Changes that need to be made in SZASECT not CBAS:

If an immediate change to a course is needed in Banner and it does not need approval from a Chair or Dean, SZASECT in Banner can be used to make the change.

Section notes should still be entered using SZASECT.

SZASECT capabilities do differ for Fall/Spring, Summer, and AppState Online courses. These differences are outlined on the Registrar’s website.

Navigate to registrar.appstate.edu in your internet browser address bar.
Click on the For Faculty & Staff tab under the Office of the Registrar heading.

Click on the Schedule Build menu option in the black menu box on the left side of the page.
Please note:
Course additions and changes will be made in CBAS for all AppState Online courses. Changes and additions to instructors and percentage of instruction will be made in CBAS for Summer terms.

If you have any questions or need further assistance, email infoserv@appstate.edu or dial extension 6818.