Course Catalog

Build A Solid Course Foundation
Your Presenter

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• Business Analyst
• Academic Advisement and Student Records
• Core Technology Services
Your Organization & Oracle

• Campus Solutions 9.0 Bundle 46
• PeopleTools 8.54.30
Overview

• The information contained in the course catalog provides the basis for courses offered in the class schedule. Review best practices for effective dating new and changed courses. Explore the setup values for Course Units/Hours/Count, Repeat Rules, Requirement Designation, Equivalent Course Group, Course Attributes, Offerings, Enrollment Requirement Group and more.
Agenda/Contents

Catalog Data
- New and Changed Course Effective Dating
- Inactivating a Course
- Course/Units/Hours
- Course Grading
- Repeat for Credit Rules
- Additional Course Information
- Course Attributes
- Course Topics

Offerings
- Cross-offered courses
- Courses Typically Offered
- Enrollment Requirement Groups
Catalog Data
Effective Dating

New Course

- A new course with a new courseID should be effective dated the day before enrollment begins for the first term offered.
  
  Ex: A new course for fall should be dated the day before fall enrollment begins.

- This assures the course will be available for enrollment and display on the transcript and advisement reports.

- Risk: The course could be scheduled for the term before the first term offered.
Effective Dating

Changed Course

- A change to an existing courseID should be dated the second day of the term just prior to the first term offered.
  
  Ex: a course change effective fall should be dated the second day of summer term.

- This displays the new course information as of the effective date for enrollment and on the transcript and advisement reports.

- Risk: New course information will not display in self-service until the effective date.
Inactivating a Course

Inactivating a course

- Set Status = Inactive and add minus as first character of Description.
- On advisement report, completed courses will still satisfy requirements. Course will no longer appear as an available course that could be taken to satisfy a requirement.
Inactivating a Course

Alternative inactivation

- Use this alternative when you want the course to continue to display as an available course on the advisement report.
- Add a new effective dated row and keep Status = Active
- In the title and description, put a minus as the first character
- In the long description, add a first sentence that says ‘Inactive course effective mm/dd/yyyy’ and keep the rest of the long description.
- On the offerings tab, uncheck Allow Course to be Scheduled and uncheck all the boxes in the list
Alternative Inactivation

Course ID: 007114

- Effective Date: 05/20/2011
- Status: Active
- Description: Small Business Management
- Long Course Title: Small Business Management
- Long Description: Inactive course effective 5/20/2011. This course emphasizes strategies and aspects of management that are uniquely important to small firms. Studies include the planning, organizing, implementing and controlling of a small business operation.

Course Units/Hours/Count:
- Minimum Units: 3.00
- Maximum Units: 3.00
- Last Course of Multi Term Seq: 
- Enrollment Unit Load Calc Type: Actual Units
Course Units/Hours/Count

Fulltime status with less than 12 credits enrolled

- For students who are considered full-time but not enrolled in full-time credits, Academic Progress Units may be used to obtain a full-time status in enrollment reports.
- Set minimum and maximum credits to the actual credits earned
- Set Academic Progress Units = 12 (minimum full-time)
- Set Financial Aid Progress Units = 12 (minimum full-time)
- Set Enrollment Unit Load Calc Type = Academic Progress Units
Fulltime status with less than 12 credits enrolled
Course Grading

- Set Grading Basis to the basis that is used most often for this course. This basis is used when creating the schedule.
Repeat Rules

- Check Repeat for Credit to allow a course to be repeated for credit. Set Total Units Allowed and Total Completions Allowed.
- Check Allow Multiple Enroll in Term to allow more than one enrollment in the term. This may need to be checked to schedule a course in multiple sessions of a term.
Additional Course Information

- Instructor Edit may be set to No Choice, Clas Instr, Instr/Advi
  - Clas Instr - Enter this option if you want the system to make the Instructor ID field Enrollment pages available and to prompt the user with only the Primary Instructors for the class, as defined on the Meetings page. Select this option for independent study courses or the like, for which the student can select one of several Primary instructors.
  - Instr/Advi – Enter this option if you want the instructor ID field on Enrollment pages. The system prompts the user with only the instructors available to teach this course as defined in the Instructor/Advisor table.

- Add Consent and Drop Consent
  - Consent my be required by the instructor or department using a permission number or student specific permissions.
Additional Course Information

- **Requirement Designation**
  - May be used to identify a course as general education.
  - Designation may be used in advisement requirements, displayed on the advisement report and used in class search.

- **Equivalent Course Group (ECG)**
  - Used to connect courses that are in separate course IDs
  - Create ECG at Curriculum Management>Course Catalog>Course Equivalencies.
  - Information is used in requisite checking, advisement requirements, and repeat checking.

![Additional Course Information](image-url)
Course Attributes

- Define characteristics of a course
- May be used with class search
- May be used in academic requirements
- Attributes are not institution specific
- Submit a ticket to request a new attribute

![Course Attributes Table](image)
Course Attributes

Some existing attribute values

ETRM = Effective Term
Course Topics

Description

- Unique topics may be assigned to a course.
- Topics may be used in enrollment and academic requirements.
- Override Topic Link ID allows the Topic Link ID to be edited to link course topics across effective dated rows by giving them the same topic link ID.
Course Topics

Repeat for Credit

- Individual topics may be repeated for credit by checking the Repeat for Credit box and entering Total Units Allowed and Total Completions Allowed.
## Offerings

![Image of Course Catalog Offering](image)

- **Course ID:** 034247
- **Effective Date:** 03/28/2017
- **Status:** Active
- **Description:** Fundamentals Public Speaking
- **Course Offering:**
  - *Course Offering Nbr:* 1
  - *Catalog Nbr:* 110 COMM
Cross-Offered Courses

Cross listed courses may be defined using equivalent course groups with different course IDs or cross-offered courses with the same course ID.

- Cross-offered courses have a different subject or catalog number but the course content is considered the same as in COMM 110/110H.
- Cross-offered courses have the same course ID.
- Since this is one course ID, it will prevent multiple enrollments at the time of registration.
# Cross-Offered Courses

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>034247</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>03/26/2017</td>
</tr>
<tr>
<td>Status:</td>
<td>Active</td>
</tr>
</tbody>
</table>

### Course Offering 1
- **Course Offering Nbr:** 1
- **Catalog Nbr:** 110
- **Academic Institution:** UND01
- **Academic Group:** A&AS
- **Subject Area:** COMM
- **Campus:** MAIN
- **Academic Organization:** UND-COMM
- **Course Approved:** Approved
- **Allow Course to be Scheduled:** Yes
- **Exam Only Course:** No

### Course Offering 2
- **Course Offering Nbr:** 2
- **Catalog Nbr:** 110HON
- **Academic Institution:** UND01
- **Academic Group:** A&AS
- **Subject Area:** COMM
- **Campus:** MAIN
- **Academic Organization:** UND-COMM
- **Course Approved:** Approved
- **Allow Course to be Scheduled:** Yes
- **Exam Only Course:** No
Courses Typically Offered

- Courses Typically Offered provides information in self-service browse course catalog and on advisement reports.
- Additional values may be requested in a ticket.
Enrollment Requirement Group

- The enrollment requirement group defines the requirements that need to be satisfied in order to enroll in the course.
- Enrollment requirement groups are defined at Curriculum Management>Enrollment Requirements>Enrollment Requirement Groups
Questions?
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