

INTRODUCTION TO CICS

CICS (Customer Information Control System) is the system most commonly used by administrative personnel for accessing student records information on the IBM enterprise server. It is available from 7:00 a.m. to 6:00 p.m., Monday through Friday. Additional times may be arranged during peak periods by contacting the Information Technology Production Control Specialist at 325-7281. Please do so a week prior to the anticipated peak period.

Access to the system is controlled by a personal CICS log-on ID and password. Access to student records system transactions determines which informational screens each person is allowed to view and the update authority they possess for that information. An example of this is the RA20 screen which contains student information; many offices on campus have access authority to view this information but only Admissions and Records has the update authority necessary to change much of this information.

You apply for a CICS sign-on from the Information Technology office through your office supervisor. The form to access student record system transactions needs to be completed by your supervisor and sent to A&R for approval. The forms can be found on: <http://www.ou.edu/admrec/cicsindex.htm>. When you receive word your sign-on has been created, you may access the system.

When you sign-on for the first time you will be required to change your password to a new password so it will be known only to you.

Passwords must be 5-8 characters in length, begin with an alpha character, should not contain blanks or special characters, and can not be reused.

The password is valid for a period of three months. At the end of that period you will get a message when you log on that your password has expired. Enter a new password using the password rules. After entering the new password you will be prompted to retype for verification.

If you think someone else knows your password you need to change it, follow the procedure outlined in the section titled "Sign On Procedures" to update your password.

After 20 consecutive unsuccessful sign-on attempts, your CICS sign-on is automatically revoked. It will be necessary to contact the CICS Security Administrator at Information Technology to have it restored.

Your CICS sign-on is considered inactive and is automatically revoked if you have not signed on for a period of 45 days. Once revoked you must contact the CICS Security Administrator at Information Technology to have it re-activated. Please put it on your calendar to sign-on once a month so this doesn't happen to you.

We ask that you remember that CICS contains confidential information that we have a legal obligation to protect. Please do not leave your workstation unattended when you are signed on; if you leave your desk please sign off your work station.

SIGN ON PROCEDURES

To sign-on to CICS from interlocking OU logo screen

Type "CICS" and press ENTER
Type your User ID, skip over groupid field
and go to next line
Type your password and press ENTER
(disregard language field)

To sign-on to CICS from Sign-on to CICS screen

Type your User ID, skip over groupid field
and go to next line
Type your password and press ENTER
(disregard language field)

To sign-on to CICS after using TSO

From the TSO logon screen
Type "CICS" press ENTER
Clear your screen
Type "CESN" and press ENTER
Type your User ID, skip over groupid field and go to the next line
Type your password and press ENTER

To Change your password (BE VERY CAREFUL)

Clear your screen
Type "CESN" and press ENTER
Type your User ID, skip over groupid field and go to the next line
Type your password, go to the next line
Type your new password and press ENTER

SIGN OFF PROCEDURES

To sign-off CICS

Clear your screen
Type "CESF" and press ENTER

To sign-off CICS and return to interlocking OU logo screen

(use this method of signing off if you wish to log on to TSO)
Clear your screen
Type CESF LOGOFF and press ENTER

SYSTEM INFORMATION SCREENS

System Information Screens have been developed to assist CICS users who may wish to inquire on their present status. To utilize any of these screens, clear your screen, type one of the following transactions, and press ENTER.

INFO - This screen will show the name and CICS User ID number of the operator currently signed on to the work station and the ID number of the work station from which the transaction was initiated.

SCHD - This screen will show scheduled CICS availability. Normally scheduled hours, hours scheduled for today's date and the following date are displayed. A listing of dates when CICS service varies from the normally scheduled hours, if any, is also displayed.

WHAT - This screen will show the "STAT ON" semester for the work station from which the transaction was initiated.

WHO - This screen will show the User ID of the CICS operator currently signed on to the work station from which the transaction was initiated.

STUDENT ACADEMIC RECORDS MENU (STAR)

STAR is the student information system menu system that puts our most popular inquiry menu systems all in one place. RA20, DSPR, ITEF, MCIS, and DSPT are all on this menu. Using this menu will allow you to transfer back and forth between the menu systems carrying the student's ID along with you. Just choose the menu system you wish to go to by pressing the appropriate function key. F12 will always return you first to the main system menu, then pressing F12 again will return you to STAR. F12 will always take you one step back from the screen currently displayed. The screen that is one step back will be shown in the lower right of most student system screens.

To access STAR, after signing on to CICS clear your screen, type STAR and press ENTER.
The screen shown below will appear.

```

_STAR                                THE UNIVERSITY OF OKLAHOMA                STAR00
                                STUDENT ACADEMIC RECORDS

CHOOSE ONE OF THE FOLLOWING TRANSACTIONS BY USING THE FUNCTION KEY
*****
TO ACCESS                          SCREEN NAME                FUNCTION KEY

STUDENT RECORDS INQUIRY MENU ..... RA20 .....          F1
STUDENT PERMANENT ACADEMIC RECORD ..... DSPR .....          F2
STUDENT SCHEDULE INQUIRY .....     .....          F4
TRANSFER INSTITUTION INQUIRY MENU ..... ITEF .....          F5
OU MASTER COURSE INVENTORY SYSTEM MENU ..... MCIS .....      F13
ONLINE PRINT MENU .....             DSPT .....          F16

*****

                                RETURN TO MENU:F12
```

STUDENT RECORDS INQUIRY MENU (RA20)

RA20 is the main menu for display of demographic and selected academic information on current and future students. From this menu you may select different screens containing information on an individual student.

To access this screen from the STAR menu press F1.

OR

After signing on to CICS clear your screen, type "RA20" and press ENTER.

```

RA20                                STUDENT RECORDS INQUIRY MENU                                SF0750
ID NBR:  ---  NAME:
SSN:
*****
* PF1 APPLICATION INFORMATION          PF9 GRADUATE CONTACT INFORMATION          *
*                                     PF10 GRADUATE TRACKING INFORMATION       *
* PF2 HS/TRANSFER INFORMATION        PF11 NEW STUDENT SCHOLARSHIP TRKING     *
*                                     *                                       *
* PF3 ADDRESS INFORMATION            PF12 RETURN TO STAR MENU               *
*                                     *                                       *
* PF4 UNIVERSITY COMMUNITY           PF13 TRANSFER CREDIT INQUIRY          *
*                                     *                                       *
* PF5 CONTACT INFORMATION            PF14 ADMISSIONS TRACKING PAGE 1        *
*                                     PF15 ADMISSIONS TRACKING PAGE 2        *
* PF6 SCHOLARSHIP RETENTION INFO     *                                       *
*                                     PF16 STUDENT CLASS SCHEDULE            *
* PF7 ACADEMIC RECORDS INFORMATION   PF17 STUDENT ADV. STANDING WORK        *
*                                     PF18 STUDENT SPECIAL PERMISSIONS      *
* PF8 PERMIT TO ENROLL               PF19 ACT/SAT INQUIRY SCREEN           *
*                                     PF20 HSCR                              *
* ENTER - STUDENT NAME               PF24 STUDENT CROSS REFERENCE          *
*****
ENTER STUDENT ID NUMBER / PRESS ENTER OR APPROPRIATE PF KEY
    
```

The RA20 Main Menu will be displayed.

If you know the student's ID number or Social Security number	If you do not know the student's ID number
Type the student's ID number or Social Security number and press ENTER to display the student's name.	you may utilize the RA20 alpha cross-reference screen using the following instructions.
Press the appropriate F key for the information you wish to view.	Press F24 (if you do not have an F24 key press SHIFT +F12; on Macintosh press APPLE+F12).
	<p>OR</p> Type "CR" in the ID number field and the press the F key for the screen you want to see. This will take you to the cross-reference screen.

The screen shown below is the RA20 alpha cross-reference screen.

```
RA2H                               THE UNIVERSITY OF OKLAHOMA          SF0758
                                STUDENT FILE CROSS REFERENCE
SEQ NBR 00
LAST NAME _                       FIRST NAME
SEQ LAST NAME                     FIRST NAME    ID NBR    BIRTH  ENTER  ZIP  LOC
F1 = BROWSE FORWARD              F2 = BROWSE BACKWARD          F12 = RETURN TO RA20
ENTER NAME THEN PRESS ENTER
```

Type the student's name or the first few letters of the last name and press ENTER.

You will have the choice of going backward or forward with F keys if the student is not on the current list of students.

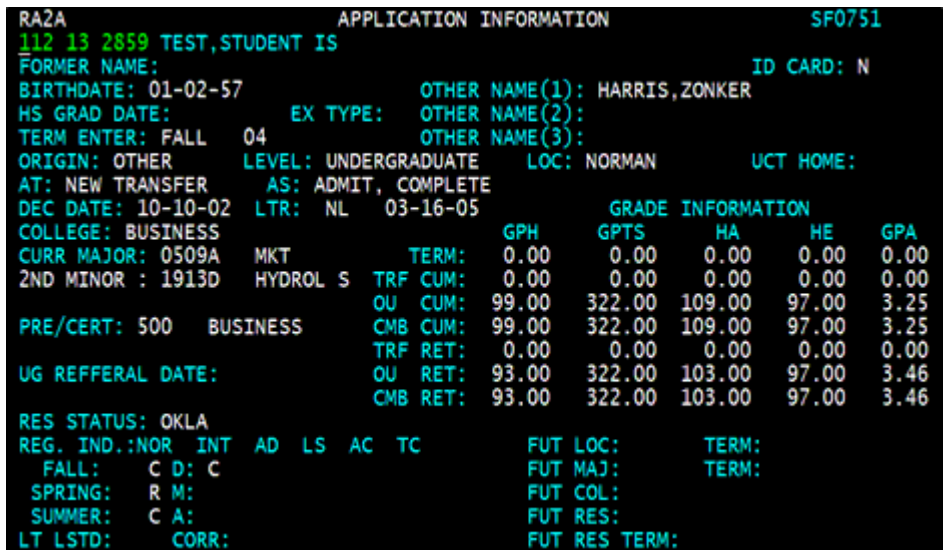
Select the sequence number and press ENTER. It will take you to the screen you selected with the F key you pressed after you typed "CR".

If you wish to view another RA20 screen at this point you may do so by pressing the F key associated with it. If you do not remember which F key you need, press F12 to return to the RA20 menu. Pressing F12 a second time will take you to STAR.

APPLICATION INFORMATION (F1)

This screen is a collection of the most commonly used information on applicants and enrolled students. Fields that may require further explanation are listed below.

To access this screen, from the RA20 main menu press F1.



EX TYPE - High School Exception Type

- 1 – Alternative Admission (8%)
- 4 – Early Entry
- 5 – Opportunity Admission
- E – Unaccredited High School / Home Study
- F – Adult Admission
- G – Gateway Admission
- R – Reciprocal Exchange
- S – Study Abroad
- W – Admitted from or being considered for wait list
- Z – Admitted on Core GPA

UCT HOME - OU Tulsa Home. This is the Regent's Institution Number for the home campus of a student attending classes at OU Tulsa. The institution number for O.U. is 110.

AT - Admit Type - see the F2 page for a list of valid codes

AS - Admit Status - see the F2 page for a list of valid codes

DEC DATE – If the student has been admitted, denied or notified us they are not coming, the date will be displayed. If this field is blank, no decision has been made.

2ND or 3RD MAJOR, MINOR, or DEGREE (M/OM) - If a student has declared a 2nd or 3rd major/minor/degree it will be displayed on this screen beneath the current major. If none has been declared, this area will be blank.

GRADE INFORMATION - Cumulative hours includes all course work taken by the student. Retention hours reflect all course work except repeated courses covered under the Regents' Forgiveness Policy. Remedial level courses and PE activity courses are also excluded from retention grade point hours and grade points, but are included in the hours attempted and hours earned.

REG IND - Registration Indicator

- R = Registered
- C = Cancelled
- W = Withdrawn
- A = Auditor Only

All Registration Indicators are cleared for a given term just before Advance Registration begins for the same term in the following year. In this way the indicators can reflect the Advance Registration for the student. Example: If today is the first day of Fall, an "R" in the Spring Registration Indicator means that the student was registered for the past Spring

semester. After the first week in November, the "R" would mean that the student was Advance Registered for the following Spring semester.

CCE semesters divide the year into three four-month semesters and do not follow the same dates as main campus semesters.

Interession Semester Abbreviations:

D = December Interession
M = May Interession
A = August Interession

Campus abbreviations:

NOR = Norman Campus
INT = Interession
AD = Advanced Programs (CCE)
LS = Liberal Studies
IS = Independent Study Department (IND ST)
AC = Academic Programs (CCE)
TC = OU Tulsa

LT LSTD - Long-term registrations are for programs that extend beyond the regular academic calendar semester. Only Liberal Studies long-term courses are on the file at this time.

CORR – Correspondence enrollment

HIGH SCHOOL / TRANSFER INFORMATION (F2)

Beginning with Fall '98, new students were required to complete four units of English, three units of Math, two units of Science, one unit of American history, two units of citizenship skills and three other guided elective units in high school or by some equivalent means. The high school course work section provides information on the student's progress towards the completion of these units plus the graduation requirements of two to three units of the same foreign language and computer literacy. Other information contained on this page includes HS GPA, rank and percentile, college GPA information, ACT, SAT, and TOEFL scores, whether high school was completed by GED or not, most recent institution attended, as well as some commonly accessed student information.

To access this screen from any RA20 screen press F2.

RA2B		HIGH SCHOOL / TRANSFER INFORMATION				SF0752	
112 13 2859	TEST, STUDENT IS						
TERM ENTER: 104	COLLEGE: 02						
ADMIT TYPE: 2	MAJOR: 0509A	TRANS CUM:	0.00	GPS	0.00	HRA	0.00
ADMIT STATUS: 2		OU CUM:	99.00	322.00	109.00	HRE	97.00
PRE/CERT: 500		COMB CUM:	99.00	322.00	109.00	97.00	3.25
GED: NO		TRANS RET:	0.00	0.00	0.00	0.00	0.00
HS GPA: 0.00	CORE GPA: 0.00	OU RET:	93.00	322.00	103.00	97.00	3.46
HS RANK:	%ILE	COMB RET:	93.00	322.00	103.00	97.00	3.46
DEC DATE: 10-10-02	LTR: NL	03-16-05					
HIGH SCHOOL COURSEWORK		ACT: OLD:	ENGL: 30	CNV --	SAT	VERB: 580	
ENGLISH:	FR LANG:	MATH:	30	--	MATH:	560	
MATH:	GE COMP:	SS:	30		TOT:	1140	
SCIENCE:	C LIT:	NS:	30				
HISTORY:		COMP:	30	--			
CITZ:							
		ENH: ENGL:	06	----	SUB SCORES	----	
		MATH:	26	ENGL	MATH	READ	
MOST RECENT INST ATTENDED	TYPE: 2	READ:	25	UM: 15	EA: 15	SS: 15	
OKLA BAPT UNIV, SHAWNEE, OK		SR:	27	RH: 15	AG: 15	AL: 15	
		COMP:	21	GT:	20		
HSG FEE: NO	APP FEE: NOT PD	TOEFL:		DATE:	TWE:		

ADMIT TYPE (AT)

- 1 = Direct from High School
- 2 = New Transfer
- 3 = Former
- 4 = Former Transfer

ADMIT STATUS (AS)

- 1 = Admit Conditionally
- 2 = Admit Clear
- 3 = Admit on Probation
- 4 = Denied Admission
- 5 = Admitted, Not Coming
- 6 = Admitted, Conditional and on Probation
- 7 = Not Admitted and Not Coming
- 8 = Auditor (College 17)

CORE GPA - Grade Point Average based on core curriculum

ACT Scores

OLD = Standard ACT test prior to 10/89 test scores.

CNV = Standard ACT test scores converted to equate to the new Enhanced ACT test standards. Only English, Math, and Composite scores will be converted.

ENH = New Enhanced ACT test scores and sub-scores.

Scores (Maximum score of 36):

- Engl - English
- Math - Math
- Read - Reading
- SR - Science Reasoning
- Comp - Composite

Sub-scores (Maximum score of 18):

- English
 - UM - Usage/Mechanics
 - RH - Rhetoric Skill
- Math
 - EA - Pre-algebra/Elementary Algebra
 - AG - Algebra/Coordinate Geometry
 - GT - Plane Geometry/Trigonometry
- Reading
 - SS - Social Studies/Science
 - AL - Arts/Literature

ADDRESS INFORMATION (F3)

To access this screen from any RA20 screen press F3.

```
RA2C                ADDRESS INFORMATION                SF0753
112 13 2859  TEST,STUDENT IS                BIRTH DATE: 01-02-57
REPLY: 1201 NOTTAREAL STREET                CHINA
        NORMAN, OK 73069 0000

HIGH SCHOOL INFORMATION

HOME PH: 405-123-4567  WORK PH: 902-342-1456
OUNETID: TEST0000      EMAIL: BLAHBLAH@OU.EDU
PERM: 1246 PERMANENT PL  EMERGENCY CONTACT:
      SAN FRANCISCO, CA 00001 9999

EMERGENCY PHONE:
AMER INDIAN VERIFIED:
TRIBE:
COUNTRY OF CITIZENSHIP:

PARENT: TEST, FIRST PARENT
        730 MOMS WAY
        PHOENIX AZ 44123 5576  SEX: MALE  ORIGIN: OTHER
PHONE: 908-453-2497  2ND PARENT: Y  MARITAL STAT:

DIRECTORY RELEASE:                HOUSING FEE RECEIVED: NO
```

This page contains the student's reply (mailing) address, home and work phone, permanent address, and parent address and phone. If a student requests two parental addresses, the 2nd Parent field will contain a "Y" and this address may be viewed on the University Community screen (F4). In addition, this page contains birth date, birthplace, high school attended, emergency contact, country of citizenship, social security number, and marital status.

There is also a directory release field to indicate if directory information is **NOT** to be given out. Most information concerning a student's academic record is considered confidential and is not released to anyone without the student's written authorization. There is, however some information that the University can release without the student's authorization. This is called Directory Information and includes name, dates of attendance, college, major, classification, current enrollment status, current and permanent home addresses, telephone number, e-mail address, degrees earned and dates of graduation and university honors. This information is provided to anyone, including the student, who contacts the University to inquire about or verify this type of information.

Students may place a "hold" on the release of their Directory Information, and have this information treated as confidential. Placing a directory hold will do the following:

- Name, address and e-mail address will not be displayed on the OU Web site directory.
- If anyone calls or contacts the University, no information will be released verifying attendance at or graduation from the University. This information will only be released upon the student's written authorization.
- The student's address and telephone number will not be released to anyone calling or contacting the University.
- In order to keep the student's name and address out of the printed directory the student must make the request to hold directory information no later than the second week of the fall semester.

UNIVERSITY COMMUNITY (F4)

This page reflects reply (mailing) and permanent address information, home phone, 1st and 2nd parent address and phone, O.U. mother and father information (if student's parent(s) or grandparent(s) graduated from OU), high school performance, SAT scores, ACT composites, priority parking eligibility, international health insurance fee, and housing deposit and exemption request information.

To access this screen from any RA20 screen press F4.

```
RA2D UNIVERSITY COMMUNITY SF0754
112 13 2859 TEST,STUDENT IS TERM ENTER: FALL 04
REPLY 1201 NOTTAREAL STREET ADMIT TYPE: NEW TRANSFER
ADDRESS NORMAN OK 73069 0000 STATUS: ADMIT COMPLETE
405-123-4567 DATE: 10-10-02
PERM 1246 PERMANENT PL MAJ: MARKETING
ADDRESS SAN FRANCISCO CA 00001 9999 PRE/CERT: PRE-PROFESSIONAL BUS
COLLEGE: BUSINESS
CAMPUS: NORMAN
PARENT INFO:
(1) TEST, FIRST PARENT PRIORITY PARKING ELIGIBLE: YES
730 MOMS WAY
PHOENIX AZ 44123 5576 INTERNATIONAL INS. FEE:
908-453-2497
(2) TEST, SECOND PARENT SEX: M DOB: 01-02-57 MAR ST:
6782 DADS PL
COLUMBUS OH 22316 9087 ACT COMP: OLD 30 CNVT -- ENH 21
SAT: VERBAL 580 MATH 560 TOTAL 1140
OU FATHER: HS GRAD DATE: HS GPA: 0.00
OU MOTHER: HS RANK: %ILE
PARENT OU GRAD CONFIRMED: EX REQ: HSG DEPOSIT: NO
```

ACT COMPOSITE - ACT Composite

OLD = Standard ACT test composite score taken before 10/89.

CNV = Old standard ACT test composite score converted to equate to the new Enhanced ACT test standards.

ENH = New Enhanced ACT test composite scores.

EX REQ - Housing Exemption Request

CONTACT INFORMATION (F5)

This page contains information relevant to prospective students.

To access this screen from any RA20 screen press F5.

```
RA2E CONTACT INFORMATION SF0755
112 13 2859 APPLICANT

NAME: TEST, STUDENT IS TERM ENTER: FALL 04
1201 NOTTAREAL STREET ORIGIN: OTHER
NORMAN, OK 73069 0000 SEX: MALE
BIRTHDATE: 01-02-57

HS GRAD DATE:
ED LEVEL:
PHONE: 405-123-4567 OK RESIDENT:

TRANSFER WORK ON FILE - F13 TO VIEW
CONTACT TYPE: TRANSFER CLASS:
CURRENT SCHOOL: OKLA BAPT UNIV, SHAWNEE, OK
INTENDED MAJOR: MARKETING SCHOLARSHIP APP: NO
PRE-PROF/CERT: PRE-PROFESSIONAL BUSINESS SCHOLR APP DATE:

** ** ** ** ** ** ACT SCORES ** ** ** ** ** ** SAT SCORES
OLD ENGL 30 CNV ENGL -- ENH ENGL 06 --- SUB-SCORES --- VERBAL 580
MATH 30 MATH -- MATH 26 ENGLISH MATH READING MATH 560
SS 30 READ 25 UM 15 EA 15 SS 15 TOTAL 1140
NS 30 SR 27 RH 15 AG 15 AL 15 TOEFL TWE
COMP 30 COMP -- COMP 21 GT 20 TOEFL DATE
```

PLEASE NOTE: If you request another F key and receive the Contact Information screen instead, it is because the student you are inquiring on has not yet applied for admission.

See F2 for ACT score documentation.

SCHOLARSHIP RETENTION INFORMATION (F6)

This page contains information pertinent to a student's National Scholars or Honors Program scholarship history. ACT score documentation can be found in the section covering the F2 screen.

To access this screen from any RA20 screen press F6.

```
RA2P          RETENTION SCHOLARSHIP TRACKING          SF0284
ID NBR: 112 13 2859          TEST, STUDENT IS          TERM ENTER: FALL 04
                                ADMIT TYPE: NEW TRANSFER
ADDRESS: 1201 NOTTAREAL STREET          RES: YES          ADMIT STAT: ADMIT COMPLETE
        NORMAN          OK 73069-0000          SEX: MALE          ORIGIN: OTHER
        PHONE: (405) 123-4567          ACT: COMP: 21          AGG: 084          SAT: 1140
HONORS STUDENT: NO          SCHOLARSHIP APPLICANT: NO
        TYPE          AMOUNT          SEM          STATUS          TERM INITIATED          TERM DISCONTINUED

INQUIRY COMPLETE
```

ACADEMIC RECORDS INFORMATION (F7)

This page contains a student's O.U. and transfer GPA information, registration indicators, withdrawn date, stops, academic status, last degree, expected degree, and various personal and admissions information.

To access this screen from any RA20 screen press F7.

```

RA2G          ACADEMIC RECORDS INFORMATION          SF0757
112 13 2859  TEST,STUDENT IS          H.S. :
          H.S. GRAD DATE:
BIRTHDATE: 01-02-57  SEX: M          WITHDRAWN DATE: 03-28-05
ORIGIN: OTHER
FORMER NAME:
          GPH      GPS      HRA      HRE      GPA
TERM:      0.00    0.00    0.00    0.00    0.00
TERM ENTER: FALL 04 LOC: NOR  TRANS CUM: 0.00  0.00  0.00  0.00  0.00
ADMIT TYPE: NEW TRANSFER      OU   CUM: 99.00 322.00 109.00 97.00 3.25
ADMIT STATUS: ADMIT COMPLETE  COMB CUM: 99.00 322.00 109.00 97.00 3.25
RES ST: OKLA                   TRANS RET: 0.00  0.00  0.00  0.00  0.00
CLS: SENIOR                    OU   RET: 93.00 322.00 103.00 97.00 3.46
COLLEGE: BUSINESS  REG CODE:  COMB RET: 93.00 322.00 103.00 97.00 3.46
MAJOR: 0509A  PRE-PROF/CERT: BUSINESS
MARKETING
          ACADEMIC STATUS:
REG.IND.: NOR INT AD LS AC TC      EXPECTED DEG:
FALL:      C D: C                   DEGREE DATE:
SPRING:    R M:
SUMMER:    C A:
LT LSTD:    CORR:
CCE THEATER: ACTIVE DUTY MILITARY:  LAST OU DEG:
STOPS ADM:  BURSAR: COLLEGE:       GRADUATION DATE:
          BRANCH:
          HOUSING: STU AFF:
  
```

For an explanation of registration indicators see F1. Other fields are explained below.

WITHDRAWN DATE - Will appear only when a student has been completely withdrawn from the current semester.

ACADEMIC STATUS

- | | |
|------------------------------|--|
| SUS = Suspended | MISC = Suspended for Academic Misconduct |
| PROB = Probation | DISC = Disciplinary Suspension |
| REM = Removed from Probation | A N = Academic Notice |
| C P = Continued on Probation | |

EXPECTED DEG and DEGREE DATE - Are loaded to the file from Application for Graduation. The data is removed from the file at the end of the semester for which it is applicable.

LAST OU DEG and GRADUATION DATE - Are loaded to the file after degrees are cleared by the colleges and remain there as long as the student is on the Student File, unless deleted on an individual basis.

GPA INFORMATION, CUMULATIVE AND RETENTION - Cumulative GPA includes all work undertaken. Retention GPA is the cumulative minus remedial, PE activity courses and courses repeated and/or reprieved in accordance with State Regents' policies.

STOPS

ADMISSIONS:

- A = Admissions
- T = Bursar at OU Tulsa
- B = Admissions & Bursar at OU Tulsa

BURSAR:

- R = Receivables
- L = Student Loans
- B = Both Receivables and Student Loans

HOUSING:

- H = Housing
- L = Legal Counsel
- Z = Housing and Legal Counsel

COLLEGE:

- C = College

STUDENT AFFAIRS:

- S = Student Affairs
- G = Goddard Health Center - Immunization Services
- P = Greek Affairs
- W = Goddard Health Center, Greek Affairs and Student Affairs
- X = Greek Affairs and Student Affairs
- Y = Goddard Health Center and Greek Affairs

PERMIT TO ENROLL INQUIRY (F8)

This page contains information pertinent to a student's eligibility to enroll for a given semester.

To access this screen from any RA20 screen press F8.

```
PERMIT TO ENROLL INQUIRY SF0764
112 13 2859 TERM OF INQUIRY:  _ _ _ _ FALL 2005
NAME: TEST,STUDENT IS CLASS: 4 TERM ENTER: 1-04
ADMIT TYPE: 2 RESIDENT CODE: 1 COLLEGE: 02 BUSINESS MAJOR: 0509A
PRE/CERT: 500 BUSINESS CAMPUS: 200 BIRTHDATE: 01/02/57 ORIGIN: 6
REG. CODE:
ACAD STATUS: REGISTRATION STOPS

REG.IND.:NOR INT AD LS AC TC ADMISSIONS:..... HISTORY
FALL: C D: C BURSAR..... FA: C
SPRING: R M: COLLEGE..... SP: C
SUMMER: C A: HOUSING..... SU: C
LT LSTD: CORR: STUDENT AFFAIRS..
2ND MINOR : 1913D HYDROL S

CANCELLED FOR THIS TERM PERMIT INFO
PERMIT HAS BEEN PRODUCED FALL:.. PL
SPRING: EN
SUMMER: NL

INQUIRY COMPLETE TO RETURN TO RA20 25
PRESS APPROPRIATE PF KEY
```

Messages are displayed in the lower left-hand corner of the screen, including the last degree earned if it is still on file. If a student is ineligible to enroll, the reason is usually spelled out in these messages. In other cases it is simply noted that the student should contact Admissions. Among the reasons a student might be ineligible are that they have a stop, are suspended, have earned a degree, have not been admitted, have been denied, etc.

Registration indicators are documented under F1.

Stops are explained on the previous page.

TERM OF INQUIRY - FA, SP, OR SU and all four digits of the year for which you wish to inquire.

HISTORY - Contains the registration indicators for the three terms prior to the currently active indicators. This is the only screen that shows these past enrollments.

PERMIT INFO - indicates the permit status for the student for each term.

PL = on the permit list

EN = enrolled with a hand written permit

NL = eligible for summer but does not have an Official Registration Form

GRADUATE CONTACT INFORMATION (F9)

This page pertains to students who have requested information from the Graduate College. It contains Graduate College correspondence information.

To access this screen from any RA20 screen press F9.

```
RA2I                GRADUATE CONTACT INFORMATION                SF0759
112 13 2859
NAME: TEST,STUDENT IS                LAST SCHOOL ATTENDED: 03164
ADDRESS: 1201 NOTTAREAL STREET        OKLA BAPT UNIV, SHAWNEE, OK
        NORMAN                        OK 73069

PHONE: 4051234567                    EXPECTED MAJOR: 0509A MARKETING
SEX: 1 MALE                          ORIGINAL TERM ENTER: 1 2004  FALL 2004
BIRTHDATE: 01 02 57                 GRAD SENIOR TERM ENTER:
ORIGIN: 6 OTHER                      TEAR SHEET INTEREST AREAS: 1) 2)

DEGREES EARNED:

GRADUATE COLLEGE CORRESPONDENCE:
1                                     6
2                                     7
3                                     8
4                                     9
5                                     10

INQUIRY COMPLETE
```

GRADUATE TRACKING INFORMATION (F10)

This page tracks the application for Graduate College admission by date and/or graduate major changes through the referral and admission processes.

To access this screen from any RA20 screen press F10.

```
RA2J          GRADUATE TRACKING INFORMATION          SF0760
112 13 2859
NAME: TEST,STUDENT IS          TOEFL:      DATE:      TWE:
ADDRESS: 1201 NOTTAREAL STREET  IELTS:      DATE:      /
        NORMAN                OK 73069 ENGL PROF: SATISFIED
ORIGIN: 6 OTHER          SEX: 1 MALE          GRE:  VERB:      GMAT:  VERB:
GRAD COLLEGE ADMIT STATUS:          QUANT:          MATH:
        ANALYTIC:          TOTAL:
ORIGINAL TERM ENTER:      1 2004 FALL      2004  ADV TEST:
GRAD SR TERM ENTER:          UNDERGRAD GPA: 0.00 /      HRS
GRAD SR ADMIT STATUS:          GRAD GPA: 0.00 /      HRS
MAJOR: 0509A MARKETING          SPECIAL GPA: 0.00 /      HRS
GRAD SR MAJOR:          CCE THEATER:
RECEIVED IN ADMISSIONS:      10-13-02
ADM REFERRED TO GRAD COL:          PROPOSED MAJOR:
RECEIVED IN GRAD COLLEGE:          RECEIVED IN GRAD COLLEGE:
SENT TO DEPARTMENT:          SENT TO DEPARTMENT:
RETURNED BY DEPARTMENT:          RETURNED BY DEPARTMENT:
  DEPT ADM RECOMMENDATION:          DEPT ADM RECOMMENDATION:
RETURNED TO ADMISSIONS:          PROCESSED IN GRAD COLLEGE:
  DECISION DATE:      10-10-02
  ADMISSION STATUS: 2 ADMIT, COMPLETE
INQUIRY COMPLETE
```

GRAD SENIOR TERM ENTER - This is the term enter which the undergraduate senior student expects to enter the Graduate College.

GRAD SENIOR ADMIT STATUS - This reflects the undergraduate senior student's current admit status in the Graduate College.

MAJOR - This is the student's current major.

GRAD SENIOR MAJOR - This is the major the undergraduate senior student wishes to pursue once in the Graduate College.

RECEIVED IN ADMISSIONS - This is the date that Admissions loaded the application to the system. It is applicable to undergraduate as well as graduate students.

ADM REFERRED TO GRAD COL – This reflects the date Admissions sent the student's referral (application and credentials) to Graduate College.

PROPOSED MAJOR - This reflects the requested major program for which a major change application is being processed.

NEW STUDENT SCHOLARSHIP TRACKING INFORMATION (F11)

This page tracks new student scholarship applications and offers made by various O.U. offices. This information is for the upcoming Fall semester only. The data is deleted each October as a new scholarship year starts.

To access this screen from any RA20 screen press F11.

```
RA2K          NEW STUDENT SCHOLARSHIP TRACKING INQUIRY          SF0761
112 13 2859
NAME: TEST,STUDENT IS          TERM ENTER: FALL 04
ADDRESS: 1201 NOTTAREAL STREET  RES: YES ADMIT STAT: ADMIT COMPLETE
      NORMAN          OK 73069-0000  SEX: MALE  ORIGIN: OTHER
PHONE: (405) 123-4567          SCH APP DATE:
SCHOOL: OKLA BAPT UNIV, SHAWNEE, OK  SCH TYPES:
ACT: COMP: 21  AGG: 084  SAT: 1140
      LOCATION : NOR
***** OFFER INFORMATION ***** DECISION INFO **
SCHOLARSHIP TYPE          AMOUNT  SEM  DATE          A/D  DATE
*****
INQUIRY COMPLETE
```

SCH TYPES - The type of scholarship **applied** for on the Scholarship Application.

SCH APP DATE - The date the Scholarship Application was received.

SEM - The semester for which the student was **offered** a scholarship.

- F = Fall
- S = Spring
- B = Both

A/D - This reflects the decision the student has made about the scholarship offer.

- A = Accept
- D = Decline

TRANSFER CREDIT INQUIRY (F13)

This page displays the student's transfer institution course work. It can also be accessed through DSPR, F3.

To access this screen from any RA20 screen press F13 (or SHIFT +F1; on Macintosh APPLE+F1).

```
ST10          TRANSFER CREDIT EVALUATION * BROWSE *          ST0110
SID: 112 13 2859  NAME: TEST,STUDENT IS
SSN:
INST:          SEM:

03152 UNIV OF CENTRAL OKLA, EDMOND, OK (SR) .....          0000000
*****  TRANSCRIPT NOT ON STEF  *****
INST CUM: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00
INST RET: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00

03162 NORTHERN OKLA COLL, TONKAWA, OK (JR) .....          0000000
*****  TRANSCRIPT NOT ON STEF  *****
INST CUM: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00
INST RET: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00

90135 CC OF AURORA, AURORA, CO (JR) .....          0000000
*****  TRANSCRIPT NOT ON STEF  *****
INST CUM: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00

F3 TRF COURSES  F8 FORWARD  F9 BACKWARD  F16 PRINT  F12 RETURN TO RA20
MORE TO VIEW. BROWSE USING PF KEYS
```

To browse forward or backward through the summary statements of the transfer work press F8 or F9 respectively.

F3, TRF COURSES, provides information on the transfer institution.

```
ST10          TRANSFER CREDIT EVALUATION * BROWSE *          ST0110
SID: 112 13 2859  NAME: TEST,STUDENT IS
SSN:
INST:          SEM:

03152 UNIV OF CENTRAL OKLA, EDMOND, OK (SR) .....          0000000
*****  TRANSCRIPT NOT ON STEF  *****

INST CUM: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00
INST RET: GPH:  0.00  GPS:  0.00  HA:  0.00  HE:  0.00  GPA: 0.00

-----
INST NOTES: COURSE NUMBER SYSTEM:
              2003-2004 CATALOG:
              1000 & 2000 LEVEL = LOWER DIVISION
              3000 & 4000 LEVEL = UPPER DIVISION
              5000 LEVEL = GRADUATE
-----

03162 NORTHERN OKLA COLL, TONKAWA, OK (JR) .....          0000000
F3 TRF SUMMARY  F5 1ST INST/SEM F6 LAST INST/SEM F16 PRINT F12 RETURN TO RA20
F7 FORWARD W/HISTORY  F8 FORWARD  F9 BACKWARD  F10 BACKWARD W/HISTORY
MORE TO VIEW. BROWSE USING PF KEYS
```

For details on course equivalencies by institution, press F5 or F6.

```
ST10          TRANSFER CREDIT EVALUATION * BROWSE *          ST0110
ID: 000 18 0000  NAME: TEST,STUDENT
INST:          SEM:

01234 LOYOLA MARYMOUNT UNIV, LOS ANGELES, CA (SR) ..          1995100

TERM: FALL          1995          SEM HOUR SYS

AERO    100  AIR FORCE TODAY I    3.00 C
  OU:          NO OU EQUIVALENT          3.00

MA      110  ALGEBRA          1.00 A
  OU: MATH 1503 INTRO-ELEM FUNCTION          1.00          DPT REV

      TERM: GPH:    4.00    GPS:   10.00    HA:    4.00    HE:    4.00    GPA: 2.50

INST CUM: GPH:    4.00    GPS:   10.00    HA:    4.00    HE:    4.00    GPA: 2.50
INST RET: GPH:    4.00    GPS:   10.00    HA:    4.00    HE:    4.00    GPA: 2.50

-----

F3 TRF SUMMARY  F5 1ST INST/SEM F6 LAST INST/SEM  F16 PRINT F12 RETURN TO RA20
F7 FORWARD W/HISTORY  F8 FORWARD          F9 BACKWARD  F10 BACKWARD W/HISTORY
MORE TO VIEW. BROWSE USING PF KEYS
```

ADMISSIONS APPLICATION TRACKING - PAGE 1 (F14) and ADMISSIONS APPLICATION TRACKING - PAGE 2 (F15)

The Admission's Application Tracking screen (Page 1) reflects only the information that has been requested for a specific student. Therefore, the screen may only show one or two items or none at all. This screen reflects everything asked for from the student except transcripts from transfer schools whose requests are found on Page 2 (F15). Both screens show the date the request was made and if the item has been received. Because the requests are sent out overnight, the date sent does not show up on the computer screen until the next working day. If the date sent is blank, the item was requested on the same day you are viewing the screen.

To access these screens from any RA20 screen press F14 (or SHIFT +F2) or F15 (or SHIFT=F3).

```

RA2L          APPLICATION FOR ADMISSION TRACKING - PAGE ONE      SF0762
112 13 2859  TEST,STUDENT IS                                APPLICANT
INFORMATION REQUESTED FROM STUDENT                          REQ. SENT   RECEIVED
OFFICIAL ACT OR SAT SCORES                                08 03 04
    
```

INQUIRY COMPLETE

```

RA2M          APPLICATION FOR ADMISSION TRACKING - PAGE TWO      SF0763
112 13 2859  TEST,STUDENT IS                                APPLICANT

TRANSFER INFORMATION REQUESTED FROM      CREDENTIALS NEEDED  REQ SENT RECEIVED
UNIV OF CENTRAL OKLA, EDMOND, OK        TRANS. FOR          03 16 05
NORTHERN OKLA COLL, TONKAWA, OK        TRANS. FOR          03 16 05
    
```

INQUIRY COMPLETE

STUDENT SCHEDULE INQUIRY (PF16)

This page displays a comprehensive enrollment report for active semesters (semesters for which SREG and ADRP are available). Two views of the schedule are available. The default view contains add/drop history for the enrolled semester(s). The second view contains the time and place for the main campus courses and/or begin and end dates and billing information for CCE campus courses. Courses which have been graded but for which the campus semester is not complete are marked *G (for example: summer session I is over but not the summer semester). The actual grade is available on DSPR.

To access these screens from the RA20 menu screen press F16 (or SHIFT +F4). You can also access these screens from STAR by pressing F4, and from DSPR by pressing F4.

LOC	DEPT	CRSE	SEC	DESCRIPTION	A-DATE	D-DATE	STATUS	CR	HR	GRD	PA
RA20 STUDENT SCHEDULE SF0765 112 13 2859 TEST,STUDENT IS SPRING 2005 NORMAN SEMESTER START DATE: 01-18-2005 END DATE: 05-06-2005											
NOR	PHIL	1013	004	INTRO TO PHILOSOPHY	11/01/04	11/02/04	CANCEL	3.00	CA		
NOR	ZOO	1005	011	LAB-ZOO 1005-010	11/01/04	11/02/04	CANCEL	.00	CA		
NOR	ZOO	1005	010	CONCEPTS IN BIOLOGY	11/01/04	11/02/04	CANCEL	5.00	CA		
NOR	METR	4990	060	CLIMATE CHG/SOC IMP	11/19/04	11/19/04	CANCEL	1.00	CA		
NOR	SPAN	1115	013	BEGINNING SPANISH	12/02/04	12/06/04	CANCEL	5.00	CA		
NOR	ANTH	1113	001	GEN ANTHROPOLOGY	12/02/04	12/06/04	CANCEL	3.00	CA		
NOR	SPAN	1115	001	BEGINNING SPANISH	01/12/05	01/12/05	CANCEL	5.00	CA		
NOR	ENGL	1113	002	PRIN OF ENGL COMP	01/18/05	01/18/05	CANCEL	3.00	CA		
NOR	JMC	3333	002	ADVERTISING RES	01/18/05	03/16/05	CANCEL	3.00	CA		
NOR	ENGL	1213	045	PRIN OF ENGL COMP	01/21/05	03/16/05	CANCEL	3.00	CA		
NOR	ENGL	1213	045	PRIN OF ENGL COMP	03/16/05		ORG ENRL	3.00			
NOR	JMC	3333	002	ADVERTISING RES	03/16/05		ORG ENRL	3.00			
								TOTAL SEMESTER HOURS:	6.00		
SUMMER 2005 - NORMAN											
VIEW SCHEDULE WITH ADD/DROPS-F4 (DEFAULT) VIEW WITH TIME/PLACE-F8											
** MORE TO VIEW-PRESS ENTER ** RETURN TO RA20: F12											

STUDENT ADVANCED STANDING WORK (PF17)

The Advanced Standing File is its own file, separate from the student file, the permanent record file, and the transfer equivalency file. The viewing screens are accessed through RA20, pf17. You can view the tests for which a student has been awarded credit and the OU course credit awarded; what tests the student did not successfully complete; the tests the student took for which we never award credit; and when we have received a CLEP Freshman College Composition test with essay, have referred it to the department, and are waiting on a final score to be returned from the department. There is a place for note lines, such as NEEDED FOR GRADUATION, and a way to delete and correct errors.

Advisors will be notified of advanced standing credit (new work, deletes, corrections) via e-mail.

Advanced standing credit loaded on-line will automatically roll to the permanent record file if/when the student successfully completes 12 semester hours at OU. The advanced standing credit will only be purged if the student is purged off the permanent record file.

Corrections or updates of advanced standing credit that has already rolled to the permanent record file will be sent to Academic Records by e-mail.

```

* * ADVANCED STANDING EVALUATION * *          SF0813
ID: 000 25 0129  NAME: TEST,ADVANCE STANDING

* * * ADV. STANDING WORK THAT WILL RECEIVE CREDIT * * *
TEST TYPE          TEST TITLE          GEN ED  SCORE  STATUS
CLEP SUBJECT EXAM  FRENCH                                92    PENDING
  OU EQ: 01) FR    1115 05  BEGINNING FRENCH          1 4
           02) FR    1225 05  BEGIN FRENCH-CONT        1 4
           03) FR    2113 03  INTERMEDIATE FRENCH
           04) FR    2133 03  CONVERSE & CULTURE
DEPARTMENTAL EXAM  ENGL 1113 PRIN OF ENGL COMP          27    PENDING
  OU EQ: 01) ENGL 1113 03  PRIN OF ENGL COMP          1 1
DEPARTMENTAL EXAM  ENGL 1213 PRIN OF ENGL COMP          28    PENDING
  OU EQ: 01) ENGL 1213 03  PRIN OF ENGL COMP          1 2

* * * ADV. STANDING WORK THAT WILL NOT RECEIVE CREDIT * * *
TEST TYPE          TEST TITLE          GEN ED  SCORE  STATUS
CLEP SUBJECT EXAM  AMERICAN LITERATURE          28    NO CREDIT

* * * ADV. STANDING WORK - NOT RECOGNIZED AT OU * * *
TEST TYPE          TEST TITLE          GEN ED  SCORE  STATUS
TYPE CODE NOTFND   A.P. GENERAL EXAM          27    NO OU CREDIT

F3 FORWARD          F4 BACKWARD          F16 PRINT          F12 RETURN TO RA20
*** INQUIRY COMPLETE ***
  
```

Status:

Pending - Credit has been awarded but student has not completed 12 hours at OU, so it has not been posted to the permanent record.

Posted - Student has completed 12 hours at OU and the credit has been posted to the permanent record

Incomplete - Credit has not been determined yet. Test has been sent to department for review.

No Credit - Student scored too low to receive credit, or took a test for which OU does not grant credit.

Student Special Permissions

A Special Permission record is created for each student during prep for pre-enrollment. The method described below has been developed for giving students electronic "pink cards". These electronic pink cards will automatically override the special permission requirements in SREG and ADRP.

Advisors and departments are allowed to enter special permissions. Colleges such as University College are allowed to load by-course special permissions regardless of department as long as the student is in their college.

CICS screens are available see what permissions a student has been given (student special permissions inquiry), to load special permissions by course, by student, and to set Needs to be Advised.

Student Special Permissions Inquiry (SPM5)

This is a stand-alone inquiry screen. It has been added to the RA20 menu (f18).

```
SPM5          STUDENT SPECIAL PERMISSIONS          SF0857
CAMPUS:      SEMESTER:      ID:  --- -- ----
DEPT COURSE  SECTION HOURS TITLE

ENTER CAMPUS, YEAR, SEMESTER AND ID TO INQUIRE          RETURN TO RA20-PF12
```

CAMPUS: 200 = Norman Main Campus; 501 = Advanced Programs; 502 = Liberal Studies; 504 = Academic Programs; 505 = Tulsa Campus

SEMESTER: The format is the two-digit year and the semester code. Semester codes are: 100=fall, 200=spring, 300=summer, 101=Dec. Intersession, 201=May Intersession, 301=Aug. Intersession. For example, fall 2000 is 00 100.

DEPT COURSE SECTION HOURS TITLE
The details of the course(s) for which a student has been give permission will be listed below these headings.

Special Permissions by Course (SPM1)

This screen is used to load special permissions by course. It has been added to the Update menu in ADAM.

```
CAMPUS: 200          LOAD SPECIAL PERMISSIONS
SEMESTER: 02 200
FUNCTION: 1
DEPT: PSY  CRSE: 1113 SECTION: ***  ELEMENTS OF PSYCH
GAVE PERMISSION:          ALLOW IN
                          IF CLOSED EXPIRES  MESSAGES
                          ID          NAME
INQUIRY COMPLETE
```

CAMPUS: 200 = Norman Main Campus; 501 = Advanced Programs; 502 = Liberal Studies; 504 = Academic Programs; 505 = OU Tulsa

SEMESTER: The year and semester. The format is the two-digit year and the semester code. Semester codes are: 100=fall, 200=spring, 300=summer, 101=Dec. Intersession, 201=May Intersession, 301=Aug. Intersession. For example, fall 2000 is 00 100.

DEPT: CRSE: SECTION:
Permission can be loaded for a specific section or for all sections by putting "****" in the section number field

GAVE PERMISSION:
Individual course permissions given are recorded by the office doing the update, date, time and operator ID.

ALLOW IN IF CLOSED:
Authorization to override a full class.

EXPIRES:
Date which authorization expires.

Special Permissions by Student (SPRM)

The SPRM screen is used to load permissions by student.

```
SPRM THE UNIVERSITY OF OKLAHOMA SF0852
CAMPUS: 200 STUDENT SPECIAL PERMISSIONS
SEMESTER: 04 200
ID NUMBER: 112 13 2859 TEST,STUDENT IS
FUNCTION: I
NEEDS ADVISED: NEEDS ENGL 0113: 1113: 1213: REG CODE:
STOPS: COLLEGE ADM BURSAR HOUSING SAF
MAXIMUM HOURS ALLOWED: 21
ENROLL EARLY:

      OVERRIDE
S DEPT CRSE SEC HR CLOSED EXPIRES GAVE PERMISSION
ENGL 1113 001 SHARON BLACK
HIST 1483 001 SHARON BLACK
FR 1115 001 LARRY GUTMAN
COMM 1113 *** BRECK TURKINGTO
PHIL 3113 *** KENNETH MERRILL
PHIL 6980 001 05 DEBBIE BLEVINS
SPAN 1115 *** Y LARRY GUTMAN
ENGL 1213 *** Y PATRICK WALLACE
SPAN 1115 001 01 29 2005 LARRY GUTMAN

INQUIRY COMPLETE
```

CAMPUS: 200 = Norman Main Campus; 501 = Advanced Programs; 502 = Liberal Studies; 504 = Academic Programs; 505 = OU Tulsa

SEMESTER: Year and semester. The format is the two-digit year and the semester code. Semester codes are: 100=fall, 200=spring, 300=summer, 101=Dec. Intersession, 201=May Intersession, 301=Aug. Intersession. For example, Fall 2000 is 00 100.

ID NUMBER: The student's ID number.

NEEDS ADVISED:

When the Special Permissions record is created during prep for pre-enrollment all flags are set to Y for undergraduate students, except for students in the College of Business. This flag also is set to Y when a student changes colleges, except students going into the College of Business are set to N. Advisors have a separate screen, SPM3, where they will re-set this flag as needed.

NEEDS ENGL 0113: 1113: 1213:

Override fields for ENGL 0113, ENGL 1113 and ENGL 1213 to allow the advisors to indicate that the check of these two classes can be waived for a specific semester.

REG CODE:

This field indicates whether or not the student meets the various rules some colleges have set for eligibility for students to take their courses. Depending on the particular college and student, the code is either set to R or cleared when a student enters a degree college or changes colleges, and when new grades are entered in his/her record.

STOPS: COLLEGE ADM BURSAR HOUSING SAF

The COLLEGE stop is a by-semester stop. The other stops are a display of the master stops.

MAXIMUM HOURS ALLOWED:

This field is set to the University standard when the record is created and can then be adjusted for individual student. After classes start, a second maximum hours allowed will be displayed. This second maximum hour field will be less than the maximum hour field that we currently use. This field will be less than the standard maximum hours and will be used to prevent students who enroll after the semester has begun from taking 19 hours. This second maximum hour field will also have an override. These two overrides will be entered by the advisors.

ENROLL EARLY:

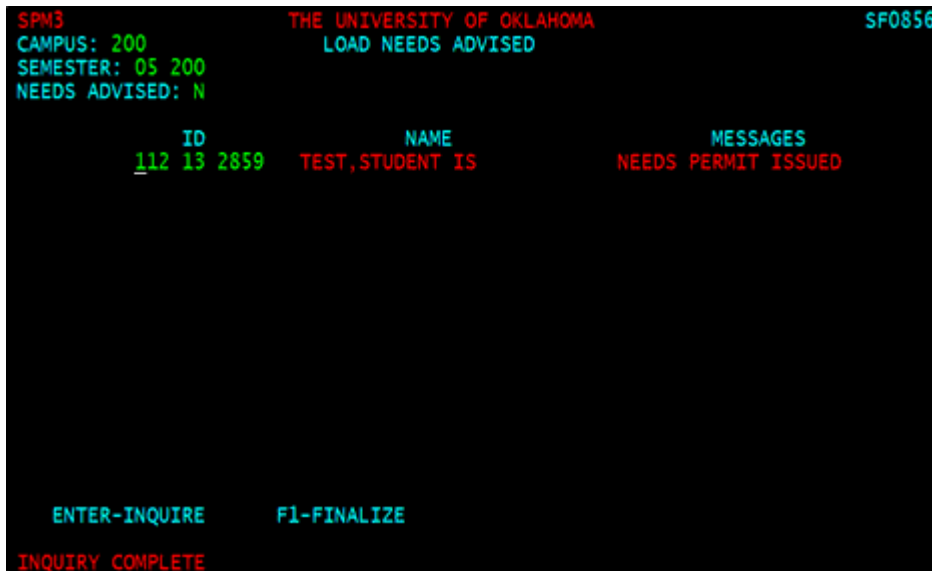
Enrollment windows are set for students automatically if they are athletes or Threshold. Any students who are eligible to enroll early are loaded to the Special Permission file by the Registration office. Departments who authorize early enrollment, such as Housing and Honors, continue to send the lists they currently provide to the Registration office.

S DEPT CRSE SEC HR CLOSED EXPIRES GAVE PERMISSION

The 'special permission by course' block allows 20 special permissions by semester. These by-course permissions will allow permission to a specific section or to all sections by putting "****" in the section number field. Individual course permissions given are recorded by the office doing the update, date, time and operator ID.

Needs to be Advised (SPM3)

This is a stand-alone screen that sets or clears the 'needs to be advised' flag (yes/no) to determine if the student may enroll (if it is their time window period). When the Special Permissions record is created during prep for pre-enrollment all flags will be set to Y for undergraduate students, except for students in the College of Business (student college = 02). This screen will clear the flag for one semester only.



CAMPUS: 200 = Norman Main Campus; 501 = Advanced Programs; 502 = Liberal Studies; 504 = Academic Programs; 505 = OU Tulsa

SEMESTER: The semester format is the two-digit year and the semester code. Semester codes are: 100=fall, 200=spring, 300=summer, 101=Dec. Intersession, 201=May Intersession, 301=Aug. Intersession. For example, fall 2000 is 00 100.

ACT/SAT SCREENS (F19)

These screens display all the ACT and SAT test scores we have received for a student. All test scores that are received by ACT or SAT tape will automatically be loaded, and Admissions will also have the ability to load scores.

There are two different screens, one for ACT and one for SAT. Each screen will accommodate up to 15 scores.

From the RA 20 menu, pressing F19 will take you directly to a screen that shows the ACT tests only.

AS37 THE UNIVERSITY OF OKLAHOMA SF0837
STUDENT ACT SCORES
INQUIRY SCREEN (UP TO 15)
ID NUMBER: 112 15 4921 NAME: TEST, PATTY AP
DOB : 05 / 18 / 1942

DATE TAKEN	ACT SCORES					ENH SUB-SCORES							
	ENGL	MATH	READ	SCI	COMP	UM	RH	EA	AG	GT	SS	AL	TYPE
022003	29	30	32	34	31	16	15	15	15	16	15	18	N
022003	30	30	30	30	30	16	15	15	15	16	15	18	I
052003	29	30	32	34	31	16	15	15	15	16	15	18	N

*** INQUIRY COMPLETE *** PF6-GET SAT PF12-RETURN TO RA20

If the applicant has submitted more than 15 scores, the one with the lowest composite/total will be dropped. If there are two scores with the same composite, the one with the lower math score will be dropped.

The following information will be displayed:

- Test date (month and year)
- Test scores
- Sub scores for ACT
- Test type for ACT as follows:
 - N = National
 - I = Residual by Institution
 - X = Special test, Untimed
 - Z = Special Test – Timed
 - D = Military Testing (includes DANTEs)
 - P = Project Testing
 - A = Reserved
 - Blank = Unknown
 - R = Residual by ACT
 - S = State (Illinois and Colorado)

To see the SAT tests, after pressing F19, you must press F6.

```
AS37 THE UNIVERSITY OF OKLAHOMA SF0837
      STUDENT SAT SCORES
      INQUIRY SCREEN (UP TO 15)
ID NUMBER: 112 15 4921 NAME: TEST, PATTY AP
           DOB : 05 / 18 / 1942

DATE TAKEN  VERB      MATH      TOTAL
052004      470        470       0940
112004      520        480       1000
112004      480        700       1180

*** INQUIRY COMPLETE ***
PF5-GET ACT                PF12-RETURN TO
                           RA20
```

ONLINE PRINT REQUEST MENU (DSPT)

DSPT - A menu screen designed for printing a variety of student, course, and class roll information. Only people with access authority to DSPR will be allowed access to this screen.

It is not necessary to "STAT ON" (see next page) before accessing the DSPT screen.

To bring DSPT up on your workstation, clear your screen, type DSPT and press ENTER.

```
DSPT                STUDENT INFORMATION SYSTEM                DATE: 04/22/05
                   ONLINE PRINT MENU                          OPID: R75
                                                           TRID: T236

PLEASE TYPE THE NECESSARY DATA AND SELECT A PF KEY
ID NBR:  ---
OLD ID:  ---
SEMESTER: ---
COURSE:  ---
PRINTER: ---

SELECT  TO PRINT:                SELECT  TO PRINT:
PF1    ADVISORY REPORT            PF13   CLASS ROLL- ALPHA
PF2    ENROLLMENT REPORT         PF14   CLASS ROLL- ALPHA/ADDRESS
PF3    TRANSFER REPORT(UNDERGRAD) PF15   CLASS ROLL- ENROLL DATE
PF6    COURSE LIST- ALL SECTIONS  PF16   CLASS ROLL- ENROLL DATE/ADDRESS
PF7    COURSE LIST- OPEN SECTIONS
PF8    DATA SHEET- NEW STUDENT INFO
PF9    TRANSFER REPORT(GRAD/POST BAC)
PF10   ADVANCED STANDING WORK
PF12
ENTER  TO DISPLAY NAME AND/OR/TITLES

TYPE IN DATA FOR YOUR REQUEST AND THE PRINTER ID                TASKDSPT
```

Type in the applicable information:

- For a student report or a student data sheet, type in the student ID number and printer.
- For a class roll report, type in the year, term, campus, department, course, section and printer.
- For a course list (DACs or DOCS), type in the year, term, campus, department, course number, and printer.

The information you have entered will be proofread and any error messages will appear at the bottom of the screen.

Press the appropriate F key and the commands will be executed. Any error messages will be displayed at the bottom of the screen. If all the information is correct, a message indicating your print request has been completed will be displayed at the bottom of the screen.

REGISTRATION SYSTEM SCREENS

You must "STAT ON" to the applicable semester to receive the following screens:

DSAS - Display student schedule - all campuses	DOCS - Display open course sections
DSTS - Display student total schedule - includes drop/add history	DACS - Display all course sections
DSCS - Display student current schedule	DSIS - Display students in a section (like a class roll)

"STAT ON" and "STAC ON": These commands identify the work station with a specific campus, year, and semester. Prior to 1991, the "STAC ON" command could only be used to access campus 500 data. Now, however, both the "STAT ON" and "STAC ON" transactions can be used interchangeably for any valid campus. The following instructions for "STAT ON" are just as applicable to "STAC ON".

To "STAT ON" to a semester, after CICS sign-on is complete and the screen is cleared, type STAT ADM, hit the space bar, type the abbreviations for the applicable semester and press ENTER.

The **abbreviations for the applicable semester** consist of the year abbreviation combined with the semester abbreviation, followed by a space and then the campus abbreviation.

Year abbreviations - Two digits are used for the academic year, which is the same calendar year in which the Fall semester falls. For example, 00 would be used as the year designation for all semesters from fall 2000 through August 2001 Intersession.

Semester abbreviations are as follows:

100 = Fall
101 = December Intersession
200 = Spring
201 = May Intersession
300 = Summer
301 = August Intersession
000 = Long-term
(Liberal Studies; must use year = "00")

Campus abbreviations are as follows:

100 = Health Sciences Campus
200 = Norman Main Campus
501 = Advanced Programs
502 = Liberal Studies
504 = Academic Programs
505 = OU Tulsa

Example: For fall 2005, type in STAT ADM 05100 200 (In this example 05 is the year, 100 is the semester and 200 is the campus) and press ENTER.

You may change semesters by simply repeating the above procedure for the new semester you want to view. If you wish, you may also remove yourself from the "STAT ON" mode entirely by using the "STAT OFF" command.

To "STAT OFF", clear your screen and type STAT OFF and press ENTER.

STUDENT SCHEDULE DISPLAYS

Display Student Schedule - All Campuses (DSAS)

From a clear screen type DSAS and press ENTER.

After the screen appears, type in the student ID number and press ENTER. The student's schedule, including courses for all O.U. campuses, will appear. This screen will indicate College of Continuing Education enrollments, except Correspondence, as well as Norman campus.

```
DSAS      COMPREHENSIVE SCHEDULE      TERM: FALL 2005
ID. NUMBER: 112 13 2859  NAME: TEST,STUDENT IS      COLLEGE: 01
MAIN: C INT:      AD:  LS:  AC:  TC:  LSE:  ISE:
LOC DEPT CRSE SEC  DESCRIPTION      A-DATE  D-DATE  STATUS  CR HR GRD PA
NOR COMM 1113 900 PRIN-COMMUNICATION 03/21/05 03/28/05 CANCELLED 3.00 CA 00

PAGE: 1                                TOTAL HOURS: 0.00
```

Display Student Total Schedule (DSTS)

From a clear screen type DSTS and press ENTER.

After the screen appears, type in the student ID number and press ENTER. The student's total registration history for this campus will appear including the date of original registration, add/drop dates, and dates of other transactions.

```
DSTS  MODE: ADM      SCHEDULE HISTORY  SEMESTER: 2005100 200
ID. NUMBER: 112 13 2859  NAME: TEST,STUDENT IS      COLLEGE: 01
SEMESTER START DATE: 08-22-2005  END DATE: 12-09-2005  CANCELLED:
LOC DEPT CRSE SEC  DESCRIPTION      A-DATE  D-DATE  STATUS  CR HR GRD P
200 AVIA 1013 001 INTRODUCTION TO ATC 03-21-05 03-21-05 FREE DROP 3.00 1
200 COMM 1113 900 PRIN-COMMUNICATION 03-21-05 03-28-05 CANCELLED 3.00 CA 1

PAGE: 1                                T495 10:04:43                                TOTAL HOURS: 0.00
ENTER ID NBR OR CR AND PRESS ENTER
```

Display Student Current Schedule (DSCS)

From a clear screen type DSCS and press ENTER.

After the screen appears, type in the student ID number and press ENTER. The student's course schedule for this campus will appear.

```
DSCS  MODE: ADM      S T U D E N T  S C H E D U L E  SEMESTER: 2004200 200
ID. NUMBER: 112 13 2859  NAME: TEST,STUDENT IS      COLLEGE: 01
SEMESTER START DATE: 01-18-05 END DATE: 05-06-05
LOC DEPT CRSE SEC  DESCRIPTION          TIMES      MTWRFAS BLDG  ROOM  CR HR GRD
200 ENGL 1213 045  PRIN OF ENGL COMP    0830A 0920A M W F   CEC   0439  3.00
200 JMC  3333 002  ADVERTISING RES      0900A 1015A T R    GLRD  2030  3.00

PAGE: 1
ENTER ID NBR OR CR AND PRESS ENTER

TOTAL HRS: 6.00
```

If you want to switch from DSCS to/from DSTS, and retain student ID, you can tab back up to the screen identifier, type in the new identifier and press ENTER.

Cross-Reference Screen

The Cross-reference screen can be accessed from the DSAS, DSTS or DSCS screens. After receiving one of these screens, type "CR" in the first two digits of ID number. When the Cross-reference screen has been presented, type the student name and press ENTER. Type in the sequence number you wish to select and press ENTER to receive the schedule.

Display Students in a Section (DSIS)

From a clear screen type DSIS and press ENTER.

Type in the department, course, and section and press ENTER. Class rolls will not appear in alpha order but in order of student registration. The letters in the column on the right side of the screen are explained below.

- N = Free drop
- C = Current
- K = Cancel
- A = Added

COURSE SECTION DISPLAYS

Display Open Course Sections (DOCS)

From a clear screen type **DOCS**, the department abbreviation, the course number (ENGL 1113, for example) and **press ENTER**. All open sections and times will appear.

```

DOCS T495          O P E N  S E C T I O N S  -  S P R I N G  0 5          200-04-200
ENTER DEPT AND COURSE NUMBER: ENGL 1113
SEMESTER STARTS: 01-18-2005 ENDS: 05-06-2005          SPEC. PERM.
DEPT CRSE SEC MEETS   STARTS   ENDS   ALLOC  ENROLL  REM  (2) (3) (6)
ENGL 1113 004 M W F    8:30 AM  9:20 AM  24    21    3
ENGL 1113 006 M W F    9:30 AM  10:20 AM 24    22    2
ENGL 1113 007 T R      12:00 AM  1:15 PM  24    22    2
ENGL 1113 009 M W F   10:30 AM  11:20 AM 24    19    5
ENGL 1113 011 T R      3:00 PM  4:15 PM  24    22    2
ENGL 1113 012 M W F    9:30 AM  10:20 AM 24    23    1
ENGL 1113 013 T R      1:30 PM  2:45 PM  24    22    2
ENGL 1113 014 M W F   11:30 AM  12:20 PM 20    14    6    Y
ENGL 1113 015 M W F    9:30 AM  10:20 AM 20    10   10    Y
ENGL 1113 900 T        6:30 PM  9:20 PM  20    19    1
    
```

PAGE: 01

Display All Course Sections (DACs)

From a clear screen type **DACS**, the department abbreviation, the course number (ENGL 1113 again as an example) and **press ENTER**. All sections for this course will be displayed.

```

P/N T495          A L L  S E C T I O N S  -  S P R I N G  0 5          200-04-200
ENTER DEPT AND COURSE NUMBER: ENGL 1113
SEMESTER STARTS: 01-18-2005 ENDS: 05-06-2005          SP PERM
DEPT CRSE SEC MEETS   STARTS   ENDS   BLDG  ROOM  ALLOC  ENROLL  REM  2 3 6 ST
ENGL 1113 001                0        0        0        0        0        0        0        0        0        CC
ENGL 1113 002 T R    10:30 AM  11:45 AM  0119   24    24    0        0        0        CF
ENGL 1113 003 T R    9:00 AM  10:15 AM  0438   24    24    0        0        0        CF
ENGL 1113 004 M W F    8:30 AM  9:20 AM  070    0246  24    21    3        0        0        CC
ENGL 1113 005                0        0        0        0        0        0        0        0        0        CC
ENGL 1113 006 M W F    9:30 AM  10:20 AM  070    0246  24    22    2        0        0        CC
ENGL 1113 007 T R    12:00 AM  1:15 PM  070    0244  24    22    2        0        0        TI
ENGL 1113 008                0        0        0        0        0        0        0        0        0        CC
ENGL 1113 009 M W F   10:30 AM  11:20 AM  050    0007H 24    19    5        0        0        CC
ENGL 1113 010                0        0        0        0        0        0        0        0        0        CC
ENGL 1113 011 T R      3:00 PM  4:15 PM  013    0334  24    22    2        0        0        CC
ENGL 1113 012 M W F    9:30 AM  10:20 AM  049    0102  24    23    1        0        0        CC
ENGL 1113 013 T R      1:30 PM  2:45 PM  067    0137  24    22    2        0        0        CC
ENGL 1113 014 M W F   11:30 AM  12:20 PM  056    0213A 20    14    6    Y
ENGL 1113 015 M W F    9:30 AM  10:20 AM  067    0319  20    10   10    Y
    
```

PAGE: 01

TO VIEW NEXT PAGE -- PRESS ENTER.

PAGING COMMANDS - A number of screens, including DSAS and DACs, allow forward and backward browsing using IBM paging commands. Paging commands are entered by over-typing the transaction ID field (usually in the upper left-hand corner of the screen) with one of the following commands and pressing ENTER.

P/N will display the next available page. On some screens, "P/N" is placed in the transaction ID field when the screen is returned after an inquire. In this case, forward browsing is achieved by just pressing ENTER.

P/L will display the previous page.

P/1 will display the first page. Likewise, use P/2 to display the second, P/3 to display the third, etc.

P/-1 will display the previous page, P/-2 the second previous, etc.

Please note that requesting a page number beyond the range of available pages will result in an error message and you will be forced to restart the transaction.

You cannot change course inquiry as long as P/N is displayed. To change course, back tab to the screen identifier, type in DACs or DOCS, and enter the new department abbreviation and course number.

CLASS SCHEDULE INFORMATION (SKED)

SKED displays course information carried on the class schedule file. Anyone with access to the RA20 screen can view the information.

To access the screen after CICS sign-on is complete and the screen is cleared, type SKED and press ENTER. When the class information screen appears, type in the campus, year and semester, department abbreviation, course number and section number and press ENTER.

```
SKED          CLASS INFORMATION
          *** INQUIRY ONLY ***
CAMPUS: 200 NORMAN          YEAR: 05 SEMESTER: 100 FALL 2005 - NORMAN
CLASS: ENGL 1113 001        TITLE: PRIN OF ENGL COMP
ALLOCATION: ORIG: 0020        FINAL: 0018 ENROLLED: 0002        CREDIT TYPE: D
STATUS: CO                  CREDIT HOURS: 3.00 .00        DIVISION: 15
CAT: 01 PR: Y              SITE CODE:                  PROGRAM AREA: 00
START: 08/22/05 END: 12/09/05        FUNDING:          GEN ED: 1 1 (I-EN 1)
*** MEETING INFORMATION ***          LAST CHANGE
      BLDG ROOM --- TIMES --- MTWRFAS CLK HR          DATE: 04/19/05
      061 0236 0130 P 0220 P M W F          3.00        OPERATOR: EGO
INSTR:          CRITEL          G M          DEPT SEQ: 1850

INSTR:

INSTR:

INSTR:
COREQUISITES:
/ LIST:          CROSS LISTED: PRI:          SEC:          EARLY GRDS:
SPECIAL CODES: 01:          02:          03:          04:          05:          06:
                07:          08: 57 09:          10:          11:          12:
SPECIAL FEE:          METHOD OF DELIVERY:          PRIOR STATUS: CO
INQUIRY COMPLETE
```

If you are in "STAT ON" mode the campus, year and semester will be obtained from the "STAT ON" information file upon initial entry to "SKED". If desired, you can request another semester by over-typing these fields.

To view long-term liberal studies classes you have to request campus 502 and fill the year and semester with zeros.

ALLOCATION:

- ORIGINAL - the class size originally assigned to this section by the department.
- FINAL - the class size currently assigned to this section.

ENROLLED: the number of students currently enrolled in this section.

CREDIT TYPE: "D" indicates this section is offered for degree and certification credit. It is the only credit type currently in use. "N" indicates non-credit lab or discussion sections.

STATUS: indicates the current status of this section as follows:

- CO = class open
- CF = class full
- TC = class temporarily closed
- CC = class cancelled
- SC = section change
- TI = time change

CAT: Category of Instruction described as follows:

- 01 = lecture
- 02 = laboratory - credit
- 03 = discussion - no credit
- 04 = independent study
- 05 = seminar
- 06 = laboratory- no credit

PR: "Y" indicates if this section is printed in the Class Schedule.

SELF-SUPP: "Y" indicates that this section is self-supporting and funded through CCE.

SITE CODE: indicates the location where this CCE course is being taught.

PROGRAM AREA: indicates which CCE program area is offering this course.

/LIST: Indicates that this course is one of two courses meeting at the same time in the same room. Generally, this indicator is used when undergraduate and graduate components of a course have two separate course numbers, but may refer to other multiple listings as well. **NOTE:** is distinct from Cross-listing, which appears as a separate field on the screen.

SPECIAL CODES:

1. Prerequisite imperative. See Course Catalog for prerequisites.
2. Permission of instructor, adviser or dean required. Electronic Special Permission required.
3. Permission of department required. Electronic Special Permission required.
4. Cross-listed course.
5. Uniform final or irregularly scheduled exam.
6. Honors course. Requires permission of Honors Program for enrollment.
7. Course offered for S/U grading only.

The following fields are used by Classroom Scheduling and Information Technology for printing the schedule and class rolls, for grouping various reports and for an audit trail.

DIVISION
DEPT SEQ
EARLY GRADES
PRIOR STATUS
LAST CHANGE DATE & WORK STATION

DEPARTMENT UPDATE OF CLASS SCHEDULE INFORMATION (SKUP)

Departments may directly update the following three areas of information on classes they are offering each semester.

SKUP is accessible only by permission of the Registration Director, Buchanan Hall 230.

To access the screen after CICS sign-on is complete and the screen is cleared, type SKUP and press ENTER.

```
SKUP          CLASS INFORMATION
CAMPUS: 200 NORMAN          YEAR: 2005 SEMESTER: 100 FALL 2005 - NORMAN
CLASS: ENGL 1113 001        FUNCTION: I  TITLE: PRIN OF ENGL COMP
ALLOCATION: ORIG: 0020 FINAL: 0018 ENROLLED: 0002          CREDIT TYPE: D
STATUS: CO                CREDIT HOURS: 3.00 .00          DIVISION: 15
CAT: 01 PR: Y             SITE CODE:          EXTENSION CREDIT: NO PROGRAM AREA: 00
START: 08/22/05 END: 12/09/05 FUNDING:          GEN ED: 1 1 (I-EN 1)
*** MEETING INFORMATION ***          LAST CHANGE
BLDG ROOM --- TIMES --- MTWRFAS CLK HR          DATE: 04/19/05
GIH 0236 0130 P 0220 P M W F 3.00          OPERATOR: EGO
INSTR:          CRITEL          G M          INTERNAL#: 127104
INSTR:          DEPT SEQ: 1850
INSTR:
INSTR:
COREQUISITES:
/LIST:          CROSS LISTED: PRI:          SEC:          EARLY GRDS:
SPECIAL CODES: 01:          02:          03:          04:          05:          06:
                07:          08: 57 09:          10:          11:          12:
SPECIAL FEE:          ADDITIONAL FEE:
INQUIRY COMPLETE
```

ALLOCATION - The allocation represents the maximum number of students allowed to enroll in the course. If the allocation is decreased to a number equal to or below the number of students enrolled, the course will be automatically closed. Departments may not increase the size of the class beyond the listed capacity of the room. They will also not be allowed to update allocations if the room is not listed on the room file (such as an office used for an independent study class). Departments must call Classroom Scheduling at ext. 1087 to update the allocation on these classes.

INSTRUCTOR - The screen has places for up to four instructors. Departments can update only the social security number of the instructor.

SPECIAL PERMISSION CODES 2 AND 3 - Departments may either insert or remove special permission codes 2 and/or 3 for any course.

More detailed information on this screen is available through the Classroom Scheduling office.

SEMESTER FILE (SEMU)

SEMU displays semester dates, enrollment statuses, billing and grading information.

To access this screen after CICS sign-on is complete and the screen is cleared, type SEMU and press ENTER. When the Semester Information screen appears, type the year, semester, and campus on the first line and press ENTER.

Valid semester codes are 100, 101, 200, 201, 300 or 301; valid campus codes are 100, 200, 501, 502, 504 or 505. For example, the screen for fall 2005 would look like this:

```
SEMU 2005 100 200
** SEMESTER INFORMATION **
FUNCTION: I
STATUS: CAMPUS CODE: 200
CAMPUS: NORMAN SEMESTER YEAR: 2005
SEMESTER: 100 SEMESTER NAME: FALL 2005 - NORMAN
SEMESTER STARTS: 08/22/2005 SEMESTER ENDS: 12/09/2005 SEM AVAILABILITY: O
SEMESTER STARTS-2: / / SEMESTER ENDS-2: / /
SEMESTER PRE-ENROLL BEGINS: 04/01/2005
SEMESTER GRADUATION DATE: 12/16/2005 BULLETIN DATE: 03/15/2004
BATCH FEE GENERATION DATE: 08/12/2005 LATE ENROLLMENT DATE: 08/22/2005
SPECIAL PERMISSION EXPIRATION DATES:
FULL TERM: 08/26/2005 SUMMER 1: / / SUMMER 2: / /
MAX HOURS PER STUDENT BEFORE: 19 MAX HOURS PER STUDENT AFTER: 00
MAX HOURS PER GRADUATE BEFORE: 16 MAX HOURS PER GRADUATE AFTER: 00
SEMESTER ACTIVITY: NO ACTIVITY COMPLETION STATUS: N
ONLINE FEES: N PERMIT PROD: Y SEMESTER GRADED: P
INQUIRY COMPLETE
```

SEM AVAILABILITY - indicates the status of the semester. O= Open and registration allowed; C = Closed and no registration allowed

SEMESTER STARTS-2 & SEMESTER ENDS-2: Starting and ending dates for summer session

SEMESTER ACTIVITY - the type of activity allowed for a semester.

SECTIONS - only section date changes **NO ACTIVITY** - no activity has occurred

COMPLETION STATUS - Y = complete (the semester has been added to the permanent record file); N = current or future term

ONLINE FEES - online fees generated switch (Y or N).

PERMITS PROD - indicates if enrollment permit forms have been produced (Y or N).

SEM GRADED - F = future (no activity allowed); P = pre-enrollment (enrollment allowed); C = current (registration allowed, online fees generated, certification of students allowed); G = graded (no activity allowed)

Course Pre-requisite Inquiry (MCPI)

The pre-requisite checking module of the registration system reads data input on the pre-requisite load screens. The MCPI screen shows the pre-requisites being enforced for a given course.

For example, to view the pre-requisites being enforced for Accounting 3113, enter the two-digit year, the semester code (100=fall, 200=spring, 300=summer), the campus code (Norman campus=200), the department abbreviation and course number and press the ENTER key. The screen below will appear:

```
MCPI                COURSE PREREQUISITE INFORMATION
YEAR/SEMESTER/CAMPUS/DEPT/COURSE/SECTION: 05 100 200 ACCT 3113 ***
-----
USE ROW A: Y          DEPT: ENGL   COURSE: 1213  GRADE: D  CEI:
AND: Y OR:           DEPT: MATH   COURSE: 2123  GRADE: D  CEI:
AND: Y OR:           DEPT: ACCT   COURSE: 2123  GRADE: D  CEI:
AND: Y OR:           DEPT: ECON   COURSE: 1113  GRADE: D  CEI:
AND: Y OR:           DEPT: ECON   COURSE: 1123  GRADE: D  CEI:
AND: Y OR:           DEPT: ECON   COURSE: 2843  GRADE: D  CEI:
AND: Y OR:           DEPT: B C    COURSE: 2813  GRADE: D  CEI:
AND:                DEPT:        COURSE:       GRADE:     CEI:
AND ROW B: Y OR ROW B: DEPT: MIS    COURSE: 2003  GRADE: D  CEI:
AND:                OR: Y      DEPT: MIS    COURSE: 2113  GRADE: D  CEI:
AND:                OR:        DEPT:        COURSE:       GRADE:     CEI:
AND:                OR:        DEPT:        COURSE:       GRADE:     CEI:
AND ROW C: Y OR ROW C: CLASS: 3
-----
COLLEGE: 02          AND:   OR:   MOM CODE:      MOM CODE:
MOM CODE:           MOM CODE:      MOM CODE:      MOM CODE:
MOM CODE:           MOM CODE:      MOM CODE:      MOM CODE:
-----
SPECIAL PERM:      TEACHER CERT: Y   TRF WORK NOT ACCEPTED:
INQUIRY COMPLETE                                     MC0070
```

In this example, for the fall 2005 semester on the Norman campus, the pre-requisites for ACCT 3113 are: ENGL 1213 **AND** MATH 2123 **AND** ACCT 2123 **AND** ECON 1113 **AND** ECON 1123 **AND** ECON 2843 **AND** B C 2813 **AND** MIS 2003 **OR** MIS 2113. Student must also be Junior classification (class: 3) and in the College of Business (college: 02).

MASTER COURSE INVENTORY SYSTEM (MCIS)

The Master Course Inventory System is designed to provide easy access to comprehensive information pertaining to all OU courses. It is a central database of detailed information concerning structure and content of the courses, past, present and future. It also allows departments to initiate and track course requests electronically through the approval process. The Course Inquiry, CIP Code Inquiry and Course Request Cycle Deadline Inquiry screens can be viewed by anyone with CICS access, but the Course Maintenance/Course Request screens are available only to those persons authorized to input and/or approve requests.

To reach the Master Course Inventory System type MCIS and press ENTER.

```
MCIS THE UNIVERSITY OF OKLAHOMA
      MASTER COURSE INVENTORY SYSTEM
      MAIN MENU

SELECT ONE OF THE FOLLOWING SCREENS WITH THE APPROPRIATE KEY
*****
DESCRIPTION: KEY
COURSE INQUIRY MENU ..... F1
C I P CODE INQUIRY MENU ..... F2
COURSE MAINTENANCE / COURSE REQUEST MENU ..... F3
COURSE REQUEST CYCLE DEADLINE INQUIRY ..... F4
C I P CODE UPDATE / ADD ..... F5
STAR MENU SYSTEM ..... F12

MC0000
```

The system contains four main groups of screens:

Course Inquiry Menu (MCII) - This choice takes you to the master course inventory files that contain detailed information and descriptions of all current courses. In addition to general catalog information, the Course Inquiry screens will display which, if any, General Education area requirements a course fulfills, if a course is approved for graduate credit within or outside the offering department and college, whether a course can be repeated, if a course is letter-graded or S/U, a course's mode of instruction (lecture, lecture with lab or discussion, pure laboratory, seminar, etc.), and the majors for which a course is a requirement and/or an elective. All of this information can be very useful in advising situations, in designing new courses and programs, and in comparing transfer courses to determine equivalencies. The Course Inquiry Menu (MCII) direct inquiry and browse features make it easy to view a course's inventory.

CIP Code Inquiry Menu (MCIP) - The Classification for Instructional Programs (CIP) Code Inquiry screens display the CIP code category and individual code descriptions. Oklahoma State Regents for Higher Education require that each course be assigned a CIP code in order to provide some basis for comparing course and curriculum content from one postsecondary institution to another. The two choices in the MCIP menu provide information that can be used to determine appropriate codes for proposed courses.

Course Maintenance/Course Request Menu (MCIR) - These screens are used to create and process course requests. The Course Maintenance / Course Request section allows departments to initiate, route and monitor the progress of course additions, deletions and modifications through the approval process. By having course requests input directly to the course inventory system at their point of origin, ie. the departments, the accuracy of the data is protected, and the automatic copying of crosslisted course requests helps ensure consistency. Since course requests can be accessed through the Course Inventory Browse feature, anyone with CICS access can view any course request in process. We hope this helps advisors and others be more aware of curriculum changes being proposed in other departments which may affect students in their programs. Processing course requests electronically reduces the number of paper copies required. One paper copy of the course request needs to be printed from CICS and circulated for original approval signatures, notification that a request has been entered, and historical documentation.

Course Request Cycle Deadline Inquiry (MCID) - This screen displays the deadlines of the various course request processing cycles.

CIP Code Update / Add: Restricted to the Office of Academic Bulletins for future changes to CIP codes.

COURSE INQUIRY MENU SYSTEM (MCII)

From the Master Course Inventory System (MCIS) main menu press F1 to reach the Course Inquiry Menu System. Or, clear your screen, type MCII and press ENTER

The screen below will appear.

```
MCII                THE UNIVERSITY OF OKLAHOMA
                   MASTER COURSE INVENTORY SYSTEM
                   COURSE INQUIRY MENU SYSTEM

                   INQUIRY SYSTEM INSTRUCTIONS
*****
DESCRIPTION                               KEYS
INQUIRY DIRECT ENTRY:  ENTER DEPARTMENT/COURSE ..... F1
BROWSE FOR COURSE   :  ENTER DEPARTMENT, COURSE IS NOT REQUIRED ... F2
COURSE TITLE ONLY   :  ENTER DEPARTMENT/COURSE ..... ENTER

MCIS MENU ..... F12
ADMISSIONS MENU ..... F10

DEPARTMENT/COURSE:  _

FOLLOW MENU INSTRUCTIONS FOR PROMPT COURSE INQUIRY          MC0014
```

The MCII menu provides access to the course inquiry and browse screens.

Inquiry Direct Entry: To inquire about a particular current course, type the four-character department abbreviation and the course number and press F1.

Browse for Course: If you do not know the course number, type the four-character department abbreviation and press F2. The browse screen is also used to inquire on course requests in process and view course history files. Type in the department abbreviation and course number and press F2.

Course Title Only: If you have a course number and want to know the title, type the department abbreviation and course number and press ENTER. The short title of a course is displayed.

MCIS Menu: Master Course Inventory System main menu.

Inquiry Direct Entry

From the MCII menu, to view the course inventory through Inquiry Direct Entry, type in the department abbreviation and course number and press F1.

For example, to view Psychology 3703, type PSY 3703 and press F1. Course Inquiry Screen One will appear:

```
MCII                MASTER COURSE INVENTORY SYSTEM
                   COURSE INQUIRY
                   SCREEN ONE

DEPARTMENT/COURSE: PSY 3703 COLLEGE: ARTS-SCI          TERM EFFECTIVE:

TITLE (SHORT): SOCIAL PSYCHOLOGY                      PREREQUISITE: YES
TITLE (LONG) : SOCIAL PSYCHOLOGY
GENERAL EDUCATION:                                     SLASHLISTING NBR:
GRADUATE CREDIT: NO                                   HEGIS CODE: 2005
REPEATABLE FOR CREDIT: NO NUMBER OF REPEATS ALLOWED: CIP CODE: 421601

CROSSLISTING DEPT(S):                                CROSSLISTING CODE:

CREDIT HRS : FIXED/MIN 03 MAX                         CATEGORY OF INSTR: 01
CONTACT HRS: FIXED/MIN 048 MAX                       BUDGET NUMBER: 127283

APPROVAL DATE: 11/94  DELETION DATE:                 APPROVED OFF CAMPUS: YES
GRADING SYSTEM: LETTER                                APPROVED FOR UCT: N/A
COURSE STATUS: ACTIVE                                DATE REMOVED FROM GEN ED:
      SCREEN 2: F2  CHANGES REQUESTED: F4           BROWSE: F11
      COURSE DESC: F3  PRINT: F10                   RETURN TO MENU: F12
INQUIRY COMPLETE                                     MC0027
```

Department/Course: Dept. abbreviation and course number.

College: College offering the course.

Title (short): Title that is posted on the transcript, used in the class schedule and A/DA. (limited to 19 characters).

Title (long): Full title of course.

Prerequisites: YES, if prerequisite is required; NO if not. Prerequisites are described in the Course Description.

General Education: Gen Ed category for which this course is approved. Core areas and components of Gen Ed are:

- Core Area 1 = Symbolic and Oral Communications, with components of (1) ENGL 1113, (2) ENGL 1213, (3) other English composition, (4) foreign language, (5) mathematics, (6) other;
- Core Area 2 = Natural Science, with components of (1) no lab, (2) with lab;
- Core Area 3 = Social Science, with components of (1) P SC 1113, (2) social sciences;
- Core Area 4 = Humanities, with components of (1) U.S. History, (2) artistic forms, (3) Western culture, (4) non-Western culture;
- Core Area 5 = capstone course.

Slashlisting Nbr: If a course is slashlisted the slashlist number is indicated here.

Graduate Credit: YES = approved for graduate credit, NO = no graduate credit, O = grad credit outside offering department, and C = grad credit only outside offering college.

Repeatable for Credit: YES = repeatable for credit; NO = not repeatable.

Courses which may be repeated for credit would be Masters and PhD dissertation research, directed reading, independent study and special topics courses which would have variable content, seminars with varying topics, etc. *The repeat and reprieve policies do not apply in determining whether a course is repeatable.*

Number of Repeats Allowed: If a course is repeatable for credit, the number of times it can be repeated is stated here. For example, a two-hour course which can be repeated for a maximum of six hours could be repeated twice.

HEGIS Code: Higher Education General Instruction Survey (HEGIS) is a federal code structure developed to provide some uniformity in comparing fields of study. Codes are used to designate fields of study. See Appendix I for the HEGIS code table.

CIP Code: Classification for Instructional Programs (CIP) codes indicate classification of instruction. The CIP system is the national standard for reporting enrollments and credentials in postsecondary programs. Each course is assigned a

six-digit code, the first two of which indicate a broad field. "01" is used as the last two digits to designate introductory level courses. "99" is used as the last two digits to designate indeterminate, missing or other entries. In classifying courses subject matter takes precedence over department of instruction. See MCIP section for CIP code listings.

Crosslisting Dept(s): If a course is crosslisted the other listings are indicated here.

Crosslisting Code: Only crosslisted courses have crosslisting codes, which is the course number.

Credit Hrs: The type and number of credit hours that the course carries.

Contact Hrs: Number of clock hours the course meets, generally the number of credit hours times the number of weeks in the semester. Laboratory courses must meet at least two hours for every hour of credit.

Category of Instr.: Categories of instruction are lecture (01), lab with credit (02), discussion with no credit (03), independent study (04), seminar (05), and lab with no credit (06).

Budget Number: Budget number is used by Institutional Research for reporting purposes.

Approval Date: This is the year the course was approved by Oklahoma State Regents for Higher Education, or the date of the last change(s) made to the course.

Deletion Date: This is the year the course was dropped from the current course inventory.

Approved Off Campus: Courses offered at locations other than the Norman campus require separate approval, which would be indicated here.

Approved for OU Tulsa: Courses offered at OU Tulsa require separate approval, which would be indicated here.

Grading System: Courses can be letter-graded, satisfactory/unsatisfactory, or optional.

Course Status: Courses that have been offered in the last four years are considered active. Those that have not been offered in that length of time are considered inactive.

Date Removed from Gen Ed: If a course was previously approved for Gen Ed but is no longer, the date it was removed is indicated here.

Screen 2: F2: Press F2 to go to Course Inquiry Screen Two.

Course Desc: F3: Press F3 to go to Course Inquiry Screen Three.

Changes Requested: F4: This feature only works through the Browse for Course system. If there is a course in PENDING status on the browse listing, type in the sequence number for that pending course and hit ENTER, and then press F4 to view the changes requested.

Print: F10: All three inquiry screens will be consolidated into one print-out. A CICS printer is required to print this information.

Browse: F11: This takes you to the Course Inventory Browse (MCIB) screens.

Return to Menu: F12: Press F12 to go to the MCII menu.

Press F2 to go to Course Inquiry Screen Two:

```
MCI2                MASTER COURSE INVENTORY SYSTEM
                   COURSE INQUIRY
                   SCREEN TWO
                   TERM EFFECTIVE:
DEPARTMENT/COURSE: PSY 3703 SOCIAL PSYCHOLOGY
MODE OF INSTRUCTION: LECTURE OR LECTURE W/DISCUSSION
REQUIRED MAJOR:          GUIDED ELECTIVE MAJOR: PSYCH/BA
GENERAL ELECTIVE MAJOR: PSYCH/BA    LIBERAL ARTS & SCIENCE: YES
LAST TERM OFFERED: AT MAIN CAMPUS: SPRING 04  AT CCE:
VARIABLE COURSE TITLE/CONTENT: NO
REASON FOR VARIABLE TITLE/CONTENT:
* COURSE HISTORY RECORD *
PREVIOUS DEPT/CRSE: PSY 3743  SHORT TITLE: SOCIAL PSYCHOLOGY
LONG TITLE: SOCIAL PSYCHOLOGY
SCREEN 1: F1  COURSE DESC: F3  BROWSE SCREEN: F11  RETURN TO MENU: F12
INQUIRY COMPLETE                                MC0028
```

Mode of Instruction: Description of type of instruction.

Required Major: Major code for which a course is required. A course can be required for more than one major, but only one will be listed.

Guided Elective Major: Major code of degree program that a course supports. For example, some programs require students pick a course or courses from a specific group of courses. Any of the courses in that type of specified group would be considered guided electives. A course can support more than one major, but only one will be listed.

General Elective Major: Major code for which a course is an elective. A course can serve as an elective for more than one major, but only one will be listed.

Liberal Arts & Science: Liberal arts & sciences are defined as those traditional fields of study in the humanities, social and behavioral sciences; communications; natural and life sciences, mathematics, and the history, literature and theory of fine arts. Courses whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences.

Variable Course Title/Content: If credit and/or content does not vary from section to section or semester to semester this is NO, but if there is variation this is YES.

Reason for Variable Content: Courses can count for variable content for any of the following reasons - new course experiment, graduate research, internship, field experience, undergraduate research, response to undergrad specialized need.

Course History Record: If a course was previously listed with a different department abbreviation, number or title, that information will be listed here.

Press F3 to go to Course Inquiry Screen Three:

```
MCI3                MASTER COURSE INVENTORY SYSTEM
                   COURSE DESCRIPTION
DEPARTMENT/COURSE: PSY 3703
DESC:              SOCIAL PSYCHOLOGY.
                   PREREQUISITE: 1113, 2113.
                   RESEARCH METHODS AND RESULTS OF RESEARCH IN SUCH AREAS AS SO-
                   CIAL ATTITUDES, ATTITUDE CHANGE, SOCIAL LEARNING, SOCIAL MOTIVA-
                   TION, SOCIAL COGNITION AND SOCIAL JUDGMENT. (F, SP)

SCREEN 1:F1
SCREEN 2:F2
BROWSE:F11
MENU:F12
INQUIRY COMPLETE
```

MC0029

This screen displays the approved prerequisite(s) and course description for the course being inquired.

NOTE: To print the course inquiry information, **go to Course Inquiry Screen One and press F10**. All three inquiry screens will be consolidated into one print-out. A CICS printer is required to print this information.

Browse for Course

To reach the Course Inquiry detail screens through the Course Inventory Browse system, at the MCII menu type the department abbreviation and press F2.

For example, if you choose Architecture (ARCH) the list of courses on file for that department will appear in the format shown below:

```
MCIB                MASTER COURSE INVENTORY SYSTEM
                   COURSE INVENTORY BROWSE

DEPARTMENT/COURSE: ARCH    SELECT SEQUENCE NUMBER: _

TO INQUIRE ON A COURSE, SELECT THE COURSE'S SEQUENCE NUMBER AND PRESS ENTER
*****
SEQ#   DEPT/COURSE  STANDING  SHORT TITLE
*****
 1     ARCH 1011   PENDING  INTRO-BUILT ENVIRON
 2     ARCH 1012   CURRENT  COMPUTERS IN ARCH
 3     ARCH 1133   CURRENT  INTRO TO BUILD TECH
 4     ARCH 1143   CURRENT  DESIGN CONST/SOC
 5     ARCH 1153   CURRENT  STUDIO I
 6     ARCH 1243   HISTORY 1 HIST OF BUILT ENVIR
 7     ARCH 1253   CURRENT  STUDIO II
 8     ARCH 2143   PENDING  GRAPHICS II
 9     ARCH 2233   CURRENT  ARCH STRUCTURES I
10     ARCH 2233   HISTORY 1 ARCH STRUCTURES I
*****
      F1: FORWARD BROWSE  F2: BACKWARD BROWSE      F12: INQUIRY MENU
PRESS F1 OR F2 FOR FURTHER BROWSING

MC0026
```

The screen displays ten courses at a time and can be browsed forward (F1) and backward (F2). The STANDING column tells whether the course is currently offered (CURRENT), is obsolete or historied (HISTORY 1) or is a course request (PENDING or Regents' cycle, such as APR 2005).

When you find the course you wish to inquire about, **type the sequence number in the Select Sequence Number field and press ENTER.**

COURSES CURRENTLY OFFERED (CURRENT)

If you choose a course with a CURRENT status you will get the same Course Inquiry screens you reach through the Inquiry Direct Entry.

OBsolete OR HISTORIED COURSES (HISTORY)

The information provided for a historied course is the same as that shown for a current course. However, historied courses have a note line in the upper right portion of the screen that says **HISTORY RECORD**.

Note: For a historied course the Course Status on Screen One indicates what the course's status was when it was historied. If a historied course was replaced with another course the Course History Record on Screen Two shows the department abbreviation, number and title of the replacement course.

To print the historied course information, go to Course Inquiry Screen One and press F10. All three inquiry screens will be consolidated into one print-out. A CICS printer is required.

COURSE REQUESTS (PENDING or Regents' cycle)

Course Requests follow the same format, except that Course Requests will have an additional note line **"*WARNING* THIS REQUEST HAS NOT YET RECEIVED FINAL APPROVAL"** between the first and third lines.

Changes Requested - This feature only works through the Browse for Course system. If there is a course in PENDING status on the browse listing, type in the sequence number for that pending course and hit ENTER, and then press F4 to view the changes requested.

Printing Course Requests - From the Course Inventory Browse screens you can print only those course requests which have been approved by the Academic Programs Council (APC) and are waiting for final approval.

If you are unable to print a course request through the Browse system you can press F12 twice to return to the MCIS menu, then press F3 to go to the Course Request/Course Maintenance (MCIR) menu, type in the course abbreviation and number and indicate the request cycle, press F1 to go to the Course Request Form Menu and then press F10 (print).

CLASSIFICATION FOR INSTRUCTIONAL PROGRAMS (CIP) INQUIRY SYSTEM (MCIP)

The CIP system has served as the national standard for reporting enrollments and credentials in postsecondary programs since 1981.

The basic structure of the CIP system consists of 50 broad fields arranged in alphabetical order from Agribusiness to Visual & Performing Arts. Each course is assigned a six-digit code, the first two of which indicate a broad field. For example, 10 is the broad field of Communications Technology. Within that broad field are the individual courses coded 100101, 100102, etc.

"01" is used as the last 2 digits of the 6-digit code to designate introductory level courses.

"99" is used as the last 2 digits of the 6-digit code to designate indeterminate, missing or other entries.

In classifying courses, subject matter takes precedence over department of instruction.

To reach the CIP Inquiry System from the Master Course Inventory System (MCIS) main menu press F2. Or, clear your screen, type MCIP and press ENTER. The screen below will appear:

```
MCIP
MASTER COURSE INVENTORY SYSTEM
CLASSIFICATION FOR INSTRUCTIONAL PROGRAMS
(CIP CODE)
INQUIRY SYSTEM

*****
* ENTER DEPT TO VIEW ASSOCIATED CIP CATEGORIES: *
* IF CIP CODE IS KNOWN, ENTER CIP CODE TO INQUIRE: *
*****

TO BROWSE THE CIP CODES WITHOUT ENTERING DEPT - PRESS F1
FOLLOW INSTRUCTIONS FOR INQUIRY - THEN PRESS ENTER
MCIS MENU: F12
MC0016
```

Enter Dept. to View Associate CIP Categories: This option allows you to see what categories and codes are associated with the various departments.

If CIP Code is Known, Enter CIP Code to Inquire: This option takes you directly to a description of a specific CIP code.

Enter Dept. to View Associated CIP Categories

To view CIP codes associated with a particular department, type the department abbreviation and press ENTER.

For example, to view the CIP codes associated with Art, type ART and press ENTER. The following screen will appear:

```
MCIP                MASTER COURSE INVENTORY SYSTEM
                   CLASSIFICATION FOR INSTRUCTIONAL PROGRAMS
                   (CIP CODE)
                   INQUIRY SYSTEM

*****
* ENTER DEPT TO VIEW ASSOCIATED CIP CATEGORIES: ART *
* IF CIP CODE IS KNOWN, ENTER CIP CODE TO INQUIRE: *
*****
                   ENTER 'X' NEXT TO ONE OF THE CIP CATEGORY NUMBERS
                   - THEN PRESS ENTER FOR THE BROWSE SCREEN

                   CIP CATEGORIES WITH ABBREVIATED TITLES
10 COMMUNICATIONS TECHNOLOGIES      50 FINE AND PERFORMING ARTS

                   MCIS MENU: F12
                   MC0016

FOLLOW INSTRUCTIONS FOR INQUIRY
```

The two broad fields associated with Art are Communications Technologies and Fine & Performing Arts.

To view the individual CIP codes listed under a particular broad field, enter 'X' beside one of the category numbers and press ENTER.

For example, if you put an X next to Communications Technologies and press ENTER, this screen is displayed:

```
MCC3                MASTER COURSE INVENTORY SYSTEM
                   CIP CODE TITLE / DESCRIPTION BROWSE

                   SEQUENCE NUMBER: _      CIP CODE CATEGORY: 10

TO INQUIRE ON A CIP CODE, SELECT THE CIP CODE'S SEQUENCE NUMBER & PRESS ENTER
*****
SEQ CIP
NBR CODE  CIP CATEGORY TITLE / ABBREVIATED CIP CODE DESCRIPTION
*****
01 10      COMMUNICATIONS TECHNOLOGIES
02 100101  EDUCATIONAL MEDIA TECHNOLOGY, AUDIO-VISUAL COMMUNICATION, AV EQU
03 100102  MOTION PICTURE TECHNOLOGY
04 100103  PHOTOGRAPHIC TECHNOLOGY, CAMERA THEORY, PHOTO SENSITOMETRY *
05 100104  RADIO/TV PRODUCTION TECHNOLOGY, BROADCASTING TECHNOLOGY, FCC LIC
06 100105  SOUND RECORDING TECHNOLOGY, SOUND STUDIO, RECORDING SYSTEMS
07 100199  COMMUNICATIONS TECHNOLOGIES: OTHER

END OF BROWSE
F1: FORWARD BROWSE  F2: BACKWARD BROWSE      F12: CIP MENU
                                                MC0019
```

For a description of a CIP category or code, enter the sequence number and press ENTER.
Enter sequence 02 and press Enter for the description of CIP code 100101:

```
MCC1                MASTER COURSE INVENTORY SYSTEM
                   CIP CODE INQUIRY

CIP: CATEGORY: 10  CATEGORY TITLE: COMMUNICATIONS TECHNOLOGIES
      CODE: 100101

DESCRIPTION:
EDUCATIONAL MEDIA TECHNOLOGY, AUDIO-VISUAL COMMUNICATION,
AV EQUIPMENT/PRODUCTION/MATERIALS.
*
IF THE TITLE REFERRED TO "INSTRUCTION" THROUGH EDUCATIONAL
MEDIA, IT WAS CODED AS 130501.

CIP BROWSE: F1                CIP MENU: F12

INQUIRY COMPLETE                MC0017
```


COURSE MAINTENANCE / COURSE REQUEST MENU (MCIR)

To reach the Course Maintenance/Course Request Menu from the Master Course Inventory System (MCIS) main menu, press F3. Or, clear your screen, type MCIR and press ENTER.

The screen shown below will appear:

```
MCIR                THE UNIVERSITY OF OKLAHOMA
                   MASTER COURSE INVENTORY SYSTEM
                   COURSE MAINTENANCE / COURSE REQUEST MENU

DEPT/COURSE:  _

SELECT ONE OF THE FOLLOWING SCREENS WITH THE APPROPRIATE KEY
*****
DESCRIPTION:                                     KEY
CREATE OR MODIFY A COURSE REQUEST ..... F1
UPDATE CURRENT COURSE INFORMATION ..... F2
ADD COURSE REQUEST APPROVALS ..... F3
PRINT CURRENT COURSE INFORMATION ..... F4
DELETE COURSE REQUEST ..... F5
REQUEST CYCLE DEADLINE MAINTENANCE ..... F6
COURSE REQUEST CYCLE ROLLOVER ..... F7
DISPLAY COURSE TITLE ..... ENTER

GO TO MCIS MENU ..... F12

ENTER DEPT AND COURSE NUMBER                                MC0001
```

Create or Modify a Course Request: To request addition/deletion or modification of a course, enter the four-character department abbreviation and course number and press F1. Complete the screens listed on the menu. **Please note: Once a course number is used or discontinued it cannot be recycled (or reused) for a minimum of 12 months --** Academic Programs Council Policy adopted March 1994.

Add Course Request Approvals: To add approvals to any course request, enter the department abbreviation and course number and press F3.

Print Current Course Information: Press F4 to generate a hard copy of a current course's information. A dedicated CICS terminal is required to print this information.

Delete Course Request: Deletion of current courses is restricted to Academic Bulletins. Departments can use this option to delete course requests involving their courses.

Display Course Title: If you know the course number but not the title, this will give the short title.

Access to **Update Current Course Information, Request Cycle Deadline Maintenance** and **Course Request Cycle Rollover** is restricted to Academic Publications.

Create or Modify a Course Request

A Course Request must be generated to make a course addition/deletion or modification. This is accomplished by completing the screens listed on the Course Request Menu. There are six screens that must be completed, three of exclusive form information and three of basic course inventory information. Also, one copy of the Course Request must be printed from CICS and circulated, with course syllabus and undergraduate degree check sheets attached, for original approval signatures.

A Course Request will be held in a Pending cycle until the Academic Programs Council acts on it. The APC determines the term that any approved course request goes into effect. At that time the Bulletins Office will move it to a cycle designated by the APC.

To access the Course Request Menu from the MCIR screen, enter the proposed course's department abbreviation and course number and press F1.

For example, Anthropology 4483 (ANTH 4483) is shown below:

```
MCR4                MASTER COURSE INVENTORY SYSTEM
                   COURSE REQUEST MENU

DEPT/COURSE:  ANTH 4483  CONT NAT LANG STDS  REQUEST CYCLE: PENDING

SELECT ONE OF THE FOLLOWING SCREENS WITH THE APPROPRIATE KEY
*****
DESCRIPTION:                                     KEY
EXCLUSIVE FORM INFORMATION:
SCREEN 1: DATE, ADD, DELETE, OR CHANGES REQUESTED ..... F1
SCREEN 2: ANTICIPATED ENROLLMENT, APPROPRIATENESS, RELATIONS . F2
SCREEN 3: OTHER DEPTS, STAFFING, ADDITIONAL EXPENSES ..... F3
SCREEN 4: RESERVED SECTION ..... F4
BASIC COURSE INVENTORY INFORMATION:
SCREEN 1: TITLES, CIP, CROSSLISTS, REQUIRED MAJOR ..... F5
SCREEN 2: MODE OF INSTRUCTION, VARIABLE CONTENT ..... F6
SCREEN 3: COURSE DESCRIPTION ..... F7

COPY CROSSLISTED COURSE REQUESTS ..... F8
PRINT COURSE REQUEST ..... F10
RETURN TO COURSE MAINTENANCE/REQUEST MENU ..... F12

MC0005
```

Exclusive Form Information: Complete screens 1-3 (exclusive form information). See pp. 51-53 for details. Disregard screen 4 - Access is restricted to Academic Bulletins.

Basic Course Inventory Information: Complete this second set of screens (basic course inventory information). See pp. 54-57 for details. These screens ask for the information that is displayed on the Course Inquiry screens. When a course request is approved, the data on these basic inventory information screens becomes part of the master course inventory.

Copy Crosslisted Course Requests: This function will automatically create Course Requests for all crosslistings of a proposed course. When a copy of the crosslisted course request is created, the course description will need to be edited to reflect the crosslisting.

Print Course Request: This will generate a hard copy of the Course Request form. This feature requires a dedicated CICS printer. One copy of the request must be printed and circulated for original signatures. The request should be printed before adding the departmental approval to the system.

From the Course Request Menu, press F1 to reach Course Request Form Screen One. Enter the information requested. Using ANTH 4483 as an example, the first screen would look like the one pictured below.

```
MC20                MASTER COURSE INVENTORY SYSTEM
                   COURSE REQUEST - SCREEN ONE
                   FORM DATE: 12 08 2004
DEPT/COURSE: ANTH 4483  CONT NAT LANG STDS  REQUEST CYCLE: PENDING
DEPT NAME: DEPARTMENT OF ANTHROPOLOGY

CHANGE(S) REQUESTED: (TYPE 'X' BEFORE EACH CHANGE)
X ADDING COURSE          - CHANGE CONTENT          GEN ED COURSE
DELETE COURSE           - CHANGE COURSE DESCR.  CHANGE PREREQ
CROSSLIST COURSE       - CHANGE COURSE TITLE   ADD GRAD CREDIT
DELETE CROSSLIST       - CHANGE COURSE NUMBER  DELETE GRAD CREDIT
SLASHLIST COURSE      - CHANGE CREDIT LEVEL   CHANGE MAX CREDIT
DELETE SLASHLIST      - CHANGE CREDIT HOURS   CHANGE DESIGNATOR

TERM EFFECTIVE: FA 2005  OLD DEPT ABBR:          OLD COURSE NBR:
REASON FOR REQUEST: 1 TO 6 LINES
DEPARTMENT DOES NOT CURRENTLY OFFER A COURSE ON ISSUES
RELATED TO NATIVE AMERICAN LANGUAGES.

SCREEN 2: F2  SCREEN 3: F3  SCREEN 4: F4  RETURN TO MENU: F12
INQUIRY COMPLETE                                     MC0020
```

Change(s) Requested: Possible actions. If you are adding or deleting a course you can only choose one or the other of those options. If you are making any of the other changes you can indicate as many of them as you need.

Term Effective: This is the term the department wants the change to take effect. Term indicators are two-character + four-digit year.

Old Dept Abbr.: To be used if department abbreviation is changing.

Old Course Nbr.: To be used if the course number is changing.

Reason for Request: One to six lines are provided to explain the intent of the request.

Please Note: On all these course request screens you must fill every field with something, even if it is just "N/A" or "does not apply", or else the system will not record any of the information. However, if you are doing a course addition or deletion, it is not necessary to fill in the old department abbreviation or old course number fields.

Press ENTER to save the data you just entered on the screen. You must press enter at the end of each course request screen in order to save the request in the system.

Press F2 to proceed to Course Request Form Screen Two.
Enter the requested information. Again, ANTH 4483 is used as an example.

```
MC21                MASTER COURSE INVENTORY SYSTEM
                   COURSE REQUEST - SCREEN TWO

DEPT/COURSE: ANTH 4483  CONT NAT LANG STDS      REQUEST CYCLE: PENDING

UNIV. WIDE GEN ED?: N (Y OR N)                ANTICIPATED ENROLLMENT: 0035
                                               ANTICIPATED FREQ: FALL  SPRING
APPROPRIATENESS OF COURSE NUMBER: 1 TO 3 LINES  SUMMER  IRREG X
FITS LEVEL OF INSTRUCTION; UPPER-DIVISION CONTENT

RELATIONSHIP TO OTHER COURSES IN THE DEPARTMENT: 1 TO 3 LINES
COMPLEMENTS UPPER-DIVISION LINGUISTIC ANTHROPOLOGY COURSES.

IS THIS CHANGE RELATED TO ANY OTHER CHANGE IN THE OFFERINGS OF THE
DEPARTMENT?: 1 TO 3 LINES
NO

DEGREE OF MODIFICATION: (1 = NON-SUBSTANTIVE, 2 = SUBSTANTIVE)

SCREEN 1: F1  SCREEN 3: F3  SCREEN 4: F4      RETURN TO MENU: F12
INQUIRY COMPLETE                                MC0021
```

Univ. Wide Gen Ed: Indicate Y if proposed course is being submitted for Gen. Ed approval; type N if course is not to be Gen. Ed.

Anticipated Enrollment: Number of students expected each time course is offered. *This is a four-digit field.*

Anticipated Freq.: Indicate which semester(s) course will be offered.

Appropriateness of Course Number: One to three lines are provided for explanation of course numbering. An example could be, fits level of instruction, fits departmental numbering scheme, etc.

Relationship to Other Courses in Dept.: One to three lines are available to describe proposed course request in the context of other courses offered by the department. Also address how change may affect students' program of study.

Is Change Related to Other Changes in Dept.: One to three lines can be used to explain how this change is related to other changes, which can occur if, for example, an entire program or area of emphasis is reorganized.

Degree of Modification: *This applies to course changes only.* Substantive modification, defined as a significant change in course content or a change in course level, is indicated with a 2. Non-substantive modification is indicated with a 1. *Degree of modification is not needed for adding or deleting courses.*

Press ENTER to save the information you just entered on the screen.

Press F3 to proceed to Course Request Form Screen Three.
Enter the requested information. Continuing with HSS 3513 as an example:

```
MC22                MASTER COURSE INVENTORY SYSTEM
                   COURSE REQUEST - SCREEN THREE

DEPT/COURSE: ANTH 4483  CONT NAT LANG STDS      REQUEST CYCLE: PENDING

HOW IS CHANGE RELATED TO OTHER DEPARTMENT'S COURSES?  DISCUSS ANY REAL OR
APPARENT DUPLICATION: 1 TO 3 LINES
DOES NOT DUPLICATE 4550. 4550 FOCUSES ON ONE SPECIFIC
LANGUAGE OR LANGUAGE FAMILY. THIS COURSE COVERS NATIVE
AMERICAN LANGUAGE FAMILIES AND ISSUES RELATED TO THEM.

HOW WILL THE COURSE BE STAFFED?: 1 TO 3 LINES
CURRENT FACULTY

WHAT ADDITIONAL LABORATORY, LIBRARY, OR OTHER EQUIPMENT EXPENSES WILL BE
NECESSARY?: 1 TO 3 LINES
NONE

SCREEN 1: F1  SCREEN 2: F2  SCREEN 4: F4      RETURN TO MENU: F12
INQUIRY COMPLETE                                MC0022
```

How Is Change Related to Other Departments Courses: Discuss any real or apparent duplication. Also address any impact this change may have on other majors' curricula.

How Will the Course Be Staffed: One to three lines are available to explain who will teach the course, ie. current or new faculty, temporary instructor, graduate teaching assistants.

What Additional Expenses Will Be Necessary: One to three lines are available to describe any additional expenses needed, such as lab equipment, computers, special materials, etc.

Please Note: On all these course request screens you must fill every field with something, even if it is just "N/A" or "does not apply", or else the system will not record any of the information.

Press ENTER to save the data you just entered on the screen.

At the end of the third screen of exclusive form information, press F12 to return to the Course Request Form Menu, and then press F5 to go to the second set of course request screens that must be completed.

From the Course Request Form Menu, press F5 for Basic Course Inventory Information Screen One.

If you are adding a new course, all the fields will be blank and you will have to input the requested information. If you are modifying an existing course, the data from the current course file will appear in the course request screens and you will need to edit the information to reflect the change(s) being made.

In our example of ANTH 4483 the first screen looks like this:

```
MC10          MASTER COURSE INVENTORY SYSTEM
              BASIC COURSE INVENTORY INFORMATION
              SCREEN ONE

DEPT/COURSE: ANTH 4483  COLLEGE: 01          REQUEST CYCLE: PENDING

TITLE (SHORT): CONT NAT LANG STDS          CIP CODE: 450206  HEGIS CODE: 2202
TITLE (LONG) : CONTEMPORARY NATIVE AMERICAN LANGUAGE STUDIES

GRADUATE CREDIT: N ('N', 'Y', 'O', 'C')  GEN ED CORE:      GEN ED COMPONENT:
REQUIRED MJR:      GUIDED ELECTIVE MJR: 2202A  GENERAL ELECTIVE MJR:

CROSSLISTING DEPT(S):                      SLASHLISTING NBR: 5483
CROSSLISTING CODE:                          PREREQUISITE: Y

CREDIT HRS : FIXED/MIN 03 MAX (VAR ONLY)    CATEGORY OF INSTR: 01
CONTACT HRS: FIXED/MIN 048 MAX (VAR ONLY)    BUDGET NUMBER:

LIBERAL ARTS & SCI.: Y ('Y' OR 'N')
GRADING SYSTEM: A
APPROVAL DATE:

          SCREEN 2: F2  SCREEN 3: F3          RETURN TO MENU: F12
PRESS "ENTER" FOR UPDATE                      MC0010
```

Title (short): Short title is used if full title must be abbreviated. This is the title that is posted on the transcript and used in the class schedule and A/DA. Maximum length is 19 characters.

Title (long): Long title is the complete course title. 60 characters maximum.

CIP Code: Choose the CIP code that best describes the content of the course (see pp. 46-48). Classification for Instructional Programs (CIP) codes indicate classification of instruction. In classifying courses subject matter takes precedence over department of instruction.

HEGIS Code: Choose the appropriate code from the table (Appendix I). Higher Education General Instruction Survey (HEGIS) is a federal code structure developed to provide some uniformity in comparing fields of study. Codes are used to designate fields of study.

Graduate Credit: N = no graduate credit; Y = yes graduate credit; O = yes, but only outside offering department; C = yes, but only outside offering college.

Gen Ed Core/Component:

Core Area 1 Symbolic and Oral Communications: 1= ENGL 1113, 2 = ENGL 1213, 3 = other English composition, 4 = foreign language, 5 = mathematics, 6 = other

Core Area 2 Natural Science: 1 = no lab, 2 = with lab

Core Area 3 Social Science: 1= P SC 1113, 2 = social sciences

Core Area 4 Humanities: 1 = U.S. History, 2 = artistic forms, 3 = Western culture, 4 = non-Western culture

Core Area 5 capstone course.

Required Major: Major code for which a course is required. If a course is not required by a degree program, leave this blank. If it is required by more than one program, choose one.

Guided Elective Major: Major code of degree program that a course supports. For example, some programs require students pick a course or courses from a specific group of courses. Any of the courses in that type of specific group could be considered guided electives. If a course does not support a degree program, leave this blank. If it is a guided elective for more than one program, choose one.

General Elective Major: Major code for which a course is an elective. If a course does not support a degree program, leave this blank. If it is an elective for more than one program, choose one.

Crosslist Dept(s): Indicate any department with which course will be crosslisted. You can list up to five department abbreviations.

Crosslisting Code: This is the course number.

Slashlisting Number: Indicate the course number with which course will be slashlisted. Slashlisting applies to 4000- and 5000-level courses only.

Prerequisite: Y = course has prerequisite(s); N = no prerequisites. All 3000-4000-level courses must require an appropriate prerequisite. Appropriate prerequisites could include junior standing, ENGL 1213 (to satisfy writing requirements), or an appropriate introductory level course in that department.

Credit Hours: Indicate whether course will carry fixed or variable credit. If fixed, enter the number of credit hours; if variable enter the range of credit hours. *These are two-digit fields.*

Contact Hours: Indicate the number of clock hours the course will meet per semester. Generally speaking this would be the number of credit hours times the number of weeks in the semester. Laboratory courses must meet at least two hours for every credit hour. For example, a three-credit-hour course in fall and spring would have 48 contact hours (3 hours x 16 weeks). *These are three-digit fields.*

Category of Instruction: Categories of instruction are lecture (01), lab with credit (02), discussion with no credit (03), independent study (04), seminar (05), and lab with no credit (06).

Budget Number: disregard this field

Liberal Arts & Sciences: Liberal arts & sciences are defined as those traditional fields of study in the humanities, social and behavioral sciences; communications; natural and life sciences, mathematics, and the history, literature and theory of fine arts. Courses whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts & sciences.

Grading: A = Letter-graded; S = Satisfactory/Unsatisfactory; O = Optional (letter-graded or S/U at the instructor's discretion).

Please Note: On all these course request screens you must fill every field with something, even if it is just "N/A" or "does not apply", or else the system will not record any information.

Press ENTER to save the data you just entered on the screen.

Press F2 to proceed to Basic Course Inventory Information Screen Two.
Enter the requested information.

```
MC11          MASTER COURSE INVENTORY SYSTEM
              BASIC COURSE INVENTORY INFORMATION
              SCREEN TWO

DEPT/COURSE: ANTH 4483          REQUEST CYCLE: PENDING

MODE OF INSTRUCTION: (PLACE A 'X' BEFORE THE APPROPRIATE MODE TYPE)
X LECTURE OR LECTURE          INTERN, FIELD STUDY, CLINIC  IND STUDY, DIR READING
  WITH DISCUSSION            PHYS ED, REC. ACTIVITY    MASTERS, DOCTORAL
LECTURE W/LAB                SPEECH, FINE ARTS, JOURNAL  INDIVIDUAL INSTRUCTION
LAB ONLY                     SEMINAR, RECITATION        OTHER

REPEATABLE FOR CREDIT: N ('Y' OR 'N') IF 'Y' WAS ENTERED, HOW MANY TIMES CAN
                              THE COURSE BE REPEATED?:

VARIABLE COURSE TITLE/CONTENT: N ('Y' OR 'N')
REASON FOR VARIABLE CONTENT: (PLACE A 'X' BEFORE THE APPROPRIATE REASON)
NEW COURSE EXPERIMENT        RESPONSE TO UNDERGRAD SPECIALIZED NEED
GRADUATE RESEARCH            UNDERGRADUATE RESEARCH
INTERNSHIP, FIELD EXPERIENCE  OTHER

SCREEN 1: F1 SCREEN 3: F3          RETURN TO MENU: F12
PRESS "ENTER" FOR UPDATE          MC0011
```

Again, if you are adding a new course, all the fields will be blank and you will have to input the requested information. If you are modifying an existing course, the data from the current course file will appear in the course request screens and you will need to edit the information to reflect the change(s) being made.

Mode of Instruction: Place an X beside the appropriate mode of instruction.

Repeatable for Credit: Y = repeatable for credit; N = not repeatable.

Some examples of courses which may be repeated for credit would be Masters and PhD dissertation research, directed reading and independent study project courses which would have variable content, seminars with varying topics, etc. The number of times it might be repeated would be a function of the number of credit hours and the maximum hours allowed to be earned. For example, a two-hour course that can be repeated for a maximum of six hours could be repeated twice. *The repeat and relieve policies do not apply in determining whether a course is repeatable.*

Please Note: On all these course request screens you must fill every field with something, even if it is just "N/A" or "does not apply", or else the system will not record any information.

Press ENTER to save the data you just entered on the screen.

Press F3 to proceed to Basic Course Inventory Information Screen Three.

Enter the course description.

If you are modifying an existing course, the description from the current course file will appear in the course request screens and you will need to edit the information to reflect the change(s) being made.

The format for the course description is as follows:

COMPLETE LONG TITLE: THE FIRST LINE IS THE COURSE'S FULL TITLE, AND INCLUDE ANY CROSSLISTING AND/OR SLASHLISTING IN PARENTHESES FOLLOWING THE FULL TITLE. (THIS CAN TAKE MORE THAN ONE LINE IF NEEDED). END THE TITLE WITH A PERIOD.

PREREQUISITE: START ON A NEW LINE. SPACE IN 2 SPACES ON THE FIRST LINE OF A PREREQUISITE. IF THE PREREQUISITE IS ANOTHER COURSE IN THE SAME DEPARTMENT OFFERING THE COURSE, DO NOT REPEAT THE DEPARTMENT DESIGNATOR IN THE PREREQUISITE.

COURSE DESCRIPTION: START ON A NEW LINE. SPACE IN 2 SPACES ON THE FIRST LINE OF A COURSE DESCRIPTION. CONTINUE DESCRIPTION. AT THE END OF THE DESCRIPTION ALWAYS PUT THE SEMESTER(S) OFFERED IN PARENTHESES. EXAMPLES ARE (F, SP, SU) OR (F) OR (SP) OR (SU) OR (IRREG.)

For slashlisted courses, the following sentence is always the last sentence of the course description: "No student may earn credit for both the 4000- and the 5000-level course."

For variable topic courses that can be repeated for credit, the first sentence of the description should read "May be repeated with change of content; maximum credit xx hours."; with xx equal to the total number of hours that may be earned under that special topics number.

Be careful as you type because the text will not automatically wrap to the next line. You will need to watch how words break at the end of each line. Our example looks like this:

```
MC12                MASTER COURSE INVENTORY SYSTEM
                   COURSE DESCRIPTION
DEPT/COURSE: ANTH 4483    REQUEST CYCLE: PENDING
DESC:  CONTEMPORARY NATIVE AMERICAN LANGUAGE STUDIES (SLASHLISTED WITH
      5483).
      PREREQUISITE: 2303.
      THIS COURSE IS A STUDY OF NATIVE AMERICAN LANGUAGES FOCUSING ON
      ISSUES OF LANGUAGE CONTACT, MULTILINGUALISM, PERFORMANCE, AND
      WRITING SYSTEMS. CENTRAL THEMES INCLUDE THE RICHNESS OF
      POLYSYNTHESIS AND THE RELATIONSHIP BETWEEN GRAMMATICAL STRUCTURES
      AND CULTURE. COURSE CONCLUDES WITH A DISCUSSION OF LANGUAGE LOSS
      AND REVITALIZATION. NO STUDENT MAY EARN CREDIT FOR BOTH 4483 AND
      5483. (IRREG.)

#1:F1
#2:F2
MENU:F12
KEEP DESCRIPTION BRIEF, NO MORE THAN 50 WORDS - PRESS "ENTER" TO UPDATE MC0012
```

Press ENTER to save the data you just entered on the screen.

Press F12 to return to the Course Request Menu (MCR4), and then press F12 again to get to the Course Maintenance/Course Request (MCIR) menu.

Print Course Request

From the Course Maintenance/Course Request (MCIR) menu press F1 to go to the Course Request Menu. Then press F10 to print a course request.

One copy of the course request must be printed from CICS and circulated for original signatures for documentation purposes.

Course syllabus and undergraduate degree check sheets must be attached and submitted with the request.

```
MC23                MASTER COURSE INVENTORY SYSTEM
                   COURSE REQUEST - ONLINE PRINT

DEPT/COURSE: ANTH 4483  CONT NAT LANG STDS      TERM EFFECTIVE: FA 2005
                                                REQUEST CYCLE: PENDING

PRINTER: _          NUMBER OF COPIES: (MAX IS 2, DEFAULT IS 1)

TO PRINT, PRESS: F1                RETURN TO MENU: F12
                                                MC0023
```

Add Course Request Approvals

At the MCIR menu press F3 to access the Course Request Approval screen.

```
MCR5                MASTER COURSE INVENTORY SYSTEM
                   COURSE REQUEST APPROVALS

DEPT/COURSE: ANTH 4483  CONT NAT LANG STDS      REQUEST CYCLE: PENDING

DEPT CHAIR   :    DATE (MM,DD,CCYY)    NAME
              :    12 16 2004          PATRICIA GILMAN
COLLEGE DEAN :    03 02 2005          GAIL BROWN
GRAD COLL DEAN:
A P C       :
PROVOST     :
UNIV REGENTS :                               REPORT FOR INFORMATION ONLY
STATE REGENTS :                               REPORT FOR INFORMATION ONLY

                                RETURN TO MENU: F12
INQUIRY COMPLETE                                MC0006
```

Enter the department abbreviation and course number. Then tab down to the appropriate line and enter the date of approval.

At each step of the approval process the authorized personnel in the various offices can access this screen and add their approval.

Once approval has been made at the College level, only Academic Publications will be able to update the course requests.

A Course Request will be held in a Pending cycle until the Academic Programs Council acts on it. The Academic Programs Council determines the term an approved request will go into effect. When that decision is made the course request will be moved into a designated cycle, which will be indicated in the course request's listing in the Browse inquiry system.

The Provost will send notifications to Deans, Directors and Chairs when course requests are approved, and those notifications will also indicate the term the changes will become effective.

For more information on course request cycles and deadlines see pp. 61-63.

Delete Current Course or Course Request

At the MCIR Menu press F5 to access the Current Course/Course Request Delete screen.

```
MCR2
MASTER COURSE INVENTORY SYSTEM
CURRENT COURSE/COURSE REQUEST DELETE

DEPT/COURSE: ANTH 4483  CONT NAT LANG STDS  REQUEST CYCLE: PENDING

RETURN TO MENU: F12
TO BEGIN THE COURSE REQUEST DELETE PROCESS PRESS THE 'F1' KEY  MC0003
```

Departments can only delete course requests that are at their level of approval. Once a request has gone on to a higher administrative level only the Office of Academic Publications is authorized to delete it.

To delete a course request, enter the department abbreviation and course number and press ENTER.

Press F12 to return to the MCIR Menu.

Press F12 twice to move to the MCIS Menu.

COURSE REQUEST DEADLINE INFORMATION

Under policies approved by the Oklahoma State Regents for Higher Education, requests for additions, deletions or changes in courses will no longer require State Regents' approval. Authority for approval will reside with the Senior Vice President and Provost. Because of this change in policy, requests for additions, deletions or changes in courses are now considered on a revolving basis throughout the academic year.

While this accelerates the implementation of curriculum changes, the timing of these changes and the possible impact on students' academic programs must be considered. Advisors must be given sufficient notice of course changes, not only in their major areas but in related programs as well, so they can give students the best advice possible in planning their course of study. The Academic Programs Council and the Provost Office will consider how the proposed change would affect students when determining the effective term for the curriculum change.

In order for course changes to be included in the class schedule, certain publication deadlines must be met. Each year the Provost's office distributes a schedule of deadlines for course changes to be included in the summer/fall and spring class schedules. Each college sets its own deadline, typically early in the semester, for submitting course requests, and the General Education Committee and the Graduate Council generally send their recommendations to the Academic Programs Council in January and March. In order to be printed in a summer/fall class schedule, course requests must be approved by the Academic Programs Council in February, and to be printed in a spring class schedule they must be approved in September.

There are also other considerations depending on the type of curriculum change being requested. For new courses, academic units are responsible for advertising new courses approved after the class schedule has been printed. For courses deletions, the academic units must notify any students already enrolled in the course being deleted. For course modifications, the Academic Programs Council, in coordination with the General Education Committee, the Graduate Council and the Provost, determines the term the change will go into effect.

The Provost will send notifications to Deans, Directors and Chairs when course requests are approved, and those notifications will indicate the term the changes will become effective.

COURSE REQUEST CYCLE DEADLINE INQUIRY (MCID)

The screen below shows the schedule by which course requests must reach the Academic Programs Council in order to be approved in a given cycle. This information can be useful in planning when curriculum changes would become effective and/or printed in the class schedules. However, as noted before and on the MCID screen shown below, each college sets its own deadline for considering course change requests, as do the General Education Committee and the Graduate Council.

To reach this screen, go to the Master Course Inventory System Main Menu (MCIS) and press F4.

```

_MCID
MASTER COURSE INVENTORY SYSTEM
COURSE REQUEST CYCLE DEADLINES INQUIRY

**** 2004 APPROVAL DEADLINES ****
CYCLE APPROVALS / REQUESTS TO APC

**** 2005 APPROVAL DEADLINES ****
CYCLE APPROVALS / REQUESTS TO APC
FEB 2005      11/15/04
MAR 2005      01/18/05
APR 2005      02/14/05
MAY 2005      03/21/05

=====

COURSE REQUESTS WHICH INVOLVE GRADUATE CREDIT MUST BE APPROVED BY THE
GRADUATE COUNCIL BEFORE THEY CAN BE SUBMITTED TO THE ACADEMIC PROGRAMS
COUNCIL (APC).

IN ORDER FOR THE COURSE CHANGES TO BE INCLUDED IN THE CLASS SCHEDULE(S)
DEPARTMENTS SHOULD CONSULT THE COLLEGE OFFICES FOR DEADLINE INFORMATION.

INQUIRY COMPLETE                                F12: RETURN TO MENU
                                                MC0015
```

STUDENT PERMANENT ACADEMIC RECORD (DSPR)

DSPR is a series of screens that display selected demographic data, student campus location, test scores, college, major, degrees, GPAs, registration indicators, academic status, last enrollment, transfer summaries and course work, certain miscellaneous messages, semester by semester course work carried on the permanent academic record file, and a comprehensive current enrollment report.

To access DSPR after CICS sign-on is complete and the screen is cleared, type DSPR or STAR and press ENTER. If you choose to use STAR you will need to press F2 to transfer to DSPR.

When the Permanent Record screen appears, **type the Sooner ID number in the ID number field and press ENTER** to display the first page of that student's permanent record. **If you have the old ID number you can tab to the OLD ID field, type in the old ID number and hit ENTER.** The name and Sooner ID will be displayed.

```

DSPR          COMPLETE          PERMANENT RECORD          SP0013
ID 112 13 2859 SEM          LOC 200
OLD ID
Name TEST,STUDENT IS          STUDENT HAS TRANSFER WORK
BD 01 02 1957 RES STATUS OKLA          DEGREE B.B.A. HONORS 12/20/1985
COLLEGE 01 MAJ 1701L PP/C BUSINESS          AND
2ND MINOR 1913D COLLEGE 14 SEX M          DATES
3RD MAJOR          COLLEGE          ORIG OTHER
TERM          GPH          GPS          HA          HE          GPA
CUM TRF 000.00 0000.00 000.00 000.00 0.00 HS GRAD DATE
CUM OU 099.00 0322.00 109.00 097.00 3.25 HIST LANG CTZ GE C
CUM COMB 099.00 0322.00 109.00 097.00 3.25 COMP 30 CONV -- ENH 21
RET TRF 000.00 0000.00 000.00 000.00 0.00 SAT 580 560 TOEFL
RET OU 093.00 0322.00 103.00 097.00 3.46 HONORS NO TWE
RET COMB 093.00 0322.00 103.00 097.00 3.46 MISC
RPT HRS 06 AC STAT          HARRIS,ZONKER
REG. IND.: NOR INT AD LS AC TC EN STOP FROM BURSAR-OWES FEES
FALL: C D: C
SPRING: R M:
SUMMER: C A:
LT LSTD: CORR:          LAST GRADED TERM SU 2003
PG1-F1 XRF-F2 TRF-F3 SCHD-F4 GRD SEMS:1ST-F5 LAST-F6 ADV STD-F13 PRT MENU-F16
    
```

If you do not know the ID number, the Permanent Record Cross-reference screen is available with the F2 key.

If you wish to view only a particular semester, type the numeric code for that semester (100=fall, 200=spring, 300=summer; example: 1998100 for Fall 1998) in the semester field and press ENTER.

Valid CAMPUS LOCATION CODES are:

- | | |
|------------------------------|---------------------------|
| 100 = Health Sciences Center | 503 = Independent Studies |
| 200 = Norman Campus | 504 = Academic Programs |
| 501 = Advanced Programs | 505 = OU Tulsa |
| 502 = Liberal Studies | |

DIRECTORY INFORMATION HOLD - If the student has requested that this information be withheld, the message ******HOLD DIRECTORY INFORMATION****** will appear on the right hand side of the top line. Most information concerning a student's academic record is considered confidential and is not released to anyone without the student's written authorization. There is, however some information that the University can release without the student's authorization. This information is called Directory Information and includes name, dates of attendance, college, major, classification, current enrollment status, current and permanent home addresses, telephone number, e-mail address, degrees earned and dates of graduation and university honors. This information is provided to anyone, including the student, who contacts the University to inquire about or verify this type of information. Students may place a "hold" on the release of their Directory Information, and have this information treated as confidential. Placing a directory hold will do the following:

- Name, address and e-mail address will not be displayed on the OU Web site directory.
- If anyone calls or contacts the University, no information will be released verifying attendance at or graduation from the University. This information will only be released upon the student's written authorization.
- The student's address and telephone number will not be released to anyone calling or contacting the University.
- In order to keep the student's name and address out of the printed directory the student must make the request to hold directory information no later than the second week of the fall semester.

CCE SEMESTERS - College of Continuing Education - When a student's campus location for any semester is 501 - 504, "CE" will be displayed between year and college in the semester identification line of the Graded Semesters screen.

The **COLLEGE and MAJOR** in the semester identification line show the college and major for the student as of that semester. The college code and major code shown at the beginning of the record are the student's current college and major and may reflect a change since the last completed semester.

PP/C = Pre-professional/Certification code. If the student has indicated an interest, the code will be displayed here.

GRADE INFORMATION – Cumulative (CUM) hours include all course work taken by the student. Retention (RET) hours reflect all course work except repeated courses covered under the Regents' Forgiveness Policy. Remedial level courses and PE activity courses are also excluded from retention grade point hours and grade points, but are included in the hours attempted and hours earned.

HONORS - will indicate if a student is enrolled in the Honors Program (Y or N).

ENROLLMENT STOPS and PRIOR NAMES appear as messages on the screen in the MISC (miscellaneous) area of the screen.

RPT HRS = Repeated hours under the Regent's Forgiveness Policy. If a student has any repeated hours this field will show the number of hours repeated (01 - 18), courses (01-04) or MX if the maximum repeatable hours has been reached. Otherwise, this field will be blank.

AC STAT = Academic Status. Valid codes are explained in the section on RA20 (F7).

After initial entry, the DSPR screens are driven largely by the use of F keys. The following is a list of the keys and their functions:

- F1 returns you to the first page of information from the individual course displays.
- F2 transfers you to the Cross-reference screen.
- F3 displays a summary of the student's transfer work.
- F4 displays a comprehensive enrollment report for current and future semesters.
- F5 begins the display of a student's academic record beginning with their first semester.
- F6 displays a student's last graded semester.
- F7 browses a student's graded semesters forward with their grade history information.
- F8 browses a student's graded semesters forward.
- F9 browses a student's graded semesters backward.
- F10 browses a student's graded semesters backward with grade history information.
- F12 Return to STAR from the first page of information, or returns to the first page of information from other DSPR screens.
- F13 displays a student's Advanced Standing Credit information.
- F16 Print menu

ENTER will generally display a student's last graded semester. However, if the message "MORE TO VIEW - PRESS ENTER" appears on the screen, pressing ENTER will cause the screen to browse forward.

Semester Records

NOTE LINES appear in the body of the record preceding or following the semester to which they apply.

An **EXTENSION COURSE** is identified in the semester record by an E at the end of the course title. Extension is used on courses taken prior to Fall 1988 only.

An **HONORS COURSE** is identified in the semester record by an H at the end of the course title.

No **CREDIT HOURS** are shown for W grades. Parentheses around credit hours means that no credit was earned in the case of a failing grade or that no degree credit was awarded in the case of remedial level work.

PERMANENT RECORD CROSS REFERENCE (F2)

SP16 is a cross-reference screen displaying the names of students on the Permanent Record file. Its function is similar to that of the Student File Cross-reference screen. The major difference is that the Student file is purged periodically of inactive students. Once a student has completed a semester and received final grades, that record will always be retained on the Permanent Record file. This screen is used to secure a Sooner ID number when only the name is known and the number is needed to access the file. Birth date, college, and student location are displayed for identification should there be two or more students on the file with the same or similar names.

Access to the PRF Cross-Reference from DSPR is obtained by pressing the F2 key. Type the name in the appropriate fields and press ENTER. When you have located the correct student, type the sequence number in the sequence field and press ENTER. The Sooner ID number will be transferred to the first screen of DSPR with the appropriate student record. All student who have a record on the permanent record file have a Sooner ID.

TRANSFER CREDIT INQUIRY (F3)

```
ST10          TRANSFER CREDIT EVALUATION * BROWSE *          ST0110
ID: 000 18 0000  NAME: TEST,STUDENT
INST:          SEM:

10313 UNIV OF N MEX, ALBUQUERQUE, NM (SR) .....          1968100
FALL          1968-SPRING          1972
*****INST HAS NO TERM OR COURSE RECORDS *****
INST CUM: GPH: 52.00  GPS: 190.00  HA: 52.00  HE: 52.00  GPA: 3.65
INST RET: GPH: 52.00  GPS: 190.00  HA: 52.00  HE: 52.00  GPA: 3.65

03170 OKLA ST UNIV, STILLWATER, OK (SR) .....          1994100
FALL          1994
INST CUM: GPH: 13.00  GPS: 35.00  HA: 13.00  HE: 13.00  GPA: 2.69
INST RET: GPH: 13.00  GPS: 35.00  HA: 13.00  HE: 13.00  GPA: 2.69
DEGREES:          M.A. CUM LAUDE          SPRING          1996

NOTES: THIS IS A MADE UP NOTE TO SEE IF THIS
SCREEN WORKS.

F3 TRF COURSES  F8 FORWARD  F9 BACKWARD  F16 PRINT  F12 RETURN TO DSPR
MORE TO VIEW. BROWSE USING PF KEYS
```

The first screen of this inquiry displays summary statements of the student's transfer work at the various institutions they have attended. You may use F8 to browse forward and F9 to browse backward on these summary statements. F3 will take you to a course by course evaluation of the students transfer work. This screen operates in a manner similar to the OU coursework screen.

F16 will take you to DSPT.

F12 will return you to the main menu (DSPR).

A/DA ADVISEMENT AND DEGREE AUDIT

The Advisement/Degree Audit (A/DA) system monitors a student's progress towards completion of his/her degree requirements. It provides information on course work completed (both OU and transfer), course work in-progress, and degree course requirements remaining. A/DA provides GPA information in several formats. OU and transfer work are listed semester by semester. Additional GPAs based on the requirements fulfilled by the courses may be defined and reported by the system. For example, all course work in the major field could constitute one of the additional GPA fields.

The A/DA on-line system consists of many different screens that are all accessed through a single transaction, ADAM.

```
ADAM                THE UNIVERSITY OF OKLAHOMA                FROM: ADAM
                   ADVISEMENT AND DEGREE AUDIT SYSTEM        KEY: (ENTER)

* * * * *
*
* TO VIEW THE STUDENT ADVISEMENT MENU ..... PRESS PF1 *
* TO VIEW THE MAJOR SHOPPING MENU ..... PRESS PF2 *
* TO VIEW THE DEGREE PATTERN INQUIRY MENU ..... PRESS PF3 *
* TO VIEW THE EXISTING PATTERNS IN SYSTEM INQUIRY..... PRESS PF4 *
* TO VIEW THE STUDENT INQUIRY MENU ..... PRESS PF6 *
* TO VIEW THE STUDENT UPDATE MENU ..... PRESS PF8 *
* TO VIEW THE PATTERN MAINTENANCE MENU ..... PRESS PF9 *
*
* TO RETURN FROM SUBORDINATE MENUS PRESS PF12 *
*
* PLEASE PRESS THE APPROPRIATE PF-KEY. _ *
*
* * * * *
```

ADAM is the main menu for the system. From ADAM you may access the sub-menus for the major modules of the A/DA on-line system. Each module consists of one or more screens devoted to a specific function.

Moving from one screen to another, forward or backward, is done entirely with F keys. Each screen clearly tells the user which other screens can be accessed from it and which F keys to use. F12 is reserved throughout the entire system to return one level (screen) backward. The screen that can be accessed in this manner is identified next to the letters "F12:" in the lower right hand corner of the screen.

A/DA Module Descriptions:

F1 - will take the user to the sub-menu for Student Advisement Information screens. (DA01)

F2 - will take the user to the "shopping" module. This will show a temporary advisement for a prospective major change. (DA02)

F3 - will take the user to a series of screens to view information about a specific degree pattern. (DA03)

F4 - will take the user to a screen that lists all degree pattern codes defined within A/DA for a specific college or a specific major code within a college. (DA04)

F6 - will take the user to the sub-menu to display A/DA information about a specific student. (DA06)

The following have more restricted access.

F8 - will take the user to the sub-menu for updating A/DA information for a specific student. (DA08)

F9 - will take the user to the sub-menu for degree pattern maintenance. (DA09)

If you have any further questions concerning the use of the A/DA system, please consult your A/DA User Guide.

After initial entry, the DSPR screens are driven largely by the use of F keys. A list of the F keys and their functions is provided later in this section.

TRANSFER INSTITUTION EVALUATION SYSTEM (ITEF)

The admission of transfer students to OU requires that their courses taken at other institutions be evaluated in terms of OU courses. The Institution Transfer Evaluation File (ITEF) carries all courses from a given institution for which we have established either an OU equivalent course (or courses) or determined that no equivalent course exists at OU. Other information is also carried on this file such as the transfer course's department, number, title, level, credit hours and General Education core area and component (if applicable).

Users can access the ITEF menu through the STAR menu system or from a clear screen by typing ITEF and pressing ENTER.

```
ITEF                                THE UNIVERSITY OF OKLAHOMA                ST0000
                                INSTITUTION TRANSFER EVALUATION SYSTEM

CHOOSE ONE OF THE FOLLOWING TRANSACTIONS BY USING THE FUNCTION KEY
*****
DESCRIPTION                                KEY
INSTITUTION INQUIRY/UPDATE ..... F1
INSTITUTION NAME CROSS REFERENCE ..... F2
MULTIPLE COURSE INQUIRY (DISPLAYS ONE OU EQUIVALENT) ..... F3
COURSE INQUIRY (DISPLAYS ALL OU EQUIVALENTS) ..... F4
ITEF COURSE FORWARD/BACKWARD BROWSE ..... F5

RETURN TO STEF MENU ..... F8
RETURN TO ADMU (ADMISSIONS) MENU ..... F9
RETURN TO SPDM (SPEEDE) MENU ..... F10
RETURN TO FGMU (FORGIVENESS) MENU ..... F11
*****
```

Institution Inquiry

This screen is for inquiry only for all offices except the Office of Admissions.

At the ITEF menu press F1, type in the institution's FICE code and press ENTER.

Using OU as an example:

```

IT01                INSTITUTION TRANSFER EVALUATION SYSTEM
                   INSTITUTION TABLE INQUIRY/UPDATE/ADD

FUNCTION: 1      FICE CODE: 03184
NAME / LOCALE: UNIV OF OKLA, NORMAN, OK
CREDIT HOUR SYSTEM: S          TYPE: 2          COURSE LEVEL DIGIT: 1
FULL NAME: UNIVERSITY OF OKLAHOMA
COUNTRY CODE: US          COUNTRY NAME ABBREVIATION: UNITED STATES
ALSO KNOWN AS: 1)
                2)
                3)
ARTICULATION:          GRADE CONVERSION: (S,A,BLANK)
FULLY EVALUATED: N      EVALUATION YEAR: (CCYY)
                *****MAILING ADDRESS*****
CITY: NORMAN          STATE: OK          ZIP CODE: 73019
                ***SPEEDE ADDRESS AND OTHER SPEEDE INFORMATION***
SPEEDE QUALIFIER: 73          ATTN NAME:
SPEEDE CODE: 03184          ATTN CODE:          EOS CODE: (G,I,BLANK)
ATTN NUMBER:

STX NAME:          STX OVERLAY CODE:
                INSTITUTION NOTES: NO (PRESS F1 FOR NOTES)
                F3: CROSS REF   F12: ITEF MENU
INQUIRY COMPLETE
                ST0001
    
```

Credit Hour System	Type
S = Semester	1 = Two year college
Q = Quarter	2 = Senior College or university
B = Has been both	

Course Level Digit - Shows which digit of the course number indicates the level. A blank field means this information has not been determined or is not available from the course number.

Also known as - Former Names of the institution

Articulation - Indicates whether the institution offers an associate degree that follows the curriculum defined by Oklahoma State Regents' articulation policy. The field is Y or blank.

Grade Conversion - S = Converted to S/U grades; A = Converted to Alpha grades; blank = No conversion

Fully Evaluated - Indicates whether all courses from that institution have been reviewed for an equivalent. Y = Yes; N = No

Evaluation Year - Indicates the last year courses from this school were reviewed.

Institution Notes - Information pertaining to the specific institution that you are referencing such as an odd numbering system or peculiar course sequences.

Institution Name Cross Reference

You can use the ITEF Institution Cross Reference to look up an institution's FICE code.

At the ITEF menu press F2, type the name of the institution and the state and press ENTER.

Again, using Univ of Oklahoma as an example:

```
IT02                INSTITUTION TRANSFER EVALUATION SYSTEM                ST0002
                    INSTITUTION TABLE CROSS REFERENCE

NAME/LOCALE: UNIV OF OKLAHOMA                STATE: OK
COUNTRY NAME ABBREVIATION: UNITED STATES

SELECT SEQUENCE NUMBER:
*****
SQ#  FICE  CR HR  INSTITUTION NAME/LOCALE                ST  COUNTRY
*****
 1   03185  S   UNIV OF TULSA, TULSA, OK                OK  UNITED STATES
 2   03167  S   UNIV SCI & ARTS OF OKLA, CHICKASHA, OK   OK  UNITED STATES
 3   03146  S   W OKLA ST COLL, ALTUS, OK                OK  UNITED STATES
 4   03151  S   WESLEYAN COLL                            OK  UNITED STATES
 5   90230  S   BIBLE STANDARD COLL                     OR  UNITED STATES
 6   03186  S   BLUE MOUNTAIN CC, PENDLETON, OR         OR  UNITED STATES
 7   03188  B   CENTRAL OR CC, BEND, OR                 OR  UNITED STATES
 8   03218  B   CHEMEKETA CC, SALEM, OR                 OR  UNITED STATES
*****

FORWARD BROWSE-F1  BACKWARD BROWSE-F2  INST INQUIRE-F3  MULTIPLE CRSE INQ-F4
COURSE BROWSE-F5

PRESS F1 OR F2 FOR FURTHER BROWSING                ITEF MENU-F12
```

Name/Locale - Type the name or partial name of the institution, or you may browse forward using F1 and backward by using F2.

State - Type in State postal service abbreviation. If it is in a foreign country use "ZZ".

Country Name Abbreviation - This always shows United States unless you type in another country.

Sequence Number - Once you have found the school you want, enter the appropriate SQ# and press the F3 key for the Institution Table Inquiry Screen of the F4 key for the Multiple Course Inquiry Screen.

Multiple Course Inquiry

You can use this screen to look up multiple transfer courses (maximum of four) from a particular institution that have been evaluated.

At the ITEF menu press F3.

Type in the Institution (FICE) code, department abbreviation and course number you wish to inquire on, and hit ENTER.

Using ART 1113 from Tulsa Junior College (fice code 09763), the screen would look like this:

```
IT03                INSTITUTION TRANSFER EVALUATION SYSTEM          ST0003
                   INSTITUTION MULTIPLE COURSE INQUIRY

SEQUENCE NUMBER SELECTED: 1
FICE CODE: 09763  CREDIT HR SYS: S  TULSA COMMUNITY COLLEGE, TULSA, OK

1) DEPT: ART      COURSE: 1113  DIST: 0A  BEG. TERM: 00000  END TERM: 99999
   TRF TITLE: HON/ART APPREC      CRSE HAS OTHER TITLES
   OU EQUIV: DEPT: A HI  COURSE: 1113  HRS: 3.00
-----
2) DEPT:          COURSE:          DIST:          BEG. TERM:          END TERM:
   TRF TITLE:
   OU EQUIV: DEPT:          COURSE:          HRS:
-----
3) DEPT:          COURSE:          DIST:          BEG. TERM:          END TERM:
   TRF TITLE:
   OU EQUIV: DEPT:          COURSE:          HRS:
-----
4) DEPT:          COURSE:          DIST:          BEG. TERM:          END TERM:
   TRF TITLE:
   OU EQUIV: DEPT:          COURSE:          HRS:
F1: INSTITUTE CROSS REF      F2: ITEF COURSE INQUIRY      F3: ITEF COURSE BROWSE
                                                                F12: ITEF MENU

INQUIRY COMPLETE
```

If there is more than one occurrence for the course (i.e. same department and course number, but several different titles), or if the course has been dated (i.e. the OU equivalent has changed over a period of time), or if the course has more than one OU equivalent, you will see the first occurrence on this screen. You will also see a message to alert you that there is more to see. To view these choices enter the Sequence # and Press F2.

If you have entered the department abbreviation and course numbers correctly and the course has been evaluated, either an OU equivalent course or //// //// (for no equivalent course at OU) will appear.

Course Inquiry

This screen displays information on individual transfer courses offered at specific institutions and their OU equivalent if there is one.

At the ITEF menu press F4.

Type the institution code, and credit hour system, transfer department and course number and press ENTER.

With our example of ART 1113 from Tulsa Junior College, the screen would look like this:

```
IT04          INSTITUTION TRANSFER EVALUATION SYSTEM          ST0004
              INSTITUTION COURSE INQUIRY

INST CODE: 09763 HR SYS 5  TULSA COMMUNITY COLLEGE, TULSA, OK  STATE: OK
DEPARTMENT: ART      COURSE: 1113  DIST: 0A  BEG SEM: 00000  END SEM: 99999
TITLE: HON/ART APPREC          REPEATABLE FOR CREDIT:
TRANSFER HOURS: 3.00          DEPARTMENT REVIEW:
COURSE LEVEL: LOWER          ACTIVE/INACTIVE: INACTIVE
PHYS. ED/ACTIVITY COURSE:    DATE LAST REVIEWED:
-----EQUIVALENT O. U. COURSES-----

DEPT  COURSE  REMEDIAL  HOURS  TITLE          GENERAL EDUCATION
A HI  1113          3.00  UNDERSTANDING ART  4 2 HUMANITIES ARTSC FRMS

BROWSE FORWARD-F3  BROWSE BACKWARD-F2  RETURN TO INSTITUTION COURSE BROWSE-F1
INQUIRY COMPLETE -- F3 FORWARD - F2 REVERSE          ITEF MENU: F12
```

If a course has more than one occurrence of the same department and course number but different titles you may browse forward (F3) and backward (F2) on the course using the appropriate key. You must know the EXACT department abbreviation and course number to use this screen. To find these you may need to consult the Transfer Course Browse screen.

Dist - Course distinction code can be alpha or numeric characters and indicates courses on file with the same department and course number but different titles.

Dating Feature (BEG SEM and END SEM) - Indicates when a transfer course has had different OU equivalents and the encompassing date of a particular equivalency.

Course Level - LW DV = Lower Division; UP DV = Upper Division

Phys Ed/Activity Course - Y = this course is a PE/Activity course and must be excluded from the retention grade point average calculations.

Repeatable for Credit - Y = the course can be repeated for credit.

Department Review - Y = an academic department at OU (usually the same department as the transfer course) has reviewed the course and determined that the course is or is not equivalent to an OU course. If this course is blank, the Office of Admissions has made that determination.

OU Equivalents - Department and Course Number - A maximum of six equivalents can be established. If there is no OU equivalent, a comparable OU department may be shown in this field, or //// will show.

Remedial - Y = credit is below college level and not applicable toward an OU degree.

Hours - This field indicates the portion (in terms of semester hours) of the transfer course that the OU course fulfills. For example, a transfer course in Beginning Physics with a lab that is four hours could transfer as PHYS 2414 (three hours) and PHYS 1302 (one hour).

Title - The title of the OU course or courses to which the transfer course has been equated.

General Education - If the transfer course has been equated to an OU course or courses that have been approved for General Education Credit, this field will indicate the General Education Core Area and Component that the course or courses will fulfill.

ITEF Course Browse

This screen enables you to browse the courses on file for a particular institution. The courses are listed alphabetically by department within an institution.

At the ITEF menu press F5.

Type in the Institution code (FICE). In the Department field you can start with "A" and browse "Z" or be more specific. Hour system is not necessary.

Continuing with our example of Art at Tulsa Junior College:

```

IT05          INSTITUTION TRANSFER EVALUATION SYSTEM          ST0005
              INSTITUTION COURSE BROWSE

SEQ NBR: _

INSTITUTION CODE: 09763   DEPARTMENT ABBRV: ART   COURSE NUMBER:
TULSA COMMUNITY COLLEGE, TULSA, OK
CREDIT HOUR SYSTEM: S

SEQ      BEG      END      TRF
NBR  DEPT  CRSE TITLE      SEM      SEM      DST  HRS  OU  EQUVS  GEN  ED  A/I
-----
 1  ART   1003 ARTISTS HAZARDS  000000  999999  00   3.00 NO
 2  ART   1013 COLOR & DESIG   000000  999999  0A   3.00 NO
 3  ART   1013 ART GEN PORT    000000  999999  0B   3.00 NO
 4  ART   1013 FUND OF ART I   000000  999999  0C   3.00 YES 1
 5  ART   1013 ART-DRAWING     000000  999999  0D   3.00 NO
 6  ART   1013 2D DESIGN       000000  999999  00   3.00 NO
 7  ART   1023 PAINTING I      000000  999999  00   3.00 YES 1
 8  ART   1033 PAINTING II     000000  999999  00   3.00 NO
 9  ART   1053 SURVEY/ART HIST I 000000  999999  00   3.00 YES 1  IV-AF  A

SELECT SEQUENCE NUMBER & PRESS ENTER FOR COURSE INQUIRY
FORWARD BROWSE COMPLETE -- F3 FORWARD - F2 REVERSE          ITEF MENU-F12
    
```

You can browse forward (F3) or backward (F2).

Once you have located the course you want on the browse screen, type in the appropriate sequence number (SEQ NBR) and press the ENTER key. This will transfer you to the IT04 (F4) screen for more detailed information.

Appendix I - HEGIS Code Table

The Higher Education General Instruction Survey is a federal code structure developed to provide some uniformity in comparing fields of study. Degree programs are assigned a HEGIS code number, and courses in that program are identified by that number.

<u>HEGIS</u>	<u>Field of Study</u>
0100	Agriculture and Natural Resources
0101	Agriculture, General
0102	Agronomy (Field Crops, and Crop Management)
0103	Soils Science (Management and Conservation)
0104	Animal Science (Husbandry)
0105	Dairy Science (Husbandry)
0106	Poultry Science
0107	Fish, Game, and Wildlife Management
0108	Horticulture (Fruit and Vegetable Production)
0109	Ornamental Horticulture (Floriculture, Nursery Science)
0110	Agriculture and Farm Management
0111	Agricultural Economics
0112	Agricultural Business
0113	Food Science and Technology
0114	Forestry
0115	Natural Resources Management
0116	Agriculture and Forestry Technologies
0117	Range Management
0119	Other, Specify
0200	Architecture and Environmental Design
0201	Environmental Design, General
0202	Architecture
0203	Interior Design
0204	Landscape Architecture
0205	Urban Architecture
0206	City, Community, and Regional Planning
0207	Pre-Architecture
0208	Construction Science
0299	Other, Specify
0300	Area Studies in History
0301	Asian Studies, General
0302	East Asian Studies
0303	South Asian (India, etc.) Studies
0304	Southeast Asian Studies
0305	African Studies
0306	Islamic Studies
0307	Russian and Slavic Studies
0308	Latin American Studies
0309	Middle Eastern Studies
0310	European Studies, General
0311	Eastern European Studies
0312	West European Studies
0313	American Studies
0314	Pacific Area Studies
0399	Other, Specify
0400	Biological Sciences
0401	Biology, General
0402	Botany, General
0403	Bacteriology

0404 Plant Pathology
0405 Plant Pharmacology
0406 Plant Physiology
0407 Zoology, General
0408 Pathology, Human and Animal
0409 Pharmacology, Human and Animal
0410 Physiology, Human and Animal
0411 Microbiology
0412 Anatomy
0413 Histology
0414 Biochemistry
0415 Biophysics
0416 Molecular Biology
0417 Cell Biology (Cytology, Cell Physiology)
0418 Marine Biology
0419 Biometrics and Biostatistics
0420 Ecology
0421 Entomology
0422 Genetics
0423 Radiobiology
0424 Nutrition, Scientific (exclude Nutrition in Home Economics and Dietetics)
0425 Neurosciences
0426 Toxicology
0427 Embryology
0428 Anatomical Sciences
0429 Biochemistry and Molecular Biology
0430 Microbiology and Immunology
0431 Pathology
0432 Pharmacology
0433 Physiology and Biophysics
0434 Psychiatry and Behavioral Sciences
0435 Radiological Sciences
0436 Medical Sciences
0499 Other, Specify

0500 Business and Management, No Major
0501 Business and Commerce, General
0502 Accounting
0503 Business Statistics
0504 Banking and Finance
0505 Investments and Securities
0506 Business Management and Administration
0507 Operations Research
0508 Hotel and Restaurant Management
0509 Marketing and Purchasing
0510 Transportation and Public Utilities
0511 Real Estate
0512 Insurance
0513 International Business
0514 Secretarial Studies
0515 Personnel Management
0516 Labor and Industrial Relations
0517 Business Economics
0518 Business Communications
0519 Business Law
0599 Other, Specify

0600 Communications
0601 Communications, General
0602 Journalism (Printed Media)

0603	Radio/TV
0604	Advertising
0605	Communication Media (use of videotape, film, etc., oriented specifically toward radio/TV)
0699	Other, Specify
0700	Computer and Information Sciences
0701	Computer and Information Sciences, General
0702	Information Sciences and Systems
0703	Data Processing
0704	Computer Programming
0705	Systems Analysis
0799	Other, Specify
0800	Education, No Major
0801	Education, General
0802	Elementary Education, General
0803	Secondary Education, General
0804	Junior High School Education
0805	Higher Education, General
0806	Junior and Community College
0807	Adult and Continuing Education
0808	Special Education, General (comb.)
0809	Administration fo Special Education
0810	Education of the Mentally Retarded (handicapped)
0811	Education of the Gifted
0812	Education of the Deaf
0813	Education of the Culturally Disadvantaged
0814	Education of the Visually Handicapped
0815	Speech Correction
0816	Education of the Emotionally Disturbed
0817	Remedial Education
0818	Special Learning Disabilities
0819	Education of the Physically Handicapped
0820	Education of the Multiple Handicapped
0821	Social Foundations (History and Philosophy of Education)
0822	Educational Psychology (include Learning Theory)
0823	Pre-Elementary Education (Kindergarten)
0824	Educational Statistics and Research
0825	Educational Testing, Evaluation, and Measurement
0826	Student Personnel (Counseling and Guidance)
0827	Educational Administration
0828	Educational Supervision
0829	Curriculum and Instruction
0830	Reading Education (Methodology and Theory)
0831	Art Education (Methodology and Theory)
0832	Music Education (Methodology and Theory)
0833	Mathematics Education (Methodology and Theory)
0834	Science Education (Methodology and Theory)
0835	Physical Education
0836	Driver and Safety Education
0837	Health Education (include Family Life Education)
0838	Business, Commerce, and Distributive Education
0839	Industrial Arts, Vocational and Technical Education
0840	Social Studies Education (Methodology and Theory)
0841	Home Ed Education (Methodology and Theory)
0842	Language Arts Education (Methodology and Theory)
0843	Educational Media - Audio Visual
0844	Foreign Language Education
0845	Higher Education - Administration
0846	Higher Education - Student Personnel Services

0847	Education Administration - Elementary Principal
0848	Education Administration - Secondary
0849	Education Administration - Secondary Principal
0850	Music Education - Instrumental
0851	Music Education - Vocal
0852	Physical Education for Women
0853	Social Studies - Geography
0854	Home Ec Education - Vocational
0855	Educational Media - Public School Librarian
0856	Journalism Education
0857	School Psychologist
0858	School Psychometrist
0859	Speech/Drama Education
0860	School Nurse
0861	Prof. School Service - Visiting Coun.
0862	Bookkeeping & Clerical Practice
0864	Education Media - Speech Education
0865	Counseling Psychology
0866	Education Administration - Elementary
0899	Other, Specify
0900	Engineering
0900X	Engineering - BS Undecided Field
0900Z	Engineering, No Major
0901	Engineering, General
0902	Engineering, No Major
0903	Agricultural Engineering
0904	Architectural Engineering
0905	Bioengineering and Biomedical Engineering
0906	Chemical Engineering (include Petroleum Refining)
0907	Petroleum Engineering (exclude Petroleum Refining)
0908	Civil, Construction, and Transportation Engineering
0909	Electrical, Electronics, and Communications Engineering
0910	Mechanical Engineering
0911	Geological Engineering
0912	Geophysical Engineering
0913	Industrial and Management Engineering
0914	Metallurgical Engineering
0915	Materials Engineering
0916	Ceramic Engineering
0917	Textile Engineering
0918	Mining and Mineral Engineering
0919	Engineering Physics
0920	Nuclear Engineering
0921	Engineering Mechanics
0922	Environmental and Sanitary Engineering
0923	Naval Architecture and Marine Engineering
0924	Ocean Engineering
0925	Engineering Technologies
0999	Other, Specify
1000	Fine and Applied Arts, No Major
1001	Fine Arts, General
1002	Art, (Painting, Drawing, Sculpture)
1003	Art History and Appreciation
1004	Music (Performing, Composition, Theory)
1005	Music (Liberal Arts Program)
1006	Music History and Appreciation (Musicology)
1007	Dramatic Arts
1008	Dance

1009	Applied Design (Ceramics, Weaving, Textile Design, Fashion Design, Jewelry, Metalsmithing, Interior Decoration, Commercial Art)
1010	Cinematography
1011	Photography
1012	Baritone
1013	Bass
1014	Bassoon
1015	Cello
1016	Clarinet
1017	Flute
1018	French Horn
1019	Harp
1020	Harpsichord
1021	Oboe
1022	Organ
1023	Percussion
1024	Piano
1025	Saxophone
1026	Trombone
1027	Trumpet
1028	Tuba
1029	Viola
1030	Violin
1031	Voice
1032	Junior Recital
1033	Undergrad Music Recital
1034	Senior Recital
1035	Graduate Recital
1036	Graduate Ed Recital
1037	Grad Recital - DR.
1038	Music Literature
1039	Music Technique
1040	Cornet
1041	Grad Lect - Cham Rec Dr. Mus Arts
1042	Theory
1043	Grad Recital DMA
1045	Recorder
1050	Music Education (Instrumental)
1051	Music Education (Vocal)
1052	Music Education (Combined)
1053	Music Education
1054	Conducting
1099	Other, Specify
1100	Foreign Languages
1101	Foreign Languages, General
1102	French
1103	German
1104	Italian
1105	Spanish
1106	Russian
1107	Chinese
1108	Japanese
1109	Latin
1110	Greek, Classical
1111	Hebrew
1112	Arabic
1113	Indian (Asiatic)
1114	Scandinavian Languages
1115	Slavic Languages (other than Russian)

1116	African Languages (non-Semitic)
1199	Other, Specify (Classics - Classical Culture Option)
1200	Health No Maj/Uncl
1201	Health Professions, General
1202	Hospital and Health Care Administration
1203	Nursing
1204	Dentistry
1205	Dental Specialties
1206	Medicine
1207	Medical Specialties
1208	Occupational Therapy
1209	Optometry
1210	Osteopathic Medicine
1211	Pharmacy
1212	Physical Therapy
1213	Dental Hygiene
1214	Public Health
1215	Medical Record Librarianship
1216	Podiatry or Podiatric Medicine
1217	Biomedical Communication
1218	Veterinary Medicine
1219	Veterinary Medicine Specialties
1220	Speech Pathology and Audiology
1221	Chiropractic
1222	Clinical Social Work
1223	Medical Laboratory Technologies
1224	Dental Technologies
1225	Radiologic Technology (3 options - Diagnostic, Nuclear Medicine, Radiation Therapy)
1226	Biostatistics and Epidemiology
1227	Cardiorespiratory Sciences
1228	Clinical Dietetics
1229	Clinical Laboratory Sciences (2 options - Med Tech, Cytotechnology)
1230	Communications Disorders (3 options - Audiology, Deaf Education, Speech Pathology)
1231	Health Administration
1232	HE & EH
1234	Physician's Associate
1250	Laboratory Technology
1299	Other, Specify
1300	Home Economics
1301	Home Economics, General
1302	Home Decoration and Home Equipment
1303	Clothing and Textiles
1304	Consumer Economics and Home Management
1305	Family Relations and Child Development
1306	Foods and Nutrition (include Dietetics)
1307	Institutional Management and Cafeteria Management
1308	Fashion Arts Only
1309	Clothing & Textiles Only
1310	Vocational Home Economics
1399	Other, Specify
1400	Law
1401	Law, General
1401Y	Law Und - NonDegree
1500	Letters
1501	English, General
1502	Literature, English

1503	Comparative Literature
1504	Classics
1505	Linguistics (include Phonetics, Semantics, and Philology)
1506	Speech, Debate, and Forensic Science (Rhetoric and Public Address)
1507	Creative Writing
1508	Teaching of English as a Foreign Language
1509	Philosophy
1510	Religious Studies (exclude Theological Professions)
1511	Liberal Studies
1512	Letters (Lit, Phil, & Hist)
1599	Other, Specify
1600	Library Science
1601	Library Science, General
1699	Other, Specify
1700	Mathematics
1701	Mathematics, General
1702	Statistics, Mathematical and Theoretical
1703	Applied Mathematics
1799	Other, Specify
1800	Military Sciences
1801	Military Science (Army)
1802	Naval Science (Navy, Marines)
1803	Aerospace Science (Air Force)
1899	Other, Specify
1900	Physical Sciences
1901	Physical Sciences, General
1902	Physics, General (exclude Biophysics)
1903	Molecular Physics
1904	Nuclear Physics
1905	Chemistry, General (exclude Biochemistry) Undergrad Chem
1906	Inorganic Chemistry
1907	Organic Chemistry
1908	Physical Chemistry
1909	Analytical Chemistry
1910	Pharmaceutical Chemistry
1911	Astronomy
1912	Astrophysics
1913	Atmospheric Sciences and Meteorology
1914	Geology
1915	Geochemistry
1916	Geophysics and Seismology
1917	Earth Sciences, General
1918	Paleontology
1919	Oceanography
1920	Metallurgy
1921	Geosciences
1997	Geology - Graduate Und Op
1998	Chemistry - Graduate Und Op
1999	Other, Specify
2000	Psychology
2001	Experimental Psychology (Animal and Human)
2002	Clinical Psychology
2004	Psychology for Counseling
2005	Social Psychology
2006	Psychometrics

2007	Statistics in Psychology
2008	Industrial Psychology
2009	Developmental Psychology
2010	Physiological Psychology
2099	Other, Specify
2100	Public Affairs and Services
2101	Community Services, General
2102	Public Administration
2103	Parks and Recreation Management
2104	Social Work and Helping Services (other than Clinical Social Work)
2105	Law Enforcement and Corrections
2106	International Public Service (other than Diplomatic Service)
2199	Other, Specify
2200	Social Sciences
2201	Social Sciences, General
2202	Anthropology
2203	Archaeology
2204	Economics
2205	History
2206	Geography
2207	Political Science and Government
2208	Sociology
2209	Criminology
2210	International Relations
2211	Afro-American (Black Culture) Studies
2212	American Indian Cultural Studies
2213	Mexican-American Cultural Studies
2214	Urban Studies
2215	Demography
2216	History of Science
2217	Citizenship and Public Affairs
2299	Other, Specify
2300	Theology
2301	Theological Professions, General
2302	Religious Music
2303	Biblical Languages
2304	Religious Education
2399	Other, Specify
4900	Interdisciplinary Studies, UC NHS Grad (Early Entry)
4901	General Liberal Arts and Sciences
4902	Biological and Physical Sciences
4903	Humanities and Social Sciences
4904	Engineering and Other Disciplines
4905	Other, Specify (audit)
4906	Pre-Medicine (for maj conversion only)
4910	UC No Major
4915	Special Student - Undergrad
4920	Grad Uncl Norman Campus
4930	Special Student Uncl
4940M	Juris D-MBA (Grad Col)
4940R	Juris D-MBA (Law Col)
4950	Pre-Arch (A&S)
4959	Used for State OHETIS sties
4982	Used for State OHETIS sites