

Create Course Catalog Data

Academic Scheduling Office (ASCO) staff, Extended Education staff, and Dean’s analysts use this job aid to create the following:

1. Course catalog data.
2. Multiple Component courses.
3. Enrollment requirements groups (prerequisites, co-requisites and restrictions.)
4. Course equivalencies

Data entered in the Course Catalog and associated components in CMS PeopleSoft are used to build CSUMB’s Course Catalog and Class Schedule.

Review/Approval History

Date	By	Action	Pages
29 November 2007	C Frakes	Drafted	36
02 January 2008	M Sipal	Review and edit	all
13 February 2009	J Stone	Updates Course Topics Group box reference	6
9 November 2011	J Stone	Rebranded and updated for 9.0	all

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Introduction

The business process workflow for creating the course catalog is as follows:

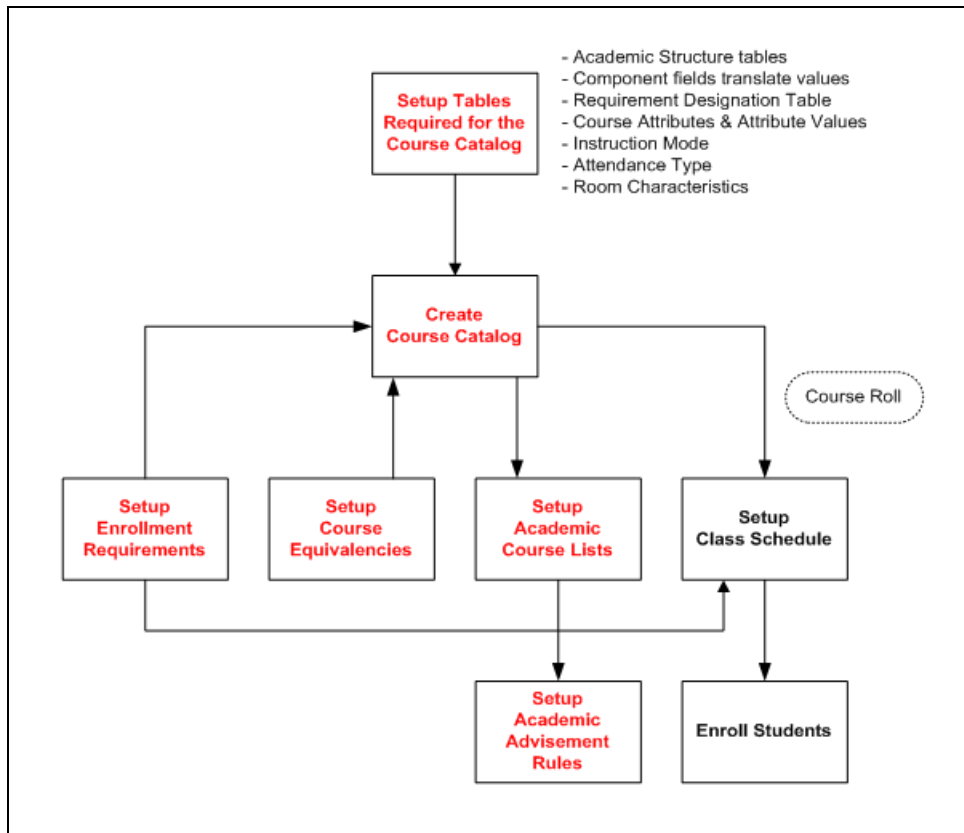


Figure 1: Create Course Catalog business process flow.

Course Catalog

Use the Course Catalog pages to identify the courses taught at CSUMB.

Navigation: **Main Menu > Curriculum Management > Course Catalog > Course Catalog**

1. The Course Catalog search page displays. Use the **Find an Existing Value** page to review and update information for courses already entered into the system.

Use the **Add a New Value** page to create a new course. Initially zeros are in the Course ID field. The system generates a new Course ID for the course when the course is created and the information saved.

2. Accept the default value for **Academic Institution (MB000** for CSU Monterey Bay).

Course Catalog
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Academic Institution: = MB000
Subject Area: = BIO
Catalog Nbr: begins with
Campus: begins with
Course ID: begins with
Description: begins with

Include History Correct History Case Sensitive


Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-2 of 2 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
MB000	BIO	100	MAIN	000004	Biology
MB000	BIO	240L	(blank)	000012	Biology I Lab

[Find an Existing Value](#) | [Add a New Value](#)

3. Enter search criteria for the course(s) you need to review. For example, to review courses in the Biology department use the **Lookup** button to select the **Subject Area** for that department (i.e. **BIO** for Biology.)
4. Click the **Search** button.
5. The Catalog **Search Results** displays.
6. Click on the course you want to review.

 **Note:** If the system only finds one course that meets the criteria entered in the search page the course page will open and you will not get a search results list.

7. The **Catalog Data** page displays.

Catalog Data

1. Use the **Catalog Data** page to enter the basic information about the course; such as:
 - a. Effective Date
 - b. Title
 - c. Description and
 - d. Units (see the Field Descriptions below.)

The screenshot shows the 'Catalog Data' entry form for Course ID 000125. The form is organized into several sections:

- Course Information:** Includes fields for *Effective Date (01/01/2011), *Status (Active), *Description (Ecol. Evolutn, & Biodiv Lab), Long Course Title, and Long Description (Required lab course for BIO 240. Focuses on doing scientific experiments and writing in the scientific style. Lab course fee may be charged. (Offered fall and spring semesters.)).
- Course Units/Hours/Count:** Includes fields for Minimum Units (1.00), Maximum Units (1.00), Academic Progress Units (1.00), Financial Aid Progress Units (1.00), Last Course of Mult Term Seq (checkbox), *Enrollment Unit Load Calc Type (Actual Units), Course Count (1.00), and Course Contact Hours (1.00).
- Course Grading:** Includes *Grading Basis (Graded) and *Grade Roster Print (Component).
- Repeat for Credit Rules:** Includes checkboxes for Repeat for Credit and Allow Multiple Enroll in Term, and fields for Total Units Allowed (1.00) and Total Completions Allowed (1).
- Additional Course Information:** Includes *Instructor Edit (No Choice), *Add Consent (No Consent), *Drop Consent (No Consent), Requirement Designation (USM2), and Equivalent Course Group (00005).
- Course Attributes:** A table with columns for *Course Attribute and *Course Attribute Value. It lists attributes like CLEV (Course Level), CSLI (Service Learning), and ULR (Univ Learning Requirement).
- Course Topics:** A table with columns for *Course Topic ID, *Description, *Short Description, *Formal Description, and Topic Link ID.

At the bottom of the form, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, and Include History.

Field Descriptions:

Course ID Number: The System generates a unique **Course ID** number for the course when the course is created and the information saved.

Effective Date: Enter the **Effective Date** for the course. The system will default in an effective date of the current date, which you can change if needed. This defines when the Status you select for the course is valid. Insert a new effective-dated row each time you make a change to a course offering.

Status: Enter the course **Status**. A course must have an **Active** status in order to be scheduled.

Course Offering: In **Course Offering** verify the **Subject Area** and **Catalog Number**.

Description: Enter the course title.

Long Course Title: Enter the course title, same as Description.

Long Description: Enter the long course description including information about the course prerequisites, repeat for credit policy, misc. labs, and course notes.

Minimum Units: Enter the Minimum Units listed for the Course.

Maximum Units: Enter the Maximum Units listed for the Course.

 **Note:** Non-credit courses have 0 (zero) units of credit.

Academic Progress Units: Defaults from the Maximum Units value entered.

Financial Aid Progress Units: This value defaults from the Maximum Units value entered.

Last Course of Multi Term Seq: Not using this field.

Enrollment Unit Load Calc Type: Defaults to Actual Units.

Value	Description
Actual Units	Use this option for any course where there are identical values for the Minimum Units, Maximum Units, and Academic Progress.
Academic Progress Units	Use this option for any course where the values for the Minimum Units, Maximum Units, and Academic Progress are not identical.

Table 2: Enrollment Unit Load Calc Type values.

Course Count: Defaults to 1.00. Not using this field.

Course Contact Hours: Captures contact hours normally associated with the course. May be overridden on the Schedule of Classes. Currently not used for any reporting.

Grading Basis: Enter the grading method for the course.

Graded Component: Displays the Graded Component selected on the Components page.

Grade Roster Print: Leave it set at the default, which is **Component**.

Repeat for Credit: Select the checkbox if the course can be repeated for credit. Otherwise leave it unchecked.

Allow Multiple Enroll in Term: Select the checkbox if a student can enroll in the course more than once within the semester. Otherwise leave it unchecked.

Total Units Allowed: Defaults in from Maximum Units field.

Total Completions Allowed: Enter the number of times a student can repeat a course.

Instructor Edit: Displays Instructor/Advisor value. Select how you want the system to prompt for the Instructor ID during class enrollment.

Value	Description
No Choice	The system makes the Instructor ID field on the Enrollment Request page unavailable and automatically assigns the instructor who is scheduled to teach the class, as indicated in the Schedule of Classes. The student has no choice of instructor.
Class Instructor Edit	The system makes the Instructor ID field on the Enrollment Request page active and prompts with only the Primary Instructors for the class. Use this option for independent study and similar courses.
Instructor/Advisor Edit	The Instructor ID field on the Meetings page prompts with only the instructors available to teach this course, as defined on the Instructor/Advisor page.

Table 2: Instructor Edit values.

Consent: Enter whether the course requires students to receive department consent or no consent to enroll. May be overridden on Schedule of Classes.

Drop Consent: Use drop down and select Consent or No Consent.

Requirement Designation: Not using this field.

Equivalent Course Group: Enter the Equivalency Course Group (for more information see the [Course Equivalencies](#) section of this job aid).

Course Attribute: Enter the Course Level, Service Learning and other applicable Course Attributes.

Course Level Code	Description
0-299	Lower division
300-499	Upper division
500-700	Graduate

Table 3: Course level codes.

 **Note:** An "S" in the course number identifies a Service Learning course.

Course Attribute Value: Enter the Course Level and other applicable Attribute Values.

Course Topics Group Box: (Including the Course Topic ID, Description, Short Description and Formal Description fields.) Setup for these fields is done Academic Scheduling Office. If you wish to setup a new Course Topic in Catalog notify the Academic Scheduling Office (ASCO).

Repeat for Credit Tab: Not using the fields on this tab.

2. Click on the **Offerings** tab. The **Offerings** page displays.

Offerings

1. Use the **Offerings** page to review information regarding cross-listed subjects, catalog numbers, academic organization and print options (see the Field Descriptions below.)

The screenshot shows a web interface for managing course offerings. At the top, there are tabs for 'Catalog Data', 'Offerings', 'Components', and 'GL Interface'. The main content area displays details for a specific course offering. The 'Course ID' is 000187. Below this, there are fields for 'Effective Date' (01/01/2011), 'Status' (Active), and 'Description' (Intro to Business Computing). A sub-section titled 'Course Offering' contains several fields: '*Course Offering Nbr' (1), '*Academic Institution' (MB000), '*Academic Group' (CPS), '*Subject Area' (BUS), 'Campus' (MAIN), '*Academic Organization' (160 - BUS), and '*Academic Career' (UGRD). There are also search icons next to many of these fields. On the right side of the 'Course Offering' section, there is a dropdown for '*Course Approved' (set to 'Approved') and a checkbox for 'Allow Course to be Scheduled' (checked). At the bottom right, there is a list of checkboxes for various options: 'Catalog Print' (checked), 'Print Instructor in Schedule' (checked), 'Schedule Print' (checked), 'Schedule Term Roll' (checked), 'Use Blind Grading' (unchecked), 'GL Interface Required' (unchecked), and 'Split Ownership' (unchecked). There is also a checkbox for 'Allow OEE Enrollment' at the bottom left of the form.

Field Descriptions:

Course Offering Number: This number is system generated. When you add a course it first defaults to 1. It increases by 1 for each offering listed. It is used to make distinctions between cross-listed courses.

For example, a course in Professional Ethics might be offered as BUS 550 and LAW 550; but both courses meet at the same time, in the same place, with the same instructor. Another example might be a course in Psycholinguistics offered as PSY 360 for undergraduates and PSY 560 for graduates; but meeting at the same time, place and with the same instructor.

Hegis Link: Click the **Hegis** link to access the CSU Catalog Hegis Value subpage. Enter the **CSU Hegis Code** for the course. The related **Discipline Code, Abbreviation, Short Title** and **Long Title** fields default based on the **Hegis** code selected. Hegis codes are standardized values used for Chancellors Office reporting and are helpful in evaluating transfer courses from other schools.

 **Note:** Extended Education courses are always **99999—All Disciplines**.

Catalog Number: Enter the course catalog number. Catalog number ranges are linked to Academic Careers on the Academic Group Table page.

Academic Institution: Enter **MB000** for CSU Monterey Bay.

Academic Group: Enter the academic group value. This is the college within CSUMB offering the course.

Subject Area: Enter the Department that owns the course.

Campus: Enter the value **Main**.

Academic Organization: Enter the Department that is the owner of the course.

Academic Career: Enter the Academic Career connected to the course. This determines which students can enroll in this course. The options are **UGRD, PBAC** and **EXED** for undergraduate, post baccalaureate and extended education, respectively.

Course Typically Offered – enter the term that the course is typically offered (if known).

Tuition Group: Not using this field.

Dynamic Class Date Rule: Not using this field.

Allow OEE Enrollment: Not using this field.

Course Approved: Enter the course approval status. **Approved** enables scheduling of the course offering. You must also check the box **Allow Course to be Scheduled**. **Pending** or **Denied** prevents the scheduling of the class—the system will not allow a user to choose the course when attempting to schedule it for a term.

Allow Course to be Scheduled: If the course is approved, select the checkbox so the course can be scheduled.

Catalog Print: Defaults in checked (selected). Uncheck the box for all Experimental and IES courses.

Print Instructor in Schedule: Select if the Instructor's name should print in the Schedule of Classes.

Schedule Print: Defaults checked.

Schedule Term Roll: Defaults checked.

Use Blind Grading: Not using this field.

GL Interface Required: Not using this field.

Split Ownership: Not using this field.

Requirement Group: Enter the Enrollment Requirement Group (Prerequisites and Co-requisites) information for the course. Only one requisite can be attached to a course offering. That requisite can include multiple conditions.

For example, the requisite for Biology 100 could be as follows: "Chemistry 100 and the student's Academic Plan must equal Biology." See the section in this document on Enrollment Requirement Groups.

Long Description: Verify that all course prerequisite and co-requisite information is displayed. Defaults from the Long Description entered in the Enrollment Requirement Group (See Enrollment Requirement Group Chapter).

CIP Code: Not using this field.

HEGIS Code: Not using this field.

2. Click on the **Components** Tab. The **Components** page displays.

Components

1. Use the **Components** page to review the component information for the class such as the course type, faculty workload hours and final examination type.

Field Description:

Course Component: Enter the different Components of the Course (Lecture, Lab, etc.) Add a row to enter the second and subsequent components. For each component complete the rest of the fields on the page for that component.

Instructor Contact Hours: Not using this field.

Default Section Size: Defaults in **40**. This value is derived from the Staffing Formula Chart.

Workload Hours: This is populated based on the CS Number for the course. Verify using the staffing formula.

OEE Workload Hours: Not using this field.

Final Exam: Use the dropdown list to select a value to indicate a final exam is given in the course. The system displays the value of **Last Class**.

Course Level Code	Description
Yes	Enables block final exam scheduling.
No	Indicates this course has no final exam.
Last Class	Indicates that a final exam is taken in the last regularly scheduled class (as opposed to during finals week.) This eliminates this component from the block exam scheduling process.


Table 4: Final Exam values.

Provider for Authentication: Not using this field in Catalog. Setup is done in the Schedule of Classes.


LMS File Type: Not using this field.

Auto Create: Selecting this checkbox for each component instructs the system to automatically create this component in the Schedule of Classes. To be used only with permission from the Academic Scheduling Office (ASCO) for multiple component courses only. This is normally unchecked.

Graded Component: Select this option to enable grading of this Course Component. In a multi-component course this box should be checked if the students will receive a grade for this component. If the component is not graded this box should be checked.

 **Note:** There can only be one graded component for each course.

Primary Component: Select the Primary Component checkbox for the Course Component that is the **Enrollment Component**.

 **Note:** There can only be one primary component for each course.

Optional Component: Not using this field.

Generate Class Meeting Attendance: Not using this field.

Update Fee: This button is a portal to access the Course Fees pages. The field descriptions for the Course Fees pages are provided in the section of this job aid titled [Course Fees](#). Student Financials and ASCO establish Course Fees at the course level and Class Fees at the class schedule level.

CS Number Link: The CS number is a course classification number used by the campus for APDB (Academic Planning Database) reporting to the Chancellor's Office. Click the CS Number link to access the Course Catalog subpage. The field descriptions for the Course Catalog subpage are provided in the section of this job aid titled [Course Catalog Subpage](#).

Instruction Mode: Not using this field

Attendance Type: Not using this field.

Use Present: Not using this field.

Use Reason: Not using this field.

Use Tardy: Not using this field.

Use Left Early: Not using this field.

Use Contact Minutes: Not using this field.

Use To and From Time: Not using this field.


Override Template Date / Time: Not using this field.

Room Characteristics: Not using this field.

Room Characteristics Quantity: Not using this field.

2. Once you are done entering data in the **Course Catalog** component (including the **Catalog Data, Offerings, Components, Course Fees, Course Fees Modal** and **Catalog pages**) click the

Catalog Data tab to return to the **Course Catalog—Catalog Data** page.

 **Note:** The **Course Catalog – GL Interface** page is not used.

3. On the **Catalog Data** page click the **Save** button. The Course ID number is generated after the information you entered for the Course Catalog component is saved.

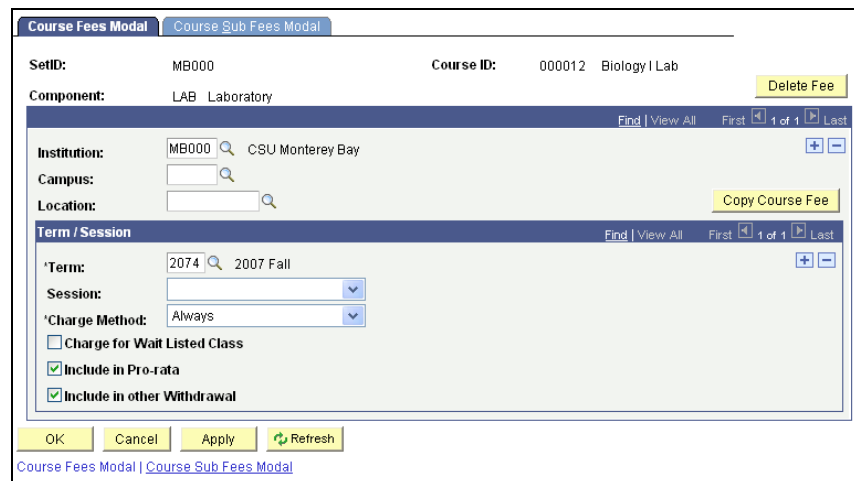
Course Fees

Student Financials and ASCO establish Course Fees at the course level and Class Fees at the class schedule level.

Navigation: **Main Menu > Curriculum Management > Course Catalog > Components > Update Fee button > Course Fees Modal.**

Course Fees Modal

1. When you click the **Update Fees** button on the Course Catalog—Components page the system opens the Course Fees Modal component, and displays the Course Fees Modal page.
2. Use this page to review and update the course fee information.



The screenshot shows the 'Course Fees Modal' form. At the top, there are tabs for 'Course Fees Modal' and 'Course Sub Fees Modal'. Below the tabs, the form displays the following information:

- SetID:** MB000
- Component:** LAB Laboratory
- Course ID:** 000012 Biology I Lab
- Institution:** MB000 CSU Monterey Bay
- Campus:** (blank)
- Location:** (blank)
- Term / Session:** 2074 2007 Fall
- Charge Method:** Always
- Charge for Wait Listed Class
- Include in Pro-rata
- Include in other Withdrawal

Buttons at the bottom include 'Delete Fee', 'Copy Course Fee', 'OK', 'Cancel', 'Apply', and 'Refresh'. There are also search and navigation icons for the Institution, Location, and Term / Session fields.

Field Descriptions:

Component: Displays the component name from the Course Catalog—Components page.

Institution: Should be set to **MB000—CSU Monterey Bay.**

Campus: Enter the campus to which the course belongs. If the fee is assessed Without regard to the campus the field is blank.

Location: Enter the location to which the course belongs. If the fee is assessed without regard to the location this field is left blank.

Copy Course Fee: Select this option to copy a definition from one term to another.

Term: Enter the term in which the fee is charged.

Session: Enter the session in which the fee is charged.

Charge Method: Define the charge method. It may be one of two choices:

Charge Method Option	Description
Always	The fee is charged in addition to term fees. For example, the lab fee would be charged in addition to the course's term fee (tuition).
Not included in term tuition	If you select this option, the course is excluded from the term fee calculation and the course fee becomes the total charge for the class.

Table 5: Charge Method Options.

Charge for Wait Listed Class: Select this option if the course fee is to be charged to a wait listed student.

Include in Pro-rata: Select this option if this course fee is included in pro rata refund calculations.

Include in Other Withdrawal: Select this option to include this fee in other withdrawal calculations. This selection is optional.

3. Click the **Course Sub Fees Modal** tab to open that page.

Course Sub Fees Modal

4. Use this page to review the course sub-fee information.

Field Descriptions:

Audit Rate Specified: Select this checkbox to indicate a unique rate is defined for students who **audit** the course. When clear the check box indicates students that audit the course are charged the regular fee.

Account Type: Select the account type to which you want to post the course fee.

Item Type: Select the item type to which you want the course fee posted

Fee Trigger: Use this field to apply the course fee to only certain students. When the **Use Criteria** or the **Use Equation** options are selected, a predefined criteria or equation must also be selected from the lookup. If the field is left blank all students who take the course are charged the regular fee.

Course Rate ID: Enter an optional **Course Rate ID**, if applicable. It is used to control the application of the course fee using student characteristics. If a Course Rate ID is entered the **Equation**, **Amount/Unit**, and **Flat Amount** fields are unavailable.

Fee Amt Equation: Enter an optional equation, if applicable. Equations are used for more complex selections than are possible using the student characteristics.

Amount/Unit: Enter the amount to charge per unit, if applicable.

Flat Amount: Enter the Flat Amount to charge regardless of units taken, if applicable.

Amount/Unit (Audit): Enter the amount to charge per unit for audited classes, if applicable.

Flat Amount (Audit): Enter the Flat Amount to charge for audited classes regardless of units taken, if applicable.

Minimum Amount: Enter the optional minimum amount for the course sub fee, if applicable.

Maximum Amount: Enter the optional maximum amount for the course sub fee, if applicable.

Adjustment Code: Enter the Adjustment Code (calendar) to associate with this course sub fee.

Due Date Code: Enter the Due Date Code (calendar) to associate with this course sub fee.

Waiver Group: Enter any optional waiver groups that can offset course sub fee charges, if applicable.

5. Click **OK** or **Cancel** to return to the **Components** page.


Course Catalog Subpage

Access the Course Catalog page by clicking the CS Number Link on the Course Catalog—Components page.

Navigation:

Main Menu > Curriculum Management > Course Catalog > Course Catalog > Components > CS Number Link > Course Catalog

1. Use the Course Catalog subpage to review the APDB Course Values.

 **Note: APDB** (Academic Planning Database) is a file sent to the Chancellor's Office regarding all faculty and section enrollment information for a given term.

Course Catalog

Course ID: 000012 Laboratory

APDB Course Values	
CS Number:	<input type="text" value="16"/> 
Workload Factor:	<input type="text" value="K"/> <input type="text" value="2.0"/>
Component Units:	<input type="text" value="1.00"/>
Component Students:	<input type="text"/>
Space Type:	<input type="text"/>

OK

Cancel

Field Values:

CS Number: Enter the CSU CS Number assigned to this course component by CSUMB, and used for APDB reporting to the Chancellors Office.

Workload Factor: Verify the Workload Factor (**K** or **S**). (K is multiplied by the Component Units, S by the Component Students, to determine the **Workload Hours** for a particular course component.)

Component Units and **Component Students:** Enter the value for the Component Units or Component Students. (Workload hours are established for each component by an automatic calculation when the page is saved.)

Space Type: Enter the Space Type field for the APDB report.

2. Click **OK** or **Cancel** to return to the **Components** page.

GL Interface

The **Course Catalog – GL Interface** page is not used.

Catalog Summary

Use the Course Catalog Summary page to view a quick summary of catalog data about a course. This is a view only screen; no changes can be made to it.

Navigation: **Main Menu > Curriculum Management > Course Catalog > Catalog Summary.**

1. Enter one or more search criteria to search for a course.
2. Click the **Search** button.
3. From the Search Results select the course you want to view. If only one course matches the search criteria you enter the system opens that record automatically.

Course Catalog Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: =

Subject Area: =

Catalog Nbr: begins with

Campus: begins with

Course ID: begins with

Description: begins with

Include History Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
MB000	BIO	98	MAIN	000004	Biology
MB000	BIO	240L	(blank)	000012	Biology I Lab

4. The Course Catalog Summary page opens.

Course Catalog Summary

Course ID: 000012 Biology I Lab

Find | View All First 1 of 1 Last

Effective Date: 01/01/1901 Status: Active

Equivalent Course Group:

Grading Basis	Min Units	Max Units	Prgrss Unt	Crs Cntct	Allowd Unt	Allow Comp
Graded	1.00	1.00	1.00		1.00	1

Equivalent Course Group

Course ID	Effective Date

Course Offering

Institution	Acad Group	Subject	Catalog	Acad Org	Approved	Career	Campus
MB000	SMART	BIO	240L	231 - SEP	Approved	Undergrad	

Course Component

Component	Instructor Contact Hours
Laboratory	Optional <input type="checkbox"/>

Print Course Catalog

The course catalog can be printed in total or partially by selecting various print options on the **Print Course Catalog** run control.

Navigation:

Main Menu > Curriculum Management > Course Catalog > Print Course Catalog

<ol style="list-style-type: none"> 1. On the Print Course Catalog search dialog select an existing, or add a new, Run Control ID. 2. Click the Search button. 3. If prompted, select the desired run control from the search results. The Print Course Catalog run control page opens. 	<div style="border: 1px solid black; padding: 5px;"> <h3>Print Course Catalog</h3> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> <h4>Search Results</h4> <p>View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Run Control ID</th> <th>Language Code</th> </tr> </thead> <tbody> <tr> <td>Extrnl Test Load EAP</td> <td>English</td> </tr> <tr> <td>Print_Catalog</td> <td>English</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p> </div>	Run Control ID	Language Code	Extrnl Test Load EAP	English	Print_Catalog	English
Run Control ID	Language Code						
Extrnl Test Load EAP	English						
Print_Catalog	English						

<ol style="list-style-type: none"> 4. Enter the Selection Criteria and Report Options fields, as described below, to define the Course Catalog report output: 	<div style="border: 1px solid black; padding: 5px;"> <h3>Print Course Catalog</h3> <p>Run Control ID: Print_Catalog Report Manager Process Monitor <input type="button" value="Run"/></p> <div style="border: 1px solid black; padding: 5px;"> <h4>Selection Criteria</h4> <p>From Date: <input type="text" value="01/01/2007"/> <input type="button" value="B"/></p> <p>End Date: <input type="text" value="10/19/2007"/> <input type="button" value="B"/></p> <p>Academic Institution: <input type="text" value="MB000"/> <input type="button" value="Q"/> CSU Monterey Bay</p> <p>Academic Organization: <input type="text" value="76 - SMART"/> <input type="button" value="Q"/> Coll of Sci, Media Arts and Te</p> <p>Academic Group: <input type="text" value="SMART"/> <input type="button" value="Q"/> College of Sci Media & Tech</p> <p>Academic Career: <input type="text" value="UGRD"/> <input type="button" value="Q"/> Undergraduate</p> </div> <div style="border: 1px solid black; padding: 5px;"> <h4>Report Options</h4> <p>Course Approved: <input type="text" value="Approved"/> <input type="button" value="V"/></p> <p>Catalog Print: <input type="text" value="Yes"/> <input type="button" value="V"/></p> <p><input checked="" type="checkbox"/> Report Only</p> <p><input type="checkbox"/> Print Course Topics</p> <p><input checked="" type="checkbox"/> Print Require Group</p> <p><input checked="" type="checkbox"/> Print Course Attributes</p> <p><input checked="" type="checkbox"/> Print Course Equivalent</p> <p><input checked="" type="checkbox"/> Print Requirement Designation</p> <p><input checked="" type="checkbox"/> Print Component Characteristic</p> <p><input type="checkbox"/> Print OEE Designator</p> </div> <p><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> </div>
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Field Descriptions:

From Date and End Date: Enter a **From** and **End Date**. These dates are the effective dates of the course offerings. They are required fields. The system prints all active courses that are greater than or equal to the From Date, and less than or equal to the End Date.

Academic Institution: The system populates the academic institution field by default, verify it is **MB000—CSU Monterey Bay**.

Academic Organization: Select the academic organization. This field is required.

Academic Group and **Academic Career:** Enter the academic group (college within CSUMB) and academic career (level—graduate, undergraduate, extended education) if you want to limit the scope of the report. These fields are optional.

Course Approved: Select whether you want to display Approved, Denied, or Pending courses. The default is Approved. To report courses of all three types, run three reports, each with a different Course Approved field value.

Catalog Print: Select whether you want to view text designated as catalog print text. If you select Yes, all courses with the Catalog Print check box selected in the Course Catalog Offerings page display on the report. If you select No, the courses that do not have the Catalog Print check box selected display on the report. If you select All, all the courses are displayed, regardless of the check box setting.

Report Only: Clear this check box to specify that you want to create a Course Catalog report and send the Course Catalog report to your file path location in CSV format (.csv—comma separated value). Select this check box to create a Course Catalog report that you review in PDF format (Adobe Acrobat .pdf file), without creating a CSV file. If you select this check box, the File Path field becomes unavailable.

File Path: If you clear the Report Only check box, this field is available. In addition to sending report output for this process to a file (through setting preferences in the PeopleSoft Process Monitor), you can also send any additional output files created by this process to a file directory.

Report Output Print Options Checkboxes: Select the print options to display the described detail on the report. If you clear them, the detail does not appear on the report. The options are:

- Print Course Topics
- Print Requirement Group
- Print Course Attributes
- Print Course Equivalent
- Print Requirement Designation
- Print Component Characteristic
- Print OEE Designator

5. Click the Save button to save the run control settings.
6. Click Run to run the report.
7. On the Process Scheduler page select the Server Type as **PSUNX**. Verify the Process Name is **SR301**, the Type is **Web**, and the format is **PDF**, and click the **OK** button.
8. On the Print Course Catalog run control page click the **Process Monitor** link.
9. On the Process List page click the **Refresh** button until the Run Status is **Success** and the Distribution Status is **Posted**. Then click the **Details** link.
10. On the Process Detail page click the **View Log/Trace** link.

11. On the View Log/Trace page the file name appears as a highlighted link (either CSV or PDF format).
(See the example report output in PDF format below.)

```
Report ID: SR301                                CSU Monterey Bay
                                                Course Catalog
                                                Page No. 1 of 1
                                                Run Date: 10/19/2007
                                                Run Time: 15:01:05

College of Sci Media & Tech - Info Tech & Comm Design - Subject: Info Tech&CommunicationsDesign

CST 101TCOMBO(4)                               Course ID:000003       27-AUG-2007
CST 101 T Component Combo
CST 101 T Component Combo...description here - from set up of COURSE CATALOG
  components:      Laboratory, Lecture
  course Equivalents: CST 101TLEC, CST 101TLAB, MATH 98TEST
  Requirement Group: CST 101 Lecl -Lab11co-req -- Description from the Enrollment Requirement Group Setup
  Req. Designation: Engcom A (GE area A-2)
```

Figure 2: Course Catalog Report Output in PDF Format.

Enrollment Requirement Groups and Requisites

Enrollment Requirement Groups (ERG's) include prerequisites, co-requisites, registration restrictions and test score requirements. Enrollment requirement groups have two important uses:

1. To create enrollment prerequisites and co-requisites for course offering in the Course Catalog.
2. To establish reserve capacity portions of classes in the Class Schedule. (For example, you can set aside 10 seats in a class for students with a certain academic level, cumulative GPA, number of units earned, and so on).

Enrollment requirement groups are set up first and then attached to courses in the Course Catalog—Offerings page. One course catalog offering can specify one enrollment requirement group rule, but that rule can contain multiple course requisites (both prerequisites and co-requisites) and non-course enrollment restrictions. Multiple course offerings can use the same enrollment requirement group.

Enrollment Requirement Groups

Navigation:

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requirement Groups

1. Use the **Find an Existing Value** tab/page to select search criteria for an Enrollment Requirement Group you want to review and update. Then click Search.

Use the **Add a New Value** tab/page to create a new Enrollment Requirement Group.

2. From the Search Results click on the desired Requirement Group to open the Enrollment Requirement Groups component for that record. If there was only one search result matching your search criteria the system opens the page directly to that record.

Enrollment Requirement Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Requirement Group:

Academic Institution: MB000

Academic Group: SMART

Subject Area:

Catalog Nbr:

Description:

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Course Requisite Page

1. The **Course Requisite** page displays the record you have selected. Use this page to review the description of the Enrollment Requirement Group.


The screenshot shows a web interface for managing course prerequisites. It features a navigation bar with tabs: 'Course Requisite', 'Requisite Parameters', 'Requisite Detail', and 'Requisite Detail Parameters'. The 'Course Requisite' tab is active. The main content area displays the details for Requirement Group 000829. Fields include: Effective Date (01/28/2002), Status (Active), Description (ERG (Math 320)), Short Description (Math 320), Long Description (Prereq: Math 151), Report Description (ERG (Math 320)), Report Long Description (Prereq: Math 151), Academic Institution (MB000 - CSU Monterey Bay), Academic Group (SMART - College of Sci Media & Tech), Subject Area (MATH - Mathematics), and Catalog Nbr (320 - Probability & Statistics). There is also a checkbox for 'Enable Catalog Print' which is checked.

Field Descriptions:

Requirement Group: The system generates a unique numeric identifier for the Group, although you can enter your own number for the group.

Effective Date: Enter an Effective Date for the Requirement Group. The effective date must be equal to or less than (earlier than) the effective date of the course (the start date of the term) to which this course requisite is attached.

Status: Select a Status for this Requirement Group. The Status for this enrollment requirement group is set to **Active** when adding a new enrollment requirement group. It is set to **Inactive** when the institution will no longer be using the group.

 **Note:** If you want to **inactivate** an existing enrollment requirement group, you need to delete the number for that group from each course to which it is attached on the Catalog Data page.

Description, Short Description, and Long Description: Enter a description, short description, and long description for the enrollment requirement group.

Report Description and Report Long Description: Enter same descriptions used in the Description and Long Description fields above.

Enable Catalog Print: Select this checkbox to display the long description of the enrollment requirement group in the course catalog.

Academic Institution: The system populates the academic institution field by default to **MB000—CSU Monterey Bay**.

Academic Group, Subject Area and Catalog Nbr (catalog number): Use these optional values to signify the course to which the requisite is attached, or to specify department ownership of the requisite. These fields are not used in system processing to attach the Enrollment Requirement Group to a course.

The **Academic Group** field is the college creating or using this enrollment requirement group.

2. Click the **Requisite Parameters** tab to open that page.

Requisite Parameters Page (optional)

1. Use the **Requisite Parameters** page to review the linkage of minimum GPA and Unit requirements to the Group. The fields on this page are optional.

The screenshot shows the 'Requisite Parameters' page for requirement group 000829 (ERG (Math 320)). The page is divided into several sections:

- Course Credit Parameters:** Includes input fields for Minimum GPA, Minimum Units, and Minimum Courses. A 'Default for Detail Level' section contains a 'Min Grade Points/Unit' field with a value of 2.00.
- Detail Selection Parameters:** Includes a 'Connector Type' dropdown menu with radio buttons for 'AND' (selected) and 'OR'.

Field Descriptions:

Minimum GPA: Enter the minimum grade point average required for taking the classes that are selected to meet this requirement.

Minimum Units: Enter the total minimum units required for taking the classes that are selected to meet this requirement.

Minimum Courses: Enter the total minimum courses required for taking the classes that are selected to meet this requirement.

Min Grade Points/Units (minimum grade points/units): Enter the minimum grade points unit value. This is the minimum grade points that are required for any individual class that is selected to meet the requirement. The system includes a student's in-progress work as counting toward the minimum.

Connector Type: Use this field for enrollment requirement groups with more than one Requisite Details row. The value **And** indicates whether the student must meet **all** of the requirement line detail conditions. The value **OR** indicates the student only needs to meet one of the requirement line details. This value is used as the connector default on the Requisite Detail page when rows are inserted on that page.

2. Click the **Requisite Detail** tab to open that page.

Requisite Detail Page

1. Use the **Requisite Detail page** to review the attachment of components of the rule (course or non-course requirements) to the Enrollment Requisite Group.

Field Descriptions:

Group Line Type: Enter a Group Line Type value. Valid values are:

Value	Description
Always	Specifies allowable values of data elements associated with a student. For example, a condition of Program equal to Undergraduate Liberal Arts; attainment of a certain Academic Level (e.g., junior); attainment of a minimum cumulative GPA; etc.
Course	Specific course(s) a student must take to fulfill the requisite.
Requirement	Specifies Enrollment Requirements, if needed, to extend the rule down to the Enrollment Requirement level. Enrollment Requirements are used to fulfill the most complicated requirement rules and are created in the Enrollment Requirement page group.
Wild Card Course	Specifies a range of courses based upon Subject Area and Catalog Number. For example, Wild Card Courses of English 1** and above, where the range starts at any English course beginning with 1.

Table 6: Group Line Type values.

Line: The system generates the line number. The number determines the order in which the system evaluates the detail lines.

Group Line Type - Specifies allowable values of data elements that are associated with a student, for example, a condition of Program equal to Undergraduate Liberal Arts. Specify the condition that you want to require in the Condition Code, Condition Operator, and Condition Data fields.

Report Description and Report Long Description: Enter report description and long description to display in the catalog.

Requisite Type: This field is used to specify whether this requirement line is a prerequisite or a co-requisite. A **prerequisite** is something that a student must complete before the start date of the desired class. If you use an enrollment course list (as part of an enrollment requirement), you can allow in-progress coursework to fulfill prerequisites. A **co-requisite** is something that a student can complete prior to, or at the same time as, the desired class. Conditions are always set up as prerequisites in the

background.

Course ID: Enter requisite course ID.

Include Equivalent Courses: Check box if applicable.

Requisite Detail Parameters Page

Requisite Detail Parameters page—not using this page.

Enrollment Requirements

Enrollment requirements are for more complicated requisite needs such as for global limits, sequential restrictions, and unit/course restrictions. Create enrollment requirements **only** if you are using the **Requirement Group Line Type** field in an Enrollment Requirement Group.

While most pre- and co-requisites and most reserve capacities can be met using Enrollment Requirement Groups, you can use an Enrollment Requirement to ensure that a student has met an Academic Requirement prior to enrolling in a course.

The general steps to define an enrollment requirement are:

1. Evaluate your need to use the **Group Line Type** on the Enrollment Requirement Group—Requisite Detail page.
2. Enter a description of the enrollment requirement on the Enrollment Requirement—Enrollment Requirement page.
3. Determine whether GPA, units, or courses are part of the requirement on the Enrollment Requirement—Parameters page.
4. Select a requirement line type and enter a description on the Enrollment Requirement—Line Item page.
5. Enter course credit parameters on the Enrollment Requirement—Line Item Parameters page.
6. If you're using a course list, create it in the course list component, and add the course list number on the Enrollment Requirement—Line Item Detail page.

Navigation:

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requirements

1. Use the **Add a New Value** tab to create a new Enrollment Requirement.

Use the **Find an Existing Value** tab/page to search for and select an existing Enrollment Requirement you want to review and update.

2. Click **Search**.
3. From the Search Results click on the desired Enrollment Requirement record to open the **Enrollment Requirement** component for that record. If there was only one search result matching your search criteria the system opens the page directly to that record.

Enrollment Requirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Academic Institution: begins with

Academic Group: begins with

Subject Area: begins with

Catalog Nbr: begins with

Academic Requirement: begins with

Description: begins with

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Use the **Enrollment Requirement** page to create, or review and update, the description of the Enrollment Requirement (Academic Requirement.)

Example Enrollment Requirement: An example of a complicated Enrollment Requirement is: "Zoology 174: Not open to students with credit in Zoology 137 or Zoology 172. Prerequisite: Biology 130."

Enrollment Requirement

Parameters Line Item Line Item Parm Line Item Detail

Find | View All First 1 of 1 Last

Academic Requirement: 00000430

***Effective Date:** 04/18/2011 ***Status:** Active

Requirement Name: BIO 240 Group ***Short Description:** BIO 240 gr

Description: BIO 240 Group

***Report Description:** BIO 240 Group

***Report Long Description:** BIO 240 Group

***Academic Institution:** MB000 CSU Monterey Bay

Academic Group:

Subject Area: BIO Biology

Catalog Nbr:

Include History Correct History


Field Descriptions:

Academic Requirement: The system assigns a sequential number to the Enrollment Requirement (i.e. Academic Requirement.)

Effective Date: Enter an effective date for the Enrollment Requirement. The effective date must be equal to or less than the effective date of the Enrollment Requirement Group to which this course

requisite is attached.

Status: Enter the status for this requirement. Select Active when adding a new requirement. Select Inactive when CSUMB will no longer use this requirement.

 **Note:** If you want to **inactivate** an existing enrollment requirement, you need to delete all instances of references to the requirement number on the Requisite Detail page.

Academic Institution: The system populated this field, by default, with **MB000—CSU Monterey Bay**.

Requirement Name and Description: Enter Enrollment Group Name and description (same).

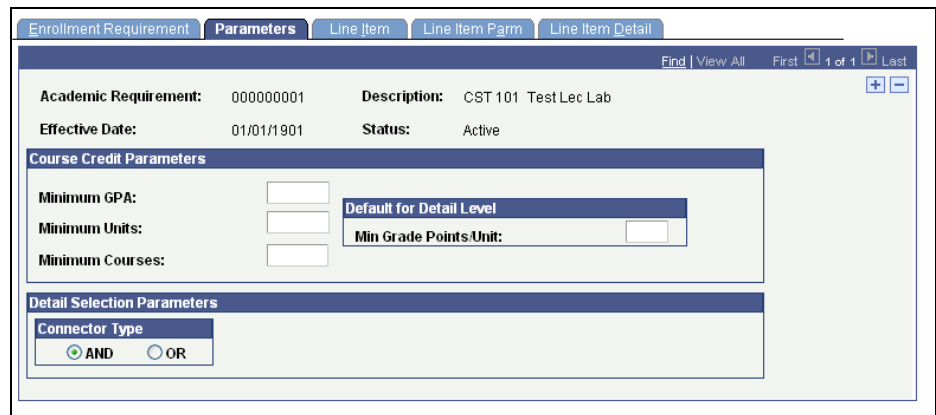
Report Description and Report Long Description: Enter Enrollment Group Name and description (same).

Academic Group, Subject Area and Catalog Nbr (catalog number): These optional values are used to signify the course to which the Enrollment Requirement is attached, or to specify department ownership of the requisite, but are not used in system processing to attach the requisite to an ERG.

5. Click the **Parameters** tab to open that page.

6. Use the **Parameters** page to create, or review and update, the overall GPA and unit limits for the Enrollment Requirement.

Course credit parameters are overall requirements for all line items. The fields on this page are optional.



The screenshot shows the 'Parameters' tab of an enrollment requirement page. At the top, there are tabs for 'Enrollment Requirement', 'Parameters', 'Line Item', 'Line Item Parm', and 'Line Item Detail'. The 'Parameters' tab is active. Below the tabs, there is a search bar and navigation controls. The main content area displays the following information:

- Academic Requirement:** 000000001
- Description:** CST 101 Test Lec Lab
- Effective Date:** 01/01/1901
- Status:** Active

Below this information are two sections of parameters:

- Course Credit Parameters:** This section contains four input fields: 'Minimum GPA', 'Minimum Units', 'Minimum Courses', and 'Min Grade Points/Unit'. A 'Default for Detail Level' button is located to the right of the 'Minimum GPA' field.
- Detail Selection Parameters:** This section contains a 'Connector Type' field with two radio buttons: 'AND' (selected) and 'OR'.

Field Descriptions:

Minimum GPA: Enter the overall minimum grade point average that all classes that are selected to meet this requirement must satisfy.

Minimum Units: Enter the total minimum units that all classes that are selected to meet this requirement must satisfy.

Minimum Courses: Enter the total minimum courses that all classes that are selected to meet this requirement must satisfy.

Min Grade Points/Units (minimum grade points/units): The minimum grade point/unit value is the minimum grade points that are required for any individual class that is selected to meet the requirement. The system includes a student's in-progress work as counting toward the minimum.

Connector Type: This field is used for enrollment requirements with more than one row. The value **And**

indicates whether the student must meet all of the requirement line detail conditions. The value **OR** indicates the student only needs to meet one of the requirement line details.

7. Click the **Line Item** tab to open that page.

8. Use the **Line Item** page to create, or review and update, the definition and description of the requirement line type.

Field Descriptions:

Line: The system generates a sequential Line number. The number determines the order in which the detail lines are evaluated.

Line Type: Enter the Line Type. The line type selected determines the format of this line, and the fields made available for entry on this page, the Line item detail page, and the Line Item Parm (parameter) page. This specifies the type of requirement checking that will occur against a student's records at enrollment time. Valid values are as follows:

Value	Description
Condition Requirement	Specifies conditions associated with the student. (Complement of Line Conditions option appears on page for this line type. If selected and conditions stated on Requirement Line Item Detail page are true, false is recorded. If selected and any conditions stated on Requirement Line Item Detail page are false, true is recorded. If not selected and conditions stated on Requirement Line Item Detail page are true, true is recorded. If not selected and any conditions stated on Requirement Line Item Detail page are false, false is recorded.)
Global Limit	Applies to a student's entire audit and splits courses even when the Enable Splitting option on the Requirement Line Item Controls page is not selected. The limits usually affect courses taken from a specified list, units, or GPA in course requirement lines and specific course lines. These courses are usually affected because the global limit is activated only when encountered. For example, this line type can be used to ensure that a student uses no more than 9 units of remedial work towards the 120 units required to graduate. The Global Limit line type is usually attached to a requirement group, which is designated at the career level with a reporting sequence of 1

Global Sequential Requirement:

Checks all courses on the student's record to verify that the student took the courses in the proper sequential order (as specified in the course list). If courses are out of order, the courses are excluded from the entire audit at the level (for example, career, program, or plan) that it is processed. For example, to enforce a particular sequence of courses for the entire audit, place restriction at the career level.

Sequential Restriction

Checks courses used by the stated requirement or other target to verify that the student took the required courses in the correct order. (Local targets are defined on the Requirement Line Item Detail page. In the absence of a local target, default target is the current requirement.) If it is not correct, the courses are disallowed in the course requirement lines and specific course lines, but are available to be used by other requirements.

Specified courses

Enables you to specify a course list from which the student must take one of each type of course represented in the list. The number of course units and courses can be indicated on the Requirement Line Item Parameters page. (Default is one if no other parameters are specified.) As noted, the student is required to take at least one of each specified course type in the list. For example, if the course list consists of a wild card for Math plus a wild card for Physics and Chemistry 100, the student must satisfy one of each type of course.

Unit, Course, or GPA:

Checks courses used by a stated requirement or other local target to verify maximum units, courses, or GPA limits. (Local targets are defined on Requirement Line Item Detail page. In the absence of a local target, default target is the current requirement.) If the unit, course, or GPA limit is exceeded, the courses are disallowed in the course requirement lines and specific course lines, but are available to be used by other requirements.

Table 7: Enrollment Requirement Line Type values.


Line Name, Short Description and Description: Enter these descriptions.

- 9. Click the **Line Item Parm** tab to open that page.

- 1. Use the **Line Item Parm** page to create, or review and update, line item parameters for the specified academic requirement. The fields that are available depend on the Line Type that is recorded on the Line Item page.

The screenshot displays the 'Line Item Parm' tab in a software interface. At the top, there are navigation tabs: 'Enrollment Requirement', 'Parameters', 'Line Item', 'Line Item Parm' (selected), and 'Line Item Detail'. Below the tabs, there are search and navigation controls: 'Find | View All', 'First', '1 of 1', and 'Last'. The main content area is divided into several sections:

- Academic Requirement:** 000000001
- Description:** CST 101 Test Lec Lab
- Effective Date:** 01/01/1901
- Status:** Active
- Line Item Parameters:**
 - Line Nbr:** 0010
 - Description:** CST TEST LEC LAB COREQ
- Course Credit Parameters:**
 - Minimum GPA:**
 - Minimum Units:**
 - Minimum Courses:**
 - Maximum Units Allowed:**
 - Maximum Courses Allowed:**
 - Min Grade Points/Unit:**

 **Note:** The values recorded here take precedent over the parameters recorded at the requirement level and at the requirement group level. For example, the line item parameters might require 6 units, but the requirement parameters only need 3 units. The audit engine searches for 6 units.

Field Descriptions:

Minimum GPA (minimum grade point average): Enter the minimum GPA that is the minimum overall GPA requirement for classes that are selected to satisfy this requirement. (For example, if a requisite states that the student needs to take four Math 100-level classes with an overall GPA of 3.00 for a total of 12 units, then enter 3.00 in this field.) Any existing value in the Minimum GPA field on the Parameters page is supplied by default to the Line Item Parm (line item parameters) page when you add a requirement line.

Minimum Units: Enter a value for the minimum total units for the courses that are selected to satisfy this requirement. If this line item references a course list, then the number of units represents the total number of units that all courses found on the student's record (that match the course list) must be worth.

Minimum Courses: Enter a value for the minimum number of courses that are required for this requirement. If this line item references a course list, then the number of courses represents the total number of courses that all courses found on the student's record (that match the course list) must be worth.

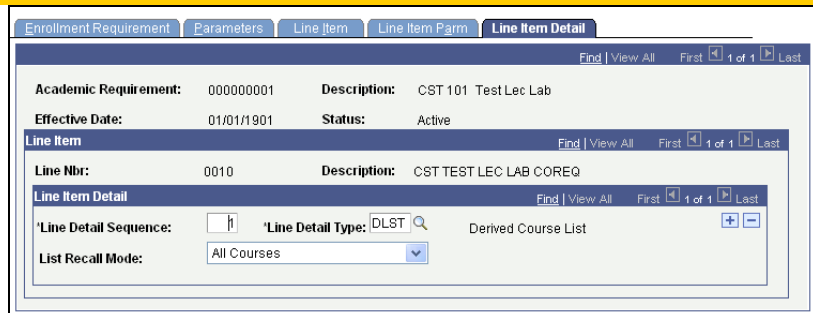
Maximum Units Allowed: Enter a value for the maximum number of units that can be evaluated for this requirement. This is not a way to verify whether a student has exceeded a unit limit. This is a way to limit what is evaluated.

Maximum Courses Allowed: Enter a value for the maximum number of units that can be evaluated for this requirement. This is not a way to verify whether a student has exceeded a course count limit. This is a way to limit what is evaluated.

Min Grade Points/Unit (minimum grade points per unit): Enter a value for the minimum grade points per unit that each course must have to satisfy the enrollment requirement. For example, if you set this to 2.0, then each course that is evaluated must be a grade C or greater. If a course is evaluated that does not meet this minimum, the requisite is not satisfied.

2. Click the **Line Item Detail** tab to open that page.

1. Use the **Requirement Line Item Detail** page to create, or review and update, course lists and derived course lists for a Line Item.



Field Descriptions:


Line Detail Sequence: A sequential number assigned by the system. Defaults to 1 and is incremented by 1 with each row that you add.

Line Detail Type: Enter a Line Detail Type value that instructs the system in the means it will use to assemble the courses that are to be examined by the degree audit engine. There are two possible values:

Value	Description
CLST (Course List)	Course list is a set of courses identified directly by the Course ID or via wildcard parameters, such as all courses in a certain Academic Subject.
DLST (Derived List)	Derived Course List is a set of courses identified on the fly by the system using various criteria – e.g., all courses.

Table 8: Line Detail Type values.

Course List: If the Line Detail Type is **CLST**, then the **Course List** field shows. Use this field is to select the course list that indicates a grouping of classes the system can evaluate.

 **Note:** To view a list of the courses in the Course List, click on the  button on the Course List Summary page. (Navigation: **Main Menu > Home > Curriculum Management > Enrollment Requirements > Course List Summary.**)

List Recall Mode: If the Line Detail Type is **DLST**, then the **List Recall Mode** field shows. List Recall Mode has the following possible values:

Value	Description
None	Indicates no field value.
2-year Institution Transfer Courses	Indicates all external transfer course credit from a two-year institution.
4-year Institution Transfer Courses	Indicates all external transfer course credit from a four-year institution.
All Courses Used	Indicates all courses used to satisfy requirements where the Credit Include Mode on the Line.
Item Parameters page is All Stats or Excl GPA.	Retrieves all courses used prior to the requirement. (Note that Used means captured. Verified courses are not picked up.)
All Courses	Indicates all attempts for all courses on a student's transcript for all careers.
Courses in Target Career	Indicates all courses (including internally transferred courses) taken in the career specified by the target requirement group of this requirement. For example, if a requirement group is specified as an Undergraduate career requirement and points to this requirement line item detail, the target career is Undergraduate.
Credit with No Designation	Indicates all courses with no requirement designation.
Grade Category	Indicates all courses assigned a grade that belongs to a particular grade category. (When this field value is entered, the Reference Data

	field becomes available and is used to record the actual grade category prompt value.)
Include in GPA Courses	Indicates all courses completed with a grade (defined on the Grading Scheme Table as Include in GPA) that can be included in GPA.
Internal Transfer Credit	Indicates course equivalents awarded by the course credit system with a source type of internal. Courses transferred internally are selected from one career and have course equivalents applied to another career, program, or plan.
Other Credit	Indicates course equivalents awarded through the Other Credits component.
Taken After Limit (#Units)	Indicates courses taken after a unit limit. Enter unit limit in the Quantity field. (The units are evaluated in chronological order.)
Taken Before Limit (#Units)	Indicates courses taken before a unit limit. Enter number of units in the Quantity field. For example, enter 60 to restrict courses to those taken before 60 units. All term- and unit-based derived list field values include transfer course credit, other credit, test credit, and internal transfer course credit. When evaluating transfer credit in term- and unit-based derived course lists, the begin date of the articulation term (to which the credit is posted) is used to determine whether or not the credit is valid for the particular derived course list.
Taken Before Term in Residence Nbr	Counts the courses taken before the term indicated. (This value pulls in home courses as well as transfer courses taken prior to the term specified.)
Taken Before Term Number	Indicates courses that were taken before the term number entered in the Quantity field. Terms are counted starting with the first term in which a student is enrolled.
Taken in Consecutive (#Terms)	Indicates how many terms in consecutive order are to be checked.
Taken in Last (#Terms)	Indicates how many consecutive terms are to be checked. These terms begin with the most recent and go back in time.
Taken in Last (#Units)	Indicates how many consecutive units are to be checked. These units begin with the most recent taken and go back in time.
Taken in Last Graded (#Terms)	Indicates how many consecutive graded terms are to be checked. These terms begin with the most recent and go back in time.
Taken While in Residence	Indicates courses taken while the student is in residence regardless of career. Home courses since matriculation at the institution are counted.
Test Credit	Indicates course equivalents awarded through the Test Credits component.
Transfer Credit	Credit that is transferred externally from another institution. Test

	credit, other types of credit, and internally transferred coursework are not allowed.
Used by Academic Plans	Includes all courses used by requirement groups in the current audit defined to the academic plan level.
Used by Academic Programs	Includes all courses used by requirement groups in the current audit defined to the program level.
Used by Primary Academic Program	Includes all courses used by the requirement groups that point to the student's primary academic plan.
Used by Requirement Group	Indicates all courses used by a specific requirement group. Enter the appropriate requirement group in the Requirement Group field.
Used by Requirement	Indicates all courses used by a specific requirement. Enter the appropriate requirement in the Academic Requirement field.
Table 9: List Recall Mode values.	

Enrollment Requisite Summary

Use this view only page to review and verify **Enrollment Requirement Group** rules.

Navigation:

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requisite Summary.

1. Select search criteria for the **Enrollment Requisite** (Enrollment Requirement Group) you want to review.
2. Click **Search**.
3. From the Search Results click on the desired Enrollment Requisite record to open the Enrollment Requisite Summary page for that record. If there was only one search result matching your search criteria the system opens the page directly to that record.

Enrollment Requisite Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Requirement Group: begins with

Academic Institution: begins with

Academic Group: begins with

Subject Area: begins with

Catalog Nbr: begins with

Description: begins with

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

Requirement Group	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Description
000001	MB000	SMART	CST	101	CST 101 Lec1 -Lab11 co-reg
000002	MB000	SMART	CST	101	CST 101 Lec2-Lab 22 co-reg
000003	MB000	SMART	MATH	99	Math 99 Prereq Test

4. Use this page to review and verify Enrollment Requirement Group rules.
5. Click on the blue-highlighted **Enrollment Requirement Group Name** at the top-left of the page to access the Requirement Group-Description page.
6. Click on the blue-highlighted **Course Number** at the right of the page to access the Course Description page.

Enrollment Requisite Summary Find | View All First 1 of 1 Last

000001 [CST 101 Lec1-Lab11 co-reg](#) **Effective Date:** 10/12/2007 **Active** Always Report

Academic Requirements

CST 101 TLEC

Group Line Type: Course
Course ID: 000001 **Test CST 101 Lecture**

Requisite Type: Co-Requisite **Term:** 2007 Spr

Associated Class: 1

AND **Group Line Type:** Condition **CSU Monterey Bay**

Condition Code: Acad Level

Condition Operator: Equal

Condition Data: Freshman

[BIO 240L](#)

AND (**Group Line Type:** Course

Course ID: 000012 **Biology I Lab**

Requisite Type: Pre-Requisite **Term:**

[BIO 100](#)

OR **Group Line Type:** Course **)**

Course ID: 000004 **Biology**

Requisite Type: Pre-Requisite **Term:**

[HCOM 212T](#)

AND (**Group Line Type:** Course

Course ID: 000008 **TEST Reasoning & Communication**

Requisite Type: Pre-Requisite **Term:**

7. Use this page to verify data for the Enrollment Requirement Group Description.

[Requirement Group Summary](#)

Requirement Group Description

000001 CST 101 Lec1 -Lab11co-req

Descriptions/Associations

Long Description

CST 101 Lec1 -Lab11co-req -- Description from the Enrollment Requirement Group Setup

Computer-Generated Description

You must take courses specified by the attached detail lines. You must satisfy one detail line from each group of detail lines separated by the AND connector.

Associations

This is a College of Sci Media & Tech requirement for the career starting on 2007-10-12. It is owned by the enrollment system. It is a requisite/restriction for course CST 101. This requirement is number 1 in its group.

[Return To Requirement Group Summary](#)

8. Use this page to verify data for the Course Description.

Course Description

Course ID: 000012

BIO 240L

Description: Biology I Lab
Biology I Lab

[Return](#)

Enrollment Requirement Summary

Use this view only page to review and verify **Enrollment Requirement** rules.

Navigation:

Main Menu > Curriculum Management > Enrollment Requirements > Enrollment Requirement Summary.

1. Select search criteria for the Enrollment Requirement you want to review.
2. Click **Search**.
3. From the Search Results click on the desired Enrollment Requirement record to open the Enrollment Requirement Summary page for that record. If there was only one search result matching your search criteria the system opens the page directly to that record.

Enrollment Rqrmnt Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with

Academic Group: begins with

Subject Area: begins with

Catalog Nbr: begins with

Academic Requirement: begins with

Description: begins with

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

4. Use this page to review and verify the Requirement Lines.
5. Click the blue-highlighted **Enrollment Requirement Group** Name to open the Requirement Description page.
6. Click the blue-highlighted **Requirement Line** Name to open the Requirement Line Description page.

Enrollment Requirement Summary

Find | View All | First 1 of 1 | Last

00000000 **CST 101 Test Lec Lab** Effective Date: 01/01/1901 Active Always Report

Requirement Lines Find 1 of 1

CST TEST LEC LAB COREQ Always Report

7. Use this page to view the **Requirement Description.**

[Requirement Summary](#)

Requirement Description

00000001 CST 101 Test Lec Lab

Descriptions/Associations

Long Description

CST 101 Test Lec Lab

Computer-Generated Description

You must take courses specified by the attached detail lines. Credit in this requirement applies to the parent Requirement Group. You must satisfy the detail line on the next page.

Associations

[Return To Requirement Summary](#)

8. Use this page to view the **Requirement Line Description.**

[Requirement Summary](#)

Requirement Line Description

CST TEST LEC LAB COREQ

Long Description

Long Description

cst


Requirement Description

You must take exactly one of each distinct course from the attached Course List. Credit in this requirement applies to the parent Requirement.

[Return To Requirement Summary](#)

Course Equivalencies

Course equivalencies are courses that are considered equal, requisite checking (prerequisite and co-requisite) and repeat checking. Course equivalency groups link these different Course ID numbers together as equivalent for these purposes. The courses themselves can possess different components, requisites, topics, etc.

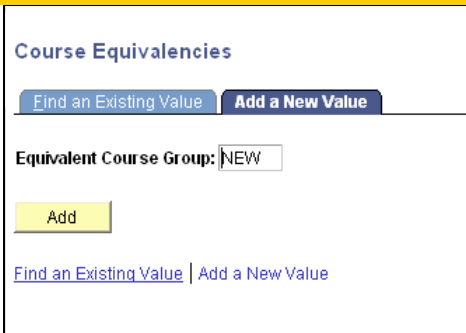
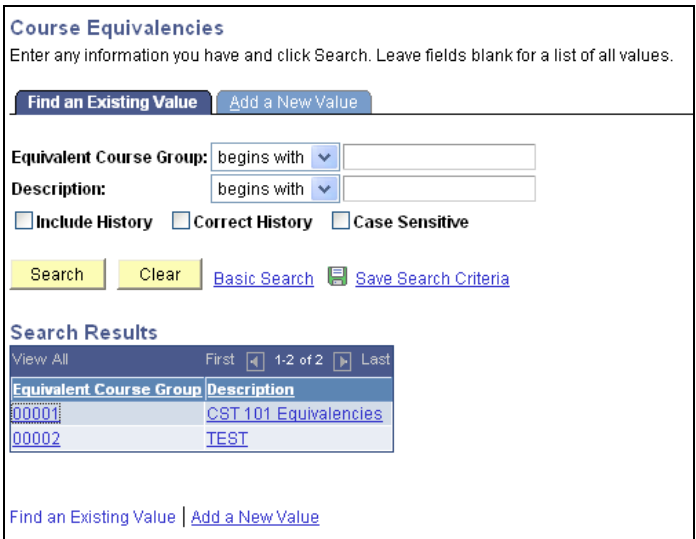
 **Note:** A cross-offered course is different from an equivalent course. Cross-offered courses have the same Course ID number and exactly the same Catalog Data information. When cross-offered courses are scheduled each class is associated with a single session (offering). You define cross-offered courses on the Course Catalog—Offerings page.

To create a course equivalency group (Equivalent Course Group):

1. Define an equivalent course group in the Course Equivalencies page.
2. Add courses to the equivalent course group on the Course Catalog—Catalog Data page.
3. Return to the Course Equivalencies page and click the Fetch Equivalencies button in order to review the group of equivalent courses.

Navigation:

Menu > Curriculum Management > Course Catalog > Course Equivalencies

<ol style="list-style-type: none">1. Use the Add a New Value tab/page to create new course equivalency group. Accept the Equivalent Course Group number value of NEW and click the Add button. Use the Find an Existing Value tab/page to select search criteria and find a course equivalency group you want to review.2. Click Search.3. From the Search Results click on the desired Equivalent Course Group to open the Course Equivalencies page for that record. If there was only one search result matching your search criteria the system opens the page directly to that record.	 <p>Course Equivalencies</p> <p>Find an Existing Value Add a New Value</p> <p>Equivalent Course Group: <input type="text" value="NEW"/></p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>						
	 <p>Course Equivalencies</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Equivalent Course Group: <input type="text" value="begins with"/></p> <p>Description: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-2 of 2 Last</p> <table border="1"><thead><tr><th>Equivalent Course Group</th><th>Description</th></tr></thead><tbody><tr><td>00001</td><td>CST 101 Equivalencies</td></tr><tr><td>00002</td><td>TEST</td></tr></tbody></table> <p>Find an Existing Value Add a New Value</p>	Equivalent Course Group	Description	00001	CST 101 Equivalencies	00002	TEST
Equivalent Course Group	Description						
00001	CST 101 Equivalencies						
00002	TEST						

- Review the **Equivalent Course Group** number. This is a system generated number. When you use **Add a New Value** to create a new Equivalent Course Group the system will initially populate the Equivalent Course Group number field with **NEW**.

Course Equivalencies

Find | View All First 1 of 1 Last

Equivalent Course Group: 00001

Effective Date: 01/01/1901 Status: Active

Description: CST 101 Equivalencies

Short Description: Test

Fetch Course Equivalencies

Equivalent Courses Find First 1 of 1 Last

Course ID:	Effective Date:	Status:	Course Offering
			1 of 1

Save Return to Search Notify Add Update/Display Include History Correct History

Field Descriptions:

Effective Date: Enter an **Effective Date** for this Equivalent Course Group. Use a new effective date each time you make a change to an equivalent course group. Insert new rows as needed to modify the record. This way you can track historical equivalent course changes.

Status: Select a **Status**. Use **Active** when adding a new equivalent course group. Use **Inactive** when CSUMB will no longer be using the equivalent course group.

Description: Enter the **Description** and **Short Description**.

Fetch Course Equivalencies: Once you have attached courses to this equivalent course group on the Course Catalog—Catalog Data page, click the **Fetch Course Equivalencies** button to populate the Equivalent Courses group box with data on equivalent courses.

Find | View All First 1 of 1 Last

Equivalent Course Group: 00001

Effective Date: 01/01/1901 Status: Active

Description: CST 101 Equivalencies

Short Description: Test

Fetch Course Equivalencies

Equivalent Courses Find First 1-6 of 6 Last

Course ID:	000003	CST 101 T Component Combo	Course Offering	Find	1 of 1
Effective Date:	01/01/1901	Status: Active	CST	101TCOMBO	1
Equivalent Course Group:	00001	CST 101 Equivalencies			
Course ID:	000005	Mathematics Review I	Course Offering	Find	1 of 1
Effective Date:	01/02/1901	Status: Active	MATH	98TEST	1
Equivalent Course Group:	00001	CST 101 Equivalencies			

Figure 3: Sample completed equivalency course group: Math 98 is an equivalent course to CST 101.