

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.

The screenshot shows the Banner SZASECT interface for course ENGLISH 3100. The interface is divided into several sections: COURSE SECTION INFORMATION, CLASS TYPE, CREDIT HOURS, and CLASS INDICATORS. The COURSE SECTION INFORMATION section includes fields for Subject (ENG), Course Number (3100), Title (BUSINESS WRITING), Section (105), Campus (MC), Status (A), Schedule Type (WEB), and Instructional Method (08). The CLASS TYPE section shows Traditional Class and Open Learning Class options. The CREDIT HOURS section includes fields for Credit Hours (3.000), Billing Hours (3.000), and Contact Hours (3.000), along with radio buttons for None, To, or Or. The CLASS INDICATORS section includes checkboxes for various indicators like Phonetics, Basic or None, CAPS, Personalities, and Daily Contact Hours.

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.

The screenshot shows the Appalachian State University Office of the Registrar website. The header includes the Appalachian State University logo and a search bar. The main navigation menu includes links for About, For Students, For Faculty & Staff, Calendars & Schedules, Graduation, Resources, and DegreeWorks. Below the navigation menu is a large image of a campus building surrounded by trees with autumn foliage. The main content area features a "Class Schedule Search" section with a search bar and a "Upcoming Events" section with a calendar view for Thursday, November 4. The calendar view shows events for Thursday, November 4, Friday, November 5, and Saturday, November 6.

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

The screenshot shows the top navigation bar of the Office of the Registrar website. The 'For Faculty & Staff' tab is highlighted with a yellow circle. Below the navigation bar, the page title is 'For Faculty and Staff'. On the left side, there is a vertical menu with options: Registration, Schedule Build, Grading, UNC Online, FERPA - Faculty & Staff, Administrative Tools, Banner Student Online Training, Internal Forms, and Class Schedule Search. The 'Internal Forms' section includes a note: 'To view, log in, then click the Internal Forms link that will appear above.' The 'Class Schedule Search' section includes a link: 'Search for Classes by Term'. The main content area features a breadcrumb trail: 'Home / For Faculty and Staff'. Below this, there is a paragraph describing the Office of the Registrar's mission. Two columns of links are provided: 'Administrative Information' (including Important Registration Processing Deadlines, Course building, Academic calendar, Academic standing, and Building definitions) and 'Faculty/Staff Resources' (including Early registration access info, Accessing PIN Numbers, University Bulletins, Grading, Programs of Study, and Best Practices for Section Notes).

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

The screenshot shows the 'Schedule Build' page on the Office of the Registrar website. The 'Schedule Build' menu option in the left sidebar is highlighted with a yellow circle. The page title is 'Schedule Build'. The breadcrumb trail is 'Home / For Faculty & Staff / Schedule Build'. The main content area is titled 'Schedule Build Calendars' and includes a paragraph: 'For deadline dates and other information regarding the Schedule Build Timelines for Fall, Spring, and Summer, please refer to the Schedule Build Calendar page. Please note the use of the Course Build Approval System for building your schedules.' Below this, there is a section for 'Course Build Approval System (CBAS)' with a sub-heading and a paragraph: 'To build Fall, Spring, and Summer courses for main campus, AppState Online, and Online Pathways courses use the Course Build Approval System, CBAS.' A list of bullet points follows: 'CBAS is replacing the CTF Add/Change/Delete Template previously used for Fall and Spring', 'CBAS is replacing SummerAdmin previously used for Summer', 'CBAS is replacing the ASO System previously used for AppState Online courses', and 'CBAS training videos'. A paragraph below states: 'CBAS offers one location for courses to be built for every term. It provides an approval-based platform moving course additions, changes, and deletions through a process from the role of Initiator to Chairperson to Dean and then on to the Registrar's Office for processing in Banner. CBAS is your CTF with the capability to make changes to your courses.' At the bottom, there is a section titled 'Immediate course changes to Banner can still be made via SZASECT according to these parameters:' followed by a paragraph: 'Fall and Spring Main Campus: SZASECT is available for Fall and Spring course changes that do not warrant Dean'.

Scroll to the paragraph devoted to USING SZASECT.

- E-Print - Access[®] & Instructions [PDF]
- Early Registration Access

Using SZASECT

We encourage departments and dean's offices to use the Banner form, SZASECT, to make changes to their class schedule that do not warrant Dean approval. SZASECT allows departments to make updates that are immediately reflected in Banner.

- **Fall and Spring Main Campus:** Departments utilizing SZASECT are able to update required special approvals, meeting pattern, instructor, room assignment, maximum and projected enrollment, waitlist enrollment, and course section notes.
- **Summer Main Campus:** SZASECT can be used to change summer details for required special approvals required, meeting pattern, room assignment, maximum and projected enrollment, waitlist enrollment, and course section notes. Instructor changes and percentage of course instruction necessitate Dean approval for summer and will need to be made in CBAS.
- **AppState Online and Online Pathways:** Please use CBAS for all courses.
- **Online Schedule Types:** Departments should also update the "online" tab to reflect the amount of online activity for courses with specific online schedule types and indicate your preference for listing the course on UNC Online.
- **SZASECT Training:** If you need SZASECT training (initial or refresher), please contact regtech@appstate.edu.
- **Removing Section Notes:** Departmental users removing section notes on SZASECT should use the Record/Remove function to completely remove the note so it is no longer viewable on the web.
- **Notifying Students:** After registration has opened, departments must notify students if it is necessary to make a change to the meeting time on SZASECT. Such changes can create time conflicts for a student's schedule.

Online Classes

Online classes need to be coded with specific online schedule codes. Departments can view their classes that have been coded as online by using the reporting features in CBAS:

CBAS: The Course Build Approval System features a sort for courses by Schedule Code.

Please be aware that changing the building/room to WEB does not change the Schedule Code to online. It is best to submit this change via CBAS or let the Student Services Team know at infoserv@appstate.edu as soon as possible. Once students are registered for the class, students must be dropped and re-added to the class in order to change the Schedule Code.

Online Schedule Codes (viewable on SZASECT and CBAS):

- WEB = Web Based-Entirely (100)

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 regteam@appstate.edu or dial extension 6818.