

Log in to Self-Service Banner with your Shibboleth Credentials

<https://selfservice.brown.edu>

Select **Future Year Planning Tool**


In the **Dashboard** - use the dropdown menu to **Select Term Code**

## Future Academic Year Course Planning

This application is for Administration's planning purposes two academic years beyond the upcoming AY. You will need to utilize the Course Offering Builder for the upcoming Academic Year (available from November of the current academic year). If you have any questions about future course planning requirements please direct them to [Dean\\_of\\_faculty@Brown.edu](mailto:Dean_of_faculty@Brown.edu). For any issues with the application itself please contact [Registrar@Brown.edu](mailto:Registrar@Brown.edu).

[Return to Self Service Main Menu](#)

**Dashboard** | [Create / Edit Section](#)



Select Term Code

Select Department

### Summary for Term and Department

(click a course below to edit)

Subject Code	Course Number	Section Number	CRN	Title	Primary Instructor
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Use the dropdown menu to **Select Department** (only your Department(s) will be available to select)

The screenshot shows the top navigation bar with the BROWN logo on the left and a user profile for Adele Baran on the right. The main heading is "Future Academic Year Course Planning". Below the heading is a paragraph of text explaining the application's purpose and providing contact information for questions. A red link "Return to Self Service Main Menu" is located below the text. The navigation bar includes "Dashboard" and "Create / Edit Section". The main content area features a form with a green arrow pointing to the "Select Department" dropdown menu, which is currently set to "COMP-Computer Science". Above this dropdown is a "Select Term Code" dropdown set to "Fall 2024", and below it is a "Refresh" button. The section title "Summary for Term and Department" is followed by the instruction "(click a course below to edit)".

**BROWN**

Adele Baran

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**Dashboard** | Create / Edit Section

Select Term Code

Select Department

### Summary for Term and Department

(click a course below to edit)

If courses have already been created, they will be listed in the **Summary for Term and Department** (should you wish to edit a previously created section you need only double click on the course, otherwise go to create/edit sections)

### Future Academic Year Course Planning

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**Dashboard** | [Create / Edit Section](#)

Select Term Code    
 Select Department

#### Summary for Term and Department

(click a course below to edit)



Subject Code	Course Number	Section Number	CRN	Title	Primary Instructor
CSCI	0020	S01	10073	The Digital World	Stanford, Donald L.
CSCI	0040	S01	10074	Intro Sci Computng/Prob Solvng	
CSCI	0040	S02	10075	Intro Sci Computng/Prob Solvng	
CSCI	0050	S01	10036	Data-Centric Intro Programming	
CSCI	0050	S02	10037	Data-Centric Intro Programming	
CSCI	0060	S01	10027	Practical System Skills	
CSCI	0060	S02	10028	Practical System Skills	
CSCI	0060	S03	10040	Practical System Skills	
CSCI	0060	S04	10041	Practical System Skills	
CSCI	0060	S05	10042	Practical System Skills	
CSCI	0080	S01	10038	A First Byte of Comp Science	
CSCI	0080	S02	10039	A First Byte of Comp Science	
CSCI	0080	S03	10066	A First Byte of Comp Science	

If courses have not been created, you will get an alert stating so. Click OK to close the alert box. Select **Create/Edit Section** to begin.

**Future Academic Year Course Planning**

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**Dashboard** **Create / Edit Section**

Select Term Code: Fall 2024  
Select Department: COMP-Computer Science  
Refresh

### Summary for Term and Department

(click a course below to edit)

Subject Code	Course Number	Section Number	CRN	Title	Primary Instructor
--------------	---------------	----------------	-----	-------	--------------------


- Select a course from the dropdown menu to create
- Enter the number of sections to create
- Click Create Sections

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Dashboard | **Create / Edit Section**





Select Term Code

Select Course

How many Sections do you want to create?

**Create Sections**



### Sections for Term

Subject Code	Course Number	Section Number	CRN	Primary Instructor
--------------	---------------	----------------	-----	--------------------

### Section Detail Block

The course(s) you created will be listed under Sections for Term. Click on the course (the course will be slightly highlighted) to add the course details in the Section Detail Block. Once you're done, click Save (*note you can edit these selections later if necessary*)

**Sections for Term**

Subject Code	Course Number	Section Number	CRN	Primary Instructor
CSCI	0320	501	10079	

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### Section Detail Block

Subject Code : CSCI Course Number : 0320 Section Number : 501  
Course Reference Number (CRN) : 10079

Primary Instructor:  
Instructor First Name   
Instructor Last Name   
Instructor Banner ID   
Delete Primary Instructor?

Co-Instructor (Optional):  
Co-Instructor First Name   
Co-Instructor Last Name   
Co-Instructor Banner ID   
Delete Secondary Instructor?   
Section Status : ACTIVE

Please select only one of the below indicators:  
Is this a "Online Only" Section?   
Is this a "Inperson Only" Section?   
Is this a "Inperson" Section accessible to Remote Students?

Type the Primary Instructors First and Last name in the fields (their Banner will populate) If the Primary Instructor information is left blank – the course will default to TBD

The Co-Instructor field is optional and can be added the same way as the Primary Instructor

If you select "Online Only" and the course has not been approved as "Online Only", you will get an alert stating so. Click OK to close the alert box. Select another modality for the course: "Inperson Only" or "Inperson" Section accessible to Remote Students. Click Save Please Note: Whichever modality you select (this can be changed after initial selection just as instructors can, the Deans ask that you fully commit to this modality as it will be used for Planning purposes

If you select "Online Only" and the course has not been approved as "Online Only", you will get an alert stating so.

Click OK to close the alert box.

Select another modality for the course: "Inperson Only" or "Inperson" Section accessible to Remote Students.

Click Save

**Please Note: Whichever modality you select (this can be changed after initial selection just as instructors can, the Deans ask that you fully commit to this modality as it will be used for Planning purposes**

**Sections for Term**

Subject Code	Course Number	Section Number	CRN
POBS	0400	S01	10080

Records Found: 1  
Refresh

Page 1 of 1  
Per Page 5

### Section Detail Block

Subject Code : POBS    Course Number : 0400    Section Number : S01  
Course Reference Number (CRN) : 10080

Primary Instructor:  
Instructor First Name  First Name  
Instructor Last Name  Last Name  
Instructor Banner ID   
Delete Primary Instructor?

Co-Instructor (Optional):  
Co-Instructor First Name  First Name  
Co-Instructor Last Name  Last Name  
Co-Instructor Banner ID   
Delete Secondary Instructor?

Section Status : ACTIVE

Please select only one of the below indicators:  
Is this a "Online Only" Section?   
Is this a "Inperson Only" Section?   
Is this a "Inperson" Section accessible to Remote Students?

**Cancel Section?**

Microsoft Store




If no updates are needed, you can select another course from the dropdown menu in **Select Course** and repeat the steps that were listed in prior steps

## Future Academic Year Course Planning

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Dashboard | **Create / Edit Section**



Select Term Code

Select Course

How many Sections do you want to create?

**Create Sections**

## Sections for Term

Subject Code	Course Number	Section Number	CRN	Primary Instructor
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Once you complete create/edit of the course(s), you can go to the Dashboard and select Refresh

The course(s) will be listed in the **Summary for Term and Department**

If a primary instructor has been indicated, their name will be listed for the course. Again, should you wish to edit a created section you need only click on the desired course

The screenshot shows the 'Future Academic Year Course Planning' interface. At the top left is the Brown University logo. At the top right, there is a settings gear icon and a user profile icon for 'Adele Baran'. The main heading is 'Future Academic Year Course Planning'. Below this is a paragraph of introductory text and a link to 'Return to Self Service Main Menu'. The interface includes a navigation bar with 'Dashboard' and 'Create / Edit Section'. There are two dropdown menus: 'Select Term Code' set to 'Fall 2024' and 'Select Department' set to 'COMP-Computer Science'. A 'Refresh' button is located below the department dropdown. A table titled 'Summary for Term and Department' is displayed, with a note '(click a course below to edit)'. The table has columns for Subject Code, Course Number, Section Number, CRN, Title, and Primary Instructor. The first row shows a course with CRN 10073 and Primary Instructor 'Stanford, Donald L.'. Green arrows point to the 'Dashboard' button, the 'Refresh' button, and the 'Primary Instructor' column header.

**Dashboard** | Create / Edit Section

Select Term Code: Fall 2024

Select Department: COMP-Computer Science

**Refresh**

**Summary for Term and Department**  
(click a course below to edit)

Subject Code	Course Number	Section Number	CRN	Title	Primary Instructor
CSCI	0020	S01	10073	The Digital World	Stanford, Donald L.
CSCI	0040	S01	10074	Intro Sci Computng/Prob Solvng	
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CSCI	0060	S04	10041	Practical System Skills	
CSCI	0060	S05	10042	Practical System Skills	
CSCI	0080	S01	10038	A First Byte of Comp Science	
CSCI	0080	S02	10039	A First Byte of Comp Science	
CSCI	0080	S03	10066	A First Byte of Comp Science	

## To Cancel a course section:

You can edit a course from the **Dashboard** by double clicking on the course

This will bring you to the **Create/Edit Section panel**

In **Section for Term** - Double click on the course to make updates

Select **Cancel Selection?** – Click **Save**

You will get an alert asking **“Do you really want to cancel this section?”** If yes, select OK; if no, select cancel

Once the course has been cancelled, it will be removed from the Dashboard and from Banner

You do not need Department approval to cancel a course section

The screenshot displays the Banner system interface. At the top left is the BROWN logo. The main header is 'Sections for Term'. Below it is a table with columns 'Subject Code', 'Course Number', and 'Section Number'. The table contains one row: CSCI, 0530, S01. To the right of the table is a confirmation dialog box from 'bannerss.cis-qas.brown.edu' asking 'Do you really want to cancel this section?' with 'OK' and 'Cancel' buttons. Below the table is a pagination bar showing 'Page 1 of 1' and 'Per Page 5'. The 'Section Detail Block' is visible below the pagination, showing fields for 'Primary Instructor' (First Name, Last Name, Banner ID) and 'Co-Instructor (Optional)' (First Name, Last Name, Banner ID). There are checkboxes for 'Delete Primary Instructor?' and 'Delete Secondary Instructor?'. The 'Section Status' is 'ACTIVE'. At the bottom, there are radio buttons for 'Is this a "Online Only" Section?', 'Is this a "Inperson Only" Section?', and a checked checkbox for 'Is this a "Inperson" Section accessible to Remote Students?'. At the bottom right, there is a 'Cancel Section?' checkbox and a 'Save' button. A green arrow points from the 'Cancel Section?' checkbox up to the confirmation dialog box, and another green arrow points from the 'Cancel Section?' checkbox to the right.

**Sections for Term**

Subject Code	Course Number	Section Number
CSCI	0530	S01

bannerss.cis-qas.brown.edu says  
Do you really want to cancel this section?

OK Cancel

Records Found: Refresh

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**Section Detail Block**

Subject Code : CSCI Course Number : 0530 Section Number : S01  
Course Reference Number (CRN) : 10076

Primary Instructor:

Instructor First Name:  First Name  
Instructor Last Name:  Last Name  
Instructor Banner ID:   
Delete Primary Instructor?

Co-Instructor (Optional):

Co-Instructor First Name:  First Name  
Co-Instructor Last Name:  Last Name  
Co-Instructor Banner ID:   
Delete Secondary Instructor?

Section Status : ACTIVE

Please select only one of the below indicators:

Is this a "Online Only" Section?   
Is this a "Inperson Only" Section?   
Is this a "Inperson" Section accessible to Remote Students?

Save Refresh

Cancel Section?

That's all that is required. You may edit your sections at any time until the future terms become available in the Course Offering Builder (typically late fall for an upcoming academic year). However, as this is used for planning purposes with the relevant deans they ask that you commit to the modalities as stated as it will be used for University and student planning in the future.

Once the future terms become available in the COB it will pre-populate many core details of the sections you build in this tool, so that you may fill in critical details such as meeting time, enrollment limits, Instructor override required, registration restrictions, and linked discussion sections, labs, etc.