

This manual covers instructions on adding course sections in the BANNER student system.

BANNER pages used: SWASECT, SSATEXT

Banner link: <https://support.utrgv.edu/TDClient/1849/Portal/KB/ArticleDet?ID=118992>
Then go to INB and click on Banner 9 Admin on Production (Chrome preferred browser)



CONTENTS

Contents	Banner Page Name	Page #
Adding a Section in Banner	SWASECT	3
Course Section Information	SWASECT	3 & 4
Section Enrollment Information	SWASECT	5
Class Meeting Days and Times	SWASECT	5 & 6
Room Assignments	SWASECT	7
Assigning an Instructor	SWASECT	7
Changing an Instructor	SWASECT	8
Adding Multiple Instructors	SWASECT	8
Linking Classes	SWASECT	8 & 9
Adding Course Section Comments	SWASECT/SSATEXT	10
ITV, Cross-Listed Courses, CSCR		11
SWASECT Data Dictionary		12 & 13
Scheduling Tips		14

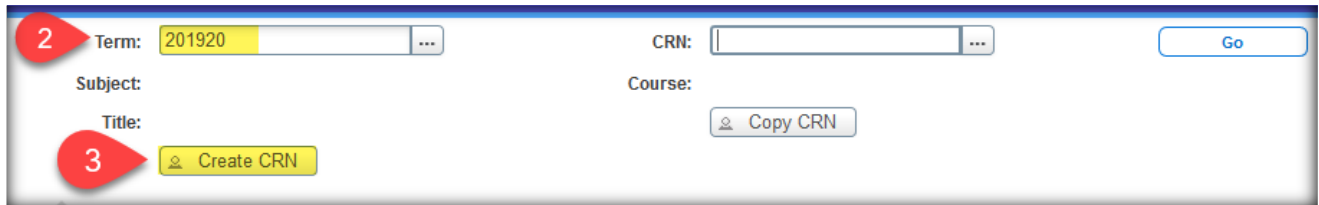
Contact Information for the Registrar’s Office Scheduling Team

Name	Title	Email	Assignments
Jessica Corona	Academic Scheduling Associate	jessica.corona01@utrgv.edu	College of Sciences
Richard Martinez	Academic Scheduling Associate	richard.martinez03@utrgv.edu	College of Health Professions, School of Social Work, School of Nursing
Miriam Garcia	Scheduling Coordinator	miriam.garcia03@utrgv.edu	Colleges of: Business & Entrepreneurship, Education & P16, Engineering and Computer Science, Fine Arts, Honors College, Liberal Arts
Michelle Madrid	Assistant Registrar	michelle.madrid@utrgv.edu	Oversee Scheduling and Registration

Adding and Maintaining Course Sections

Adding a Section in Banner

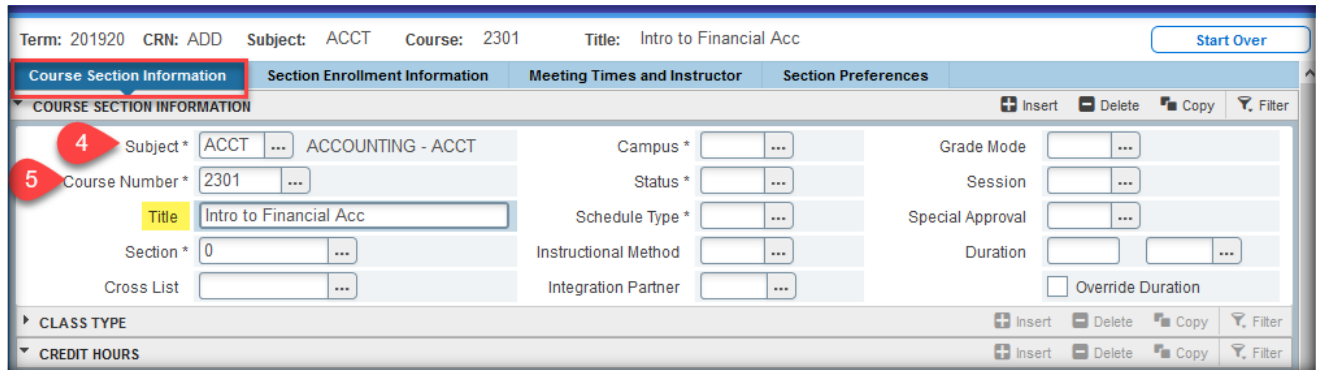
1. In the Banner Welcome Home Page, type 'SWASECT'
2. In the SWASECT page, enter Term code.
3. Click 'Create CRN'.



Course Section Information

4. In the 'Course Section Information' tab, enter a valid subject code.
5. Enter a valid course number.

Note: When the subject and course number are entered, the course title is automatically populated – DO NOT MODIFY THE TITLE UNLESS THE COURSE IS APPROVED TO HAVE A SUBTITLE ADDED.



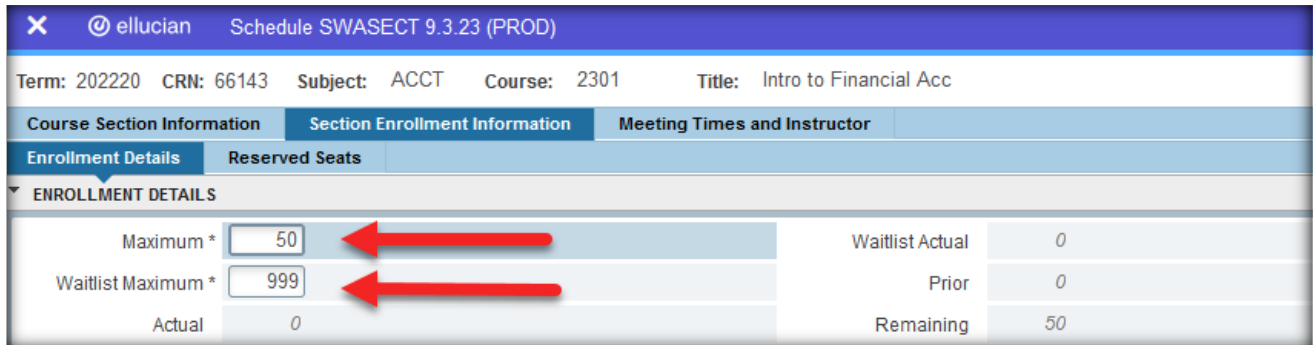
- | | |
|---|---|
| <ol style="list-style-type: none"> 6. Course Title 7. Section 8. Cross List 9. Campus 10. Status 11. Schedule Type 12. Instructional Method 13. Grade Mode 14. Session | <p>DO NOT modify. Press tab to move to the next field.</p> <p>Enter section number and press tab.
Section numbers should be entered as 2-digits i.e. 01, 02, 03 – max of 3-characters is allowed. If you attempt to enter a section number that already exists, Banner will not allow you to navigate to the next field.</p> <p>Submit a CSCR request to cross-list classes approved to be cross-listed.</p> <p>Enter the appropriate campus code and tab. List of approved campus codes is on page 12.</p> <p>Enter "A" for Active. If cancelling a section, enter "C".</p> <p>Select a valid schedule type from the drop-down menu and tab to the next field.</p> <p>Enter 'TR' for traditional instructional method. If not traditional, select from drop down menu. Appropriate list is available on page 13 under "Instructional Method".</p> <p>Leave blank to default to the approved grade mode for the course.</p> <p>This field is tied to the section designation. Select a group from the drop-down menu if a letter designation was added to the section in the <i>Section</i> field. Otherwise, leave it blank.</p> |
|---|---|

- 15. Special Approval Enter 'SP' code only if you want to restrict the section to individual students. A 'SP' override will need to be processed by the department, for each student, in SFASRPO.
- 16. Part of Term Defines the date range for the course offering. Select from drop down menu. Fall and Spring Semesters are defined as "1" for full term.
- 17. Registration Dates Not used. DO NOT MODIFY.
- 18. Start Dates Not used. DO NOT MODIFY.
- 19. Max Extensions Not used. DO NOT MODIFY.

When class information is complete on the first tab, click the 'Save' button at the bottom right corner. Once saved, a **Course Registration Number (CRN)** will be generated for the class section.

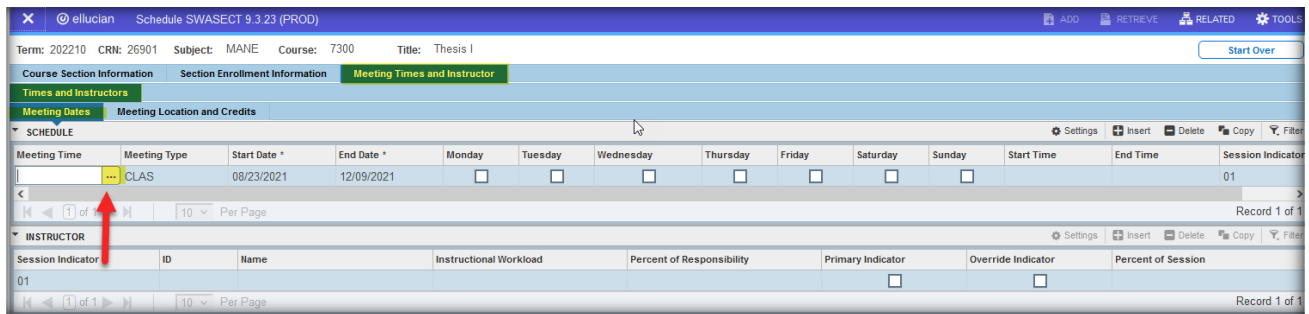
Section Enrollment Information

1. Navigate to the Section Enrollment Information tab.
2. Add the maximum capacity for the class.
3. Add the maximum waitlist number 999 in the Waitlist Maximum field. Leave at 0 (zero) if the section is a linked lab.
4. Save (F10 or the save button).

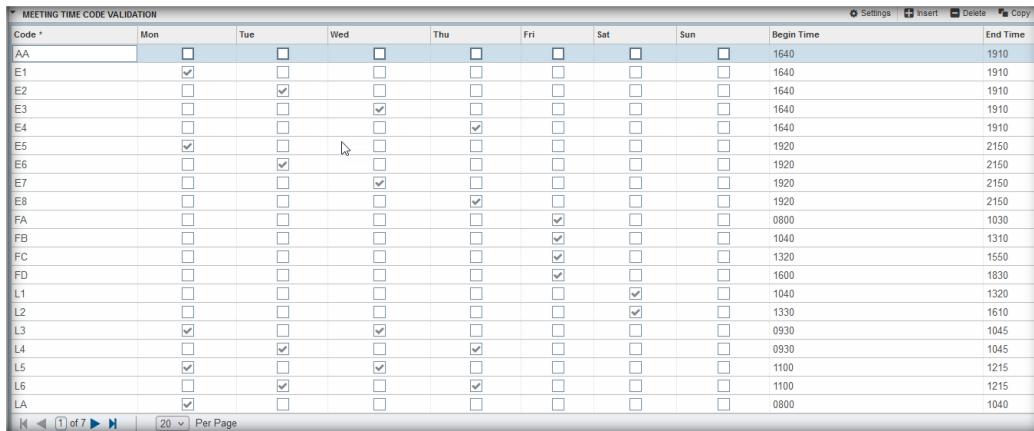


Class Meeting Days and Times

1. Click on the Meeting Times and Instructor tab. Click on the drop-down menu. Select a valid [standard meeting time](#).



2. From the Meeting Time drop-down menu, the following options will appear:

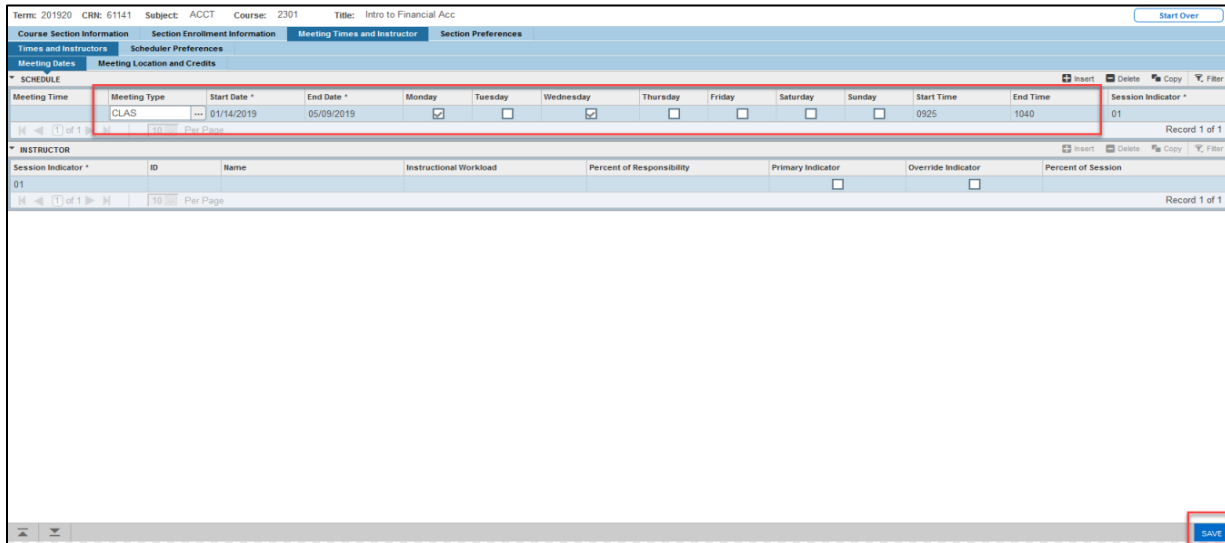


3. Double-click on the code with the correct meeting day(s) and times – *the days and times listed are the approved standard class times*. By double-clicking your selection, you will be taken back to the Meeting Times and Instructor page.
 - If the class will not have meeting times, double-click on the 'AA' code, but remove the Begin and End times once you are taken back to Meeting Times and Instructor.
4. Review that the days and start/end times are correct. **NOTE:** Times must be entered in military time format. Save (F10 or the save button at the bottom right corner).
5. If you receive the message, ***ERROR* Room Conflict**, when trying to make a change to meeting days/time(s), click on instructor if listed -delete & save, then click on meeting time-delete & save, then re-add days and times, or click on the Meeting Time search box and double-click on the code with the correct meeting day(s) and times (as indicated in #1 above), then save.



Manual Entry for Entering Dates and Times

1. Type 'AA' in Meeting Time and tab across.
2. The start/end dates will auto-populate after the second tab. Check the boxes for the appropriate days of the week.
3. Enter the start and end times in 24-hour military format.
4. Save (F10 or the save button at the bottom right corner of the page).



Note: To avoid classroom scheduling issues and maximize classroom utilization, please adhere to the [UTRGV Standard Class Times](#) schedule.

Room Assignments

****All room assignments are entered by the Registrar's Office staff. ****

Computer Labs:

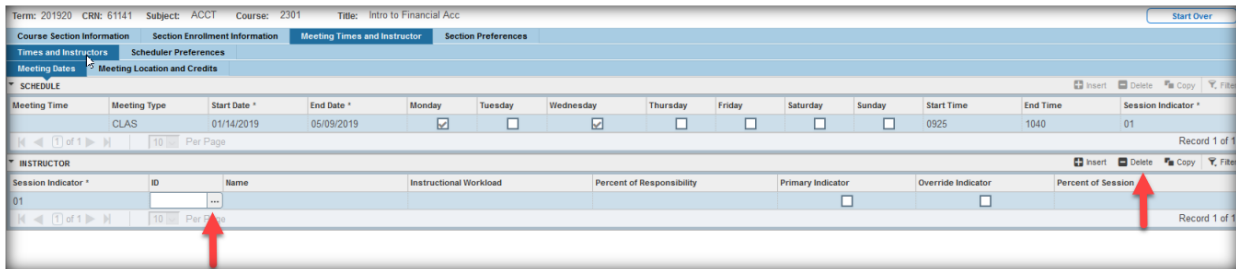
When requesting a computer lab for a class, the departments are responsible for submitting an IT managed computer lab event reservation through Ad Astra and contacting Dina Lopez at dina.lopez@utrgv.edu for approval. Once the department receives confirmation for the use of the computer lab, please submit a Class Schedule Change Request (CSCR) thru the Online Class Schedule Change Request portal for "Changes to room assignments within the same campus" and attach the approval email from IT. The academic scheduling team will then assign the room and make it viewable in ASSIST.

Other Labs:

The department must provide a lab room assignment for all lab sections. Please email the academic scheduling team at scheduling@utrgv.edu or submit a Class Schedule Change Request (CSCR).

Assigning an Instructor

1. Still in the 'Meeting Location and Credits' tab, move to the *Instructor* block.
2. To assign an instructor, enter the 8-digit faculty Banner ID number in the ID field or click on the button with 3-dots to search by name. In the 'Faculty/Advisor Query' page, click 'Go' (on the top right corner) and enter the Last Name to search for faculty. *Note that these fields are cap sensitive.*
3. To change/remove an instructor, highlight the row and click 'Delete' in the *Instructor* block.
4. Save the information.



Common Error Messages

Error ID is not Valid:

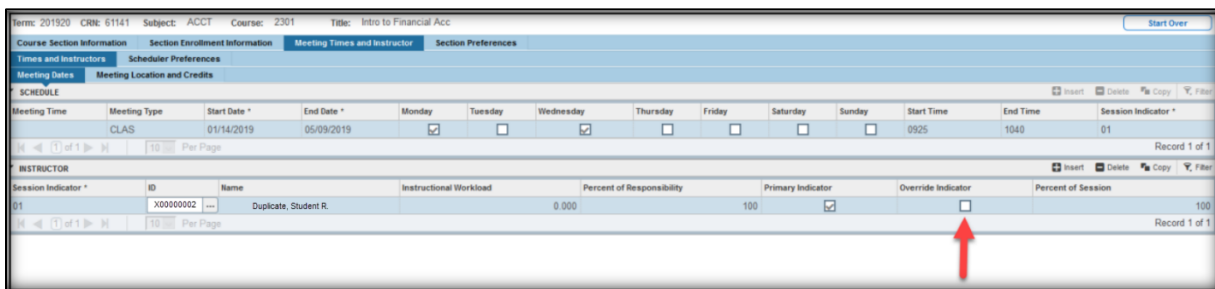
Instructor is not active for the term.

Schedule Conflict:

If there is a schedule conflict, check the override indicator box, and save.

Error Session Has No Meeting Times...:

Add code in Meeting Time field and tab across, then save.



Changing an Instructor

1. Highlight the Instructor field.
2. Select 'Delete' from the Instructor's menu.
3. Enter the new instructor as outlined above.
4. Save.

Adding Multiple Instructors

Add the first instructor. Click 'Insert' in the Instructor's menu to add a second instructor.

One instructor will always be identified as the Primary instructor. Check the Primary Indicator box to select the primary instructor.

The Percent of Responsibility box must be updated when there are multiple instructors on record. The total Percent of Responsibility must add up to 100%.

- For example: If adding two instructors at 50/50, then for **each** add "50" to Percent of Responsibility and 50 to Percent of Session.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
CLAS		01/14/2019	05/09/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0925	1040	01

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	X00000002	Duplicate, Student R.	0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100

Linking Classes

Class linking codes for courses with lecture/lab components are added by the Registrar's Office as requested by departments.

Linking is the process of connecting a lecture/lab class in which the lecture and lab have the same subject and course number but varying section numbers and schedule types (one section is a lecture and the other section is a lab).

Linking is a two-part process, which consists of the Link Identifier and the Link Connector. Link Connectors and Link Identifiers consist of two-character alphanumeric fields.

Lecture sections may be linked to all scheduled labs or may be linked exclusively to specific lab sections. See page 9 for Link Identifier codes.

*Please submit a Class Schedule Change Request (CSCR) through the online CSCR portal for changes to lecture/lab link identifier & connector for adding and updating links.



Linking Codes Used by the Registrar's Office Staff

Codes for Linking Lecture/Lab Courses				
Brownsville		Edinburg		
Lecture	Lab	Lecture	Lab	
B1	A1	E1	L1	If you want all labs to be linked to all lectures.
B2	A2	E2	L2	For the lecture and lab, you want to be exclusive to each other. NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.
B3	A3	E3	L3	If there are multiple lectures and labs in a course and you want certain labs to be assigned to specific lectures, you would use the same letter coding, but change the number coding so they match the right lecture/lab. NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.
U1	Y1	U1	Y1	Used specifically for ASTR, PHYS, NURS courses. Lecture and lab courses you want to allow to any lec/lab or vice versa. Not specifically linked to a specific lec or lab. These are universal.
U2	Y2	U2	Y2	Used specifically for ASTR, PHYS, NURS courses. For the lecture and lab, you want to be exclusive to each other. NOTE: Departments are required to place a comment in SSATEXT to indicate what lab is linked to what lecture.

Example below for linking lecture/lab classes in the Brownsville campus (use the B1 and A1 codes):

LECTURE section:

Link Identifier is B1 in SWASECT. Save
Link Connector is A1 in SSADETL. Save

LAB section:

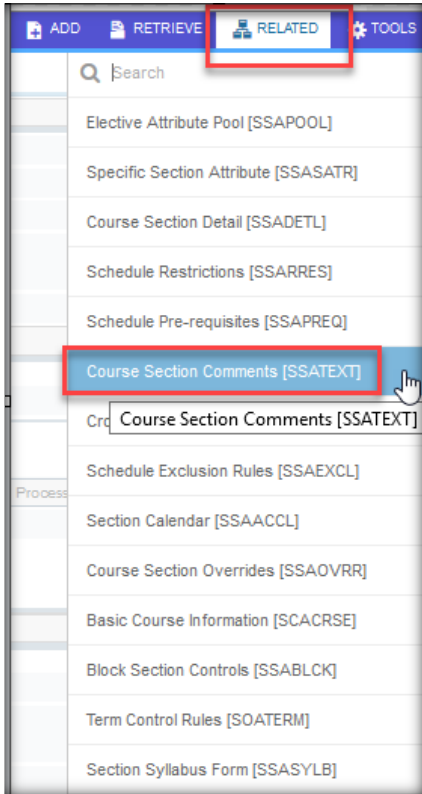
Link Identifier is A1 in SWASECT. Save
Link Connector is B1 in SSADETL. Save

Adding Course Section Comments

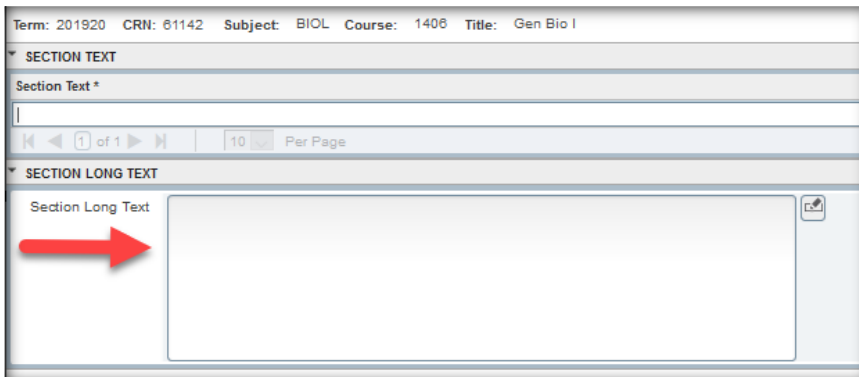
To display a section comment or instructions in ASSIST for students to see, text may be added in SSATEXT.

Access SSATEXT via SWASECT:

- a. Select 'Related' from the menu.
- b. Select 'Course Section Comments (SSATEXT)', then click 'Go' on the top right corner of the next page.



- c. Add comment in Section Long Text. **SAVE.**





Interactive Video (ITV)

Interactive Video (ITV) classes require approval from the IT technology group.

Two separate class sections must be created for the course (one will broadcast and the other will receive the broadcast). For example, if scheduling one section in the Edinburg campus and one in the Brownsville campus, two sections of the same class must be created with same meeting times and instructor of record. The letter 'I' will follow the two-digit section number (i.e. 01I, and 02I).

ITV classes will be assigned an ITV equipped classroom in each campus. The IT technology group will review the classroom assignments.

Cross-Listed Courses

The academic scheduling team will enter the cross-listing information in SSASECT if courses are approved in the UTRGV inventory. If courses need to be cross-listed, the department needs to provide cross-listing information. To have classes cross-listed, sections must have the same meeting days/times, instructor, and classroom assignments.

Please note that courses must be approved to be cross-listed in the course inventory.

Class Schedule Change Request (CSCR)

When scheduling access is closed to departments, requests need to be sent to the Registrar's Office through the online CSCR portal: https://enrollment.utrgv.edu/ESS_CSCR/login. The following requests may be submitted:

1. Adding a course or section
2. Add or Remove Section Text in Assist
3. Lab room assignments and room changes.
4. Cancelling a course or section
5. Changes to part-of-term.
6. Changes of instructor (Provide Banne Id).
7. Changes to campus location (e.g. Brownsville to Edinburg)
8. Changes to maximum enrollment.
9. Changes to meeting times or days.
10. Changes to or from fully online delivery.
11. Changes to or from ITV (interactive video) delivery
12. Changes to or from traditional delivery.
13. Changes to reduced seat time delivery
14. Changes to room assignments within the same campus.
15. Changes to section number.
16. Changes to special approval requirements.
17. Changes to special topics course subtitles.
18. Cross-listing a course or section.
19. Reinstate a course or section.
20. Changes to lec/lab link identifier & connector.

Special Note:

1. **Please inform the Registrar's Office if you change the maximum enrollment capacity after rooms are assigned and a smaller/larger classroom is needed.**

SWASECT Data Dictionary

Banner Field	Code	Description	"Session" Code
'Section'	90L	Online Courses start with 90L numbering	-
	A	Dual Pilot Program	A
	B	BMED Course	B
	C	BECHS Dual Enrollment	C
	D	HECHS Dual Enrollment	D
	E	Courses taught in Spanish only	E
	ET	Extended Term for 10/14 week Summer Sessions	-
	H	Honors Course	H
	I	Interactive Video (ITV)	-
	J	Jump Start	J
	M	Math Science Academy	M
	MT	Miniterm	-
	P	Peer-Led Team Learning, Stem Program (MATH/CHEM)	P
	PN	Social Work Placeholder	-
	Q	Vaquero Innovators Program	Q
	R	Identifies section is Hybrid/Reduced Seat	-
	S	Service Learning	S
	SA	Study Abroad	-
	V	Accelerated Online Program in Module Terms	-
	X	Courses taught bilingually (English and Spanish)	X
'Campus'	BRW	Brownsville	
	ED	Edinburg	
	HAR	Harlingen	
	LAR	Laredo	
	MCA	McAllen	
	ONL	Online	
	PHR	Pharr	
	RGC	Rio Grande City	
	SPI	South Padre Island	
	WES	Weslaco	
	OFC	Off Campus	
	APO	Academic Partnership Online	
'Status'	A	Active	
	C	Cancelled	
'Schedule Type'	ACT	Physical Education Activity	
	DIS	Dissertation	
	IND	Independent Study	
	INT	Internship	
	LEC	Lecture	
	LAB	Lab	
	PRA	Practicum	
	PRL	Private Lesson	
	SEM	Seminar	

	STU	Studio
	THE	Thesis
	Instructional Method Code:	Code Description:
		Instructional Method Description: <i>(Note these descriptions are, in part, based on a glossary of terms from the Texas Higher Education Coordinating Board)</i>
'Instructional Method'	ITV	Interactive Video (at least one counterpart section required)
	OASYN	Online Asynchronous (no meeting times)
	OSYNC	Online Synchronous (with scheduled meeting times)
	HYBRD	Hybrid/Reduced Seating
	STABD	Study Abroad
	TR	Traditional Face-to-Face
	VIRT	Accelerated Online
'Special Approval'	SP	Special Approval Restriction
'Part of Term'	1	Full Term
	W8A	8 Week term
	W8B	8 Week Term
	W8X	8 Week Term – VIP Program



Scheduling Tips

- **Cancelling a Course.** Request to cancel courses with zero/low enrollment to help free up classrooms.
- **Comments.** Comments are viewable in ASSIST if added in SSATEXT. Comments assist students with registration when the classes are restricted or linked. Please add contact information when sections have restrictions.
- **Cross-Listed Courses.** The Registrar's Office will only cross-list courses that have been approved to be cross-listed and are listed in the course inventory.
- **Faculty Assignment.** If the instructor has back-to-back classes, make sure to assign him/her to the class. Without the assigned instructor, the scheduling team is unable to assign in the same building.
- **Interactive Video (ITV) Courses.** Two sections need to be created for one course (i.e. one section will be offered in Brownsville and the other in Edinburg). The section should be composed of two numbers followed by the letter 'I'.
- **Instructional Method.** Once a student registers, you cannot modify this field. The Registrar's office will need to remove the students from the section, make the change, and add the students back into the course.
- **Meeting Days/Times.** Days/times are required to be added for assigning rooms. [UTRGV Standard Class Times](#) should be followed. Note: Classes following standard meeting times are given priority when assigning classrooms.
- **Part-of-Term.** Select the correct part-of-term. Both summer terms have multiple part-of-term dates. Spring/Fall terms have two part-of-terms. Once a student registers, you cannot modify this field. The Registrars' office will need to remove students from the section, make the change, and add the students into the course.
- **Scheduling Grid Calendar.** This is a useful tool in Astra for verifying room availability by room and date/time.
- **Section Capacity.** If you increase the maximum enrollment for a section after rooms are assigned, please consider the room capacity. There may not be a room available for your class during the new time change.
- **Section Number.** Assign in sequential order. Use reference on page 12 for section coding when needed.
- **Section Restrictions.** Inform the scheduling team EACH term, if class sections need to be restricted (i.e. major restrictions for UNIV 1301, special cohorts, special approval, etc.).
- **Special Accommodations.** Request special accommodations for classroom assignments to the Office of Human Resources. Contact aubrey.murray@utrgv.edu.
- **Special Approval.** If a section is restricted by special approval, each student will need an override in SFASRPO by a department chair or staff member, to be able to register for the class.
- **Waitlist.** Enter '999' capacity to allow students to waitlist for the class. A waitlist will not be added to a linked lab class. The '999' capacity is also used to monitor course interest.