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SUNGARD SCT HIGHER EDUCATION

SCT SCT Banner Student Class Schedule Training Workbook

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Section A: Introduction

Lesson: Overview

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Workbook goal

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

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

Intended audience

Personnel from offices responsible for maintaining schedule information.

Section contents

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Section A: Introduction

Lesson: Process Introduction

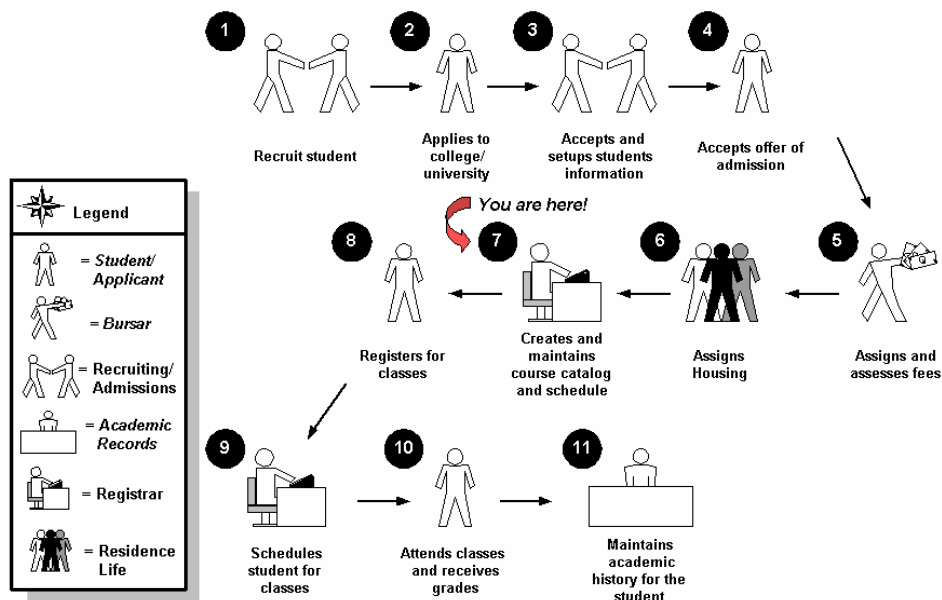
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Introduction

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

Flow diagram

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





Section A: Introduction

Lesson: Terminology

◀ Jump to TOC

Block schedule

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

CAPP

Curriculum, Advising, and Program Planning degree auditing program.

CAPP area for pre-requisites

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

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

Continuing education course

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

Co-requisite

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

Cross list

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

Equivalent

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

Grading modes

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

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



Section A: Introduction

Lesson: Terminology (Continued)

◀ [Jump to TOC](#)

Standard letter

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

Lab course

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

Lecture course

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

Lecture/Lab course

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

Link

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



Section A: Introduction

Lesson: Terminology (Continued)

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Pre-requisite

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

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

Pre-requisite checking

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

Pre-requisite with concurrency

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



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

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

Intended audience

Personnel from offices responsible for maintaining schedule information

Objectives

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

Prerequisites

To complete this section, you should have

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

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Section B: Set Up

Lesson: Overview (Continued)

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Section B: Set Up

Lesson: Validation Forms Needed for the Class Schedule Module

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Types of 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	SCT Banner Name	Page
Academic Calendar Type Validation	STVACCL	10
Attendance Accounting Method Validation	STVACCT	11
Day Attribute One Validation	STVATRA	12
Day Attribute Two - Five Validation	STVATRB - STVATRE	13
Attribute Validation	STVATTR	14
Block Code Validation	STVBLCK	15
Building Code Validation	STVBLDG	16
Campus Code Validation	STVCAMP	17
Class Code Validation	STVCLAS	18
College Code Validation	STVCOLL	19
Course Status Code Validation	STVCSTA	20
Day of Week Validation	STVDAYS	21
Institutional Type of Day Validation	STVDAYT	22
Department Code Validation	STVDEPT	23
Division Code Validation	STVDIVS	24
Evaluation Question Code Validation	STVEVAL	25
Faculty Contract Type Code Validation	STVFCNT	26
Faculty Status Code Validation	STVFCST	27
Grading Mode Code Validation	STVGMOD	28
Level Code Validation	STVLEVL	29
Major, Minor, Concentration Code Validation	STVMAJR	30
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Section B: Set Up

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

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Types of validation forms needed, continued

Form Description	SCT SCT Banner Name	Page
Special Approval Code Validation	STVSAPR	35
Schedule Contract Code Validation	STVSCCD	36
Schedule Type Code Validation	STVSCHD	37
Session Code Validation	STVSESS	38
Section Status Code Validation	STVSSTS	39
Subject Code Validation	STVSUBJ	40
Term Code Validation	STVTERM	41
Test Code Validation	STVTESS	42
Taxonomy of Program Code Validation	STVTOPS	43
Instructional Method Validation Form	GTVINSM	44
Duration Unit Validation Form	GTVDUNT	45
Meeting Type Validation	GTVMTYP	46



Section B: Set Up

Lesson: Academic Calendar Type Validation

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Description

The Academic Calendar Type Validation Form (STVACCL) is used to create, update, insert, and delete codes for academic calendar types, such as *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.

Screen image

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



Section B: Set Up

Lesson: Attendance Accounting Method Validation

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Description

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 may be checked for a code.

Screen image

Code	Description	Weekly	Independent			Activity Date
			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"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Day Attribute One Validation

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Description

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.

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

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

Screen image

Code	Description	Activity Date



Section B: Set Up

Lesson: Day Attribute Two - Five Validation

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Description

The Day Attribute Two - Five Validation Forms (STVATRB - STVATRE) are the second through fifth forms used in the Schedule module to create, update, insert, and delete attribute codes specific to an organization's needs for state or local reporting, for information required about a day for a particular year on a specific campus.

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

Screen image

Code	Description	Activity Date



Section B: Set Up

Lesson: Attribute Validation

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Description

The Attribute Validation Form (STVATTR) is used to create, update, insert, and delete degree program 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.

Screen image

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



Section B: Set Up

Lesson: Block Code Validation

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Description

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

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

Screen image

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

Exercise

Follow these steps to complete the process.

Step	Action
1	Access the Block Code Validation Form (STVBLCK).
2	Enter a code in the Block Code field.
3	Enter a description in the Description field.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Building Code Validation

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Description

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

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

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

Screen image

Code	Description	VR Msg	Activity Date
AGC	Adamian Graduate Center		06-JUL-1994
AP2	api test 2		06-SEP-2004
API	API Building to test		06-SEP-2004
ATHLET	Athletic Fields		11-APR-1989
BIOL	Biology Building		09-JAN-1995
COX	Cox Hall		11-SEP-1990
CYNDY	Cyndy Hall		09-AUG-2004
DT	Don's Building		08-NOV-2004
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
JACKMA	Jackman Residential Hall		09-AUG-2004
JARMAN	Jarman Memorial hall		27-FEB-1991
KELSEY	Kelsey Residence Hall		09-OCT-1990
LACAVA	LaCava Campus Center		06-JUL-1994
LANCAS	Dabney S Lancaster Library		07-AUG-1987
LAUREN	Lauren Residence Hall		09-OCT-1990
LAW	Benjamin Clark Hall		19-JAN-1995
LEROY	Leroy Residence Hall		29-JAN-1995
LIN	Lindsay Hall		06-JUL-1994



Section B: Set Up

Lesson: Campus Code Validation

◀ Jump to TOC

Description

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.

Screen image

Code	Description	District	Activity Date
1	Fee Assessment Test Campus 1		19-MAR-2004
10	Campus 10		19-MAR-2004
100	Campus 100		19-MAR-2004
12	Two-character code		19-MAR-2004
123	Three-character code		19-MAR-2004
2	Off Campus		19-MAR-2004
3	Japan Center		19-MAR-2004
4	Coop Program		19-MAR-2004
5	University Employee		19-MAR-2004
6	Special Programs (Summer)		19-MAR-2004
7	Internships- Off Campus		19-MAR-2004
8	University Extended Programs		19-MAR-2004
9	Univ Sponsored Exchange Site		19-MAR-2004
A	Annandale		24-JUN-1991
B	Blacksburg		24-JUN-1991
BAS	Defect 44418/56798		19-MAR-2004
BZ	Bill Zimmer's test campus code		03-AUG-2004
C	Charlottesville		24-JUN-1991
CE2	Central Campus - Yale		19-MAR-2004
CEN	Central Campus		19-MAR-2004
CP	CP		19-MAR-2004
D	Downtown		03-JAN-1995



Section B: Set Up

Lesson: Class Code Validation

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Description

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.

Screen image

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



Section B: Set Up

Lesson: College Code Validation

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Description

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*.

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.

Screen image

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
01	School of Behavioral Sciences		<input type="checkbox"/>			19-MAR-2004
02	University of Toronto		<input type="checkbox"/>			19-MAR-2004
03	Wilfrid Laurier University		<input type="checkbox"/>			19-MAR-2004
04	University of Regina		<input type="checkbox"/>			19-MAR-2004
05	Campion College		<input type="checkbox"/>			19-MAR-2004
06	Luther College		<input type="checkbox"/>			19-MAR-2004
07	University of British Columbia		<input type="checkbox"/>			19-MAR-2004
08	University of Northern BC		<input type="checkbox"/>			19-MAR-2004
10	Yukon College		<input type="checkbox"/>			19-MAR-2004
11	Integration College		<input type="checkbox"/>			16-SEP-2004
14	College of Music Theatre		<input type="checkbox"/>			19-MAR-2004
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AD	Arts Division - Siena		<input type="checkbox"/>			19-MAR-2004
AE	Arts Sciences/Engineering		<input type="checkbox"/>			19-MAR-2004
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
BD	Business Division		<input type="checkbox"/>			19-MAR-2004
BK	Bucknell College		<input type="checkbox"/>			19-MAR-2004



Section B: Set Up

Lesson: Course Status Code Validation

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Description

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.

Screen image

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"/>	



Section B: Set Up

Lesson: Day of Week Validation

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Description

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

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

The **System Required** field is used to determine which values are system required. If the **System Required** field is set to *Y*, the validation table record cannot be deleted.

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

Screen image

Day	Description	Number	System Req	Activity Date
M	Monday	1	<input checked="" type="checkbox"/>	13-APR-2004
T	Tuesday	2	<input checked="" type="checkbox"/>	10-APR-1987
W	Wednesday	3	<input checked="" type="checkbox"/>	10-APR-1987
R	Thursday	4	<input checked="" type="checkbox"/>	29-APR-1987
F	Friday	5	<input checked="" type="checkbox"/>	10-APR-1987
S	Saturday	6	<input checked="" type="checkbox"/>	29-APR-1987
U	Sunday	7	<input checked="" type="checkbox"/>	29-APR-1987
			<input type="checkbox"/>	
			<input type="checkbox"/>	



Section B: Set Up

Lesson: Institutional Type of Day Validation

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Description

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*.

Screen image

Code	Description	Activity Date
A	A Code	12-FEB-2004
HOLI	Holiday	03-AUG-2004
IHOL	Institution Holiday	03-AUG-2004
WKND	Weekend	03-AUG-2004



Section B: Set Up

Lesson: Department Code Validation

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Description

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

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

Screen image

Code	Description	System Req	VR	Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>			03-JAN-1995
0001	Board of Control	<input type="checkbox"/>			19-MAR-2004
0710	Department 0710	<input type="checkbox"/>			19-MAR-2004
1999	Bio Sciences	<input type="checkbox"/>			19-MAR-2004
2110	School of Business Economics	<input type="checkbox"/>			19-MAR-2004
2205	College of Engineering	<input type="checkbox"/>			19-MAR-2004
2210	General Engineering	<input type="checkbox"/>			19-MAR-2004
2220	Chemical Engineering	<input type="checkbox"/>			19-MAR-2004
2230	Chemistry	<input type="checkbox"/>			19-MAR-2004
2240	Civil Environmental Engrg	<input type="checkbox"/>			19-MAR-2004
2250	Electrical Engineering	<input type="checkbox"/>			19-MAR-2004
2255	Geological Engrg and Sciences	<input type="checkbox"/>			19-MAR-2004
2256	A E Seaman Mineral. Museum	<input type="checkbox"/>			19-MAR-2004
2260	Mech. Engrg - Engrg Mechanics	<input type="checkbox"/>			19-MAR-2004
2270	Metallurgical Materials Eng	<input type="checkbox"/>			19-MAR-2004
2280	Mining Engineering	<input type="checkbox"/>			19-MAR-2004
2305	Dean-School of Forestry/WP	<input type="checkbox"/>			19-MAR-2004
2310	Forestry Wood Products	<input type="checkbox"/>			19-MAR-2004
2315	Wood Science	<input type="checkbox"/>			19-MAR-2004
2320	Institute of Wood Research	<input type="checkbox"/>			19-MAR-2004
2330	Ford Forestry Center	<input type="checkbox"/>			19-MAR-2004
2405	Dean-Coll. of Science Arts	<input type="checkbox"/>			19-MAR-2004



Section B: Set Up

Lesson: Division Code Validation

◀ Jump to TOC

Description

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.

Screen image

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



Section B: Set Up

Lesson: Evaluation Question Code Validation

◀ Jump to TOC

Description

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.

Screen image

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



Section B: Set Up

Lesson: Faculty Contract Type Code Validation

◀ Jump to TOC

Description

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.

Screen image

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



Section B: Set Up

Lesson: Faculty Status Code Validation

◀ Jump to TOC

Description

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.

Screen image

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



Section B: Set Up

Lesson: Grading Mode Code Validation

◀ Jump to TOC

Description

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.

Screen image

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
U	Percentage Grades		04-NOV-2004
X	Conversion		06-JAN-1995
Y	First Semester of Year Long		07-JAN-1995



Section B: Set Up

Lesson: Level Code Validation

◀ Jump to TOC

Description

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.

The **CEU Ind** (Continuing Education) checkbox is used to determine which levels indicate CEU students or CEU level courses.

Screen image

Level Code	Description	CEU Ind	Voice Msg	EDI Equip	Sys Req	Activity Date
00	Undeclared	<input type="checkbox"/>			<input checked="" type="checkbox"/>	24-JUN-199:
01	Undergraduate	<input checked="" type="checkbox"/>		U	<input type="checkbox"/>	07-SEP-200:
02	Graduate 1	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
AS	Associates 2 year	<input checked="" type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
B1	CT CCS - campus B	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
C1	Curriculum Level 1	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CE	Continuing Education	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CF	Certificate - full app needed	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CN	Certificate - no full app need	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CR	Credit	<input type="checkbox"/>			<input type="checkbox"/>	18-NOV-200
CS	Continuing Studies	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
EX	Extension	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G0	Graduate 12	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G1	Graduate 3	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G2	Graduate 4	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G3	Graduate 5	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G4	Graduate 6	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G5	Graduate 7	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G6	Graduate 8	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G7	Graduate 9	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G8	Graduate 10	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G9	Graduate 11	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation

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Description

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 SCT Banner systems to describe a person's academic program enrollment, such as *Undeclared*, *Journalism*, and *Law*.

The **CIPC** code field is used to identify the Classification of Instructional Programs (CIP) code associated with the major area of study. These codes are used in IPEDS reporting. The **Occupation** Indicator is used to indicate those majors, which have been designated as occupationally specific majors for IPEDS reporting. The **Financial Aid Eligibility** Indicator is used for SCT Banner Financial Aid to indicate which majors are financial aid eligible. The **System Required** field is used to determine which values are system required.

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.

Screen image

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activity Date: 18-NOV-2003
SEVIS Equivalent: <input type="text"/>									
1211	Major 1211		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 19-MAR-2004
SEVIS Equivalent: <input type="text"/>									
3RD	Third Curric		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 19-MAR-2004
SEVIS Equivalent: <input type="text"/>									
AC01	Attached to Major Conc 01		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 20-JUL-2004
SEVIS Equivalent: <input type="text"/>									
AC02	Attached to Major Conc 02		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Activity Date: 20-JUL-2004
SEVIS Equivalent: <input type="text"/>									



Section B: Set Up

Lesson: Meeting Time Codes

◀ Jump to TOC

Description

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

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

Screen Image

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
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	03-AUG-2004



Section B: Set Up

Lesson: Part of Term Code Validation

◀ Jump to TOC

Description

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.

Screen image

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"/>	



Section B: Set Up

Lesson: Room Status Codes

◀ Jump to TOC

Description

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

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

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

Screen image

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



Section B: Set Up

Lesson: Course Registration Status Code Validation

◀ Jump to TOC

Description

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

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

When the **Allowed to Enter** checkbox is checked, this indicates that you may enter this course registration status on an individual course section on the Student Course Registration Form (SFAREGS).

When the **Waitlist Indicator** checkbox is checked, this indicates that a course with this status allows a student to be waitlisted for this course.

If you enter a grade in the **Auto Grade** field, a student who is taking a course with this registration status will have this specified grade automatically defaulted on the Class Roster.

When the **Print on Schedule** checkbox is checked, this designates that a course with that status code will be printed on the student's schedule, schedule/bill, etc.

Screen image

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator	Auto Grade	Print on Schedule
AU	Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AU	<input type="checkbox"/>
AW	Admn. Withdrl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
DC	Drop Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" 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"/>
DW	Web Drop/Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EX	Extension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
NS	No Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
RC	Reinstate Crse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RS	Reinstated Stu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
W1	WD Student-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W	<input checked="" type="checkbox"/>
W2	WD Course-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W	<input checked="" type="checkbox"/>
WC	WD Course-W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	W	<input checked="" type="checkbox"/>
WL	Wait Listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
WS	WD Student-W	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W	<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"/>		<input type="checkbox"/>



Section B: Set Up

Lesson: Special Approval Code Validation

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Description

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).

Screen image

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



Section B: Set Up

Lesson: Schedule Contract Code Validation

◀ Jump to TOC

Description

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 (SSADETL). You can only create and update these codes from this form.

Screen image

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



Section B: Set Up

Lesson: Schedule Type Code Validation

◀ Jump to TOC

Description

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.

Screen image

Code	Description	Instructional Method	Automatic Scheduler	Co-op Assignment Allowed	Voice Response Message Number	Activity Date
B	Lab	TR	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2003
BB	Blackboard		<input type="checkbox"/>	<input type="checkbox"/>		14-SEP-2004
C	Lecture/Lab	TR	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2003
I	Independent Study	NT	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2003
L	Lecture	TR	<input type="checkbox"/>	<input type="checkbox"/>		06-FEB-2004
N	Internship	TR	<input type="checkbox"/>	<input checked="" type="checkbox"/>		09-FEB-2004
R	Recitation/Discussion	TR	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2003
S	Self-paced	NT	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2003
T	Television	NT	<input type="checkbox"/>	<input type="checkbox"/>		05-JUN-2003
W	Web-based	ONLIN	<input type="checkbox"/>	<input type="checkbox"/>		02-SEP-2004
WCT	WebCT		<input type="checkbox"/>	<input type="checkbox"/>		14-SEP-2004
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		



Section B: Set Up

Lesson: Session Code Validation

◀ Jump to TOC

Description

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 SCT Banner system processing associated with session codes.

Screen image

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



Section B: Set Up

Lesson: Section Status Code Validation

◀ Jump to TOC

Description

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

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

The **Allow Registration** field permits the user to determine whether or not students are allowed to register, based on section status.

When the **Active/Inactive** checkbox is checked, this indicates that the section has been activated.

Screen image

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
R	Reserved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10-SEP-2004
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Subject Code Validation

◀ Jump to TOC

Description

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 SCT Banner will be made up of both a subject code and a course number.

Screen image

Code	Description	VR Msg	Web Ind	Activity Date
ACCT	Accounting		<input checked="" type="checkbox"/>	27-APR-1987
AMST	American Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ANTH	Anthropology		<input checked="" type="checkbox"/>	18-AUG-1987
ARCH	Architecture		<input checked="" type="checkbox"/>	29-JAN-1991
ART	Art		<input checked="" type="checkbox"/>	10-JAN-1995
ARTH	Art History		<input checked="" type="checkbox"/>	14-SEP-2004
ARTS	Arts History & Studio		<input checked="" type="checkbox"/>	07-JAN-1991
ASTD	Asian Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ASTR	Astronomy		<input checked="" type="checkbox"/>	14-MAR-1991
BIOL	Biology		<input checked="" type="checkbox"/>	15-APR-1987
BOT	Botanical Sciences		<input type="checkbox"/>	12-AUG-2004
BOTN	Botany		<input checked="" type="checkbox"/>	29-JAN-1991
BUAD	Business Administration		<input checked="" type="checkbox"/>	06-MAY-1987
BUS	Business		<input type="checkbox"/>	12-AUG-2004
BWV	Bernies Test Subject Code		<input type="checkbox"/>	04-NOV-2004
CHEM	Chemistry		<input checked="" type="checkbox"/>	15-APR-1987
CHIN	Chinese		<input checked="" type="checkbox"/>	18-AUG-1987
CHSM	Core Humanities Seminar		<input checked="" type="checkbox"/>	09-JAN-1995
CMEN	Chemical Engineering		<input checked="" type="checkbox"/>	20-JAN-1989
COMA	Communication Arts		<input checked="" type="checkbox"/>	10-JAN-1995
COMP	Computer Science		<input checked="" type="checkbox"/>	15-APR-1987
DANC	Dance		<input checked="" type="checkbox"/>	19-JAN-1989
DRAM	Drama		<input checked="" type="checkbox"/>	18-AUG-1987



Section B: Set Up

Lesson: Term Code Validation

◀ Jump to TOC

Description

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

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

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

Screen image

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
200620	Spring 2005-2006	01-JAN-2006	15-MAY-2006		2006	01-JAN-2006	15-MAY-2006
Financial Aid Process Year: 0506 Term: []		Period: [] - []		System Required		Activity Date: 24-MAY-2001	
200610	Fall 2005-2006	01-SEP-2005	15-DEC-2005		2006	01-SEP-2005	15-DEC-2005
Financial Aid Process Year: 0506 Term: []		Period: [] - []		System Required		Activity Date: 24-MAY-2001	
200542	Fall 2005 VR	01-JAN-2003	31-DEC-2003	S	2005	01-JAN-2003	31-DEC-2003
Financial Aid Process Year: 0506 Term: 1		Period: 8 - 12		System Required		Activity Date: 21-MAY-2003	
200530	Summer 1 2005	01-JUN-2005	31-AUG-2005		2005	01-JUN-2005	31-AUG-2005
Financial Aid Process Year: 0405 Term: []		Period: [] - []		System Required		Activity Date: 10-NOV-2003	



Section B: Set Up

Lesson: Test Code Validation

◀ Jump to TOC

Description

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.

You can specify a minimum and a maximum test score value for the test code using the **Minimum Score** and **Maximum Score** fields.

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

Screen image

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score	Admissions Checklist Request Item	Activity Date
1C	Mathematics Level IC <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	3	<input checked="" type="checkbox"/>	200	800	<input type="text"/>	08-DEC-1995
2C	Mathematics Level IIC (Calcula <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	3	<input checked="" type="checkbox"/>	200	800	<input type="text"/>	08-DEC-1995
A01	ACT English <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	25	<input type="text"/>	12-JAN-1996
A02	ACT Math <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	25	<input type="text"/>	12-JAN-1996
A03	ACT Reading <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	25	<input type="text"/>	12-JAN-1996
A04	ACT Science Reasoning <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	25	<input type="text"/>	12-JAN-1996
A05	ACT Composite <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	36	TSTS	12-JAN-1996
A06	ACT Sum of Standard Score <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	18	TSTS	12-JAN-1996
A07	ACT Combined English/Writing <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	01	36	<input type="text"/>	08-JUL-2004
AA1	ASSET <input checked="" type="checkbox"/> System Required MIS: <input type="text"/>	2	<input checked="" type="checkbox"/>	00	99	<input type="text"/>	12-JAN-1996



Section B: Set Up

Lesson: Taxonomy of Program Code Validation

◀ Jump to TOC

Description

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.

Screen image

Code	Description	Activity Date



Section B: Set Up

Lesson: Instructional Method Validation Form

◀ Jump to TOC

Description

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).

Screen Image

Code	Description	Voice Response Message	User ID	Activity Date
BB	Blackboard		KBUNTE	14-SEP-2004
DISTL	Distance Learning		LJESSUP	23-AUG-2004
NT	Non-traditional		BZIMMER	10-JUL-2004
ONLIN	Online		LJESSUP	23-AUG-2004
TR	Traditional		BZIMMER	10-JUL-2004
WCT	WebCT		KBUNTE	14-SEP-2004
ZTEST	Bill Z's test code		BZIMMER	22-JUL-2004



Section B: Set Up

Lesson: Duration Unit Validation Form

◀ Jump to TOC

Description

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.

Screen image

Code	Description	Days per Unit	User ID	Activity Date
LEAP	Leap Year	366.00	GSHALOVK	15-JUN-2004
MTHS	Months	31.00	GENERAL	04-JUN-2003
WEEK	Weeks	7.00	GENERAL	04-JUN-2003
				09-DEC-2004



Section B: Set Up

Lesson: Meeting Type Validation

◀ Jump to TOC

Description

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 can 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.

Screen image

Code	Description	System Required	Voice Recognition Message	User ID	Activity Date
AAAA	Testing	<input checked="" type="checkbox"/>		MCERON	19-AUG-2004
CLAS	Class	<input checked="" type="checkbox"/>		GENERAL	04-JUN-2003
LECT	Lecture	<input type="checkbox"/>		LPARRISH	29-JUN-2004
		<input type="checkbox"/>			
		<input type="checkbox"/>			



Section B: Set Up

Lesson: Rules Forms Needed for the Class Schedule Module

◀ Jump to TOC

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	SCT Banner Name	Page
Term Control	SOATERM	B-43
Setting Up A Term	SOATERM	B-44
Open Learning Section Default Rules	SOAORUL	B-46
Schedule Processing Rules	SSARULE	B-48



Section B: Set Up

Lesson: Term Control

◀ Jump to TOC

Description

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.

Screen image

The screenshot shows the SOATERM 7.0 web application interface. At the top, there is a 'Term:' dropdown menu. Below this, the 'Schedule' section includes a 'CRN Starting Sequence Number:' text box. The 'Registration' section contains several checkboxes: 'In Progress', 'Permit', 'Calculate Time Status', and 'Include Attempted Hours'. It also features a 'Hold Password:' text box, a 'Re-Admit:' dropdown menu, and a 'Set Registration Error Checking' button. The 'Registration Fee Assessment' section includes checkboxes for 'Online', 'Track by CRN', and 'Refund by Total', along with 'Effective Date:' and 'Original Charge Cutoff Date:' date pickers. The 'Gradebook Parameters' section has checkboxes for 'Process Gradebook Controls' and 'Synchronize Partner Systems'. The 'Title IV Date Source' section has radio buttons for 'Term Date' and 'Part-of-Term Dates'. The 'Web Self-Service and Voice Response' section includes radio buttons for 'Assessment:' (Online, Batch Only, Batch Update, Not Available), a 'Print Bill' checkbox, and a 'Master Web Term Control' checkbox with a 'Process Web Controls' button.



Section B: Set Up

Lesson: Setting Up a Term

◀ Jump to TOC

Exercise

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. 200410 or another current term can be used in these exercises. The group must all view this form using the same term code; only one user can update this rule form for the term.

Step	Action								
1	Access the Term Control Form (SOATERM).								
2	Enter an existing term in the Term field in the key block.								
3	Perform a Next Block function.								
4	Enter a CRN in the CRN Starting Sequence Number field of the Schedule section for the first CRN that will automatically be assigned to the first section you will create. <u>Note:</u> Once you begin to create sections, this number should not be changed. The CRN field will then display the last Course Reference Number generated by the System.								
5	Select Base Part of Term from the Options menu to access the Part of Term and Web Registration Controls window. <u>Note:</u> The Part of Term field identifies the part of term code for the term in the key block of the form. At least one part of term code must have a value of <i>Full Term</i> .								
6	Click the down arrow below the Part of Term field.								
7	Select the code for <i>Full Term</i> .								
8	Enter the Start and End dates for the term: <table border="1" data-bbox="289 1423 1203 1581"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Start Date</td> <td>29-AUG-2005</td> </tr> <tr> <td>End Date</td> <td>16-DEC-2005</td> </tr> <tr> <td>Number of Weeks</td> <td>16</td> </tr> </tbody> </table>	Field	Value	Start Date	29-AUG-2005	End Date	16-DEC-2005	Number of Weeks	16
Field	Value								
Start Date	29-AUG-2005								
End Date	16-DEC-2005								
Number of Weeks	16								
9	Enter 19-SEP-2005 in the Census One Date field. <u>Note:</u> This date controls how the Census Date field on the Schedule Form (SSASECT) is updated.								



Section B: Set Up

Lesson: Setting Up a Term (Continued)

◀ [Jump to TOC](#)

Exercise, continued

Step	Action
10	Check the Section Override checkbox if users should have the ability to update start and end dates for a part of term on the Schedule Form (SSASECT).
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Open Learning Section Default Rules

◀ Jump to TOC

Overview

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

Description

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

Screen image

College	Department	Campus	Schedule Type	Instructional Method	Start Date	End Date	Census Date 1	Census Date 2	Override
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>



Section B: Set Up

Lesson: Open Learning Section Default Rules (Continued)

◀ Jump to TOC

Exercise

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

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



Section B: Set Up

Lesson: Schedule Processing Rules

◀ Jump to TOC

Description

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

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

Screen image

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

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



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

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

Question 1

Which five forms are used to create, update, insert, and delete 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 SOATERM?



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Directions

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

Question 1

Which five forms are used to create, update, insert, and delete 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 SOATERM?

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



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

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

Intended audience

Personnel from offices responsible for maintaining schedule information

Objectives

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

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

Prerequisites

To complete this section, you should have

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

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

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Creating Multiple Sections of a Course.....	69



Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

◀ Jump to TOC

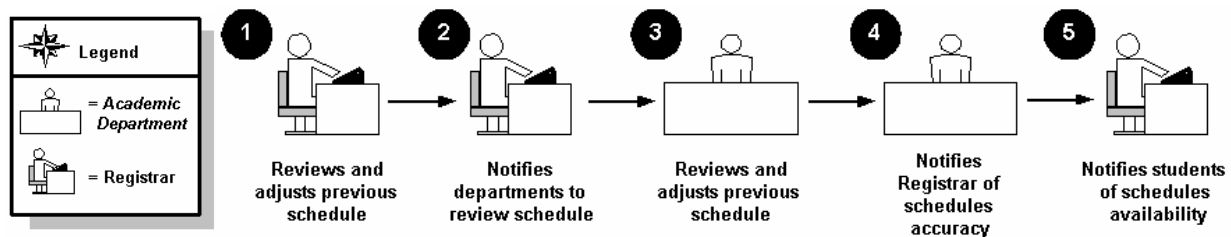
About the process

The schedule builder(s) will be able to

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

Flow diagram

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





Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

◀ Jump to TOC

What happens

The stages of the process are described in this table.

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



Section C: Day-to-Day Operations

Lesson: Scheduling a Section of a Course Using Catalog Defaults

◀ Jump to TOC

SCT Banner form

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

The screenshot shows the SSASECT 7.1 software interface. At the top, there are dropdown menus for 'Term' and 'CRN'. Below this is the 'Section Details' section, which is organized into several columns of input fields and checkboxes. The left column includes fields for Subject, Course Number, Section, Cross List, Campus, Status, Schedule Type, Instructional Method, Grade Mode, Session, Special Approval, Duration, and Part of Term. The middle column has a Title field and registration date fields (First, Last, Start Dates, Maximum Extensions). The right column includes 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.



Section C: Day-to-Day Operations

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

◀ Jump to TOC

Exercise

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

Follow these steps to complete the process.

Step	Action																								
1	Access the Schedule Form (SSASECT).																								
2	Enter the term in the Term field.																								
3	Enter <i>ADD</i> in the CRN field.																								
4	Perform a Next Block function.																								
5	Click the down arrow next to the Subject field to access a list of existing courses. For this scenario, select an existing History course (The “History of Civilization” lecture course created in the Catalog module). Information assigned to the course on the Basic Course Information Form (SCACRSE) will be displayed.																								
6	Continue by entering the following information. <table border="1" data-bbox="289 1056 1203 1472"> <thead> <tr> <th>Field</th> <th>Enter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Section</td> <td><i>01</i></td> <td>01</td> </tr> <tr> <td>Campus</td> <td><i>M</i></td> <td>Main</td> </tr> <tr> <td>Status</td> <td><i>A</i></td> <td>Active</td> </tr> <tr> <td>Schedule Type</td> <td><i>L</i></td> <td>Lecture</td> </tr> <tr> <td>Grade Mode</td> <td><i>S</i></td> <td>Standard Letter</td> </tr> <tr> <td>Session</td> <td><i>D</i></td> <td>Day</td> </tr> <tr> <td>Part of Term – check to see whether this field impacted</td> <td><i>1</i></td> <td>1</td> </tr> </tbody> </table>	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 – check to see whether this field impacted	<i>1</i>	1
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 – check to see whether this field impacted	<i>1</i>	1																							
7	Click the Save icon. <u>Note:</u> A CRN has been assigned to the section.																								
8	Click the Exit icon.																								



Section C: Day-to-Day Operations

Lesson: Assigning a Meeting Time, Room, and Instructor

◀ Jump to TOC

SCT Banner form

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

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

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

The screenshot shows the SSASECT 7.1 Schedule form interface. At the top, there are dropdown menus for 'Term:' and 'CRN:'. Below this is the 'Section Details' section, which is divided into two columns of fields. The left column includes: Subject (dropdown), Course Number (dropdown), Section (dropdown), Cross List (checkbox), Campus (dropdown), Status (dropdown), Schedule Type (dropdown), Instructional Method (dropdown), Grade Mode (dropdown), Session (dropdown), Special Approval (checkbox), Duration (text input), and Part of Term (dropdown). The right column includes: CEU Indicator (checkbox), Credit Hours (text input), Billing Hours (text input), Contact Hours (text input), Lecture (checkbox), Lab (checkbox), Other (checkbox), Link Identifier (checkbox), Attendance Method (dropdown), Weekly Contact Hours (text input), and Daily Contact Hours (text input). Below these columns are 'Registration Dates' (with 'First' and 'Last' sub-labels), 'Start Dates' (with 'First' and 'Last' sub-labels), and 'Maximum Extensions' (text input). At the bottom, there are checkboxes for 'Long Title', 'Comments', and 'Syllabus'. On the far right, there are several checkboxes: 'Print' (checked), 'Gradable' (checked), 'Voice Response and Self-Service Available', 'CAPP Areas for Prerequisites', and 'Tuition and Fee Waiver'.



Section C: Day-to-Day Operations

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

◀ Jump to TOC

Exercise – main window

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

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

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

◀ Jump to TOC

Exercise - Faculty/Advisor Query Form

Follow these steps to complete the process using the Faculty/Advisor Query Form (SIAIQRY).

Step	Action
1	Perform a Next Block function to navigate to the Instructor window.
2	Click the Search icon to access the Faculty/Advisor Query Form (SIAIQRY).
3	Locate the faculty member created in the Faculty Load module. Enter information assigned to the faculty member (such as the category and the staff type) to assist in your search if his/her ID is not known at this time.
4	Select a Faculty member's ID. Use the select function to return to SSASECT with the faculty member's name and information.
5	Enter the percent of responsibility in the Percent of Responsibility field.
6	Click the Primary checkbox to identify the person as the primary instructor for this section.
7	Click the Save icon.



Section C: Day-to-Day Operations

Lesson: Reserving Seats

◀ Jump to TOC

SCT Banner form

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

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

Enrollment Data SSASECT 7.1

Enrollment Details					
Maximum:	<input type="text" value="10"/>	Waitlist Maximum:	<input type="text" value="0"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>
Remaining:	<input type="text" value="10"/>	Waitlist Remaining:	<input type="text" value="0"/>	<input type="checkbox"/> Reserved	
Generated Credit Hours:		<input type="text" value=".000"/>			

Census One	Census Two
Enrollment Count: <input type="text" value="0"/>	Enrollment Count: <input type="text" value="0"/>
Freeze Date: <input type="text" value="19-SEP-1994"/>	Freeze Date: <input type="text"/>



Section C: Day-to-Day Operations

Lesson: Reserving Seats (Continued)

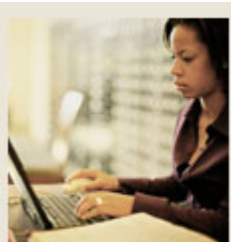
◀ Jump to TOC

Exercise

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

Follow these steps to complete the process.

Step	Action												
1	Access the Schedule Form (SSASECT).												
2	Make sure that the appropriate term and CRN are in the key block.												
3	Perform a Next Block function.												
4	Select Section Enrollment Info from the Options menu to access the Enrollment Data window.												
5	Click the Details icon next to the Maximum field to access the Reserved Seats window.												
6	Enter this information in the window. <table border="1" data-bbox="292 1056 1203 1207"> <thead> <tr> <th>Level</th> <th>Major</th> <th>Class</th> <th>Maximum Seats</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>15</td> </tr> <tr> <td>UG</td> <td>HIST</td> <td>JR</td> <td>10</td> </tr> </tbody> </table>	Level	Major	Class	Maximum Seats				15	UG	HIST	JR	10
Level	Major	Class	Maximum Seats										
			15										
UG	HIST	JR	10										
7	Click the Save icon.												
8	Click the Exit icon.												



Section C: Day-to-Day Operations

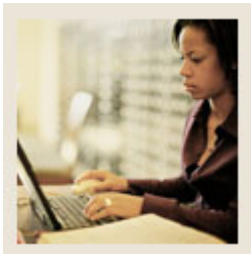
Lesson: Viewing Schedule Prerequisites That Default from the Catalog Level

◀ Jump to TOC

SCT Banner form

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

Screenshot of the Schedule Prerequisite and Test Score Restrictions (SSAPREQ) 7.0 form. The form has a blue header with the title and version number. Below the header, there are two dropdown menus for 'Term:' and 'CRN:'. The main content area is titled 'Section Information' and contains three text input fields: 'Subject:', 'Course Number:', and 'Section Title:'. At the bottom of the form, there is a checkbox labeled 'CAPP Areas for Prerequisites'.



Section C: Day-to-Day Operations

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

◀ Jump to TOC

Exercise

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

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Creating Multiple Sections of a Course

◀ Jump to TOC

SCT Banner form

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

The screenshot shows the SSASECT 7.1 form interface. At the top, there are dropdown menus for 'Term' and 'CRN'. Below this is a 'Section Details' section with various input fields and checkboxes. The fields include: Subject (dropdown), Course Number (dropdown), Section (dropdown), Cross List (checkbox), Campus (dropdown), Status (dropdown), Schedule Type (dropdown), Instructional Method (dropdown), Grade Mode (dropdown), Session (dropdown), Special Approval (checkbox), Duration (dropdown), Part of Term (dropdown), Title (text), CEU Indicator (checkbox), Credit Hours (text), Billing Hours (text), Contact Hours (text), Lecture (checkbox), Lab (checkbox), Other (checkbox), Link Identifier (checkbox), Attendance Method (dropdown), Weekly Contact Hours (text), Daily Contact Hours (text), Registration Dates (text), Start Dates (text), Maximum Extensions (text), and checkboxes for Long Title, Comments, Syllabus, Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available, and CAPP Areas for Prerequisites.



Section C: Day-to-Day Operations

Lesson: Creating Multiple Sections of a Course (Continued)

◀ Jump to TOC

Overview

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

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

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

Table 1

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

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

Table 2

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

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

Table 3

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

Field	Enter	Value
Section	<i>02</i>	<i>00</i>
Campus	<i>M</i>	<i>Main</i>
Status	<i>A</i>	<i>Active</i>
Schedule Type	<i>B</i>	<i>Lab</i>
Part of Term	<i>1</i>	<i>1</i>



Section C: Day-to-Day Operations

Lesson: Creating Multiple Sections of a Course (Continued)

◀ Jump to TOC

Table 4

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

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



Section C: Day-to-Day Operations

Lesson: Creating Multiple Sections of a Course (Continued)

◀ Jump to TOC

Exercise

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

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



Section C: Day-to-Day Operations

Lesson: Linking Sections

◀ Jump to TOC

SCT Banner form

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

The screenshot shows the SSADETL 7.0 web form interface. At the top, there is a header bar with the title "Schedule Detail SSADETL 7.0". Below the header, there are four input fields: "Term:" with a dropdown arrow, "CRN:" with a dropdown arrow, "Subject:" with a text box, and "Course:" with a text box. The main content area is divided into two sections. The first section is titled "Section Links" and contains a vertical column of five empty text boxes. The second section is titled "Corequisites" and contains a table with four columns: "CRN", "Subject", "Course", and "Section". Each column has a dropdown arrow next to its header. The "CRN" column has a dropdown arrow. Below the headers, there are ten rows of empty text boxes for data entry.

CRN	Subject	Course	Section



Section C: Day-to-Day Operations

Lesson: Linking Sections (Continued)

◀ Jump to TOC

Exercise

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

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

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



Section C: Day-to-Day Operations

Lesson: Linking Sections (Continued)

◀ Jump to TOC

Procedure, continued

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



Section C: Day-to-Day Operations

Lesson: Creating Blocks

◀ Jump to TOC

SCT Banner form

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

Exercise

Follow these steps to complete the process.

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

Step	Action
1	Access the Block Schedule Control Form (SSABLCK).
2	Enter the term in the Term field.
3	Enter the appropriate block code in the Block field.



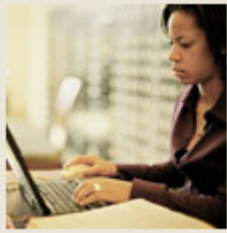
Section C: Day-to-Day Operations

Lesson: Creating Blocks (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
4	Perform a Next Block function.
5	Enter the appropriate CRNs which will attach the classes to the block.
6	Click the Save icon.
7	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Blocks (Continued)

◀ Jump to TOC

SCT Banner form

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.

General Student SGASTDN 7.0

ID: Student Summary Term:

Learner | Curricula | Activities | Veteran | Comments | Academic and Graduation Status, Dual Degree | Miscellaneous

General Learner

New Term: From Term: To Term:

Student Status: Student Type:

Residence: Fee Assessment Rate:

Class: Full or Part Time:

Additional Information

Site: Session:

Block: Citizenship:

Curricula Summary

Priority: Catalog Term: Level: College:

Term: Program: Campus: Degree:

Field of Study Summary

Priority: Type: Department:

Term: Field of Study: Attached to Major:

Priority: Type: Department:

Term: Field of Study: Attached to Major:

Exercise

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Cross Listing Sections

◀ Jump to TOC

Overview

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.

SCT Banner form

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.

Schedule Cross List Definition SSAXLST 7.0												
Term:		Cross List Group Identifier:										
Cross List Enrollment												
Maximum Enrollment:			Actual Enrollment:			Seats Available:						
Cross List Section												
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	----Credit Hours----		Reserved Indicator	Enrollment		
▼										Maximum	Actual	Remaining
<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"/>
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Section C: Day-to-Day Operations

Lesson: Cross Listing Sections (Continued)

◀ Jump to TOC

Cross List Meeting Time/Instructor Query

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

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

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



Section C: Day-to-Day Operations

Lesson: Cross Listing Sections (Continued)

◀ Jump to TOC

Exercise 1

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

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

Exercise 2

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

Step	Action
1	Access the Schedule Cross List Definition Form (SSAXLST).
2	Create a new cross list identifier by typing a two-digit code in the Cross List Group Identifier field. <u>Warning:</u> Do not use the same code, someone else in the room could possibly choose your initials.
3	Perform a Next Block function.
4	Set the maximum enrollment number for the crosslist 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.



Section C: Day-to-Day Operations

Lesson: Cross Listing Sections (Continued)

◀ Jump to TOC

Exercise 3

Verify that the crosslist identifier exists. Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section

◀ [Jump to TOC](#)

Overview

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

In the Schedule module, this enhancement allows you to

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



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section (Continued)

◀ Jump to TOC

SCT Banner form

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

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

Exercise

Follow these steps to complete the process.

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



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section (Continued)

◀ Jump to TOC

Exercise, continued

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



Section C: Day-to-Day Operations

Lesson: Creating an Open Learning Section (Continued)

◀ Jump to TOC

Exercise, continued

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



Section C: Day-to-Day Operations

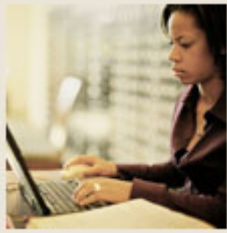
Lesson: Reports and Queries Used in the Class Schedule Module

◀ Jump to TOC

Available query forms and delivered reports

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

Form Description	SCT Banner Name	Page
Term Roll Process	SSRROLL	88
Class Schedule Report	SSRSECT	89
Scheduled Section Tally Report	SSRTALY	90
Schedule Purge	SSPSCHD	91
Section Level Fee Mass Population Process	SSPMFEE	92
Schedule Open Learning Rule Default Process	SSPRDEF	93



Section C: Day-to-Day Operations

Lesson: Term Roll Process

◀ Jump to TOC

Description

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 from term schedule has been created.

Screen image

Process Submission Controls GJAPCTL 7.1

Process: SSRROLL Term Roll Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

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

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Class Schedule Report

◀ Jump to TOC

Description

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

Screen image

Process Submission Controls GJAPCTL 7.1

Process: SSRSECT Class Schedule Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

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

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Scheduled Section Tally Report

◀ Jump to TOC

Description

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

Screen image

Process Submission Controls: GJAPCTL 7.1

Process: Scheduled Section Tally Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="checkbox"/>	Term	<input type="text"/>
<input type="checkbox"/>	Part-of-term (% for all)	<input type="text"/>
<input type="checkbox"/>	Order of Report (VALUES 1,2,3)	<input type="text"/>
<input type="checkbox"/>	Campus	<input type="text"/>
<input type="checkbox"/>	Instructional Method	<input type="text"/>
<input type="checkbox"/>	Print Long Course Title	<input type="text" value="N"/>
<input type="checkbox"/>	Print Long Section Title	<input type="text" value="N"/>
<input type="checkbox"/>		<input type="text"/>

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Schedule Purge

◀ Jump to TOC

Description

The Schedule Purge (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.

Screen image

Process Submission Controls GJAPCTL 7.1

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

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

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Section Level Fee Mass Population Process

◀ Jump to TOC

Description

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

Screen image

Process Submission Controls GJAPCTL 7.1

Process: SSPMFEE Section Level Mass Fee Populat Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	Run Mode	A

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Schedule Open Learning Rule Default Process

◀ Jump to TOC

Description

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.

Screen image

Process Submission Controls GJAPCTL 7.1

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

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

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

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

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

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



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

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

Question 1

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

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

Question 2

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

Which option is selected to access the Meeting Time window?

Question 3

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

Question 4

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

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

Question 5

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

These prerequisites will default to what level?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ Jump to TOC

Question 6

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

True False

Question 7

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

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

Question 8

What is the benefit of linking sections?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

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?

The Schedule Form (SSASECT)

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

The Subject field

Question 2

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

The Schedule Form (SSASECT)

Which option is selected to access the Meeting Time window?

The Scheduled Meeting Times option

Question 3

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

The Faculty/Advisory Query Form (SIAIQRV)

Question 4

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

The Schedule Form (SSASECT)

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

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



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ Jump to TOC

Question 5

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

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

These prerequisites will default to what level?

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

Question 6

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

True

Question 7

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

The Schedule Form (SSASECT)

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

The Term will remain the same.

Question 8

What is the benefit of linking sections?

It can indicate that some combination of the course sections must be taken concurrently.



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

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

Section contents

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Day-to-Day Forms and Setup Needed.....	103
Forms Job Aid.....	105



Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

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

One-time setup forms

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

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

Setup forms

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

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Attendance Accounting Method Validation	STVACCT	Schedule	SSASECT
Attribute Validation	STVATTR	Schedule Detail	SSADETL
Block Code Validation	STVBLCK	Schedule Detail Block Schedule Control General Student	SSADETL SSABLCK SGASTDN
Building Code Validation	STVBLDG	Schedule	SSASECT
Campus Code Validation	STVCAMP	Schedule Schedule Detail General Student	SSASECT SSADETL SGASTDN
Class Code Validation	STVCLAS	Schedule	SSASECT



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Procedure, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
College Code Validation	STVCOLL	Schedule Detail General Student	SSADETL SGASTDN
Course Status Code Validation	STVCSTA	Schedule	SSASECT
Day of Week Validation	STVDAYS	Schedule	SSASECT
Grading Mode Code Validation	STVGMOD	Schedule Block Schedule Control	SSASECT SSABLCK
Level Code Validation	STVLEVL	Schedule Detail Schedule	SSADETL SSASECT
Major, Minor, Concentration Code Validation	STVMAJR	General Student Schedule	SGASTDN SSASECT
Meeting Time Code Validation	STVMEET	Schedule	SSASECT
Part of Term Code Validation	STVPTRM	Schedule Block Schedule Control	SSASECT SSABLCK
Room Status Codes	STVRMST	Schedule	SSASECT
Course Registration Status Code Validation	STVRSTS	Block Schedule Control	SSABLCK
Special Approval Code Validation	STVSAPR	Schedule Block Schedule Control	SSASECT SSABLCK
Schedule Contract Code Validation	STVSCCD	Schedule Detail	SSADETL
Schedule Type Code Validation	STVSCHD	Schedule Detail	SSADETL
Session Code Validation	STVSESS	Schedule	SSASECT
Section Status Code Validation	STVSSTS	Schedule	SSASECT
Subject Code Validation	STVSUBJ	Schedule Schedule Pre-requisite and Test Score Restrictions Schedule Detail Block Schedule Control	SSASECT SSAPREQ SSADETL SSABLCK
Term Code Validation	STVTERM	Schedule Schedule Pre-requisite and Test Score Restrictions Schedule Detail Block Schedule Control General Student	SSASECT SSAPREQ SSADETL SSABLCK SGASTDN



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Test Code Validation	STVTESC	Schedule Pre-requisite and Test Score Restrictions	SSAPREQ
Instructional Method Validation Form	GTVINSM	Schedule Schedule Detail	SSASECT SSADETL
Duration Unit Validation Form	GTVDUNT		
Meeting Type Validation	GTVMTYP	Schedule	SSASECT



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

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

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



Section D: Reference

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

◀ Jump to TOC

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



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

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

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



Section D: Reference

Lesson: Forms Job Aid (Continued)

◀ Jump to TOC

Procedure, continued

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



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 09/01/2005.