Banner Catalog Screens

You may also view catalog information on Internet Native Banner (INB). Follow the instructions for viewing catalog information on INB here on page 5.

You must have Adobe Acrobat (version 8.0 or later) to be able to type, save, and edit the catalog forms. With Adobe Reader, the catalog forms can be typed and printed, but cannot be saved with changes. The catalog forms are available on the Academic Systems website.

More detailed catalog instructions are available in the Catalog Banner Manual. Detailed scheduling instructions are available on the schedule cheat sheets page located on the Academic Systems website.

Viewing Catalog Information on Self Service Banner (SSB)

Faculty and staff can log into Banner through http://my.bsu.edu using their Ball State username and password.

In the “Application” section on the left hand side of the screen:
- Click on the folder for “Banner”
- Click on the link for Self Service (SSB)
- Click the box for “Faculty Services”
- Click “Course Catalog & Class Offerings”
- Click “Search Course Catalog”
• **ALWAYS** select the upcoming fall term from the drop down menu (if available).
  
  o **NOTE:** The upcoming fall term will not be viewable in SSB until the Schedule of Classes for the fall term is rolled over in the spring. Therefore, if your department has submitted course changes for the next catalog, the changes will not appear in SSB until the Schedule of Classes for the fall term has rolled.

![Search by Term](image)

- Click “Submit”
- Select a Subject Code from the “Subject (BZ):” menu. This is the only required search field.

![Subject (BZ):](image)

- If needed, you can use the other search fields on the page to narrow down the courses you wish to search for.

![Search Filters](image)
• When you are finished entering your search criteria, click the “Get Courses” button at the bottom of the page. The following screen will show a listing of your search results.
• Each course has a red link with the course prefix, number, and long title.

HIST 100 - Introduction to American History

• Click the link to view detailed information about the course.

• From this screen you can click either “Return to Previous” or “New Search.”
USING THE INB CATALOG SCREENS

Here are all the catalog screens on Internet Native Banner (INB) that you may find information for filling out catalog forms. Contact Steve Reed if you need query access for INB.

All catalog screens in Internet Native Banner (INB) will begin with SCA....

Log-in to INB Banner

Faculty and staff can log into Banner through http://my.bsu.edu using their Ball State username and password.

In the “Application” section on the left hand side of the screen:

- Click on the folder for “Banner”
- Click on the link for Internet Native Banner (INB)

![Applications]

Type in the screens listed below in bold by the “GO TO” box at the top of the screen.

**Under Subject type:** prefix  
**Then tab and type:** course number  
**Term:** 999999  
**Hit “Next Block”** (9th icon at top)

You can look at any choices on each screen by selecting the down arrow for a menu.

**TERMS:**  
Fall 2015: **201510**  
Spring 2016: **201520**  
Summer 2016: **201530**
**SCACRSE**
(We do not use these areas “Partition Preferences” and “Room Attribute Preferences.”)

List of information found on this screen:
Short title (Note: Limited to 30 characters. Cannot contain ampersands [ & ], slashes [ / ], backslashes [ \ ], or apostrophes [ ’ ].
College
Department
Status – A = Active; D = Dropped; N = New; R = Revised; Z = Dropped/Replaced
**HOURS**
Credit
Contact – the system will auto default contact hours to match your credits
Maximum Hours – this will show the total credits that can be earned for the course (including the total credits on any “A total of………..” statement)

To go to the next screen(s) hit: Next block for **Grade Mode** and **Schedule Type** (when necessary, you can list more than one Schedule Type)

**Grade Mode** specifies the type of grading scheme to be used for the course. Only one Mode is identified as the default mode:

- A = Audit
- B = Credit/No Credit only
  (last sentence in course description must say: Offered credit/no credit only)
- N = Non-graded course
- S = Standard letter grade only
- T = Transfer course (only used for 990/999 transfer courses)

**Schedule Type** is the type of meeting or meetings that occur when the course is taught.

- A = Lecture
- C = Clinical
- D = Discussion/Recitation
- E = Examination
- F = Field Study
- I = Non-Credit Workshop
- IM* = Immersive Learning
- IN = Internship
- K = 1 Week or Less
- L = Laboratory
- LL = Lecture/Lab
- O = One-on-One/Research
- R = Independent Study
- S = Seminar
- T = Online Fixed Times (Synchronous)
- U = Studio
- W = Online (Asynchronous)
- X = Experiential

*(Note: must e-mail Jennifer Blackmer for permission to use IM schedule type. CC: Kirsten Dollar.)*

**OC and OF Campus Codes**

**Off Campus (OC)** – RESERVED FOR ONLINE AND DISTANCE EDUCATION - Courses physically offered in a domestic location other than main campus, i.e. Indianapolis, Fishers, Ft. Wayne.

**Off Field (OF)** – Courses physically offered in a domestic location other than main campus. Reserved for use by Orientation sessions, Clinical (schedule type ‘C’), Field Studies (schedule type ‘F’), Immersive Learning (schedule type ‘IM’), Internships (schedule type ‘IN’), Independent Study (schedule type ‘R’), Seminar (schedule type ‘S’) and Experiential (schedule type of ‘X’).

When using the OF campus code, the section can only have one of the following schedule types:

- C – Clinical
- F – Field Study
- IM – Immersive Learning
  (Note: must e-mail Jennifer Blackmer for permission. CC: Kirsten Dollar.)
- IN – Internship
- R – Independent Study
- S – Seminar
- X – Experiential
SCADETL

(We do not use these areas “Transfer Institutions”, “Course Text” and “Integration Partners.”)

You will select the tab for any area you want to search for information. Example: Course Description tab will give you all the information for any course except the long title and credits. This screen is similar to our old C111 screen.

List of Tabs:
Co-requisites and Equivalents
   • Note: effective Fall 2015, co-requisites (labs) will no longer be listed on this screen. All departments should be using multiple meeting patterns to combine lectures and labs on their sections.

Fee Codes
Degree Attributes (example: variable title, UCC, WPP)
Supplemental Data (Posting # and Date)
Course Description
   • Note: There is no character limit for the course description.

SCARRES

(We do not use these areas “Campus” and “Cohort.”)

You will select the tab for any area you want to search for information. This is the Course Registration Restrictions at the catalog level.

List of Tabs:
Department and Field of Study
Class and Level
Degree and Program

   • Enter prefix, course number, and the effective term date of 999999
   • Click Next Block twice

To search for Field of Study codes:
   • Found under “Department and Field of Study” tab
   • Under Field of Study Restrictions
   • Check box by “All Field of Study Types”
   • Click the arrow below “Code.”
      o You can scroll or search the menu using the “Find” field at the top of the menu. Use the percent sign before and/or after your search words to help you search. After you type in your search criteria, hit Enter.
         ▪ Example: searching for “%English%” will show results for any major that contains the word “English”

SCAPREQ

(We do not use these areas “Course Prerequisite Information” – first tab.)

These are any prerequisites and parallels at the catalog level. You will select the tab for any area you want to search for information. Click the course prerequisite restrictions tab.

Parallels with say “Yes” to concurrency under the “Concurrency” column.
SCASYLB
(We do not use these areas “Learning Objectives.”)

This is where you will find the long course title. Hit “Next Block” (9th icon at top).

Deadlines

All Catalog Forms must be received by the Academic Systems deadline of January 31st of each year for both undergraduate and graduate catalogs.

Please keep in mind that College Deans’ deadlines, which normally range from April through early December depending upon the college, precede the January 31 final deadline. In all cases, the Dean’s deadline(s) must be followed.

Because of the deadlines for compiling the following year’s "Schedule of Classes," the earlier changes are made in courses (renumberings, title changes, credit changes), the greater the assurance that the student will be selecting the appropriate courses.