

Catalog Maintenance Training Manual

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Term Codes

(Y stands for Year and T stands for Term)

SIS

- 1 = Spring
- 5 = Summer 1
- 7 = Summer 2
- 9 = Fall

Format: YYT
(ex: 059 is Fall 2005)

Banner

- 10 = Spring
- 50 = Summer 1
- 70 = Summer 2
- 80 = Fall

Format: YYYYTT
(ex: 200580 is Fall 2005)

SIS Terms/Banner Terms

- Screens = Forms
- Screens 125 = Form SCACRSE
- Enter (to move to next page) = Next Block

Keyboard Shortcuts

Function	Menu Option	Keystroke Option
Cancel Query	Query/Cancel	Ctrl + Q
Clear or Delete Record	Record/Clear or Record/Remove	Shift + F6
Enter Query	Query/Enter	F7
Execute Query	Query/Execute	F8
Exit	File/Exit	Ctrl + Q
Insert Record	Record/Insert	F6
Next Block	Block/Next	Ctrl + Page Down
Next Field	Field/Next	Tab
Next Record	Record/Next	Down Arrow
Previous Block	Block/Previous	Ctrl + Page Up
Previous Field	Field/Previous	Shift + Tab
Previous Record	Record/Previous	Up Arrow
Rollback	File/Rollback	Shift + F7
Save	File/Save	F10
Select	File/Select	Shift + F3

Toolbar Buttons



Save



Rollback



Select



Insert Record



Delete Record



Enter Query



Execute Query



Cancel Query



Previous Record



Next Record



Previous Block



Next Block



Bookshelf (SCT Documentation)



Online Help



Exit

Adding a Course to the Catalog

The Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course until the course is added to the catalog via the Basic Course Information Form.

The screenshot shows the 'Basic Course Information SCACRSE 6.1 (USERTEST)' window. At the top, there are input fields for 'Subject' (containing 'English'), 'Course', and 'Term'. Below these is a 'Course Title' field. The main section is titled 'Course Information' and contains several sub-sections: 'From Term' and 'To Term' fields; a 'Copy' button; a 'Long Title Exists?' checkbox; a 'Course Title' field; 'College', 'Division', 'Department', 'Status', 'Approval', 'CIP', and 'Preq Waiv.' fields; a 'Duration' field; a 'CEU/Cred' field; a 'Billing' field; 'Lecture', 'Lab', and 'Other' fields; a 'Contact' field; a 'Repeat Information' section with 'Limit' and 'Max Hrs.' fields; and a 'Repeat Status' field. There are also several checkboxes for 'Continuing Ed', 'Tuition Waiver', 'Additional Fees', 'CAPP Areas for Pre-requisites', and 'Syllabus exists?'. The 'Hours' section has a table with columns 'Low', 'Or/To', and 'High'.

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. Enter the course number in the **Course** field.
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Enter the title of the course in the **Course Title** field. Tab to the next field.
7. Enter the code of the college in the **College** field. (ex. AS, EN, etc.) Tab to the next field.
8. Enter the code of the department in the **Department** field. If you do not know the Department code, double click (or press F9) in the **Department** field to access a list of valid department codes. Select the code you want and tab to the next field.
9. Enter A (Active) in the **Status** field. Tab to the **CIP** field.
10. Double click (or press F9) in the **CIP** field to access a list of valid CIP codes. Select the code you want.
11. Put your cursor in the **CEU/Cred** field (either by using tab to get to that field or using your mouse to select it).

12. Enter the number of credit hours this course has been approved for. You will only need to enter hours in the **CEU/Cred**, **Billing**, and **Lecture** or **Lab** fields (depending on how the course was approved). The **Contact** field will automatically update based on what you enter in the **Lecture** or **Lab** fields.
13. If the course is repeatable, enter the maximum number of credits or amount of times the student can repeat course.
14. SAVE.

15. Do a next block to navigate to the Course Level window.

16. If the course is an Undergraduate level course, enter UG (Undergraduate). If the course is a Graduate level course, enter GR (Graduate).
17. SAVE.
18. Do a next block to navigate to the Grading Mode window.

19. In the **Mode** field enter the grading mode for Standard Letter (S), Pass/Fail (P), and Audit (A), unless the course approval memo or catalog states a specific grade mode. Define the grading mode of Standard Letter as the default grading mode by entering *D* in the **Default** field. **Note: A default grading mode must be identified, even if only one grading mode is listed. The value N indicates that the grading mode is an option, not the default grading mode.**

From Term: 200580 Copy To Term: 999999

Mode	Description	Default
S	Standard Letter	D
A	Audit	N
P	Pass/No Credit	N

20. Do a next block to navigate to the Schedule Type window.
21. Enter the schedule code for Lecture (LC) in the **Schedule** field. Most courses will have a schedule type of LC. Please enter a code that most closely matches the schedule type of the course (IN – Internship, ST – Student Teaching, etc.).

From Term: 200580 Copy To Term: 999999

Schedule	Description	Instructional Method	Workload	Over Enroll	Adjusted Workload
LC	Lecture	TR	3.000		

22. Enter the Instructional Method code for Traditional (TR) in the **Instructional Method** field. Unless noted on the course approval memo or in the catalog most courses will have an Instructional Method of TR.
23. Enter the number of credits from the main form of SCACRSE into the **Workload** field. This will be used for Faculty workload. If the course is set up as a variable credit course, enter the lowest number in this field.
24. SAVE.
25. Do a next block to take you to the main form of SCACRSE.

Adding a Degree Attribute to a Course

Once you have entered your basic course information into SCACRSE, you can use the Course Detail Information Form (SCAETL) to add more specific details to the course. This can include: co-requisite courses, equivalent courses, fees, attributes, and course text for specific courses.

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Select Course Details (SCAETL) from the **Options** Menu.

The screenshot shows the SCACRSE software interface. The 'Options' menu is open, and 'Course Details [SCAETL]' is selected. The main window displays the 'Course Details' form for Course 1101 and Term 200680. The form includes fields for 'Long Title', 'To Term' (999999), and a table for 'Hours' with columns for 'Low', 'Or/To', and 'High'. The 'Hours' table has rows for 'CEU/Cred', 'Billing', 'Lecture', 'Lab', 'Other', and 'Contact', each with a value of 3.000. There are also checkboxes for 'Continuing Ed', 'Additional Fees', 'Tuition Waiver', 'CAPP Areas for Pre-requisites', and 'Syllabus exists?'. A status bar at the bottom reads 'FRM-40400: Transaction complete: 1 records applied and saved.'

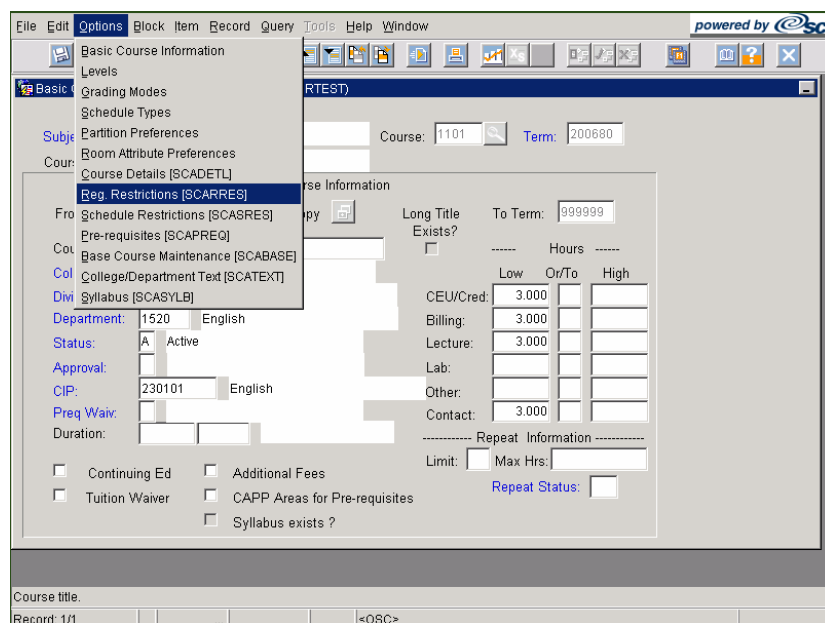
7. Do a next block until you are in the Degree Attributes window of SCAETL. (This should be approximately 4 next blocks)
8. If you know the Attribute code, type it in the **Attribute** field. If you don't know the Attribute code, double-click (or press F9) to access a list of valid attribute codes. Select the code you want (RWRI – Writing Intensive, etc.).
9. SAVE.
10. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Adding Registration Restrictions to a Course

The Course Registration Restrictions Form (SCARRES) is used to enter and maintain registration restrictions for specific courses. Registration restrictions may be entered on an effective term basis for college, major, class, level, degree, program, and campus. Once entered here, these restrictions default to the course section and information for the term. The catalog restrictions may then be changed at the section, if necessary.

College Restrictions

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Select Registration Restrictions (SCARRES) from the **Options Menu**.



The screenshot shows a software interface for course registration. The 'Options' menu is open, and 'Reg Restrictions [SCARRES]' is highlighted. The main form displays course information for Course: 1101 and Term: 200680. The 'Reg Restrictions [SCARRES]' section is active, showing fields for 'From' and 'To Term' (999999), 'Long Title Exists?' (checkbox), and a table for 'Hours' with columns 'Low', 'Or/To', and 'High'. The table contains rows for 'CEU/Cred:', 'Billing:', 'Lecture:', 'Lab:', 'Other:', and 'Contact:'. The 'Contact:' row has a value of 3.000. Below the table is a 'Repeat Information' section with 'Limit:' and 'Max Hrs:' fields, and a 'Repeat Status:' checkbox. The bottom of the screen shows 'Course title.' and 'Record: 1/1'.

7. Do a next block.
8. In the **Include/Exclude** indicator box, enter an E (Exclude) or an I (Include). The **Include/Exclude** field is used to identify the students who may or may not register for the specific course who are in the associated college.
9. Tab to the **College** field.

- If you know the College code, type it in the **College** field. If you don't know the College code, double-click (or press F9) to access a list of valid attribute codes. Select the code you want (ex. AS – Arts & Sciences).

- SAVE.
- Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Major Restrictions

- Access the Basic Course Information Form (SCACRSE).
- If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
- If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
- Enter the term code in the **Term** field in the key block.
- Do a next block.
- Select Registration Restrictions (SCARRES) from the **Options** Menu.

7. Do a next block.
8. In the **Include/Exclude** indicator box, enter an E (Exclude) or an I (Include). The **Include/Exclude** field is used to identify the students who may or may not register for the specific course who are in the associated major.
9. Tab to the **Major** field.
10. If you know the Major code, type it in the **Major** field. If you don't know the Major code, double-click (or press F9) to access a list of valid attribute codes. Select the code you want (ex. ENGL - English).

Course Registration Restrictions SCARRES 6.1 (USERTEST)

Subject: ENGL English Course: 1101 Term: 200680

Course Title: English Composition

College Restrictions

From Term: 200680 Maintenance: To Term: 999999

Include/Exclude (I/E): E

College	Description

Major Restrictions

From Term: 200680 Maintenance: To Term: 999999

Include/Exclude (I/E): I

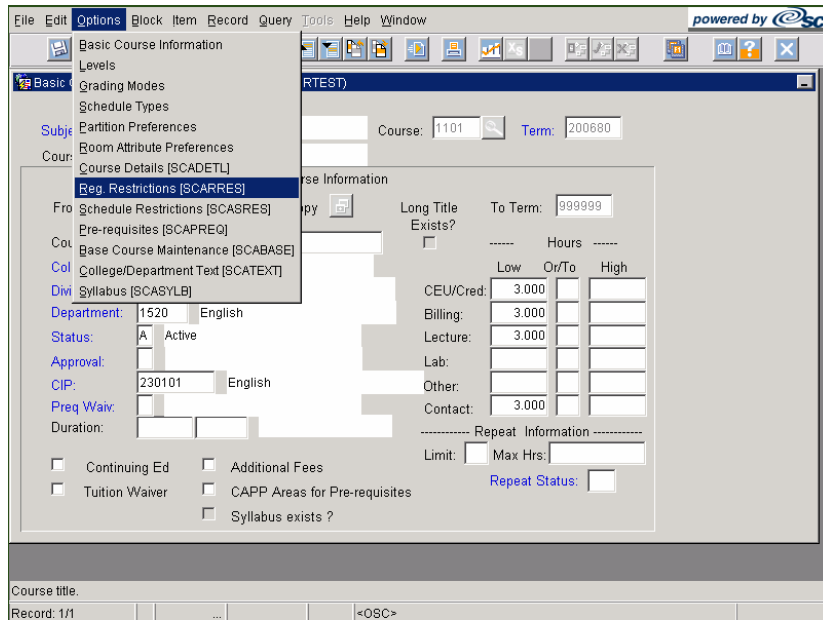
Major	Description
ENGL	English

11. SAVE.
12. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Class Restrictions

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.

6. Select Registration Restrictions (SCARRES) from the **Options** Menu.

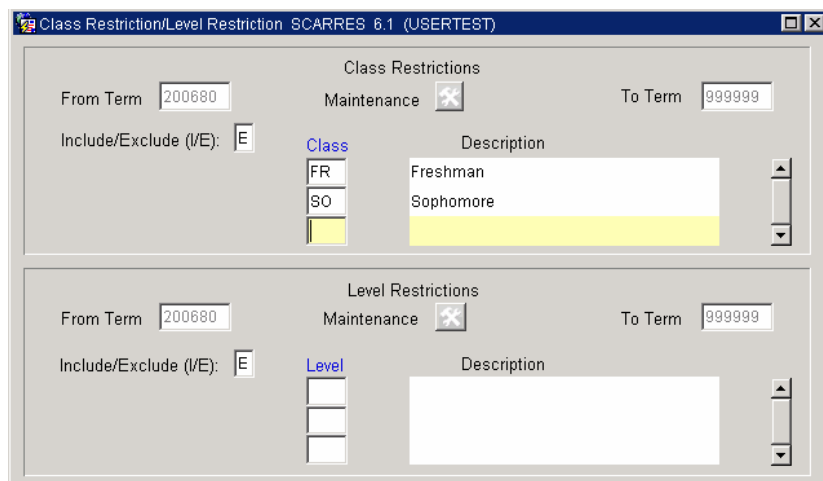


7. Do a next block.

8. In the **Include/Exclude** indicator box, enter an E (Exclude) or an I (Include). The **Include/Exclude** field is used to identify the students who may or may not register for the specific course based on their classification.

9. Tab to the **Class** field.

10. If you know the Class code, type it in the **Class** field. If you don't know the Class code, double-click (or press F9) to access a list of valid attribute codes. Select the code you want (ex. JR – Junior).



11. SAVE.

12. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Level Restrictions

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Select Registration Restrictions (SCARRES) from the **Options** Menu.

The screenshot shows the SCACRSE software interface. The 'Options' menu is open, and 'Reg. Restrictions [SCARRES]' is selected. The main form displays the following information:

Course: 1101 Term: 200680

Course Information

Long Title: _____
Exists?

Hours

	Low	Or/To	High
CEU/Cred:	3.000		
Billing:	3.000		
Lecture:	3.000		
Lab:			
Other:			
Contact:	3.000		

Repeat Information

Limit: _____ Max Hrs: _____
Repeat Status: _____

Department: 1520 English
Status: A Active
Approval: _____
CIP: 230101 English
Preq Waiv: _____
Duration: _____

Continuing Ed Additional Fees
 Tuition Waiver CAPP Areas for Pre-requisites
 Syllabus exists ?

Course title: _____
Record: 1/1 <OSC>

7. Do a next block.
8. In the **Include/Exclude** indicator box, enter an E (Exclude) or an I (Include). The **Include/Exclude** field is used to identify those Levels which students may or may not register for.
9. Tab to the **Level** field.
10. If you know the Level code, type it in the **Level** field. If you don't know the Level code, double-click (or press F9) to access a list of valid attribute codes. Select the code you want (ex. GR – Graduate).

Class Restriction/Level Restriction SCARRES 6.1 (USERTEST)

Class Restrictions

From Term: 200680 Maintenance: [Maintenance Icon] To Term: 999999

Include/Exclude (I/E): E

Class	Description

Level Restrictions

From Term: 200680 Maintenance: [Maintenance Icon] To Term: 999999

Include/Exclude (I/E): I

Level	Description
GR	Graduate

11. SAVE.

12. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Restricting a Course to a Term

The Catalog Schedule Restrictions Form (SCASRES) is used to enter and maintain scheduling restrictions for specific courses by term, using the Include/Exclude (I/E) fields in the Term Restrictions section of the main window.

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Select Schedule Restrictions (SCASRES) from the **Options** Menu.

The screenshot shows the SCASRES form with the 'Options' menu open. The 'Schedule Restrictions [SCASRES]' option is highlighted. The form displays the following information:

- Course: 1101
- Term: 200680
- Department: 1520 English
- Status: A Active
- Approval: 230101 English
- Preq Waiv: []
- Duration: []
- CEU/Cred: 3.000
- Billing: 3.000
- Lecture: 3.000
- Lab: []
- Other: []
- Contact: 3.000
- Repeat Information: Limit: [] Max Hrs: [] Repeat Status: []

7. Do a next block.
8. In the **Include/Exclude** indicator box, enter an I (Include). The **Include/Exclude** field is used to identify the terms this course may be offered.
9. Tab to the **Term** field.
10. If you know the Term code, type it in the **Term** field. If you don't know the Term code, double-click (or press F9) to access a list of valid attribute codes. Select the code you want (ex. 50 – First Summer).

Catalog Schedule Restrictions SCASRES 6.0 (USERTEST)

Subject: ENGL English Course: 1101 Term: 200680
Course Title: English Composition

From Term: 200680 To Term: 999999 Term Restriction
Maintenance Include/Exclude (I/E): I

Term	Description
50	First Summer

From Term: 200680 To Term: 999999 Campus Restriction
Maintenance Include/Exclude (I/E): E

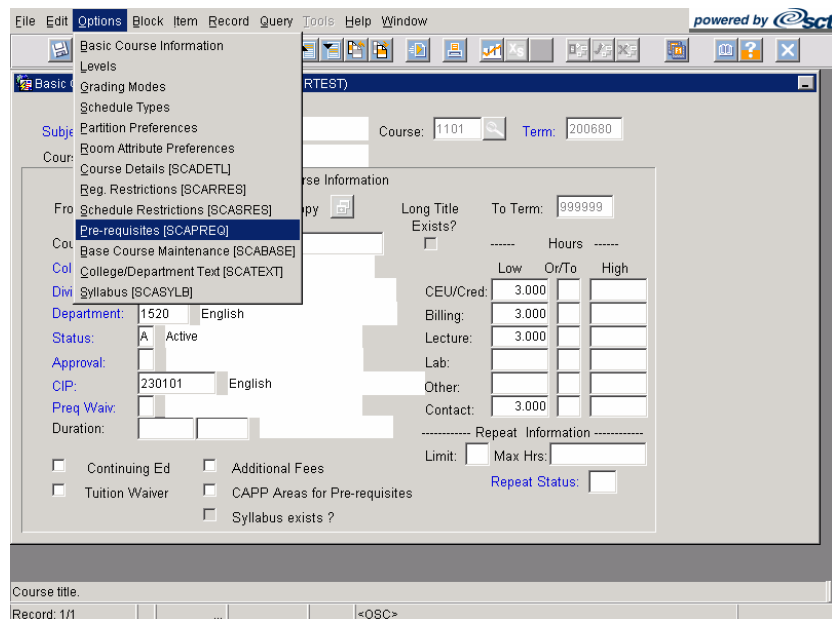
Campus	Description

11. SAVE.

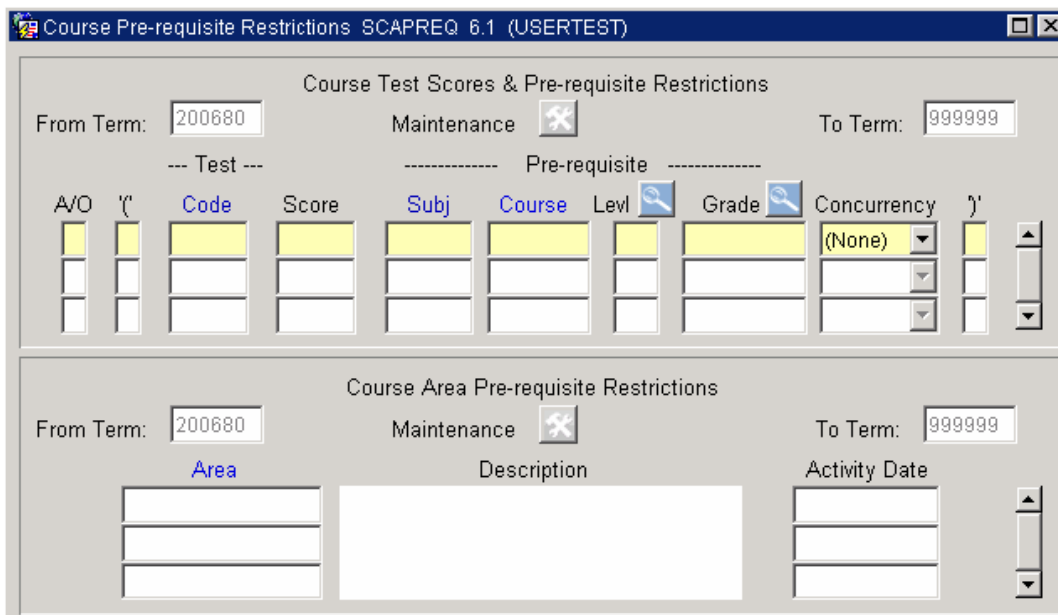
12. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Adding Pre-requisites to a Course

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Select Pre-requisites (SCAPREQ) from the **Options** Menu.



7. Do a next block twice to navigate to the Course Pre-Requisite Restrictions window.



8. Enter the Pre-requisite Courses or Test Scores from the course approval memo or from the Catalog. Below is a description of each field on this window.

- **A/O** – The A/O field is used to specify the relationship between multiple test score and pre-requisite records. (A = And, O = Or)
- **(** – Left parenthesis field that specifies the beginning of a set of test scores or pre-requisite conditions that are to be contained within parenthesis.
- **Code** – Specifies the code of a test which is a pre-requisite requirement for the course.
- **Score** – Specifies the minimum test score the student must receive for test type entered in the test code field in order to pass the restriction for the course.
- **Subj** – Specifies the subject of a course which is a pre-requisite to the course.
- **Course** – Designate the course number of the pre-requisite course.
- **Levl** – Level code for the grade (used only with minimum grade requirements).
- **Grade** – Specifies the minimum grade required for the pre-requisite course.
- **Concurrency** – Specifies that the pre-requisite course requirement can be taken at the same time as the Key Block course. "Y" indicates that the pre-requisite course may be taken at the same time.
- **)** – Right parenthesis field that specifies the end of a set of test scores or pre-requisite conditions that are to be contained within parenthesis.

Sample Pre-Requisite Restriction

The Pre-Requisite below states:

- Student must have already taken MATH 1101 (with no minimum grade) and CHEM 1251 with a grade of C or higher.

The screenshot shows a software window titled "Course Pre-requisite Restrictions SCAPREQ 6.1 (USERTEST)". It is divided into two main sections: "Course Test Scores & Pre-requisite Restrictions" and "Course Area Pre-requisite Restrictions".

The top section, "Course Test Scores & Pre-requisite Restrictions", has a "From Term" of 200680 and a "To Term" of 999999. It features a "Maintenance" icon and a "Pre-requisite" label. Below this is a table with columns: A/O, (, Code, Score, Subj, Course, Levl, Grade, Concurrency, and). The table contains two rows of data:

A/O	(Code	Score	Subj	Course	Levl	Grade	Concurrency)
				MATH	1101			(None)	
A				CHEM	1251	UG	C	(None)	

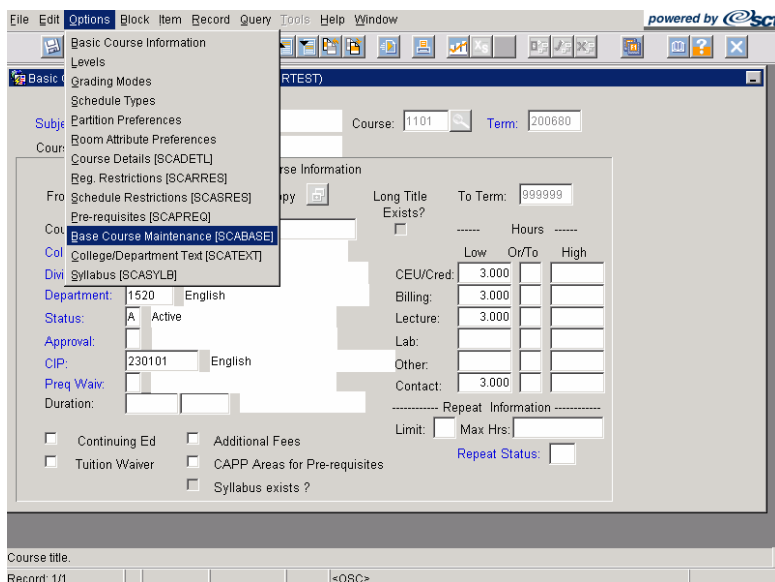
The bottom section, "Course Area Pre-requisite Restrictions", also has a "From Term" of 200680 and a "To Term" of 999999. It includes a "Maintenance" icon and a table with columns: Area, Description, and Activity Date. The table is currently empty.

9. SAVE.

10. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.

Closing Out a Course

1. Access the Basic Course Information Form (SCACRSE).
2. If you know the subject code, type it in the **Subject** field. If you don't know the subject code, double click (or pres F9) in the **Subject** field to access a list of existing subjects. Select the subject code you want. (ex. ENGL)
3. If you know the course number, type it in the **Course** field. If you don't know the course number, double click (or press F9) in the **Course** field to access a list of existing course numbers. Select the course number you want. (ex. 1101)
4. Enter the term code in the **Term** field in the key block.
5. Do a next block.
6. Change the Status code in the **Status** field from Active (A) to Inactive (I).
7. SAVE.
8. Select Base Course Maintenance (SCABASE) from the **Options** Menu.



9. Do a next block.
10. In the **End Term** field, enter the last term this course will be offered.
11. SAVE.
12. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.



Changing a Course Number

1. Follow the Instructions above for Closing Out a Course.
2. Add the Basic Course Information on SCACRSE for the new course.
3. Select Course Details (SCADETL) from the **Options** Menu.

4. Do a next block until you are in the Equivalent Course window of SCADETL. (This should be approximately 2 next blocks)
5. Enter the Subject Code of the old course in the **Subject** field.
6. Enter the Course Number of the old course in the **Course** field.
7. Enter the Start Term of the old course in the **Start Term** field.
8. Enter the Term 999999 (End of Time) in the **End Term** field.

9. **SAVE.**
10. Click the Exit icon (or press Ctrl + Q) to take you back to SCACRSE.