

Banner Student Course Catalog Training Workbook

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Revision History Log

Publication Date	Summary
April 2008	New version that supports 8.0 software.
July 2008	Minor modifications per SME request.

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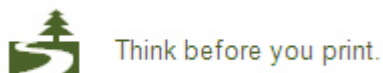


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Introduction



Course 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 these sections:

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

Course objectives

In this course you will learn how to

- create the rules and set parameters used to process course catalog data
- 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.

Intended audience

Personnel who maintain catalog data for courses

Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- administrative rights to create and perform the necessary set up in Banner
- completed the Student Overview training workbook.

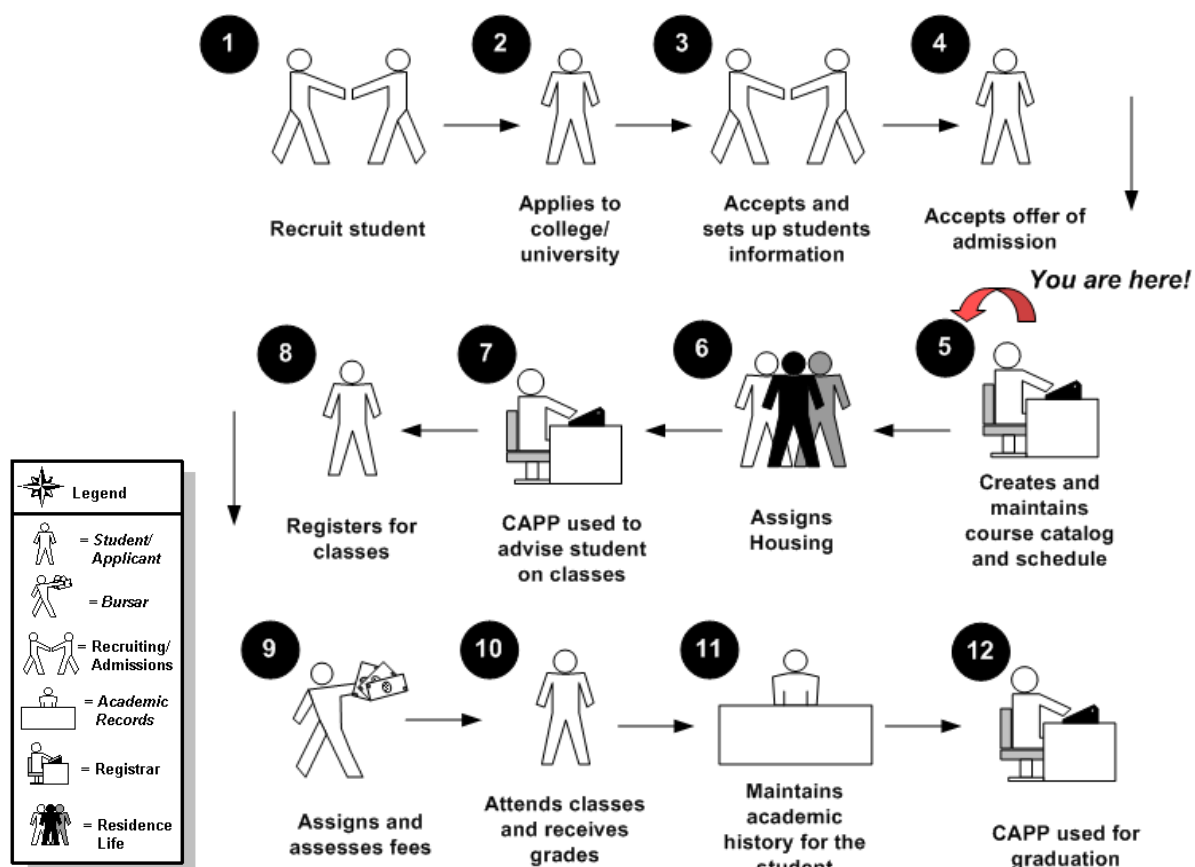
Process Introduction

Introduction

The personnel who maintain the catalog data are 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.



About the process

1. The Registrar generally creates and maintains the course catalog, but this may vary by institution. This may be a distributed process at some schools.
2. The assigned personnel will create and maintain the catalog on the Basic Course Information Form by entering the information relative to a particular course.
3. Duration Units are created and maintained and are associated with the calculation of an expected completion date for courses using an Open Learning Registration (OLR) format.
4. Detail information, restrictions, labor distribution, and pre-requisites may be attached to any catalog entry.
5. A Course Syllabus is created with descriptions of learning objects, required materials, and technical requirements that will be displayed on the web.
6. College and Department text can be added to assist with the production of Catalog reports.
7. Search capabilities are available for all courses by subject and/or course that are active for a specific date range.

Set Up



Section goal

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

Objectives

In this section you will learn how to create the rules and set parameters used to process the data.

Validation Forms Used in the Course Catalog Module

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
Duration Unit Validation	GTVDUNT
Instructional Method Validation	GTVINSM
Catalog Approval Code Validation	STVAPRV
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 Validations	STVCUD(A-F)

Form Description	Banner Name
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
Subject Code Validation	STVSUBJ
Term Code Validation	STVTERM
Test Code Validation	STVTESC
Taxonomy of Program Code Validation	STVTOPS
Detail Code Control	TSADETC
Degree Code Validation	STVDEGC
Student Type Validation	STVSTYP
Student Fee Assessment Code Validation	STVRATE
Residence Code Validation	STVRESL
Student Attribute Code Validation	STVATTS

Cohort Code Validation	STVCHRT
Visa Type Code Validation	STVVTYP
Grade Code Maintenance	SHAGRDE
Program Definition Rules	SMAPRLE

Duration Unit Validation

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 for OLR courses. 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.

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
MTHS	Months	31.00	GENERAL	19-MAY-2003
WEEK	Weeks	7.00	GENERAL	19-MAY-2003

Steps

Follow these steps to create a duration unit code.

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 appropriate number of days in each unit in the **Days per Unit** field to indicate the number of calendar days the duration unit equates to.

Note: The **Activity Date** and **User** fields are for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Instructional Method Validation

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 or can be used as a standalone description of the content delivery method for the course at the section level. This is associated with Open Learning Registration.

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
NT	NT		SAISUSR	04-DEC-2003
OPNLN	Open Learning		SAISUSR	08-JUN-2006

Steps

Follow these steps to create an instructional method code.

1. Access the Instructional Method Validation Form (GTVINSM).
2. Enter the appropriate instructional method 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, if being used at your institution (not required).

Note: The **Activity Date** and **User** fields are for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Catalog Approval Code Validation

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

Steps

Follow these steps to create a catalog approval code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Attribute Validation

Purpose

The Attribute Validation Form (STVATTR) is used to create, update, insert, and delete degree attribute codes, such as *Affiliated Teaching Requirement*, *Language Requirement*, and *Writing Intensive Requirement*. An attribute code of *Remedial Course Attribute* must be created for use in Integrated Post-Secondary Education /Data System (IPEDS) reporting.

Banner form

Code	Description	Activity Date
BLHS	Biblical & Historical Studies	11-JAN-1995
HUMA	Humanities Requirement	09-OCT-1990
LANG	Language Requirement	07-JAN-1991
NATL	Natural Science Requirement	04-JAN-1991
PERF	Performance Credit	05-SEP-1996
SOSC	Social Science Requirement	09-OCT-1990
TEAC	Affiliated Teaching Req.	09-OCT-1990
UPPR	Upper Division Requirement	04-JAN-1991
WRIT	Writing Intensive Requirement	04-JAN-1991

Steps

Follow these steps to create a degree attribute code.

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.
Note: The **Activity Date** field is for display only.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Campus Code Validation

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

The screenshot shows a window titled "Campus Code Validation STVCAMP 8.0 (BAN8_WIN)". Inside the window is a table with four columns: "Code", "Description", "District", and "Activity Date". The table contains several rows of data, including codes like "A", "AB", "ABC", "B", "C", "D", "E", "H", "LON", "M", "O", "W", and "Annandale". The "District" column has a dropdown menu for the first row. The "Activity Date" column shows dates like "24-JUN-1991", "13-SEP-2006", and "03-SEP-2002".

Code	Description	District	Activity Date
A	Annandale	<input type="text"/>	24-JUN-1991
AB	Testing campus code w/ 2 chara	<input type="text"/>	13-SEP-2006
ABC	Testing Mc Gill	<input type="text"/>	03-SEP-2002
B	Blacksburg	<input type="text"/>	24-JUN-1991
C	Charlottesville - changed to h	<input type="text"/>	13-SEP-2006
D	Downtown	<input type="text"/>	03-JAN-1995
E	East Side	<input type="text"/>	03-JAN-1995
H	Highland	<input type="text"/>	24-JUN-1991
LON	Campus code	<input type="text"/>	13-SEP-2006
M	Main	<input type="text"/>	04-JAN-1995
O	Off-campus	<input type="text"/>	03-JAN-1995
W	West Side	<input type="text"/>	03-JAN-1995
		<input type="text"/>	
		<input type="text"/>	

Steps

Follow these steps to create a campus code.

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.

Note: The **Activity Date** field is for display only.

4. Select the district from the **District** menu to validate against the District/Division Code Validation Form.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Classification Code Validation

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 (SCADETL) uses this form to validate classification codes.

Banner form

Code	Description	Activity Date
CC	Community Civil Development	04-SEP-1991
DP	Developmental Preparation	04-SEP-1991
PF	Parenting & Family Support	24-JAN-1992

Steps

Follow these steps to create a classification code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

CIPC Code Validation

Purpose

The CIPC Code Validation Form (STVCIPC) is used to create, update, insert, and delete Classification of Instructional Program Codes (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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
060201	Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
110101	Computer/Info Science, General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
150303	Electronic Technology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
181101	Nursing, General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
220101	Law	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
230101	English, General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					
260101	Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06-JAN-1995
Co-unique Code: <input type="text"/>					

Steps

Follow these steps to create a Classification of Instructional Program Code.

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 at the Baccalaureate level.
7. Click the **Ind C** checkbox to indicate that the CIP code is to be reported as a program completion at the First Professional level.

Note: The **Activity Date** field is for display only.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Class Code Validation

Purpose

The Class Code Validation Form (STVCLAS) is used to create, update, insert, and delete class codes, such as *Freshman*, *Sophomore*, *First Year Law*, and *Professional*.

Banner form

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

Class code
Record: 1/22

Steps

Follow these steps to create a class code.

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.

Note: The **Activity Date** field is for display only.

6. Click the **Save** icon.
7. Click the **Exit** icon.

College Code Validation

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"/>			10-JAN-1995
AH	College of Allied Health		<input type="checkbox"/>			10-JAN-1995
AR	College of Architecture		<input type="checkbox"/>			10-JAN-1995
AS	College of Arts & Sciences		<input type="checkbox"/>			10-JAN-1995
BU	College of Business		<input type="checkbox"/>			10-JAN-1995
CE	Continuing Education		<input type="checkbox"/>			03-JAN-1995
DN	School of Dentistry		<input type="checkbox"/>			10-JAN-1995
ED	College of Education		<input type="checkbox"/>			10-JAN-1995
EN	College of Engineering		<input type="checkbox"/>			10-JAN-1995
LW	Law School		<input type="checkbox"/>			10-JAN-1995
MD	School of Medicine		<input type="checkbox"/>			10-JAN-1995
NU	College of Nursing		<input type="checkbox"/>			10-JAN-1995
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Steps

Follow these steps to create a college code.

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, if being used.
5. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.
6. Enter a value in the **Canadian Statistics Code** field to identify the institution's college to Statistics Canada if you are at a Canadian institution.
7. 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, if used.

Note: The **Activity Date** field is for display only.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Course Status Code Validation

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 and it is a required element when creating courses.

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"/>	
		<input type="checkbox"/>	

Steps

Follow these steps to create a course status code.

1. Access the Course Status Code Validation Form (STVCSTA).
2. Enter the appropriate one-character 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.

Note: The **Activity Date** field is for display only.

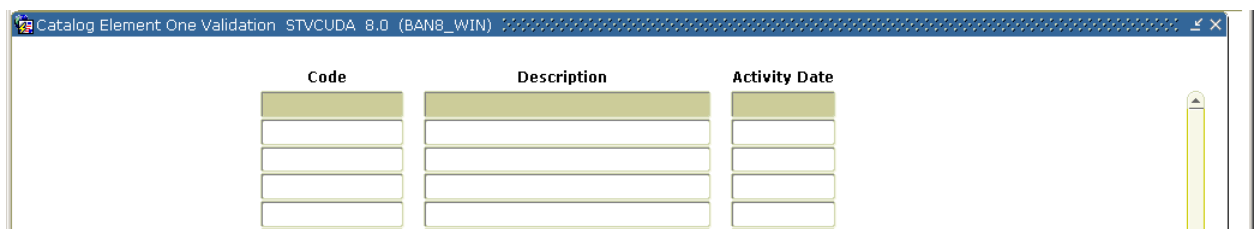
5. Click the **Save** icon.
6. Click the **Exit** icon.

Catalog Elements One through Six Validation

Purpose

Six Catalog Element Validation Forms (STVCUDA - STVCUDF) exist and can be used in the Catalog module to create, update, insert, and delete organizational reporting data elements specific to an organization's needs. Each element has a unique validation table and they are used on the Course Detail Information Form (SCADETL). Each validation form is identical in design- STVCUDA is shown below.

Banner form



The screenshot shows a window titled "Catalog Element One Validation STVCUDA 8.0 (BAN8_WIN)". Inside the window is a table with three columns: "Code", "Description", and "Activity Date". Each column has a header row and four data rows, all of which are currently empty. The table is set against a light blue background with a vertical scrollbar on the right side.

Steps

Follow these steps to complete the process for Catalog Element One. (Catalog Elements Two through Six are defined on forms STVCUDB through STVCUDF)

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Department Code Validation

Purpose

The Department Code Validation Form (STVDEPT) is used to maintain department codes, such as *History Department*, *Counseling Department*, and *Department of Undeclared*. These codes are used in several forms in the Catalog module and various other modules and Banner systems.

Banner form

Department Code Validation STVDEPT 8.0 (BAN8_WIN)

Code	Description	System Req	VR	Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>			03-JAN-1995
ACCT	Accounting	<input type="checkbox"/>			28-JUN-1995
ART	Art	<input checked="" type="checkbox"/>			28-JUN-1995
BIOL	Biology	<input type="checkbox"/>			28-JUN-1995
BUS	Business	<input type="checkbox"/>			28-JUN-1995
CE	Adult and Continuing Education	<input type="checkbox"/>			04-JAN-1995
CHEM	Chemistry	<input type="checkbox"/>			28-JUN-1995
CIS	Computer & Information Systems	<input type="checkbox"/>			28-JUN-1995
COUN	Counseling	<input type="checkbox"/>			28-JUN-1995
DRAM	Drama	<input type="checkbox"/>			28-JUN-1995
ECON	Economics	<input type="checkbox"/>			28-JUN-1995
EDUC	Education	<input type="checkbox"/>			28-JUN-1995
ENGL	English	<input type="checkbox"/>			28-JUN-1995
ENGR	Engineering	<input type="checkbox"/>			28-JUN-1995
ENGT	Engineering Technology	<input type="checkbox"/>			28-JUN-1995
FREN	French	<input type="checkbox"/>			28-JUN-1995
HIST	History	<input type="checkbox"/>			28-JUN-1995
HUM	Humanities	<input type="checkbox"/>			28-JUN-1995
LAW	Law	<input type="checkbox"/>			28-JUN-1995
MATH	Mathematics	<input type="checkbox"/>			28-JUN-1995
MUS	Music Department	<input type="checkbox"/>			10-JAN-1995
NSCI	Music	<input type="checkbox"/>			28-JUN-1995

Department code.
Record: 1/? | | ... | | <OSC>

Steps

Follow these steps to create a department code.

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, if being used.

Note: The **Activity Date** field is for display only.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Division Code Validation

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

Steps

Follow these steps to create a division code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Fee Type Validation

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"/>	20-MAY-2003	SATURN
CRED	per Credit Hour fee	<input checked="" type="checkbox"/>	20-MAY-2003	SATURN
DURN	per Duration Units	<input checked="" type="checkbox"/>	20-MAY-2003	SATURN
FLAT	Flat Fee	<input checked="" type="checkbox"/>	20-MAY-2003	SATURN
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Steps

Follow these steps to create a fee type code.

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. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding..

Note: The **Activity Date** and **User** fields are for display only.

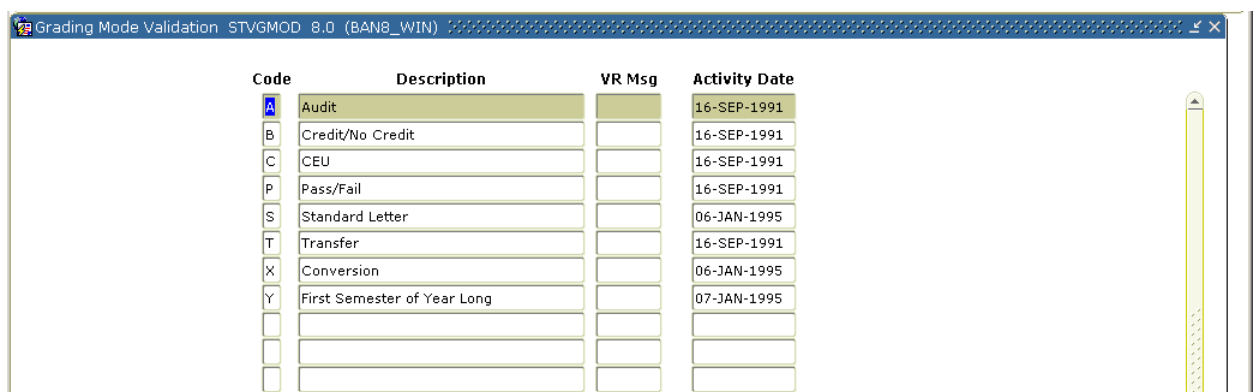
5. Click the **Save** icon.
6. Click the **Exit** icon.

Grading Mode Code Validation

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*. A grade mode is the set of valid grades that can be used for a course.

Banner form



Code	Description	VR Msg	Activity Date
A	Audit		16-SEP-1991
B	Credit/No Credit		16-SEP-1991
C	CEU		16-SEP-1991
P	Pass/Fail		16-SEP-1991
S	Standard Letter		06-JAN-1995
T	Transfer		16-SEP-1991
X	Conversion		06-JAN-1995
Y	First Semester of Year Long		07-JAN-1995

Steps

Follow these steps to create a grading mode code.

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.

Note: The **Activity Date** field is used for display only.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Level Code Validation

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 throughout the Banner Student system.

Banner form

Level Code	Description	CEU Indicator	Voice Message	EDI Equivalent	System Required	Activity Date
00	Undeclared	<input type="checkbox"/>			<input checked="" type="checkbox"/>	24-JUN-1991
CE	Continuing Education	<input checked="" type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
CR	Credit	<input type="checkbox"/>			<input type="checkbox"/>	26-JUL-1994
GR	Graduate	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
LW	Law	<input type="checkbox"/>			<input type="checkbox"/>	04-JAN-1995
MV	Marian's level	<input type="checkbox"/>			<input type="checkbox"/>	06-OCT-2005
NC	Non Credit	<input type="checkbox"/>			<input type="checkbox"/>	04-JAN-1995
PR	Professional	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
UG	Undergraduate	<input type="checkbox"/>			<input type="checkbox"/>	03-JAN-1995
		<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>	
		<input type="checkbox"/>			<input type="checkbox"/>	

Steps

Follow these steps to create a level code.

1. Access the Level Code Validation Form (STVLEVL).
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 Units) 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, if this is to be used.
6. Enter the EDI level code in the **EDI Equiv** field.

Note: The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding..

7. Click the **Save** icon.
8. Click the **Exit** icon.

Major, Minor, Concentration Code Validation

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*. These values are used throughout the Student and other Banner systems.

Banner form

The screenshot shows the STVMAJR 8.0 (BAN8_WIN) window. It contains a table with columns: Major Code, Description, CIPC, Major, Minor, Concentration, Occupation, Financial Aid Eligibility, System Required, and Voice Response Message Number. The table lists five entries: Undeclared, English - Literature, English - Communications, English - Drama, and Systems Engineering. Each entry has a corresponding SEVIS Equivalent and an Activity Date.

Major Code	Description	CIPC	Major	Minor	Concentration	Occupation	Financial Aid Eligibility	System Required	Voice Response Message Number
0000	Undeclared	010000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12-MAY-2003
101	English - Literature		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
102	English - Communications		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
103	English - Drama		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01-AUG-2006
5180	Systems Engineering	015180	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08-NOV-2006

Major Code.
Record: 1/?

Steps

Follow these steps to create a major, minor or concentration code.

1. Access the Major, Minor, Concentration Code Validation Form (STVMAJR).
2. Enter the code for the area of study 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.

Note: These codes are used in IPEDS reporting.

5. Click the **Major** checkbox to indicate that the area of study is a valid major.
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. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.
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, if used.
12. Enter a value in the **SEVIS Equivalent** field to hold identify the SEVIS major codes that correspond to the existing Banner codes.

Note: The **Activity Date** field is used for display only.

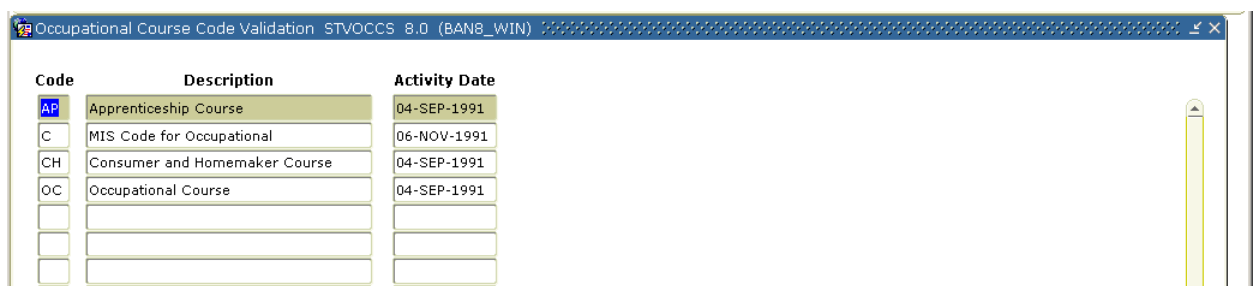
13. Click the **Save** icon.
14. Click the **Exit** icon.

Occupational Course Code Validation

Purpose

The Occupational Course Code Validation Form (STVOCCS) is used to create, update, insert, and delete occupational course codes, such as *Apprenticeship Course*, *Consumer and Homemaker Course*, and *Occupational Course*. The Course Detail Information Form (SCAETL) uses this form to validate the occupational course codes.

Banner form



Code	Description	Activity Date
AP	Apprenticeship Course	04-SEP-1991
C	MIS Code for Occupational	06-NOV-1991
CH	Consumer and Homemaker Course	04-SEP-1991
OC	Occupational Course	04-SEP-1991

Steps

Follow these steps to create an occupational course code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Pre-Requisite Waiver Code Validation

Purpose

The Pre-Requisite Waiver Code Validation Form (STVPWAV) is used to create, update, insert, and delete pre-requisite waiver codes identifying who can waive a course pre-requisite 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

Steps

Follow these steps to create a pre-requisite waiver code.

1. Access the Pre-Requisite Waiver Code Validation Form (STVPWAV).
2. Enter the appropriate one-character waiver code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Repeat Status Code Validation

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

Steps

Follow these steps to create a repeat status code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Term Restriction Code Validation

Purpose

The Term Restriction Code Validation Form (STVRTRM) is used to create, update, insert, and delete term type restriction codes, such as *Fall*, *Spring*, and *Summer1*.

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

Steps

Follow these steps to create a term type restriction code.

1. Access the term Restriction Code Validation Form (STVRTRM).
2. Enter the appropriate two-character term restriction value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Source/ Background Institution Code Validation

Purpose

The Source/Background Institution Code Validation Form (STVSBGI) is used to create, update, insert, and delete source/background institution codes for high schools, colleges and other sources for recruit, applicant, and student records, such as *Harvard University*, *Montgomery County Community College*, and *George Washington High School*.

Banner form

Source or Background Institution	Description	Type	Source Indicator	Admissions Request	Electronic	FICE	Voice Response Message Number
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

Steps

Follow these steps to create a source/background institution code.

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 (*H*), college (*C*), or source-only (*S*).
5. Click the **Source Indicator** checkbox to indicate that an institution is a recruiting or admissions 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. If not using the FICE code field (Federal Interagency Commission on Education) for the institution's SBGI code, enter the FICE code.

Note: 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, if used.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Schedule Type Code Validation

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

Code	Description	Instructional Method	Automatic Scheduler	Co-op Assignment Allowed	Voice Response Message Number	Activity Date
B	Lab		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		02-DEC-2003
C	Lecture/Lab		<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
I	Independent Study		<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
L	Lecture		<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
N	Internship		<input type="checkbox"/>	<input type="checkbox"/>		10-JAN-1995
OPN	Open Learning		<input type="checkbox"/>	<input type="checkbox"/>		08-JUN-2006
R	Recitation/Discussion		<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
S	Self-paced		<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
T	Television		<input type="checkbox"/>	<input type="checkbox"/>		02-DEC-2003
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

Steps

Follow these steps to create a schedule type code.

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.

Examples: Web-based, mixed media, instructor-led.

5. Click the **Automatic Scheduler** checkbox to indicate whether a scheduling tool uses the schedule type for processing.
6. Click the **Co-op Assignment Allowed** checkbox to indicate whether a co-op assignment is allowed for this schedule type.
7. Enter the Voice Response Message number assigned to the recorded message that describes the schedule type in the **Voice Response Message Number** field, if used.

Note: The **Activity Date** field is used for display only.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Subject Code Validation

Purpose

The Subject Code Validation Form (STVSUBJ) is used to create, update, insert, and delete subject codes, such as *Accounting*, *Botany*, and *Economics*. These codes are used throughout the Banner Student system.

Banner form

Code	Description	VR Msg	Web Ind	Activity Date
ACCT	Accounting		✓	27-APR-1987
AMST	American Studies		✓	19-JAN-1989
ANTH	Anthropology		✓	18-AUG-1987
ARAB	Arabic		✓	18-AUG-1987
ARCH	Architecture		✓	29-JAN-1991
ART	Art		✓	10-JAN-1995
ARTS	Arts History & Studio		✓	07-JAN-1991
ASTD	Asian Studies		✓	19-JAN-1989
ASTR	Astronomy		✓	14-MAR-1991
BIOL	Biology		✓	15-APR-1987
BOTN	Botany		✓	29-JAN-1991
BUAD	Business Administration		✓	06-MAY-1987
CHEM	Chemistry		✓	15-APR-1987
CHIN	Chinese		✓	18-AUG-1987
CHSM	Core Humanities Seminar		✓	09-JAN-1995
CMEN	Chemical Engineering		✓	20-JAN-1989
COMA	Communication Arts		✓	10-JAN-1995
COMP	Computer Science		✓	15-APR-1987
DANC	Dance		✓	19-JAN-1989
DRAM	Drama		✓	18-AUG-1987
DUTC	Dutch		✓	19-JAN-1989
ECON	Economics		✓	15-APR-1987
EDUC	Education		✓	18-AUG-1987

Subject code
Record: 1/? | | | | | <OSC>

Steps

Follow these steps to create a subject code.

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, if used.
5. Click the **Web Indicator** checkbox to indicate this can be displayed on the web.

Note: The **Activity Date** field is used for display only.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Steps

Follow these steps to create a term code.

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.
7. Enter the housing starting and ending dates for the term in the **Housing Start Date** and **Housing End Date** field, if used.
8. Enter the financial aid process year in the **Financial Aid Process Year** field.

Example: The financial aid processing year of 2008-2009 would be 0809.
9. Enter the financial aid award term order in the **Term** field.
10. Enter the financial aid award beginning and ending periods in the **Period** field.
11. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is used for display only.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Test Code Validation

Purpose

The Test Code Validation Form (STVTEC) is used to create, update, insert, and delete codes for test types, such as *ACT Math*, *GRE French*, *Law School Admission*, and *SAT Verbal*. These can be used as part of course pre-requisite definitions, and are used by other Banner areas.

Banner form

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:			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:			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:			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:			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:			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
	<input checked="" type="checkbox"/> System Required MIS:			Assessment Data:		Voice Response Message Number:	
A06	ACT Sum of Standard Score	2	<input checked="" type="checkbox"/>	01	18	TSTS	12-JAN-1996
	<input checked="" type="checkbox"/> System Required MIS:			Assessment Data:		Voice Response Message Number:	
A07	ACT Combined English/Writing	2	<input checked="" type="checkbox"/>	01	36		17-AUG-2004
	<input checked="" type="checkbox"/> System Required MIS:			Assessment Data:		Voice Response Message Number:	
A0W	ACT Writing	2	<input checked="" type="checkbox"/>	01	25		28-JAN-2005
	<input type="checkbox"/> System Required MIS:			Assessment Data:		Voice Response Message Number:	

Test Code.
Record: 1/? | ... | <OSC>

Steps

Follow these steps to create a test type code.

1. Access the Test Code Validation Form (STVTESC).
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. Checked is for numeric values, unchecked is for alphanumeric values.
6. Enter the minimum and maximum scores in the **Minimum Score** and **Maximum Score** fields.
7. Select the type of admissions materials required with the associated test from the drop-down list in the **Admissions Checklist Request Item** field.

Note: The **Activity Date** field is used for display only.

8. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.
9. Enter the Management Information System 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, if used.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Taxonomy of Program Code Validation

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

Steps

Follow these steps to create a taxonomy of program code.

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.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Detail Code Control

Purpose

The Detail Code Control form (TSADETC) is used to define the charge codes that can be used to assess fees associated with courses or class sections. Defining these codes is usually a function of the Bursar's or Business Office.

Banner form

Detail Code Control Form - Student TSADETC 8.0 (BAN8_WIN)

Detail Code	Type	Category	Grant Type	Priority	Refund Code	Direct Deposit	Refundable	Receipt	Term Based	Like Term	Like Aid Year	GL Enterable	Active	Pay Type	Tax Type	Title IV	Institutional Charges	Exclude Invoice Print	Payment History	Amount	Term	Effective Date
ACTF	C	FEE		899			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75.00		
ADEP	P	DEP		599			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	700.00		
AMEX	P	CSH		800			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Steps

Steps are not included here as this would normally be the responsibility of the Bursar's or Business Office.

Degree Code Validation

Purpose

The Degree Code Validation Form (STVDEGC) is used to create, update, insert, and delete degree codes. These codes are used by various Banner systems to indicate degrees that are offered by your institution as well as degrees sought or earned at other institutions. Building these values is usually the responsibility of the Registrar's Office.

Banner form

The screenshot shows the 'Degree Code Validation STVDEGC 8.0 (BAN8_WIN)' window. It contains a table with the following columns: Code, Description, Count in Financial Aid, Level, Award Category, Voice Response Message Number, Web Indicator, System Required, and Activity Date. The 'Code' column has a dropdown menu currently showing '000000'. The 'Description' column lists various degree types. The 'Count in Financial Aid' column has checkboxes, with the first one checked. The 'Level' column has a dropdown menu. The 'Award Category' column has a dropdown menu. The 'Voice Response Message Number' column has a text input field. The 'Web Indicator' column has a checkbox. The 'System Required' column has a checkbox. The 'Activity Date' column has a date field. The table is scrollable, and a vertical scrollbar is visible on the right side.

Code	Description	Count in Financial Aid	Level	Award Category	Voice Response Message Number	Web Indicator	System Required	Activity Date
000000	Undeclared	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24-JUN-1991
AA	Associate in Arts	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AAS	Associate in Applied Science	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AS	Associate in Science	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
AT	Associate in Technology	<input checked="" type="checkbox"/>	AS	23		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA	Bachelor of Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BA/MA	5 yr Bachelors and Masters	<input checked="" type="checkbox"/>	MA	42		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BAR	Bachelor of Architecture	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BBA	Bachelor of Business Administration	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BED	Bachelor of Education	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BFA	Bachelor of Fine Arts	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BM	Bachelor of Music	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BS	Bachelor of Science	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSME	Bach of Science & Mech En	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
BSN	BS in Nursing	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	28-JUN-1995
BSW	Bachelor of Social Work	<input checked="" type="checkbox"/>	BA	24		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CERT	Certificate Program	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
CPR	CPR Certification	<input type="checkbox"/>	LA	21		<input type="checkbox"/>	<input type="checkbox"/>	09-MAY-1995
DDS	Doctor of Dental Surgery	<input checked="" type="checkbox"/>	DR	31		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995
DIPL	Diploma	<input checked="" type="checkbox"/>	LA	22		<input type="checkbox"/>	<input type="checkbox"/>	04-JAN-1995

Steps

Follow these steps to create a degree code.

1. Access the Degree Code Validation Form (STVDEGC).
2. Enter the appropriate degree code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.
4. Select **Count in Financial Aid** if this degree counts towards financial aid.

5. Enter the appropriate level associated with this degree in the **Level** field.
6. Enter the appropriate IPEDS award category in the **Award Category** field.
7. Enter the voice response message number assigned to the recorded message that describes the test score code in the **Voice Response Message Number** field, if used.
8. Select the **Web Indicator** if this degree code should be available for Self Service processing.
9. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is for display only.

10. Click the **Save** icon.
11. Click the **Exit** icon.

Steps

Follow these steps to create a student type code.

1. Access the Student Type Code Validation Form (STVSTYP).
2. Enter the appropriate 1 character code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.
4. Enter the correct value in the **Next Student Type** field, if appropriate.
5. The **System Required** field is checked by the system for those values that are required by Banner for processing. Do not check this indicator for any values that you are adding.

Note: The **Activity Date** field is for display only.

6. Click the **Save** icon.
7. Click the **Exit** icon.

Student Fee Assessment Code Validation

Purpose

The Student Fee Assessment Code Validation Form (STVRATE) is used to create, update, insert, and delete student fee assessment rate codes. This form is usually the responsibility of the Bursar's or Business Office, but can be used as part of the fee assessment rules for courses or sections. These codes specify the basic rate categories for students at the institution such as *Visiting Student*, *Half Tuition*, or *Senior Citizen*.

Banner form

Code	Description	Activity Date
LOCAL	Local Resident	06-JAN-1995
SENC	Senior Citizen	06-JAN-1995
STAFF	Staff	06-JAN-1995

Steps

Follow these steps to create a student fee assessment code.

1. Access the Student Fess Assessment Code Validation Form (STVRATE).
2. Enter the appropriate code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.

Note: The **Activity Date** field is for display only.

4. Click the **Save** icon.
5. Click the **Exit** icon.

Residence Code Validation

Purpose

The Residence Code Validation Form (STVRES) is used to create, update, insert, and delete student fee assessment rate codes. This form is usually the responsibility of the Registrar's Office, but can be used as part of the fee assessment rules for courses or sections. These codes specify the residence categories for students at the institution such as *In-State, Out of State, or On-Campus*.

Banner form

Residence Code Validation STVRES 8.0 (BAN8_WIN)						
Code	Description	In State/ EDI		VR Msg	Sys Req	Activity Date
		Prov	Equiv			
0	Undeclared	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	31-MAY-1994
A	Reciprocity Out of State	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
F	Foreign	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	01-MAY-1987
M	Military Out of State	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
O	Out of state Resident	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
R	In state Resident	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	07-JAN-1991
Y	US Citizen/Perm Res/Refugee	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	19-FEB-2004
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

Steps

Follow these steps to create a residence code.

1. Access the Residence Code Validation Form (STVRES D).
2. Enter the appropriate code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.
4. Select the **In State/Prov** indicator if this code indicates an in-state designated value.
5. If you will be transmitting academic transcripts via EDI, enter the corresponding EDI residence code in the **EDI Equiv** field.
6. Enter the voice response message number assigned to the recorded message that describes the test score code in the **Voice Response Message Number** field, if used.

Note: The **Activity Date** field is for display only.

7. Click the **Save** icon.
8. Click the **Exit** icon.

Student Cohort Code Validation

Purpose

The Student Cohort Code Validation Form (STVCHRT) is used to create, update, insert, and delete student cohort codes. This form is usually the responsibility of the Registrar's Office, but can be used as part of the fee assessment rules for courses or sections. The codes are also used for IPEDS reporting and for other purposes in the Banner Student system. These codes specify groupings of students tracked over time at the institution such as *Fall 2009 Freshmen*, *Fall 2009 Transfers*, and *Fall 2009 Football Recruits*.

Banner form

Cohort Code	Description	Start Term	End Term	Degree Level	Print Indicator	Activity Date
9510UGFR	199510 New Undergrad Freshmen	199510	200020	BA	<input checked="" type="checkbox"/>	29-JAN-1995
9510UGTR	199510 New Undergrad Transfers	199510	200020	BA	<input checked="" type="checkbox"/>	29-JAN-1995
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Steps

Follow these steps to create a cohort code.

1. Access the Cohort Code Validation Form (STVCHRT).
2. Enter the appropriate code value in the **Code** field.
3. Enter an appropriate description (up to 30 characters) in the **Description** field.
4. Enter the starting term code for the cohort in the **Start Term** field, if applicable.
5. Enter the ending term code for the cohort in the **End Term** field, if applicable.
6. Enter the appropriate degree level in the **Degree Level** field, if appropriate.
7. Select the **Print** indicator if this cohort is to be included in the Student Right to Know Report.

Note: The **Activity Date** field is for display only.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Grade Code Maintenance

Purpose

The Grade Code Maintenance Form (SHAGRDE) is used to create, update, insert, and delete grade codes that will be used at your institution. This form is the usually the responsibility of the Registrar's Office and can be used as part of the set up for course prerequisites.

Banner form

Grade Code Maintenance SHAGRDE 8.0 (BAN8_WIN)

Grade Code	Level	Abbreviation	Term	Status	Quality Ind	Points	Count in			Traditional Ind	Incomplete Grade		Web Ind	Numeric Value	Repeat Ind	Activity Date
							Attempted	Passed	Earned GPA		Ind	Default				
TM	00	TM	000000	A	3.000											04-MAY-2000
AU	CE	AUDIT	000000	A	.000									0		16-MAY-1995
F	CE	FAIL	000000	A	.000									0		09-MAY-1995
P	CE	PASS	000000	A	.000									0		09-MAY-1995
A	CR	A	000000	A	4.000									40		04-JAN-1995
B	CR	B	000000	A	3.000									30		04-JAN-1995
C	CR	C	000000	A	2.000									20		04-JAN-1995
D	CR	D	000000	A	1.000									10		04-JAN-1995
F	CR	F	000000	A	.000									7		04-JAN-1995
I	CR	INC	000000	A	.000									7		04-MAY-1995

Valid Grading Modes	Description
P	Pass/Fail

Steps

Steps are not included here as this would normally be the responsibility of the Registrar's Office.

Program Definition Maintenance

Purpose

The Program Definition Rules Form (SMAPRLE) is used to create, update, insert, and delete program codes that define the curricula choices that will be used at your institution such as *BA-Anthropology* or *CERT-Accounting*. This form is the usually the responsibility of the Registrar's Office and can be used as part fees assessment process for courses or sections.

Banner form

Program: 3122864 Description: 3122864

☒ Web ☒ Locked ☒ Curriculum Rules ☒ Curriculum Dependent

Student Level: UG Undergraduate

Course Level: UG Undergraduate

Campus:

College: BU College of Business

Degree: BS Bachelor of Science

ID:

Program: ATTCONC Description: Attach Conccent to Major

☒ Web ☐ Locked ☒ Curriculum Rules ☒ Curriculum Dependent

Student Level: UG Undergraduate

Course Level: UG Undergraduate

Campus:

College: AS College of Arts & Sciences

Degree: BA Bachelor of Arts

ID:

Steps

Steps are not included here as this would normally be the responsibility of the Registrar's Office.

Self Check

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 | | |
| b. STVCOLL | _____ | 1. Used to maintain department codes, such as History Department, Counseling Department, and Department of Undeclared. |
| c. STVDEPT | | |
| d. STVGMOD | | |
| e. STVMAJR | | |
| f. STVSBGI | | |
| g. STVSUBJ | _____ | 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> . |
| | _____ | 3. Used to create, update, insert, and delete subject codes, such as <i>Accounting</i> , <i>Botany</i> , and <i>Economics</i> . |
| | _____ | 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> . |
| | _____ | 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> . |
| | _____ | 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> . |
| | _____ | 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> . |

Answer Key for Self Check

- | | | |
|------------|---------|--|
| a. STVCLAS | | |
| b. STVCOLL | ___C___ | 1. Used to maintain department codes, such as History Department, Counseling Department, and Department of Undeclared. |
| c. STVDEPT | | |
| d. STVGMOD | | |
| e. STVMAJR | | |
| f. STVSBGI | | |
| g. STVSUBJ | ___E___ | 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> . |
| | ___G___ | 3. Used to create, update, insert, and delete subject codes, such as <i>Accounting</i> , <i>Botany</i> , and <i>Economics</i> . |
| | ___F___ | 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> . |
| | ___B___ | 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> . |
| | ___D___ | 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> . |
| | ___A___ | 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> . |

Day-to-Day Operations



Section goal

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.

Objectives

In this section you will learn how 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.

Process Introduction

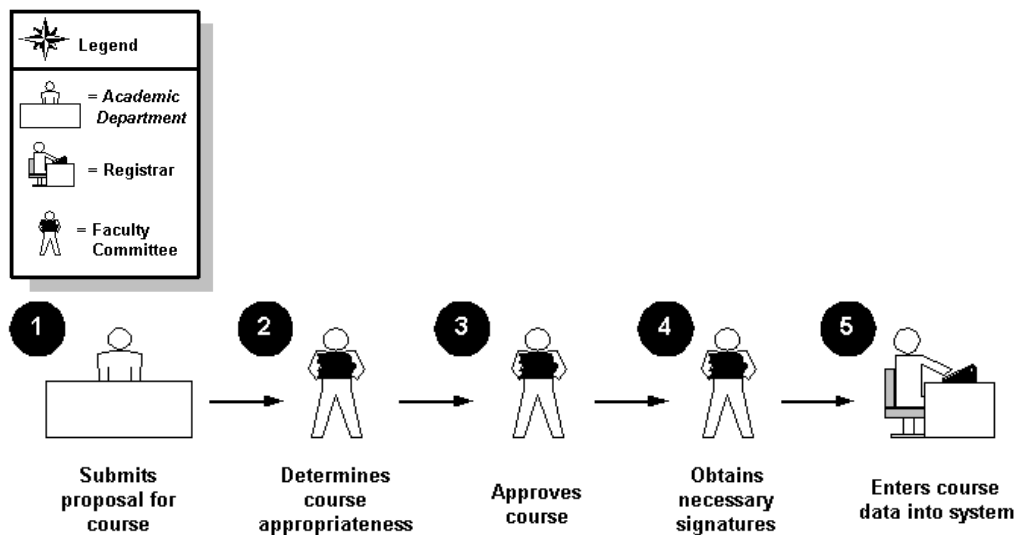
About the process

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, 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 or other approval body.
Faculty Committee	
2	Determines whether the course is appropriate.
3	Approves the course offering, if appropriate.
4	Obtains necessary signatures
Registrar	
5	Enters course data into the system.

7

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.

Steps

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.

1. Access the Basic Course Information Form (SCACRSE).
2. Establish the course identification information as follows.
 - **Subject:** *Hist* (History)
 - **Course:** (Assign a number you will remember and write it down.)
 - **Term:** *200910* (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:** *History of Civilization*
 - **College:** *AS* (College of Arts and Sciences)
 - **Status:** *A* (Active)
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.

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 Course Level window by selecting Levels from the **Options** menu.
8. Enter the level code for Undergraduate (*UG*) in the **Level** field.
9. Select Grading Modes from the **Options** menu to access the Grading Mode window.
10. Enter the grading mode codes for Standard Letter (*S*), Pass/Fail (*P*), and/or Audit (*A*) in the **Mode** field.
11. Define the grading mode of Standard Letter as the default grading mode by entering *D* in the **Default** field.

Note: A default grading mode must be identified, even if only one grading mode is listed. The value *N* indicates that the grading mode is an option, not the default grading mode.
12. Access the Schedule Type window by selecting Schedule Types from the **Options** menu.
13. Enter the schedule code for Lecture (*L*) in the **Schedule** field.
14. Update the **Instructional Method** field, if appropriate.
15. Click the **Save** icon.
16. 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.

Creating Syllabus Information

Introduction

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.

Banner form

Course Syllabus SCASYLB 8.0 (BAN8_WIN)

Subject: Accounting Course: Term:

Course Title: Intermediate Accounting I

Long Course Title

Maintenance Activity Date:

Title:

URL:

Learning Objectives

Maintenance Activity Date:

FRM-40350: Query caused no records to be retrieved.

Record: 1/1 | ... | <OSC>

Steps

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.

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.

Result: 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.

Note: The **Edit** 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.

Note: This is optional.

9. Perform a **Next Block** function or select Required Materials 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 Technical Requirements 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.

Entering Various Courses into the Course Catalog

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.

Exercise 1- Variable Credit Course

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>200910</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)

Table 3

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

Field	Low	None/To/Or	High
CEU or Credit	<i>3.00</i>	<i>OR</i>	<i>4.00</i>
Billing	<i>3.00</i>	<i>OR</i>	<i>4.00</i>
Lecture	<i>3.00</i>	<i>None</i>	<i>blank</i>
Lab	<i>0.00</i>	<i>OR</i>	<i>1.00</i>
Contact	<i>3.00</i>	<i>OR</i>	<i>4.00</i>

Table 4

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

Schedule	Description	Workload
L	<i>Lecture</i>	<i>3.00</i>
B	<i>Lab</i>	<i>1.00</i>

Steps – Exercise 1

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

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 Levels from the **Options** menu, and in the Level field, enter the level code for Undergraduate (UG).
7. Select Grading Modes 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 Schedule Types from the **Options** menu and enter the schedule codes using Table 4.

Note: 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.

Exercise 2- Non Repeatable Course

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>200910</i> (or current term)
Course Title	<i>Fundamentals of Engineering</i>
College	<i>EN</i> (College of Engineering)
Status	<i>A</i> (Active)

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>

Steps – Exercise 2

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

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.

Note: The **Repeat Status** field does not control any processing. It is informational only.

6. Select Levels from the **Options** menu, and in the **Level** field, enter the level code for Undergraduate (*UG*).
7. Select Grading Modes 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 Schedule Types from the **Options** menu and enter the schedule code for Lecture/Lab (*L*).
10. Click the **Save** icon.
11. Click the **Exit** icon.

Exercise 3 - Maximum Repeat for Credit Course

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>200910</i> (or current term)
Course Title	<i>Advanced Mathematics</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>A</i> (Active)

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>

Steps – Exercise 3

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

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 Details section, enter *2* in the **Limit** field.
5. Enter the Course may be repeated code (*RP*) in the **Repeat Status** field.
6. Select Levels from the **Options** menu.
7. Enter the level code for Undergraduate (*UG*) in the **Level** field.
8. Select Grading Modes from the **Options** menu.
9. 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.
10. Select Schedule Types from the **Options** menu and enter the schedule code for Lecture/Lab (*C*).
11. Click the **Save** icon.
12. Click the **Exit** icon.

Exercise 4 - Prerequisites

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 three digit number beginning with a two that you will remember)
Term	<i>200910</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)

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>

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>

Steps – Exercise 4

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

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 Levels from the **Options** menu, and in the **Level** field, enter the level code for Undergraduate (*UG*).
5. Select Grading Modes from the **Options** menu.
6. 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.
7. Select Schedule Types from the **Options** menu.
8. Enter the schedule code for Lecture (*L*).
9. Click the **Save** icon.
10. Select Pre-requisites from the **Options** menu to access the Catalog Pre-requisite and Test Score Restrictions Form (SCAPREQ).
11. Select Course Test Scores 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.

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 three digit number beginning with a 5 that you will remember)
Term	<i>200910</i> (or current term)
Course Title	<i>Writing Management</i>
College	<i>CE</i> (College of Continuing Education)
Status	<i>A</i> (Active)

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>

Steps

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

1. Access the Basic Course Information Form (SCACRSE).
2. Enter the information from Table 1 in their respective fields.
3. Check the **Continuing Education** and **Additional Fees** checkboxes at the bottom of the form.
4. Navigate to the Hours section and enter the information in the **Low** column of the specified fields using Table 2.
5. Perform a **Next Block** function to navigate to the Course Level window.
6. Enter the level code for Credit (*CE*) 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 (*S*) in the **Mode** field.
9. Enter *D* 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 (*L*) 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 **Course Text** from the **Options** menu to view the Course Text/Transfer Institution Agreement window. Enter this course description:

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.

17. Click the **Save** icon.

18. Click the **Exit** icon.

Using Search Capabilities

Purpose

The Course Search Form (SCASRCH) is used to provide 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 8.0 (BAN8_WIN)

Subject: ACCT Accounting Course: 2320 From Date: 04-APR-2000 To Date: 04-APR-2008

Start Term	End Term	Subject	Course Number	Description	Low	None	Or	To	High
199510	999999	ACCT	2320	Intermediate Accounting I	3.000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Steps

Follow these steps to complete the process.

1. Access the Course Search Form (SCASRCH).
2. Enter the subject code for the course in the **Subject** field.

Note: 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.

Note: Use DD-MON-YYYY format.

5. Enter the ending date of the effective term in the **To Date** field.

Note: 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 Radio Button - None/Or/To	Displays None, Or or To 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

Adding Additional Catalog Information Using the Course Detail Information Form

Purpose

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

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

Banner form


Course Detail Information SCADETL 8.0 (BAN8_WIN)

Subject: Accounting **Course:** **Term:**

Course Title: Intermediate Accounting I


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

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"/>

Exercise 1- Concurrent Courses

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 EDUC 101 concurrently. Standard Letter is the default grade, but students may also take it as Audit.

Note: EDUC 101 must exist in the catalog.

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 other than 101)
Term	<i>200910</i> (or current term)
Course Title	<i>Elementary Practicum</i>
College	<i>ED</i> (College of Education)
Status	<i>A</i> (Active)

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	1.00
-----	------

Table 3

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

Field	Value
Subject	EDUC (Education)
Course	101

Steps – Exercise 1

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

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 **Levels** from the **Options** menu, and in the **Level** field, enter the level code for Undergraduate (*UG*).
5. Select **Grading Modes** from the **Options** menu.
6. Enter the grading mode codes for Standard Letter (*S*), and Audit (*A*) in the **Mode** field. Designate Standard Letter as the default grading mode.
7. Select **Schedule Types** from the **Options** menu and enter the schedule code for Lecture/Lab (*L*).
8. Select **Course Details (SCADETL)** 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.

Exercise 2- Equivalent Courses

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>200910</i>
Course Title	<i>Calculus</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>A</i> (Active)

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>

Steps – Exercise 2

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

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 **Levels** from the **Options** menu.
5. Enter the level code for Undergraduate (*UG*) in the **Level** field.
6. Select **Grading Modes** from the **Options** menu.
7. Enter the grading mode codes for Standard Letter (*S*), and Audit (*A*) in the **Mode** field. Designate Standard Letter as the default grading mode.
8. Select **Schedule Types** from the **Options** menu.
9. Enter the schedule code for Lecture/Lab (*L*).
10. Click the **Save** icon.
11. Select **Course Details (SCADETL)** 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.

Exercise 3- Course Text

Steps – Exercise 3

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.

1. Access the Course Detail Information Form (SCADETL).
2. Enter *Math* 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 **Course Description** from the **Options** menu to access the Course Description window.
6. Enter the text describing the contents of the course:

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.
7. Select **Course Text** from the **Options** menu to access the Course Text window.
8. Enter *Undergraduate Calculus* in the **Course Text** field.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Exercise 4 –Degree Program Attribute

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>200910</i> (or current term)
Course Title	<i>Calculus IV</i>
College	<i>BU</i> (College of Business)
Status	<i>A</i> (Active)

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>

Steps – Exercise 4

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

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 (*UG*) 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 (*S*) and Audit (*A*) in the **Mode** field.
8. Enter *D* 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 (*C*) in the **Schedule** field.
11. Click the **Save** icon.
12. Click the **Exit** icon.
13. Access the Course Detail Information Form (SCADETL).

Result: Information for Calculus IV defaults in the Key block.
14. Select **Course Degree Attributes** from the **Options** menu to access the Fee Code/Degree Program Attribute window.
15. Click the down arrow above the **Attribute** field in the Degree Attributes block to view valid degree program attribute codes.
16. Select the code for *Upper Division Requirement*.
17. Click the **Save** icon.
18. Click the **Exit** icon.

Entering College and Major Restrictions

Purpose

After a course has been created on the Basic Course Information Form (SCACRSE), 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

The screenshot displays the SCARRES 8.0 (BAN8_WIN) form. At the top, the Subject is set to ACCT (Accounting), Course to 2320, and Term to 199510. The Course Title is Intermediate Accounting I. The Course Details section includes fields for From Term (199510), To Term (999999), and a Copy button. Below this, the Course Title is Intermediate Accounting I, College is BU (College of Business), Division is empty, Department is ACCT (Accounting), Status is A (Active), Approval is A (Approved), CIP is empty, Prerequisite Waiver is empty, and Duration is empty. There are checkboxes for Continuing Education, Tuition Waiver, Additional Fees, CAPP Areas for Prerequisites, Syllabus Exists, and Long Title Exists. The Hours section contains a table with rows for CEU or Credit, Billing, Lecture, Lab, Other, and Contact, each with a value of 3.000 and radio buttons for None, Or, and To. The Repeat Details section includes a Limit of 0 and a Maximum Hours field. The bottom status bar shows the Course title, Record: 1/1, and a navigation button labeled <OSC>.

CEU or Credit:	Billing:	Lecture:	Lab:	Other:	Contact:
3.000	3.000	3.000			3.000
<input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To	<input checked="" type="radio"/> None <input type="radio"/> Or <input type="radio"/> To

Steps

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>200910</i> (or current term)
Course Title	<i>Music Internship</i>
College	<i>AS</i> (College of Arts and Sciences)
Status	<i>Active</i>

Table 2

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

Field	Low	To/Or	High
CEU or Credit	<i>6.00</i>	<i>TO</i>	<i>12.00</i>
Billing	<i>6.00</i>	<i>TO</i>	<i>12.00</i>
Other	<i>6.00</i>	<i>TO</i>	<i>12.00</i>

Steps

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

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 (*UG*) 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 (*S*), Pass/Fail (*P*), and Audit (*A*) in the **Mode** field.
8. Enter *D* 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 Internship (*I*) in the **Schedule** field.
11. Click the **Save** icon.
12. Click the **Exit** icon.
13. Access the Course Registration Restrictions Form (SCARRES).

Result: Course information will default in the key block.
14. Navigate to the Campus and College Restrictions block.
15. Select the **Include** Radio Button
16. Enter *AS* in the **College** field.
17. Navigate to the Department and Field of Study Restrictions block.
18. In the Field of Study area, select the **Include** Radio Button .
19. Select the **Major** from the pull down menu in the **Type** field.

20. Enter the code for Music in the **Code** field.

21. Click the **Save** icon.

22. Click the **Exit** icon.

Restricting a Course to a Campus and Term

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

Subject: ACCT Accounting **Course:** 2320 **Term:** 200020
Course Title: Intermediate Accounting I

Term Restriction

From Term: 200020 **Maintenance** **To Term:** 999999

Include / Exclude: ☐ Include ☒ Exclude ☐ None

Term	Description

Campus Restriction

From Term: 200020 **Maintenance** **To Term:** 999999

Include / Exclude: ☐ Include ☒ Exclude ☐ None

Campus	Description

Term Restriction Indicator; Include, Exclude.
Record: 1/1 | | ... | | <OSC>

Steps

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.

1. Access the Catalog Schedule Restrictions Form (SCASRES).
2. Enter *MATH* (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. Select the **Include** Radio Button.
7. Click the down arrow under the **Term** field and select the *Spring* term.
8. Navigate to the Campus Restriction block.
9. Select the **Include** radio button.
10. Click the down arrow below the **Campus** field, and select *Main*.
11. Click the **OK** button.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Note: The course can now only be scheduled in a Spring term at the Main campus.

Entering College/Department Text

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 Report (SCRBULT).

Banner form

The screenshot shows a Windows-style application window titled "College and Department Text SCATEXT 8.0 (BAN8_WIN)". The form contains the following fields and controls:

- College:** A dropdown menu.
- Department:** A dropdown menu.
- Term:** A text box containing "200020" and a dropdown arrow.
- From Term:** A text box.
- Maintenance:** A label with a small icon.
- To Term:** A text box.
- Table:** A table with 5 rows and 1 column, currently empty.

Steps

Follow these steps to enter college/department descriptive text.

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:

This curriculum is designed to provide students with concepts and skills needed to enter humanities careers.
7. Select **Long Text** from the **Options** menu to access the College/Department Long Text window.
8. Enter a lengthy description for the college or department.

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.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Course Labor Distribution

Overview

The Course Labor Distribution Form (SCACLBD) is used to build and maintain job labor distribution data at the course catalog level for adjunct faculty assignments. This information can be used for scheduling as well on SSACLBD. The use of labor distribution information is optional. This data is used to override budget factors associated with the funding of a specific position in the Human Resources module that has been assigned to the employee on the Faculty Assignment form (SIAASGN).

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place.

Note: Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation.

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view schedule labor distribution information.

Banner form (If Banner Finance is installed)

[illegible]

Steps (If Banner Finance is installed)

Follow these steps to fill in the Course Labor Distribution form (SCACLBDF).

1. Access the Course Labor Distribution form (SCACLBD).
2. Enter the subject of the course for the labor distribution record into the **Subject** field.
3. Enter the course number for the labor distribution record into the **Course** field.
4. Enter the term of the subject and course for the labor distribution record into the **Term** field.
5. Note that the title of the selected course appears in the **Course Title** field, (it is taken from SCACRSE).
6. Perform a **Next Block** function to move to the Data Block.

Note: The Data Block is used to enter the Chart of Accounts information for the labor distribution record. You can copy and end the information by term.

7. Enter a term code in the **From Term** field.

8. Enter a term code in the **To Term** field.
9. Select a Chart of Accounts code for the record from the drop down list in the **COA** field.
10. Select an account index code for the record from the drop down list in the **Index** field.
11. Select a fund code for the record from the drop down list in the **Fund** field.
12. Select an organization code for the record from the drop down list in the **Organization** field.
13. Select an account code for the record from the drop down list in the **Account** field.
14. Select a program code for the record from the drop down list in the **Program** field.
15. Select an activity code for the record from the drop down list in the **Activity** field.
16. Select a location code for the record from the drop down list in the **Location** field.
17. Select a project code for the record from the drop down list in the **Project** field.
18. Select a cost code for the record from the drop down list in the **Cost** field.
19. Enter an amount of distribution percentage for the record in the **Percent** field.
20. Note the total of percentage of contract value in the **Total Percent** field. This is populated when the record is saved, and must equal 100%. You are not able to save a record for which the total equals anything other than 100%.
21. Note that the **Maintenance** button permits you to copy or end the Course Labor Distribution data.
22. Click on the **Save** icon.
23. Click on the **Exit** icon.

Steps (If Banner Finance is not installed)

Follow these steps to fill in the Course Labor Distribution form (SCACLBD).

1. Access the Course Labor Distribution form (SCACLBD).
2. Enter the subject of the course for the labor distribution record into the **Subject** field.

3. Enter the course number for the labor distribution record into the **Course** field.
4. Enter the term of the subject and course for the labor distribution record into the **Term** field.
5. Note that the title of the selected course appears in the **Course Title** field, (it is taken from SCACRSE).
6. Perform a **Next Block** function to move to the Data Block.

Note: The Data Block is used to enter the account code information for the labor distribution record. You can copy and end the information by term.

7. Enter a term code in the **From Term** field.
8. Enter a term code in the **To Term** field.
9. Enter a free form account code into the **External Account Code** field.
10. Enter an amount of distribution percentage for the record in the **Percent** field.
11. Note the total of percentage of contract value in the **Total Percent** field. This is populated when the record is saved, and must equal 100%. You are not able to save a record for which the total equals anything other than 100%.
12. Note that the **Maintenance** button permits you to copy or end the Course Labor Distribution data.
13. Click on the **Save** icon.
14. Click on the **Exit** icon.

Printing a Catalog Report

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 each of 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 8.0 (BAN8)

Process: Bulletin Report Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Academic Year	2001
02	Print Long Course Title	Y
03	Print Long Course Description	Y

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

Submission

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 ... List of Valu... <OSC>

Steps

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

Follow these steps to complete the process.

1. Access the Bulletin Report (SCRBULT) via Direct Access or by navigating the Process Submissions Control Form (GHAPCTL) and entering SCRBULT in the Key Block.
2. Perform a **Next Block** function.
3. Enter **DATABASE** in the **Printer** field.
4. Perform a **Next Block** function to access the Parameter Values block.
5. Enter the academic year that you want the report to print in the **Academic Year** parameter.
6. Enter a *Y* in the **Print Long Course Title** and **Print Long Course Description** parameters, if applicable. The default value for these parameters is *N* (No).
7. Perform a **Next Block** function to access the Submission block.
8. Check the **Save Parameters** checkbox if you would like to save these parameters.
9. If you are saving the parameters, enter a name and description in the **As** field.
10. 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.
11. Click the **Save** icon.

Note: The report will run when you save your work if you checked the **Submit** radio button. If you would like to review your output, select **Review Output** from the **Options** menu.

12. Click the **Exit** icon.

Summary

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.

Self Check

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 of the Repeat Details block 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?

Answer Key for Self Check

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 department, field of study value, class, level, degree, program, campus, college, student attribute or cohort displayed in the respective section of the form. An exclusion restriction prohibits the offering of a course for the same elements.

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 of the Repeat Details block 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?

The Course Search Form (SCASRCH)

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
GTVDUNT	Duration Unit Validation	create and maintain duration unit codes, associated with the calculation of an expected completion date, (time frame) for OLR courses.
GTVINSM	Instructional Method Validation	create and maintain instructional method codes, such as Classroom, Laboratory or Open Learning. Can be associated with a schedule type code defined in STVSCHD or can be used as a standalone description of content delivery method for the course at the section level.
STVAPRV	Catalog Approval Code Validation	create, update, insert and delete catalog approval codes, such as Department, Curriculum Committee or State Approved. SCACRSE uses this form to validate catalog approval codes.
STVATTR	Attribute Validation	create, update, insert and delete degree program codes, such as Affiliated Teaching Requirement, Language Requirement and Writing Intensive Requirement.
STVCAMP	Campus Code Validation	create, update, insert and delete campus codes, such as Main Campus, Downtown Campus or Foreign Campus.
STVCCSL	Classification Code Validation	Create, update, insert and delete classification codes, such as Community Civil Development or Parenting & Family Support. SCADETL uses this form to validate classification codes.
STVCIPC	CIPC Code Validation	create, update, insert and delete CIPC codes, such as codes for programs of study such as Medicine, Law or Linguistics. Used by other forms to validate CIPC codes used in IPEDS reports.

Form	Full Name	Use this Form to...
STVCLAS	Class Code Validation	create, update, insert and delete class codes, such as Freshman, Senior, First Year Law or Professional.
STVCOLL	College Code Validation	create, update, insert and delete college codes such as College of Engineering, College of Law and College of Music.
STVCSTA	Course Status Code Validation	create, update, insert and delete course status codes such as Active, Inactive or Pending.
STVCUDA..., STVCUDF	Catalog Element One (- SIX) Validation	create, update, insert and delete reporting data elements specific to a school's needs. There are six separate elements that may be used, each with a dedicated validation table.
STVDEPT	Department Code Validation	maintain department codes, such as History Department, Counseling Department or Department of Undeclared.
STVDIVS	Division Code Validation	create, update, insert and delete division codes, such as Division of Accounting or Division of Law.
STVFTYP	Fee Type Validation	maintain fee types used in the fee assessment calculations, such as Flat, Credit, or Non-traditional. May be used by SCADETL, SSADETL or SFARGFE.
STVGMOD	Grading Mode Code Validation	create, update, insert and delete grading mode codes, such as Audit Grading Mode, CEU Grading Mode, Standard Letter Grading Mode or Pass/Fail Grading Mode.
STVLEVL	Level Code Validation	create, update, insert and delete level codes, such as No Level Declared, Undergraduate or Non-Matriculated Graduate.
STVMAJR	Major, Minor, Concentration Code Validation	create, update, insert and delete major, minor and concentration codes, such as Undeclared, Journalism or Law.

Form	Full Name	Use this Form to...
STVOCCS	Occupational Course Code Validation	create, update, insert and delete occupational course codes, such as Apprenticeship Course, Consumer and Homemaker Course or Occupational Course. Used by SCADETL.
STVPWAV	Pre-Requisite Waiver Code Validation	create, update, insert and delete pre-requisite waiver codes, such as Dean of Instruction, Faculty Advisor or Division Chair.
STVREPS	Repeat Status Code Validation	create, update, insert and delete repeat status codes, such as Course May Be Repeated or Course May Not Be Repeated.
STVRTRM	Term Restriction Code Validation	create, update, insert and delete term restriction codes, such as Fall, Spring or Summer1.
STVSBGI	Source/Background Institution Code Validation	create, update, insert and delete source/background institution codes, such as Harvard University, Montgomery County Community College or George Washington High School.
STVSCHD	Schedule Type Code Validation	create, update, insert and delete schedule type codes, such as Lecture, Lab, Self-paced or Seminar.
STVSUBJ	Subject Code Validation	create, update, insert and delete subject codes, such as Accounting, Botany or Economics.
STVTERM	Term Code Validation	create, update, insert and delete term codes such as 999999 (The End of Time), 200910 (Fall 2009) or 200920 (Spring 2010).
STVTESC	Test Code Validation	create, update, insert and delete codes for test types, such as ACT Math, GRE French, Law School Admission or SAT Verbal.
STVTOPS	Taxonomy of Program Code Validation	create, update, insert and delete taxonomy of program codes, such as English, Biology or History.

Form	Full Name	Use this Form to...
TSADETC	Detail Code Control Form	create and update charge codes that can be attached to catalog courses such as Lab Fee or Supplies Fee.
STVDEGC	Degree Code Validation	create, update, insert and delete degree codes, such as Bachelor of Arts or Master of Education.
STVSTYP	Student Type Validation	create, update, insert and student type codes, such as New Freshman, Continuing or New Transfer.
STVRATE	Student Fee Assessment Code Validation	create, update, insert and delete student rate codes, such as Special, Senior Citizen or Faculty/Staff.
STVRESID	Residence Code Validation	create, update, insert and delete residence codes, such as On Campus, In State, or Out of State.
STVATTS	Student Attribute Code Validation	create, update, insert and delete student attribute codes, such as Lower Division, Lower Division or Mature.
STVCHRT	Student Cohort Code Validation	create, update, insert and delete cohort codes, such as 200910 New Freshman or 200910 Football Recruits.
STVVTYP	Visa Type Code Validation	create, update, insert and delete visa codes, such as F1, E1 or F2.
SHAGRDE	Grade Code Maintenance Form	create, update, insert and delete grade codes, such as A, Inc, or T.
SMAPRLE	Program Definition Rules	create, or update program codes, such as BA-Accounting or CERT-Accounting.

Form	Full Name	Use this Form to...
SCACRSE	Basic Course Information	create and maintain the basic course catalog information for an institution. Contains the minimum information needed to add a course into the catalog.
SCASYLB	Course Syllabus	create descriptions of learning objectives, required materials and technical requirements available for the production of the course syllabus.
SCASRCH	Course Search	provide all non-term search capabilities to administrative users. Date ranges are compared against term start and end dates specified in STVTERM.
SCADETL	Course Detail Information	add more specific details to the course after basic course information has been entered into SCACRSE.
SCARRES	Course Registration Restrictions	enter and maintain registration restrictions for specific courses.
SCASRES	Catalog Schedule Restrictions	enter and maintain scheduling restrictions for specific courses by term and campus. SCACRSE must be completed for a given course first.
SCATEXT	College/Department Text	enter and maintain information about colleges and departments within colleges. Is then used by SCRBULT to build the Course Bulletin.
SCACLBD	Course Labor Distribution Form	build and maintain job labor distribution data at the course catalog level for adjunct faculty assignments.
SCAPREQ	Catalog Prerequisite and Test Score Restrictions Form	build and maintain catalog level prerequisites and test score requirements.

Form	Full Name	Use this Form to...
SCABASE	Course Base Maintenance	maintain beginning and end terms for catalog entries.
SCRBULT	Bulletin Report	print the catalog of courses, with detailed information, including descriptive text, prerequisites, corequisites and CAPP area and program requirements.

Terminology

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 if the standard options consisting of course(s) and test score(s) can not be used.

Continuing education course

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

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 or a numeric grade (100, 95, 75) if that is the grading scheme on campus.

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.

Open Learning Course (OLR)

Course that is outside of the part of term structure. Open Learning Courses have an individual start date and individual end date. The duration limits of the OLR course are set at the Catalog Level.

Pre-requisite

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

- course(s) and/or
- test score(s).

Pre-requisite checking

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

Pre-requisite with concurrency

Prerequisite courses that may be taken in the same term.