Introduction

Information about courses exists at two levels:

- **Course (SCACRSE)**
  - This represents the ‘catalog’ entry for a course.
  - All the general information about number of hours, level, available grade modes, schedule type, etc.
  - CTF schedulers cannot modify catalog level information.
  - Must be changed through the course inventory process.

- **Section (SSASECT)**
  - This represents the information for a particular offering of a course.
  - Information is drawn from the ‘catalog’ entry: number of hours, grade mode, schedule type, etc.
  - Also contains specific information particular to that section: part of term, meeting pattern, instructor, etc.
Introduction

- All course screens in Banner start with ‘SCA.’
- All section screens in Banner start with ‘SSA.’
Catalog entry for a course.
From Term the first term the current information became active. To Term the last term the current information will be active. (999999 means that the current information will not expire until specifically changed.)

Course Title the official title of the course.

College the college responsible for the course.

Department the department responsible for the course.

CIP a six digit number assigned by the Office of Institutional Research and Assessment

CEU or Credit the minimum and maximum number of hours for which a section of this course may be offered.

Billing the minimum and maximum number of hours for which a student may be billed for taking a section of this course.
A Note about Format

- Banner uses specific formats to refer to dates and terms.
- Dates are in the format DD-MMM-YYYY
  
  **Example**  September 18, 1976 would be 18-SEP-1976.

- Specific terms are six digits long. The first four digits are the year, and the last two digits are the code for that semester.
  - So, fall 2007 is 200740 (2007 is the year and 40 is the code for fall).
  - Spring = 10, Summer = 30, Fall = 40.
- The ‘Level’ of a course means whether the course is undergraduate, graduate, law, etc.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>CEU</th>
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<tbody>
<tr>
<td>UC</td>
<td>Undergraduate</td>
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[Image of SCACRSE interface showing course information and level selection]
Grade mode determines the available grades an instructor may be able to assign a student.
Grade Modes

Some common grade modes:

- **S** = Standard Letter Grade

- **P** = Pass/Fail
  - P or F

- **N** = ABC/NC Grade
  - A+, A, A-, B+, . . ., C-, No Credit
  - This grade mode has no D or F grades
  - Used for freshmen composition courses and lower level math courses.
Schedule Type is the general description of the course (Lecture, Laboratory, Seminar, etc.)
This form shows the history of a course including the terms in which changes became effective.
Just fill in the required information and hit ‘Next Block’
Prerequisites

SCAPREQ shows the catalog entry for prerequisites for the course.

SSAPREQ shows the section level prerequisites.

Please see the presentation entitled ‘Prerequisites & Co-Requisites.’
This shows the catalog entry for registration restrictions for this course.
Restrictions

There are two types of restrictions:

- **Include** only students who meet this qualification can register for this course.
  - Including Freshmen (FR) would mean that only freshmen could register.

- **Exclude** students who meet this qualification cannot register for this course.
  - Excluding Freshmen (FR) would mean that students who are freshmen cannot register for this course.
Categories of Restrictions:
- College Restrictions
- Major Restrictions
- Class Restrictions
- Level Restrictions
The information at the catalog level is used when a specific section of a course is built.

<table>
<thead>
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<th>Section Form</th>
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