Catalog Review Process

Dr. James S. Allen, Associate Provost for Academic Programs Ruth O'Rourke, Assistant Tamara Workman, Director Transfer Student Services Tom Whittington, (CAPP) Degree Audit Suzanne Goad, Master Course File



Catalog

Catalog represents a SYSTEM by which we ensure academic integrity.

- The New Unit of Instruction (NUI) and Reasonable and Moderate Extension (RME) are **formal processes for approving**, implementing and maintaining academic offerings for a specified academic year.
- **Catalog year** covers an academic school year beginning with summer and concluding with the spring semester.
- Catalog (Degree Requirements) along with **Master Course File** provide a method by which we manage curriculum and verify compliance.



Catalog (Year)

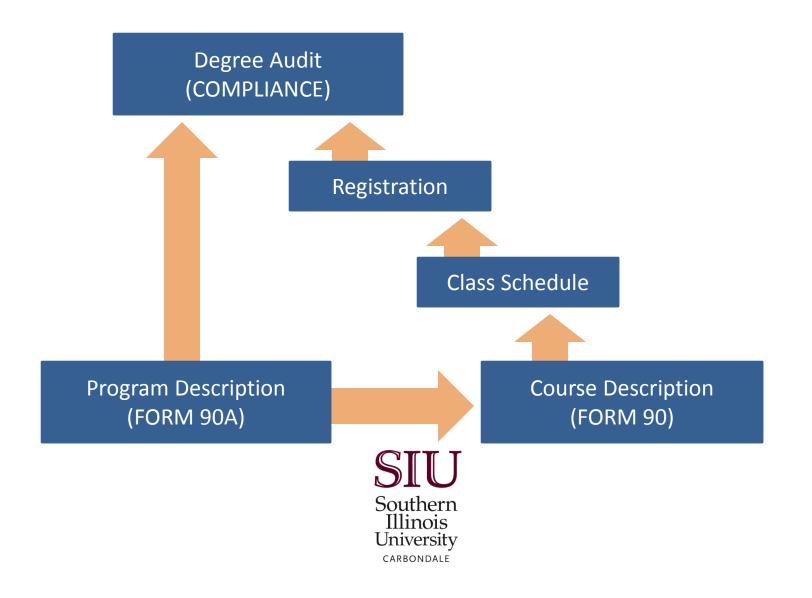
Catalog year policy **guarantees** a consistent program requirement for a period of seven years. The catalog system is dependent upon **timeline** and the common understanding of a comprehensive set of protocol supporting the review process.

Once academic offerings for a school year have been published those requirements must remain constant; representing a **contractual agreement** between the institution and the student.



OVERVIEW: Process, Forms, and Catalog

Request and Approval Process •Program Description (Form 90A) -Admission Criteria -Degree Requirements -Curricular Guide •Course Description (Form 90) •Course Specific Fee Request (Form 100) •Catalog Proofing



PROGRAM DESCRIPTION (Form 90A)

- Program Information
- Admission Criteria

Chancellor approval needed for "selective" criteria

- **Degree Requirements** (Degree Audit)
- Curricular Guide (Scheduling and Registration)
- Faculty Listing



PROGRAM DESCRIPTION (Form 90A)

- Program Information
 - Accreditation and association
 - Relevance to student career goals
- Admission Criteria
 - Separate application
 - Eligibility criteria

- Degree Requirements
 - UCC
 - Major Core
 - Specialization, Minor,
 Electives
 - General Electives
- Curricular Guide
 - Course sequence
- Faculty Listing

CATALOG PROOFING

- Program Information
 - Accreditation and association
 - Relevance to student career goals
- Admission Criteria
 - Separate application
 - Eligibility criteria

- Degree Requirements
 - UCC
 - Major Core
 - Specialization, Minor,
 Electives
 - General Electives
- Curricular Guide
 - Course sequence
- Faculty Listing

Program Description (Form 90A)

ONE (1) Package per Program

- Admission Criteria (UG)
- Degree Requirements (Degree Audit)
- Curricular Guide (Scheduling and Registration)
- Form 90, Course Descriptions needed to support changes



"Selective" Admission Criteria

I recommend your approval of the stated admission criteria which is beyond that of the University's, as provided in SIU Carbondale Admission Policies A.I.A.1. The admission criteria are below and attached as catalog copy.

All students who plan to major in Music will first be admitted as Pre-Music students provided they meet the University's admission policy. Beginning freshmen and transfer students are required to audition in person or by recording prior to admittance to the desired specialty in music. Following a successful audition, students will be granted the status of music major and be allowed to register for classes in the desired specialty.

Attachment

Approved/Denied

All applicants must satisfy standard University baccalaureate entrance requirements in order to be admitted into the University and included in the Architectural Studies applicant pool. Enrollment in the Architectural Studies program will be based upon selective admission criteria. High School graduates will be evaluated on ACT results and class rank. Transfer and change of major students will be evaluated on grade point average as calculated by Southern Illinois University Carbondale.

Southern Illinois University		N (Form 90A) g: 2013-2014 te: October 1, 2012
certification	used for requesting changes in requirements of a degree granting unit, major, minor, concentr program and miscellaneous changes of any academic program (see instructions.) All Course D o support changes described below are to be included to create a cohesive package.	•
THIS CHANGE	IS FOR (level): Drop down menu	
	reanizational Structure): ree granting academic unit (College or School) Drop down menu	
Dep	artment of Division	
Deg	ree Type (BS, MS, etc)	
Maj	or Title (include code)	
Min	or Title (include code)	
Con	centration (Graduate level only)	
Spe	cialization (Undergraduate level only)	
BRIEF SUMM	ARY OF CHANGE (Use additional page(s) if necessary):	
The mark-up extensive or o	nges: Attach a copy of legible mark-up page along with a clean copy representing those page is to be a copy of the actual catalog page(s) with legible corrections made directly on the cop complex changes, please type a new catalog copy on plain paper, double spaced, representing how requirements to be shown in the catalog.	y. In the case of
Effectiv	e term is next published catalog: 2013-2014 Early effective date require:	s Provost approval
APPROVAL:		
	Departmental Executive Officer	Date
	Dean By signing I affirm that all programs affected by these changes have been conferred with prior to	Date o approval
	Dean of Graduate School	Date
	Associate Provost for Academic Programs	Date
Director, Tra	isfer Student Services	
Program char	ges have been reviewed for application to catalog and degree audit.	Date
Catalog Form	atting: Initial and date Degree Audit:	Initial and date
DISTRIBUTION is	made after action recorded by Transfer Student Services. Master file maintained in TSS with copies returned to APAP, Dea	n, and Department.

PROGRAM DESCRIPTION (Form 90A)

Change requirements of any academic program. Due Date: **October 1, 2013**

Use new forms

The Program Description is not only used to outline academic requirements for the published catalog it is also used to build CAPP (Curriculum, Advising and Program Planning) the degree audit system.

Authority to establish and make program changes
Links degree requirement with by student catalog year

SIU	PROGRAM DESCRIPTION (Form 90A)
Sourcern Illinois University carenoal	Catalog: 2013-2014 Due Date: October 1, 2012
This form is used for requesting changes in requirements of a degree gr certification program and miscellaneous changes of any academic progr 90) needed to support changes described below are to be included to cr	ram (see instructions.) All Course Descriptions (Form
THIS CHANGE IS FOR (level): Drop down menu	
PROGRAM (Organizational Structure): Degree granting academic unit (College or School) Drop do	wn menu
Department of Division	
Degree Type (BS, MS, etc)	
Major Title (include code)	
Minor Title (include code)	
Concentration (Graduate level only)	
Specialization (Undergraduate level only)	
BRIEF SUMMARY OF CHANGE (Use additional page(s) if necessary):	
Specific changes: Attach a copy of legible mark-up page along wit The mark-up page is to be a copy of the actual catalog page(s) with legible	
extensive or complex changes, please type a new catalog copy on plain pap new program requirements to be shown in the catalog.	er, double spaced, representing how you recommend the
Effective term is next published catalog: 2013-2014	Early effective date requires Provost approval
APPROVAL:	
Departmental Evention Officer	Date
Departmental Executive Officer	Date
Dean By signing I affirm that all programs affected by these chan	Date ges have been conferred with prior to approval
Dean of Graduate School	Date
Associate Provost for Academic Programs	Date
Director, Transfer Student Services	
Program changes have been reviewed for application to catalog and degree	audit. Date
Catalog Formatting: Initial and date D	Degree Audit: Initial and date
DISTRIBUTION is made after action recorded by Transfer Student Services. Master file maintai	ned in TSS with copies returned to APAP, Dean, and Department.

PROGRAM DESCRIPTION (Form 90A)

All Course Descriptions (Form 90) needed to support changes described are attached

•Include CODES and titles

- Concentration (GS)
- •Specialization (UG)
- •Legible markup page along with new copy
- •Special Approved Admission Criteria
- •Degree Requirements
- •Curricular Guide

Confer with other programs that use your courses

An overall minimum GPA of 2.5 is required to register for the following major courses: Curriculum and Instruction 318a,b, 405a,b, 417, and 419. Students must earn a grade of C or better in CI 237 to enroll in 318a, b, and 405a, b. Curriculum and Instruction 318a,b, 395, 405a,b, and 495 may not be taken more than two times, and students must have the consent of the department to repeat these courses.

To be eligible for the internship, the student must have attained a minimum GPA of 2.5 in the major, an overall GPA of 2.5, have completed Curriculum and Instruction 227, 237, 245, 317, 318a,b 327, 337, 395, 404, and 405a,b with a grade of C or better, and have consent of the field experience instructor. A minimum of twelve semester hours of course work from one of the recommended elective areas is also required prior to enrollment in the internship.

University Core Curriculum Requirements 41	L
To include: Sociology 108; Psychology 102	
Child and Family Specialization Requirements	3
Curriculum and Instruction 227, 237, 245, 317, 318A,B,	
327, 337, 395, 402, 404, 405A,B, 417, 419, 495 47	7
Health Education 351	3
Special Education 300	3
Electives	3

Recommended for Early Childhood Program Director: The following 21 hours are required for the Illinois Director Credential: Curriculum and Instruction 418, 487; Accounting 210; English 291, Finance 270; Management 350; Social Work 383. Other recommended electives include Curriculum and Instruction 325, 421, 498h, 498Q, Psychology 303; Social Work 275.

Recommended for Child Development Specialist: Curriculum and Instruction 325, 403, 413, 498H; Rehabilitation 401, 407; Social Work 291, 275, 295, 361, 383; Special Education 425, 412, 405.

Recommended for Parent Educator: Curriculum and Instruction 325, 403, 413, 498H; Health Education 312; Psychology 306, 331; Sociology 302, 321; Social Work 275, 295, 383, 421; Special Education 425.

Recommended for Social Service Specialist: Curriculum and Instruction 498h; Psychology 301, 303, 331, 333; Speech Communication 201, 262, 383; Sociology 321, 340, 423; Women, Gender and Sexuality Studies 201, 341, 442.

Degree Requirements:

University policy - General graduation requirements

•Minimum 120 Hours

- •2.0 Grade point average
- •Residency

•Senior Institutions Hours -42 at 300-400 level

Program requirements -Minimum grade requirement

Check addition Valid courses **Readable**

Early Childhood Education Child and Family

Standard Layout for Degree Requirements

Degree, Field of Study				120 Hrs
Unive	ersity Core Curriculum (UCC)			41
	Requirements and/or suggestic	ons		
Majo	r Requirements (all majors)			79
	Major Core			
	Specialization(s)	_	42 Hours at 300-400 level	
	Major Electives			
	General Electives			

Standard Layout for Degree Requirements

B.S.	120 Hrs		
Unive	University Core Curriculum (UCC)		41
	Must include: KIN 210, PSYC102, PHIL104		
Majo	Major Requirements (all majors)		79
	KIN 201, 301,313,324,329,345,416,360,364,365,455	34	
	ACCT 210, CS 200b or ISAT 229, ECON 240, MGMT 208 or EPSY 402, MGMT 304, MKTG 304, PSYC323, SPCM 280	27	
Electives (Major and/or General)		18	

📶 Most visited. 📋 detting planted. 📶 Latest neadimes. 📋 Order Comminiation.

FIRST YEAR	FALL	SPRING
ENGL 101,102	3	3
MATH 120/CI 120, SPCM 101		3
UCOL 101, Fine Arts		3
Science G II, MATH 220/CI 220	3	3
PSYC 102, Science G I	3	3
HIST 110/POLS 114		3
Total	15	18
SECOND YEAR	FALL	SPRING
Human Health, CI 317	2	3
Core Humanities, CI 245		3
Multicultural, HED 351	3	3
CI 227, 325	3	3
CI 237, SPED 300		3
EDUC 210, Humanities		3
Total	17	18
THIRD YEAR	FALL	SPRING
THIRD YEAR CI 318A, 313		SPRING 4
	2	
CI 318A, 313 CI 318B, 405	2	4
CI 318A, 313 CI 318B, 405 CI 337, 405B	2 1 3	4 2
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419	2 1 3 3	4 2 2
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413	2 1 3 3 3	4 2 2 3
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419	2 1 3 3 3 3	4 2 2 3 3
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413	2 1 3 3 3 3 3 3 3	4 2 3 3 3
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413 EDUC 213 (312)	2 	4 2 3 3 3 1
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413 EDUC 213 (312) Total	2 	4 2 3 3 3 1 18
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413 EDUC 213 (312) Total	2 	4 2 3 3 3 1 18 SPRING
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413 EDUC 213 (312) Total FOURTH YEAR CI 429, EDUC 401.	2 3 3 3 3 3 3 15 FALL 3 3	4 2 3 3 3 1 18 SPRING
CI 318A, 313 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413 EDUC 213 (312) <i>Total</i> FOURTH YEAR CI 429, EDUC 401 CI 430	2 3 3 3 3 3 3 15 FALL 3 3 3 3 3	4 2 3 3 3 1 18 SPRING
CI 318A, 313 CI 318B, 405 CI 318B, 405 CI 337, 405B CI 404, 419 CI 324, SPED 413 CI 435, 413 EDUC 213 (312) Total FOURTH YEAR CI 429, EDUC 401 CI 430 CI 418	2 3 3 3 3 3 15 FALL 3 3 3 3 3 3	4 2 3 3 3 1 18 SPRING

EARLY CHILDHOOD MAJOR – CHILD AND FAMILY SERVICES SPECIALIZATION

The child and family services specialization offers preparation leading to a variety of positions involving work with children and families in early childhood programs and social services agencies. Such positions may include: administrator and/or

CURRICULAR GUIDE *Guides Registration*

12-18 Hrs Semester (4 Year plan)

Be specific with required courses (MATH120, PSYC 102, HIST110/POLS114)

Prerequisites Limited scheduling Consistent labeling

Check addition Valid courses/hours

Consult with the Academic Advisor

SULF Southern Billingia Southern Billingia S				
COURSE: 5 char. limit 5 char. limit				
Subject Area Code Number Full Title Short title will appear on class schedules and transcripts				
HOURS: Fixed Hour OR Variable Hours To Per Term				
REPEATABLE: No Yes → Max hours per term: Max hours toward degree:				
DESCRIPTION: Catalog description including restrictions and prerequisites as you wish it to appear in catalog. Recommend maximum 630 characters (Approximately 100-123 words).				
Remove limit.				
GRADE MODE: Standard/Normal (A, B, C, D, F) Default Other: Drop down list provided				
FOR GRADUATE CREDIT? (400-level courses only)				
PREREQUISITES: Requiring Minimum Grade of:				
CO-REQUISITE COURSE (concurrent enrollment): Required Allowed				
EQUIVALENT COURSE (internal): Use for course number changes (insert old course number) Modifying a course number and defining an internal equivalent will prevent students from receiving credit for both the old course and the new course.				
CROSSLIST WITH ANOTHER COURE(S)? NO YES Crosslist with:				
Crossilisting courses allows for separate registrations but common schedule if desired.				
DEGREE ATTRIBUTE: UHON IAI Course: UCC Area 1:				
Additional degree attributes (other than major) require approval through University Core Curriculum Area 2:				
Effective Term of next published catalog: 2013-2014 Early effective date requires Provost approval				
Department Chair/Director Date UCC Director Date (for University Core Curriculum)				
Curriculum Committee Chair Date Dean, Graduate School Date (for 400-600 level course)				
Appropriate Dean Date Associate Provost for Academic Affairs Date				
Course Description (SCACRSE) Updated: Initial and Date				
Transfer Student Services is office of record for Master Course File. Upon completion of update, all forms can be viewed on Banner form SCACRSE Course Description in Xtender by typing in course prefix and number, leaving term field blank.				

FORM 90 Course Description (Master Course File) Due: October 1, 2013

Forms are signed by the department Chair and college Dean, then sent to the Associate Provost for Academic Affairs for approval *May also require UCC Director or GS Dean approval*

•Syllabus

•ADD (for next term)

DROP – end dated spring

•Subject/Number have

character limits

- •Description no limit
- •Grade Mode all used must be described

Stuthern Blinois University CAISONDALE ADD Fully Developed Syllabus Required New course will be added to the matter course life for the following term upon receipt of approved ocurse file by end-dating them for the uping term, making them unavailable for scheduling during the	COURSE DESCRIPTION (Form 90) Catalog: 2013-2014 Date Due: October 1, 2012 MODIFY MCOFFICE, IS long as registration has not yet opened for that term. Courses are dropped from the master subsequent summer term.				
COURSE: 5 char. limit 5 char. limit Full Titk Subject Area Code Number Full Titk Short title will appear on class schedules and transcrip	·				
HOURS: Fixed Hour OR Variable Hours	To Per Term				
REPEATABLE: NO Yes → Max hours per term	n: Max hours toward degree:				
DESCRIPTION: Catalog description including restrictions and prerequisites (Recommend maximum 630 characters (Approximately 100-					
Remove limit.					
GRADE MODE: Standard/Normal (A, B, C, D, F) Default O	ther: Drop down list provided				
FOR GRADUATE CREDIT? (400-level courses only)	(ES → Requires Dean of Graduate School Approval				
PREREQUISITES: Requiring Minimum Grade of: CO-REQUISITE COURSE (concurrent enrollment): Require an over-ride to facilitate registration Allowed					
EQUIVALENT COURSE (internal): Use for course number changes (insert old course number) Modifying a course number and defining an internal equivalent will prevent students from receiving credit for both the old course and the new course. Add a new course to give student's the option of receiving credit for both courses.					
CROSSLIST WITH ANOTHER COURE(S)? NO YES (Crosslisting courses allows for separate registrations but common schedule if desired.	Crosslist with:				
DEGREE ATTRIBUTE: UHON IAI Course:	UCC Area 1:				
Additional degree attributes (other than major) require approval through University C	ore Curriculum Area 2:				
Effective Term of next published catalog: 2013-2014	Early effective date requires Provost approval				
Department Chair/Director Date	UCC Director Date (for University Core Curriculum)				
Curriculum Committee Chair Date	Dean, Graduate School Date (for 400-600 level course)				
Appropriate Dean Date	Associate Provost for Academic Affairs Date				
Course Description (SCACRSE) Updated: Initial a Transfer Student Services is office of record for Master Course File. Upon completion Description in Xtender by typing in course prefix and number, leaving term field blank	of update, all forms can be viewed on Banner form SCACRSE Course				
DISTRIBUTION is made after action recorded by Transfer Student Services (TSS). Cop	ies to: TSS (original); Office of Provost & VC, Dean, and Department.				

Continued ...

Is the course repeatable toward degree?

Maximum Hours per Term/Degree?

Graduate credit on 400 level Undergraduate course: •System recognizes 100-400 level courses as Undergraduate •500-600 level courses as Graduate

Recommend defining separate courses and crosslisting

SULT Southern Himois University CATEDRULE ADD Fully Developed Syllabus Required New course will be added to the matter course file for the following term upon receipt of approved of course file by end-dating them for the spring term, making them unavailable for scheduling during the	COURSE DESCRIPTION (Form 90) Catalog: 2013-2014 Date Due: October 1, 2012 DROP MODIFY Motifation, as long as registration has not yet opened for that term. Courses are dropped from the matter subsequent summer term.			
COURSE: 5 char. limit Subject Area Code Number Full Title				
Short title will appear on class schedules and transcrip	ots			
HOURS: Fixed Hour OR Variable Hours	Short Title (24 characters) To Per Term			
REPEATABLE: No Yes → Max hours per term	n: Max hours toward degree:			
DESCRIPTION: Catalog description including restrictions and prerequisites (Recommend maximum 630 characters (Approximately 100-				
Remove limit.				
GRADE MODE: Standard/Normal (A, B, C, D, F) Default O	ther: Drop down list provided			
FOR GRADUATE CREDIT? (400-level courses only) NO	YES → Requires Dean of Graduate School Approval			
PREREQUISITES:	Requiring Minimum Grade of:			
CO-REQUISITE COURSE (concurrent enrollment):	Required Allowed			
To require concurrent enrollment in another course(s) will require an over-ride to fac				
EQUIVALENT COURSE (internal): Modifying a course number and defining an internal equivalent will prevent students course to give student's the option of receiving credit for both courses.	Use for course number changes (Insert old course number) from receiving credit for both the old course and the new course. Add a new			
	Crosslist with:			
Crossilisting courses allows for separate registrations but common schedule if desired.				
DEGREE ATTRIBUTE: UHON IAI Course:	UCC Area 1:			
Additional degree attributes (other than major) require approval through University C	iore Curriculum Area 2:			
Effective Term of next published catalog: 2013-2014	Early effective date requires Provost approval			
Department Chair/Director Date	UCC Director Date (for University Core Curriculum)			
Curriculum Committee Chair Date	Dean, Graduate School Date			
Carricalan Committee Chair Date	(for 400-600 level course)			
Appropriate Dean Date	Associate Provost for Academic Affairs Date			
Course Description (SCACRSE) Updated: Initial and Date				
Transfer Student Services is office of record for Master Course File. Upon completion of update, all forms can be viewed on Banner form SCACRSE Course Description in Xtender by typing in course prefix and number, leaving term field blank.				
DISTRIBUTION is made after action recorded by Transfer Student Services (TSS). Cop	ies to: TSS (original); Office of Provost & VC, Dean, and Department.			

Continued...

- Pre/Co-Requisites
 -Required
 - -Allowed
- •Internal equivalent (number

change)

- •Crosslisting
- •Degree attributes require additional approval

Forms can be viewed from SCACRSE or SCADETL in Banner!

CHANGE COURSE NUMBER

Do this with a **MODIFY** action if the old number will be defined as an internal equivalent.

Student **cannot** receive credit for both courses: *Current students receive credit under old number and new students receive credit under new number.*

If there is a possibility that students will take both the old and the new course an ADD and DROP action will be needed.

Be careful about dropping courses that may be needed for continuing students or teach-out.

Stuffern Illinois University CATORNAL Regulates with be added to the master course life for the following term upon models of opported in the fire by end-dating them for the spring term, making them unavailable for scheduling during them	COURSE DESCRIPTION (Form 9) Catalog: 2013-201 Late Due: October 1, 2012 DROI Bencfetter, Lang a mettration has not yet opened for the arm. Course are dropped from the matter andregated sub- term.			
COURSE: 5 char. limit 5 char. limit Full Title Subject Area Code Number Full Title Short title will appear on class schedules and transcrip HOURS: Fixed Hour OR REPEATABLE: No Yes → Max hours per terr DESCRIPTION: Catalog description including restrictions and prerequisites Recommend maximum 650 characters (Approximately 100)	s vou wish it to appear in catalog.			
lemove limit.				
GRAD. ODE: Standard/Normal (A, B, C, D, F) Default O	Drop down list provided			
FOR GRAD € CREDIT? (400-level courses only) NO YES → Requires Dean of Graduate School Approval PREREQUISITES. Requiring Minimum Grade of:				
CROSSLIST WITH ANOTHER COURE(S)? NO YES Crossilisting courses allows for separate registrations but common schedule if desired	Crosslist with:			
	UCC Area 1:			
Additional degree attributes (other than major) require approval through University (Core Curriculum Area 2:			
Effective Term of next published catalog: 2013-2014	Early effective date requires Provost approval			
Department Chair/Director Date	UCC Director Date (for University Core Curriculum)			
Curriculum Committee Chair Date	Dean, Graduate School Date (for 400-600 level course)			
Appropriate Dean Date	Associate Provost for Academic Affairs Date			
Course Description (SCACRSE) Updated: Initial a Transfer Student Services is office of record for Master Course File. Upon completion Description in Xtender by typing in course prefix and number, leaving term field blan				
DISTRIBUTION is made after action recorded by Transfer Student Services (TSS). Co	pies to: TSS (original); Office of Provost & VC, Dean, and Department.			

🕌 Oracle Fusion Middleware F	orms Services: Open > SCACRSE							
File Edit Options Block	Item Record Query Tools Help	\frown						OR/
🔲 🔊 📋 i 🗚 🖨 🛎) 🖻 🏠 🍞 💱 📾 😣 💁 2	🖳 I 💽 🖬 I 🖅		1 🔐 I 🐨	Ι 🚽 Γ Χ			
🗑 Basic Course Informatio	on SCACRSE 8.5.3.1 (PROD) (2000)							
Subject: ENGL Course Title: English	English Composition I	Course:	101	Term: <mark>2</mark>	01340			
Course Details			S	CA	CR.	SE		
From Term: 201140	Сору 🕒	To Term:	999999					
Course Title:	English Composition I		Hours					
College:	LA Liberal Arts		nours					High
Division:			CEU or Credit:	3.000	None	© Or	🔍 То	
Department:	ENGL English		Billing:	3.000	None	⊖ Or	⊙То	
Status:	A Active		Lecture:	3.000	None	○ Or	⊙То	
Approval:	A Approved		Lab:		None	0 Or	⊙То	
CIP:	230101 English Language and	Literatu	Other:		None	⊖ Or	⊖ To	
Prerequisite Waiver:			Contact:	3.000	None	⊖ Or	⊙То	
Duration:								
Continuing Educatio	n		Repeat Deta	ils				
□Tuition Waiver			Limit:		Maximu	m Hours		
Additional Fees			Repeat Status:		Tuxini			
Prerequisite Check Me	thod: 💿 Basic or None 🔍 CAPP 🔍 I	DegreeWorks	Repear Status.					
Syllabus Exists								
21	rm, press DUP REC or COPY to update cours	se data.						
Record: 1/1	<0							

Gracle Fusion Middleware Forms Services: Open > SCADETL	
Eile Edit Options Block Item Record Query Tools Help	OR
(🖬 🖉 🖹 № 🖷 🖻 🎓 🍞 🕲 📾 😒 ♠ ₽ № 🗗 № 🍋	<u>ωτγ</u> ίχ
🙀 Course Detail Information SCADETL 8.2.1 (PROD) 000000000000000000000000000000000000	********************************
Subject: English Course: 101 Total Course Title: English Composition I English Composition I English Composition I English Composition I	Term: 9999999
Corequisites and E Fee Codes Degree Attributes Transfer Institutions Supplemental Data Cours	e Description Course Text Integration
Course Description From Term: 201140 Maintenance To Term: 9999999	
recognition and deployment of strategies and processional writing, including products in various contexts and for various purposes. Class discussion and readings focus on the function and scope of professional and personal literacy.	ADETL
Course description.	
Record: 1/1	

Admis	sions Criteria a	bove that of the \times s	U Southern Illinois Univer	sity - UDC × Oracle Fusion Middlew	vare Forms Serv $ imes$	Applicatio	onXtender Web Access .NET 🛛 🗶 🕂			
•) 🛛	imaging.eis. si	edu /appxtender/isubmi	itquery.aspx?DSN=PROD8	&AppName=B-S-SECT&COURSE NUMBER=23	2&SUBJECT=IST&Cr	edentials=28:3	3534E8E86D1C5ED387A1EDBAE711EFC	F891FD2D785F26B141C0007; 🏹	ר פ 🕄 🚼 ד Google ב	
le f	Edit View	Options Help								
2 [1 🐘 🖻									
ery	Results for	Application ID 🗸 🗸	JECT.							
	Do	cument 1 - 10 of 13								
	SUBJECT	COURSE NUMBER	DOCUMENT TYPE	COURSE TITLE	1 RM CODE	SECTION	COURSE REFERENCE NUMBER	ROUTING STATUS	ACTIVITY DATE	
	IST	232	FORM 90'S	SYSTEMS ANALYSIS & DES TOOLS	201310				2012-10-30 13:01:44	
	IST	232	FORM 90'S	SYSTEM ANALYSIS & DES TOOLS	201/40				2011-10-10 16:03:23	
1	IST	232	FORM 90'S	SYSTEMS ANALYSIS/DESIGN TOOLS	200540				2011-09-16 13:12:16	
	IST	232	GRADE SHEET		200720				2010-09-24 15:58:03	
	IST	232	CRADE SHEET		200620				2010-08-30 10:53:50	
	IST	232	GRADE SHEET		200820				2010-08-02 11:42:22	
	IST	232	GRADE SHEET		200760				2010-07-15 10:56:22	
		232	GRADE SHEET		200660				2010-07-06 12:20:09	
	IST				200520				2010-06-14 16:03:06	
	IST IST	232	GRADE SHEET		200520				2010 00 11 10:00:00	

Document Manager in Xtender

Form 90's are scanned and indexed to the Banner course forms and available for view by anyone who has access. Document Type is FORM 90'S there is also an ACTIVITY DATE to help identify documentation.

Requesting VIEW access to Banner course screens can be requested from SIS.SIU.EDU

SIU Southern Illinois University

STUDENT INFORMATION SYSTEM

UNIFIED DIGITAL CAMPUS



Welcome!

The Student Information System (SIS) team, a sub-unit of <u>Information Technology</u>, manages all aspects of the student information system including system administration, application development, upgrades, system integration, reporting, etc. The unit supports students, administrative staff, and faculty by providing them with technology and systems to manage the entire student life cycle.

The underlying student information system is based on Ellucian's Banner product. The Student and Financial Aid modules provide the backbone for the Banner implementation at SIUC. Many other supported products have been integrated with Banner to make up the SIS. We invite you to check out our "What Is?" link above for more information.

Having trouble accessing our products? Please read our FAQ's regarding access and issues you may have.

LOGIN QUICKLINKS

Applications Manager (Appworx) Argos BDMS (Xtender) Bolt-On Eprint INB (Banner) ODS/EDW Metadata SalukiNet Workflow

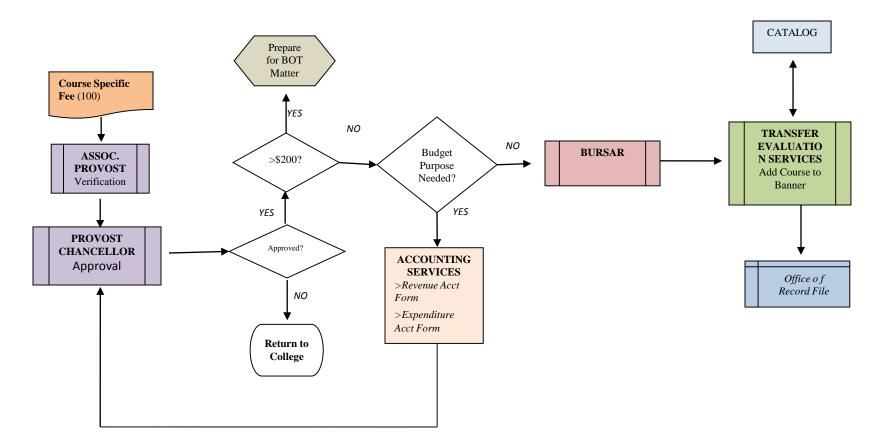
DAWG Tag Lookup

- Reset INB Password
- Security Request System

Request VIEW Access to the Banner Course Forms

COURSE SPECIFIC FEE (Form 100)

Course Description with Course Specific Fee



Southern" IIIIngis Uriversity Carbondale	*Legislativ Request to Initiate, Mo Southern Illing	e Specific Fee Reques re Audit Commission dify or Drop a Course pis University Carbono nerly Form 100)	Specific F	ee		
	ate (New Fee)** etailed Fee Request Justif	Modify** fication <u>MUST</u> be atta	ched - see	\sim	Drop	
2. Name of College:						
3. Department Abbreviation and	Course Number:					
4. Course Title:						
5. Fee Title:						
6. Current Fee Amount:	Curren	t Fee Effective Date:				
7. Proposed Fee Amount:	0	Per Course Registra	tion - OR	R- 0	Per Cre	edit Hour
	0	Bursar Assessed Fee	- OR-	0	Manual Fee	lly Assessed
8. Account Information (Attach a	a Request for New Budge	t Purpose Form for ea	ch New A	ccount Ne	eded - s	see instructions):
Revenue Budget Purpose Numb	Der: De	epartment Activity 1 C	iode:		Revei	nue Object Code:
Banner Code 9. Catalog Description (Modifica		-		dget Purp ription):	ose Nun	nber:
10. Approval Signatures:	Detailed Fee Reques	t Justification MUST	be attache	ed - see pa	age 2.	
Department Chair:				D	ate:	
Dean:				D	ate:	
Dean, Graduate School: (If course is 400-level or above				D	ate:	
Provost and Vice Chancellor:				D	ate:	
For Enrollment Management Of	fice Use ONLY: Please init	ial and date, then for	ward.			
Transfer Evaluation Services: Ir	iitials:	Date:	E	ffective S	emester	r/Year:
Bursar: Ir	iitials:	Date:	1)	to be dete	rmined	by the Registrar's Offic
Registrar: Ir	itials:	Date:				
PVC 0101 06/10	Clear Form		Print	Form		Page

LAC* COURSE SPECIFIC FEE **REQUEST (Form 100) Received by Mid-October** Forms are signed by the department Chair and college Dean, then sent to the Associate Provost for Academic Affairs for their recommendation to the Provost & Vice Chancellor. The Provost and Vice Chancellor reviews, possibly makes changes and prepares their recommendation to the Chancellor by end of December or early January. The Chancellor reviews and ultimately provides approval of the "final" list. *Legislative Audit Commission provides guidelines for course related fee assessment.

LAC* Course Specific Fee Request *Legislative Audit Commission Request to Initiate, Modify or Drop a Course Specific Fee Carbondalc (formerly Form 100)
1. Check One: O Initiate (New Fee)** O Modify** O Drop **Detailed Fee Request Justification <u>MUST</u> be attached - see page 2.
2. Name of College:
3. Department Abbreviation and Course Number:
4. Course Title:
5. Fee Title:
6. Current Fee Amount: Current Fee Effective Date:
7. Proposed Fee Amount: O Per Course Registration - OR - O Per Credit Hour
O Bursar Assessed Fee - OR- O Fee
8. Account Information (Attach a Request for New Budget Purpose Form for each New Account Needed - see instructions):
Revenue Budget Purpose Number: Department Activity 1 Code: Revenue Object Code:
Banner Code: Expenditure Budget Purpose Number:
9. Catalog Description (Modification Requests, attach a copy of the current catalog description):
10. Approval Signatures: Detailed Fee Request Justification <u>MUST</u> be attached - see page 2.
Department Chair: Date:
Dean: Date:
Dean, Graduate School: Date:
Provost and Vice Chancellor: Date:
For Enrollment Management Office Use ONLY: Please initial and date, then forward.
Transfer Evaluation Services: Initials: Date: Effective Semester/Year.
Bursar: Initials: Date: (to be determined by the Registrar's Office)
Registrar: Initials: Date:
PVC 0101 Clear Form Print Form Page 1

COURSE SPECIFIC FEE REQUEST (Form 100)

Is used to ADD*, MODIFY, and DROP a course fee.

Justification statement needed for all course fee actions.

Accounting information needed for all:

•Revenue Budget Purpose (BP) number and Object Code

Revenue Account Form

•Expenditure Budget Purpose (BP) number

Expenditure Account Form

*Requires Course Description (Form 90 w/master syllabus)

Fees over \$200 require Board of *Trustees approval*

Overview of Catalog Defined Controls

- Course Description
- •Special Approvals (Schedule)
- •Registration Overrides



🕌 Oracle Developer Forms	Runtime - Web	: Open > SCACRSE							
Eile Edit Options Block Item Record Query Tools Help									
🛯 🖉 📄 🛯 🗢 🗟 🖢 🛯 🎓 🕼 🕲 📾 😫 🛯 😓 🛛 🔜 📓 🖬 🕼 🖉 🖓 👘 🖉 🖉 🖉 🖉									
🙀 Basic Course Informatic	on SCACRSE 7.	3 (PROD) 000000000000000000000000000000000000						000000000000 ⊻ ×	
Subject: CHEM Course Title: Disserta		nd Biochemistry C	ourse: 6	00	Term: 2010)20 🛡			
Course Details									
From Term: 201020		Сору 🖹 Т	o Term: 9	99999	Hours (1.000 t 3.000 F 2.000 c				
Course Title:	Dissertation			Hours			2.000 or 3.000 Fixed choice		
College:)			Low	Or/To	High		
Division:				CEU or Credit:	1.000	то	12.000		
Department:		emistry And Biochemistry		Billing:	1.000	то	12.000		
Status:	A 🛡 Active			Lecture:	1.000	то	12.000		
Approval:	A Approve	d		Lab:					
CIP:	400501	REPEAT DETAILS		Other:					
Prerequisite Waiver:		(PROGRAM)		Contact:	1.000	то	12.000		
Duration: Continuing Education Tuition Waiver Additional Fees CAPP Areas for Prer Syllabus Exists Long Title Exists		CHEM 600 is repeatable within the term (semester) up to 12 hours. A maximum of 30 hours can be used toward the degree.		Repeat Deta Limit: M Repeat Status:	aximum Ho	urs:	30.000		

Oracle Developer Forms Runtime - Web: Open > SCACRSE Eile Edit Options Block Item Record Query Tools Help Image: Imag	
Subject: IST Info Systems Technologies Course: Course Title: Database Concepts & Apps Info Systems Technologies Course: Course Level SCACRSE 8.2.1 (PROD) Info Systems Technologies Info Systems Technologies Info Systems Technologies	Level Code Validation (STVLEVL) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
From Term: 192020 Copy E To Term: 999999 CEU Undergraduate E	PL, UG
Choices in list: 8 Record: 1/1 LAW 600-699 = DR, GR LAW 600-699 = PL	

🕌 Oracle Developer Forms Runtin	ne - Web: Open > SCACR	RSE	
<u>File Edit Options Block Item</u>	Record Query Tools H	delb	
ا 💆 🛋 🕩 🛋 ا 🖺 🗞	🎓 🐌 i 🕅 📾 🕱 i	🔁 📇 💽 💽 🌾 🚸 🚈 י	🕼 [💡 [X
Basic Course Information SCA			<u>.</u>
Subject: IST 💽 Info	o Systems Technologies	Course: 234 🔳	Term: 200960 💌
Course Title: Database Con	cepts & Apps		
gGrading Mode SCACRSE 8.2.1	(PROD)	Grading Mode Code Validation (STVGMOD)
		Find %	
From Term: 192020	Сору 🕒	Code Description	ACTIVITY DATE
		C Credit/No Credit	29-MAY-2007
Grade Mode Descriptio	n Default	D Letter grade/Deferred I Satisfactory/Unsat./Incomplete	07-JUN-2007 29-MAY-2007
		L PL/Grad class PL cred No GPA	10.10.0007
Standard/Normal	۰	N Standard/Normal	GRADE MODE default
	•	P Pass/Fail	
	•	R Standard/Normal/PR T Transfer Credit	Standard/Normal
	•	U Satisfactory/Unsat./Deferred	
	•		
	•		S/U/INC used when t
	•		S/U/INC used when t
	•		to be completed with
	•		
	•	(Eind)	- S/U/DEF used when t
	•		
	•	•	expected to be compl
	•	•	term.
	•	•	
	•	•	
Choices in list: 9	Luci nu i		If a course registration
Record: 1/1	List of Valu	<08C>	other types of grades

is

e class is intended n the term. ne class is not eted within the

may also expect that mode must also be defined

▲ Oracle Developer Forms Runtime - Web: Open > SCADETL				
<u> Eile Edit Options Block Item Record Query Tools Help</u>				
🔲 🖉 🗎 🔛 🔁 🖬 🐨 👘 🖓 📾 🖗 🖬 🖳 🖳 🖳) 🕒 (<	🖌 🍚 🕲 🖶 🔆		
g Course Detail Information SCADETL 8.2.1 (PROD)				ЗX
	Dearee P	rogram Attribute Validation (STVATTR))	⊲ ×Ì
Subject: IST Thfo Systems Technologies 🛛			, , , , , , , , , , , , , , , , , , , ,	
Course Title: Database Concepts & Apps	Find %			
course rate. Database concepts a Apps				
	Code	Description	ACTIVITY DATE	
Corequisites and E Fee Codes Degree Attributes Transfer Instit		Advanced UCC Course	23-JUL-2007	tners
	CR IAI	Continuing Rsrch (601) Course Illinois Articulation Initiatv	17-NOV-2008	
Degree Attributes	LVS	Law Visiting Student Program	23-JUL-2007 10-AUG-2009	
From Term: 200960 Maintenance	OFF	Regular Off-Campus Course	23-DEC-2008	
	REM	Remedial	17-NOV-2006	
Attribute Description	SRHR	Senior Institution Credit	23-JUL-2007	
	TS	Travel Study Course	17-NOV-2008	
	UC1A	UCC - Area 1 - Composition	13-FEB-2009	
	UC1B	UCC - Area 1 - Mathematics	13-FEB-2009	
	UC1C UC2A	UCC - Area 1 - Speech UCC - Area 2 - Fine Arts	13-FEB-2009 13-FEB-2009	
	UC2B	UCC - Area 2 - Fine Arcs UCC - Area 2 - Human Health	13-FEB-2009	
	UC2C	UCC - Area 2 - Humanities	13-FEB-2009	
	C2D	UCC - Area 2 - Science Group 1	13-FEB-2009	
DEGREE ATTRIBUTES	C2E	UCC - Area 2 - Science Group 2	13-FEB-2009	
Jsed to identify categories of degree	C2F	UCC - Area 2 - Social Science	13-FEB-2009	
bed to identify categories of degree	C3A	UCC - Area 3 - Multicultural	13-FEB-2009	
equirements	C3B CC	UCC - Area 3 - Interdiscipline University Core Curriculum	13-FEB-2009 17-NOV-2006	
· · ·		University Honors Program	06-MAR-2008	
IAI – Illinois Articulation Initiative	1014	childes in the state of the sta		
UHON – University Honors Program				
onon – oniversity honors Program				
UCC – University Core Curriculum				
•				
SRHR – Senior Institution Hours				
			<u>Cancel</u>	

Pre-Requisites, Co-Requisites and Restrictions

Pre-Requisites - course(s) credit required to support registration.

MATH 108 Pre-requisite for MATH 109

Co-Requisites - course(s) that are required to accompany registration, what was previously referred to as "Concurrent Enrollment."

CHEM 200 requires Co-requisites: CHEM 201 and CHEM202

Example of Common Error

The following example has been used to illustrate a common error seen throughout the catalog: the presentation of a restriction as a prerequisite.

395-3 Honors. Great ideas and works of history, with discussion of conflicting interpretation of major historical problems. Prerequisite: junior standing and consent of department. Restricted to junior standing. Special approval needed from the department.



Defining and Building Rules for Pre-Requisites

451A-3 Biochemistry. (Same as Biochemistry 451A and Molecular Biology, Microbiology and Biochemistry 451A) Chemistry and function of amino acids, proteins, and enzymes; enzyme kinetics; chemistry, function and metabolism of carbohydrates; citric acid cycle; electron transport and oxidative phosphorylation. Three lectures per week. Must be taken in A,B sequence. Prerequisite: **one year of organic chemistry**.

Banner requires that "one year of organic chemistry" be indicated **CHEM 340** and **CHEM 342** in order for pre-requisite checking and degree audit.



Pre-Requisite Rules: Minimum Grade Defaults

- •400 level and below default is D
- •500 and above default is C
- •LAW minimum grade is 1.3

We are currently unable to offer Grade Point Average calculations on groups of courses.



Example of Pre-requisite and Restriction

334-3 Database Processing. This course is designed to provide students with an understanding of advanced database processing concepts and various database management systems. Topics will include data modeling, database design, database implementation using a relational database management system, database administration, and distributed processing. A grade of C or better is required. **Prerequisite: IST 234** or equivalent with minimum grade of C. **Restricted to IST majors**.



Co-Requisites, or "Concurrent Enrollment"

101-3 DC-AC Circuit Analysis. This course covers the theory and application of passive DC and AC circuits presented in a comprehensive manner using qualitative and quantitative methods. Theoretical topics such as Ohm's Law and Kirchhoff's Law are applied to analyze DC and AC circuits. **Co-requisites: EST 111 and MATH 125.**

If the course allows concurrent enrollment in the pre-requisite the allowance can be indicated in the course rules in Banner

226-2 Clinical Applications in Athletic Training. This course is designed to familiarize the beginning athletic training student with all aspects of prophylactic taping, wrapping and use of braces for athletic training injuries. In addition, within the course students will be presented with basic skills, such as: splinting, taping, record keeping, wound care, measurement of vital signs, and illness assessment. Fee: \$50 **Prerequisite: KIN 225 or concurrent enrollment in KIN 225.**



Controls set by Scheduling on the **section number** (CRN) and replaces "controlled enrollment." Students will receive one of two error messages during registration when a special approval (SA) is needed. SA-Departmental Approval

SA-Instructor Approval

Special Approval course require a registration override every time.



SPECIAL APPROVALS - Section Level by Scheduling

An email from the Department Chair or established designee must be sent to the Scheduling office (<u>mwill@siu.edu</u>) **each semester** identifying all courses needing special approval coding and the type of approval. Although there are many types of special approval options listed Scheduling utilizes only three; advisor, department, and instructor.



REGISTRATION OVERRIDES

Registration overrides can be performed by:
Instructor of record in Self Service Banner.
Academic Advisor in INB.

Make sure permission is obtained prior to making the override and keep the documentation in the student's file in case there is a question at a later date.



REGISTRATION OVERRIDES

CAPACITY – Classroom capacity (closed class)
CLASS – Classification restriction (FR, SO, JR, SR)
COLLEGE – Restricted to specific college
DEGREE – Restricted to specific degree (BFA, MA, PhD, etc.)
LEVEL – Only used by Law School
FIELD OF STUDY – Restricted to specific major (FIN, PSYC, etc.)
PROGRAM – Restricted to specific program (EH-BS-MATH)

TIME – Time conflict created by time overlap of two courses



Catalog Review Timeline

Academic (Academic (Catalog) Year: Summer - Spring											
				Spring Registration Opens				Summer	Summer/Fall Registration Opens			
		Conclude previous s	review from pring	Changes Due Oct. 1	L COTOLOO CHONOPS DIOCPSSPO E BERLIN CATALOR LEV				view for next year			
					Catalog Proofing/Prepare for publishing				Catalog Published Mar. 1			
JUN	JUL	AUG	SEP	ост	NOV	DEC	JAN	FEB	MAR	APR	ΜΑΥ	

Spring Semester	Curriculum committees begin program review
August - September	Curriculum committees conclude review and submit changes
October 1	Changes are received by Associate Provost for Academic Programs
Mid-November	Catalog proof pages are sent to units for final review and minor text corrections
December	Proof pages returned to Registrar's Office
January-February	Catalog proofed and prepared for electronic publication
March 1	Electronic copy of catalog published in support of summer/fall registration opening in mid-March

Thank you for your time and consideration!

