

Changing Part of Term

To change part of term, you will need to do the following:

Note: You CANNOT change part of term if you have students registered. Enrollment MUST be zero. Email [FMS](#) for assistance in those instances. You also cannot recycle a standard part of term CRN for XM-OL and vice versa.

1. Take note of the instructor info: UIN/primary/percentage. Remove instructor(s) using the “Delete” button in BANNER. SAVE.
2. If the section will keep set meeting days/times, take note of the meeting row and the automatic scheduler (whether it has a 1F or not). Remove meeting row(s) using the “Delete” button in BANNER. SAVE.
3. Change the part of term on the first page of SSASECT. SAVE.
4. Add meeting row(s) back on.
 - If there is still some set meeting pattern (online or in-person), you will add that back in. For any meeting rows with days/times, the “Hours per Week” will fill in automatically.
 - If this is an in-person section with a set meeting pattern that had the 1F in the automatic scheduler, be sure to put that back in. Sections without a meeting pattern or any online sections do not need this indicator.
 - If there are no days/times on a meeting row, you will need to tab through the start and end dates and you will need to enter the “Hours per Week” manually. SAVE.
5. Add instructor(s) back on. SAVE.