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Prepared For: Release 7.x

Prepared By:
New Mexico State University
P.O. Box 30001
Las Cruces, New Mexico 88003
United States of America

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Use of this material is solely for the support of SunGard SCT Banner products and New Mexico State University.

For more information about this document, contact training@nmsu.edu.
# Banner User Guide

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Introducing the UNO Project

In June 2003, NMSU pursued an administrative systems software replacement project named “UNO,” or “Unifying NMSU Online.” The goal of the UNO Project is to integrate electronically all administrative functions of the university. To accomplish this goal, NMSU joined more than 1,100 other higher education institutions in choosing SunGard SCT Banner because of its minimal system modification features.

In addition to implementing SCT Banner, NMSU has also implemented other systems to support SCT Banner, including SCT Luminis, SCT Luminis CMS, Cognos ReportNet, Cognos PowerPlay, and SCT Matrix Student Marketing System.

Major goals of the UNO Project are to update current processes that use information systems, consolidate core university information into an integrated database, and create new methods of web-based self service for university procedures and information.

The following systems are described:

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>SCT Banner</td>
<td>SCT Banner is the suite used for administrative data enterprise wide.</td>
</tr>
<tr>
<td>SCT Luminis</td>
<td>SCT Luminis is the myNMSU portal. The portal is the access point for Students, Staff, and Faculty to self-service options including: changing personal options, entering, time and leave, e-mail, and calendar.</td>
</tr>
<tr>
<td>SCT Luminis CMS</td>
<td>SCT Luminis CMS is a Content Management System designed to help organize and maintain Web content and facilitate consistency of content, navigation, and look-and-feel of the Universities entire website.</td>
</tr>
<tr>
<td>Cognos ReportNet</td>
<td>Cognos ReportNet is the web-based enterprise reporting tool, designed for you to generate custom reports.</td>
</tr>
<tr>
<td>Cognos PowerPlay</td>
<td>Cognos PowerPlay is used to analyze large amount of data.</td>
</tr>
<tr>
<td>SCT Matrix Student Marketing System</td>
<td>SCT Matrix SMS enables NMSU to mange the recruiting and admissions process.</td>
</tr>
</tbody>
</table>
Introducing SunGard SCT Banner

SunGard SCT Banner is the new Enterprise Resource Planning (ERP) suite that integrates all departments and functions across NMSU onto a single computer system that can serve each individual department's needs.

Internet Native Banner (INB) is the Web version of the new Enterprise Resource Planning suite NMSU employees will use to access vital university administrative information. One must access INB through a Web browser.

The suite acts as an interface between users and an Oracle database containing NMSU administrative data.

The NMSU Banner suite is composed of six systems: Student, Financial, General, Advancement, Financial Aid, and Human Resources. The integrated suite uses rules and validation tables to ensure the data are entered and accessed correctly. Since the Banner systems are highly integrated and share a common Oracle database, everyone who uses the systems sees common database information in real time.
Benefits of SCT Banner

SCT has been providing services to the higher education market for over three decades. Developed specifically for higher education institutions, SCT Banner offers the following benefits:

- Available 24 hours a day, 7 days a week access from any authorized web-enabled computer.
- Shared data is entered only once.
- Individual non-social security ID number for students, faculty, and staff.
- Electronic signatures, forms and workflow.
- Oracle database as a basis for generating reports.
- Ability to implement improved methods to track enrollment.
- Ability to define clear and consistent data definitions.
- Strong baseline system to allow NMSU ICT staff to focus on improvements to the system.
- Integration with NMSU’s web-based course management system, WebCT.
Introducing the Manual

The Banner User Guide: Student Catalog Manual is a stand-alone manual, which covers a variety of business operations processes and accompanying procedures in Banner 7. Not only does the Student Catalog Manual cover how to get started using SCT Banner 7 basics, but also it covers how to perform specific daily job tasks, such as: Entering a New Course, Entering a Changed Course, Entering a One-time Only Course, Permanently Cutting a Course, Conducting Non-term Searches and Producing Catalog Reports using Banner 7.

Prerequisites

You should know what your specific business requirements are when you review this manual. This helps you to rapidly understand how the manual’s contents can help you to meet them.

You should be able to access and navigate the Banner suite to ensure that you can successfully complete any procedures presented in this manual. To learn how to access and navigate the Banner suite, you should either complete the ICT Training Services General Navigation Training Course, or complete the UNO Banner General Navigation Demonstration at: http://www.nmsu.edu/~fsa/files/robodemos/General Navigation.htm.

Successful Banner users have experience using Microsoft Windows 2000 version or newer and Windows-compatible Internet browsers or one of the compatible browsers listed in Appendix D: Compatible Browsers.

Objectives of this Manual

This manual will introduce you to SCT Banner basics. Once you review this manual you will be able to:

- Get started
- Personalize the portal
- Successfully navigate forms
- Query forms and information
- Manage forms and information
- Locate and use the “Help Menu”
Additionally, after reviewing this manual, you will learn more about Student Catalog-specific tasks and be able to:

- Enter a **New Course** into Catalog
- Enter a **Changed Course** into Catalog
- Enter a **One-time Only Course** into Catalog
- Permanently **Cut a Course** in Catalog
- Conduct **Non-term Searches**
- Produce **Catalog Reports**

### Document Conventions

These document conventions will point out special information, and help you to successfully follow step-by-step instructions in this manual.

| ![Notes icon] | **Notes alert readers of potential problems or to emphasize special points.** |
| ![Tips icon] | **Tips suggest shortcuts or special hints to make a process easier.** |

#### Click vs. Select

| ![Click icon] | **Click** is used for commands, command buttons, option buttons, and choosing options in a list, gallery or palette. |
| ![Select icon] | **Select** is more passive because it may not trigger an action. **Select** is used to refer to marking text, cells, checkboxes, option buttons, and similar items that will then be subject to a user action. |

| ![Buttons icon] | **Buttons** provide visual examples of Banner navigation aids that you can use to accomplish specific tasks. |

Examples:

- On the **Tools** menu, click **Options**, and then click the **View** tab.
- In the **Options** dialog box, click the **View** tab.
Getting Started

In this section you are given some background information that you will need before you can start using Banner, including understanding how to access the system and a basic understanding of the system design.

Getting Access to Banner

Access to Banner is requested on the Web from Financial Systems Administration (FSA). The following instructions step you through the process for gaining access to Banner. Once you have completed the following steps to request access to Banner, you will receive an e-mail verifying that access has been granted and notifying you of your password.

Instructions

1. Open a browser session.
2. Type the URL: http://www.nmsu.edu/~boffice/index1.html. The Business and Finance Web site displays.
3. On the Reports/Forms menu, click Forms.
4. Scroll to find the Request for Computer Systems Access Form and click the E-form icon to open the form.

The Request for Computer Systems Access form contains interactive form fields that allow you to type the information directly on the form.
5. Complete the applicable sections for requested systems.
6. Read and sign the disclosure agreement
7. Submit to the necessary approver for the required approval.
8. Forward the original form to Financial Systems Administration, MSC 3FSA, Hadley Hall room 12, or fax a copy to 646-1994.
9. Keep a copy for your files.

If assistance is needed to complete the form, please contact 646-HELP (4357).

Checking the Browser

You should use one of the approved browsers to use Banner successfully. Although you probably could log on to Banner with any browser, there could be a point where certain features might not work.

It becomes very obvious that something is wrong when buttons don’t work, or features won’t load. The first step in troubleshooting any Banner problems will be to verify the browser is supported.

There may also be additional installs when you first access Banner such as Oracle JInitiator, and/or a Sun plug-in. These additional installs will automatically prompt you the first time you access Banner from your machine.

A complete list of the browsers supported by Banner and the needed installs are found in Appendix D: Compatible Browsers

If you have any questions or problems with your browser, please contact ICT Help Desk at help@nmsu.edu or 646-1840.
Logging into Banner

Banner supports authenticated user access. To use Banner as an authenticated user, you must successfully log in by providing your credentials: **NMSU Username** and **Banner Password**.

Instructions

1. Open a browser session.
2. Type the URL: [http://www.nmsu.edu/erp/](http://www.nmsu.edu/erp/).
   The Logon screen displays.

   **You can create a bookmark in your browser for quick access to Banner.**

3. Type your **NMSU Username** and **Banner Password**.
4. Click **OK**.
   Your Banner session begins with the following **Main Menu**.
Understanding Product Conventions

When you first are introduced to a new system, it is like learning a new language. This section exposes you to some of the basics of Banner terminology, the system structure and the naming conventions used in Banner and this manual.

Terminology

Understanding the terms provided in this manual will help you to understand the explanations and instructions presented in this manual, and to present clear, specific questions that you may have about the information provided.

This table defines the basic components of the Banner suite.

<table>
<thead>
<tr>
<th>Component</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suite</strong></td>
<td>The SunGard SCT Banner suite is an administrative software application suite developed specifically for higher education institutions by SunGard Systems and Computer Technology Corporation (SCT). The software acts as an interface between users and an Oracle database containing New Mexico State University administrative data.</td>
</tr>
<tr>
<td><strong>System</strong></td>
<td>The NMSU Banner suite is composed of six systems: General, Student, Advancement, Financial, Human Resources, and Financial Aid.</td>
</tr>
<tr>
<td><strong>Modules</strong></td>
<td>Each system is composed of specific modules that “break out” components of the system.</td>
</tr>
<tr>
<td><strong>Forms</strong></td>
<td>Forms are screens that contain fields.</td>
</tr>
<tr>
<td><strong>Fields</strong></td>
<td>Fields are areas in a form that are used either to display specific data (such as someone’s last name, address, or NMSU ID number), or insert data.</td>
</tr>
<tr>
<td><strong>Validation Tables</strong></td>
<td>Validation tables contain Lists of Values (LOVs) that are pre-defined for a specific field.</td>
</tr>
<tr>
<td><strong>Blocks</strong></td>
<td>Blocks are groups of related fields within a form.</td>
</tr>
</tbody>
</table>

For more terms, see Appendixes B & C: Student Catalog and Banner General Glossaries.
This image shows the structure of SCT Banner Suite components and sample modules, forms, and fields.

**Naming Conventions**

All Banner forms, reports, jobs, and tables have seven character names which follow the structure rules outlined below.

**Using the SOAIDEN form as an example:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>S</th>
<th>O</th>
<th>A</th>
<th>I</th>
<th>D</th>
<th>E</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**Position 1** - identifies the product owning the form, report, process or table. In the case of the **Person Identification Form - Student**, the first letter **S** refers to Student.

**Position 2** - identifies the application module owning the form, report, process or table. In the case of the **Person Identification Form - Student** example above, the second letter **O**, refers to Operations.

**Position 3** - identifies the type of form, report, job, or table (in this case, the A in SOAIDEN stands for an **Application** form).

**Positions 4, 5, 6, and 7** - are **unique identifiers** for the form, report, job, or table (SOAIDEN is the **Person Identification** form for NMSU).
Introducing the Banner Interface

Internet Native Banner (INB) is the Web version of the new ERP system NMSU employees will use to access vital university administrative information. You must access INB through a Web browser.

Once you have logged into Banner you will be presented with the Main Menu. This menu is the starting point for navigating throughout Banner.
Catalog Procedures

Catalog procedures begin with entering a new course or changing an existing course using the **SCACRSE** form. Once the course is entered on the **SCACRSE** form, other sub-procedures may also be completed. This section provides a detailed description of the catalog procedures, and sub-procedures, used to create the master list of courses that comprise the NMSU Catalog:

- **Entering a New Course into Catalog (SCACRSE)**
  - Add/Change Specific Details to a Course (**SCADETL**)
  - Enter and Maintain Registration Restrictions: Student (**SCARRES**)
  - Enter and Maintain Registration Restrictions: Course (**SCASRES**)
  - Maintaining Prerequisite Restrictions at Catalog level (**SCAPREQ**)
  - Entering a Long Course Title (**SCASYLB**)

- **Entering a Changed Course into Catalog (SCACRSE)**
  - Entering an Effective End-date to a Course (**SCABASE**)
  - Add/Change Specific Details to a Course (**SCADETL**)
  - Enter and Maintain Registration Restrictions: Student (**SCARRES**)
  - Enter and Maintain Registration Restrictions: Course (**SCASRES**)
  - Maintaining Prerequisite Restrictions at Catalog level (**SCAPREQ**)
  - Entering a Long Course Title (**SCASYLB**)

- **Entering a One-time only Course into Catalog (SCACRSE)**
  - Entering an Effective End-date to a Course (**SCABASE**)
  - Add/Change Specific Details to a Course (**SCADETL**)
  - Enter and Maintain Registration Restrictions: Student (**SCARRES**)
  - Enter and Maintain Registration Restrictions: Course (**SCASRES**)
  - Maintaining Pre-requisite Restrictions at Catalog level (**SCAPREQ**)
  - Entering a Long Course Title (**SCASYLB**)

- **Permanently Cutting a Course in Catalog (SCACRSE)**
  - Entering an Effective End-date to a Course (**SCABASE**)

- **Conducting Non-Term Searches (SCASRCH)**

- **Producing Catalog Reports (SCRBULT)**.

*The SCABASE form—which allows users to enter an effective end-date to a Changed Course, a One-Time Only Course, or a Permanently Deleted Course—can either be completed after all tasks are performed using the SCACRSE form, or after other tasks using sub-procedure forms are completed.*
Entering a New Course into Catalog (SCACRSE)

The Basic Course Information (SCACRSE) form is used to Enter a New Course into Catalog, using the information found on the Course Change Form (CCF). The information entered on the SCACRSE form is the minimum information needed to add a course to Catalog. No other Catalog form can be accessed for that course until a course is added to Catalog using SCACRSE. Any changes made to Catalog are kept as an historical record.

Course Change Form Process (CCF)

The following process must be followed before a New Course can be entered into the Banner system:

1. The department entering the New Course fills out the CCF.
2. The department head signs the CCF, which indicates that the course has been approved at the department level.
3. College Dean signs the CCF, which indicates that the course has been approved at the college level.
4. The CCF is submitted to the Curriculum Committee for approval.
5. After approval, the CCF is sent to the Catalog Editor.
6. The Registrar’s office receives the original copy.

In addition to setting up a New Course using the SCACRSE form, all course-related rules and validation codes must be defined in Banner. Course-related rules and validation codes can be found in the Options Menu and by clicking Next Block in the SCADTL, SCARRES, SCASRES, SCAPREQ, and SCASYLB forms.

To Enter a New Course into Catalog, perform these steps:

Instructions

1. On the Main Menu, in the Go To field, type SCACRSE.
2. Click Enter.

The SCACRSE form is displayed.
3. In the **Subject** field, perform one of these actions:
   a. Enter the subject code, **OR**
   b. Double click on the field. The **Option List** menu is displayed.
      i. Click on **Valid Subject Codes**.
      The **Subject Validation (STVSUBJ)** form is displayed.
      ii. Scroll down the list and select the subject code.
      iii. Click **OK**.
      The **Subject** field on the **SCACRSE** form is automatically filled.
4. In the **Course** field, enter the course number.

   The course number is comprised of five slots: the first three slots are numbers, the fourth slot is for G (Gen Ed), and the fifth place slot is for all other course indicators. For example, N is for Development; E is for Elective, which is used for transfer students; L is for Lab; and H is for Honors.

5. In the **Term** field, enter the term from the effective date on the CCF.

6. Click the **Next Block** button.

   The **From Term** field automatically fills from the **Term** field. The **To Term** field automatically fills with 999999 (end of time) for the new course.

   If this is a completely New Course, the To Term field date should be changed to the date that is up to, but not including, the end date for the course. For example, if the end date of the course is 200540, then the To Term date should be 200610.

7. In the **Course Title** field, enter the short title of the course, as it is listed on the CCF.

   The Long Title Exists? checkbox will automatically display a check when a long course title has been entered on the course Syllabus Form (SCASYLB) for this course.
8. In the **College** field, perform one of these actions:

a. Enter the college, **OR**

b. Double click on the field.

The **College Validation (STVCOLL)** form is displayed.

i. Scroll down the list and select a college.

ii. Click **OK**.

The **College** field on the **SCACRSE** form is automatically filled.

---

**The Division field is not used.**
9. In the **Department** field, perform one of these actions:
   a. Enter the department, **OR**
   b. Double click on the field.
   
   The **Department Validation (STVDEPT)** form is displayed.

   i. Scroll down the list and select a department.
   
   ii. Click **OK**.
   
   The **Department** field on the **SCACRSE** form is automatically filled.
10. In the **Status** field, enter A (**Active**).

11. In the **Approval** field, enter A (**Permanent Approved**).

12. In the **CIP** field, perform one of these actions:
   
   a. Enter the **CIP** code, **OR**
   
   b. Double click on the field.

   The **CIP Code Validation (STVCIPC)** form is displayed.

   i. Scroll down the list and select the code for the specified course.
ii. Click OK.
The CIP field on the SCACRSE form is automatically filled.

13. In the Prerequisite Waiver field, perform one of these actions:
   a. Enter the Prerequisite Waiver code, OR
   b. Double click on the field.
The Prerequisite Waiver Code Validation (STVPWAV) form is displayed.

i. Select N (No Prerequisite Required) or Y (Prerequisite Required).
ii. Click OK. The **Prerequisite Waiver** field is automatically filled.

*NMU does not currently use the Duration field, Continuing Ed checkbox, Tuition Waiver checkbox, Additional Fees checkbox, and Syllabus exists? checkbox.*

14. Click in the **CAPP Areas for Prerequisites** checkbox if CAPP areas are to be used for the course for the effective term.
   If the box is not checked, the existing prerequisites and test score restrictions will be used.

15. In the **CEU or Credit** fields, use these guidelines to enter data:
   - For fixed credit, enter the fixed credit in the **Low** field only.
   - For fixed credit with a zero credit lab, enter **000** in the **Low** field, **TO** in the **To** field, and the fixed credit in the **High** field.
   - For variable credit, enter either **1** or the lowest credit value in the **Low** field, **TO** in the **To** field, and the high credit in the **High** field.
16. After entering the credits in the **CEU or Credit** fields, press **Tab**. The **Billing** fields automatically fill.

If the course is a lecture/practicum, perform steps 17 – 22.

If the course is a practicum, but does not have a lecture, go to step 23.

17. In the **Lecture/Low** field, enter 0.
18. In the **Lecture/Or/To** field, enter OR.
   The cursor moves to the **Lecture/High** field.
19. In the **Lecture/High** field, enter the lecture credits.
20. In the **Lab/Low** field enter 0.
21. In the **Lab/Or/To** field, enter OR.
    The cursor moves to the **Lab/High** field.
22. In the **Lab/High** field, enter the practicum credits.

If the course is a practicum, but does not have a lecture, perform steps 23 – 24.

23. In the **Lab/Low** field, enter the practicum credits.
24. Leave the **Lab/Or/To** field and the **Lab/High** fields blank.
25. **Press Tab** through the Other fields. The Contact fields automatically fill with the total low and high contact hours.

26. In the Repeat Information/Limit field, if the course has a limit, enter the number of times the course can be taken. If the course does not have a limit, leave the field blank.

27. In the Repeat Information/Max Hrs field, if the course has a limit, enter the maximum hours that this course can be taken. If the course does not have a limit, leave the field blank.

**NMSU does not currently use the Repeat Status field.**

28. Once the SCACRSE form is completed, click the Next Block button to access the SCACRSE blocks. The Course Level block is displayed.
29. In the Level field, enter UG for undergraduate level or GR for graduate level, or double click on the field. This indicates what level of course can be taken by students.

Courses with a number greater than or equal to 597 are GR course level only. All other courses are UG and/or GR.

30. Click the Next Block button. The Grading Mode block is displayed.
31. In the **Mode** field, perform one of these actions:
   a. Enter the grading mode code, **OR**
   b. Double click on the field.

The **Grading Mode Code Validation (STVGMOD)** form is displayed.

   i. Scroll down the list and select the specified grading code.
   ii. Click **OK**.

The **Mode** field on the **Grading Mode** block is automatically filled.
32. **Press Tab.**
   The **Default** field automatically fills with the grade mode defined as the default designation.

   *Only one grade mode may be defined as the default, but you cannot exit the Grading Mode block until a grade mode is given the default designation.*

33. Click the **Next Block** button.
   The **Schedule Type** block is displayed.

34. **In the Schedule field,** perform one of these actions:
   
   a. **Enter the schedule code,** **OR**
   
   b. **Double click on the field.**
   The **Schedule Type Code Validation (STVSCHD)** form is displayed.
i. Scroll down the list and select the specified schedule type code.

ii. Click OK.

The Schedule field on the Schedule Type block is automatically filled.

*It is possible to affiliate a schedule type with an instructional method in the Schedule Type Validation (STVSCHD) form. If this affiliation has been made,*
associated instructional method code and description will be defaulted. Changes to this association can only be made in Schedule.

\[\text{NMSU does not currently use the Workload fields, Over Enroll fields, or Adjusted Workload fields.}\]

35. Click the Next Block button. The Partition and Room Attribute Preferences blocks are displayed. These blocks are not used in Catalog.

36. Click the Next Block button. The SCACRSE form is displayed.
37. Click the **Save** button. The associated block entries are saved and the course is created.

**New Course: Sub-procedures (SCACRSE)**

Once the **New Course** is entered into Catalog using the **SCACRSE** form, other sub-procedures need to be completed. This section provides a detailed description of the Catalog sub-procedures used to create the master list of courses that comprise the NMSU Catalog.

**Add/Change Specific Details to a Course (SCADETL)**

The **Course Detail Information (SCADETL)** form is used to **Add or Change Specific Details to a Course**, using the information found on the **Course Change Form (CCF)**. The **SCADETL** form is accessed through the **SCACRSE** options menu. After completing the **SCACRSE** form, perform any/all needed steps to enter specific details to a course.

*To access a course using the SCADETL form, the course must be entered into the SCACRSE form.*

To **Add or Change Specific Details to a Course**, perform these steps:

**Instructions**

1. On the **Main Menu**, in the **Go To** field, enter **SCACRSE**.
2. **Press Enter.**
   The **SCACRSE** form is displayed for the course you intend to add/change specific details.

![SCACRSE Form Diagram]

3. On the **SCACRSE** options menu, select **Course Details** (**SCADETL**).
   The **SCADETL** form is displayed.

![SCADETL Form Diagram]

   *The Subject, Course, and Term fields automatically fill based on the course information that has been entered using the **SCACRSE** form.*

4. Click the **Next Block** button.
   The **From Term** fields and **To Term** fields on the **Corequisite Course** block and the **Equivalent Course** block are automatically filled for the particular course chosen to add/change specific details.
5. On the Corequisite Course block, in the Subject and Course fields, perform one of these actions:
   a. Enter a corequisite subject code and course number, OR
   b. Double click on the field.
   The Existing Courses list is displayed.

   i. Scroll down the list and select the active course with terms similar to the core course.

   ii. Click OK.
   The Subject field and Course field on the Corequisite Course block are automatically filled.
6. Continue adding other corequisite courses as needed.

7. On the Equivalent Course block, in the Subject and Course fields, if the new course being entered has replaced another course, perform one of these actions:
   a. Enter an equivalent subject code and course number, OR
   b. Double click on the field.
      The Existing Courses list is displayed.

   i. Scroll down the list and select a course code.
   ii. Click OK.
      The Subject field and Course field on the Equivalent Course block are automatically filled.
8. In the **Start Term** field, perform one of these actions:

a. Enter the start term code for the new changed course, **OR**

b. Double click on the field.

The **Term Code Validation (STVTERM)** form is displayed.

i. Scroll down the list and select the term code.

ii. Click **OK**.

The **Start Term** field on the **Equivalent Course** block is automatically filled.
9. Click the **End Term** field and perform one of these actions:
   a. Enter the end term code for the new course (normally 999999), **OR**
   b. If changes are made to the replacement course so that it is no longer an equivalent course, then the end term would be the last term the courses were equivalent.

10. Click the **Next Block** button. The **Fee Code/Degree Program Attribute** block is displayed.
11. On the **Fee Codes** block, in the **Detail** field, enter **CFEE**.

12. In the **Amount** field, enter the fee amount.

13. Press **Tab**.
   The **Fee Type** field automatically fills with **FLAT**. Leave the duration field blank.
The fee type code represents the basis for registration fee assessment. FLAT is automatically assigned, so no calculations will be made in the fee assessment process.

NMSU does not currently use the Duration Unit field.

14. On the Degree Attributes block, in the Attribute field, perform one of these actions:
   a. Enter the attribute code, OR
   b. Double click on the field.
      The Degree Program Attribute Validation (STVATTR) form is displayed.

      i. Scroll down the list and select a code.
      ii. Click OK.
         The Attribute field on the Degree Attributes block is automatically filled.

15. Click the Next Block button.
    The Transfer Institution Agreement block is displayed.

NMSU does not currently use the Transfer Institution Agreement block.
16. Click the **Next Block** button. The **Supplemental Data Items** block is displayed.

**The Institutional Reporting fields are the only fields used on this block.**

17. In the **Institutional Reporting Element 1** field, perform one of these actions:
   a. Enter the specified code, **OR**
b. Double click on the field. The **Catalog Element One Validation (STVCUDA)** form is displayed.

![Catalog Element One Validation (STVCUDA) form]

i. Scroll down the list and select the specified code.

ii. Click **OK**. The **Institutional Reporting/Element 1** field on the **Supplemental Data Items** block is automatically filled and the cursor moves to the **Institutional Reporting/Element 2** field.

> **Element 1 is used and displayed if the course is a small class. The Element 2 field is only used and displayed if the course is in Latin American Studies.**
18. In the **Institutional Reporting Element 2** field, double click on the field. The field automatically fills with **LASTUDIES** and the cursor moves to the **Institutional Reporting Element 3** field.

*The Element 3 field always displays the term a course was last offered.*

19. In the **Institutional Reporting Element 3** field, enter the specified term.

20. Press **Tab**.

The term is displayed.

21. Click the **Next Block** button.

The **Course Description** block is displayed.

22. In the **Course Description** field, enter course description from the **CCF**.

23. Click the **Next Block** button.

The **Course Text** block is displayed.

*NMSU does not currently use the Course Text block.*

24. Click the **Next Block** button.

The **SCADETL** form is displayed.
25. Click the **Save** button.

26. Click the **Exit** button.

**Enter and Maintain Registration Restrictions: Student (SCARRES)**

The **Course Registration Restrictions (SCARRES)** form is used to **Enter and Maintain Registration Restrictions for Students**, using the information found on the **Course Change Form (CCF)**. Registration restrictions permit or prohibit a student from registering for a course. Registration restrictions that can be entered on an effective term basis include:

- College
- Major
- Class
- Level
- Degree
- Program
- Campus

The Enrollment Management Office primarily uses Major and Level registration restrictions.
After entering a restriction through the **SCARRES** form, the restriction defaults to the course section information in Schedule for the term.

*The Include/Exclude (I/E) field on each block is used to designate a restriction.*

The **SCARRES** form is accessed through the **SCACRSE** options menu. After completing the **SCACRSE** form, perform these steps to enter registration restrictions for students:

**Instructions**

1. On the **SCACRSE** options menu, select **Registration Restrictions (SCARRES)**. The **Course Registration Restrictions (SCARRES)** form is displayed.

2. Click the **Next Block** button. The **From Term** fields and the **To Term** fields on the **College Restriction** block and the **Major Restriction** block are automatically filled.

3. On the **College Restriction** block, in the **Include/Exclude (I/E)** box, enter an **I** for **Include** or an **E** for **Exclude**.

   - An **I** (Include) restriction permits a student to register for the section if the college of their primary or secondary curriculum is included in the list of specified colleges, as displayed for the registration term in the General Student (**SGASTDN**) form.

   - An **E** (Exclude) restriction prohibits a student from registering for the section if the college of their primary or secondary curriculum is included in the list of specified colleges, as displayed for the registration term in **SGASTDN**.
4. In the **College** field, perform one of these actions:
   a. Enter the college code, OR
   b. Double click on the field.
      The **College Validation (STVCOLL)** form is displayed.
      
      i. Scroll down the list and select a college code.
      ii. Click **OK**.
      The **College** field on the **College Restrictions** block is automatically filled.

5. Continue adding colleges, as needed.
6. On the **Major Restrictions** block, in the **Include/Exclude (I/E)** box, enter an I for Include or E for Exclude.

- An I (Include) restriction permits a student to register for the section if either Major 1 or Major 2 of their primary or secondary curriculum is included in the list of specified majors, as displayed for the current registration term in the **SGASTDN** and the **Student Course Registration (SFAREGS)** form.

- An E (Exclude) restriction prohibits a student from registering for the section if either Major 1 or Major 2 of their primary or secondary curriculum is included in the list of specified majors, as displayed for the current registration term in **SGASTDN** and **SFAREGS**.

7. In the **Major** field, perform one of these actions:
   a. Enter the major code, **OR**
   b. Double click on the field.
      The **All Major Codes** list is displayed.
i. Scroll down the list and select a code.
ii. Click OK.
   The Major field on the Major Restrictions block is automatically filled.

8. Continue adding majors as needed.
9. Click the Next Block button.
   The Class Restrictions/Level Restrictions blocks are displayed. The From Term fields and the To Term fields on the Class Restrictions and Level Restrictions blocks are automatically filled.
10. On the **Class Restrictions** block, in the **Include/Exclude (I/E)** box, enter an I for Include or E for Exclude.

- An I (Include) restriction permits a student to register for the section, if the class that has been calculated is included in the list of specified classes, as displayed for the registration term in the **SGASTDN** form and the **SFAREGS** form.

- An E (Exclude) restriction prohibits a student from registering for the section if the level code of the primary or secondary curriculum is included in the list of specified classes, as displayed for the registration term in **SGASTDN**.
11. In the **Class** field, perform one of these actions:
   
   a. Enter the class code, **OR**
   b. Double click on the field.
   
   The **Class Code Validation (STVCLAS)** form is displayed.

   i. Scroll down the list and select a class code.
   ii. Click **OK**.
   
   The **Class** field on the **Class Restrictions** block is automatically filled.

12. Continue adding classes, as needed.

13. On the **Level Restrictions** block, in the **Include/Exclude (I/E)** box, enter an **I** for Include or an **E** for Exclude.

   - An **I** (Include) restriction permits a student to register for the section if the level code of their primary or secondary curriculum is included in the list of specified levels, as displayed for the registration term on the **SGASTDN** form.
   
   - An **E** (Exclude) restriction prohibits a student from registering for the section if the level code of their primary or secondary curriculum is included in the list of specified levels, as displayed for the registration term on the **SGASTDN** form.
14. In the **Level** field, perform one of these actions:

a. Enter the level code, **OR**

b. Double click on the field.

The **Level Code Validation (STVLEVL)** form is displayed.

i. Scroll down the list and select a level code.

ii. Click **OK**.

The **Level** field on the **Level Restrictions** block is automatically filled.

15. Continue adding levels, as needed.

16. Click the **Next Block** button.

The **Degree Restriction/Program Restriction** blocks are displayed. The **From Term**
fields and the To Term fields on the **Degree Restrictions** block and **Program Restrictions** block are automatically filled.

17. On the **Degree Restrictions** block, in the Include/Exclude (I/E) box, enter an I for Include or an E for Exclude.

   - An I (Include) restriction permits a student to register for the section if the degree of their primary or secondary curriculum is included in the list of specified degrees, as displayed for the current registration term on the **SGASTDN**.

   - An E (Exclude) restriction prohibits a student from registering for the section if the degree of their primary or secondary curriculum is included in the list of degrees specified, as displayed for the current registration term on **SGASTDN**.

18. In the **Degree** field, perform one of these actions:

   a. Enter the degree code, **OR**
   b. Double click on the field.

   The **Degree Code Validation (STVDEGC)** form is displayed.

   *Use the horizontal scroll bar to display additional information.*
i. Scroll down the list and select a degree code.

ii. Click **OK**. The Degree field on the Degree Restriction block is automatically filled.

19. Continue adding degree codes, as needed.

\[**NMSU does not currently use the Program Restriction block.**\]

20. Click the **Next Block** button. The Campus Restrictions block is displayed. The From Term field and the To Term field automatically fills.
21. On the **Campus Restrictions** block, in the **Include/Exclude (I/E)** box, enter an I for Include or an E for Exclude.
   
   - An I (Include) restriction permits a student to register for the section if the campus of their primary or secondary curriculum is included in the list of specified campuses, as displayed for the current registration term in the **SGASTDN**.
   
   - An E (Exclude) restriction prohibits a student from registering for the section if their campus of the primary or secondary curriculum is included in the list of specified campuses, as displayed for the current registration term in the **SGASTDN**.

22. In the **Campus** field, perform one of these actions:
   
   a. Enter the campus code, **OR**
   b. Double click on the field.
      The **Campus Validation (STVCAMP)** form is displayed.

   ![Campus Validation Form Image]

   i. Scroll down the list and select a campus code.
   ii. Click **OK**.
      The **Campus** field on the **Campus Restriction** block is automatically filled.
23. Continue adding campus codes, as needed.

24. Click the **Save** button.

25. Click the **Exit** button.

**Enter and Maintain Schedule Restrictions: Course (SCASRES)**

The **Catalog Schedule Restrictions (SCASRES)** form is used to enter and maintain scheduling restrictions for specific courses, using the information found on the **Course Change Form (CCF)**. Course restrictions include:

- Term
- Campus.

The **Basic Course Information (SCACRSE)** form must be completed for a specified course before accessing **SCASRES**.

The **SCASRES** form is accessed through the **SCACRSE** options menu. After completing the **SCACRSE** form, perform these steps to enter schedule restrictions for a specified course:

**Instructions**

1. On the **SCACRSE** options menu, select **Schedule Restrictions (SCASRES)**. The **SCASRES** form is displayed.
2. Click the **Next Block** button.

The **From Term** fields and the **To Term** fields on the **Term Restriction** block and **Campus Restriction** block are automatically filled.

3. On the **Campus Restriction** block, in the **Include/Exclude (I/E)** field, enter an I for Include or an E for Exclude.
4. In the **Term** field, perform one of these actions:
   a. Enter the term code from the **CCF**, OR
   b. Double click on the field.
   The **Term Restriction Code Validation (STVRTRM)** form is displayed.
   i. Scroll down the list and select a term code.
   ii. Click **OK**.
   The **Term** field on the **Term Restriction** block is automatically filled.

5. Continue to add term codes, as needed.
6. On the Campus Restriction block, in the Include/Exclude (I/E) field, enter an I for Include or an E for Exclude.
   • An I (Include) restriction permits a course to be offered on the specified campus.
   • An E (Exclude) prohibits a course from being offered on a specified campus.
7. In the Campus field, perform one of these actions:
   a. Enter the campus code from the CCF, OR
   b. Double click on the field.
   The Campus Validation (STVCAMP) form is displayed.

   i. Scroll down the list and select a campus code.
   ii. Click OK.
   The Campus field on the Campus Restriction form is automatically filled.
8. Continue adding campus codes, as needed.
9. Click the Save button.
10. Click the Exit button.

Maintaining Prerequisite Restrictions at Catalog Level (SCAPREQ)

The Catalog Prerequisite and Test Score Restrictions (SCAPREQ) form is used to maintain and display course test scores and prerequisite restrictions at the catalog level, using the information found on the Course Change Form (CCF). Catalog level prerequisite restrictions default to each section of a course that is created using the SSASECT form.

The Basic Course Information (SCACRSE) form must be completed for a specified course before accessing SCAPREQ.

The SCAPREQ form is accessed through the SCACRSE options menu. After completing the SCACRSE form, perform these steps to maintain prerequisite restrictions at the catalog level:

Instructions
1. On the SCACRSE options menu, select Prerequisites (SCAPREQ). The SCAPREQ form is displayed.

2. Click the Next Block button. The From Term field, To Term field, and Course Title field automatically fill.

3. In the CAPP Areas for Prerequisites checkbox, check the checkbox if area prerequisite requirements are effective for the course. If unchecked, test scores and prerequisite restrictions will be effective for this course.

   Both test score and prerequisite restrictions and CAPP area restrictions can be defined for the same time period, but only one set of restrictions will be effective, depending on whether a check is placed in the CAPP Areas for Prerequisites checkbox.

4. Click the Next Block button. Two Course Prerequisites Restrictions blocks are displayed:
   - The Course Test Scores & Prerequisite Restrictions block.
   - Course Area Prerequisite Restrictions block.
Course Test Scores & Prerequisite Restrictions Block

The **Course Test Scores & Prerequisite Restrictions** block is used to **Display and Maintain Course and Test Score Prerequisites**. The **Test** fields and the **Prerequisite** fields cannot be filled-in on the same line. If adding in both test scores prerequisites and course prerequisites, use one line for the test scores and a new line for the courses.

Stacked parentheses are used if there is a choice for meeting the prerequisite.

**EXAMPLE:**  

```
((Math 100 and S01 400) OR (Math 300)) and Stat 110
```

This formula states that the prerequisites are the course Math 100 and the SAT test score S01 400 and the course Stat 110 **OR** the course Math 300 and the course Stat 110. In this formula example, Math 100 and S01 400, combined, are equivalent to Math 300.
Field Descriptions for Course Test Scores & Prerequisite Restrictions Blocks

This section provides detailed descriptions of the fields located in the **Course Test Scores & Prerequisite Restrictions** block. It also provides a description of the Maintenance button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| A/O                    | And/Or. Relationship between test score and prerequisite records.  
                          |   - If entering the first prerequisite or test score, leave the A/O field blank.  
                          |   - If adding additional prerequisites or test scores, enter A for And or O for Or.  
                          |   - If defining a prerequisite with stacked parentheses and the only entry on the line is a parenthesis, leave the A/O field blank. |
| ‘(‘                   | Left parenthesis. Beginning of a set of test score and prerequisite conditions that are to be contained within parenthesis. Stacked parenthesis may be used if there is a choice for meeting the prerequisite. |
| Test/Code              | Code for a test that is a prerequisite requirement for the course.                                                                         |
| Test/Score             | Minimum test score the student must receive for the test type entered in the **Test Code** field in order to pass the restriction for the course. |
| Prerequisite/Subject   | Subject of the course that is a prerequisite.                                                                                              |
| Prerequisite/Course    | The course number of the prerequisite course.                                                                                               |
| Prerequisite/Level     | Required level of the prerequisite course.                                                                                                  |
| Prerequisite/Grade     | Minimum grade required for the prerequisite course. Minimum grade is not required to define a prerequisite restriction; however, a course that has been failed or withdrawn from will satisfy the prerequisite restriction. |
| Prerequisite Concurrency | Prerequisite requirement may be fulfilled if the prerequisite course exists, but has not yet been graded (in either academic history or registration), for the same registration term (not future terms). |
| ‘)’                    | Right parenthesis. End of a set of test score and prerequisite conditions that are to be contained within parenthesis. Parenthesis may be stacked, but be sure to close all open sets of parenthesis. |
| Maintenance Button     | **Duplicate Record: Copy** test score prerequisite restriction to a new term. **Copy** existing restrictions to a new effective term so that changes can be made to the restrictions for the new time period.  
                          | **Duplicate Item:** End test score prerequisite restrictions as of the term in the Key information.                                            |
Completing the Course Test Scores & Prerequisite Restrictions Block

This example is used to demonstrate the process for Completing the Course Test Scores & Prerequisite Restrictions block:

**EXAMPLE:** ((Math 100 and S01 400) OR (Math 300)) and Stat 110

To **Complete the Course Test Scores & Prerequisite Restrictions** block using the example, perform these steps:

**Instructions**

1. Leave the A/O field blank in the first line.
2. Enter ( in the ‘(‘ field.
   The ‘(‘ indicates the beginning of a set of test scores and prerequisite requirements that are simultaneously required. This is the first outside parenthesis, so it is the only field filled-in on this line.

3. Because the ‘(‘ is the only field completed on this line, click in any field in the second line.
   The second line is highlighted.
4. Click in the '{' field and enter (.
   In the example, this is the second inside parenthesis.
The cursor moves to the **Test/Code** field.

5. In the **Prerequisite/Subject** field, perform one of these actions:
   a. Enter the subject code, **OR**
   b. Double click in the field.
The **Subject Validation (STVSUBJ)** form is displayed.
   
   i. Scroll down the list and select the subject code.
   ii. Click **OK**.
The **Prerequisite/Subject** field on the **Course Test Scores & Prerequisite Restrictions** block is automatically filled.
In the example, this is **MATH**. The cursor moves to the **Prerequisite/Course** field.
6. In the **Prerequisite/Course** field, perform one of these actions:
   a. Enter the course code, OR
   b. Double click in the field.
   
The **Existing Courses for Prerequisites** list is displayed.

   i. Scroll down the list and select the course code.
   
   ii. Click **OK**.
   
The **Prerequisite/Course** field on the **Course Test Scores & Prerequisite Restrictions** block is automatically filled. In the example, this is 100.

7. Click in any field on the next line.
   The line is highlighted.
8. Click in the A/O field and enter an A for And or an O for Or. In the example, this is A.

9. In the Code field, perform one of these actions:
   a. Enter the test code, OR
   b. Double click on the field. The Test Code Validation (STVTESC) form is displayed.
      i. Scroll down the list and select the test code.
      ii. Click OK. The Code field on the Course Test Scores & Prerequisite Restrictions block
is automatically filled. In the example, this is SO1. The cursor moves to the Score field.

10. In the Score field, enter the required test score. In the example, this is 400.

11. In the ‘)’ field, enter ). The cursor moves to the A/O field.

12. To access additional lines, press the Down arrow on the keyboard.
13. In the A/O field, enter an A or an O. In the example, enter O.

14. Press Tab. The cursor moves to the ‘(‘ field.

15. In the ‘(‘ field, enter a ( or leave the field blank. In the example, enter (.

16. In the Prerequisite/Subject field, perform one of these actions:
   a. Enter the subject code, OR
   b. Double click in the field.
   The Subject Validation (STVSUBJ) form is displayed.
i. Scroll down the list and select the subject code.

ii. Click OK.

The Prerequisite/Subject field on the Course Test Scores & Prerequisite Restrictions block is automatically filled.

In the example, enter MATH. The cursor moves to the Prerequisite/Course field.

17. In the Prerequisite/Course field, perform one of these actions:

a. Enter the course code, OR

b. Double click in the field.

The Existing Courses for Prerequisites list is displayed.
i. Scroll down the list and select the course code.

ii. Click OK.

The Prerequisite/Course field on the Course Test Scores & Prerequisite Restrictions block is automatically filled.

In the example, enter 300. The cursor moves to the Level field.

18. In the ‘)’ field, enter ) or leave the field blank.

In the example, enter ).
19. To add a line, click in the A/O field and press the Down arrow on the keyboard.

20. In the ‘)’ field, enter ) or leave the field blank. In the example, enter ).

21. To add a line, click in the A/O field and press the Down arrow on the keyboard.
22. In the **A/O** field, enter an **A** or an **O**.  
In the example, enter **A**.

23. In the **Prerequisite/Subject** field, perform one of these actions:  
   a. Enter the subject code, **OR**  
   b. Double click in the field.  
      The **Subject Validation (STVSUBJ)** form is displayed.

   i. Scroll down the list and select the subject code.
ii. Click OK. The Prerequisite/Subject field on the Course Test Scores & Prerequisite Restrictions block is automatically filled. In the example, enter STAT. The cursor moves to the Prerequisite/Course field.

24. In the Prerequisite/Course field, perform one of these actions:
   a. Enter the course code, OR
   b. Double click in the field.
   The Existing Courses for Prerequisites list is displayed.

i. Scroll down the list and select the course code.

ii. Click OK. The Prerequisite/Course field on the Course Test Scores & Prerequisite Restrictions block is automatically filled. In the example, enter 110. The cursor moves to the Level field.
25. Click the **Next Block** button.

The cursor moves to the **Course Area Prerequisite Restrictions / Area** block.

### Completing the Course Area Prerequisite Restrictions Block

The **Course Area Prerequisite Restrictions** block is used if the prerequisite requirements are more complicated than can be defined using the **Course Test Scores & Prerequisite Restrictions** block. The **Course Area Prerequisite Restrictions** block displays the CAPP areas that include prerequisite restrictions for the course.

### Field Descriptions

This section provides detailed descriptions of the fields located in the **Course Area Prerequisite Restrictions** block. It also provides a description of the **Maintenance button**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>A CAPP area that includes the prerequisite restrictions for the course.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the CAPP area. For display only.</td>
</tr>
<tr>
<td>Activity Date</td>
<td>Date on which the record was added or last updated. For display only.</td>
</tr>
</tbody>
</table>
| Maintenance Button   | **Duplicate Record**: Copy test score prerequisite restriction to a new term. Copy existing restrictions to a new effective term so that you can change the restrictions for the new time period.  
                        | **Duplicate Item**: End test score prerequisite restrictions as of the term in the Key information. |

### Completing the Course Area Prerequisite Restrictions Block

To complete the **Course Area Prerequisite Restriction** block, perform these steps:
Instructions

1. In the **Area** field, perform one of these actions:
   a. Enter an area code, **OR**
   b. Double click on the **Area** field.
      The **Area Library (SMAALIB)** list is displayed.

   c. Scroll down the list and double click on an area code.
      The **Area** field on the **Course Area Prerequisites** block is automatically filled.

2. Continue adding area restrictions as needed.

3. Click the **Save** button.

4. Click the **Exit** button.

**Entering a Long Course Title (SCASYLB)**

The **Course Syllabus (SCASYLB)** form is used to **Enter a Long Course Title** for a specific course, using the information found on the **Course Change Form (CCF)**. The title entered on the **SCASYLB** form can be copied into the **SSASECT** form at a later date. The long course title is used primarily on the web and for hardcopy reporting.

*NMSU currently only uses the Long Course Title field on the SCASYLB form.*
The Basic Course Information (SCACRSE) form must be completed for a specified course before accessing SCASYLB.

The SCASYLB form is accessed through the SCACRSE options menu. After completing the SCACRSE form, perform these steps to enter a long course title:

Instructions

1. On the SCACRSE options menu, click Syllabus (SCASYLB). The Course Syllabus (SCASYLB) form is displayed.

2. In the Long Course Title block, click in the unnamed long field.

3. Enter the Long Course Title from the CCF.

4. Click the Save button.

5. Click the Exit button.

Entering a Changed Course into Catalog (SCACRSE)

The Basic Course Information (SCACRSE) form is used to Enter a Changed Course into Catalog, using the information found on the Course Change Form (CCF). In order to enter a changed course into Catalog, the existing course, which is being changed, must first be cut. After the course is cut, the new, changed course is created and entered into Catalog.
The information entered on the SCACRSE form is the minimum information needed to add a course to Catalog. Until a course is added to Catalog using SCACRSE, no other Catalog form can be accessed for that course. Any changes made to Catalog are kept as an historical record.

All course-related rules and validation codes must be defined in Banner. Course-related rules and validation codes can be found in the Options Menu and by clicking Next Block in the following forms: SCADETL, SCARRES, SCASRES, SCAPREQ, and SCASYLB.

Course Change Form Process (CCF)
The following process must be followed before a Course Change can be entered into the Banner system:

1. The department entering the Course Change fills out the CCF.
2. The department head signs the CCF, which indicates that the course has been approved at the department level.
3. The College Dean signs the CCF, which indicates that the course has been approved at the college level.
4. The CCF is submitted to the Curriculum Committee for approval.
5. After approval, the CCF is sent to the Catalog Editor.
6. The Registrar’s office then receives the original copy.

Cutting a Course in Catalog (SCACRSE)
To cut a course in Catalog, perform these steps:

Instructions
1. On the Main Menu, in the Go To field, type SCACRSE.
2. Press Enter.
   The SCACRSE form is displayed.
3. In the **Subject** field, perform one of these actions:
   
a. Enter the subject code, **OR**

   b. Double click on the field.  
      The **Option List** menu is displayed.

   i. Click on **Valid Subject** Codes.  
      The **Subject Validation** (STVSUBJ) form is displayed.

   ii. Scroll down the list and select a code.

   iii. Click **OK**.  
        The **Subject** field on the **SCACRSE** form is automatically filled.
4. In the **Course** field, perform one of these steps:
   a. Enter the course number, OR
   b. Click the **Search** button.

   The Existing Courses list is displayed.

   i. Scroll down the list and select the active course that is to be cut.
   ii. Click **OK**.

   The **Course** field and the **Term** field on the **SCACRSE** form are automatically filled.
5. Click the **Next Block** button.

The cursor moves to the **Course Title** field and the information for the existing course automatically fills the fields. The **From Term** field automatically fills from the **Term** field. The **To Term** field automatically fills with 999999 (end of time) for the course.
6. On the SCACRSE options menu, select **Base Course Maintenance (SCABASE)**. The **SCABASE** form is displayed. The **SCABASE Subject**, **Course**, and **Term** fields automatically fill from the information on the **SCACRSE** form.

7. Click the **Next Block** button. The **Start Term** field automatically fills with the start term for the existing course and the **End Term** field automatically fills with 999999.

![SCABASE Form](image)

8. To cut the existing course, enter the **CCF effective date** in the **End Term** field. In the **End Term** field, enter the term that comes after the effective date on the **CCF** because the end term is actually up to, but not including the **CCF effective date**. For example, if the effective date term is 200540, then the end term should be the next term, 200610.
9. Click the **Save** button.

10. Click the **Exit** button.

   The **SCACRSE** form is displayed.
Entering the Course Change (SCABASE)

To enter a Course Change in Catalog, perform these steps:

Instructions

1. On the SCACRSE options menu, select Base Course Maintenance (SCABASE). The SCABASE form is displayed. The Subject, Course, and Term fields automatically fill from the SCACRSE form.

2. Click the Next Block button . The Start Term field automatically fills with the start term for the original course. The End Term field automatically fills with the end term from the cut course.

3. In the End Term field, enter 9999999 for the end term for the new, changed course.

4. Click the Save button .

5. Click the Exit button . The SCACRSE form is displayed.
6. Click the **Rollback** button.

7. Click the **Next Block** button.
The cursor moves to the **Course Title** field. The **From Term** field automatically fills from the **Term** field. The **To Term** field automatically fills with 999999 (end of time) for the new course.

8. In the **Course Title** field, enter the short title of the course, as it is listed on the **CCF** form.

9. Continue to click **Next Block** through the **SCACRSE** blocks, and review the fields for necessary corrections or changes.

10. Click the **Save** button.

11. Click the **Exit** button.

**Changed Course: Sub-procedures (SCACRSE)**

Once the **Course Change** is entered into Catalog using the **SCACRSE** form, other sub-procedures need to be completed.

To continue making changes refer to pg. 35, and follow the sub-procedures in:

- Add/Change Specific Details to a Course
- Enter and Maintain Registration Restrictions: Student
- Enter and Maintain Schedule Restrictions: Course
• Maintain Prerequisite Restrictions at Catalog Level

• Entering a Long Course Title

Entering a One-time only Course into Catalog (SCACRSE)

The Basic Course Information (SCACRSE) form is also used to Enter a One-Time Only Course into Catalog, using the information found on the Course Change Form (CCF). There are two types of one-time only courses:

1. A One-time Only New Course. To enter a One-Time Only Course that is a completely New Course, perform the steps in the section: Entering a New Course into Catalog (starting on pg. 19). To enter a one-time only New Course, the existing course is cut and the new course is added into Catalog as a one-time only course effective for one term.

   The main difference between a New Course and a One-time Only New Course is the end term. With a One-time Only New Course, the end term is effective only for one semester and determined by the Only-time Only New Course end term specified on the Course Change Form (CCF).

2. A One-time Only Changed Course. A One-Time Only Changed Course is created by making changes to an existing course. To enter a One-Time Only Changed Course, the existing course is cut and the new course is added into Catalog as a one-time only course effective for one term. After one term, the new course must go to the Curriculum Committee for approval. After the new course is approved, it is added to Catalog as a new course.

The information entered on the SCACRSE form is the minimum information needed to add a course to Catalog. No other Catalog form can be accessed for that course until a course is added to Catalog using SCACRSE. Any changes made to Catalog are kept as an historical record.

Before setting up one-time only courses, all course-related rules and validation codes must be defined in Banner. Course-related rules and validation codes can be found in the Options Menu and by clicking Next Block in the following forms: SCADETL, SCARRES, SCASRES, SCAPREQ, and SCASYLB.

Course Change Form Process (CCF)

The following process must be followed before a One-time Only Course can be entered into the Banner system:

1. The department entering the One-time Only Course fills out the CCF.

2. The department head signs the CCF, which indicates that the course has been approved at the department level.
3. The College Dean signs the CCF, which indicates that the course has been approved at the college level.
4. The CCF is submitted to the Catalog Editor.
5. The Registrar’s office then receives the original copy.

**Entering a One-time Only Course (SCACRSE)**

To Enter a One-time Only Course in Catalog, perform these steps:

**Instructions**

1. On the Main Menu, in the Go To field, type SCACRSE.
2. Press Enter.
   The SCACRSE form is displayed.

3. In the Subject field, perform one of these actions:
   a. Enter the subject code, OR
   b. Double click on the field.
   The Option List menu is displayed.
   i. Click on Valid Subject Codes.
   The Subject Validation (STVSUBJ) form is displayed.
ii. Scroll down the list and select a code.

iii. Click OK.

The Subject field on the SCACRSE form is automatically filled.

The course number is comprised of five slots: the first three slots are numbers, the fourth slot is for G (Gen Ed), and the fifth place slot is for all other course indicators. For example, N is for Development; E is for Elective, which is used for transfer students; L is for La; and, H is for Honors.
4. In the **Course** field, perform one of these steps:

   a. Enter the course number, **OR**

   b. **Click the Search button**.

   The **Existing Courses** list is displayed.

   i. Scroll down the list and select the active course that is to be changed.

   ii. **Click OK**.

   The **Course** field and the **Term** field on the **SCACRSE** form are automatically filled.
5. Click the **Next Block** button.

   The cursor moves to the **Course Title** field and the information for the existing course automatically fills the fields. The **From Term** field automatically fills from the **Term** field. The **To Term** field automatically fills with 999999 (end of time) for the existing course.

6. On the **SCACRSE** options menu, select **Base Course Maintenance (SCABASE)**. The **SCABASE** form is displayed. The **Subject**, **Course**, and **Term** fields automatically fill from the **SCACRSE** form.
7. Click the **Next Block** button.
   The **Start Term** field automatically fills with the start term for the existing course and the **End Term** field automatically fills with 999999.

8. In the **End Term** field, enter the effective date from the CCF.
   This cuts the existing course.
9. Click the Save button.

10. Click the Exit button.
    The SCACRSE form is displayed.

11. Click the Rollback button.

12. Click the Next Block button.
    Confirm that the To Term field displays the same date as the End Term field on the SCABASE form.

13. After confirming that the To Term field displays the same date as the End Term field, click the Rollback button.

14. In the Term field, enter the CCF effective date.

15. Click the Next Block button.
    The SCACRSE fields are automatically filled. The date in the Term field should match the date in the From Term field.
16. Click the **Copy** button. A new course is created and the **From Term** field displays the start term for the **New One-time Only Course**.

*The “from term” in the new, one-time only course is the “end term” of the existing course.*

17. On the **SCACRSE** options menu, select **Base Course Maintenance (SCABASE)**. The **SCABASE** form is displayed. The **Subject**, **Course**, and **Term** fields automatically fill from the **SCACRSE** form.

18. Click the **Next Block** button. The **Start Term** field automatically fills with the start term for the course. The **End Term** field automatically fills with the end term for the existing course that was cut.
19. In the **End Term** field, enter the term that comes after the effective date on the CCF because the end term is actually up to, but not including the CCF effective date. For example, if the effective date term is 200540, then the end term should be the next term, 200610.
20. Click the **Save** button.

21. Click the **Exit** button. The **SCACRSE** form is displayed.

22. Click the **Rollback** button.

23. Click the **Next Block** button. The fields on the **SCACRSE** blocks are automatically filled from the original cut course with the exception of the *From Term* and *To Term* fields. Those are the only fields that are new for the course.

24. Continue to click **Next Block** through all of the **SCACRSE** blocks and make any needed changes.

25. Click the **Save** button.

26. Click the **Exit** button.
One-time Only Course: Sub-procedures (SCACRSE)

Once the One-time Only Course is entered into Catalog using the SCACRSE form, other sub-procedures need to be completed. To continue making changes refer to pg. 35, and follow the sub-procedures in:

- Add/Change Specific Details to a Course
- Enter and Maintain Registration Restrictions: Student
- Enter and Maintain Schedule Restrictions: Course
- Maintain Prerequisite Restrictions at Catalog Level
- Entering a Long Course Title.

Permanently Cutting a Course in Catalog (SCACRSE)

The Basic Course Information (SCACRSE) form is used to Permanently Cut a Course in Catalog, using the information found on the Course Change Form (CCF). In order to Permanently Cut a Course in Catalog, the existing course must be permanently cut. Any changes made to Catalog are kept as an historical record.

Course Change Form Process (CCF)

The following process must be followed before Permanently Cutting Course in the Banner system:

1. The department Cutting the Course fills out the CCF.
2. The department head signs the CCF, which indicates that the course cut has been approved at the department level.
3. The College Dean signs the CCF, which indicates that the course cut has been approved at the college level.
4. The CCF is submitted to the Curriculum Committee for approval.
5. After approval, the CCF is sent to the Catalog Editor.
6. The Registrar’s office then receives the original copy.

Permanently Cutting a Course in Catalog (SCACRSE)

To Cut a Course in Catalog, perform these steps:

Instructions

1. On the Main Menu, in the Go To field, type SCACRSE.
2. Press Enter.
   The SCACRSE form is displayed.
3. In the **Subject** field, perform one of these actions:
   
a. Enter the subject code, **OR**
   
b. Double click on the field.
   
   The **Option List** menu is displayed.
   
i. Click on **Valid Subject** Codes.
   
   The **Subject Validation (STVSUBJ)** form is displayed.
   
   ![Subject Validation Form](image)
   
   ii. Scroll down the list and select a code.
   
   iii. Click **OK**.
   
   The **Subject** field on the **SCACRSE** form is automatically filled.
4. In the **Course** field, perform one of these steps:

   a. Enter the course number, **OR**
   
   b. Click the **Search** button.

   The **Existing Courses** list is displayed.

   i. Scroll down the list and select the active course that is to be permanently cut.
   
   ii. Click **OK**.

   The **Course** field and the **Term** field on the **SCACRSE** form are automatically filled.
5. Click the **Next Block** button.
The cursor moves to the **Course Title** field and the information for the existing course automatically fills the fields. The **From Term** field automatically fills from the **Term** field. The **To Term** field automatically fills with 999999 (end of time) for the new course.
6. On the SCACRSE options menu, select Base Course Maintenance (SCABASE). The SCABASE form is displayed. The SCABASE Subject, Course, and Term fields automatically fill from the information on the SCACRSE form.

7. Click the Next Block button. The Start Term field automatically fills with the start term for the existing course and the End Term field automatically fills with 999999.

8. To Permanently Cut the existing course, enter the CCF effective cut date in the End Term field.
9. Click the **Save** button.

10. Click the **Exit** button.

    The **SCACRSE** form is displayed.

11. Click the **Rollback** button.

12. Click the **Next Block** button.

    The fields on the **SCACRSE** blocks are automatically filled, including the **To Term** which now shows the cut date.
Enter the Changed Course (SCACRSE)

To Enter a Changed Course in Catalog, perform these steps:

Instructions

1. On the Main Menu, in the Go To field, type SCACRSE.
2. Press Enter.

The SCACRSE form is displayed.
3. In the **Subject** field, perform one of these actions:
   a. Enter the subject code, **OR**
   b. Double click on the field.

   The **Option List** menu is displayed.

   ![Option List Menu]

   i. Click on **Valid Subject Codes**.

   The **Subject Validation (STVSUBJ)** form is displayed.

   ii. Scroll down the list and select a code.

   iii. Click **OK**.

   The **Subject** field on the **SCACRSE** form is automatically filled.
4. In the **Course** field, perform one of these steps:

   a. Enter the course number, OR

   b. Click the **Search** button.

      The **Existing Courses** list is displayed.

     ![Existing Courses List]

     i. Scroll down the list and select the active course that is to be changed.

     ii. Click **OK**.

        The **Course** field and the **Term** field on the **SCACRSE** form are automatically filled.
5. Click the **Next Block** button. The cursor moves to the **Course Title** field and the information for the existing course automatically fills the fields. The **From Term** field automatically fills from the **Term** field. The **To Term** field automatically fills with 999999 (end of time) for the new course.

6. On the **SCACRSE** options menu, select **Base Course Maintenance (SCABASE)**. The **SCABASE** form is displayed. The **SCABASE Subject**, **Course**, and **Term** fields automatically fill from the information on the **SCACRSE** form.

7. Click the **Next Block** button. The **Start Term** field automatically fills with the start term for the existing course and the **End Term** field automatically fills with 999999.
8. To **Cut the Existing Course**, enter the CCF effective date in the **End Term** field.

9. Click the **Save** button.

10. Click the **Exit** button.

   The **SCACRSE** form is displayed.
Conducting Non-Term Searches (SCASRCH)

The Course Search (SCASRCH) form is used to Conduct Non-Term Searches. Search capabilities include the ability to search all active courses, either by subject and course, or subject alone for a specified date range. The date ranges entered are compared against the term start and end dates defined in STVTERM. This term is then used to retrieve all course records based on the effective term range of the course.

To Conduct a Non-term Search, perform these actions:

Instructions

1. On the Main Menu, in the Go To field, enter SCASRCH.
2. Press Enter.
   The SCASRCH form is displayed.
3. In the **Subject** field, perform one of these actions:
   a. Enter the subject code, **OR**
   b. Double click on the field.
      The *Existing Courses* list is displayed.

   i. Scroll down the list and select a course code.
   ii. Click **OK**.
      The **Subject** field and the **Course** field on the **SCASRCH** form automatically fills.
4. In the **From** field, enter the search period start date.
5. In the **To** field, enter the search period end date.

![To conduct a "wide non-term search" for a course, enter 01-Jan-1900 in the From field and 31-Dec-2999 in the To field. Doing so will display all courses that fall within the specified date ranges.](image)

6. Click the **Next Block** button. The **SCACRSE** form displays all the courses that fall within the specified date ranges for the specified subject and/or course.
7. Review the courses.

8. When the review is completed, click the Exit button [X]

Producing Catalog Reports (SCRBULT)

The Bulletin Report (SCRBULT) form is used to Print the Catalog of Courses with detailed information, including:

- Descriptive text
- Pre-requisites
- Co-requisites
- CAPP area and program requirements
- Long course titles and descriptions
- Duration information.

Use the CAPP Areas for Prerequisites checkbox on either the SCAPREQ form or the SCACRSE form to select which type of prerequisites will be in effect for the courses listed in the report:

- When the CAPP checkbox is checked, area prerequisite requirements will be listed for the courses in the report,
- When the CAPP checkbox is not checked, course test score and prerequisite restrictions will be listed for the courses in the report.

To Produce Catalog Reports, perform these steps:

Instructions
1. On the **Main Menu**, in the **Go To** field, type **SCRBULT**. The **Process Submission Controls** (GJAPCTL) form is displayed.

   ![Process Submission Controls](image)

   - **Process**: SCRBULT
   - **Printer Control**: SCRBULT Bulletin Report

   The **Process field** displays **SCRBULT Bulletin Report**.

2. Click the **Next Block** button 🧰. The **Parameters Values/Parameters** field and the **Parameters Value/Values** field automatically fill. The cursor moves to the **Printer Control/Printer** field.
3. In the Printer field enter DATABASE.

4. Click the Next Block button \[\text{Next Block} \]. The Parameters/Academic Year field and the Values/Academic Year field are highlighted.

5. In the Values/Academic Year field, enter the academic year. For example, for the 2005-2006 academic year, enter 2006.

6. In order to print any additional parameters that are listed, enter a Y in the Values field for each parameter.

7. Click the Next Block button \[\text{Next Block} \].

\textit{Do not place a check in the Save Parameters checkbox.}

8. Click the Save button \[\text{Save} \]. A new GJAPCTL form is displayed.

\textit{The process number displays on the bottom of the screen.}

*It may take a few minutes for the report to process.*
10. Double click in the **File Name** field. The **Available Files** list is displayed.

11. Select the .lis file name from the list. **Always select the .lis file name.**

12. Click **OK**. The **File Name** field on the **GJIREVO** form is automatically filled and the requested report is displayed in the form window.

13. On the **GJIREVO Options** menu, select **Show Document (Save and Print File)**. A **Forms** message is displayed.
14. On the **Forms** message, click **Yes**.
   A new window will display the requested report.

15. Review the report.

   *You may print a few pages of the report to verify it is the correct report. Avoid printing the full report.*

16. The report is saved in Banner under the process number.

17. Click the **Exit** button **X**.
Appendix A: Banner Navigation Aids

This appendix summarizes information found in the Banner General Navigation User Guide. Please visit http://unodocs.nmsu.edu/ to receive a complete manual.

The Go To field is used to navigate to the requested form.

It is also possible to navigate to the requested form by clicking the File icon and selecting Direct Access. The Direct Access form (GUAPARM) is displayed. Enter the requested form name and click Search.

Keyboard Equivalents & Common Banner 7 Buttons

This table displays Keyboard Equivalents that can be used to execute commands.

<table>
<thead>
<tr>
<th>Key</th>
<th>Command</th>
<th>Key</th>
<th>Command</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC</td>
<td>Cancel</td>
<td>Shift + F5</td>
<td>Clear Block</td>
</tr>
<tr>
<td>TAB</td>
<td>Next Field</td>
<td>F6</td>
<td>Insert New Record</td>
</tr>
<tr>
<td>Shift + TAB</td>
<td>Previous Field</td>
<td>Shift + F6</td>
<td>Remove Record</td>
</tr>
<tr>
<td>F1</td>
<td>Help</td>
<td>F7</td>
<td>Enter Query</td>
</tr>
<tr>
<td>Shift+F1</td>
<td>Display Error</td>
<td>Shift + F7</td>
<td>Clear Form &amp; Rollback</td>
</tr>
<tr>
<td>Shift+F2</td>
<td>Count Query Hits</td>
<td>F8</td>
<td>Execute Query</td>
</tr>
<tr>
<td>F3</td>
<td>Duplicate Field/Item</td>
<td>Shift + F8</td>
<td>Print</td>
</tr>
<tr>
<td>Shift + F3</td>
<td>Exit with Value</td>
<td>F9</td>
<td>Flashlight (LOV)</td>
</tr>
<tr>
<td>F4</td>
<td>Duplicate Record</td>
<td>F10</td>
<td>Save</td>
</tr>
<tr>
<td>Shift + F4</td>
<td>Clear Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Banner Buttons

This table displays Common Banner 7 Buttons used to execute tasks.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Saves all changes entered since the last time you saved.</td>
</tr>
<tr>
<td><img src="image" alt="Rollback" /></td>
<td>Returns you to the first enterable field.</td>
</tr>
<tr>
<td><img src="image" alt="Select" /></td>
<td>Returns you to the calling form and enters the selected value into the field that called the form.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Record" /></td>
<td>Inserts a new blank record into the list of existing records.</td>
</tr>
<tr>
<td><img src="image" alt="Remove Record" /></td>
<td>Removes all the information for the current record.</td>
</tr>
<tr>
<td><img src="image" alt="Enter Query" /></td>
<td>Puts the form into query mode so you can enter search criteria.</td>
</tr>
<tr>
<td><img src="image" alt="Execute Query" /></td>
<td>Searches the database and displays the first set of records that matches your criteria.</td>
</tr>
<tr>
<td><img src="image" alt="Cancel Query" /></td>
<td>Cancels the query and takes the form out of query mode.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Record" /></td>
<td>Moves the cursor to the first enterable field in the previous record.</td>
</tr>
<tr>
<td><img src="image" alt="Next Record" /></td>
<td>Moves the cursor to the first enterable field in the next record.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Block" /></td>
<td>Moves the cursor to the previous block that has at least one enterable field.</td>
</tr>
<tr>
<td><img src="image" alt="Next Block" /></td>
<td>Moves the cursor to the next block that has at least one enterable field.</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Allows you to print the current form.</td>
</tr>
<tr>
<td><img src="image" alt="Workflow Submit" /></td>
<td>Activates during workflow process.</td>
</tr>
<tr>
<td><img src="image" alt="Workflow Release" /></td>
<td>Activates during workflow process.</td>
</tr>
<tr>
<td><img src="image" alt="Online Help" /></td>
<td>Allows you to access the online information for Banner.</td>
</tr>
</tbody>
</table>
| ![Exit](image) | Provides these options:  
  **Forms and Windows** - exits you from a form or window.  
  **Main Menu** - exits you from the browser.  
  **Query Mode** - cancels the query and takes the form out of query mode. |
# Appendix B: Student Catalog Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Six-digit figure that defines the semester, for example, 200540. The first four digits define the term year and the last two digits define the semester, as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Spring semester</td>
</tr>
<tr>
<td>20</td>
<td>Summer semester</td>
</tr>
<tr>
<td>30</td>
<td>Summer 2 semester</td>
</tr>
<tr>
<td>40</td>
<td>Fall semester</td>
</tr>
<tr>
<td>In addition, 000000 indicates the beginning of time and 999999 indicates the end of time.</td>
<td></td>
</tr>
</tbody>
</table>

| Prerequisite | Requirement that must be satisfied in a prior term, consisting of course(s), test score(s), grade point averages, or a combination of courses and test scores. |

| Prerequisite checking | During registration processing, pre-requisite checking enforces defined pre-requisite restrictions. |

| Course Change Form (CCF) | Paper form that is filled-out and approved by the Curriculum Committee prior to entering a course into Catalog using Banner. Also known as flimsy. |

| Equivalent | Course that is considered essentially equal to another course for the purposes of satisfying academic requirements. |

| Corequisite | Different subject/course that must be taken in the same term. |

| Course | Course taught as a lecture and identified as a course schedule type. |

| Lab Course | Course that is taught as a lab and identified as a lab schedule type. |

| Grading Modes | P (Progress) – Grading mode in which students receive a PR (Progress), U (Unsatisfactory), or W (Withdrawal). |
| | R (Re-register) – Grading mode used to show progress in certain courses, generally developmental and self-paced courses. |
| | S (Satisfactory) - Grading mode in which students receive a S (Satisfactory), U (Unsatisfactory), I (Incomplete), W (Withdrawal), AU (Audit). |
| | (T) Traditional – Grading mode in which the students receive an A, B, C, D, F, AU, I, or W. |

| Catalog | Master list of courses. |

| CAPP area for prerequisites | Used to satisfy more complicated pre-requisites requirements that must be satisfied in a prior term, consisting of course(s) and test score(s). |
# Appendix C: Banner General Glossary

The following is a glossary of standard terms used by SunGard SCT Banner.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert Box</td>
<td>A type of pop-up dialog box that appears to notify you of particular conditions that may affect either the kind of information they can enter or how the information is entered. An alert box requires that you acknowledge the message to continue.</td>
</tr>
<tr>
<td>Application Form</td>
<td>A form used to enter, update, or query existing information. (An application form will have the letter “A” in the third position of the form name).</td>
</tr>
<tr>
<td>Block</td>
<td>A block visually displays a group of related fields within a form, and is generally separated by a solid line.</td>
</tr>
<tr>
<td>Calling Form</td>
<td>A form from which another form is (or has been) accessed.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Allows you to exit from an Option List, List of Values, Editor window, or Dynamic Help.</td>
</tr>
<tr>
<td>Clear Form</td>
<td>Allows you to clear all information from a form and returns them to the first enterable field in the key information area.</td>
</tr>
<tr>
<td>Commit</td>
<td>Allows you to save all changes made to a form since their last saved changes.</td>
</tr>
<tr>
<td>Count Hits</td>
<td>A function that allows you to count the number of records, in “query mode,” that meet specific search criteria. The number of records is displayed in the Auto Help Line.</td>
</tr>
<tr>
<td>Count Query Hits</td>
<td>A function that allows you, after specific search criteria are met in “query mode,” to retrieve records. After a record is retrieved, a user can then select the Execute Query Function.</td>
</tr>
<tr>
<td>Dialog Box</td>
<td>A type of box that appears on a display screen to present information or request input. A dialog box requires that you to respond to it to continue.</td>
</tr>
<tr>
<td>Down</td>
<td>A key used to move the cursor to the first enterable field in the next record. “Down” moves you lower in a pull-down list and on a List of Values.</td>
</tr>
<tr>
<td>Drop-down List</td>
<td>Displays three or more values for a field. A field with a down arrow icon contains a drop-down list.</td>
</tr>
<tr>
<td>Edit</td>
<td>Displays a window that allows you to add, change, or delete text. “Edit” is especially useful in entering and updating Dynamic Help.</td>
</tr>
<tr>
<td>Enter Query</td>
<td>Allows you, in a form, to query search criteria to see what information is already in the database. When used, “ENTER QUERY” is displayed in the Status Line.</td>
</tr>
<tr>
<td>Execute Query</td>
<td>Allows you to execute a query to search the database. After a query is executed, data that matches the search criteria is displayed.</td>
</tr>
<tr>
<td>Exit</td>
<td>Allows you to exit from a specific form or window by closing the form or window. From query mode, Exit allows you to cancel a query and takes</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Exit with Value</strong></td>
<td>Allows you to exit from a specific calling form to a called form with highlighted values, values which are then entered into the called form’s field.</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td>An area in a form where existing information is displayed, or where you can enter a query or change information. Banner describes fields as: enabled, disabled, enterable, or display only.</td>
</tr>
<tr>
<td><strong>Form</strong></td>
<td>An online document that allows you to enter and/or display the information stored in the database.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>A function that allows you to display the Oracle help window for a current field.</td>
</tr>
<tr>
<td><strong>Inquiry Form</strong></td>
<td>A form that allows you to look up existing information in the database. (An inquiry form will have the letter “I” in the third position of the form name.)</td>
</tr>
<tr>
<td><strong>List of Values</strong></td>
<td>A window that lists the values you can select for a field on a form. These are values that have been defined as acceptable and valid for the field.</td>
</tr>
<tr>
<td><strong>Menu Bar</strong></td>
<td>A menu, located at the top of every Banner form, allows you to access pull-down menus, including File, Edit, Options, Block, Field, Record, and Query.</td>
</tr>
<tr>
<td><strong>More...</strong></td>
<td>An indicator that appears in the lower right corner of each window of a series of related forms (including the last form). “More...” informs you that there are additional forms that can be accessed to complete a process.</td>
</tr>
<tr>
<td><strong>Next Block</strong></td>
<td>Allows you to move the cursor to the next information area (block), with at least one enterable field.</td>
</tr>
<tr>
<td><strong>Next Field</strong></td>
<td>Allows you to move to the next enterable field in the current information area.</td>
</tr>
<tr>
<td><strong>Next Item</strong></td>
<td>Allows you to move to the next enterable field in the current information area.</td>
</tr>
<tr>
<td><strong>Next Record</strong></td>
<td>Allows you to move the cursor to the first enterable field in the next record. If the cursor is moved to the last record, a new record is created.</td>
</tr>
<tr>
<td><strong>Object</strong></td>
<td>An object is a form, a job, a menu or a QuickFlow used in Banner.</td>
</tr>
<tr>
<td><strong>Option List</strong></td>
<td>A dialog box that displays two or more items to choose.</td>
</tr>
<tr>
<td><strong>Pop-Up Window</strong></td>
<td>A dialog box, alert box, or list of values that appears in a separate window.</td>
</tr>
<tr>
<td><strong>Previous Block</strong></td>
<td>A previous area of information with at least one enterable field. If the previous area is another window, that window is opened.</td>
</tr>
<tr>
<td><strong>Previous Field</strong></td>
<td>Allows you to move the cursor to the previous enterable field.</td>
</tr>
<tr>
<td><strong>Previous Item</strong></td>
<td>Allows you to move the cursor to the previous enterable field.</td>
</tr>
<tr>
<td><strong>Previous</strong></td>
<td>Allows you to move the cursor to the first enterable field of the previous</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Record</td>
<td>A set of related information that is linked to one person in Banner.</td>
</tr>
<tr>
<td>Query Form</td>
<td>A form used to look up existing information in the database. (A query form has the letter “Q” in the third position of the form name).</td>
</tr>
<tr>
<td>Quick Flow</td>
<td>A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.</td>
</tr>
<tr>
<td>Rollback</td>
<td>A function, from an application or inquiry form, that clears all information and returns you to the key block area. <strong>Rollback</strong> is a standard button and appears on all forms. In validation forms, rollback returns you to the first enterable field on the calling form.</td>
</tr>
<tr>
<td>Save</td>
<td>A command that allows you to take entered data on a form and store it in the database.</td>
</tr>
<tr>
<td>Scroll Down</td>
<td>A process that allows you to move down repeating records or lists of information that cannot be displayed in one window.</td>
</tr>
<tr>
<td>Select</td>
<td>Allows you to choose an item by highlighting it or clicking it with the mouse.</td>
</tr>
<tr>
<td>Show Keys</td>
<td>Allows you to display the list of keyboard options.</td>
</tr>
<tr>
<td>Up</td>
<td>A key used to move the cursor to the first enterable field in the previous record. “Up” moves you toward the top of a pull-down list and on a List of Values.</td>
</tr>
<tr>
<td>Validation Form</td>
<td>A form used to define the values that can be entered in specific fields on application forms. (A validation form will have the letter “V” in the third position of the form name.</td>
</tr>
<tr>
<td>Window</td>
<td>An area where information is displayed.</td>
</tr>
</tbody>
</table>
## Appendix D: Compatible Browsers

The following lists the Web browsers supported by Banner7.x:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Banner INB</th>
<th>Banner INB via Luminis Portal</th>
<th>Banner Self-Service</th>
<th>Banner Self-Service via Luminis Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XP (SP 1 &amp; 2)</td>
<td>IE 6.0;</td>
<td>IE 6.x; Netscape 7.0x</td>
<td>IE 6.x; Netscape 7.01, 7.2; Mozilla 1.7x; Firefox 1.0</td>
<td>IE 6.0; Netscape 7.2</td>
</tr>
<tr>
<td></td>
<td>Netscape 7.2^</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>IE 6.0;</td>
<td>IE 6.x; Netscape 7.0x</td>
<td>IE 6.x; Netscape 7.01, 7.2; Mozilla 1.7x; Firefox 1.0</td>
<td>IE 6.0; Netscape 7.2</td>
</tr>
<tr>
<td></td>
<td>Netscape 7.2^</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS9</td>
<td>N/A</td>
<td>N/A</td>
<td>IE 5.1.7; Netscape 6.2.x; Netscape 7.0.2</td>
<td>IE 5.1.7; Netscape 7.0.2</td>
</tr>
<tr>
<td>OSX (min. of 10.3)</td>
<td>Safari 1.2^</td>
<td>Safari 1.2^</td>
<td>IE 5.2.3; Netscape 7.1; Safari 1.2</td>
<td>Netscape 7.1; Safari 1.2</td>
</tr>
</tbody>
</table>

*requires Oracle JInitiator 1.3.1.18

^requires Sun plug-in 1.4.2