To Enter Cross Listed Courses into Banner

1.) Contact Records to obtain codes which are the faculty member's name, 3 initials, and how many cross listed classes that they will be teaching in order for her to create the codes in Banner.

2.) Once Records has created the codes.

    a.) Go to the **SSASECT** screen

    b.) Enter the **Term and CRN** information for the first course to be cross listed

    c.) Go to **Section Preferences Tab**

    d.) Under **Partition Preferences** – Enter the **letters/number code**
             For Example: DAM, DAM1, DAM2, etc….

    e.) Under **Preference Number** enter Code **01**

    f.) Save the file

    g.) Go to the **CRN number** that is to be cross listed and repeat the process (Steps b-e) entering the same code under Partition Preferences to link the courses together.

To Enter Overload Pay into Banner

1.) Go to the **SSASECT** screen

2.) Enter the **Term and the CRN** information for the course to be paid overload

3.) Go to **Section Preferences Tab**

4.) Under **Partition Preferences** – Enter Code **OVRLPAY**

5.) Under **Preference Number** enter Code **88**

6.) Save the file

Miscellaneous

1.) Section Numbers are 3 digits long – Example: 001, NC1

2.) Labs for noncredit should not be checked as Graded- Found on bottom of **SSASECT** screen