

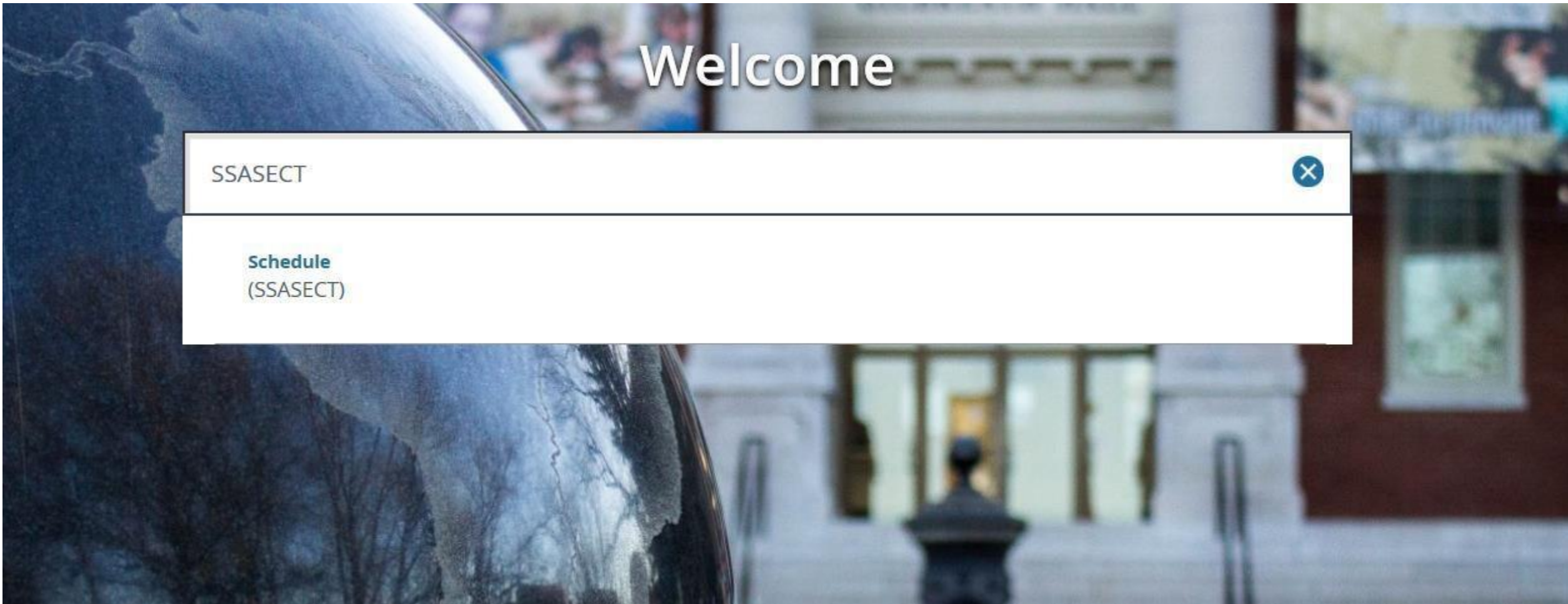
How to Build a Course

Using SSASECT in INB



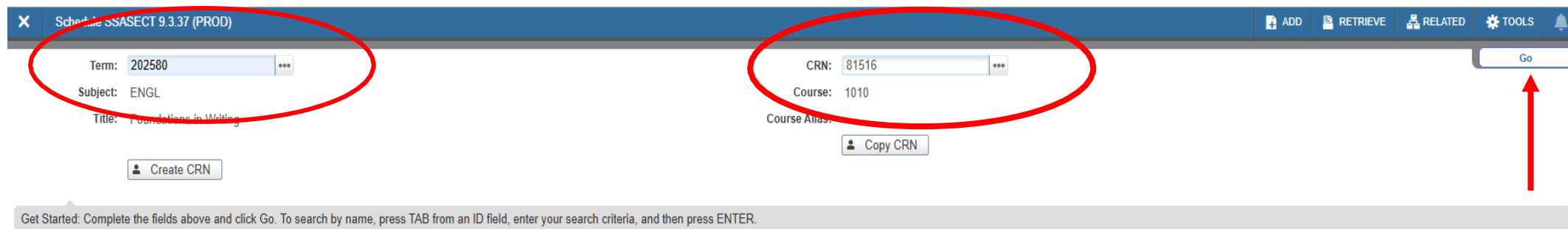
EAST TENNESSEE STATE
UNIVERSITY

Type SSASECT in your Banner 9 “Welcome” box.
Then press Enter or Click on “Schedule”.



Entering the Course Section Information:

1. Type in the appropriate term in the term box
 - *For Spring- Type the year and then 10 (example: 202510)
 - *For Summer- Type the year and then 50 (example: 202550)
 - *For Fall- Type the year and then 80 (202580)
2. To add a new course, type “ADD” in the CRN box
3. Click the green “GO” button on the right hand side.



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.

Entering Course Info:

- **1. Subject (4 characters)** - ENGL
- **2 Course number** - 1010
- **3. Title** - should automatically populate after tabbing.
- **4. Section number** - See section number rubrics (Spring & Fall) (Summer)
- **5. Campus** - 23M or Appropriate Campus Code
- **6. Status A** - Active
- **7. Schedule type** - Lec, Lab, L/L
 - (Click on drop down, it automatically populates for you. This can **NOT** be changed.)
- **Instructional Method** - CON (This automatically populates but you can change it.)
- **8. Integration Partner** - D2L (manually entered; always D2L)
- **9. Part of Term** - See Part of Term rubric
 - ***Be sure to hit TAB**
- **10. Hit Save button (Bottom right)**
- **11. Credit Hours-** Course will already be assigned a credit hour, either variable or set.

***See next slide for example.**



Entering Course Info Continued:

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:

Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

▼ COURSE SECTION INFORMATION

Insert Delete Copy Filter

Subject	ENGL ENGLISH	Campus *	23M ETSU, Main	Grade Mode	
Course Number	1010	Status *	A Active	Session	
Course Alias		Schedule Type	LEC Lecture	Special Approval	
Title	Foundations in Writing	Instructional Method	CON Conventional Methodology	Duration	
Section *	001	Integration Partner	D2L Desire2Learn	☐ Override Duration	
Cross List					

▼ CLASS TYPE

Insert Delete Copy Filter

Traditional Class

Part of Term	1	08/25/2025	12/11/2025	15
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Open Learning Class

	First	Last
Registration Dates		
Start Dates		
Maximum Extensions	0	

Processing Rules

▼ CREDIT HOURS

Insert Delete Copy Filter

Credit Hours

Credit Hours	3.000
Credit Hours Indicator	☒ None ☐ To ☐ Or
Billing Hours	3.000
Billing Hours Indicator	☒ None ☐ To ☐ Or

Lecture

Lecture	3.000
Lecture Indicator	☒ None ☐ To ☐ Or
Lab	
Lab Indicator	☒ None ☐ To ☐ Or

Variable Credit

- Once a course is built, it can either be a set credit hour course or a variable credit hour course.
- Courses that are variable credit courses will look like this:
- When the “To” option is checked, that indicates a variable credit hour course.

▼ CREDIT HOURS

Credit Hours

Credit Hours	1.000	3.000	3.000
Credit Hours Indicator	☐ None ☒ To ☐ Or		
Billing Hours	1.000	3.000	3.000
Billing Hours Indicator	☐ None ☒ To ☐ Or		

Lecture	
Lecture Indicator	☒ None ☐ To ☐ Or
Lab	
Lab Indicator	☒ None ☐ To ☐ Or



- Variable credit hour courses **MUST** be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes beside the “credit hours” boxes **AND** the “billing hour” boxes.
- Once the Credit and Billing Hours have been entered, hit “save”
- The blank boxes below credit and billing must **BOTH BE ENTERED** if the course is variable. If one is left blank, it will automatically default to the lowest credit (which could heavily impact a student’s fees/financial aid.)

▼ CREDIT HOURS

Credit Hours

Credit Hours	1.000	3.000	3.000	←
Credit Hours Indicator	☐ None	☒ To	☐ Or	
Billing Hours	1.000	3.000	3.000	←
Billing Hours Indicator	☐ None	☒ To	☐ Or	
Contact Hours	1.000	3.000	3.000	←
Contact Hours Indicator	☐ None	☒ To	☐ Or	

Lecture	
Lecture Indicator	☒ None ☐ To ☐ Or
Lab	
Lab Indicator	☒ None ☐ To ☐ Or
Other	1.000 3.000 3.000
Other Indicator	☐ None ☒ To ☐ Or



Entering Section Enrollment:

- Next, click on the “Section Enrollment Information” tab
- The only box to be filled in will be the max enrollment box.
- Click Save at the bottom right.

Term: 202580	CRN: 81516	Subject: ENGL	Course: 1010	Title: Foundations in Writing	Course Alias:
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences					
Enrollment Details Reserved Seats					
▼ ENROLLMENT DETAILS					
Maximum *	22	Waitlist Maximum *	0	Projected *	0
Actual	17	Waitlist Actual	0	Prior	0
Remaining	5	Waitlist Remaining	0	☐ Reserved	
☒ Authorization Codes Active for Section Generated Credit Hours 51.000					
Census One					
Enrollment Count	17	Freeze Date	09/07/2025		
Census Two					
Enrollment Count	0	Freeze Date			
Add Authorization Registration Dates					
Calculated Section Start Date	08/25/2025	Add Authorization Start Date		Waitlist Notification Ending Date	



Entering the Meeting Times and Instructor:

- 1.. Next, click on the “Meeting Times and Instructor” tab
- 2. Hit the “tab” button three times and the meeting start and end dates will automatically populate along with meeting type. DO NOT alter these dates!
- 3. At this point, enter the days and times (must be in military time)
- Click “save” (The save button is located in the bottom right hand corner)

Course Section Information		Section Enrollment Information		Meeting Times and Instructor	Section
Times and Instructors		Scheduler Preferences			
Meeting Dates		Meeting Location and Credits			
▼ SCHEDULE					
Meeting Time	Meeting Type	Start Date *	End Date *		
	CLAS	08/25/2025	12/11/2025		

Note You must click in the space below “Start Time” and “End Time” to get the text box to pop up.

Schedule SSASECT 9.3.37 (PROD)												ADD	RETRIEVE	RELATED	TOOLS			
Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:												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																		
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *					
	CLAS	08/25/2025	12/11/2025	☒	☐	☒	☐	☒	☐	☐	0810	0905	01					
Record 1 of 1																		
▼ INSTRUCTOR																		
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session											
01	E00751877	Kofie, Jerry A.	3.000	100	☒	☐	100											
Record 1 of 1																		



• Entering Building and Room

- Click on the “Meeting Location and Credits” tab
- Enter the building code and room in the respective boxes
 - Online Courses will have a Building Code of “COURSE” and Room of “ONLINE”
 - Winter Courses will have a Building Code of “WINTER” and Room of “SESSION”
- After entering this information, click “Save”

Schedule SSASECT 9.37 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] [Start Over]

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | **Meeting Location and Credits**

▼ SCHEDULE [Insert] [Delete] [Copy] [Filter]

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	A010	313	LEC	2.75		3.000	☐	☐

1 of 1 | 10 Per Page | Record 1 of 1

▼ INSTRUCTOR [Insert] [Delete] [Copy] [Filter]

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00751877	Kofie, Jerry A.	3.000	100	☒	☐	100

1 of 1 | 10 Per Page | Record 1 of 1



- Next click on Meeting Location and Credits.
- If no days and times are entered for the course, hit “save,” and the cursor will flash in the “hours per week” box. Enter the credit hour for the course in the “hours per week” box. Hit “save.” **(This must be entered or it will NOT let you save).**

× Schedule SSASECT 9.3.37 (PROD)
 ADD RETRIEVE RELATED TOOLS

Term: 202580 CRN: 81516 Subject: ENGL Course: 1010 Title: Foundations in Writing Course Alias:
 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
 Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	*** A010	313	LEC	2.75		3.000	☐	☐

1 of 1
10 Per Page
Record 1 of 1

INSTRUCTOR
 Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00751877	Kofie, Jerry A.	3.000	100	☒	☐	100

1 of 1
10 Per Page
Record 1 of 1



Entering the Instructor's ID:

1. Hit the “next block” key or ALT+Page Down
2. In the ID box, enter the instructor's E#
3. If E# is not known, use the drop down menu to find instructor by first and last name.
4. Hit “save”

X
Schedule SSASECT 9.3.37 (PROD)
ADD
RETRIEVE
RELATED
TOOLS

Term: 202580
CRN: 81516
Subject: ENGL
Course: 1010
Title: Foundations in Writing
Course Alias:
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
Insert
Delete
Copy
Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	A010	313	LEC	2.75		3.000	☐	☐

1 of 1
10 Per Page
Record 1 of 1

▼ INSTRUCTOR
Insert
Delete
Copy
Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00751877	Kofie, Jerry A.	3.000	100	☒	☐	100

1 of 1
10 Per Page
Record 1 of 1



Frequently Encountered Problems

- **Error: Person not an instructor**
 - Not everything has been approved and finalized on HR's end. We cannot override this error message.
- **Credit Hour needed not listed**
 - If a course is a variable credit, it was approved through Curriculog with certain hours; those hours are all that can be picked.
 - If a course is a set credit hour, that is how it was approved through Curriculog and can only be built with that credit hour.
- **Room Conflict or Room Needed**
- **“Blank Meeting times” for courses that are online**
- **Grade Mode (DO NOT ENTER ON 1st TAB)**
- **Military Time**
- **Part of Term (no POT 1 in Summer!)**
- **Section Number/Campus Code/Instructional Method Matching**



Spring Course Building Timeline (Subject to change)

Date	Event
Last Monday in July	Begin keying Spring Schedule
First Monday in September	First proof out by 4:00pm
Third Monday in September	Final proof out by 4:00pm
First Friday in October	No more changes for Spring by departments
Second Monday in October	Begin hand assigning rooms for Spring

Summer and Fall Course Building Timeline

Date	Event
Third Thursday in January	Begin keying Summer and Fall Schedule
Second Friday in February	First proof out by 4:00pm
Last Friday in February	Final proof out by 4:00pm
Second Monday in March	No more changes for Summer by departments
Third Monday in March	No more changes for Fall by departments
Third Wednesday in March	Begin hand assigning rooms for Spring



Submitting “Blue Cards”

- Course Schedule Change Form: Changing, canceling or adding a course after access has been cut off.



- Whenever a student is enrolled in a course and a change is being made to that particular course, a blue card is required AND an administrative memo.
 - The following changes will require an administrative memo to be completed:
 1. Day/time change or addition
 2. Credit hour change
 3. Campus code change
 4. Part of term change
 5. Instructional method change
- ***Max enrollment and building/room changes do not require a memo.



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Service Requests

Some service requests require others to approve the request. If you are uncertain how to complete any service request please contact the appropriate office within the Office of the Registrar, contact information is [here](#).

Faculty Forms

ADMINISTRATIVE AND PERSONAL FORMS

[Administrative Student Schedule Adjustment Memo \(template\)](#) ←

 [Confidentiality Form](#)

[Course Schedule Change Form \(Blue Card\)](#) ←

[Room Reservation Request](#)

[Report on Assignment of Incomplete Grade](#)

 [Off Campus Site Approval Request Form](#)

 [Request to Make a Significant Change in a Classroom](#)

[Student Course Title Transcript Update Form](#)

 [Special Examination Request and Grade Report](#)

[Request a Report from the Graduation Office](#)



Resources

<https://www.etsu.edu/reg/registration/resources.php>

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Course Building Resources	
Final Exam Schedule	
Fee Schedule	
High School Unit Deficiencies	
Schedule Builder	
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Spring 2026 Resources

Spring and Winter 2026 Schedule of Classes (PDF)* **coming soon**
Spring and Winter 2026 Registration Guide (PDF)* **coming soon**
Spring and Winter 2026 First Available Registration Times (PDF)* **coming**
Spring 2026 Final Exam Schedule (PDF)* **coming soon**

Fall 2025 Resources

Fall 2025 Schedule of Classes (PDF)* **coming soon**
 [Summer and Fall 2025 Registration Guide](#) (PDF)* April 1, 2025
 [Summer and Fall 2025 First Available Registration Times](#) (PDF)
 [Fall 2025 Final Exam Schedule](#) (PDF)* March 3, 2025

Summer 2025 Resources

Summer 2025 Schedule of Classes (PDF)* **coming soon**
 [Summer and Fall 2025 Registration Guide](#) (PDF)* April 1, 2025
 [Summer and Fall 2025 First Available Registration Times](#) (PDF)

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✓ COURSE BUILDING

Timelines And Dates

Building And Room

Course Building

-  [How to Build a Course in Banner](#)
-  [Section Number Rubric](#)
-  [Active Off Campus Site Codes Sorted by Code](#)
-  [Approved Instruction Method Codes and Descriptions](#)
-  [Course Delivery Methods](#)
-  [Part of Term Rubric](#)
-  [Summer 2025 Section Number/Session Code Rubric](#)
-  [Standard Meeting Times](#)



EAST TENNESSEE STATE
UNIVERSITY

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