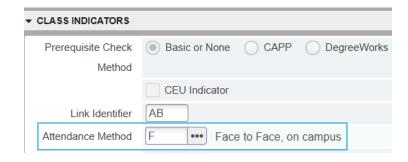## Important Checks on SSASECT

- Section Number: Lecture- 0-99, Lab 1-199, Online- W, Honors- H, Blended- B, Dual Credit- IA, Online ONLY program sections- Z.
    - Consult with Registrar's office before using new section code.
- Status: A- Active, C- Closed, X- Cancelled
- Instructional Method: Face to Face (F), Blended (B), Hybrid (H) or Online (I)
- Attendance Method: (F) Face-to-Face, (OT) Outside of Texas, (FC) Foreign Country, (II) Inter-Institutional, (IS) Independent Study, (B) Business, Hospital, Government or other, (H) High School for Dual Credit, (OF) Other Off-Campus, (S) Synchronous, Online (A) Asynchronous, Online
- Session and Part of terms must match: check that the number of weeks match.
- Credit and Billing Hours MUST match.
- Reference IM/AM sheet from PAIRS

Banner Forms

- **SSASECT**- Main Course Building
- **SSADETL**- Linking & Co-Req
- **SSAPREQ**- Pre-Requisites (must be in catalog)
- **SSARRES**- Course Restrictions
- **SSAXLST**- Cross-List/Stacked
- **SFASLST**- Course Roster
- **SSATEXT**- Comments, are not enforced
- **SSASYLB**- Long Course Title

Please refer to the course building training for a comprehensive how-to on course building and important information.
For questions, email schedule@tamucc.edu.

Part of Term & Session Code

Term	Part of Term	# of Weeks	Session
Fall & Spring (01 & 09)	1	16	L
Fall & Spring (01 & 09)	S	7.5	S
Fall & Spring (01 & 09)	T	7.5	T
Summer I (06)	May	2.5	B
Summer I (06)	SC	10	F
Summer I (06)	SUM	5	A
Summer II (07)	1	5	G
Summer II (07)	S2H	2.5	H
Summer II (07)	S2I	2.5	I

1. **Standard Time Blocks**
   a. Utilize the Standard Class Meeting Time Schedule, which includes the Class Schedule Distribution Rules along with the designated meeting times.
   b. No courses should have a non-standard time start. To offer a non-standard meeting time, you must request a non-standard time exemption.
2. **Cross-Listed & Stacked Courses**
   a. Cross-listed or stacked courses must have the same credit value. For example, a 3-credit course cannot be cross-listed with a 4-credit course. The courses must also share the same instructor, day/time, and room.
   b. Cross-list courses in Banner before assigning rooms.
3. **Maximum Enrollment**
   a. Refer to historical and projected enrollment reports from Ad Astra's Align to determine the most accurate maximum enrollment for each course section.
4. **Linked vs. Co-Requisite Courses**
   a. Courses that must be taken together—where students cannot register for one without the other—should be linked or co-requisite courses. Linked courses share the same subject, course number, but have different section numbers and schedule types. Co-requisite courses are two distinct courses that must be taken together. This configuration must be done at the catalog level in Banner, and then at the section level.

Please refer to the course building training for a comprehensive how-to on course building and important information.
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