

SUNGARD HIGHER EDUCATION

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## Banner 7.3

Course Catalog

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## Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- Banner experience
- Expectations



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## Course Goals

The goal of this course is to provide you with the knowledge and practice to set up and maintain a course catalog at your institution



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## Agenda

- Overview
- Set Up
- Day-to-Day
- Question and Answer



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## Overview

- Setting up the catalog rules
- Establishing and maintaining the course catalog, the creation of the schedule and registration restrictions
- Production of catalog reports



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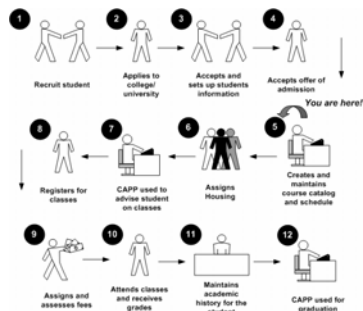
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## Process Introduction



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## Set Up Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data



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## Validation Forms Used in the Course Catalog Module

- GTVDUNT Duration Unit Validation
- GTVINSM Instructional Method Validation
- STVAPRV Catalog Approval Code Validation
- STVATTR Attribute Validation
- STVCAMP Campus Code Validation
- STVCCSL Classification Code Validation
- STVCIPC CIPC Code Validation
- STVCLAS Class Code Validation



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## Validation Forms Used in the Course Catalog Module, continued

- STVCOLL College Code Validation
- STVCSTA Course Status Code Validation
- STVCUDA Catalog Element One Validation
- STVCUD(B-F) Catalog Element Two-Six Validation
- STVDEPT Department Code Validation
- STVDIVS Division Code Validation
- STVFTYP Fee Type Validation



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### Validation Forms Used in the Course Catalog Module, continued

- STVGMOD Grading Mode Code Validation
- STVLEVL Level Code Validation
- STVMAJR Major, Minor, Concentration Code Validation
- STVOCCS Occupational Course Code Validation
- STVPWAV Pre-Requisite Waiver Code Validation
- STVREPS Repeat Status Code Validation
- STVRTRM Term Restriction Code Validation



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### Validation Forms Used in the Course Catalog Module, continued

- STVSBGI Source/Background Institution Code Validation
- STVSCHD Schedule Type Code Validation
- STVSUBJ Subject Code Validation
- STVTERM Term Code Validation
- STVTESC Test Code Validation
- STVTOPS Taxonomy of Program Code Validation



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### Set Up Review

- What is the Schedule Type Code Validation?
- What does the CIPC Code Validation do?
- List four validation forms.
- What do these four forms do?
- How do you use the Level Code Validation?



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## Day-to-Day Operations

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## Day-to-Day Objectives

At the end of this section, you will be able to

- build or change a course catalog
- create syllabus information
- place, change, and remove restrictions on courses
- supply rules used to satisfy student requirements
- produce a catalog report


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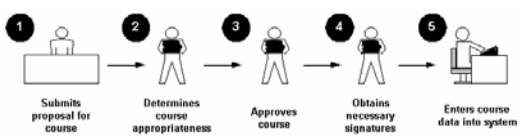
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## Process Introduction




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## Entering the Minimum Information Necessary to Create a Course

### ▪ Basic Course Information Form (SCACRSE)

- used to create and maintain the basic course catalog information for an institution
- contains the minimum information needed to add a course into the catalog



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## Creating Syllabus Information

### ▪ Course Syllabus Form (SCASYLB)

- used to create descriptions of learning objectives, required materials, and technical requirements available for the production of the course syllabus



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## Entering Various Courses into the Course Catalog

### ▪ Basic Course Information Form (SCACRSE)

- used to create and maintain the basic course catalog information for an institution
- contains the minimum information needed to add a course into the catalog



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## Entering a Credit Continuing Education Course

- **Basic Course Information Form (SCACRSE)**
  - used to create and maintain the basic course catalog information for an institution
  - contains the minimum information needed to add a course into the catalog



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## Using Search Capabilities

- **Course Search Form (SCASRCH)**
  - used to provide all non-term search capabilities to administrative users
  - searches for all courses that are active for a specified date range



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## Adding Descriptive Text Information to a Course Catalog Entry

- **Course Detail Information Form (SCADETL)**
  - used to add more specific details to the course after you have entered your basic course information into SCACRSE



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## Entering a Course Catalog Entry with a Degree Program Attribute

- **Basic Course Information Form (SCACRSE)**
  - used to create and maintain the basic course catalog information for an institution



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## Entering College and Major Restrictions

- **Basic Course Information Form (SCACRSE)**
  - used to create and maintain the basic course catalog information for an institution
- **Course Registration Restrictions Form (SCARRES)**
  - used to enter and maintain registration restrictions for specific courses



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## Restricting a Course to a Campus and Term

- **Catalog Schedule Restrictions Form (SCASRES)**
  - used to enter and maintain scheduling restrictions for specific courses by term and campus



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## Entering College/Department Text

- **College/Department Text Form (SCATEXT)**
  - used to enter and maintain information about colleges and departments within college



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## Printing a Catalog Report

- **Bulletin Report (SCRBULT)**
  - used to print the catalog of courses, with detailed information including descriptive text, prerequisites, corequisites, and CAPP area and program requirements



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## Day-to-Day Review

- What form is used to perform a non-term search for all courses (either by subject and course or subject alone) that are active for a specified date range?
- What is the Bulletin Report and what does it do?
- How do you restrict a course to a Campus and Term?



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## Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to set up and maintain a course catalog at your institution



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## Questions and Answers

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Thank you for your participation

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