

# PRAIRIE VIEW A&M UNIVERSITY

## Basics of Banner Course Catalog and Course Schedule

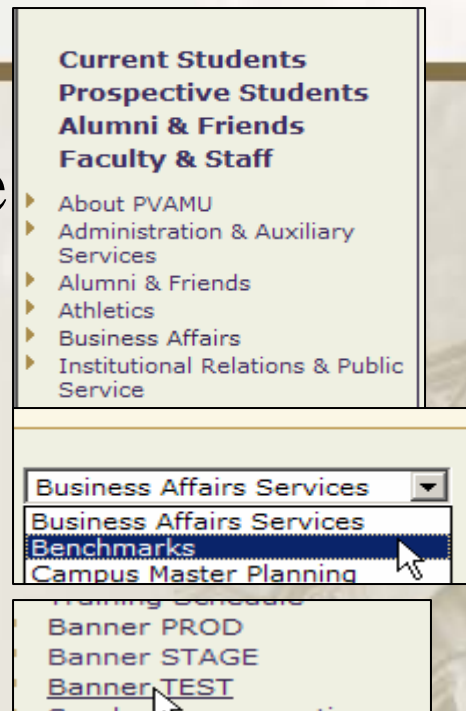


# Topics

- 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



## Internet Native Banner (INB)

[Test Database \[TEST\]](#)

[Training Database \[TRNG\]](#)

[Pre Prod Database \[PPRD\]](#)

[STAGE Database \[STAGE\]](#)

# Logging into the STAGE Instance

- At the log-in screen type in:

Username: PVAMU Active Directory Name


Example: Deborah Dungey=djdungey

Password: changeme

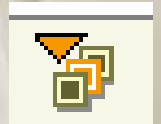
- Leave the Database field blank
- Click on Connect

# 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



Go To... SPAIDEN



# Banner Panthertracks

- Open STAGE SSB


## Self-Service Banner (SSB)

[Test Database \[TEST\]](#)

[Training Database \[TRNG\]](#)

[Pre-Production Database \[PPRD\]](#)

[Pre-Production Database \[STAGE\]](#)

Address  [http://pvssbtst.pvamu.edu:9001/pls/STAGE/twbkwbis.P\\_GenMenu?name=homepage](http://pvssbtst.pvamu.edu:9001/pls/STAGE/twbkwbis.P_GenMenu?name=homepage)



 Go

Links




**PRAIRIE VIEW A&M**  
UNIVERSITY

1876

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

# 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](#)

# Select Catalog Term

[HELP](#) [EXIT](#)

## Catalog Term

 Please select a Catalog term and choose Submit to proceed to the Course Search page.

### *Search by Term:*





# Search for Approved Courses

[HELP](#) [EXIT](#)

Fall 2008  
Feb 14, 2008

## 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.

**Subject:**   
Ag and Human Resources  
Agricultural Economics

**Course Number Range:** from  to

**Title:**

**Level:**   
Doctorate  
Graduate

**College:**   
Agriculture & Human Services  
Architecture

# Moving to Course Schedule


Catalog Entries

[HELP](#) [EXIT](#)

Fall 2008

Feb 14, 2008



 Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

**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

PRAIRIE VIEW A&M UNIVERSITY

# Scheduled Courses

[HELP](#) [EXIT](#)

## Class Schedule Listing

Fall 2008  
Feb 14, 2008

### *Sections Found*

[FINANCIAL ACCT - 10002 - ACCT 2113 - 002](#)

**Associated Term:** Fall 2008

**Registration Dates:** to

**Levels:** Undergraduate

Prairie View-Main Campus Campus

Lecture Schedule Type

3.000 Credits

[View Catalog Entry](#)



PRAIRIE VIEW A&M UNIVERSITY

# INB Catalog - SCACRSE

Subject:  ▼

Course:  ▼

Term: 200910 ▼

Course Title:

## Course Details

From Term:

Copy 

To Term:

Course Title:

College:  ▼

Division:  ▼

Department:  ▼

Status:  ▼

Approval:  ▼

CIP:  ▼

Prerequisite Waiver:  ▼

Duration:   ▼

- Continuing Education
- Tuition Waiver
- Additional Fees
- CAPP Areas for Prerequisites
- Syllabus Exists
- Long Title Exists

## Hours

	Low	Or/To	High
CEU or Credit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecture:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lab:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Repeat Details

Limit:  Maximum Hours:   
Repeat Status:  ▼

# 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

Subject:   Accounting

Course:

# Catalog Information Details

## Course Details

From Term:

Copy 

To Term:

Course Title:

College:

Division:

Department:

Status:

Approval:

CIP:

Prerequisite Waiver:

Duration:

- Continuing Education
- Tuition Waiver
- Additional Fees
- CAPP Areas for Prerequisites
- Syllabus Exists
- Long Title Exists



### Hours

	Low	Or/To	High
CEU or Credit:	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>
Billing:	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>
Lecture:	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>
Lab:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Contact:	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>

### Repeat Details

Limit:  Maximum Hours:   
Repeat Status:

# Catalog Information Details

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

Course Status Code Validation (STVCSTA) :

Find %

Code	Description
A	Active
C	CBM Approval
I	Inactive

# Catalog Information Details

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

Course Status Code Validation (STVCSTA) :

Find %

Code	Description
A	Active
C	CBM Approval
I	Inactive



# 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

# Credit Hours Information

<b>Hours</b>	<b>Low</b>	<b>Or/To</b>	<b>High</b>
<b>CEU or Credit:</b>	3.000	<input type="text"/>	<input type="text"/>
<b>Billing:</b>	3.000	<input type="text"/>	<input type="text"/>
<b>Lecture:</b>	3.000	<input type="text"/>	<input type="text"/>
<b>Lab:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Contact:</b>	3.000	<input type="text"/>	<input type="text"/>

# 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

Repeat Details	
Limit:	<input type="text" value="98"/>
Maximum Hours:	<input type="text" value="6.000"/>
Repeat Status:	<input type="text" value="MC"/> <input type="button" value="v"/>

# Next Block to Course Level

Subject:  Accounting

Course:

Term:

Course Title: Financial Acct

 Course Level SCACRSE 7.3 (PPRD)

From Term:

Copy 

To Term:

Level

Description

CEU



UG

Undergraduate



# Next Block to Grading Mode

Subject:  Accounting

Course:

Term:

Course Title: Financial Acct

Grading Mode SCACRSE 7.3 (PPRD)

From Term:

Copy



To Term:

Mode

Description

Default



S

Standard Letter

D

A

Audit

N

# Next Block to Schedule Type

Subject:  Accounting

Course:

Term:

Course Title: Financial Acct

Schedule Type SCACRSE 7.3 (PPRD)

From Term:

Copy 

To Term:

Schedule	Description	Instructional Method	Description	Workload	Enrollment Overload	Adjusted Workload
<input type="text" value="1"/>	Lecture	<input type="text" value="1"/>	Face to Face	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="1IT"/>	Internet	<input type="text" value="2"/>	Internet	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Schedule Type

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

# 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

 Instructional Method Validation GTVNSM 7.2 (PPRD)

Code	Description
1	Face to Face
2	Internet
3	Video Tape and/or Broadcast TV
4	Two-Way Interactive Video
5	Multiple or Other Elec Media

# Go to Options and Select SCAPREQ

Catalog Prerequisite and Test Score Restrictions SCAPREQ 7.3.2 (PPRD)

**Subject:**

**Course:**

**Term:**

**Course Title:**

Course Prerequisite Information

Course Prerequisite Restrictions

## Course Information

**From Term:**

**Maintenance** 

**To Term:**

**Course Title:**


CAPP Areas for Prerequisites

# Click Next Block and Select Course Prerequisite Restrictions

Catalog Prerequisite and Test Score Restrictions SCAPREQ 7.3.2 (PPRD)


**Subject:**   Electrical Engineering      **Course:**        **Term:**

**Course Title:** Communications Thry

**Course Prerequisite Information**   **Course Prerequisite Restrictions** 

---

**Course Information**

**From Term:**       **Maintenance**       **To Term:**

**Course Title:**

CAPP Areas for Prerequisites

# Course Prerequisite Restrictions

**Subject:**  Electrical Engineering     
 **Course:**      
 **Term:**

**Course Title:** Communications Thry

## Course Test Score and Prerequisite Restrictions

**From Term:**      
 Maintenance      
 **To Term:**

And/Or	'('	Test Code	Test Score	Prerequisite			Grade	Concurrency	)'
				Subject	Course	Level			
<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ELEG	3023	UG	<input type="text"/>	(None)	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MATH	3023	UG	<input type="text"/>	(None)	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Course Registration Restrictions (SCARRES)

Course Registration Restrictions SCARRES 7.3.2 (PPRD)

**Subject:**  Accounting  
**Course Title:** Concepts Of Acct

**Course:**

**Term:**

College and Major Restrictions

**Class and Level Restrictions**

Degree and Program Restrictions

Campus Restrictions

## Class Restrictions

**From Term:**  **Maintenance**  **To Term:**


Include  Exclude

Class	Description
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

## Level Restrictions

**From Term:**  **Maintenance**  **To Term:**

Include  Exclude

Level	Description
<input type="text" value="UG"/>	Undergraduate 
<input type="text"/>	
<input type="text"/>	

# Schedule - SSASECT

Term:  ▼

CRN:  ▼

## Section Details

**Subject:**  ▼

**Course Number:**  ▼

**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:**

**Title:**

**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

First

Last

# SSASECT

- Term: 200910
- Tab to CRN
- Select the LOV button
- Form will change to SSASECQ

# SSASECQ

Schedule Section Query Form SSASECQ 7.0 (PPRD)

Term ▼ <input type="text"/>	Part of Term ▼ <input type="text"/>	Registration From  <input type="text"/>	Registration To  <input type="text"/>	CRN <input type="text"/>	Block Schedule <input type="text"/>	Subject ▼ <input type="text"/>	Course <input type="text"/>	Section <input type="text"/>	Section Status ▼ <input type="text"/>	Campus ▼ <input type="text"/>
Course/Section Title <input type="text"/>			Schedule Type ▼ <input type="text"/>	Instructional Method ▼ <input type="text"/>	Duration <input type="text"/>	Unit ▼ <input type="text"/>				
Link <input type="checkbox"/>	Cross List <input type="checkbox"/>	Reserved Seats <input type="checkbox"/>	Long <input type="checkbox"/>	Syllabus <input type="checkbox"/>	Comments <input type="checkbox"/>	Enrollment: Maximum <input type="text"/>	- Actual <input type="text"/>	= <input type="text"/>		
						Waitlist: Maximum <input type="text"/>	- Actual <input type="text"/>	= <input type="text"/>		



# 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

Schedule SSASECT 7.3.2 (PPRD)

Term: 200910

CRN: 10001

## Section Details

Subject: ACCT Accounting

Course Number: 2113 Title: FINANCIAL ACCT

Section: P01

Cross List:

Campus: PV Prairie View-Main Campus

Status: A Active

Schedule Type: 1 Lecture

Instructional Method: 1 Face to Face

Integration Partner:

Grade Mode: S Standard Letter

Session:

Special Approval:

Duration:

Part of Term: 1 25-AUG-2008 02-DEC-2008 1

CEU Indicator: N

Credit Hours: 3.000

Billing Hours: 3.000

Contact Hours: 3.000

Lecture: 3.000

Lab: 3.000

Other:

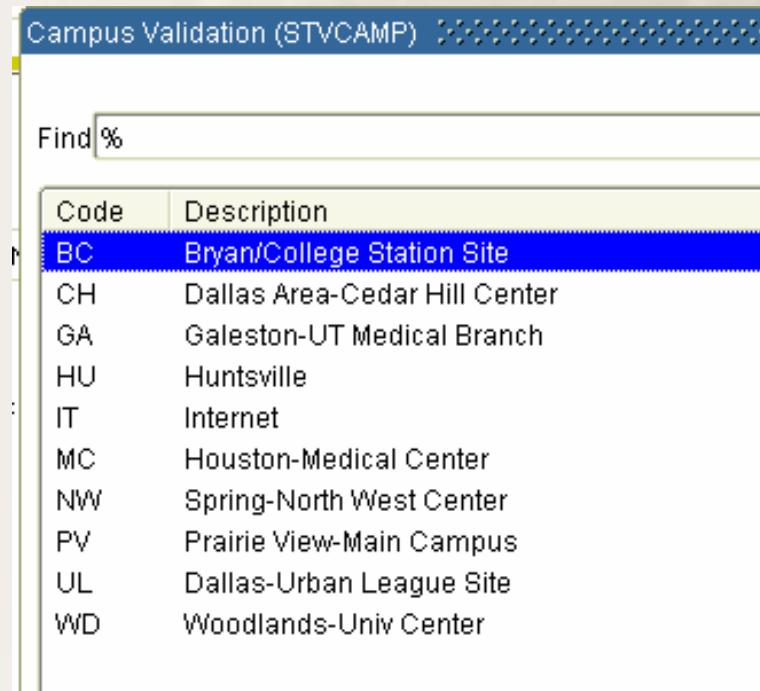
Link Identifier:

# Section Numbering Matrix

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

# SSASECT Overview

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



Campus Validation (STVCAMP)

Find %

Code	Description
BC	Bryan/College Station Site
CH	Dallas Area-Cedar Hill Center
GA	Galeston-UT Medical Branch
HU	Huntsville
IT	Internet
MC	Houston-Medical Center
NW	Spring-North West Center
PV	Prairie View-Main Campus
UL	Dallas-Urban League Site
WD	Woodlands-Univ Center

# 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)