HOW TO ENTER COURSE DATA IN BANNER SIS
Course Base Maintenance (SCABASE)

General:

This form is used to maintain the starting and ending terms for a course. If a course is to be retired, the end term will be entered using this form. If no sections exist for a course, this form can be used to *delete the course and its historical information from the system (*this functionality remains untested for technical reasons).

Typical Users of this Form:

Check List:

Before you proceed, you must:

❑ Know the subject and course number whose start/end term should be changed

❑ Know the new start and end terms for course

❑ Ensure that the course exists in SCACRSE

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

Accessing the Course Base Maintenance Form (SCABASE)

Type the name of the form SCABASE in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Course Catalog Menu
4) *Select* Course Base Maintenance Form (SCABASE)
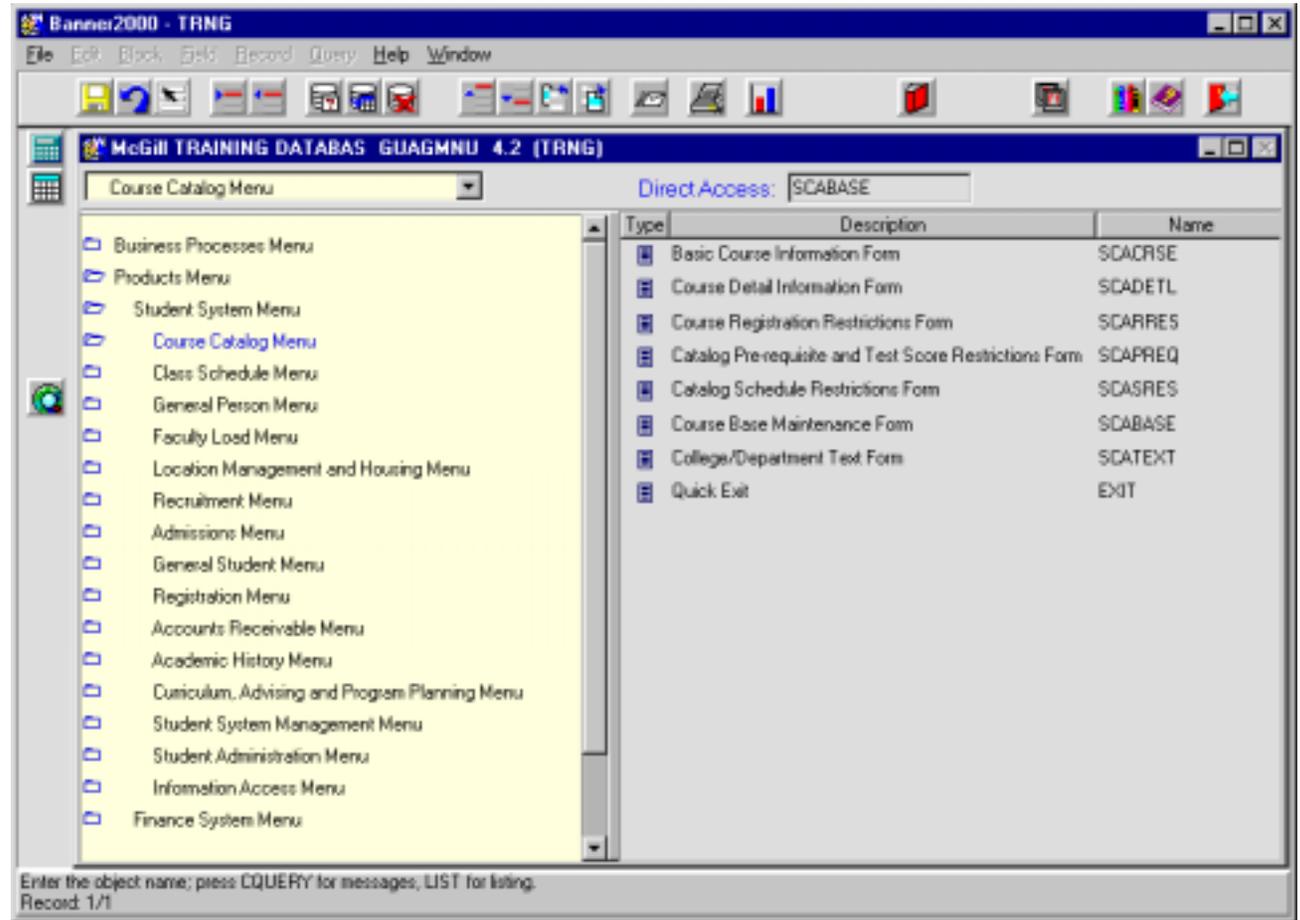
The adjacent screen should appear:

Note: Numbers have been added to the form above to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
Key Block						
✓	1.	Subject	Enter 4 character alpha subject code Or Double-click on field to bring up a list of Existing courses. Double-click on course or click and select "OK" to select course.	If subject code is entered, proceed to Course field and enter course number. If entire course number has been selected from list of Existing Courses, proceed to Term.		Validation table referenced: Subject Code Validation STVSUBJ

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
✓	2.	Course	If field is blank, enter course number Or Double-click on field to bring up list of existing courses. Double-click on course or click and select "OK" to select course.		Course must already exist in the *Basic Course Information Form* SCACRSE. Reminder: Spanned courses are composed of 2 or 3 separate course numbers in Banner. To retire a "spanned course" *each* of the courses making up the spanned course must be retired separately.	
✓	3.	Term	Enter 6 digit code, representing the effective term of the course. Or Double-click on field to select "Valid Terms for Course" or "View Existing Courses"	If "Valid Terms for Course" is selected, double-click or click and select "OK" to choose appropriate term. If "View Existing Courses" is selected, double-click or click and select "OK" to select course and term. *Note: If course subject and term were entered and a course is chosen from "View Existing Courses" that is different from course subject and course number already entered, these will be overriden.* Proceed to "next block" (ctrl + page Down or use next block icon on toolbar).		Validation Table referenced: Term Validation Table STVTERM
✓			Proceed to next block (Ctrl + Page Down, or Next Block icon on toolbar).			
	4.	Start Term	Earliest term for which the course was valid will default. A new start term can be entered (earlier or later	When the start term is changed, it may also be reflected in the "From term" field in other Catalogue forms.	Courses have been loaded in Banner with a start term equal to the first term that course data will be used in Banner.	Validation table referenced: Term Validation Table (STVTERM)

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			term), however, it cannot be changed to later than the first term where sections are scheduled. Enter new term or double-click on field to bring up list of valid terms. Double-click or click and select "OK" to select term.			
	5.	End Term	Defaults in as the last term as specified in the database. Unless a course has been retired, it will normally be 999999 (End of Time). A new end term can be entered, for example if a course has been retired. It can be changed to an earlier or later term. However it cannot be changed to earlier than the last term where sections are scheduled. Enter new term or double-click on field to bring up list of valid terms. Double-click or click and select "OK" to select term.	To be able to change the end term to a later term, the effective term on the key block must be a term included in the actual range of terms for the course. When the end term is changed, it the "To Term" is affected in all other Catalogue forms with the exception of Catalog Pre-requisite and Test Score Restrictions Form SCAPREQ where the "To Term" remains 999999 (if it has not been changed using the Maintenance function in SCAPREQ.	For courses that are being retired, the End Term should equal to the last term for which students can register for that course.	Validation Table referenced: Term Code Validation STVTERM