

HOW TO QUERY COURSE DATA IN THE BANNER CATALOG

Basic Course Information Form (SCACRSE)

General:

The *Basic Course Information* form is designed to create and update courses, however it can also be used to query course information.

Note: Users with query privileges only will be able to change or add information to the form, however they will not be able to save the changes at the end.

Check List:

The following information is required to query course information:

- Subject code
- Course number
- Term

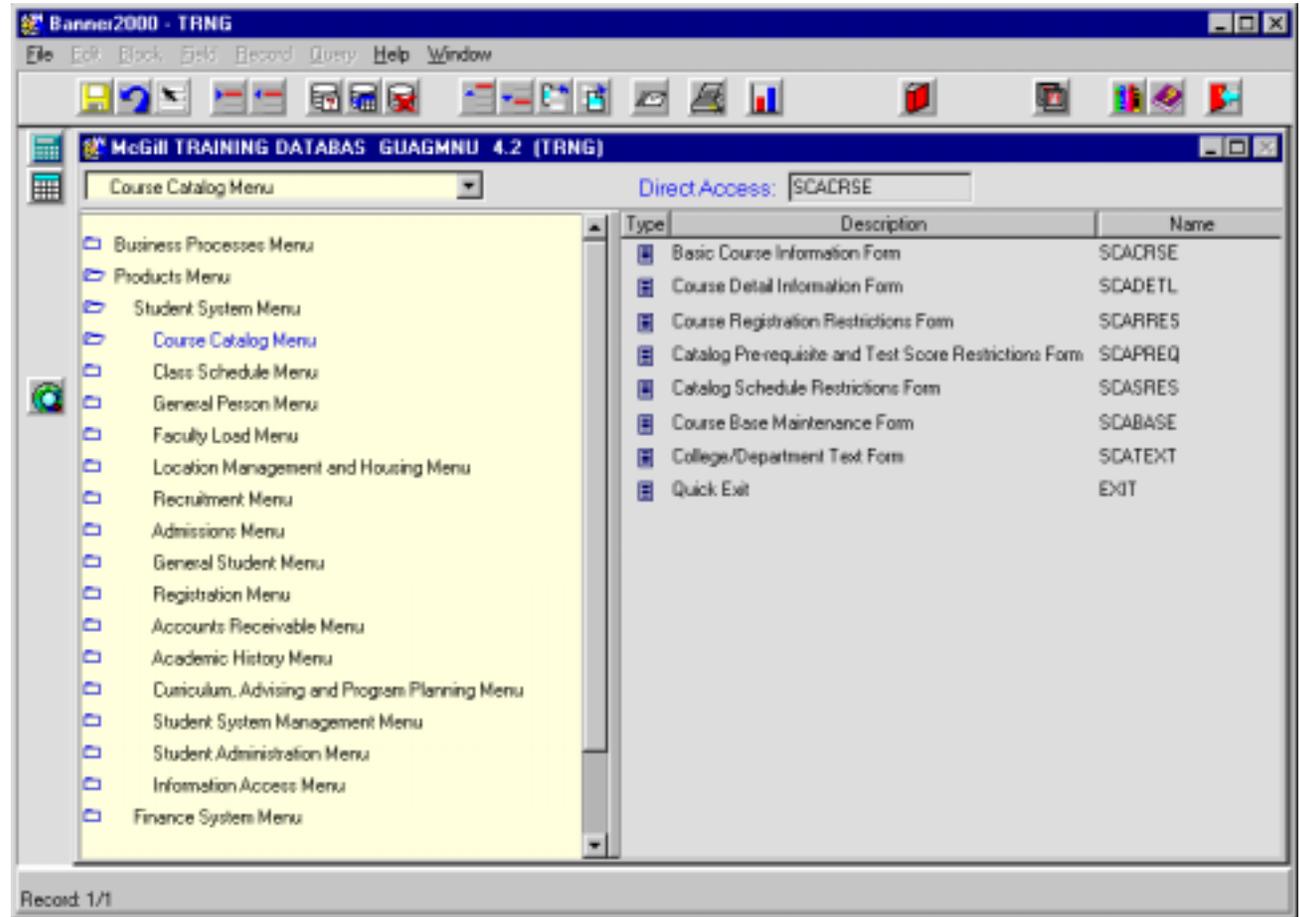
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

Accessing the “Basic Course Information Form” (SCACRSE)

Type the name of the form **SCACRSE** 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 **Basic Course Information Form (SCACRSE)**



The following screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

How to use this form:

To query course information, the user must enter valid codes in the **Subject**, **Course** and **Term** fields in the Key Block. The Subject code should be entered first (double click in field if you need to search). The user should then perform a search for the course code by clicking on the flashlight next to the course field. This will access a table that contains all the courses that exist for this subject. When picking out the course, make sure you take note of the start term for the course and enter any term from the Start term and later in the term field.

When you proceed to the next block, the information for that course will default into the field.

Do not enter any information to this form, except for in the Key Block. Although you can type in the fields on this form, you cannot save any changes you make (only users with update privileges can change the course catalog).

If all fields are blank (except term fields) then the course does not exist. Either the course number and/or term is not in the catalog for the subject you have chosen.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
Key Block						
✓	1.	Subject	<p>Enter the 4-character alpha subject code for a course if you know it.</p> <p>Or</p> <p>Double-click on field to bring up a pop-up box with the following choices: "Valid subject codes" or "View Existing Courses".</p> <p>"Valid Subject Codes" displays a pick list of all available subject codes. Select appropriate code and double-click to enter the code into the SCACRSE form.</p> <p>"View Existing Courses": displays a list of existing courses (subject & course number). Double-click on course to enter both the subject and course number on the SCACRSE form.</p>		Identifies the subject of the course.	Validation Table referenced: Subject Validation Table (STVSUBJ)
✓	2.	Course	<p>Enter a valid course number</p> <p>Or</p>	Course number will be displayed.	Course number.	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			<p>Click on flashlight to view a list of existing courses that relate to the subject code. Double-click on course to select it.</p> <p>Hint: When you are picking a course from the "existing courses" table, take note of the start term so you can enter it in the Term field. This way you know the valid terms for this subject course combination. If you do not pick a valid term you will end up trying to create a new record rather than viewing one that exists.</p>			
✓	3.	Term	<p>Enter the 6 digit start term code indicating the first term for which this course is valid (or any subsequent term you wish to query)</p> <p>Or</p> <p>Double-click on field. Select "Valid Terms for Course" or "View Existing Courses."</p>	<p>If "Select Valid Terms" is selected, double-click to select the desired term.</p> <p>Or</p> <p>If "View Existing Courses" is selected, double-click to select the appropriate course if it already exists (the term does not get brought in automatically).</p> <p>*If the course already exists, all</p>	<p>Term codes consist of the calendar year and month when that term normally commences. For example, the term code for Fall 2002-2003 will be 200209 (year 2002, month 09 September).</p> <p>Winter 2002-2003 will be 200301 (year 2003, month 01 (January)</p> <p>Summer 2003 will be 200305 (year 2003, month 05 (May).</p>	<p>Validation Table referenced: Term Code Validation Table (STVTERM)</p>

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				data in the database will be displayed when moving to the next block.		
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.	<p>IMPORTANT: Once you go to the next block, information relating to the course should default into the fields below. If all fields except for the term fields are blank this means that the course, term combination does not exist and you will be creating a new record. Although it seems like you can enter information and create a new course, you will not be able to save any of the changes you make. Do not try and create a new course. If you get a blank record, click on the Rollback icon, and make sure the term you entered in is valid for the course in question.</p> <p>Hint: When you are picking a course from the "existing courses" table, take</p>	Once you have entered in a valid subject, course, term combination, simply scroll through the fields and blocks to view the course information. You can see all the blocks and windows of this form by using the next block function or by selecting items from the Options menu. You can perform a rollback at any time to enter new course criteria.	

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				down the start term so you can enter it in the Term field. This way you know that you are picking a valid term for this subject course combination.		
	4.	From Term			Indicates the term for which the course was first approved with these characteristics.	Validation Table referenced: Term Validation Table (STVTERM)
	5.	Copy	Not valid for query users.		Copy function is used to copy a Catalogue entry and make changes to it. Only used when making changes to a course.	
	6.	To Term			Term the course was retired or when the set of characteristics ended.	Validation Table referenced: Term Validation Table (STVTERM)
	7.	Course Title			Course title.	
	8.	College			"College" represents the Administering Faculty of the course.	Validation Table referenced: College Validation Table (STV COLL)
	9.	Division			Field not being used at McGill.	Validation Table referenced: Division Code Validation (STVDIVS)
	10.	Department			Departments are defined by the University Planning Office Administrative Unit table.	Validation Table referenced: Department Code Validation (STVDEPT)
	11.	Status			"A" (Active) permits course sections to be created for which students can register. "I" – Inactive, prevents creation of sections in the Schedule module.	Validation Table referenced: Course Status Code Validation Table (STVCSTA)
	12.	Approval			Field not being used at McGill.	Validation Table referenced: Catalog Approval Code (STVAPRV)
	13.	CIP			CIP or "Classification for Instructional Programs" codes	Validation Table referenced: CIPC Code (STVCIPC)

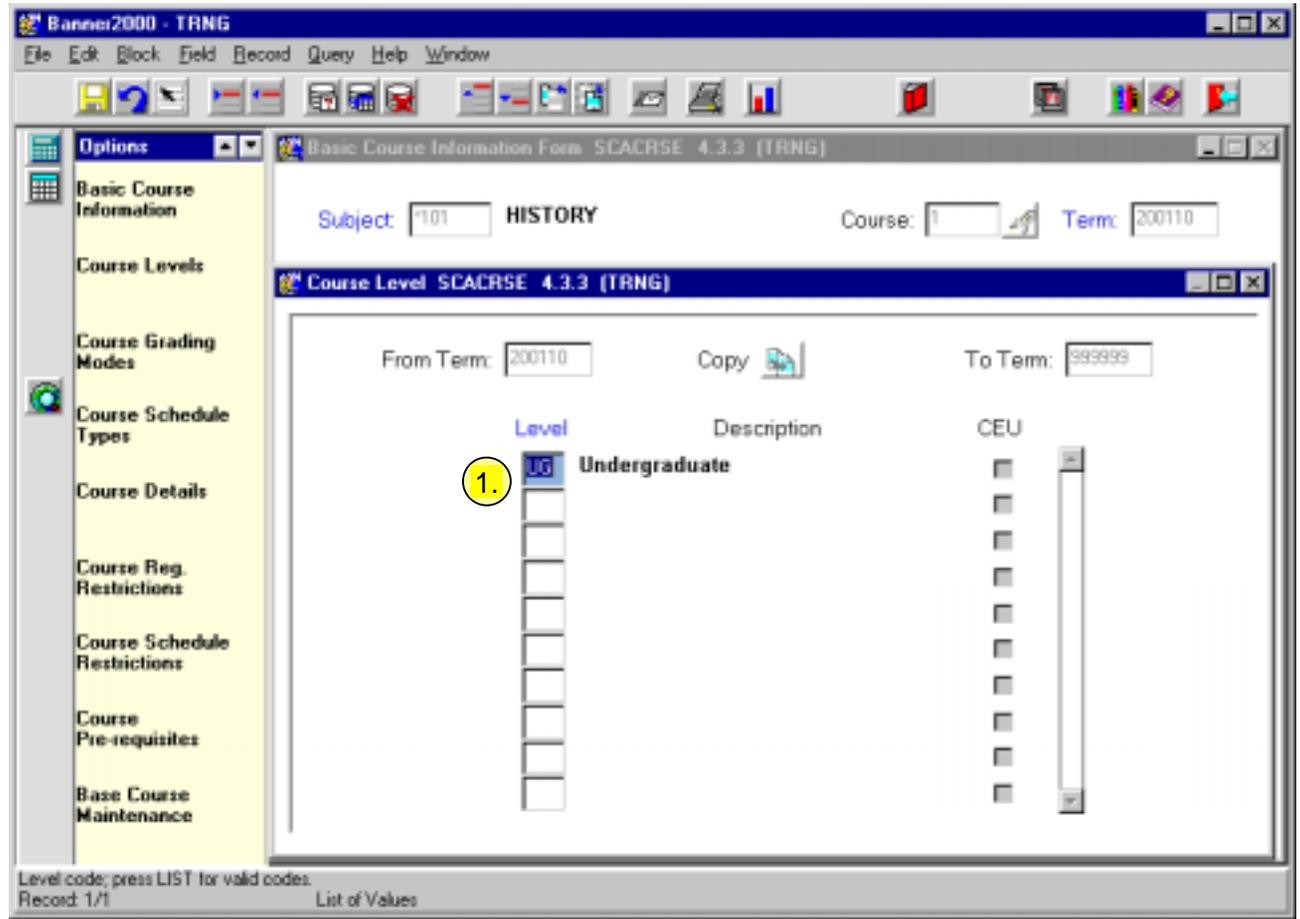
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					are defined by the U.S. Department of education. These codes are equivalent to McGill's Clarder Code. A CIP/Clarder Code crosswalk table will be maintained by University Planning Office.	
	14.	Preq Waiv			Prerequisite Waiver. Used to indicate who may waive a prerequisite requirement. Field is not currently being used at McGill.	Validation Table referenced: Pre-requisite Waiver Code (STVPWAV)
	15.	Continuing Ed			Indicator is ticked only for non-credit CE level courses.	
	16.	Tuition Waiver			This box will be ticked if fees other than the customary fees are to be charged (e.g. this will be ticked for non-credit CE courses).	
	17.	Additional Fees			Tick box. Only ticked if <i>additional</i> fees (as defined on SCADETL) are to be charged.	
	18.	CAPP Areas for Pre-requisites			If ticked, any pre-requisites entered in SCAPREQ will be ignored. Only CAPP Areas pre-requisites will be checked. CAPP Areas are used for pre-requisite checking when the pre-requisite requirements are more complicated than can be handled by form SCAPREQ . *Until the CAPP module is in use, this will remain unticked.	
	19.	CEU/Cred (Hours) Low			The credit hour values control the number of credit hours for which sections can be	

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					scheduled and for which students may register.	
	20.	OR/TO			OR - course can be offered for the number of credits specified in CEU/Cred Low OR the number of credits specified in CEU/Cred High. TO - the flexibility exists to set the credits on course sections (created in the Schedule module) to be any number of credits from the low to high hours.	
	21.	CEU/Cred (Hours) High			Will only be filled in if OR/TO is selected.	
	22.	Billing (Hours) Low			Billing hours for course.	
	23.	OR/TO			OR - course can be billed for the number of credits specified in CEU/Cred Low OR the number of credits specified in CEU/Cred High. TO - students can be billed for any amount of credits from the low to high hours	
	24.	Billing (Hours) High				
	25.	Lecture (Hours) Low			This field not being used at McGill.	
	26.	OR/TO			This field not being used at McGill.	
	27.	Lecture (Hours) High			This field not being used at McGill.	

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	28.	Lab (Hours) Low			This field not being used at McGill.	
	29.	OR/TO			This field not being used at McGill.	
	30.	Lab (Hours) High			This field not being used at McGill.	
	31.	Other (Hours) Low			This field not being used at McGill.	
	32.	OR/TO			This field not being used at McGill.	
	33.	Other (Hours) High			This field not being used at McGill.	
	34.	Contact (Hours) Low			This field not being used at McGill.	
	35.	OR/TO			This field not being used at McGill.	
	36.	Contact (Hours) High			This field not being used at McGill.	
	37.	(Repeat) Limit			Repeat Limit and Max Hours. "0" - if course cannot be taken more than once for credit (i.e. it can be repeated 0 times) "98" - course can be repeated for credit without limit. Currently, all courses, with the exception of Music Ensemble courses, have a zero repeat limit. A repeat limit of 98 has been entered for Music Ensemble courses.	
	38.	(Repeat) Max Hours			See "Repeat Limit" above. Max Hours represents the total number of credits a student can	

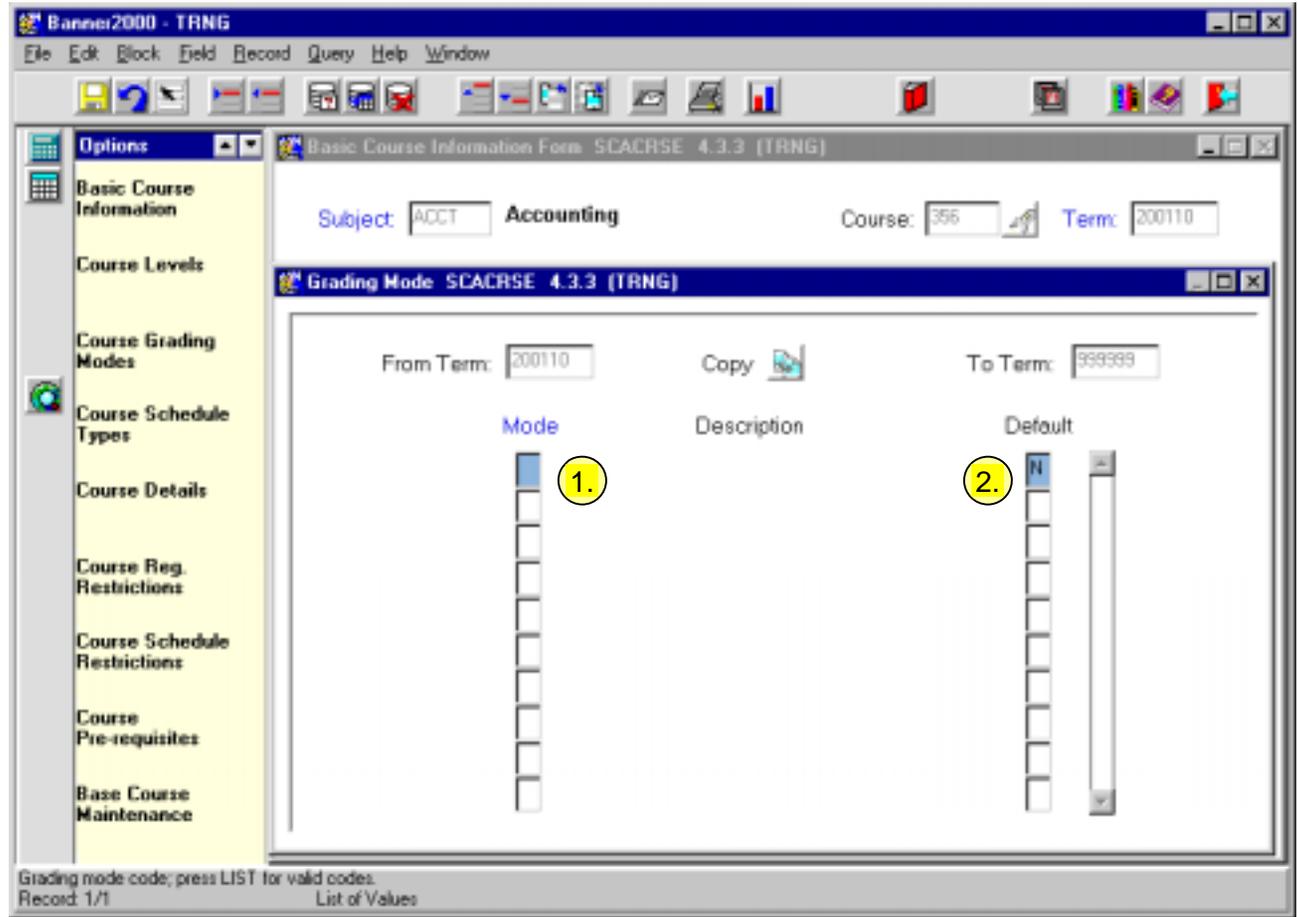
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					take (for credit) including the first registration in the course.	
	39 .	Repeat Status			This field is currently being used only to indicate if a course is a slot course.	Validation table referenced: Repeat Status Code Validation (STVREPS)

Course Level Window



<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
	1.	Level, CEU			Levels for which a course may be offered.	Validation Table referenced: Level Code (STVLEVL)

Grading Mode Window



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	1.	Mode/Description			Grading modes: C – Common Grading G – Graduate Conversion (for <= 500 level courses) M – Medical (Medicine/Dentistry) Q – Conversion S – Satisfactory/Unsatisfactory T – Transfer	Validation Table referenced: Grading Mode Code (STVGMOD)

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	2.	Default			Default grade mode for the course. All courses must leave one grade mode set as the default.	

Schedule Type Window

Banner2000 - TRNG

File Edit Block Field Record Query Help Window

Options

Basic Course Information

Course Levels

Course Grading Modes

Course Schedule Types

Course Details

Course Reg. Restrictions

Course Schedule Restrictions

Course Pre-requisites

Base Course Maintenance

Basic Course Information Form SCACRSE 4.3.3 (TRNG)

Subject: ACCT Accounting Course: 356 Term: 200110

Schedule Type SCACRSE 4.3.3 (TRNG)

From Term: 200110 Copy To Term: 999999

Schedule	Description	Workload	Over Enroll	Adjusted Workload
1.		2.	3.	4.

Schedule Type; press LIST for valid codes.
Record: 1/1 List of Values

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	1.	Schedule			1-3 character alpha Schedule Type code. Each course has at least one schedule type, some may have many. Schedule types are similar to legacy system Activity types.	Validation Table referenced: Schedule Type Code (STVSCHD)
	2.	Workload			This field not being used at McGill.	

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	3.	Over Enroll			This field not being used at McGill.	
	4.	Adjusted Workload			This field not being used at McGill.	