Contents

Updating Distance Education (DE) Section Information ........................................ 3
Using Banner’s SSASECT to Update DE Sections .................................................. 4
1. Section Number ........................................................................................................ 4
2. Campus ...................................................................................................................... 4
3. Part of Term – DE Sections .................................................................................. 5
4. Enrollment ............................................................................................................... 7
5. Meeting Times ....................................................................................................... 8
6. Instructor(s) .......................................................................................................... 9
Updating Distance Education (DE) Section Information

Common changes made in updating DE section information rolled from the previous year include:

1. Section number (D0x)
2. Campus
3. Enrollment
4. Meeting Times (WEB)
5. Instructors
6. Comment

*Reminder: Fields in Red that are NEVER EVER entered, edited or altered:

<table>
<thead>
<tr>
<th>Instructional Method</th>
<th>Contact Hours (except for Extended Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integration Partner</td>
<td>Lecture</td>
</tr>
<tr>
<td>Grade Mode (except for Challenge)</td>
<td>Lab</td>
</tr>
<tr>
<td>Session (except for Continuing Graduate sections &amp; Summer Session unit [Ext. Ed.])</td>
<td>Other</td>
</tr>
<tr>
<td>Duration</td>
<td>Attendance Method</td>
</tr>
<tr>
<td>Registration Dates</td>
<td>Weekly Contact Hours</td>
</tr>
<tr>
<td>Start Dates</td>
<td>Daily Contact Hours</td>
</tr>
<tr>
<td>Maximum Extension</td>
<td>Print</td>
</tr>
</tbody>
</table>
Using Banner’s SSASECT to Update DE Sections

To update rolled schedule information:

1. Enter the term in SSASECT:
   - 201x90 (Fall 201x, or the Fall section of a Fall/Winter spanned course)
   - 201x10 (Winter 201x, or the Winter section of a Fall/Winter or Winter/Summer spanned course)
   - 201x50 (Summer 201x, or a Winter/Summer spanned course)

2. Enter the Course Registration Number (CRN) from the scheduling information provided by the Registrar’s Office. Select GO to review or edit course section information, keeping in mind DE-specific considerations:

   1. **Section Number**
   In SSASECT, use section number “D0x” indicating a Distance Education section (rolled from last year):

   2. **Campus**
   Must be “DE” indicating a Distance Education section that does not take place on a physical campus (unless otherwise advised by RO). Confirm all other rolled course information, such as: status, schedule type, credit/billing hours. SAVE (bottom right corner).
3. Part of Term – DE Sections

There are seven codes used to indicate Part of Term (POT) for DE sections:

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2</td>
<td>DE Fall Term section</td>
</tr>
<tr>
<td>W2</td>
<td>DE Winter Term section</td>
</tr>
<tr>
<td>F3</td>
<td>DE Fall/Winter Part A (fall section of spanned DE course)</td>
</tr>
<tr>
<td>W3</td>
<td>DE Fall/Winter Part B (winter section of spanned DE course)</td>
</tr>
<tr>
<td>W4</td>
<td>DE Winter/Summer Part A (winter section of spanned DE course)</td>
</tr>
<tr>
<td>P4</td>
<td>DE Winter/Summer Part B (summer section of spanned DE course)</td>
</tr>
<tr>
<td>P3</td>
<td>DE Summer Term section</td>
</tr>
</tbody>
</table>
In November of each year, you can go back into these scheduled W4 POT sections and recheck the “Voice Response and Self-Service Available” box on the main SSASECT page, as shown below.

For any P4 POT sections scheduled in November, please check the “Voice Response and Self-Service Available” box on the main SSASECT page, as shown below.
For any P3 POT sections scheduled in December, the “Voice Response and Self-Service Available” box has rolled as checked. These courses will appear on the Preliminary Summer Term DE schedule on Aurora when it is released in early spring.

4. Enrollment

Choose Section Enrolment Information tab → Enrolment Details. Confirm/change maximum enrolment. SAVE (bottom right corner).
5. Meeting Times

A. Meeting Type and Dates

Choose Meeting Times and Instructor Tab → Times and Instructors → Meeting Dates. Click in the Meeting Type field and enter “WEB” as the meeting type. Press Tab on the keyboard to automatically populate Start and End Date and session indicator “01” (DE courses do not need days or time information entered). Save.

Note: Hours per Week field is required to save changes. If prompted, enter “2.5” in Hours per Week field and Save again.

B. Meeting Location and Credits

Click on Meeting Location and Credits Tab. Click in the Building field and Add Building “3009” to any new or existing DE courses. Enter “2.5” in Hours per Week field (if a section will not meet at specific times, 2.5 hours per week is entered). SAVE (session credit hours will auto-populate).
6. Instructor(s)

Add an instructor as per [Banner Scheduling manual](#), if instructor assignment is known.