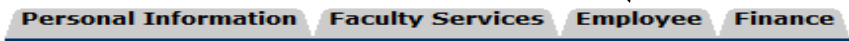


Adding Course to SYASECT

1. Log-in to Web Self Service



2. You will need to go to the Employee tab



Main Menu

Notice: Web Self Service is a separate system from OneStop.

Personal Information

Update addresses, contact information or marital status; review name or social security number.

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information.

Employee

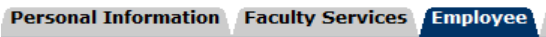
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms.

Information Technology Requests

View and Submit Information Technology Forms and Requests

RELEASE: 8.9

3. Custom Forms From Banner 8



Employee

Time Sheet

Leave Report

Position PDQ

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, benefits.

Pay Information

Direct deposit allocation, earnings and deductions history.

Tax Forms

W4 information, W2 Form or T4 Form.

Jobs Summary

Leave Balances

Campus Directory

Banner INB Password Reset/Unlock

Departments

NEW! Pay my bill

Online bill payment

Key Request

University Key Request form

Verify Employee Status

Behavioral Intervention Form

Student Incident Report

Employee Salary Database

Custom Forms From Banner 8

You must have access to see the forms.

RELEASE: 8.9

4. Click on SYASECT

Personal Information Faculty Services **Employee**

Search Go

SYACMAX

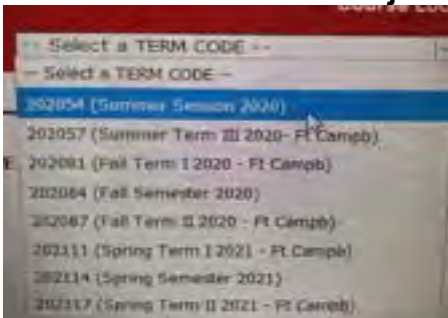
SYASECT ←

RELEASE: APSU 1.0

5. Using the Select a Term Code drop down menu select the term you are building in. And **ADD** for the new CRN and Search.

Fill in the following fields:

- a. **TERM:** Enter the term you wish to add classes to. Example would be 202054 for summer term, main campus
- b. **Select a Subject** from the drop down and enter the course number



Enter the Term, Subject, and Course Number or Use the CRN Search to Get Started.

The term code can not be null
The Subject can not be null
The Course Number can not be null

Select the Term, Subject, and Enter the Course Number to Add New Course
Use the CRN Search to Copy or Modify an Existing Course

-- Select a TERM CODE -- -- Select a SUBJECT -- CRS Numb: Course Number... Search

CRN Search for Course Copy or Edit

- a. **Subject:** - Enter the rubric of the course. Example ENGL for English course
- b. **Course Number:** - Enter the course number for the course. Example 1010 for ENGL 1010
- c. **Enter Section Number:** – Section number is based on the time the course is offered. Please refer to the appropriate **Section Number Table** that is attached. Please notice there are different tables for Clarksville campus, summer Clarksville campus and Fort Campbell. If you are offering a course scheduled at a particular time more than once you add 30 to your section number. Example. If you have two ENGL 1010 courses being offered MWF 1:25 – 2:20, the first one entered would be ENGL 1010 section **11**. The second one entered would be ENGL 1010 section **41**. Do not use an E in the section unless the course is Enhanced. If the course is offered in part-of-term A or B for main campus please include an A or B after the section number. Example: 05A of part-of-term A or 05B for part-of-term B. Please use two digit section number.
- d. **Campus, Schedule Type, Instructional Method, Special Approval and Part or Term are all selected from a drop down menu.**
- e. **You can click Create Course** and this will populate the credit hours for you.

Course Section Information: Add Course

Term	<input type="text" value="202184"/>
CRN	<input type="text" value="add"/>
Section	<input type="text"/> ←
Subject	<input type="text" value="ART"/>
Course Number	<input type="text" value="1035"/>
Campus	<input type="text"/> ←
Status	<input type="text" value="Active"/> ←
Schedule Type	<input type="text"/> ←
Instructional Method	<input type="text"/> ←
Special Approval	<input type="text"/>
Part of Term	<input type="text"/> ←

Section Enrollment Information

Maximum	<input type="text"/>
---------	----------------------

←

NOTE: If you have any questions about entering variable hours, please contact Beth Foss at fossb@apsu.edu and/or CC: Patrice Cheatham at cheathamp@apsu.edu.

WEB courses

When creating a WEB based you will need to tab to the Course Meeting Dates and Locations and click in the grey area to populate the term dates then click save and move to the Instructor

Personal Information Faculty Services **Enrollment** (Classics Information Technology Support)

Search [] [Go]

Course Section and Enrollment **Course Meeting Dates and Locations** Course Instructor Copy a Course Display Course

Make New Course

CRN: 3547 TERM: 202184

Click Add New Row to create a new schedule
Click any row to edit or delete the row

Meeting Dates

Meeting Type	Start Date	End Date	Start Time	End Time	Building	Room	M	T	W	R	F	S	U	Session Indicator
--------------	------------	----------	------------	----------	----------	------	---	---	---	---	---	---	---	-------------------

Add New Row

CRN: 3547 TERM: 202184

Create new schedule entry and click save

Meeting Time: [] [Search]

Meeting Dates

	proposed changes	current schedule
Meeting Type	Class	
Start Date	23-AUG-2021	
End Date	10-DEC-2021	
	Monday <input type="checkbox"/>	
	Tuesday <input type="checkbox"/>	
	Wednesday <input type="checkbox"/>	
	Thursday <input type="checkbox"/>	
	Friday <input type="checkbox"/>	
	Saturday <input type="checkbox"/>	
	Sunday <input type="checkbox"/>	
Start Time	[]	
End Time	[]	
Session Indicator		01
Session Credit Hours	3	

Meeting Location

Building []

Room []

[Save]

Entering Variable Hours in SYASECT

1. Create these course the same as a normal course except when you get to the credit hours enter the desired hours and click Add New Course. An email is generated to the scheduling specialist who will enter the credit hours to update the course.

Variable Hour Course Instructions

Some courses will be created with no credit hours, though all other data can be entered and saved

If you request is more than 3 credit hours, the system will automatically forward your request to: sched-specialist@apsu.edu for approval.
You will be copied on any request emails the system creates.
Enter the number of credits for this course to continue.

Credit Hours 3 TO 12

2. **Create Course:** button located at the bottom of the page.
Tip: If you are working from a spreadsheet, I would write down the CRN on to your spreadsheet for the corresponding course. This will make it easier for quick reference when checking your schedules later.
3. **Section Enrollment Information** – You can either enter the capacity here or This is where you will enter the course capacity or **SYACMAX**
 - a. Enter the requested maximum enrollment for the class. When you **Create Course**, the **Remaining** block will update with the number of seats remaining open. As students register the **Actual** and **Remaining** numbers will update themselves.

4. Click on the **Course Meeting Times and Location.**

Course Section and Enrollment **Course Meeting Dates and Location** Course Instructor Copy a Course Display Course

Click in Start Time to move to next screen

Subject, Course Number, and Section Already Exist

Click Add New Row to create a new schedule
Click any row to edit or delete the row

Meeting Dates														
Meeting Type	Start Date	End Date	Start Time	End Time	Building	Room	M	T	W	R	F	S	U	Session Indicator
CLAS	12/14/2021	12/23/2021												ST

Meeting Time:

4. **Meeting Times is selected from the drop down menu.** When you select the meeting code that corresponds with the sections number you selected the information will automatically populate.

Proposed Changes: Meeting Type will **ALWAYS** be **CLAS**

CRN: 1071 TERM: 202184

You may edit the schedule and click save
Use the Delete button below to remove the schedule row

Meeting Time:

Meeting Dates

	proposed changes	current schedule
Meeting Type	Class	Class
Start Date	23-AUG-2021	23-AUG-2021
End Date	10-DEC-2021	10-DEC-2021
	Monday <input type="checkbox"/>	
	Tuesday <input type="checkbox"/>	
	Wednesday <input type="checkbox"/>	
	Thursday <input type="checkbox"/>	
	Friday <input type="checkbox"/>	
	Saturday <input type="checkbox"/>	
	Sunday <input type="checkbox"/>	
Start Time	<input type="text" value="24MM"/>	
End Time	<input type="text" value="24MM"/>	
Session Indicator		01
Session Credit Hours	3	3

5. **Meeting Location is also selected from a drop down menu**

Meeting Location

Building	<input type="text"/>
Room	<input type="text"/>



- a. **Days of the Week** – This is populated when the section number is entered
 - i. **HYBRID Courses** – If you wish to offer this course as a hybrid and need to remove day(s) the course is offered, click on the checkboxes under the days you wish to remove and this will “uncheck” the boxes. For example, if you chose section number 06 (Meets TR from 9:35 a.m. – 11:00 a.m.) and you only want the course to physically meet on Tuesday, you would go to the checkbox under Thursday and click it. This will remove the check from the checkbox
- b. **Start Time** – This is automatically populated when you enter the section number. The time is shown in military time (24 hour clock).
- c. **End Time** - This is automatically populated when you enter the section number. The time is shown in military time (24 hour clock).
- d. **Instructor Information** will be entered on the **Course Instructor** screen.
 - **Enter the instructors A# > Search > Save at the bottom of the screen**

Enter A number to change or assign an instructor.

Enter Instructor A number to Assign or Update:

Instructor	
Instructor	Katherine Michelle Honea
Session Indicator	01
Primary Indicator	<input checked="" type="checkbox"/>
Override Indicator	<input type="checkbox"/>

Note: If the course has any of the following information please email Beth Foss with the CRN and the special information:

- A. Hybrid
- B. Co-requisite courses
- C. Study abroad/ alternate campus locations
- D. Special topic course titles
- E. Courses using the same room at the same time
- F. Courses using two different rooms at the same time
- G. Enhanced courses
- H. DVC instruction only when special permission is granted

Cancelling Classes in SYASECT

To cancel a course in Web Self Service SYASECT: Click Display Course

To cancel course click Delete Course at the bottom on the page. Verify by going to **Course Section and Enrollment** to check status.

Course Section and Enrollment Course Meeting Dates and Location Course Instructor Copy a Course **Display Course**

[Make New Course](#)

Displaying Current Informaiton for CRN: 1071 TERM: 202184

Course Details

Term	202184
Section	W6
CRN	1071
Course Title	Introduction to Art
Subject	Art 1035
Campus	APSU, Clarksville Campus
Status	Active
Schedule Type	Lecture
Instructional Method	Online Instruction
Special Approval	None
Part of Term	Full Term

Course Schedule

Start Date	End Date	Building	Room	Time
23-AUG-2021	10-DEC-2021			-

Credit Hours

Credit Hours	3
Billing Hours	3
Contact Hours	3
Lecture	3
Lab	
Other	

Section Enrollment

Maximum	30
Actual	0
Remaining	30

Instructor

Instructor	NAME NOT FOUND FOR PIDM:
Session Indicator	01
Primary Indicator	
Override Indicator	

Delete Course


[delete course](#) 

[Make New Course](#)

Displaying Current Information for CRN: 1071 TERM: 202184

Course has been deleted

Course Details

Term	202184
Section	W6
CRN	1071
Course Title	Introduction to Art
Subject	Art 1035
Campus	APSU, Clarksville Campus
Status	Canceled 
Schedule Type	
Instructional Method	Online Instruction
Special Approval	None
Part of Term	Full Term

Course Schedule

Start Date	End Date	Building	Room	Time
------------	----------	----------	------	------

Credit Hours

Credit Hours	3
Billing Hours	3
Contact Hours	3
Lecture	3
Lab	
Other	

Section Enrollment

Maximum	30
Actual	0
Remaining	30

Instructor

Instructor	NAME NOT FOUND FOR PIDM:
Session Indicator	01
Primary Indicator	
Override Indicator	

Delete Course

[delete course](#)