

# Viewing Department Permissions for a Section Using SSASECT

## Schedule Form:

Use the Schedule form (SSASECT) to determine if department permission is required for a section (CRN).

1. Open the **Schedule** form by typing **SSASECT** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the Term Code and the Course Reference Number are already displayed, skip to step 4.
2. Type the term code for the section (CRN) you want to view in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **Course Reference Number (CRN)** field and type the CRN you want to view. See the Entering Course Schedules workshop for more information on working with sections.

The screenshot shows the Oracle Developer Forms Runtime - Web window for the SSASECT 7.1 (BERP) form. The form is titled "Section Details" and contains the following fields and information:

- Term:** 200610 (highlighted with a red box)
- CRN:** 16510 (highlighted with a red box)
- Section Details:**
  - Subject:** Fundamentals of Material Scien
  - Course Number:** 341
  - Title:** Fundamentals of Material Scien
  - Credit Hours:** 3.000
  - Section:** 0
  - Cross List:** 0
  - Billing Hours:** 3.000
  - Campus:** M1 Main Campus Crse# 000-499
  - Contact Hours:** 3.000
  - Status:** A Active
  - Schedule Type:** L Lecture
  - Lecture:** 3.000
  - Instructional Method:** (empty)
  - Lab:** (empty)
  - Grade Mode:** (empty)
  - Other:** (empty)
  - Session:** (empty)
  - Special Approval:** (empty, highlighted with a red box)
  - Duration:** (empty)
  - Part of Term:** 1
  - Registration Dates:** 07-SEP-2005 to 21-DEC-2005
  - Maximum Extensions:** 0
  - Appr Code Field:** (empty, highlighted with a red box and callout box)
- Registration Dates:** First: (empty), Last: (empty)
- Maximum Extensions:** 0
- Appr Code Field:** The Appr Code field will display DP if Department Permission or CE if Continuing Education Permission is required for this section.
- Checkboxes:** Long Title, Comments, Syllabus, Tuition and Fee Waiver.

FRM-40208: Form running in query-only mode. Cannot change database fields.  
Record: 1/1 | ... | List of Valu... | <OSC>

4. Click the **Next Block** icon on the toolbar to populate the **Section Information** block.
5. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.