Entering Course Schedules into Banner Administrative

Before you enter your course schedule, it may be useful for you to have a copy of your courses with a list of the times, days, rooms, buildings, number of enrollment, course number, and instructor names.

**NOTE:** As you enter your course schedule, note the section number for each course. You will use this to verify your records, once you have entered and printed your course schedule.

1. Log into Banner Administrative and go to the **SSASECT** form.

2. Enter the correct term code into the *Term* field.
   - Term codes are made up of the year and term as follows
     - Spring Term – 20
     - Summer Term – 30
     - Fall Term – 40
   - Example: 201640 = Fall Term 2016

3. Press the Tab button and enter ‘**ADD**’ for the Course Reference Number (CRN)

4. **CTRL + Page Down**, or the **Next Block**, and you will be able to begin entering the course section information.

5. In the *Subject* field, enter your subject’s four letter code, if you do not know the code, select the down arrow and select ‘View Existing Courses’ to pull up a list of codes. Double-click code for your subject.

6. In the *Course Number* field, enter the course number and hit the tab key. This will cause the *Title* field to auto populate with the correct course title.
This will cause **Credit Hours, Billing Hours, Contact Hours, and Lecture Hours** (on the right-hand side) to auto fill.

7. Next, we will enter the section numbers in the **Section** field.

There are a few things you need to note:

- Section numbers should be 3 characters long
- Section numbers for lecture courses will be 001 to 049
- Section numbers should be 051 to 099 for lab section that do not have credit hours
- The first two character of all off campus sections will be alphabetical
  - E.g. AA for Henry County High School in Paris
- Online courses will begin with the letters OL
- New college courses will begin with the letters NC
- Governor’s school will have section numbers 881, 882, 883, etc.

Enter the appropriate Section number

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8. In the *Campus* field, enter the appropriate campus code. If you do not know your campus code, select the drop-down arrow to see a list of available campus codes.

9. In the *Status* field, enter ‘A’ for Active.

10. In the *Schedule Type* field, enter ‘L’ for Lecture or ‘B’ for Lab. Once you have entered the *Schedule Type* the contents should auto populate in the *Instructional Method* field.
11. Tab down to the *Part of Term* field, for courses that run the full semester enter 1, this will auto fill the dates of the beginning and end of the part of semester.

**NOTE:** Maymester is a part of term (POT) 10 and section numbers begin with 040

POT1: Course covers both terms of summer; section numbers begin with 030

POT2: First term summer; section numbers begin with 010

POT3: Second term summer; section numbers begin with 020

For example: **Maymester = 201630**

**Section = 040**

**POT = 10**

Lab Sections

POT1: Full summer term sections will be 051 to 059

POT2: First summer term will be 051 to 059

POT3: Second summer term will be 061 to 069

12. The *Gradable* indicator should be checked for all lecture sections. This should not be checked for Lab sections that do not have credit hours.
13. **Save** your record. Once the record has been saved write down the CRN that is listed across the top.

14. You are now ready to proceed to the *Section Enrollment Information* tab. Press **CTRL + Page Down**, or the **Next Block**. Check that the CRN listed above is still the same CRN that you have written down.

15. Enter the maximum number of enrollment and **Save** your work.
16. Press **CTRL+Page Down**, or the **Next Block)**, to go to the *Meeting Times and Instructor* tab.

17. Click on the *Meeting Time* drop-down arrow to display all of the meeting time codes available in banner. Double-click on the relevant time code to select it. Once you have selected the meeting time, the remainder to the meeting time information will auto fill.

18. Tab over until you get to the *Building* section. Once you have entered the correct building and room information, save your record and press **CTRL + Page Down**, or the **Next Block**. 
Examples of Course/Building Code combinations

<table>
<thead>
<tr>
<th>Course origin or campus</th>
<th>Course section begins with…</th>
<th>Building Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin</td>
<td>00</td>
<td>HU (for example)</td>
</tr>
<tr>
<td>New College</td>
<td>NC</td>
<td>XX</td>
</tr>
<tr>
<td>Online</td>
<td>OL</td>
<td>XX</td>
</tr>
<tr>
<td>Parsons Center</td>
<td>PX</td>
<td>PX</td>
</tr>
<tr>
<td>Distance Learning from Martin</td>
<td>DM</td>
<td>GH (for example)</td>
</tr>
</tbody>
</table>

For a valid list of building codes, select the drop-down arrow ▼ below Building. On the query page, select the drop-down arrow ▼ below Building again. This populates a list of building codes.
**NOTE:** If you are entering your course schedule or new section before the deadline, you may enter the building and room numbers. If you are entering after the deadline, you must submit your room number and building request to the Registrar's office by email. That office will check the room availability and respond to your email. That office will also enter the room and building information for your course or section.

**To prevent loss of your Banner access, do not enter building or room information after the deadline.** Please contact the Registrar's office if you have any questions regarding this. Also, do not override room assignments unless it is a cross-listed course and you are making an entry before the deadline. If any changes need to be made after the deadline, you will need to refer them to the registrar's office.

19. Next, enter the instructor's ID number. The instructor's name will auto-fill once the ID number has been entered.

If you do not know the ID number, you may click the drop-down arrow below `ID` and perform a search. In the form that comes up, enter `960%` in the `ID` field and the instructor’s last name and then press **F8**. Double-click on the instructor’s name to select.
Once you have entered the instructor’s ID number, *Instructional Workload*, *Percent of Responsibility*, and *Percent of Session* will auto fill the with appropriate information. These values will be correct if this is the only instructor for the course. If there are multiple professor’s teaching a course, then the numbers will change and one of professor’s must have the *Primary Indicator* checked.

The default *Instructor Session Indicator* will be ‘01’ if there is only one professor teaching the course.

If you have different meeting times, room, or multiple instructors for one course, you can have more than one line of entry and the session indicator will be successive. If the same instructor is teaching the course, but is using different rooms or different meeting times, then you must put that same instructor in twice. You must then have a matching *Instructor Session Indicator* for each *Session Indicator*.

20. Make a note of your CRN once you have entered your course into Banner. Once you have entered all information, **Save** your work.