

Deleting, Canceling, and Modify Sections Using SSASECT

Schedule Form

Once a section exists in Banner, you can cancel, modify, or delete it.

- **Delete a section** - only if the schedule book has not gone to print. Once the schedule book has gone to print you can only cancel or modify a section. The deadline date for deleting sections is given in the Class Schedule Production Calendar distributed by Records and Registration.
- **Cancel a section** – and create a new section when there is a campus, date, or time change since these changes can greatly impact students. Building and room changes can be made within a campus as long as students are properly notified.

You can cancel a section if there are no students enrolled; however you will not be able to cancel sections that contain actual enrollment. If a course with enrolled students is cancelled, the Banner system requires that the students be manually dropped from the section by the Office of Records & Registration.

If you need to cancel a section with registered students, contact the Office of Records & Registration who will process the cancellation for you. Please send an e-mail request to Norma Brammer, norma.brammer@emich.edu, with a copy to Ramona Milligan, ramona.milligan@emich.edu.

Important: Records & Registration requires the department to notify enrolled students of the cancelled section. The department also needs to notify students to register for another section containing the correct dates. Students are **not** notified by Records and Registration when a section is cancelled.

Enrolled students can be viewed on either **SFASLST** or **SFAMASS** and contact information for the students can be viewed on **SPAIDEN**. For access to these forms contact Records & Registration (734.487.2385).

- **Modify a section** - when making instructor, maximum enrollment, or in campus building and room changes as long as students are properly notified. See the **Entering Course Schedules** workshop for more information.

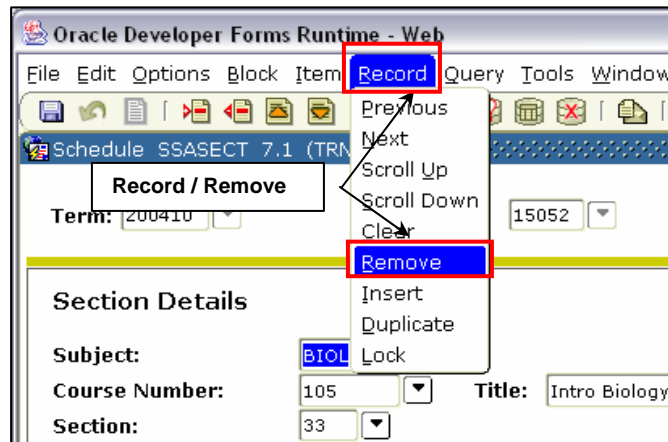
Deleting a Section Using SSASECT:

1. Open the Schedule form by typing **SSASECT** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **Course Ref. Number (CRN)** field. Here you can either type in the CRN or double-click on the field to search for the CRN you want to work with.
4. Open the Schedule form by typing **SSASECT** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
5. Type the term code in the **Term** field.
6. Press the **[Tab]** key on the keyboard to navigate to the **Course Ref. Number (CRN)** field. Here you can either type in the CRN or double-click on the field to search for the CRN you want to work with.

Deleting, Canceling, and Modify Sections Using SSASECT (continued)

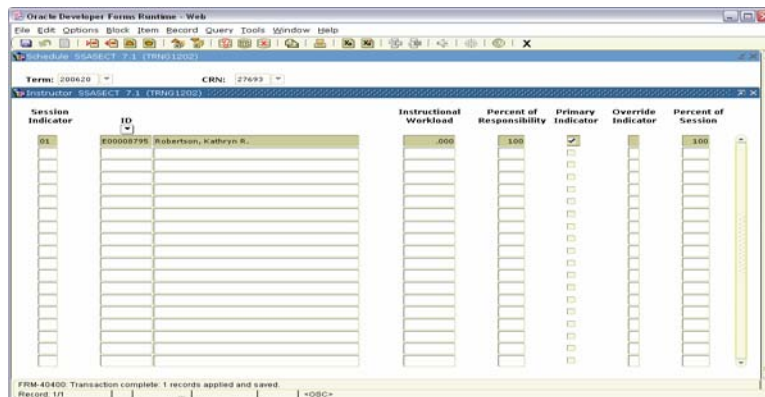
Deleting a Section Using SSASECT (continued):

7. Click the **Next Block** icon on the toolbar to move the cursor to the Section Information block of the form.
8. Click **Record** in the menu bar and click **Remove** from the list.
9. Click the **Save** icon on the toolbar.
10. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.



Cancel a Section Using SSASECT:

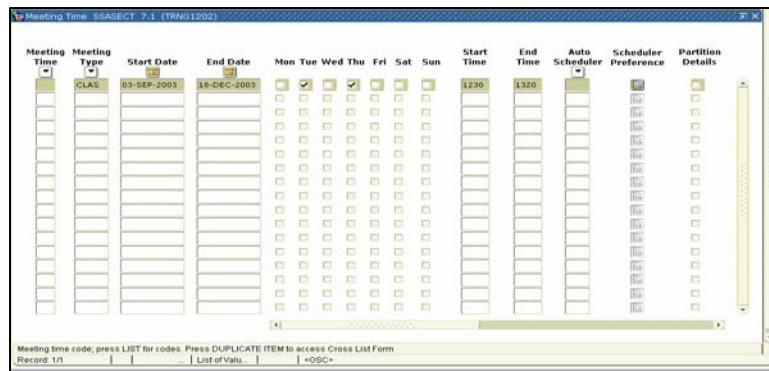
1. Open the Schedule form by typing **SSASECT** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **Course Ref. Number (CRN)** field. Here you can either type in the CRN or double-click on the field to search for the CRN you want to work with.
4. Click the **Next Block** icon on the toolbar.
5. Click **Options** in the menu bar and click **Assigned Instructors** from the list. The Instructor block displays.



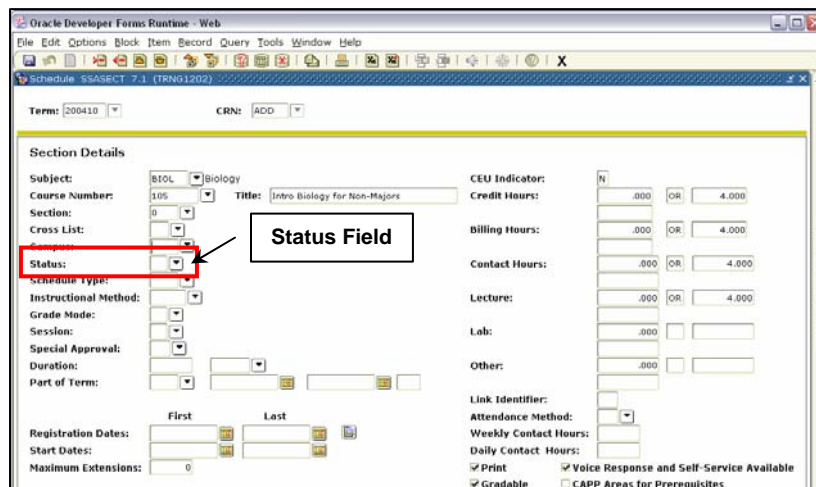
Deleting, Canceling, and Modify Sections Using SSASECT (continued)

Cancel a Section Using SSASECT (continued):

6. Click **Record** in the menu bar and click **Remove** from the list.
7. Click **Options** in the menu bar and click **Scheduled Meeting Times** from the list. The Meeting Time block displays.



8. Click **Record** in the menu bar and click **Remove** from the list.
9. Click the **Save** icon on the toolbar.
10. Click the **Rollback** icon on the toolbar.
11. Click the **Next Block** icon on the toolbar.
12. Click in the **Status** field and type **C**.



13. Click the **Save** icon on the toolbar.
14. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.