

Course Build Cheat Sheet

SSASECT Course Section Info	eCore	Non-Affiliate eCore (aft Sum18 gone)	eMajor-Collab (ORGL, CRJU, FTA, NURS)	eMajor Single Institution - BBA	eMajor Single Institution - ITEG (Gone after Summer 2020)	eMajor Single Institution - RN-BSN	eMajor Single Institution - BIT	GA Film Academy	USG Goes Global
Subject	SUBJ	SUBJ	SUBJ	SUBJ	SUBJ	SUBJ	SUBJ	SUBJ	SUBJ
Course Number	####	####	####	####	####	####	####	####	####
Section	##G (S20 & prior) #LetterG (R20)	Z##	##E ## (FTA)	##F	##F	V##	##F	#	##
Campus	O-eCore	O-eCore	EM-eMajor	EM-eMajor	EM-eMajor	EM-eMajor	EM-eMajor	I - Pinewood Trillith, SCTC, CSU, Internship T - OFS	9-Foreign-Studies Abroad
Status	A-Active	A-Active	A-Active	A-Active	A-Active	A-Active	A-Active	A-Active	A-Active
Schedule Type	M-Asynchronous Instruction	M-Asynchronous Instruction	M-Asynchronous Instruction	M-Asynchronous Instruction	M-Asynchronous Instruction	M-Asynchronous Instruction	M-Asynchronous Instruction	B-Lecture/Lab or Internship N-Internship	A-Lecture
Instructional Method	E-Entirely at distance	E-Entirely at distance	E-Entirely at distance	E-Entirely at distance	E-Entirely at distance	E-Entirely at distance	E-Entirely at distance	B-Lecture/Lab or Internship N-Internship H-Hybrid	blank
Integration Partner	ISEND-INGRESS Sending Section	BLANK	ISEND-INGRESS Sending Section	ISEND-INGRESS Sending Section	ISEND-INGRESS Sending Section	ISEND-INGRESS Sending Section	ISEND-INGRESS Sending Section	ISEND-INGRESS Sending Section	ISEND-INGRESS Sending Section
Session	B-unassigned space	B-unassigned space	B-unassigned space	B-unassigned space	B-unassigned space	B-unassigned space	B-unassigned space	E-Off Campus, unassigned space	E-Off Campus, unassigned space
Special Approval	blank	EC-eCore Restricted	Blank if UWG offers, EC-eCore Restricted if not	EC-eCore Restricted	EC-eCore Restricted	EC-eCore Restricted	EC-eCore Restricted	Blank if UWG offers, EC-eCore Restricted if not	EC-eCore Restricted for all USGG
Part of Term	G01, G02, G03, G04	G01, G02, G03, G04	E01, E02, E03, E04	F01, F02, F03, F04	previous(F02, F03, F04) P02, P03, P04	P05, P06 P07 - Short Term	B01	GFA	Summer 20 - X [previous - X01, X02, X03, X04, X05, X06, X07, X08]
Credit Hours	Credit Hrs	Credit Hrs	Credit Hrs	Credit Hrs	Credit Hrs	Credit Hrs	Credit Hrs	Credit Hrs	0 hrs
Print	Check	Uncheck	Uncheck or Check-if UWG Offers	Uncheck	Uncheck	Uncheck	Uncheck	Uncheck or Check-if UWG Offers	Uncheck or Check-if UWG Offers
Voice Response & Self Service Available	Check	Uncheck	Uncheck or Check-if UWG Offers	Uncheck	Uncheck	Uncheck	Uncheck	Uncheck or Check-if UWG Offers	Uncheck
Tuition and Fee Waiver	Uncheck	Check	Check or Uncheck-if UWG Offers	Check	Check	Check	Check	Check whether UWG offers or not	Check whether UWG offers or not
SSASECT	eCore	Non-Affiliate	eMajor-Collab	eMajor Single	eMajor Single	eMajor Single	eMajor Single	GA Film Academy	USG Goes Global

Section Enroll Info				Institution - BBA	Institution - ITEC	Institution - RN-BSN	Institution - BIT		
Maximum	Enter Max Seats	Enter Max Seats(60)	Enter Max Seats	Enter Max Seats	Enter Max Seats	Enter Max Seats	Enter Max Seats	Enter 0 Seats until Registration opens, then Enter Max Seats	Enter Max Seats
Projected Seats	Blank	Blank	Depends; 999-Means UWG gets 0 seats	999-Means UWG gets 0 seats	999-Means UWG gets 0 seats	999-Means UWG gets 0 seats	999-Means UWG gets 0 seats	Depends; 999-Means UWG gets 0 seats	Depends; 999-Means UWG gets 0 seats
SSASECT Meeting Times & Instructor	eCore	Non-Affiliate	eMajor-Collab	eMajor Single Institution - BBA	eMajor Single Institution - ITEC	eMajor Single Institution - RN-BSN	eMajor Single Institution - BIT	GA Film Academy	USG Goes Global
Building	INTNET	INTNET	INTNET	INTNET	INTNET	INTNET	INTNET	none	none
Hours per Week	Credit Hours	Credit Hours	Credit Hours	Credit Hours	Credit Hours	Credit Hours	Credit Hours	Credit Hours	0-Credit Hours
Instructor ID	917297965	Do Not Enter	917297965	Do Not Enter	Do Not Enter	Do Not Enter	Do Not Enter	917297965	Instructor ID
SSADETL Degree Program Attributes	eCore	Non-Affiliate	eMajor-Collab	eMajor Single Institution - BBA	eMajor Single Institution - ITEC	eMajor Single Institution - RN-BSN	eMajor Single Institution - BIT	GA Film Academy	USG Goes Global
Attribute	ECOR	ECOR	EMAJ	none, since UWG doesn't offer	none, since UWG doesn't offer	none, since UWG doesn't offer	none, since UWG doesn't offer	ZNCM	TBD
SSADETL Contract & Block Schedule Info	eCore	Non-Affiliate	eMajor-Collab	eMajor Single Institution - BBA	eMajor Single Institution - ITEC	eMajor Single Institution - RN-BSN	eMajor Single Institution - BIT	GA Film Academy	USG Goes Global
Contact	21	21	21	21	21	21	21	None or 21	none
Percentage	100	100	100	100	100	100	100	None or 50	none
SSAPREQ Section Test Score & Prereq Restrictions	eCore	Non-Affiliate	eMajor-Collab	eMajor Single Institution - BBA	eMajor Single Institution - ITEC	eMajor Single Institution - RN-BSN	eMajor Single Institution - BIT	GA Film Academy	USG Goes Global
Test Code	ECOR other as needed	none	EMAJ other as needed	none, since UWG doesn't offer	none, since UWG doesn't offer	none, since UWG doesn't offer	none, since UWG doesn't offer	Appropriate Pre-req	Appropriate Pre-req

eCampus Courses built in UWG Banner but not offered to UWG students

HADM	3301	eMajor Collaborative		ACCT	3270	eMajor Single Institution		ECON	2106	eMajor Single Institution		MKTG	4850	eMajor Single Institution
HADM	3302	eMajor Collaborative		ACCT	3280	eMajor Single Institution		ECON	3510	eMajor Single Institution		MKTG	4870	eMajor Single Institution
HADM	3303	eMajor Collaborative		ACCT	4210	eMajor Single Institution		HRMT	3390	eMajor Single Institution		MKTG	4890	eMajor Single Institution
HADM	3304	eMajor Collaborative		ACCT	4230	eMajor Single Institution		MGNT	3600	eMajor Single Institution		MKTG	4910	eMajor Single Institution
HADM	4301	eMajor Collaborative		ACCT	4235	eMajor Single Institution		MGNT	3610	eMajor Single Institution		MKTG	4875	eMajor Single Institution

HADM	4401	eMajor Collaborative		ACCT	4240	eMajor Single Institution		MGNT	3650	eMajor Single Institution		HRMT	4650	eMajor Single Institution
HADM	4402	eMajor Collaborative		ACCT	4250	eMajor Single Institution		HRMT	3670	eMajor Single Institution		ITEC	2400	eMajor Single Institution
LEAS	3220	eMajor Collaborative		ACCT	4280	eMajor Single Institution		MGNT	3680	eMajor Single Institution		ITEC	2410	eMajor Single Institution
LEAS	4210	eMajor Collaborative		ACCT	4290	eMajor Single Institution		MGNT	3700	eMajor Single Institution		ITEC	2420	eMajor Single Institution
LEAS	4220	eMajor Collaborative		ACCT	4390	eMajor Single Institution		MGNT	4190	eMajor Single Institution		ITEC	2430	eMajor Single Institution
LEAS	4802	eMajor Collaborative		BUSA	2010	eMajor Single Institution		MGNT	4260	eMajor Single Institution		ITEC	2440	eMajor Single Institution
OATC	3150	eMajor Collaborative		BUSA	2106	eMajor Single Institution		MGNT	4660	eMajor Single Institution		NURS	3191	eMajor Single Institution
OATC	3610	eMajor Collaborative		BUSA	3050	eMajor Single Institution		HRMT	4670	eMajor Single Institution		NURS	3192	eMajor Single Institution
OATC	3700	eMajor Collaborative		BUSA	3060	eMajor Single Institution		HRMT	4680	eMajor Single Institution		NURS	3194	eMajor Single Institution
OATC	4020	eMajor Collaborative		BUSA	3090	eMajor Single Institution		HRMT	4690	eMajor Single Institution		NURS	3195	eMajor Single Institution
OATC	4160	eMajor Collaborative		BUSA	3105	eMajor Single Institution		HRMT	4790	eMajor Single Institution		NURS	3293	eMajor Single Institution
OATC	4810	eMajor Collaborative		BUSA	3150	eMajor Single Institution		MKTG	3800	eMajor Single Institution		NURS	3555	eMajor Single Institution
ACCT	2101	eMajor Single Institution		BUSA	3400	eMajor Single Institution		MKTG	3850	eMajor Single Institution		NURS	4192	eMajor Single Institution
ACCT	2102	eMajor Single Institution		BUSA	3500	eMajor Single Institution		MKTG	4800	eMajor Single Institution		NURS	4292	eMajor Single Institution
ACCT	3250	eMajor Single Institution		BUSA	4970	eMajor Single Institution		MKTG	4820	eMajor Single Institution		NURS	4698	eMajor Single Institution
ACCT	3260	eMajor Single Institution		ECON	2105	eMajor Single Institution		MKTG	4830	eMajor Single Institution				
ITW	1130	eMajor Single Institution		ITW	1330	eMajor Single Institution		ITW	2430	eMajor Single Institution		ITW	2431	eMajor Single Institution
ITW	2140	eMajor Single Institution		ITW	2333	eMajor Single Institution		ITW	2530	eMajor Single Institution		ITW	2531	eMajor Single Institution
ITW	3133	eMajor Single Institution		ITW	3231	eMajor Single Institution		ITW	3233	eMajor Single Institution		ITW	3234	eMajor Single Institution
ITW	4530	eMajor Single Institution		ITW	4130	eMajor Single Institution		ITW	4790	eMajor Single Institution		ITW	3230	eMajor Single Institution
ITW	3432	eMajor Single Institution		ITW	4135	eMajor Single Institution		ITW	4136	eMajor Single Institution		ITW	3530	eMajor Single Institution
ITW	3531	eMajor Single Institution		ITW	4336	eMajor Single Institution		ITW	4337	eMajor Single Institution		FTA	3360	eMajor Collaborative
FTA	4800	eMajor Collaborative		FTA	4810	eMajor Collaborative		FTA	2400	eMajor Collaborative		FTA	2410	eMajor Collaborative
FTA	3055	eMajor Collaborative		FTA	2420	eMajor Collaborative		FTA	2430	eMajor Collaborative		NURS	3497	eMajor Single Institution

eCampus Course Exclusion at UWG by Term	
Term	Courses
Fall 2015	Exclude all Z sections (O - Campus Code)
Spring 2016	Exclude all Z sections (O - Campus Code), and all ITEC Courses
Summer 2016	Exclude All eMajor Courses (EM - Campus Code), POLS 0100 (EC-Campus Code), and All Z sections (O - Campus Code), and all ITEC Courses

Fall 2016	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), and POLS 0100 (EC-Campus Code), and All Z sections (O - Campus Code), and all ITEC Courses
Spring 2017	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), and POLS 0100 (EC-Campus Code), and BIOL 1011K (O - Campus Code) , All Z sections (O - Campus Code), and Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes)
Summer 2017	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), and POLS 0100 (EC-Campus Code), and BIOL 1011K (O - Campus Code), and All Z sections (O - Campus Code), and exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes)
Fall 2017	Exclude all CRJU, LEAS, HADM, OATC, and ORGL 1100, 1500, 2100, 2601, 2800 & 2900 (EM-Campus Code) , and POLS 0100 (EC-Campus Code), and BIOL 1011K (O - Campus Code), and All Z sections (O - Campus Code), and exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes)
Spring 2018	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), and BIOL 1011K (O - Campus Code), and All Z sections (O - Campus Code), and exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes)
Summer 2018	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), and BIOL 1011K (O - Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes) and All Z sections (O - Campus Code)
Fall 2018	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), and BIOL 1011K (O - Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes)
Spring 2019	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude NURS courses (EM-Campus Code, P05 & P06 part of terms, V## section codes)
Summer 2019	Exclude CRJU, LEAS, HADM, and OATC (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude NURS courses (EM-Campus Code, P05 & P06 part of terms, V## section codes) *Some USGG classes are not offered to UWG students. This is based on student application and acceptance.
Fall 2019	Exclude CRJU, LEAS, HADM, OATC, and FTA (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude NURS courses (EM-Campus Code, P05 & P06 part of terms, V## section codes) *Some USGG classes are not offered to UWG students. This is based on student application and acceptance.
Spring 2020	Exclude CRJU, LEAS, HADM, OATC, and FTA (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude All ITW (EM-Campus Code; B01 part of term) Exclude NURS courses (EM-Campus Code, P05 & P06 part of terms, V## section codes) *Some USGG classes are not offered to UWG students. This is based on student application and acceptance.
Summer 2020	Exclude CRJU, LEAS, HADM, OATC, and FTA (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude All ITW (EM-Campus Code; B01 part of term) Exclude NURS courses (EM-Campus Code, P05, P06, P07 part of terms, V## section codes) *Some USGG classes are not offered to UWG students. This is based on student application and acceptance.
Fall 2020	Exclude CRJU, LEAS, HADM, OATC, and some FTA (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude All ITW (EM-Campus Code; B01 part of term) Exclude NURS courses (EM-Campus Code, P05, P06, P07 part of terms, V## section codes)

	<div>*Some USGG classes are not offered to UWG students. This is based on student application and acceptance.</div> <div>*Some RN to BSN Collaborative Courses are not offered to UWG students pending their effective term and future adoption in 2022.</div>
Fall 2021	<div>Exclude CRJU, LEAS, HADM, OATC, and some FTA (EM-Campus Code), Exclude All BBA Courses and ITEC Courses (EM-Campus Code; F## & P## part of terms, ##F section codes), Exclude All ITW (EM-Campus Code; B01 part of term) Exclude NURS courses (EM-Campus Code, P05, P06, P07 part of terms, V## section codes)</div> <div>*Some USGG classes are not offered to UWG students. This is based on student application and acceptance.</div> <div>*Some RN to BSN Collaborative Courses are not offered to UWG students pending their effective term and future adoption in 2022.</div>

Additional Information for Building Courses

Error Reporting

- Always run HC0980 to review for build errors.
- Run HC0950 to add comments to courses. Link will change to hyperlink that reads eMajor Introduction Quiz (HC0950 in GJAPCTL - use this one). Comments can also be manually entered into SSATEXT.

Comments

FULL SESSION

- <https://emajor.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 8-week course is taught completely online through eMajor and moves at an accelerated pace.

SHORT SESSION

- <https://emajor.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 16-week course is taught completely online through eMajor.

ADD FOR NO COST OPTIONS

- This course utilizes free digital resources in lieu of a textbook.

ADD FOR LOW COST OPTIONS

- This course utilizes a low cost textbook option.

ADD IF COURSE REQUIRES A PROCTORED EXAM

- Additional Charges: This course requires one or more proctored examinations to verify student identity and maintain academic rigor. These exams may be taken with an approved virtual testing service at a cost of \$20 per exam. Local testing center costs may vary.

FULL Session - Math

- <https://ecore.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 16-week course is taught completely online through eCore. This course utilizes free digital resources in lieu of a textbook.

Additional Charges: This course requires one or two proctored examinations to verify student identity and maintain academic rigor. These exams may be taken with an approved virtual testing service at a cost of \$20 per exam. Local testing center costs may vary. Course requires the purchase of a calculator.

FULL Session - Lab Science

- <https://ecore.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 16-week course is taught completely online through eCore. This course utilizes free digital resources in lieu of a textbook.

Additional Charges: This course requires one or two proctored examinations to verify student identity and maintain academic rigor. These exams may be taken with an approved virtual testing service at a cost of \$20 per exam. Local testing center costs may vary. Course requires the purchase of a lab science kit.

FULL Session - All other

- <https://ecore.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 16-week course is taught completely online through eCore. This course utilizes free digital resources in lieu of a textbook.

Additional Charges: This course requires one or two proctored examinations to verify student identity and maintain academic rigor. These exams may be taken with an approved virtual testing service at a cost of \$20 per exam. Local testing center costs may vary.

SHORT Session - Math

- <https://ecore.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 8-week course is taught completely online through eCore and moves at an accelerated pace. Please discuss this option with your advisor before registering. This course utilizes free digital resources in lieu of a textbook.

Additional Charges: This course requires one or two proctored examinations to verify student identity and maintain academic rigor. These exams may be taken with an approved virtual testing service at a cost of \$20 per exam. Local testing center costs may vary. Course requires the purchase of a calculator.

SHORT Session - All other

- <https://ecore.usg.edu/future-students/new-student-introduction-quiz/index.php> is required before registering. This 8-week course is taught completely online through eCore and moves at an accelerated pace. Please discuss this option with your advisor before registering. This course utilizes free digital resources in lieu of a textbook.

Additional Charges: This course requires one or two proctored examinations to verify student identity and maintain academic rigor. These exams may be taken with an approved virtual testing service at a cost of \$20 per exam. Local testing center costs may vary.

Inactivating Courses

Course sections can be inactivated by one of two methods:

1. Set the Status field on the Schedule form (SSASECT) to a value indicating that the section is inactive. This will require the removal of enrollments, instructors, and meeting times prior to inactivating the section. Note that the Status code must be defined on the Section Status Code Validation form (STVSSTS) as Inactive ("Active" field must NOT be checked).
 - IMPORTANT: For INGRESS reporting to provide users with accurate enrollment counts, please follow these exact steps:
 - Remove all enrollments (verify via SFASLST or SSASECT)
 - Successfully complete ZSRGDIS (parameter 6 = 'Y')
 - Inactivate section(s)
 - Successfully complete ZSRGDIS
2. Remove the integration partner code value on the Schedule form (SSASECT). This will remove the section from processing through INGRESS and will cause the section and enrollments to be inactivated within INGRESS; however, the section will still be active within the institution's Banner system. The section can be reactivated for INGRESS processing by reinstating the value of the Integration Partner field.

- While this is an option, it is not recommended. These sections will not sync with GoVIEW thereby stranding students in a course that does not exist.
- IMPORTANT: For INGRESS reporting to provide users with accurate enrollment counts, please follow these exact steps:
 - Remove all enrollments (verify via SFASLST or SSASECT)
 - Successfully complete ZSRGDIS (parameter 6=‘Y’)
 - Inactivate section(s)
 - Successfully complete ZSRGDIS

Notes

- P01, P02, P03, P04 parts of term previously used for GA Government Review courses (Summer 2016 - Summer 2017)
- Beginning Summer 2018 P02, P03, P04 used for Single Institution Program- ITEC
- EC-eCampus campus code used for GA Gov and ITEC R16 & F16