



Registrar's Office

### BANNER INB FORM SZACSCN

This is a form in Banner-INB. It should be used by department secretaries and any staff responsible for making changes to the master schedule. This form is used to enter instructor assignments or changes, sections comments/text/or notes on SSATEXT, and enter or change restriction data on a section for class (include or exclude a member(s) of Freshman, Sophomore, Junior, or Senior) and field of study (include or exclude certain minor(s) or major(s)). Instead of filling out and submitting a Course Change Notice Form to the Registrar's Office, you can enter this data yourself. Data can be entered into Banner using this form for any active semester.

#### Instructor Change tab:

1. Enter term then use the Tab button on your keyboard to get to the next field.
2. Enter CRN or search using the LOV drop down button then use the Tab button so the system can auto-populate the Subject, Course, and Title field.
3. Next block.
4. Session Indicator should always be 01, enter faculty BID in the ID field & use the Tab button on your keyboard so the system can auto-populate the Instructional Workload, Percent of Responsibility, Primary Indicator, and Percent of Session fields.
5. SAVE
6. If a faculty assignment exists and you want to delete or change it, make sure the line is highlighted then go up to Record and select Remove and SAVE.
7. You can query to find a faculty BID by clicking on the LOV for ID. This will take you to the SIAIQRY form (Faculty/Advisor Query screen). Make sure term is entered and next block. Enter faculty last name then a % in the first name field and execute query to search for BID. Form is case sensitive so you must enter data accordingly.

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

ID	Last Name	First Name	Middle Name	Faculty	Advisor	College	Department
<input type="text"/>	Student	%	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## **Section Comment tab:**

1. Enter term then use the Tab button on your keyboard to get to the next field.
2. Enter CRN or search using the LOV drop down button then use the Tab button so the system can auto-populate the Subject, Course, and Title field.
3. Next block.
4. All data should be entered in the Section Long Text section.
5. SAVE

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the 'Section Comment' tab. The browser window title is 'Oracle Fusion Middleware Forms Services: Open > SZACSCN'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main content area shows the following details:

- Term: 201430
- CRN: 3799
- Subject: ADE
- Course: 500
- Title: INTRODUCTION TO ADULT ED

Below these details are three tabs: 'Instructor Change', 'Section Comment' (selected), and 'Class and Field of Study'. The 'Section Text' section contains a multi-line text area with a vertical scrollbar. The 'Section Long Text' section contains a larger text area with a vertical scrollbar, containing the text 'RESERVED FOR ADULT EDUCATION MAJORS ONLY' and '100% ONLINE'. An 'Activity Date' field is set to '16-DEC-2013'.

## **Class and Field of Study tab:**

1. Enter term then use the Tab button on your keyboard to get to the next field.
2. Enter CRN or search using the LOV drop down button then use the Tab button so the system can auto-populate the Subject, Course, and Title field.
3. Next block.

### General Information About This Tab:

You can add or make changes to Class Restrictions and/or Field of Study Restrictions on this tab. You can use Include or Exclude.

Codes for Class are limited to: FR=Freshman, SO=Sophomore, JR=Junior, and SR=Senior. Do not use any other codes that are listed in the LOV drop down button or table.

For Field of Study, you can use MAJOR or MINOR or ALL FIELD OF STUDY TYPE.

Oracle Fusion Middleware Forms Services: Open > SZACSCN

File Edit Options Block Item Record Query Tools Help

Course Schedule Change Notice SZACSCN 8.0B (PROD)

Term: 201430 CRN: 1710 Subject: FTT Course: 488 Title: INTERN/FIELD EXP

Instructor Change Section Comment **Class and Field of Study**

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**Class Restrictions**

Include  Exclude

Class	Description
JR	Junior
SR	Senior

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**Field of Study Restrictions**

Include  Exclude

All Field of Study Types

Type MAJOR  Major

Code	Description
FTT	Fashion and Textile Technology

Moot Hall 210  
REGOFC@buffalostate.edu