

Banner Catalog Screens

Here are all the catalog screens that you may need information from to fill out catalog forms. 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.

<http://cms.bsu.edu/About/AdministrativeOffices/AcademicSystems/Forms.aspx>

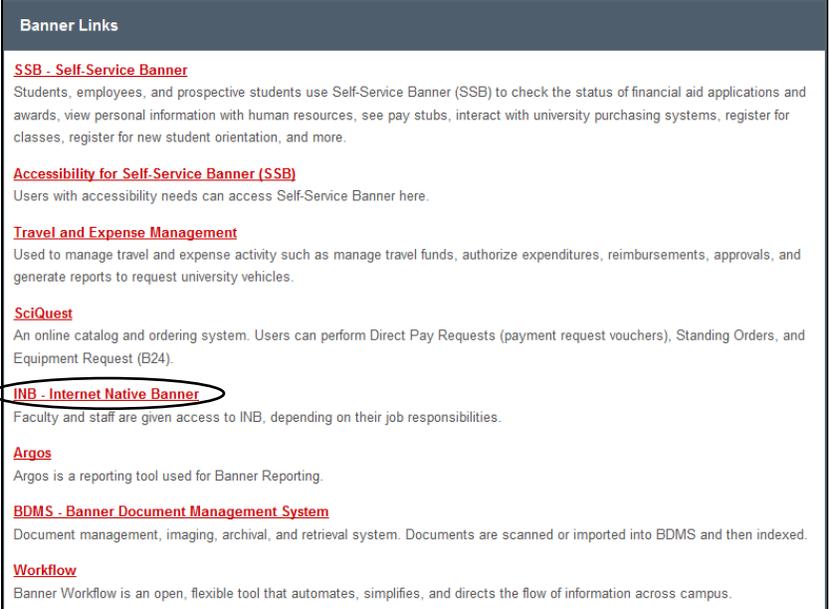
All catalog screens will begin with SCA....

USING THE CATALOG SCREENS

Log-in to Banner

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

In the “Banner Links” section, click on the link for **INB - Internet Native Banner**.



The screenshot shows a list of links under the heading "Banner Links". The links and their descriptions are:

- SSB - Self-Service Banner**: Students, employees, and prospective students use Self-Service Banner (SSB) to check the status of financial aid applications and awards, view personal information with human resources, see pay stubs, interact with university purchasing systems, register for classes, register for new student orientation, and more.
- Accessibility for Self-Service Banner (SSB)**: Users with accessibility needs can access Self-Service Banner here.
- Travel and Expense Management**: Used to manage travel and expense activity such as manage travel funds, authorize expenditures, reimbursements, approvals, and generate reports to request university vehicles.
- SciQuest**: An online catalog and ordering system. Users can perform Direct Pay Requests (payment request vouchers), Standing Orders, and Equipment Request (B24).
- INB - Internet Native Banner**: Faculty and staff are given access to INB, depending on their job responsibilities. (This link is circled in red in the original image.)
- Argos**: Argos is a reporting tool used for Banner Reporting.
- BDMS - Banner Document Management System**: Document management, imaging, archival, and retrieval system. Documents are scanned or imported into BDMS and then indexed.
- Workflow**: Banner Workflow is an open, flexible tool that automates, simplifies, and directs the flow of information across campus.

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 2012: **201210**

Spring 2013: **201220**

Summer 2013: **201230**

SCACRSE

(we do not use these areas “Partition Preferences” and “Room Attribute Preferences”)

Short title

College

Department

Status -- **D**=Dropped; **A**=Active; **Z**=dropped/replaced

Credit hours

Contact hours – the system will auto default contact hours to match your credit hours

Repeat Status -- **N**=new; **R**=Revised

Maximum Hours – this will show the total hours that can be earned for the course (including the total hours 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 (example: labs/discussion)
- 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
- G** = Conference
- H** = Online Independent Learning
- I** = Non-Credit Workshop
- K** = 1 Week or Less
- L** = Laboratory
- O** = One-on-One/Research
- R** = Independent Study
- S** = Seminar
- T** = Online Fixed Times
(Synchronous)
- U** = Studio
- W** = Online (Asynchronous)
- 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 credit hours. This screen is similar to our old C111 screen.

Co-requisites and Equivalent

Fee Codes

Degree Attributes (example: variable title, UCC, WPP)

Supplemental Data (Posting # and Date)

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.

Department and Field of Study

Class and Level

Degree and Program

SCAPREQ

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

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

Parallels with say “Yes” to concurrency under the “Concurrency” column.

SCASYLB

(we do not use these areas “Learning Objectives”)

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

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 hour changes), the greater the assurance that the student will be selecting the appropriate courses.