

Faculty Guide to Deciphering Banner Course Forms

Please note that only those fields that have raised questions have been itemized below.

GENERAL COURSE FORM:

Term: The term code consists of the 4-digit year, followed by the month in which the term begins and a zero (0). For example, Fall semester of 2005 is coded 200590:

- January=10 (Winter Term)
- February=20 (Spring Term)
- September=90 (Fall Term)

Offered in: Indicates Semester

- **F (Active Fall)**
- **B (Active Both Fall and Spring)**
- **S (Active Spring)**
- **W (Active Winter Term)**

Can this course be repeated for credit?

Generically titled courses and independent projects should have a repeat limit of 3, for theses and senior projects enter the number of times this can be repeated based on your departments requirements, otherwise the space is left blank.

Schedule Types:

LCT	(Lecture)	1.0
SEM	(Seminar)	1.0
IND	(Independent Project)	1.0
SNR	(Senior Work)	1.0
DSC	(Discussion)	0.0
DR1	(Drill 1)	0.1
DR2	(Drill 2)	0.1
LAB	(Lab)	0.2
PLB	(Pre-Lab)	0.1
SCR	(Screening)	0.0

Faculty Workload:

Grade Mode:

S (D) = Standard A-F is the default

C (N) = Credit/No Credit (used for Labs that must appear on the transcript)

Has this course been renumbered or does it have an equivalent course?

In this section list any course number the course has had in the past five years, including the previous AS400 number; if the course is to be cross listed, include the second department.

Major Restrictions:

Identifies whether to include or exclude particular majors. Note: if you use “Include”, be sure to list your own major. Refer to “Appendix C – Banner Major Codes”.

Class Restrictions:

Identifies whether to include or exclude particular classes. Banner codes are:

11	First Semester/First Year	0-3.99 Credits
12	Second Semester/First Year	4-7.99 Credits
21	First Semester/Second Year	8-12.99 Credits
22	Second Semester/Second Year	13-16.99 Credits
31	First Semester/Third Year	17-20.99 Credits
32	Second Semester/Third Year	21-26.99 Credits
41	First Semester/Fourth Year	27-30.99 Credits
42	Second Semester/Fourth Year	31-36+ Credits
50	Special Student or Fifth Year	

College Restrictions:

Always entered as “Include UG” (undergraduate)

Prerequisites:

- Refer to Appendix A - Banner Subject Codes
- Refer to Appendix D - Advanced Placement Test Codes
- Refer to Appendix E - Department Equivalent Exam Codes
- Refer to the prerequisite examples under “Boolean Logic/Pre-requisite Guidelines”

- Prerequisite with Concurrency – for a definition, refer to Appendix A-Catalog Glossary

SCHEDULING FORM

XLST Code:

This is a code that connects the two sections of a cross listed course.

Link ID/Link Connectors:

These are the codes that connect a lecture to its non-lecture sections. Refer to “Appendix F - Link ID’s and Link Connectors”.

- If a student tries to register for a lecture without the non-lecture section, they will receive an error message. Refer to “Appendix G - Registration Error Messages”.

Also available at http://www.middlebury.edu/administration/records/faculty_info/

Specific Room Needs:

Indicate features, technology, and room type necessary for your course. Refer to “Appendix F - Room Attributes”.

Instructor:

Include your ID number.

Section Text:

Special instructions that would be useful to a student during registration. This text appears on the registration page for the section it is entered.

Community Connections:

The purpose for this question is to help identify courses (and faculty) that involve community-based learning or research, service-learning, or other pedagogy that blends theory with practice through course instruction. This information will only be used internally by the Alliance for Civic Engagement (ACE) and will not appear on any courses for registration purposes. ACE will follow up with faculty who indicate this community connection in order to learn more about what the course entails. The College maintains these records as the information helps us, institutionally, respond to questionnaires, pursue grants, distinguish ourselves among our competitors, and document our collaboration with the community, whether “community” be identified as local, national, or international. The information will also help the Alliance (a.) respond to related questions posed by faculty colleagues and community agencies, and to students seeking these kinds of learning opportunities, and (b.) explore potential internship development opportunities, and so on. ACE thanks you for your assistance in this process. If you have any questions, please contact Tiffany Nourse Sargent at x5082 or tiffanys@middlebury.edu.

Restrictions:

Restrictions are pre-printed based on what was entered the previous term; editing is only necessary if changes to the major or class restrictions are being made.

Prerequisites:

Prerequisites are pre-printed based on what was entered the previous term; editing is only necessary if changes to the prerequisites are being made.

Boolean Logic/Pre-requisite Guidelines

The following guidelines are used for Prerequisites that fit AND/OR logic. Any complicated prerequisites will need to be built by the Student Team in CAPP. Examples of CAPP prerequisites can be found in your Glossary.

The following snapshots are examples of typical AND/OR prerequisites that you would build.

NOTE: *You must include the course equivalents and cross-listings for each prerequisite. For example, if a prerequisite for a given course has been renumbered, you should include the old number (both AS400 and Banner numbers) and the new number (both AS400 and Banner numbers).*

The prerequisite for GEOL 0300 is GEOL 0211, and would be entered as follows at the end of your CAT quickflow:

The screenshot shows the 'SCT Banner - PRCT' application window. The main window is titled 'Catalog Pre-requisite and Test Score Restrictions SCAPREQ 6.1 (PRCT)'. It displays the following information:

- Subject: GEOL Geology
- Course: 0300
- Term: 200390
- Course Title: Introduction to Petrology

Below this, there is a section for 'Course Pre-requisite Restrictions SCAPREQ 6.1 (PRCT)'. It includes a table for 'Course Test Scores & Pre-requisite Restrictions' with columns for A/O, '(', Code, Score, Subj, Course, Level, Grade, Concurrency, and ')'. The table shows two rows of data:

A/O	'('	Code	Score	Subj	Course	Level	Grade	Concurrency)'
				GL	211	UG	D	(None)	
				GEOL	0211	UG	D	(None)	

At the bottom of the window, there is a section for 'Course Area Pre-requisite Restrictions' with columns for Area, Description, and Activity Date. The status bar at the bottom indicates 'And/or connector; values are A=And, O=Or' and 'Record: 1/2'.

Additional examples are shown on the following pages.

	<u>A/O</u>	<u>(</u>	<u>Code</u>	<u>Score</u>	<u>Subj</u>	<u>Course</u>	<u>Levl</u>	<u>Grade</u>	<u>Concurrency</u>	<u>)</u>
<u>Course: MATH 0432</u>		(MA	200	UG	D		
	O				MATH	0200	UG	D)
	A	(MA	302	UG	D		
	O				MATH	0302	UG	D)

MATH 0432 requires students to have taken MATH 0200 and MATH 0302.

BIOL 0360 requires students to have taken BIOL 0250 and either CHEM 0241 or CHEM 0322.

	<u>A/O</u>	<u>(</u>	<u>Code</u>	<u>Score</u>	<u>Subj</u>	<u>Course</u>	<u>Levl</u>	<u>Grade</u>	<u>Concurrency</u>	<u>)</u>
<u>Course: BIOL 0360</u>		(BI	250	UG	D		
	O				BIOL	0250	UG	D)
	A	(CH	241	UG	D		
	O				CHEM	0241	UG	D		
	O				CH	322	UG	D		
	O				CHEM	0322	UG	D)

PSYC 0224 requires students to have taken PSYC 0105 or to have earned a score of 4 or better on the AP Psychology exam.

	<u>A/O</u>	<u>(</u>	<u>Code</u>	<u>Score</u>	<u>Subj</u>	<u>Course</u>	<u>Levl</u>	<u>Grade</u>	<u>Concurrency</u>	<u>)</u>
<u>Course: PSYC 0224</u>					PY	105	UG	D		
	O				PSYC	0105	UG	D		
	O		APPY	4						

Appendix A – Catalog Glossary

Additional Fees

Any fees paid to the college (i.e. labs and P.E. courses) in addition to the comprehensive fee.

CAPP (Curriculum And Program Planning)

CAPP defines complex prerequisites that cannot be handled with simple “AND/OR” logic. For example, the course definition may require that students must have taken two courses at the 300-level in order to enroll in the course. Or, alternatively, the course definition may require that a student cannot get credit for a course if they have already taken another similar course.

e.g., SPAN 0355 – At least two courses at the 0300 level.

PSYC 0427 – One 0200- and one 0300- level psychology course.

PSYC 0201 – Credit is not given for PSYC 0201 if a student has taken MATH 0106 or ECON 0210 previously or concurrently.

Co-requisite

Coordinators should identify courses which require a CAPP prerequisite and notify Kathy Weiss.

A co-requisite is a *different course* (Subject/Course Number) that *must* be taken in the *same* term as the course holding the requirement. Co-requisites are defined on the first block of SCADETL/SSADETL.

e.g., PHYS 0212 requires PHYS 0110 to be taken as a co-requisite.

CHEM 0353 requires CHEM 0241 to be taken as a co-requisite.

Note: Coordinators must clarify which courses are true co-requisite requirements vs. prerequisites with concurrency, see below.

Cross-Listed Sections (Defined at the section level)

A *traditional* cross-listed course includes sections of two (or more) different courses, taught in the same room, at the same time, by the same professor. In Banner the primary department section will be set up as the section in which students will register. The secondary department section will be set up as a pointer towards the primary section. The title for the secondary section should be, “Please register via DEPT CRS#”. The enrollment for the secondary section is “0”. The same set-up should be applied for each non-lecture section for the secondary department. **Each primary section must be cross listed to its secondary department counterpart in SSAXLST.** Equivalent for these courses must be identified at the catalog level (refer to Equivalent Courses, next page).

Degree Attributes

Courses that satisfy College Writing, Distribution, Cultures and Civilizations, Physical Education Requirements, etc., are documented in the Degree Attributes block of SCADETL/SSADETL forms. If a course *always* satisfies specific requirements, then the degree attribute belongs at the course level, as it will carry over to EVERY section of that course. If the requirement is only satisfied by certain sections of a course, e.g., College Writing sections, then the attributes are assigned at the section level for that course.

Equivalent Courses

Courses that have the same content but may be listed under a different course number or subject code. For example, an equivalent course for BIOL 0210 is BI 210, its old AS400 code. Cross-listed courses and any renumbered courses from the past five years would go here.

Grade Mode

e.g., ENGL 1330 equivalent courses: EL 330 and EL 321 (prior to F'02)
Grading Modes are defined on the SCACRSE form, and indicate which grades are valid for different sections of a course. For example, a lecture section awards a Standard Letter grade (S), a lab section that will appear on a transcript (sciences mostly) awards a Credit/No Credit grade (C), and Physical Education courses award a Pass/Fail grade (P).

**Links
(Defined at the section level)**

Links are sections of the same course (Subject/Course Number) that are taken together.

For example, BIOL 0216 - Animal Behavior, has 3 sections: Lecture, Lab, and Screening. A student must enroll in all three sections. This is not a Co-requisite, because Co-Requisites have different Subject/Course number combinations. Links are defined on both SSASECT and SSADETL.

Prerequisite Without Concurrency

A course is a prerequisite without concurrency if it must be taken in a semester prior to the course holding the prerequisite. Prerequisites are defined on SCAPREQ/SSAPREQ.

Prerequisite With Concurrency

A course is a prerequisite with concurrency if it must be taken *either* in a semester prior to, *or* in the same term as, the course holding the prerequisite. Concurrent prerequisites are set up the same as above, with the additional checking of the concurrency flag on SSAPREQ.

e.g., PSYC 0305 – PSYC 0201 previously or concurrently.

* A “strongly suggested” prerequisite will not be included as a prerequisite in the system.

Repeat Limit	The number of times a generic course or independent study can be re-taken. Generic = 3 Independent Study = 3
Restrictions	Restrictions are defined as either including or excluding a group of students using any or all of various categories: college, major, and/or class. <i>e.g., PSYC 0427 – Open to junior and senior Psychology majors only.</i>
Term	Term is a 6-digit, numeric field. The first four digits are equal to the year of the course offering. The fifth digit is equal to the numeric value of the month in which the term begins (Fall Term = 9, Winter Term = 1, and Spring Term = 2). The sixth digit is 0. <i>e.g., Fall 2004 = 200490 Winter 2005 = 200510 Spring 2005 = 200520</i>
Waitlist	Initiating a waitlist will prevent students from adding the course when a seat becomes available during registration. A student will need to submit an add card to get into the course.

Appendix B – Banner Subject Codes

Code	Subject	Code	Subject
AMST	American Studies	INTL	International Studies
ARBC	Arabic	INTN	Winter Term Internship
ARDV	Arts Division	ITAL	Italian
BIOL	Biology	JAPN	Japanese
CETE	Center for Educational Technology	LITS	Literary Studies
CHEM	Chemistry	LITP	Literature Program
CHNS	Chinese	MATH	Mathematics
CLAS	Classics	MBBC	Molecular Biology& Biochemistry
CSCI	Computer Science	MUSC	Music
DANC	Dance	NSCI	Neuroscience
ECON	Economics	PHIL	Philosophy
ENAM	English & American Literatures	PHED	Physical Education
ENVS	Environmental Studies	PHYS	Physics
FMMC	Film & Media Culture	PSCI	Political Science
FYSE	First Year Seminar	PGSE	Portuguese
FLDV	Foreign Languages Division	PSYC	Psychology
FREN	French	RELI	Religion
GEOG	Geography	RUSS	Russian
GEOL	Geology	SOAN	Sociology/Anthropology
GRMN	German	SPAN	Spanish
HIST	History	STLD	Student Led (Winter)
HARC	History of Art & Architecture	TEDU	Teacher Education
HUDV	Humanities Division	THEA	Theatre
INDE	Independent Scholar	WAGS	Women's & Gender Studies
IPEC	Int'l Politics & Economics	WRPR	Writing Program
INTD	Interdepartmental (Winter)		

Appendix C – Banner Major Codes

Code	Major	Code	Major
AMST	American Studies	GRMN	German
ARBC	Arabic	HIST	History
ART	Art	HARC	History of Art & Architecture
BIOC	Biochemistry	INDE	Independent Scholar
BIOL	Biology	IPEC	Int'l Politics and Economics
CHEM	Chemistry	ISAS	Int'l Studies/African Studies
CHNS	Chinese	ISEA	Int'l Studies/East Asian Study
CLST	Classical Studies	ISEU	Int'l Studies/European
CLAS	Classics	ISLA	Int'l Studies/Latin America
CSCI	Computer Science	ISME	Int'l Studies/Middle Eastern
DANC	Dance	ISRU	Int'l Studies/Russian & E. European
ECON	Economics	ITAL	Italian
ENAM	English & American Literatures	JAPN	Japanese Studies
ESBI	ES/Conservation Biology	LITS	Literary Studies
ESAR	ES/Creative Arts	MATH	Mathematics
ESCH	ES/Environ. Chemistry	MBBC	Molecular Bio & Biochemistry
ESEC	ES/Environ. Economics	MUSC	Music
ESHI	ES/Environ. History	NSCI	Neuroscience
ESLI	ES/Environ. Literature	PHIL	Philosophy
ESNF	ES/Environ. Non-Fiction	PHYS	Physics
ESEP	ES/Environ. Policy	PSCI	Political Science
ESGG	ES/Geography	PSYC	Psychology
ESGL	ES/Geology	RELI	Religion
ESHE	ES/Human Ecology	RUSS	Russian
ESET	ES/Relig, Phil. & Environ	SOAN	Sociology/Anthropology
FMMC	Film and Media Culture	SPAN	Spanish
FREN	French	THEA	Theatre
GEOG	Geography	0000	Undeclared
GEOL	Geology	WAGS	Women's & Gender Studies

Appendix D – Advanced Placement Test Codes for Prerequisites

Test Code	Description	Test Code	Description
APAS	AP - AB Calc Subscore (BC Ex)	APIE	AP - Intl. English Language
APBI	AP - Biology	APLL	AP - Latin Literature
APAB	AP - Calculus AB	APLV	AP - Latin Vergil
APBC	AP - Calculus BC	APMA	AP - Macroeconomics
APCH	AP - Chemistry	APMI	AP - Microeconomics
APCA	AP - Computer Science A	APMU	AP - Music Theory
APCB	AP - Computer Science AB	APPB	AP - Physics B
APE1	AP - English Language & Comp	APPE	AP - Physics C - Elect/Mag
APE2	AP - English Literature & Comp	APPC	AP - Physics C - Mechanics
APES	AP - Environmental Science	APPY	AP - Psychology
APEH	AP - European History	APS1	AP - Spanish Language
APF1	AP - French Language	APS2	AP - Spanish Literature
APF2	AP - French Literature	APST	AP - Statistics
APGM	AP - German Language	APAD	AP - Studio Art - Drawing
APGC	AP - Govt & Politics: Compara	APA2	AP - Studio Art 2-D Design
APGU	AP - Govt & Politics: US	APA3	AP - Studio Art 3-D Design
APHA	AP - History of Art	APUS	AP - US History
APHG	AP - Human Geography	APWH	AP - World History

Appendix E – Department Equivalent Exam Codes for Prerequisites

Test Code	Description	Test Code	Description
BEDP	Biology (Evolution) Dept Exam	ITDP	Italian Departmental Exam
BGDP	Biology (Genetics) Dept Exam	JADP	Japanese Departmental Exam
CHDP	Chemistry Departmental Exam	MADP	Math Departmental Exam
CSDP	Chinese Departmental Exam	PYDP	Psychology Departmental Exam
FRDP	French Departmental Exam	RUDP	Russian Departmental Exam
GMDP	German Departmental Exam	SPDP	Spanish Departmental Exam

Appendix F - Link ID's and Link Connectors

1. If it DOESN'T matter which Lecture is taken with which Lab or Discussion, the Link Ids and Connectors for CHEM 101 would be as follows:

Link ID (SSASECT)	Link Connector (SSADETL)
CHEM 101 A Lecture = L1	B1, D1
CHEM 101 B Lecture = L1	B1, D1
CHEM 101 Z Lab = B1	L1, D1
CHEM 101 Y Lab = B1	L1, D1
CHEM 101 X Lab = B1	L1, D1
CHEM 101 M Discussion = D1	L1, B1
CHEM 101 N Discussion = D1	L1, B1
CHEM 101 O Discussion = D1	L1, B1
CHEM 101 P Discussion = D1	L1, B1

2. If it DOES matter that students register for specific Discussion sections if in a specific Lecture section (e.g., same professor required) the Link Ids and Connectors would be as follows:

Link ID (SSASECT)	Link Connector (SSADETL)
PSYC 105 A Lecture = L1	D1
PSYC 105 B Lecture = L2	D2
PSYC 105 M Discussion = D1	L1
PSYC 105 N Discussion = D2	L2

Appendix G - Registration Error Message Information

If there were any problems with adding courses to your schedule, a list of courses with error messages will appear. Always check the "Status" field next to each course after you "submit" to see that you are "Web Registered" or to determine the specific error.

Possible Error Messages:

Major Restriction	The course is restricted by a major(s) category that you do not match. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants you an override of this restriction, you will still need to register for this course on-line.
Class Restriction	The course is restricted by a class category that you do not match. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants you an override of this restriction, you will still need to register for this course on-line.
Prerequisite Restriction	You do not have the required prerequisites to take this course. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants you an override of this restriction, you will still need to register for this course on-line.
Closed/xxxWaitlist	The course is closed and has a waitlist. You may choose to put yourself on a waitlist for a closed course. If you are contacted when a seat opens in the course, you will need to have an Add Card signed by the instructor and bring it to the Registrar's Office.
Closed/Reserved	The course is closed for registration. Any seats left are reserved for the incoming First Year students.
Closed Section	The course is closed for registration and no waitlist will be activated. If a student later drops this course, the first student to add during the registration period will be able to register for the course.
Link errors	<p>Enrollment in the lecture section requires registration in the lab/discussion/screening etc. as well or vice versa. Add the course again by entering the CRNs for all component parts of the course at the same time. The Link Error message means that you've tried to register for part of a course but not all of the required components. You can find the missing pieces by using the Schedule Type search option. Here's a quick reference of what to look for:</p> <p>LINK ERROR: B1 REQUIRED, you need a section with the Schedule Type of Lab. B2, likely specific lecture requires a specific lab section e.g., with the same instructor.</p> <p>LINK ERROR: D1 REQUIRED, you need a section with the Schedule Type of Discussion.</p> <p>LINK ERROR: L1 REQUIRED, you need a section with the Schedule Type of Lecture.</p> <p>LINK ERROR: P1 REQUIRED, you need a section with the Schedule Type of Pre-Lab.</p> <p>LINK ERROR: S1 REQUIRED, you need a section with the Schedule Type of Screening.</p> <p>LINK ERROR: Y1 REQUIRED, you need a section with the Schedule Type of Drill 1.</p> <p>LINK ERROR: Z1 REQUIRED, you need a section with the Schedule Type of Drill 2.</p>

Also available at http://www.middlebury.edu/administration/records/faculty_info/

2/8/2006

Approval Required	Enrollment requires permission of the instructor. Once requested, check your BannerWeb for Student page to see if granted and then return to register for the course.
College Restriction	You are currently recorded as studying abroad next term. If you have changed plans, please contact the Office of Off-Campus Study. If this is not the case, notify the Registrar.
Maximum Hours Exceeded	Registration is limited to 4 credits. 5th courses must be added by add card submitted to the Registrar's Office as per the Handbook guidelines for taking a 5th course.
Repeat Hours Exceeded	Courses may not be repeated for credit.
Time Conflict with CRNxxxxx	Time conflicts are not permitted. Choose another course or re-work your schedule.
Course is not Available	Course is not offered in the coming term.
Duplicate CRN	You have accidentally entered the same CRN twice. Check and re-enter as necessary.

Appendix H - Room Attributes for Course Scheduling

DVD/CD Player, code free	Cable TV Connection
DVD/CD Player, standard	Data Port
Chairs - Tablet Arm	Lectern - Floor model
Computers MAC	Lectern - Table Top
Computers WINDOWS	Lighting Theatrical
Laserdisc Player	Microphone Stands
Lighting Adjustable	Microphones
Audio Cassette Playback	Monitor - 20"
Compact Disc (CD) Playback [through dvd player]	Monitor - 25"
16 mm Film Projection	Monitor - 27"
3/4" Video Projection	Monitor - 32"
35 mm Film Projection	Music Stands
Macintosh (MAC) Computer Projection	Projection Screen
Windows (PC) Computer Projection	Satellite Reception
DVD Projection	Satellite Reception - Russian
Laptop connection/Projection	Slide Projector
Laserdisc Projection	Television/VCR
Dual Slide Projection	Tiered Seating
Single Slide Projection	Single-standard VCR
Single Standard Projection (NTSC)	Multi-standard VCR
Multi-standard Video Projection	VCR - Tri-standard Hi-Fi
Transparency Projector (OHP)	VCR - 3/4" Video
Piano	Windows
Seminar Table(s)	Windows - Blinds
Black Chalk-board (# of feet)	Windows - Curtains
Black Chalk -Portable	Windows -Shades - Blackout
White Marker-board (# of feet)	Windows-None