

How to Find & Edit an Existing CRN [SSASECQ]

Use form SSASECQ. There are multiple ways to get to this form.

- Type SSASECQ in the search box.
- Go to SSASECT, double click in the CRN box. This will bring you to SSASECQ.

Once in SSASECQ, you will need to “Add Another Field” to add the fields that you would like to Query. Typically you will add the *Subject* and *Course* fields as I have shown below. Once you have entered your criteria, press F8 to execute query or press the Go button.

The screenshot shows the 'SCHEDULE SECTION QUERY' form. The 'Basic Filter' tab is selected. Fields include: Term (120181), Part of Term, Registration From, Registration To, CRN, Subject (LA), and Course (199). An 'Add Another Field ...' button is highlighted in yellow. The 'TOOLS' menu is visible in the top right corner.

For the example, I used LA 199 and it returned 27 existing CRNs for Spring 2018.

You can use the TOOLS menu to export the data to Excel.

Open the SSASECT record with the CRN you want to use and edit with the current information.

Make sure to check SSARRES and SSATEXT to remove old information.

The screenshot shows the results of the query. The 'TOOLS' menu is circled in red. The table below lists 12 records with columns for Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, Campus, Course/Section Title, Schedule Type, and Instructional Method.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method
120181	1			10486		LA	199	0	A	100	Undergraduate Ope...	IND	
120181	1			65332		LA	199	100	A	100	Undergraduate Ope...	IND	
120181	1			60211		LA	199	A	I	100	Undergraduate Ope...	LEC	
120181	1			20899		LA	199	AS	A	100	Undergraduate Ope...	IND	
120181	1			41540		LA	199	B	A	100	Undergraduate Ope...	IND	
120181	1			65328		LA	199	BD	A	100	Undergraduate Ope...	IND	
120181	1			20910		LA	199	CED	A	100	Undergraduate Ope...	IND	
120181	1			65334		LA	199	CO	A	100	Undergraduate Ope...	IND	
120181	1			20892		LA	199	DAK	I	100	Undergraduate Ope...	IND	
120181	1			65330		LA	199	DD	I	100	Undergraduate Ope...	IND	

Below the table is a summary section with columns for Maximum, Actual, and Remaining. The 'Enrollment' row shows Maximum: 9, Actual: 0, Remaining: 9. The 'Waitlist' row shows Maximum: 0, Actual: 0, Remaining: 0.