Banner/Goldmine
Class Scheduling
# Table of Contents

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>3</td>
</tr>
<tr>
<td>Schedule Form (SSASECT)</td>
<td>6</td>
</tr>
<tr>
<td>Banner’s Main Menu</td>
<td>7</td>
</tr>
<tr>
<td>Schedule Section Query Form (SSASECQ)</td>
<td>7</td>
</tr>
<tr>
<td>Schedule Form (SSASECT)</td>
<td>10</td>
</tr>
<tr>
<td>Section Enrollment Info (Max Enrollment)</td>
<td>14</td>
</tr>
<tr>
<td>Meeting Time</td>
<td>15</td>
</tr>
<tr>
<td>Instructor</td>
<td>16</td>
</tr>
<tr>
<td>Faculty Advisor Query Form (SIAIQRY)</td>
<td>17</td>
</tr>
<tr>
<td>Course Section Comments (SSATEXT)</td>
<td>20</td>
</tr>
<tr>
<td>Faculty Assignment Form (SIAASGN)</td>
<td>21</td>
</tr>
</tbody>
</table>
STUDENT AFFAIRS

CHAPTER 8
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Texas Public Information Act, Texas Government Code §552.001 et seg., are respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws the University has adopted the following policy. Individuals are informed of their rights under these laws through this policy which is included in the University Handbook of Operating Procedures and Catalog. This catalog maybe found on-line at: http://www.it.utep.edu/hoop/

8.1 General Policy
The University will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as follows:

A. to appropriate university officials who require access to educational records in order to perform their legitimate educational duties;
B. to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
C. to federal, state, or local officials or agencies authorized bylaw;
D. in connection with a student's application for, or receipt of, financial aid;
E. to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
F. to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
G. in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs UTEP not to disclose the existence of a subpoena;
H. in an emergency situation if the information is necessary to protect the health or safety of the students of other persons; or
I. to an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

The University will release information in student education records to appropriate University officials as indicated in “A” above when such records are needed by administrators, faculty, staff in furtherance of the educational or business purposes of the student or University. A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by Registrar's Office for each student and will also be made available for inspection pursuant to this policy. If the UTEP discovers that a third party who has received student records from UTEP has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Respective records no longer subject to audit or presently under request for access may be purged according to regular schedules.

8.2 Directory Information
At its discretion, the University may release Directory Information which shall include:

A. name, address, telephone number
B. date and place of birth
C. major field of study
D. participation in officially recognized activities and sports  
E. dates of attendance  
F. most recent previous educational institution attended  
G. classification  
H. degrees and awards received  
I. date of graduation  
J. physical factors (height and weight) of athletes  
K. class schedules  

Students may have any or all Directory Information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester, the first 4 class days of a summer semester, or the first 3 days of any quarter. Request for non-disclosure will be honored by UTEP for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Office of the Registrar.

8.3 Access to File

Upon written request, UTEP shall provide a student with access to his or her education records. The Vice President for Finance and Administration has been designated by the President to coordinate the inspection and review procedure for student education records, which include admissions files, academic files, and financial files. Students wishing to review their education records must make written requests to the Vice President for Finance and Administration listing the items or items of interest. Education records covered by the Act will be made available within 45 days of the request.

A list of education records and those officials responsible for the records shall be maintained at the Vice President's Office. This list includes:

8.3.1 Academic Records
Registrar's Office (Admissions/Registrar): Registrar College, Division, Department and Faculty Offices

8.3.2 Student Services Records
Counseling Office: Director of Counseling
Student Activities Office: Director of Student Activities
Student Services: Dean of Students

8.3.3 Financial Records
Business Office: Vice President for Finance and Administration
Financial Aid Office: Director of Financial Aid

Educational records do not include:
1. financial records of the student's parents or guardian;
2. confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
3. records of instructional, administrative, and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker;
4. records of law enforcement units;
5. employment records related exclusively to an individual's employment capacity;
6. medical and psychological records;
7. thesis or research papers; or
8. records that only contain information about an individual after the individual is no longer a student at the institution.
8.4 Challenge to Record

A. Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with Vice President for Student Affairs. If agreement is reached with respect to the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Vice President for Student Affairs of their right to a formal hearing.

B. Student requests for a formal hearing must be made in writing to the Vice President for Student Affairs, who, within a reasonable period of time after reviewing such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The Hearing Officer that will adjudicate such challenges will be appointed by Vice President for Finance and Administration for non-academic matters, and by the Vice President for Academic Affairs in academic matters.

C. Decisions of the Hearing Officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

D. The education records will be corrected or amended in accordance with the decision of the Hearing Officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the Hearing Officer, or both.

E. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

F. Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request in writing, assistance from the President of the institution.

8.5 Copies

Students may have copies of their educational records and this policy. These copies will be made at the student's expense at rates authorized in the Texas Open Records Act except that official transcripts will be $2.00. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at UTEP.

8.6 Complaints

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
Schedule Form (SSASECT)

Begin by double clicking on the Goldmine/Banner icon on your desktop.

The Sign-in form will appear.

Enter your user name. (Tab or click in the password box)

Enter your password.  (Tab or click in the Database box)

Enter prod_db in the database box.

Press enter or click Connect.

Tip: If you wait for the wait symbol to stop, you will wait forever, the wait symbol doesn’t stop.
Banner’s Main Menu:

Next to the “Direct Access” box is a drop down menu listing the possible values for “Direct Access”. The values are:

- Student System Menu
- Alumni/Development Main Menu
- Finance System Menu
- Main Human Resources System Menu
- Financial Aid System Menu
- General System Menu
- Banner/Xtender Solutions System Menu
- Banner Core System Menu

Enter “SSASECT” in the “Direct Access” Box. Press “Enter”.

You use the Schedule Form, SSASECT, to build and maintain the schedule of classes, according to the definitions and restrictions that were created in the Course Catalog. A course catalog record must exist prior to the creation of sections for that course.

Begin by filling out the “Key Block” with the term of classes to be entered, then the course reference number. The six digit format for the “Term” is YYYYTT. Where YYYY is the second year in our academic calendar and TT is “10” for the Fall Semester, “20” for the Spring Semester and “30” for the Summer Semester. (Ex. “Fall 2002” is written as 200310, “Spring 2003” is written as 200320)
Tip: Any heading displayed with a blue font has a list you may select from. To open the list double click on in the box next to or below the heading with the blue font.

If this is a new section type “ADD” in the “Course Ref. Number” block otherwise enter the 5 digit course ref. number (CRN).

Then Click the “Next Block” icon.

If you do not know the CRN or would like to see a listing of all the CRNs for a course, double click inside the “Course Ref. Number” block. The section query form will appear.

Enter the Course Subject

Enter the Course Number (4 digits)

Press “F8” or Click the execute query icon.
The SSASECQ form will fill out.

Click on the section you wish to view/edit/etc. (It will highlight in yellow)

Click the “Select” icon.

You will return to the SSASECT Form.

Click the “Next Block” icon.

This will fill out the form and position you to view/change the detail.

*Tip: SSASECT is only open to update (make changes, add sections) twice a year for about 1 – 2 months at a time. At all other times it is set for view access only.*
Tip: Use the TAB key to move through all the entries, this way none will be missed or forgotten.

To delete a section you must be in the section then click the keys “shift + F6” then click save or on the menu tool bar click on “Record” then click on “Remove” then click save.

If you need to cancel a section, DO NOT use the delete function. This causes errors in the state reporting that UTEP must submit.

**Field**  **Description**

**Subject**  Enter the Course Subject. (ie. HIST, PSYC, MATH, etc.)

**Crse Number**  Enter the 4 digit Course Number. **DO NOT** change the course name If the course that you are creating has a specific topic, you can enter the topic in the Course Section Comments form which is explained later in this manual.

**Section**  If you are creating several sections of the same subject and course number, it is important that you number them by listing them in order of when they are going to be taught by using odd number system. See Example below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>MWF</td>
<td>07:30-08:20 a.m.</td>
</tr>
<tr>
<td>003</td>
<td>MWF</td>
<td>08:30-09:20 a.m.</td>
</tr>
<tr>
<td>005</td>
<td>MWF</td>
<td>08:30-09:20 a.m.</td>
</tr>
<tr>
<td>007</td>
<td>TR</td>
<td>09:00-10:20 a.m.</td>
</tr>
<tr>
<td>009</td>
<td>TR</td>
<td>13:30-14:50 p.m.</td>
</tr>
</tbody>
</table>
In the example above, you will notice that 003 and 005 are listed at the same time. If you know who will be teaching the courses at these times, then you can arrange them in alphabetical order. For example, Jefferson would be listed under 003 and Thomas would be listed under 005.

Reminder: Always start your three digit numbering system with a “0”. For classes that do not have days and times listed, but do have the instructor’s last name listed, may be arranged in chronological order by arranging the instructors in alphabetical order. (ex. 001, 003, 005,…011, 013, etc.)

Tip: Use odd numbers so that in the future you will have the space you may need to add a section.

Cross List If you have a cross-listed course contact the Schedule Coordinator to ensure that the courses are entered correctly.

Campus Should be “M” (Main campus)
Status “A” for active class. You should not be entering information on an inactive class.
Schd Type Double click in the box and select the appropriate type. (Ex. Lecture, Lab, etc.)
Part/Term The part of term field tells us from dates the course will be taught. You can either tab across the fields to automatically fill in the dates, or you double click on that field so that you choose the dates listed.

Tip: Make sure you enter the appropriate part of term for the “Wintermester, Maymester, Summer I, and Summer II.

Tip: In order to teach a course that will be meeting at different dates than those listed on Goldmine, you will need to get permission from the Provost Office.

Grade Mode Leave BLANK
Session Leave BLANK
Appr Code Click on the down arrow above the navigating (yellow) box until you see “Basic Course Information”

Click once.
Click ‘Next Block’.

The “Preq Waiv.” field needs to match with the “Appr. Code” field. (Departmental approval or placement exam). Exceptions are the engineering cluster (EC) and liberal arts (LC) classes.

Tip: Make sure you are at the same subject course term as the SSASECT.
The “Credit/CEU, Billing, Lab, Other” blank fields must be filled out to receive proper credit. The suggested number of hours from the course catalog is given in the boxes above.

**Attn. Meth**  Leave BLANK
**Print**  When checked this section is printed in the class schedule and viewable on the web.
**Gradable**  When checked means this course is gradable
**CAPP Areas for Pre-Requisites**  Leave Blank
**Tuit/Fee Waiver**  Leave Blank
**VR/Web Avail**  Student may register for this section through the Web or Telephone
**Link Ident**  If you have a linked course contact the Schedule Coordinator to ensure that the courses are entered correctly.

*Tip: Remember to save and save often. If you added a new section make note of the Course Ref. Number.*
You will get the next screen by clicking on “Section Enrollment Info” or by tabbing after “Attn. Meth.”

**Maximum**  Enter the capacity desired under the Maximum field. The Actual field will indicate how many students have registered, and the Remaining field indicates how many seats still available.
Click “Next Block” twice.

Tab across the date field to ensure that it is filled out. There are 3 fields that are required:
1. Start Date
2. End Date
3. Hrs/Wk

When only these fields are filled out the section will be listed as a “TBA” in the class schedule.

If you choose to fill out the information “Start & End Time” time fields are listed as 24 hour clock. You may specify a building (“Build” field), but DO NOT specify a room (“Room” field.)

If you make any changes to the meeting days or time, you must blank out the “Room” field.

Tip: Do not schedule/assign anything in UGLC. A request form needs to be submitted for approval. You may get a form from the schedule coordinator.

Save
Click “Next Block”.

**ID**
Enter the Social Security Number of the Faculty member assigned to this section.

**Instruction Workload**
Leave Blank.

**% Resp**
Enter a numeric value ex. 100.

**P**
Check if this is the primary instructor. Also, this is the instructor who can enter grades on the web.

**O**
Override flag.

**% Sess**
This numeric value should equal the “% Resp” value.

*Tip: If you do not assign a instructor the class schedule will print “STAFF” for the instructor. You will need to assign an instructor by census day.*

*Tip: If more than 1 instructor is assigned, then the total percentages of the instructors needs to be 100.*

Save
If you do not know the Social Security Number of the Faculty member click on 

Click in the “**Last Name**” block.
Enter the last name of the instructor.
Tab once.
Enter the first name of the instructor.

*Tip: Banner/Goldmine is case sensitive.*

Click on 

If no faculty is found:

Click on once
Click on once
Uncheck Faculty

Click on 
If the faculty is not found then the faculty member is not in the Banner system yet contact the VPAA office for further help.
The faculty member has now been found.

Click the Social Security Number once. (The “ID” field)

Click on [ ]

You have added a faculty member.
These blocks are not being used at this time.

Click “Next Block” twice.
If you need to add a section comment click on the down arrow under the navigating section once.

Click on the “Course Section Comments” once.

Click in the blank line and enter comments. Please enter them in as “Above section is xxxxxx” where xxxxxx is your comment. Ex. “Above section is taught in Spanish.”

To remove a comment line click in the line then click on the delete/remove record.

Tip: If you need to remove all the comments, start at the last comment and remove each record from the bottom to the top.

To add a line, click on insert a record.

Save
Then click 📊
Faculty Assignment Form (SIAASGN)

Since the SSASECT is only open during a finite amount of time, you may need to add faculty to a class after the SSASECT is closed for update. From the Banner Main Menu type “SIAASGN” in the ‘Direct Access” block.

Tip: All faculty for a semester (except Fall 2003) need to be assigned by census day to ensure that the Coordinating Board Reports and the Faculty Workloads are complete.

Enter the Faculty’s SSN or ID or the “Last name, First name” or do a search for the ID. Click “Next Block.”

The faculty’s assignments will appear. If you need to add a class, click in the next available blank record and type the CRN (course reference number) in the appropriate block. If no blank record is available, click on the “insert record” icon then type the CRN (course reference number...
number) in the appropriate block. Remember to check off the block under the “P” if this is a primary instructor.

Tip: Only primary instructors may enter the student grades through the web.

To remove a faculty from a class, first click on the course the faculty in no longer teaching then click on the “delete record icon”.

Tip: If you are changing instructors delete the old instructor first, and then add the new instructor.

Save
For information on additional training:

IT Training Web Site: http://training.utep.edu/

For information on Goldmine/Banner: Go to the IT training site and click on Goldmine

For information on the “Handbook of Operating Procedures”: http://www.it.utep.edu/hoop/

Help Desk at 4357 on campus, or 747-5257 off campus.