

HOW TO ENTER COLLEGE/DEPARTMENT TEXT IN BANNER SIS  
**College/Department Text Form Name (SCATEXT)**

General:

This form is used to enter free-form narrative text related to a Faculty (Banner College) and/or Department. Data entered on this form can be displayed in a Banner-delivered Bulletin Report.

Check List:

Before you proceed, you must have the following information:

- The College or Department and relevant information to be recorded.

**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.

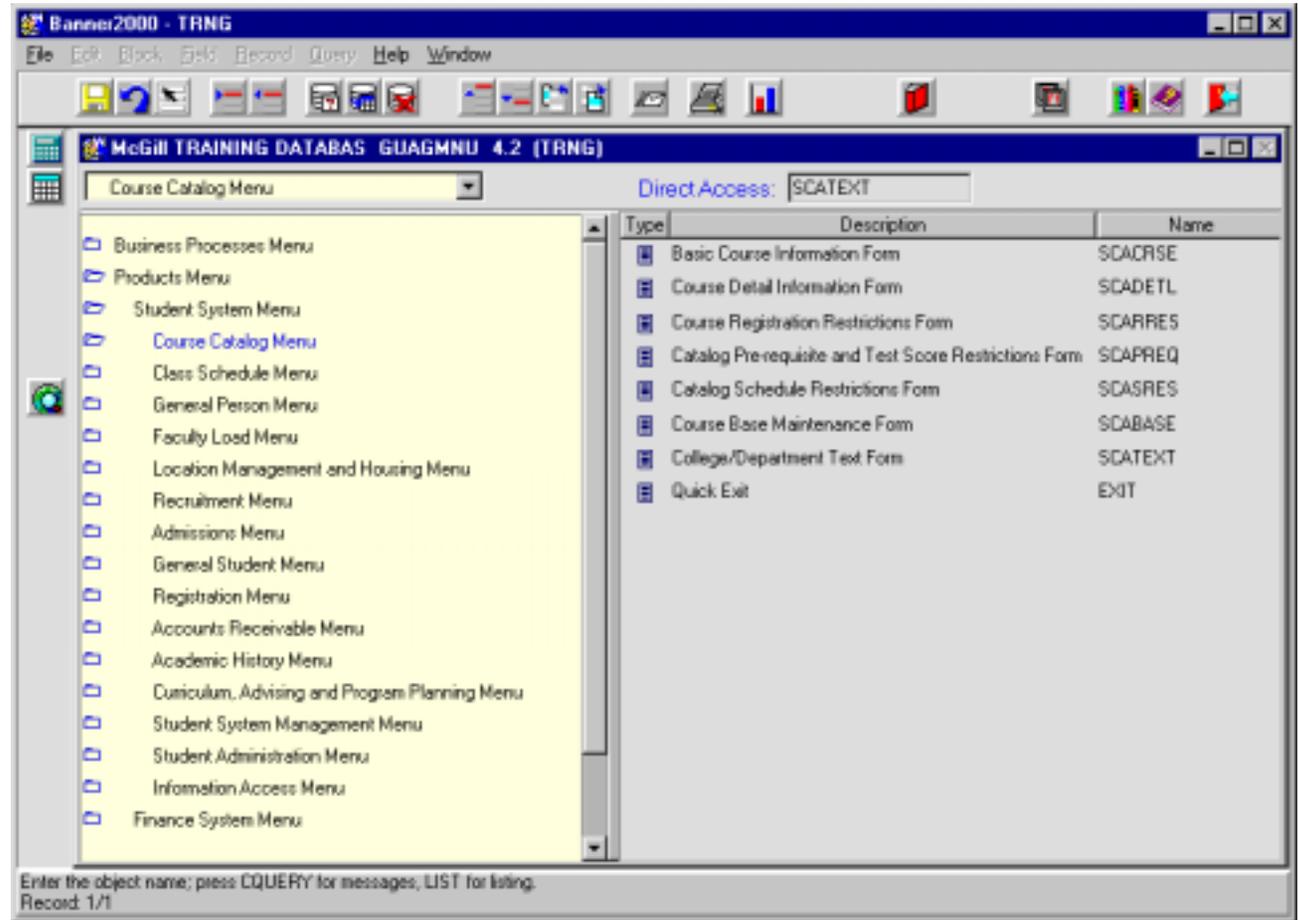
## Accessing the College/Department Text Form (SCATEXT)

Type the name of the form **SCATEXT** in the Direct Access field.

(OR)

Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select the Course Catalog Menu
- 4) Select **College/Department Text Form (SCATEXT)**



The adjacent screen should appear:

**NOTE:** Numbers have been added to the form above 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 a software window titled 'Banner2000 - TRNG' with a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. The main window is titled 'College/Department Text Form SCATEXT 4.3.3 (TRNG)'. It contains several input fields: 'College:' (1), 'Department:' (3), 'Term:' (2), 'From Term:' (4), 'Maintenance' (5), and 'To Term:' (6). Below these is a large table with 10 rows, the first row of which is labeled (7). The status bar at the bottom indicates 'College Code; Press LIST for valid codes.', 'Record: 1/1', and 'List of Values'.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Key Block</b>						
✓	1.	College	If entering information about a Faculty, enter the corresponding 2 character alpha College code. Or Double-click on field to bring up table of values. Double-click or click and select "OK to select		College represents what we refer to as Faculty, School or Centre at McGill.	Validation Table referenced: College Validation Table <a href="#">STVCOLL</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			appropriate College code. If Faculty data is not being entered leave this field blank.			
✓	2.	Department	If entering department information, enter the 4 digit alpha code for the corresponding department. Or Double-click on field to bring up table of values. Double-click or click and select "OK to select appropriate department code. If department data is not being entered leave this field blank.		Departments are defined by the University Planning Office Administrative Unit Table.	Validation Table referenced: Department Code Validation <a href="#">STVDEPT</a>
✓	3.	Term	Enter the 6 digit term code indicating the effective term for which the data applies. The term entered here will be the first term for which new or changed data applies. Or Double-click on field to bring up table of values. Double-click or click and select "OK to select appropriate term code. Note: The list of terms provided are <i>all</i> valid terms, not just terms that relate to this particular function.			Validation Table referenced: Term Code Validation <a href="#">STVTERM</a>
✓			Proceed to next block (Ctrl + Page Down, or Next Block icon on toolbar).			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
	4.	From Term	Defaults from the Key Block.	If this is the first time that data is being entered for this Faculty and/or Department, the "From Term" that defaults will match the term in the Key Block. If data already exists, the defaulted term will be the first term that applies to this entry. To change the "From Term" (i.e. create a new effective term for data) use the <b>Maintenance</b> button.		Validation Table referenced: Term Code Validation <a href="#">STVTERM</a>
	5.	Maintenance	Press <b>Maintenance</b> to make changes to or delete data effective as per specified term(s). Pressing the <b>Maintenance</b> button will bring up an "Option List" with the following choices: "End Text" or "Copy Text". "End Text" will delete the text as of specified "From Term" and "Copy Text" can be used to change the effective term for data.	The <b>Maintenance</b> button is greyed out (will not work) if the Key Block term is equal to the "From Term". If "End Text" is selected, the existing text will be deleted as of the term entered in the Key block and the "From Term" will be changed to match the Key block term – thus becoming another effective term (new or different text can now be added).  If "Copy Text" is selected, existing text is copied and given a new "From Term", matching the new effective term entered in the Key Block term and this text can be updated. Thus, the "End Text" and	If the Key Block term is equal to the "From Term", no maintenance is possible (no change). If the "From Term" is not equal to the effective term (i.e. it falls within the range of the "From Term" and "To Term", then <b>Maintenance</b> can be used to make a new effective term.)	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
				“Copy Text” have the same effect but “Copy Text” carries text over and it can be edited.		
	6.	To Term	The last term for which the data is valid. This defaults to 999999 (End of Time) unless specifically changed through use of the <b>Maintenance</b> button.			Validation Table referenced: Term Code Validation <a href="#">STVTERM</a>
	7.	Free Form Text Area	Enter the text that is relevant to the Faculty and/or department.	Changes in text can be made in the first term for which the data has been entered. To change or end text in a subsequent term, press the <b>Maintenance</b> button, double-click to select “Copy Text” or “End Text” from the Options List. Enter new text if required based on selection.	No word processing features exist for data entry here (e.g. there is no word wrap or spell-check).	