

CATALOG COURSE LABELING

CURRENT LABELS

The new format for how courses display in the university catalog includes several new labels. This document defines each label and explains how the information is populated from Banner.

Labels include:

- Recommended Prerequisite/Corerequisite
- Registration Restrictions
 - Required Prerequisite
 - Other restrictions

RECOMMENDED PREREQUISITE/COREQUISITE

'Recommended' indicates an item which is built as a text-only note.

- Built in Banner SCADETL.
- Has no effect on student registration. Students not meeting the requirement will still be able to register.

Because these are text-based notes, any type of recommended requirement may be detailed in this space, including (but not limited to):

- courses
- minimum credits
- specific external internships/fieldwork/clinical hours
- recommended subject-specific knowledge base/previous experience

SOCW 361: Methods of Social Work Intervention I: Laboratory. 2 credits.

Develop proficiency in social work and communication skills. Increase competency in practice knowledge and behaviors through experiential learning in the classroom laboratory. Apply knowledge of biological, psychological, social, spiritual, and cultural influences to those who need and those who give help. Examine personal behavioral and learning patterns, values, ethics, and attitudes to increase ability to understand and help clients. Offered by [Social Work](#). May not be repeated for credit.

Recommended Prerequisite: [SOCW 200](#).

Recommended Corequisite: [SOCW 357](#).

Registration Restrictions:

Enrollment is limited to students with a major in Social Work.
Students cannot enroll who have a minor in Social Work.

Schedule Type: Laboratory

REGISTRATION RESTRICTIONS

'Registration Restrictions' appears over any items which are built in Banner as parameters to **limit registration**. Students not meeting those parameters will be unable to register for the class. Faculty/department intervention (an override) is required for such students to register.

Two categories of items appear under this label.

SOCW 362: Methods of Social Work Intervention II: Laboratory. 2 credits.

Provides students the opportunity to integrate theory, research, and practice in the area of group work and family interventions. Classroom simulation of group skills and how to work with families will occur. Offered by [Social Work](#). May not be repeated for credit.

Recommended Corequisite: [SOCW 358](#).

Registration Restrictions:

Required Prerequisites: [SOCW 200](#)^C, [357](#)^C and [361](#)^C.

^C Requires minimum grade of C.

Enrollment is limited to students with a major in Social Work.
Students cannot enroll who have a minor in Social Work.

Schedule Type: Laboratory

REQUIRED PREREQUISITES

Indicates a **specific Mason course or proficiency test** and the associated minimum grade/test score which a student must have achieved prior to registering for the course.

- Built in Banner SCAPREQ.
- Enforced at registration.
- Students not meeting the requirement may only register if the department gives them an override.
- Proficiency tests must be built in the appropriate Banner tables by Admissions before they can be used as a 'Required Prerequisite.'
- The Prerequisite Hard-Coding Form (attached) lists additional requirements, features, and unit responsibilities.

Required prerequisite courses may be built to require either:

- A required course/test which students must successfully pass before registering.
- A required course/test which students must successfully pass before registering OR must be concurrently enrolled in (see CHEM 214 example).

CHEM 214: General Chemistry Laboratory II. 1 credit.

General Chemistry laboratory course for students majoring in science, engineering, or mathematics. Laboratory experience will demonstrate general chemistry principles and applications. Notes: Credit will not be given for this course and [CHEM 103](#), [CHEM 104](#). Students majoring in science, engineering, or mathematics should choose this course sequence. Offered by [Chemistry](#). Limited to two attempts. Equivalent to [CHEM 204](#).

Mason Core: [Natural Science with Lab](#)

Registration Restrictions:

Required Prerequisites: [\(CHEM 212\)^C](#), U212* or 212T*) and [\(CHEM 211\)^C](#), 211T or U211).

* May be taken concurrently.

^C Requires minimum grade of C.

Schedule Type: Laboratory

OTHER RESTRICTIONS

Other registration restrictions will be listed on separate lines below 'Required Prerequisites' (if any exist) or directly below the 'Registration Restrictions' label.

- Built in Banner SCARRES.
- Enforced at registration.
- Students not meeting the requirement may only register if the department gives them an override.

These restrictions are built around aspects of a student's official profile. You may use restrictions to limit registration based on a student's:

- Field of Study (includes Major, Minor, Concentration, or all of the preceding)
- Class (e.g. Freshman, Sophomore, etc)
 - Class restrictions are often used in lieu of a minimum credit requirement. If a requirement of a course is '60 credits,' the course could instead be restricted as follows: 'Students with a class of Freshman or Sophomore may not enroll.'
- Level (e.g. Undergraduate, Graduate, Non Degree)
- Degree (e.g. BFA, BA, MFA)
- Program (e.g. LA-BA-ENGL)
 - The Registrar's Office does not recommend using this restriction given that issues often arise for double major or double degree students. Using a Degree or Field of Study restriction is advised in lieu of a Program restriction.
- College (e.g LA, VS)
- Student Attribute (e.g. Honors, Terminated from Major)

ACCT 311: Managerial and Cost Accounting. 3 credits.

Develops skills in identifying business processes, transforming data into useful information, and making managerial decisions. Designed for students in all areas of management, especially those whose career aims include cost management. Topics include analyzing and managing costs, developing cost systems that facilitate decision making, identifying opportunities for improving business process, creating financial and operating budgets for planning and control, and developing measures to assess performance. Mid-term and final exams may be scheduled on Saturdays for this class. The number of class sessions will be modified to compensate for mid-term examination time. Accommodations will be made for religious conflicts, Saturday classes, and certain official university activities. Offered by [School of Business](#). Limited to three attempts.

Recommended Prerequisite: Degree status.

Registration Restrictions:

Required Prerequisites: [ACCT 301^C](#) or [330^C](#).

^C Requires minimum grade of C.

Students with a class of Freshman may **not** enroll.

Non-Degree level students may **not** enroll.

Students with the terminated from BU major attribute may **not** enroll.

Schedule Type: Lecture

OTHER ITEMS

You may have requirements which fall outside of the categories of what can be built in Banner as outlined above. In such cases, you may add the requirement as a 'Note' which appears at the end of the course description.

- Built in Banner SCADETL as a text-based note.
- Has no effect on student registration. Students not meeting the requirement will still be able to register.

ATEP 256: Practicum I: Physical Assessment of the Lower Body. 3 credits.

A clinical practicum field experience under the direct supervision of a preceptor with emphasis on physical assessment of the lower body. **Notes: Formal acceptance to professional phase of the ATEP; Current Emergency Cardiac Care (ECC) Certification.** Offered by [Recreation, Health & Tourism](#). May not be repeated for credit.

Recommended Prerequisite: Grade of C or higher in [ATEP 150](#), [ATEP 180](#), [BIOL 124](#), [BIOL 125](#), [HEAL 110](#), and [ATEP 300](#).

Recommended Corequisite: [ATEP 250](#), [ATEP 255](#)

Schedule Type: Internship

MODIFICATIONS

Modifications made to courses from May 2017-March 2018 will be reflected in the **18-19 University Catalog**.

The transition to Curriculum Inventory Management (CIM) for Courses means that the required forms/approvals needed for these items will also be changing. If you have questions about how to change any aspect of a course outlined on these pages, please email catalog@gmu.edu for specific instructions.



Prerequisite Hard-coding Request Form
To Establish New or Existing Course Hard-coding,
Or Hard-code Removal.

College/School:	Department:	
Submitted by:	Ext:	Email:

Action Needed: Implement Hard-coding Remove Hard-coding

Subject Code: Number: Do not list multiple courses. Each course must have a separate form.

Effective Term: Fall Spring Summer Year

**** Changes to a hard-coded prerequisite(s) must be made before registration begins for the effective term. ****

Requirements for Hard-coded Prerequisites:

- Prerequisites must be a specific course or list of courses that must be taken before registering for a course. Also include transfer equivalents (*i.e.* IT U103) if applicable and if the prerequisite has been renumbered, include both the new and original course number. General statements (*i.e.* 40 credits or permission of instructor) cannot be hard-coded into Banner.
- A minimum grade (*i.e.* C or better) is required for each prerequisite. If not indicated, the default grades are C for undergraduate and B- for graduate level. An 'IN' grade does not satisfy the prerequisite check.

Prerequisites to be hard-coded: (must match course prerequisites as approved on Course Approval Form)

Features of Prerequisite Checking:

A student cannot register for the section if the hard-coded prerequisite is not in their academic history OR the student did not earn the minimum grade required by the prerequisite.

A student can register for the section if the student has the hard-coded prerequisite with the minimum grade in their academic history OR has been awarded transfer credit for the prerequisite OR the prerequisite is in progress. PLEASE NOTE: If the student later receives a grade below the minimum grade coded for the prerequisite(s), the system will not go back and re-evaluate the registration. See third bullet point below.

Unit Responsibilities:

- Units are responsible for maintaining accurate prerequisites. A signed Course Approval form is required for any prerequisite change.
- Issuing overrides should be centrally managed when possible. To override the prerequisite checking error, a registration override code (PQTEST) is required. Units will need to communicate with faculty to let them know that they are not allowed to use this override code if that process is to be managed by selected staff.
- The unit is responsible for emailing regsite@gmu.edu with a list of students who need to be dropped from the courses for not receiving minimum required grades. Instructions for identifying these students via a Banner script may be obtained by emailing requests@gmu.edu.

The Registrar's Office will not maintain the prerequisite checking feature if a department fails to meet the requirements established for its use.