To Enter Cross Listed Courses into Banner

1.) Contact Records to obtain codes which are the faculty member’s name, 3 initials, and how many cross listed classes that they will be teaching in order for her to create the codes in Banner.

2.) Once Records has created the codes.
   a.) Go to the SSASECT screen
   b.) Enter the Term and CRN information for the first course to be cross listed
   c.) Go to Section Preferences Tab
   d.) Under Partition Preferences – Enter the letters/number code
      For Example: DAM, DAM1, DAM2, etc....
   e.) Under Preference Number enter Code 01
   f.) Save the file
   g.) Go to the CRN number that is to be cross listed and repeat the process (Steps b-e) entering the same code under Partition Preferences to link the courses together.

To Enter Overload Pay into Banner

1.) Go to the SSASECT screen

2.) Enter the Term and the CRN information for the course to be paid overload

3.) Go to Section Preferences Tab

4.) Under Partition Preferences – Enter Code OVRLPAY

5.) Under Preference Number enter Code 88

6.) Save the file

Miscellaneous

1.) Section Numbers are 3 digits long – Example: 001, NC1

2.) Labs for noncredit should not be checked as Graded- Found on bottom of SSASECT screen