions:	<input type="text"/>		

☐ Long Title ☐ Comments ☐ Syllabus



Section C: Day-to-Day Operations

Lesson: Linking Sections (Continued)

◀ Jump to TOC

Procedure

Linking course sections in Banner applies to sections that are of the same course but with different (CRN) numbers and different schedule types. The example below establishes the building of multiple course sections, one lecture and two labs.

Follow these steps to complete the process, using the three sections you created in the previous exercise.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the Term field.
3	Enter the Course Reference Number for the Chemistry lecture you created in the last exercise in the CRN field.
4	Perform a Next Block function to access the Section Details block.
5	Enter <i>L1</i> in the Link Identifier field.
6	Click the Save icon.
7	Click the Rollback icon.
8	In the key block, change the CRN to the CRN of one of the Chemistry labs you created in the last exercise.
9	Perform a Next Block function to access the Section Details block.
10	Enter <i>L2</i> in the Link Identifier field.
11	Click the Save icon.
12	Click the Rollback icon.
13	Change the CRN to the second Chemistry lab CRN you created in the last exercise.
14	Perform a Next Block function to access the Section Details block.
15	Enter <i>L2</i> in the Link Identifier field.
16	Click the Save icon.
17	Click the Exit icon.
18	Access the Schedule Detail Form (SSADETL) via the Options Menu. <u>Result:</u> The Term , CRN , Subject , and Course will automatically populate the key block.
19	Change the Course Reference Number to the CRN of the lecture section you created.
20	Perform a Next Block function to navigate to the Section Links block.
21	Enter <i>L2</i> in the Section Links field. <u>Note:</u> This field defines the link connector of the lab course sections for which you are creating a link.



Section C: Day-to-Day Operations

Lesson: Linking Sections (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
22	Click the Save icon.
23	Perform a Rollback function and enter the CRN of the first lab.
24	Perform Next Block function.
25	Enter L1 in the Section Links field.
26	Click the Save icon.
27	Perform a Rollback function and enter the CRN of the second lab.
28	Perform Next Block function.
29	Enter L1 in the Link Connector field.
30	Click the Save icon.
31	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Blocks

◀ Jump to TOC

Purpose

The Block Schedule Control Form (SSABLCK) is used to create a set of sections related to a block code for a term. This code is then assigned to a student on the General Student Form (SGASTDN), the Student Course Registration Form (SFAREGS) accessing the Update Student's Term Information Option, or via the Student Block Load Process (SGPBLCK). This code may be used online by the Student Course Registration form (SFAREGS) to default the sections related to the student's block code or in batch by Course Request and Schedule processing.

Banner form

Block Schedule Control SSABLCK 7.0 (BAN7DEMO)

Term: 200630 Block:

CRN	Multiple Block	Subject	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval
Campus Code	Link Identifier	Cross List	Schedule Type	Instructional Method	Registration From Date	Registration To Date	Enrollment			
							Maximum	Actual	Remaining	

CRN	Multiple Block	Subject	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval
Campus Code	Link Identifier	Cross List	Schedule Type	Instructional Method	Registration From Date	Registration To Date	Enrollment			
							Maximum	Actual	Remaining	

Total Hours: Credit Billing

Term code; press LIST for valid codes.



Section C: Day-to-Day Operations

Lesson: Creating Blocks (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Note: To complete this exercise, a code and description must be created on the Block Code Validation Form (STVBLCK). See *Section B: Setup* for a complete description of this form and procedure.

Step	Action
1	Access the Block Schedule Control Form (SSABLCK).
2	Enter the term in the Term field.
3	Enter the appropriate block code in the Block field.
4	Perform a Next Block function.
5	Enter the appropriate CRNs in the CRN field to attach the classes to the block.
6	Click the Save icon.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Blocks (Continued)

◀ Jump to TOC

Purpose

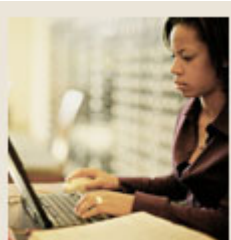
The General Student Form (SGASTDN) is used to maintain current and historical information about a student. This information is initially created when a decision is entered on the Admissions Decision Form (SAADCRV) which indicates that the applicant accepts the institution's offer of admission or when an applicant is admitted via the Quick Entry Form (SAAQUIK). The General Student Form also contains comments activities, and veteran information.

Banner form

The screenshot shows the Banner General Student Form (SGASTDN 7.3) interface. At the top, there is a header bar with the title "General Student: SGASTDN 7.3". Below this, there is a navigation bar with tabs: "Learner", "Curricula", "Activities", "Veteran", "Comments", "Academic and Graduation Status, Dual Degree", and "Miscellaneous". The "Learner" tab is currently selected.

The main form area is divided into several sections:

- General Learner**: This section contains fields for "New Term:", "Student Status:", "Student Type:", "Residence:", "Fee Assessment Rate:", "Class:", and "Full or Part Time:". There are also dropdown menus for "From Term:" and "To Term:". To the right of these fields is a section titled "Additional Information" which includes fields for "Site:", "Session:", "Block:", and "Citizenship:".
- Curricula Summary**: This section contains a table with columns for "Priority Term", "Program", "Catalog", "Student Type: Level", "Campus", "Rate: College", and "Degree". Below the table are fields for "Admission Type:", "Admission Term:", and "Matriculation Term:".
- Field of Study Summary**: This section contains a table with columns for "Priority Term", "Type", "Field of Study", "Department", and "Attached to Major".



Section C: Day-to-Day Operations

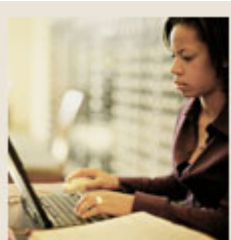
Lesson: Creating Blocks (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the General Student Form (SGASTDN).
2	Enter the student's ID in the ID field.
3	Enter the term in the Term field.
4	Perform a Next Block function.
5	Click in the Block field of the Additional Information area.
6	Enter the block code in the Block field.
7	Click the Save icon.
8	Click the Return button.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Cross Listing Sections

◀ Jump to TOC

Introduction

Cross listing allows the institution to create common meeting times and instructors for sections that are taught by the same person at the same time and have the same course content.

Use the Schedule Cross List Definition Form (SSAXLST) to create and maintain the cross list information associated with a group of sections. Cross listing is made possible by using a cross list group identifier which is user defined.

Information maintained about a cross list includes

- maximum enrollment
- actual enrollment
- seats remaining for all sections which are cross-listed together, and
- whether or not the cross-listed sections are associated with block codes.

Note: A cross list identifier must be established on this form prior to being entered on the Schedule Form (SSASECT). The Cross List Query Form (SSAXLSQ) may be accessed via a Count Query Hits from the **Cross List Group Identifier** field to view the existing cross list information for the term.

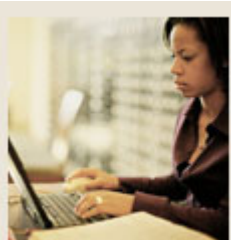
Section C: Day-to-Day Operations

Lesson: Cross Listing Sections (Continued)

◀ [Jump to TOC](#)

Banner form

[illegible]



Section C: Day-to-Day Operations

Lesson: Cross Listing Sections (Continued)

◀ Jump to TOC

Cross List Meeting Time/Instructor Query

The Cross List Meeting Time/Instructor Query Form (SSAXMTI) displays the meeting time and instructor information associated with a cross-listed group of courses. This form may be accessed directly or can be called from the Meeting Time window on the Schedule Form (SSASECT). If called from SSASECT, use the Select function to return the meeting time and instructor information to other sections cross-listed.

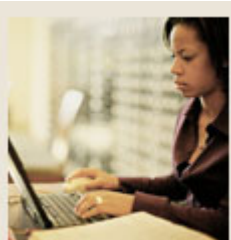
To access this form from SSASECT's Meeting Time window, use a **Duplicate Item** function from the **Room** field.

Note: This form is not used in the exercise that follows.

Procedure: Exercise 1

In this exercise, we will create sections of FINA and BUAD. Follow these steps to complete the process.

Step	Action
1	Create one FINA and BUAD course.
2	Access the Schedule Form (SSASECT).
3	Create two new sections (one for your FINA course and one for your BUAD course).
4	Click the Save icon.
5	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Cross Listing Sections (Continued)

◀ Jump to TOC

Procedure: Exercise 2

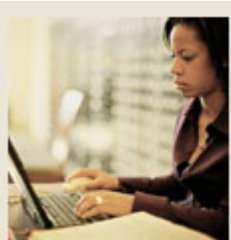
In this exercise, we will cross-list the sections of FINA and BUAD you created in Exercise 1. Follow these steps to complete the process.

Step	Action
1	Access the Schedule Cross List Definition Form (SSAXLST).
2	Create a new cross list identifier by typing a two-digit code in the Cross List Group Identifier field. <u>Warning:</u> Do not use the same code, someone else in the room could possibly choose your initials.
3	Perform a Next Block function.
4	Set the maximum enrollment number for the cross-list in the Maximum Enrollment field.
5	Perform a Next Block function.
6	Enter the two CRN numbers you created in Exercise 1 for the FINA and BUAD courses.
7	Click the Save icon.
8	Click the Exit icon.

Procedure: Exercise 3

Verify that the cross-list identifier exists. Follow these steps to complete the process.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Choose either the FINA or BUAD course you created.
3	Perform a Next Block function. <u>Result:</u> You will see that your cross-list identifier is now in the appropriate Cross-List field.



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section

◀ [Jump to TOC](#)

Introduction

The Open Learning Registration feature provides learners with the ability to register for a class based on start/end dates rather than a term. This open learning approach is optional and works with Banner Student's registration processing for enrollment and administrative purposes.

In the Schedule module, this enhancement allows you to

- run reports using date ranges in place of a term
- establish decentralized section level processing rules for registration, extensions, and refunding based on the individual learner versus the entire class
- expand your fee assessment options using user-defined units (in addition to flat and per credit fees) and registration processing units
- use free-form text to store information for class requirements and display URLs for Web-based courses so students can make informed decisions when selecting the class that best suits their needs
- specify section-specific dates when registration is accepted outside of the current parts-of-term defined on SOATERM
- define instructional methods for courses
- specify the duration of the course for the course and section levels to determine the expected registration completion date for the learner.

As with creating traditional course sections, the Schedule Form (SSASECT) is used when setting up an open learning section.

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog.



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section (Continued)

◀ Jump to TOC

Banner form

Schedule SSASECT 7.3

Term: 200710 CRN: ADD

Section Details

Subject: CEU Indicator: ☐

Course Number: Title: Credit Hours:

Section: 0 Cross List: Billing Hours:

Campus: Status: Contact Hours:

Schedule Type: Lecture:

Instructional Method: Lab:

Integration Partner: Other:

Grade Mode: Link Identifier:

Session: Attendance Method:

Special Approval: Weekly Contact Hours:

Duration: Daily Contact Hours:

Part of Term: First Last

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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter the term in the Term field.
3	Enter ADD in the CRN field in the Key block.
4	Perform a Next Block function to access the Section Details block.



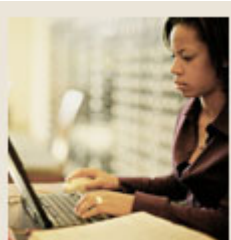
Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
5	<p>Enter all applicable information including the subject code and course Number.</p> <p>Subject: ACCT Number: 2310 Campus: M Status: A Schedule Type: L Instructional Method: NT (should default in) Attendance Accounting Method: P (Positive Attendance Hours)</p> <p><u>Note:</u> The section will inherit the instructional method assigned to the course in catalog when the schedule type is entered or selected. If this association has not been made prior to the creation of the section, you will be required to enter this information for open learning sections.</p>
6	The part-of-term information is not required for open learning courses.
7	Duration and duration units will default. These will be used to calculate the student's expected completion date.
8	The Reg Dates From and To fields will default from SSARULE.
9	<p>Is the rule information that defaulted from the Open Learning Section Default Rules Form (SOAORUL) acceptable?</p> <p>If yes, and the information cannot be overridden, the setup process is complete.</p>
10	<p>Change the maximum number of extensions granted in the Maximum Extensions field, if appropriate.</p> <p><u>Note:</u> This value defaults to zero.</p>
11	<p>Are you using the contact analysis functionality in the Faculty Load module?</p> <p>If yes, set the attendance method in the Attendance Method field to a code defined in Independent Studies if the section will not have regular instructor/learner contact hours. Then the instructor will not be penalized in the daily and weekly hour calculations.</p> <p><u>Note:</u> You can select the Detail button next to the Contact (Hours) field to access lab, lecture, and other hours information. You may find it useful to view these windows.</p>



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
12	<p>Click the Save icon.</p> <p><u>Note:</u> This step is done in order to review/create additional information when applicable.</p> <p><u>Result:</u> A CRN is assigned and replaces the word <i>ADD</i> in the key block.</p>
13	<p>Perform a Next Block function to access the Meeting Time block to record scheduled meeting times.</p> <p><u>Note:</u> If you are defining an open learning section, it is not mandatory to establish contact times in the Meeting Time block. You must have the start and end dates of the section, however. Tab through the dates which will automatically fill in.</p>
14	<p>Is there a face-to-face component or online chat available to students on a regular schedule?</p> <p>If yes, enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually. Enter the meeting type for the purpose of the meeting.</p>
15	Click the Save icon.
16	Perform a Next Block function to access the Instructor block.
17	<p>Assign an instructor or tutor to this section. Define the instructor as the primary instructor.</p> <p><u>Note:</u> Because the section has been defined as open learning, instructor IDs can be entered without the dependency of meeting time records (for open learning classes only).</p>
18	Click the Save icon.
19	Click the Exit icon.



Section C: Day-to-Day Operations

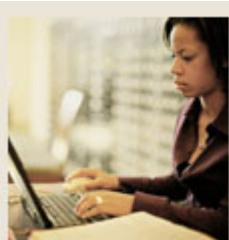
Lesson: Reports and Queries Used in the Class Schedule Module

◀ [Jump to TOC](#)

Available query forms and delivered reports

These queries and reports are used frequently in the Class Schedule Module.

Form Description	Banner Name
Term Roll Process	SSRROLL
Class Schedule Report	SSRSECT
Scheduled Section Tally Report	SSRTALY
Schedule Purge Process	SSPSCHD
Section Level Fee Mass Population Process	SSPMFEE
Schedule Open Learning Rule Default Process	SSPRDEF
Recalculate Academic Calendar Dates Process	SVPACAD



Section C: Day-to-Day Operations

Lesson: Term Roll Process

◀ Jump to TOC

Purpose

The Term Roll Process (SSRROLL) is used to roll sections of one term to another term. Using this process will copy one term's schedule to a new term that has NO schedule information built. It will not copy information that has been changed in catalog after the term schedule has been created.

Banner process

Process Submission Controls GJAPCTL 7.3

Process: SSRROLL Term Roll Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Term	
02	From Term	
03	To Term	
04	Run Mode (A=Audit, U=Update)	A
05	Roll Meeting Time	Y
06	Roll Instructors	Y
07	Roll CRNs (Y=Roll, N=Oneup)	Y
08	Roll Links	Y

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term code to be used in report headings.

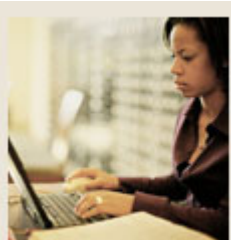
Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Procedure

Follow these steps to run the Term Roll Process.

Step	Action
1	Access the Term Roll Process (SSRROLL).
2	Select the Next Block function.
3	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Perform a Next Block function.



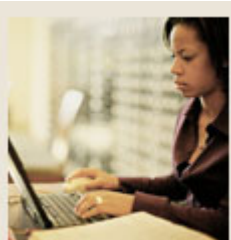
Section C: Day-to-Day Operations

Lesson: Term Roll Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																																																
5	Enter the values for the parameters as follows.																																																
	<table> <tr> <th>Parameter</th><th>Value</th></tr> <tr> <td>01: Report Term.</td><td>Enter the term code to be used in report headings.</td></tr> <tr> <td>02: From Term.</td><td>Enter the term code from which the data section is to be rolled.</td></tr> <tr> <td>03: To Term.</td><td>Enter the term code to which the data section is to be rolled.</td></tr> <tr> <td>04: Run Mode.</td><td>Enter and A (audit) or U (update).</td></tr> <tr> <td>05: Roll Meeting Time</td><td>Enter the Y to roll section meeting times, otherwise enter N.</td></tr> <tr> <td>06: Roll Instructors</td><td>Enter the Y to roll section instructors, otherwise enter N.</td></tr> <tr> <td>07: Roll CRNs</td><td>Enter the Y to roll CRN numbers or N to create system-generated numbers.</td></tr> <tr> <td>08: Roll Links</td><td>Enter the Y to roll section links, otherwise enter N.</td></tr> <tr> <td>09: Roll Corequisites</td><td>Enter Y to roll section corequisites, otherwise enter N.</td></tr> <tr> <td>10: Roll Fees</td><td>Enter Y to roll section fees, otherwise enter N.</td></tr> <tr> <td>11: Roll Attributes</td><td>Enter Y to roll section attributes, otherwise enter N.</td></tr> <tr> <td>12: Roll Text</td><td>Enter Y to roll section text, otherwise enter N.</td></tr> <tr> <td>13: Roll Restrictions</td><td>Enter Y to roll class restrictions, otherwise enter N.</td></tr> <tr> <td>14: College Restrictions</td><td>Enter Y to roll college restrictions, otherwise enter N.</td></tr> <tr> <td>15: Major Restrictions</td><td>Enter Y to roll major restrictions, otherwise enter N.</td></tr> <tr> <td>16: Roll Level Restrictions</td><td>Enter Y to roll level restrictions, otherwise enter N.</td></tr> <tr> <td>17: Roll Reserved Seats</td><td>Enter Y to roll reserved seats, otherwise enter N.</td></tr> <tr> <td>18: Roll Cross List Data</td><td>Enter Y to roll cross list data, otherwise enter N.</td></tr> <tr> <td>19: Roll Campus Restrictions</td><td>Enter Y to roll campus restrictions, otherwise enter N.</td></tr> <tr> <td>20: Roll Contract Information</td><td>Enter Y to roll contract information, otherwise enter N.</td></tr> <tr> <td>21: Roll Schedule Override Information</td><td>Enter Y to roll schedule override information, otherwise enter N.</td></tr> <tr> <td>22: Roll Test Restricts and Pre-reqs</td><td>Enter Y to roll test score restrictions and prerequisites, otherwise enter N.</td></tr> <tr> <td>23: Roll Schedule Evaluation</td><td>Enter Y to roll schedule evaluation, otherwise enter N.</td></tr> </table>	Parameter	Value	01: Report Term.	Enter the term code to be used in report headings.	02: From Term.	Enter the term code from which the data section is to be rolled.	03: To Term.	Enter the term code to which the data section is to be rolled.	04: Run Mode.	Enter and A (audit) or U (update).	05: Roll Meeting Time	Enter the Y to roll section meeting times, otherwise enter N.	06: Roll Instructors	Enter the Y to roll section instructors, otherwise enter N.	07: Roll CRNs	Enter the Y to roll CRN numbers or N to create system-generated numbers.	08: Roll Links	Enter the Y to roll section links, otherwise enter N.	09: Roll Corequisites	Enter Y to roll section corequisites, otherwise enter N.	10: Roll Fees	Enter Y to roll section fees, otherwise enter N.	11: Roll Attributes	Enter Y to roll section attributes, otherwise enter N.	12: Roll Text	Enter Y to roll section text, otherwise enter N.	13: Roll Restrictions	Enter Y to roll class restrictions, otherwise enter N.	14: College Restrictions	Enter Y to roll college restrictions, otherwise enter N.	15: Major Restrictions	Enter Y to roll major restrictions, otherwise enter N.	16: Roll Level Restrictions	Enter Y to roll level restrictions, otherwise enter N.	17: Roll Reserved Seats	Enter Y to roll reserved seats, otherwise enter N.	18: Roll Cross List Data	Enter Y to roll cross list data, otherwise enter N.	19: Roll Campus Restrictions	Enter Y to roll campus restrictions, otherwise enter N.	20: Roll Contract Information	Enter Y to roll contract information, otherwise enter N.	21: Roll Schedule Override Information	Enter Y to roll schedule override information, otherwise enter N.	22: Roll Test Restricts and Pre-reqs	Enter Y to roll test score restrictions and prerequisites, otherwise enter N.	23: Roll Schedule Evaluation	Enter Y to roll schedule evaluation, otherwise enter N.
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08: Roll Links	Enter the Y to roll section links, otherwise enter N.																																																
09: Roll Corequisites	Enter Y to roll section corequisites, otherwise enter N.																																																
10: Roll Fees	Enter Y to roll section fees, otherwise enter N.																																																
11: Roll Attributes	Enter Y to roll section attributes, otherwise enter N.																																																
12: Roll Text	Enter Y to roll section text, otherwise enter N.																																																
13: Roll Restrictions	Enter Y to roll class restrictions, otherwise enter N.																																																
14: College Restrictions	Enter Y to roll college restrictions, otherwise enter N.																																																
15: Major Restrictions	Enter Y to roll major restrictions, otherwise enter N.																																																
16: Roll Level Restrictions	Enter Y to roll level restrictions, otherwise enter N.																																																
17: Roll Reserved Seats	Enter Y to roll reserved seats, otherwise enter N.																																																
18: Roll Cross List Data	Enter Y to roll cross list data, otherwise enter N.																																																
19: Roll Campus Restrictions	Enter Y to roll campus restrictions, otherwise enter N.																																																
20: Roll Contract Information	Enter Y to roll contract information, otherwise enter N.																																																
21: Roll Schedule Override Information	Enter Y to roll schedule override information, otherwise enter N.																																																
22: Roll Test Restricts and Pre-reqs	Enter Y to roll test score restrictions and prerequisites, otherwise enter N.																																																
23: Roll Schedule Evaluation	Enter Y to roll schedule evaluation, otherwise enter N.																																																



Section C: Day-to-Day Operations

Lesson: Term Roll Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Continue entering parameter values.
24: Roll Block Schedule Codes	Enter <i>Y</i> to roll block schedule codes, otherwise enter <i>N</i> .
25: Roll CAPP Area Prerequisites	Enter <i>Y</i> to roll CAPP area prerequisite rules, otherwise enter <i>N</i> .
26: Roll Degree Restrictions	Enter <i>Y</i> to roll Degree restrictions, otherwise enter.
27: Roll Program Restrictions	Enter <i>Y</i> to roll Program restrictions, otherwise enter <i>N</i> .
28: Roll Gradable Components	Enter <i>Y</i> to roll Gradable components, otherwise enter <i>N</i> .
29: Roll Partition Codes	Enter <i>Y</i> to roll partitions, otherwise enter <i>N</i> .
30: Roll Room Attributes	Enter <i>Y</i> to roll cross room definitions, otherwise enter <i>N</i> .
31: Roll CRN Scheduler Status Codes	Enter <i>Y</i> to roll CRN scheduler status codes, otherwise enter <i>N</i> .
32: Roll Meeting Time Part Pref	Enter <i>Y</i> to roll Meeting time Partition preferences, otherwise enter <i>N</i> .
33: Roll Meeting Time Room Attrib	Enter <i>Y</i> to roll Meeting time room attribute preferences, otherwise enter <i>N</i> .
34: Roll Sub-Components	Enter <i>Y</i> to roll Gradable sub-components, otherwise enter <i>N</i> .
35: Roll Section Syllabus	Enter <i>Y</i> to roll section syllabus, otherwise enter <i>N</i> .
36: Create Section Rules	Enter <i>R</i> to roll existing rules, <i>D</i> to Default rules, otherwise enter <i>N</i> .
37: Roll by Part of Term (%=all)	Enter part of term to roll, otherwise enter <i>N</i> . <u>Note:</u> This is only applicable if Part of Term has been defined.
7	Perform a Next Block function to access the Submission block.
8	Save the parameter set, if desired.
9	Click the Save icon to execute the report.
10	Select Review Output on the <u>Options</u> menu to review the file.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Class Schedule Report

◀ Jump to TOC

Purpose

The Class Schedule Report (SSRSECT) is used to print the schedule of classes for a term.

Banner report

Process Submission Controls GJAPCTL 7.3

Process: SSRSECT Class Schedule Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Schedule Term	
02	Part-of-term (% for all)	
03	Order 1-Subj, 2-Coll,Div,Dept	
04	Campus (% for all)	
05	Course Status (% for all)	
06	Use Scheduler Results	N
07	Schedule Type (% for all)	%
08	Instructional Method (%=all)	%

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

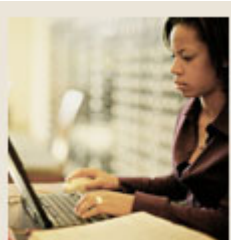
Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Procedure

Follow these steps to run the Class Schedule Report.

Step	Action
1	Access the Class Schedule Report (SSRSECT).
2	Select the Next Block function.
3	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Perform a Next Block function.



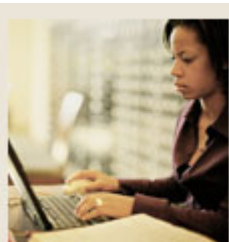
Section C: Day-to-Day Operations

Lesson: (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action														
5	Enter the term in the Value field for Parameter 01: Schedule Term.														
6	Enter a part of term value in the Value field for Parameter 02: Part-of-term.														
7	Enter a value in the Value field for Parameter 03: Order-1-Subj.														
8	Enter a campus in the Value field for Parameter 04: Campus.														
	<table><tr><th>Parameter</th><th>Value</th></tr><tr><td>05: Course Status</td><td>Enter a course status.</td></tr><tr><td>06: Use Scheduler Results.</td><td>Enter <i>Y</i> to use the Scheduler Work Data in place of Schedule Data.</td></tr><tr><td>07: Schedule Type</td><td>Enter a schedule type.</td></tr><tr><td>08: Instructional Method</td><td>Enter the instructional method.</td></tr><tr><td>09: Print Long Course Title</td><td>Enter <i>Y</i> to print the Long Course Title.</td></tr><tr><td>10: Print Long Section Title</td><td>Enter <i>Y</i> to print the Long Section Title.</td></tr></table>	Parameter	Value	05: Course Status	Enter a course status.	06: Use Scheduler Results.	Enter <i>Y</i> to use the Scheduler Work Data in place of Schedule Data.	07: Schedule Type	Enter a schedule type.	08: Instructional Method	Enter the instructional method.	09: Print Long Course Title	Enter <i>Y</i> to print the Long Course Title.	10: Print Long Section Title	Enter <i>Y</i> to print the Long Section Title.
Parameter	Value														
05: Course Status	Enter a course status.														
06: Use Scheduler Results.	Enter <i>Y</i> to use the Scheduler Work Data in place of Schedule Data.														
07: Schedule Type	Enter a schedule type.														
08: Instructional Method	Enter the instructional method.														
09: Print Long Course Title	Enter <i>Y</i> to print the Long Course Title.														
10: Print Long Section Title	Enter <i>Y</i> to print the Long Section Title.														
9	Perform a Next Block function to access the Submission block.														
10	Save the parameter set, if desired.														
11	Click the Save icon to execute the report.														
12	Select Review Output on the <u>Options</u> menu to review the file.														
13	Click the Exit icon.														



Section C: Day-to-Day Operations

Lesson: Scheduled Section Tally Report

◀ Jump to TOC

Purpose

The Scheduled Section Tally Report (SSRTALY) is used to list all the sections for a term, with enrollment counts and seats remaining.

Banner report

Process Submission Controls GJAPCTL 7.3

Process: Scheduled Section Tally Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	Part-of-term (% for all)	
03	Order of Report (VALUES 1,2,3)	
04	Campus	
05	Instructional Method	
06	Print Long Course Title	N
07	Print Long Section Title	N

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term for which you want the scheduled sections to be printed.

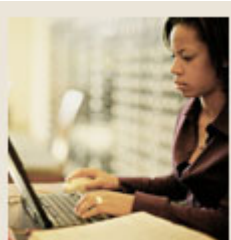
Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Procedure

Follow these steps to run the Scheduled Section Tally Report.

Step	Action
1	Access the Scheduled Section Tally Report (SSRTALY).
2	Select the Next Block function.
3	Enter the desired printer name in the Printer field. <i>Note:</i> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Select the Next Block function.



Section C: Day-to-Day Operations

Lesson: Scheduled Section Tally Report (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																
5	Enter the parameter values.																
	<table> <tr> <th>Parameter</th><th>Value</th></tr> <tr> <td>01: Term.</td><td>Enter the term</td></tr> <tr> <td>02: Part-of-term</td><td>Enter a part of term value.</td></tr> <tr> <td>03: Order of Report</td><td>Enter 1, 2, or 3.</td></tr> <tr> <td>04: Campus</td><td>Enter the.</td></tr> <tr> <td>05: Instructional Method</td><td>Enter the instructional method.</td></tr> <tr> <td>06: Print Long Course Title</td><td>Enter Y to print the Long Course Title.</td></tr> <tr> <td>07: Print Long Section Title</td><td>Enter Y to print the Long Section Title.</td></tr> </table>	Parameter	Value	01: Term.	Enter the term	02: Part-of-term	Enter a part of term value.	03: Order of Report	Enter 1, 2, or 3.	04: Campus	Enter the.	05: Instructional Method	Enter the instructional method.	06: Print Long Course Title	Enter Y to print the Long Course Title.	07: Print Long Section Title	Enter Y to print the Long Section Title.
Parameter	Value																
01: Term.	Enter the term																
02: Part-of-term	Enter a part of term value.																
03: Order of Report	Enter 1, 2, or 3.																
04: Campus	Enter the.																
05: Instructional Method	Enter the instructional method.																
06: Print Long Course Title	Enter Y to print the Long Course Title.																
07: Print Long Section Title	Enter Y to print the Long Section Title.																
6	Perform a Next Block function to access the Submission block.																
7	Save the parameter set, if desired.																
8	Click the Save icon to execute the report.																
9	Select Review Output on the <u>Options</u> menu to review the file.																
10	Click the Exit icon.																



Section C: Day-to-Day Operations

Lesson: Recalculate Academic Calendar Process

◀ Jump to TOC

Purpose

The Recalculate Academic Calendar Process (SVPACAD) is used to recalculate census and add/drop dates based on the Section Academic Calendar Rules (SSAACRL/SSAACCL)..

Banner report

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.4 (SEED-VR9)

Process: SVPACAD Recalc Academic Calendar C3SC Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	200713
02	Part of Term	
03	Academic Calendar Type	
04	Sort By	1
05	Run Mode (A=Audit, U=Update)	A

Procedure

Follow these steps to run the Recalculate Academic Calendar Dates Process.

Step	Action
1	Access the Recalculate Academic Calendar Dates Process (SVPACAD)
2	Select the Next Block function.
3	Enter the desired printer name in the Printer field. <i>Note:</i> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Select the Next Block function.



Section C: Day-to-Day Operations

Lesson: Recalculate Academic Calendar Process (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action												
5	Enter the parameter values.												
	<table><tr><th>Parameter</th><th>Value</th></tr><tr><td>01: Term.</td><td>Enter the term</td></tr><tr><td>02: Part-of-term</td><td>Enter a part of term value.</td></tr><tr><td>03: Academic Calendar Type</td><td>Enter the Calendar Type value.</td></tr><tr><td>04: Sort By</td><td>Enter 1, 2 or 3.</td></tr><tr><td>05: Run Mode</td><td>Enter A or U</td></tr></table>	Parameter	Value	01: Term.	Enter the term	02: Part-of-term	Enter a part of term value.	03: Academic Calendar Type	Enter the Calendar Type value.	04: Sort By	Enter 1, 2 or 3.	05: Run Mode	Enter A or U
Parameter	Value												
01: Term.	Enter the term												
02: Part-of-term	Enter a part of term value.												
03: Academic Calendar Type	Enter the Calendar Type value.												
04: Sort By	Enter 1, 2 or 3.												
05: Run Mode	Enter A or U												
6	Perform a Next Block function to access the Submission block.												
7	Save the parameter set, if desired.												
8	Click the Save icon to execute the report.												
9	Select Review Output on the <u>Options</u> menu to review the file.												
10	Click the Exit icon.												



Section C: Day-to-Day Operations

Lesson: Schedule Purge

◀ Jump to TOC

Purpose

The Schedule Purge Process (SSPSCHD) is used to purge the class schedule information based on term. Schedule information will not be deleted if outstanding registration information exists for the term. It is recommended that the Registration Purge (SFPREGS) be run prior to running SSPSCHD. A new summary section history record is created in the table SCRSECT. Columns in this table include: Subject Code, Course Number, Campus, Schedule Type, Term, Number of Sections Offered, Total Enrollment, Total Census Enrollment, and Activity Date. This history record will allow institutions to review the historical course section information in summary format.

Banner process

Process Submission Controls GJAPCTL 7.3

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

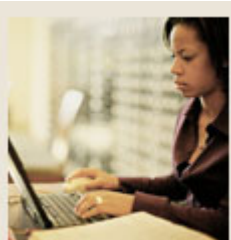
Parameter Values

Number	Parameters	Values
01	Process Term	<input type="text"/>
02	Run Mode	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Purge for all terms less than or equal process term with no regs.

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit



Section C: Day-to-Day Operations

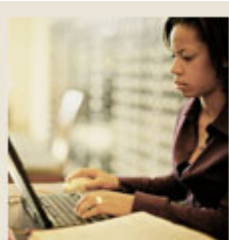
Lesson: Schedule Purge (Continued)

◀ Jump to TOC

Procedure

Follow these steps to run the Schedule Purge Process (SSPSCHD).

Step	Action
1	Access the Schedule Purge Process (SSPSCHD).
2	Select the Next Block function.
3	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Select the Next Block function.
3	Enter the term in the Value field for Parameter 01: Process Term.
4	Enter the run mode in the Value field for Parameter 02: Run Mode.
5	Perform a Next Block function to access the Submission block.
6	Save the parameter set, if desired.
7	Click the Save icon to execute the report.
8	Select Review Output on the <u>Options</u> menu to review the file.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Section Level Fee Mass Population Process

◀ Jump to TOC

Purpose

The Section Level Fee Mass Population Process (SSPMFEE) is used to examine the section characteristics defined in SSARULE to determine the appropriate sections fees based on the characteristics, and insert the appropriate records in the SSRFEES table.

Banner process

Process Submission Controls GIAPCTL 7.3

Process: SSPMFEE Section Level Mass Fee Populat Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	Run Mode	A

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term code; enter term to be examined for missing section level fees

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit



Section C: Day-to-Day Operations

Lesson: Section Level Fee Mass Population Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to run the Section Level Fee Mass Population Process (SSPMFEE).

Step	Action
1	Access the Section Level Fee Mass Population Process (SSPMFEE).
2	Select the Next Block function.
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Select the Next Block function.
3	Enter the term in the Value field for Parameter 01: Term.
4	Enter the run mode in the Value field for Parameter 02: Run Mode.
5	Perform a Next Block function to access the Submission block.
6	Save the parameter set, if desired.
7	Click the Save icon to execute the report.
8	Select Review Output on the <u>Options</u> menu to review the file.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Schedule Open Learning Rule Default Process

◀ Jump to TOC

Purpose

The Schedule Open Learning Rule Default Process (SSPRDEF) is used to default open learning rules for sections where the rules have been established after the sections were created. Open learning schedule records are only updated by this process when no existing rules have been defined in the SSRRSTS, SSRRFND, and SSREXTN tables.

Banner process

Process Submission Controls GJAPCTL 7.3

Process: Schedule Rule Default Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

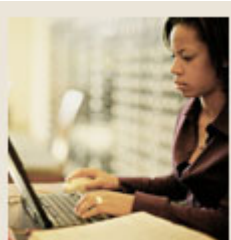
Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Term code"/>	<input type="text"/>
<input type="text" value="02"/>	<input type="text" value="Run Mode"/>	<input type="text" value="A"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term code; the term to be examines for missing section level rules

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit



Section C: Day-to-Day Operations

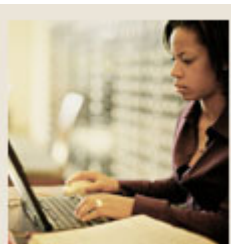
Lesson: Schedule Open Learning Rule Default Process (Continued)

◀ Jump to TOC

Procedure

Follow these steps to run the Schedule Open Learning Rule Default Process (SSPRDEF).

Step	Action
1	Access the Schedule Open Learning Rule Default Process (SSPRDEF).
2	Select the Next Block function.
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to allow on-line viewing of the file and to enable the saving of the report to a shared folder on a designated network drive.
4	Select the Next Block function.
3	Enter the term in the Value field for Parameter 01: Term code.
4	Enter the run mode in the Value field for Parameter 02: Run Mode.
5	Perform a Next Block function to access the Submission block.
6	Save the parameter set, if desired.
7	Click the Save icon to execute the report.
8	Select Review Output on the <u>Options</u> menu to review the file.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Summary

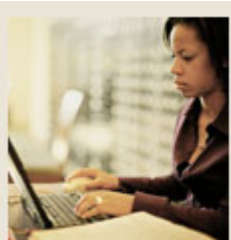
◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- built and changed traditional and open learning course sections
- included this with the web training materials
- assigned a meeting time, room, and instructor
- linked and cross-listed course sections
- created blocks
- used reports and queries related to the Class Schedule module.

The appropriate personnel are now ready to build the sections and build the schedule for your institution.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Which form is used to schedule a course section for a term?

Which field do you double-click in to access a list of existing courses?

Question 2

Which form is used to assign a meeting time, location, and an instructor to a course section that was scheduled?

Which option is selected to access the Meeting Time window?

Question 3

Which form is used to search for a faculty member to assign as an instructor for this scheduled course section?

Question 4

Which form do you access to reserve seats for this course?

Which option do you have to select to access the Reserved Seating window?

Question 5

Which form is used to view prerequisites that were entered on the Catalog level?

These prerequisites will default to what level?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 6

Prerequisites can be defined on the Section Test Score and Pre-requisite Restrictions window as well as on the catalog level.

True or False

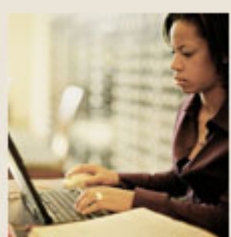
Question 7

Which form is used to create multiple sections of a course?

When performing a Rollback function to create an additional section, what will remain the same?

Question 8

What is the benefit of linking sections?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

Which form is used to schedule a course section for a term?

The Schedule Form (SSASECT).

Which field do you double-click in to access a list of existing courses?

The Subject field.

Question 2

Which form is used to assign a meeting time, location, and an instructor to a course section that was scheduled?

The Schedule Form (SSASECT).

Which option is selected to access the Meeting Time window?

The Scheduled Meeting Times option.

Question 3

Which form is used to search for a faculty member to assign as an instructor for this scheduled course section?

The Faculty/Advisory Query Form (SIAIQUERY).

Question 4

Which form do you access to reserve seats for this course?

The Schedule Form (SSASECT).

Which option do you have to select to access the Reserved Seating window?

You must select the Section Enrollment Info option, then click the Detail icon to access the Reserved Seating window.



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ Jump to TOC

Question 5

Which form is used to view prerequisites that were entered on the Catalog level?

The Catalog Pre-requisite and Test Score Restrictions Form (SCAPREQ).

These prerequisites will default to what level?

These prerequisites will default to the Schedule level (SSAPREQ).

Question 6

Prerequisites can be defined on the Section Test Score and Pre-requisite Restrictions window as well as on the catalog level.

True

Question 7

Which form is used to create multiple sections of a course?

The Schedule Form (SSASECT).

When performing a Rollback function to create an additional section, what will remain the same?

The Term will remain the same.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

Section contents

Overview	139
Setup Forms and Where Used	140
Day-to-Day Forms and Setup Needed.....	143
Forms Job Aid	145



Section D: Reference

Lesson: Setup Forms and Where Used

◀ [Jump to TOC](#)

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

One-time setup forms

These validation forms are needed for Class Schedule; however, they are generally a one-time setup for the system.

Form Name	Code
Academic Calendar Type Validation	STVACCL
Day Attribute One Validation	STVATRA
Day Attribute Two - Five Validation	STVATRB – STVATRE
Institutional Type of Day Validation	STVDAYT
Department Code Validation	STVDEPT
Division Code Validation	STVDIVS
Evaluation Question Code Validation	STVEVAL
Taxonomy of Program Code Validation	STVTOPS
Term Control	SOATERM
Setting Up A Term	SOATERM
Open Learning Section Default Rules	SOAORUL
Schedule Processing Rules	SSARULE



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup forms

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Attendance Accounting Method Validation	STVACCT	Schedule	SSASECT
Attribute Validation	STVATTR	Schedule Detail	SSADETL
Block Code Validation	STVBLCK	Schedule Detail Block Schedule Control General Student	SSADETL SSABLCK SGASTDN
Building Code Validation	STVBLDG	Schedule	SSASECT
Campus Code Validation	STVCAMP	Schedule Schedule Detail General Student	SSASECT SSADETL SGASTDN
Class Code Validation	STVCLAS	Schedule	SSASECT
College Code Validation	STVCOLL	Schedule Detail General Student	SSADETL SGASTDN
Course Status Code Validation	STVCSTA	Schedule	SSASECT
Day of Week Validation	STVDAYS	Schedule	SSASECT
Grading Mode Code Validation	STVGMOD	Schedule Block Schedule Control	SSASECT SSABLCK
Level Code Validation	STVLEVL	Schedule Detail Schedule	SSADETL SSASECT
Major, Minor, Concentration Code Validation	STVMAJR	General Student Schedule	SGASTDN SSASECT
Meeting Time Code Validation	STVMEET	Schedule	SSASECT
Part of Term Code Validation	STVPTRM	Schedule Block Schedule Control	SSASECT SSABLCK
Room Status Codes	STVRMST	Schedule	SSASECT
Course Registration Status Code Validation	STVRSTS	Block Schedule Control	SSABLCK
Special Approval Code Validation	STVSAPR	Schedule Block Schedule Control	SSASECT SSABLCK
Schedule Contract Code Validation	STVSCCD	Schedule Detail	SSADETL
Schedule Type Code Validation	STVSCHD	Schedule Detail	SSADETL
Session Code Validation	STVSESS	Schedule	SSASECT



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

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Setup forms, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Section Status Code Validation	STVSSTS	Schedule	SSASECT
Subject Code Validation	STVSUBJ	Schedule Schedule Pre-requisite and Test Score Restrictions Schedule Detail Block Schedule Control	SSASECT SSAPREQ SSADETL SSABLCK
Term Code Validation	STVTERM	Schedule Schedule Pre-requisite and Test Score Restrictions Schedule Detail Block Schedule Control General Student	SSASECT SSAPREQ SSADETL SSABLCK SGASTDN
Test Code Validation	STVTESC	Schedule Pre-requisite and Test Score Restrictions	SSAPREQ
Instructional Method Validation Form	GTVINSM	Schedule Schedule Detail	SSASECT SSADETL
Duration Unit Validation Form	GTVDUNT		
Meeting Type Validation	GTVMTYP	Schedule	SSASECT



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

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Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Schedule (SSASECT)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Subject Code Validation (STVSUBJ) • Campus Code Validation (STVCAMP) • Section Status Code Validation (STVSSTS) • Instructional Method Validation (GTVINSM) • Grading Mode Code Validation (STVGMOD) • Session Validation (STVSESS) • Special Approval Validation (STVSAPR) • Attendance Accounting Method Code Validation (STVACCT) • Meeting Time Code Validation (STVMEET) • Meeting Type Validation (GTVMTYP) • Scheduling Status Code Validation (GTVSCHS) • Building/Room Attributes (STVRDEF)
Schedule Pre-requisite and Test Score Restrictions (SSAPREQ)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Test Code Validation (STVTESC) • Subject Code Validation (STVSUBJ) • Grade Code Maintenance (SHAGRDE) • Area Library (SMAALIB)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

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Guide, continued

Day-to-Day Form	Setup Forms Needed
Schedule Detail (SSADETL)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Subject Code Validation (STVSUBJ) • Level Code Validation (STVLEVL) • Detail Code Control (TSADETC) • Section Fee Assessment Control (SSADFEE) • College Code Validation (STVCOLL) • Campus Code Validation (STVCAMP) • Schedule Type Code Validation (STVSCHD) • Instructional Method Validation (GTVINSM) • Degree Program Attribute Validation (STVATTR) • Schedule Contract Code Validation (STVSCCD) • Block Code Validation (STVBLCK)
Block Schedule Control (SSABLCK)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Block Code Validation (STVBLCK) • Subject Code Validation (STVSUBJ) • Grading Mode Code Validation (STVGMOD)
General Student (SGASTDN)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Campus Code Validation (STVCAMP) • College Code Validation (STVCOLL) • Block Code Validation (STVBLCK) • Major, Minor, Concentration Code Validation (STVMAJR) • Class Code Validation (STVCLAS) • Level Code Validation (STVLEVL)
Day-to-Day Form	Setup Forms Needed
Schedule Cross List Definition (SSAXLST)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Block Code Validation (STVBLCK) • Part of Term Code Validation (STVPTRM) • Campus Code Validation (STVCAMP)



Section D: Reference

Lesson: Forms Job Aid

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Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
Validation Forms		
STVACCL	Academic Calendar Type Validation	
STVACCT	Attendance Accounting Method Validation	
STVATRA	Day Attribute One Validation	
STVATRB - STVATRE	Day Attribute Two - Five Validation	
STVATTR	Attribute Validation	
STVBLCK	Block Code Validation	
STVBLDG	Building Code Validation	
STVCAMP	Campus Code Validation	
STVCLAS	Class Code Validation	
STVCOLL	College Code Validation	
STVCSTA	Course Status Code Validation	
STVDAYS	Day of Week Validation	
STVDAYT	Institutional Type of Day Validation	
STVDEPT	Department Code Validation	
STVDIVS	Division Code Validation	
STVEVAL	Evaluation Question Code Validation	
STVFCNT	Faculty Contract Type Code Validation	
STVFCST	Faculty Status Code Validation	
STVGMOD	Grading Mode Code Validation	
STVLEVL	Level Code Validation	
STVMAJR	Major, Minor, Concentration Code Validation	
STVMEET	Meeting Time Code Validation	
STVPTRM	Part of Term Code Validation	
STVRMST	Room Status Codes	
STVRSTS	Course Registration Status Code Validation	
STVSAPR	Special Approval Code Validation	
STVSCCD	Schedule Contract Code Validation	
STVSCHD	Schedule Type Code Validation	



Section D: Reference

Lesson: Forms Job Aid (Continued)

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Guide, continued

Form Name	Form Description	Owner
Validation Forms		
STVSESS	Session Code Validation	
STVSSTS	Section Status Code Validation	
STVSUBJ	Subject Code Validation	
STVTERM	Term Code Validation	
STVTESC	Test Code Validation	
STVTOPS	Taxonomy of Program Code Validation	
GTVINSM	Instructional Method Validation Form	
GTVDUNT	Duration Unit Validation Form	
GTVMTYP	Meeting Type Validation	
Rules Forms		
SOATERM	Term Control	
SOATERM	Setting Up A Term	
SSAACRL	Schedule Academic Calendar Rules	
SOAORUL	Open Learning Section Default Rules	
SSARULE	Schedule Processing Rules	
Day-to-Day Forms		
SSASECT	Schedule	
SSAACCL	Schedule Calendar Form	
SSAPREQ	Schedule Pre-requisite and Test Score Restrictions	
SSADETL	Schedule Detail	
SSABLCK	Block Schedule Control	
SGASTDN	General Student	
SSAXLST	Schedule Cross List Definition	
Reports and Processes		
SSRROLL	Term Roll Process	
SSRSECT	Class Schedule Report	
SSRTALY	Scheduled Section Tally Report	
SSPSCHD	Schedule Purge	
SSPMFEE	Section Level Fee Mass Population Process	
SSPRDEF	Schedule Open Learning Rule Default Process	



Release Date

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This workbook was last updated on 1/15/2009.