

# Simplified UCRN Instructions

Section updating prepares the semester schedule for student registration each term. Section updating deadlines are static and are published on the Registrar's Office website. The deadline to update sections in Banner for Spring is August 15<sup>th</sup>. The deadline for Summer and Fall is December 15<sup>th</sup>. Resources and instructions are available on the Registrar's Office website at <https://www.augusta.edu/registrar/section-update>.

## STEP ONE

### Update SSASECT (Pages 11-35)

Used to inform students of meeting times and instructors and classroom scheduling of room requirements.

Update Section Status - Page 11

Update Meeting Times - Page 22

Update Instructor - Page 33

Update Room Location Preference - Page 25.

Review all SSASECT information listed in the manual.

## STEP TWO

### Review SSARRES

Used to build and maintain the restrictions that will be enforced during registration.

Review SSARRES to ensure restrictions are correct for the course - Page 35.

## STEP THREE

### Review SSAPREQ

Used to build and maintain the required prerequisites for the section.

Review SSAPREQ to ensure the prerequisite course listed in BANNER is a prerequisite for the course - Page 36.

## STEP FOUR

### Review SSATEXT

Used to attach comments to a section that will display in the "Notes" section of the schedule of classes.

Review SSATEXT to ensure any special instructions for this course has been included - Page 37.

Contact [classes@augusta.edu](mailto:classes@augusta.edu) for assistance.