

Creating a New Section/CRN

Banner Form: SSASECT

1. Enter the Term.
2. Type the word "ADD" in the CRN box.
3. Click Go.

-OR-

1. Enter the Term.
2. Click the Create CRN button.

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

ADD RETRIEVE RELATED TOOLS

Term: 120191 CRN: ADD Subject: Course: Title: Go

Create CRN

Schedule SSASECT 9.3.11 UI_9121 (BANDEV) (1UIUC)

ADD RETRIEVE RELATED TOOLS

Term: 120191 CRN: ADD Subject: Course: Title: Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject *	Campus *	Grade Mode
Course Number *	Status *	Session
Title	Schedule Type *	Special Approval
Section * 0	Instructional Method	Duration
Cross List	Integration Partner	

Creating a New Section [SSASECT]

You are now in the Subject field on the "Course Section Information" tab. Only enter information in the fields highlighted in **YELLOW**. Never enter information in the fields marked with a black **X** without discussing with FMS. A gray **X** represents areas that will not allow you to enter information. Tab through the fields.

Subject

Course Number

Title — Auto-populates based on SUBJ NUM that is entered.

Section ID — Department determines the section ID. 3 characters max.

Campus — Always 100

Status — Enter value or click on down arrow to choose from List of Values (LOV).

Schedule Type — Enter value or click on 3 dots to populate List of Values (LOV).

Grade Mode — Leave blank if using default grade mode. Enter value or click on 3 dots to populate List of Values (LOV).

Part of Term — Dates that the course will meet. Tab after entering preferred POT.

1 = Full Semester Course; A = First 8 weeks; B = Second 8 weeks

Credit/Billing Hours — Approved credit will auto-populate into the Credit/Billing Hours field from SCACRSE. You cannot change this. You can add section specific credit if there is more than one credit choice (variable credit).

Check Boxes — Print, Gradable, & Voice Response are automatically checked. Leave them checked.

Save Record - Press F10 to save the record or use SAVE in bottom right corner. Note that the word ADD has been replaced with your CRN and your confirmation of record saved.

Term: 120191 **CRN: ADD** Subject: CHEM Course: 101 Title: Introductory Chemistry

COURSE SECTION INFORMATION

Subject * CHEM ... CHEMISTRY	Campus * 100 ... Urbana-Champaign	Grade Mode
Course Number * 101 ...	Status * A ... Active	Session X ...
Title Introductory Chemistry	Schedule Type * LEC ... Lecture	Special Approval
Section * ABC ...	Instructional Method X ...	Duration X ...
Cross List X ...	Integration Partner X ...	

CLASS TYPE

Traditional Class

Part of Term 1 ...	01/14/2019	05/01/2019	16
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Open Learning Class

Registration Dates X X

Start Dates X X

Maximum Extensions 0

CREDIT HOURS

Credit Hours 0.000 3.000 3.000	Lecture X
Credit Hours Indicator None To Or	Lecture Indicator None To Or
Billing Hours 0.000 3.000 3.000	Lab X
Billing Hours Indicator None To Or	Lab Indicator None To Or
Contact Hours X X X	Other X
Contact Hours Indicator None To Or	Other Indicator None To Or

CLASS INDICATORS

Prerequisite Check Method X	Daily Contact Hours X	Long Title X
Link Identifier	Print X	Comments
Attendance Method X	Gradable X	Notes
Weekly Contact Hours X	Tuition and Fee Waiver	
	Voice Response and Self-Service Available X	

Term: 120191 **CRN: 69359** Subject: CHEM Course: 101 Title: Introductory Chemistry

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