

SSASECT – Schedule

To view any section of a class, enter the term and the CRN of the class. If the CRN is not known, query for the class/section by clicking, '...' found in the CRN field or typing the form name, SSASECQ. Click GO to access the class section.

The screenshot shows the 'Schedule SSASECT 9.3.8 (PROD)' window. At the top, there are navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below these are search fields: 'Term: 201810' and 'CRN: 13311'. Both fields have a red circle around them and a yellow arrow pointing to a '...' button next to the CRN field. To the right is a green 'Go' button with a yellow arrow pointing to it. Below the search fields, there are labels for 'Subject: SOC', 'Title: Introduction to Sociology', and 'Course: 133'. There is also a 'Create CRN' button and a 'Copy CRN' button. At the bottom, a grey bar contains the text: 'Get Started: Fill out the fields above and press Go.'

To Query for a class/section go to Form: SSASECQ:

The screenshot shows the 'Schedule Section Query SSASECQ 9.3 (PROD)' window. It features a search bar with the placeholder text 'Enter a query, press F8 to execute.' Below the search bar is a dropdown menu labeled 'Add Another Field ...'. At the bottom right, there are two buttons: 'Clear All' and 'Go'.

Information about the class section spans four tabs. (The last tab, 'Section Preferences' is currently not used).

Course Section Information tab: includes the section, title, instructional method, Part of Term, Credit hours.

The screenshot shows the 'Schedule SSASECT 9.3.8 (PROD)' window with the 'Course Section Information' tab selected. A yellow arrow points to the 'Start Over' button in the top right corner. The tab displays the following information:

- Course Section Information:** Subject: SOC SOCIOLOGY, Course Number: 133, Title: Introduction to Sociology, Section: 07, Cross List: (empty). Other fields include Campus (WEB), Status (A), Schedule Type (WEB), Instructional Method (WEB), and Integration Partner (empty).
- CLASS TYPE:** Traditional Class, Part of Term: FS, Dates: 01/16/2018 to 05/11/2018, Credits: 16. Open Learning Class section includes Registration Dates, Start Dates, and Maximum Extensions (0).
- CREDIT HOURS:** Credit Hours: 0.000 to 3.000 (3.000 selected), Billing Hours: 3.000, Contact Hours: 3.000. Includes indicators for Lecture, Lab, and Other.
- CLASS INDICATORS:** Prerequisite Check: Basic or None (selected), CAPP, DegreeWorks. Daily Contact Hours: (empty). Other indicators include Print, Gradable, Tuition and Fee Waiver, and Voice Response and Self-Service Available.

The user can click through the tabs for the next screen of the form OR use the shortcut keys of ALT + PgDn.

The next page of the form (Section Enrollment Information) shows the maximum enrollment for the section, actual number of students registered for the section and number of available seats remaining.

ENROLLMENT DETAILS

Maximum *	15	Waitlist Maximum *	0	Projected *	0
Actual	14	Waitlist Actual	0	Prior	19
Remaining	1	Waitlist Remaining	0	<input type="checkbox"/> Reserved	

Enrollment Count: 15, Freeze Date: 01/22/2018
 Enrollment Count: 14, Freeze Date: 03/25/2018

The Meeting Times and Instructor tab shows the days/times the class meets or whether the class is web, as shown in this example.

MEETING DATES

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	WEB	01/16/2018	05/11/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			01

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	M00243054	Nlitham-Tunney, Diane S.		3.000	100	<input checked="" type="checkbox"/>	100

OR

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	01/16/2018	05/11/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515	01

To view classroom assignment information, tab through the fields OR click the tab, Meeting Location and Credits.

MEETING LOCATION AND CREDITS

SCHEDULE

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			WEB	3.00		3.000	<input type="checkbox"/>	<input type="checkbox"/>

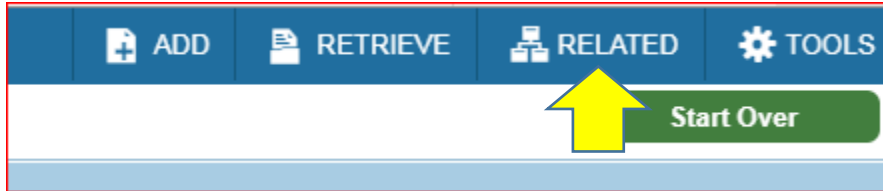
OR

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	BB	402	LEC	2.50	O	3.000	<input type="checkbox"/>	<input type="checkbox"/>

The primary instructor is shown in the following example below. Other instructors (secondary) may be listed below the Primary instructor in the channel.

Schedule SSASECT 9.3.8 (PROD)										
Term: 201810		CRN: 10005	Subject: ACC	Course: 200	Title: Principles of Financial Acct					Start Over
Course Section Information		Section Enrollment Information			Meeting Times and Instructor		Section Preferences			
Times and Instructors		Scheduler Preferences								
Meeting Dates		Meeting Location and Credits								
▼ SCHEDULE										
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details		
	BB	402	LEC	2.50	O	3.000				
Record 1 of 1										
▼ INSTRUCTOR										
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session			
01	M00225585	Harris, Daniel C.	3.000		00 <input checked="" type="checkbox"/>		100			
Record 1 of 1										

To view other forms related to SSASECT click the RELATED tab at the top right of the page.



The tab will expand with the related forms as shown below. To GO TO a form, double click the form.

ADD

RETRIEVE

RELATED

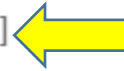
TOOLS

Search

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]

Block Section Controls [SSABLCK]

Term Control Rules [SOATERM]

Section Syllabus Form [SSASYLB]

Open Learning Section Default Rules