

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 <u>www.ucd/connect</u>
- 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 <u>IT</u> <u>Support Hub</u> 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

Wy services & information portal	Students	Research	Human Resources	Finance
Home / Students / Curriculum & Timetables / Timetables / Modul	e Timetable Search			
Module Timetable Search				
To search for modules, enter a module code (e.g. ECON10040) , p	art of a module code (e.g. ECON1 fc	or level 1 econon	nics modules) or part of a m	odule title

	ules, enter a module cod	ie (e.g. ECON1004	10) , part of a mor	fule code (e.g. EC)	ON1 for level 1 e	conomics modules	es) or part of a module title
ct Module: EC	CON 10040 - Economics ar	nd Society Clear					
			4				
				Academic Year			
Module Code	Title	2015/16	2016/17	Academic Year 2017/18	2018/19	2019/20	
fodule Code	Title Economics and Society	2015/16 View Timetable	2016/17 View Timetable	Academic Year 2017/18 View Timetable	2018/19 View Timetable	2019/20 View Timetable	

(1) Enter the module details

To search for modules, <u>enter one of the</u> 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, 1**st **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

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Overall Places	Core/Option Places	Core/	Option Places naining	Elective Places	Elective Plac Remaini	es ng	1st Year Elective Places	1st Year Elective Remaining	Internati Pla	onal Inte aces Places R	Pr rnational Er emaining El	rovisonal nrol to ectives?	Stude Fittin
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Finding CRN information for tutorials, small group etc.

Overall Places	Core/Option Places	Core	Places Maining	n s Elective g Place:	Electiv Rei	ve Places maining	1st Ye Electiv Place	ar /e 25 Re	1st Year Elective maining	International Places	Intern Places Rem	ational E naining E	rovisonal nrol to lectives?	Studen Fitting
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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

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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 <a>eag.support@ucd.ie



Home / Students / Curriculum & Timetables / Module CRNs by Academic Year & Schoo

Module CRNs by Academic Year & School
Select : Academic Year 2021/2022 💌
Select School/Unit: School of Chemical and Bioprocess Engineering
 Select the relevant Academic Year and choose the School/Unit from the dropdown menu. Use the filter box to refine the search results in the report and find the relevant CRNs. You can export the information on the report at the bottom of the report but please be aware Please note that sequence numbers identify distinct offerings of a module in any given trimest

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.

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↓† Intake Term & Code	41 Module Code	lt Module Title	‡† Module Trimester	lt CRN Trimester	lî CRN	lt Schedule Type	1 Sequence	l† Gradable Y/N	lt Resit CRN Y/N	Available. for Selection in Online Reg	lt Max Enrolment	l Actual Enrolment
Sept - 202100	CHEN10010	Chem Eng Proc Principles	Spring	Spring	10269	Lectures	VQ1	Ŷ	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

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Subject O	Course •	Add Another Field 🔻			
					Clear All Go

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

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

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- 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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