



UCD Registry
Clárann UCD

How to find CRN and Timetabling information for a module

Using InfoHub or Banner



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Introduction

CRN stands for Course Reference Number and is used to identify a particular meeting time for an element of the module e.g. lecture slot, seminar, tutorial group etc.

You use CRNs to manually register students to modules and to enter grades into the Grade Entry System.

Every module will have a 'gradable CRN' (usually the lecture) that the student must be registered to. They can then be registered to tutorial CRNs etc. as required.

There are a number of ways to find to find CRN and Timetabling information:

- The **Module Timetable Search** can be used to find CRN or timetabling information for a particular module. The module must have meeting times attached to it (e.g. lecture slot, tutorials etc.).
 - It also shows capacity information for the module/CRNs e.g. how many Core/Option places or Elective places are left. This information is particularly useful for staff who are manually registering students to modules.
- Modules that do not have meeting times (e.g. Resit or Dissertation modules) will not appear on the web timetable. The **Module CRNs by Academic Year & School InfoHub report** or the **Banner Screens (SSASECQ/SSASECT)** will provide the relevant information in that instance. School Classlists in InfoHub will also show Resit CRN information.

Section 1: The Module Timetable Search in InfoHub (for modules that have meeting times)

How to access

Log into InfoHub

- Go to www.ucd/connect
- Click on the **InfoHub** icon
 - MFA required
- Enter your **UCD Connect username and password**

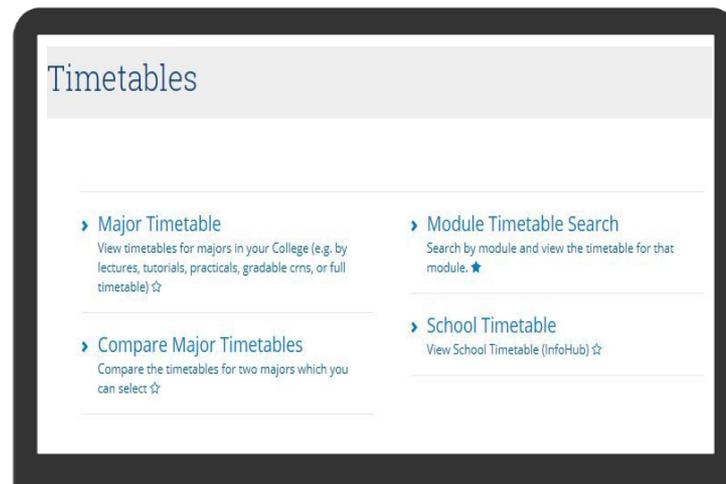
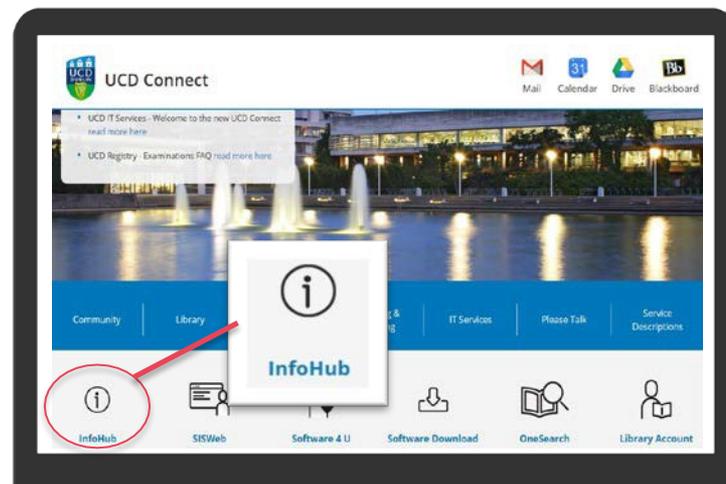
If you have a query about your UCD Connect login please contact the [IT Support Hub](#) or phone x2700

Find the Timetables menu

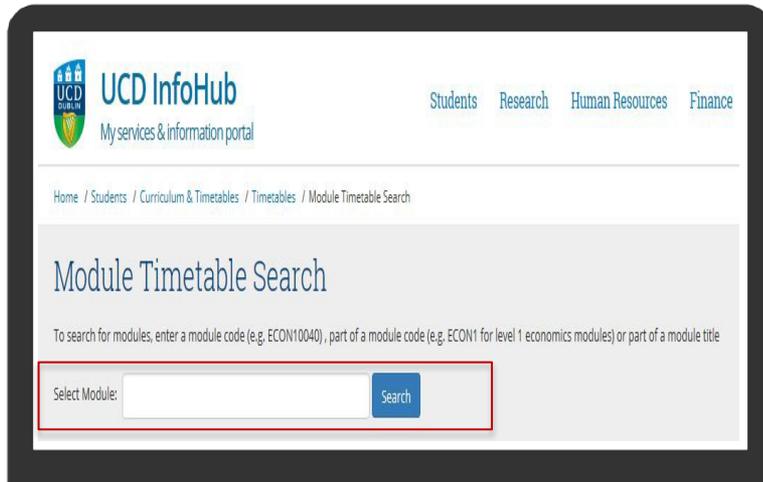
- Click on the **Students** tab
- Click on **Curriculum, Module Capacity & Timetables**
- Click on **Timetables**
- Click on **Module Timetable Search**

If you cannot see these menu items email eag.support@ucd.ie

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How to find information for a module

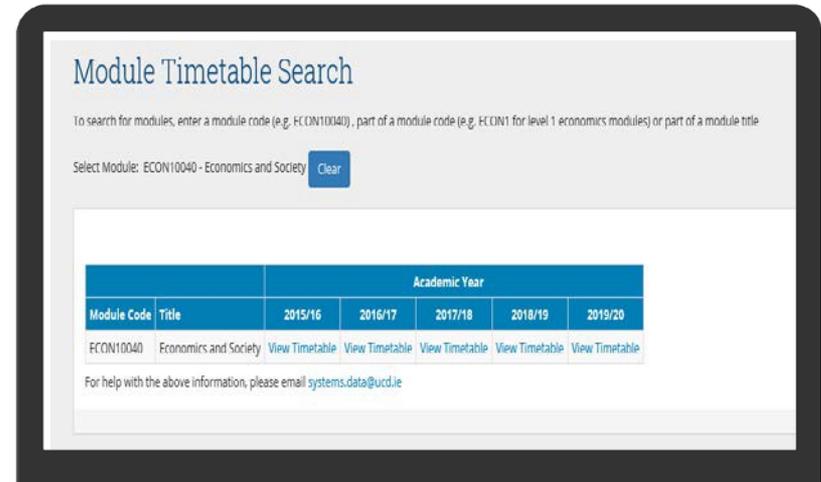


(1) Enter the module details

To search for modules, enter one of the following in the **Select Module** box:

- **A module code** (e.g. ECON10040)
- **Part of a module code** (e.g. ECON1 for level 1 economics modules)
- **Part of a module title** (e.g. economics)

Click on **Search**



(2) View the timetable

Click on **View Timetable** under the relevant academic year

This will bring you to the timetable and CRN information.

Quick tip! If you want to look for another module instead, click on the **Clear** button

How to read the Module Timetable information

Here you can see **the number of Overall Places** as well as how the places are distributed e.g. **Core/Option, Elective, 1st Year Elective and International**

Always check if there are places available before you manually register a student!

You can check what part of term the module is offered in, as well as how many offerings there are of each contact type e.g. lectures, tutorials etc.

Here you can see the **CRN** information for each lecture, tutorial etc.

Always use the **'Gradable' CRN** when manually registering a student to a module in SFAREGS. This is indicated by a **Y** in the **Gradable** column

This ensures that the student will appear in UCD's Grade Entry System

Module Places Information

Overall Places	Core/Option Places	Core/Option Places Remaining	Elective Places	Elective Places Remaining	1st Year Elective Places	1st Year Elective Remaining	International Places	International Places Remaining	Provisional Enrol to Electives?	Student Fitting ?
230	13	-2	105	1	92	1	20	4	N	N

Contact Hours

Semester	Contact Type	Offerings Per Semester	CRNs	Total Capacity
Semester 2	Lectures (Large Group)	1	1	230

Module Weekly Schedule

Here the 'Gradable' CRN is the lecture CRN - 23968

Week Starting	Week Number	Actual Date	Day	Start Time	Length	Offering	CRN	Type	Seq Num	Gradable	Online ?	Max Enrolment	Seats Available	Seats Gone	Room & Capacity
20 Jan 2020	20	21 Jan 2020	Tue	16:00	50mins	1	23968	LEC	VQ1	Y	Y	230	4	226	F-H1.375SCH (230)
	20	23 Jan 2020	Thu	13:00	50mins	1	23968	LEC	VQ1	Y	Y	230	4	226	F-H1.375SCH (230)
27 Jan 2020	21	28 Jan 2020	Tue	16:00	50mins	1	23968	LEC	VQ1	Y	Y	230	4	226	F-H1.375SCH (230)
	21	30 Jan 2020	Thu	13:00	50mins	1	23968	LEC	VQ1	Y	Y	230	4	226	F-H1.375SCH (230)
03 Feb 2020	22	04 Feb 2020	Tue	16:00	50mins	1	23968	LEC	VQ1	Y	Y	230	4	226	F-H1.375SCH (230)

Finding CRN information for tutorials, small group etc.

Module Places Information -

Overall Places	Core/Option Places	Core/Option Places Remaining	Elective Places	Elective Places Remaining	1st Year Elective Places	1st Year Elective Remaining	International Places	International Places Remaining	Provisional Enrol to Electives?	Student Fitting ?
500	375	146	35	18	10	10	80	12	N	N

Contact Hours -

Semester	Contact Type	Offerings Per Semester	CRNs	Total Capacity
Semester 1	Lectures (Large Group)	1	1	500
Semester 1	Seminar	19	19	380

Module Weekly Schedule -

↑
→

Week Starting	Week Number	Actual Date	Day	Start Time	Length	Offering	CRN	Type	Seq Numb	Gradable	Online ?	Enrolment	Seats Available	Seats Gone	Room & Capacity
09 Sep 2019	1	11 Sep 2019	Wed	14:00	50mins	1	12355	LEC	VA1	Y	Y	500	186	314	Th. L ART (505)
	1	11 Sep 2019	Wed	15:00	50mins	1	13360	SEM	JA1	N	Y	20	0	20	G103 ART (20)
	1	11 Sep 2019	Wed	15:00	50mins	2	13361	SEM	JA2	N	Y	20	2	18	G102 ART (22)
	1	11 Sep 2019	Wed	16:00	50mins	4	13363	SEM	JA4	N	Y	20	2	18	F308 ART (30)

If the online registration application is closed you may need to register a student to a tutorial/seminar/small group etc. as well as the lecture

- In this example, as well as the lecture offering, there are 19 'Seminar' offerings listed for the module [fig. 1] – each with their own CRN e.g. 13360, 13361 etc. [fig. 2]
- Always check the **Seats Available** column [fig. 3] to ensure that there are places available before you register a student to a particular offering
- Select the CRN you need and go to SFAREGS in Banner to register the student

Section 2: Module CRNs by Academic Year & School

How to access

Log into InfoHub

- Go to www.ucd/connect
- Click on the **InfoHub icon**
 - MFA required
- Enter your **UCD Connect username and password**

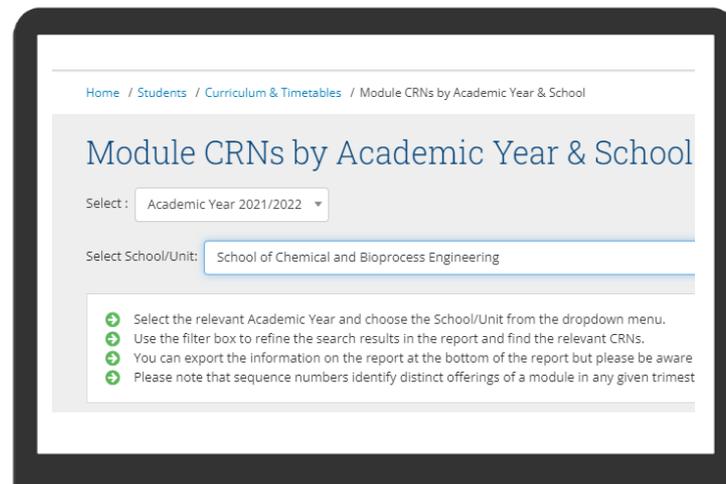
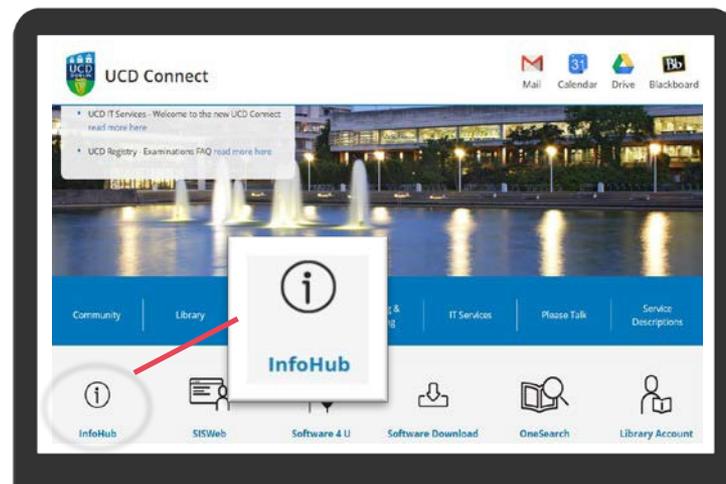
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Find the Module CRNs report

- Click on the **Students** tab
- Click on **Curriculum, Module Capacity & Timetables**
- Click on **Module CRNs by Academic Year & School**
- Select the Academic Year and School/Unit

If you cannot see these menu items email eag.support@ucd.ie

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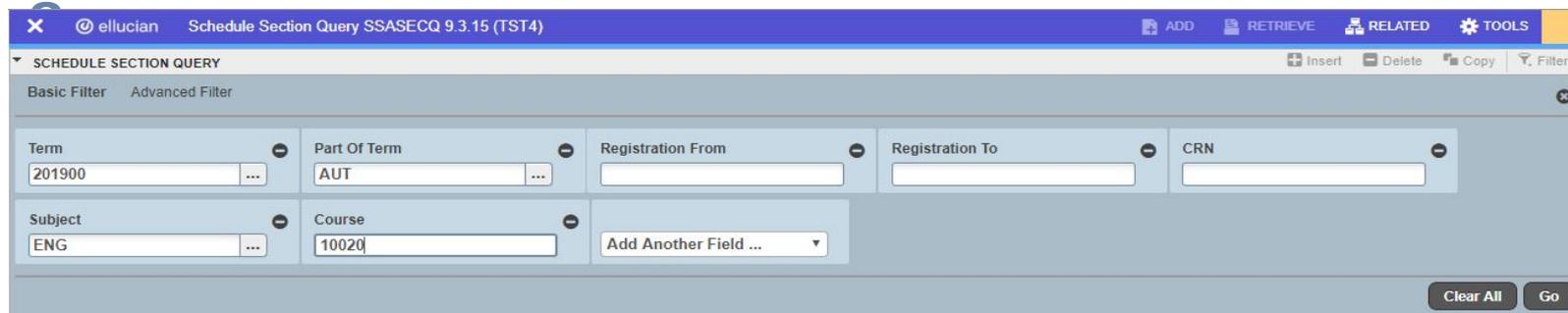
Section 2: Module CRNs by Academic Year & School

Using the report

- Use the **filter box** to refine the search results in the report and find the relevant CRNs.
- **Resit CRNs** are also shown – check the relevant column. You will see a Y if the CRN is for a Resit.
- Data can be exported to Excel.

Intake Term & Code	Module Code	Module Title	Module Trimester	CRN Trimester	CRN	Schedule Type	Sequence	Gradable Y/N	Resit CRN Y/N	Available for Selection in Online Reg	Max Enrolment	Actual Enrolment
Sept-202100	CHEN10010	Chem Eng Proc Principles	Spring	Spring	10269	Lectures	VQ1	Y	N	Y	100	46
Sept-202100	CHEN10040	Intro. to Eng. Computing	Autumn	Autumn	19197	Computer Aided Lab	PA2	N	N	Y	90	84
Sept-202100	CHEN10040	Intro. to Eng. Computing	Autumn	Autumn	19196	Computer Aided Lab	PA1	N	N	Y	90	86

Section 3: Using SSASECQ and SSASECT in Banner



The screenshot shows the Banner SSASECQ interface. The title bar reads "ellucian Schedule Section Query SSASECQ 9.3.15 (TST4)". The main area is titled "SCHEDULE SECTION QUERY" and has tabs for "Basic Filter" and "Advanced Filter". The "Basic Filter" section contains several input fields: "Term" (201900), "Part Of Term" (AUT), "Registration From", "Registration To", and "CRN". Below these are "Subject" (ENG) and "Course" (10020). There is an "Add Another Field ..." button. At the bottom right, there are "Clear All" and "Go" buttons.

Open **SSASECQ** in Banner

Enter the **Term** code for the academic year or click on the three dots for a list

If you want to restrict your search to a particular trimester, enter the relevant value in **Part of Term**
e.g. AUT for Autumn, SPR for Spring, FYR for full year modules

Go to **Add Another Field** to include prompts for Subject Code and Course Code
Add any other prompts that might be useful e.g. Section

Enter the **Subject Code** (e.g. ENG– the letter part of the module code)

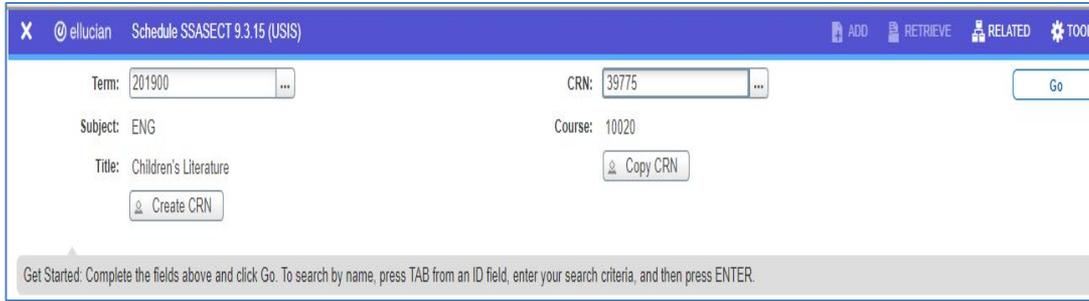
Enter the **Course Code** (e.g. 10020 – the number part of the module code)

- Entering ES1 in the **Section** field will restrict your search to Resit CRNs
- You can also enter the title in the **Course/Section Title** field

Click on Go or **press F8** on your keyboard to show all the CRNs associated with the module (depending on the criteria you entered)

There may be more than one CRN associated with the module. If you look at the **Schedule Type** information you can see if the CRN is for a lecture or a tutorial etc. (e.g. LA1 = Lecture)

Section 3: Using SSASECQ and SSASECT in Banner

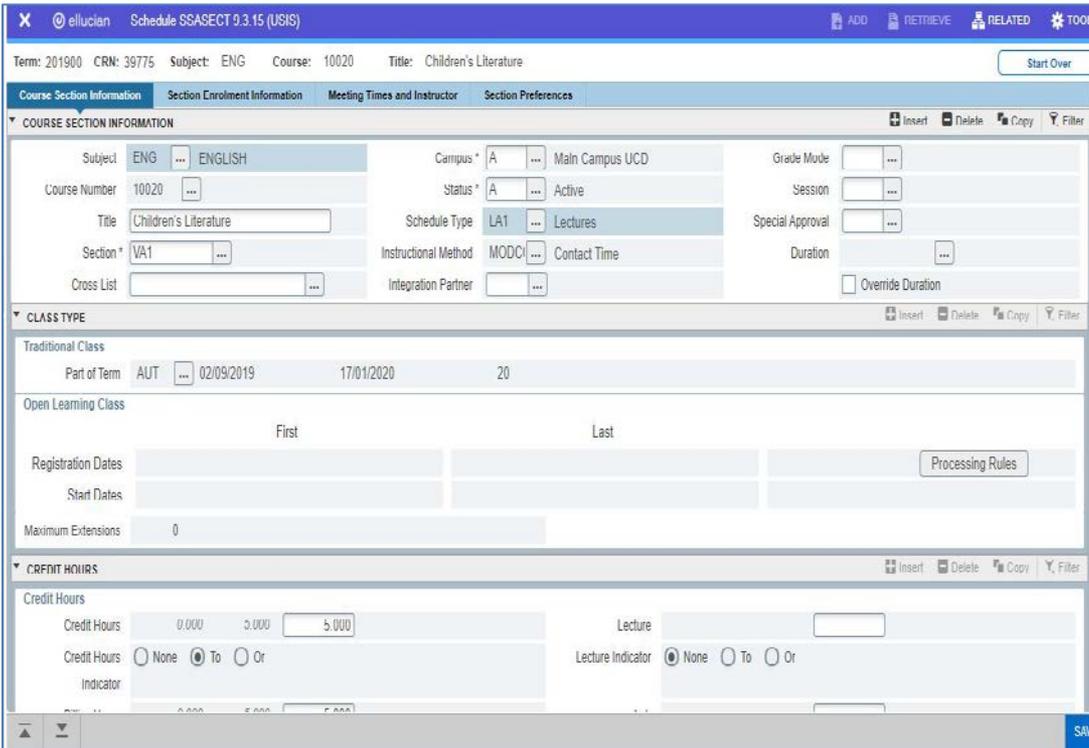


Term: 201900 CRN: 39775 Go

Subject: ENG Course: 10020 Copy CRN

Title: Children's Literature Create CRN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



Term: 201900 CRN: 39775 Subject: ENG Course: 10020 Title: Children's Literature Start Over

Course Section Information Section Enrolment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: ENG ENGLISH Campus: A Main Campus UCD Grade Module: Session: Special Approval: Duration: Override Duration:

Course Number: 10020 Status: A Active

Title: Children's Literature Schedule Type: LA1 Lectures Instructional Method: MODC Contact Time

Section: VA1 Cross List: Integration Partner:

CLASS TYPE

Traditional Class

Part of Term: AUT 02/09/2019 17/01/2020 20

Open Learning Class

Registration Dates: Start Dates: Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 0.000 5.000 5.000 Lecture: Lecture Indicator: None To Or

- Type **SSASECT** or into the Welcome field.
- Enter **Term Code** and the **CRN** that you want to check and **press Go**
 - If you need to search for information, click on the three dots beside the field in question
- Use the **Previous Section/Next Section arrows** at the bottom left-hand side of the page to move between the sections.
 - You can also use **Alt/Page Down** and **Alt/Page Up** on your keyboard.
- You will see information about the CRN such as Module Code, Title, Part of Term and Credit Hours
- Press **Start Over** to begin a new search



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