Banner Cheat Sheet

Banner Schedule Screens	
SSASECT	Schedule – Class information (dates, days, times, room, instructor, etc.)
SIAASGN	Faculty Assignment – Pay details (assignment type, load, contract type)
SSAACCL	Schedule Calendar – Academic Calendar Type code (students **cannot** register if empty)
GUAQFLW DASCH	Quick Flow screen Quick Flow code to open the 3 scheduling screens

Term Code	
Summer 2019	202012
Fall 2019	202022
Winter 2020	202032
Spring 2020	202042

Attendance Method	
W = Weekly	• 12-week class that meets face-to-face • used only in the fall, winter and spring quarters
D = Daily	• less than 12-week class that meets face-to-face in the fall, winter and spring quarters • summer quarter class that meets face-to-face • meets 5 times or more with same number of hours for each meeting
IW = Independent Study Weekly	• 12-week online, hybrid, special projects or internship classes • used only in the fall, winter and spring quarters
ID = Independent Study Daily	• less than 12-week online, hybrid, special projects or internship in the fall, winter and spring quarters • summer quarter online, hybrid, special projects or internship class
P = Positive Attendance	• classes that have no specific meeting days/times • classes that meet less than 5 times • classes that have no consistent number of hours per meeting • APRN and Noncredit classes • Instructor must collect attendance and report it to A&R

Online Class	Hybrid Class
• IW or ID attendance method • Schedule type = 72 • Room = Online • Footnote required • Section number ends in "Z" - Summer = 61Z; Fall = 62Z; Winter = 63Z; Spring 64Z	• IW or ID attendance method • Face-to-face schedule type = 02 or 04 • Online schedule type = 88; Room = Online • Footnote required • Section number ends in "Y"

Meeting Type Code in Meet Line - SSASECT					
LECTURE HOURS	**MEETING TYPE**	**LAB HOURS**	**MEETING TYPE**	**LECTURE AND LAB HOURS**	**MEETING TYPE**
Face-to-face	**CLAS**	Face-to-face	**LAB**	Face-to-face	**CLAS & LAB**
Hybrid	**CLAS & TBA**	Hybrid	**LAB & TBA**	Hybrid	**CLAS & LAB**
Online	**CLAS**	Online	**LAB**	Online	**CLAS & LAB**

Internship/special projects class that HAS meeting days and time	**CLAS**
Internship/special projects class that has NO meeting days and time	**TBA**

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Full-time Faculty Pay Information - SIAASGN				
AT	**Calculated Workload**	**Contract Type**	**Position #**	**Position # Suffix**
0 = part of load pay	not zero	blank	blank	blank
2 = overload pay	not zero	FO (fall, winter and spring) SU (summer)	term code	unique 2-digit #
3 = no pay	0	blank	blank	blank

Part-time Faculty and Classified Employee Pay Information - SIAASGN				
AT	**Calculated Workload**	**Contract Type**	**Position #**	**Position # Suffix**
4 = part-time contract pay	not zero	AC (fall winter and spring) SU (summer)	term code	unique 2-digit #
8 = classified contract pay	not zero	AC (fall winter and spring) SU (summer)	term code	unique 2-digit #
5 = no pay	0	blank	blank	blank

*Note: To change the **[Calculated Workload]** field, edit the **[Override Workload]** field.*

Classes that Require a Footnote	
Format: **Class ID + colon + footnote**	
Hybrid Class	Must provide information about when it meets face-to-face and when it meets online
Off-campus Class	Must provide off-campus address and/or contact information
Online Class	Handled by the Online Learning Office
Noncredit Class	Must provide details of the class and who should register for it
Short Duration Class	Must provide the duration of the class with start and end dates and how many weeks it meets
Special Programs Class	Must provide details about the name of the special program, how students can enroll and contact information
Special Projects or Internship Class	Must provide registration details and/or general information about the class

Help!
Email us: scheduling@fhda.edu