## 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.

≡	× @ ellucian	Schedule SZASECT 9.3.23-ASU-1.1	1.1 (PROD)					ADD 🔝	🚊 RETRIE	VE 🔠	RELATED	🔅 TOOLS
	Term: 202240 CRN:	10064 Subject: ENG Course	3100 Title: BUSINE	SS WRITING							Sta	art Over
ជ	Course Section Informat	tion Section Enrollment Information	Meeting Times and Instructor	Comments	Online							
	COURSE SECTION INFO	ORMATION							🖬 Insert	Delete	Copy	Y, Filter
▦	Subject	ENG ENGLISH	Ca	mpus MC	Main Campus		Grade Mode					
~	Course Number	3100	5	Status A	Active		Special Approval		]			
Q	Title	BUSINESS WRITING	Schedule	Type WEB	··· Web Based-Entirely (1							
-0	Section	105	Instructional M	ethod 08	Internet or World Wide	Web						
2	* CLASS TYPE								🖸 Insert	Delete	Copy	Y, Filter
-	Traditional Class Part of Term	1 08/22/2022	12/14/2022	15								
?	Open Learning Class		12/14/2022	10								
-4-	Open Courning Class	First			Last							
*	Registration Dates								Pro	cessing Ru	lles	- 1
C→	Start Dates											
	Maximum Extensions	0										
	* CREDIT HOURS								D Insert	Delete	Copy	P. Filter
	Credit Hours									_		_
g	Credit Hours	3.000			Lecture	3.00						
	Credit Hours	None O To Or			Lecture Indicator	None	) To 🔘 Or					
	Indicator											
	Billing Hours	3.000			Lab							
	Billing Hours Indicator	None To Or			Lab Indicator	None	) To 🔘 Or					
	Contact Hours	3.000			Other							
	Contact Hours	None To Or			Other Indicator	None	) To 🔘 Or					
										_		
	* CLASS INDICATORS								🖬 Insert	Delete	Copy	Y, Filter
	Prerenuisite Check	Resid or None CAPP	DenreeWorks Daily Contact	Hours				Long Title	•			SAVE
	EDIT Record: 1/1	SSBSECT.SSBSECT SAPR CC	05.00			60000 2001	Ellucian. All rights reserved.					ellucian

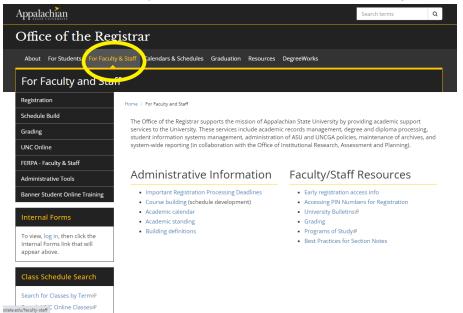
Section notes should still be entered using SZASECT.

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

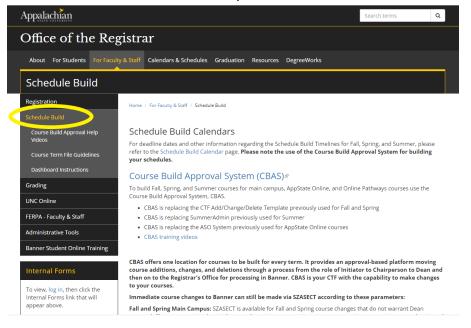
Navigate to registrar.appstate.edu in your internet browser address bar.



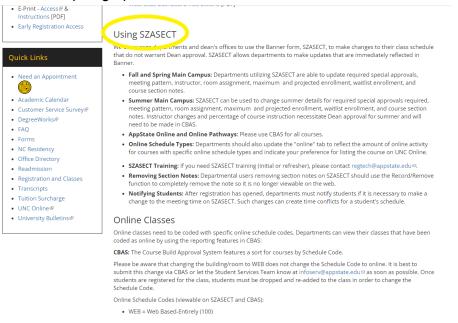
Click on the For Faculty & Staff tab under the Office of the Registrar heading.



Click on the Schedule Build menu option in the black menu box on the left side of the page.



## Scroll to the paragraph devoted to USING SZASECT.



## 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 <u>regteam@appstate.edu</u> or dial extension 6818.