

Class Comments

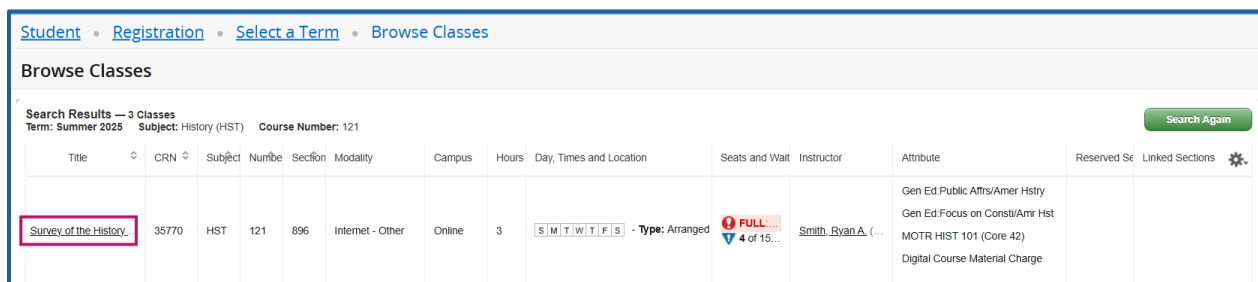
Class Comments are unique statements attached to each individual section/class to give information not provided by the catalog or the programming from Banner SSASECT. These comments are only visible when viewing the class in the Class Schedule Search. Students do not see the comments when registering or on their schedules after registration.

Comments are rolled, or copied, from year to year. Be aware of the possible class changes, such as instructor or modality changes, and how this impacts comments.

The Banner page to view and edit comments is: SSATEXT.

Student View of Class Comments:

1. Using the Class Schedule Search, search/filter to find the class to view. After finding that section, click on the Title link to open the Class Detail window.



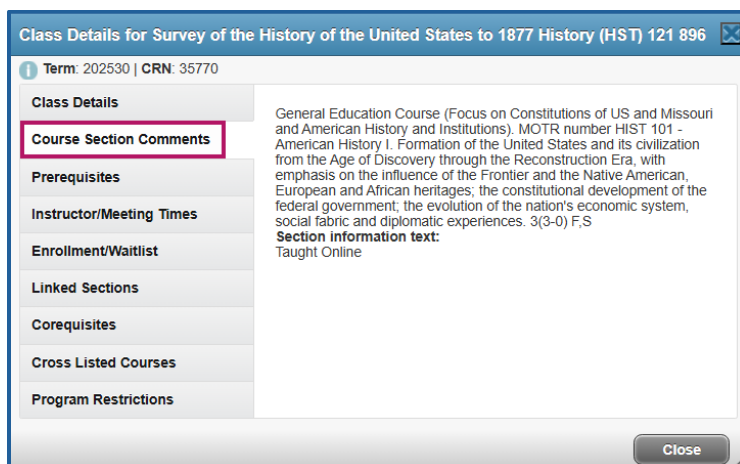
Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 3 Classes
Term: Summer 2025 Subject: History (HST) Course Number: 121 Search Again

Title	CRN	Subject	Numbe	Section	Modality	Campus	Hours	Day, Times and Location	Seats and Wait	Instructor	Attribute	Reserved Se	Linked Sections
Survey of the History	35770	HST	121	896	Internet - Other	Online	3	S M T W T F S - Type: Arranged	FULL 4 of 15...	Smith, Ryan A. (...)	Gen Ed Public Affs/Amer Hstry Gen Ed Focus on Consti/Amr Hst MOTR HIST 101 (Core 42) Digital Course Material Charge		

2. After opening the window, click on Course Section Comments. Here, you can see the exact catalog information, followed by the Section Information text, which is the comment added.



Class Details for Survey of the History of the United States to 1877 History (HST) 121 896

Term: 202530 | CRN: 35770

Class Details

Course Section Comments

Prerequisites

Instructor/Meeting Times

Enrollment/Waitlist

Linked Sections

Corequisites

Cross Listed Courses

Program Restrictions

General Education Course (Focus on Constitutions of US and Missouri and American History and Institutions). MOTR number HIST 101 - American History I. Formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric and diplomatic experiences. 3(3-0) F,S
Section information text:
Taught Online

Close

Class Comments:

SHOULD:

- Outline Linked Lecture/Labs
 - *Ex. Must take LEC A with LABs 1-10 and LEC B with LABS 11-20.*
 - *Ex. Must take this lab section with Lecture A: CRN 12345*
- Make note of Permissions
 - Note: The Registrar's Office recommends omitting instructor or administrator names to prevent miscommunication if a personnel change is made.
 - *Ex. Permission only. Contact the department for permission.*
- Explain Reserved or excluded populations
 - *Ex. This class is reserved for Online Majors only.*
 - *Ex. This class is open to all students, except Music Majors.*
 - *Ex. Ten seats are reserved for Evening College Plus students.*

CAN:

- Explain Proctored Exam Information
 - *Ex. This class requires two proctored exams at a cost of not more than \$50. These exams are to be taken at the Testing Center on the MSU Campus (with no fee) or at another physical location approved by the instructor.*
- Notify students of the section's Modality.
 - *Ex. This is an online section.*
- Notify students of any additional information or requirements for the class.
 - *Ex. For this archery class, students must provide their own transportation to Hickory Hills Range.*

CANNOT:

- Catalog course descriptions or prerequisite information
 - This information is programmed into Admin Banner and is provided to students in the Class Schedule Search.
- Term, dates, times, or building information
 - This information is subject to change and is already provided to students in the Class Schedule Search.
 - *Bad Ex. This class will meet on Tuesday/Thursdays from 2:30pm to 3:45 pm. It will be in CARR 320. On October 2nd, 2025, we will be meeting in the PSU.*

How to View, Add, or Edit a Comment:

1. Navigate to the Banner page SSATEXT. (Use the search bar to find the page or navigate to SSASECT, enter a Term and CRN. Then use the Related button in the top right to bring down the related page choices, and click on “Course Section Comments (SSATEXT)”)

Section Comment SSATEXT 9.3.36.2 (PROD)

Term: * 202530 ***

CRN: 35770 ***

Subject: HST

Course: 121

Title: United States to 1877

Course Alias:

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. After clicking ‘GO,’ you will see a page with two parts. We use the ‘Section Long Text,’ which is identified by the large text box.

Section Comment SSATEXT 9.3.36.2 (PROD)

Term: 202530 CRN: 35770 Subject: HST Course: 121 Title: United States to 1877 Course Alias:

SECTION TEXT

Section Text *

SECTION LONG TEXT

Section Long Text

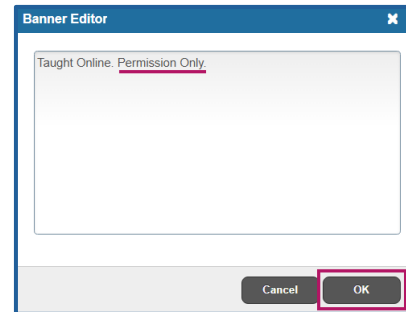
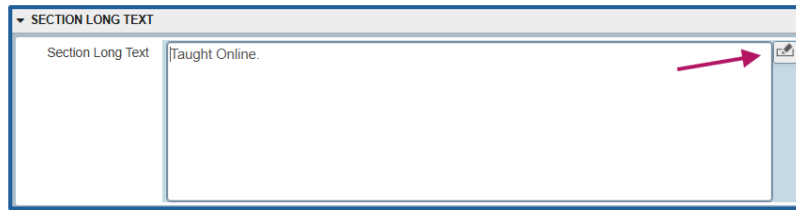
3. To view the comment that is currently there, click once in the Section Long Text box.

SECTION LONG TEXT

Section Long Text

Taught Online.

4. To add or edit a comment, use the edit button that is to the right of the text box. Type the comment needed, then click OK.

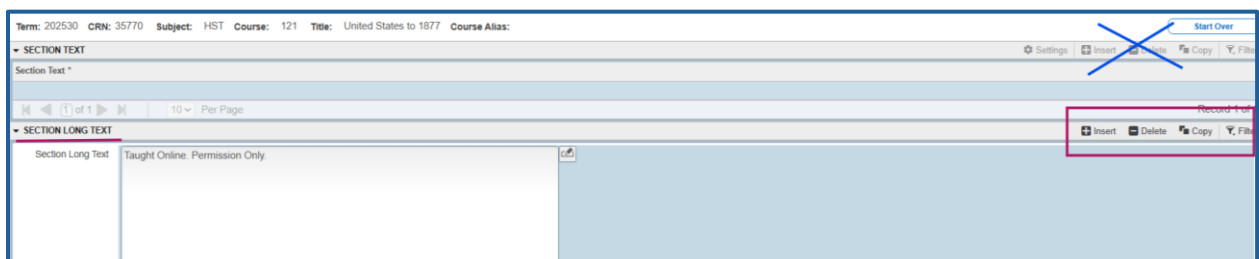


5. With the comment updated, click 'SAVE' in the bottom right corner of the Banner page. A green "Saved Successfully" banner will appear.

How to Delete a Comment:

Simply removing the text from the Section Long Text box does not fully delete the comment. The recommended process is as follows:

1. Navigate to the comment text box using SSATEXT.
2. Click once into the text box.
3. Click the 'Delete' button on the right side of the Banner drop down. Be sure that you are 'in' the second drop down section. If the option to delete is greyed out, you may not be clicked into the Section Long Text section.



4. After clicking 'Delete,' the text will disappear from the box. Click save.