

HOW TO MAINTAIN TEST SCORE & PRE-REQUISITE RESTRICTIONS IN BANNER SIS Catalog Pre-Requisite & Test Score Restrictions Form (SCAPREQ)

General:

This form is used to maintain the test scores and pre-requisite restrictions at the Catalog level.

Typical Users of this form:

Check List:

Before you proceed, you may need the following information:

- Course subject, course number, effective term
- Pre-requisite test scores, courses, minimum test scores and minimum grades
- CAPP pre-requisite restriction information

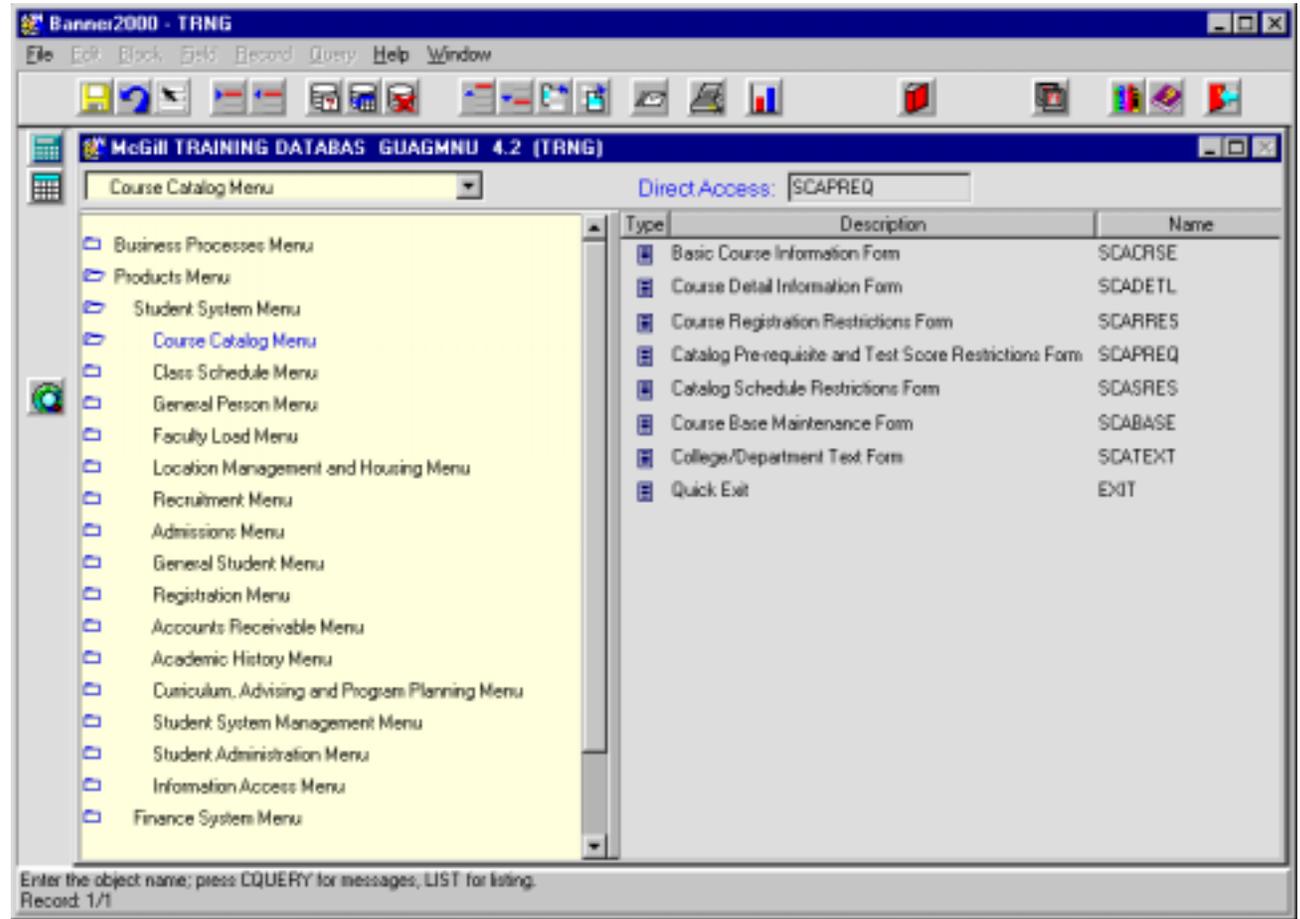
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

Accessing the "Catalog Pre-requisite & Test Score Restrictions Form" (SCAPREQ)

Type the name of the form **SCAPREQ** 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 **Catalog Pre-requisite & Test Score Restrictions Form (SCAPREQ)**



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.

The screenshot shows the Banner2000 - TRNG interface. The title bar reads "Banner2000 - TRNG" and the window title is "Catalog Pre-requisite and Test Score Restrictions Form SCAPREQ 4.3.3 (TRNG)". The menu bar includes File, Edit, Block, Field, Record, Query, Help, and Window. The left sidebar contains the following menu items: Options, Course Test Scores, Course Area, Basic Course Information, and Course Grade Codes. The main form area contains the following fields and controls, each marked with a yellow circle and a number:

- 1. Subject: A text box containing "ENGLISH".
- 2. Course: A text box.
- 3. Term: A text box.
- 4. From Term: A text box.
- 5. Maintenance: A button with a gear icon.
- 6. To Term: A text box.
- 7. Course Title: A text box.
- 8. CAPP Areas for Pre-requisites: A checkbox.

 At the bottom of the window, there is a status bar that reads: "Subject code; Press LIST for valid codes; CQH for existing courses. Record: 1/1 List of Values".

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
✓	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 list of "Existing Courses".	If the subject code is entered, the translation of the 4-character code will be displayed. If "Existing Courses" is selected, a list of existing courses (subject & course number) will be displayed. Double-click	Identifies the subject of the course.	Validation Table referenced: Subject Validation Table (STVSUBJ)

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				on course or click and select "OK" to enter both the subject and course number on the SCAPREQ form.		
✓	2.	Course	If blank, enter a valid course number OR Double-click on the field to view a list of "Existing Courses" in the specified subject. Double-click or click and select "OK" to select a 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 this prerequisite information is valid. OR Double-click on field. Select "Terms for Course" or "View Existing Courses."	If 6 digit term code is entered, proceed to next block (Ctrl + Page Down or Next Block icon) OR If "Terms for Course" is selected, double-click or click and select "OK" to select the desired term. Proceed to Next Block using the Next Block icon on the toolbar or Ctrl + Page Down on the keyboard. OR If "View Existing Courses" is selected, double-click or click and select "OK" to select the appropriate course if it already exists.	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 200301 (year 2003, month 01 (January)) Summer 2003 will be 200305 (year 2003, month 05 (May)).	Validation Table referenced: Term Code Validation Table (STVTERM)
✓			Proceed to the Next Block by clicking on the Next Block icon in your			

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			toolbar or by pressing Ctrl + Page down on your keyboard.			
✓	4.	From Term	Defaults from Key block term. The "From Term" can be changed by using the Maintenance button.		Indicates the term for which the course was first approved with these characteristics.	Validation Table referenced: Term Validation Table (STVTERM)
	5.	Maintenance	Click on the Maintenance button to change the effective term for pre-requisite information.	First enter the first term when the changes will take effect in the Key Block. Click on Maintenance . 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 pre-requisite data was entered.			Validation Table referenced: Term Validation Table (STVTERM)
✓	7.	Course Title	This field is not updateable from this form. The Course Title defaults in from data entered on the Basic Course Information Form SCACRSE .		Upper and lower case may be used as well as accented characters	Basic Course Information Form (SCACRSE)
	8.	CAPP Areas for Pre-requisites	Tick box. Tick if CAPP Areas are being used for pre-requisite checking instead of the Catalog Pre-requisite	If ticked, any pre-requisites entered in SCAPREQ will be ignored. Only CAPP Areas pre-requisites will	CAPP Areas are used for pre-requisite checking when the pre-requisite requirements are more complicated than can be handled by form SCAPREQ .	

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			and Test Score Restrictions Form (SCAPREQ)	be checked.	<p>This tick-box performs the same function as the "CAPP Areas for Pre-requisites" box on the <i>Basic Course Information Form SCACRSE</i>.</p> <p>*Until the CAPP module is in use, this should remain unchecked.</p>	

Course Pre-requisite Restrictions Window

This window contains two sections. The top section is used for the “simple” Course Test Scores and Pre-requisite Restrictions. The bottom section called Course Area Pre-requisite Restrictions is used to specify more complicated pre-requisite restrictions. Both sections can be filled in at the same time. However only one of the sections will be considered by the system, depending on the value of the CAPP Areas flag. If the CAPP Areas flag is ON (ticked) the more complicated pre-requisite restrictions indicated at the bottom of the screen will apply; otherwise if the CAPP Areas flag is left blank, the “simple” Test Scores and Pre-requisite Restrictions at the top of the screen will apply.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<p>Course Test Scores & Pre-requisite Restrictions: An infinite list of tests scores and pre-requisite restrictions can be specified in this section. If several restrictions are required, connectors (A = and, O = or) and brackets are used to refine the definition of these requirements. Each line of coded restriction must contain only one of the following:</p> <ul style="list-style-type: none"> • Test Scores requirements • Pre-requisite restrictions 						
	1.	From Term	Defaults from key block term. Use the Maintenance		Indicates the term for which the course was first approved with these characteristics.	Validation Table referenced: Term Validation Table

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			button to change the effective term.			(STVTERM)
	2.	Maintenance	Click on the Maintenance button to change the effective term for the data.	Enter in the Key Block, the first term when the changes will take effect. Click on Maintenance . Select "End Restriction" or "Copy Restriction". The term entered in the Key Block will default into "From term". Changes made to the pre-requisite data will be effective from that new term forward.		
	3.	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.			Validation Table referenced: Term Validation Table (STVTERM)
	4.	A/O	Enter A (and), O (or), or blank to define the connection between multiple pre-requisite/test score entries.		Connector. A – and O – or Leave this field blank for no connector.	
	5.	('	Enter open bracket (or leave blank.	Use brackets when multiple restrictions are connected with A (and) and O (or).	Open bracket. Use brackets to group restrictions.	
	6.	Code	Enter a test code Or Double-click on field to select code from Test Code Validation Table STVTEESC . Double-click or click		Test Code. Code used to identify the test required. It must be a valid code found in table STVTEESC .	Validation Table referenced: Test Code Validation Table (STVTEESC)

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			and select "OK" to enter code on SCAPREQ.			
	7.	Score	Enter the minimum score for the test to be counted as having met the pre-requisite requirement.		Test Score. Minimum score the student must receive to meet the requirement. It must be in the range of approved scores indicated in table STVTESC for the test code selected.	Validation Table referenced: Test Code Validation Table STVTESC
	8.	Subj	Enter the 4-character alpha subject code for a course. OR Double-click on field to bring up the Subject Validation Table STVSUBJ . Double-click or click and select "OK" to enter the subject code on SCAPREQ.	Subject code and description will be displayed.	Course Subject Code. Subject area of the course pre-requisite requirement.	Validation Table referenced: Subject Validation Table STVSUBJ
	9.	Course	Enter the course number of the pre-requisite.		Course Number. Course number for the course pre-requisite requirement. <i>NOTE: The Course number does not have to be a course number already in the Catalog.</i>	
	10.	Levl	Enter the 2 character level code for the pre-requisite course. OR Click on flashlight to bring up Grade Code Maintenance Form to select level and grade combination.		Course level. Must be blank or a valid course level found in table STVLEVL . It is used in conjunction with the minimum grade.	Grade Code Maintenance Form (SHAGRDE) Validation Table referenced: STVLEVL
	11.	Grade	Enter the minimum grade required to meet the pre-requisite		Minimum Grade. Minimum grade required. Must be a valid grade for the course level and term. It can	Grade Code Maintenance Form (SHAGRDE)

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			<p>requirement. OR Click on search light to bring up Grade Code Maintenance Form to select level and grade combination.</p>		<p>be left blank if the course level is also left blank; in that case a course which has been failed or withdrawn from will satisfy the pre-requisite restriction. A pull down window SHAGRDE can be used to select the appropriate combination of level and grade required. In table SHAGRDE each letter grade is associated with a numeric value, and these numeric values are used in the evaluation of the requirement instead of the alphabetic characters.</p>	
	12.	Concurrency	<p>Enter Y = YES to indicate that the pre-requisite course can be taken concurrently with the course specified in the Key Block. Other values for the concurrency flag are N = NO and (NONE) which seem to both have the same meaning according to the help information.</p>		<p>Indicates whether the pre-requisite can be taken at the same time as the course in the Key Block. If concurrency is allowed, a pre-requisite requirement will be considered met if the pre-requisite course exists on the student record (in either academic history or in registration for the same term) and has not been graded yet. However, if the pre-requisite course is taken in the same term and has already been graded, the minimum grade checking will be performed.</p>	
	13.	')'	<p>Enter close bracket (or leave blank.</p>	<p>Use brackets when multiple restrictions are connected with A (and) and O (or).</p>	<p>Open bracket. Use brackets to group restrictions.</p>	
✓			<p>Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on</p>			

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			your keyboard.			
<p>Course Area Pre-requisite Restrictions: This section is used to enter complex course pre-requisite restrictions. These restrictions are indicated in modules called AREAS. You can specify an unlimited number of areas to fulfil. These areas can be selected on the Area Library Form SMAALIB, and they must be valid to use as pre-requisite (must have the pre-requisite box ticked on screen SMAALIB).</p>						
	14.	From Term	Defaults from the Key Block. Can be changed by using the Maintenance button.			Validation Table referenced: Term Validation Table (STVTERM)
	15.	Maintenance	Click on the Maintenance button to change the effective term for the data. Enter in the Key Block, the first term when the changes will take effect. Click on Maintenance . Select from the options "End Area Pre-Requisite" or "Copy Pre-Requisite".	<p>If "End Area Pre-Requisite" is selected, the "To Term" will match the term entered in the Key Block. No CAPP areas will apply from this new effective term forward.</p> <p>If "Copy Pre-Requisite" is selected, the "From Term" will match the new effective term entered in the Key Block. The Areas can be changed.</p>		
	16.	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.			Validation Table referenced: Term Validation Table (STVTERM)
	17.	Area/Description	Double-click on field to select CAPP area from SMAALIB . Double-click to select appropriate Area.	If the appropriate CAPP Area does not exist, a new CAPP area must be created.		Form referenced: CAPP Area Library Form SMAALIB
	18.	Activity Date	This field is not updateable. System			

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			generated date based on addition of a CAPP Area.			