HOW TO QUERY SPECIFIC DETAILS OF A COURSE IN BANNER SIS
Course Detail Information Form (SCADETL)

General:

The *Course Detail Information Form* is used to query details on courses created in the Basic Course Information Form (SCACRSE). For example; co-requisite courses, equivalent courses, certain fee details, course degree attributes, course text for specific courses, supplemental data and transfer institution agreement information.

Note: A course can only be queried if it has already been entered in the Basic Course Information Form (SCACRSE).

Check List:

Before you proceed, you must have the following information:

❖ Course subject
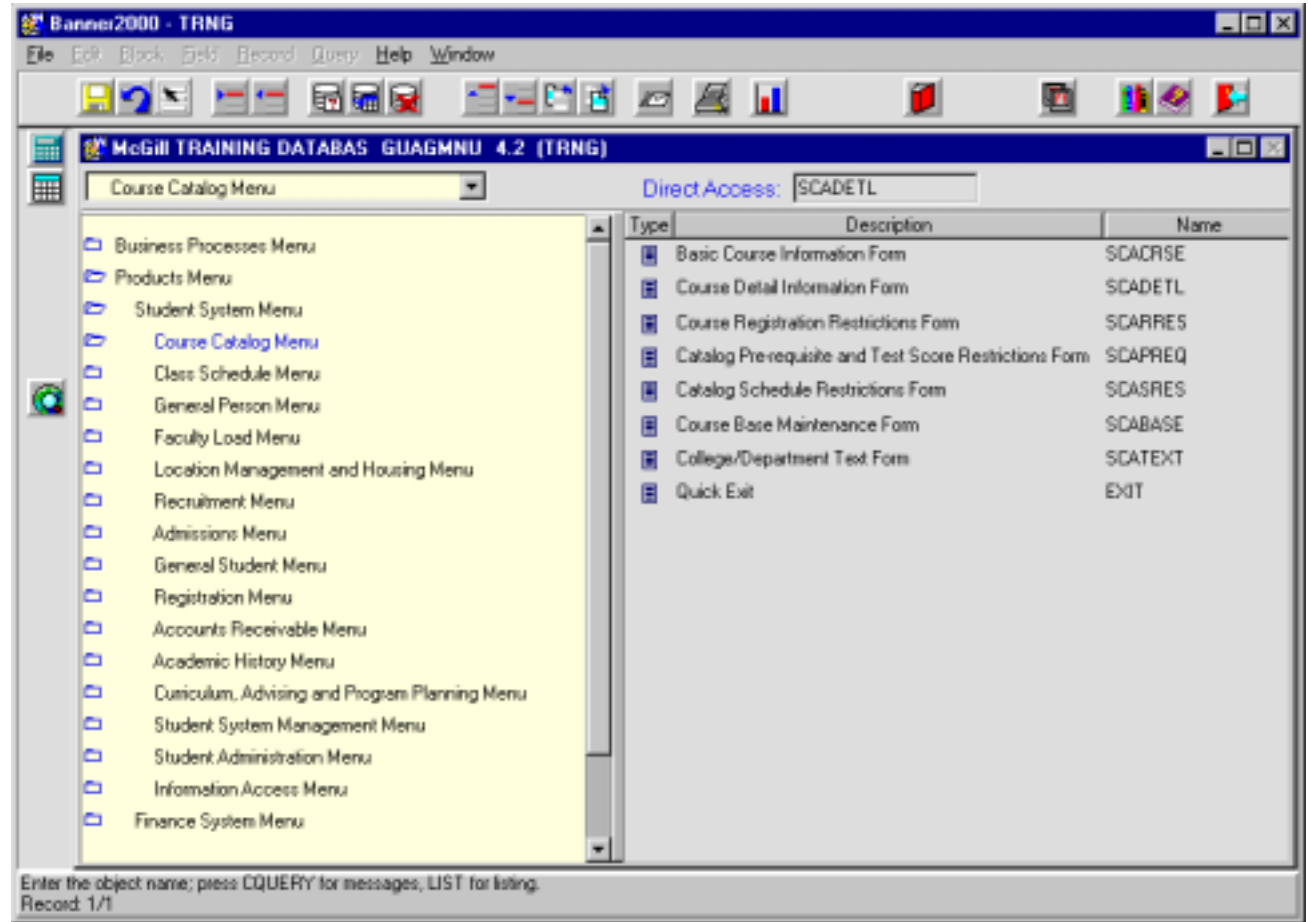❖ Course number
❖ Term being queried

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. Even if you are not experiencing difficulties you should always keep an eye on this bar, as it provides important information such as warnings and errors that do not necessarily block your progress.

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Accessing the "Course Detail Information Form" (SCADETL)

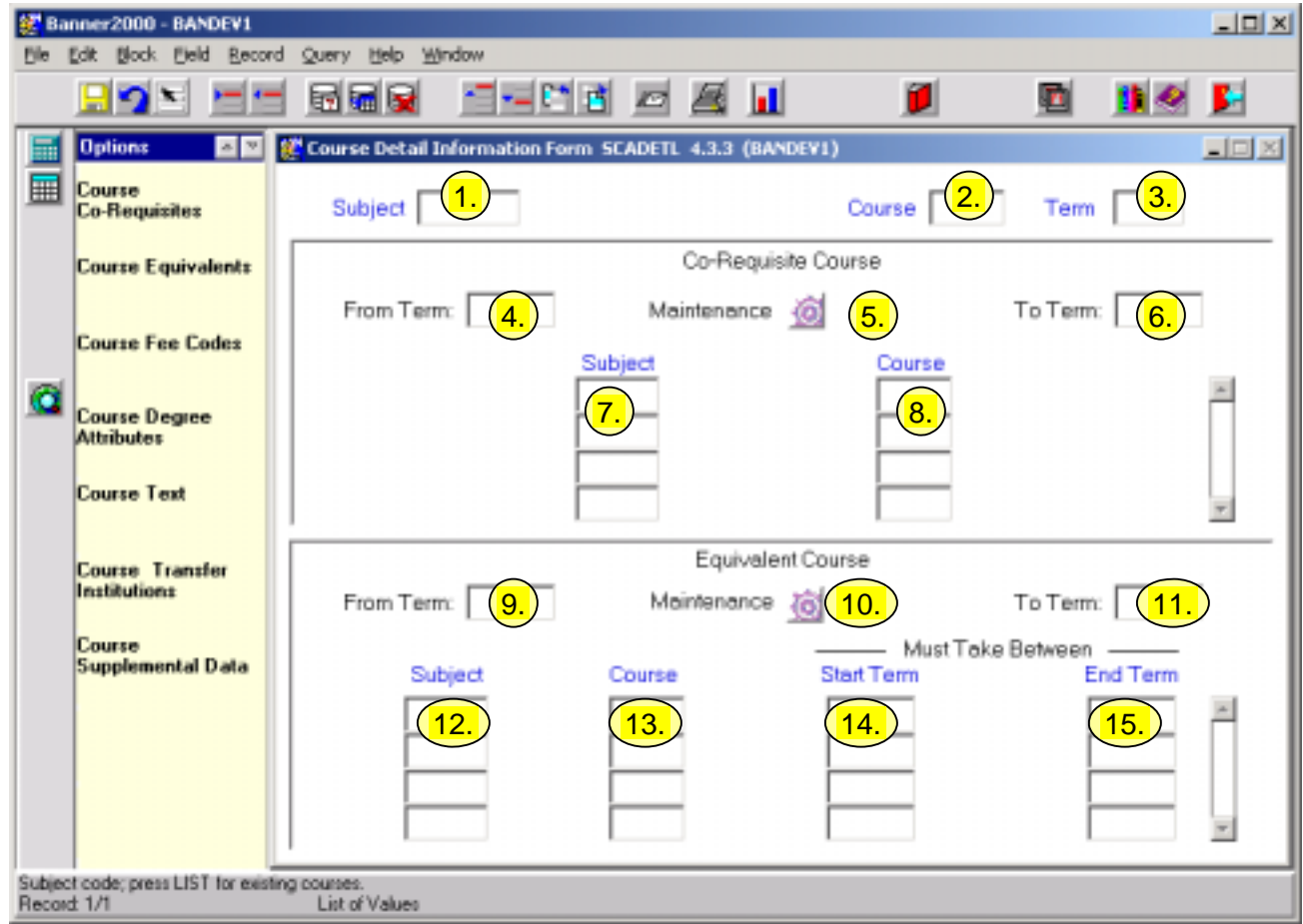Type the name of the form SCADETL in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Course Catalog Menu
4) *Select* Course Detail Information Form (SCADETL)

Banner2000 - TRNG

File Edit Block Field Record Query Help Window

McGill TRAINING DATABAS GUAGMNU 4.2 (TRNG)

Course Catalog Menu

Direct Access: SCADETL

Type	Description	Name
	Basic Course Information Form	SCACRSE
	Course Detail Information Form	SCADETL
	Course Registration Restrictions Form	SCARRES
	Catalog Pre-requisite and Test Score Restrictions Form	SCAPREQ
	Catalog Schedule Restrictions Form	SCASRES
	Course Base Maintenance Form	SCABASE
	College/Department Text Form	SCATEXT
	Quick Exit	EXIT

- Business Processes Menu
- Products Menu
- Student System Menu
- Course Catalog Menu
- Class Schedule Menu
- General Person Menu
- Faculty Load Menu
- Location Management and Housing Menu
- Recruitment Menu
- Admissions Menu
- General Student Menu
- Registration Menu
- Accounts Receivable Menu
- Academic History Menu
- Curriculum, Advising and Program Planning Menu
- Student System Management Menu
- Student Administration Menu
- Information Access Menu
- Finance System Menu

Enter the object name; press CQUERY for messages, LIST for listing.
Record: 1/1

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The adjacent 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 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 the 4-character subject code for the course. Or Double-click on field to bring up a list of	- If the subject code is entered, the description of the 4-character code will be displayed. - If subject and course number were selected	Identifies the subject of the course.	Validation Table referenced: Subject Validation Table STVSUBJ

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			"Existing Courses".	from the "Existing Courses" list, the subject code and description and course number will be displayed.		
✔	2.	Course	If the field is blank, enter the course number. Or Double-click on field to bring up list of "Existing Courses" with the specified subject. Double-click to select course.	Course number will be displayed.	Valid course numbers are 3 (single term courses) or 5 characters (spanned courses) in length.	
✔	3.	Term	Enter 6-digit term code for the term you wish to query. Or Double-click on field to bring up pop-up box with the following choices: "Valid Terms for Course" and "Existing Courses"	If "Valid Terms for Course" is selected, the Term Code Validation table STVTERM will pop-up. Double-click or click and select "OK" to enter appropriate term on SCADETL. If "Existing Courses" is selected double-click to enter appropriate course subject, number and term on SCADETL.	The term displayed here identifies the term you will see information for.	Validation Table referenced: Term Code Validation (STVTERM)
✔			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			

Co-Requisite Course: This block displays courses that must be taken concurrently with the course entered in the key block.

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	4.	From Term			Starting term for which this set of data is effective.	Validation Table referenced: Term Code Validation STVTERM
	5.	Maintenance			Copies or closes off information for a term. Cannot be used in query mode.	
	6.	To Term			The term for which the set of data stops being effective.	Validation Table referenced: Term Code Validation STVTERM
	7.	Subject			Subject code for the course.	Validation Table referenced: Subject Code Validation (STVSUBJ)
	8.	Course			Co-requisite course number.	
✔			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			

Equivalent Course: This block displays other courses that are considered to be equivalent to the course entered in the key block.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	9.	From Term			Starting term for which this set of data is effective.	Validation Table referenced: Term Code Validation STVTERM
	10.	Maintenance			Copies or closes off information for a term. Cannot be used in query mode.	
	11.	To Term			Term for which the set of data stops being effective.	Validation Table referenced: Term Code Validation STVTERM
	12.	Subject			Subject code for the course.	Validation Table referenced: Subject Code Validation STVSUBJ
	13.	Course			Equivalent course number.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
Must Take Between: Terms specified are the range of terms for which the course is considered to be equivalent to the course in the Key Block.						
	14.	Start Term			Term in which the version of a particular course became equivalent to the course in the Key block.	Validation Table referenced: Term Code Validation STVTERM
	15.	End Term			Term in which the version of a particular course is no longer equivalent to the course in the key block. The term is inclusive.	Validation Table referenced: Term Code Validation STVTERM

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Fee Code/Degree Program Attribute Window

This window displays fee code, and degree program attribute information.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
Fee Codes						
	1.	From Term			Starting term for which this particular set of data is effective.	Validation Table referenced: Term Code Validation STVTERM
	2.	Maintenance			Copies or closes off information for a term. Cannot be used in query mode.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	3.	To Term			Term for which the set of data stops being effective. Effectiveness does not include the "To Term" itself.	Validation Table referenced: Term Code Validation STVTERM
	4.	Detail/ Description			Defines fee-related codes that can be accessed for the course in the key block. A detail code identifies a special charge connected with the course.	Control Form referenced: Detail Code Control Form TSADETC
	5.	Amount			Fee amount associated with this detail charge.	Control Form referenced: Detail Code Control Form TSADETC
	6.	Fee Type			Indicates the way the charge is assessed. **C** – Credit **F** – Flat rate	
✔			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			

Degree Attribute: Although this section is called "degree" attributes, it refers to attributes attached to courses. Attributes are used to group courses together to be part of a specific set (e.g. writing requirement, history core, thesis course, etc.).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	7.	From Term			Starting term for which this particular set of data is effective.	Validation Table referenced: Term Code Validation STVTERM
	8.	Maintenance			Copies or closes off information for a term. Cannot be used in query mode.	
	9.	To Term			Term for which the set of data stops being effective. Effectiveness does not include the "to term" itself.	Validation Table referenced: Term Code Validation STVTERM
	10.	Attribute/			Degree Program Attribute code.	Validation Table referenced: Degree

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
		Description			Attributes can be assigned to courses to facilitate grouping otherwise unrelated courses. Some current uses are to identify CCE Admin units and Thesis Courses. Primarily used in Degree Audit but can also be used for reporting.	referenced: Degree Attribute Validation STVATTR

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Course Text/Transfer Institution Agreement

The Course Text area displays the Course Title and Course description that will appear in the University Calendars.

The Transfer Institution Agreement section is informational only. It records agreements McGill has made with various institutions for transfer credits when a course in the listed institution is considered equivalent to the McGill course.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
Text: Displays text related to a course. At McGill, this is used to record the Calendar course title and course description.						
	1.	From Term			Starting term for which this particular set of data is effective.	Validation Table referenced: Term Code Validation STVTERM
	2.	Maintenance			Copies or closes off information for a term. Cannot be used in query mode.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	3.	To Term			Term for which the set of data stops being effective. Effectiveness does not include the "To Term" itself.	Validation Table referenced: Term Code Validation STVTERM
	4.	Course Text			The first line of this field displays the course title that will appear in the Calendar. Subsequent lines contain the course description text for the Calendar.	
✓			Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard.			
Transfer Institutions: Displays data for institutions with whom some formal agreement exists regarding transfer course work.						
	5.	From Term			Starting term for which this particular set of data is effective.	Validation Table referenced: Term Code Validation STVTERM
	6.	Maintenance			Copies or closes off information for a term. Cannot be used in query mode.	
	7.	To Term	.		Term for which the set of data stops being effective. Effectiveness does not include the "To Term" itself.	Validation Table referenced: Term Code Validation STVTERM
	8.	Source/ Description			University, College, or High School which has a transfer agreement with McGill. This is an informational field only.	Forms referenced: Source/Background Institution Validation table STVSBGI and Source/Background Institution Query form SOISBGI
	9.	Agreement			Date the agreement was made with the institution.	

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Supplemental Data Items

This window displays institution-required information about a course.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	1.	Taxonomy of Program			Groups courses by different academic areas. This field is not currently being used at McGill.	Validation Table referenced: Taxonomy of Program Code Validation STVTOPS.
	2.	Occupational Course			Groups courses by job-related courses. This field is not currently being used at McGill.	Validation Table referenced: Occupational Course Code Validation STVOCCS

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	3.	Classification			This field is not currently being used at McGill.	Validation Table referenced: Classification Code Validation STVCCSL
	4.	Co-op ED			This field is not currently being used at McGill.	
	5.	Course Identifier			This field is not currently being used at McGill.	
	6.	Credit Category			This field is not currently being used at McGill.	
	7.	Element 1-6/ Description			Tables that can be used to record McGill-specific data. These tables are not currently in use at McGill.	Validation Tables referenced: Catalog Element 1-6 STVCUDA,B,C,D,E,F

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