

Table of Contents

Argos – Section Data Verification	1
Adding/Creating a Course Section	2
Reserved Seating.....	7
Meeting Times and Instructor Tab	8
Instructor Search.....	11
Adding Text	12
Deleting/Cancelling a Course Section	13
Changing Schedule Types.....	14
Changing Instructors	15
Changing Meeting Pattern	15
Time/Day Change Requests (once students are registered)	18
Section Identification Scheme	18
Time Conversion Chart.....	19
Guidelines for Developing the Schedule of Classes.....	20
Banner Shortcuts	21
Schedule Type Definitions	22
Instructional Method/Schedule Type Classifications	23
Query Available Rooms.....	27
Room Scheduling Grid.....	28
Access Dates and TDX Tickets	30
Departmental Transfer Guidelines	31
Registration Errors	32
Experiential Learning Attribute Instructions	34
Banner 9 User Preference Display Quick Guide.....	35

Argos – Section Data Verification

With this document, you will learn how to:

- ✓ Run an Argos report to verify your course section data information

Getting Started

To get started:

1. In your Portal under ISU Apps select **ARGOS PROD**

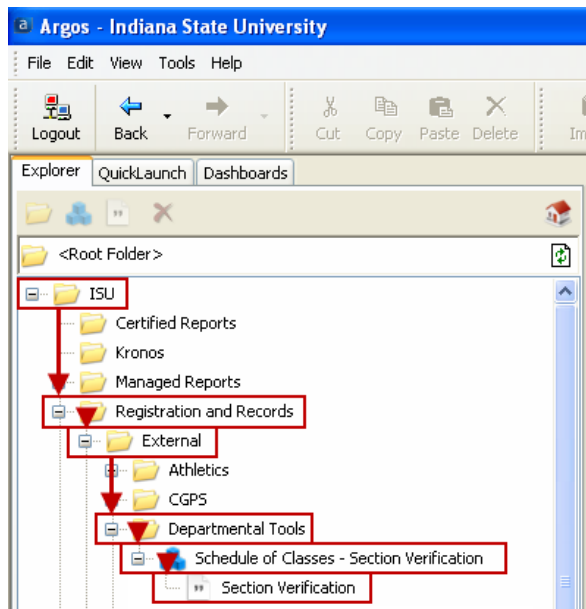
2. Log in to Argos using your Banner login info or click “single sign on”

If you do not currently have Argos access, go here: <https://www.indstate.edu/registrar/faculty-staff-resources> and click on the Argos Account Request Link. There is also a training video on the same page under **Training**

3. Navigate to the following in the Explorer tab:

- > ISU
 - > Registration & Records
 - > External
 - > Departmental Tools
 - > Schedule of Classes by Dept
 - > Section Verification

4. Left Double-Click “**Section Verification**”



5. You can either select the disk to save or the wheel will save the report and open it for viewing

6. Name your file and specify a save location



7. Once it has saved, you will see a message similar to the one displayed here

NOTE:

You will open the newly created .csv file in Excel. If you wish to reformat it and be able to save any formatting changes, you will need to save the file as an Excel worksheet or .xls file.

Adding/Creating a Course Section

With this document, you will learn how to:

- ✓ Create On-Campus course sections in Banner
- ✓ Create Distance Education course sections in Banner
- ✓ Add special text to course sections

Getting Started

There is (1) main form used to create course sections (SSASECT). Within SSASECT, there are (3) primary tabs where information is entered. They are:

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

Course Section Information Tab - Overview

This is the main screen for SSASECT. While there are several fields of information that can be entered on this screen, there are actually only a handful of fields that we need to actually use. You will learn those as we go through the documentation.

The screenshot shows the Banner SSASECT interface. At the top, there are fields for Term (201805), CRN (ADD), Subject, Course, and Title, along with a Start Over button. Below this is a tabbed interface with four tabs: Course Section Information (selected), Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The main form area is divided into four sections:

- COURSE SECTION INFORMATION:** Contains fields for Subject, Campus, Grade Mode, Course Number, Status, Session, Title, Schedule Type, Special Approval, Section, Instructional Method, Duration, Cross List, Integration Partner, and an Override Duration checkbox.
- CLASS TYPE:** Includes Traditional Class (Part of Term) and Open Learning Class (Registration Dates, Start Dates, Maximum Extensions, First, Last, Processing Rules).
- CREDIT HOURS:** Includes Credit Hours (None, To, Or), Billing Hours (None, To, Or), Contact Hours (None, To, Or), Lecture (None, To, Or), Lab (None, To, Or), and Other (None, To, Or).
- CLASS INDICATORS:** Includes Prerequisite Check (Basic or None, CAPP, DegreeWorks), Daily Contact Hours, Link Identifier, Attendance Method, Weekly Contact Hours, Print, Gradable, Tuition and Fee Waiver, Voice Response and Self-Service Available, Long Title, Comments, and Syllabus.

So, to get started:

1. Log in to Banner

Course Section Information Tab

Creating a Course Section

Schedule SSASECT 9.39 (PROD)

Term: CRN:

Subject: Course:

1. Enter the **TERM** for the term that you want to create the course, **Press TAB**. It will always be a six-digit number formatted like this: 201201 – where 2012 is the term year and 01 is the term

- 01 = Spring
- 03 = Summer
- 05 = Fall

2. Enter the word “**ADD**” to the CRN field to the right of the term, **Alt + Page Down** or click **GO**.

Subject *

3. Enter the **SUBJECT** (ex. ENG, CRIM, ENVI, etc), **Press TAB**

Course Number *

4. Enter the **COURSE NUMBER** (ex. 101, 220, 305, 699, etc), **Press TAB**

Section *

5. Enter the appropriate 3-digit **SECTION** (See “**Section Identification Scheme**” on [Page 11](#)), **Press TAB**
 - If the section number is already taken, simply increase the number until an open section is available. For example, if section 001 was unavailable, then try section 002, and so on.

Campus *

6. Enter **CAMPUS** , **Press TAB**

- 1 = On Campus
- 3 = Online
- 9 = Off Campus

Status *

7. Enter **STATUS = A**, **Press TAB**

Schedule Type *

8. Enter **SCHEDULE TYPE**, **Press TAB**

*****DNU=DO NOT USE**

- A = On Campus
- CL = Clinical
- DTF = Dissertation/Thesis/Final Project
- INP = Internship
- IND = Independent Study
- B = Lab
- RCH = Research
- OS = Online Synchronous
- OA = Online Asynchronous
- ST = Student Teaching
- PMB = Professional MBA
- EMB = Educational Leadership MBA

Instructional Method

9. Enter **INSTRUCTIONAL METHOD**, Press **TAB**

- FINST = Field Instruction
- ARR = Arranged Course
- F2F = Face to Face
- ONL = Online
- HYB - Hybrid

Grade Mode

10. Enter **GRADE MODE = N**, Press **TAB**

- If "N" is invalid, select the drop down to the right of that field and select the default listed

****Do not use A or P****

Session

11. Enter **SESSION CODE**, Press **Tab**

- D = Day (before 4pm)
- E = Evening (after 4pm)
- N = Non Standard (no meeting pattern)
- O = Online

Part of Term

12. Select the **PART OF TERM** for this course, Press **TAB**

- Enter Correct Part of term
- 1=full semester course
- 8B=First 8 weeks
- 8C=Second 8 weeks
- Please see part of term list for Summer session choices

13. Enter the following:

- CREDIT HOURS
- BILLING HOURS
- CONTACT HOURS
- LECTURE and/or LAB

Credit Hours

Credit Hours

Credit Hours ☒ None ☐ To ☐ Or

Indicator

Billing Hours

Billing Hours ☒ None ☐ To ☐ Or

Indicator

Contact Hours

Contact Hours ☒ None ☐ To ☐ Or

Indicator

Lecture

Lecture Indicator ☒ None ☐ To ☐ Or

Lab

Lab Indicator ☒ None ☐ To ☐ Or

This information should pre-fill in the corresponding fields.

A Standard Credit Hour course will look like this:

Credit Hours: ☒ None ☐ To ☐ Or

A Variable Credit Hour course will look like this:

Credit Hours: ☐ None ☒ To ☐ Or

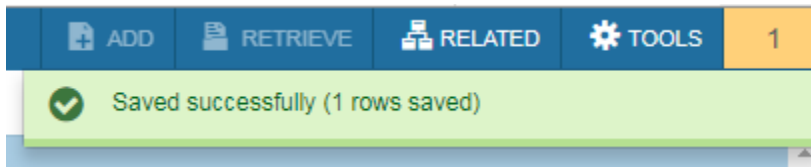
NOTE: If it's a Variable Credit Hour course, you can enter any credit hours that fall within the range shown.

- ☒ Print
- ☒ Gradable
- ☐ Tuition and Fee Waiver
- ☒ Voice Response and Self-Service Available

14. If you have a course that you don't want students to see on the dynamic schedule. Then uncheck the "Voice Response and Self-Service Available" box. Once you know the course will be offered the box can be checked and it will be visible to students.

15. Once all information has been entered, **Press F10 or Save to SAVE** your changes. The new CRN will now display in the CRN field at the top.

A visual confirmation of the save will also appear at the top right corner of the window.



Section Enrollment Info Tab

There is limited information that needs to be entered on this tab. By default, the tab should open with the **Enrollment Details** tab selected.

Course Section Information		Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Enrollment Details		Reserved Seats		
ENROLLMENT DETAILS				
Maximum *	25	Waitlist Maximum *	0	Projected *
Actual	0	Waitlist Actual	0	Prior
Remaining	25	Waitlist Remaining	0	<input type="checkbox"/> Reserved
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 0.000		

16. Enter the **Maximum** enrollment quantity.

- Leaving the MAXIMUM set to zero (0) will prevent a student from registering for the course online/in the Registrar's Office.
- If you need a room assigned to the course, but do not want students to register, please use the **Special Approval** option on the Course Section information tab.

Course Section Information		Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Campus *	1 ISU Main Campus	Grade Mode	N Normal	
Status *	A Active	Session	D Day (before 4 pm)	
Schedule Type	A On Campus Course	Special Approval		
Instructional Method	F2F Face to Face	Duration		
Integration Partner		<input type="checkbox"/> Override Duration		

Special Approval Option: Enter A1 into the Special Approval box on the Course Section information tab. Save. Enter Max enrollment on the Section Enrollment Information tab. Save.

This will require the student to have a capacity override to get into the section.

17. Press **F10** to **SAVE**

Reserved Seating

Reserved Seating is used to save seats for a certain population. The first line is open to anyone. You will need to put a maximum enrollment on the first line if you want open seats.

The next line is where the restriction goes. You will put in the correct restriction (DIST, Class, Cohort) and the number of seats you want that population to be able to get into. **Make sure you click the overflow box to the left. This will allow the restricted students to get into the open seats as well.**

Line 1 on the top section corresponds with line 1 in the bottom section. In this example there are 15 seats open to anyone (the top two lines of each section). The highlighted lines are the reserved seats. In the second line of the top section, you put the restriction that you are wanting (major, class, distance, etc) then in the second line of the bottom section, you will put the number of seats restricted to those students.

Save. (F10)

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences				
Enrollment Details		Reserved Seats								
▼ RESERVED SEATS DETAILS										
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Att
					MAJOR	H141				
◀ 1 of 1 ▶▶▶ 3 ▼ Per Page										
Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *						
<input type="checkbox"/>	15	16	-1	0						
<input checked="" type="checkbox"/>	15	4	11	0						
◀ 1 of 1 ▶▶▶ 3 ▼ Per Page										
▼ RESERVED SEAT TOTALS										

*Reserved seating cannot be removed once students are registered. The number of reserved seats can never be less than the number of actual seats on the reserved line. *

Reserved seating can be overridden with a capacity override

If you want to take the restriction off after priority registration, please use a restriction in SSARRES instead of reserved seating

At the end of this document you will find the overrides needed for each type of restriction in SSARRES

Meeting Times and Instructor Tab

There is a lot of detailed information that is entered within this tab, but it all flows together in a logical manner. By default, the tab should open with the **Times and Instructors** tab selected as well as the **Meeting Dates**.

Course Section Information																																						
Section Enrollment Information		Meeting Times and Instructor		Section Preferences																																		
Times and Instructors		Scheduler Preferences																																				
Meeting Dates		Meeting Location and Credits																																				
<div> <div>SCHEDULE</div> <div> <div>Insert</div> <div>Delete</div> <div>Copy</div> <div>Filter</div> </div> </div> <table border="1"> <thead> <tr> <th>Meeting Time</th> <th>Meeting Type</th> <th>Start Date *</th> <th>End Date *</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> <th>Sunday</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td></td> <td>CLAS</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <div> <div>1 of 1</div> <div>10 Per Page</div> <div>Record 1 of 1</div> </div>													Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time		CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time																										
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																												
<div> <div>INSTRUCTOR</div> <div> <div>Insert</div> <div>Delete</div> <div>Copy</div> <div>Filter</div> </div> </div> <table border="1"> <thead> <tr> <th>Session Indicator *</th> <th>ID</th> <th>Name</th> <th>Instructional Workload</th> <th>Percent of Responsibility</th> <th>Primary Indicator</th> <th>Override Indicator</th> <th>Percent of Session</th> </tr> </thead> <tbody> <tr> <td>01</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <div> <div>1 of 1</div> <div>10 Per Page</div> <div>Record 1 of 1</div> </div>													Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session	01					<input type="checkbox"/>	<input type="checkbox"/>											
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session																															
01					<input type="checkbox"/>	<input type="checkbox"/>																																

Meeting Dates Tab

This should be the default page under the Meeting Times and Instructor tab.

Meeting Dates		Meeting Location and Credits					
<div> <div>SCHEDULE</div> <div> <div>Meeting Time</div> <div>Meeting Type</div> <div>Start Date *</div> <div>End Date *</div> </div> </div> <table border="1"> <tbody> <tr> <td></td> <td>CLAS</td> <td>01/15/2019</td> <td>05/10/2019</td> </tr> </tbody> </table> <div> <div>CLAS</div> <div>16-JAN-2016</div> <div>17-JAN-2016</div> </div> <div> <div>CLAS</div> <div>06-FEB-2016</div> <div>07-FEB-2016</div> </div>					CLAS	01/15/2019	05/10/2019
	CLAS	01/15/2019	05/10/2019				
Monday	Tuesday	Wednesday	Thursday				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Friday	Saturday	Sunday					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

- Before selecting anything, **TAB** through the **Start Date** and **End Date**. These will pre-fill based on the Part of Term selected originally. If the section only meets on certain dates i.e. (Jan 16 & 17th and Feb 6th & 7th or meets in different rooms on different days) enter each one on a different line.

- Select the **DAY(S)** that the class will meet.

- Enter the **START TIME** and **END TIME** for the class in 24-hour format (military time)

- QUICK TIP: Simply ADD 12** to anything after noon for the military time equivalent.

A **Conversion Chart** is provided

- Press **TAB**. This will take you to the next tab – **Meeting Location and Credits**

Meeting Dates	Meeting Location and Credits

Meeting Location and Credits Tab

This is the second screen that appears once you've entered the day/time information. The fields you will use the most are highlighted below:

Times and Instructors		Scheduler Preferences	
Meeting Dates		Meeting Location and Credits	
▼ SCHEDULE			
Automatic Scheduler	Building	Room	Schedule Type *
	...		OA
Hours per Week *	Override Indicator	Session Credit Hours	
		3.000	

10 Per Page

1. Enter the **BUILDING** information using the building's Banner abbreviation.

Building

FD = Federal Hall A=Arena (CHHS)
 CN = Chestnut Bld TA=Tech Annex
 DH = Dreiser Hall FA=Fine Arts
 HH = Holmstedt Hall PA=Performing Arts
 RO = Root Hall SS=Student Services
 S = Science FH=Fairbanks Hall
 SH = Stalker Hall Web=Online
 TC = Myers Tech
 UH = University Hall

2. Enter the **4-digit ROOM** number
 - Example: S-12 should be 0012
 - **NOTE: Use only your priority rooms.**
Non-priority selections will be cleared once editing is closed.
 - **Web =Online Class**

Room

3. If the **Hours per Week** do not pre-fill, simply enter the **Session Credit Hours** from the field to the right. For a distance course that does not have a meeting day/time you HAVE to populate this field before saving.

Hours per Week *	Override Indicator	Session Credit Hours
		3.000

Meeting Times and Instructor Tab - Instructor

Once you've saved your Building/Room information, you will select the instructor. This is in the same main tab (Meeting Times and Instructor), but is in the lower half of the window.

Course Section Information													Section Enrollment Information													Meeting Times and Instructor													Section Preferences												
Times and Instructors													Scheduler Preferences																																						
Meeting Dates													Meeting Location and Credits																																						
▼ SCHEDULE													Insert Delete Copy																																						
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time																																							
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																									
1 of 1													10 Per Page	Record																																					
▼ INSTRUCTOR													Insert Delete Copy																																						
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session																																												
01					<input type="checkbox"/>	<input type="checkbox"/>																																													
1 of 1							10 Per Page	Record																																											

▼ INSTRUCTOR	
Session Indicator *	ID
01	

1. To get to the Instructor information (lower half of the window), press **ALT + Page Down**. The top row of the Instructor section should highlight.

ID

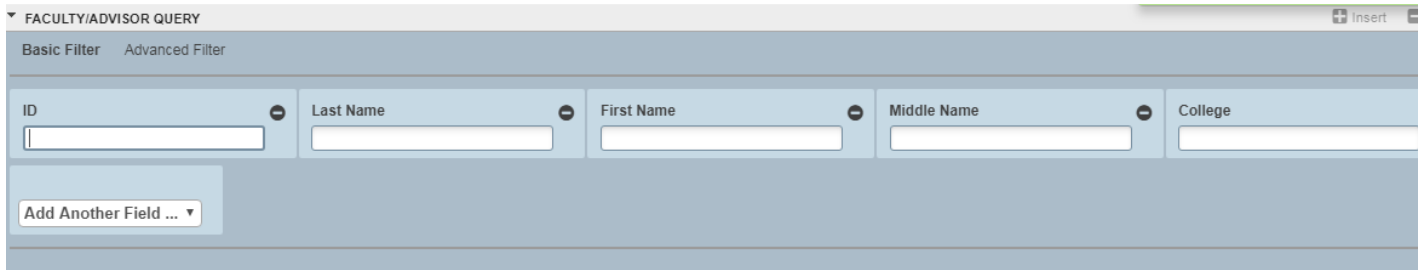
2. Enter the **Instructor's 991** number in the ID field and then **Press F10 to SAVE**
 - Leaving the Instructor information blank equates to "TBA"
 - **If you don't have the 991 number, continue to the next page**

Instructor Search

A FERPA must be on file before an instructor can be added to a course. If you don't have the Instructor's 991 number, you can also look them up in Banner by their name by following the instructions below:



1. To search for the Instructor by name, select the **ID Dropdown**. A new screen will appear, select **"GO"** to get to the inquiry screen

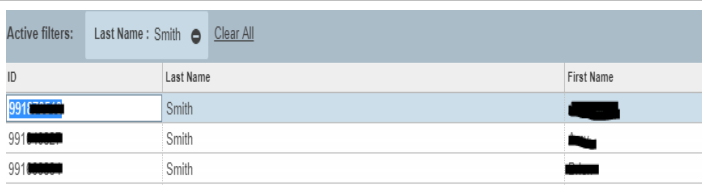


2. Enter the **Last Name** of the Instructor.
 - **IMPORTANT: You MUST capitalize the first letter of the last name.**



3. Enter the **First Name** of the Instructor.
 - **IMPORTANT: You MUST capitalize the first letter of the first name.**
 - If you are unsure of the spelling, you can enter the first few known letters of their name followed by the **"%"**

4. **Press F8** to run the query



Active filters: Last Name : Smith Clear All		
ID	Last Name	First Name
991 [REDACTED]	Smith	[REDACTED]
991 [REDACTED]	Smith	[REDACTED]
991 [REDACTED]	Smith	[REDACTED]

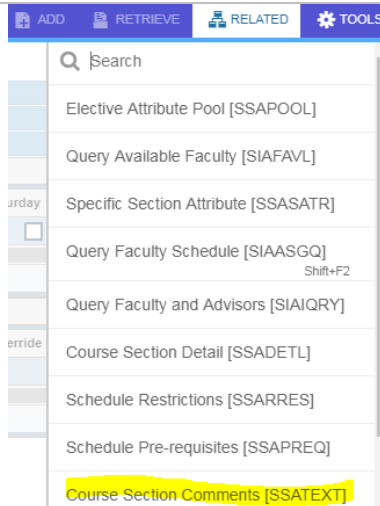
5. **Double-Click on the 991** to select the correct Instructor. You will return to the original screen automatically. **F10** to save

Adding Text

Some courses require specific instructions that can only be communicated by using the special text area provided for all course sections. Additional course dates should not be listed here but added to the meeting pattern screen. Some common messages include (fee text is no longer needed, do not put room requests in text):

- For (MAJOR) students only. Contact the Instructor.
- For Distance students only
-

To access this feature, simply do the following:



1. Select **Related (top right corner) > Course Section Comments [SSATEXT]**

This screen will appear:

Term: *	201905	...	CRN:	52433	...	Go
Subject:	ENG		Course:	105		
Title:	Freshman Writing II					

Term: 201905 CRN: 52433 Subject:

SECTION TEXT

Section Text *

1 of 1

10

P

2. Either **ALT + Page Down** or **CLICK Go to get to the input page**

- **60 characters (incl spaces)** per line
- **ARROW DOWN** or **TAB** to go to the next line
- Check your spelling...

3. Press **F10** to **SAVE**

Deleting/Cancelling a Course Section

With this document, you will learn how to:

- ✓ Delete course sections in Banner

Getting Started

To get started:

1. Log in to Banner
2. Go to **SSASECT**

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

Term: ...

CRN: ...

3. Enter the **TERM** for the term of the course section being edited, **Press TAB**. It will always be a six-digit number formatted like this: 201201 – where 2012 is the term year and 01 is the term
 - 01 = Spring
 - 03 = Summer
 - 05 = Fall
4. Enter the 5-digit **CRN** of the course into the CRN field to the right of the term, **ALT + Page Down**.

Insert Delete Copy Filter	
Grade Mode	N ... Normal
Session	O ... Online
Special Approval	...
Duration	...
<input type="checkbox"/> Override Duration	

- Select the **Delete** button at the top right of the Course Section Information tab to remove the existing Instructor information.
- a. **NOTE:** Once you save these changes, the section will be permanently deleted and the information within it cannot be retrieved through Banner.

5. Once complete, **Press F10** to **SAVE**.

A visual confirmation of the save will also appear at the top right corner of the window

Changing Schedule Types

To change the schedule type for a course you will need to do the following:

1. Remove instructors
2. Save
3. Remove meeting pattern. Everything has to be removed from the lines shown below (Start and End Date, Days, Time, Room, etc.)

Meeting Times and Instructor												
Meeting Times and Instructors				Scheduler Preferences								
Meeting Dates				Meeting Location and Credits								
<div> <div>Insert</div> <div>Delete</div> <div>Copy</div> <div>Filter</div> </div>												
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
	CLAS			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<div> <div>1 of 1</div> <div>10 Per Page</div> <div>Record 1 of 1</div> </div>												
<div> <div>Insert</div> <div>Delete</div> <div>Copy</div> <div>Filter</div> </div>												
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session					
01					<input type="checkbox"/>	<input type="checkbox"/>						
<div> <div>1 of 1</div> <div>10 Per Page</div> <div>Record 1 of 1</div> </div>												

4. Save
5. Change schedule type and instructional method
 - a. ***May also need to change section number, campus code, and session
6. Save
7. Add meeting pattern (day, time, room)
8. Save
9. Add Instructor
10. Save

**The delete button will only be available for the section that your cursor is in. In the above example, my cursor is in the meeting dates section so the delete button is active. **

If you are changing from an on campus course to online or vice versa, you will also need to update the section number, campus code and session along with the schedule type and the instructional method.

Changing Instructors

1. You will have to remove the current instructor before adding a new one
2. Make sure your cursor is on the instructor line and select delete

INSTRUCTOR								Settings	Insert	Details
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session			
01		Kinne, Jeffrey J.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

- 3.
4. You do not have to save after the delete, unless you are leaving the instructor field blank, you can go ahead and type in the new ID or do a search
5. Save once new instructor has been added.**

**You cannot assign a secondary instructor without having a primary defined first.

Changing Meeting Pattern

SCHEDULE												Settings	Insert	Delete	Copy	Fi
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *			
	CLAS	01/10/2023	05/05/2023	<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	01			

1. If you are removing the meeting pattern completely, you must first remove any instructors.
2. If you are just changing days/times, you can do that without removing the instructor or deleting and readding the line. You just make the changes to the current line

Contact Hours for Classes

It is very important for instructors to conduct class for the proper amount of contact hours each semester. Students are paying for a defined number of hours of instruction, and ACC's state funding is based partially on the number of contact hours taught.

Contact hours refer to the number of classroom hours that a course must meet during the semester. The term is a bit misleading because a contact hour is only 50 minutes of class time plus a 10 minute break.

You can find the credit hour definition in the CAPS manual located here: <https://www.indstate.edu/academic-affairs/curriculum/caps2013/policies-rules-guidelines>

Standard time for 3 contact hour classes: 2400 minutes per session

16 weeks:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
3	50	50 minutes	48
2	75	1 hour 15 minutes	32
1	160*	2 hours 40 minutes	16

8 weeks:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
5	60	1 hour	40
4	75	1 hour 15 minutes	32
3	100	1 hour 40 minutes	24
2	160*	2 hours 40 minutes	16

Standard times for 4 contact hour classes: 3200 minutes per session

16 weeks:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
3	70	1 hour 10 minutes	48
2	100	1 hour 40 minutes	32
1	220**	3 hours 40 minutes	16

8 weeks:

# of Days per Week	# of Minutes per Class Meeting	Time in Hours and Minutes	Total # of Meetings
5	80	1 hour 20 minutes	40
4	100	1 hour 40 minutes	32
3	145*	2 hours 25 minutes	24

2	220**	3 hours 40 minutes	16
---	-------	--------------------	----

* Includes 10 minutes for breaks

** Includes 20 minutes for breaks

For Summer Parts of Term: Courses can meet less days per week but still need to meet the contact hours required – 3200 for 4 credit hours, 2400 for 3 credit hours and 1600 for 2 credit hours.

Standard Times for Summer Terms for 3 credit hour class			
Weeks	# of Days per Week	# of Minutes per Class Meeting	Total # of Meetings
11	5	44	55
8	5	60	40
7	5	68	35
4	5	120	20
3	5	160	15

Time/Day Change Requests (once students are registered)

Change Requests – NO NEW CRNS NEEDED if:

- **Start Time is later, but within the same original time frame**
(example: 12:00-3:00 changes to 1:00-3:00)
- **End Time is sooner**
(example: 12:00-3:00 changes to 12:00-2:00)
- **Days being removed**
(example: MWF changes to MW)

Change Requests – NEW CRN NEEDED:

- **Start Time is sooner or outside of original time frame**
(example: 12:00-3:00 changes to 11:00-3:00)
- **End Time is later**
(example: 12:00-3:00 changes to 12:00-4:00)
- **Days being added or changed**
(example: MW changes to TR, or MW changes to MWF)

Section Identification Scheme

Here is a listing of the most commonly used section numbers and when they are to be used. If you are unsure or have any questions, please contact Beth Phillips and/or someone within your department for clarification.

SECTION	TYPE OF COURSE
001-099	Fall and Spring On-campus Courses - before 4 p.m.
101-198	Summer On-campus Courses - before 4 p.m.
301-309	Distance
401-499	Evening On-campus Courses (Spring, Summer, Fall - 4 p.m. or after)

Time Conversion Chart

24-hour military time is used when entering class times in Banner. An easy way to convert is to **simply add 12 to any time that occurs after 12:00 noon** for the 24-hour equivalent. Or, you can refer to the chart provided below:

TIME	BANNER TIME
8:00 am	0800
9:00 am	0900
10:00 am	1000
11:00 am	1100
12:00 pm	1200
1:00 pm	1300
2:00 pm	1400
3:00 pm	1500
4:00 pm	1600
5:00 pm	1700
6:00 pm	1800
7:00 pm	1900
8:00 pm	2000
9:00 pm	2100
10:00 pm	2200
11:00 pm	2300
12:00 am	0000
1:00 am	0100
2:00 am	0200
3:00 am	0300
4:00 am	0400
5:00 am	0500
6:00 am	0600
7:00 am	0700

Guidelines for Developing the Schedule of Classes

Summer Schedules

In order to best serve our students, the following guidelines will be followed in developing the schedule of classes. These guidelines only apply to undergraduate courses. Requests for exceptions to these guidelines must be obtained from the Dean's office.

Labs are exempt from following the stop times listed below. However, all labs must adhere to the schedule of start times as listed below. Similarly, classes that are fewer than 3 credit hours may not need to adhere to these stop times, but the guidelines for start times should be followed.

Starting Summer 2015, we have one single summer term. This summer term is 11 weeks long and the following are the corresponding term dates for Summer 2022 and Summer 2023.

The Dates for Summer 2023 are:

- 3 week class begins May 22
- 11 week class begins May 22
- 7 week class begins May 22
- 4 week class begins June 12 or July 11
- 8 week class begins June 12

Weeks	Part of Term Code
11	1
7	7
3	3A
8	8
1st 4	4A
2nd 4	4B

The corresponding dates for Summer 2024 are:

- 3 week class begins May 20
- 11 week class begins May 20
- 7 week class begins May 20
- 4 week class begins June 10 or July 8
- 8 week class begins June 10

Any deviations from these start dates must be approved through the Dean's office to the Associate Vice President for Academic Affairs. Different start dates and end dates impact billing and student refund schedules and must be planned for accordingly.

Start and Stop Times

- 3-week classes held on Monday/Tuesday/Wednesday/Thursday

Start Time	Stop Time
8:00 a.m.	11:20 a.m.
12:00 p.m.	3:20 p.m.

- 4-week classes held on Monday/Tuesday/Wednesday/Thursday/Friday

Start Time	Stop Time
7:00 a.m.	9:20 a.m.
9:30 a.m.	11:50 a.m.
12:00 p.m.	2:20 p.m.
2:30 p.m.	4:50 p.m.

*** These start times should also be used for classes meeting for longer than 4-weeks.

Banner Shortcuts

This document outlines some of the more popular shortcuts in Banner

FUNCTION	SHORTCUT
Clear Form (rollback)	F5
Execute Query	F8
Exit Form	CTRL + Q
Next Block	ALT + Page Down
Next Field	Tab
Print	Ctrl + P
Save	F10
Switch between Apps	ALT + Tab
Insert Record	F6
Remove Record	Shift + F6

Schedule Type Definitions

CL – Clinical: An academic course that is a health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts

DTF – Dissertation/Thesis/Final Project: Used when a course has been defined as dissertation, thesis or final project

INP – Internship: Used when a course has been defined as an internship. The student will complete internship hours at an approved site

IND – Independent Study: Arranged course between the student and the instructor

B – Laboratory Course: Course is a lab course and is designated by an “L” in the course number

A – On Campus Course: Traditional Courses scheduled on ISU’s campus

RCH – Research: Student conducts independent research as arranged with the instructor

OS – Online Synchronous: Course is entirely online and includes a synchronous component that requires attendance at specific times. Students are responsible for being online at the designated times.

OA – Online Asynchronous: Course is entirely online. Student completes course independently, while following deadlines set by the instructor.

ST – Student Teaching: College-supervised instructional experience for teaching certification

PMB – Professional MBA: Off Campus MBA program that is completed in Plainfield

EMB – Educational MBA: MBA in Educational Leadership. Courses are coordinated by the MBA office

Instructional Method/Schedule Type Classifications

For regulatory and administrative reasons, it is essential that classes be correctly categorized in our student information system-Banner. The purpose of this document is to provide guidance. Due to federal and state reporting, accuracy of tuition and fees assessment, accreditation, international student requirements and tracking, veteran's benefits processing and federal Title IV financial regulations, failure to properly code classes equates to non-compliance; which can result in substantial penalties to ISU.

Based on regulatory definitions, Indiana State University has adopted the following definitions for categorizing class delivery methods:

F2F - Face to Face Class

A face to face course is in-person, on-campus delivery. Class activity is organized around scheduled class meetings. They are measured by the number of hours spent in required class meetings. Online activity may complement class sessions without materially reducing the number of required in-person class meetings. The primary use of online assignments is to provide out-of-class activities to encourage greater student engagement with class content.

Banner Schedule Type: Lab (B), On Campus (A), Research (RCH), Pro MBA (PMB), Educational Leadership MBA (EMB)

Instructional Method: Face to Face (F2F)

Campus Code: On Campus (1)

Course Section Range: 001-099, 401-499, 101-198, 630-639

Distance Course Fee: Not applicable

HYB - Hybrid (On Campus) Class

Online activity is mixed with classroom meetings, replacing at least 20%, but less than 75% of required face-to-face meetings. When the technologies used for education and communication outside the classroom are used to supplant some of the classroom work, reducing the time actually spent in the classroom, the result is a hybrid class. For example, if a class traditionally meets in a classroom three times per week, a hybrid or blended version might use online sessions to replace one or two of the traditional weekly classroom sessions. A general rule is to classify a class as hybrid if online components replace a minimum of one class meeting per week in a typical three-credit class or to replace all but a few key face-to-face sessions for laboratory work or examinations. Total amount of student work time is ultimately equivalent to a face-to-face course and outcomes are identical to traditional classes.

Banner Schedule Type: On Campus (A)

Instructional Method: Hybrid (HYB)

Campus Code: On Campus (1)

Course Section Range: 001-099, 401-499, 101-198

Distance Course Fee: Not applicable

HYB - Distance Hybrid Delivered Class

At least 75% but not 100% of class activity is done online. Distance Hybrid delivered classes are those in which the vast majority of the instruction and interaction occurs via electronic communication, or equivalent mechanisms, with the faculty and students physically separated from each other and substantive interaction between the students and the instructor, either synchronously or asynchronously. If there are required face-to-face sessions or on-campus activity, it is typically delivered in short, intensive periods such as a residency weekend or laboratory session and is clearly outlined in the class schedule notes. Online meeting times due to faculty absence or an unforeseen reason to cancel a scheduled face to face meeting does not constitute a Distance Hybrid course. Additionally, supplementing face-to-face meetings does not constitute a Distance Hybrid course.

Banner Schedule Type: Synchronous Online (OS), Asynchronous Online (OA)

Instructional Method: Hybrid (HYB)

Campus Code: Online (3)

Course Section Range: 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate per course fee

ONL - Online

100% of all class activity is done online. Distance delivered classes are those in which all of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other and substantive interaction between the students and the instructor, either synchronously or asynchronously.

Banner Schedule Type: Synchronous Online (OS), Asynchronous Online (OA), Lab (B)

Instructional Method: Online (ONL)

Campus Code: Distance (3)

Course Section Range: 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate per course fee

ARR – By Arrangement with Instructor

These types of classes are unique and are not intended for regular classes, where there is on-going faculty-mediated instruction. The nature of independent study, research project, thesis and dissertation classes create unique circumstances and generate some confusion as to what is the proper class type to use. Clarification of this matter is intended to ensure that students are charged, or not charged, the distance delivery fee appropriately.

Banner Schedule Type: Dissertation/Thesis/Final Project (DTF), Independent Study/Arranged Course (IND), Research (RCH)

Instructional Method: Arranged by instructor (ARR)

Campus Code: On Campus (1), Off Campus (9), Distance (3)

Course Section Range: 001-099, 101-198, 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate fee per course

FINST – Field Instruction

These types of classes are unique and are not intended for regular classes, where there is on-going faculty-mediated instruction.

Banner Schedule Type: Clinical (CL), Internship/Practicum (INP), Student Teaching (ST)

Instructional Method: Field Instruction (FINST)

Campus Code: On Campus (1), Off Campus (9), Distance (3)

Course Section Range: 001-099, 101-198, 301-309

Distance Course Fee: \$30 undergraduate/\$50 graduate fee per course

Distance Programs: Clinical, independent study, research, thesis and dissertation classes that are part of a distance delivered degree program should be classified as distance delivered classes unless the student is physically on-campus for the class.

Non-Distance Programs: Clinical, research, independent study, thesis and dissertation classes that are not part of a distance delivered degree program should be classified as regular classes unless there is actual instruction or significant class content delivered via distance delivery techniques. Email or phone communication with the supervising faculty member does not reach this threshold.

<u>Type of Course</u>	<u>Historical Section Number Reference</u>	<u>Campus Code- Description</u>	<u>Schedule Type Code- Description</u>	<u>Instructional Method Code- Description</u>	<u>Session Codes- Description</u>
Clinical	001-099; 101-198; 401-499	9-Off Campus	CL-Clinical	FINST-Field Instruction	D-Day; N-Non Standard; E-Evening
	001-099; 101-198; 401-499	1-ISU Main Campus	CL-Clinical	FINST-Field Instruction	D-Day; E-Evening
	301-309	3-Online	CL-Clinical	FINST-Field Instruction	O-Online
Dissertation/Thesis/Final Project	001-099; 101-198	1-ISU Main Campus; 9-Off Campus	DTF- Dissertation/Thesis/Final Project	ARR-Arranged by Instructor	N-Non Standard
	301-309	3-Online	DTF- Dissertation/Thesis/Final Project	ARR-Arranged by Instructor	O-Online
Internship/Practicum	001-099; 101-198	9-Off Campus	INP-Internship	FINST-Field Instruction	D-Day; N-Non Standard; E-Evening
	301-309	3-Online	INP-Internship	FINST-Field Instruction	O-Online
Independent Study/Arranged Course	001-099; 101-198	1-ISU Main Campus; 9-Off Campus	IND-Independent Study	ARR-Arranged by Instructor	N-Non Standard
	301-309	3-Online	IND-Independent Study	ARR-Arranged by Instructor	O-Online
Lab	001-099; 101-198; 401-499	1-ISU Main Campus; 9-Off Campus	B-Lab	F2F-Face to Face; FINST - Field Instruction HYB-Hybrid	D-Day; N-Non Standard; E-Evening
	301-309	3-Online	B-Lab	ONL-Online; HYB-Hybrid	O-Online

On Campus Course	001-099; 101-198; 401-499	1-ISU Main Campus	A-On Campus Course	F2F-Face to Face; HYB-Hybrid	D-Day; N-Non Standard; E-Evening
Research	001-099; 101-198; 401-499	1-ISU Main Campus; 9-Off Campus	RCH-Research	ARR-Arranged by Instructor; F2F-Face to Face	D-Day; N-Non Standard; E-Evening
	301-309	3-Online	RCH-Research	ARR-Arranged by Instructor	O-Online
Online-synchronous	301-309	3-Online	OS-Synchronous Online	ONL-Online; HYB-Hybrid	O-Online
Online-asynchronous	301-309	3-Online	OA-Asynchronous Online	ONL-Online; HYB-Hybrid	O-Online
Student Teaching	001-099; 101-198	9-Off Campus	ST-Student Teaching	FINST-Field Instruction	D-Day; N-Non Standard; E-Evening
Strategic Program	630-639	9-Off Campus	PMB-Pro MBA	F2F	D-Day; N-Non Standard; E-Evening
		1-ISU Main Campus; 9-Off Campus	EMB-MBA Ed Leadership Program	F2F/FINST	D-Day; N-Non Standard; E-Evening
		9-Off Campus	SPG-Strategic Program	F2F	N-Non Standard

Query Available Rooms

You can query room schedules by going to SSAMATX through SSASECT or by going to SSAMATX directly. If you are in SSASECT then you need to be on the Meeting Times and Instructor Tab

Term: 201905 CRN: 52345 Subject: NURS Course: 470 Title: Nursing Leadership

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Times and Instructors	Scheduler Preferences		
Meeting Dates	Meeting Location and Credits		

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	CLAS	08/20/2019	12/13/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1 of 1 | 10 Per Page

Go to Related in the top right corner of the screen and select Building/Room Schedules:

ADD RETRIEVE RELATED TOOLS

Search

- Query Available Class Room [SLQMEET]
- Elective Attribute Pool [SSAPOOL]
- Building/Room Schedules [SSAMATX]** Shift+F2
- Specific Section Attribute [SSASATR]
- Cross List Definition Query [SSAXMTI] F3

Building, room and campus are the default search parameters but you can use the drop down to add an additional field to search by. Enter you parameters and either select "GO" or F8 to execute the query.

Basic Filter Advanced Filter

Building Room Campus Mon Tue Add Another Field ...

Clear All Go

Room Scheduling Grid

If you need to reserve a room for an event that is outside of normal classroom time then you will use this link to request a room. You will need to submit this 48 hours in advance

[Home » Registrar » Classroom Request](#)

OR - Room Scheduling Calendar Instructions

[Click here to request a room or to view the calendar of schedulable rooms.](#)

You will now also see a Calendar tab at the top of the page. If you click on Calendar then select Scheduling Grids:

[Home](#)
[Calendars](#)
[Events](#)

Default

Reservations for Non Classroom Areas

To reserve any of the following spaces (some fees may apply) please contact Conference and Event Services at 812-237-3817 or at <http://venues.indstate.edu/> or to check available space: <https://ems.indstate.edu/EmsWebapp/Browseforspace.aspx>

Sycamore Banquet Center
HMSU Meeting Rooms
Dede Activity Center
Info Table Spaces by Dede Fountain
University Suite
Heritage Ballroom and McKee Family Heritage Lounge
Magna Carta Room
Tilson Auditorium
Hulman Center Meeting Room
Hulman Center Main Activity Floor

Library Rooms - Dara Middleton 812-237-2650

Charles E Brown African American Cultural Center - Julia Bruce - 812-237-3811

Dance Rooms A92 and A93 in Arena - Levi Elmore 812-237-4955

You can now view a Scheduling Grid of the classrooms by either day or week. This schedule includes both academic sections and scheduled events. On the day view, each room's daily schedule is listed to the right:

Room	Building Code	Campus	Type	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
A B039 - Classroom-see notes b...	A	Main	CLASSROOM	40				P E 616/0K	RCSM 475	Associate De	P E	RCSM 262/001 - Outdr				
A B094 - Classroom	A	Main	CLASSROOM	55			RCSM 215	AHS 111/0	AHS 201/0	P E 381/0K	AHS 111/0	AHS 111/0				
A B095 - Classroom	A	Main	CLASSROOM	60			P E 489/0K	AHS 336/0	AHS 201/0	AHS 436/0	AHS 111/0	AHS 340/0				

If you have selected the week view then you will need to select an individual classroom from the list on the left hand side. The schedule for that one room will then display on the right side:

Room	Building Code	Campus	Sep 13, 2015	Mon 14	Tue 15	Wed 16	Today 3:44 pm	Fri 18
A B039 - Classroom-see notes b...	A	Main						
A B094 - Classroom	A	Main						
A B095 - Classroom	A	Main						
A C060 - Classroom	A	Main						
A C061 - Classroom	A	Main						
A C068 - Classroom	A	Main						
A C089 - Classroom	A	Main						
A C090 - Classroom	A	Main						

You can change the day/week by either clicking on the blue arrows to the left and right of the date or click on the date itself and a calendar will become available.

Today

End Date...

September 13 - 19, 2015

September 2015

S M T W T F S

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 1 2 3

4 5 6 7 8 9 10

Today

Room

Building

A B039 - Classroom-see notes ...

A B094 - Classroom A

A B095 - Classroom A

A C060 - Classroom A

A C061 - Classroom A

A C068 - Classroom A

There are multiple ways to change the date. Use the calendar option on the left, use the blue arrows or click on the date and a calendar will appear

You can also use your mouse and hover over the section and an informational box will pop up with information on the section.

7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
		P E 616/00	RCSM 473	Associate De	P E RCSM 262/001 - Outdr							
	RCSM 215	AHS 111/0	AHS 201/0	P E 381/00	AHS 111/0	AHS 111/0						
	P E 489/00	AHS 336/0	AHS 201/0	AHS 436/0	AHS 111/0	AHS 340/0						

Section Details: AHS 201 001

Section Title: Fundamentals of Nutrition

Term: 201505

Campus: Main

Course Offering Id: 52063

Meeting Type	Enrollment	Capacity	Days Met	Start Date	End Date	Start Time	End Time	Room	Cross-list
A	48	50	TR	8/19/2015	12/11/2015	11:00 AM	12:15 PM	A B095 Classroom	

***Please note that currently this grid only shows the rooms that the Registrar's office can schedule.

Access Dates and TDX Tickets

Access Dates

Departmental access is enabled during the month of December and continues through to March 1st. During that time you will have access to make changes to the following academic year. For example, when access is enabled in December 2022 (AY 23) you will have access to make changes to AY 24 which includes Fall 2023, Spring 2024, and Summer 2024. Any changes needed to other semesters will need to be submitted via the webforms that can be found on the Registrar's website. You will receive communication of the Office of Registration and Records each year regarding the dates.

TDX Tickets

TDX Tickets are used when the department no longer has Banner access for the next academic year or for the terms outside of the academic year they are working on. TDX tickets can be accessed through the portal under ISU apps/Registrar TDX Portal. Or you can go to our website at <https://www.indstate.edu/registrar> and then click on Faculty and Staff Resources.

Departmental Transfer Guidelines

Departmental Transfers are mass registration changes that facilitate the moving of a group of students to a different section of the same course for the same term or part of term (course dates that fall within a particular term but do not run the full length of the term). The department requests this change, not the student. Departmental transfers should be used when there is a change being made to the section of the course (for example, time/day the course is changed, section of a course is split into multiple sections, section is being canceled, or when campus code or instructional method changes). **The department is responsible for:**

- **Notifying affected students of the change to their schedules and to obtain consent.**
- **Checking time conflicts before requesting that students be moved.**
-

*****When there are students with time conflicts, you will have 5 business days to get the students out of the class. Then the students will be dropped and the section will be cancelled*****

Departmental transfers may be used to add/drop students in mass for the following reasons:

- Changes in time/day of the course.
- Changes to the location of the course (i.e., from online to on campus or off campus to on campus). Moving a student to an on line section will result in a fee being assessed to the student. Not all students wish to be switched from online to on campus (or vice versa), so please give them the option to drop, select a different course if needed, or be transferred. Moving a student from an off campus section to an on campus section could result in the recreation center fee being assessed (this happens once the student is registered for 6 on campus credit hours).
- Changes in the instructional method (i.e. from face to face to hybrid)
- Changes resulting from capacity issues (ex: low enrollment necessitates a section being cancelled or high enrollment results in adding another section or changing day/time to accommodate more students).

Departmental transfers cannot be used:

- When credit hours are not equivalent.*
- When the sections have different start and/or end dates.*
- When course numbers (or prefixes) are different (transfers must be to and from the same course).
- For individual schedule changes. Students must fill out the appropriate scheduling form or make scheduling changes online after getting the necessary overrides.
- For sponsored international students who register for online course and need to be moved to an on campus course later. They need to fill out a scheduling form or add/drop online. Sponsored international students must have permission of their sponsoring agency in order to register for online courses.

*These are not permissible because there may be a tuition differential and/or financial aid (federal or state aid, veterans benefits, etc.) implications.

To submit a departmental transfer request, log into Argos and run the following report:

- *ISU.Registration and Records.External.Departmental Tools.Departmental Transfer.Departmental Transfer*
- Email the report to Registrar@indstate.edu or fax it to 812-237-8039.

Registration Errors

Registration Error	What it means	Who can Override via	SFASRPO override/permit Scheduling form signature Or Authorization process
--------------------	---------------	----------------------	-------------------------------------------------------------------------------

Closed section OR Instructor's Signature	Student cannot register due to the course already being at capacity or the Special Approval field has been selected on the course.	Instructor	CAPACITY permit should be used
Class Restriction	Student cannot register because it has been restricted to include or exclude certain class.	Department Chair	CLASS permit should be used
College Restriction	Student cannot register because it has been restricted to include or exclude certain Colleges	Department Chair	COLLEGE permit should be used
Co-requisite	Student cannot register because they are required to take another course as a co-requisite during the same semester.	Department Chair	COREQ permit should be used * NOTE: The permit should be placed on the course in which the student would like to stay registered, when dropping a co-requisite course.
Prerequisite and Test score error	Student cannot register due to not meeting the specific prerequisite(s) the course requires	Department Chair	PREREQ permit should be used
Time Conflict	Student cannot register due to a time frame overlap in a course in which they are already registered	Instructor	TIME permit should be used
Department restriction	Student cannot register because the section is restricted to a specific academic department, which is different than the department listed on their academic record. *NOTE: The department restriction "looks at" Majors, Minors and Concentrations. This means if the student has the restricted department on any of these fields in their curriculum they will be permitted to register for the course without an override.	Department Chair	DEPT permit should be used
Duplicate Course	The section requires approval for the student to be registered in two sections of the same course in a semester. (i.e. the student is taking two separate topics courses with the same subject and course number)	Instructor *NOTE: ORR can register students after verifying courses are two separate topics.	DUPLICATE permit should be used

Major Restriction	The section requires the student must be part of a specific curriculum to register (i.e. Elementary Education major only) . *NOTE: The Major Restriction (housed under Field of Study in SSARRES) “looks at” Majors, Minors and Concentrations when the “ALL FIELD OF STUDY TYPES” box is checked. This means if the student has the restricted curriculum code on their record in any of these fields, they will be permitted to register for the course without an override. When the course is set up without the “ALL FIELD OF STUDY TYPES” box checked the course can be restricted to just majors OR minors OR concentrations depending on the type selected.	Department Chair	The MAJOR permit should be used if you want to allow a student from a different curriculum the ability to register into the course. NOTE: A student’s curriculum is determined by what that student currently has declared in Banner. It can be located on SGASTDN in Banner or on a current MYSAM of the student. If a student has just filed a Change of Major request, it may not have been processed into Banner yet.
Student Attribute	The section requires the student be assigned a specific attribute in order to be eligible to register for specific courses. (i.e. reserved seating is used to hold spaces for true distance students and the student does not have the DIST attribute on their record)	Department Chair	STUATTRIB permit should be used
Maximum Hours Exceeded	Student cannot register due to the amount of allowable hours for a semester	Deans office	Deans office must physically go into Banner to increase the hours
Academic Standing prohibits registration	Student cannot register due to Academic dismissal	Deans office	If they so choose, the Deans office can place a PD on students record in Banner
Term exceeds expected graduation term	Student cannot register due to application for graduation term is preceding registration term		Undergraduates can update their graduation date (if appropriate) via the portal. Graduates need to contact the College of Graduate and Professional Studies.
Reserve Closed	Student cannot register due to not meeting requirements for available seats		Capacity

Experiential Learning Attribute Instructions

1. Start in Banner form SSASYLB
2. The section long title should be populated, if not then select the copy button on the left hand side of the screen.

If the long title does not populate, please contact ORR

Long Title and Learning Objectives Required Materials and Technical Requirements

SECTION LONG TITLE

Copy

Section Long Title Freshman Writing II

URL

Insert Delete Copy More Information Filter

3. If you had to copy the long title select Save (F10 or save button in the lower right hand corner)
4. View Supplemental data by clicking More Information
5. After clicking the View Supplemental Data button, the Supplemental Data Engine box will pop up (shown below)

Supplemental Data SSASYLB 9.3 (CLNT)

SUPPLEMENTAL DATA

Insert Delete Copy Filter

* = Required	Comment
ELA-Community Based Srvc Learning	
ELB-Intern/Pract/Clinical Exp/FldW	
ELC-Student Teaching	
ELD-Consultation	
ELE-Student Research	
ELF-Arts Performance/Exhibition	
ELG-Laboratory/Studio	
ELH-Study Abroad	
ELI-SENCER	
ELJ-Writing Intensive	

10 Per Page Record 1 of 10

ELA Hours

6. Enter Hours for the correct type of Experiential Learning. The hours will be the number of hours a student is expected to complete over the course of the semester.
7. Click the X to close the Supplemental Data box. Hours will save when you save the Banner form after closing the Supplemental Data box.
8. Save

*These can be entered into Banner all year round, but please watch for the email from Community Engagement for the deadline to have the hours entered.

*Enter the number of hours a student will complete over the course of the class. Community Engagement will multiply those hours by the number of students in the class to get the total hours completed.

Banner 9 User Preference Display Quick Guide

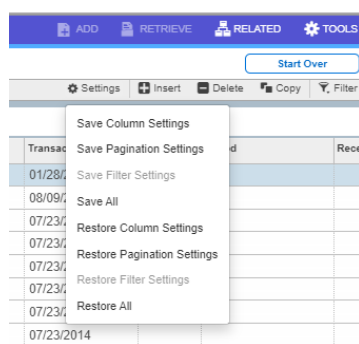
Control your screen/filter settings and have the changes stick after logging out.

Set Grid and Column preferences

- Re-size column widths
 - Includes the ability to shrink columns where only the column border remains visible
- Re-order columns
 - When re-ordering columns, tab navigation follows the original order and business logic of the page, as delivered by Ellucian
- Column header stays fixed for easy viewing
- Once changed, the column header will contain a blue highlight to easily track modifications

Available on all page locations presenting a grid or column layout, including the Supplemental Data Engine (SDE) window “Restore Column Settings” or “Restore All” – exit the page and reenter to refresh the display

Settings is on the right side of the screen.



Move columns left or right – including into the frozen left section. Set number of records per page (pagination).

Set standard search criteria in the Filter and save it (those fields don't move yet).

Test it, save it, restore it if you don't like it.

Moved columns are highlighted in light blue.

Account Detail Review Form (TSAAREV)

Before

After

Add to the frozen left section that stays in place

Set to number per page you want to see.

Filtering

Maintain a standard value in a filter.

ACCOUNT DETAILS

Basic Filter Advanced Filter

Detail Code Description Term Balance Source

201903

Add Another Field ...

Set the term. Save and reset through Settings.

Clear All Go

Maintain an advanced query filter

ellucian Fund Form (FUNDING 9.3.16) (PROD)

Advanced Filter

Fund Status Offered

PELL

Greater Than or Equal 1,000.00

Save filter setting with amounts and designators.

This filter will initially find Pell > \$1,000

It starts with the default settings and can be changed for any search. New defaults can be set at any time.

Fund	Description	Status	Offered	Accepted	Revised or Cancelled	Revised or Rejected	Paid
DIRECT	Federal Direct Student Loan	ACPT	1,000.00	1,000.00			390.00
PELL	Federal Pell Grant	ACPT	5,375.00	5,375.00	175.00		2,600.00
TEACH	TEACH Internship	ACPT	1,000.00	1,000.00	280.00		1,000.00
Totals			10,175.00	10,175.00	375.00		4,790.00

Remove or reorder filter fields

ellucian General Ledger Activity FGIGLAC 9.3.7 (PROD) (UAA)

Chart: B Period: Fiscal Year: 20 Index: Fund: 103010 Account: 0361

GENERAL LEDGER ACTIVITY

Basic Filter Advanced Filter

Account Type Document Amount Debit/Credit

To reset the order, remove all fields using the - and then choose fields in the order desired.