

How to Add, Delete, or Update Linking

Linking connects two or more sections of the same course together so that students must add the sections during the same registration process. It is typically used to ensure that students add a lecture and corresponding lab section of the same course at the same time during registration. Linking can only be used for sections of the **same** course and **only** for courses that are **both lecture and lab courses**. Use the catalog to determine whether a course is both a lecture and lab course.

BIO 101 Biology in Your World

General Education Course (Focus on Life Sciences).

A non-laboratory course that can fulfill the General Education requirement in the Life Sciences. Organisms are studied from their behavioral, ecological, heredity and evolutionary perspectives. Topics include examination of the human body in health and disease; the relevance of biology to contemporary issues in human society; an introduction to environmental science and ecology with emphasis on the interrelationships of living and nonliving things in ecosystems and how disruptions of these relationships result in environmental problems. Cannot count towards a biology major or minor. Students receiving credit towards graduation for BIO 101 and/or BIO 111 cannot also receive credit for BIO 100.

Credit hours	Lecture contact hours	Lab contact hours	Typically offered	CORE 42 (MOTR) equivalent
3	3	0	Fall, Spring, Summer	BIOL 100 - Essentials in Biology.



[Access the CORE 42 portal](#)

Lecture Course Only

BIO 102 Principles of Biological Science

General Education Course (Natural World).

Unifying principles of biology from the molecular level through ecosystems. Does not count for credit towards major or minor in biology. Students may receive credit for only one of BIO 100, 101, or 102.

Credit hours	Lecture contact hours	Lab contact hours	Typically offered
4	3	2	Fall, Spring

Lecture and Lab Course

BIO 111 Laboratory for Biology in Your World

Prerequisite: BIO 101 or concurrent enrollment.

General Education Course (Focus on Life Sciences).

A laboratory course that partially fulfills the general education requirement in the Life Sciences. Organisms are studied from their physiological, behavioral, ecological, hereditary, and evolutionary perspectives. Students will develop skills of gathering information about science, reasoning scientifically from that information and synthesizing responses to questions based upon that information in order to explain biological phenomena. Cannot count towards a biology major or minor. Students receiving credit towards graduation for BIO 101 and/or BIO 111 cannot also receive credit for BIO 100.

Credit hours	Lecture contact hours	Lab contact hours	Typically offered	CORE 42 (MOTR) equivalent
1	0	2	Fall, Spring, Summer	BIOL 100L - Essentials in Biology with Lab.



[Access the CORE 42 portal](#)

Lab Course Only

- Always include a course section comment to note which lecture(s) and lab(s) are linked so students are aware.
- Review and update course section comments for each term to ensure comments remain accurate.
- If linking connectors and identifiers are not accurate, those sections will not show in the Trial Schedule Builder for students to select when building their schedules.
- Use the proofing dashboard to find sections that may have only one part (connector/identifier) of the link programmed.

1. **To add linking**, identify which sections, using CRNs, should be linked together.
2. Update section numbers to reflect letters (A, B, C, etc.) for the lecture section(s).
3. Decide how the sections will be linked together.

a. One lecture, 1 lab section

- i. BMS 110-A linked to 1 lab section. The registration system will tell the student that they must select both sections when adding either section to their registration. There is no registration choice for the student.

b. One lecture, multiple lab sections

- i. BMS 110-A linked to 5 different lab sections. This means that students must choose one of the five lab sections and the only available lecture section. The registration choice for the student is the lab section.

c. Multiple lecture sections, one lab section

- i. BMS 110-A, BMS 110-B, BMS 110-C linked to 1 lab section. This means that students must choose one of the three lecture sections and the only available lab section. The registration choice for the student is the lecture section.

d. Multiple lecture sections, but linked to specific lab sections

- i. BMS 110-A linked to lab sections 2, 4, 6 and BMS 110-B linked to lab sections, 1, 3, 5. This means that students choosing lecture section A, must choose between labs 2, 4, 6 and those choosing lecture section B, can only choose from lab sections 1, 3, or 5. The registration choices for the student is first, which lecture section, then which of the 3 connected lab sections.

4. Linking is done by programming link identifier and link connector codes in Banner. The identifier and connector must **both** be programmed to complete the link.

Lecture sections always have an identifier that begins with an E and a connector that begins with A.

Lab sections always have an identifier that begins with an A and a connector that begins with an E.

Lecture Identifier	Lecture Connector	Lab Identifier	Lab Connector
E1	A1	A1	E1

The *number* assigned to the identifier and connector depends on the scenario listed in #2. The number assigned to the identifiers and connectors will only deviate from 1 if there are **multiple lecture sections assigned to specific lab sections**. **Determine the identifier/connectors before programming into Banner.**

Example using scenarios in #2:

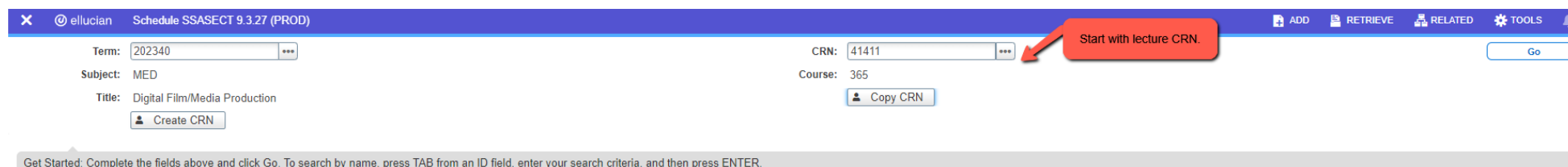
BMS 110-A linked to one lab section OR BMS 110 A-linked to 5 lab sections OR BMS 110-A, BMS 110-B, BMS 110-C linked to the same lab section

Lecture Identifier	Lecture Connector	Lab Identifier	Lab Connector
E1	A1	A1	E1

BMS 110-A, BMS 110-B linked to specific lab sections

Lecture Identifier	Lecture Connector	Lab Identifier	Lab Connector
BMS 110-A (E1)	BMS 110-A (A1)	BMS 110 section 2, 4, &6 (A1)	BMS 110 section 2, 4, & 6 (E1)
BMS 110-B (E2)	BMS 110-B (A2)	BMS 110 section 1, 3, & 5 (A2)	BMS 110 section 1, 3, & 5 (E2)

- When programming linking into Banner, start with the lecture section(s) first. Then program the lab sections.
- Navigate to SSASECT. Enter the applicable term and the lecture CRN. GO



× @ellucian Schedule SSASECT 9.3.27 (PROD)

Term: 202340

Subject: MED

Title: Digital Film/Media Production

CRN: 41411

Course: 365

Start with lecture CRN.

Create CRN

Copy CRN

Go

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.

7. Add the link identifier, located at the bottom left of the Course Section Information tab. Save.

elucian Schedule SSASECT 9.3.27 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202340 CRN: 41411 Subject: MED Course: 365 Title: Digital Film/Media Production Start Over

Title: Digital Film/Media Production Schedule Type: LEC Lecture Special Approval: ***

Section: A Instructional Method: TRAD Traditional Duration: ***

Cross List: Integration Partner: ***

☐ Override Duration

CLASS TYPE

Traditional Class

Part of Term: 1 08/21/2023 12/14/2023 16

Open Learning Class

First Last

Registration Dates: Processing Rules

Start Dates:

Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 0.000 3.000 3.000

Credit Hours: None To Or

Indicator:

Billing Hours: 0.000 3.000 3.000

Billing Hours: None To Or

Indicator:

Contact Hours: 0.000 4.000

Contact Hours: None To Or

Indicator:

Lecture: 0.000 2.000

Lecture Indicator: None To Or

Lab: 0.000 2.000

Lab Indicator: None To Or

Other:

Other Indicator: None To Or

CLASS INDICATORS

Prerequisite Check: Basic or None CAPP DegreeWorks

Method: ☐ CEU Indicator

Link Identifier: E1

Attendance Method: ***

Weekly Contact Hours:

Daily Contact Hours:

☐ Long Title

☒ Print

☒ Gradable

☐ Tuition and Fee Waiver

☒ Voice Response and Self-Service Available

☐ Comments

☐ Syllabus

SAVE

8. Add the link connector. Go to Related-Course Section Detail. Go.

Schedule SSASECT 9.3.27 (PROD)

Term: 202340 CRN: 41411 Subject: MED Course: 365 Title: Digital Film/Media Production

Title: Digital Film/Media Production Schedule Type: LEC Lecture Special Approval: ***

Section: A Instructional Method: TRAD Traditional Duration: ***

Cross List: *** Integration Partner: ***

☐ Override Duration

CLASS TYPE

Traditional Class

Part of Term: 1 08/21/2023 12/14/2023 16

Open Learning Class

Registration Dates: First Last

Start Dates:

Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 0.000 3.000 3.000

Credit Hours: None To Or

Indicator:

Billing Hours: 0.000 3.000 3.000

Billing Hours: None To Or

Lecture: 0.000 2.000

Lecture Indicator: None To Or

Lab: 0.000 2.000

Lab Indicator: None To Or

RELATED

- Elective Attribute Pool [SSAPOOL]
- Specific Section Attribute [SSASATR]
- Course Section Detail [SSADETL]**
- Schedule Restrictions [SSARRES]
- Schedule Pre-requisites [SSAPREQ]
- Course Section Comments [SSATEXT]
- Cross List Definitions [SSAXLST]
- Schedule Exclusion Rules [SSAEXCL]
- Section Calendar [SSAACCL]
- Course Section Overrides [SSAOVRR]
- Basic Course Information [SCACRSE]

Schedule Detail SSADETL 9.3.15 (PROD)

Term: 202340 CRN: 41411 Subject: MED Course: 365 Title: Digital Film/Media Production

Go

Schedule Detail SSADETL 9.3.15 (PROD)

Term: 202340 CRN: 41411 Subject: MED Course: 365 Title: Digital Film/Media Production

Section Links and Corequisites

SECTION LINKS

Link Connector: A1

COREQUISITES

CRN: Subject: Course: Section:

9. Repeat for each lecture CRN, if applicable.
10. Enter the applicable term and the lab CRN. GO
11. Repeat steps #7 and #8, using the correct connector and identifiers.
12. Repeat for each lab CRN, if applicable.

elucian Schedule SSAECT 9.3.27 (PROD)

Term: 202340 CRN: 52775 Subject: HSP Course: 321 Title: Principles of Food Preparation

ADD RETRIEVE RELATED TOOLS

Start Over

Title: Principles of Food Preparation

Section #: 002

Cross List:

Schedule Type: LAB Lab

Instructional Method: TRAD Traditional

Integration Partner:

Special Approval:

Duration:

Override Duration: ☐

CLASS TYPE

Traditional Class

Part of Term: 1 08/21/2023 12/14/2023 16

Open Learning Class

Registration Dates: First Last

Start Dates:

Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 0.000 3.000 0.000

Credit Hours Indicator: ☐ None ☒ To ☐ Or

Billing Hours: 0.000 3.000 0.000

Billing Hours Indicator: ☐ None ☒ To ☐ Or

Contact Hours: 0.000 5.000 4.000

Contact Hours Indicator: ☐ None ☒ To ☐ Or

Lecture: 0.000 1.000

Lecture Indicator: ☐ None ☒ To ☐ Or

Lab: 0.000 4.000 0.000

Lab Indicator: ☐ None ☒ To ☐ Or

Other:

Other Indicator: ☒ None ☐ To ☐ Or

CLASS INDICATORS

Prerequisite Check Method: ☒ Basic or None ☐ CAPP ☐ DegreeWorks

CEU Indicator: ☐

Link Identifier: A1

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

Print: ☒

Gradable: ☐

Tuition and Fee Waiver: ☐

Voice Response and Self-Service Available: ☒

Long Title: ☐

Comments: ☐

Syllabus: ☐

elucian Schedule Detail SSAETL 9.3.15 (PROD)

Term: 202340 CRN: 52775 Subject: HSP Course: 321 Title: Principles of Food Preparation

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

SECTION LINKS

Link Connector *: E1

1 of 1 10 Per Page

COREQUISITES

CRN *	Subject *	Course *

1 of 1 10 Per Page

Delete or Updating

Link connectors and identifiers roll forward and must be deleted if the sections should no longer be connected. Follow the navigation steps in #7 and #8 to delete link connector(s) and identifier(s). Click in the field and delete or backspace to remove the codes. **Always delete both.** If you are deleting the connection, both the connector and the identifier must be removed. **Do not delete one without deleting the other.**

To update a connector or identifier code, follow the navigation steps in #7 and #8. Click in the field and update the code. **Always update both.** If you are updating the programming, both the connector and the identifier must both be updated. **Do not update one without updating the other.**