

Banner Student Class Schedule Training Workbook

Release 8.0 - April 2008

Updated 4/30/2008



SUNGARD HIGHER EDUCATION

What can we help you achieve?

SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America
(800) 522 - 4827

Customer Support Center website
<http://connect.sungardhe.com>

Distribution Services e-mail address
distserv@sungardhe.com

Other services

In preparing and providing this publication, SunGard Higher Education is not rendering legal, accounting, or other similar professional services. SunGard Higher Education makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

Trademark

Without limitation, SunGard, the SunGard logo, Banner, Campus Pipeline, Luminis, PowerCAMPUS, Matrix, and Plus are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. Third-party names and marks referenced herein are trademarks or registered trademarks of their respective owners.

Revision History Log

Publication Date	Summary
-------------------------	----------------

April 2008	New version that supports Banner 8 software.
------------	--

Notice of rights

Copyright © SunGard Higher Education 2008. This document is proprietary and confidential information of SunGard Higher Education Inc. and is not to be copied, reproduced, lent, displayed or distributed, nor used for any purpose other than that for which it is specifically provided without the express written permission of SunGard Higher Education Inc.



Think before you print.

Table of Contents

Introduction	5
Process Introduction	6
Set Up	7
Validation Forms Needed for the Class Schedule Module	8
Academic Calendar Type Validation	11
Attendance Accounting Method Validation Form	12
Course Attribute Validation	16
Block Code Validation	17
Building Code Validation	18
Campus Code Validation	20
Class Code Validation	21
College Code Validation	23
Course Status Code Validation	25
Day of Week Validation	26
Institutional Type of Day Validation	28
Department Code Validation	30
Division Code Validation	32
Evaluation Question Code Validation	33
Faculty Contract Type Code Validation	35
Faculty Status Code Validation	37
Grading Mode Code Validation	39
Level Code Validation	41
Major, Minor, Concentration Code Validation	43
Meeting Time Codes	45
Part of Term Code Validation	47
Room Status Codes	49
Course Registration Status Code Validation	51
Special Approval Code Validation	54
Schedule Contract Code Validation	55
Schedule Type Code Validation	56
Session Code Validation	58
Section Status Code Validation	59
Subject Code Validation	60
Term Code Validation	62
Test Code Validation	64
Taxonomy of Program Code Validation	66
Instructional Method Validation Form	68
Duration Unit Validation Form	70
Meeting Type Validation	71
Detail Code Control	73
Degree Code Validation	74
Student Type Code Validation	76
Student Fee Assessment Code Validation	78
Program Definition Maintenance	80
Rules Forms Needed for the Class Schedule Module	81
Term Control	82

Open Learning Section Default Rules	85
Schedule Processing Rules	87
Waitlist Automation Section Control Rules	88
Automated Waitlist Term Control	90
Self Check	93
Day-to-Day Operations	95
Process Introduction	96
Scheduling a Section of a Course Using Catalog Defaults	98
Assigning Enrollment Information	100
Reserving Seats	102
Assigning a Meeting Time, Room, and Instructor	104
Creating Multiple Sections of a Course	109
Linking Sections	114
Creating Blocks	117
Entering Block Codes for a Student	119
Cross Listing Sections	121
Creating an Open Learning Section	125
Schedule Labor Distribution	129
Reports and Queries Used in the Class Schedule Module	130
Term Roll Process	131
Class Schedule Report	136
Scheduled Section Tally Report	138
Schedule Purge	140
Section Level Fee Mass Population Process	142
Schedule Open Learning Rule Default Process	144
Available Seats to Zero Process	146
Summary	148
Self Check	149
Answer Key for Self Check	151
Appendix.....	153
Forms Job Aid	154

Introduction



Course 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.

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 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 and perform the necessary set up in Banner

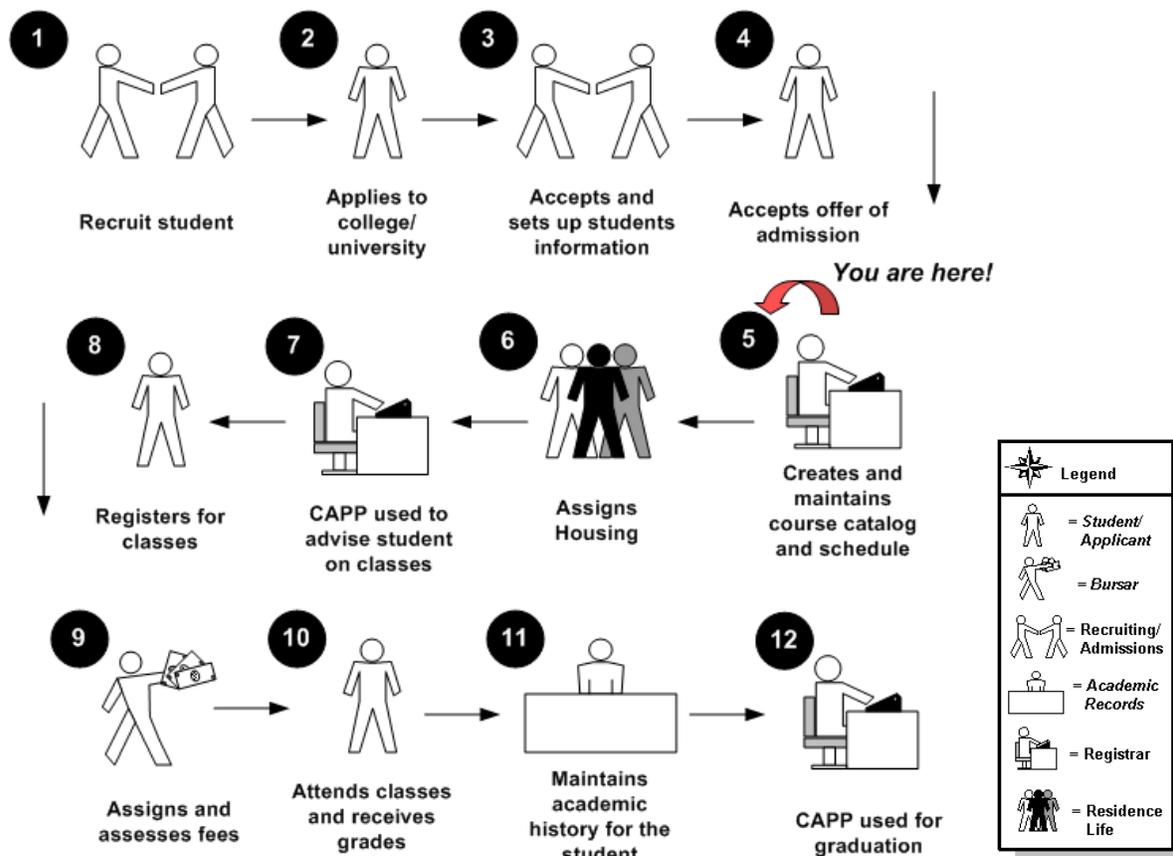
Process Introduction

About the process

Personnel from offices responsible for maintaining schedule information will be able to create term controls, create future term schedules, build and change course 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.



Set Up



Introduction

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

Objectives

In this section you will learn how to create the rules and set parameters used to process the data.

Validation Forms Needed for the Class Schedule Module

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 – Five Validation	STVATRA-STVATRE
Course 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

Form Description	Banner Name
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
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
Detail Code Control	TSADETC
Degree Code Validation	STVDEGC

Form Description	Banner Name
Student Type Validation	STVSTYP
Student Fee Assessment Code Validation	STVRATE
Program Definition Rules	SMAPRLE

Academic Calendar Type Validation

Purpose

The Academic Calendar Type Validation Form (STVACCL) is used to create, update, insert, and delete codes for academic calendar types, such as *Semester*, *Quarter*, *Daily Contact*, *Weekly Contact*, and *Continuing Education*. This form is used by the Schedule Calendar Form (SSAACCL) to validate academic calendar type codes.

Note: You may only create and update these codes from this form.

Banner form

Code	Description	Activity Date
CE	Continuing Education	03-JAN-1995
DC	Daily Contact	03-JAN-1995
EX	Executive Education	03-JAN-1995
QU	Quarter	03-JAN-1995
SE	Semester	03-JAN-1995
TE	Term	03-JAN-1995
WC	Weekly Contact	03-JAN-1995

Steps

Follow these steps to create an academic calendar code.

1. Access the Academic Calendar Type Validation Form (STVACCL).
2. Enter the appropriate value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

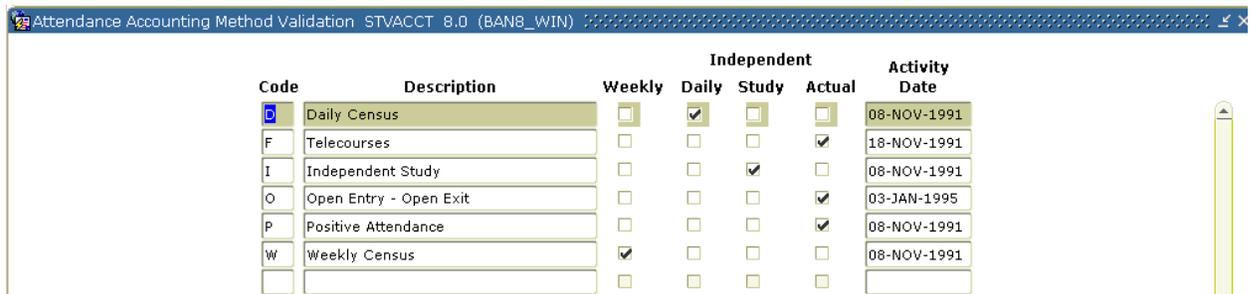
Attendance Accounting Method Validation Form

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 *Telecourses*, *Independent Study*, and *Weekly*.

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

Banner form



Code	Description	Independent				Activity Date
		Weekly	Daily	Study	Actual	
D	Daily Census	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08-NOV-1991
F	Telecourses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18-NOV-1991
I	Independent Study	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-NOV-1991
O	Open Entry - Open Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03-JAN-1995
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"/>	

Steps

Follow these steps to create a code for the attendance accounting method associated with course sections.

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 to indicate that the attendance accounting method is weekly.
5. Click the **Daily** checkbox to indicate that the attendance accounting method is daily.
6. Click the **Independent Study** checkbox to indicate that the attendance accounting method is independent study.
7. Click the **Actual** checkbox to indicate that the attendance accounting method is actual hours.

Note: The **Activity Date** field is for display only.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Day Attribute One through Five Validation

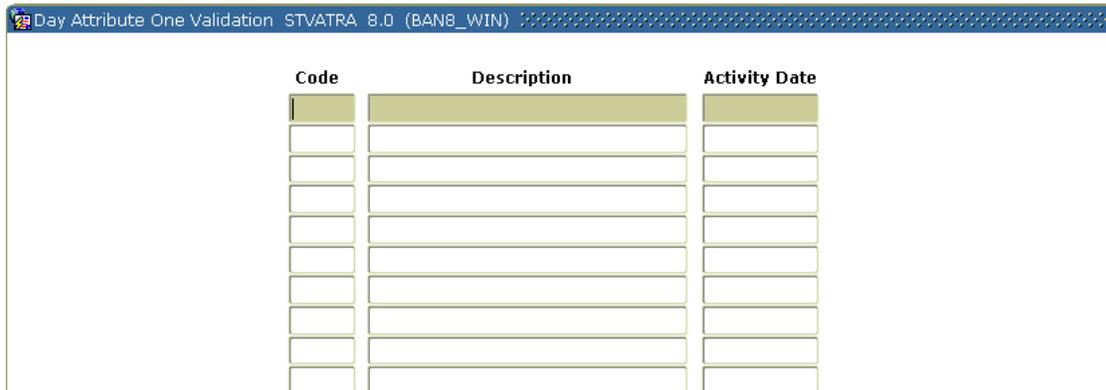
Purpose

The Day Attribute One Validation Form (STVATRA) is one of five forms in the module used to create, update, insert, and delete day attribute codes specific to an organization's needs for state or local reporting, for information required about a day for a particular year on a specific campus. Day Attributes Two through Five work on the same principle, and are defined on validation forms Day Attribute Two (STVATRB) through Day Attribute Five (STVATRE).

You may only create or update values for any *Day Attributes* of the day attribute information on the Calendar Day Information Form (SOACALD) from the corresponding form.

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

Banner form



The screenshot shows a window titled "Day Attribute One Validation STVATRA 8.0 (BAN8_WIN)". The main content area contains a table with three columns: "Code", "Description", and "Activity Date". The table has a header row with a light green background and ten data rows below it. Each data row consists of three empty input fields corresponding to the columns.

Code	Description	Activity Date

Steps

Follow these steps to complete the process.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Course Attribute Validation

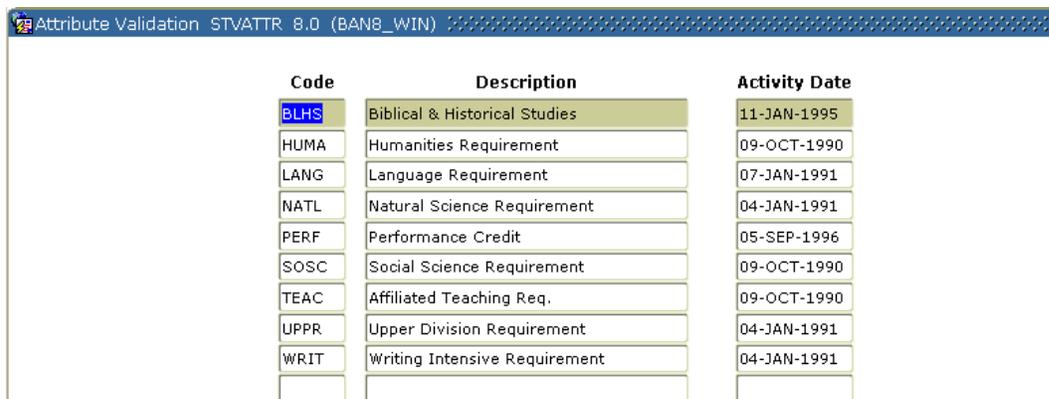
Purpose

The Attribute Validation Form (STVATTR) is used to create, update, insert, and delete course attribute codes, such as *Affiliated Teaching Requirement*, *Language Requirement*, and *Writing Intensive Requirement*.

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

You need to create an attribute code of *Remedial Course Attribute* for use in IPEDS reporting if you will be using Banner for IPEDS reporting.

Banner form



The screenshot shows a window titled "Attribute Validation STVATTR 8.0 (BAN8_WIN)". Inside the window is a table with three columns: Code, Description, and Activity Date. The table contains the following data:

Code	Description	Activity Date
BLHS	Biblical & Historical Studies	11-JAN-1995
HUMA	Humanities Requirement	09-OCT-1990
LANG	Language Requirement	07-JAN-1991
NATL	Natural Science Requirement	04-JAN-1991
PERF	Performance Credit	05-SEP-1996
SOSC	Social Science Requirement	09-OCT-1990
TEAC	Affiliated Teaching Req.	09-OCT-1990
UPPR	Upper Division Requirement	04-JAN-1991
WRIT	Writing Intensive Requirement	04-JAN-1991

Steps

Follow these steps to create a course attribute code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

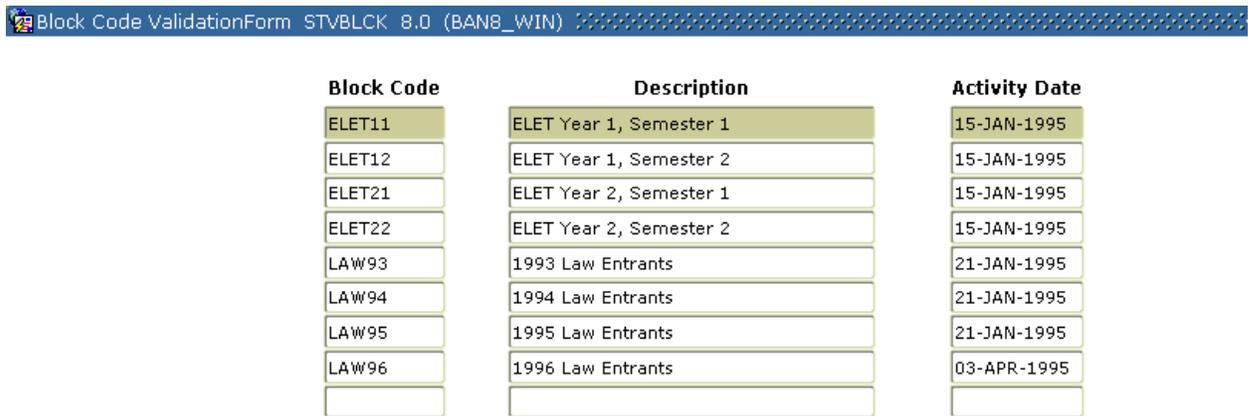
Block Code Validation

Purpose

The Block Code Validation Form (STVBLOCK) 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
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
LAW96	1996 Law Entrants	03-APR-1995

Steps

Follow these steps to create a block code.

1. Access the Block Code Validation Form (STVBLOCK).
2. Enter the appropriate value in the **Block Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Building Code Validation

Purpose

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

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

Other 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



Building Code Validation STVBLDG 8.0 (BAN8_WIN)

Code	Description	VR Msg	Activity Date
AGC	Adamian Graduate Center		06-JUL-1994
ATHLET	Athletic Fields		11-APR-1989
BIOL	Biology Building		09-JAN-1995
BWV	Bernie Test Building		20-NOV-2000
COX	Cox Hall		11-SEP-1990
EAST	East Hall for Fine Arts		11-APR-1989
GRANT	Grant Hall		27-FEB-1991
HARK	Harkness Commons		07-JUL-1994
HEINTZ	Heintz Gymnasium		07-AUG-1987
HUM	Humanities Hall		19-JAN-1995
INGLE	Inglewood Apartments		26-FEB-1991
JARMAN	Jarman Memorial hall		27-FEB-1991
KELSEY	Kelsey Residence Hall		09-OCT-1990
LACAVA	LaCava Campus Center		06-JUL-1994

Steps

Follow these steps to create a building code.

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 if VR will be used.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

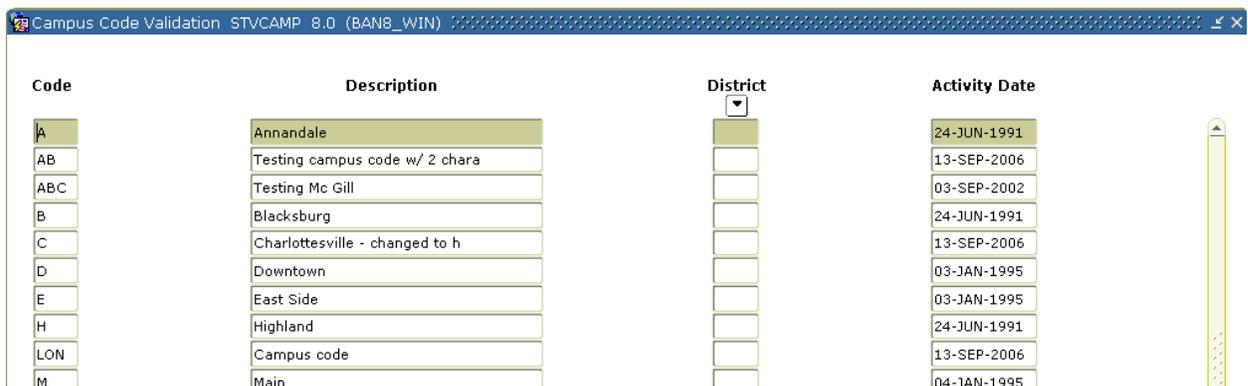
Campus Code Validation

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



The screenshot shows a window titled "Campus Code Validation STVCAMP 8.0 (BAN8_WIN)". The window contains a table with the following columns: Code, Description, District, and Activity Date. The table is populated with the following data:

Code	Description	District	Activity Date
A	Annandale		24-JUN-1991
AB	Testing campus code w/ 2 chara		13-SEP-2006
ABC	Testing Mc Gill		03-SEP-2002
B	Blacksburg		24-JUN-1991
C	Charlottesville - changed to h		13-SEP-2006
D	Downtown		03-JAN-1995
E	East Side		03-JAN-1995
H	Highland		24-JUN-1991
LON	Campus code		13-SEP-2006
M	Main		04-JAN-1995

Steps

Follow these steps to create a campus code.

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.

Note: The **Activity Date** field is for display only.

4. Select the district from the drop-down menu in the **District** field if this campus is to be associated with a district.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Class Code Validation

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*, *First Year Law*, and *Professional*.

Forms in several modules use this form to validate class codes.

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

Banner form

Class Code	Description	EDI Eqv	LMS Eqv	Activity Date
D1	First Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
02	Second Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
03	Third Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
04	Fourth Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
11	Year 1, Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
12	Year 1, Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
21	Year 2, Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
22	Year 2, Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
CE	Continuing Education	<input type="checkbox"/>	<input type="checkbox"/>	29-APR-1987
FR	Freshman	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
GR	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	29-APR-1987
JR	Junior	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
L1	First Year Law	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
L2	Second Year Law	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
L3	Third Year Law	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
M1	First Year Medical	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
M2	Second Year Medical	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
M3	Third Year Medical	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
PG	Post Graduate Advanced Certif	<input type="checkbox"/>	<input type="checkbox"/>	07-JAN-1991
SO	Sophomore	<input type="checkbox"/>	<input type="checkbox"/>	09-JAN-1995
SP	Special Student	<input type="checkbox"/>	<input type="checkbox"/>	04-MAR-1988
SR	Senior	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995

Steps

Follow these steps to create a class code.

1. Access the Class 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.

Note: 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.

College Code Validation

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.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

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"/>			29-APR-1987
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
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
BU	College of Business		<input type="checkbox"/>			10-JAN-1995
CE	Continuing Education		<input type="checkbox"/>			03-JAN-1995
DN	School of Dentistry		<input type="checkbox"/>			10-JAN-1995
ED	College of Education		<input type="checkbox"/>			10-JAN-1995
EN	College of Engineering		<input type="checkbox"/>			10-JAN-1995
LW	Law School		<input type="checkbox"/>			10-JAN-1995
MD	School of Medicine		<input type="checkbox"/>			10-JAN-1995
NU	College of Nursing		<input type="checkbox"/>			10-JAN-1995
			<input type="checkbox"/>			

Steps

Follow these steps to create a college code.

1. Access the College Code Validation Form (STV_COLL).
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 if VR is to be used.
5. Enter a value in the **Canadian Statistics Code** field to identify the institution's college to Stats Canada if you are at a Canadian institution.
6. 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, if used.

Note: The **Activity Date** field is for display only.

7. Click the **Save** icon.
8. Click the **Exit** icon.

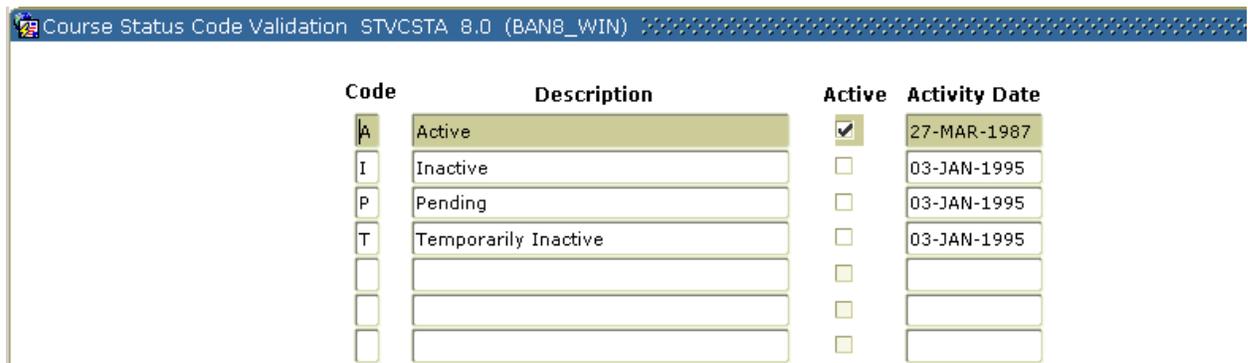
Course Status Code Validation

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"/>	
		<input type="checkbox"/>	

Steps

Follow these steps to create a course status code.

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 indicate an activate course status code.

Note: The **Activity Date** field is for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Day of Week Validation

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 the 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.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding. If the **System Required** field is set to *Y*, the validation table record cannot be deleted. The **Activity Date** field is used for display only.

Banner form

Day	Description	Number	System Req	Activity Date
S	Saturday	1	<input checked="" type="checkbox"/>	06-APR-2005
U	Sunday	2	<input checked="" type="checkbox"/>	06-APR-2005
M	Monday	3	<input checked="" type="checkbox"/>	06-APR-2005
T	Tuesday	4	<input checked="" type="checkbox"/>	06-APR-2005
W	Wednesday	5	<input checked="" type="checkbox"/>	06-APR-2005
R	Thursday	6	<input checked="" type="checkbox"/>	06-APR-2005
F	Friday	7	<input checked="" type="checkbox"/>	06-APR-2005
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Steps

Follow these steps to create a day of the week code.

1. Access the Day of Week Validation Form (STVDAYS).
2. Enter *M, T, W, R, F, S, or U* 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 **Save** icon.
6. Click the **Exit** icon.

Institutional Type of Day Validation

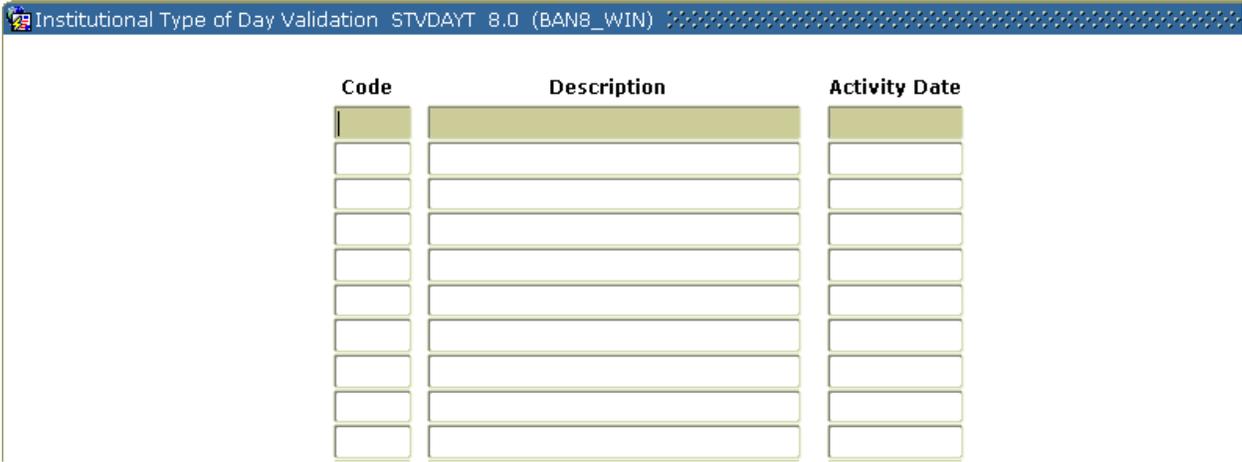
Purpose

The Institutional Type of Day Validation Form (STVDAYT) is used in the Schedule module to create, update, insert, and delete day type codes specific to an organization's needs for state or local reporting, for information required about a day and the term in which it falls on the Calendar Day Information Form (SOACALD).

You may only create or update values for day type codes from this form.

Examples of a day type code are *Holiday*, and *Weekend*.

Banner form



The screenshot shows a window titled "Institutional Type of Day Validation STVDAYT 8.0 (BAN8_WIN)". Inside the window is a table with three columns: "Code", "Description", and "Activity Date". The table has a header row and ten data rows, all of which are currently empty.

Code	Description	Activity Date

Steps

Follow these steps to create a day type code.

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.

Note: The **Activity Date** field is used for display only.
4. Click the **Save** icon.

5. Click the **Exit** icon.

Department Code Validation

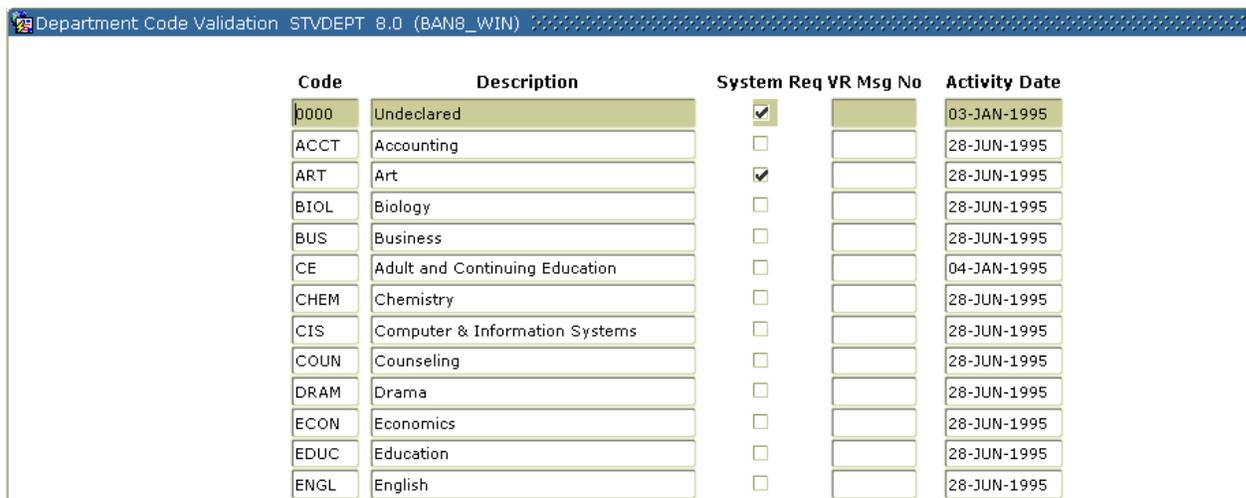
Purpose

The Department Code Validation Form (STVDEPT) is used to maintain department codes such as *History Department*, *Counseling Department*, or *Department Undeclared*, etc. Other Banner systems share this validation form. You should coordinate with other users at your institution when deciding what codes to use on this form

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

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Banner form



Code	Description	System Req	VR Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>		03-JAN-1995
ACCT	Accounting	<input type="checkbox"/>		28-JUN-1995
ART	Art	<input checked="" type="checkbox"/>		28-JUN-1995
BIOL	Biology	<input type="checkbox"/>		28-JUN-1995
BUS	Business	<input type="checkbox"/>		28-JUN-1995
CE	Adult and Continuing Education	<input type="checkbox"/>		04-JAN-1995
CHEM	Chemistry	<input type="checkbox"/>		28-JUN-1995
CIS	Computer & Information Systems	<input type="checkbox"/>		28-JUN-1995
COUN	Counseling	<input type="checkbox"/>		28-JUN-1995
DRAM	Drama	<input type="checkbox"/>		28-JUN-1995
ECON	Economics	<input type="checkbox"/>		28-JUN-1995
EDUC	Education	<input type="checkbox"/>		28-JUN-1995
ENGL	English	<input type="checkbox"/>		28-JUN-1995

Steps

Follow these steps to create a department code.

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. Enter the Voice Response message number assigned to the recorded message that describes the department code in the **VR Msg No.** field if VR will be used.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Division Code Validation

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 Division 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

Steps

Follow these steps to create a division code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Evaluation Question Code Validation

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

Evaluation Question Code Validation STVEVAL 8.0 (BANB_WIN)

Code	Description	Activity Date
1	Rate the course overall	09-OCT-1990
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

Steps

Follow these steps to create an evaluation question code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.

5. Click the **Exit** icon.

Faculty Contract Type Code Validation

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. Other 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

Code	Description	Activity Date
1	Summer 1 Only	12-JUL-1991
12	Summer 1 & Summer 2	12-JUL-1991
2	Summer 2 Only	12-JUL-1991
CE	Continuing Ed	22-JUL-1994
F	Fall Only	12-JUL-1991
FS	Fall/Spring Contract	12-JUL-1991
PT	Part Time	22-JUL-1994
S	Spring Only	12-JUL-1991

Steps

Follow these steps to create a faculty contract type code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

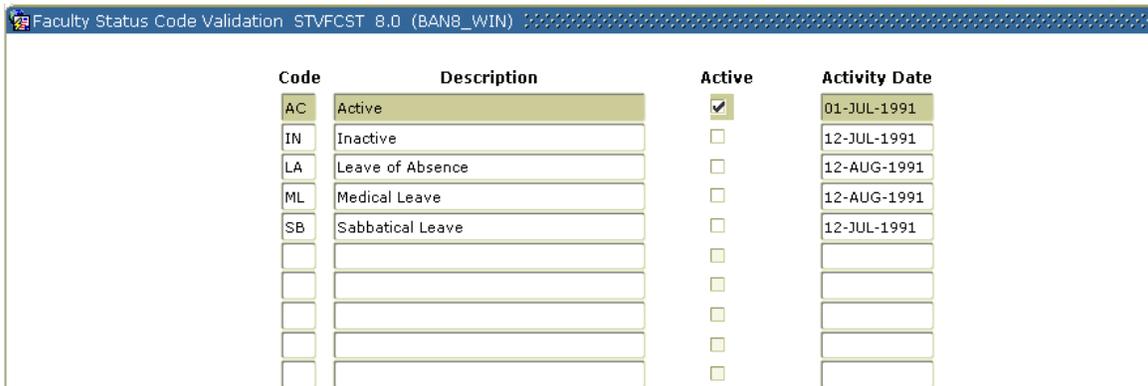
Faculty Status Code Validation

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



The screenshot shows a web browser window titled "Faculty Status Code Validation STVFCST 8.0 (BAN8_WIN)". The main content is a table with the following structure:

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"/>	

Steps

Follow these steps to create a faculty status code.

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 indicate that this status is an active status and the faculty member is available for assignment.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

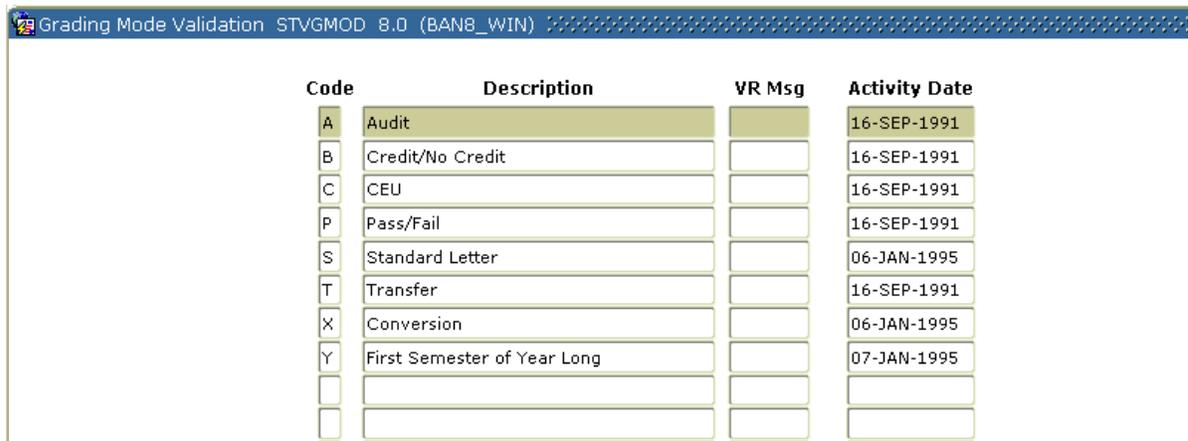
Grading Mode Code Validation

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
A	Audit		16-SEP-1991
B	Credit/No Credit		16-SEP-1991
C	CEU		16-SEP-1991
P	Pass/Fail		16-SEP-1991
S	Standard Letter		06-JAN-1995
T	Transfer		16-SEP-1991
X	Conversion		06-JAN-1995
Y	First Semester of Year Long		07-JAN-1995

Steps

Follow these steps to create a grading mode code.

1. Access the Grading Mode Code 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 if VR will be used.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.

6. Click the **Exit** icon.

Level Code Validation

Purpose

The Level Code Validation Form (STVLEVL) is used to create, update, insert, and delete level codes, such as *No Level Declared*, *Undergraduate*, and *Non-Matriculated Graduate*.

Several forms in various modules use this form to validate the level codes. You can only create and update these codes from this form. Level codes are used to describe both student levels and course levels.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Banner form

Level Code	Description	CEU Indicator	Voice Message	EDI Equivalent	System Required	Activity Date
00	Undeclared	<input type="checkbox"/>			<input checked="" type="checkbox"/>	24-JUN-1991
CE	Continuing Education	<input checked="" type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
CR	Credit	<input type="checkbox"/>			<input type="checkbox"/>	26-JUL-1994
GR	Graduate	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
LW	Law	<input type="checkbox"/>			<input type="checkbox"/>	04-JAN-1995
MV	Marian's level	<input type="checkbox"/>			<input type="checkbox"/>	06-OCT-2005
NC	Non Credit	<input type="checkbox"/>			<input type="checkbox"/>	04-JAN-1995
PR	Professional	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
UG	Undergraduate	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
		<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>	

Steps

Follow these steps to create a level code.

1. Access the Level Code Validation Form (STVLEVEL).
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 Indicator** (Continuing Education Unit) checkbox that is used to indicate CEU students or CEU level courses if appropriate.
5. Enter the Voice Response message number assigned to the recorded message that describes the student level in the **Voice Message** field if VR will be used.
6. Enter the EDI level code in the **EDI Equivalent** field if EDI will be used at your institution.

Note: The **Activity Date** field is used for display only.

7. Click the **Save** icon.
8. Click the **Exit** icon.

Major, Minor, Concentration Code Validation

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

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.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Banner form

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared	010000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-MAY-2003
SEVIS Equivalent:									
101	English - Literature		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
SEVIS Equivalent:									
102	English - Communications		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
SEVIS Equivalent:									

Steps

Follow these steps to create a major, minor, and concentration code..

1. Access the Major, Minor, Concentration Code Validation Form (STVMAJR).
2. Enter the code for the area of study 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.

Note: These codes are used in IPEDS 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. Enter the Voice Response message number assigned to the recorded message that describes the major code in the **Voice Response Message Number** field if VR will be used.
11. Enter a value in the **SEVIS Equivalent** field to identify the SEVIS major codes that correspond to the existing Banner codes..

Note: The **Activity Date** field is used for display only.

12. Click the **Save** icon.
13. Click the **Exit** icon.

Meeting Time Codes

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 and streamline scheduling of sections. The user may only create or update meeting time codes from this form.

Banner form

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	1500	15-JAN-1995
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	0930	15-JAN-1995
11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1130	15-JAN-1995
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1430	15-JAN-1995
13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1500	1630	15-JAN-1995
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1550	15-JAN-1995
15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1550	15-JAN-1995
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1150	15-JAN-1995
17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1150	15-JAN-1995
18	<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	0950	15-JAN-1995
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	1500	15-JAN-1995
20	<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	1450	15-JAN-1995
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1600	15-JAN-1995
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Steps

Follow these steps to create a meeting time code.

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.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Part of Term Code Validation

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.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Banner form

Code	Description	System Req	Activity Date
0	Adult & Continuing Education	<input type="checkbox"/>	05-AUG-1987
1	Full Term	<input checked="" type="checkbox"/>	14-APR-1987
2	First Half Term	<input type="checkbox"/>	06-JAN-1995
3	Second Half Term	<input type="checkbox"/>	03-FEB-1995
C	Combined Sessions	<input checked="" type="checkbox"/>	18-JAN-1988
E	Continuing Education	<input type="checkbox"/>	15-MAY-1995
L	Law	<input type="checkbox"/>	06-JAN-1995
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Steps

Follow these steps to create a part of term code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Room Status Codes

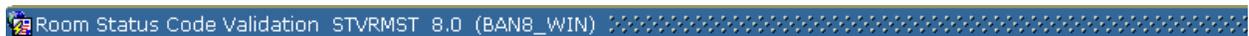
Purpose

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. Class sections may only be scheduled in rooms with an active status type. The user may only create or update room status codes from this form.

Other 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



Code	Description	Inactive	Activity Date
AC	Active	<input type="checkbox"/>	06-JAN-1995
IN	Inactive	<input checked="" type="checkbox"/>	06-JAN-1995
		<input type="checkbox"/>	

Steps

Follow these steps to create a room status code.

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 indicates an inactive status.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.

6. Click the **Exit** icon.

Course Registration Status Code Validation

Purpose

The Course Registration Status Code Validation Form (STVRSTS) is used to create, update, insert, and delete codes, descriptions and basic processing rules for registration 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

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Count in Attempted	Count in Time Status	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator
AU	Audit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
AW	Admn. Withdrl.	<input type="checkbox"/>							
DC	Drop Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
DW	DRROP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EX	OLR Extensions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
NS	No Show	<input type="checkbox"/>							
RC	Reinstate Crse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
RE	**Registered**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
RS	Reinstated Stu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RV	**Voice Registered**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
TW	Total Withdrawal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
W1	WD Student-W/WF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
W2	WD Course-W/WF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
WC	WD Course-W	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
WL	Wait Listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WM	Bill's Drop Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WS	WD Student-W	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>							
		<input type="checkbox"/>							

Steps

Follow these steps to create a course registration status code.

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 with the associated course registration status is counted in enrollment calculations.
6. Click the **Count in Assessment** checkbox to indicate whether a student associated course registration status will be included in the assessment process.
7. Click the **Count in Attempted** checkbox to include the student's hours for this section in the attempted hours calculation.
8. Click the **Count in Time Status** checkbox to include the registration hours in the student's time status calculation.
9. Click the **Withdrawal Indicator** checkbox to indicate whether the code denotes a student's withdrawal or dropped status from a section.
10. Click the **Waitlist Indicator** checkbox to indicate that a course with this status allows a student to be waitlisted for this course.
11. Click the **Gradable Indicator** checkbox to indicate whether a student can be manually graded for the course.

Note: Use the horizontal arrow bar to display fields on the right of the screen.

12. 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 grading forms.
13. 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, or Self Service student schedule.
14. Select the appropriate **Status Type** from the pull down values to describe the course registration status codes for baseline, self-service and telephone applications. Valid values are: *Registered, Dropped, Waitlisted or Withdrawn*.

Note: This field **must** be filled in for every status code that is in use. If left blank, unexpected results can occur.

15. Click the **Web Indicator** checkbox to allow use in Web Registration processing.
16. Click the **Extension Indicator** checkbox to indicate whether or not the code represents an extension used in OLR sections.
17. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is used for display only.

18. Click the **Save** icon.
19. Click the **Exit** icon.

Special Approval Code Validation

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



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

Steps

Follow these steps to create a special approval code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

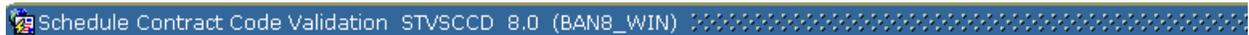
Schedule Contract Code Validation

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 *Company sponsored*.

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

Banner form



Code	Description	Activity Date
CO	Company Sponsored	06-JAN-1995
HO	Hospital Sponsored	06-JAN-1995
MP	Military Sponsored	06-JAN-1995
ST	State Service Contract	06-SEP-1991

Steps

Follow these steps to create a schedule contract code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Schedule Type Code Validation

Purpose

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

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 can be used to further define the schedule type code.

Banner form

Screenshot of the Banner Schedule Type Code Validation form (STVSCHD 8.0) showing a table of schedule type codes.

Code	Description	Instructional Method	Automatic Scheduler	Co-op Assignment Allowed	Voice Response Message Number	Activity Date
B	Lab	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		02-DEC-2003
C	Lecture/Lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
I	Independent Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
L	Lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
N	Internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10-JAN-1995
OPN	Open Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		08-JUN-2006
R	Recitation/Discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
S	Self-paced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
T	Television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Steps

Follow these steps to create a schedule type code.

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.

Examples: Web-based, mixed media, instructor-led.

5. Click the **Automatic Scheduler** checkbox to indicate whether a scheduling tool uses this schedule type.
6. Click the **Co-op Assignment Allowed** checkbox to indicate whether a co-op assignment is allowed for this schedule type.
7. Enter the Voice Response Message number assigned to the recorded message that describes the schedule type in the **Voice Response Message Number** field if VR will be used.

Note: The **Activity Date** field is used for display only.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Session Code Validation

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

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

Steps

Follow these steps to create a session code.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Section Status Code Validation

Purpose

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

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
O	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27-SEP-2001
R	Reserved	<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Steps

Follow these steps to create a section status code.

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 for sections with this status.
5. Click the **Active/Inactive** checkbox to indicate that the section is active. Student can only be registered in sections with an active type of status.

Note: The **Activity Date** field is used for display only.

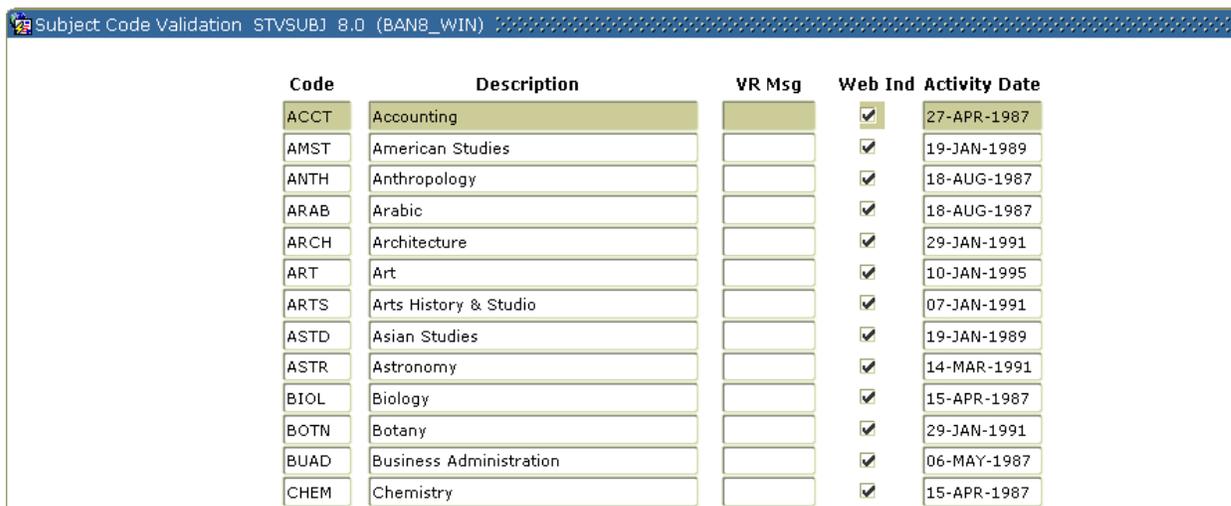
6. Click the **Save** icon.
7. Click the **Exit** icon.

Subject Code Validation

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. These codes are used throughout the Banner Student system.

Banner form



Code	Description	VR Msg	Web Ind	Activity Date
ACCT	Accounting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-APR-1987
AMST	American Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19-JAN-1989
ANTH	Anthropology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18-AUG-1987
ARAB	Arabic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18-AUG-1987
ARCH	Architecture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29-JAN-1991
ART	Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-JAN-1995
ARTS	Arts History & Studio	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07-JAN-1991
ASTD	Asian Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19-JAN-1989
ASTR	Astronomy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14-MAR-1991
BIOL	Biology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15-APR-1987
BOTN	Botany	<input type="checkbox"/>	<input checked="" type="checkbox"/>	29-JAN-1991
BUAD	Business Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06-MAY-1987
CHEM	Chemistry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15-APR-1987

Steps

Follow these steps to create a subject code.

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 if VR is to be used.
5. Click the **Web Indicator** checkbox to indicate this can be displayed on the web.

Note: The **Activity Date** field is used for display only.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Term Code Validation

Purpose

The Term Code Validation Form (STVTERM) is used to create, update, insert, and delete term codes such as *999999 The End of Time, 200910 Fall 2008, and 200920 Spring 2009.*

Forms throughout Banner Student 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 desired. On this form, term codes display in descending order, with the highest numeric term code first.

Banner form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
999999	The End of Time	01-JAN-2999	15-MAY-2999		9999	01-JAN-2999	15-MAY-2999
Financial Aid Process Year: 9999 Term:		Period: -		<input checked="" type="checkbox"/> System Required	Activity Date: 03-JAN-1995		
200920	Spring 2009 of 0809 Aid Year	10-JAN-2009	15-MAY-2009		2009	10-JAN-2009	15-MAY-2009
Financial Aid Process Year: 0809 Term:		Period: -		<input type="checkbox"/> System Required	Activity Date: 25-OCT-2007		
200910	Fall 2008 of 0809 Aid Year	01-SEP-2008	15-DEC-2008		2009	01-SEP-2008	15-DEC-2008
Financial Aid Process Year: 0809 Term: 1		Period: -		<input type="checkbox"/> System Required	Activity Date: 25-OCT-2007		
200820	Spring 2008 of 0708 Aid Year	01-JAN-2008	30-MAY-2008		2008	01-JAN-2008	30-MAY-2008
Financial Aid Process Year: 0708 Term: 2		Period: -		<input type="checkbox"/> System Required	Activity Date: 05-DEC-2006		
200810	Fall 2007 of 0708 Aid Year	01-SEP-2007	20-DEC-2007		2008	01-SEP-2007	20-DEC-2007
Financial Aid Process Year: 0708 Term: 1		Period: -		<input type="checkbox"/> System Required	Activity Date: 05-DEC-2006		

Steps

Follow these steps to create a term code.

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, if used.

8. Enter the financial aid process year in the **Financial Aid Process Year** field.

Example: The financial aid processing year of 2008-2009 would be 0809.

9. Enter the financial aid award term order in the **Term** field.
10. Enter the financial aid award beginning and ending periods in the **Period** field.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is used for display only.

11. Click the **Save** icon.
12. Click the **Exit** icon.

Test Code Validation

Purpose

The Test Code Validation Form (STVTEC) 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: Other 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	Description	Number of Positions	Data Type	Minimum Score	Maximum Score	Admissions Checklist Request Item	Activity Date
IC	Mathematics Level IC <input checked="" type="checkbox"/> System Required MIS: []	3	<input checked="" type="checkbox"/>	200	800	[]	08-DEC-1995
2C	Mathematics Level IIC (Calcula <input checked="" type="checkbox"/> System Required MIS: []	3	<input checked="" type="checkbox"/>	200	800	[]	08-DEC-1995
A01	ACT English <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A02	ACT Math <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A03	ACT Reading <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
A04	ACT Science Reasoning <input checked="" type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	12-JAN-1996
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	[]	17-AUG-2004
A0W	ACT Writing <input type="checkbox"/> System Required MIS: []	2	<input checked="" type="checkbox"/>	01	25	[]	28-JAN-2005

Steps

Follow these steps to create a test code.

1. Access the Test Code Validation Form (STVTEESC).
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. Checked is for numeric values, unchecked is for alphanumeric values.
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.

Note: The **Activity Date** field is used for display only.

8. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.
9. Enter the Management Information System code in the **MIS** field, if used.
10. Enter the Assessment Instrument Data code in the **Assessment Data** field, if used.
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 if VR is to be used.
12. Click the **Save** icon.
13. Click the **Exit** icon.

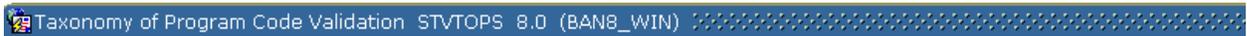
Taxonomy of Program Code Validation

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



Code	Description	Activity Date

Steps

Follow these steps to create a taxonomy of program codes.

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.

Note: The **Activity Date** field is used for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Instructional Method Validation Form

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

Code	Description	Voice Response Message	User ID	Activity Date
NT	NT		SAISUSR	04-DEC-2003
OPNLN	Open Learning		SAISUSR	08-JUN-2006

Steps

Follow these steps to define a course content instructional method code.

1. Access the Instructional Method Validation Form (GTVINSM)
2. Enter the code for the instructional method in the **Code** field.
Example: CLASS (Classroom based), TUTOR (Tutorial), or WEB (Web-based).
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 if VR is to be used.

Note: The **Activity Date** and **User** fields are for display only..

5. Click the **Save** icon.
6. Click the **Exit** icon.

Duration Unit Validation Form

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
MTHS	Months	31.00	GENERAL	19-MAY-2003
WEEK	Weeks	7.00	GENERAL	19-MAY-2003

Steps

Follow these steps to define a duration unit code.

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 appropriate number of days in each unit in the **Days per Unit** field.

Note: The **Activity Date** and **User ID** fields are for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Meeting Type Validation

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

Code	Description	System Required	Voice Recognition Message	User ID	Activity Date
CLAS	Class	<input checked="" type="checkbox"/>		GENERAL	19-MAY-2003
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Steps

Follow these steps to create a meeting type code.

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.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding..

4. Enter the number assigned to the recorded message that describes the meeting type code in the **Voice Response Message** field if VR is to be used.

Note: The **Activity Date** and **User** fields are for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Detail Code Control

Purpose

The Detail Code Control form (TSADETC) is used to define the charge codes that can be used to assess fees associated with class sections. Defining these codes is usually a function of the Bursar's or Business Office.

Banner form

The screenshot displays the 'Detail Code Control Form - Student TSADETC 8.0 (BANB_WIN)'. It contains three rows of detail code entries:

- ACTF (Activity Fee):** Type: C, Category: FEE, Grant Type: [blank], Priority: 899. Refund Code: [blank]. Checkboxes: Direct Deposit, Refundable, Receipt, Term Based, Like Term, Like Aid Year, GL Enterable, Active. Pay Type: N, Tax Type: [blank]. Defaults: Amount: 75.00, Term: [blank], Effective Date: [blank].
- ADEP (Apartment Damage Deposit):** Type: P, Category: DEP, Grant Type: [blank], Priority: 599. Refund Code: [blank]. Checkboxes: Direct Deposit, Refundable, Receipt, Term Based, Like Term, Like Aid Year, GL Enterable, Active. Pay Type: N, Tax Type: [blank]. Defaults: Amount: 700.00, Term: [blank], Effective Date: [blank].
- AMEX (American Express):** Type: P, Category: CSH, Grant Type: [blank], Priority: 800. Refund Code: [blank]. Checkboxes: Direct Deposit, Refundable, Receipt, Term Based, Like Term, Like Aid Year, GL Enterable, Active. Pay Type: C, Tax Type: [blank]. Defaults: Amount: [blank], Term: [blank], Effective Date: [blank].

Degree Code Validation

Purpose

The Degree Code Validation Form (STVDEGC) is used to create, update, insert, and delete degree codes. These codes are used by various Banner systems to indicate degrees that are offered by your institution as well as degrees sought or earned at other institutions. Building these values is usually the responsibility of the Registrar's Office.

Banner form

Code	Description	Count in Financial Aid	Level	Award Category	Voice Response Message Number	Web Indicator	System Required	Activity Date
000000	Undeclared	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-JUN-1991
AA	Associate in Arts	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AAS	Associate in Applied Scienc	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AS	Associate in Science	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AT	Associate in Technology	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA	Bachelor of Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA/MA	5 yr Bachelors and Masters	<input checked="" type="checkbox"/>	MA	42		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BAR	Bachelor of Architecture	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BBA	Bachelor of Business Adm	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BED	Bachelor of Education	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BFA	Bachelor of Fine Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BM	Bachelor of Music	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BS	Bachelor of Science	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSME	Bach of Science & Mech En	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSN	BS in Nursing	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	28-JUN-1995
BSW	Bachelor of Social Work	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CERT	Certificate Program	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CPR	CPR Certification	<input type="checkbox"/>	LA	21		<input type="checkbox"/>	<input type="checkbox"/>	09-MAY-1995
DDS	Doctor of Dental Surgery	<input checked="" type="checkbox"/>	DR	31		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
DIPL	Diploma	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995

Steps

Follow these steps to define a degree code.

1. Access the Degree Code Validation Form (STVDEGC).
2. Enter the appropriate degree code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.
4. Select **Count in Financial Aid** if this degree counts towards financial aid.
5. Enter the appropriate level associated with this degree in the **Level** field.
6. Enter the appropriate IPEDS award category in the **Award Category** field.
7. Enter the voice response message number assigned to the recorded message that describes the test score code in the **Voice Response Message Number** field, if used.
8. Select the **Web Indicator** if this degree code should be available for Self Service processing.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is for display only.

9. Click the **Save** icon.
10. Click the **Exit** icon.

Steps

Follow these steps to create a student type code.

1. Access the Student Type Code Validation Form (STVSTYP).
2. Enter the appropriate 1 character code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.
4. Enter the correct value in the **Next Student Type** field, if appropriate.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Steps

Follow these steps to create a student fee assessment code.

1. Access the Student Fess Assessment Code Validation Form (STVRATE).
2. Enter the appropriate code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Program Definition Maintenance

Purpose

The Program Definition Rules Form (SMAPRLE) is used to create, update, insert, and delete program codes that define the curricula choices that will be used at your institution such as *BA-Anthropology* or *CERT-Accounting*. This form is the usually the responsibility of the Registrar's Office and can be used as part fees assessment process for sections.

Banner form

The screenshot shows a window titled "Program Definition Rules SMAPRLE 8.0 (BAN8_WIN)". It contains two forms for defining program rules. The first form is for program code 3122864, which is locked and curriculum dependent. The second form is for program code ATTCNC, which is not locked and curriculum dependent.

Field	Value
Program:	3122864
Description:	3122864
Web:	<input checked="" type="checkbox"/>
Locked:	<input checked="" type="checkbox"/>
Curriculum Rules:	<input checked="" type="checkbox"/>
Curriculum Dependent:	<input checked="" type="checkbox"/>
Student Level:	UG Undergraduate
Course Level:	UG Undergraduate
Campus:	
College:	BU College of Business
Degree:	BS Bachelor of Science
ID:	

Field	Value
Program:	ATTCNC
Description:	Attach Conccent to Major
Web:	<input checked="" type="checkbox"/>
Locked:	<input type="checkbox"/>
Curriculum Rules:	<input checked="" type="checkbox"/>
Curriculum Dependent:	<input checked="" type="checkbox"/>
Student Level:	UG Undergraduate
Course Level:	UG Undergraduate
Campus:	
College:	AS College of Arts & Sciences
Degree:	BA Bachelor of Arts
ID:	

Rules Forms Needed for the Class Schedule Module

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
Waitlist Automation Section Control	SSAWLSC
Automated Waitlist Term Control	SOAWLTC

Term Control

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 for a term.

Banner form

The screenshot shows the SOATERM 8.0 (BANB_WIN) web form interface. At the top, the 'Term' is set to '999999' and 'The End of Time'. Below this, the 'Schedule' section includes a 'CRN Starting Sequence Number' field. The form is divided into several sections:

- Registration:** Includes checkboxes for 'In Progress', 'Permit', 'Calculate Time Status', and 'Include Attempted Hours'. It also has 'Hold Password' and 'Re-Admit' fields, and a 'Set Registration Error Checking' button.
- Registration Fee Assessment:** Includes checkboxes for 'On-line Assessment', 'Track by CRN', 'Refund by Total', and 'Allow Swapping'. It also has 'Reverse Non Tuition/Fee Charges', 'Effective Date', and 'Original Charge Cutoff Date' fields.
- Gradebook Parameters:** Includes a checkbox for 'Process Gradebook Controls'.
- Title IV Date Source:** Includes radio buttons for 'Term Date' (selected) and 'Part-of-Term Dates'.
- Web Self-Service, Voice Response and Partner Systems:** Includes a 'Fee Assessment' section with radio buttons for 'On-line Assessment', 'Batch Only' (selected), 'Batch Update', and 'Not Available'. It also has a 'Control Settings' section with checkboxes for 'Print Bill', 'Synchronize Partner Systems', and 'Master Web Term Control', along with a 'Process Web Controls' button.

Steps

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 at a time.

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.

Note: 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 **Base Part of Term** from the **Options** menu to access the Part of Term and Web Registration Controls window.

Note: 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 *Full Term*.

6. Click the down arrow below the **Part of Term** field.
7. Select the code for *Full Term*.

8. Enter the Start and End dates for the term:

Field	Value
Start Date	<i>29-AUG-2008</i>
End Date	<i>16-DEC-2008</i>
Number of Weeks	<i>16</i>

9. Enter 19-SEP-2008 in the Census One Date field.

Note: This date controls how the Census Date field on the Schedule Form (SSASECT) is updated.

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) for each section.

11. Click the **Save** icon.

12. Click the **Exit** icon.

Note: These are the minimum entries that must be made to create a section. Additional term controls are discussed in the Registration Workbook.

Open Learning Section Default Rules

Introduction

Open Learning Registration provides learners with the ability to register for a class based on start/end dates rather than a part of 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 be enrolled 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. If rules are not created here, they must be defined for each OLR section on the Schedule Processing Rules Form, SSARULE

Banner form

The screenshot shows a web browser window titled "Open Learning Section Default Rules SOAORUL 8.0 (BAN8_WIN)". The "Term" is set to "999999" and "The End of Time". Below this is a table titled "Registration Date Defaults" with the following columns: College, Department, Campus, Schedule Type, Instructional Method, Start Date, End Date, Census Date 1, Census Date 2, and Override. Each column contains a grid of input fields for data entry. The "Override" column has a vertical scroll bar on its right side.

College	Department	Campus	Schedule Type	Instructional Method	Start Date	End Date	Census Date 1	Census Date 2	Override

Steps

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

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. Select any applicable values (**College, Department, Campus, Schedule Type, or Instructional Method**).
5. Enter default values for **Start Date, Send Date, Census Date 1 and Census Date 2**, if appropriate.
6. Perform a **Next Block** function to access the Section Default Registration Status and Extension Rules Block.
7. Review the rules for this term. Enter any appropriate values, if desired.
8. Perform a **Next Block** function to access the Section Default Refunding Rules Block.
9. Review the rules for this term. Enter any appropriate values, if desired.
10. Click the **Save** icon if any values were entered.
11. Click the **Exit** icon.

Schedule Processing Rules

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. This form can only be used for OLR sections.

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 8.0 (BAN8_WIN)

Term: 999999 The End of Time CRN: Subject: Course:

Section Registration Status and Extension Rules Section Refunding Rules

Status Code	Description	Usage Cutoff From	Percentage To	Usage Cutoff From	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Schedule Type:	Activity Date: 27-MAR-2008	
<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Schedule Type:	Activity Date:	
<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Schedule Type:	Activity Date:	

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"/>

Waitlist Automation Section Control Rules

Purpose

The Waitlist Automation Section Control Rules Form (SSAWLSC) is used to define and maintain rules for the automated processing of waitlist notification.

Note: Automated waitlist processing is not available for OLR sections.

Banner form

Term: CRN: Subject: Course: Process Default:

Waitlist Control

Automatic Waitlist Notification Waitlist Notification Deadline:

Use Waitlist Registration Error Checking

Show Waitlist Position on Student Self Service Activity Date:

Steps

Follow these steps to define a rule for the automated processing of waitlist notification.

1. Access the Waitlist Automation Section Control Rules Form (SSAWLSC)
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.

Note: the Subject and Course number will populate based on the CRN.
4. Select the **Next Block**
5. Select the **Automatic Waitlist Notification** checkbox to activate the automatic waitlist notification for this CRN.
6. Select the **Use Waitlist Registration Error Checking** checkbox to perform error checking for this CRN.
7. Select the **Use Waitlist Registration Error Checking** checkbox to perform error checking for this CRN.
8. Select the **Show Waitlist Position on Student Self Service** checkbox to perform error checking for this CRN.
9. Enter the number of hours to wait before the available seat notification expires in the **Waitlist Notification Deadline** field.

Note: The **Activity Date** field is for display only.
10. Click the **Save** icon if any values were entered.
11. Click the **Exit** icon.

Automated Waitlist Term Control

Purpose

The automated Waitlist Term Control Form (SOAWLTC) is used to define and maintain the term based rules for the automated processing of waitlist registrations.

Note: Automated waitlist processing is not available for OLR sections.

Banner form

Automated Waitlist Term Control SOAWLTC 8.0 (BAN8_WIN)

Term: 200810 Fall 2007 of 0708 Aid Year Copy to New term: [icon]

Waitlist Term Control | Waitlist Error Checking | Waitlist Course Selection | Waitlist Priority Rules | Waitlist Exclusion Rules

Automatic Waitlist Notification Waitlist Notification Deadline: 24 Hours

Show waitlist position on Student Self-Service On-line Waitlist Notification

Notify Indicator

Student Notification: <input checked="" type="checkbox"/>	Student Notify Letter: [dropdown]
Primary Instructor: <input checked="" type="checkbox"/>	Instructor Notify Letter: [dropdown]
Primary Advisor: <input checked="" type="checkbox"/>	Advisor Notify Letter: [dropdown]
Registrar: <input checked="" type="checkbox"/>	Registrar Notify Letter: [dropdown]

Registrar Banner ID: [dropdown] [text]

E-mail Host: [text]

Steps

Follow these steps to define a term based rule for the automated processing of waitlist registrations.

1. Access the Automated Waitlist Term Control Form (SOAWLTC)
2. Enter the term code for the section in the **Term** field.
3. Select the **Next Block**
4. Select the **Automatic Waitlist Notification** checkbox to activate the automatic waitlist notification for the term.
5. Select the **Show Waitlist Position on Student Self Service** checkbox to enable this feature.
6. Enter the number of hours before the available seat notification expires in the **Waitlist Notification Deadline** field.
7. Select the **On-line Waitlist Notification** checkbox to enable waitlist notification processing during registration.
8. The lower portion of this block specifies who can be notified as part of the processing, and what HTML letter each would receive. To notify the Student, select the **Student Notification** checkbox, and select the appropriate student letter in the **Student Notify Letter** field. To notify the **Primary Instructor, Primary Advisor, and/or Registrar**, select the appropriate check box, and select the corresponding HTML letter.
9. If the **Registrar Notify Indicator** is selected in the step above, enter the Banner ID of the Registrar in the **Registrar Banner ID** field.
10. Enter the name of the E-mail host that will be used in waitlist notification processing in the **E-mail Host** field.
11. Enter the number of hours to wait before the available seat notification expires in the **Waitlist Notification Deadline** field.
12. Perform a **Next Block** function.
13. In the Waitlist registration Error Checking Block, select the desired options for enforcing severity for **Student Options** or **Section Options**.

Note: The settings for the Student Options are defaulted in. If no waitlist control records have been defined for the term on SOAWLTC, the error checking process will use the settings on SOATERM.

14. Click the **Save** icon if any values were entered.

15. Click the **Exit** icon.

Self Check

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 day attribute codes specific to an organization's needs for state or local reporting?

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

Question 2

If an enterprise 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 the Term Control Form (SOATERM)?

Answer Key for Self Check

Question 1

Which five forms are used to create, update, insert, and delete day attribute codes specific to an organization's needs for state or local reporting?

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 an enterprise 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 the Term Control Form (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.

Day-to-Day Operations



Section goal

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.

Objectives

In this section you will learn how 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.

Process Introduction

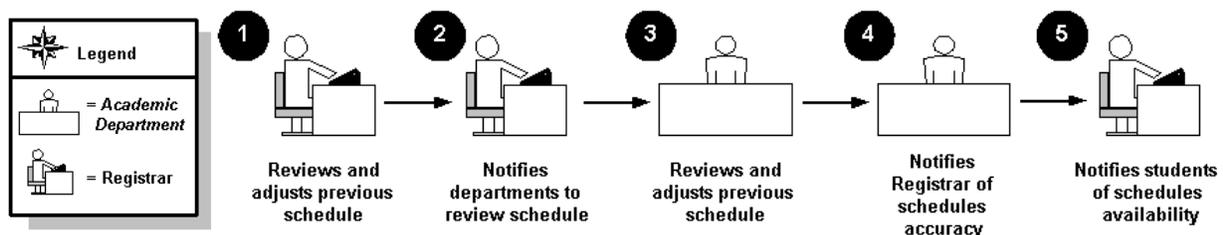
About the process

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.



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, if this is part of your business process.
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.

Scheduling a Section of a Course Using Catalog Defaults

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 as well as the term controls defined on the Term Control Form (SOATERM).

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

Term: 999999 CRN: Create CRN: Copy CRN: Subject: Course: Title:

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: Course Number: Section: Cross List: Campus: Status: Schedule Type: Instructional Method: Integration Partner: Grade Mode: Session: Special Approval: Duration: Part of Term: First Last Registration Dates: Start Dates: Maximum Extensions: 0

CEU Indicator: Credit Hours: Billing Hours: Contact Hours: Lecture: Lab: Other: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours: Print Gradable Voice Response and Self-Service Available CAPP Areas for Prerequisites Tuition and Fee Waiver

Long Title Comments Syllabus

Steps

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.

1. Access the Schedule Form (SSASECT).
2. Enter the term in the **Term** field.
3. Enter *ADD* 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.

Field	Enter	Value
Section	<i>01</i>	01
Campus	<i>M</i>	Main
Status	<i>A</i>	Active
Schedule Type	<i>L</i>	Lecture
Grade Mode	<i>S</i>	Standard Letter
Session	<i>D</i>	Day
Part of Term	<i>1</i>	1

7. Click the **Save** icon.

Result: A CRN has been assigned to the section.

8. Click the **Exit** icon.

Assigning Enrollment Information

Purpose

The Section Enrollment Information window of the Schedule Form (SSASECT) is used to build and maintain the enrollment, waitlist and reserved seat information associated with this class section.

Enrollment Details tab

The screenshot displays the 'Enrollment Details' tab within a software interface. At the top, there are two tabs: 'Enrollment Details' (active) and 'Reserved Seats'. The main content area is titled 'Enrollment Details' and contains several input fields and labels:

- Maximum:** 25
- Actual:** 7
- Remaining:** 18
- Waitlist Maximum:** 0
- Waitlist Actual:** 0
- Waitlist Remaining:** 0
- Projected:** 0
- Prior:** 0
- Reserved
- Generated Credit Hours:** .000

Below this section, there are two boxes for census information:

- Census One:**
 - Enrollment Count:** 4
 - Freeze Date:** 20-AUG-2005
- Census Two:**
 - Enrollment Count:** 3
 - Freeze Date:** 10-OCT-2005

Steps

Use the course section created in the previous exercise.

Follow these steps to complete the process.

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. Click the **Next Block** icon.
5. Enter the enrollment maximum for the section in the **Maximum** field.
6. Enter the waitlist maximum enrollment in the **Waitlist Maximum** field if waitlisting is allowed for this section.
7. The **Projected** and **Prior** fields are not required, but can be used for reporting purposes. Populate these fields, if desired.
8. Enter a date in the **Census One Freeze Date** field.
9. Enter a date in the **Census Two Freeze Date**, if desired.

Note: the **Actual, Remaining, Generated Credit Hours**, and **Census One and Two Enrollment Count** fields will be populated with values as registration processing occurs over time.

10. Click the down arrow below the **Meeting Time** field
11. Select a meeting time by double-clicking a value.
12. Click the **Save** icon.
13. Scroll to the right.
14. Enter the building code in the **Building** field.
15. Enter a classroom code in the **Room** field.
16. Click the **Save** icon.

Reserving Seats

Purpose

The Enrollment Data window of the Schedule Form (SSASECT) is used in this exercise to reserve seats, using the **Reserved Seats** tab.

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

Banner form

Reserved Seats Inquiry SSIRESV 8.0 (UDCSysT)

Term: 200820 CRN: 20153 Subject: ACCT Course: 343

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort
<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"/>
Admission Term:			Matriculation Term:			Graduation Term:			User ID:		Activity Date:
<input type="checkbox"/> Overflow	Reserved Maximum:		Actual:		Remaining:		Waitlist Maximum:		Actual:		Remaining:

Reserved Seat Rules Totals

	Maximum	Actual	Remaining		Maximum	Actual	Remaining
Total Reserved:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total Waitlist:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps

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.

1. Access the Schedule Form (SSASECT).
2. Enter a term in the **Term** field.
3. Enter a course reference number in the **CRN** field.
4. Click the **Next Block** icon.
5. Click the **Section Enrollment** tab.
6. Click the **Reserved Seats** tab.
7. Enter this information in the window.

Level	Major	Class	Maximum Seats
			15
UG	HIST	JR	10

Note: an existing row on this form with all of the data rule fields blank will exist, representing the unreserved seats in the section.

8. Click the **Save** icon.
9. Click the **Exit** icon

Assigning a Meeting Time, Room, and Instructor

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 can utilize a common meeting time pattern defined on the Meeting Time Code Validation table (STVMEET). STVMEET needs to be completed prior to creating the meeting time on sections on the Course Schedule form (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 Times window

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	01-SEP-2005	27-NOV-2005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1715	1830	01				
				<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"/>			

Instructor Session Indicator	ID		Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	N00010311	Montellano, Javier	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
01	N00010545	Moreno, Jose L.	3.000	100	<input type="checkbox"/>	<input type="checkbox"/>	100
01	N00011037	Geron Piñon, Gabriela	3.000	100	<input type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	

Steps

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.

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.

Result: The Course Schedule information will appear.

5. Select **Scheduled Meeting Times** from the **Options** menu.
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.
8. Click the **Save** icon.
9. Click the **Meeting Time and Credits** tab.
10. Enter the building code in the **Building** field.
11. Enter a classroom code in the **Room** field.
12. Click the **Save** icon.

Viewing Schedule Prerequisites That Default from the Catalog Level

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 (SCAPREQ) 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 8.0 (UDCSysT)

Term: 200610 CRN: 10480

Section Information | Section Test Score and Prerequisite Restrictions

Section Test Score and Prerequisite Restrictions

And/Or	('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency)'
(None)	<input type="checkbox"/>							(None)	<input type="checkbox"/>
	<input type="checkbox"/>								<input type="checkbox"/>
	<input type="checkbox"/>								<input type="checkbox"/>
	<input type="checkbox"/>								<input type="checkbox"/>

Section CAPP Area Prerequisite Restrictions

Area	Description	Activity Date

Steps

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.

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 for this course in the **CRN** field.
4. Perform a **Next Block** function to navigate to the Section Information section.

Result: The **Subject**, **Course Number**, and **Section Title** populate.

Note: Using **Rollback** from all blocks in the form places the cursor in the **CRN** field.

5. Click the **Section Test Score and Prerequisite Restriction** tab.

Notes: The information entered on the Catalog Pre-Requisite and Test Score Restrictions Form (SCAPREQ) will populate the window.

This form is not query-only. Prerequisites may be defined or changed here, as well as on the Catalog level.

6. Click the **Exit** icon.

Creating Multiple Sections of a Course

Purpose

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

Banner form

The screenshot shows the SSASECT 8.0 (BAN8_WIN) window. At the top, there are fields for Term (999999), CRN, Create CRN, Copy CRN, Subject, Course, and Title. Below this is a tabbed interface with four tabs: Course Section Information (selected), Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The main form area is divided into two columns. The left column contains fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, Part of Term, Registration Dates, Start Dates, and Maximum Extensions. The right column contains fields for CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, and Daily Contact Hours. At the bottom, there are checkboxes for Long Title, Comments, Syllabus, Print, Gradable, Tuition and Fee Waiver, and Voice Response and Self-Service Available. The form is currently empty, with most fields set to default values or blank.

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
Subject	<i>CHEM</i>	<i>Chemistry</i>
Section		<i>0 (default)</i>
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 (Lecture section).

Field		Low	To/Or	High
CEU/Cred(it)	<i>N</i>	<i>1.00</i>	<i>TO</i>	<i>4.00</i>
		<i>3.00</i>		
Billing		<i>1.00</i>	<i>TO</i>	<i>4.00</i>
		<i>3.00</i>		
Contact		<i>1.00</i>	<i>TO</i>	<i>4.00</i>
		<i>3.00</i>		
Lab		<i>0.00</i>	<i>OR</i>	<i>1.00</i>

Table 3

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

Field	Enter	Value
Section	<i>01 (first lab section)</i>	<i>01</i>
	<i>02 (second lab section)</i>	<i>02</i>
Campus	<i>M</i>	<i>Main</i>
Status	<i>A</i>	<i>Active</i>
Schedule Type	<i>B</i>	<i>Lab</i>
Part of Term	<i>1</i>	<i>1</i>

Table 4

Use the information in Table 4 to complete the procedure that follows (Lab section).

Field		Low	To/Or	High
CEU/Cred(it)	<i>N</i>	<i>1.00</i>	<i>TO</i>	<i>4.00</i>
		<i>1.00</i>		
Billing		<i>1.00</i>	<i>TO</i>	<i>4.00</i>
		<i>1.00</i>		
Contact		<i>1.00</i>	<i>TO</i>	<i>4.00</i>
		<i>1.00</i>		
Lecture		<i>0.00</i>	<i>OR</i>	<i>3.00</i>
		<i>0.00</i>		
Lab		<i>0.00</i>	<i>OR</i>	<i>1.00</i>
		<i>1.00</i>		

Steps

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

1. Access the Schedule Form (SSASECT).
2. Enter the term in the **Term** field.
3. Enter *ADD* in the **CRN** field.
4. Perform a **Next Block** function to access the Section Details block.
5. Enter *CHEM* 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 the course you created).

7. Enter the information for a lecture section into the fields indicated in Table 1.

Note: 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 *ADD* in the **CRN** field.

12. Click the **Copy CRN** icon .

Result: The Default Section Details window will appear.

13. Populate the **Default Course Ref. Number** with the CRN that you want to copy (the one you just created above).

Note: The Default CRN to be used for copying must have a Section Code of *0*.

14. Press the Enter key, which will activate the **Process Default** button.

15. Tab to the **Section** field and change the section number to *1*.

16. Click the **Save** icon.

17. Click the **Rollback** icon to return to the key block.

18. Type *ADD* in the **CRN** field

19. Click the **Copy CRN** icon .

Result: The Default Section Details window will appear Use the same default

20. Use the same process as above to create the second lab section (section 2).

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.

Linking Sections

Purpose

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

Banner form

The screenshot shows the SSADETL form with the following fields and sections:

- Term:** 200810 (dropdown)
- CRN:** (text input)
- Subject:** (text input)
- Course:** (text input)
- Title:** (text input)

Navigation tabs: Section Links and Corequisites (active), Section Fees, Degree Program Attributes, Contract and Block Schedule Information.

Section Links

Link Connector

<input type="checkbox"/>

Corequisites

CRN	Subject	Course	Section
<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"/>	<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"/>

Steps

Linking course sections in Banner applies to sections that are of the same course (Subject, Number) 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.

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 *L1* in the **Link Connector** 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 *L2* 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 *L2* 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.

Result: 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 L2 in the **Link Connector** field.

Note: This field defines the link connector of the lab course sections for which you are creating a link.

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 **Link Connector** 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.

Creating Blocks

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, using the General Student Mass Entry Form (SGAMSTU) 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

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

Credit Billing

Total Hours:

Steps

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.

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.

Entering Block Codes for a Student

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) interface. The window title is "General Student SGASTDN 8.0 (BAN8_WIN)". The interface includes a search bar for "ID:" and a "Student Summary" dropdown menu. There are also fields for "Term:" and a checkbox for "View Current/Active Curricula".

The main content area is divided into several sections:

- General Learner:** Contains fields for "New Term:", "Student Status:", "Student Type:", "Residence:", "Fee Assessment Rate:", "Class:", and "Full or Part Time:" (with radio buttons for Full Time, Part Time, and None). It also includes "From Term:" and "To Term:" fields.
- Additional Information:** A separate box containing "Site:", "Session:", "Block:", and "Citizenship:" fields.
- Curricula Summary:** A table with columns for Priority Term, Program, Catalog, Student Type: Level, Campus, Rate: College, and Degree. It also includes "Outcome Key:" and "Admission Type:" fields, and "Admission Term:" and "Matriculation Term:" fields.
- Field of Study Summary:** A table with columns for Priority Term, Type, Field of Study, Department, and Attached to Major.

Steps

Follow these steps to complete the process.

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.

Cross Listing Sections

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, but are different courses (Subject, Course Number).

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.

Banner form

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 the Meeting Time window of SSASECT, use a **Duplicate Item** function from the **Room** field.

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

Steps: Exercise 1

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

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.

Steps: 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.

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.

Warning: 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.

Steps: Exercise 3

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

1. Access the Schedule Form (SSASECT).
2. Choose either the FINA or BUAD course you created.
3. Perform a **Next Block** function.

Result: You will see that your cross-list identifier is now in the appropriate **Cross-List** field.

Creating an Open Learning Section

Introduction

The Open Learning Registration (OLR) feature provides learners with the ability to register for a class based on start/end dates rather than a part of 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 or individual section versus the entire term
- expand your fee assessment options using user-defined units (in addition to flat and per credit fees) and registration processing units
- specify section-specific dates when registration is accepted outside of the current parts-of-term defined on SOATERM
- 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 and is also used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog.

Banner form

The screenshot shows the Banner SSASECT 8.0 (BAN8_WIN) interface. At the top, there are fields for Term (999999), CRN, Create CRN, Copy CRN, Subject, Course, and Title. Below this is a navigation bar with four tabs: Course Section Information (selected), Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The main form area is divided into two columns. The left column contains fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Duration, Part of Term, Registration Dates, Start Dates, and Maximum Extensions. The right column contains fields for CEU Indicator, Credit Hours, Billing Hours, Contact Hours, Lecture, Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, and Daily Contact Hours. At the bottom, there are checkboxes for Long Title, Comments, Syllabus, Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available, and CAPP Areas for Prerequisites.

Steps

Follow these steps to complete the process.

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.

5. Enter all applicable information including the subject code and course number.

Subject: ACCT

Number: 2310

Campus: M

Status: A

Schedule Type: L

Instructional Method: NT (should default in)

Note: 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.

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. Is the rule information that defaulted from the Open Learning Section Default Rules Form (SOAORUL) acceptable?
10. If yes, and the information cannot be overridden, the setup process is complete.
11. Change the maximum number of extensions granted in the **Maximum Extensions** field, if appropriate.

Note: This value defaults to zero.
12. Are you using the contact analysis functionality in the Faculty Load module?
13. If yes, set the attendance method in the **Attendance Method** field to a code defined as an Independent Studies type 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.

14. Click the **Save** icon.

Note: This step is done in order to review/create additional information when applicable.

Result: A CRN is assigned and replaces the word *ADD* in the key block.

15. Perform a **Next Block** function to access the Meeting Time block to record scheduled meeting times.

Note: If you are defining an open learning section, it is not mandatory to establish contact times in the Meeting Time block to support self-paced sections. You must have the start and end dates of the section, however. Tab through the dates which will automatically fill in.

16. Is there a face-to-face component or online chat available to students on a regular schedule?

17. 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. If this entry must be scheduled in a physical location, select the **Meeting Location and Credits** tab and enter the information accordingly.

18. Click the **Save** icon.

19. Perform a **Next Block** function to access the Instructor block.

20. Assign an instructor or tutor to this section. Define the instructor as the primary instructor.

Note: 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).

21. Click the **Save** icon.

22. Click the **Exit** icon.

Reports and Queries Used in the Class Schedule Module

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
Available Seats to Zero Process	SSRASTZ

Term Roll Process

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 form

The screenshot shows the Banner Term Roll Process form (SSRROLL) with the following sections:

- Process:** SSRROLL (dropdown), Term Roll (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: (dropdown), Special Print: (text field), Lines: 55 (text field), Submit Time: (text field)
- Parameter Values:** A table with columns for Number, Parameters, and 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
- Submission:** Save Parameter Set as, Name: (text field), Description: (text field), Hold, Submit

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

Steps

Follow these steps to run the Term Roll Process.

1. Access the Term Roll Process (SSRROLL).
2. Select the **Next Block** function.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
5. Enter the values for the parameters as follows.

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 <i>A</i> (audit) or <i>U</i> (update).
05: Roll Meeting Time	Enter the <i>Y</i> to roll section meeting times, otherwise enter <i>N</i> .
06: Roll Instructors	Enter the <i>Y</i> to roll section instructors, otherwise enter <i>N</i> .
07: Roll CRNs	Enter <i>Y</i> to roll CRN numbers or <i>N</i> to create system-generated one-up numbers.
08: Roll Links	Enter the <i>Y</i> to roll section links, otherwise enter <i>N</i> .
09: Roll Corequisites	Enter <i>Y</i> to roll section corequisites, otherwise enter <i>N</i> .
10: Roll Fees	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .

Parameter	Value
11: Roll Degree Attributes	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
12: Roll Text	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
13: Roll Class Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
14: Roll College Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
15: Roll Field of Study Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
16: Roll Level Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
17: Roll Reserved Seats	Enter <i>Y</i> to roll reserved seats, otherwise enter <i>N</i> .
18: Roll Cross List Data	Enter <i>Y</i> to roll cross list data, otherwise enter <i>N</i> .
19: Roll Campus Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
20: Roll Contract Information	Enter <i>Y</i> to roll contract information, otherwise enter <i>N</i> .
21: Roll Schedule Override Info	Enter <i>Y</i> to roll schedule override information, otherwise enter <i>N</i> .
22: Roll Test Restricts and Pre-reqs	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
23: Roll Schedule Evaluation	Enter <i>Y</i> to roll schedule evaluation, otherwise enter <i>N</i> .
24. Roll Block Schedule Codes	Enter <i>Y</i> to roll block schedule codes, otherwise enter <i>N</i> .
25. Roll CAPP Area Pre-requisites	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
26. Roll Degree Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .

Parameter	Value
27. Roll Program Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, 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 from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
30. Roll Room Attributes	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
31. Roll CRN Scheduler Status Code	Enter <i>Y</i> to roll CRN scheduler 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 Attributes, 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 from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
36. Create Section Rules	Enter <i>R</i> to roll existing rules, <i>D</i> to default rules, otherwise <i>N</i> .
37. Roll Student Web Controls	Enter <i>Y</i> to roll Student Self Service Controls otherwise <i>N</i> .
38. Roll Faculty Web Controls	Enter <i>Y</i> to roll Faculty Self Service Controls otherwise <i>N</i> .
39. Roll Labor Distribution	Enter <i>Y</i> to roll FOAPAL for sections, otherwise <i>N</i> .
40. Roll Department Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
41. Roll Student Attr Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .
42. Roll Cohort Restrictions	Enter <i>Y</i> to roll from sections, <i>C</i> to roll from Catalog, otherwise enter <i>N</i> .

6. Save the parameter set, if desired.
7. Click the **Save** icon to execute the report.
8. Select **Review Output** on the **Options** menu to review the file.
9. Click the **Exit** icon.

Class Schedule Report

Purpose

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

Banner form

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="Schedule Term"/>	<input type="text" value="200515"/>
<input type="text" value="02"/>	<input type="text" value="Part-of-term (% for all)"/>	<input type="text" value="%"/>
<input type="text" value="03"/>	<input type="text" value="Order 1-Subj, 2-Coll,Div,Dept"/>	<input type="text" value="2"/>
<input type="text" value="04"/>	<input type="text" value="Campus (% for all)"/>	<input type="text" value="%"/>
<input type="text" value="05"/>	<input type="text" value="Course Status (% for all)"/>	<input type="text" value="%"/>
<input type="text" value="06"/>	<input type="text" value="Use Scheduler Results"/>	<input type="text" value="N"/>
<input type="text" value="07"/>	<input type="text" value="Schedule Type (% for all)"/>	<input type="text" value="%"/>
<input type="text" value="08"/>	<input type="text" value="Instructional Method (%=all)"/>	<input type="text" value="%"/>

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

Submission
 Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to run the Class Schedule Report.

1. Access the Class Schedule Report (SSRSECT).
2. Select the **Next Block** function.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
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.

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. Save the parameter set, if desired.
10. Click the **Save** icon to execute the report.
11. Select **Review Output** on the **Options** menu to review the file.
12. Click the **Exit** icon.

Scheduled Section Tally Report

Purpose

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

Banner form

The screenshot shows the Banner SSRTALY form interface. At the top, the window title is "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** A dropdown menu set to "SSRTALY" and a text field containing "Scheduled Section Tally".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters" (with a dropdown arrow), and "Values" (with a dropdown arrow). The table contains the following data:

Number	Parameters	Values
01	Term	200410
02	Part-of-term (% for all)	%
03	Order of Report (VALUES 1,2,3)	3
04	Campus	%
05	Instructional Method	
06	Print Long Course Title	N
07	Print Long Section Title	N
- Submission:** A section with a checkbox for "Save Parameter Set as", a "Name:" text field, a "Description:" text field, a radio button for "Hold", and a radio button for "Submit".

Below the Parameter Values table, there is a note: "LENGTH: 6 TYPE: Character O/R: Required M/S: Single" and a prompt: "Enter the term for which you want the scheduled sections to be printed."

Steps

Follow these steps to run the Scheduled Section Tally Report.

1. Access the Scheduled Section Tally Report (SSRTALY).
2. Select the **Next Block** function.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
5. Enter the parameter values.

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. Save the parameter set, if desired.
7. Click the **Save** icon to execute the report.
8. Select **Review Output** on the **Options** menu to review the file.
9. Click the **Exit** icon.

Schedule Purge

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

The screenshot shows a web-based interface for submitting a process. At the top, the window title is "Process Submission Controls GJAPCTL 8.0 (BAN8_WIN)". Below this, there are two main sections: "Printer Control" and "Parameter Values".

Printer Control: This section includes a "Printer:" dropdown menu set to "DATABASE", a "Special Print:" text input field, "Lines:" set to "55", and a "Submit Time:" text input field.

Parameter Values: This section is a table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. Below the table, there is a "Values" column with a dropdown menu. The table contains two rows of data:

Number	Parameters	Values
01	Process Term	
02	Run Mode	

Below the table, there is a note: "LENGTH: 6 TYPE: Character O/R: Required M/S: Single" and a description: "Purge for all terms less than or equal process term with no regs."

Submission: This section includes a checkbox for "Save Parameter Set as", a "Name:" text input field, a "Description:" text input field, a radio button for "Hold", and a radio button for "Submit".

Steps

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

1. Access the Schedule Purge Process (SSPSCHD).
2. Select the **Next Block** function.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
5. Enter the term in the **Value** field for Parameter 01: Process Term.
6. Enter the run mode in the **Value** field for Parameter 02: Run Mode

Note: As with any Banner purge process it is recommend that this process be run in Audit mode first.

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 **Options** menu to review the file.
11. Click the **Exit** icon.

Section Level Fee Mass Population Process

Purpose

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

Banner form

The screenshot shows a Banner form window titled "Process Submission Controls GJAPCTL 8.0 (BAN8_WIN)".

Process: SSPMFEE (dropdown) Section Fee Population (text field)
Parameter Set: (dropdown)

Printer Control

Printer: (dropdown) **Special Print:** (text field) **Lines:** 55 (text field) **Submit Time:** (text field)

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:** (text field) **Description:** (text field) Hold Submit

Steps

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

1. Access the Section Level Fee Mass Population Process (SSPMFEE).
2. Select the **Next Block** function.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
5. Enter the term in the **Value** field for Parameter 01: Term.
6. Enter the run mode in the **Value** field for Parameter 02: Run Mode.
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 *Options* menu to review the file.
11. Click the **Exit** icon.

Schedule Open Learning Rule Default Process

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

The screenshot shows a window titled "Process Submission Controls - GJAPCTL 8.0 (BAN8_WIN)". The window contains the following sections:

- Process:** A dropdown menu set to "SSPRDEF" and a text field containing "Schedule Rule Default Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** Fields for "Printer:", "Special Print:", "Lines:" (set to 55), and "Submit Time:".
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains two rows:

Number	Parameters	Values
01	Term code	
02	Run Mode	A

Below the table, the text reads: "LENGTH: 6 TYPE: Character O/R: Required M/S: Single" and "Term code; the term to be examines for missing section level rules".

- Submission:** A checkbox for "Save Parameter Set as", fields for "Name:" and "Description:", and radio buttons for "Hold" and "Submit" (which is selected).

Steps

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

1. Access the Schedule Open Learning Rule Default Process (SSPRDEF).
2. Select the **Next Block** function.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
5. Enter the term in the **Value** field for Parameter 01: Term code.
6. Enter the run mode in the **Value** field for Parameter 02: Run Mode.
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 *Options* menu to review the file.
11. Click the **Exit** icon.

Available Seats to Zero Process

Purpose

The Available Seats to Zero Process (SSRASTZ) is used to set all section available seats to zero as of a specific date to force all additional registrations records to be processed through waitlisting.

Banner form

Process: Available Seats to Zero 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"/>	<input type="text"/>
<input type="text" value="02"/>	<input type="text" value="Part of Term"/>	<input type="text"/>
<input type="text" value="03"/>	<input type="text" value="Campus"/>	<input type="text"/>
<input type="text" value="04"/>	<input type="text" value="CRN"/>	<input type="text"/>
<input type="text" value="05"/>	<input type="text" value="Subject"/>	<input type="text"/>
<input type="text" value="06"/>	<input type="text" value="Course Number"/>	<input type="text"/>
<input type="text" value="07"/>	<input type="text" value="Run Mode"/>	<input type="text" value="A"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term code to set available seats to zero for CRNs in that term.

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to run the Available Seats to Zero Process (SSRASTZ).

1. Access the Available Seats to Zero Process (SSRASTZ).
2. Click the **Next Block** icon.
3. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* 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.
5. Enter the term in the **Value** field for Parameter 01: Term code.
6. Enter the part of term in the **Value** field for Parameter 02: Part of Term.
7. Enter the campus in the **Value** field for Parameter 03: Campus.
8. Enter the CRN(s) in the **Value** field for Parameter 04: CRN(s).
9. Enter the subject in the **Value** field for Parameter 05: Subject code
10. Enter the course number in the **Value** field for Parameter 06: Course Number code
11. Enter the run mode in the **Value** field for Parameter 07: Run Mode.
12. Click the **Next Block** icon to access the Submission block.
13. Save the parameter set, if desired.
14. Click the **Save** icon to execute the report.
15. Select **Review Output** on the **Options** menu to review the file.
16. Click the **Exit** icon.

Summary

Let's review

As a result of completing this workbook, you have

- built and changed traditional and open learning course sections
- 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.

Self Check

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?

How do you 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?

How do you 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?

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?

Answer Key for Self Check

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).

How do you access the Meeting Time window?

Select the Meeting Times and Instructor Tab from SSASECT.

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 (SIAIQRY).

Question 4

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

The Schedule Form (SSASECT).

How do you access the Reserved Seating window?

You must select the *Section Enrollment Information Tab/Reserved Seats Tab* to access the Reserved Seating window.

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

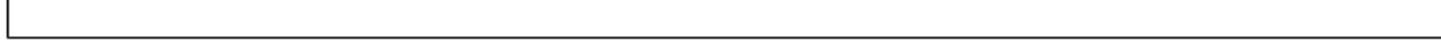
Which form is used to create multiple sections of a course?

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.

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
STVACCL	Academic Calendar Type Validation	create, update, insert, and delete codes for academic calendar types, such as Daily Contact, Weekly Contact, or Continuing Education. This form is used by the Schedule Academic Calendar Form (SSAACCL) to validate academic calendar type codes. You can create and update these codes only from this form.
STVACCT	Attendance Accounting Method Validation	create, update, insert, and delete codes for the attendance accounting methods to be associated with course sections, such as Telecourses, Independent Study, or Weekly.
STVATRA - STVATRE	Day Attribute One through Day Five Validation	create, update, insert, and delete day attribute codes specific to an institution's needs for state or local reporting, for information required about a day for a particular year on a specific campus.
STVATTR	Attribute Validation	create, update, insert, and delete degree program codes, such as Affiliated Teaching Requirement, Language Requirement, or Writing Intensive Requirement.
STVBLCK	Block Code Validation	create, update, insert, and delete block codes which are used in Block Scheduling processing.
STVBLDG	Building Code Validation	create, update, insert, and delete building codes such as Biology Building, Gymnasium, or Residence Hall.
STVCAMP	Campus Code Validation	create, update, insert, and delete campus codes, such as Main Campus, Downtown Campus, or Foreign Campus.

Form	Full Name	Use this Form to...
STVCLAS	Class Code Validation	create, update, insert, and delete class codes such as Freshmen, Sophomore, First Year Law, Professional, and so on.
STVCOLL	College Code Validation	create, update, insert, and delete college codes, such as College of Engineering, College of Law, College of Music, and so on.
STVCSTA	Course Status Code Validation	create, update, insert, and delete course status codes.
STVDAYS	Day of Week Validation	create, update, insert, and delete the day of the week codes, such as Monday, Wednesday, and Friday.
STVDAYT	Institutional Type of Day Validation	create, update, insert, and delete day type codes specific to an institution's needs for state or local reporting, for information required about a day and the term in which it falls on the Calendar Day Information Form (SOACALD).
STVDEPT	Department Code Validation	maintain department codes such as History Department, Counseling Department, or Department Undeclared, and so on.
STVDIVS	Division Code Validation	create, update, insert, and delete division codes, such as Division Not Declared, Division of Accounting, Division of Law, and so on.
STVEVAL	Evaluation Question Code Validation	create, update, insert, and delete evaluation question codes.
STVFCNT	Faculty Contract Type Code Validation	create, update, insert, and delete faculty contract type codes.
STVFCST	Faculty Status Code Validation	create, update, insert and delete faculty status codes.

Form	Full Name	Use this Form to...
STVGMOD	Grading Mode Code Validation	create, update, insert, and delete grading mode codes, such as Audit Grading Mode, CEU Grading Mode, Pass/Fail Grading Mode, and so on. Several other forms use this form to validate grading mode codes.
STVLEVL	Level Code Validation	create, update, insert, and delete level codes, such as No Level Declared, Undergraduate, Non-Matriculated Graduate, and so on.
STVMAJR	Major, Minor, Concentration Code Validation	create, update, insert, and delete major, minor, and concentration codes, such as Undeclared, Journalism, Music, Law, and so on.
STVMEET	Meeting Time Code Validation	create, update, insert, and delete meeting time codes.
STVPTRM	Part of Term Code Validation	create, update, insert, and delete part of term codes, such as Full Term, Continuing Education, Second Half Term, and so on.
STVRMST	Room Status Codes	create, update, insert, and delete room status codes, such as Active, Inactive, Room Being Repaired, and so on.
STVRSTS	Course Registration Status Code Validation	create, update, insert, and delete course registration status codes such as Audit, Registered, Web Drop.
STVSAPR	Special Approval Code Validation	define codes and descriptions for types of special approvals and permissions, such as Instructor, Dean, Honor's Advisor, and so on which cannot be checked by system processing when a person attempts to register for a course.

Form	Full Name	Use this Form to...
STVSCCD	Schedule Contract Code Validation	create, update, insert, and delete schedule contract codes, such as Military Sponsored, State Services Sponsored, Company Sponsored, and so on.
STVSCHD	Schedule Type Code Validation	create, update, insert, and delete schedule type codes, such as Lecture, Lab, Self-paced, Seminar, and so on.
STVSESS	Session Code Validation	create, update, insert, and delete session codes, such as Afternoon & Evening, Day, Weekend, and so on.
STVSSTS	Section Status Code Validation	create, update, insert, and delete section status codes such as Active, Inactive, Reserved, and so on.
STVSUBJ	Subject Code Validation	create, update, insert, and delete subject codes, such as Accounting, Botany, Economics, and so on.
STVTERM	Term Code Validation	create, update, insert, and delete term codes, such as 999999 The End of Time, 200010 Fall 1999, 200020 Spring 2000, and so on.
STVTESC	Test Code Validation	create, update, insert, and delete codes for test types (ACT Math, GRE French, Law School Admission, or SAT Verbal, and so on.
STVTOPS	Taxonomy of Program Code Validation	create, update, insert, and delete taxonomy of program codes.
GTVINSM	Instructional Method Validation Form	create and maintain instructional method codes.
GTVDUNT	Duration Unit Validation Form	create and maintain duration unit codes which are associated with the calculation of an expected completion date.

Form	Full Name	Use this Form to...
GTVMTYP	Meeting Type Validation	create and maintain meeting type codes.
TSADETC	Detail Code Control Form,	create and update charge codes that can be attached to catalog courses such as Lab Fee or Supplies Fee.
STVDEGC	Degree Code Validation	create, update, insert and delete degree codes, such as Bachelor of Arts or Master of Education.
STVSTYP	Student Type Validation	create, update, insert and student type codes, such as New Freshman, Continuing or New Transfer.
STVRATE	Student Fee Assessment Code Validation	create, update, insert and delete student rate codes, such as Special, Senior Citizen or Faculty/Staff.
SMAPRLE	Program Definition Rules	create, or update program codes, such as BA-Accounting or CERT-Accounting.
SOATERM	Term Control	establish controls for a specific term. These controls affect the areas of catalog, schedule, registration, registration fee assessment, and telephone registration processing.
SOAORUL	Open Learning Section Default Rules	create sections and section rules for open learning courses.
SSARULE	Schedule Processing Rules	enter or display rules for registration status codes, refunding, and extension processing at the section level, independent of part-of-term or static dates that can be administered based on an individual learner. This form can be used only for open learning sections.

Form	Full Name	Use this Form to...
SSASECT	Schedule	create or display sections for the courses that were created in the Catalog module, according to the definitions and restrictions that were set up there.
SSAPREQ	Schedule Pre-requisite and Test Score Restrictions	enter or display prerequisite restrictions at the schedule level.
SSADETL	Schedule Detail	enter or display detail schedule information, according to the definitions and restrictions created in the Course Catalog.
SSABLCK	Block Schedule Control	assign block codes to a list of sections
SGASTDN	General Student	maintain current and historical information about a student (learner).
SSAXLST	Schedule Cross List Definition	enter or display the cross list information associated with a group of sections.
SSACLBD	Schedule Labor Distribution Form	build and maintain job labor distribution data at the section level (CRN) for adjunct faculty assignments.
SSIRESV	Reserved Seats Inquiry Form	query and view all reserved seats rules for a term and CRN combination.
SSAWLSC	Waitlist Automation Section Control	define waitlist rules for automated waitlist processing for an individual section
SOAWLTC	Automated Waitlist Term Control	define waitlist term controls
SSRROLL	Term Roll Process	roll sections of one term to another term.

Form	Full Name	Use this Form to...
SSRSECT	Class Schedule Report	print the schedule of classes for a term.
SSRTALY	Scheduled Section Tally Report	list all the sections for a term, with enrollment counts and seats remaining.
SSPSCHD	Schedule Purge	purge the class schedule information based on term. Run the Registration Purge (SFPREGS) first.
SSPMFEE	Section Level Fee Mass Population Process	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
SSPRDEF	Schedule Open Learning Rule Default Process	default open learning rules for sections where the rules have been established after the sections were created.
SSRASTZ	Available Seats to Zero Process	used to set all section available seats to zero as of a specific date to force all additional registrations records to be processed through waitlisting.