Confidential Business Information

This documentation is proprietary information of New Mexico State University (NMSU) and is not to be copied, reproduced, lent or disposed of, nor used for any purpose other than that for which it is specifically provided without the written permission of NMSU.

Prepared For: Release 7.x
Prepared By:
New Mexico State University
P.O. Box 30001
Las Cruces, New Mexico 88003
United States of America

Issued: May 2006
In preparing and providing this publication, NMSU is not rendering legal, accounting, or other similar professional services. NMSU makes no claims that an institution’s use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization’s own choosing.

© 2006, Regents of New Mexico State University.
© 1992-1995, 1997, 1999-2002, 2003, Systems & Computer Technology Corporation. All rights reserved. The unauthorized possession, use, reproduction, distribution, display, or disclosure of this material or the information contained herein is prohibited.

“SCT,” SunGard SCT, the SCT logo, “Banner” and the Banner logo are trademarks of SunGard SCT. Third-party hardware and software product names and trademarks are owned by their respective third-party owners/providers, and SunGard SCT makes no claim to such names or trademarks.

Use of this material is solely for the support of SunGard SCT Banner products and New Mexico State University.

For more information about this document, contact training@nmsu.edu.
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introducing the UNO Project</td>
<td>5</td>
</tr>
<tr>
<td>Introducing SunGard SCT Banner</td>
<td>7</td>
</tr>
<tr>
<td>Benefits of SCT Banner</td>
<td>8</td>
</tr>
<tr>
<td>Introducing the Manual</td>
<td>9</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>9</td>
</tr>
<tr>
<td>Objectives of this Manual</td>
<td>9</td>
</tr>
<tr>
<td>Document Conventions</td>
<td>10</td>
</tr>
<tr>
<td>Getting Started</td>
<td>11</td>
</tr>
<tr>
<td>Getting Access to Banner</td>
<td>11</td>
</tr>
<tr>
<td>Checking the Browser</td>
<td>13</td>
</tr>
<tr>
<td>Understanding Product Conventions</td>
<td>14</td>
</tr>
<tr>
<td>Terminology</td>
<td>14</td>
</tr>
<tr>
<td>Banner Structure</td>
<td>15</td>
</tr>
<tr>
<td>Naming Conventions</td>
<td>15</td>
</tr>
<tr>
<td>Logging onto Banner</td>
<td>16</td>
</tr>
<tr>
<td>Introducing the Banner Interface</td>
<td>17</td>
</tr>
<tr>
<td>Schedule Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Creating Term Controls (SOATERM)</td>
<td>20</td>
</tr>
<tr>
<td>Completing the Registration Error Checking Block</td>
<td>24</td>
</tr>
<tr>
<td>Completing the Web Processing Controls Block</td>
<td>27</td>
</tr>
<tr>
<td>Completing the Base Part of Term Block</td>
<td>31</td>
</tr>
<tr>
<td>Adding New Instructors (SIAINST)</td>
<td>36</td>
</tr>
<tr>
<td>Creating a Future Term Schedule (SSRROLL)</td>
<td>41</td>
</tr>
<tr>
<td>Building Course Sections (SSASECT)</td>
<td>57</td>
</tr>
<tr>
<td>Linking Sections</td>
<td>73</td>
</tr>
<tr>
<td>Recording Scheduled Meeting Times</td>
<td>80</td>
</tr>
<tr>
<td>Assigning an Instructor to a Section</td>
<td>84</td>
</tr>
<tr>
<td>Entering Maximum Enrollment</td>
<td>86</td>
</tr>
<tr>
<td>Entering Course Section Details</td>
<td>87</td>
</tr>
<tr>
<td>Entering Course Section Restrictions</td>
<td>92</td>
</tr>
<tr>
<td>Maintaining Prerequisite Restrictions at the Schedule Level</td>
<td>99</td>
</tr>
<tr>
<td>Entering Section Text</td>
<td>99</td>
</tr>
<tr>
<td>Entering Cross List Definitions</td>
<td>101</td>
</tr>
<tr>
<td>Changing Course Sections (SSASECT)</td>
<td>106</td>
</tr>
<tr>
<td>Deleting a Rolled Course Section (SSASECT)</td>
<td>106</td>
</tr>
<tr>
<td>Creating Duplicate Sections (SSASECT)</td>
<td>114</td>
</tr>
<tr>
<td>Appendix A: Banner Navigation Aids</td>
<td>115</td>
</tr>
<tr>
<td>Keyboard Equivalents</td>
<td>115</td>
</tr>
<tr>
<td>Banner Buttons</td>
<td>116</td>
</tr>
<tr>
<td>Appendix B: General Glossary</td>
<td>117</td>
</tr>
<tr>
<td>Appendix C: Compatible Browsers</td>
<td>121</td>
</tr>
</tbody>
</table>
Introducing the UNO Project

In June 2003, NMSU pursued an administrative systems software replacement project named “UNO,” or “Unifying NMSU Online.” The goal of the UNO Project is to integrate electronically all administrative functions of the university. To accomplish this goal, NMSU joined more than 1,100 other higher education institutions in choosing SunGard SCT Banner because of its minimal system modification features.

In addition to implementing SCT Banner, NMSU has also implemented other systems to support SCT Banner, including SCT Luminis, SCT Luminis CMS, Cognos ReportNet, Cognos PowerPlay, and SCT Matrix Student Marketing System.

Major goals of the UNO Project are to update our current processes that use information systems, consolidate core university information into an integrated database, and create new methods of web-based self service for university procedures and information.

The following systems are described:

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT Banner</td>
<td>SCT Banner is the suite used for administrative data enterprise wide.</td>
</tr>
<tr>
<td>SCT Luminis</td>
<td>SCT Luminis is the myNMSU portal. The portal is the access point for Students, Staff, and Faculty to self-service options including: changing personal options, entering, time and leave, e-mail, and calendar.</td>
</tr>
<tr>
<td>SCT Luminis CMS</td>
<td>SCT Luminis CMS is a Content Management System designed to help organize and maintain Web content and facilitate consistency of content, navigation, and look-and-feel of the University’s entire Web site.</td>
</tr>
<tr>
<td>Cognos ReportNet</td>
<td>Cognos ReportNet is the web-based enterprise reporting tool, designed for you to generate custom reports</td>
</tr>
<tr>
<td>Cognos PowerPlay</td>
<td>Cognos PowerPlay is used to analyze large amount of data.</td>
</tr>
<tr>
<td>SCT Matrix Student Marketing System</td>
<td>SCT Matrix SMS enables NMSU to manage the recruiting and admissions process.</td>
</tr>
</tbody>
</table>
Introducing SunGard SCT Banner

SunGard SCT Banner is the new Enterprise Resource Planning (ERP) suite that integrates all departments and functions across NMSU onto a single computer system that can serve each individual department’s need.

Internet Native Banner (INB) is the Web version of the new Enterprise Resource Planning suite NMSU employees will use to access vital university administrative information. One must access INB through a Web browser.

The suite acts as an interface between users and an Oracle database containing New Mexico State University administrative data.

The NMSU Banner suite is composed of six systems: Student, Financial, General, Advancement, Financial Aid, and Human Resources. The integrated suite uses rules and validation tables to ensure the data are entered and accessed correctly. Since the Banner systems are highly integrated and share a common Oracle database, everyone who uses the systems sees common database information in real time.
Benefits of SCT Banner

SCT has been providing services to the higher education market for over three decades. Developed specifically for higher education institutions, SCT Banner offers the following benefits:

- Available 24 hours a day, 7 days a week access from any authorized web-enabled computer.
- Shared data is entered only once.
- Individual non-social security ID number for students, faculty, and staff.
- Electronic signatures, forms and workflow.
- Oracle database as a basis for generating reports.
- Ability to implement improved methods to track enrollment.
- Ability to define clear and consistent data definitions.
- Strong baseline system to allow NMSU ICT staff to focus on improvements to the system.
- Integration with NMSU’s web-based course management system, WebCT.
Introducing the Manual

The Banner User Guide: Student Schedule Manual is a stand-alone manual, which covers a variety of business operations processes and accompanying procedures in Banner 7. Not only does the Student Schedule Manual cover how to get started using SCT Banner 7 basics, but also it covers how to perform specific daily job tasks, such as: Creating Instructors, Creating Term Controls, Building Available Rooms, and Building a Course Section using Banner 7.

Prerequisites

You should know what your specific business requirements are when you review this manual. This helps you to rapidly understand how the manual’s contents can help you to meet them.

You should be able to access and navigate the Banner suite to ensure that you can successfully complete any procedures presented in this manual. To learn how to access and navigate the Banner suite, you should either complete the ICT Training Services General Navigation Training Course, or complete the UNO Banner General Navigation Demonstration at: http://www.nmsu.edu/~fsa/files/robodemos/General%20Navigation.htm.

Successful Banner users have experience using Microsoft Windows 2000 version or newer and Windows-compatible Internet browsers or one of the compatible browsers listed in Appendix C: Compatible Browsers.

Objectives of this Manual

This manual will introduce you to SCT Banner basics. Once you review this manual you will be able to:

- Get Started
- Personalize the Portal
- Successfully Navigate Forms
- Query Forms and Information
- Manage Forms and Information
- Locate and Use the “Help Menu.”
Additionally, after reviewing this manual, you will learn more about Student Schedule-specific tasks and be able to:

- Create **Term Controls**
- Add **New Instructors**
- Create **Future Term Schedules**
- Build **Course Sections**
- Change **Course Sections**
- Delete **Rolled Course Sections**
- Create **Duplicate Sections**.

**Document Conventions**

These document conventions will point out special information, and help you to successfully follow step-by-step instructions in this manual.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Notes alert readers of potential problems or to emphasize special points.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Note]</td>
<td><strong>Tips suggest shortcuts or special hints to make a process easier.</strong></td>
</tr>
</tbody>
</table>

**Click vs. Select**

- **Click** is used for commands, command buttons, option buttons, and choosing options in a list, gallery or palette.

  Examples:
  - On the **Tools** menu, click **Options**, and then click the **View** tab.
  - In the **Options** dialog box, click the **View** tab.

- **Select** is more passive because it may not trigger an action. **Select** is used to refer to marking text, cells, checkboxes, option buttons, and similar items that will then be subject to a user action.

**Buttons** provide visual examples of Banner navigation aids that you can use to accomplish specific tasks.
Getting Started

In this section you are given some background information that you will need before you can start using Banner, including understanding how to access the system and a basic understanding of the system design.

Getting Access to Banner

Access to Banner is requested on the Web from Financial Systems Administration (FSA). The following instructions guide you through the process for gaining access to Banner. Once you have completed the following steps to request access to Banner, you will receive an e-mail verifying that access has been granted and notifying you of your password.

Instructions

1. Open a browser session.
2. Type the URL: http://www.nmsu.edu/~boffice. The Business, Finance, and Human Resources Web site displays.
3. On the Business, Finance, and Human Resources Web site, click the Reports, Resources and Forms link. The Reports, Resources and Forms Web page displays.

5. Scroll to find the Request for Computer Systems Access form and click the E-form icon to open the form.
The Request for Computer Systems Access form contains interactive form fields that allow you to type the information directly on the form.

6. Complete the applicable sections for requested systems.
7. Print the form.
8. Read and sign the disclosure agreement.
9. Submit to the necessary approver for the required approval.
10. Forward the original form to Financial Systems Administration, MSC 3FSA, Hadley Hall room 12, or fax a copy to 646-1994.
11. Keep a copy for your files.

If assistance is needed to complete the form, please contact 646-HELP (4357).

Once the form has been reviewed by FSA, you will be contacted by phone or e-mail with your Banner approval status. If you have any questions regarding your access you can contact FSA at 646-HELP (4357).

Checking the Browser

You should use one of the approved browsers to use Banner successfully. Although you probably could log on to Banner with any browser, there could be a point where certain features might not work.

It becomes very obvious that something is wrong when buttons don’t work, or features won’t load. The first step in troubleshooting any Banner problems will be to verify the browser is supported.

There may also be additional installs when you first access Banner such as Oracle JInitiator, and/or a Sun plug-in. These additional installs will automatically prompt you the first time you access Banner from your machine.

A complete list of the browsers supported by Banner and the needed installs are found in Appendix C: Compatible Browsers.

If you have any questions or problems with your browser, please contact ICT Help Desk at help@nmsu.edu or 646-1840.
Understanding Product Conventions

When you first are introduced to a new system, it is like learning a new language. This section exposes you to some of the basics of Banner terminology, the system structure and the naming conventions used in Banner and this manual.

Terminology

Understanding the terms provided in this manual will help you to understand the explanations and instructions presented in this manual, and to present clear, specific questions that you may have about the information provided.

This table defines the basic components of the Banner suite.

<table>
<thead>
<tr>
<th>Suite</th>
<th>The SunGard SCT Banner suite is an administrative software application suite developed specifically for higher education institutions by SunGard Systems and Computer Technology Corporation (SCT). The software acts as an interface between users and an Oracle database containing New Mexico State University administrative data.</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>The NMSU Banner suite is composed of six systems: General, Student, Advancement, Financial, Human Resources, and Financial Aid.</td>
</tr>
<tr>
<td>Modules</td>
<td>Each system is composed of specific modules that “break out” components of the system.</td>
</tr>
<tr>
<td>Forms</td>
<td>Forms are screens that contain fields.</td>
</tr>
<tr>
<td>Fields</td>
<td>Fields are areas in a form that are used either to display specific data (such as someone’s last name, address, or NMSU ID number), or insert data.</td>
</tr>
<tr>
<td>Validation</td>
<td>Validation tables contain Lists of Values (LOVs) that are pre-defined for a specific field.</td>
</tr>
<tr>
<td>Tables</td>
<td></td>
</tr>
<tr>
<td>Blocks</td>
<td>Blocks are groups of related fields within a form.</td>
</tr>
</tbody>
</table>

For more terms, see Appendix B: General Glossary.
Banner Structure

This image shows the structure of SCT Banner Suite components and sample modules, forms, and fields.

Naming Conventions

All Banner forms, reports, jobs, and tables have seven character names which follow the structure rules outlined below.

Using the SOAIDEN form as an example:

<table>
<thead>
<tr>
<th>Name:</th>
<th>S</th>
<th>O</th>
<th>A</th>
<th>I</th>
<th>D</th>
<th>E</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**Position 1**- identifies the product owning the form, report, process or table. In the case of the SOAIDEN form, the first letter **S** refers to **Student**.

**Position 2**- identifies the application module owning the form, report, process or table. In the case of the SOAIDEN form, the second letter **O** refers to **Operations**.

**Position 3**- identifies the type of form, report, job, or table. In the case of the SOAIDEN form, the third letter **A** refers to an **Application** form.

**Positions 4, 5, 6, and 7**- are **unique identifiers** for the form, report, job, or table. In the case of the SOAIDEN form, the last four letters **IDEN** refers to **Identification**.

**SOAIDEN** is the student person identification form.
Logging onto Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Instructions

1. Open a browser session.
2. Type the URL: http://www.nmsu.edu/erp/.
   The Logon screen displays.

⚠️ You can create a bookmark in your browser for quick access to Banner.

3. Type your NMSU Username and Banner Password.
4. Select OK.
   Your Banner session begins with the following Main Menu.

   ![Logon screen](image)
Introducing the Banner Interface

Internet Native Banner (INB) is the Web version of the new ERP system NMSU employees will use to access vital university administrative information. You must access INB through a Web browser.

Once you have logged onto Banner you will be presented with the **Main Menu**. This menu is the starting point for navigating throughout Banner.

![Banner Interface Screenshot](image)
Schedule Procedures

This section describes in detail the procedures that the NMSU Registrar’s Office staff will complete in the schedule-building process for each academic term. Although the schedule-building process involves using a variety of forms, the SOATERM form is the first form used to define fundamental term characteristics that affect the Student Schedule.

Term characteristics in the schedule-building process determine a number of things: instructor class assignments, instructor room assignments, built or changed course sections, and schedule characteristics that will roll over into future semesters.

Before building Schedule, vital tables (i.e., STVTERM, STVMEET, etc) need to have been built.

This section describes how to:

- Create Term Controls using the SOATERM form
- Add New Instructors using the SIAINST form
- Create Future Term Schedules using the SSRROLL form
- Build Course Sections using the SSASECT and SSADETL forms
- Change Course Sections using the SSASECT form
- Delete Rolled Course Sections using the SSASECT form
- Create Duplicate Sections using the SSASECT form.
Creating Term Controls (SOATERM)

The first step in the schedule building process is to identify and define the term characteristics relevant to all scheduled classes.

The Term Control (SOATERM) form is used to identify and define the characteristics of the term in which classes are scheduled, including the dates for each session within the term. SOATERM is also used to establish the starting Course Reference Number (CRN) for individual classes for the term.

This section describes how to:

- Create Term Controls
- Complete the Registration Error Checking Block.
- Complete the Web Processing Controls Block
- Complete the Base Part of Term Block.

Before entering information on this form, a term must already have been created in the Term Validation Form (STVTERM).

To Create Term Controls, perform these steps:

Instructions

1. On the Main Menu, in the Go To field, type SOATERM. The SOATERM form is displayed.

2. In the Term field, perform one of the following actions:
Student Schedule

a. Type the **Term** code, OR

b. Double click in the **Term** field.

The **Term Code Validation (STVTERM)** table is displayed.

![Term Code Validation (STVTERM) Table]

- **Find (%)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>FinAid Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006D9</td>
<td>Summer Session I 2006</td>
<td>30-May-2006</td>
<td>05-Jul-2006</td>
<td>0506</td>
</tr>
<tr>
<td>2006D9</td>
<td>Spring 2006</td>
<td>19-Apr-2006</td>
<td>10-May-2006</td>
<td>0506</td>
</tr>
<tr>
<td>2009D0</td>
<td>Fall 2009</td>
<td>22-Aug-2009</td>
<td>30-Dec-2009</td>
<td>0506</td>
</tr>
<tr>
<td>2005D2</td>
<td>Summer Session II</td>
<td>05-Jul-2005</td>
<td>11-Aug-2005</td>
<td>0405</td>
</tr>
<tr>
<td>2005D2</td>
<td>Summer Session I</td>
<td>20-May-2005</td>
<td>29-Jun-2005</td>
<td>0405</td>
</tr>
<tr>
<td>2006D9</td>
<td>Spring 2006</td>
<td>19-Apr-2006</td>
<td>10-May-2006</td>
<td>0506</td>
</tr>
<tr>
<td>2009D0</td>
<td>Fall 2009</td>
<td>01-Sep-2009</td>
<td>15-Dec-2009</td>
<td>0405</td>
</tr>
<tr>
<td>2004D2</td>
<td>2004 Summer II</td>
<td>07-Jul-2004</td>
<td>10-Aug-2004</td>
<td>0304</td>
</tr>
<tr>
<td>2004D2</td>
<td>2004 Summer II</td>
<td>01-Jul-2004</td>
<td>30-Jul-2004</td>
<td>0304</td>
</tr>
</tbody>
</table>

- **On the STVTERM table, use the horizontal bar to display additional information.**

  i. Scroll down the list and select a **Term** code.
  ii. Click **OK**.

  The **Term** field on the **SOATERM** form is automatically filled.

![SOATERM Form]

---

21 of 121 5/24/2006
3. Click the **Next Block** button. The cursor moves to the **CRN Starting Sequence Number** field.

![Image](image-url)

4. In the **CRN Starting Sequence Number** field, type a **CRN** number. This **CRN** number is assigned to the first section you create.

> **Once you create a section, this number cannot be changed. The CRN field will then display the last Course Reference Number generated by the system.**

> **Beginning with the Spring 2007 term (200710), the first CRN will define the term code. For instance, Spring CRNs will be 1xxxxx, Summer I will be 2xxxxx, Summer II will be 3xxxxx, and Fall will be 4xxxxx.**

5. In the **Registration** block, click the **In Progress** checkbox to indicate that courses taken during the current term can be used to fulfill prerequisite requirements.

6. In the **Registration** block, click the **Permit** checkbox to indicate that registration is allowed for the specified term.

7. In the **Registration** block, click in the **Hold Password** field and provide the three-character password, **OVR**, to override holds during registration and request for transcripts.

8. In the **Registration** block, click in the **Re-Admit** field and enter the re-admit term.
If a student has not registered since the re-admit term, he or she must be readmitted through Admissions.

9. In the Registration block, click the Calculate Time Status checkbox to calculate a student’s enrollment status in the associated term.

10. In the Registration block, click the Include Attempted Hours checkbox to include credit hours from in-progress courses when calculating a student’s classification for registration purposes.

11. In the Registration Fee Assessment block, click the On-line Assessment checkbox to indicate that fees are to be assessed during registration.

12. In the Registration Fee Assessment block, in the Effective Date field, type a date to identify when charges are to be effective.

NMSU is not currently using the Track by CRN, Refund by Total, Original Charge Cutoff Date, Process Gradebook Controls, Term Date, Batch Only, Batch Update, and Not Available checkboxes, fields, or option buttons.

13. In the Title IV Date Source block, click Part-of-Term Dates to indicate that the Part-of-Term start and end dates are to be used.

14. In the Fee Assessment block, click On-line Assessment to indicate that records will be inserted in both the SFRCOLR and SFRBTCCH collector tables, and that values be will set to Y.
15. In the **Control Settings** block, click the **Print Bill** checkbox to indicate that a bill is to be printed upon completion of registration.

16. In the **Control Settings** block, click the **Synchronize Partner Systems** checkbox to indicate that information specific to the term should be passed to campus pipeline.

17. In the **Control Settings** block, click the **Master Web Term Control** checkbox to indicate that the term should be displayed on the **Self-Service** select term drop-down list.

18. Click the **Save** button.

### Completing the Registration Error Checking Block

Once the **SOATERM** form is complete, the **Registration Error Checking Block** should be completed in order to define and execute registration errors while registering for classes.

In the **Student Options** block, the **Fatal** and **No Check** registration errors option buttons determine whether a student can register for a specified course. In the **Section Options** block, the **Fatal**, **Warning**, and **No Check** option buttons determine whether a student can register based on limitations defined for specified course sections.

To **Complete the Registration Error Checking** block, perform these steps:

**Instructions**

1. In the **Registration** block, on the **SOATERM** form, click the **Registration Error Checking** button.

   The **Registration Error Checking** block is displayed.
2. In the **Student Options/Duplicates** field, click the **Fatal** option button to prevent a student from registering for a duplicate class.

3. In the **Student Options/Links** field, click the **Fatal** option button to indicate a student has a missing or unsatisfied section link.

4. In the **Student Options/Corequisites** field, click the **Fatal** option button to prevent a student from registering for a course if the student did not register for the co-requisite.

5. In the **Student Options/Prerequisites** field, click the **Fatal** option button to prevent a student from registering for a course if the student has not fulfilled the course prerequisites.

6. In the **Student Options/Maximum Hours** field, click the **Fatal** option button to prevent a student from registering for a course if the student has exceeded the course maximum hours.

7. In the **Student Options/Time** field, click the **Fatal** option button to prevent a student from registering for a course if there is a time conflict.

8. In the **Section Options/Approval** field, click the **Fatal** option button to prevent a student from registering for a course if the student has not received approval.

9. In the **Section Options/Capacity** field, click the **Fatal** option button to prevent a student from registering for a course if the class has reached capacity.

10. In the **Section Options/Major** field, click the **Fatal** option button to prevent the student from registering for a course if the course does not meet a major requirement.

11. In the **Section Options/College** field, click the **Fatal** option button to prevent a student from registering for a course if the student is not enrolled in the **College** for which the course registration is allowed.
12. In the **Section Options/Level** field, click the **Fatal** option button to prevent a student from registering for a course if the student is not classified at the level the course requires.

13. In the **Section Options/Class** field, click the **Fatal** option button to prevent a student from registering for a course if the student’s class standing (e.g. Freshman, Sophomore, etc.) is restricted.

14. In the **Section Options/Repeat Hours** field, click the **No Check** option button to permit the student to register for the course.

15. In the **Section Options/Holds** field, click the **Fatal** option button to prevent a student from registering for a course if the student has registration holds.
16. In the Section Options/Repeat Limit field, click the No Check option button to permit the student to register for a course.

17. In the Section Options/Campus field, click the No Check option button to permit the student to register for the course.

18. In the Section Options/Degree field, click the No Check option button to permit the student to register for the course.

19. Click the Save button.

20. Click the Exit button.

Completing the Web Processing Controls Block

Once the SOATERM form is complete, access the Process Web Controls form, and complete the Process Web Controls blocks in order to define and execute registration processes while using Self-Service.

The Controls blocks checkboxes define and execute Web processes for Self-Service. If a checkbox is left unchecked, the Web process is disabled.

To Complete the Process Web Controls blocks, perform these steps:

Instructions


2. In the Class Option Change Controls block, click the Change Level checkbox to allow the student to change the course level on the Web.
3. In the **Class Option Change Controls** block, click the **Change Grade Mode** checkbox to allow the student to change the course grading mode on the Web.

4. In the **Class Option Change Controls** block, click the **Change Credit Hours** checkbox to allow the student to change the course credit hours on the Web.

5. In the **Faculty & Advisor Controls** block, click the **Display Schedule** checkbox to enable the Faculty Schedule page to display on the Web.

6. In the **Faculty & Advisor Controls** block, click the **Display Class List** checkbox to enable the Class List Detail and Summary pages to display on the Web.

7. In the **Faculty & Advisor Controls** block, click the **Allow Approval/Overides** checkbox to enable the Registration Approval Overrides page to display on the Web.

8. In the **Faculty & Advisor Controls** block, click the **Allow Add/Drop** checkbox to enable the Registration Add/Drop page to display on the Web.

9. In the **Catalog Search Controls** block, click the **Search by Level** checkbox to indicate whether level will be a search criterion in the Web catalog look up page.

10. In the **Catalog Search Controls** block, click the **Search by Schedule Type** checkbox to indicate whether schedule type will be a search criterion in the Web catalog look up page.

11. In the **Catalog Search Controls** block, click the **Search by College** checkbox to indicate whether college will be a search criterion in the Web catalog look up page.

12. In the **Catalog Search Controls** block, click the **Search by Division** checkbox to indicate whether division will be a search criterion in the Web catalog look up page.

13. In the **Catalog Search Controls** block, click the **Search by Department** checkbox to indicate whether department will be a search criterion in the Web catalog look up page.
14. In the **Catalog Search Controls** block, click the **Display Long Course Title** checkbox to indicate whether the long course title should be displayed on the Web catalog or not.

15. In the **Catalog Search Controls** block, click the **Display Long Course Description** checkbox to indicate whether the long course description should be displayed on the Web catalog or not.

16. In the **Grade Display Controls** block, click the **Display Grade Detail** checkbox to enable the grade detail for the selected term to display on the Display Grades Web page.

17. In the **Grade Display Controls** block, click the **Display Midterm Grades** checkbox to enable midterm grades for the selected term to display on the Display Grades Web page.
18. In the **Grade Display Controls** block, click the **Display Final Grades** checkbox to enable the final grade for the selected term to display on the Display Grades Web page.

19. In the **WebCAPP Controls** block, click the **Web Evaluation Term** checkbox to indicate whether the term code displayed in the key block is a valid term code to be used as the evaluation term for CAPP on the Web compliance processing.

20. In the **WebCAPP Controls** block, click the **Web Catalog Term** checkbox to indicate whether the term code displayed in the key block is a valid term code to be used as a catalog term for CAPP on the Web processing.

21. In the **Schedule Search Controls** block, click the **Search by Schedule Type** checkbox to indicate whether schedule type will be the search criteria in the Web look up page.

22. In the **Schedule Search Controls** block, click the **Search by Campus** checkbox to indicate whether campus will be the search criteria in the Web look up page.

23. In the **Schedule Search Controls** block, click the **Search by Level** checkbox to indicate whether level will be the search criteria in the Web look up page.

24. In the **Schedule Search Controls** block, click the **Search by Instructor** checkbox to indicate whether instructor will be the search criteria in the Web look up page.

25. In the **Schedule Search Controls** block, click the **Search by Session** checkbox to indicate whether session will be the search criteria in the Web look up page.

26. In the **Schedule Search Controls** block, click the **Search by Instructional Method** checkbox to indicate whether instructional method will be the search criteria in the Web look up page.

27. In the **Schedule Search Controls** block, click the **Search by Duration (Open Learning Only)** checkbox to indicate whether duration will be the search criteria in the Web look up page.

28. In the **Schedule Search Controls** block, click the **Display Closed Section** checkbox to indicate whether the closed section should be displayed on the Web or not.
29. In the **Schedule Search Controls** block, click the **Display Long Section Title** checkbox to indicate whether the long section title should be displayed on the Web or not.

30. In the **Schedule Search Controls** block, click the **Display Long Section Description** checkbox to indicate whether the long section description should be displayed on the Web or not.

31. Click the Save button 📜.

32. Click the Exit button ❌.

**Completing the Base Part of Term Block**

Once **SOATERM** is complete, the **Base Part of Term Block** needs to be defined and set up for each individual Part of Term that comprises the Term.

> *Part of Term classes are those classes offered during a Term and are shorter in length than regularly scheduled 15 week course sections.*

> *Before entering the Base Part of Term information, a Part of Term (formerly called mini-semesters) must be created in the Part of Term Validation Form (STVPTRM).*

To **Complete the Base Part of Term** block, perform these steps:

**Instructions**
1. On the SOATERM Options Menu, select Base Part of Term. The Base Part of Term and Web Registration Dates blocks are displayed.

At least one Part of Term must be established that is equal to the full term.

2. In the Base Part of Term block Part of Term field, perform one of the following actions:
   a. Type the Part of Term code, OR
   b. Double click in the Part of Term field.
      The Part-of-Term Validation (STVPTRM) table is displayed.

   i. Scroll down the list and select a code.
ii. Click OK. The Part of Term field and the Description field on the Base Part of Term block are automatically filled.

3. In the Base Part of Term block Start Date field, perform one of the following actions:
   a. Enter the start date in DD-MON-YYYY form, OR
   b. Double click in the Start Date field. The Calendar (GUACALN) window is displayed.
i. Select the start date for the term.

ii. Click OK.

The **Start Date** field on the **Base Part of Term** block is automatically filled.

---

4. In the **Base Part of Term** block **End Date** field, perform one of the following actions:
   
a. Enter the end date in **DD-MON-YYYY** form, **OR**

b. Double click in the **End Date** field.

The **Calendar (GUACLN)** window is displayed.
i. Select the end date for the term.

ii. Click **OK**.
The End Date field is automatically filled.

<table>
<thead>
<tr>
<th>Base Part of Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Weeks</th>
<th>Census One Date</th>
<th>Census Two Date</th>
<th>Section Override</th>
<th>Faculty Web Midterm Grades</th>
<th>Faculty Web Final Grades</th>
<th>Faculty Web Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Full Term</td>
<td>12-1 JAN-2005</td>
<td>25-1 JAN-2005</td>
<td>17</td>
<td>28-1 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A01 Spring WS01</td>
<td>12-1 JAN-2005</td>
<td>25-1 JAN-2005</td>
<td>17</td>
<td>28-1 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A02 Spring WS02</td>
<td>09-1 JAN-2005</td>
<td>02-2 JAN-2005</td>
<td>12</td>
<td>18-2 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A03 Spring WS03</td>
<td>08-1 JAN-2005</td>
<td>01-2 JAN-2005</td>
<td>11</td>
<td>17-1 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A04 Spring WS04</td>
<td>07-1 JAN-2005</td>
<td>30-1 JAN-2005</td>
<td>10</td>
<td>16-1 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A05 Spring WS05</td>
<td>06-1 JAN-2005</td>
<td>29-1 JAN-2005</td>
<td>9</td>
<td>15-1 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A06 Spring WS06</td>
<td>05-1 JAN-2005</td>
<td>28-1 JAN-2005</td>
<td>8</td>
<td>14-1 JAN-2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. In the **Base Part of Term** block **Number of Weeks** field, enter the number of weeks in the term.

6. In the **Base Part of Term** block **Census One Date** field, enter the date census will be verified and reported.

7. In the **Base Part of Term** block, click the **Section Override** checkbox to indicate that users will have the ability to update start and end dates for a **Part of Term** on the SSASECT form.
8. To display mid-term grades on Web pages in Faculty and Advisors Self-Service, click in the Faculty Web Midterm Grades checkbox.

9. To display final grades on Web pages in Faculty and Advisors Self-Service, click in the Faculty Web Final Grades checkbox.

Use the scroll bar to continue to the next field and enter as many Part of Term courses as needed.

10. Click the Next Block button. The cursor moves to the Web Registration Dates block/Start Date field.

Entering more than one Web registration period allows Web registration to be turned on and off during the term.

11. In the Start Date field, type the start date for Web registration.

12. In the End Date field, type the end date for Web registration.

13. Continue to add start and end dates, as desired.

14. Click the Save button.

15. Click the Exit button.

Adding New Instructors (SIAINST)

Creating Instructors is the next step in the schedule building process, once the university’s Term Controls & Exclusion Dates are defined. After a Faculty member and/or Advisor is entered on the SIAINST form, they may be assigned to a class section or sections.

The following initial process must be followed before an Instructor can be created using the SIAINST form:

1. The Human Resources Department must first add the Instructor in the Banner system as a General Person using General Person Identification (SPAIDEN) form.

This process is completed as an initial task. New hires and terminations are part of the maintenance process.

This section describes how to:

- Create an Instructor as a Faculty Member and/or Advisor.

To Create an Instructor as a Faculty Member and/or Advisor, perform these steps:
1. On the Main Menu, in the Go To field, enter **SIAINST**. The **SIAINST** form is displayed.

   ![SIAINST form](image)

   - **Faculty Member Base Details**
   - **From Term:**
   - **Maintenance:**
   - **To Term:**
   - **Status:**
     - **Faculty**
     - **Advisor**
   - **Status Date:**
   - **Appointment Date:**
   - **Category:**
   - **Staff Type:**
   - **Workload Rule:**

   Faculty ID, press LIST for name/ID search, CQUERY for existing members.

   Record 1/1

2. In the **ID** field, perform one of the following actions:
   a. Type the faculty member **ID**, OR
   b. Type the faculty member **Name** in field to the right of the **ID** field, OR
   c. Click the **Search** button 📦.
      The **Option List** menu is displayed.

   ![Option List menu](image)
3. On the **Option List** menu, click **Person Search**. The **Person Search (SOAIDEN)** form is displayed.

![Person Search (SOAIDEN) form](image)

4. In the **Last Name** field, enter the faculty member's **Last Name**.

5. Click the **Execute Query** button. A list is displayed.

6. Scroll down the list and double click on the specified faculty **ID**. The **ID** field on the **SIAINST** form is automatically filled.
7. In the **Term** field, perform one of the following actions:
   a. Type the **Term** code, OR
   b. Double click in the field.
      The **Option List** menu is displayed.

   *The Term Code entered in the Term field is used to designate when a general person is to be initially defined as a Faculty member or Advisor.*

8. Click **Term Code List**.
   The **Term Code Validation** (**STVTERM**) form is displayed.
a. Scroll down the list and select the specified Term code.

b. Click **OK**.

The Term field on the SIAINST form is automatically filled.

9. Click the **Next Block** button.

The From Term field, the To Term field, the Status field, and the Status Date field automatically fill.

10. Click the Faculty checkbox, if the individual is a Faculty member.
11. Click the Advisor checkbox, if the individual is an Advisor.

12. Click the Save button.

13. Click the Exit button.

Creating a Future Term Schedule (SSRROLL)

Once Term Controls are defined and Faculty added, the next step in the schedule building process is Creating a Future Term Schedule.

The future term schedule is also known as the Term Roll Process. The Term Roll Process is used to roll sections of one term over into another term. This process allows for the initial creation of a specified schedule followed by the roll forward, which creates the next schedule. Only like terms can be rolled forward (i.e., Fall term to Fall term, Spring term to Spring term, etc.).

At this point, any necessary changes can be made to the new schedule. The Term Roll Process also allows users to rollover meeting days, times, rooms, and instructors. Instructors will not be rolled over if their associated meeting time information is not rolled.

As each section is rolled over, the following actions occur:

1. The CRN Starting Sequence Number field on the SOATERM form is updated. If the process is interrupted prior to completion, the counter remains in sync with the rolled over sections.

2. On the SSASECT form Enrollment Data block, the data in the Projected field rolls over into the Projected field for the future term. The data in the Actual field rolls over into the Prior field for the future term.

To Complete the Term Roll Process, perform these steps:

Instructions

1. On the Main Menu, in the Go To field, enter SSRROLL. The Process Submission Controls (GJAPCTL) form is displayed, and the Process field is automatically filled.
2. Click the **Next Block** button.

   The cursor moves to the **Printer Control** block/Printer field, and the **Parameters Values** block/Parameters fields automatically fill.

3. In the **Printer Control** block/Printer field, enter **DATABASE**.
4. Click the Next Block button. The cursor moves to the Report Term line of the Parameters Values block/Parameters field.

*Use the vertical scroll bar to display additional parameters.*

5. Press Tab. The cursor moves to the Report Term line/Values field.

*Information added in the Parameters Values/Values fields is case sensitive and should always be capitalized.*

6. In the Report Term line/Values field, perform one of the following actions:
   a. Enter the Term Code for which the Term Roll Process is to be performed, OR
   b. Click the Search button. The Term Code Validation (STVTERM) form is displayed.

   ![Term Code Validation Form]

   *The Report Term term code is the same as the To Term term code.*

   i. Scroll down the list and select the Term code.
ii. Double click the selection. The **Report Term** line/Values field on the GJAPCTL form is automatically filled.

7. Click on the **Parameter Values/From Term** line. The cursor moves to the **From Term** line/Values field.

8. In the **From Term** line/Values field, perform one of the following actions:
   - Enter the **Term** code from which the section data is to be rolled over, OR
   - Click the **Search** button.

The STVTERM form is displayed.
i. Scroll down the list and select the **Term**.

ii. Double click on the selection.

The **From Term** line/Values field on the **GJAPCTL** form is automatically filled.

<table>
<thead>
<tr>
<th>Parameter Values</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01</strong></td>
<td>Report Term</td>
<td></td>
</tr>
<tr>
<td><strong>02</strong></td>
<td>From Term</td>
<td></td>
</tr>
<tr>
<td><strong>03</strong></td>
<td>To Term</td>
<td></td>
</tr>
<tr>
<td><strong>04</strong></td>
<td>Run Mode (S=Default, U=Update)</td>
<td></td>
</tr>
<tr>
<td><strong>05</strong></td>
<td>Roll Reading Time</td>
<td></td>
</tr>
<tr>
<td><strong>06</strong></td>
<td>Roll Instructor</td>
<td></td>
</tr>
<tr>
<td><strong>07</strong></td>
<td>Roll Cths (Y=All, N=Groups)</td>
<td></td>
</tr>
</tbody>
</table>

9. Click on the **Parameter Values** block/To Term line. The cursor moves to the **To Term** Values field.

10. In the **To Term** line/Values field, perform one of the following actions:

a. Enter the Term Code to which the section data is to be rolled over, **OR**

b. Click the **Search** button ![Search](image). The **STVTERM** form is displayed.
i. Scroll down the list and select the Term.
ii. Double click on the selection. The To Term line/Values field on the GJAPCTL form is automatically filled.

11. Click on the Parameter Values block/Run Mode line. The cursor moves to the Run Mode line/Values field.
12. In the Run Mode line/Values field, enter a U, for Update. The update mode updates and creates the new section records for the selected term.
13. Click on the Parameter Values block/Roll Meeting Time line. The cursor moves to the Roll Meeting Time line/Values field.
14. In the Roll Meeting Time line/Values field, enter a Y for Yes. Entering a Y rolls over the meeting times for the sections. It also rolls over the buildings and room associated with the meeting times, if those buildings and rooms exist.
15. Click on the Parameter Values block/Roll Instructors line. The cursor moves to the Roll Instructors line/Values field.
16. In the Roll Instructors line/Values line, enter a Y for Yes. Entering a Y rolls over the instructors for the sections. Instructors may only be rolled over if meeting time information is rolled forward, too.
17. Click on the Parameter Values block/Roll CRNs line. The cursor moves to the Roll CRNs line/Values field.
18. In the **Roll CRNs** line/Values field, enter a **N** for No.
Entering an **N** generates a one-up number from the previously established **CRN**.

*A one-up CRN is one that has been assigned to the previously established CRN defined in the Schedule block/CRN Starting Sequence Number found on the Term Control (SOATERM) form.*

19. Click on the **Parameter Values** block/**Roll Links** line.
The cursor moves to the **Roll Links** line/Values field.
20. In the **Roll Links** line/Values field, enter a **Y** for Yes.
Entering a **Y** rolls over the link information for the sections.
21. Click on the **Parameter Values** block/**Roll Corequisites** line.
The cursor moves to the **Roll Corequisites** line/Values field.
22. In the **Roll Co-requisites** line/Values field, enter a **Y** for Yes.
Entering a **Y** rolls over the corequisites for the sections.
23. Click on the **Parameter Values** block/**Roll Fees** line.
The cursor moves to the **Roll Fees** line/Values field.
24. In the **Roll Fees** line/Values field, enter a **Y** for Yes.
Entering a **Y** rolls over the fees for the sections.
25. Click on the **Parameter Values** block/**Roll Attributes** line.
The cursor moves to the **Roll Attributes** line/Values field.
26. In the **Roll Attributes** line/Values field, enter a **Y** for Yes.
Entering a **Y** rolls over the attributes for the sections.
27. Click on the **Parameter Values** block/**Roll Text** line.
The cursor moves to the **Roll Text** line/Values field.
28. In the Roll Text line/Values field, enter Y for Yes. Entering a Y rolls over the text for the sections.

29. Click on the Parameter Values block/Roll Class Restrictions line. The cursor moves to the Roll Class Restrictions line/Values field.

30. In the Roll Class Restrictions line/Values field, enter a Y for Yes. Entering a Y rolls over the class restrictions for the sections.

31. Click on the Parameter Values block/Roll College Restrictions line. The cursor moves to the College Restrictions line/Values line.

32. In the College Restrictions line/Values line, enter Y for Yes. Entering a Y rolls over the college restrictions for the sections.

33. Click on the Parameter Values block/Roll Major Restrictions line. The cursor moves to the Roll Major Restrictions line/Values field.

34. In the Roll Major Restrictions line/Values field, enter Y for Yes. Entering a Y rolls over the major restrictions for the sections.

35. Click on the Parameter Values block/Roll Level Restrictions line. The cursor moves to the Roll Level Restrictions line/Values field.

36. In the Roll Level Restrictions line/Values field, enter Y for Yes. Entering a Y rolls over the level restrictions for the sections.

37. Click on the Parameter Values block/Roll Reserved Seats line. The cursor moves to the Roll Reserved Seats line/Values field.

38. In the Roll Cross List Data line/Values field, enter Y for Yes. Entering a Y rolls over the cross list data for the sections.
39. Click on the Parameter Values block/ Roll Campus Restrictions line. The cursor moves to the Roll Campus Restrictions line/Values field.

40. In the Roll Campus Restrictions line/Values field, enter Y for Yes. Entering a Y rolls over the campus restrictions for the sections.

41. Click on the Parameter Values block/ Roll Contract Information line. The cursor moves to the Roll Contract Information line/Values field.

42. In the Roll Contract Information line/Values field, enter N for No. Entering an N does not rollover the contract information for the sections.

43. Click on the Parameter Values block/ Roll Schedule Override Info line. The cursor moves to the Roll Schedule Override Info line/Values field.

44. In the Roll Schedule Override Info line/Values field, enter N for No. Entering an N does not rollover the schedule override for the sections.

45. Click on the Parameter Values block/ Roll Test Restricts & Prerequisites line. The cursor moves to the Roll Test Restricts & Prerequisites line/Values field.

46. In the Roll Test Restricts & Prerequisites line/Values field, enter Y for Yes. Entering a Y rolls over the test score restrictions and prerequisites for the sections.

47. Click on the Parameter Values block/ Roll Schedule Evaluation line. The cursor moves to the Roll Schedule Evaluation line/Values field.

48. In the Roll Schedule Evaluation line/Values field, enter N for No. Entering an N does not rollover the schedule evaluation.

The Roll Schedule Evaluation parameter is currently not used at NMSU.

49. Click on the Parameter Values block/ Roll Block Schedule Codes line. The cursor moves to the Roll Block Schedule Codes line/Values field.
50. In the **Roll Block Schedule Codes** line/Values field, enter **N** for No. Entering an **N** does not rollover the block schedule codes.

*The Roll Block Schedule Codes parameter is not currently used at NMSU.*

51. Click on the **Parameter Values** block/Roll CAPP Area Prerequisites line. The cursor moves to the **Roll CAPP Area Prerequisites** line/Values field.

52. In the **Roll CAPP Area Prerequisites** line/Values field, enter **Y** for Yes. Entering a **Y** rolls over the **CAPP Area Prerequisites** rules.

53. Click on the **Parameter Values** block/Roll Degree Restrictions line. The cursor moves to the **Roll Degree Restrictions** line/Values field.

54. In the **Roll Degree Restrictions** line/Values field, enter **Y** for Yes. Entering a **Y** rolls over the degree restrictions.

55. Click on the **Parameter Values** block/Roll Program Restrictions line. The cursor moves to the **Roll Program Restrictions** line/Values field.

56. In the **Roll Program Restrictions** line/Values field, enter **N** for No. Entering an **N** does not rollover the program restrictions.

*The Roll Program Restrictions parameter is not currently used at NMSU.*
57. Click on the Parameter Values block/Roll Gradable Components line. The cursor moves to the Roll Gradable Components line/Values field.

58. In the Roll Gradable Components line/Values field, enter N for No. Entering an N does not rollover the Gradable Components.

59. Click on the Parameter Values block/Roll Partition Codes line. The cursor moves to the Roll Partition Codes line/Values field.

60. In the Roll Partition Codes line/Values field, enter N for No. Entering an N does not rollover the Partition Codes.

*The Roll Gradable Components and Roll Partition Codes parameters are not currently used at NMSU.*

61. Click on the Parameter Values block/Roll Room Attributes line. The cursor moves to the Roll Room Attributes line/Values field.

62. In the Roll Room Attributes line/Values field, enter N for No. Entering an N does not rollover the Room Attributes.

*The Roll Room Attributes parameter is not currently used at NMSU.*

*The CRN Scheduler Status is not currently used at NMSU*

63. Click on the Parameter Values block/Roll Meeting Time Part Pref line. The cursor moves to the Roll Meeting Time Part Pref line/Values field.
64. In the Roll Meeting Time Part Pref line/Values field, enter N for No. Entering an N does not rollover the meeting time partition preferences.

*The Roll Meeting Time Partition Preferences parameter is not currently used at NMSU.*

65. Click on the Parameter Values block/Roll Meeting Time Room Attrib line. The cursor moves to the Roll Meeting Time Room Attrib line/Values field.
66. In the **Roll Meeting Time Room Attr** field, enter **N** for No. Entering an **N** does not rollover the meeting time room attributes.

*The Roll Meeting Time Room Attributes parameter is not currently used at NMSU.*

67. Click on the **Parameter Values** block/**Roll Sub-Components** line. The cursor moves to the **Roll Sub-Components** line/**Values** field.

68. In the **Roll Sub-Components** line/**Values** field, enter **Y** for Yes. Entering a **Y** rolls over the sub-components.

*Section Syllabus is not currently used at NMSU.*

69. Click on the **Parameter Values** block/**Create Section Rules** line. The cursor moves to the **Create Section Rules** line/**Values** field.

70. In the **Create Section Rules** line/**Values** field, enter **N** for No. Entering an **N** does not rollover or default the section rules.

*Opening Learning is not used at NMSU.*

71. Click on the **Parameter Values** block/**Part of Term** line. The cursor moves to the **Part of Term** line/**Values** field.

72. In the **Roll by Part of Term** line/**Values** field, enter **%**.
73. Click the **Next Block** button. The cursor moves to the **Save Parameter Set as** checkbox.

74. Click the **Save** button. A new **GJAPCTL** form is displayed.

![GJAPCTL form](image)

*The Process Number displays at the bottom of the screen.*

75. On the **GJAPCTL Options** menu, select **Review Output (GJIREVO)**. The **GJIREVO** form is displayed.

*The Report may take a few minutes to process.*
76. Double click the **File Name** field. The **Available Files** list is displayed.

77. Select an **Output File Name** from the list.

*Always select the *.lis* file name.*

78. Click **OK**.

The **File Name** field on the **GJIREVO** form is automatically filled, and the requested report is displayed in the form window.
79. On the **GJIREVO Options** menu, select **Show Document (Save and Print File)**. A **Forms Message** is displayed.

80. On the **Forms** message, click **Yes**.
A new window will display the requested report.

81. Review the report.

*Do not print the full report. You may print a few pages of the report to verify it is the correct report. The report is saved in Banner under the process number. Be sure to record the process number.*

82. Click the **Save** button.

83. Click the **Exit** button.

The Term Roll process, once completed, rolls all the courses associated with the process into the **SSASECT** form. The **SSASECT** form is then used to build course sections.
After SSRROLL is complete, the Registrar’s Office staff runs scripts to update the following information from Catalog:

- Prerequisites
- Course Fees
- Instructor Approval Codes.

**Building Course Sections (SSASECT)**

Once the Term Roll Process is complete, Building, Changing, or Deleting a Course Section process is the next step in building the Schedule. Before Building a New Section, all section-related rules and validation codes must be defined in Banner. Changing a Section and Deleting a Section follows in the Schedule building process.

The Schedule (SSASECT) form is used to Build Course Sections.

This section describes how to:

- Build Course Sections
- Create Links for a Section
- Record Schedule Meeting Times
- Create Sessions
- Assign an Instructor to a Section
- Enter Distance Education Information
- Enter Maximum Enrollment
- Enter Course Section Details
- Enter Course Section Restrictions
- Maintain Prerequisite Restrictions at the Schedule Level.

To Build Course Sections, perform these steps:

**Instructions**

1. On the Main Menu, in the Go To field, enter SSASECT. The SSASECT form is displayed.
2. In the **Term** field, perform one of the following actions:
   
a. Enter the **Term** code, OR
   
b. Double click the field.
   
The **Option List** menu is displayed.

3. Click **List of Terms**.
   
The **Term Code Validation (STVTERM)** form is displayed.
a. Scroll down the list and select the **Term** code.

b. Click **OK**.

The **Term** field on the **SSASECT** form is automatically filled and the **CRN** field is displayed.

4. In the **CRN** field, enter **ADD**.

5. Click the **Next Block** button.

The cursor moves to the **Subject** field. The **Section** field and **Maximum Extensions** field automatically fill with a 0.

6. In the **Subject** field, enter the course subject.
7. Press Enter.  
The cursor moves to the Course Number field.

8. In the Course Number field, perform one of the following actions:
   a. Enter the Course Number, OR
   b. Double click in the Course Number field. 
      The Existing Courses list is displayed.

   i. Scroll down the list and select the specified course.
   ii. Click OK.
      The Subject, Course Number, and the Title fields automatically fill.
9. In the **Section** field, perform one of the following actions:
   
   a. Enter the **Section Number**, OR
   
   b. Double click the **Section** field.
   
   The **Schedule Section Query (SSASECQ)** form displays.

10. In the **Schedule Section Query (SSASECQ)** form, perform one of the following actions:

    a. Enter 0 or 1 in the **Section** field, and click the **Execute Query** button. The **Schedule Section Query (SSASECQ)** form displays, OR
b. In the **Campus** field, click the search button [ ].
The **Campus Validation (STVCAMP)** form displays.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Alamogordo</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>CA</td>
<td>Carlsbad</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>DA</td>
<td>Dona Ana</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>FA</td>
<td>Farmington</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>GR</td>
<td>Grants</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>LE</td>
<td>Las Cruces Extension</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>MA</td>
<td>Main</td>
<td>19-FEB-2004</td>
</tr>
<tr>
<td>SI</td>
<td>San Juan</td>
<td>19-FEB-2004</td>
</tr>
</tbody>
</table>

i. Scroll down the list and select the specified campus.

ii. Click OK.
The **Schedule Section Query (SSASECQ)** form displays.
11. Double click the **Term** field for the specified course. The **Schedule (SSASECT)** form displays.

12. In the **Cross List** field, enter the **Cross List** code. The **Cross List** code is created using **SSAXLST**.

   **Users cannot enter Cross List information until sections are created and cross-listed. Once cross-list information is entered, the Cross List field automatically fills.**

13. In the **Campus** field, perform one of the following actions:
   a. Enter the **Course Section Campus** code, OR
   b. Double click on the field.
   The **Included Campus Restriction Query** form is displayed.
i. Scroll down the list and select the specified campus.

ii. Click *OK*.

The **Campus** field on the **SSASECT** form is automatically filled.

14. In the **Status** field, perform one of the following actions:

   a. Enter the **Status** code, **OR**

   b. Double click the field.

   The **Section Status Code Validation (STVSSTS)** form is displayed.

   *The Course must have active status in order to allow registration.*
i. Scroll down the list and select the specified Status code.

ii. Click OK.

The Status field on the SSASECT form is automatically filled.

15. In the Schedule Type field, perform one of the following actions:

   a. Enter the Schedule Type code, OR

   b. Double click on the field.

The Schedule Type Query list is displayed.
i. Select the specified Schedule Type.

Most On-Campus courses have Schedule type CL (Lecture) or LB (Lab).

ii. Click OK.

The Schedule Type field on the SSASECT form is automatically filled.

16. In the Instructional Method field, perform one of the following actions:

a. Enter the Instructional Method code, OR
b. Double click on the field. The **Instructional Method Validation (GTVINSM)** form is displayed.

![Instructional Method Validation (GTVINSM) form]

i. Scroll down the list and select the **Instructional Method** code.

ii. Click **OK**. The **Instruct Method** field on the **SSASECT** form is automatically filled.

17. In the **Grade Mode** field, perform one of the following actions:

   a. Enter the **Grade Mode** code, OR
   
   b. Double click on the field. The **Section Grading Mode Query** list is displayed.

![Section Grading Mode Query form]

   Only those **Grade Mode** codes relevant to the course are displayed in Section Grading Mode Query form. No information is entered in the Grade Mode field if students can choose the grade mode when registering.

i. Scroll down the list and select the **Grade Mode** code.
ii. Click OK. The Grade Mode field on the SSASECT form is automatically filled.

18. In the Session field, perform one of the following actions:
   a. Enter the Session code, OR
   b. Double click on the field.
      The Session Validation (STVSESS) form is displayed.

Sessions are defined as Day, Evening, and Weekend. Day sessions consist of classes that take place MTWRF before 4pm. Evening sessions consist of classes that take place MTWR after 4pm. Weekend sessions consist of classes that take place F after 4pm, Saturday, or Sunday.
i. Scroll down the list and select **Session** code.

ii. Click **OK**.

The **Session** field on the **SSASECT** form is automatically filled.

---

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>Instructor's Signature</td>
<td>06-JAN-1995</td>
</tr>
</tbody>
</table>

---

19. In the **Special Approval** field, perform the following actions:

a. Enter the **Special Approval** code, **OR**

b. Double click on the field.

The **Special Approval Validation (STVSAPR)** form is displayed.
i. Scroll down the list and select the **Special Approval** code.

*The Special Approval field is currently used only for classes that require the student to obtain the Instructor’s signature before registering for the course.*

ii. Click **OK**.

*The Special Approval field on the SSASET form is automatically filled.*

---

20. In the **Part of Term** field, perform the following actions:

   a. Enter the **Part of Term** code.

   *The Beginning Date, End Date, and Number of Weeks fields automatically fill, OR*

   b. Double click on the first blank field.

   *The Section Part of Term Query form is displayed.*
i. Scroll down the list and select the **Part of Term** code.

ii. Click **OK**.

The **Part of Term** fields on the SSASECT form are automatically filled.

---

- **Credit Hours** field:

21. In the blank **Credit Hours** field, enter the defined credit hours used to restrict a section to a specific number of credit hours or CEUs if a variable range was set on the **Basic Course Information (SCACRSE)** form.

---

*The Registration Dates, Start Dates, and Maximum Extension fields are currently not used at NMSU.*
The value specified must fall between the variable credit range.

22. In the blank Billing Hours field, enter the defined credit hours used to restrict a section to a single billing hour value when the course was defined with variable billing hours when the course was defined on the Basic Course Information (SCACRSE) from.

The value specified must fall between the variable values.

23. In the Link Identifier field, enter the Link Identifier code used to link other sections (i.e., lab sections) of the same course which must be taken concurrently.

The Link Identifier field is used to designate the code meant to link courses and labs that must be taken concurrently. This action will link sections together and will create an error message at registration should a student try to register for one linked course without the other. For more information about Link Identifiers and Linking Courses, see the Linking Sections subsection that follows.

The Attendance Method field is not currently used at NMSU.

24. In the Print checkbox, check for the section to appear in the printed and online Schedule of Classes.

25. In the Gradable checkbox, check if the section is gradable.
Zero credit labs are the only sections that are not gradable.

26. In the **Tuition and Fee Waiver** checkbox, check if the course is a contract course.

*The Tuition and Fee Waiver checkbox is for contract courses only.*

27. In the **Voice Response and Self-Service Available** checkbox, check if the course information is available on the Web.

*Voice Response is not currently used at NMSU; however, this box must be checked.*

28. Leave the **CAPP Areas for Prerequisites** checkbox blank.

The **CAPP Areas for Prerequisites** checkbox will self-check if **CAPP Area** prerequisites are used.

29. Click the **Save** button.

A **CRN** is assigned to the course, which replaces the word **ADD** in the **Course Reference Number** field.

## Linking Sections

Once a **Course Section** is built, a **Link** is created to connect sections of the same course when students must take some combination of these sections during the same semester. Linking course sections applies to sections that are of the same course but with different CRN numbers and different schedule types.

Links are identified in two places in Banner. **Link Identifiers** are defined in **SSASECT**. **Link Connectors** are defined in **SSADETL**. To link a course, a link connector is placed on a section of a course, and that same value is used as the link identifier on another section of the same course.

Using Chemistry 110G as an example, the following would be built:

<table>
<thead>
<tr>
<th>Course and Section</th>
<th>Link Identifier (SSASECT)</th>
<th>Link Connector (SSADETL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 110G-01</td>
<td>W</td>
<td>W1</td>
</tr>
<tr>
<td>CHEM 110G-02</td>
<td>W</td>
<td>W1</td>
</tr>
<tr>
<td>CHEM 110G-03A (lab)</td>
<td>W1</td>
<td>W</td>
</tr>
<tr>
<td>CHEM 100G-03B (lab)</td>
<td>W1</td>
<td>W</td>
</tr>
<tr>
<td>CHEM 110G-03C (lab)</td>
<td>W1</td>
<td>W</td>
</tr>
</tbody>
</table>
Because CHEM 110G-01 and CHEM 110G-02 (both lecture sections) have a Link Connector of W1, a student must register for a lab with a Link Identifier of W1 concurrently. Conversely, since each of the CHEM 110G labs has a Link Connector of W, the student must register for a lecture with a Link Identifier of W concurrently.

Students who attempt to register for only one part of a linked course will encounter a registration error.

To Link a Course Section, perform these steps:

Instructions

1. On the **Main Menu**, in the Go To field, enter SSASECT. The SSASECT form is displayed.

2. In the **Term** field, perform one of the following actions:
   a. Enter the **Term** code, OR
   b. Double click the field.
   The **Option List** menu is displayed.
Student Schedule

3. Click **List of Terms**.
   The **Term Code Validation (STVTERM)** form is displayed.

   ![List of Terms](image)

   - Scroll down the list and select the **Term** code.
   - Click **OK**.
   The **Term** field on the **SSASECT** form is automatically filled and the **CRN** field is displayed.

---

75 of 121 5/24/2006
4. In the CRN field, enter the CRN for the course you created in Building a Course Section.

5. Click the Next Block button.

6. Enter W in the Link Identifier field.
7. Click the **Save** button.

8. Click the **Rollback** button.
   The **Schedule (SSASECT)** form displays with the **CRN** field highlighted.

9. In the **CRN** field, change the **CRN** to the **CRN** of on the labs you created in **Building a Course**.

10. Click the **Next Block** button.

11. Enter **W1** in the **Link Identifier** field.

12. Click the **Save** button.

13. Click the **Rollback** button.
   The **Schedule (SSASECT)** form displays with the **CRN** field highlighted.

14. In the **CRN** field, change the **CRN** to the **CRN** of on the labs you created in **Building a Course**.

15. Click the **Next Block** button.

16. Enter **W1** in the **Link Identifier** field.

17. Click the **Save** button.

18. Click the **Exit** button.
19. On the **Main** menu, in the **Go To** field, enter **SSASECT**. The **SSASECT** form displays with the either the **Lecture** or **Lab CRN**.

*Either the Lecture or the Lab CRN displays depending on the Course Section previously being worked on in the SSASECT form.*

20. In the **Options Menu**, click the **Schedule Details (SSADETL)** form. The **Schedule Details (SSADETL)** form displays with the **Term**, **CRN**, **Subject**, and **Course** fields automatically filled.
21. In the SSADETL form CRN field, change the Lab CRN displayed to the Lecture CRN previously created in SSASECT.

22. Click the Next Block button. The Section Links block/Links field highlights.

23. In the Section Links field, enter W1, to link the Lecture with the Lab.

24. Click the Save button.

25. Click the Rollback button.

26. Click the Next Block button.

27. In the Section Links field, enter W, to link the Lab with the Lecture.

28. Click the Save button.

29. Click the Rollback button.

30. Click the Next Block button.

31. In the Section Links field, enter W, to link the Lab with the Lecture.

32. Click the Save button.
33. Click the Exit button X.

**Recording Scheduled Meeting Times**

The **Meeting Time** block is used to record the scheduled meeting times for the course section. To **Record the Scheduled Meeting Times**, perform these steps:

**Instructions**

1. After completing the **Section Details** block on the SSASECT form, click the **Next Block** button. The **Meeting Time** block is displayed.

![Meeting Time Block Image]

*The Meeting Time block is used to record scheduled meeting times and to create individual sessions for course sections*

2. In the **Meeting Time** field, perform one of the following actions:
   a. Enter the **Meeting Time** code, OR
   
   *The Start Date, End Date, Days of the Week fields, etc., automatically fill if a Meeting Time code is used. If a Meeting Time code is not used, all automatically filled information needs to be entered.*

   b. Double click on the field.

   The **Meeting Time Code Validation (STVMEET)** form is displayed.
i. Scroll down the list and select a Meeting Time code.

ii. Click **OK**.

The Start Date, End Date, Days of the Week, Start Time, End Time, Schedule Type, Hours per Week, Session Credit, and Session Indicator fields are automatically filled.

c. Tab to the Days of the Week field, to create a non-standard Meeting Time, and check the appropriate Days of the Week checkboxes. The Start Date and End Date fields automatically fill.

i. Enter Start Time and End Time using the 24-hour clock format.
ii. In the **Building** and **Room** fields, enter **Building** and **Room** attributes.

*Use the horizontal scrollbar to display additional fields, including the Building, Room, Schedule Type, Hours per Week, Session Credit Hours, and Session Indicator fields.*

3. In the **Meeting Type** field, perform one of the following actions:

*The default value for the Meeting Type field is CLAS.*

a. If the **Meeting Type** is a class, do nothing, OR

b. Double click on the field.

The **Meeting Type Validation (GTVMTYP)** form is displayed.
i. Scroll down the list and select the **Meeting Type** code.

ii. Click **OK**.

   The **Meeting Time** field is automatically filled.

---

The meeting time information is displayed on the student’s hard copy class schedule or Web schedule in Student Self-Service. If the Meeting Time is listed as TBA but there is an instructor, tab to the Hours per Week field and enter the number of credit hours. If the Hours per Week field is blank, the user cannot enter an Instructor.

4. Click the **Save** button.

   The **Meeting Time** information is saved.
Creating Sessions

The **Meeting Time** block is also used to **Create Individual Sessions for a Course Section**. A session is used to specify the different meeting time combinations or different schedule types associated with a section. For example, a course comprised of both a lecture and a lab requires two separate sessions within the course section to further define each of the meeting types.

To **Create Individual Sessions** for a course section, perform the steps followed in the **Recording Scheduled Meeting Times**.

Assigning an Instructor to a Section

The **Instructor** block is used to assign an instructor to a section. Instructors can be assigned to multiple sessions or only part of a section. All information entered on the Instructor block is displayed on the **Faculty Assignment Form (SIAASGN)**.

To **Assign an Instructor to a Section**, perform these steps:

**Instructions**

1. After completing the **Meeting Times** block, click the **Next Block** button.
   The **Instructor** block is displayed and the **Session Indicator** field automatically fills.

2. In the **ID** field, perform one of the following actions:
   a. Enter the **Instructor ID**, OR
   b. Click the **Search** button.
      The **Faculty/Advisor Query (SIASQRY)** form is displayed.
i. Click in the Last Name field. The line is highlighted.

ii. In the Last Name field, enter the Instructor’s Last Name.

3. Click the Execute Query button.
   An Instructor list is displayed.

4. Double click on the specified Instructor.
   The ID field, the Name field, the Instructional Workload field, Primary Indicator checkbox, and Percent of Session field automatically fill.
5. Review the **Percent of Responsibility** field. The displayed number indicates the percent of responsibility the Instructor has for the course section. If more than one Instructor is assigned, the percentage needs to be defined for each individual Instructor.

6. Review the **Primary Indicator** checkbox. A check in the **Primary Indicator** checkbox indicates the Instructor has primary responsibility for the course section.

7. Review the **Percent of Session** field. An Instructor cannot exceed 100% of session responsibility. If more than one Instructor is assigned, the **Percent of Session** field may equal up to 200%, indicating 100% of session responsibility for each individual Instructor.

8. Click the **Save** button. The **Instructor** information is saved.

### Entering Maximum Enrollment

The **Section Enrollment Info** block is used to enter the maximum number of seats for the section.

To **Enter the Maximum Number of Seats for a Section**, perform these steps:

#### Instructions

1. On the **SSASECT Options Menu**, click **Section Enrollment Info**. The **Enrollment Data** block is displayed.

   ![Enrollment Details](image)

   - **Census One and Census Two blocks are not updated.**

2. In the **Maximum** field, enter the maximum number of seats for this section.
NMSU does not currently use waitlists.

3. Click the Save button.

Entering Course Section Details

The Course Section Detail (SSADETL) form is used to enter course section details. The SSADETL form has six blocks, also available on the SSADETL Options Menu, which are used to enter the specific data.

To Enter Course Section Details, perform these steps:

Instructions

1. On the SSASECT Options Menu, click Course Section Detail (SSADETL). The SSADETL form is displayed.

2. Click the Next Block button. The cursor moves to the Section Links field on the Section Links block.

3. In the Section Links field, enter the Link Identifier for the specific course section you intend to link.

Linking sections requires defining Link Identifiers on the Schedule form (SSASECT) and defining Link Connectors on the Schedule Detail form (SSADETL). Both Link Identifiers and Link Connectors are one to two characters and user defined (e.g., W, W1). For more information about Link Identifiers and Linking Courses, see the Linking Sections subsection (Pages 71-78).
4. Continue adding **Links** as needed.

5. Click the **Next Block** button.

   The cursor moves to the **Corequisites** block/CRN field.

![Corequisites block](image)

6. In the **CRN** field, perform one of the following actions:
   
   a. Enter the **Corequisite CRN**, if there is a **Corequisite Course** that must be taken concurrently with the course being entered into the **Schedule Details** form.
   
   b. Enter no information, if there is not a **Corequisite Course** that must be taken concurrently with the course being entered into the **Schedule Details** form.

   *Corequisites are entered in the Corequisites block/CRN, Subject, Course, and Section fields only if there is a corequisite specific to the course being entered in the Schedule Detail form. All other course corequisites information to define the course details is stored and accessed at the Catalog level.*

7. Click the **Next Block** button.

   The **Section Fees** and **Degree Program Attributes** blocks are displayed.
8. In the Section Fees block/Level field, enter no information.

Do not enter Level information (e.g., UG = undergraduate, etc) in the Section Fees block unless only students in that level are assessed fees. If everyone is assessed the same set of fees, leave the level blank.

9. In the Section Fees block/Detail field, enter CFEE. The Description automatically fills, and the cursor moves to the Amount field.
10. In the **Section Fees** block/Amount field, enter the fee amount. The **Fee Type** field automatically fills.

*The Duration Unit field is not currently used at NMSU.*

11. Click the **Next Block** button.

The cursor moves to the **Degree Program Attributes** block/Attribute field.

12. In the **Attributes** field, perform one of the following actions:
   - a. Enter the **Attribute** code, OR
   - b. Double click on the field.

   The **Degree Program Attribute Validation (STVATTR)** form is displayed.

   ```
   Degree Program Attribute Validation (STVATTR) Form
   
   Find: 
   
   Code  | Description     | ACTIVITY DATE     
   ----- |-----------------|-------------------
   LD    | Lower Division  | 01-FEB-2006       
   RN    | Remedial Course | 22-MAR-2006       
   UD    | Upper Division  | 22-MAR-2006       
   WA    | Attendance Required | 25-MAR-2006
   
   Find  OK  Cancel
   ```

   i. Scroll down the list and select the **Attribute** code.
   
   ii. Click **OK**.

   The **Degree Program Attributes** block/Attribute field is automatically filled.

   *Some degree programs can have more than one attribute. Continue adding degree program attributes as needed. To add degree program attributes, use the down arrow to move to the next Attribute field.*

13. Click the **Next Block** button.

The **Section Contracts** and **Block Schedules** blocks are displayed.
The Section Contracts block is used for Distance Education.

14. In the Section Contracts block/Contract field, perform one of the following actions:
   a. Enter the Contract code, OR
   b. Double click on the field.
      The Schedule Contract Code Validation (STVSCCD) form is displayed.

   i. Scroll down the list and select a Contract code.
   ii. Click OK.
      The Section Contracts block/Contract field and Description is automatically filled.

15. In the Percentage field, enter the percentage of primary delivery type.
16. Click the **Next Block** button.

*The Block Schedules block is not currently used at NMSU.*

17. Click the **Next Block** button.
The SSADTEL form is displayed.

18. Click the **Exit** button.
The SSASECT form is displayed.

### Entering Course Section Restrictions

The *Course Section Restrictions (SSARRES)* form is used to enter course section restrictions. The SSARRES form has seven blocks, also available on the SSARRES Options Menu, which are used to enter the specific data.

To **Enter Course Section Restrictions**, perform these steps:

**Instructions**

1. On the **SSASECT Options Menu**, click **Course Section Restrictions (SSARRES)**. The SSARRES form is displayed.
2. Click the Next Block button. The cursor moves to the College Restriction block/Include/Exclude field.

3. In the College Restriction block/Include/Exclude field enter an I for Include or an E for Exclude.

   Entering an I allows only those students in the particular college/major to register for the course. Entering an E prohibits only those students in that particular college/major from registering. Leave the Include/Exclude field blank only if there is no restriction defined for the course.

4. Click the College field.

5. In the College Restriction block/College field, perform one of the following actions:
   a. Enter the College code, OR
   b. Double click on the field.

   The College Validation (STVCOLL) form is displayed.
i. Scroll down the list and select the College code.

ii. Click OK.

The College Restriction block/College field and Description is automatically filled.

6. Click the Next Block button.

The cursor moves to the Major Restriction block/Include/Exclude field.

7. In the Major Restriction block/Include/Exclude field, enter an I for Include or an E for Exclude.

Entering an I allows only those students in the particular college/major to register for the course. Entering an E prohibits only those students in that particular college/major from registering. Leave the Include/Exclude field blank only if there is no restriction defined for the course.

8. Click in the Major field.

9. In the Major Restriction block/Major field, perform one of the following actions:
   a. Enter the Major code, OR
   b. Double click the field.

The Major, Minor, Concentration (STVMJR) form is displayed.
i. Scroll down the list and select a Major code.

ii. Click **OK**.

The Major Restriction block/Major field and Description is automatically filled.

10. Click the Next Block button.

The Class Restriction and Level Restriction blocks are displayed.

11. In the Class Restrictions block/Include/Exclude field, enter an I for Include or E for Exclude.

   *Entering an I allows only those students in the particular college/major to register for the course. Entering an E prohibits only those students in that*
12. Click in the **Class** field.

13. In the **Class Restrictions** block/Class field, perform one of the following actions:
   a. Enter the **Class** code, **OR**
   b. Double click on the field.
   
   The **Class Code Validation (STVCLAS)** form is displayed.

   i. Scroll down the list and select a **Class** code.
   
   ii. Click **OK**.
   
   The **Class Restrictions** block/Class field and **Description** is automatically filled.

14. Click the **Next Block** button.

   The cursor moves to the **Level Restriction** block/Include/Exclude field.

   The information in the **Level Restrictions** block defaults from the course level restrictions established in the Catalog SCARRES form when a new section is created in the SSASECT form. Default values can be changed.

15. In the **Level Restriction** block/Include/Exclude field, enter an **I** for Include or **E** for Exclude.

   Entering an **I** allows only those students in the particular college/major to register for the course. Entering an **E** prohibits only those students in that particular college/major from registering. Leave the **Include/Exclude field blank only if there is no restriction defined for the course.**
16. Click in the **Level** field.

17. In the **Level Restriction** block/Level field, perform one of the following actions:
   a. Enter the **Level** code, OR
   b. Double click on the field.
      The **Level Code Validation (STVLEVL)** form is displayed.

   i. Scroll down the list and select the **Level** code.
   ii. Click **OK**.
      The **Level Restriction** block/Level field and **Description** is automatically filled.

18. Click the **Next Block** button 🏷.
   The **Degree Restriction** and **Program Restriction** blocks are displayed.
The Degree Restriction and Program Restriction blocks are not currently used at NMSU.

19. Click the Next Block button. The Campus Restriction block is displayed.

20. In the Include/Exclude field, enter an I for Include or an E for Exclude.

Entering an I allows only those students in the particular college/major to register for the course. Entering an E prohibits only those students in that particular college/major from registering. Leave the Include/Exclude field blank only if there is no restriction defined for the course.

21. Click in the Campus field.

22. In the Campus field, perform one of the following actions:
   a. Enter the Campus code, OR
   b. Double click on the field.
      The Campus Validation (STVCAMP) form is displayed.
Maintaining Prerequisite Restrictions at the Schedule Level

Maintaining Prerequisite Restrictions is not used at the Schedule level. This process is done at Catalog level.

Entering Section Text

The Section Comment (SSATEXT) form is used to enter section notes and subtitles at the Schedule level. A Section can include both a note and a subtitle, or a Section can include only a note or only a subtitle.

The Section Text (SSATEXT) form has two blocks, also available on the SSATEXT Options Menu, which are used to enter the specific data.

To Enter Section Text, perform these steps:

Instructions

1. On the SSASECT Options Menu, click Course Section Comments (SSATEXT). The SSATEXT form is displayed. The Term, CRN, Subject, and Course fields automatically fill.
2. Click the **Next Block** button.
   The **Section Text** field highlights and is ready for section notes to be entered.

3. Enter the **Section Note**.
   
   *In the Section Text field, "NOTE:" needs to be written prior to a note being entered.*

4. Enter the **Subtitle**.
   
   *A "Subtitle" can be only 30 characters in length. All "Subtitle" characters count, including the word "Subtitle," the colon that follows it, and all spaces used.*

5. Click the **Next Block** button.
   The **Section Long Text** field highlights.

   *The Section Long Text field is not currently used at NMSU.*
6. Click the **Next Block** button.
7. Click the **Save** button.
8. Click the **Exit** button.
The **SSASECT** form is displayed.

**Entering Cross List Definitions**

The **Schedule Cross List Definitions (SSAXLST)** form is used to create and maintain the cross list information associated with a group of sections. Cross listing is made possible by using a two character cross list group identifier which is user defined.

The **Schedule Cross List Definitions (SSAXLST)** form has three blocks, also available on the **SSAXLST Options Menu**, which are used to enter the specific data.

To **Enter Schedule Cross List Definitions**, perform these steps:

**Instructions**

1. On the **SSASECT Options Menu**, click **Cross List Definitions**. The **SSAXLST** form is displayed, and the **Term** field automatically fills.

2. In the **Cross List Group Identifier** field, enter the **Cross List Group Identifier**.
Cross List Group Identifiers can start at 01 and be searched using the “one-up” method. To search for the next Cross List Group Identifier, for example, users can enter 02, 03, 04, etc.

3. Click the Next Block button. The cursor moves to the Cross List Enrollment block/Maximum Enrollment field.

4. In the Cross List Enrollment block/Maximum Enrollment field, enter the Maximum Enrollment defined for the course.

Maximum Enrollment is defined as the total sum enrollment for all specified course sections to be cross listed.

5. Click the Next Block button. The cursor moves to the Cross List Section block/CRN field.

Enter CRNs of all sections to be cross-listed.
6. In the **CRN** field, perform one of the following actions:
   a. Enter the **CRN**, OR
   b. Double click on the field.
   The **Schedule Section Query (SSASECQ)** form is displayed.

7. In the **Schedule Section Query** form, perform one of these actions:
   a. Enter the **Subject**, **Course**, and **Campus** fields, OR
b. Double click the **Subject** field. The **Subject Validation (STVSUBJ)** form is displayed.

   ![Subject Validation (STVSUBJ) form]

   i. Scroll down the list and select the **Subject** code.

   ii. Click **OK**. The cursor moves to the **Course** field.

   ![Schedule Section Query form]

8. Enter the **Course Number**.
9. Click **Execute Query**. The **Schedule Section Query** form automatically fills with all applicable section information.
10. Scroll down the list and select the CRN you want to cross list with the original course.

11. In the Schedule Section Query form, double click the CRN you want to cross list with the original course. The Cross List Section fields automatically fill.

12. Continue to add sections to be cross listed.

13. Click the Save button.

14. Click the Next Block button.
15. Click the Exit button \[X\].
The SSASECT form is displayed.

16. Click the Exit button \[X\].

Changing Course Sections (SSASECT)

Once Building Course Sections is complete, Changing a Course Section involves the same procedures as outlined in Building a Course Section. Before Changing a Course Section, all section-related rules and validation codes must be defined in Banner. The Schedule (SSASECT) form is used to Change a Course Section.

These procedures, as outlined in pages 58-97, need to be completed either in their entirety or individually to Change a Course Section:

• Record Schedule Meeting Times
• Create Sessions
• Assign an Instructor to a Section
• Enter Maximum Enrollment
• Enter Course Section Details
• Enter Course Section Restrictions
• Maintain Prerequisite Restrictions at the Schedule Level.

If a Course Section needs only to be changed at the Session level, for instance, only Creating Sessions must be completed. If all Course Section information need to be changed, all procedures as outlined must be completed.

Deleting a Rolled Section follows in the Schedule building process.

Deleting a Rolled Course Section (SSASECT)

Once Changing a Course Section is complete, Deleting a Rolled Course Section is the next step users may need to follow in the Schedule Building process. Deleting a Rolled Course Sections is completed to delete a rolled course section from the class schedule.

To Delete a Rolled Course Section, perform these steps:

Instructions

1. On the Main Menu, in the Go To field, enter SSASECT. The SSASECT form is displayed.
2. In the **Term** field, perform one of the following actions:
   
a. Enter the **Term** code, **OR**

b. Double click the field.  
The **Option List** menu is displayed.

3. Click **List of Terms**.  
The **Term Code Validation (STVTERM)** form is displayed.
a. Scroll down the list and select the Term code.

b. Click OK.

The Term field on the SSASECT form is automatically filled and the CRN field is displayed.

4. In the CRN field, enter the CRN.

5. Click the Next Block button.

The SSASECT form displays, and the Section Details block automatically fills.
6. Click the **Next Block** button.
   The **Meeting Time** form displays.

7. In the **Record Menu**, click **Remove**.
   The **Record** is removed, and the particular **Course Section** information is no longer accessible.

8. Click the **Save** button.
9. Click the **Rollback** button.

The **SSASECT** form displays, and the **Section Details** block automatically fills.

10. Click the **Next Block** button.

The **Meeting Time** form displays.
11. Click the **Next Block** button.

   The **Instructor** form displays.

12. In the **ID** field, enter the **Instructor’s ID**.

13. In the **Record Menu**, click **Remove**.

   The Instructor’s **Record** is removed, and the particular Course Section information is no longer accessible.

14. Click the **Save** button.

15. Click the **Next Block** button.

   The Section Scheduler Preferences (SSASECT) form displays.
16. Click the **Next Block** button. The cursor moves to the **Room Attribute Preferences/ Code** field.

17. In the **Record Menu**, click **Remove**. The Room Attribute **Record** is removed, and the particular **Course Section** information is no longer accessible.

18. Click the **Save** button.

19. Click the **Exit** button. The **SSASECT** form is displayed.
20. In the **Section Details** block/Status field, change the **Course Section** status to **Inactive**.

21. In the **Options Menu**, click **Section Enrollment Info**. The **Enrollment Data (SSASECT)** form displays.

22. In the **Maximum Enrollment** field, enter 0. The **Forms** prompt displays, asking if you want to save changes.

23. Click **Yes**. The changes are saved, and the **SSASECT** form is displayed.

24. Click the **Save** button.

25. Click the **Exit** button.
Creating Duplicate Sections (SSASECT)

Once Deleting a Rolled Course Section is complete, the Schedule Building process is finished. Creating Duplicate Course Sections is used to create multiple course sections of a particular course without creating the sections individually.

Creating Duplicate Course Sections involves the same procedures, as outlined in pages 55-71, used to Build a Course Section:

- Record Schedule Meeting Times
- Create Sessions
- Assign an Instructor to a Section
- Enter Distance Education Information
- Enter Maximum Enrollment
- Enter Course Section Details
- Enter Course Section Restrictions
- Maintain Prerequisite Restrictions at the Schedule Level.

To Create Duplicate Course Sections, follow the steps in Building a Course Section, with the exception of not completing step #9, entering information into the Section field.
Appendix A: Banner Navigation Aids

This appendix provides helpful information used to navigate through Banner 7.x. Please visit http://unodocs.nmsu.edu/ to receive a complete manual.

### Keyboard Equivalents

This table displays Keyboard Equivalents used to execute commands.

<table>
<thead>
<tr>
<th>Key</th>
<th>Command</th>
<th>Key</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC</td>
<td>Cancel</td>
<td>Shift + F5</td>
<td>Clear Block</td>
</tr>
<tr>
<td>TAB</td>
<td>Next Field</td>
<td>F6</td>
<td>Insert New Record</td>
</tr>
<tr>
<td>Shift + TAB</td>
<td>Previous Field</td>
<td>Shift + F6</td>
<td>Remove Record</td>
</tr>
<tr>
<td>F1</td>
<td>Help</td>
<td>F7</td>
<td>Enter Query</td>
</tr>
<tr>
<td>Shift+F1</td>
<td>Display Error</td>
<td>Shift + F7</td>
<td>Clear Form &amp; Rollback</td>
</tr>
<tr>
<td>Shift+F2</td>
<td>Count Query Hits</td>
<td>F8</td>
<td>Execute Query</td>
</tr>
<tr>
<td>F3</td>
<td>Duplicate Field/Item</td>
<td>Shift + F8</td>
<td>Print</td>
</tr>
<tr>
<td>Shift + F3</td>
<td>Exit with Value</td>
<td>F9</td>
<td>Flashlight (LOV)</td>
</tr>
<tr>
<td>F4</td>
<td>Duplicate Record</td>
<td>F10</td>
<td>Save</td>
</tr>
<tr>
<td>Shift + F4</td>
<td>Clear Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Banner Buttons

This table displays Common Banner 7.x Buttons used to execute tasks.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Save Icon]</td>
<td>Saves all changes entered since the last time you saved.</td>
</tr>
<tr>
<td>![Rollback Icon]</td>
<td>Returns you to the first enterable field.</td>
</tr>
<tr>
<td>![Select Icon]</td>
<td>Returns you to the calling form and enters the selected value into the field that called the form.</td>
</tr>
<tr>
<td>![Insert Record Icon]</td>
<td>Inserts a new blank record into the list of existing records.</td>
</tr>
<tr>
<td>![Remove Record Icon]</td>
<td>Removes all the information for the current record.</td>
</tr>
<tr>
<td>![Enter Query Icon]</td>
<td>Puts the form into query mode so you can enter search criteria.</td>
</tr>
<tr>
<td>![Execute Query Icon]</td>
<td>Searches the database and displays the first set of records that matches your criteria.</td>
</tr>
<tr>
<td>![Cancel Query Icon]</td>
<td>Cancels the query and takes the form out of query mode.</td>
</tr>
<tr>
<td>![Previous Record Icon]</td>
<td>Moves the cursor to the first enterable field in the previous record.</td>
</tr>
<tr>
<td>![Next Record Icon]</td>
<td>Moves the cursor to the first enterable field in the next record.</td>
</tr>
<tr>
<td>![Previous Block Icon]</td>
<td>Moves the cursor to the previous block that has at least one enterable field.</td>
</tr>
<tr>
<td>![Next Block Icon]</td>
<td>Moves the cursor to the next block that has at least one enterable field.</td>
</tr>
<tr>
<td>![Print Icon]</td>
<td>Allows you to print the current form.</td>
</tr>
<tr>
<td>![Workflow Submit Icon]</td>
<td>Activates during workflow process.</td>
</tr>
<tr>
<td>![Workflow Release Icon]</td>
<td>Activates during workflow process.</td>
</tr>
<tr>
<td>![Online Help Icon]</td>
<td>Allows you to access the online information for Banner.</td>
</tr>
<tr>
<td>![Exit Icon]</td>
<td>Provides these options:</td>
</tr>
<tr>
<td></td>
<td><strong>Forms and Windows</strong> - exits you from a form or window.</td>
</tr>
<tr>
<td></td>
<td><strong>Main Menu</strong> - exits you from the browser.</td>
</tr>
<tr>
<td></td>
<td><strong>Query Mode</strong> - cancels the query and takes the form out of query mode.</td>
</tr>
</tbody>
</table>
Appendix B: General Glossary

The following is a glossary of standard terms used by SunGard SCT Banner.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert Box</td>
<td>A type of pop-up dialog box that appears to notify you of particular conditions that may affect either the kind of information they can enter or how the information is entered. An alert box requires that you acknowledge the message to continue.</td>
</tr>
<tr>
<td>Application Form</td>
<td>A form used to enter, update, or query existing information. (An application form will have the letter “A” in the third position of the form name).</td>
</tr>
<tr>
<td>Block</td>
<td>A block visually displays a group of related fields within a form, and is generally separated by a solid line.</td>
</tr>
<tr>
<td>Calling Form</td>
<td>A form from which another form is (or has been) accessed.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Allows you to exit from an Option List, List of Values, Editor window, or Dynamic Help.</td>
</tr>
<tr>
<td>Clear Form</td>
<td>Allows you to clear all information from a form and returns them to the first enterable field in the key information area.</td>
</tr>
<tr>
<td>Commit</td>
<td>Allows you to save all changes made to a form since their last saved changes.</td>
</tr>
<tr>
<td>Count Hits</td>
<td>A function that allows you to count the number of records, in “query mode,” that meet specific search criteria. The number of records is displayed in the Auto Help Line.</td>
</tr>
<tr>
<td>Count Query Hits</td>
<td>A function that allows you, after specific search criteria are met in “query mode,” to retrieve records. After a record is retrieved, a user can then select the Execute Query Function.</td>
</tr>
<tr>
<td>Dialog Box</td>
<td>A type of box that appears on a display screen to present information or request input. A dialog box requires that you respond to it to continue.</td>
</tr>
<tr>
<td>Down</td>
<td>A key used to move the cursor to the first enterable field in the next record. “Down” moves you lower in a pull-down list and on a List of Values.</td>
</tr>
<tr>
<td>Drop-down List</td>
<td>Displays three or more values for a field. A field with a down arrow icon contains a drop-down list.</td>
</tr>
<tr>
<td>Edit</td>
<td>Displays a window that allows you to add, change, or delete text. “Edit” is especially useful in entering and updating Dynamic Help.</td>
</tr>
<tr>
<td>Enter Query</td>
<td>Allows you, in a form, to query search criteria to see what information is already in the database. When used, “ENTER QUERY” is displayed in the Status Line.</td>
</tr>
<tr>
<td>Execute Query</td>
<td>Allows you to execute a query to search the database. After a query is executed, data that matches the search criteria is displayed.</td>
</tr>
<tr>
<td>Exit</td>
<td>Allows you to exit from a specific form or window by closing the form or window. From query mode, Exit allows you to cancel a query and takes</td>
</tr>
<tr>
<td><strong>Exit with Value</strong></td>
<td>Allows you to exit from a specific calling form to a called form with highlighted values, values which are then entered into the called form’s field.</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td>An area in a form where existing information is displayed, or where you can enter a query or change information. Banner describes fields as: enabled, disabled, enterable, or display only.</td>
</tr>
<tr>
<td><strong>Form</strong></td>
<td>An online document that allows you to enter and/or display the information stored in the database.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>A function that allows you to display the Oracle help window for a current field.</td>
</tr>
<tr>
<td><strong>Inquiry Form</strong></td>
<td>A form that allows you to look up existing information in the database. (An inquiry form will have the letter “I” in the third position of the form name.)</td>
</tr>
<tr>
<td><strong>List of Values (LOV)</strong></td>
<td>A window that lists the values you can select for a field on a form. These are values that have been defined as acceptable and valid for the field.</td>
</tr>
<tr>
<td><strong>Menu Bar</strong></td>
<td>A menu, located at the top of every Banner form, allows you to access pull-down menus, including File, Edit, Options, Block, Field, Record, and Query.</td>
</tr>
<tr>
<td><strong>More</strong></td>
<td>An indicator that appears in the lower right corner of each window of a series of related forms (including the last form). “More…” informs you that there are additional forms that can be accessed to complete a process.</td>
</tr>
<tr>
<td><strong>Next Block</strong></td>
<td>Allows you to move the cursor to the next information area (block), with at least one enterable field.</td>
</tr>
<tr>
<td><strong>Next Field</strong></td>
<td>Allows you to move to the next enterable field in the current information area.</td>
</tr>
<tr>
<td><strong>Next Item</strong></td>
<td>Allows you to move to the next enterable field in the current information area.</td>
</tr>
<tr>
<td><strong>Next Record</strong></td>
<td>Allows you to move the cursor to the first enterable field in the next record. If the cursor is moved to the last record, a new record is created.</td>
</tr>
<tr>
<td><strong>Object</strong></td>
<td>An object is a form, a job, a menu or a QuickFlow used in Banner.</td>
</tr>
<tr>
<td><strong>Option List</strong></td>
<td>A dialog box that displays two or more items to choose.</td>
</tr>
<tr>
<td><strong>Pop-Up Window</strong></td>
<td>A dialog box, alert box, or list of values that appears in a separate window.</td>
</tr>
<tr>
<td><strong>Previous Block</strong></td>
<td>A previous area of information with at least one enterable field. If the previous area is another window, that window is opened.</td>
</tr>
<tr>
<td><strong>Previous Field</strong></td>
<td>Allows you to move the cursor to the previous enterable field.</td>
</tr>
<tr>
<td><strong>Previous Item</strong></td>
<td>Allows you to move the cursor to the previous enterable field.</td>
</tr>
</tbody>
</table>
| **Previous**        | Allows you to move the cursor to the first enterable field of the previous
<table>
<thead>
<tr>
<th><strong>Record</strong></th>
<th>record.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Form</strong></td>
<td>A form used to look up existing information in the database. (A query form has the letter “Q” in the third position of the form name).</td>
</tr>
<tr>
<td><strong>Quick Flow</strong></td>
<td>A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.</td>
</tr>
<tr>
<td><strong>Record</strong></td>
<td>A set of related information that is linked to one person in Banner.</td>
</tr>
<tr>
<td><strong>Rollback</strong></td>
<td>A function, from an application or inquiry form, that clears all information and returns you to the key block area. <em>Rollback</em> is a standard button and appears on all forms. In validation forms, rollback returns you to the first enterable field on the calling form.</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>A command that allows you to take entered data on a form and store it in the database.</td>
</tr>
<tr>
<td><strong>Scroll Down</strong></td>
<td>A process that allows you to move down repeating records or lists of information that cannot be displayed in one window.</td>
</tr>
<tr>
<td><strong>Select</strong></td>
<td>Allows you to choose an item by highlighting it or clicking it with the mouse.</td>
</tr>
<tr>
<td><strong>Show Keys</strong></td>
<td>Allows you to display the list of keyboard options.</td>
</tr>
<tr>
<td><strong>Up</strong></td>
<td>A key used to move the cursor to the first enterable field in the previous record. “Up” moves you toward the top of a pull-down list and on a List of Values.</td>
</tr>
<tr>
<td><strong>Validation Form</strong></td>
<td>A form used to define the values that can be entered in specific fields on application forms. (A validation form will have the letter “V” in the third position of the form name.</td>
</tr>
<tr>
<td><strong>Window</strong></td>
<td>An area where information is displayed.</td>
</tr>
</tbody>
</table>
## Appendix C: Compatible Browsers

The following is a list of Web browsers supported by Banner7.x:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Banner INB</th>
<th>Banner INB via Luminis Portal</th>
<th>Banner Self-Service</th>
<th>Banner Self-Service via Luminis Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XP (SP 1 &amp; 2)</td>
<td>IE 6.x *</td>
<td>IE 6.0;</td>
<td>IE 6.x;</td>
<td>IE 6.0;</td>
</tr>
<tr>
<td></td>
<td>Netscape 7.0x</td>
<td>Netscape 7.2^</td>
<td>Netscape 7.01, 7.2;</td>
<td>Netscape 7.2</td>
</tr>
<tr>
<td></td>
<td>^</td>
<td></td>
<td>Mozilla 1.7x;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Firefox 1.0</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>IE 6.x^</td>
<td>IE 6.0;</td>
<td>IE 6.x</td>
<td>IE 6.0;</td>
</tr>
<tr>
<td></td>
<td>Netscape 7.0x</td>
<td>Netscape 7.2^</td>
<td>Netscape 7.01, 7.2;</td>
<td>Netscape 7.2</td>
</tr>
<tr>
<td></td>
<td>^</td>
<td></td>
<td>Mozilla 1.7x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Firefox 1.0</td>
<td></td>
</tr>
<tr>
<td><strong>Mac</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS9</td>
<td>N/A</td>
<td>N/A</td>
<td>IE 5.1.7</td>
<td>IE 5.1.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netscape 6.2.x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netscape 7.0.2</td>
<td></td>
</tr>
<tr>
<td>OSX (minimum of 10.3)</td>
<td>Safari 1.2 ^</td>
<td>Safari 1.2^</td>
<td>IE 5.2.3</td>
<td>Netscape 7.1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netscape 7.1</td>
<td>Safari 1.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*requires Oracle JInitiator 1.3.1.18

^requires Sun plug-in 1.4.2