OVERVIEW: Process, Forms, and Catalog

Request and Approval Process

• Program Description (Form 90A)
  Degree Requirements
  Program Selection Criteria

• Course Description (Form 90)

• Controls (course and schedule level)
Southern Illinois University Carbondale

Degree Audit (COMPLIANCE)

Registration

Class Schedule

Program Description (FORM 90A)

Course Description (FORM 90)
PROGRAM DESCRIPTION (Form 90A)

Change requirements of any academic program.
Due Date: October 1, 2016

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
**PROGRAM DESCRIPTION (Form 90A) Updating**

- **Text** (program front matter)
- **Degree Requirements**
- **Suggested Curricular Guide**
- Attach all Course Descriptions (Form 90) needed to support changes

- Include CODES and titles
- Concentration (GS)
- Specialization (UG)
- Brief description of what is changing
- **Legible markup page(s)**
  - Photocopy preferred
  - Correct catalog

Confer with other programs that use your courses
Degree Requirements:
University policy - General graduation requirements
Used to build Degree Audit

Review checks for compliance in all relevant policy matters

- Minimum 120 Hours
- 2.0 Grade point average
- Residency
- Senior Institutions Hours
- 42 at 300-400 level

Additional Program requirements
- Minimum grade requirement(s)
- Admission criteria
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. 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, 402, 404, 405A,B, 417, 419, 495 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
To include: Sociology 108, Psychology 102

**Child and Family Specialization Requirements** ................................. 53
Health Education 351 ........................................................................... 3
Special Education 300 .......................................................................... 3
Electives ............................................................................................... 26

**Recommended for Early Childhood Program Director:** The following 21 hours are required for the Illinois Director Certification in Early Childhood Education: War Workshops 531, 532, 533, 534, 535, 536; Social Studies 331, 332, 333; Speech Communication 201, 262, 383; Sociology 321, 340, 423; Women's Studies 201, 341, 442.

**Total** ................................................................................................. 120

---

**Early Childhood Education 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...
Due: October 1, 2016

Forms are signed by the all necessary approving officers at dept. and college level before being sent to the Associate Provost for Academic Affairs for approval

- Syllabus
- ADD (for next term)
- DROP – end dated spring
- Subject/Number have character limits
- Fixed OR variable Hours
- Repeatable course requires max hours (term and degree)
- Description – no limit
- Grade Mode – all used must be described
CHEM 600 is repeatable within the term (semester) up to 12 hours. A maximum of 30 hours can be used toward the degree.

<table>
<thead>
<tr>
<th>_hours (Term)</th>
<th>Low</th>
<th>Or/To</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEU or Credit</td>
<td>1.000</td>
<td>TO</td>
<td>12.000</td>
</tr>
<tr>
<td>Billing</td>
<td>1.000</td>
<td>TO</td>
<td>12.000</td>
</tr>
<tr>
<td>Lecture</td>
<td>1.000</td>
<td>TO</td>
<td>12.000</td>
</tr>
<tr>
<td>Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td>1.000</td>
<td>TO</td>
<td>12.000</td>
</tr>
</tbody>
</table>

Limit: [ ] Maximum Hours: 30.000
Repeat Status: T
GRADE MODE default is Standard/Normal

S/U/INC used when the class is intended to be completed within the term.
S/U/DEF used when the class is not expected to be completed within the term.

If a course registration may also expect other types of grades that mode must also be defined
Continued...

- Graduate credit (400 level only) - presents issue with prerequisite checking
- Pre-requisites (Course, score) - minimum grade
- Co-Requisites (concurrent) - Required - Allowed
- Internal equivalent (number change, prevents duplicating content)
- Cross-listing (share registration) - Assumes equivalency
- Degree attributes require additional approval - UHON - IAI (GECC, Major Review) - UCC (area)

Forms can be viewed from SCACRSE in Banner!
DEGREE ATTRIBUTES
Used to identify categories of degree requirements
• IAI – Illinois Articulation Initiative
• UHON – University Honors Program
• UCC – University Core Curriculum
• SRHR – Senior Institution Hours
• SRCS – Senior Course Level
CHANGE COURSE NUMBER
Do this with a **MODIFY** action if the old number will be defined as an internal equivalent.

**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.

*Significant change in content requires new (Add) course*
Overview of Catalog Defined Controls

• Course Description
• Special Approvals (Schedule)
• Registration Overrides
COURSE LEVEL CONTROLS

Guide Registration

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

- UG default = Grade of D
- GS default = Grade of C

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

Restriction – Cohort requirement
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.

RULE (LOGIC):
Banner requires that “one year of organic chemistry” be indicated CHEM 340 and CHEM 342 in order for pre-requisite checking and degree audit.
Example of Pre-requisite vs. 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. **Restricted to IST majors.**
150-4 Calculus I. (Advanced University Core Curriculum course) [IAI Course: MTH 901] [IAI Course: M1 900-1] Major concepts and techniques of single variable calculus with careful statements but few proofs. Differential and integral calculus of the elementary functions; analytic geometry. Only 2 hours credit toward graduation if there is prior credit in 140 or 141. Prerequisite: High school advanced algebra and trig or MATH 111 or 108 plus 109 with C or better, **AND satisfactory placement score**. Satisfies University Core Curriculum Mathematics requirements in lieu of 110 or 101.

Score ranges can be updated in SMAAREA as necessary without updating course description.
SPECIAL APPROVALS - Section Level by Scheduling

An email from the Department Chair or established designee must be sent to Matt Yates in the Scheduling office (Yates@siu.edu) 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 – (Do Not Use)
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
Southern Illinois University Carbondale

Degree Works
MyDegree.siu.edu
August 1, 2016
Go Live!
Degree Works Audit and Student Education Planner (SEP)