

Adding a New Section

Before adding a new section of a course, be sure to check for any held sections that can be used instead of creating a new section.

DO NOT USE the COPY CRN feature.

1. Open SSASECT. Enter the term for which you need to section.

The screenshot shows the top of the SSASECT 9.3.13.1 (PROD) interface. The 'Term' field is highlighted with a red box and contains the value '201940'. Other fields like 'Subject', 'Title', 'CRN', and 'Course' are empty. A 'Go' button is visible on the right. Below the form, a message reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

2. Enter the word ADD in the CRN field and GO. (DO NOT hit enter.)

The screenshot shows the same SSASECT 9.3.13.1 (PROD) interface. The 'CRN' field is now highlighted with a red box and contains the text 'ADD'. The 'Go' button is also highlighted with a red box. The 'Term' field remains '201940'. The same 'Get Started' message is at the bottom.

If you do hit ENTER, you will see this screen. Select CANCEL and it'll reset.

The screenshot shows the full SSASECT 9.3.13.1 (PROD) interface. A 'Default Section Details' dialog box is open in the center, with the 'Default Term' set to '201940'. The 'Cancel' button in the dialog box is highlighted with a red box. The background interface shows various fields for course and section information, including 'Subject', 'Course Number', 'Section', 'Campus', 'Status', 'Schedule Type', 'Instructional Method', 'Integration Partner', 'Grade Mode', 'Session', 'Special Approval', 'Duration', and 'Override Duration'. There are also sections for 'CLASS TYPE', 'CREDIT HOURS', and 'CLASS INDICATORS'.

3. You will now have a blank shell for a new section. You must fill in every field, in order, on the Course Section Information tab and SAVE moving to any other tab.

Term: 201940 CRN: ADD Subject: Course: Title: Start Over

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject * Campus *
Course Number * Status *
Title Schedule Type *
Section * 0 Instructional Method
Cross List Integration Partner
Grade Mode
Session
Special Approval
Duration
☐ Override Duration

CLASS TYPE Insert Delete Copy Filter

Traditional Class ☐
Open Learning Class ☐
Part of Term
First Last
Registration Dates Processing Rules
Start Dates
Maximum Extensions 0

CREDIT HOURS Insert Delete Copy Filter

Credit Hours
Credit Hours ☐ None ☐ To ☐ Or
Indicator
Billing Hours
Billing Hours ☐ None ☐ To ☐ Or
Indicator
Contact Hours
Contact Hours ☐ None ☐ To ☐ Or
Indicator
Lecture
Lecture Indicator ☐ None ☐ To ☐ Or
Lab
Lab Indicator ☐ None ☐ To ☐ Or
Other
Other Indicator ☐ None ☐ To ☐ Or

CLASS INDICATORS Insert Delete Copy Filter

Prerequisite Check ☐ Basic or None ☐ CAPP ☐ DegreeWorks
Method
Daily Contact Hours
☐ Long Title
☐ CEU Indicator
☒ Print
☐ Comments
Link Identifier
☒ Gradable
☐ Syllabus

SAVE

4. Once you SAVE, a CRN will be assigned.

Term: 201940 CRN: 43214 Subject: MUS Course: 674 Title: Jazz Band

COURSE SECTION INFORMATION Section Enrollment Information Meeting Times and Instructor Section Preference

Subject MUS MUSIC (MUS) Campus

5. You can now navigate to other tabs to complete the building process.