



Registration Fee Assessment Using Banner 7

Job Aid: Create Sections for Courses

Schedule Form (SSASECT)

The Schedule Form (SSASECT) is used to create sections for the courses, which were created in the Catalog module, according to the definitions and restrictions that were set up. The Registration module uses the sections to register students. A course catalog record must exist prior to the creation of sections for that course.

Banner form

The screenshot shows the Banner 7 SSASECT 7.3 form. At the top, there are dropdown menus for 'Term' (200610) and 'CRN' (5009). The main section is titled 'Section Details' and contains various fields for course information. On the left, fields include Subject (ACCT Accounting), Course Number (2310), Title (Intermediate Accounting I), Section (0), Cross List, Campus (M Main), Status (A Active), Schedule Type (L Lecture), Instructional Method, Integration Partner, Grade Mode (S Standard Letter), Session, Special Approval, Duration, and Part of Term (1). On the right, fields include CEU Indicator (N), Credit Hours (3.000), Billing Hours (3.000), Contact Hours (3.000), Lecture (3.000), Lab, Other, Link Identifier, Attendance Method, Weekly Contact Hours, and Daily Contact Hours. At the bottom, there are checkboxes for 'Long Title', 'Comments', 'Syllabus', 'Print', 'Gradable', 'Voice Response and Self-Service Available', 'CAPP Areas for Prerequisites', and 'Tuition and Fee Waiver'. The footer shows 'Record: 1/1' and navigation buttons like '<OSC>'.



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Job Aid: Create Sections for Courses (Continued)

Procedure

Follow these steps to set up a section with selected fees in SFARGFE to be waived.

Step	Action
1	Access the Schedule Form (SSASECT).
2	Enter <i>200610</i> in the Term field.
3	Enter <i>10001</i> in the CRN field.
4	Perform a Next Block function.
5	Select the Tuition and Fee Waiver checkbox.
6	Click the Save icon.
7	Click the Exit icon.