Tips For Building Sections

Use inactive/cancelled CRNs for courses if available instead of building new. Search on SSASECQ (double click in CRN field on SSASECT). Do not reuse IND sections as those can be reassigned to faculty.

Grade Mode

* Section grade mode can’t match course default grade mode.
* Section grade mode cannot be C or L; only individual students can have these grade modes.

# Linking

*Linking is explained in SACS 203 Topic 3.2 beginning on page 27.*

* The Gradable section must have Credit; Non-gradable is 0 credit.
* Verify that Link Identifier/Link Connectors are correct and populated.
* Section IDs of Linked section must be 3 characters.
  + Example: AL1
    - First character is a letter - ‘A.’. It shows which sections of the course go together if there are many sections.
    - Second character is a letter ‘L’ – It indicates the schedule type of the section (L- LEC, D- DIS, B- LAB, E-LCD, N-ONL, Y-LBD,C- CNF, Q- Quiz, P- Practice) *page 31 of the SACS – 203.*
    - Third character is either a letter or number.
* The Link ID (on SSASECT) is the first 2 characters of the Section ID – in this example ‘AL’.
* The Link Connector (on SSADETL) shows which type of section this section needs to be linked to.  It shows the Link ID of the other section that the student needs to take.
* If it is a lecture that is linked to a discussion then the lecture section will have a Link ID of AL and a Link Connector of AD.
* The corresponding discussion section will have a Link ID of AD and a Link Connector of AL.

# IND Sections

* A course with IND sections or an Independent study/thesis course sections without meeting times/building should use the IND schedule type
* Only the 0 section is printed.
* The IND ‘0’ section should not have an instructor and should not be gradable.
* The IND ‘0’ section should have a Special Approval code (use DP by default) and a max enroll of 1. Setting the max enrollment of 1 will give the students a message to contact the department about enrollment instead of just a message that the section is close.
* IND sections should not have times/rooms.
* All IND need to be in POT 1.
* If a course has a mix of IND sections and other schedule types, the “other” schedule types need meeting times. Otherwise, they are really IND sections.

Quick Reference cont.

# Credit

* Do not enter section specific credit if course is only available for one value.
* If variable credit course and section needs to be for a specific amount of credit, both the credit hours and billing hours need to be set at section level. For non-linked sections set to zero credit, billing hours will be .010.

# Section ID

* Have to be letters and numbers, not any symbols.
* Should not be ‘0’ unless it is IND- printed section (for catalog).
* Should follow linking scheme – LEC = AL1, DIS = AD1 etc. See above.
* Proficiency sections have PRO for a section ID. PRO should not be used for other section types.
* Cannot have duplicate section IDs within the same course – error message of ‘Section exists with subject/course/section number’ should display at bottom of screen.

# Crosslists

* Check “Same as” in Course Description.
* Controlling Crosslist section should have matching non-controlling sections created.
* Request a crosslist ID from FMS with total max intended to be taught.

# Other

* Any section with an approval code should have at least 1 for max enrollment.
* Tuition and Fee Waiver box should not be checked.
* Instructional Method (SSASECT) is only used for CITL sections. DO NOT put XM-OL or GIS on regular campus sections.
* Session field (SSASECT) should not be populated except for CITL sections.
* If Schedule Type on Course Information tab is PKG, the schedule type on the meeting rows should be changed to regular types (i.e., LEC, DIS, etc.).