

HOW TO ADD SPECIFIC DETAILS TO A COURSE IN BANNER SIS **Course Detail Information Form (SCAETL)**

General:

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

Note: Before you can access a course here, you must first have entered it into the [Basic Course Information Form \(SCACRSE\)](#).

Check List:

Before you proceed, you must have the following information:

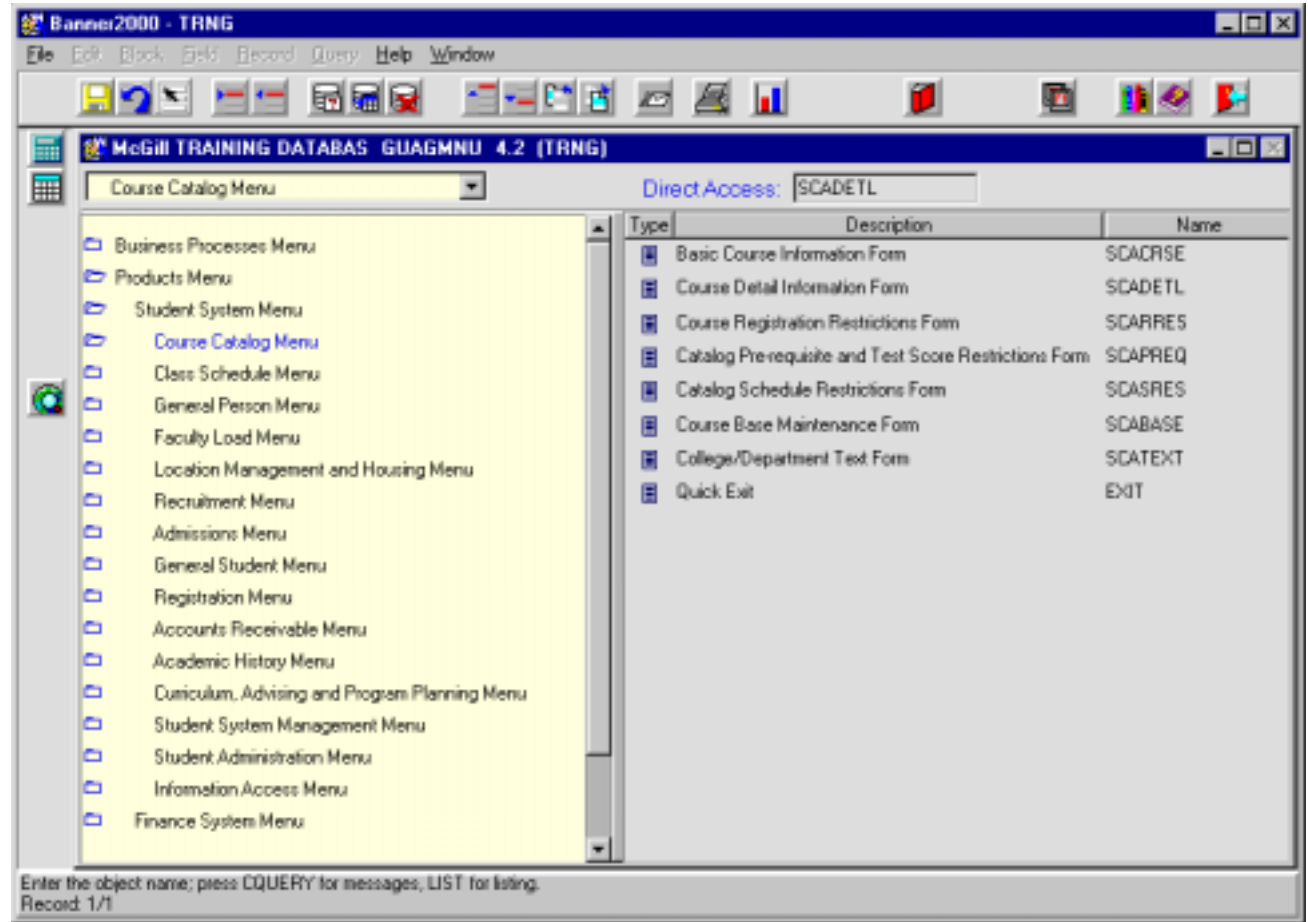
- Course subject, course number, effective term
- Co-requisite, equivalent courses, course fee codes, course degree attributes, course title (as it will appear in the Calendar), course description (as it will appear in the Calendar), transfer institution information, supplemental course data

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)**



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

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|--|--|--|---|
| | | | select a subject and course number from the list, double-click or single click and select "OK" to enter the subject and course number on the SCADETL form. | 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 or click and select "OK" 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 indicating the effective term for which the information being entered applies. 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 or click and select "OK" to enter appropriate course subject, number and term on SCADETL . | The term entered here identifies the term for which the information you are about to enter applies. This is not necessarily the term for which you created the course in the Basic Course Information Form SCACRSE . | 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. | | | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|---|----------|--------------|---|--|---|---|
| Co-Requisite Course: <i>This block allows you to specify that certain courses must be taken concurrently with other courses.</i> | | | | | | |
| | 4. | From Term | Defaults from Key Block term. Can only be changed by using the Maintenance button. | | Indicates the starting term for which this particular set of data is effective. | Validation Table referenced: Term Code Validation STVTERM |
| | 5. | Maintenance | To end or change co-requisite data for effective term: If Key block term and "From Term" match – make changes as required. If new effective term is entered in Key block, proceed to next block (Ctrl + page down or next block icon on toolbar). Press Maintenance button to bring up pop-up box with the following choices: "End Co-requisite data" and "Copy Co-requisite data". | If "End Co-requisite data" is selected, the "To Term" will be changed to match the term entered in the Key Block. If "Copy Co-requisite data" is selected, the "From Term" will be changed to match the term entered in the Key Block. If the Key Block term is equal to the "From term", changes/additions can be made without the use of the maintenance button. | Copies or closes off information for a term. | |
| | 6. | To Term | Defaults from Key Block. Can be changed by using the Maintenance button. | | The term for which the set of data stops being effective. If the "To Term" is not 999999 and the "To Term" is a retired term (no further valid terms follow –i.e. the course has been retired using the Course Base Maintenance form SCABASE) the "To Term" is inclusive. Otherwise, the "To Term" is exclusive. | Validation Table referenced: Term Code Validation STVTERM |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--|----------|--------------|--|--|---|--|
| | 7. | 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 list of "Existing Courses". Double-click or click and select "OK" to enter subject and course number on the SCADETL form. | | | Validation Table referenced: Subject Code Validation (STVSUBJ) |
| | 8. | Course | If field is blank, enter course number OR Double-click on field to bring up list of "Existing Courses for Co-Requisites" with the specified subject. Double-click or click and select "OK" to select course. | Course number will be displayed. Note: The course number is not validated against the Basic Course Information Form SCACRSE . As long as a valid Subject was entered, any course number can be entered. | Valid course numbers are 3 (single term courses) or 5 characters (spanned courses) in length. If co-requisites will be used to block registration (i.e. if the student is missing one of the courses), then each course must be made the co-requisite of the other. For example, If course A is entered on Banner with a co-requisite of course B, then course B must also be entered on Banner with a co-requisite of course A. | |
| ✓ | | | Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard. | | | |
| <p>Equivalent Course: This block lets you specify that certain courses are equivalent to others and can be taken in their place. You cannot specify a course as an equivalent course if you already entered it as a co-requisite.</p> | | | | | | |
| | 9. | From Term | Defaults from Key | | Indicates the starting term for | Validation Table |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|--|--|--|--|
| | | | Block term. Can only be changed by using the Maintenance button. | | which this particular set of data is effective. | referenced: Term Code Validation STVTERM |
| | 10. | Maintenance | To end or change equivalent course data for effective term: If Key block term and "From Term" match – make changes as required. If new effective term is entered in Key block, proceed to next block (Ctrl + page down or next block icon on toolbar). Press Maintenance button to bring up pop-up box with the following choices: "End Equivalent Course Data" and "Copy Equivalent Course Data". | If "End Equivalent Course Data" is selected, the "To Term" will be changed to match the term entered in the Key Block. If "Copy Equivalent Course Data" is selected, the "From Term" will be changed to match the term entered in the Key Block. If the Key Block term is equal to the "From term" changes/additions can be made without the use of the maintenance button | Copies or closes off information for a term. | |
| | 11. | To Term | Defaults from Key Block. Can be changed by using the Maintenance button. | | The 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 |
| | 12. | Subject | Enter a 4 character alpha subject code OR Double-click on field or single click and select "OK" to bring up a list of "Existing Courses". Double-click or click and select "OK" to enter subject and | | | Validation Table referenced: Subject Code Validation STVSUBJ |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|---|----------|--------------|--|----------------------------------|--|---|
| | | | course number on the SCADETL form | | | |
| | 13. | Course | If field is blank, enter course number OR Double-click on field to bring up list of "Existing Courses for Equivalentents" with the specified subject. Double-click or click and select "OK" to select course. | Course number will be displayed. | Valid course numbers are 3 (single term courses) or 5 characters (spanned courses) in length. The course number(s) must exist in the Basic Course Information Form SCACRSE . Course equivalencies will normally need to be set up as two way equivalencies. To do this each course should be entered into Banner as the other's equivalent course. Course A would be entered in the Key Block with Course B listed in the Equivalent Course Block. Then Course B would be entered in the Key Block and Course A would be entered in the Equivalent Course Block. | |
| Must Take Between: <i>Terms specified are the range of terms for which the course is considered to be equivalent to the course in the Key Block.</i> | | | | | | |
| | 14. | Start Term | Enter 6-digit term code indicating the first term for which this course is considered equivalent to the course in the Key Block. OR Double-click on field to bring up the pop-up box to select term from Term Code Validation Table STVTERM . | Term Code will be displayed. | 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 | Enter 6-digit term code indicating the last term | Term Code will be displayed | Term in which the version of a particular course is no longer | Validation Table referenced: Term Code |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|--|-----------------|---|------------------------------------|
| | | | <p>for which this course was equivalent to the course in the Key Block.</p> <p>OR</p> <p>Double-click on field to bring up the pop-up box to select term from Term Code Validation Table STVTERM.</p> | | equivalent to the course in the key block. The term is inclusive. | Validation STVTERM |

Fee Code/Degree Program Attribute Window

Use this window to enter fee code information, and degree program attribute information.

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|-------|----|-------------|---|---|---|---|
| | 1. | From Term | Defaults from Key Block term. Can only be changed by using the Maintenance button. | | Indicates the starting term for which this particular set of data is effective. | Validation Table referenced: Term Code Validation STVTERM |
| | 2. | Maintenance | To end or change Fee Code data for effective term: If Key block term and From term match – make changes as | If “End Fee Code data” is selected, the “To Term” will be changed to match the term entered in the Key Block. | Copies or closes off information for a term. | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------------|---|---|--|---|
| | | | required. If new effective term is entered in Key block, proceed to next block (Ctrl + page down or next block icon on toolbar). Press Maintenance button to bring up pop-up box with the following choices: “End Fee Code data” and “Copy Fee Code data”. | If “Copy Fee Code data” is selected, the “From Term” will be changed to match the term entered in the Key Block. If the Key Block term is equal to the “From term” changes/additions can be made without the use of the Maintenance button. | | |
| | 3. | To Term | Defaults from Key Block. Can be changed by using the Maintenance button. | | The term for which the set of data stops being effective. Effectiveness does not appear to include the “To Term” itself. | Validation Table referenced: Term Code Validation STVTERM |
| | 4. | Detail/Description | Enter 4 character Detail Code. OR Double-click on field to bring up Detail Code Control Form TSADETC . Double-click or click and select “OK” to enter code on SCADETL . | Detail Code and description are displayed. | 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 | If an amount is indicated on the Detail Code Control Form TSADETC , it defaults here. It may be overridden. If blank, enter the amount of the fee to be charged. | | Fee amount associated with this detail charge. | Control Form referenced: Detail Code Control Form TSADETC |
| | 6. | Fee Type | Defaults to “F” (Flat Rate) if you leave the field blank. | | Indicates the way the charge is assessed. C – Credit | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|---|----------|--------------|---|---|---|---|
| | | | | | F – Flat rate | |
| ✓ | | | Proceed to the Next Block by clicking on the icon in the toolbar or pressing Ctrl + Page down on your keyboard. | | | |
| <p>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.).</p> | | | | | | |
| | 7. | From Term | Defaults from Key Block term. Can only be changed by using the Maintenance button. | | Indicates the starting term for which this particular set of data is effective. | Validation Table referenced: Term Code Validation STVTERM |
| | 8. | Maintenance | To end or change Degree/Program Attribute data for effective term: If Key block term and From term match – make changes as required. If new effective term is entered in Key block, proceed to next block (Ctrl + page down or next block icon on toolbar). Press Maintenance button to bring up pop-up box with the following choices: “End Degree Program Attribute Data” and “Copy Degree Program Attribute Data”. | If “End Degree Program Attribute Data” is selected, the “To Term” will be changed to match the term entered in the Key Block. If “Degree Program Attribute Data” is selected, the “From Term” will be changed to match the term entered in the Key Block. If the Key Block term is equal to the “From term”, changes/additions can be made without the use of the maintenance button. | Copies or closes off information for a term. | |
| | 9. | To Term | Defaults from Key | | The term for which the set of data | Validation Table |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|-----------------------|--|---|--|--|
| | | | Block. Can be changed by using the Maintenance button. | | stops being effective. Effectiveness does not include the "to term" itself. | referenced: Term Code Validation STVTERM |
| | 10. | Attribute/Description | Enter 4 character Degree Program Attribute code OR Double-click on field to bring up list of "Degree Program Attribute Validation" table. Double-click or click and select "OK" to select Degree Program Attribute. | Attribute code and description are displayed. | 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. | Validation Table referenced: Degree Attribute Validation STVATTR |

Course Text/Transfer Institution Agreement

The Course Text area is used to enter the Course Title and Course description that will appear in the University Calendars.

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

Source background institution code; press LIST for valid codes
Record: 1/1

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|----|-------------|---|--|---|---|
| Text: This is used to enter text related to a course. At McGill, this will be used to record the Calendar course title and course description. | | | | | | |
| | 1. | From Term | Defaults from Key Block term. Can only be changed by using the Maintenance button. | | Indicates the starting term for which this particular set of data is effective. | Validation Table referenced: Term Code Validation STVTERM |
| | 2. | Maintenance | To end or change Course Text data for | If "End Course Text Data" is selected, the | Copies or closes off information for a term. | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--|----------|--------------|---|--|---|---|
| | | | <p>effective term: If the Key Block term and "From Term" match – make changes as required.</p> <p>If new effective term is entered in Key Block, proceed to next block (Ctrl + page down or next block icon on toolbar). Press Maintenance button to bring up pop-up box with the following choices: "End Course Text data" and "Copy Course Text Data".</p> | <p>"To Term" will be changed to match the term entered in the Key Block.</p> <p>If "Copy Course Text Data" is selected, the "From Term" will be changed to match the term entered in the Key Block.</p> <p>If the Key Block term is equal to the "From term", changes/additions can be made without the use of the maintenance button.</p> | | |
| | 3. | To Term | Defaults from Key Block. Can be changed by using the Maintenance button. | | The 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 | Enter free form text. Maximum number of characters per line is 60. | There are no word processing features (i.e. no spell check or word wrap). | The first line of this field will always be reserved for entry of the course title that will appear in the Calendar. Subsequent lines will be used to enter 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: This is used to enter data for institutions with whom some formal agreement exists regarding transfer course work. | | | | | | |
| | 5. | From Term | Defaults from Key Block term. Can only | | Indicates the starting term for which this particular set of data is | Validation Table referenced: Term Code |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------------|---|--|--|---|
| | | | be changed by using the Maintenance button. | | effective. | Validation STVTERM |
| | 6. | Maintenance | To end or change Transfer Institution Data for effective term: If Key block term and From term match – make changes as required. If new effective term is entered in Key block, proceed to next block (Ctrl + page down or next block icon on toolbar). Press Maintenance button to bring up pop-up box with the following choices: “End Transfer Institution Data” and “Copy Transfer Institution Data”. | If “End Transfer Institution Data” is selected, the “To Term” will be changed to match the term entered in the Key Block. If “Copy Transfer Institution Agreement Data” is selected, the “From Term” will be changed to match the term entered in the Key Block. If the Key Block term is equal to the “From term”, changes/additions can be made without the use of the maintenance button. | Copies or closes off information for a term. | |
| | 7. | To Term | Defaults from Key Block. Can be changed by using the Maintenance button. | | The 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 | Enter 6 digit Source code. OR Double-click on field to bring up Source/Background Institution Query form SOISBGI . Perform query. Double-click or click and select “OK” to | Code and description will be displayed. | The 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 |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|--------------|---|-----------------|---|----------------------|
| | | | select Source/Background institution. | | | |
| | 9. | Agreement | Date defaults as current date but can be changed. | | Date the agreement was made with the institution. | |

Supplemental Data Items

Use this window to maintain 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 |
| | 3. | Classification | | | This field is not currently being used at McGill. | Validation Table referenced: |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Forms</i> |
|--------------|----------|-----------------------------|---------------|-----------------|--|--|
| | | | | | | 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 | | | These are 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 |