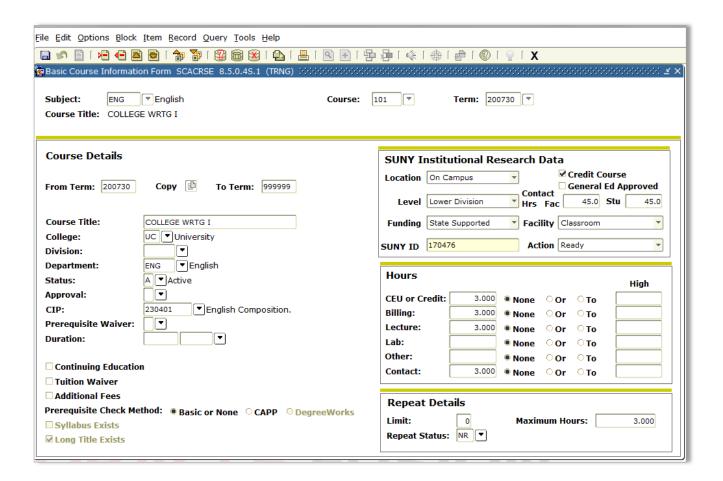# Entering the Minimum Information Necessary to Create a Course

Purpose

Basic Course Information Form (SCACRSE) is used to create and maintain the basic course catalog information for an institution. This form contains the minimum information needed to add a course into the catalog. No other catalog form can be accessed for a given course nor can sections of the course be created until the course is added to the catalog via the Basic Course Information Form.

Scenario

A three-credit hour, undergraduate lecture course entitled History of Civilization is being offered by the College of Arts and Sciences. It needs to be entered into the Banner database in order to facilitate the creation of course sections for registration in the upcoming semester. Standard Letter is the default grading mode, but students have the option to take it as Pass/Fail or Audit.

Steps

Follow these steps to enter course information.

> Note: Most fields have a down arrow that can be clicked to view the List of Values. If the values (codes) at your institution are different, please note them in the values tables because some courses created are used in other exercises.

1. Access the Basic Course Information Form (SCACRSE).

2. Establish the course identification information as follows.

> **Subject**: Hist (History)
> **Course**: (Assign a number you will remember and write it down.)
> **Term**: 200910 (or current term)

3. Perform a **Next Block** function to navigate to the Course Details window.

4. Complete the Course Details window as follows.

> **Course Title**: History of Civilization
> **College**: AS (College of Arts and Sciences)
> **Status**: A (Active)

5. Do you want to enter course duration at the catalog level? If yes, use the LOV to select an appropriate value in the **Duration** fields.

> Navigate to the Hours section and enter codes for the information in the **Low** column of the fields as follows.

> **CEU or Credit**: 3.00
> **Billing:** 3.00
> **Lecture:** 3.00

7. Navigate to the Course Level window by selecting Levels from the **Options** menu.

8. Enter the level code for Undergraduate (UG) in the **Level** field.

9. Select Grading Modes from the **Options** menu to access the Grading Mode window.

10. Enter the grading mode codes for Standard Letter (S), Pass/Fail (P), and/or Audit (A) in the **Mode** field.

11. Define the grading mode of Standard Letter as the default grading mode by selecting the Default radio button.

> Note: A default grading mode must be identified, even if only one grading mode is listed. Additional grading modes with the Not Default radio button marked indicate grading mode options.

12. Access the Schedule Type window by selecting Schedule Types from the **Options** menu.

13. Enter the schedule code for Lecture (L) in the **Schedule** field.

14. Update the **Instructional Method** field, if appropriate.

15. Click the **Save** icon.

16. If more courses are to be entered at this time, **Rollback** to clear the form and enter new information.

If not, click the **Exit** icon.