

Banner Forms for Course Building

- SSASECT** The schedule form. Most of the course building and course offering information reside on this form. The form is available during the course building and adjustment periods.
- SSADETL** The course section detail form. The link connector, section fees and the contract parent indicator (for a cross listed course) can be set on this form. The form is available during the course building and adjustment periods.
- SSARRES** The course section restrictions form. Up to nine different course restrictions can be set on this form. The form is available via an option in SSASECT during the course building and adjustment periods. It is also available at all times by going directly to the SSARRES form.
- SSATEXT** The course section comments form. The text for the course description is set on this form using the section long text field. The form is available via an option in SSASECT during the course building and adjustment periods. It is also available at all times by going directly to the SSATEXT form.
- SSAXLST** The cross list definitions form. Each course within a cross listing is set up on this form. A cross listing identifier and a maximum enrollment limit is required. This form is available during the course building and adjustment periods.
- SIAINST** The faculty and advisor information form. The information on this form is imported from the Human Resources database. The faculty box must be checked for the B number of an instructor to be accepted in Banner. This form is available during the course building and adjustment periods.
- SIAASGN** The faculty assignment form. Instructors may be assigned or deleted from courses using this form. The form is available via an option in SSASECT during the course building and adjustment periods. It is also available at all times by going directly to the SIAASGN form.
- SOAIDEN** The person search form. This form may be used to search for a B number or name of any faculty, staff or student. The date of birth confirms the identity.
- SSASECQ** The schedule section query form. Query course term information using this form. The form is available via an option in SSASECT during the course building and adjustment periods.