

How to Build EMBA Sections

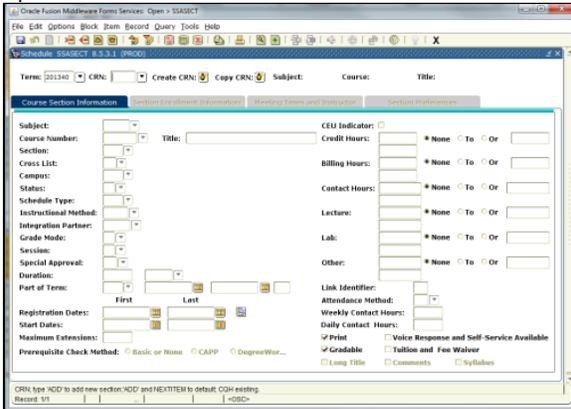
Send all dates to The Office of the Registrar to build the parts of term before starting.

Step-by-step guide

- [Course section information](#)
- [Enrollment and reserved seats](#)
- [Meeting times and instructors](#)

Course section information

1. Open SSASECT.



2. In the term field, enter the term you are building the class for.
 - a. For spring classes, the year is followed by 20
 - b. For summer classes, the year is followed by 30
 - c. For spring classes, the year is followed by 40
3. Click on **Create CRN**.



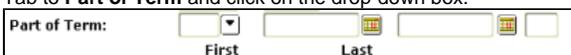
4. In the **Subject** field, enter the 3 letter code for the class. (Ex. FIN, QBA, ACC, MKT, CIS)
5. Tab to the **Course Number** field, enter the 3 digit number for the class.
6. Tab to the **Section** field. Notice that the Title field is filled from the catalog. Enter the section number.



7. Tab to the **Campus** field. Enter *Y*. This code means that the class will be held on the Springfield campus, but students will not get charged student services fees.
8. Tab to **Status**. Enter *A* for active.
9. Tab to **Schedule Type** field. Enter *LEC* for lecture.
10. Tab. Notice that the Instructional Method field fills with TRAD for traditional.



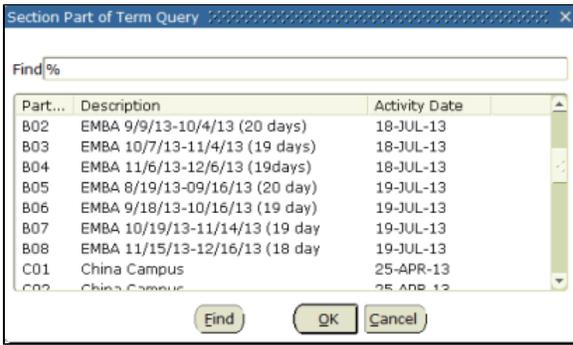
11. Tab to **Part of Term** and click on the drop-down box.



12. Scroll through the list until you find the parts of term that start with "B." These are the part of term that are created especially for the EMBA program by The Office of the Registrar.

Related articles:

- [How to Self-Enroll in the Graduate College Thesis Course](#)
- [How to Edit an Important Link - File or Image](#)
- [How to Create an Important Link](#)
- [How to Edit an Important Link - Web Page](#)
- [How to Work with the Course Menu](#)



13. Click on the dates that match the length of time for the course.
14. Click **OK**.
15. In the **Credit Hours** field, enter the number of credit hours. It is listed on the first line.

Credit Hours: None To Or

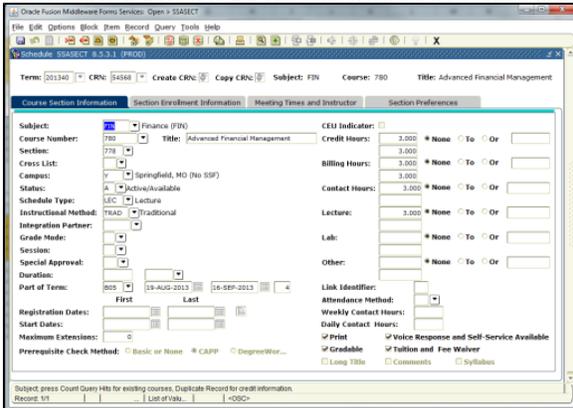
16. Tab to the field below called **Billing Hours**. Fill in the same number you entered for Credit Hours.

Billing Hours: None To Or

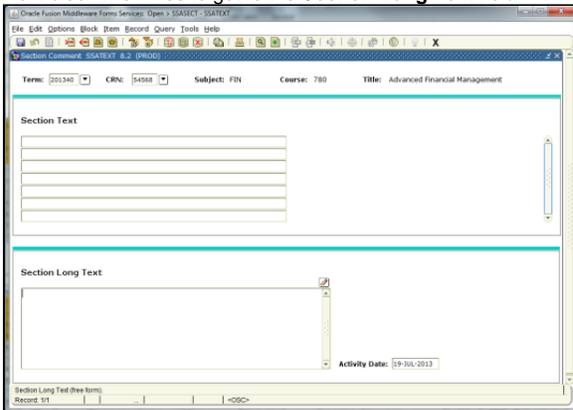
17. At the bottom, click on the checkbox next to **Tuition and Fee Waiver**.

Print **Voice Response and Self-Service Available**
 Gradable **Tuition and Fee Waiver**

18. Save. You now have a CRN. The screen should look similar to this:



19. Click on **Options** and choose **Course Section Comments**.
20. Next block two times to get to the **Section Long Text** field.



21. In the **Section Long Text** field, enter *For EMBA students only*.
22. Save and close to return to the Course Section Information page.

Enrollment and reserved seats

1. Click on the **Section Enrollment Information** tab.
2. In the **Maximum** field, enter the number of seats in the class. This is typically set to 40.
3. Save.

Maximum	Actual	Remaining	Waitlist Maximum	Waitlist Actual	Waitlist Remaining	Projected	Prior
40	0	40	0	0	0	0	0

4. Click on the **Reserved Seats** tab. This is what keeps other students from registering in these classes.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort

5. In the **Reserved Maximum** on the first line, enter 0.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort

6. Arrow down to the second line. In the **Program** field, enter *BUAE-MBA*.
7. Click the drop down on the **Curricula** field. Choose *Any*.

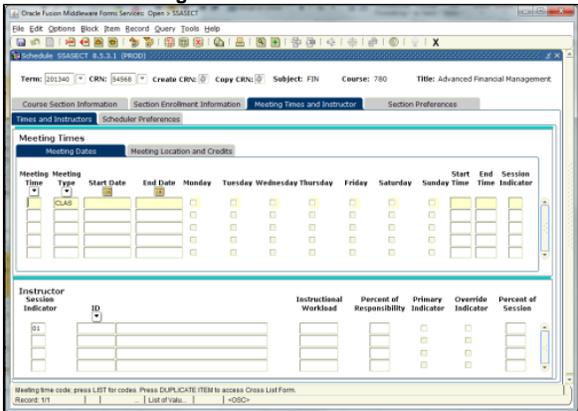
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort
				BUAE-MBA				Any		

8. Click the checkbox next to **Overflow**.
9. In the **Reserved Maximum** field, enter the number you entered in step 2. (this example used 40)
10. Save. The screen should look like this:

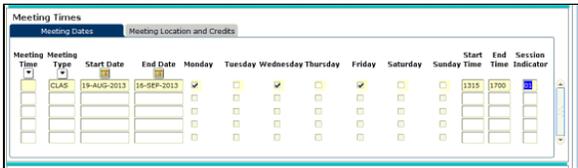
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class Attribute	Cohort
				BUAE-MBA				Any		

Meeting times and instructors

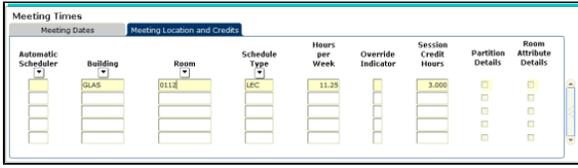
1. Click on the **Meeting Times and Instructors** tab.



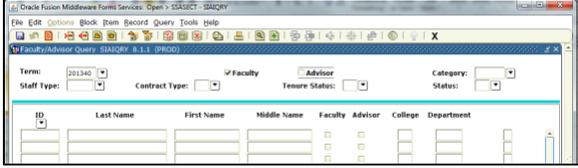
2. Press TAB two times. The term start and end dates will populate based on the part of term that is chosen on the Course Section Information tab.
3. Click the days of the week the class will meet.
4. In the **Start Time** field, enter the time the class will start. Times are recorded in 24 hour military time. (9:00 a.m. is 0900. 1:00 p.m. is 1300)
5. Tab to the **End Time** field. Enter the time the class will end. This is also 24 hour military time.



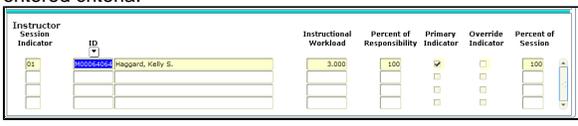
6. Save.
7. Click on the **Meeting Location and Credits** tab.
8. In the **Building** field, enter the four letter code for the building. (ex: GLAS)
9. In the Room field, enter the room number. This must be four digits. (instead of room 112, enter room 0112)
10. Save.



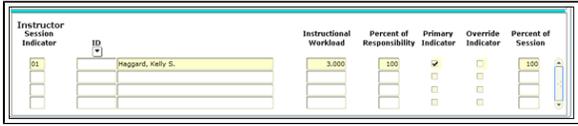
11. Next block to get to the **Instructor** section.
12. Click on the drop down under **ID**. This will bring up a search page.



13. In the **Last Name** field, enter the instructor's last name. This field is case sensitive.
14. In the **First Name** field, enter the instructor's first name. This field is case sensitive as well. If the first name is now known, it can be left blank.
15. Click on **Query** and choose **Execute**. This will bring back results for all the people who meet the entered criteria.



16. Double click on the ID number of the correct instructor. This will return your selection to the Instructor page.
17. Save.



For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891