Refer to this tutorial to learn how to create, amend, delete and search for Course Sections in Banner.

Banner forms:

<table>
<thead>
<tr>
<th>FORM</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSASECT</td>
<td>Section Maintenance</td>
</tr>
<tr>
<td></td>
<td>This form stores details of a Course Section, such as the part of term in which it is taught, the number of places available, the credit hour weighting, and the staff who are set up to enter marks for it.</td>
</tr>
</tbody>
</table>

Pre-requisites to this tutorial:

- Understanding of what a Course Section is
- An Active and Validated Course Code in Banner

Follow Section Creation with:

- Syllabus Setup
- Component Creation
1. SECTION CREATION

Students are not registered on Courses directly, but on Course Sections, which are ‘offerings’ of a Course for a specific Term (Academic Year). A Section must exist for each Term the Course is running.

1.1. Go to SSASECT (Figure 1).

![Figure 1](image)

1.2. Enter the Academic Year for the Section in the Term field (Figure 1, Box 1).

1.3. Click into the CRN field (Figure 1, Box 2) and type ‘ADD’ and Block Down, or just click the ‘Create CRN’ button (Figure 1, Box 3).

**NOTE:** ‘CRN’ stands for Course Reference Number. It is a unique ID for a Section, is 5-digits and always starts with a 6. Since CRNs are the ID of a Section, CRN/Section are sometimes referred to interchangeably.

1.4. Click the drop-down arrow for the Subject field (Figure 1, Box 4) to bring up the Option List (Figure 2).
1.5. Click *View Existing Courses* (Figure 2, Box 1) to bring up a picklist of all Courses in Subject Code order (Figure 3). To filter the list for your Subject Code, click into the Find field before the % (Figure 3, Box 1) and enter the Subject Code then click Find (Figure 3, Box 2). Scroll down and double-click the Course you want.

1.6. Creating a new Section will automatically set the *Section* field (Figure 4, Box 1) to 0. This means the Section is a Core Section, which is what every student taking that Course must be registered on, as it is the credit-bearing Section.
• If you are creating a Core Section, leave this as 0.
• If you are creating a Seminar Group Section, change the 0 to a letter (starting with A, then B, C etc. for each new group you are creating). Please avoid ‘V’ as a Seminar Group as this is to reflect Resit sections only (see next point).
• If you are creating a Resit Section, enter VXX, where XX is the year in which the First Attempt occurred (and was failed), e.g. a Resit for a student who failed in 201213 (to be taken in 201314) should be V13, as they failed in 2013.

Note:
Do not enter anything in the Grade Mode field, unless the section is a Resit section ONLY (enter S). Leave it blank so you can change the Grade Mode at Registration.

1.7. Enter ‘A’ in the Campus field (Figure 4, Box 2) for Royal Holloway.

1.8. Enter ‘A’ in the Status field (Figure 4, Box 3) to indicate the Section is Active.

1.9. Enter ‘S’ in the Schedule Type field (Figure 4, Box 4) to mark it as Standard.

1.10. From 201617 – Set the Part of Term field to ‘ALL’. If you wish to report on sections by Part of Term, refer to tutorial 11 on how to do this in SSASYLB. (pre-201617: Set the Part of Term field to whichever part of the Academic Year the Course is running. You can see a list of all valid parts of term by clicking the drop-down arrow for this field – then double-click to select.)

1.11. Set the Credit Hours for the Section (Figure 4, Box 6) by entering the higher of the two values for a Core Section (the lowest will always be .000), or 0 for a Seminar Group Section.

1.12. Set the Billing Hours for the Section (Figure 4, Box 7) by entering the higher of the two values for a Core Section (the lowest will always be .000), or 0 for a Seminar Group Section. Remember the decimal point!
1.13. *Save* the Section – at this point, a ‘CRN’ is created (Figure 5, Box 1). This stands for *Course Reference Number* and is the unique ID for a Section. It will always start with a 6, and be 5 digits. The number increments by 1 for each new CRN.

![Figure 5](image)

1.14. Click the ‘Section Enrollment Information’ tab (Figure 6, Box 1). Set the number of places available for registration by clicking into the *Maximum* field (Figure 6, Box 1) and entering the maximum number of students that can be registered on the Section. *Save.*

![Figure 6](image)

1.15. The Section is now complete and ready to register students on. If you are set up to be a Gradebook marker, you will be assigned to the Section overnight. If you want to assign yourself straight away, or have an Academic member of staff to assign as a marker, see the next part of this tutorial, Amending a Section.
2. AMENDING A SECTION

There are three main amendments that you may need to make to a Section:

- Increasing the Maximum Enrolment
- Adding a member of staff as an Instructor (marker)
- Changing the Part of Term of a Section

2.1. Increasing the Maximum Enrolment can be done at any time. If you have tried to register a student in SFAREGS and had the ‘CLOSED SECTION’ error message, you need to increase the number. Refer to point 1.14 in the previous section.

2.2. Departmental Administrative staff can be set up as Instructors (markers) for all UG Sections, all PGT, or both. Please contact BannerSupport@rhul.ac.uk to arrange this. To assign Academic staff or individual Administrators as Instructors for individual Sections, first click on the ‘Meeting Times and Instructors’ tab (Figure 7, Box 1). Tab on your keyboard across the row until you reach the Hours per Week field (Figure 7, Box 2). Enter a 0 and Save.

![Figure 7](image)

2.3. Block down to the Instructor block and click into the ID field (Figure 7, Box 3). Enter the ID of the member of staff – if you don’t know it, tab into the name field...
and enter LASTNAME, FIRSTNAME or do a search by clicking on the drop-down arrow. When you enter the ID, the name automatically populates. Add any additional Instructors in the same way, but enter their Percent of Responsibility as 100, and Save. You may see an error message that the Instructor total percentage does not equal 100 – just click OK to clear it.

2.4. Changing the Part of Term of a Section is only possible if no students are registered on the Section. For this reason, it is advised that you check Section setup before making any registrations in SFAREGS. Contact BannerSupport@rhul.ac.uk specifying the Section and the Part of Term it should be changed to, and we’ll let you know when we have done this.

3. DELETING A SECTION

All Sections will be copied from one Academic Term to the next around April each year. You should then delete any Sections that are not offered in the new Term. This prevents students being registered on them incorrectly, and ensures any list of active Sections for your Subject Code is complete and accurate.

3.1. Sections cannot be deleted if any students have registrations on the Section, even if the registration has been Drop/Deleted. Students need to be Drop/Deleted, and have the registration Removed completed in SFAREGS before deleting the Section.

3.2. Go to SSASECT and enter the Term and CRN in the Key Block. Block down.

3.3. The Section details will be displayed in the form. To delete it, click the Remove Record icon (Figure 8, Box 1). All the Section details will disappear. Save.
4. SEARCHING FOR SECTIONS

You need the CRN in the Key Block to use SSASECT. If you don’t know it, you must perform a search.

4.1. Click the drop-down arrow for the CRN field in the Key Block (Figure 8, Box 1).

4.2. The search query form SSASECQ will open (Figure 9). This form presents a number of fields where you can enter search criteria to find the Section. The main criteria to enter would be the Term (Figure 9, Box 1), the Subject Code (Figure 9, Box 2) and the Course Code (Figure 9, Box 3), though you may also wish to enter the Section Number (Figure 9, Box 4) if you are searching specifically for a Core Section or Seminar.

4.3. Execute Query (using the icon, or F8 on the keyboard). Sections matching the criteria will then be displayed. You can use this as a check to see the current
Sections, or how many students are currently registered (Figure 10, Box 1). To select the Section and return to **SSASECT**, double-click on the **CRN** field (Figure 10, Box 2) and **Block down** to view the Section details in full.