Basics of Banner
Course Catalog and Course Schedule
Topics

- Review of Banner Navigation
- Overview of Self-Service (SSB) Banner
  - Quick Navigation
  - Catalog Search
  - Class Schedule Search
- View Native Banner (INB) Catalog
- View Native Banner (INB) Course Section
Getting to PVAMU Banner STAGE Instance

• Go to the PVAMU Homepage
• Click on Business Affairs
• Drop down to Benchmarks
• Click on Banner TEST
• Click on STAGE Database
Logging into the STAGE Instance

• At the log-in screen type in:
  Username: PVAMU Active Directory Name
    Example: Deborah Dungey=djdungey
  Password: changeme
• Leave the Database field blank
• Click on Connect
Navigation Review

• Selecting a form
  – Select form from Main Menu
  – Type in form name in the Direct Access box

• Search for General Person record
  – Type Last Name followed by wildcard (%)
  – Select LOV button and search on SOAIDEN

• Moving around in a form
  – Select ‘Next Block’ to move into blocks of information

• Exit a form or Banner
  – Use the ‘X’ button on the upper right hand side of main menu
Banner Panthertracks

- Open STAGE SSB

Self-Service Banner (SSB)

- Test Database [TEST]
- Training Database [TRNG]

- Pre-Production Database [PPRD]
- Pre-Production Database [STAGE]

Enter Secure Area
Prospective Students
Apply for Admission
General Financial Aid
Campus Directory
Class Schedule
Course Catalog
Alumni and Friends

RELEASE: 7.3
SSB Course Catalog

- Course Inventory in Banner = Course Catalog

- Enter Secure Area
- Prospective Students
- Apply for Admission
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni and Friends

Prairie View A&M University
Please select a Catalog term and choose Submit to proceed to the Course Search page.
Search for Approved Courses

Search for Courses

Use any combination of selection options to narrow your search for courses. You must choose at least one Subject. When your selection is complete, choose Get Courses to perform the search.

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Accounting</th>
<th>Ag and Human Resources</th>
<th>Agricultural Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number Range:</td>
<td>from _____ to _____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level:</td>
<td>All</td>
<td>Doctorate</td>
<td>Graduate</td>
</tr>
<tr>
<td>College:</td>
<td>All</td>
<td>Agriculture &amp; Human Services</td>
<td>Architecture</td>
</tr>
</tbody>
</table>
ACCT 2113 - Financial Accounting

3.000 Credit Hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture, Internet

Business College
Acct, Fin & Mgmt Info Syst Department
Scheduled Courses

Class Schedule Listing

Sections Found
FINANCIAL ACCT - 10002 - ACCT 2113 - 002

Associated Term: Fall 2008
Registration Dates: to
Levels: Undergraduate

Prairie View - Main Campus
Lecture Schedule Type
3.000 Credits
View Catalog Entry
Selecting a course

- Use LOV button to select a value or type in course subject and tab to activate (example: ACCT)
- Use LOV button to select a value or type course number and tab to activate (example: 2113)
- Use LOV button to select a value or type in ‘200910’ for Fall 2008
- Select ‘Next Block’ to move into catalog information block
Catalog Information Details

Course Details

From Term: 200910

Course Title: Financial Acct

College: BU Business

Division: 

Department: AFM Acct, Fin & Mgmt Info Syst

Status: A Active

Approval: 

CIP: 520301 Accounting

Prerequisite Waiver: 

Duration: 

Hours

CEU or Credit: 3.000
Billing: 3.000
Lecture: 3.000
Lab:
Other:
Contact: 3.000

Repeat Details

Limit: 
Maximum Hours: 
Repeat Status: 

Continuing Education
Tuition Waiver
Additional Fees
CAPP Areas for Prerequisites
Syllabus Exists
Long Title Exists
Catalog Information Details

- From Term/To Term – validate terms for course to be offered
- Status – Required to be active for specific term

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Active</td>
</tr>
<tr>
<td>C</td>
<td>CBM Approval</td>
</tr>
<tr>
<td>I</td>
<td>Inactive</td>
</tr>
</tbody>
</table>
Catalog Information Details

• From Term/To Term – validate terms for course to be offered
• Status – Required to be active for specific term
Catalog Information Details

• Information from other forms
• Checkmarks reflect information found from other areas

- Continuing Education
- Tuition Waiver
- Additional Fees
- CAPP Areas for Prerequisites
- Syllabus Exists
- Long Title Exists
<table>
<thead>
<tr>
<th>Hours</th>
<th>Low</th>
<th>Or/To</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEU or Credit:</td>
<td>3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing:</td>
<td>3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture:</td>
<td>3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>3.000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Repeatable Details

- Will be blank in most instances
- Only used for courses which can be taken more than once for multiple credit (example: Special Topics GNEG 5193)
- Necessary to ensure correct charges for 3-peat rule
Next Block to Grading Mode

Subject: ACCT Accounting
Course Title: Financial Acct

Course: 2113
Term: 200910

From Term: 200910
Copy
To Term: 999999

Mode Description Default

S Standard Letter D
A Audit N

Prairie View A&M University
## Next Block to Schedule Type

<table>
<thead>
<tr>
<th>Subject</th>
<th>ACCT Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Financial Acct</td>
</tr>
</tbody>
</table>

### Schedule Type

<table>
<thead>
<tr>
<th>From Term</th>
<th>200910</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>To Term</td>
<td>999999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
<th>Instructional Method</th>
<th>Description</th>
<th>Workload</th>
<th>Enrollment Overload</th>
<th>Adjusted Workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture</td>
<td>1</td>
<td>Face to Face</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1IT</td>
<td>Internet</td>
<td>2</td>
<td>Internet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Schedule Type

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Instructional Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Individualized</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Lecture</td>
<td>1</td>
</tr>
<tr>
<td>1CH</td>
<td>Lecture-Cedar Hill</td>
<td>1</td>
</tr>
<tr>
<td>1HU</td>
<td>Lecture-Huntsville</td>
<td>1</td>
</tr>
<tr>
<td>1IT</td>
<td>Internet</td>
<td>2</td>
</tr>
<tr>
<td>1NW</td>
<td>Lecture-Northwest</td>
<td>1</td>
</tr>
<tr>
<td>1WD</td>
<td>Lecture-Woodlands</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Practicum</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Seminar</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Independent Study</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Private Lesson</td>
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</tr>
<tr>
<td>8</td>
<td>Thesis</td>
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<tr>
<td>9</td>
<td>Dissertation</td>
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<tr>
<td>BC1</td>
<td>Lecture-Bryan/College Station</td>
<td>4</td>
</tr>
<tr>
<td>HN1</td>
<td>Lecture-Houston Nursing Center</td>
<td>4</td>
</tr>
<tr>
<td>HU1</td>
<td>Lecture-Huntsville</td>
<td>4</td>
</tr>
<tr>
<td>NW1</td>
<td>Lecture-Northwest</td>
<td>4</td>
</tr>
<tr>
<td>UL1</td>
<td>Lecture-Urban League</td>
<td>4</td>
</tr>
<tr>
<td>WD1</td>
<td>Lecture-Woodlands</td>
<td>4</td>
</tr>
</tbody>
</table>
Schedule Type

• CBM Reporting requirement
• Documents distance education approval
• Section cannot be established for distance education without this documented in the Catalog
• Tied to Instructional Method which will populate automatically when section is created
Instruction Method

- CBM reporting requirement
Go to Options and Select SCAPREQ
Click Next Block and Select Course
Prerequisite Restrictions

Subject: ELEG Electrical Engineering
Course Title: Communications Thry
Course: 4003
Term: 200910

Course Information

From Term: 200910
Course Title: Communications Thry

CAPP Areas for Prerequisites
### Course Prerequisite Information

**Subject:** ELEG  
**Course Title:** Communications Thry

### Course Prerequisite Restrictions

#### Course Test Score and Prerequisite Restrictions

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Test Code</th>
<th>Test Score</th>
<th>Subject</th>
<th>Course</th>
<th>Level</th>
<th>Grade</th>
<th>Concurrency</th>
<th>'('</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>ELEG</td>
<td>3023</td>
<td>UG</td>
<td></td>
<td>(None)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
<td>MATH</td>
<td>3023</td>
<td>UG</td>
<td></td>
<td>(None)</td>
<td></td>
</tr>
</tbody>
</table>

---

*Prairie View A&M University*
## Course Registration Restrictions

### (SCARRES)

**Subject:** ACCT  
**Course Title:** Concepts Of Acct  
**Course:** 5003  
**Term:** 200910  

### Class Restrictions

- **From Term:** 200910  
- **To Term:**  
- **Include**  
- **Exclude**  

### Level Restrictions

- **Level:**  
- **Description:** Undergraduate
## Section Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>2009-10</td>
</tr>
<tr>
<td>CRN</td>
<td></td>
</tr>
</tbody>
</table>

### Subject

**CEU Indicator:**

**Credit Hours:**

**Billing Hours:**

**Contact Hours:**

**Lecture:**

**Lab:**

**Other:**

**Link Identifier:**

**Attendance Method:**

**Weekly Contact Hours:**

**Daily Contact Hours:**

**Print**

**Voice Response and Self-Service Available**

**Gradable**

**CAPP Areas for Prerequisites**

### Course Number

**Title:**

### Section

### Cross List

### Campus

### Status

### Schedule Type

### Instructional Method

### Integration Partner

### Grade Mode

### Session

### Special Approval

### Duration

### Part of Term

### Registration Dates

### Start Dates

### Maximum Extensions
SSASECT

- Term: 200910
- Tab to CRN
- Select the LOV button
- Form will change to SSASECQ
<table>
<thead>
<tr>
<th>Term</th>
<th>Part of Term</th>
<th>Registration From</th>
<th>Registration To</th>
<th>CRN</th>
<th>Block Schedule</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Section Status</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course/Section Title</th>
<th>Schedule Type</th>
<th>Instructional Method</th>
<th>Duration</th>
<th>Unit</th>
<th>Enrollment: Maximum</th>
<th>- Actual</th>
<th>Waitlist: Maximum</th>
<th>- Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prairie View A&M University**
Query SSASECQ

• Full Listing - Select ‘Next Block’ and hit F8 to execute query

• Course Subject – Select ‘Next Block’, tab to ‘Subject’ field, select the LOV button to select value or type in subject, hit F8 to execute query

• Note: Use scroll bar to see the results of query

• Note: Record count in Auto Hint area will indicate number of values for query
Select ACCT 2113 P01 in SSASECQ

- Tab to Subject: Type in ACCT
- Tab to Course: Type in 2113
- Tab to Section: Type in P01
- Hit F8 to execute query
- Double click on selected record
- SSASECT will then display
- ‘Next Block’
## SSASECT Overview

### Section Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject</strong></td>
<td>ACCT</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>2113</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>FINANCIAL ACCT</td>
</tr>
<tr>
<td><strong>CEU Indicator</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Credit Hours</strong></td>
<td>3.000</td>
</tr>
<tr>
<td><strong>Billing Hours</strong></td>
<td>3.000</td>
</tr>
<tr>
<td><strong>Contact Hours</strong></td>
<td>3.000</td>
</tr>
<tr>
<td><strong>Lecture</strong></td>
<td>3.000</td>
</tr>
<tr>
<td><strong>Part of Term</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

### Institution

PRAIRIE VIEW A&M University
## Section Numbering Matrix

<table>
<thead>
<tr>
<th>Location</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV-Prairie View-Main Campus</td>
<td>P01 - P99</td>
</tr>
<tr>
<td>MC-Houston Medical Center</td>
<td>M01 - M99</td>
</tr>
<tr>
<td>NW-Spring-North West Center</td>
<td>N01 - N99</td>
</tr>
<tr>
<td>WD-Woodlands-Univ Center</td>
<td>W01 - W99</td>
</tr>
<tr>
<td>BC-Bryan/College Station Site</td>
<td>B01 - B99</td>
</tr>
<tr>
<td>HU-Huntsville-Mem Hospital Site</td>
<td>H01 - H99</td>
</tr>
<tr>
<td>CH-Dallas Area-Cedar Hill Center</td>
<td>C01 - C99</td>
</tr>
<tr>
<td>UL-Dallas-Urban League</td>
<td>U01 - U99</td>
</tr>
<tr>
<td>GA-Galveston-UT Medical Branch</td>
<td>G01 - G99</td>
</tr>
<tr>
<td>IT-Internet</td>
<td>Z01 - Z99</td>
</tr>
</tbody>
</table>
SSASECT Overview

- CRN – similar to Call Number
- Campus/site code –

![Campus Validation (STVCAMP) window](image.png)
SSASECT Overview

- Status – Code will always be active
- Schedule Type/Instructional Method – only approved methods from Catalog can be selected
- Grade Mode – always S (Standard)
- Special Approval – Permit function
- Part of Term – used to distinguish sessions
Next Block to More Info

- Meeting Time
- Building Location
- Instructor
- Options for SSAPREQ
More to come……

- INB Native Registration, Pre-Requisites, Course Overloads, Change of Majors and Holds Views Training
- College-wide Faculty and Advisor Self-Service Advisement and Registration Training
- Dept Heads to review of schedule and pre-requisites in Banner
- Departmental review of Curriculum, Advising, & Program Planning (CAPP) (degree audit)