Information Technology Services

No Cost and Low Cost Materials Course Attributes

Business Practice

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No Cost and Low Cost Materials Course Attributes

Introduction

In Fall 2018, University System of Georgia (USG) institutions were required to prominently designate sections of courses whose course materials exclusively consist of no cost (open or free textbooks) or low cost course materials at the point of registration.

Description

In Banner, courses will be identified by an attribute code as either no cost ($0 required costs) or low cost ($40 or under required costs). This information will be visible to the student when using Self-Service Banner to search the course catalog, schedule of classes and during registration.

While the Banner 8 Student Self-Service automatically displays course attributes in the course and class search results, baseline Banner 9 Self-Service Registration does not. A modification to the Banner 9 Self-Service Registration 9.7 was released by ITS on January 31, 2018. This modification will allow institutions to display course attributes in the course and search results as well as during registration.

Purpose

This document contains the required steps to create the attribute codes, make the attribute codes searchable via Self-Service Banner, and associate the attributes with individual courses and course sections per term. Details are also provided regarding the visibility of the attribute codes when searching the course catalog, schedule or classes and during registration in Self-Service Banner.

Target Audience

This document is designed for institutional staff responsible for maintaining course and course section attributes for no cost and low cost materials as well as staff responsible for maintaining Self-Service Banner web processing controls. Web processing controls and attributes are term based and may require regular maintenance.

Purpose and Scope of Document

The information in this business practice applies to both Banner 8 and Banner 9. There are common codes and rules that must be created for both versions of Banner. For Banner 9, there is one additional setting that must be updated.

This document contains separate sections for Banner 8 and 9 to describe the required steps for navigating to the attribute data when logged in to Self-Service Banner as a student. The document also includes Academic Data Collection references related to the collection of No Cost and Low Cost Materials Course Attributes.

More Information and Support

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk at (706) 583-2001 or 1-888-875-3697 (toll-free within Georgia). For noncritical issues, log in with your username and password at https://usg.service-now.com/usgsp to submit a ticket.

Resources

Information on ITS Service Level Guidelines and the maintenance schedule can be found at http://www.usg.edu/customer_services/service_level_guidelines. The operational status of USG IT systems and services can be found at http://status.usg.edu.

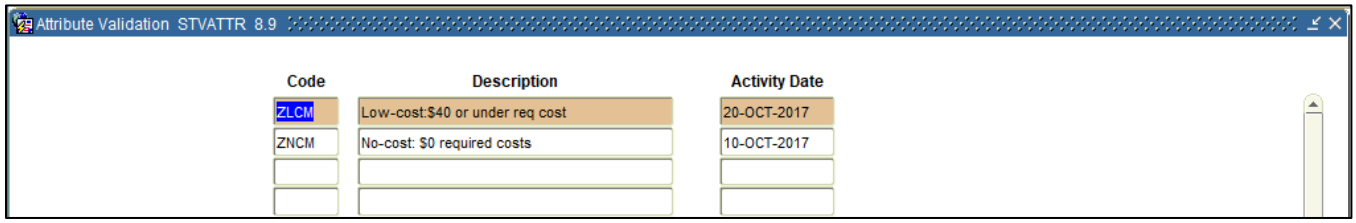
Setting up Codes and Rules

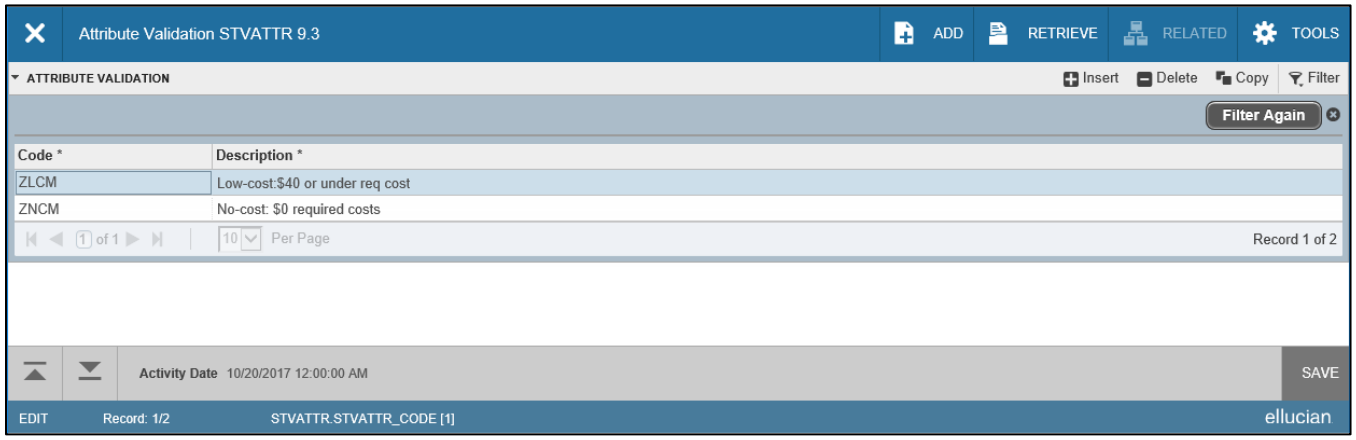
The steps in this section of the business practice can be completed in either Banner version 8.x or 9.x. Screenshots of each 8.x form and 9.x page are included, as well as version specific navigation, when necessary.

Create attribute validation codes (STVATTR)

Create the required values on the Attribute Validation form or page (STVATTR). These codes will be associated with courses and course sections. The description will be visible to students when searching for courses and during registration.

Code	Description
ZNCM	No-cost: $0 required costs
ZLCM	Low-cost:$40 or under req cost

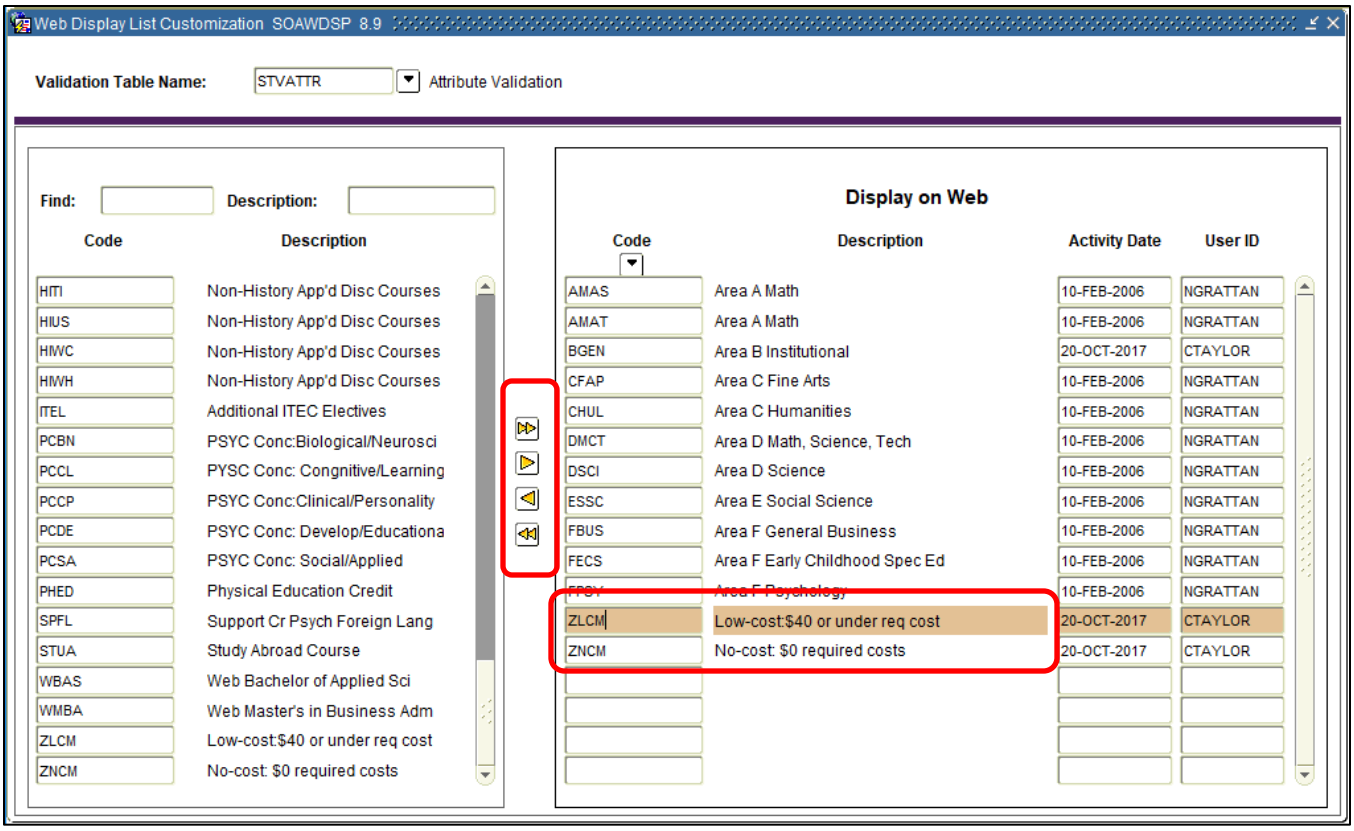




Set attributes to display on web (SOAWDSP)

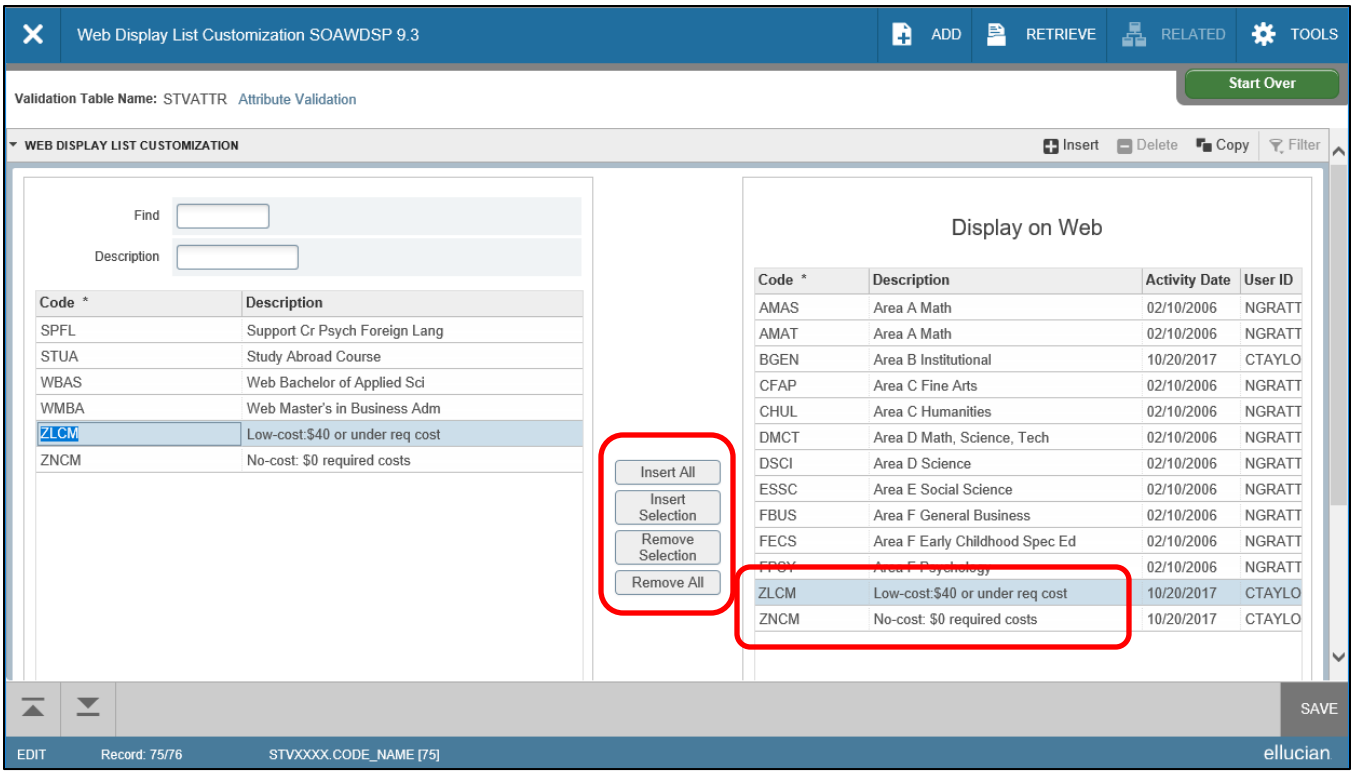
Banner 8.x:

Enter the attribute codes on the Web Display List Customization form (SOAWDSP) in order to display them on the web. Enter “STVATTR” in the Validation Table Name field in the Key Block and perform a Next Block function. The left side of SOAWDSP will contain all values in the Attribute Validation form (STVATTR). With your cursor on a code on the left side, use the right arrow in the center of the form to move the code you want to display on the web to the Display on Web area. Valid codes may also be directly entered in the Display on Web area.



Banner 9.x:

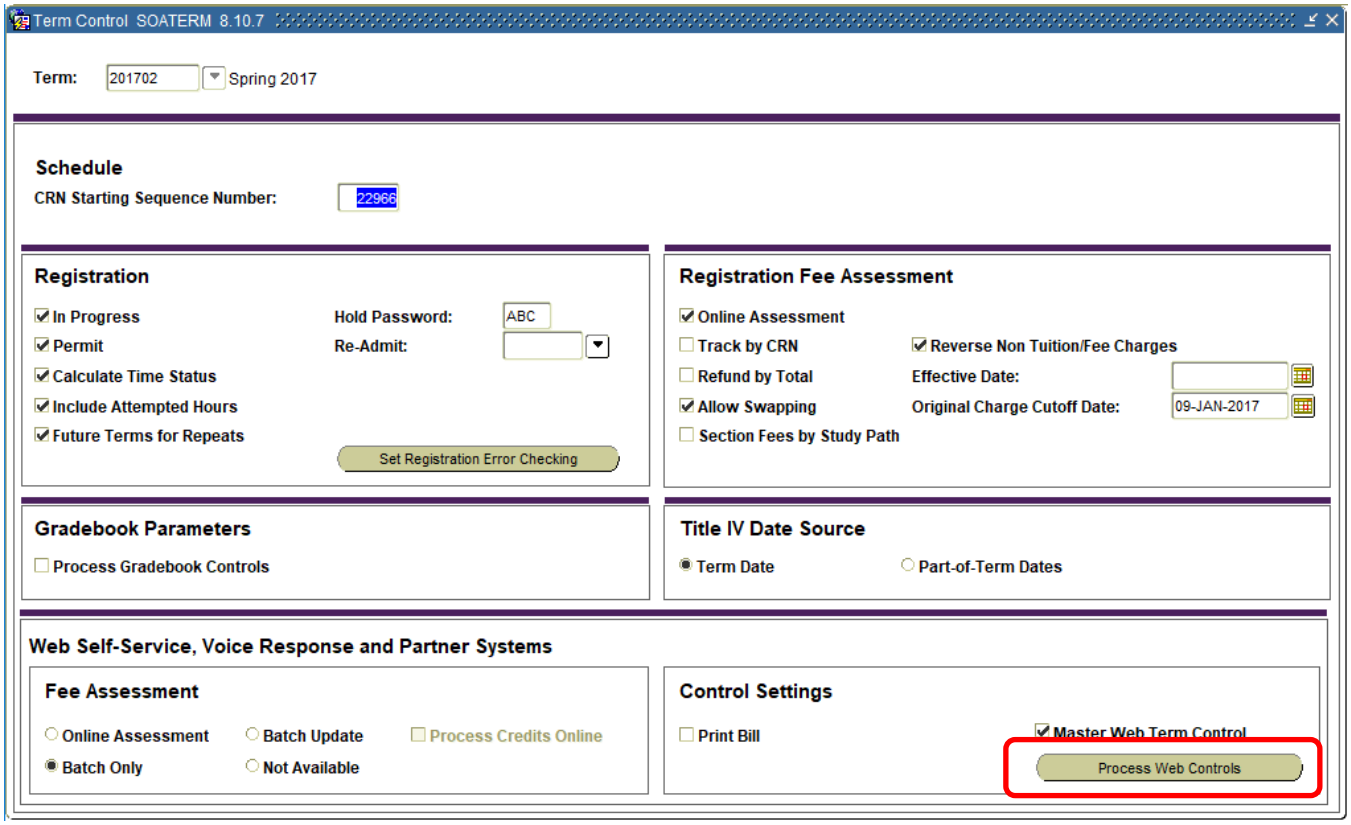
Enter the attribute codes on the Web Display List Customization page (SOAWDSP) in order to display them on the web. Enter “STVATTR” in the Validation Table Name field in the Key Block and click Go or use the Next Section icon. The left side of SOAWDSP will contain all values in the Attribute Validation page (STVATTR). With your cursor on a code on the left side, use the Insert Selection button in the center of the page to move the code you want to display on the web to the Display on Web area. Valid codes may also be directly entered in the Display on Web area.

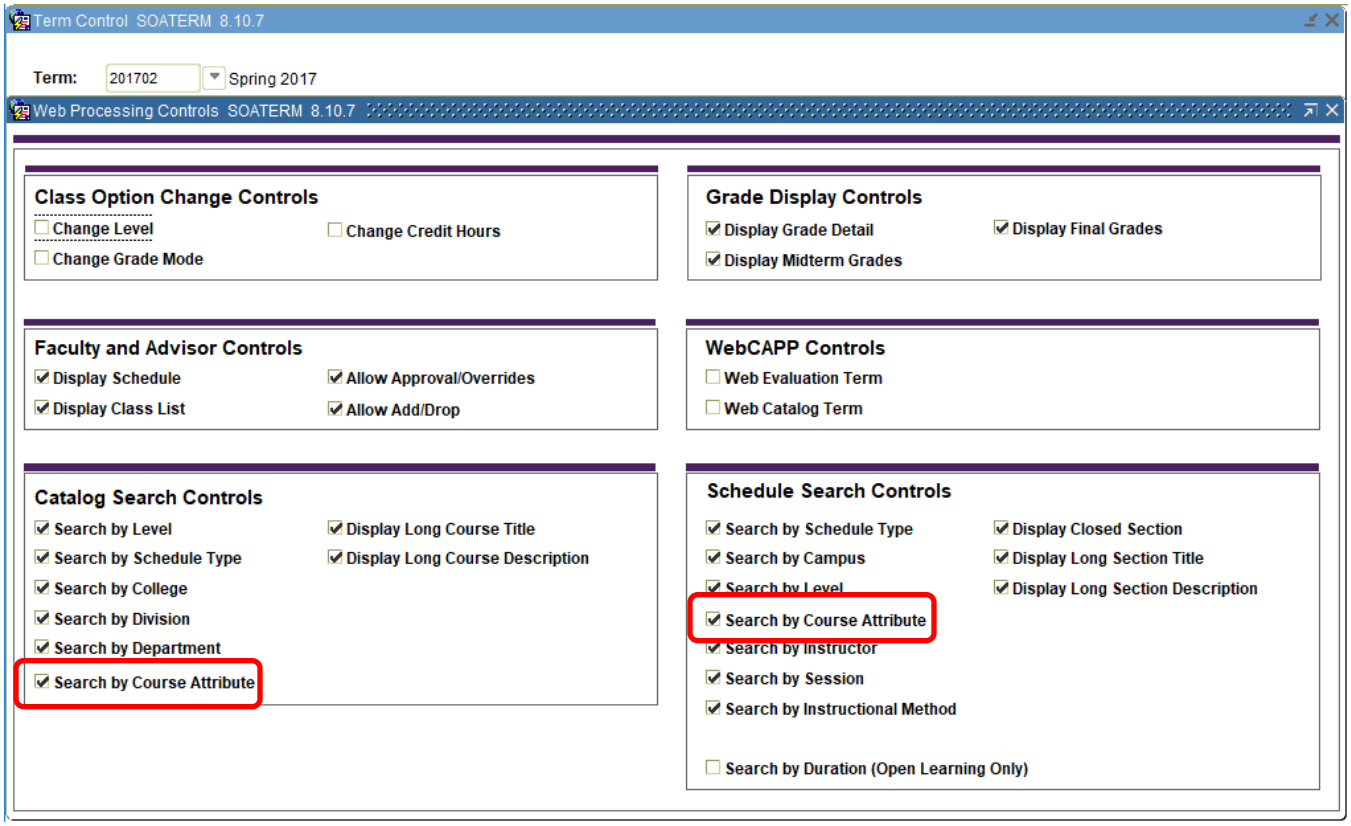


Set web controls to search by attributes (SOATERM)

Banner 8.x:

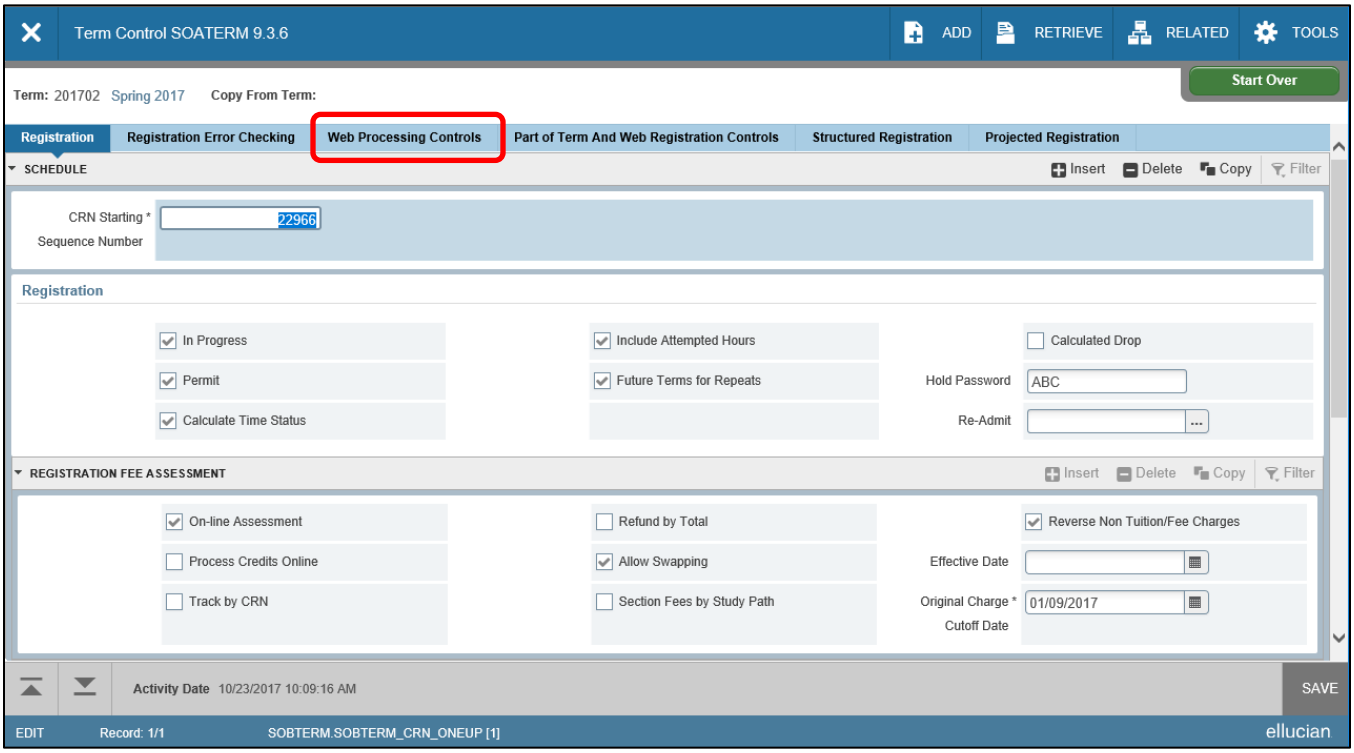
Enable “Search for Course Attribute” option for each registration term. On the Term Control form (SOATERM), enter the term code in the Key Block and perform a Next Block function. Click the Process Web Controls button. In the Web Processing Controls block, check the “Search by Course Attribute” indicator in the Catalog Search Controls and Schedule Search Controls areas.

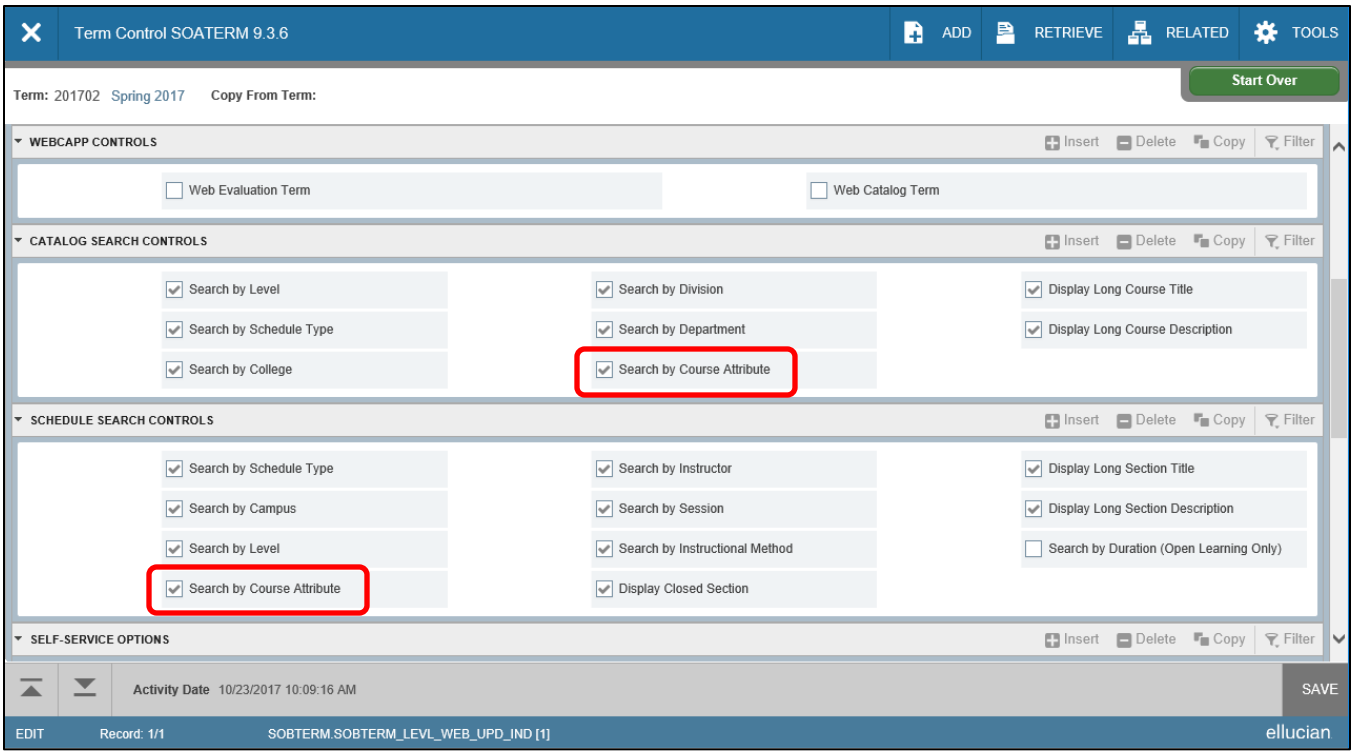

Term Control SOATERM 8.10.7
Term: 201702 Spring 2017
Schedule
CRN Starting Sequence Number: 22966
Registration
In Progress
Permit
Calculate Time Status
Include Attempted Hours
Future Terms for Repeats
Hold Password: ABC
Re-Admit:
Set Registration Error Checking
Registration Fee Assessment
Online Assessment
Track by CRN
Refund by Total
Allow Swapping
Section Fees by Study Path
Reverse Non Tuition/Fee Charges
Effective Date:
Original Charge Cutoff Date: 09-JAN-2017
Gradebook Parameters
Process Gradebook Controls
Title IV Date Source
Term Date
Part-of-Term Dates
Web Self-Service, Voice Response and Partner Systems
Fee Assessment
Online Assessment
Batch Update
Process Credits Online
Batch Only
Not Available
Control Settings
Print Bill
Master Web Term Control
Process Web Controls


Term Control SOATERM 8.10.7
Term: 201702 Spring 2017
Web Processing Controls SOATERM 8.10.7
Class Option Change Controls
Change Level
Change Credit Hours
Change Grade Mode
Grade Display Controls
Display Grade Detail
Display Final Grades
Display Midterm Grades
Faculty and Advisor Controls
Display Schedule
Display Class List
Allow Approval/Overrides
Allow Add/Drop
WebCAPP Controls
Web Evaluation Term
Web Catalog Term
Catalog Search Controls
Search by Level
Search by Schedule Type
Search by College
Search by Division
Search by Department
Search by Course Attribute
Display Long Course Title
Display Long Course Description
Schedule Search Controls
Search by Schedule Type
Search by Campus
Search by Level
Search by Course Attribute
Search by Instructor
Search by Session
Search by Instructional Method
Search by Duration (Open Learning Only)
Display Closed Section
Display Long Section Title
Display Long Section Description

Banner 9.x:

Enable “Search for Course Attribute” option for each registration term. On the Term Control page (SOATERM), enter the term code in the Key Block and click Go or use the Next Section icon. Click the Web Processing Controls tab. Check the “Search by Course Attribute” indicator in the Catalog Search Controls and Schedule Search Controls sections.





Add attributes to courses (SCADETL)

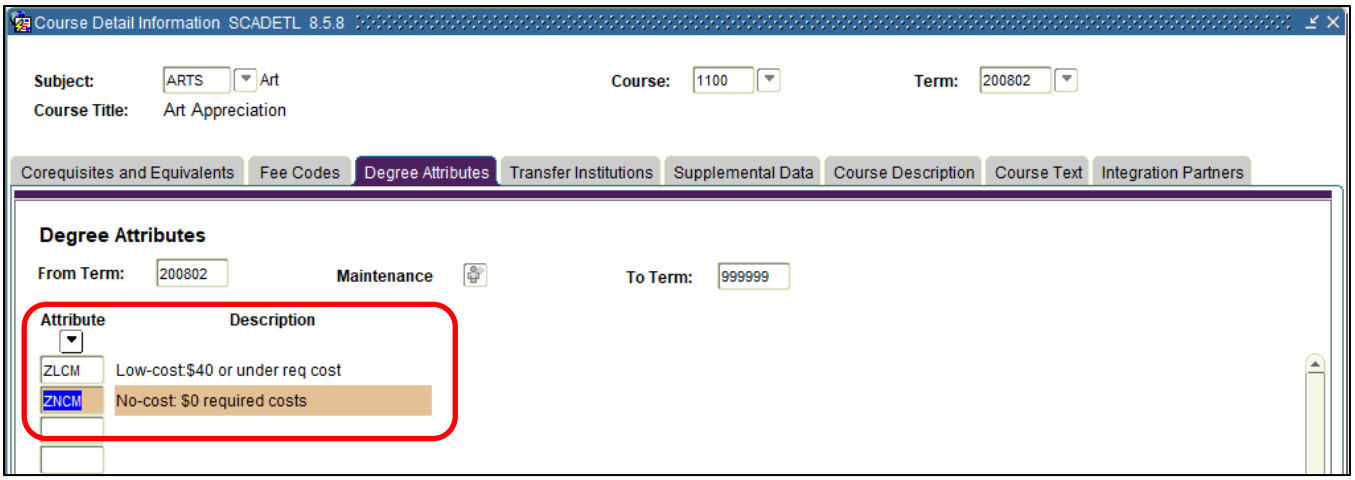
Banner 8.x:

The appropriate attribute code(s) should be added to the course on the Degree Attributes tab of the Course Detail Information form (SCADETL). The Attribute field validates against the Attribute Validation form (STVATTR).

Any attributes existing for a course will be defaulted to the course section when creating the section on the Schedule form (SSASECT). If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog.

In the Key Block of SCADETL, enter the course subject, course number and effective term code. Navigate to the Degree Attributes tab. (If the Key Block term code and the From Term code for the Degree Attributes tab do not match, the Maintenance button can be used to end all existing attributes or copy all existing attributes forward to the new effective term. Please follow established institutional business practices with regard to effective term and maintenance of degree attributes.)

Use the Attribute field list of values (LOV) button to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.



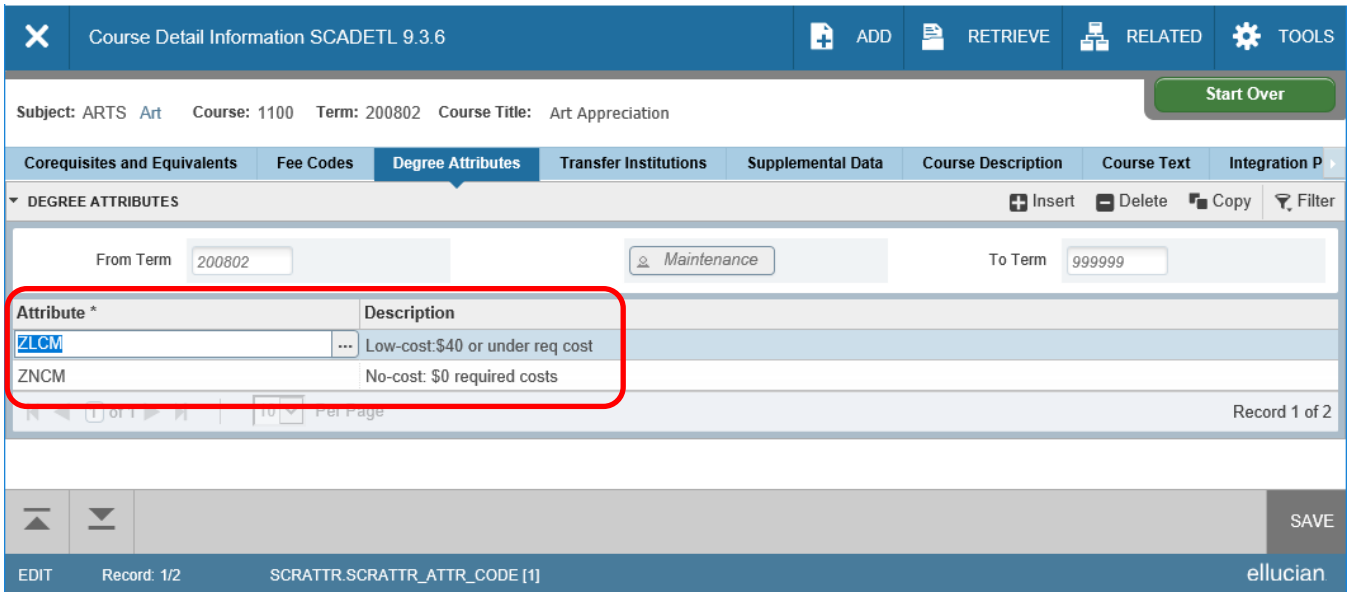
Banner 9.x:

The appropriate attribute code(s) should be added to the course on the Degree Attributes tab of the Course Detail Information page (SCADETL). The Attribute field validates against the Attribute Validation page (STVATTR).

Any attributes existing for a course will be defaulted to the course section when creating the section on the Schedule page (SSASECT). If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog.

In the Key Block of SCADETL, enter the course subject, course number, and effective term code and click Go. Navigate to the Degree Attributes tab. (If the Key Block term code and the From Term code for the Degree Attributes tab do not match, the Maintenance button can be used to end all existing attributes or copy all existing attributes forward to the new effective term. Please follow established institutional business practices with regard to effective term and maintenance of degree attributes.)

Use the Attribute field query to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.

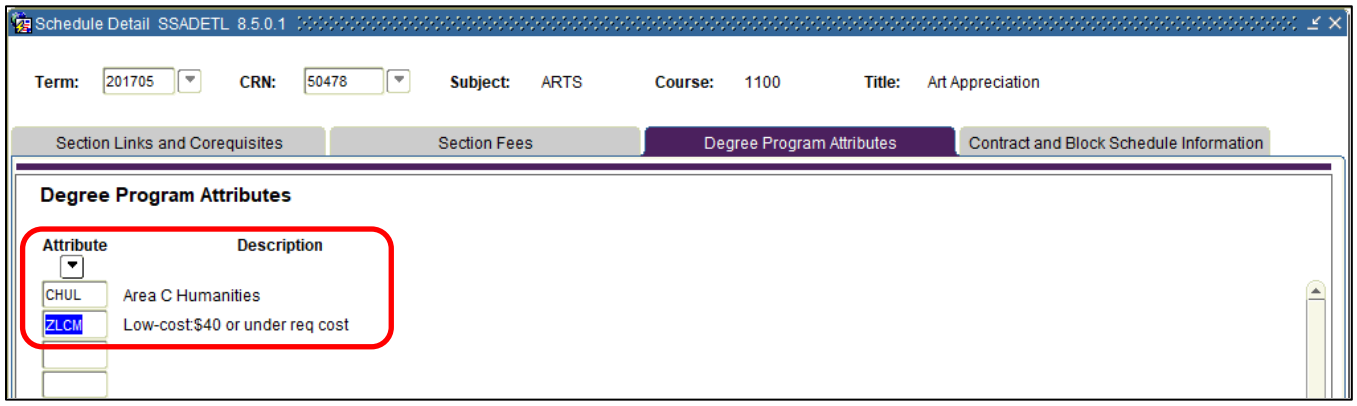


Add attributes to course sections (SSADETL)

Banner 8.x:

The appropriate attribute code(s) should be added to the section on the Degree Program Attributes tab of the Schedule Detail form (SSADETL). The Attribute field validates against the Attribute Validation form (STVATTR).

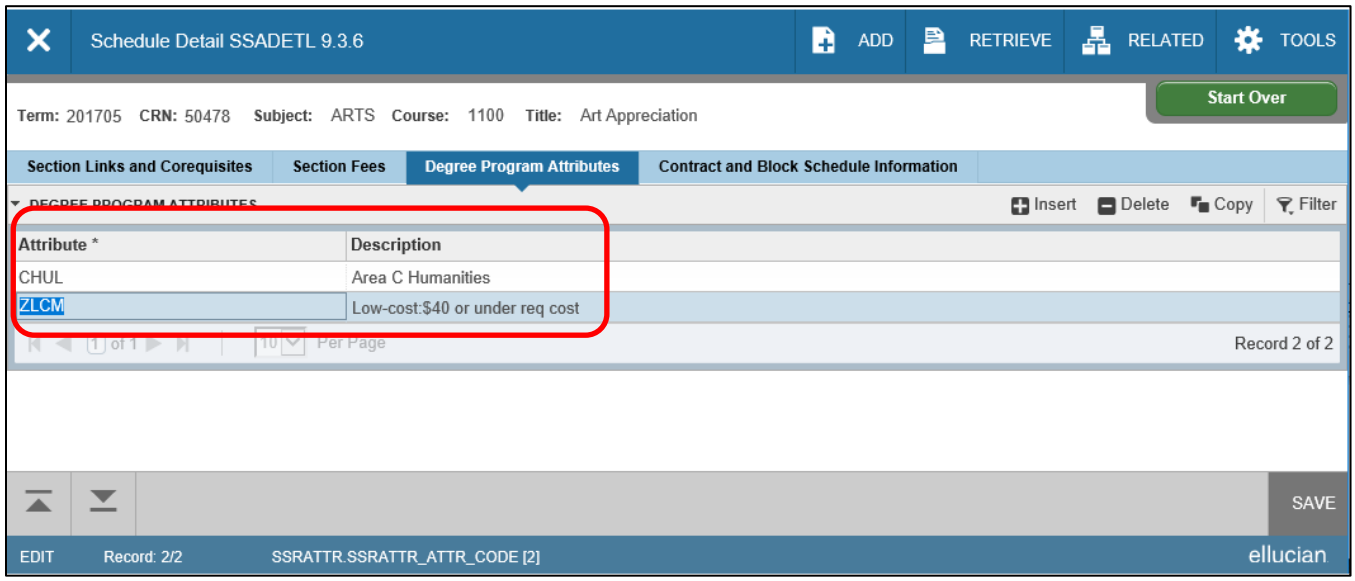
In the Key Block of SSADETL, enter the term code and CRN. Navigate to the Degree Program Attributes tab. Use the Attribute field list of values (LOV) button to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.



Banner 9.x:

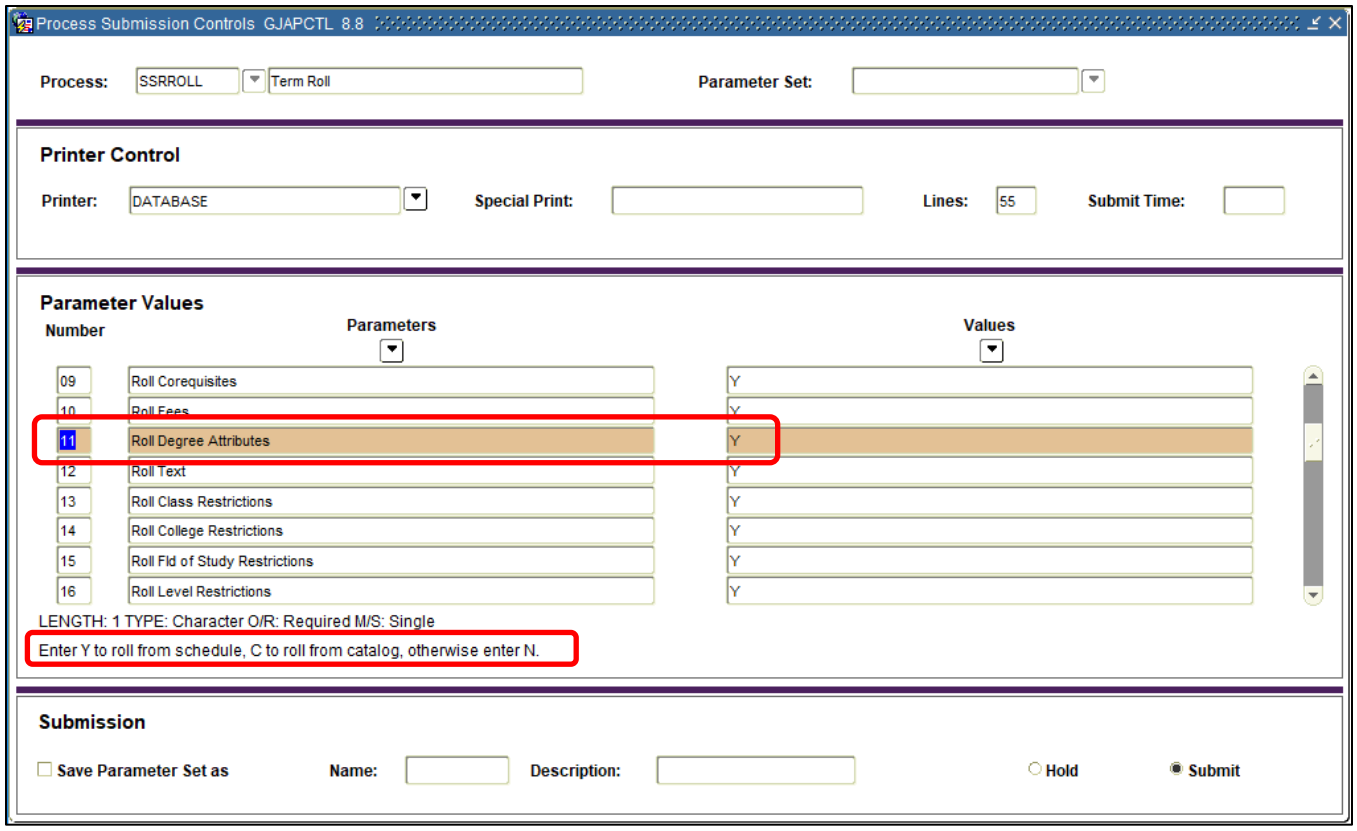
The appropriate attribute code(s) should be added to the section on the Degree Program Attributes tab of the Schedule Detail page (SSADETL). The Attribute field validates against the Attribute Validation page (STVATTR).

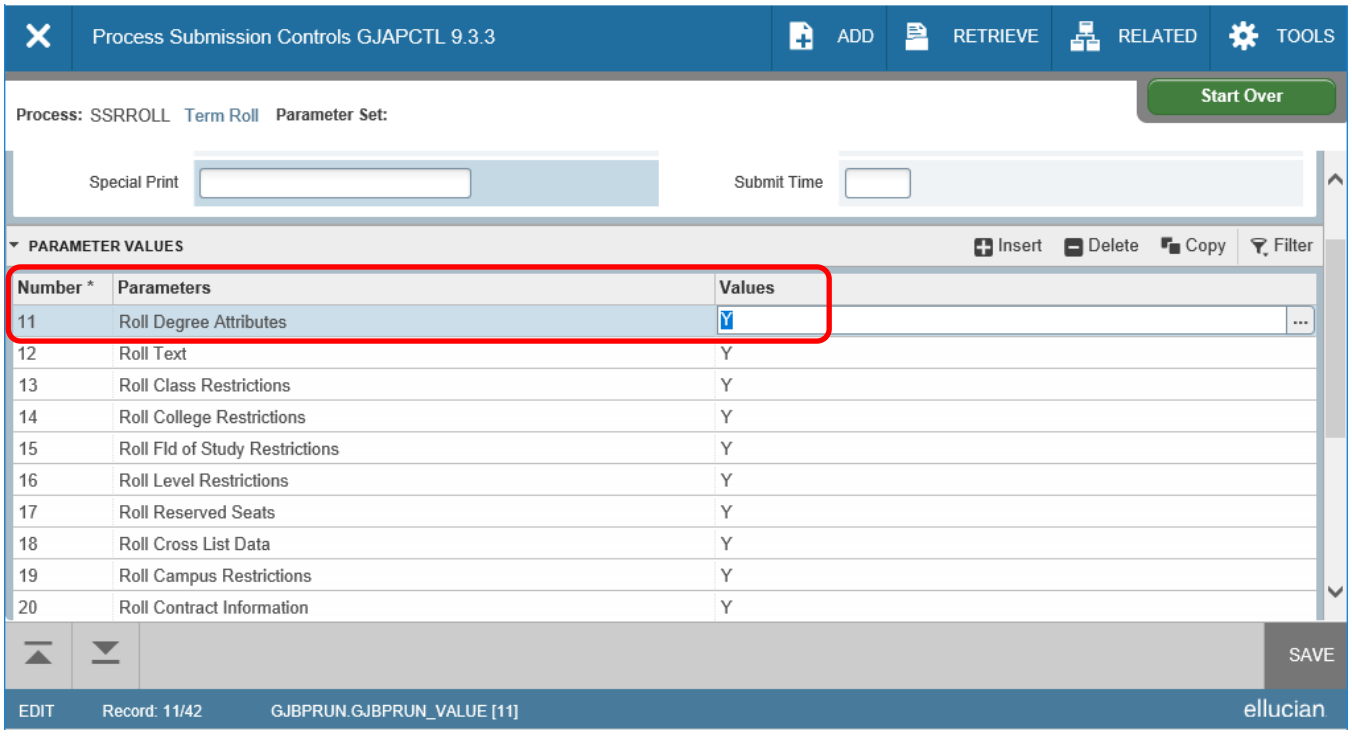
In the Key Block of SSADETL, enter the term code and CRN. Navigate to the Degree Program Attributes tab. Use the Attribute field query to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.



Roll attributes to next term (SSRROLL)

If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog or Y to roll attributes from the schedule of the term entered the From Term parameter. The parameter defaults to Y. Please follow established institutional business practices with regard to rolling degree attributes using SSRROLL.

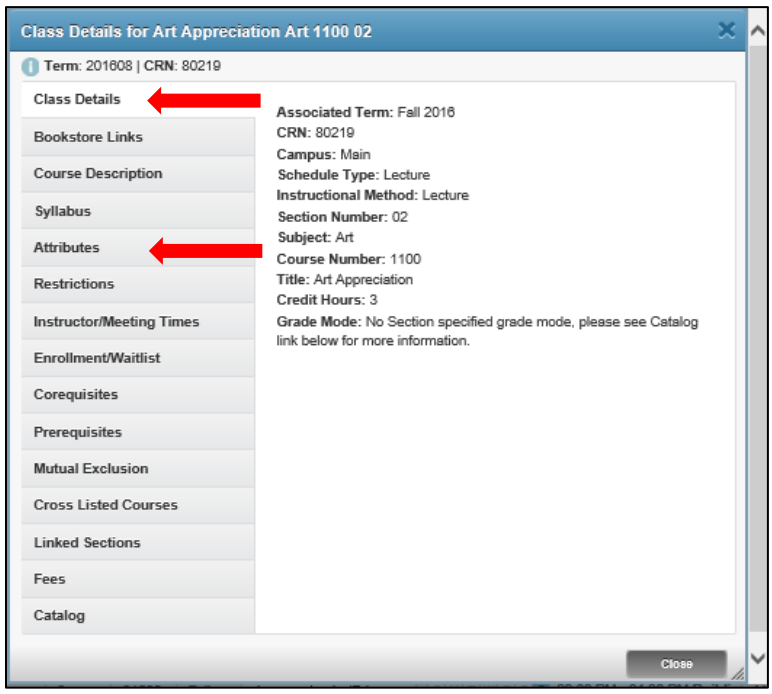

Process Submission Controls GJAPCTL 8.8
Process: SSRROLL Term Roll
Parameter Set:
Printer Control
Printer: DATABASE
Special Print:
Lines: 55
Submit Time:
Parameter Values
Number
Parameters
Values
09 Roll Corequisites Y
10 Roll Fees Y
11 Roll Degree Attributes Y
12 Roll Text Y
13 Roll Class Restrictions Y
14 Roll College Restrictions Y
15 Roll Fld of Study Restrictions Y
16 Roll Level Restrictions Y
LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter Y to roll from schedule, C to roll from catalog, otherwise enter N.
Submission
Save Parameter Set as
Name:
Description:
Hold
Submit


Process Submission Controls GJAPCTL 9.3.3
ADD
RETRIEVE
RELATED
TOOLS
Start Over
Process: SSRROLL Term Roll Parameter Set:
Special Print
Submit Time
PARAMETER VALUES
Insert
Delete
Copy
Filter
Number * Parameters Values
11 Roll Degree Attributes Y
12 Roll Text Y
13 Roll Class Restrictions Y
14 Roll College Restrictions Y
15 Roll Fld of Study Restrictions Y
16 Roll Level Restrictions Y
17 Roll Reserved Seats Y
18 Roll Cross List Data Y
19 Roll Campus Restrictions Y
20 Roll Contract Information Y
SAVE
EDIT
Record: 11/42
GJBPRUN.GJBPRUN_VALUE [11]
ellucian

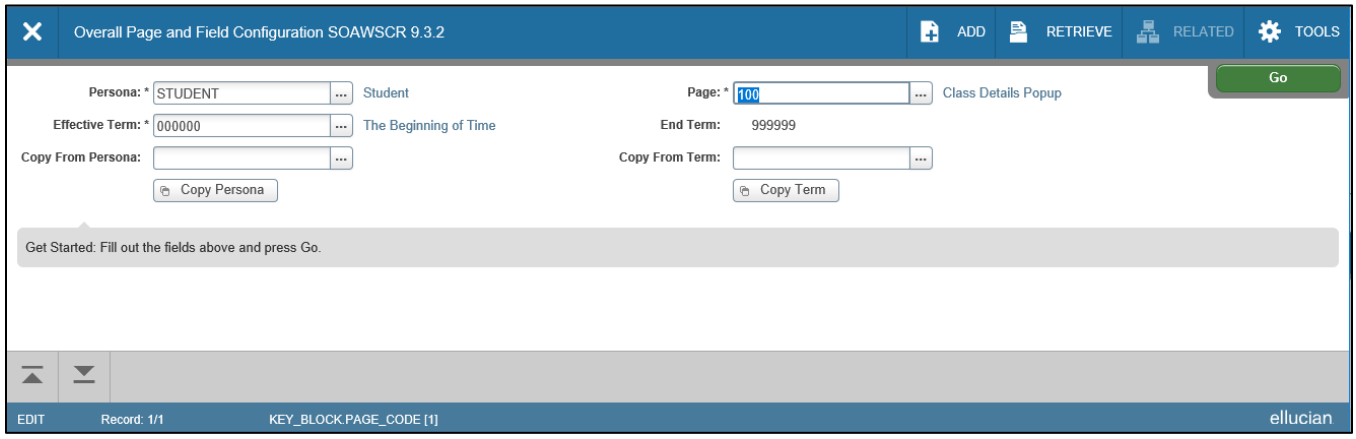
Change order of attributes popup (SOAWSCR)

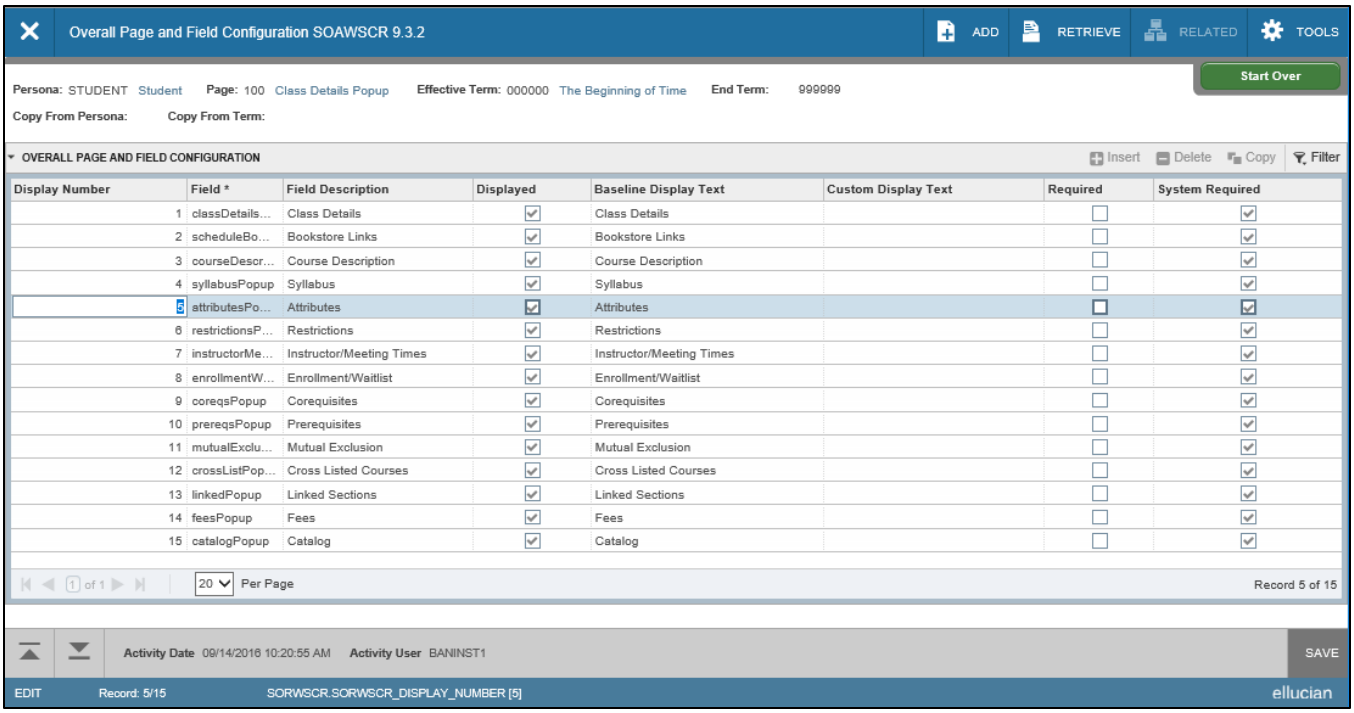
Banner 9.x ONLY:

This step is only required when using Banner 9 Student Registration Self-Service. The course attributes do not automatically display as they do in Banner 8. The student is required to click on a course title to see the course details, including attributes. This step reorders the data that appears when the student clicks the course title to make the attributes the first item that is displayed.

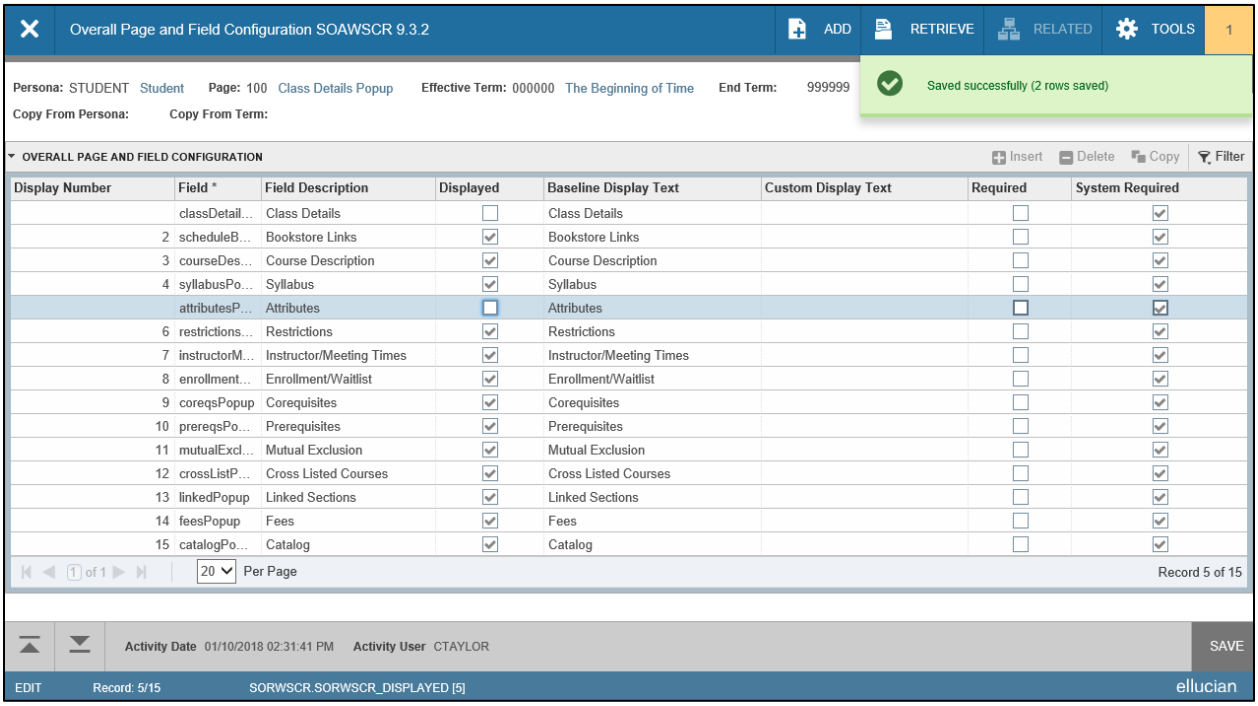


In the Key Block of the Overall Page and Field Configuration page (SOAWSCR), populate the Persona field with “Student”, Page field with “100” (Class Details Popup), and enter an appropriate term code in the Effective Term field. Click Go. This page displays the order in which the data is displayed on the Class Details Popup.

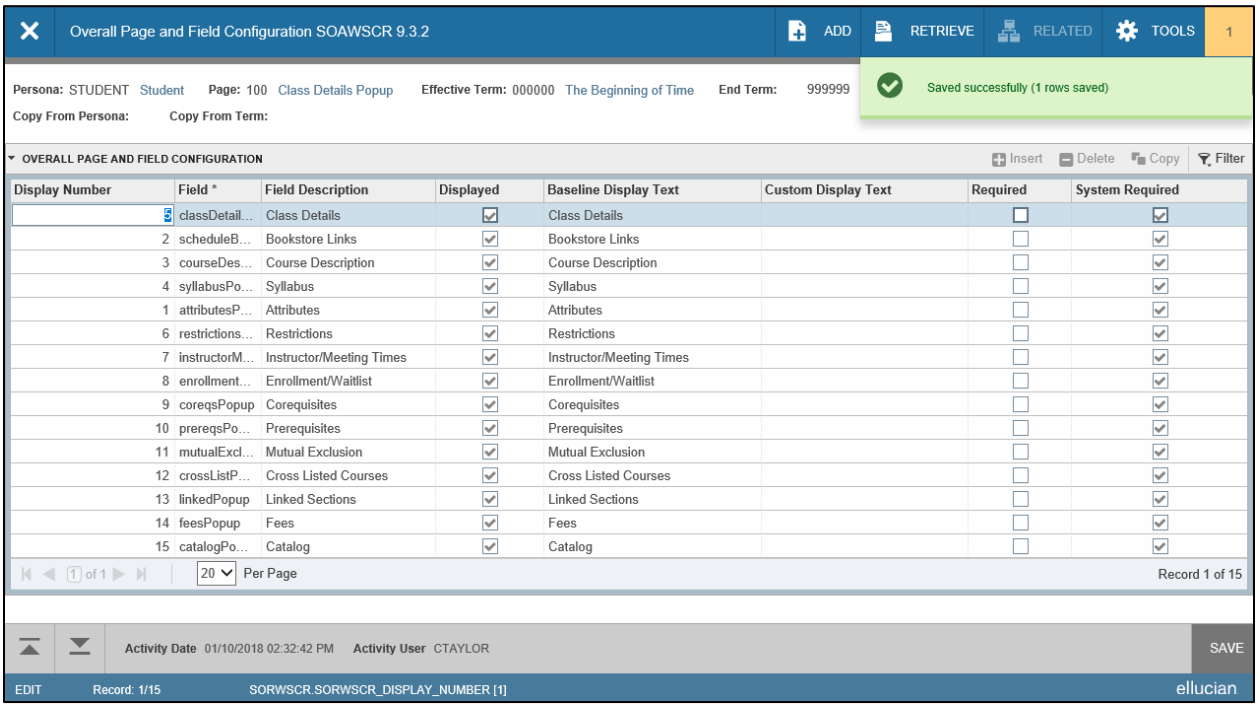




To update the order of the rows, uncheck the Displayed indicator next to the rows to be renumbered. The Display Number will be removed automatically. Save the record.



Check the Displayed indicator for the Attributes field and change the Display Number to 1. Save the record. Check the Displayed indicator for the Class Details field and change the Display Number to 5 or a number that is not currently used. Save.



These steps should be performed for all of the Persona and Page combinations listed below to reorder the attribute information in the class and course details popups:

Persona	Page 100 Class Details Popup	Page 340 Course Details Popup
FACULTYADVISOR	X	X
FACULTYBOTH	X	X
FACULTYINSTRUCTOR	X	X
STUDENT	X	X
WEBUSER	X	X

After making changes on SOAWSCR, log in to Banner 9 Self-Service Registration to see the changes take effect. When the Class Details Popup or Course Details Popup are displayed, the Attributes will now appear as the first item.

Display attribute field in search results (SOAWSCR)

Banner 9.x ONLY:

These steps must be performed in conjunction with the installation of the Modifications to Self-Service Registration 9.7.

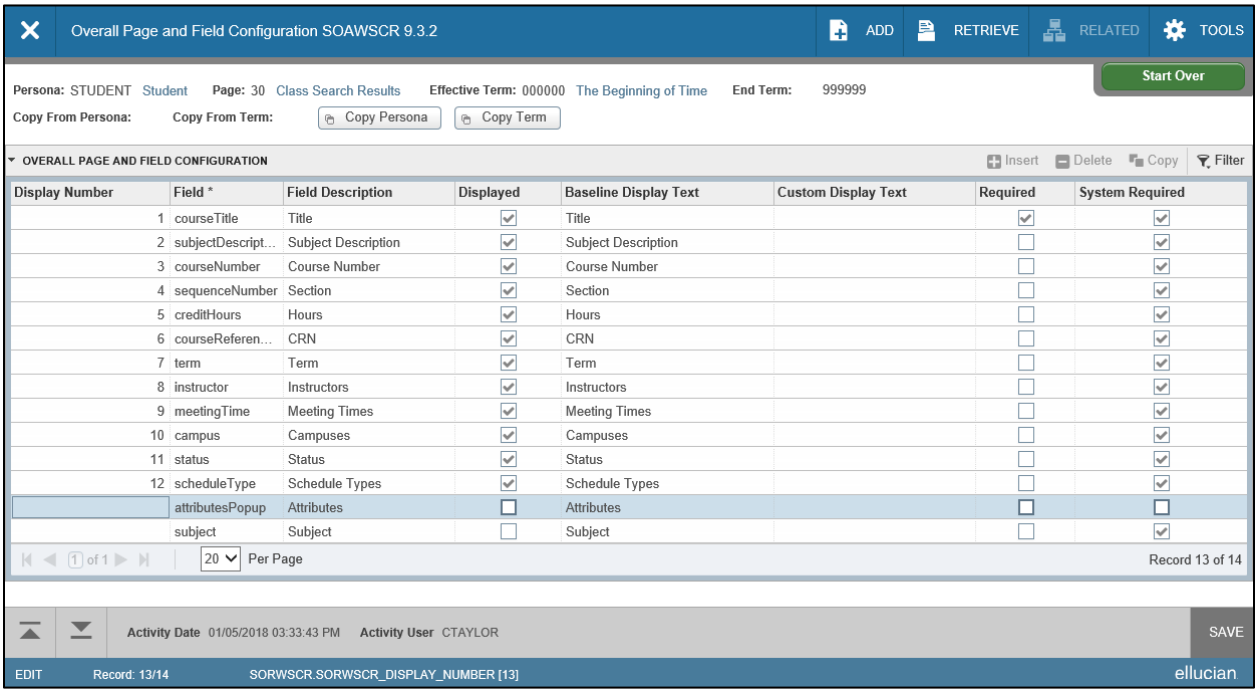
To add the attribute field on the Course Search Results and Class Search Results pages in Self-Service Registration, a script (i_sorwscr_9_0_3.sql delivered in Georgia Enhancements 9.0.3) must be run by the institution's technical staff. This script adds the attributes field to the search results pages for persona and page combinations existing for Effective Term "000000".

The attribute field should be added for each of the following Persona and Page combinations:

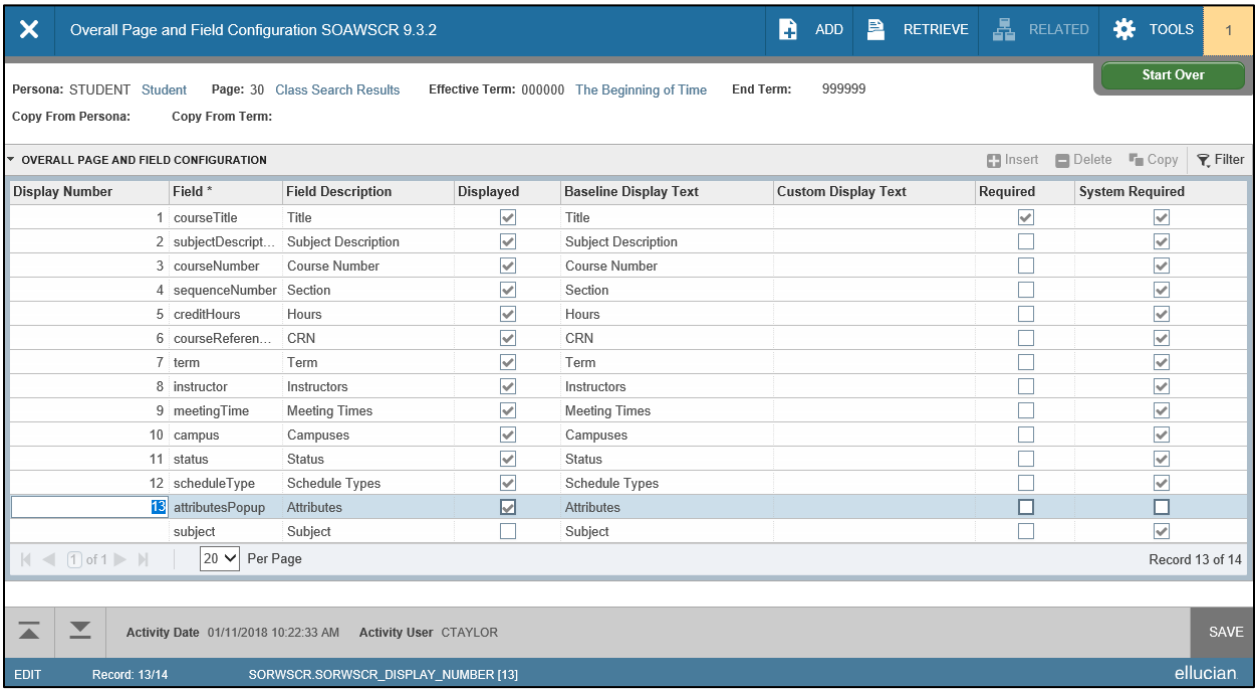
Persona	Page 30 Class Search Results	Page 330 Course Search Results
FACULTYADVISOR	X	X
FACULTYBOTH	X	X
FACULTYINSTRUCTOR	X	X
REGISTRAR		X
STUDENT	X	X
WEBUSER	X	X

The i_sorwscr_9_0_3.sql script inserts the attributes column but this column will not be visible in Self-Service Registration until a functional Banner user updates the display settings on SOAWSCR. In the Key Block of SOAWSCR, populate the Persona field with "Student," Page field with "30" (Class Search Results), and Effective Term field with "000000". Click Go. Look for Field "attributesPopup" with Field Description and Baseline Display Text "Attributes". The Display Number should be empty and no

indicators should be checked. The attributes column exists but is not currently displaying in Self-Service Registration.



To display attributes, check the Displayed indicator and enter the next unused number in the Display Number field. Save the record. Perform these steps for each Persona for Page ”30” and “330” for Effective Term “000000”.

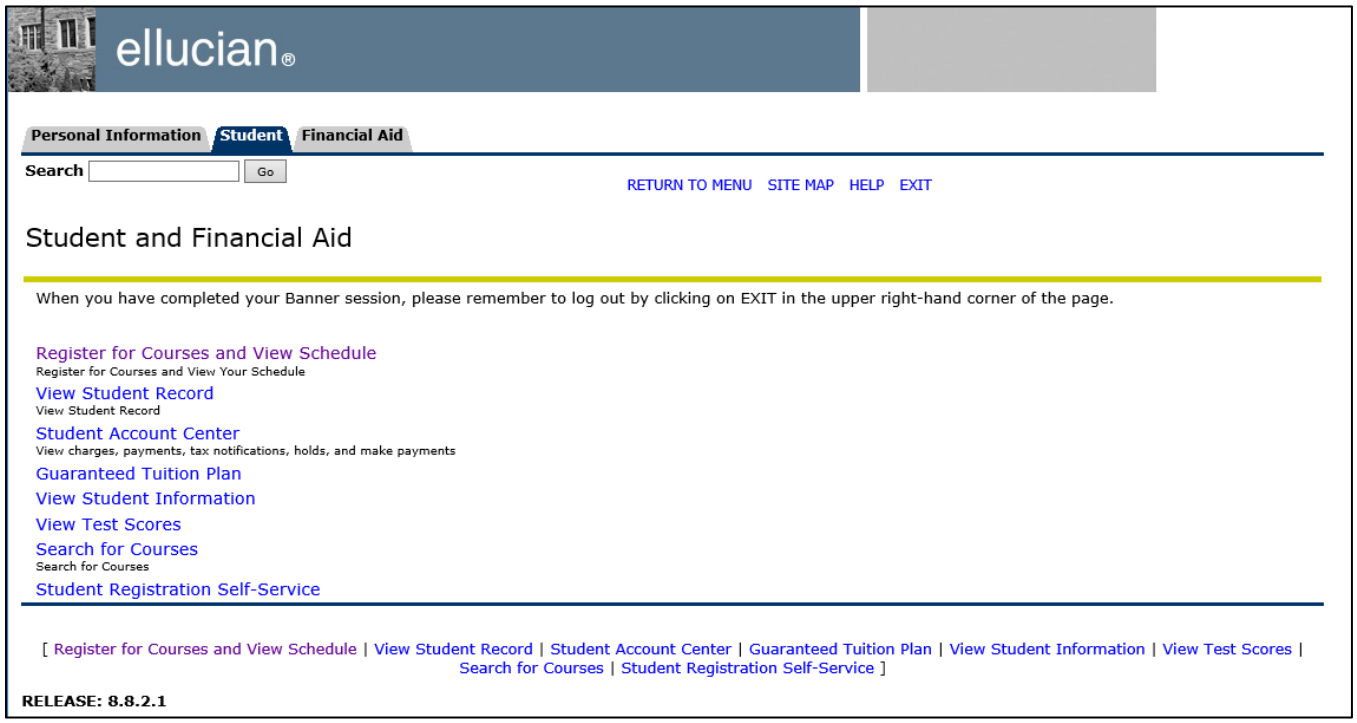


Accessing Attributes in Banner 8 Student Self-Service

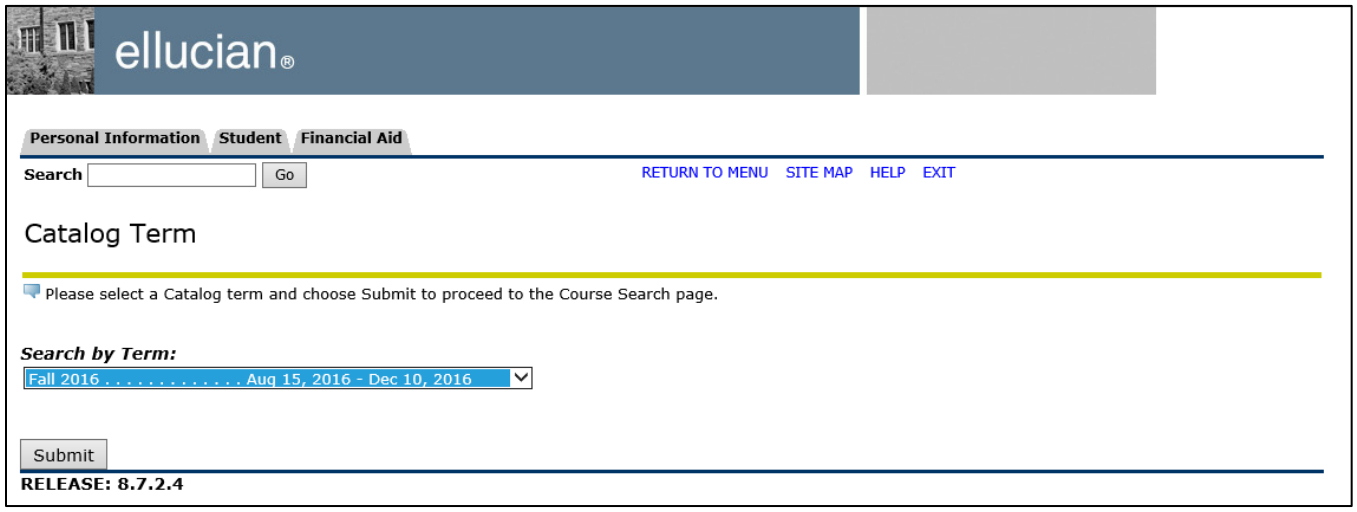
When using Banner Student Self-Service, a student can search for course attributes in the catalog, the term schedule or as part of registration.

Search course catalog

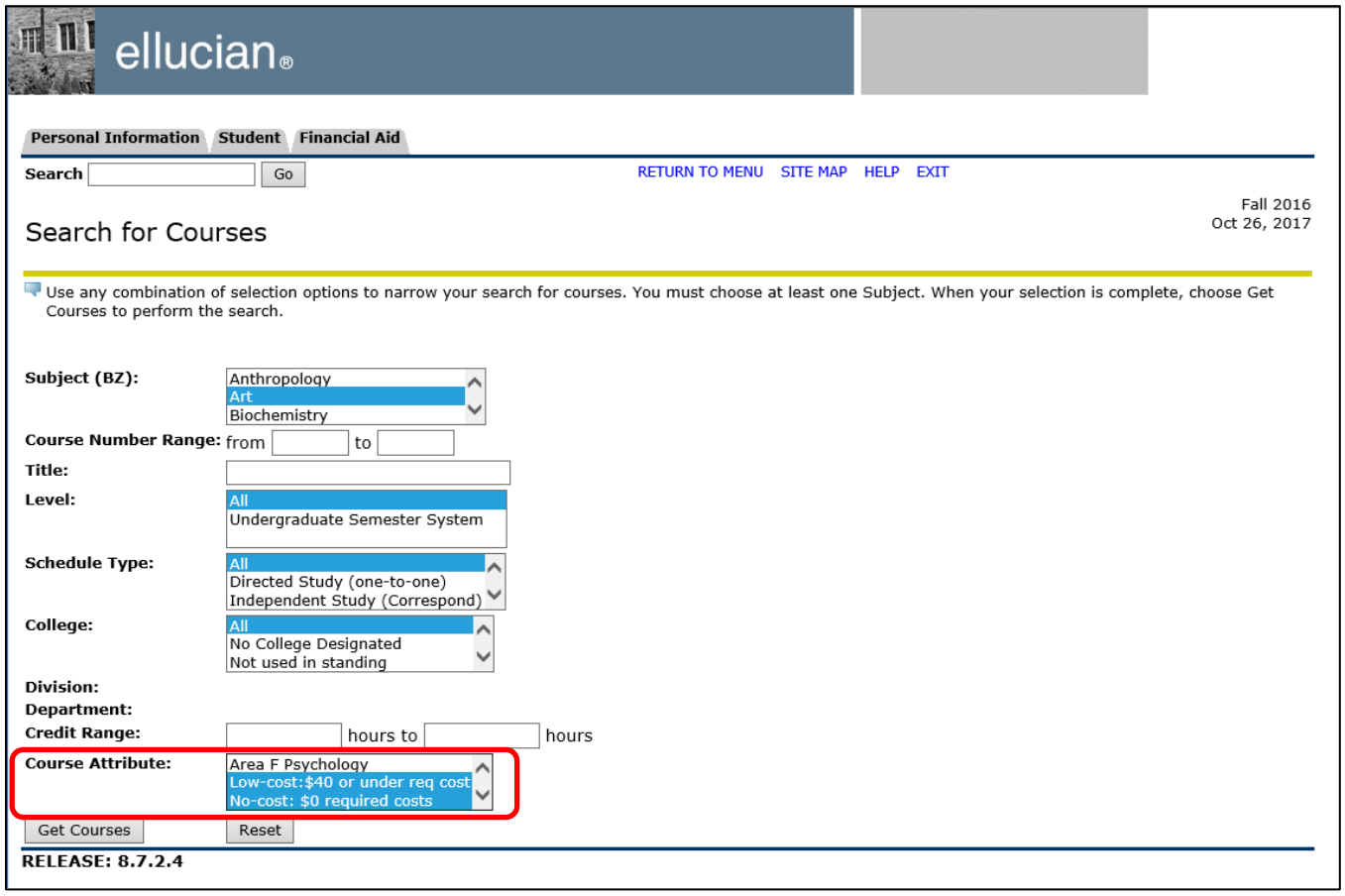
To search the course catalog, log in to Banner Student Self-Service as a student and access the Student and Financial Aid menu. Click “Search for Courses.”



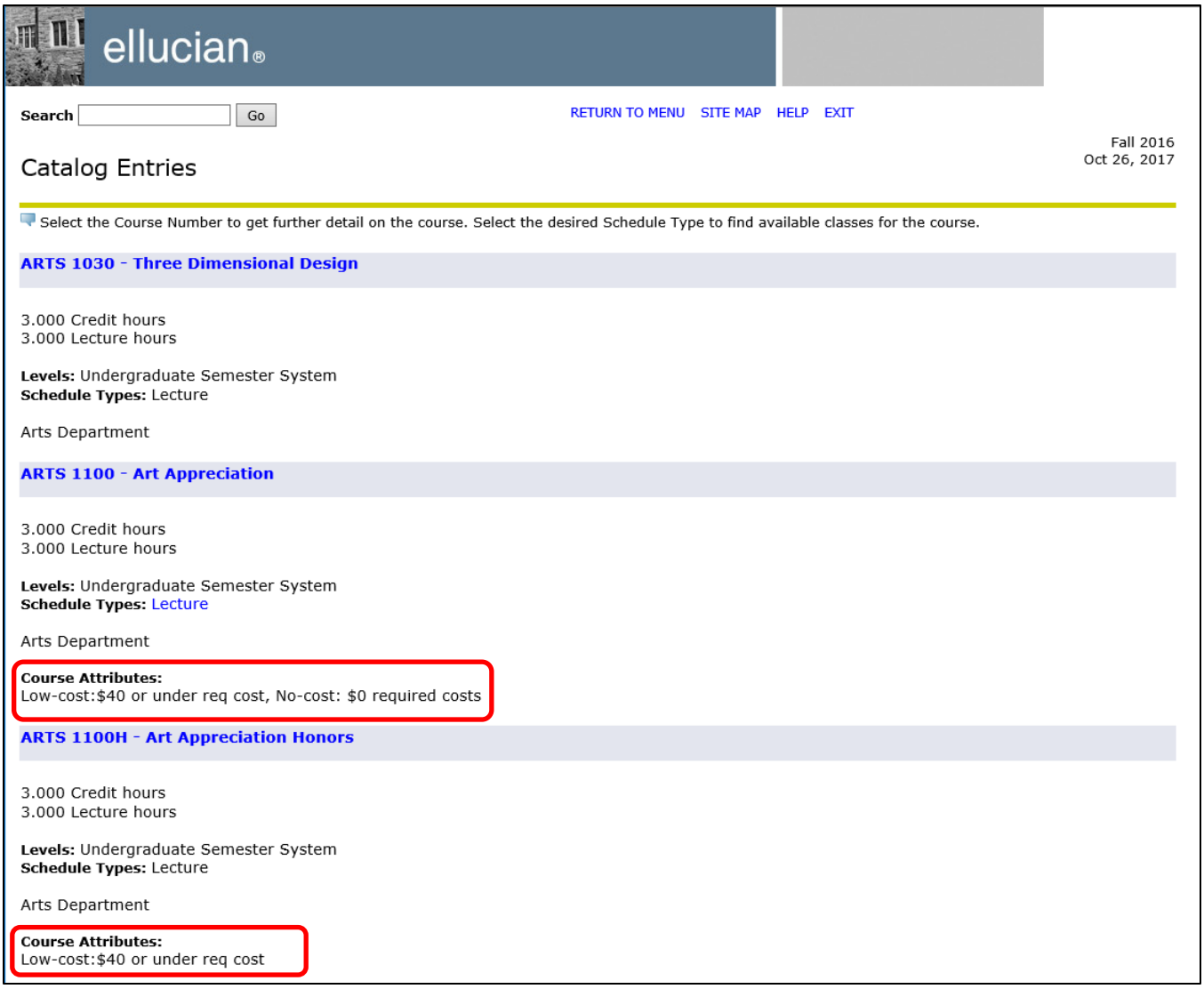
Select a term from the dropdown menu. Catalog data is term based and may differ from term to term.



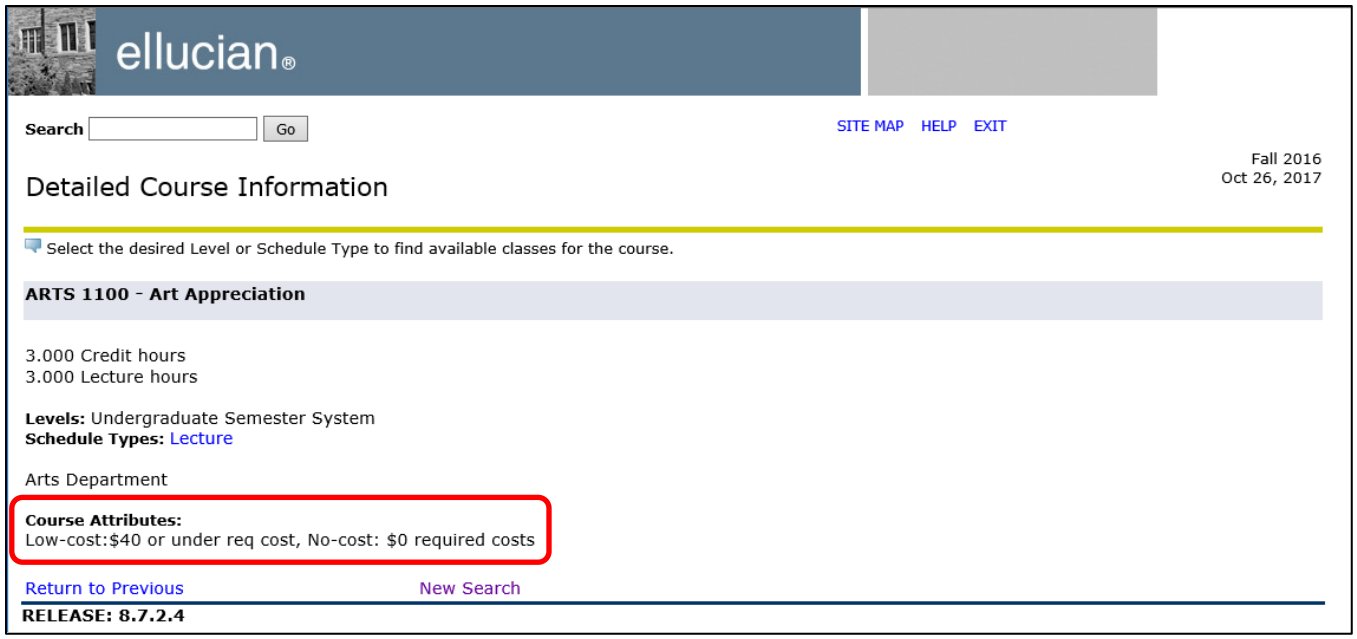
The “Search for Courses” page allows for the selection of a variety of search options. The course attributes option defaults to All. Multiple attributes may be selected. Click “Get Courses” to perform the search.



When the course attribute search option is set to All, attribute descriptions will display if available.



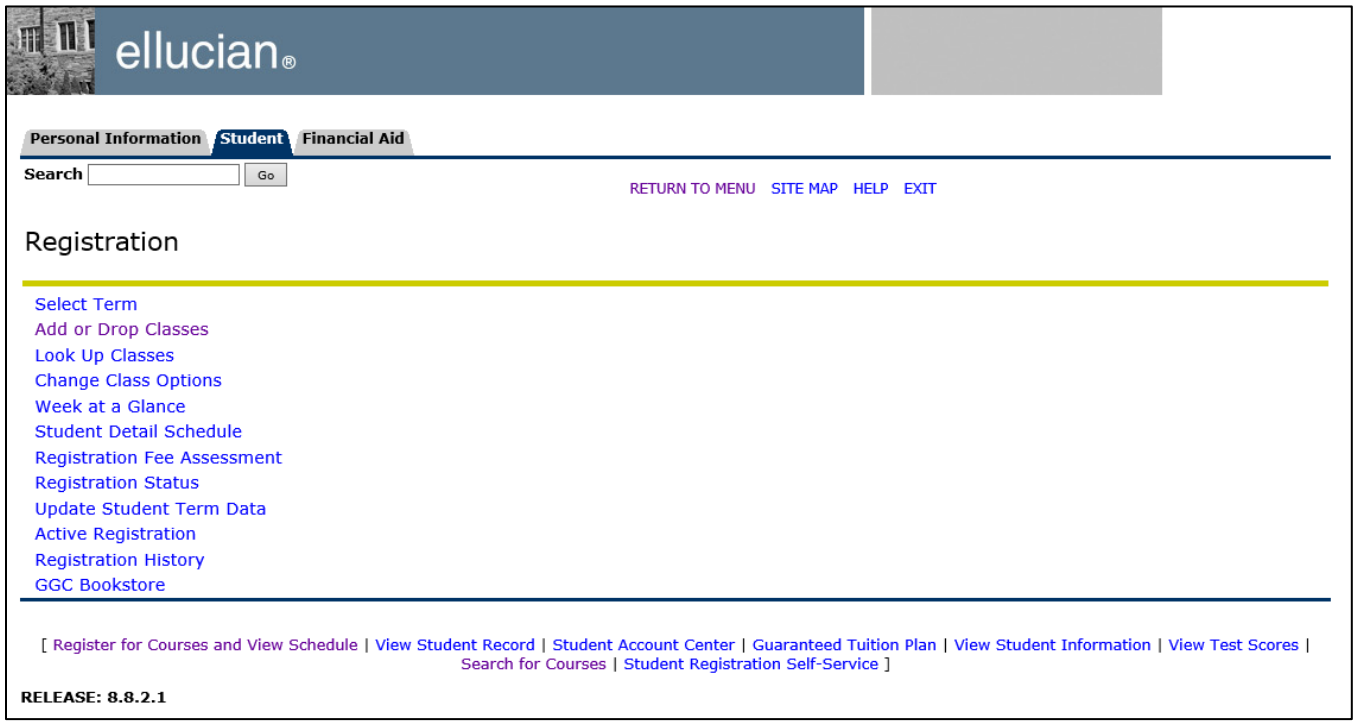
The attributes are also available if you click the course titled to view the Detailed Course Information.

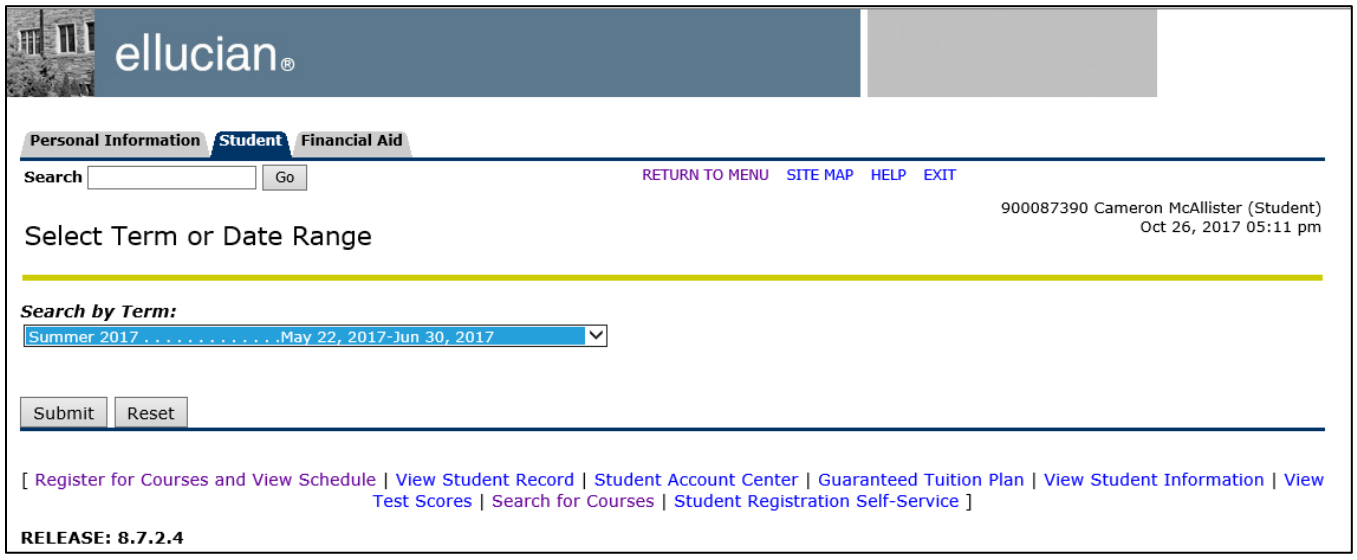


Search class schedule

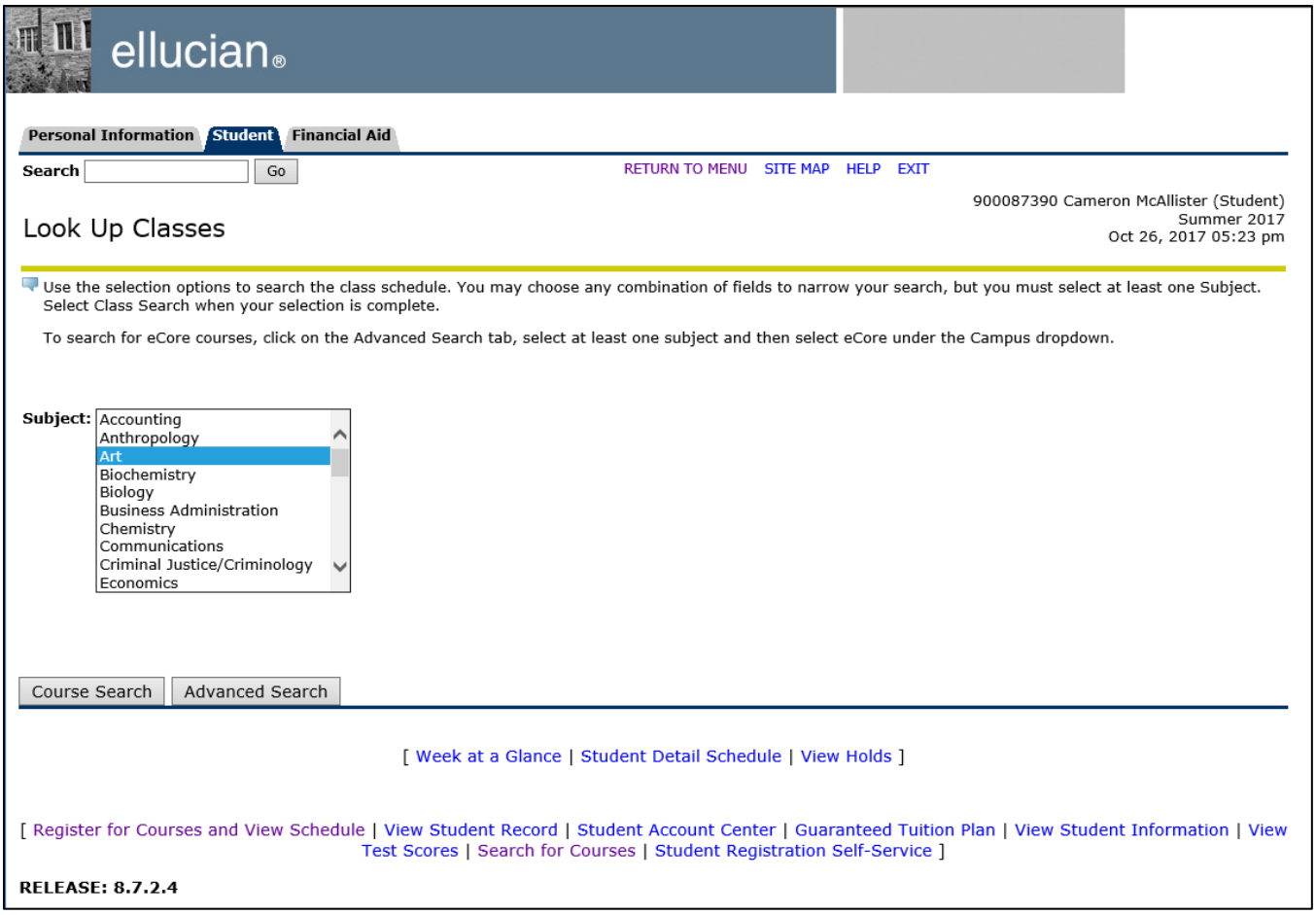
To search the class schedule for a term, log in to Banner Student Self-Service as a student and access the Student and Financial Aid menu. Click “Register for Courses and View Schedule.”

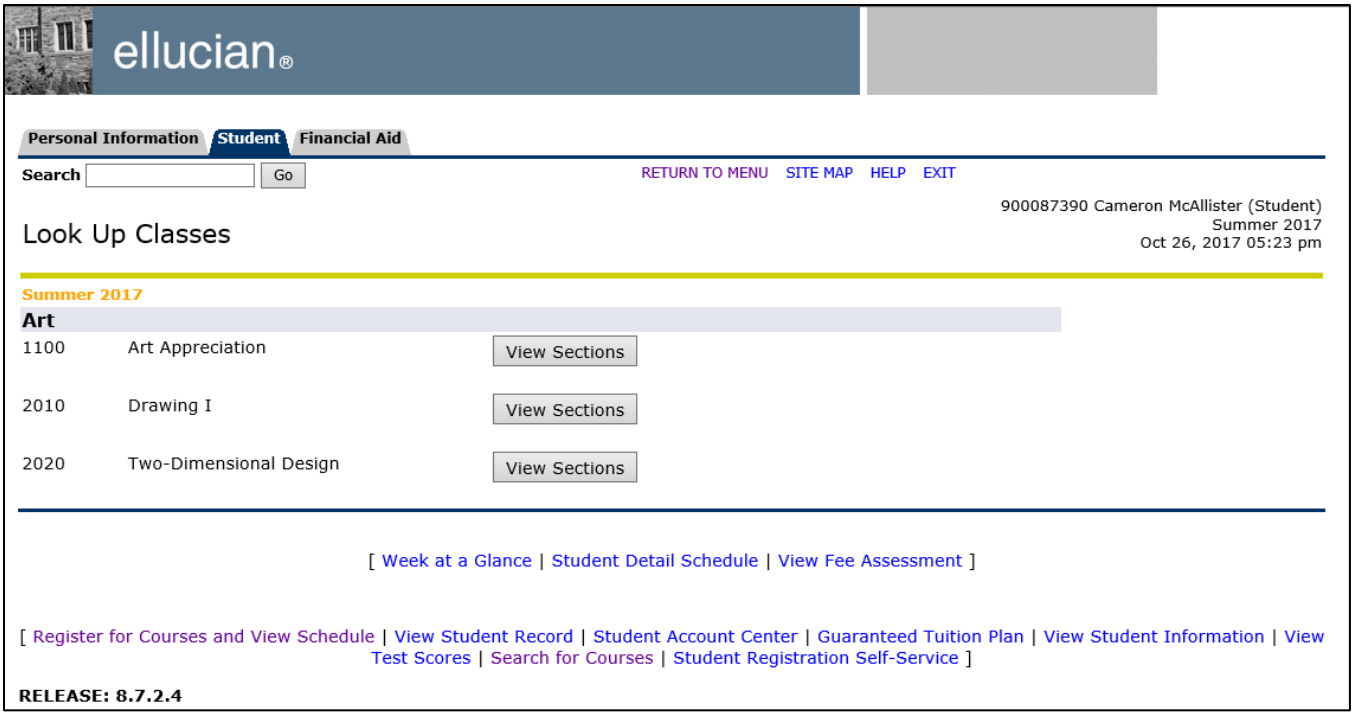
Click “Look Up Classes.” If you have not selected a term during this Self-Service session, you will be prompted to select a term or date range.

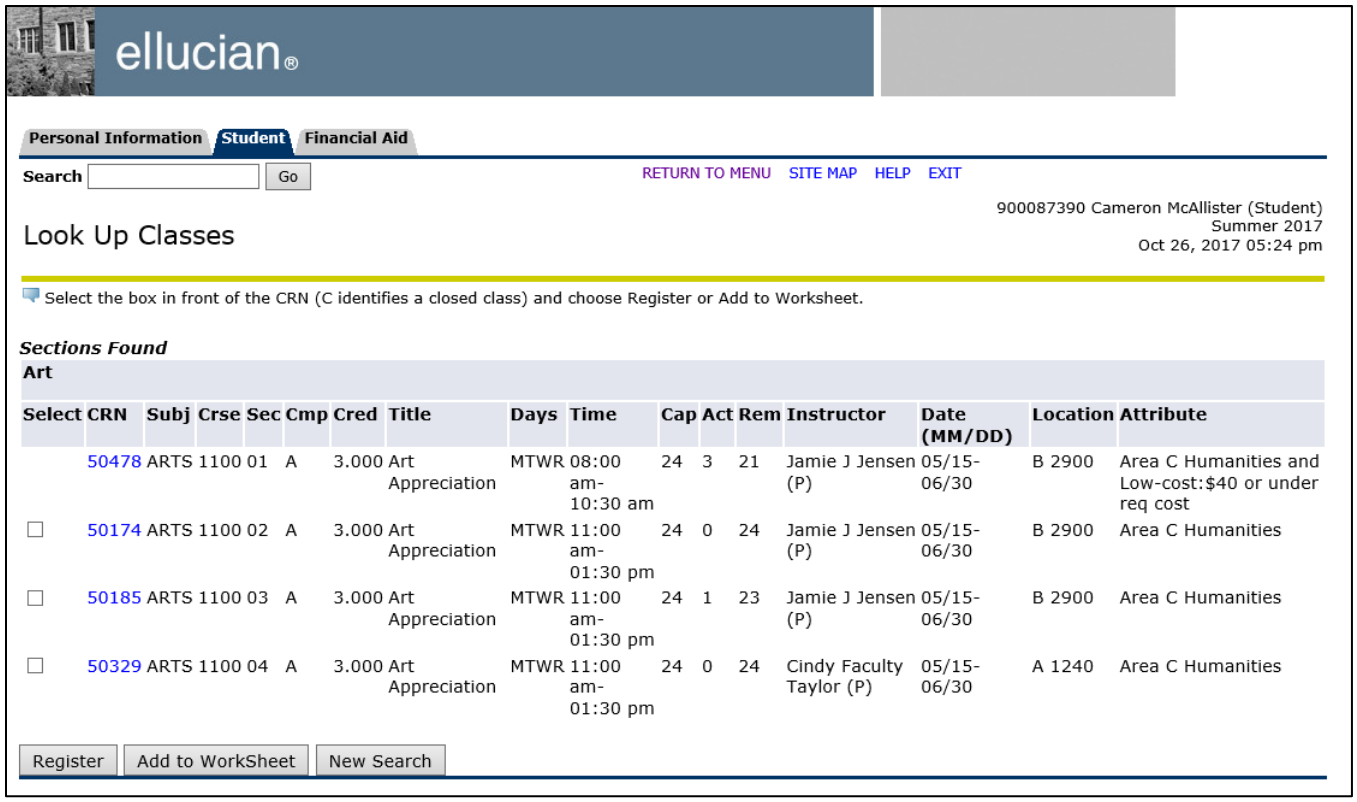




The Look Up Classes page defaults to a basic search that only displays Subject as an option. Select a subject and click Course Search. A list of courses will be displayed for this subject. Click View Sections next to a course to see the individual course sections. All attributes will be displayed.


ellucian®
Personal Information
Student
Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
900087390 Cameron McAllister (Student)
Summer 2017
Oct 26, 2017 05:23 pm
Look Up Classes
Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.
To search for eCore courses, click on the Advanced Search tab, select at least one subject and then select eCore under the Campus dropdown.
Subject:
Accounting
Anthropology
Art
Biochemistry
Biology
Business Administration
Chemistry
Communications
Criminal Justice/Criminology
Economics
Course Search
Advanced Search
[Week at a Glance | Student Detail Schedule | View Holds]
[Register for Courses and View Schedule | View Student Record | Student Account Center | Guaranteed Tuition Plan | View Student Information | View Test Scores | Search for Courses | Student Registration Self-Service]
RELEASE: 8.7.2.4


ellucian®
Personal Information
Student
Financial Aid
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
900087390 Cameron McAllister (Student)
Summer 2017
Oct 26, 2017 05:23 pm
Look Up Classes
Summer 2017
Art
1100 Art Appreciation View Sections
2010 Drawing I View Sections
2020 Two-Dimensional Design View Sections
[Week at a Glance | Student Detail Schedule | View Fee Assessment]
[Register for Courses and View Schedule | View Student Record | Student Account Center | Guaranteed Tuition Plan | View Student Information | View Test Scores | Search for Courses | Student Registration Self-Service]
RELEASE: 8.7.2.4



When choosing the Advanced Search option on the Look Up Classes search page, additional search criteria is available including course attributes. The course attributes option defaults to All. Multiple attributes may be selected. Click “Get Courses” to perform the search. Only course sections with the specified attributes will be displayed.

Advanced Search

900087390 Cameron McAllister (Student)
Fall 2017
Oct 27, 2017 02:56 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject:
Accounting
Anthropology
Art
Biochemistry
Biology
Business Administration
Chemistry
Chinese
Communications
Criminal Justice/Criminology

Course Number:

Title:

Schedule Type:
All
Directed Study (one-to-one)
Independent Study (Correspond)

Instructional Method:

Credit Range: hours to hours

Campus:
All
Main
eCore

Course Level:
All
Undergraduate Semester System

Part of Term:
Non-date based courses only
All
Full Term

Instructor:
All
Bazemore, Thomas
Bergstein, Sol

Session:

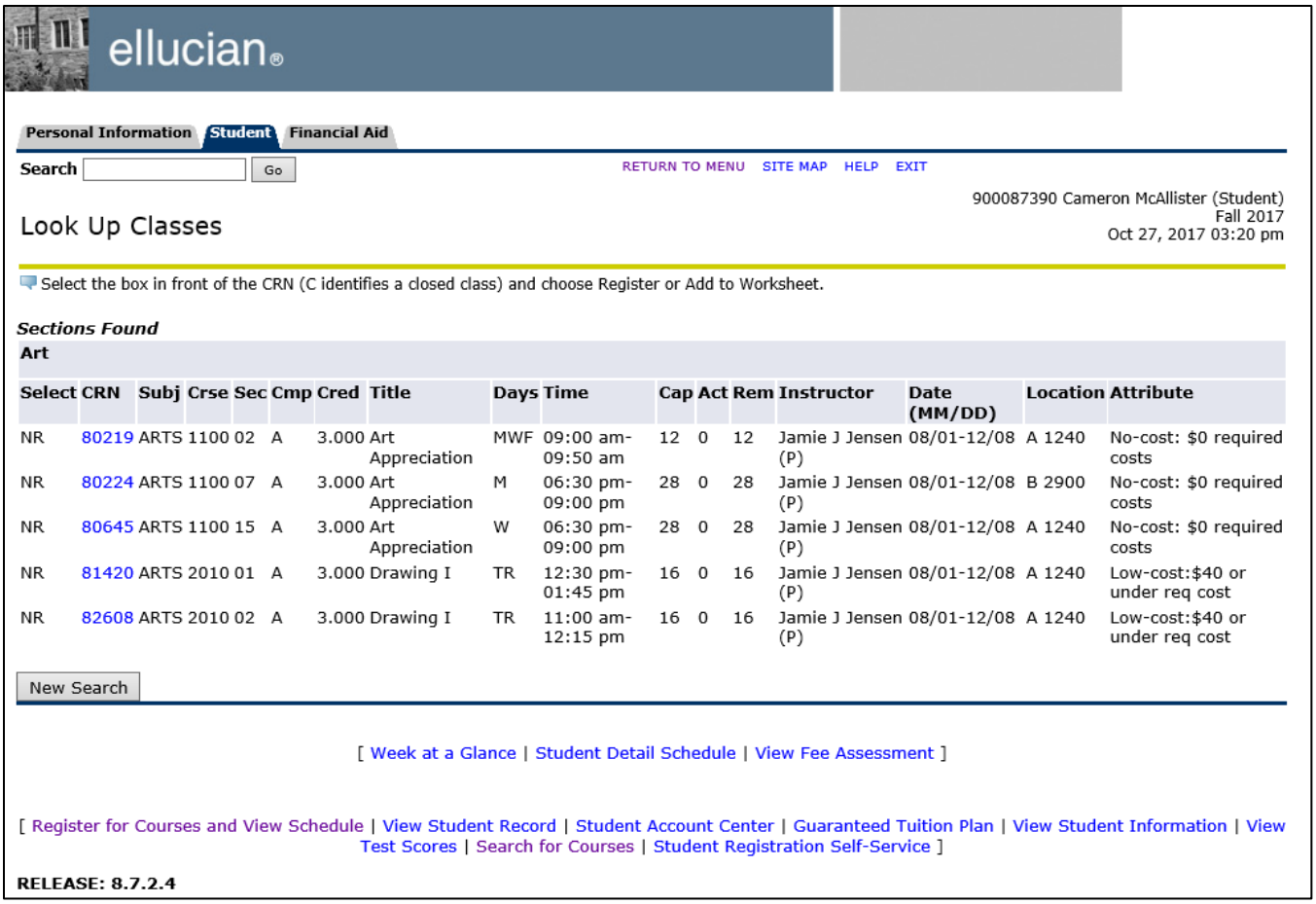
Attribute Type:
Area F Psychology
Low-cost:$40 or under req cost
No-cost: $0 required costs

Start Time: Hour 00 Minute 00 am/pm am
End Time: Hour 00 Minute 00 am/pm am
Days: Mon Tue Wed Thur Fri Sat Sun

Section Search | Reset

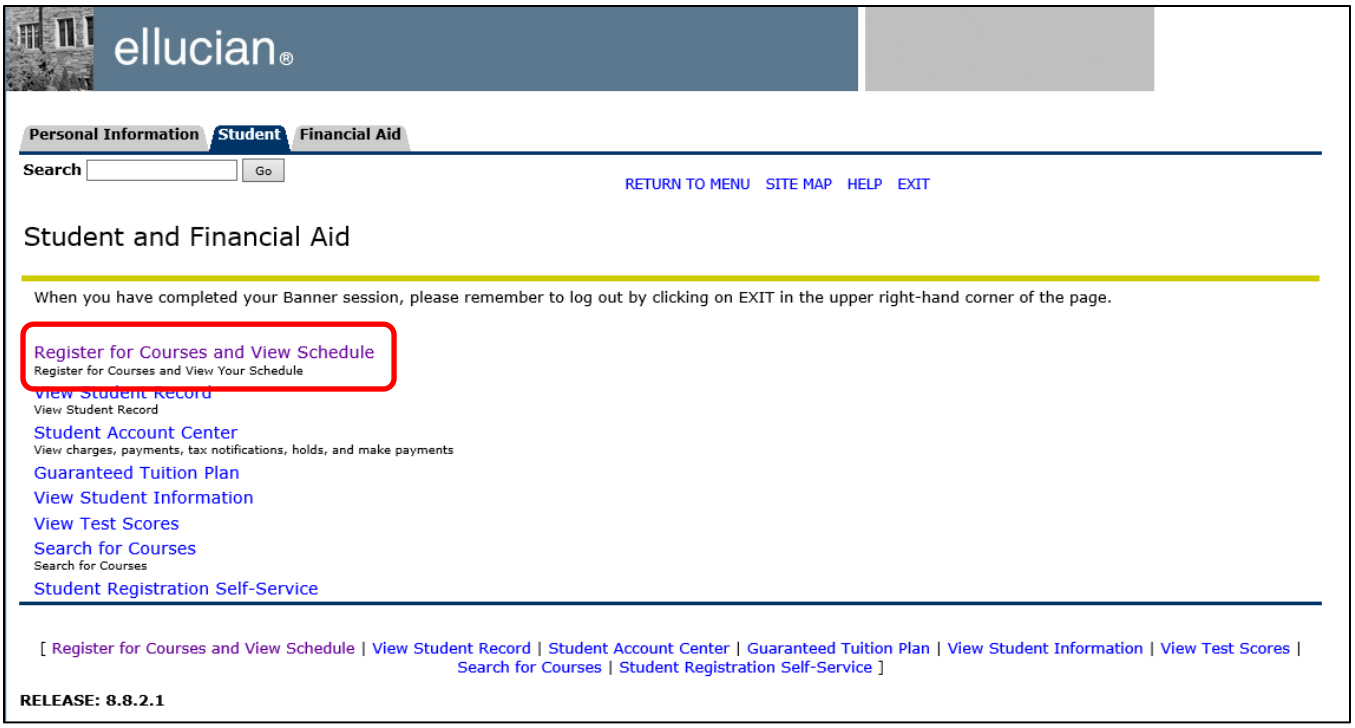
[Register for Courses and View Schedule | View Student Record | Student Account Center | Guaranteed Tuition Plan | View Student Information | View Test Scores | Search for Courses | Student Registration Self-Service]

RELEASE: 8.7.2.4

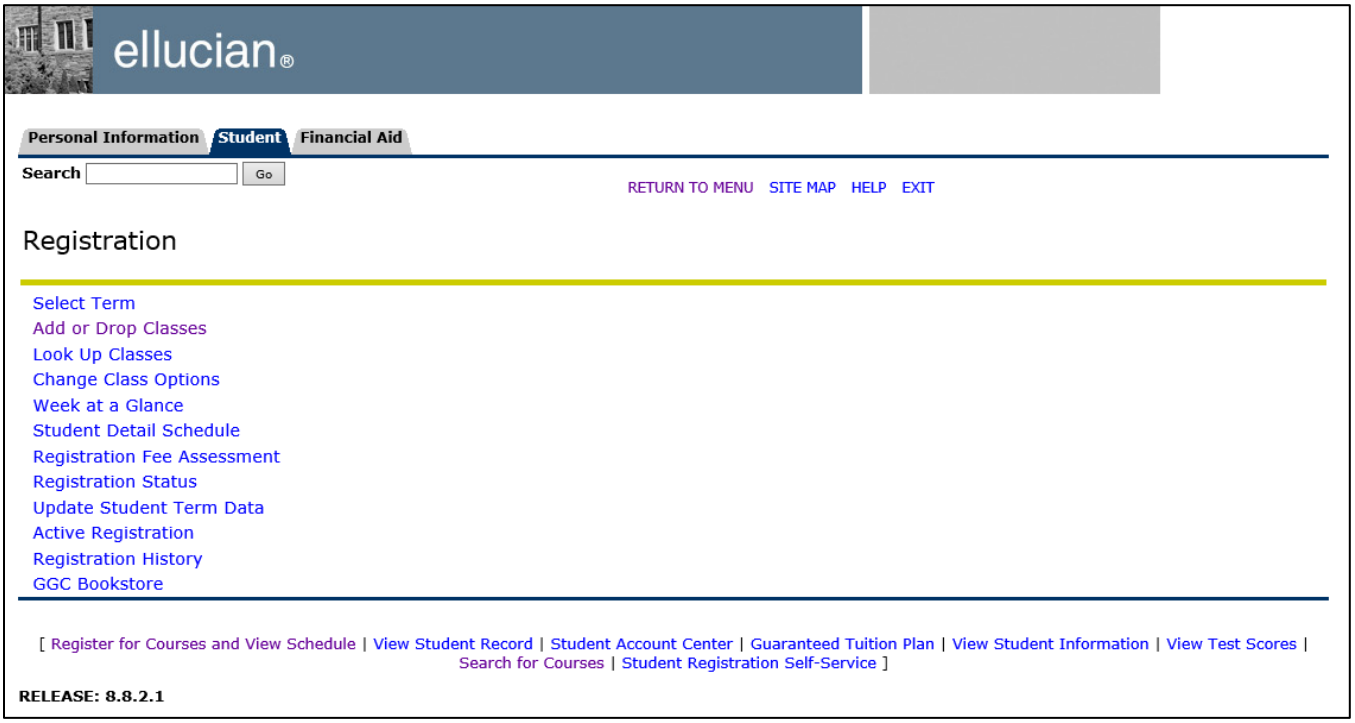


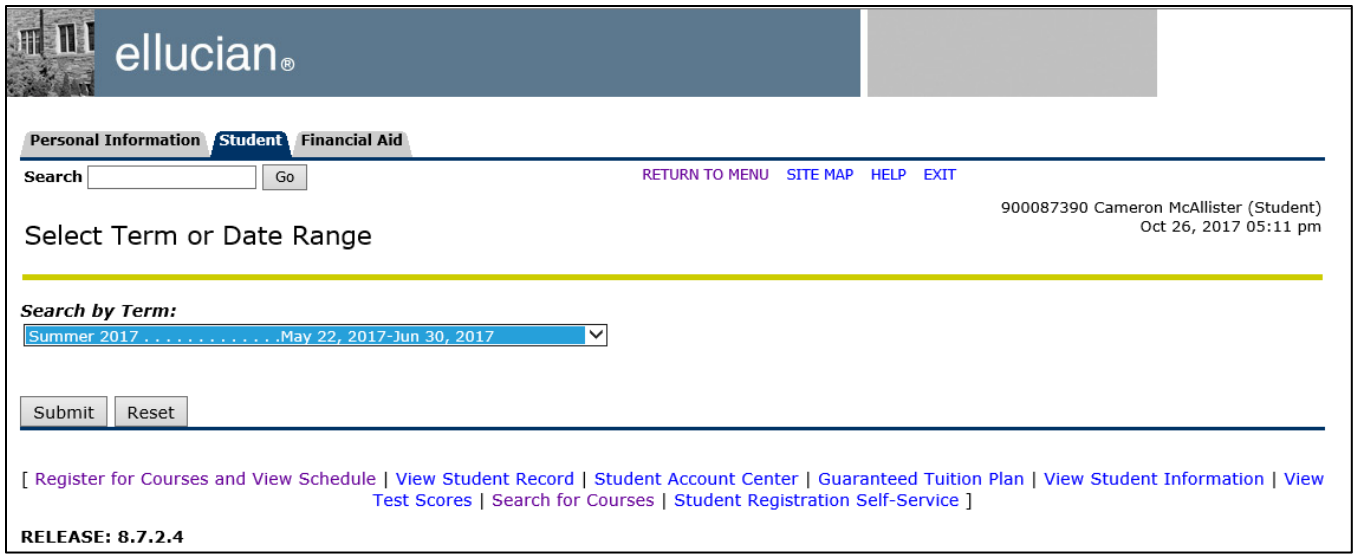
Look up course during registration

To search for a course during registration, log in to Banner Self-Service as a student and access the Student and Financial Aid menu. Click “Register for Courses and View Schedule.”

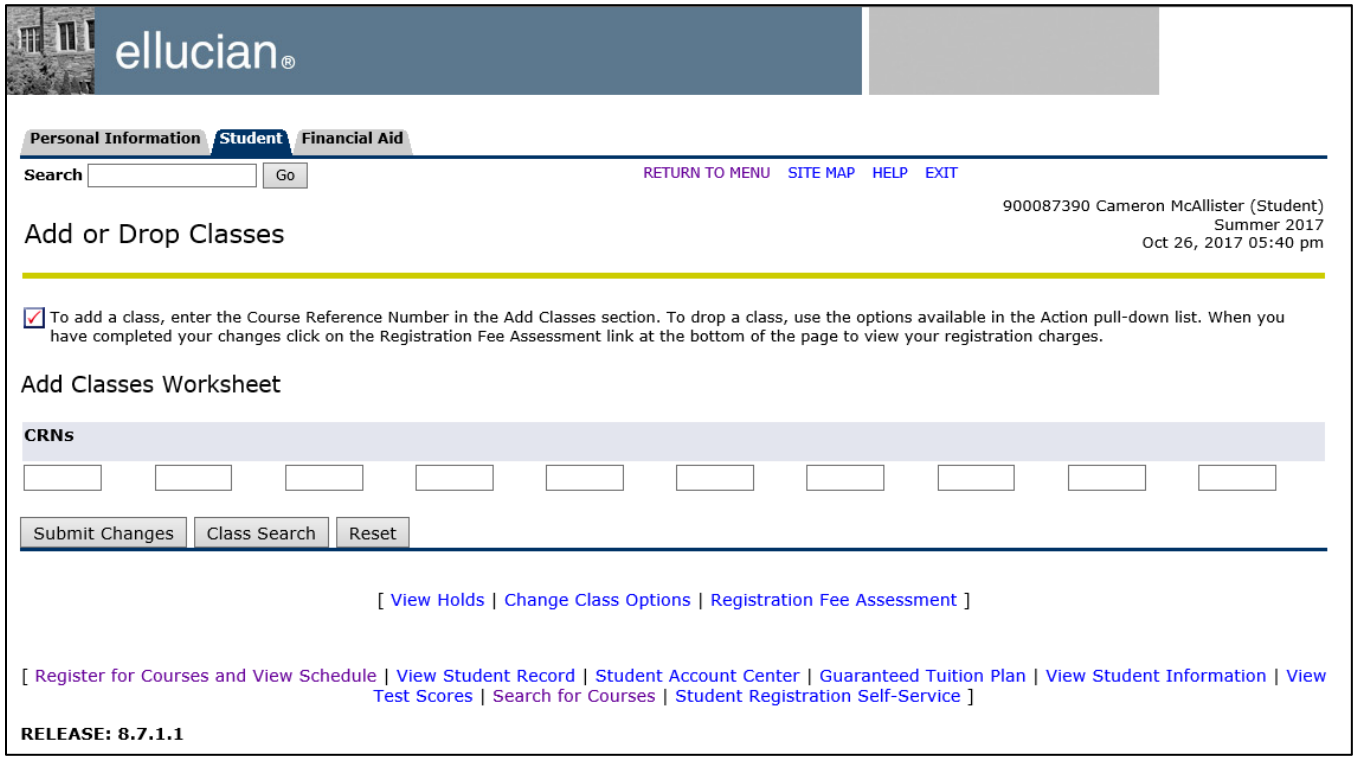


Click “Add or Drop Classes.” If you have not selected a term during this Self-Service session, you will be prompted to select a term or date range.

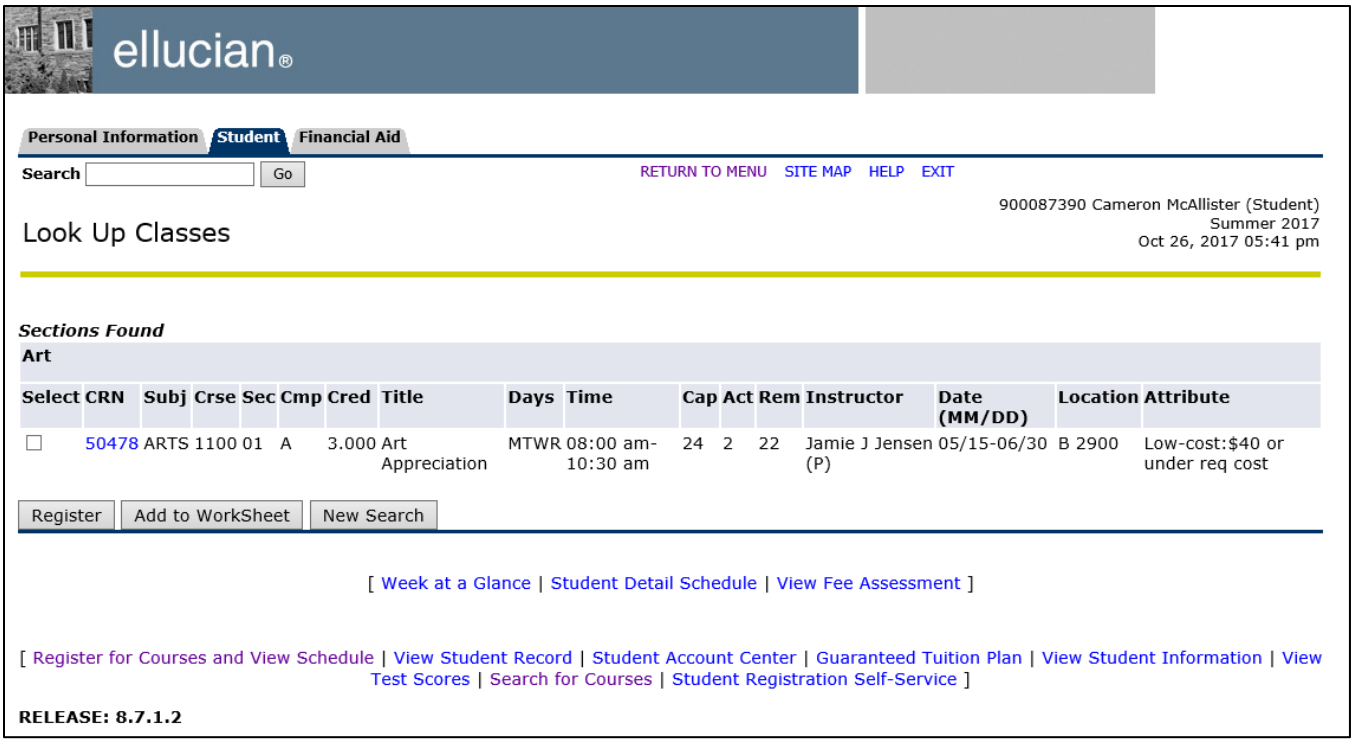




Click the Class Search button on the Add or Drop Classes page to search the course schedule for the term.



Click the Class Search button. The Look Up Classes search will be displayed. This is the same search functionality as described in the “Search class schedule” section of this document. When search results are returned, attributes will be displayed.



ellucian®

Personal Information | Student | Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

900087390 Cameron McAllister (Student)
Summer 2017
Oct 26, 2017 05:41 pm

Look Up Classes

Sections Found

Art

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	50478	ARTS	1100	01	A	3.000	Art Appreciation	MTWR	08:00 am-10:30 am	24	2	22	Jamie J Jensen (P)	05/15-06/30	B 2900	Low-cost:$40 or under req cost

Register | Add to WorkSheet | New Search

[Week at a Glance | Student Detail Schedule | View Fee Assessment]

[Register for Courses and View Schedule | View Student Record | Student Account Center | Guaranteed Tuition Plan | View Student Information | View Test Scores | Search for Courses | Student Registration Self-Service]

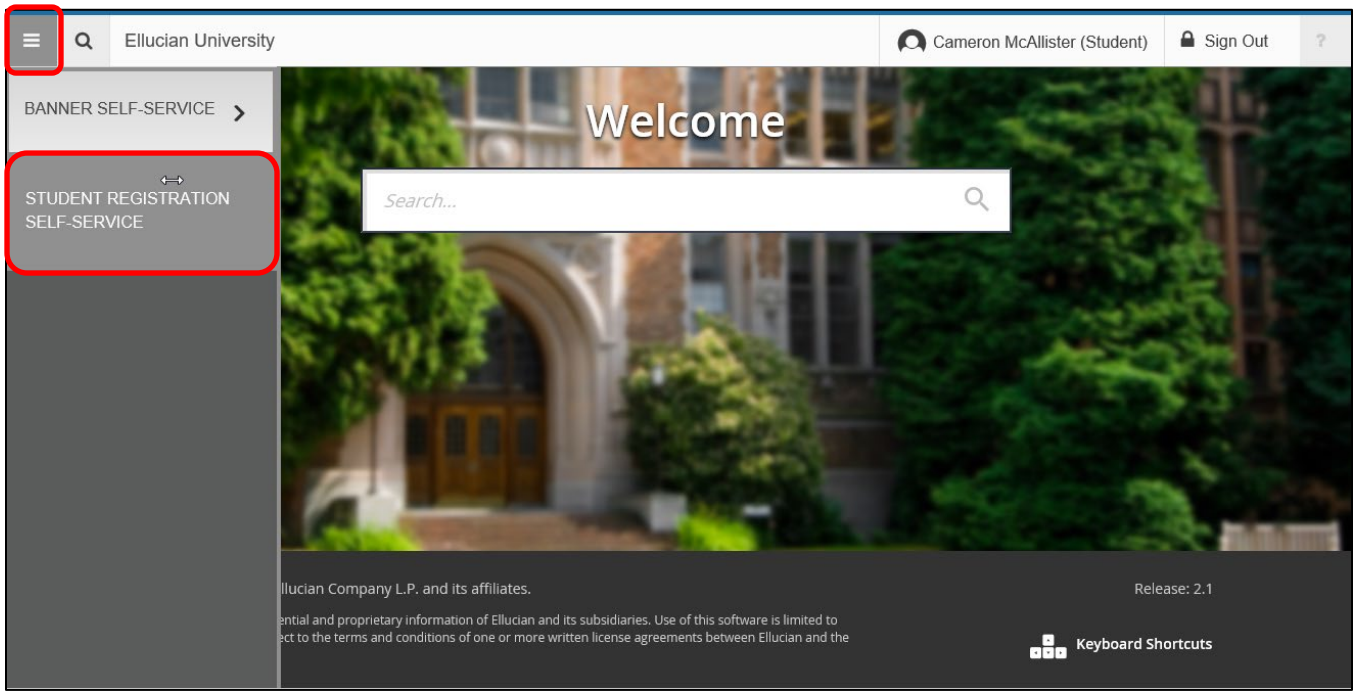
RELEASE: 8.7.1.2

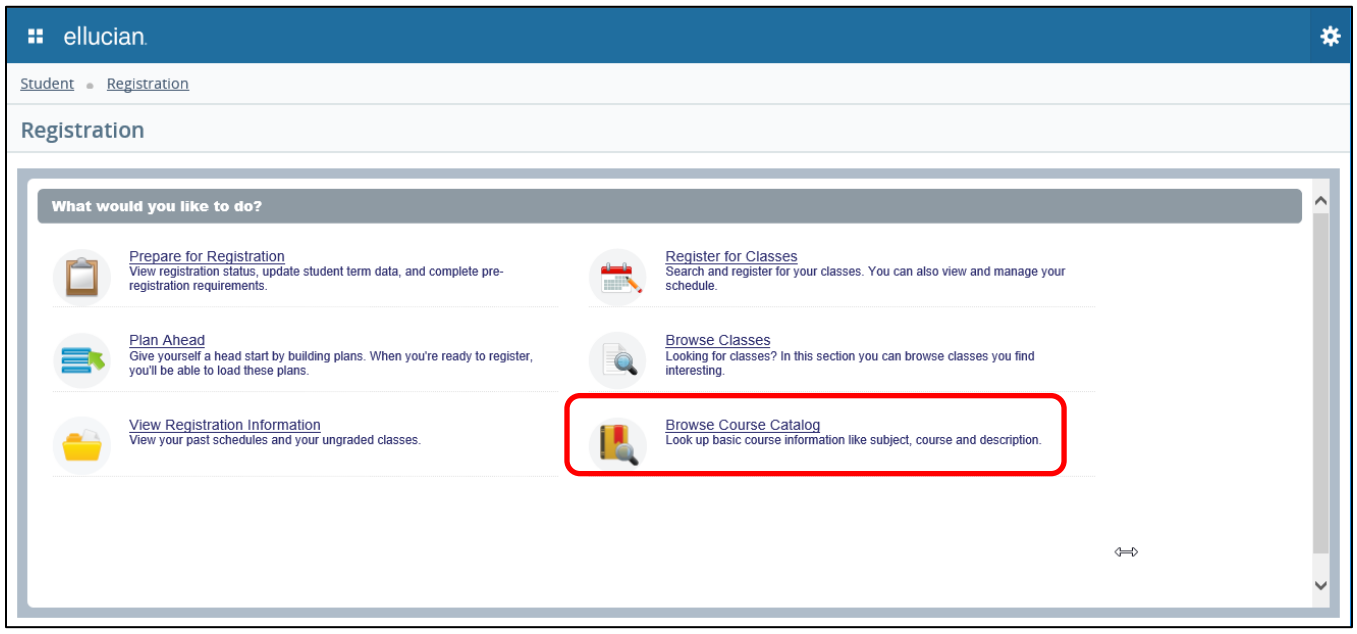
Accessing Attributes in Banner 9 Student Registration Self-Service

When using Student Registration Self-Service, a student can search for course attributes in the catalog, the term schedule or as part of registration.

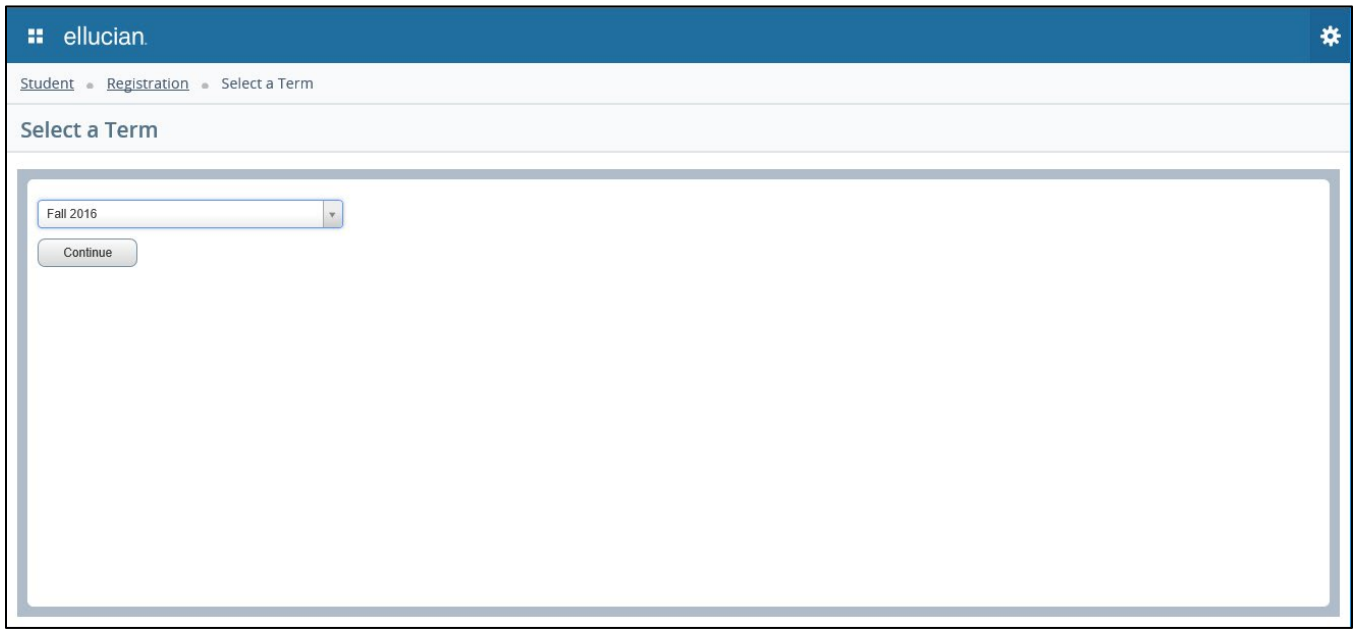
Search course catalog

To search the course catalog, log in to Application Navigator as a student and access Student Registration Self-Service from the menu. Click “Browse Course Catalog.”

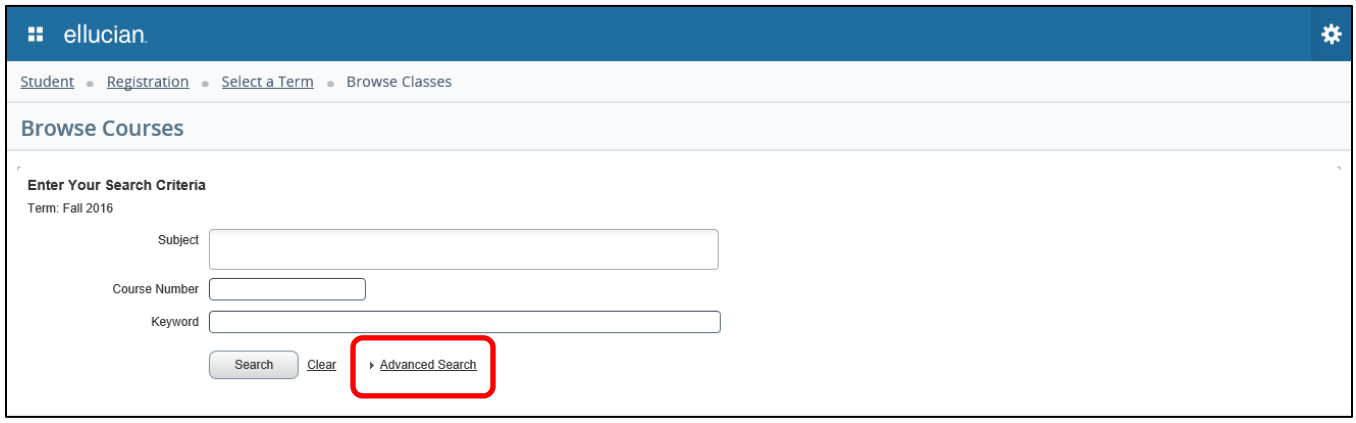




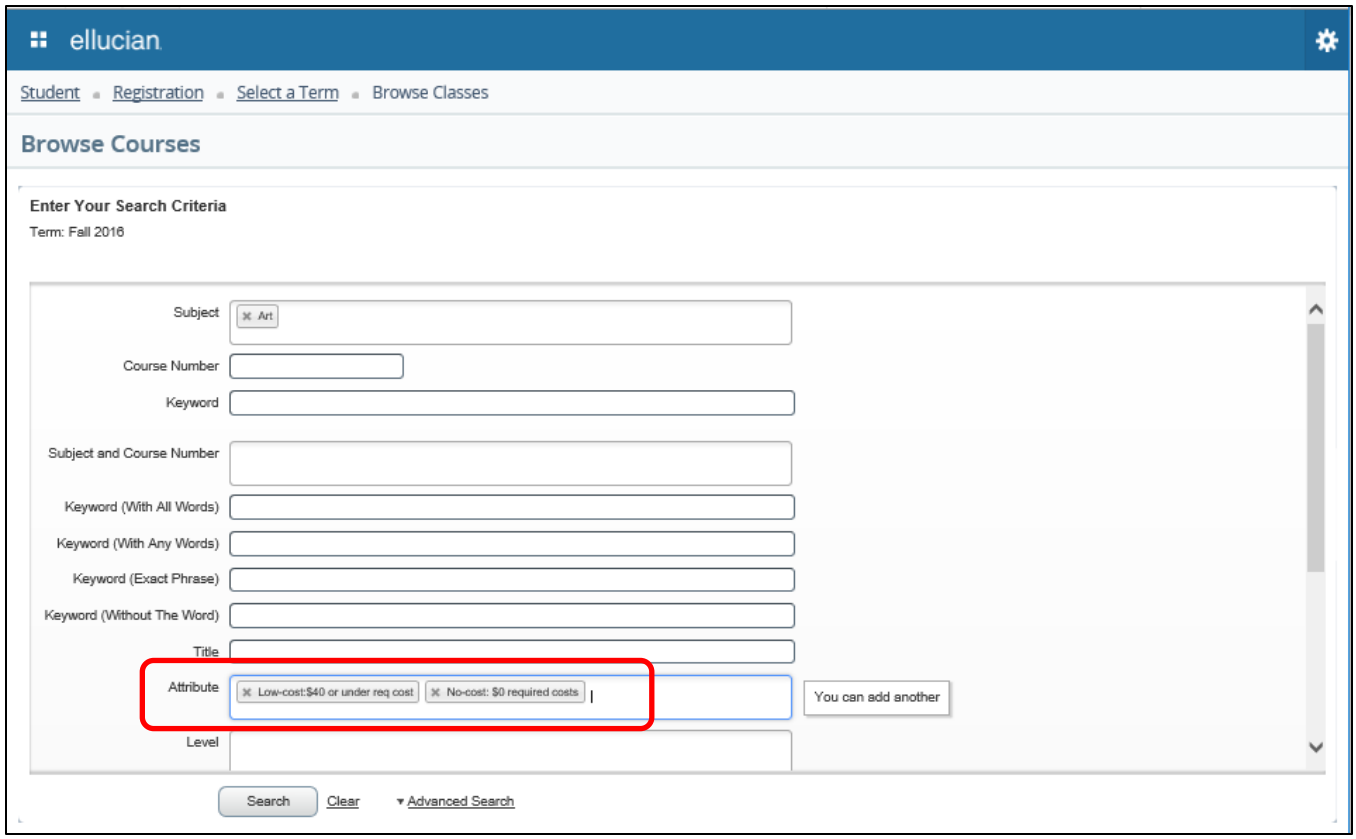
Select a term from the dropdown menu. Catalog data is term based and may differ from term to term. Click Continue.



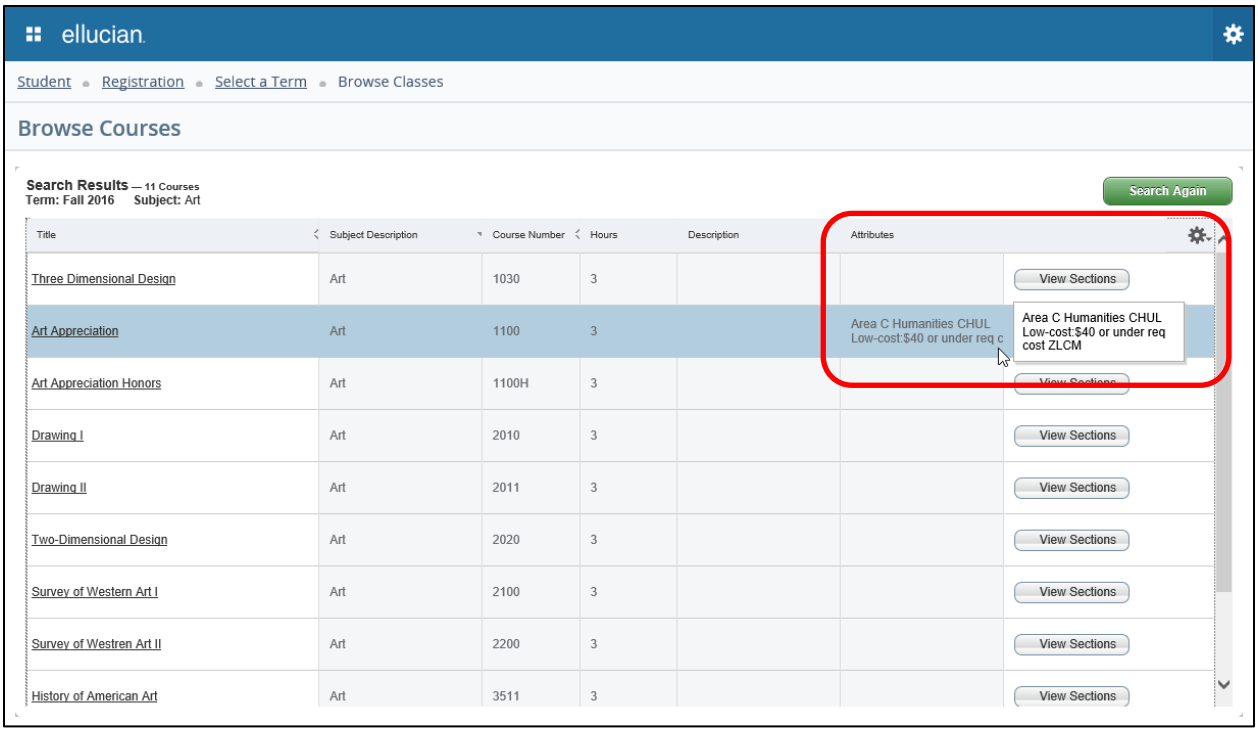
The “Browse Courses” page defaults to a basic search for Subject, Course Number and Keyword. To see all possible search criteria, click on Advanced Search.



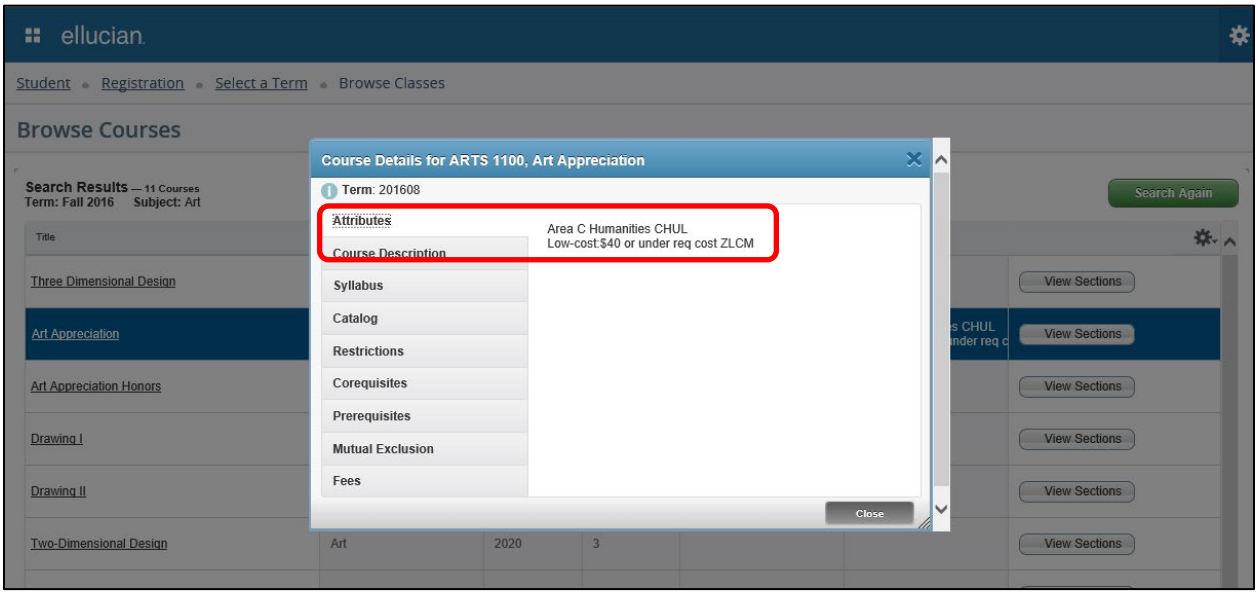
The Advanced Search allows for the selection of a variety of search options. Click into search fields, select from dropdown menus or type in search criteria. Multiple attributes may be selected. Click “Search” to perform the search.



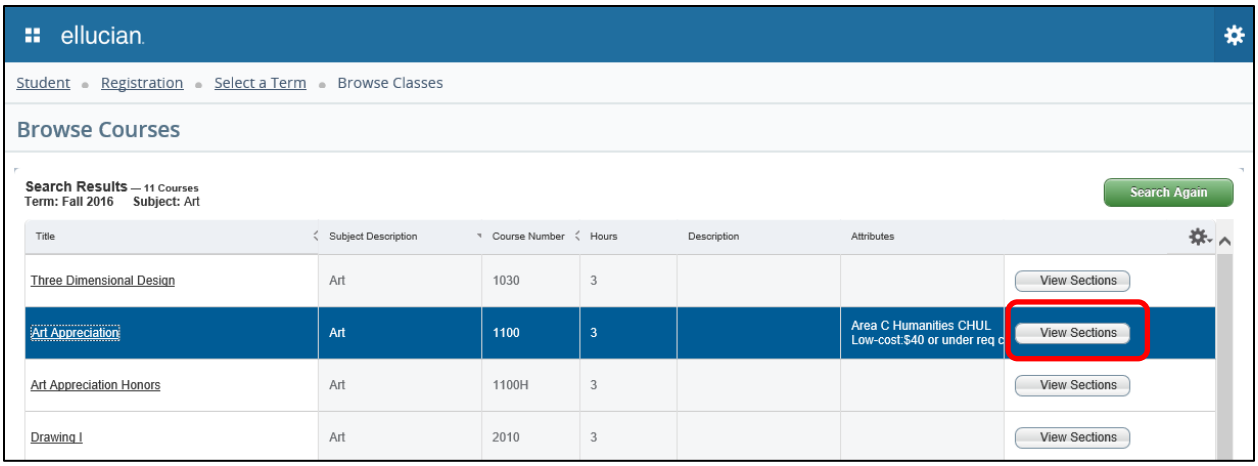
The Attributes field will be displayed in the search results if setup was completed on SOAWSCR for Page “330”. The full content of the field can be seen by placing the cursor over the field. The attribute description and code will be displayed.



The attributes for the course can also be accessed by clicking on the course title to activate the Course Details Popup. If setup was completed on SOAWSCR for Page "340," the Attributes data will appear at the top of the popup window. The attribute description and code will be displayed if available for the course on SCADETL. The message "No Attribute information available" will display if no attributes exist for this course.

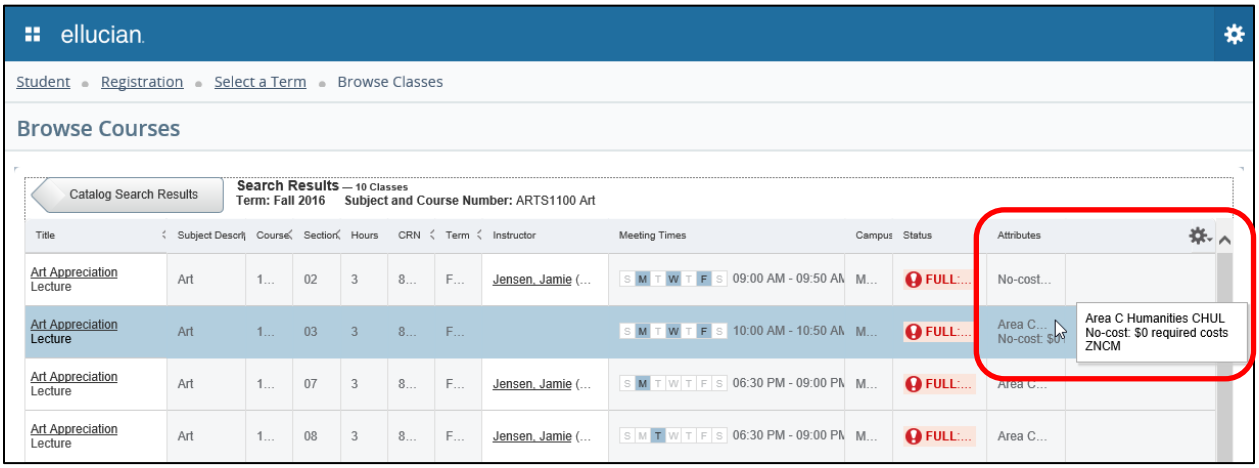


Clicking the View Sections button will display all course sections available for the term.

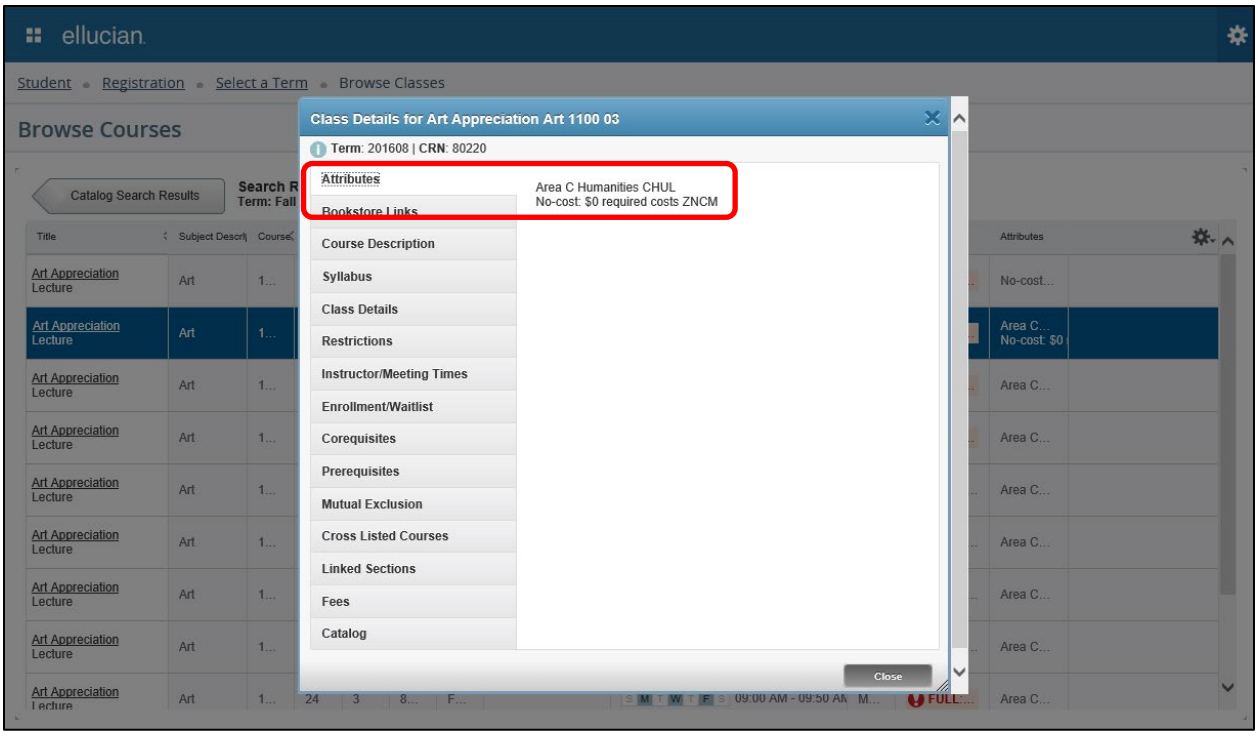


Click the course section title to activate the Class Search Results page.

The Attributes field will be displayed in the search results if setup was completed on SOAWSCR for Page “30”. The full content of the field can be seen by placing the cursor over the field. The attribute description and code will be displayed.

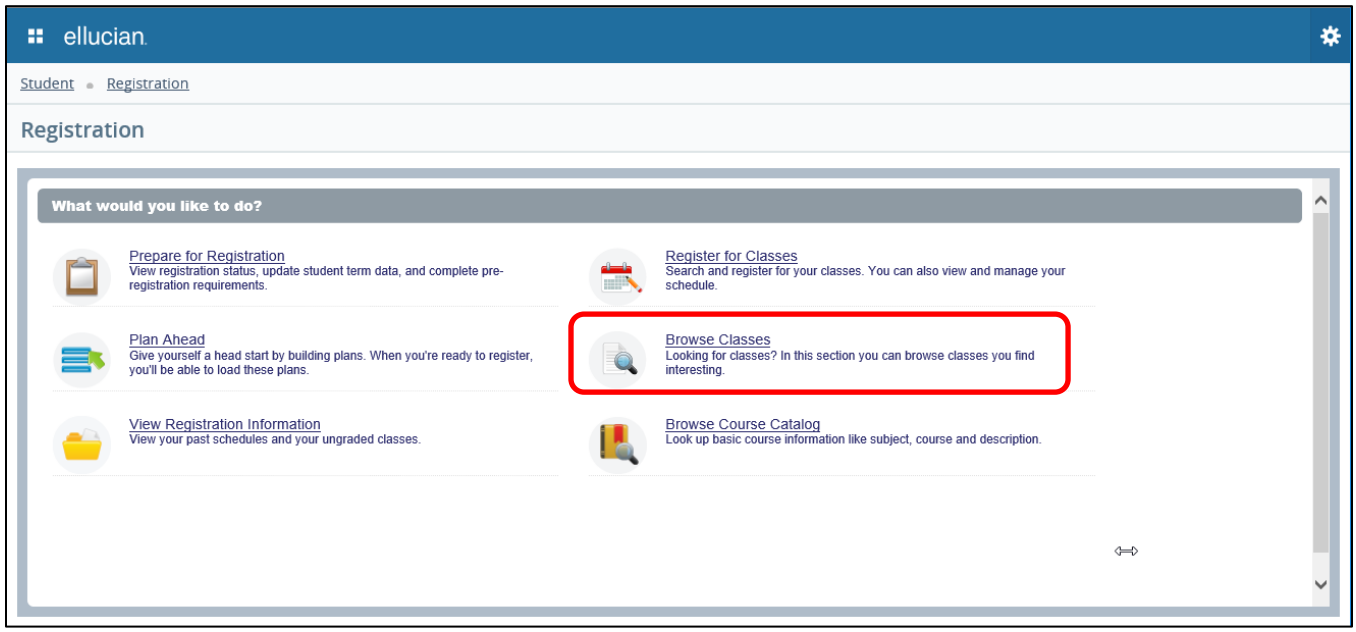


The attributes for the class can also be accessed by clicking on the course title to activate the Class Details Popup. If setup was completed on SOAWSCR for Page “100,” the attribute description and code will be displayed if available for the course section on SSADETL. The message “No Attribute information available” will display if no attributes exist for this course.

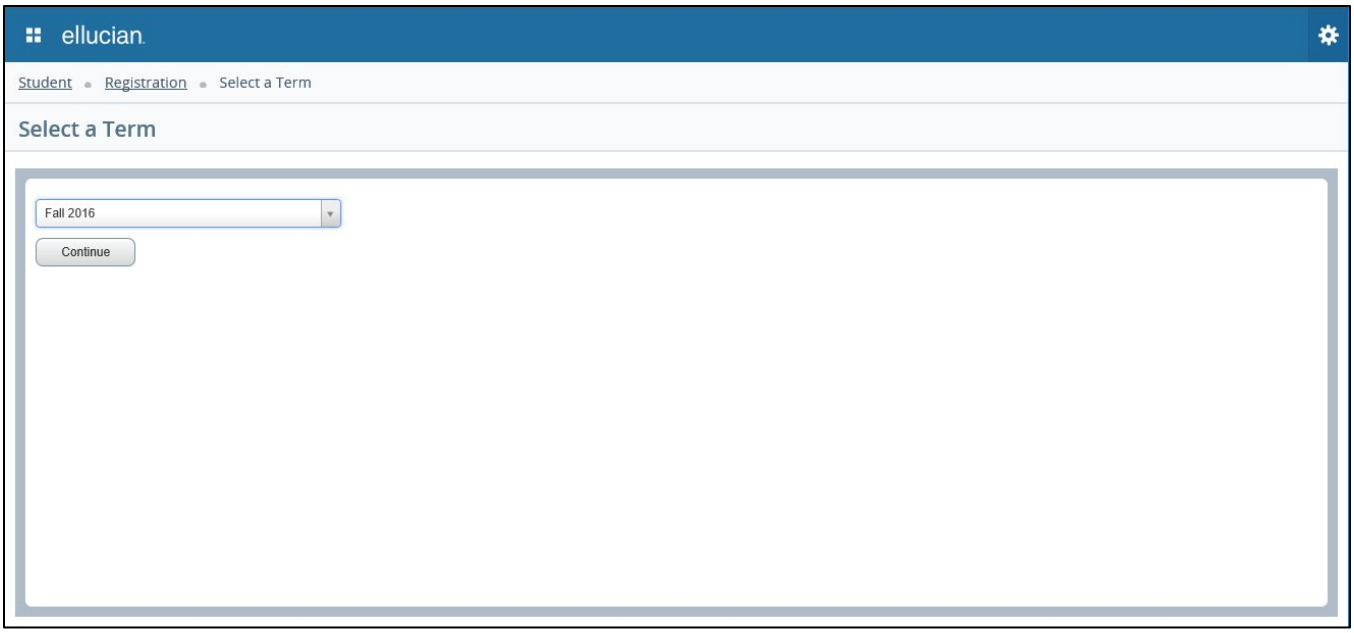


Search class schedule

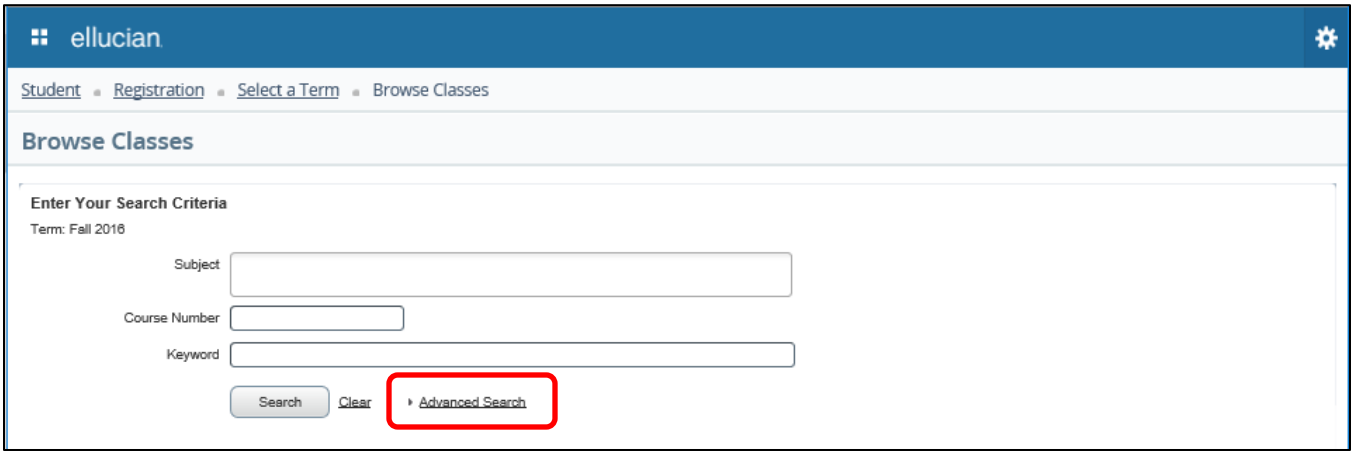
To search the class schedule for a term, log in to Application Navigator as a student and access Student Registration Self-Service from the menu. Click “Browse Classes.”



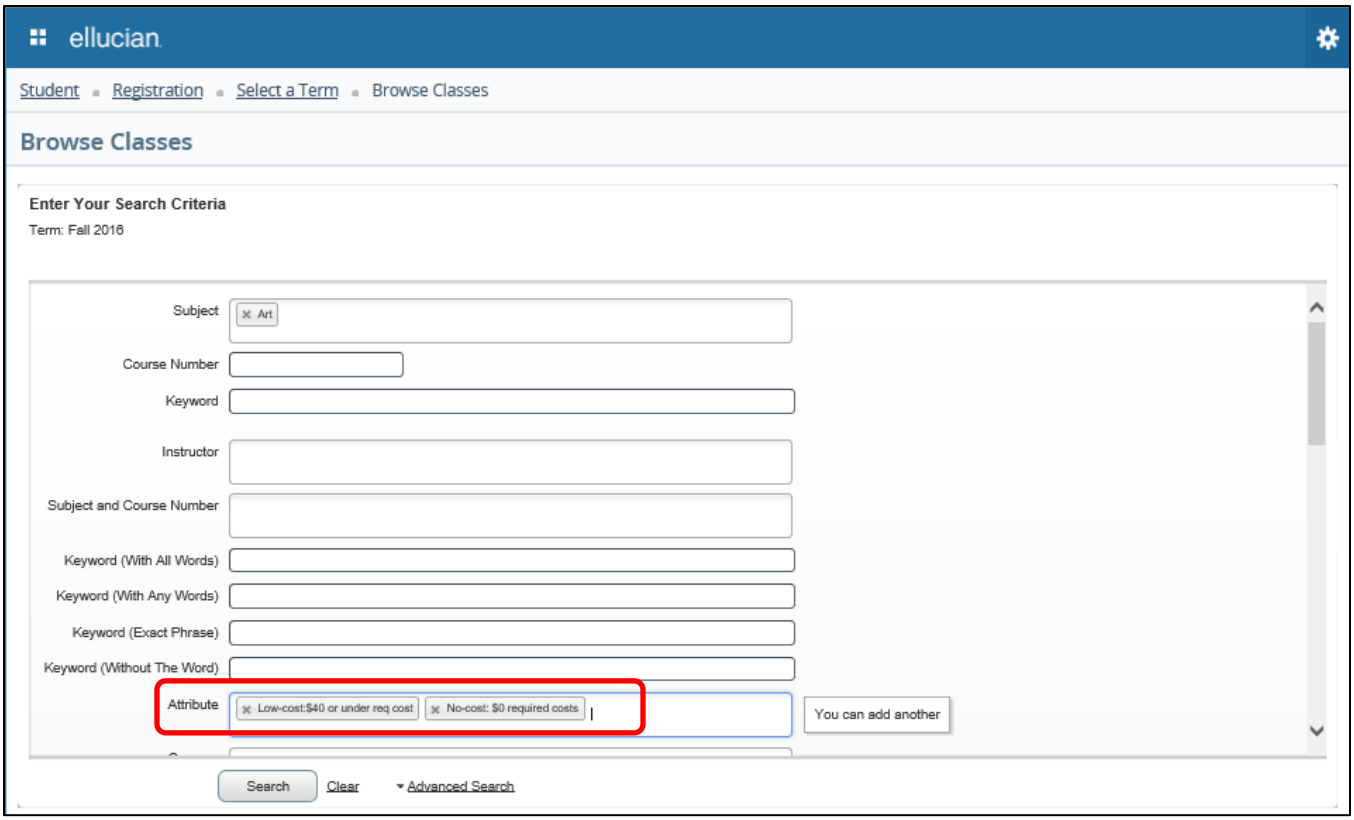
Select a term from the dropdown menu. Click Continue.



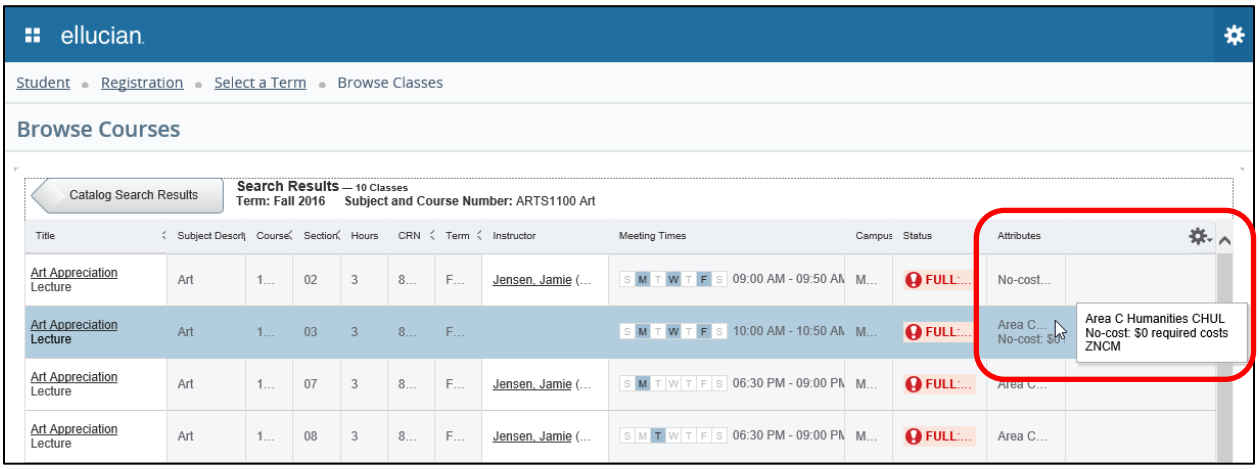
The “Browse Classes” page defaults to a basic search for Subject, Course Number and Keyword. To see all possible search criteria, click on Advanced Search.



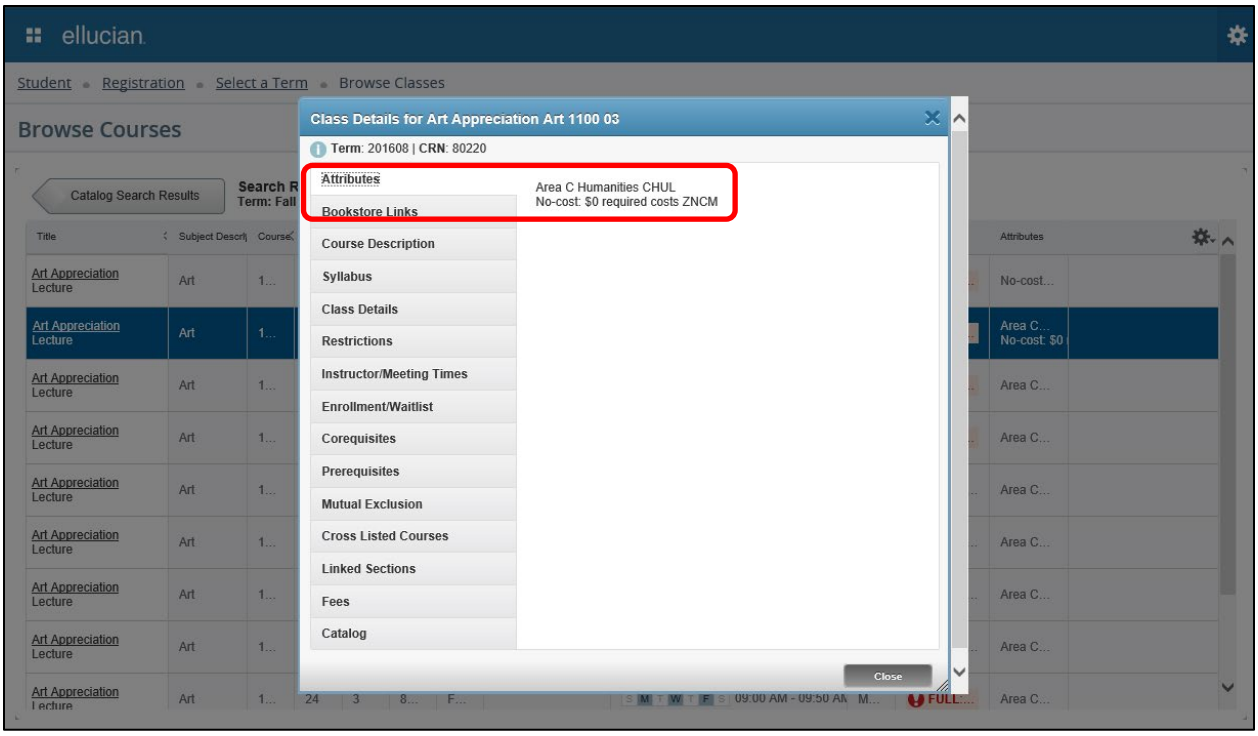
The Advanced Search allows for the selection of a variety of search options. Click into search fields, select from dropdown menus or type in search criteria. Multiple attributes may be selected. Click “Search” to perform the search.



The Attributes field will be displayed in the search results if setup was completed on SOAWSCR for Page "30". The full content of the field can be seen by placing the cursor over the field. The attribute description and code will be displayed.

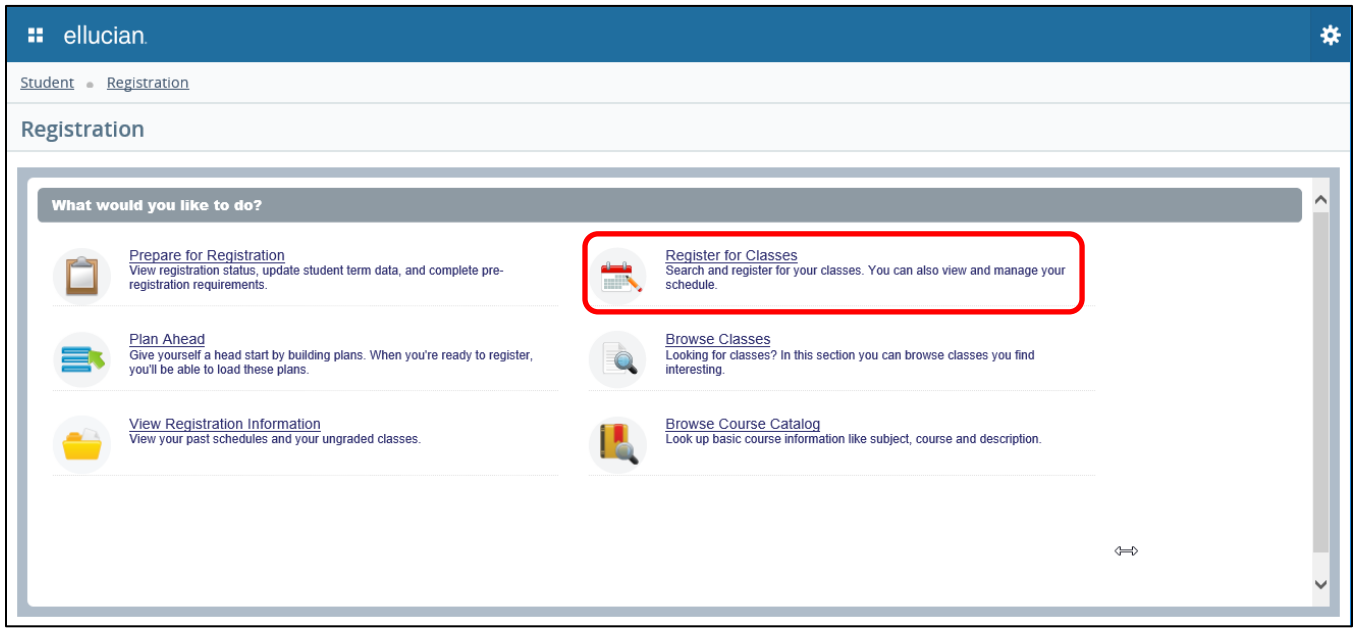


The attributes for the class can also be accessed by clicking on the course title to activate the Class Details Popup. If setup was completed on SOAWSCR for Page "100," the attribute description and code will be displayed if available for the course section on SSADETL. The message "No Attribute information available" will display if no attributes exist for this course.

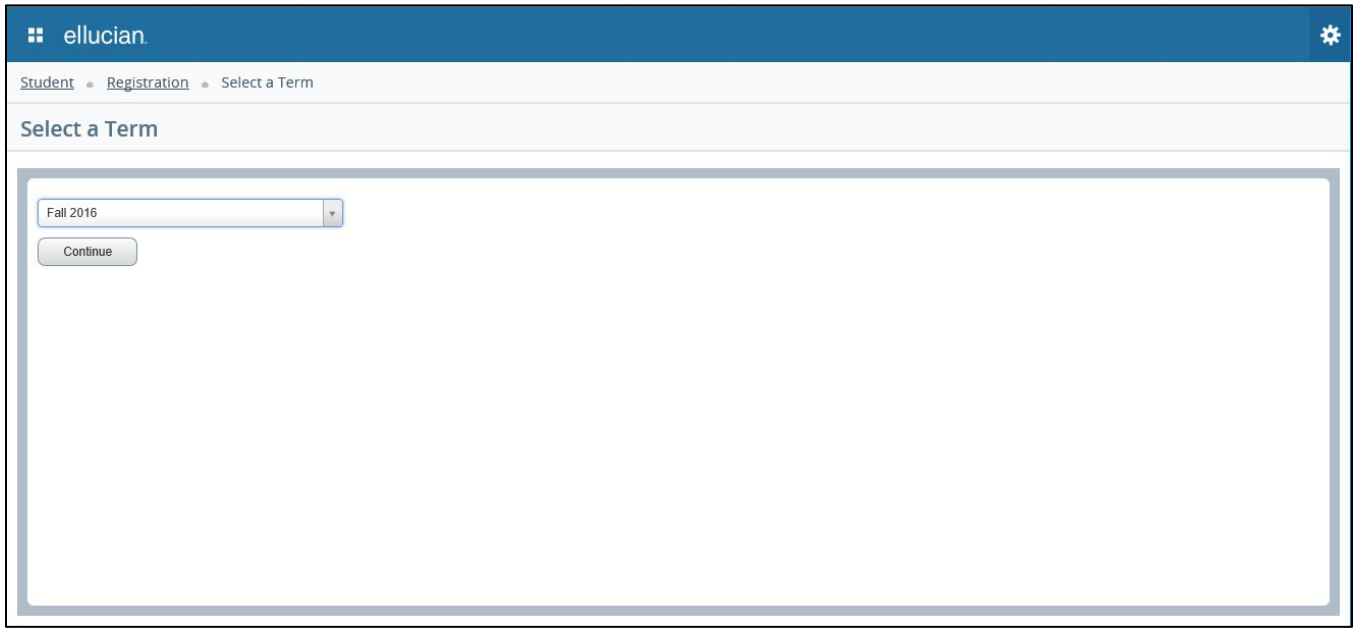

ellucian
Student
Registration
Select a Term
Browse Classes
Browse Courses
Catalog Search Results
Class Details for Art Appreciation Art 1100 03
Term: 201608 | CRN: 80220
Attributes
Area C Humanities CHUL
No-cost: $0 required costs ZNCM
Bookstore Links
Course Description
Syllabus
Class Details
Restrictions
Instructor/Meeting Times
Enrollment/Waitlist
Corequisites
Prerequisites
Mutual Exclusion
Cross Listed Courses
Linked Sections
Fees
Catalog
Close

Look up course during registration

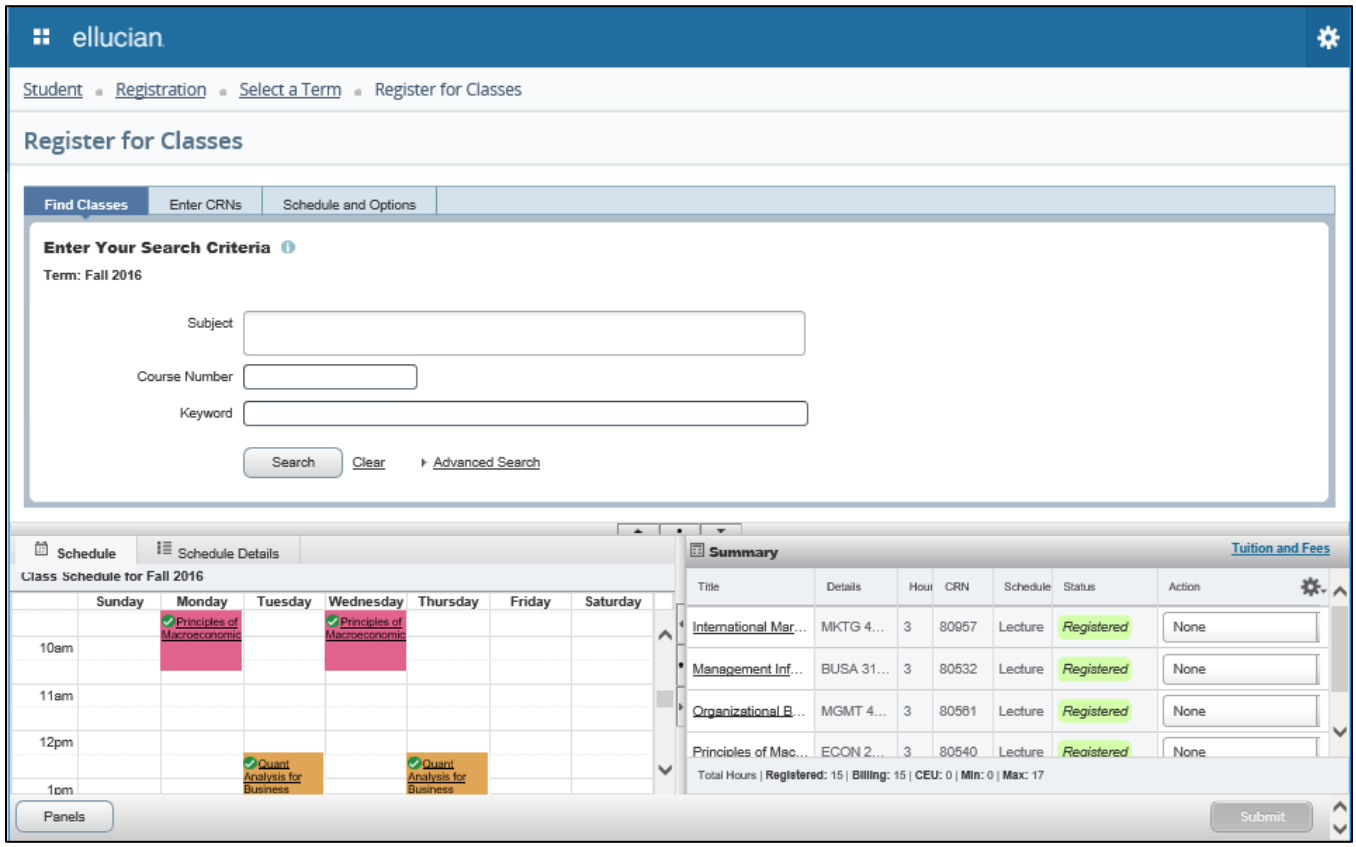
To search for a course during registration, log in to Application Navigator as a student and access Student Registration Self-Service from the menu. Click “Register for Classes.”



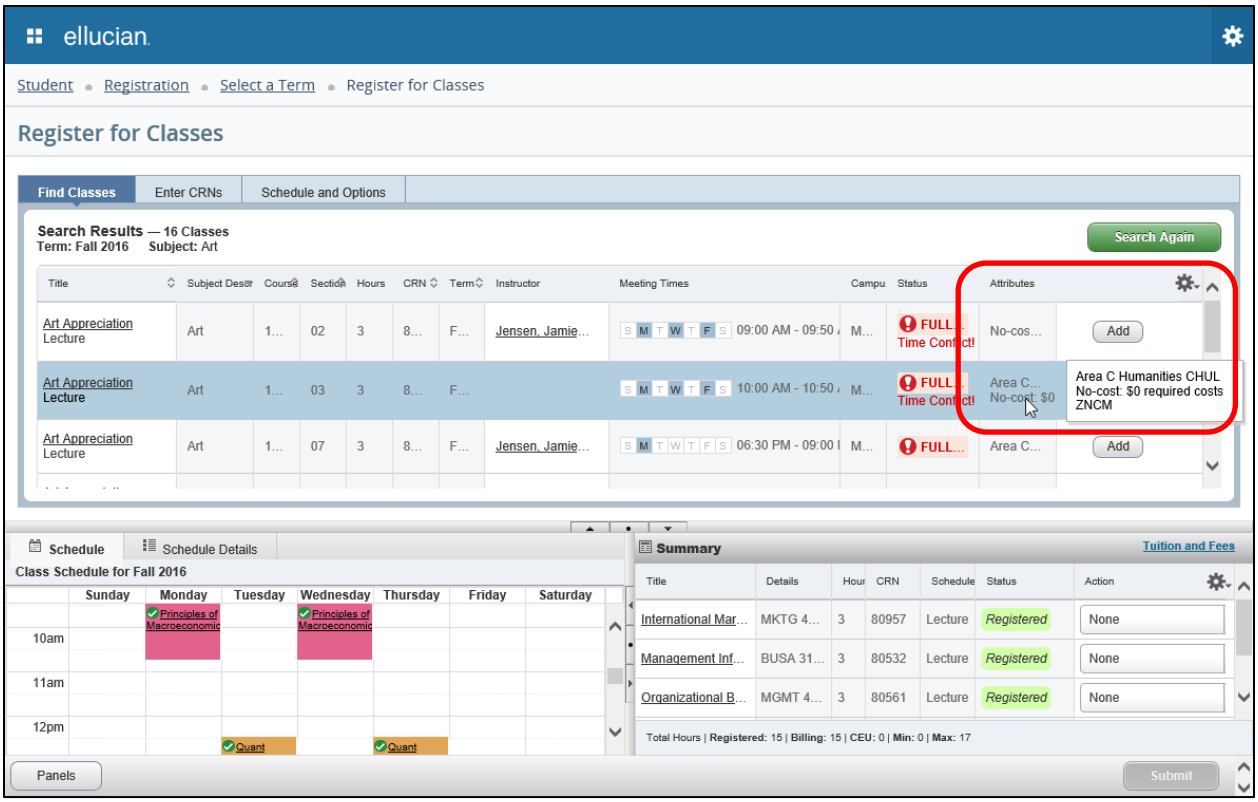
Select a term from the dropdown menu. Click Continue.



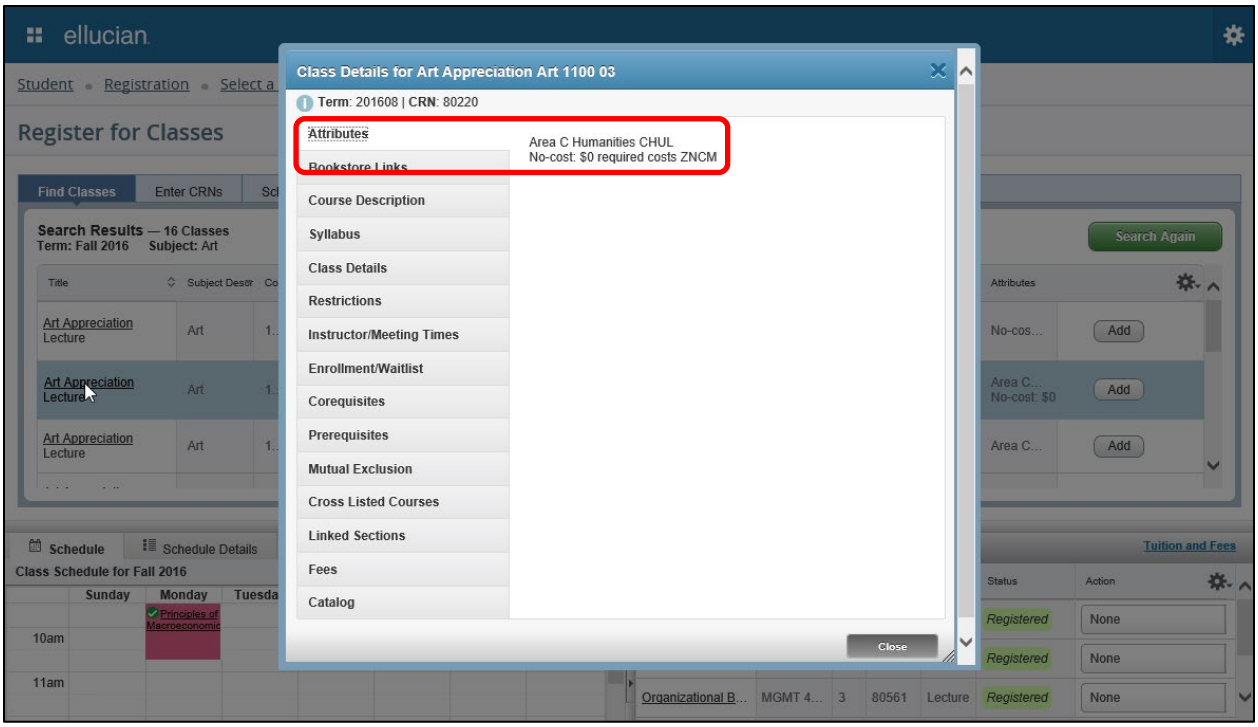
Use the course section search functionality on the Find Classes tab. This page defaults to a basic search for Subject, Course Number and Keyword. To see all possible search criteria, click on Advanced Search.



The Attributes field will be displayed in the search results if setup was completed on SOAWSCR for Page “30”. The full content of the field can be seen by placing the cursor over the field. The attribute description and code will be displayed.



The attributes for the class can also be accessed by clicking on the course title to activate the Class Details Popup. If setup was completed on SOAWSCR for Page “100,” the attribute description and code will be displayed if available for the course section on SSADETL. The message “No Attribute information available” will display if no attributes exist for this course.


ellucian
Student • Registration • Select a
Register for Classes
Find Classes
Enter CRNs
Search Results — 16 Classes
Term: Fall 2016 Subject: Art
Search Again
Class Details for Art Appreciation Art 1100 03
Term: 201608 | CRN: 80220
Attributes
Area C Humanities CHUL
No-cost: $0 required costs ZNCM
Bookstore Links
Course Description
Syllabus
Class Details
Restrictions
Instructor/Meeting Times
Enrollment/Waitlist
Corequisites
Prerequisites
Mutual Exclusion
Cross Listed Courses
Linked Sections
Fees
Catalog
Close
Schedule
Schedule Details
Class Schedule for Fall 2016
Tuition and Fees
Sunday
Monday
Tuesda
10am
11am
Status
Action
Registered
None
Organizational B...
MGMT 4...
3
80561
Lecture

Academic Data Collection References

Collection of No Cost and Low Cost Materials Course Attributes data

The Banner data related to No Cost and Low Cost Materials Course Attributes is collected for USG reporting purposes by the Academic Data Collection (ADC).

Refer to the ADC Data Element Dictionary (https://www.usg.edu/research/reporting_resources) for any changes to the reporting requirements, valid values, and potential errors that could be encountered during the ADC submission for the following data element:

- No-Cost and Low-Cost Materials Course Section Attribute (SEC026)

Appendix A: Cost Designators for Required Materials in USG Course Schedules:

The following document is posted on the Affordable Learning Georgia website: https://www.affordablelearninggeorgia.org/

Affordable Learning Georgia

Cost Designators for Required Materials in USG Course Schedules

In Fall 2018, University System of Georgia (USG) institutions will be required to prominently designate sections of courses whose course materials exclusively consist of no-cost (open or free textbooks) or low-cost course materials at the point of registration. In Banner, USG institutions will use 2 designations for courses with:

- **No-cost: $0 required costs**
- **Low-cost: $40 or under required costs**

Banner Code	Descriptive Text
ZNCM	No-cost: $0 required costs
ZLCM	Low-cost: $40 or under required costs

Included in the cost caps are textbooks and other text-based materials, workbooks, lab manuals, online homework platforms, and codes or publisher-provided curricular materials for students.

Excluded from the cost caps are equipment (such as art supplies, calculators, or physical lab materials) and fees for test proctoring.

No-cost Designator

The No-cost designator is for use with courses that exclusively use course materials that are free of charge to students. These materials may include **open educational resources (OER)**, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other materials that require no additional cost to students.

Open educational resources (OER) are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students.

OER include, but are not limited to: full courses, course materials, modules, textbooks, faculty-created content, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

Low-cost Designator

The Low-cost designator is for use with courses that require course materials which cost students a total of $40 or less per course.

Optional costs should not be included in your calculation.

For example: you provide students with a link to a free, online version of your materials but give them the option to purchase materials in print or point them to an optional homework help platform. The cost of the optional materials should not be included in your calculation. However, if the print version or homework platform is required in your class, you should include that cost in your calculation.

Only identify courses that meet these cost-cap requirements ($0 or $40 or under).

By default, classes that do not meet one of these two cost caps will not be designated. Students will have the ability to search for courses that meet one of these two material cost caps in the schedule.

If a resource is used across multiple courses in a sequence, DO NOT base your calculation on the cost divided by those courses.

For example, a text that costs $120 that is required for three sequenced courses DOES NOT meet the $40 or under label requirement. Not all students take all courses in a series, students may take courses over time and may have to pay for edition changes, and students would have to pay the full cost up-front and could not budget for three even payments.

What cost should I use? What if materials are less expensive on Amazon, etc.?

To calculate your text-related costs for these designations, use the cost of new materials in your campus bookstore. While materials may be less expensive elsewhere, students using financial aid often must purchase materials from the bookstore, and while used prices might be lower, used purchasing can be complicated by limited supplies and edition changes. Contact your campus bookstore for help with bookstore pricing.

What if my text is available as an e-book through the library?

If your required text is available as a free-to-students e-book through the library, as long as you do not require the printed text in your class, your course can qualify for the $0 cost designation. Students may assume they must purchase the printed text if you mark a library-provided textbook as required. Consider listing the text as "optional" on the

campus bookstore's site and messaging students about their choices before the term begins.

What if I do not require any texts or commercial materials for my class?

Your course CAN qualify for the $0 designation if no commercial materials or texts are required. For the purposes of these cost designations, it does not matter if you are using instructor-created materials, open educational resources, activities, slides, websites, or library materials. Apply the question: does my course have any textbook or publisher-related costs? If the answer is no, the course meets the no-cost designation. If the answer is yes, but $40 or less, the course meets the low-cost designation.

What if I am unsure about the cost of my materials?

Consult your bookstore for guidance. If you are still unsure about whether your course meets one of the two designations at the registration deadline, DO NOT ask your schedule-builder to designate your course as no-cost or low-cost materials.

When is this happening?

Our current target is to collect as much information about courses as possible to publish in the online schedule for Fall 2018. However, departments should begin working to develop processes to collect and track this information now. Changes to these designations CAN NOT be made after registration goes live.

What should I be doing?

Administration

Raise awareness regarding this change within your institution, both for faculty reporting designations and for students registering for Fall 2018 courses through effective outreach channels.

Faculty

If your course meets one of the 2 designations, either contact the person who enters scheduling information for your department into Banner to notify them, or wait for your department chair to ask for this information. If your course does not meet one of these designations, you do not need to change anything.

Department Chairs and Deans

Work with your faculty and staff to develop processes to collect this information from faculty each term. Designate roles and responsibilities in this information collection process. Suggestions include using a shared form or spreadsheet to allow faculty to input their own information, therefore reducing the workload for all involved.

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Schedule Entry Assistants and Staff:
Work with your faculty and chairs to develop processes to collect this information from faculty each term. Designate roles and responsibilities in this information collection process. Suggestions include using a shared form or spreadsheet to allow faculty to input their own information, therefore reducing the workload for all involved.

While we ask that you help to facilitate these processes to collect this information, **it is the responsibility of the faculty** to communicate these designations by the time the classes are to be built in Banner (or when registration begins, at the latest).

We hope you find this information helpful for your planning and implementation of required course material no-cost and low-cost designation codes.

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