

Banner Student Course Catalog Training Workbook

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to set up and maintain a course catalog at your institution. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day Operations
- Reference

Intended audience

Personnel who maintain catalog data for courses

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Section A: Introduction

Lesson: Process Introduction

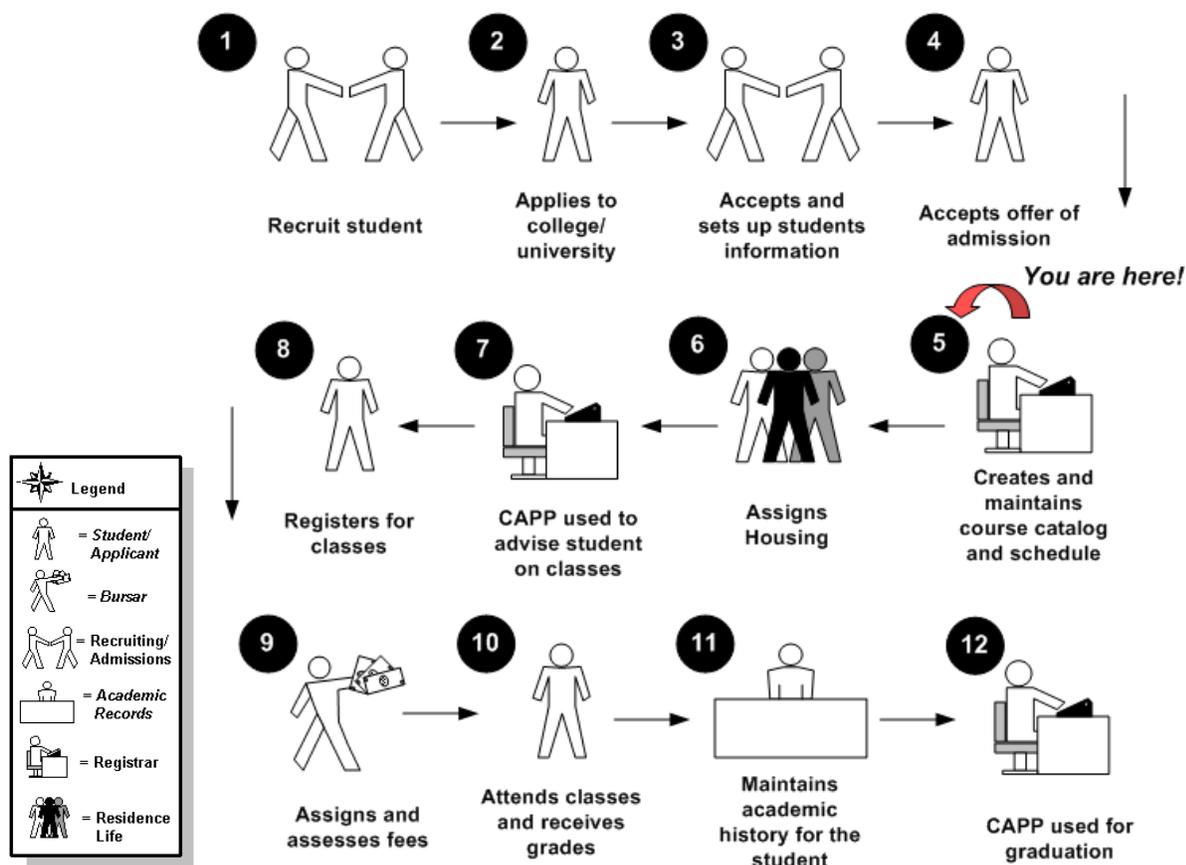
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Introduction

The personnel who maintain the catalog data is responsible for setting up the catalog rules, establishing and maintaining the course catalog, the creation of the schedule and registration restrictions, and the production of catalog reports.

Flow diagram

This diagram highlights the processes used to set up and maintain the course catalog within the overall Student process.





Section A: Introduction

Lesson: Process Introduction (Continued)

◀ [Jump to TOC](#)

About the process

- The Registrar generally creates and maintains the course catalog, but this may vary by institution.
- The assigned personnel will create and maintain the catalog on the Basic Course Information Form by entering the information relative to a particular course.
- Duration Units are created and maintained and are associated with the calculation of an expected completion date.
- Detail information, MIS reporting elements, restrictions, and pre-requisites may be attached to any catalog entry.
- A Course Syllabus is created with descriptions of learning objects, required materials, and technical requirements that will be displayed on the web.
- Search capabilities are available for all courses by subject and/or course that are active for a specific date range.



Section A: Introduction

Lesson: Terminology

◀ [Jump to TOC](#)

CAPP

Curriculum, Advising, and Program Planning degree auditing program.

CAPP area for pre-requisites

Used to satisfy more complicated pre-requisites requirements that must be satisfied in a prior term, consisting of course(s) and test score(s).

Continuing education course

Any course for which CEUs (continuing education units) are awarded at the successful conclusion of the course.

Co-requisite

Different subject/course that must be taken in the same term.

Equivalent

A course that is considered essentially equal to another course for the purposes of satisfying academic requirements.

Grading modes

Audit: A grading mode in which the student does not receive a standard grade and is not taking the class for credit.

Pass/fail: A grading mode in which the students receive a grade of pass or fail.

Standard letter: A grading mode in which the students receive an A, B, C, D, or F.

Lab course

Course that is taught as a lab and identified as a lab schedule type.

Lecture course

Course that is taught as a lecture and identified as a lecture schedule type.

Lecture/Lab course

Course that is taken as a lecture and lab and identified as a lecture and lab schedule type.



Section A: Introduction

Lesson: Terminology (Continued)

◀ [Jump to TOC](#)

Pre-requisite

A requirement that must be satisfied in a prior term, consisting of

- course(s)
- test score(s).

Pre-requisite checking

During registration processing, pre-requisite checking enforces defined pre-requisite restrictions.

Pre-requisite with concurrency

Prerequisite courses that must be taken in the same term.



Section B: Set Up

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your Banner system.

Intended audience

Personnel who maintain catalog data for courses

Objectives

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

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Student Overview training workbook
- administrative rights to create the rules and set the validation codes in Banner.



Section B: Set Up

Lesson: Overview (Continued)

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Section B: Set Up

Lesson: Validation Forms Used in the Course Catalog Module

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Validation forms needed

The following validation forms are used frequently in the Course Catalog module. Review and add values to the forms listed. Create the necessary codes needed to complete this module by using your initials.

Once you have practiced with these, you may select other rules tables from the module lists to review and plan the values you may want to add for your organization.

Some of these forms may be previously established through other modules. Review these forms to see how they relate to the Course Catalog module.

Form Description	Banner Name
District Division Code Validation	GTVDICD
Duration Unit Validation	GTVDUNT
Instructional Method Validation	GTVINSM
Catalog Approval Code Validation	STVAPRV
Course Credit Status Validation Form	SVVCCST
Attribute Validation	STVATTR
Campus Code Validation	STVCAMP
Classification Code Validation	STVCCSL
CIPC Code Validation	STVCIPC
Class Code Validation	STVCLAS
College Code Validation	STVCOLL
Course Status Code Validation	STVCSTA
Catalog Element One Validation	STVCUDA
Catalog Element Two - Six Validation	STVCUD(B-F)
Department Code Validation	STVDEPT
Division Code Validation	STVDIVS
Fee Type Validation	STVFTYP
Grading Mode Code Validation	STVGMOD
Level Code Validation	STVLEVL
Major, Minor, Concentration Code Validation	STVMAJR
Occupational Course Code Validation	STVOCCS
Pre-Requisite Waiver Code Validation	STVPWAV
Repeat Status Code Validation	STVREPS
Term Restriction Code Validation	STVRTRM
Source/Background Institution Code Validation	STVSBGI

Schedule Type Code Validation	STVSCHD
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Section B: Set Up

Lesson: Validation Forms Used in the Course Catalog Module (Continued)

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Validation forms needed, continued

Form Description	Banner Name
Subject Code Validation	STVSUBJ
Term Code Validation	STVTERM
Test Code Validation	STVTESE
Taxonomy of Program Code Validation	STVTOPS



Section B: Set Up

Lesson: District Division Code Validation

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Purpose

The District Division Code Validation Form (GTVDICD) is used to create and maintain district division codes used in MIS reporting.

Banner form



Code	Description	Activity Date
020	Grossmont Comm Coll Dist	12-JUL-2007
030	Imperial Comm Coll Dist	12-JUL-2007
050	Miracosta Comm Coll Dist	12-JUL-2007
060	Palomar Comm Coll Dist	12-JUL-2007
070	San Diego Comm Coll Dist	12-JUL-2007
090	Southwestern Comm Coll Dist	12-JUL-2007
110	Butte Comm Coll Dist	12-JUL-2007
120	Feather River Coll Dist	12-JUL-2007
123	CA Solution Center District ID	25-JUN-2007
130	Lassen Comm Coll Dist	12-JUL-2007
140	Mendocino Comm Coll Dist	12-JUL-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the District Division Code Validation Form (GTVDICD).
2	Enter the appropriate three-digit value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Duration Unit Validation

◀ Jump to TOC

Purpose

The Duration Unit Validation Form (GTVDUNT) is used to create and maintain duration unit codes, which are associated with the calculation of an expected completion date. A calendar equivalent can be created to make sure that regardless of when the learner started the course, they would have the same time frame in which to complete it. This is done without defining attendance hours. This is associated with Open Learning Registration.

Example: If the learner starts the course on January 1, and the course lasts a period of six weeks (where a week equates to seven days), the learner's expected completion date of the course would be the second week of February. Or, the course lasts a period of ten units (where a unit equates to 30 days). Or, the course has a duration of one semester (which equates to x days).

Banner form

Code	Description	Days per Unit	User ID	Activity Date
DAY	Days	1.00	SYSTEST15	16-APR-2003
HALF	half day	.50	SYSTEST21	03-MAY-2005
MTHS	Months	31.00	SYSTEST15	16-APR-2003
WEEK	Weeks	7.00	SYSTEST15	16-APR-2003

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Duration Unit Validation Form (GTVDUNT).
2	Enter the appropriate four-character duration unit value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the units in the Days per Unit field to indicate the number of calendar days the duration unit equates to. <u>Note:</u> The Activity Date and User fields are for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Instructional Method Validation

◀ Jump to TOC

Purpose

The Instructional Method Validation Form (GTVINSM) is used to create and maintain instructional method codes. An instructional method code can be associated with a schedule type code from STVSCHD. Instructional method is an MIS reporting element.

Note: Once an instructional method code has been assigned for a schedule type or section record, it cannot be deleted until all its course and section associations have been removed.

Banner form

Code	Description	Voice Response Message	User ID	Activity Date
02	Lecture and/or discussion		SAISUSR	05-SEP-2007
04	Laboratory/Studio/Activity		SAISUSR	05-SEP-2007
11	Tutor Noncredit session		SAISUSR	05-SEP-2007
20	Work experience credits		SAISUSR	05-SEP-2007
40	Directed Study/Independ. Study		SAISUSR	05-SEP-2007
50	Distance Ed Delayed Interact.		SAISUSR	05-SEP-2007
51	Dist. Ed 2-way video/audio		SAISUSR	05-SEP-2007
52	Dist. Ed 1way video/2way audio		SAISUSR	05-SEP-2007
53	Distance Ed 2-way audio		SAISUSR	05-SEP-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Instructional Method Validation Form (GTVINSM).
2	Enter the appropriate instructional validation value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the message in the Voice Response Message field to assign a number to the recorded message that describes the instructional method code for telephone applications. <u>Note:</u> The Activity Date and User fields are for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Catalog Approval Code Validation

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Purpose

The Catalog Approval Code Validation Form (STVAPRV) is used to create, update, insert, and delete catalog approval codes such as *Department*, *Curriculum Committee*, and *State Approved*. The Basic Course Information Form (SCACRSE) uses this form to validate catalog approval codes.

Banner form

Code	Description	Activity Date
A	Approved	03-JAN-1995
C	Curriculum Committee	03-JAN-1995
D	Department	03-JAN-1995
P	Pending	03-JAN-1995
S	State Approved	03-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Catalog Approval Code Validation Form (STVAPRV).
2	Enter the appropriate one-character approval value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Course Credit Status Validation

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Purpose

The Course Credit Status Validation Form (SVVCCST) is used to create, update, insert, and delete MIS credit status codes such as *Credit-Not Degree Applicable* and *Credit-Degree Applicable*. The Basic Course Information Form (SCACRSE) uses this form to validate MIS credit status codes.

Banner form

Code	Description	Credit Course	Degree Applicable	Activity Date
C	Credit-Not Degree Applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01-AUG-2007
D	Credit-Degree Applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-AUG-2007
N	Non-credit	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2007
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Catalog Approval Code Validation Form (SVVCCST).
2	Enter the appropriate one-character approval value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <i>Note:</i> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Attribute Validation

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Purpose

The Attribute Validation Form (STVATTR) is used to create, update, insert, and delete degree program codes, such as *Basic skills course*, *IGETC codes* and *CSU transferability codes*.

Banner form

Code	Description	Activity Date
B	Basic Skills, Not Pre-College	01-AUG-2007
N	Not Basic Skills Course	17-OCT-2007
P	Pre-Collegiate Basic Skills	01-AUG-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Attribute Validation Form (STVATTR).
2	Enter the appropriate four-character attribute value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Campus Code Validation

◀ Jump to TOC

Purpose

The Campus Code Validation Form (STVCAMP) is used to create, update, insert, and delete campus codes, such as *Main Campus*, *Downtown Campus*, and *Foreign Campus*.

Banner form

Code	Description	District/College ID	Activity Date
A	Annandale	123	25-JUN-2007
B	Blacksburg	123	25-JUN-2007
C	Charlottesville	123	25-JUN-2007
D	Downtown	123	25-JUN-2007
E	East Side		03-JAN-1995
H	Highland		24-JUN-1991
M	Main	123	25-JUN-2007
O	Off-campus	123	25-JUN-2007
W	West Side	123	25-JUN-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Campus Code Validation Form (STVCAMP).
2	Enter the appropriate campus code validation value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Insert the appropriate district code validation value in the District/College ID field
5	Select the district from the District menu to validate against the District/Division Code Validation Form.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Classification Code Validation

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Purpose

The Classification Code Validation Form (STVCCSL) is used to create, update, insert, and delete classification codes, such as *Community Civil Development* and *Parenting & Family Support*.

The Course Detail Information Form (SCAETL) uses this form to validate classification codes.

Banner form

Code	Description	Activity Date
A	Liberal Arts & Sciences	01-AUG-2007
B	Developmental Preparatory	01-AUG-2007
C	Adult & Secondary Basic Ed.	01-AUG-2007
D	Personal Dev. & Survival	01-AUG-2007
E	Courses for Disabled Students	01-AUG-2007
F	Parenting & Family Support	01-AUG-2007
G	Community & Civic Development	01-AUG-2007
H	General & Cultural	01-AUG-2007
I	Occupational Education	01-AUG-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Classification Code Validation Form (STVCCSL).
2	Enter the appropriate classification value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: CIPC Code Validation

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Purpose

The CIPC Code Validation Form (STVCIPC) is used to create, update, insert, and delete CIPC codes, such as codes for programs of study such as *Medicine*, *Law*, and *Linguistics*. This form is used by other forms to validate the CIPC codes used in IPEDS reports.

Banner form

Code	Description	Ind A	Ind B	Ind C	Activity Date
060101	Business/Mgmt., General Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
060201	Accounting Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
093228	Dramatics Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-MAY-2005
110101	Computer/Info Science, General Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
150303	Electronic Technology Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
181101	Nursing, General Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
220101	Law Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
230101	English, General Co-unique Code: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995



Section B: Set Up

Lesson: CIPC Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the CIPC Code Validation Form (STVCIPC).
2	Enter the appropriate CIPC validation value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter a value in the Co-unique Code field to store the co-unique program identifier code or additional program identifiers as needed to further define the CIPC codes.
5	Click the Ind A checkbox to indicate that the CIP code is to be reported as a program completion below the Baccalaureate level.
6	Click the Ind B checkbox to indicate that the CIP code is to be reported as a program completion below the Baccalaureate level.
7	Click the Ind C checkbox to indicate that the CIP code is to be reported as a program completion below the Baccalaureate level. <u>Note:</u> The Activity Date field is for display only.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Class Code Validation

◀ Jump to TOC

Purpose

The Class Code Validation Form (STVCLAS) is used to create, update, insert, and delete class codes, such as *Freshman*, *Sophomore*, *More than 60 units*.

Banner form

Class Code Validation STVCLAS 7.0 (s7s7010g) (CHICAG)

Class Code	Description	EDI Eqv	LMS Eqv	Activity Date
01	First Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
02	Second Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
03	Third Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
04	Fourth Year	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
11	Year 1, Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
12	Year 1, Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
21	Year 2, Semester 1	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
22	Year 2, Semester 2	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
CE	Continuing Education	<input type="checkbox"/>	<input type="checkbox"/>	29-APR-1987
FR	Freshman	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
GR	Graduate	<input type="checkbox"/>	<input type="checkbox"/>	29-APR-1987
JR	Junior	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995
L1	First Year Law	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
L2	Second Year Law	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
L3	Third Year Law	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
M1	First Year Medical	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
M2	Second Year Medical	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
M3	Third Year Medical	<input type="checkbox"/>	<input type="checkbox"/>	07-AUG-1987
PG	Post Graduate Advanced Certif	<input type="checkbox"/>	<input type="checkbox"/>	07-JAN-1991
SO	Sophomore	<input type="checkbox"/>	<input type="checkbox"/>	09-JAN-1995
SP	Special Student	<input type="checkbox"/>	<input type="checkbox"/>	04-MAR-1988
SN	Senior	<input type="checkbox"/>	<input type="checkbox"/>	03-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Classification Code Validation Form (STVCLAS).
2	Enter the appropriate class value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter a value in the EDI Eqv field to assign the EDI SPEEDE/EXPRESS class code values to the institution's class codes.
5	Enter a value in the LMS Eqv field to display the IA-PLUS Loan Management System (LMS) class code values that are equivalent to the Banner class codes. <u>Note:</u> The Activity Date field is for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: College Code Validation

◀ Jump to TOC

Purpose

The College Code Validation Form (STV_COLL) is used to create, update, insert, and delete college codes, such as *College of Engineering*, *College of Law*, and *College of Music*.

Banner form

Code	Description	Voice Response Message Number	System Required	Canadian Statistics Code	MIS District	Activity Date
00	No College Designated		<input checked="" type="checkbox"/>			29-APR-1987
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AG	College of Agriculture		<input type="checkbox"/>		123	08-FEB-2008
AH	College of Allied Health		<input type="checkbox"/>		123	08-FEB-2008
AR	College of Architecture		<input type="checkbox"/>		123	08-FEB-2008
AS	College of Arts & Sciences		<input type="checkbox"/>		123	08-FEB-2008
BU	College of Business		<input type="checkbox"/>		123	08-FEB-2008
CC	California Community College		<input type="checkbox"/>		123	17-JAN-2008
CE	Continuing Education		<input type="checkbox"/>		123	08-FEB-2008
DN	School of Dentistry		<input type="checkbox"/>		123	08-FEB-2008
ED	College of Education		<input type="checkbox"/>		123	08-FEB-2008
EN	College of Engineering		<input type="checkbox"/>		123	08-FEB-2008
LW	Law School		<input type="checkbox"/>		123	08-FEB-2008
MD	School of Medicine		<input type="checkbox"/>		123	08-FEB-2008
NU	College of Nursing		<input type="checkbox"/>		123	08-FEB-2008
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the College Code Validation Form (STV_COLL).
2	Enter the appropriate college value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter a value in the Voice Response message Number field to assign a number to the recorded message that describes the college code for telephone applications.



Section B: Set Up

Lesson: College Code Validation (Continued)

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Procedure, continued

Step	Action
5	Select a value from the MIS District menu to be used with the Banner Human Resources CA-MIS module for the Employee Assignment Extract (PEPAEXT) file. <u>Note:</u> The Activity Date field is for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Course Status Code Validation

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Purpose

The Course Status Code Validation Form (STVCSTA) is used to create, update, insert, and delete course status codes. These codes show whether the course status is active or inactive.

Banner form

Code	Description	Active	Activity Date
A	Active	<input checked="" type="checkbox"/>	27-MAR-1987
I	Inactive	<input type="checkbox"/>	03-JAN-1995
P	Pending	<input type="checkbox"/>	03-JAN-1995
T	Temporarily Inactive	<input type="checkbox"/>	03-JAN-1995
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Course Status Code Validation Form (STVCSTA).
2	Enter the appropriate one-digit status value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the Active checkbox to activate course status codes. <u>Note:</u> The Activity Date field is for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Catalog Element One Validation

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Purpose

The Catalog Element One Validation Form (STVCUDA) is one of six used in the Catalog module to create, update, insert, and delete Special Section Status for a course. This field is used for the MIS CB extract. You may only create or update values for Element 1 of the supplemental data on the Course Detail Information Form (SCAETL) from this form.

Banner form

Code	Description	Activity Date
N	Course is not a special class	22-JUN-2007
S	Approved special class	22-JUN-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Catalog Element One Validation Form (STVCUDA).
2	Enter the appropriate catalog value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Catalog Element Two - Six Validation

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Purpose

The Catalog Element Two - Six Validation Forms [STVCUD(B-F)] are five of the six forms used in the Catalog module to create, update, insert, and delete MIS CB extract reporting elements.

MIS Data Element by Validation Table:

STVCUDB	California Articulation Number (CAN)
STVCUDC	California Articulation Number Sequence
STVCUDD	CSU Crosswalk Course Department
STVCUDE	CSU Crosswalk Course Number
STVCUDF	Prior-To-College Level

Banner form

Catalog Element Two Validation STVCUDB 7.0 (s7s7010g) (CHICAG)

Code	Description	Activity Date
<input type="text" value="2"/>	<input type="text" value="Element Two"/>	<input type="text" value="05-OCT-2005"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Catalog Element Two – Six Validation Forms [STVCUD(B-F)].
2	Enter the appropriate element value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Department Code Validation

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Purpose

The Department Code Validation Form (STVDEPT) is used to maintain department codes, such as *History Department*, *Counseling Department*, and *Department of Undeclared*.

Banner form

Code	Description	System Req	VR	Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>			03-JAN-1995
0001	Board of Control	<input type="checkbox"/>			19-MAR-2004
0002	Intcomp 7.2 Integration - DEP	<input type="checkbox"/>			15-MAY-2006
1999	Bio Sciences	<input type="checkbox"/>			19-MAR-2004
2110	School of Business Economics	<input type="checkbox"/>			19-MAR-2004
2205	College of Engineering	<input type="checkbox"/>			19-MAR-2004
2210	General Engineering	<input type="checkbox"/>			19-MAR-2004
2220	Chemical Engineering	<input type="checkbox"/>			19-MAR-2004
2230	Chemistry	<input type="checkbox"/>			19-MAR-2004
2240	Civil Environmental Engrg	<input type="checkbox"/>			19-MAR-2004
2250	Electrical Engineering	<input type="checkbox"/>			19-MAR-2004
2255	Geological Engrg and Sciences	<input type="checkbox"/>			19-MAR-2004
2256	A E Seaman Mineral. Museum	<input type="checkbox"/>			19-MAR-2004
2260	Mech. Engrg - Engrg Mechanics	<input type="checkbox"/>			19-MAR-2004
2270	Metallurgical Materials Eng	<input type="checkbox"/>			19-MAR-2004
2280	Mining Engineering	<input type="checkbox"/>			19-MAR-2004
2305	Dean-School of Forestry/WP	<input type="checkbox"/>			19-MAR-2004
2310	Forestry Wood Products	<input type="checkbox"/>			19-MAR-2004
2315	Wood Science	<input type="checkbox"/>			19-MAR-2004
2320	Institute of Wood Research	<input type="checkbox"/>			19-MAR-2004
2330	Ford Forestry Center	<input type="checkbox"/>			19-MAR-2004
2405	Dean-Coll. of Science Arts	<input type="checkbox"/>			19-MAR-2004



Section B: Set Up

Lesson: Department Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Department Code Validation Form (STVDEPT).
2	Enter the appropriate department value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the System Req checkbox to determine which values are required by the system.
5	Enter a value in the VR Msg No field to assign a number to the recorded message that describes the degree code for telephone applications. <u>Note:</u> The Activity Date field is for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Division Code Validation

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Purpose

The Division Code Validation Form (STVDIVS) is used to create, update, insert, and delete division codes, such as *Division of Accounting* and *Division of Law*.

Banner form

Code	Description	Activity Date
0000	Division Undeclared	25-MAR-1991
ADED	Division of Adult Education	04-JAN-1991
EVEN	Evening Division	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Division Code Validation Form (STVDIVS).
2	Enter the appropriate division value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Fee Type Validation

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Purpose

The Fee Type Validation Form (STVFTYP) is used to maintain fee types used in the fee assessment calculations. Fee types like flat and credit, as well as fee types for non-traditional (open learning) course registrations can be created and updated here. These fee types could then be attached to the Course Detail Information Form (SCADETL), the Section Detail Information Form (SSADETL), or the Registration Fee Assessment Rules Form (SFARGFE).

Banner form

Code	Description	System Required	Activity Date	User ID
BILL	per Bill Hour fee	<input checked="" type="checkbox"/>	05-JUN-2003	SATURN
CRED	per Credit Hour fee	<input checked="" type="checkbox"/>	05-JUN-2003	SATURN
DURN	per Duration Units	<input checked="" type="checkbox"/>	05-JUN-2003	SATURN
FLAT	Flat Fee	<input checked="" type="checkbox"/>	05-JUN-2003	SATURN
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Fee Type Validation Form (STVFTYP).
2	Enter the appropriate fee type value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the System Required checkbox if this value is system required. <i>Note: The Activity Date and User fields are for display only.</i>
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Grading Mode Code Validation

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Purpose

The Grading Mode Code Validation Form (STVGMOD) is used to create, update, insert, and delete grading mode codes, such as *Audit Grading Mode*, *CEU Grading Mode*, *Standard Letter Grading Mode*, and *Pass/Fail Grading Mode*.

Banner form

Code	Description	VR Msg	Activity Date
8	SU wI IP Regents		30-AUG-2005
A	Audit		16-DEC-2004
B	Credit/No Credit		16-SEP-1991
C	CEU		16-SEP-1991
L	Standard Letter		06-SEP-2005
P	Pass/Fail		16-SEP-1991
S	Standard Letter		28-SEP-2005
T	Transfer		16-SEP-1991
X	Conversion		06-JAN-1995
Y	First Semester of Year Long		07-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grading Mode Code Validation Form (STVGMOD).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the Voice Response message number assigned to the recorded message that describes the grading mode code in the VR Msg field. <u>Note:</u> The Activity Date field is used for display only.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Level Code Validation

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Purpose

The Level Code Validation Form (STVLEVL) is used to create, update, insert, and delete level codes, such as *No Level Declared*, *Undergraduate*, and *Non-Matriculated Graduate*. Level codes are used in the Registration and Academic History Modules.

Banner form

Level Code	Description	CEU Ind	Voice Msg	EDI Equip	Sys Req	Activity Date
00	Undeclared	<input type="checkbox"/>		00	<input checked="" type="checkbox"/>	27-APR-200
01	Undergraduate (01)	<input type="checkbox"/>		01	<input type="checkbox"/>	13-FEB-200
02	Graduate (02)	<input type="checkbox"/>		02	<input type="checkbox"/>	13-FEB-200
AS	Associates 2 year	<input checked="" type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
B1	CT CCS - campus B	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
BA	testing	<input type="checkbox"/>		BA	<input type="checkbox"/>	27-APR-200
C1	Curriculum Level 1	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CE	Continuing Education	<input checked="" type="checkbox"/>		CE	<input type="checkbox"/>	27-APR-200
CF	Certificate - full app needed	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CN	Certificate - no full app need	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CR	Credit	<input type="checkbox"/>		CR	<input type="checkbox"/>	27-APR-200
CS	Continuing Studies	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
CT	Curriculum Test Level	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
EX	Extension	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
FO	Fran test level	<input type="checkbox"/>			<input type="checkbox"/>	21-NOV-200
G0	Graduate 12	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G1	Graduate 3	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G2	Graduate 4	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G3	Graduate 5	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G4	Graduate 6	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G5	Graduate 7	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200
G6	Graduate 8	<input type="checkbox"/>			<input type="checkbox"/>	19-MAR-200



Section B: Set Up

Lesson: Level Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Level Code Validation Form (STVLEVEL).
2	Enter the appropriate value in the Level Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Click the CEU Ind (Continuing Education) checkbox is used to indicate CEU students or CEU level courses.
5	Enter the Voice Response message number assigned to the recorded message that describes the student level in the Voice Msg field.
6	Enter the EDI level code in the EDI Equiv field.
7	Click the Sys Req checkbox to indicate that this level code is a system requirement.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation

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Purpose

The Major, Minor, Concentration Code Validation Form (STVMAJR) is used to create, update, insert, and delete major, minor and concentration codes, such as *Undeclared*, *Journalism*, and *Law*.

Banner form

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	SEVIS Equivalent:								Activity Date: 24-JUN-1991
ACCT	Accounting	060201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activity Date: 03-OCT-2007
	SEVIS Equivalent:								Activity Date: 03-OCT-2007
ANTH	Anthropology	450201	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activity Date: 03-OCT-2007
	SEVIS Equivalent:								Activity Date: 03-OCT-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Major, Minor, Concentration Code Validation Form (STVMAJR).
2	Enter the code for the major in the Major Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the code used to identify the Classification of Instructional Programs (CIP) code associated with the major area of study in the CIPC field. <u>Note:</u> These codes are used in IPEDS reporting.
5	Click the Major checkbox to indicate that the area of study is a valid major.



Section B: Set Up

Lesson: Major, Minor, Concentration Code Validation (Continued)

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Procedure, continued

Step	Action
6	Click the Minor checkbox to indicate that the area of study is a valid minor.
7	Click the Concentration checkbox to indicate that the area of study is a valid concentration.
8	Click the Occupation checkbox to indicate those majors, which have been designated as occupationally specific majors for IPEDS reporting.
9	Click the Financial Aid Eligibility checkbox to indicate which majors are financial aid eligible.
10	Click the System Required checkbox if this value is system required.
11	Enter a value in the Voice Response message Number field to assign a number to the recorded message that describes the major code for telephone applications.
12	Enter a value in the SEVIS Equivalent field to hold the SEVIS major codes that correspond to the existing Banner codes. <u>Note:</u> The Activity Date field is used for display only.
13	Enter the code for the TOP code in the Taxonomy of Program (TOP) Code field.
14	Click the Save icon.
15	Click the Exit icon.



Section B: Set Up

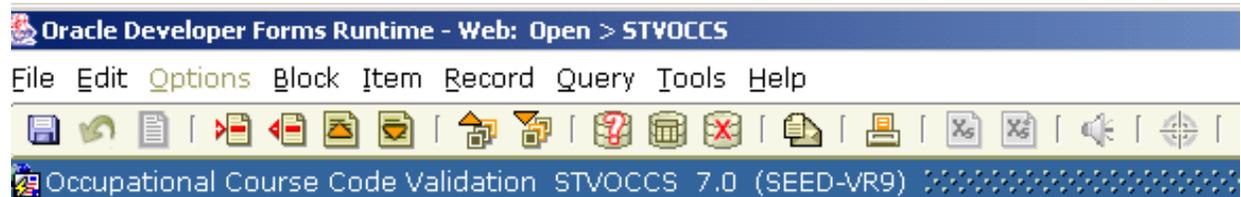
Lesson: Occupational Course Code Validation

◀ Jump to TOC

Purpose

The Occupational Course Code Validation Form (STVOCCS) is used to create, update, insert, and delete occupational course codes, such as *Apprenticeship Course*, and *Occupational Course*. The Course Detail Information Form (SCADETL) uses this form to validate the SAM codes required for MIS CB extract reporting.

Banner form



Code	Description	Activity Date
A	Apprenticeship	01-AUG-2007
B	Advanced Occupational	01-AUG-2007
C	Clearly Occupational	01-AUG-2007
D	Possibly Occupational	01-AUG-2007
E	Non-Occupational	01-AUG-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Occupational Course Code Validation Form (STVOCCS).
2	Enter the appropriate occupational course code value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Pre-Requisite Waiver Code Validation

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Purpose

The Pre-Requisite Waiver Code Validation Form (STVPWAV) is used to create, update, insert, and delete pre-requisite waiver codes, such as *Dean of Instruction*, *Faculty Advisor*, and *Division Chairperson*.

Banner form

Code	Description	Activity Date
A	Faculty Advisor	06-JAN-1995
C	Division Chairperson	06-JAN-1995
D	Dean of Instruction	06-JAN-1995
H	Department Head	06-JAN-1995
I	Instructor	10-JAN-1995
R	Registrar	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Pre-Requisite Waiver Code Validation Form (STVPWAV).
2	Enter the appropriate one-digit waiver code value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Repeat Status Code Validation

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Purpose

The Repeat Status Code Validation Form (STVREPS) is used to create, update, insert, and delete repeat status codes, such as *Course may be repeated* and *Course may not be repeated*.

Banner form

Code	Description	Activity Date
A	MIS Repeat Status 'A'	06-NOV-1991
NR	Course may not be repeated	04-SEP-1991
RP	Course may be repeated	04-SEP-1991
Z	MIS Repeat Status 'Z'	06-NOV-1991

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Repeat Status Code Validation Form (STVREPS).
2	Enter the appropriate repeat status value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Term Restriction Code Validation

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Purpose

The Term Restriction Code Validation Form (STVRTRM) is used to create, update, insert, and delete term restriction codes, such as *Fall*, *Spring*, and *Summer I*.

Banner form

Code	Description	Activity Date
10	Fall	06-JAN-1995
20	Spring	06-JAN-1995
30	Summer I	06-JAN-1995
40	Summer II	06-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the term Restriction Code Validation Form (STVRTRM).
2	Enter the appropriate two-digit term restriction value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Source/ Background Institution Code Validation

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Purpose

The Source/Background Institution Code Validation Form (STVSBGI) is used to create, update, insert, and delete source/background institution codes, such as *Harvard University*, *Montgomery County Community College*, and *George Washington High School*.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Source/Background Institution Code Validation Form (STVSBGI).
2	Enter the appropriate code in the Source/background Institution field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter a value in the Type field to identify if the source is a high school (<i>H</i>), college (<i>C</i>), or source-only (<i>S</i>).
5	Click the Source Indicator checkbox to indicate that an institution is a recruiting source.
6	Select a value from the Admissions Request drop-down menu to identify required admission request checklist items associated with an institution.
7	Enter a value in the EDI field to indicate whether an institution is capable of receiving transcript information electronically via EDI.
8	Enter a value in the FICE field to send transcripts electronically via EDI to those institutions which are capable of receiving them. <i>Note:</i> If a value exists in the FICE field, then this number will be used in the EDI process.
9	Enter a value in the Voice Response Message Number field to assign a number to the recorded message that describes the source/background institution code for telephone applications.
10	Click the Save icon.
11	Click the Exit icon.



Section B: Set Up

Lesson: Schedule Type Code Validation

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Purpose

The Schedule Type Code Validation Form (STVSCHD) is used to create, update, insert, and delete schedule type codes, such as *Lecture*, *Lab*, *Self-paced*, and *Seminar*. Forms in the Catalog, Class Schedule, and Registration modules use this form to validate schedule type codes.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVSCHD

le Edit Options Block Item Record Query Tools Help

Schedule Type Code Validation STVSCHD 7.0 (SEED-VR9)

Code	Description	Instructional Method	Automatic Scheduler	Co-op Assignment Allowed	Voice Response Message Number	Activity Date
02	Lecture and/or discussion	02	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		07-SEP-2007
04	Laboratory/Studio/Activity	04	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
11	Tutor Noncredit session	11	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
20	Work experience credits	20	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
40	Directed Study/Independ. Study	40	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
50	Distance Ed Delayed Interact.	50	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
51	Dist. Ed 2-way video/audio	51	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
52	Dist. Ed 1way video/2way audio	52	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
53	Distance Ed 2-way audio	53	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
54	Dist. Ed Other interactive	54	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
61	Dist. Ed Text one-way	61	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
62	Dist. Ed Audio one-way	62	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
63	Dist. Ed Video one-way	63	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
64	Dist. Ed Other passive	64	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
71	Dist. Ed Internet Simultaneous	71	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
72	Dist. Ed Internet Delayed	72	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
90	Field Experience	90	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
98	Other independent study	98	<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007
B	Lab		<input type="checkbox"/>	<input type="checkbox"/>		07-SEP-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Schedule Type Code Validation Form (STVSCHD).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Select an instructional method from the drop-down menu in the Instructional Method field. <u>Examples:</u> Web-based, mixed media, instructor-led.



Section B: Set Up

Lesson: Schedule Type Code Validation (Continued)

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Procedure, continued

Step	Action
5	Click the Automatic Scheduler checkbox to indicate whether a scheduling tool uses the schedule type.
6	Click the Co-op Assignment Allowed checkbox to indicate whether a co-op assignment is allowed.
7	Enter the Voice Response Message number assigned to the recorded message that describes the schedule type in the Voice Response Message Number field. <u>Note:</u> The Activity Date field is used for display only.
8	Click the Save icon.
9	Click the Exit icon.



Section B: Set Up

Lesson: Subject Code Validation

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Purpose

The Subject Code Validation Form (STVSUBJ) is used to create, update, insert, and delete subject codes, such as *Accounting*, *Botany*, and *Economics*.

Banner form

Code	Description	VR Msg	Web Ind	Activity Date
ACCT	Accounting		<input checked="" type="checkbox"/>	27-APR-1987
ALHL	Allied Health		<input checked="" type="checkbox"/>	18-JUL-2005
AMST	American Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ANTH	Anthropology		<input checked="" type="checkbox"/>	18-AUG-1987
ARBS	Arab Studies		<input type="checkbox"/>	10-OCT-2005
ARCH	Architecture		<input checked="" type="checkbox"/>	29-JAN-1991
ART	Art		<input checked="" type="checkbox"/>	10-JAN-1995
ARTH	Art History		<input checked="" type="checkbox"/>	14-SEP-2004
ARTS	Arts History & Studio		<input checked="" type="checkbox"/>	07-JAN-1991
ASTD	Asian Studies		<input checked="" type="checkbox"/>	19-JAN-1989
ASTR	Astronomy		<input checked="" type="checkbox"/>	14-MAR-1991
AUD	Audit Grading Course		<input checked="" type="checkbox"/>	18-JUL-2005
BIBL	Bible study		<input type="checkbox"/>	14-JUN-2005
BIO	Biology--GCC		<input type="checkbox"/>	12-APR-2005
BIOL	Biology		<input checked="" type="checkbox"/>	15-APR-1987
BOT	Botanical Sciences		<input type="checkbox"/>	12-AUG-2004
BOTN	Botany		<input checked="" type="checkbox"/>	29-JAN-1991
BUAD	Business Administration		<input checked="" type="checkbox"/>	06-MAY-1987
BUS	Business		<input checked="" type="checkbox"/>	18-AUG-2005



Section B: Set Up

Lesson: Subject Code Validation (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Subject Code Validation Form (STVSUBJ).
2	Enter the appropriate value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the Voice Response Message number assigned to the recorded message that describes the subject code in the VR Msg field.
5	Click the Web Indicator checkbox to indicate this can be displayed on the web. <u>Note:</u> The Activity Date field is used for display only.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Term Code Validation

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Purpose

The Term Code Validation Form (STVTERM) is used to create, update, insert, and delete term codes, such as 999999 (*The End of Time*), 200010 (*Fall 1999*), and 200020 (*Spring 2000*). Forms throughout the Student System use this form to validate the term codes. Term codes must be numeric and must be constructed so that they maintain the appropriate sequence of terms.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVTERM

File Edit Options Block Item Record Query Tools Help

Term Code Validation STVTERM 7.2.0.1 [C3SC:7.3.1] (SEED-VR9)

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
999999	The End of Time	01-JAN-2999	15-MAY-2999		9999	01-JAN-2999	15-MAY-2999
Financial Aid Process Year: 9999 Term: 1		Period: -		<input checked="" type="checkbox"/> System Required		Activity Date: 03-JAN-1995	
MIS Term Identifier GI03:		MIS Term Category:					
Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
200910	Fall 2009	31-AUG-2009	12-DEC-2009	S	2009	31-AUG-2009	12-DEC-2009
Financial Aid Process Year: 0809 Term: 1		Period: -		<input type="checkbox"/> System Required		Activity Date: 08-FEB-2008	
MIS Term Identifier GI03: 091		MIS Term Category: A					
Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
200830	Summer 2008	01-JUN-2008	31-AUG-2008	S	2008	01-JUN-2008	30-AUG-2008
Financial Aid Process Year: 0708 Term: 3		Period: 6 - 8		<input type="checkbox"/> System Required		Activity Date: 08-FEB-2008	
MIS Term Identifier GI03: 085		MIS Term Category: F					

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Term Code Validation Form (STVTERM).
2	Enter the term in the Term field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the starting and ending dates of the term in the Term Start Date and Term End Date fields.
5	Select the term type from the drop-down list in the Term Type field.
6	Select the academic year from the drop-down list in the Academic Year field.



Section B: Set Up

Lesson: Term Code Validation (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
7	Enter the housing starting and ending dates for the term in the Housing Start Date and Housing End Date field.
8	Enter the financial aid processing start and end years in the Financial Aid Process Year field. <u>Example:</u> The financial aid processing year of 1998-1999 would be 9899.
9	Enter the financial aid award term in the Term field.
10	Enter the financial aid award beginning and ending periods in the Period field.
11	Enter the three-digit MIS term identifier in the MIS Term Identifier G103 field.
12	Enter the MIS CC extract term category in the MIS Term Category field.
12	Click the Save icon.
13	Click the Exit icon.



Section B: Set Up

Lesson: Test Code Validation

◀ Jump to TOC

Purpose

The Test Code Validation Form (STVTESSC) is used to create, update, insert, and delete codes for test types, such as *ACT Math*, *GRE French*, *Law School Admission*, and *SAT Verbal*.

Banner form

Oracle Developer Forms Runtime - Web: Open > STVTESSC

le Edit Options Block Item Record Query Tools Help

Test Code Validation STVTESSC 7.0 (SEED-VR9)

Test Code	Description	Number of Positions	Data Type	Minimum Score	Maximum Score	Admissions Checklist Request Item	Activity Date
1C	Mathematics Level IC	3	<input checked="" type="checkbox"/>	200	800		08-DEC-1995
	<input checked="" type="checkbox"/> System Required MIS:	1083		Assessment Data:	Voice Response Message Number:		
2C	Mathematics Level IIC (Calcula	3	<input checked="" type="checkbox"/>	200	800		08-DEC-1995
	<input checked="" type="checkbox"/> System Required MIS:	1062		Assessment Data:	Voice Response Message Number:		
A01	ACT English	2	<input checked="" type="checkbox"/>	01	25		12-JAN-1996
	<input checked="" type="checkbox"/> System Required MIS:	1043		Assessment Data:	Voice Response Message Number:		
A02	ACT Math	2	<input checked="" type="checkbox"/>	01	25		12-JAN-1996
	<input checked="" type="checkbox"/> System Required MIS:	1045		Assessment Data:	Voice Response Message Number:		
A03	ACT Reading	2	<input checked="" type="checkbox"/>	01	25		12-JAN-1996
	<input checked="" type="checkbox"/> System Required MIS:	1077		Assessment Data:	Voice Response Message Number:		
A04	ACT Science Reasoning	2	<input checked="" type="checkbox"/>	01	25		12-JAN-1996
	<input checked="" type="checkbox"/> System Required MIS:			Assessment Data:	Voice Response Message Number:		
A05	ACT Composite	2	<input checked="" type="checkbox"/>	01	36	TSTS	12-JAN-1996

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Test Code Validation Form (STVTESSC).
2	Enter the appropriate value in the Test Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field.
4	Enter the number of positions of the test score in the Number of Positions field.
5	Click the Data Type checkbox to indicate data type for the associated test scores. <u>Example:</u> Numeric, alphanumeric.
6	Enter the minimum and maximum scores in the Minimum Score and Maximum Score fields.



Section B: Set Up

Lesson: Test Code Validation (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
7	Select the type of admissions materials required with the associated test from the drop-down list in the Admissions Checklist Request Item field. <u>Note:</u> The Activity Date field is used for display only.
9	Enter the MIS assessment instrument code in the MIS field.
10	Enter the Assessment Instrument Data code in the Assessment Data field.
11	Enter the voice response message number assigned to the recorded message that describes the test score code in the Voice Response Message Number field.
12	Click the Save icon.
13	Click the Exit icon.



Section B: Set Up

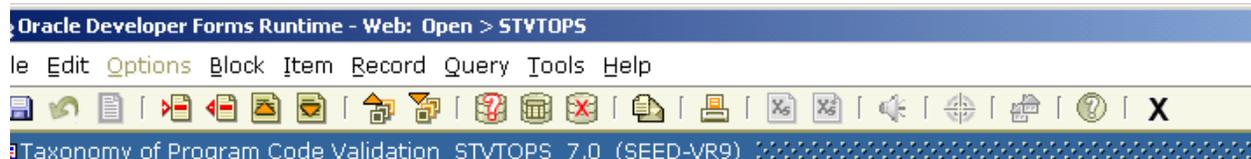
Lesson: Taxonomy of Program Code Validation

◀ Jump to TOC

Purpose

The Taxonomy of Program Code Validation Form (STVTOPS) is used to create, update, insert, and delete taxonomy of program codes. These codes specify the taxonomy of the program, such as *English*, *Biology*, or *History*.

Banner form



Code	Description	Activity Date
010100	Agriculture Tech & Science Gen	22-JUN-2007
010200	Animal Science	22-JUN-2007
010210	Veterinary Technician Licensed	22-JUN-2007
010220	Artificial InseminatorLicensed	22-JUN-2007
010230	Dairy Science	22-JUN-2007
010240	Equine Science	22-JUN-2007
010300	Plant Science	22-JUN-2007
010310	Agricultural Pest Ctrl Adv/Op	22-JUN-2007
010400	Viticulture Enology & Wine Bus	22-JUN-2007
010900	Horticulture	22-JUN-2007
010910	Landscape Design & Maintenance	22-JUN-2007

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Taxonomy of Program Code Validation Form (STVTOPS).
2	Enter the appropriate program code value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Course Funding Agency Validation

◀ Jump to TOC

Purpose

The Course Funding Agency Validation Form (SVVCFUN) is used to create, insert, update and delete MIS reporting course funding agency codes. These codes specify funding agency such as Developed with Economic Development Funds.



Code	Description	Activity Date
A	Developed with Econ Dev Funds	01-AUG-2007
B	Partial Economic Dev. Funds	01-AUG-2007
Y	Not Applicable	01-AUG-2007

Procedure

Follow these steps to

Step	Action
1	Access the Course Funding Agency Validation Form (SVVCFUN)
2	Enter the appropriate program code value in the Code field.
3	Enter an appropriate description (up to 30 characters) in the Description field. <u>Note:</u> The Activity Date field is for display only.
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

Match the Banner validation form name from the list on the left with the description on the right. Try to do this without using your workbook notes.

- | | | |
|------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. STVCLAS | _____ | 1. Used to maintain department codes, such as <i>History Department</i> , <i>Counseling Department</i> , and <i>Department of Undeclared</i> . |
| b. STVCOLL | _____ | 2. Used to create, update, insert, and delete major, minor and concentration codes, such as <i>Undeclared</i> , <i>Journalism</i> , and <i>Law</i> . |
| c. STVDEPT | _____ | 3. Used to create, update, insert, and delete subject codes, such as <i>Accounting</i> , <i>Botany</i> , and <i>Economics</i> . |
| d. STVGMOD | _____ | 4. Used to create, update, insert, and delete source/background institution codes, such as <i>Harvard University</i> , <i>Montgomery County Community College</i> , and <i>George Washington High School</i> . |
| e. STVMAJR | _____ | 5. Used to create, update, insert, and delete college codes, such as <i>College of Engineering</i> , <i>College of Law</i> , and <i>College of Music</i> . |
| f. STVSBGI | _____ | 6. Used to create, update, insert, and delete grading mode codes, such as <i>Audit Grading Mode</i> , <i>CEU Grading Mode</i> , and <i>Pass/Fall Grading Mode</i> . |
| g. STVSUBJ | _____ | 7. Used to create, update, insert, and delete class codes, such as <i>Freshman</i> , <i>Sophomore</i> , <i>First Year Law</i> , and <i>Professional</i> . |



Section B: Set Up

Lesson: Answer Key for Self Check

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- C 1. Used to maintain department codes, such as *History Department*, *Counseling Department*, and *Department of Undeclared*.
- E 2. Used to create, update, insert, and delete major, minor and concentration codes, such as *Undeclared*, *Journalism*, and *Law*.
- G 3. Used to create, update, insert, and delete subject codes, such as *Accounting*, *Botany*, and *Economics*.
- F 4. Used to create, update, insert, and delete source/background institution codes, such as *Harvard University*, *Montgomery County Community College*, and *George Washington High School*.
- B 5. Used to create, update, insert, and delete college codes, such as *College of Engineering*, *College of Law*, and *College of Music*.
- D 6. Used to create, update, insert, and delete grading mode codes, such as *Audit Grading Mode*, *CEU Grading Mode*, and *Pass/Fall Grading Mode*.
- A 7. Used to create, update, insert, and delete class codes, such as *Freshman*, *Sophomore*, *First Year Law*, and *Professional*.



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to explain the regular process and detail the procedures to establish and maintain a course catalog, create schedule and registration restrictions, and produce catalog reports.

Intended audience

Personnel who maintain catalog data for courses

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.

Prerequisites

To complete this workbook, you should have completed the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals” or have equivalent experience navigating in the Banner system.

You will also need to ensure that the rules and validation codes in Banner needed for catalog creation have been set up for you.



Section C: Day-to-Day Operations

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

◀ Jump to TOC

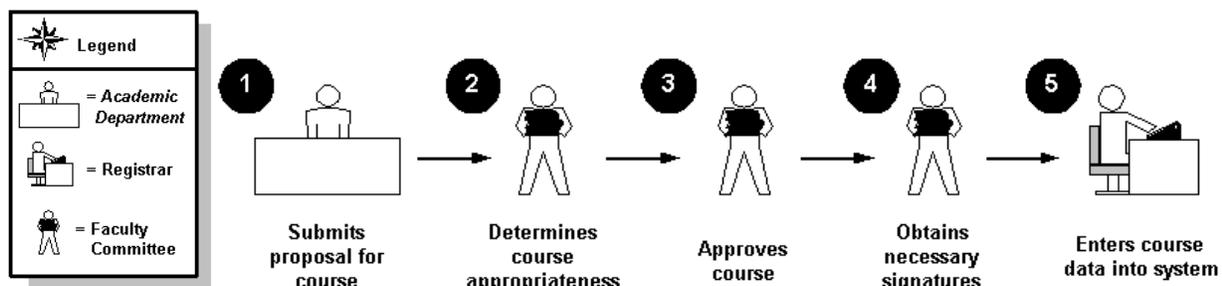
About the process

The Registrar's Office can

- create the course in Banner
- create the Course Syllabus if needed
- add duration units and the instructional method if the course is open learning registration and the information is applicable to the course
- add details, MIS reporting data, restrictions, pre-requisites, and text to the course
- produce the catalog report.

Flow diagram

This diagram highlights the processes used to create and maintain Course Catalog data.



What happens

The stages of the process are described in this table.

Stage	Description
Academic Department	
1	Submits proposal for the course to the Faculty Committee.
Faculty Committee	
2	Determines whether the course is appropriate.
3	Creates the course if appropriate.
4	Obtains necessary signatures
Registrar	
5	Enters course data into the system.



Section C: Day-to-Day Operations

Lesson: Entering the Minimum Information Necessary to Create a Course

◀ Jump to TOC

Purpose

The Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information for an institution. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course until the course is added to the catalog via the Basic Course Information Form.

Banner form

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 [C3SC:7.3.1] (SEED-VR9)

Subject: ENGL English Course: 103 Term: 200718

Course Title: 20th Century American Lit

Course Details

From Term: 199510 Copy To Term: 999999

Course Title: 20th Century American Lit

College: AS College of Arts & Sciences

Division:

Department: ENGL English

Status: A Active

Approval:

Credit Status:

CIP:

Prerequisite Waiver:

Duration:

- Continuing Education
- Tuition Waiver
- Additional Fees
- CAPP Areas for Prerequisites
- Syllabus Exists
- Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	<input type="text"/>
Billing:	3.000	<input type="checkbox"/>	<input type="text"/>
Lecture:	3.000	<input type="checkbox"/>	<input type="text"/>
Lab:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Contact:	3.000	<input type="checkbox"/>	<input type="text"/>

Repeat Details

Limit: 0 Maximum Hours:

Repeat Status:



Section C: Day-to-Day Operations

Lesson: Entering the Minimum Information Necessary to Create a Course (Continued)

◀ Jump to TOC

Scenario

A three-credit hour, undergraduate lecture course entitled History of Civilization is being offered by the College of Arts and Sciences. It needs to be entered into the Banner database in order to facilitate the creation of course sections for registration in the upcoming semester. Standard Letter is the default grading mode, but students have the option to take it as Pass/Fail or Audit.

Procedure

Follow these steps to enter course information.

Note: Most fields have a down arrow that can be clicked to view the List of Values. If the values (codes) at your institution are different, please note them in the values tables because some courses created are used in other exercises.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Establish the course identification information as follows. Subject: <i>Hist</i> (History) Course: (Assign a number you will remember and write it down.) Term: <i>200510</i> (or current term)
3	Perform a Next Block function to navigate to the Course Details window.
4	Complete the Course Details window as follows. Course Title: <i>History of Civilization</i> College: <i>AS</i> (College of Arts and Sciences) Department: <i>HIST</i> (History) Status: <i>A</i> (Active) Approval: <i>S</i> (State Approved) Credit Status: <i>D</i> (Degree Applicable)
5	Do you want to enter a course duration at the catalog level? If yes, use the LOV to select an appropriate value in the Duration fields.



Section C: Day-to-Day Operations

Lesson: Entering the Minimum Information Necessary to Create a Course (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	Navigate to the Hours section and enter codes for the information in the Low column of the fields as follows. CEU or Credit: 3.00 Billing: 3.00 Lecture: 3.00
7	Navigate to the Limit field and enter the number of times the course can be repeated for credit.
8	Navigate to the Repeat Status field and enter the appropriate repeat code.
9	Navigate to the Course Level window by selecting <u>Levels</u> from the Options menu.
10	Enter the level code for Undergraduate (<i>UG</i>) in the Level field.
11	Select <u>Grading Modes</u> from the Options menu to access the Grading Mode window.
12	Enter the grading mode codes for Standard Letter (<i>S</i>), Pass/Fail (<i>P</i>), and/or Audit (<i>A</i>) in the Mode field.
13	Define the grading mode of Standard Letter as the default grading mode by entering <i>D</i> in the Default field. <u>Note:</u> A default grading mode must be identified, even if only one grading mode is listed. The value <i>N</i> indicates that the grading mode is an option, not the default grading mode.
14	Access the Schedule Type window by selecting <u>Schedule Types</u> from the Options menu.
15	Enter the schedule code for Lecture (<i>L</i>) in the Schedule field.
16	Update the Instructional Method field, if appropriate.
	Enter the number of workload hours the instructor received in the Workload field.
17	Click the Save icon.
18	If more courses are to be entered at this time, Rollback to clear the form and enter new information. If not, click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Syllabus Information

◀ Jump to TOC

Banner form

The Course Syllabus Form (SCASYLB) is used to create descriptions of learning objectives, required materials, and technical requirements available for the production of the course syllabus. This information is displayed on the Web to aid students in selecting and registering for course sections.

Note: The syllabus information may be copied down to the section level at the user's request, but may not be representative of all of the sections of the course.

Course Syllabus SCASYLB 7.0

Subject: American Studies Course: Term:

Course Title: American Studies II

Long Course Title

From Term: Maintenance To Term: Activity Date:

Title:

URL:

Learning Objectives

From Term: Maintenance To Term: Activity Date:



Section C: Day-to-Day Operations

Lesson: Creating Syllabus Information (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process. Use the subject code and course number from the previous exercise.

Note: When entering the long course title, learning objectives, and technical requirements, enter information about what the learner would receive from the course so they can make an informed decision about registering for it.

Step	Action
1	Access the Course Syllabus Form (SCASYLB).
2	Enter the subject code for the course in the Subject field.
3	Enter the course number in the Course field.
4	Enter the effective term for the course in the Term field and press Enter. <u>Result:</u> The course title will default into the Course Title field.
5	Perform a Next Block function.
6	Enter a long course title in the Long Course Title block. This is optional. <u>Note:</u> The Comments button opens a Banner Editor window so you can enter, search on, or display text. The Maintenance button is used to copy long course title information to a new effective term.
7	Perform a Next Block function to access the Learning Objectives block.
8	Enter learning objectives information for the course. <u>Note:</u> This is optional.
9	Perform a Next Block function or select <u>Required Materials</u> from the Options menu.
10	Enter the required materials for the section in the Untitled (Required Materials) field.
11	Perform a Next Block function or select <u>Technical Requirements</u> from the Options menu.
12	Enter technical requirements for the section in the Untitled (Technical Requirements) field.
13	Click the Save icon.
14	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog

◀ [Jump to TOC](#)

Introduction

As you can probably guess, building a course catalog can be a major undertaking depending on how many courses are in your present catalog. There are additional specifications that can be added to various courses for various reasons. Most of these variations will be necessary to apply to courses depending on your situation.

The exercises cover a number of different scenarios that you may face during the creation of your catalog. Please pay close attention to the descriptions so that you can add these courses to your catalog as needed.

Banner form

The Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information for an institution. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course until the course is added to the catalog via the Basic Course Information Form.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Banner form, continued

Oracle Developer Forms Runtime - Web: Open > SCACRSE
 File Edit Options Block Item Record Query Tools Help
 Basic Course Information SCACRSE 7.3 [C3SC:7.3.1] (SEED-VR9)

Subject: ENGL English Course: 103 Term: 200718
 Course Title: 20th Century American Lit

Course Details

From Term: 199510 Copy To Term: 999999

Course Title: 20th Century American Lit
 College: AS College of Arts & Sciences
 Division:
 Department: ENGL English
 Status: A Active
 Approval:
 Credit Status:
 CIP:
 Prerequisite Waiver:
 Duration:

- Continuing Education
- Tuition Waiver
- Additional Fees
- CAPP Areas for Prerequisites
- Syllabus Exists
- Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	
Billing:	3.000	<input type="checkbox"/>	
Lecture:	3.000	<input type="checkbox"/>	
Lab:		<input type="checkbox"/>	
Other:		<input type="checkbox"/>	
Contact:	3.000	<input type="checkbox"/>	

Repeat Details
 Limit: 0 Maximum Hours:
 Repeat Status:



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Exercise 1

The College of Arts and Sciences is offering a variable credit, undergraduate General Chemistry course. Students registering for the course will have the option of taking the course as a three-credit lecture course or a three-credit lecture course with a one-credit lab attached to it. Standard Letter is the default grading mode, but students have the option to take it as Pass/Fail or Audit.

Use the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>Chem</i> (Chemistry)
Course	(Assign a number you will remember and write it down.)
Term	<i>200510</i> (or current term)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
Course Title	<i>General Chemistry</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 3

Use the information in Table 3 to complete the procedure that follows.

Field	Low	To/Or	High
CEU or Credit	<i>0.00</i>	<i>TO</i>	<i>4.00</i>
Billing	<i>0.00</i>	<i>TO</i>	<i>4.00</i>
Lecture	<i>0.00</i>	<i>TO</i>	<i>3.00</i>
Lab	<i>0.00</i>	<i>TO</i>	<i>1.00</i>
Contact	<i>0.00</i>	<i>TO</i>	<i>4.00</i>



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Table 4

Use the information in Table 4 to complete the procedure that follows.

Schedule	Description	Workload
02	<i>Lecture</i>	<i>3.00</i>
04	<i>Lab</i>	<i>1.00</i>
C	<i>Lecture/Lab</i>	



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Procedure – exercise 1

Follow these steps to complete the process. Use the tables on the previous page.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Establish the course identification information by entering the information in the respective fields of the Key block using Table 1.
3	Perform a Next Block function to access the Course Information block.
4	Enter the information from Table 2 in the appropriate fields.
5	Navigate to the Hours section. Enter codes for the information in the fields specified in Table 3.
6	Select <u>Levels</u> from the Options menu, and in the Level field, enter the level code for Undergraduate (UG).
7	Select <u>Grading Modes</u> from the Options menu to access the Grading Mode window. In the Mode field, enter the grading mode codes for Standard Letter (S), Pass/Fail (P), and Audit (A).
8	Define the grading mode of Standard Letter as the default grading mode.
9	Select <u>Schedule Types</u> from the Options menu and enter the schedule codes using Table 4. <u>Note:</u> The workload number is used in the Faculty Load Module and is not validated at this point.
10	Enter an appropriate instructional method in the Instructional Method field.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Exercise 2

The College of Engineering is offering a three-credit hour, undergraduate Fundamentals of Engineering course. This course cannot be repeated for credit. This is a three-credit lecture/lab course. The default grading mode is Standard Letter, but it may also be taken as Pass/Fail or Audit.

Use the tables to complete the process that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>ENGR</i> (Engineering)
Course	(Assign a number you will remember)
Term	<i>200510</i> (or current term)
Course Title	<i>Fundamentals of Engineering</i>
College	<i>EN</i> (College of Engineering)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>3.00</i>
Billing	<i>3.00</i>
Lecture	<i>2.00</i>
Lab	<i>1.00</i>



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Procedure – exercise 2

Follow these steps to complete the process. Use the tables on the previous page.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the information in Table 1 in their respective fields.
3	Enter codes using the information in Table 2.
4	Enter 0 in the Limit field of the Repeat Details section.
5	Enter the Course may not be repeated code (NR) in the Repeat Status field. <u>Note:</u> The Repeat Status field does not control any processing. It is informational only.
6	Select <u>Levels</u> from the Options menu, and in the Level field, enter the level code for Undergraduate (UG).
7	Select <u>Grading Modes</u> from the Options menu.
8	Enter the grading mode codes for Standard Letter (S), Pass/Fail (P), and Audit (A) in the Mode field. Designate Standard Letter as the default grading mode.
9	Select <u>Schedule Types</u> from the Options menu and enter the schedule code for Lecture/Lab (C), Lecture (02) and Lab (04). Enter the workload schedule types 02 and 04.
10	Click the Save icon.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Exercise 3

The College of Arts and Sciences is offering a three-credit hour, undergraduate, lecture/lab Advanced Mathematics course. According to institution policy, this course can be repeated two times for credit. The default grading mode is Standard Letter, but students may also take it as Pass/Fail or Audit.

Use the tables to complete the process that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>MATH</i> (Mathematics)
Course	(Assign a number you will remember)
Term	<i>200510</i> (or current term)
Course Title	<i>Advanced Mathematics</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>3.00</i>
Billing	<i>3.00</i>
Lecture	<i>2.00</i>
Lab	<i>1.00</i>



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Procedure – exercise 3

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the information in their respective fields using the Table 1.
3	Enter the information in the Hours section using Table 2.
4	In the Repeat Information section, enter 2 in the Limit field.
5	Enter the Course may be repeated code (<i>RP</i>) in the Repeat Status field.
6	Select <u>Levels</u> from the Options menu.
7	Enter the level code for Undergraduate (<i>UG</i>) in the Level field.
8	Select <u>Grading Modes</u> from the Options menu.
9	Enter the grading mode codes for Standard Letter (<i>S</i>), Pass/Fail (<i>P</i>), and Audit (<i>A</i>) in the Mode field. Designate Standard Letter as the default grading mode.
10	Select <u>Schedule Types</u> from the Options menu and enter the schedule code for Lecture/Lab (<i>C</i>), Lecture (02) and Lab (04). Enter the appropriate workload for schedule types 02 and 04.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Exercise 4

A two hundred level, three-credit hour, undergraduate History of Civilization lecture course is being offered by the College of Arts and Sciences. Before registering for this course, students must have taken History 101 and History 102 (at the undergraduate level) and received a grade of C or better in both courses (students cannot be concurrently in these two courses). The default grading mode is Standard Letter; students may also take it as Pass/Fail or Audit.

Use the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>HIST</i> (History)
Course	(Assign a two hundred level number that you will remember)
Term	<i>200510</i> (or current term)
Course Title	<i>History of Civilization</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>3.00</i>
Billing	<i>3.00</i>
Lecture	<i>3.00</i>

Table 3

Use the information in Table 3 to complete the procedure that follows.

Field	Value
Subject	<i>HIST</i>
Course	<i>101</i>
Level	<i>UG</i>
Grade	<i>C</i>
Concurrency	<i>No</i>



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Table 4

Use the information in Table 4 to complete the procedure that follows.

Field	Value
And/Or	<i>A</i>
Subject	<i>HIST</i>
Course	<i>101</i>
Level	<i>UG</i>
Grade	<i>C</i>
Concurrency	<i>No</i>

Procedure – exercise 4

Follow these steps to complete the process. Use the tables on the previous and current pages when indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the following information in their respective fields using Table 1.
3	Enter the information in the Hours section using Table 2.
4	Select <u>Levels</u> from the Options menu, and in the Level field, enter the level code for Undergraduate (<i>UG</i>).
5	Select <u>Grading Modes</u> from the Options menu.
6	Enter the grading mode codes for Standard Letter (<i>S</i>), Pass/Fail (<i>P</i>), and Audit (<i>A</i>) in the Mode field. Designate Standard Letter as the default grading mode.
7	Select <u>Schedule Types</u> from the Options menu.
8	Enter the schedule code for Lecture (<i>02</i>). Enter the appropriate workload in the Workload field.
9	Click the Save icon.
10	Select <u>Pre-requisites</u> from the Options menu to access the Catalog Pre-requisite and Test Score Restrictions Form (SCAPREQ).
11	Select <u>Course Test Scores</u> from the Options menu.
12	Enter the information in the first line of the Course Test Scores and Pre-requisite Restrictions section using Table 3.
13	Enter the information in the second line using Table 4.
14	Click the Save icon.
15	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Exercise 5

A four-credit, undergraduate Elementary Practicum course is being offered by the College of Education. Three hours of the course is lecture and one hour of the course is lab. When registering for this course students must also take other courses concurrently. Standard Letter is the default grade, but students may also take it as Audit.

Follow these steps to complete the process.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>EDUC</i> (Education)
Course	(Assign a number you will remember)
Term	<i>200510</i> (or current term)
Course Title	<i>Elementary Practicum</i>
College	<i>ED</i> (College of Education)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>4.00</i>
Billing	<i>4.00</i>
Lecture	<i>3.00</i>
Lab	<i>1.00</i>

Table 3

Use the information in Table 3 to complete the procedure that follows.

Field	Value
Subject	<i>EDUC</i> (Education)
Course	<i>101</i>



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Procedure – exercise 5

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the information from Table 1 in their respective fields.
3	Enter the information in the Hours section using Table 2.
4	Select <u>Levels</u> from the Options menu, and in the Level field, enter the level code for Undergraduate (<i>UG</i>).
5	Select <u>Grading Modes</u> from the Options menu.
6	Enter the grading mode codes for Standard Letter (<i>S</i>), and Audit (<i>A</i>) in the Mode field. Designate Standard Letter as the default grading mode.
7	Select <u>Schedule Types</u> from the Options menu and enter the schedule code for Lecture/Lab (<i>C</i> , Lecture (02) and Lab (04)). Enter the appropriate workload for schedule types 02 and 04.
8	Select <u>Course Details</u> from the Options menu.
9	Enter the information from Table 3 in the first line of the Corequisite Course block.
10	Click the Save icon.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Exercise 6

The College of Arts and Sciences is offering an undergraduate Calculus course as a four-credit hour lecture/lab. This course is equivalent to Physics 400, which was offered from 199410 to 199810. Standard Letter is the default grade, but students may also take it as Audit.

Use the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>Math</i> (Mathematics)
Course	(Assign a number you will remember and write it down)
Term	<i>200180</i>
Course Title	<i>Calculus</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>4.00</i>
Billing	<i>4.00</i>
Lecture	<i>3.00</i>
Lab	<i>1.00</i>

Table 3

Use the information in Table 3 to complete the procedure that follows.

Field	Value
Subject	<i>PHYS</i>
Course	<i>400</i>
Start Term	<i>199410</i>
End Term	<i>199810</i>



Section C: Day-to-Day Operations

Lesson: Entering Various Courses into the Course Catalog (Continued)

◀ Jump to TOC

Procedure – exercise 6

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the information from Table 1 in the fields.
3	Enter the information from Table 2 in the Hours section.
4	Select <u>Levels</u> from the Options menu.
5	Enter the level code for Undergraduate (<i>UG</i>) in the Level field.
6	Select <u>Grading Modes</u> from the Options menu.
7	Enter the grading mode codes for Standard Letter (<i>S</i>), and Audit (<i>A</i>) in the Mode field. Designate Standard Letter as the default grading mode.
8	Select <u>Schedule Types</u> from the Options menu.
9	Enter the schedule code for Lecture/Lab (<i>C</i>), Lecture (<i>02</i>) and Lab (<i>04</i>). Enter the appropriate workload for schedule types 02 and 04.
10	Click the Save icon.
11	Select <u>Course Details</u> from the Options menu.
12	Add Physics 400 as the associated equivalent in the Equivalent Course section, using the information from Table 3.
13	Click the Save icon.
14	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering a Credit Continuing Education Course

◀ Jump to TOC

Purpose

The Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information for an institution. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course until the course is added to the catalog via the Basic Course Information Form.

Banner form

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 [C3SC:7.3.1] (SEED-VR9)

Subject: ART Art Course: 002 Term: 199520

Course Title:

Course Details

From Term: 199520 Copy To Term: 999999

Course Title: Make It and Take It

College: CE Continuing Education

Division:

Department: ART Art

Status: A Active

Approval: A Approved

Credit Status: N Non-credit

CIP:

Prerequisite Waiver:

Duration:

Continuing Education

Tuition Waiver

Additional Fees

CAPP Areas for Prerequisites

Syllabus Exists

Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	.100	<input type="checkbox"/>	
Billing:	1.000	<input type="checkbox"/>	
Lecture:	1.000	<input type="checkbox"/>	
Lab:	.000	<input type="checkbox"/>	
Other:	.000	<input type="checkbox"/>	
Contact:	1.000	<input type="checkbox"/>	

Repeat Details

Limit: Maximum Hours:

Repeat Status:



Section C: Day-to-Day Operations

Lesson: Entering a Credit Continuing Education Course (Continued)

◀ Jump to TOC

Exercise

A Writing Management lecture course is being offered by the College of Continuing Education as a CEU unit course. This course can be taken for a standard grade only. The course is being offered as a 500-level English course.

Use the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>ENGL</i> (English)
Course	(Assign a number you will remember)
Term	<i>200510</i> (or current term)
Course Title	<i>Writing Management</i>
College	<i>CE</i> (College of Continuing Education)
Status	<i>A</i> (Active)
Approval	<i>A</i> (Approved)
Credit Status	<i>N</i> (Non-Credit)
Cont Ed Field	<i>Checked</i>

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>Leave blank</i>
Billing	<i>1.00</i>
Lecture	<i>1.00</i>



Section C: Day-to-Day Operations

Lesson: Entering a Credit Continuing Education Course (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the information from Table 1 in their respective fields.
3	Navigate to the Hours section and enter the information in the Low column of the specified fields using Table 2.
4	Check the Continuing Education and Additional Fees checkboxes at the bottom of the form.
5	Perform a Next Block function to navigate to the Course Level window.
6	Enter the level code for Credit (<i>CE</i>) in the Level field.
7	Perform a Next Block function to navigate to the Grading Mode window.
8	Enter the grading mode code for Standard Letter (<i>S</i>) in the Mode field.
9	Enter <i>D</i> to designate it as the default grading mode in the Default field for the Standard Letter grade.
10	Perform a Next Block function to navigate to the Schedule Type window.
11	Enter the schedule code for Lecture (<i>02</i>) in the Schedule field.
12	Click the Save icon.
13	Return to the Basic Course Information Block and review the calculated CEU/Cred value
14	Click the Exit icon.
15	Access the Course Detail Information Form (SCADETL). Information defaults into the Key block.
16	Select <u>Course Text</u> from the Options menu to view the Course Text/Transfer Institution Agreement window. Enter this course description: <i>Teaches how to communicate writing assignments effectively, and how to identify and solve writing problems. Provides opportunity to create a Writing Management Action Plan, a personal blueprint for writing management.</i>
17	Click the Save icon.
18	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Using Search Capabilities

◀ Jump to TOC

Purpose

The Course Search Form (SCASRCH) is used to provide all non-term search capabilities to administrative users. You can search for all courses (either by subject and course or subject alone) that are active for a specified date range. The date ranges entered are compared against the term start and end dates in STVTERM.

Banner form

Course Search SCASRCH 7.3

Subject: Accounting Course: From Date: To Date:

Start Term	End Term	Subject	Course Number	Description	Credit Hours		
					Low	Or/To	High
<input type="text" value="199510"/>	<input type="text" value="999999"/>	<input type="text" value="ACCT"/>	<input type="text" value="2310"/>	Intermediate Accounting I	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Using Search Capabilities (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Course Search Form (SCASRCH).
2	Enter the subject code for the course in the Subject field. <u>Note:</u> If you select a subject code from the list of Existing Courses, the Subject and Course fields will be populated. (Go to Step 4.)
3	Enter the course number in the Course field.
4	Enter the beginning date of the effective term in the From Date field. <u>Note:</u> Use DD-MON-YYYY format.
5	Enter the ending date of the effective term in the To Date field. <u>Note:</u> Use DD-MON-YYYY format.
6	Perform a Next Block function.
7	You will see the results of the query defined in the key block. Review the table that follows for a list of Fields and Descriptions that result.

Fields and descriptions

The table contains the fields and descriptions you will see in the search results.

Field	Description/ Buttons
Start Term	Starting term when the course is offered
End Term	Last term when the course is offered
Subject	Subject code for the course
Course Number	Number of the course
Description	Description of the course
Credit Hours Low	Least number of credit hours you can receive for the course
Credit Hours Or/To	Displays TO or OR to define the credit hours range; TO indicates a range between low and high credit hours; OR indicates either the high or low credit hours may be used, but nothing in between
Credit Hours High	Highest number of credit hours you can receive for the course



Section C: Day-to-Day Operations

Lesson: Adding Descriptive Text Information to a Course Catalog Entry

◀ Jump to TOC

Purpose

The Course Detail Information Form (SCADELTL) is used to add more specific details to the course after you have entered your basic course information into SCACRSE.

Banner form

Course Detail Information SCADELTL 7.3

Subject: American Studies **Course:** **Term:**

Course Title: American Studies II

Corequisite Course

From Term: **Maintenance** **To Term:**

Subject	Course
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Equivalent Course

From Term: **Maintenance** **To Term:**

Subject	Course	Start Term	End Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Adding Descriptive Text Information to a Course Catalog Entry (Continued)

◀ Jump to TOC

Exercise 1

Using the information from one of the previous exercises you completed to enter the various courses, a four-credit hour, undergraduate Calculus course was created.

Follow these steps to complete the process.

Step	Action
1	Access the Course Detail Information Form (SCADETL).
2	Enter <i>Math</i> in the Subject field.
3	Enter the course number from a previous exercise in the Course field.
4	Enter the current term in the Term field.
5	Select <u>Course Description</u> from the Options menu to access the Course Description window.
6	Enter the text describing the contents of the course: <i>This course begins with a discussion of functions, the limit concept, and continuity. A graphics calculator is required for this course. Students are expected to have completed an equivalent of Precalculus.</i>
7	Select <u>Course Text</u> from the Options menu to access the Course Text window.
8	Enter <i>Undergraduate Calculus</i> in the Course Text field.
9	Click the Save icon.
10	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering a Course Catalog Entry with a Degree Program Attribute

◀ Jump to TOC

Purpose

The Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information for an institution. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course until the course is added to the catalog via the Basic Course Information Form.

Banner form

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 [C3SC:7.3.1] (SEED-VR9)

Subject: ENGL English Course: 103 Term: 200718

Course Title: 20th Century American Lit

Course Details

From Term: 199510 Copy To Term: 999999

Course Title: 20th Century American Lit

College: AS College of Arts & Sciences

Division:

Department: ENGL English

Status: A Active

Approval:

Credit Status:

CIP:

Prerequisite Waiver:

Duration:

Continuing Education

Tuition Waiver

Additional Fees

CAPP Areas for Prerequisites

Syllabus Exists

Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	
Billing:	3.000	<input type="checkbox"/>	
Lecture:	3.000	<input type="checkbox"/>	
Lab:		<input type="checkbox"/>	
Other:		<input type="checkbox"/>	
Contact:	3.000	<input type="checkbox"/>	

Repeat Details

Limit: 0 Maximum Hours:

Repeat Status:



Section C: Day-to-Day Operations

Lesson: Entering a Course Entry with a Degree Program Entering a Course Catalog Entry with a Degree Program Attribute (Continued)

◀ Jump to TOC

Exercise 2

A four-credit, undergraduate Calculus IV lecture/lab course is being offered by the College of Business. Standard Letter is the default grade, but students may also take it as Audit. This course satisfies the degree program upper division requirement.

Use the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>MATH</i> (Mathematics)
Course	(Assign a number you will remember and write it down)
Term	<i>200510</i> (or current term)
Course Title	<i>Calculus IV</i>
College	<i>BU</i> (College of Business)
Status	<i>A</i> (Active)
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Value
CEU or Credit	<i>4.00</i>
Billing	<i>4.00</i>
Lecture	<i>3.00</i>
Lab	<i>1.00</i>



Section C: Day-to-Day Operations

Lesson: Entering a Course Catalog Entry with a Degree Program Attribute (Continued)

◀ Jump to TOC

Procedure – exercise 2

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE) .
2	Enter the information from Table 1 in the fields.
3	Navigate to the Hours section and enter the information in the Low column of the specified fields using Table 2.
4	Perform a Next Block function to navigate to the Course Level window.
5	Enter the level code for Undergraduate (<i>UG</i>) in the Level field.
6	Perform a Next Block function to navigate to the Grading Mode window.
7	Enter the grading mode codes for Standard Letter (<i>S</i>) and Audit (<i>A</i>) in the Mode field.
8	Enter <i>D</i> to designate it as the default grading mode in the Default field for Standard Letter.
9	Perform a Next Block function to navigate to the Schedule Type window.
10	Enter the schedule code for Lecture/Lab (<i>C</i>), Lecture (02) and Lab (04) in the Schedule field. Enter the faculty workload value for the 02 and 04 schedule types.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering a Course Catalog Entry with a Degree Program Attribute (Continued)

◀ Jump to TOC

Purpose

Once you have entered your basic course information into SCACRSE, you can use the Course Detail Information Form (SCAETL) to add more specific details to the course. This can include

- co-requisite courses
- equivalent courses
- fees
- attributes
- course text for specific courses
- MIS reporting supplemental data, and
- transfer institution agreement information.

Banner form

Course Detail Information SCAETL 7.3

Subject: American Studies **Course:** **Term:**

Course Title: American Studies II

Corequisite Course

From Term: **Maintenance**  **To Term:**

Subject	Course
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Equivalent Course

From Term: **Maintenance**  **To Term:**

Subject	Course	Start Term	End Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Entering a Course Catalog Entry with a Degree Program Attribute (Continued)

◀ Jump to TOC

Procedure: Exercise 1

Follow these steps to complete the process.

Step	Action
1	Access the Course Detail Information Form (SCADETL). <u>Result:</u> Information for Calculus IV defaults in the Key block.
2	Select <u>Course Degree Attributes</u> from the Options menu to access the Fee Code/Degree Program Attribute window.
3	Click the down arrow above the Attribute field in the Degree Attributes block to view valid degree program attribute codes.
4	Select the code for <i>Not a Basic Skills Course</i> .
5	Click the Save icon.
6	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering Transfer Agreement Data

◀ Jump to TOC

Purpose: Exercise 2

Add transfer information to the course created in Exercise 1.

Oracle Developer Forms Runtime - Web: Open > SCADETL

File Edit Options Block Item Record Query Tools Help

Course Detail Information SCADETL 7.3.2.1 [C3SC:7.4] (SEED-VR9)

Subject: ENGL English Course: 103 Term: 2007:
 Course Title: 20th Century American Lit

Corequisites and E... Fee Codes Degree Attributes **Transfer Institutions** Supplemental Data Course Description

Transfer Institutions

From Term: 200718 Maintenance To Term: 999999

Source	Description	Agreement Date
A	Transferable UC & CSU	01-JUN-2007

Procedure

Follow these steps to complete the process:

Step	Action
1	Access the SCADETL form
2	Click on the Transfer Institutions tab.
3	Enter an A in the Source field.
4	Enter today's date in the Agreement Date field.
5	Save the record



Section C: Day-to-Day Operations

Lesson: Entering MIS Reporting Data

◀ Jump to TOC

Procedure: Exercise 3

Add MIS reporting data to the course added in Exercise 1.

Oracle Developer Forms Runtime - Web: Open > SCADEL

File Edit Options Block Item Record Query Tools Help

Course Detail Information SCADEL 7.3.2.1 [C3SC:7.4] (SEED-VR9)

Subject: ARAB Arabic Course: 100 Term: 200110

Course Title: Intro to Arabic Language

Corequisites and E... Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partne

Supplemental Data

From Term: 200110 Maintenance To Term: 999999

Taxonomy of Program: 110100 Foreign Languages, General Funding Agency Code:

Occupational Course: E Non-Occupational

Classification: A Liberal Arts & Sciences

Cooperative Education Course Identifier: ARAB100 Credit Category:

	Institutional Reporting	Description
Special Class Status:	N	Course is not a special class
California Articulation Number:	ANTH08	Intro to Lang&Anth Linguistics
California Articulation Number Sequence:	FRENSEQB	Intermediate French
CSU Crosswalk Course Department:	YYYYY	Not Articulated Trans. Course
CSU Crosswalk Course Number:	YYYYYY	Not Articulated Tran. Course
Prior-To-College Level:	Y	Not Applicable



Section C: Day-to-Day Operations

Lesson: Entering MIS Reporting Data (Continued)

◀ Jump to TOC

Procedure

Follow these steps to add MIS data to the course:

Step	Action
1	Access the SCADETL form.
2	Click on the Supplemental Data tab.
3	Enter the TOP code in the Taxonomy of Program field
4	Enter the SAM code in the Occupational Course field.
5	Enter the Funding Agency Code in the Funding Agency Code field.
6.	Enter the course classification code in the Classification field
7	Enter the Static ID in the Course Identifier field.
8	Indicate if the course is a special section for disabled students in the Special Class Status field.
9	Enter the CAN number in the California Articulation Number field.
10	Enter the CAN Sequence in the California Articulation Number Sequence field.
11	Enter the CSU Crosswalk Department in the CSU Crosswalk Course Department field.
12	Enter the CSU Crosswalk Course Number in the CSU Crosswalk Course Number field.
13	Enter the Prior to College Level in the Prior to College Level field.
14	Save the record.



Section C: Day-to-Day Operations

Lesson: Entering College and Major Restrictions

◀ Jump to TOC

Purpose

The Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information for an institution. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course until the course is added to the catalog via the Basic Course Information Form.

Banner form

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 [C3SC:7.3.1] (SEED-VR9)

Subject: ENGL English Course: 103 Term: 200718

Course Title: 20th Century American Lit

Course Details

From Term: 199510 Copy To Term: 999999

Course Title: 20th Century American Lit

College: AS College of Arts & Sciences

Division:

Department: ENGL English

Status: A Active

Approval:

Credit Status:

CIP:

Prerequisite Waiver:

Duration:

Continuing Education

Tuition Waiver

Additional Fees

CAPP Areas for Prerequisites

Syllabus Exists

Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	<input type="text"/>
Billing:	3.000	<input type="checkbox"/>	<input type="text"/>
Lecture:	3.000	<input type="checkbox"/>	<input type="text"/>
Lab:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Contact:	3.000	<input type="checkbox"/>	<input type="text"/>

Repeat Details

Limit: 0 Maximum Hours:

Repeat Status:



Section C: Day-to-Day Operations

Lesson: Entering College and Major Restrictions (Continued)

◀ Jump to TOC

Procedure

The College of Arts and Sciences is offering a variable credit hour, undergraduate Music Internship course. Students have the option of taking this course for 6 to 12 hours. Standard Letter is the default grade, but students have the option of taking it as Pass/Fail or Audit. Enter course information to restrict the course to students in the College of Arts and Sciences who are Music majors.

Use the tables to complete the procedure that follows.

Table 1

Use the information in Table 1 to complete the procedure that follows.

Field	Value
Subject	<i>MUSC</i> (Music)
Course	(Assign a number you will remember)
Term	<i>200510</i> (or current term)
Course Title	<i>Music Internship</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>Active</i>
Approval	<i>S</i> (State Approved)
Credit Status	<i>D</i> (Degree Applicable)

Table 2

Use the information in Table 2 to complete the procedure that follows.

Field	Low	To/Or	High
CEU or Credit	<i>3.00</i>	<i>TO</i>	<i>12.00</i>
Billing	<i>3.00</i>	<i>TO</i>	<i>12.00</i>
Other	<i>3.00</i>	<i>TO</i>	<i>12.00</i>



Section C: Day-to-Day Operations

Lesson: Entering College and Major Restrictions (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process. Use the tables on the previous page where indicated.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Enter the information from Table 1 into the appropriate fields.
3	Navigate to the Hours section and enter the information in the specified fields using Table 2.
4	Perform a Next Block function to navigate to the Course Level window.
5	Enter the level code for Undergraduate (<i>UG</i>) in the Level field.
6	Perform a Next Block function to navigate to the Grading Mode window.
7	Enter the grading mode codes for Standard Letter (<i>S</i>), Pass/Fail (<i>P</i>), and Audit (<i>A</i>) in the Mode field.
8	Enter <i>D</i> to designate it as the default grading mode in the Default field for the Standard Letter grade.
9	Perform a Next Block function to navigate to the Schedule Type window.
10	Enter the schedule code for Directed Study (<i>40</i>) in the Schedule field.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering College and Major Restrictions (Continued)

◀ Jump to TOC

Purpose

The Course Registration Restrictions Form (SCARRES) is used to enter and maintain registration restrictions for specific courses. Registration restrictions may be entered on an effective term basis for college, major, class, level, degree, program, and campus. Once entered here, these restrictions default to the course section and information for the term. The catalog restrictions may then be changed at the section, if necessary.

Banner form

Course Registration Restrictions SCARRES 7.0

Subject: American Studies **Course:** **Term:**

Course Title: American Studies II

College Restrictions

From Term: **Maintenance** **To Term:**

Include/Exclude (I/E):

College	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Major Restrictions

From Term: **Maintenance** **To Term:**

Include/Exclude (I/E):

Major	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Entering College and Major Restrictions (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Course Registration Restrictions Form (SCARRES). <u>Result:</u> Course information will default in the key block.
2	Navigate to the College Restrictions block.
3	Enter <i>AS</i> in the College field.
4	Enter <i>I</i> in the Include/Exclude indicator box.
5	Navigate to the Major Restrictions block.
6	Enter <i>I</i> in the Include/Exclude field.
7	Enter the code for Music in the Major field.
8	Click the Save icon.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Restricting a Course to a Campus and Term

◀ Jump to TOC

Purpose

The Catalog Schedule Restrictions Form (SCASRES) is used to enter and maintain scheduling restrictions for specific courses by term and campus, using the Include/ Exclude (I/E) fields in the Term Restriction and Campus Restriction sections of the main window.

Example: This form would be used for course courses only offered in the Fall or only offered at a particular campus.

The Basic Course Information Form (SCACRSE) must be completed for a given course before it can be accessed using SCASRES.

Banner form

Catalog Schedule Restrictions SCASRES 7.2.0.1

Subject: American Studies **Course:** **Term:**

Course Title: American Studies II

Term Restriction

From Term: **Maintenance** **To Term:**

Include/Exclude (I/E):

Term	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Campus Restriction

From Term: **Maintenance** **To Term:**

Include/Exclude (I/E):

Campus	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Restricting a Course to a Campus and Term (Continued)

◀ Jump to TOC

Procedure

The College of Business is offering a Calculus IV course, which you created previously. The Dean wants to restrict this course to the Spring term and the Main campus.

Follow these steps to complete the process.

Step	Action
1	Access the Catalog Schedule Restrictions Form (SCASRES).
2	Enter <i>MATH</i> (Mathematics) in the Subject field.
3	Enter the number you assigned to the course created in a previous exercise in the Course field.
4	Enter the current term in the Term field.
5	Perform a Next Block function to navigate to the Term Restriction block.
6	Enter <i>I</i> in the Include/Exclude (I/E) field.
7	Click the down arrow above the Term field and select the <i>Spring</i> term. <u>Note:</u> The course is now excluded from those terms.
8	Navigate to the Campus Restriction block.
9	Enter <i>I</i> in the Include/Exclude (I/E) field.
10	Click the down arrow below the Campus field, and select <i>Main</i> .
11	Click the OK button.
12	Click the Save icon.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Entering College/Department Text

◀ Jump to TOC

Purpose

The College/Department Text Form (SCATEXT) is used to enter and maintain information about colleges and departments within colleges, which will be printed on the Course Bulletin (SCRBULT).

Banner form

College and Department Text SCATEXT 7.0

College: College of Arts & Sciences Term:

Department:

From Term: Maintenance  To Term:



Section C: Day-to-Day Operations

Lesson: Entering College/Department Text (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the College/Department Text Form (SCATEXT).
2	Enter the code for the College of Arts and Sciences (AS) in the College field.
3	Enter the code for the Humanities department (HUM) in the Department field.
4	Enter a valid term code in the Term field.
5	Perform a Next Block function to navigate to the main body of the form.
6	In the text box, enter this text: <i>This curriculum is designed to provide students with concepts and skills needed to enter humanities careers.</i>
7	Select <u>Long Text</u> from the Options menu to access the College/Department Long Text window.
8	Enter a lengthy description for the college or department. <i>All courses that were previously offered by the Department of Humanities will be offered by the English Department. For additional information, contact the Department Chairperson.</i>
9	Click the Save icon.
10	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Printing a Catalog Report

◀ Jump to TOC

Purpose

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

Use the **CAPP Areas for Prerequisites** checkbox on either the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) or the Basic Course Information Form (SCACRSE) to select which type of prerequisite requirements will be in effect for the courses listed in the report.

- When the checkbox is checked (set to *Y*), Area Pre-requisite requirements will be listed for the courses in the report.
- When the checkbox is unchecked (set to *N*), Course Test Score and Pre-requisite Restrictions will be listed for the courses in the report.

Banner form

Process Submission Controls GJAPCTL 7.3

Process: SCRBULT Bulletin Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Academic Year	1989
02	Print Long Course Title	N
03	Print Long Course Description	N

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Printing a Catalog Report (Continued)

◀ Jump to TOC

Procedure

Now that you have entered the courses into Banner, you are ready to print your catalog report.

Follow these steps to complete the process.

Step	Action
1	Access the Bulletin Report (SCRBULT).
2	Perform a Next Block function.
3	Click the down arrow next to the Printer field.
4	Select the correct printer.
5	Click the OK button.
6	Perform a Next Block function to access the Parameter Values block.
7	Enter the academic year that you want the report to print in the Academic Year parameter.
8	Enter a <i>Y</i> in the Print Long Course Title and Print Long Course Description parameters, if applicable. The default value for these parameters is <i>N</i> (No).
9	Perform a Next Block function to access the Submission block.
10	Check the Save Parameters checkbox if you would like to save these parameters.
11	If you are saving the parameters, enter a name and description in the As field.
12	If you would like to run the report later, click the Hold radio button. If you would like to run the report now, click the Submit radio button.
13	Click the Save icon. <u>Note:</u> The report will run when you save your work if you checked the Submit radio button.
14	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- set up the rules and validation forms used in the Course Catalog module
- created syllabus information
- built or changed a course catalog
- placed, changed, and removed restrictions on courses
- supplied the rules used to satisfy student requirements
- produced a catalog report.

Next step

Now you are ready to build schedule information in the Class Schedule module.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

A course can be a continuing education course *and* a non-continuing education course.

True or False

Question 2

What does it mean to include or exclude a restriction?

Question 3

During registration processing, prerequisite checking enforces prerequisite restrictions at the section level only. Catalog level prerequisite restrictions are never checked during the registration process.

True or False

Question 4

Where do you control Repeat/Equivalent Course processing?

Question 5

If a course has 2 entered in the Limit field on the Basic Course Information Form (SCACRSE), how many times can the course be taken?

- a) A total of two times
- b) A total of three times
- c) Neither a nor b

Question 6

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?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

A course can be a continuing education course *and* a non-continuing education course.

False. A course can *not* be a continuing education course *and* a non-continuing education course.

Question 2

What does it mean to include or exclude a restriction?

An inclusion restriction means a course may be offered only for the college, major, class, level, degree, program or campus displayed in the respective section of the form. An exclusion restriction prohibits the offering of a course for the college, major, class, level, degree, program or campus.

Question 3

During registration processing, prerequisite checking enforces prerequisite restrictions at the section level only. Catalog level prerequisite restrictions are never checked during the registration process.

True

Question 4

Where do you control Repeat/Equivalent Course processing?

The Repeat Limit and Repeat Maximum Hours fields on the Basic Course Information Form (SCACRSE) control the Repeat/Equivalent Course processing.

Question 5

If a course has 2 entered in the Limit field on the Basic Course Information Form (SCACRSE), how many times can the course be taken?

- a) A total of two times
- b) A total of three times**
- c) Neither a nor b



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ [Jump to TOC](#)

Question 6

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?

The Course Search Form (SCASRCH)



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

Section contents

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Setup Forms and Where Used	107
Day-to-Day Forms and Setup Needed.....	109
Forms Job Aid	112



Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Duration Unit Validation	GTVDUNT	Basic Course Information	SCACRSE
Instructional Method Validation	GTVINSM	Basic Course Information	SCACRSE
Catalog Approval Code Validation	STVAPRV	Basic Course Information	SCACRSE
Attribute Validation	STVATTR	Course Detail Information	SCADETL
Campus Code Validation	STVCAMP	Course Registration Restrictions	SCARRES
		Catalog Schedule Restrictions	SCASRES
Classification Code Validation	STVCCSL	Course Detail Information	SCADETL
CIPC Code Validation	STVCIPC	Basic Course Information	SCACRSE
Class Code Validation	STVCLAS	Course Registration Restrictions	SCARRES
College Code Validation	STVCOLL	Basic Course Information	SCACRSE
Course Status Code Validation	STVCSTA	Basic Course Information	SCACRSE
Catalog Element One Validation	STVCUDA		
Catalog Element Two - Six Validation	STVCUD (B-F)		
Department Code Validation	STVDEPT	Basic Course Information	SCACRSE
Division Code Validation	STVDIVS	Basic Course Information	SCACRSE
Fee Type Validation	STVFTYP	Course Detail Information	SCADETL
Grading Mode Code Validation	STVGMOD	Basic Course Information	SCACRSE
Level Code Validation	STVLEVL	Basic Course Information	SCACRSE
		Course Registration Restrictions	SCARRES
Major, Minor, Concentration Code Validation	STVMAJR	Course Registration Restrictions	SCARRES
Occupational Course Code Validation	STVOCCS	Course Detail Information	SCADETL
Pre-Requisite Waiver Code Validation	STVPWAV	Basic Course Information	SCACRSE
Repeat Status Code Validation	STVREPS	Basic Course Information	SCACRSE



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Guide, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Term Restriction Code Validation	STVRTRM	Catalog Schedule Restrictions	SCASRES
Source/Background Institution Code Validation	STVSBGI	Course Detail Information	SCADETL
Schedule Type Code Validation	STVSCHD	Basic Course Information	SCACRSE
Subject Code Validation	STVSUBJ	Basic Course Information Course Syllabus Course Search Course Detail Information Course Registration Restrictions Catalog Schedule Restrictions	SCACRSE SCASYLB SCASRCH SCADETL SCARRES SCASRES
Term Code Validation	STVTERM	Basic Course Information Course Syllabus Course Search Course Detail Information Course Registration Restrictions Catalog Schedule Restrictions College/Department Text	SCACRSE SCASYLB SCASRCH SCADETL SCARRES SCASRES SCATEXT
Test Code Validation	STVTEC	Course Registration Restrictions	SCARRES
Taxonomy of Program Code Validation	STVTOPS	Course Detail Information	SCADETL
Course Credit Status Validation	SVVCCST	Basic Course Information	SCACRSE
Course Funding Agency Validation	SVVCFUN	Course Detail Information	SCADETL



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Basic Course Information (SCACRSE)	<ul style="list-style-type: none"> • Subject Validation (STVSUBJ) • Term Code Validation (STVTERM) • College Validation (STVCOLL) • Division Code Validation (STVDIVS) • Department Code Validation (STVDEPT) • Course Status Code Validation (STVCSTA) • Catalog Approval Code Validation (STVAPRV) • CIP Code Validation (STVCIPC) • Pre-Requisite Waiver Code Validation (STVPWAV) • Duration Unit Validation (GTVDUNT) • Repeat Status Validation (STVREPS) • Level Code Validation (STVLEVL) • Grading Mode Code Validation (STVGMOD) • Schedule Type Code Validation (STVSCHEM) • Partition Validation (GTVPARS) • Building/Room Attributes Validation (STVRDEF) • Course Credit Status Validation (SVVCCST)
Course Syllabus (SCASYLB)	<ul style="list-style-type: none"> • Subject Validation (STVSUBJ) • Term Code Validation (STVTERM)
Course Search (SCASRCH)	<ul style="list-style-type: none"> • Subject Validation (STVSUBJ)

Course Detail Information (SCADETL)	<ul style="list-style-type: none"> • Subject Validation (STVSUBJ) • Term Code Validation (STVTERM) • Detail Code Control (TSADETC) • Degree Program Attribute (STVATTR) • Taxonomy of Program Code Validation (STVTOPS) • Occupational Course Indicator (STVOCCS) • Classification Validation (STVCCSL) • Course Funding Agency Validation (SVVCFUN)
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Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ Jump to TOC

Guide, continued

Day-to-Day Form	Setup Forms Needed
Course Registration Restrictions (SCARRES)	<ul style="list-style-type: none">• Subject Validation (STVSUBJ)• Term Code Validation (STVTERM)• College Validation (STVCOLL)• Major Code Validation (STVMAJR)• Class Code Validation (STVCLAS)• Level Code Validation (STVLEVL)• Campus Code Validation (STVCAMP)
Catalog Schedule Restrictions (SCASRES)	<ul style="list-style-type: none">• Subject Validation (STVSUBJ)• Term Code Validation (STVTERM)• Campus Code Validation (STVCAMP)
College/Department Text (SCATEXT)	<ul style="list-style-type: none">• Term Code Validation (STVTERM)• College Validation (STVCOLL)• Department Validation (STVDEPT)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
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	
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	
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	
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	
SVVCCST	Course Status Validation	
SVVCFUN	Course Funding Agency Validation	



Section D: Reference

Lesson: Forms Job Aid (Continued)

◀ [Jump to TOC](#)

Job Aid, continued

Form Name	Form Description	Owner
Day-to-Day Forms		
SCACRSE	Basic Course Information	
SCASYLB	Course Syllabus	
SCASRCH	Course Search	
SCADETL	Course Detail Information	
SCARRES	Course Registration Restrictions	
SCASRES	Catalog Schedule Restrictions	
SCATEXT	College/Department Text	
Reports and Processes		
SCRBULT	Bulletin Report	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 1/15/2009.