

HOW TO ENTER COURSE DATA IN THE BANNER CATALOG

Basic Course Information Form (SCACRSE)

General:

The Banner Catalog module is used to enter and maintain course data. The Catalog (equivalent to the legacy system Course Table) contains all of the data that applies to a course (e.g. Course number, title, credit weight, pre-requisites etc.).

The following forms are used to enter, create and maintain courses in the Catalog module:

- [SCACRSE](#) (Basic Course Information)
- [SCADETL](#) (Course Detail Information Form)
- [SCARRES](#) (Course Registration Restrictions Form)
- [SCAPREQ](#) (Catalog Pre-requisite and Test Score Restrictions Form)
- [SCABASE](#) (Course Base Maintenance Form)
- [SCASRES](#) (Catalog Schedule Restrictions Form)
- [SCATEXT](#) (College/Department Text Form)

Courses must exist in the Catalog as “active” before they can have **sections** created. Students cannot register in courses if they only exist in the Catalog. Students register for course sections that are created in the Banner Schedule module. Once a course section has been created, then it can be scheduled, have an instructor assigned, a room booked etc., and the section may be made available for registration.

Check List:

If you wish to enter, or make changes to an already existing course in the Catalog, the following information may be required:

- Basic course information (e.g. course subject, number, title)
- Levels for which the course is valid
- Valid “Schedule types” (similar to legacy system “Activities” for the course)
- Course details (e.g. co-requisites, course equivalencies, course attributes, course description, transfer institution information etc.)
- Course registration restrictions
- Course schedule restrictions
- Course pre-requisites
- Course retirement term (if applicable)

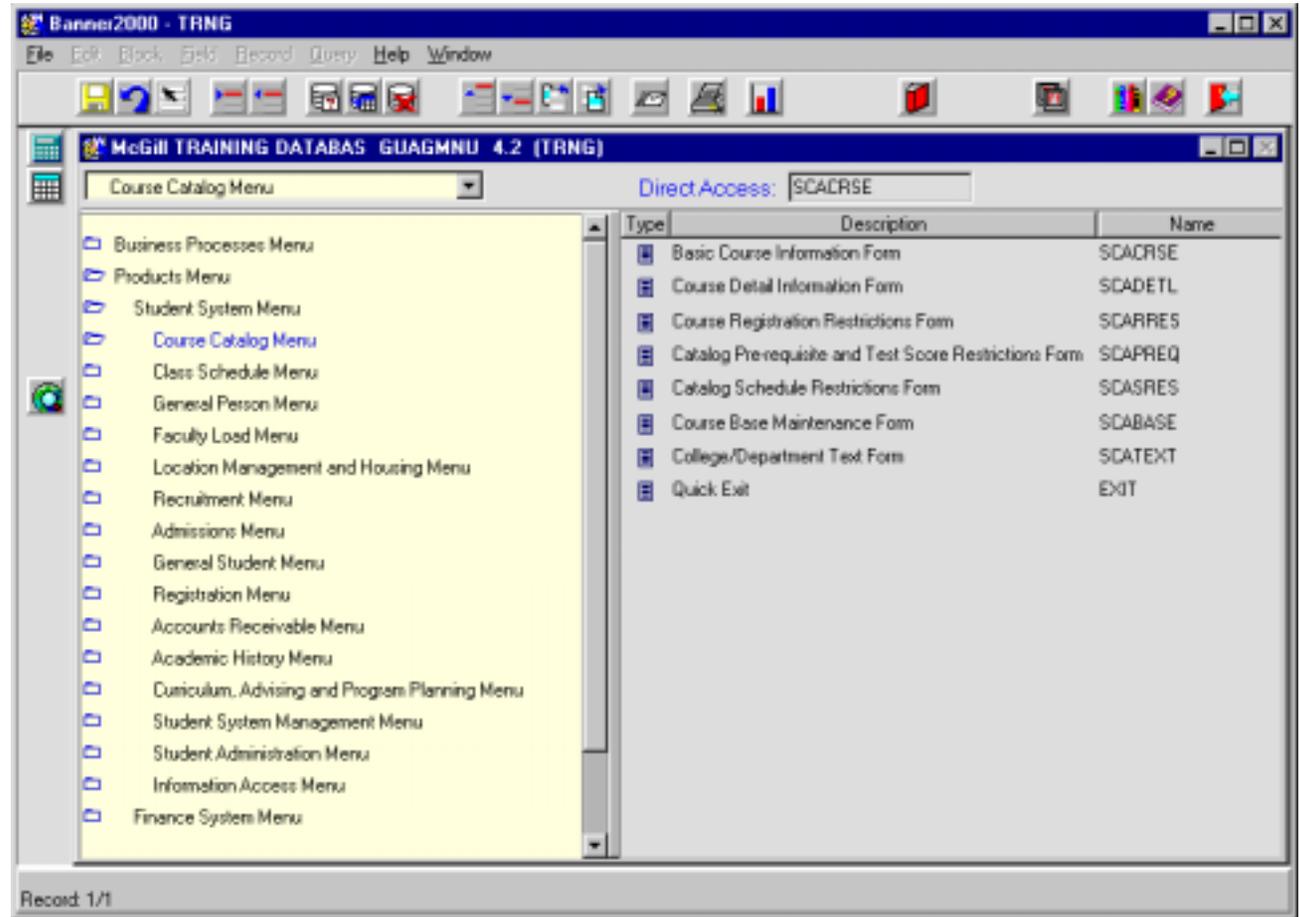
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

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 above form 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.

The screenshot shows the Banner2000 - TRNG Basic Course Information Form SCACRSE 4.3.3 (TRNG). The form is titled "Basic Course Information" and includes a sidebar with navigation options like "Basic Course Information", "Course Levels", "Course Grading Modes", "Course Schedule Types", "Course Details", "Course Reg. Restrictions", "Course Schedule Restrictions", "Course Pre-requisites", and "Base Course Maintenance". The main form area contains several input fields and checkboxes, each labeled with a number in a yellow circle:

- 1. Subject
- 2. Course
- 3. Term
- 4. From Term
- 5. Copy
- 6. To Term
- 7. Course Title
- 8. College
- 9. Division
- 10. Department
- 11. Status
- 12. Approval
- 13. CIP
- 14. Preq Waiv.
- 15. Continuing Ed
- 16. Tuition Waiver
- 17. Additional Fees
- 18. CAPP Areas for Pre-requisites
- 19. CEU/Cred
- 20. Billing
- 21. Hours (Low, Or/To, High)
- 22. Lecture
- 23. Lab
- 24. Other
- 25. Contact
- 26. Limit
- 27. Max Hours
- 28. Repeat Status
- 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39.

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|------------------|----|---------|--|---|---------------------------------------|--|
| Key Block | | | | | | |
| ✓ | 1. | Subject | Enter the 4 character alpha subject code for a course.
Or
Double-click on field or single click and select "OK" to bring up a pop-up box with | - If the subject code is entered, the translation of the 4-character code will be displayed.
- If "Valid Subject Codes" was selected by double-clicking on | Identifies the subject of the course. | Validation Table referenced: Subject Validation Table STV/SUBJ |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|---|--|--|---|
| | | | the following choices: "Valid subject codes" or "View Existing Courses". | field, a pick list of all available subject codes is displayed. Select appropriate code and double-click or single click and select "OK" to enter the code on SCACRSE.
- If "View Existing Courses" is selected, a list of existing courses (subject & course number) will be displayed. Double-click on course or click and select "OK" to enter both the subject and course number on the SCACRSE form. | | |
| ✓ | 2. | Course | If blank, enter a course number
Or
Click on flashlight to view a list of existing courses.
Double-click or click and select "OK" to select a course. | Course number will be displayed. | Valid course numbers are between 3 (single term courses) and 5 characters (spanned courses) in length. | |
| ✓ | 3. | Term | Enter 6 digit term code indicating the first term for which this course is valid
Or
When changing information about a course, enter the term the change is to take | If 6 digit term code is entered, proceed to next block (Ctrl + Page Down or Next Block icon)
Or
If "Select Valid Terms" is selected, double-click or click | 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).

Winter 2002-2003 will be | Validation Table referenced: Term Code Validation Table STVTERM |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|--|---|---|--|
| | | | effect. (See "Copy" below.)
Or
Double-click on field. Select "Valid Terms for Course" or "View Existing Courses." | and select "OK" to select the desired term.
Proceed to Next Block using the Next Block icon on the toolbar or pressing Ctrl + page down.
Or
If "View Existing Courses" is selected, double-click or click and select "OK" to select the appropriate course if it already exists (the term does not get brought in automatically).
Proceed to Next Block.
*If the course already exists, all data in the database will be displayed when moving to the next block. | 200301 (year 2003, month 01 (January))

Summer 2003 will be 200305 (year 2003, month 05 (May)). | |
| ✓ | | | Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard. | | | |
| ✓ | 4. | From Term | Defaults from key block term | This field is not updateable from this form. Use Course Base Maintenance form (SCABASE) to | Indicates the term for which the course was first approved with these characteristics. | Validation Table referenced: Term Validation Table STVTERM |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|---|---|--|--|
| | | | | change this term or the Copy button. | | |
| | 5. | Copy | Click on the Copy button to copy a Catalogue entry and make changes to it. | To copy, you must first enter the first term when the changes will take effect in the Key Block.
Click on copy, the term entered in the Key Block will default into "From Term". Changes made to the course data will be effective from that new term forward. | | |
| | 6. | To Term | Defaults to 999999 (End of Time) unless the course has been retired as of a specific term or a change of course data was entered (see " Copy "). | This field is not updateable from this form. To retire a course, Course Base Maintenance form (SCABASE) must be used. | | Validation Table referenced: Term Validation Table STVTERM |
| ✓ | 7. | Course Title | Enter course title (30 characters or less). | | Upper and lower case may be used as well as accented characters

Different sections of a course can have different course titles (if approved by the appropriate university committee). Course section titles are changes using the Schedule module. | |
| ✓ | 8. | College | Enter a 2 character alpha code
Or
Double-click on field | College description is displayed. | "College" represents the Administering Faculty of the course. | Validation Table referenced: College Validation Table STV COLL |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|--|---|--|--|
| | | | to bring up table of values.
Double-click or click and select "OK" to select appropriate College code. | | | |
| | 9. | Division | Tab to skip field
Or
Double-click on field | If tabbing to skip field, field will be left blank. If double-clicking on field, code value "ZZZZ" and description "N/A – this field is not used" is displayed. | Field not being used at McGill. | Validation Table referenced: Division Code Validation STVDIVS |
| | 10. | Department | Enter 4 character numeric code
Or
Double-click on field to bring up list of values. Double-click or click and select "OK" to select department. | | Departments are defined by the University Planning Office Administrative Unit table. | Validation Table referenced: Department Code Validation STVDEPT |
| ✓ | 11. | Status | Enter 1 character alpha code
Or
Double-click on field to bring up list of values. Double-click or click and select "OK" to select status code. | | Only a code of "A" (Active) will permit course sections to be created for which students can register. Code of "I" – Inactive, will prevent creation of sections in the Schedule module. | Validation Table referenced: Course Status Code Validation Table STVCSTA |
| | 12. | Approval | Tab to skip field or double-click on field to default value of "Z" (N/A – this field is not used.) | | Field not being used at McGill. | Validation Table referenced: Catalog Approval Code STVAPRV |
| | 13. | CIP | Enter a 6-digit numeric code | | CIP or "Classification for Instructional Programs" codes | Validation Table referenced: CIPC Code STVCIPC |

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|--------------|----------|-------------------------------|--|---|---|--|
| | | | numeric code
Or
Double-click on field to bring up list of values. Double-click or click and select "OK" to select CIP code. | | Instructional Programs" codes 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. | Code STVCIPC |
| | 14. | Preq Waiv | Tab to skip field or double-click on field to default value of "Z" (N/A – this field is not used.) | | Prerequisite Waiver. This is an informational field <i>only</i> . It can be 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 | Tick box. Tick only if entering non-credit Continuing Education courses (i.e. non-grant CEU courses). | If ticked, course can only be given for CEU's and at a CE level. | This indicator should be ticked only for non-credit CE level courses. | |
| | 16. | Tuition Waiver | Tick box. Tick to indicate that rules flagged "Y" on SFARGFE should be overridden. | If unticked, rules on SFARGFE will be applied. | If a fee other than the customary fee is to be charged it must be assigned using form SCAETL .
This box will be ticked for non-credit CE courses. | |
| | 17. | Additional Fees | Tick box. Tick only if <i>additional</i> fees (as defined on SCAETL are to be charged. | | Informational field only. If additional fees are to be applied they must be charged using form SCAETL . | |
| | 18. | CAPP Areas for Pre-requisites | Tick box. Tick if CAPP Areas are being used for pre-requisite checking instead of the Catalog Pre-requisite and Test Score Restrictions Form (SCAPREQ) | 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 should remain unticked. | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|----------------------|--|---|--|----------------------|
| | 19. | CEU/Cred (Hours) Low | <p>Enter the minimum number of credits or CEU's (Continuing Education Units) that the course is offered for.</p> <p>For courses with more than one schedule type, enter "0" (zero). For courses with only one schedule type enter the true credit/CEU value of the course (e.g. 3, 6). For courses that were identified as CE courses (tick box), enter CEU's.</p> | | <p>The credit hour values control the number of credit hours for which sections can be scheduled and for which students may register. To allow scheduling flexibility credit courses which have multiple schedule types (e.g. lab, and lecture) will be entered with a "variable" credit weight.</p> | |
| | 20. | OR/TO | <p>Leave blank if true credit weight of course was entered in CEU/Cred Low. If zero was entered in CEU/Cred Low, enter "OR" or "TO" to specify a range or choice of credit hours.</p> | <p>If OR is entered, course can be offered for the number of credits specified in CEU/Cred Low OR the number of credits specified in CEU/Cred High. If TO is entered, faculties/department can have the flexibility to set the credits on course sections (created in the Schedule module) to be any number of credits from the low to high hours.</p> | <p>For most courses at McGill, where Low Hours have been specified as "0" (zero) an OR will be entered.</p> | |

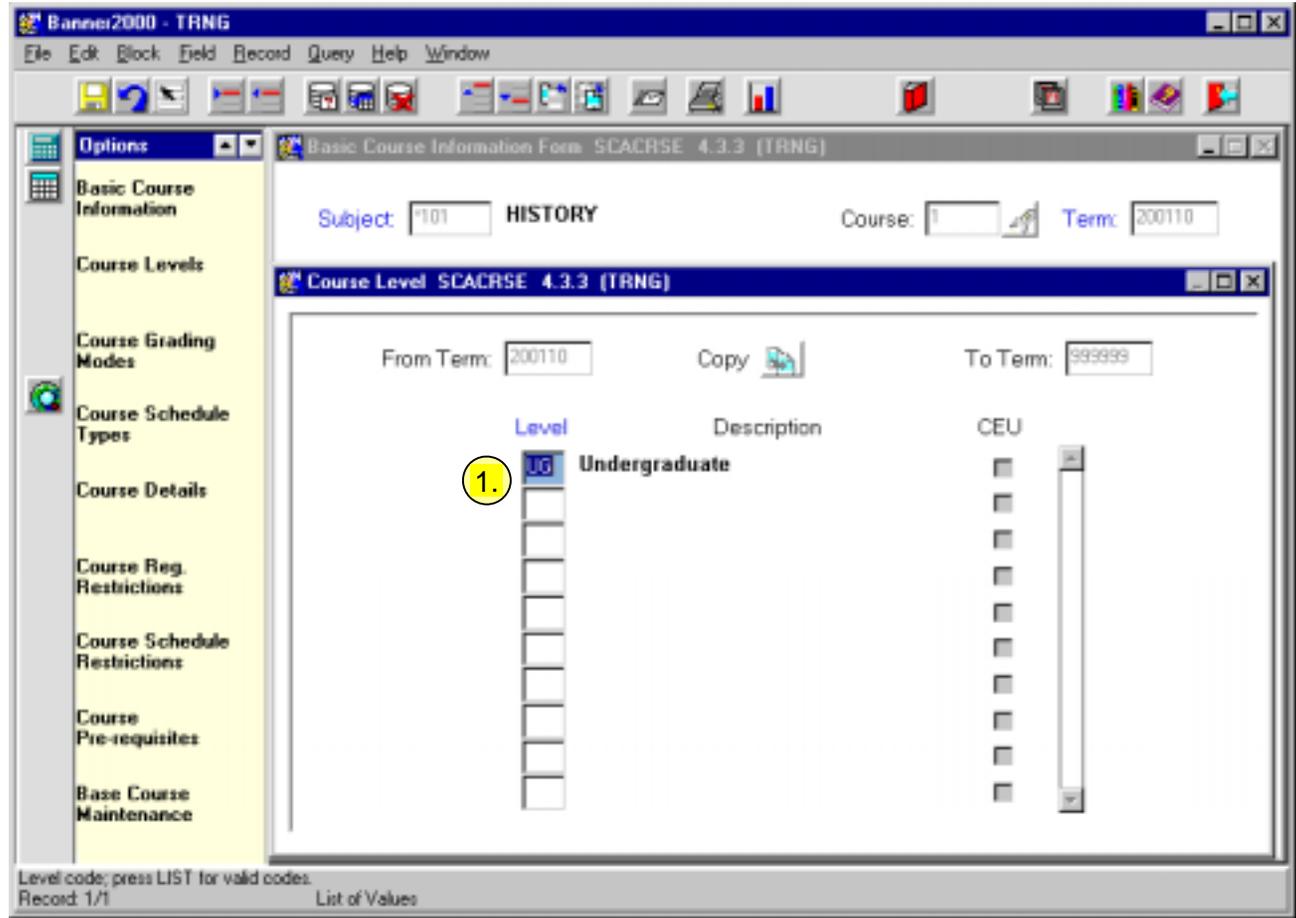
| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|-----------------------|--|--|---|----------------------|
| | 21. | CEU/Cred (Hours) High | Leave blank if actual credit weight of course was entered in CEU/Cred Low. If "0" was entered in CEU/Cred Low, then enter the actual credit weight (or CEU's for CE level courses) of the course | | For Courses where Low hours have been specified as "0" (zero), and the OR/TO field is non-blank, enter the actual credit weight of the course. This will allow courses with multiple schedule types to have multiple sections created with different credit weights e.g. for lab and lecture. In this scenario the lab could be offered for zero credits and the lecture for 3 credits. The assumption in this scenario is that students would be required to take both sections (the lab and lecture). Banner allows us the flexibility to use this feature, though McGill may choose not to use it as such. | |
| | 22. | Billing (Hours) Low | Value will default from CEU/Cred Low, if credits were entered there. If blank, enter billing hours for course. If no billing hours are assigned to a course, enter 0 (zero). | Defaulted value can be changed, if desired, as billing hours do not have to match credit hours. | | |
| | 23. | OR/TO | Enter a literal "OR" or "TO" if course can be billed for variable hours credit. | If OR is entered, course can be billed for the number of credits specified in CEU/Cred Low OR the number of credits specified in CEU/Cred High. If TO is entered, students can be | | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|----------------------|--|---|--------------------------------------|----------------------|
| | | | | billed for any amount of credits from the low to high hours | | |
| | 24. | Billing (Hours) High | Leave blank if actual billing hours for course were entered in Billing Low. If "0" was entered in Billing hours Low then enter the actual credit weight of the course. | | | |
| | 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. | |
| | 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. | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|----------------------|---|---|--|--|
| | 36. | Contact (Hours) High | | | This field not being used at McGill. | |
| | 37. | (Repeat) Limit | 2 character numeric field. Valid values are 0 (zero) to 98. | Enter 'zero' if course cannot be taken more than once for credit (i.e. it can be repeated 0 times), or appropriate repeat limit. For courses that can be repeated for credit without limit, enter 98. | Repeat Limit and Max Hours can be used in two ways:
-To control the number of credits used when determining credits earned and calculating GPA's. Both fields designate how many credits a course may be counted in the Repeat Rules Process (SHRRPTS).
-To restrict course registrations. (This facility will not be used at McGill). | |
| | 38. | (Repeat) Max Hours | 6 character numeric field. Valid values are 0.00 to 998.99 | For most McGill courses Max Hours will be equal to the credit weight of the course. For courses where the repeat limit has been set to 98, the Max Hours will be set to 998.99. | See "Repeat Limit" above.

Max Hours represents the total number of credits a student can take (for credit) including the first registration in the course. | |
| | 39. | Repeat Status | Leave blank or enter "SL" to indicate a slot course. | This is an informational field and does not affect processing. | 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 | Enter 2 character alpha Level code(s) code. Each course must have at least one level, but may have multiple levels. | If course has been identified as a CE course, only CE level is valid and CEU indicator will be generated by system. | Determining the levels for which a course may be offered is important as grading modes, fee assessment , academic standing and GPA's etc. are affected by level. | Validation Table referenced: Level Code STVLEVL |

Grading Mode Window

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|-------|----|------------------|--|----------|---|---|
| ✓ | 1. | Mode/Description | Enter 1 character code representing Grade Mode. A course must have at least one grade mode, but may have many. | | Valid grading modes are:
C – Default Standard Grading
G – Graduate Conversion (for <= 500 level courses)
M – Medicine/Dentistry (S/U)
Q – Conversion
S – Satisfactory/Unsatisfactory
Grading modes are allocated as follows:
- Courses administered by | Validation Table referenced:
Grading Mode Code STVGMOD |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|---|--|--|----------------------|
| | | | | | <p>legacy faculty K (Medicine) have grading mode M (default) and C.</p> <ul style="list-style-type: none"> - IMS Course numbers with a 4th character equal to 'D' or 'E' (College level courses) have grading modes of C (default) and Q. - IMS Course numbers with a 4th character <= '5' have grading modes of C (default), G, Q and S. - All other courses (IMS course numbers with a 4th character >= '6') have grading modes of C (default), Q and S. | |
| ✓ | 2. | Default | Enter 1 character alpha code to designate the default grade mode for the course. Values are D or N. Each course must have only one (Grade) Mode identified as the Default (code "D"). | The "default" Grade Mode must be identified for each course. The default grade mode will default on the Registration form (SFAREGS). This default grade mode may be overridden on the Registration form, as long as the new grade mode is also valid for the course. | | |

Schedule Type Window

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|-------|----|----------|--|---|---|---|
| ✓ | 1. | Schedule | Enter 1-3 character alpha Schedule Type code. Each course must have at least one schedule type, but may have many. | The schedule types entered in Catalogue determine the schedule types that can be assigned to sections of the course in the Schedule module. | 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. | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|-------------------|---------------|-----------------|--------------------------------------|----------------------|
| | 3. | Over Enroll | | | This field not being used at McGill. | |
| | 4. | Adjusted Workload | | | This field not being used at McGill. | |