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://admissions.ou.edu/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.
SCHED - 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.

---

**STUDENT ACADEMIC RECORDS**

**THE UNIVERSITY OF OKLAHOMA**

**SCREEN NAME**

**FUNCTION KEY**

**TO ACCESS**

- **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.

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

The RA20 Main Menu will be displayed.

<table>
<thead>
<tr>
<th>If you know the student’s ID number or Social Security number</th>
<th>If you do not know the student’s ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type the student’s ID number or Social Security number and press ENTER to display the student’s name.</td>
<td>you may utilize the RA20 alpha cross-reference screen using the following instructions.</td>
</tr>
<tr>
<td>Press the appropriate F key for the information you wish to view.</td>
<td>Press F24 (if you do not have an F24 key press SHIFT +F12; on Macintosh press APPLE+F12).</td>
</tr>
</tbody>
</table>

OR

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.

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.

**Intersession Semester Abbreviations:**
- D = December Intersession
- M = May Intersession
- A = August Intersession

**Campus abbreviations:**
- NOR = Norman Campus
- INT = Intersession
- 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.

<table>
<thead>
<tr>
<th>RA28</th>
<th>HIGH SCHOOL / TRANSFER INFORMATION</th>
<th>SF0752</th>
</tr>
</thead>
<tbody>
<tr>
<td>112 13 2859</td>
<td>TEST, STUDENT IS</td>
<td></td>
</tr>
<tr>
<td>TERM ENTER:</td>
<td>104 COLLEGE:</td>
<td>02</td>
</tr>
<tr>
<td>ADMIT TYPE:</td>
<td>2 MAJOR:</td>
<td>0509A</td>
</tr>
<tr>
<td>ADMIT STATUS:</td>
<td>CUM:</td>
<td></td>
</tr>
<tr>
<td>PRE/CERT:</td>
<td>500 COMB:</td>
<td></td>
</tr>
<tr>
<td>GED: NO</td>
<td>TRANS RET:</td>
<td></td>
</tr>
<tr>
<td>HS GPA:</td>
<td>CORE GPA:</td>
<td></td>
</tr>
<tr>
<td>DEC DATE:</td>
<td>LTR:</td>
<td>N 03-16-05</td>
</tr>
<tr>
<td>HIGH SCHOOL COURSEWORK</td>
<td>ACT: OLD:</td>
<td>ENGL:</td>
</tr>
<tr>
<td>ENGLISH:</td>
<td>FR LANG:</td>
<td>MATH:</td>
</tr>
<tr>
<td>MATH:</td>
<td>GE COMP:</td>
<td>SS:</td>
</tr>
<tr>
<td>SCIENCE:</td>
<td>C LIT:</td>
<td>NS:</td>
</tr>
<tr>
<td>HISTORY:</td>
<td>COMP:</td>
<td></td>
</tr>
<tr>
<td>CIZT:</td>
<td>ENH:</td>
<td></td>
</tr>
<tr>
<td>ENH:</td>
<td>ENL:</td>
<td></td>
</tr>
<tr>
<td>MOST RECENT INST ATTENDED</td>
<td>TYPE:</td>
<td></td>
</tr>
<tr>
<td>OKLA BAPT UNIV, SHAWNEE, OK</td>
<td>READ:</td>
<td>UM:</td>
</tr>
<tr>
<td></td>
<td>SR:</td>
<td>RH:</td>
</tr>
<tr>
<td></td>
<td>COMP:</td>
<td>GT:</td>
</tr>
<tr>
<td>HSG FEE:</td>
<td></td>
<td>TOEFL:</td>
</tr>
<tr>
<td>ADMIT TYPE (AT)</td>
<td></td>
<td>ADMIT STATUS (AS)</td>
</tr>
<tr>
<td>1 = Direct from High School</td>
<td>1 = Admit Conditionally</td>
<td></td>
</tr>
<tr>
<td>2 = New Transfer</td>
<td>2 = Admit Clear</td>
<td></td>
</tr>
<tr>
<td>3 = Former</td>
<td>3 = Admit on Probation</td>
<td></td>
</tr>
<tr>
<td>4 = Former Transfer</td>
<td>4 = Denied Admission</td>
<td></td>
</tr>
<tr>
<td>5 = Admitted, Not Coming</td>
<td>5 = Admitted, Not Coming</td>
<td></td>
</tr>
<tr>
<td>6 = Admitted, Conditional and on Probation</td>
<td>6 = Not Admitted and Not Coming</td>
<td></td>
</tr>
<tr>
<td>7 = Not Admitted and Not Coming</td>
<td>7 = Not Admitted and Not Coming</td>
<td></td>
</tr>
<tr>
<td>8 = Auditor (College 17)</td>
<td>8 = Auditor (College 17)</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

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 15 2859 APPLICANT

NAME: TEST STUDENT IS
1201 NOTTAREAL STREET
NORMAN, OK 73069 0000

TERM ENTER: FALL 04
ORIGIN: OTHER
SEX: MALE
BIRTHDATE: 01-02-57

HS GRAD DATE: 
ED LEVEL: 
OK RESIDENT:

PHONE: 405-123-4567

CONTACT TYPE: TRANSFER
CLASS: 
CURRENT SCHOOL: OKLA BA PT UNIV, SHAWNEE, OK
INTENDED MAJOR: MARKETING
PRE-PROF/CERT: PRE PROFESSIONAL BUSINESS

SCHOLARSHIP APP: NO
SCHOLAR 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.
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.

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 & Bursars 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:
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.

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**

**NAME:** TEST; STUDENT IS  
**LAST SCHOOL ATTENDED:** OKLA BAPT UNIV, SHAWNEE, OK

**ADDRESS:** 1201 NOTTAREAL STREET  
**NORMAN, OK 73069**

**PHONE:** 4051234567  
**EXPECTED MAJOR:** 0509A MARKETING

**SEX:** MALE  
**ORIGIN:** 01 02 57

**BIRTHDATE:** 01 02 57  
**ORIGINAL TERM ENTER:** 1 2004  
**GRAD SENIOR TERM ENTER:** FALL 2004

**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.

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.

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).

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.
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

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

----------------------------------------------------------------------------------
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).
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.

![Student Schedule Inquiry](image)

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.

<table>
<thead>
<tr>
<th>* * ADVANCED STANDING EVALUATION * *</th>
<th>SF0813</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVANCED STANDING WORK THAT WILL RECEIVE CREDIT</strong></td>
<td></td>
</tr>
<tr>
<td>TEST TYPE</td>
<td>TEST TITLE</td>
</tr>
<tr>
<td>CLEP SUBJECT EXAM</td>
<td>FRENCH</td>
</tr>
<tr>
<td>OU ED: 01</td>
<td>FR</td>
</tr>
<tr>
<td>OU ED: 02</td>
<td>FR</td>
</tr>
<tr>
<td>OU ED: 03</td>
<td>FR</td>
</tr>
<tr>
<td>OU ED: 04</td>
<td>FR</td>
</tr>
<tr>
<td>DEPARTMENTAL EXAM</td>
<td>ENGL 1113 PRIN OF ENGL COMP</td>
</tr>
<tr>
<td>OU ED: 01</td>
<td>ENGL 1113</td>
</tr>
<tr>
<td>DEPARTMENTAL EXAM</td>
<td>ENGL 1213 PRIN OF ENGL COMP</td>
</tr>
<tr>
<td>OU ED: 01</td>
<td>ENGL 1213</td>
</tr>
</tbody>
</table>

**ADVANCED STANDING WORK THAT WILL NOT RECEIVE CREDIT**

| TEST TYPE | TEST TITLE | GEN ED | SCORE | STATUS |
| CLEP SUBJECT EXAM | AMERICAN LITERATURE | | 28 | NO CREDIT |

**ADVANCED STANDING WORK NOT RECOGNIZED AT OU**

| TEST TYPE | TEST TITLE | GEN ED | SCORE | STATUS |
| TYPE CODE NOTFIND | A.P. GENERAL EXAM | | 27 | NO OU CREDIT |

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.
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.

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.
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.

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:

<table>
<thead>
<tr>
<th>DSAS</th>
<th>Display student schedule - all campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCS</td>
<td>Display open course sections</td>
</tr>
<tr>
<td>DSTS</td>
<td>Display student total schedule - includes drop/add history</td>
</tr>
<tr>
<td>DACS</td>
<td>Display all course sections</td>
</tr>
<tr>
<td>DSCS</td>
<td>Display student current schedule</td>
</tr>
<tr>
<td>DSIS</td>
<td>Display students in a section (like a class roll)</td>
</tr>
</tbody>
</table>

"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")

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.

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.
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.

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.

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.

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.

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
- CC = class cancelled
- CF = class full
- SC = section change
- TC = class temporarily closed
- 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.

**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:

<table>
<thead>
<tr>
<th>Function: I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Campus:</td>
</tr>
<tr>
<td>Semester:</td>
</tr>
<tr>
<td>Year:</td>
</tr>
<tr>
<td>Start:</td>
</tr>
<tr>
<td>End:</td>
</tr>
<tr>
<td>Availability:</td>
</tr>
<tr>
<td>Start-2:</td>
</tr>
<tr>
<td>End-2:</td>
</tr>
<tr>
<td>Pre-Enroll:</td>
</tr>
<tr>
<td>Graduation:</td>
</tr>
<tr>
<td>Bulletin:</td>
</tr>
<tr>
<td>Fee:</td>
</tr>
<tr>
<td>Enroll:</td>
</tr>
<tr>
<td>Fees:</td>
</tr>
<tr>
<td>Permits:</td>
</tr>
<tr>
<td>Graded:</td>
</tr>
</tbody>
</table>

SEMAVAILABILITY - 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 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:

```
<table>
<thead>
<tr>
<th>MCPI</th>
<th>COURSE PREREQUISITE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR/SEMESTER/CAMPUS/DEPT/COURSE/SECTION:</td>
<td>05 100 200 ACCT 1113 ***</td>
</tr>
<tr>
<td>USE ROW A:</td>
<td>Y</td>
</tr>
<tr>
<td>AND: Y OR:</td>
<td>DEPT: MATH COURSE: 2123</td>
</tr>
<tr>
<td>AND: Y OR:</td>
<td>DEPT: ACCT COURSE: 1113</td>
</tr>
<tr>
<td>AND: Y OR:</td>
<td>DEPT: ECON COURSE: 1123</td>
</tr>
<tr>
<td>AND: Y OR:</td>
<td>DEPT: ECON COURSE: 2843</td>
</tr>
<tr>
<td>AND: Y OR:</td>
<td>DEPT: B C COURSE: 2813</td>
</tr>
<tr>
<td>AND: OR:</td>
<td>DEPT: COURSE:</td>
</tr>
<tr>
<td>AND ROW B:</td>
<td>Y OR ROW B:</td>
</tr>
<tr>
<td>AND: OR:</td>
<td>DEPT: MIS COURSE: 2113</td>
</tr>
<tr>
<td>AND: OR:</td>
<td>DEPT: COURSE:</td>
</tr>
<tr>
<td>AND ROW C:</td>
<td>Y OR ROW C:</td>
</tr>
<tr>
<td>COLLEGE: 02</td>
<td>AND: OR:</td>
</tr>
<tr>
<td>MOM CODE:</td>
<td>MOM CODE:</td>
</tr>
<tr>
<td>MOM CODE:</td>
<td>MOM CODE:</td>
</tr>
<tr>
<td>SPECIAL PERM:</td>
<td>TEACHER CERT: Y</td>
</tr>
</tbody>
</table>
```

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).
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.

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.

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
TITLE (LONG): SOCIAL PSYCHOLOGY
GENERAL EDUCATION: SLASHLISTING NBR:
GRADUATE CREDIT: NO
REPEATABLE FOR CREDIT: NO
NUMBER OF REPEATS ALLOWED:

CROSSLISTING DEPT(S):
CROSSLISTING CODE:

CREDIT HRS: FIXED/MIN 03 MAX
CONTACT HRS: FIXED/MIN 048 MAX

APPROVAL DATE: 11/94 DELETION DATE:
APPROVED OFF CAMPUS:
APPROVED FOR UCT:
DATE REMOVED FROM GEN ED:

SCREEN 1: F2 CHANGES REQUESTED:
PRINT: F10 RETURN TO MENU: F12

INQUIRY COMPLETE

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) PSC 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.

**Approve 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:

**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:

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:

```
<table>
<thead>
<tr>
<th>SEQ</th>
<th>DEPT/COURSE</th>
<th>STANDING</th>
<th>SHORT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARCH 1011</td>
<td>PENDING</td>
<td>INTRO-BUILT ENVIRON</td>
</tr>
<tr>
<td>2</td>
<td>ARCH 1012</td>
<td>CURRENT</td>
<td>COMPUTERS IN ARCH</td>
</tr>
<tr>
<td>3</td>
<td>ARCH 1133</td>
<td>CURRENT</td>
<td>INTRO TO BUILD TECH</td>
</tr>
<tr>
<td>4</td>
<td>ARCH 1143</td>
<td>CURRENT</td>
<td>DESIGN CONST/SOC</td>
</tr>
<tr>
<td>5</td>
<td>ARCH 1153</td>
<td>CURRENT</td>
<td>STUDIO I</td>
</tr>
<tr>
<td>6</td>
<td>ARCH 1243</td>
<td>HISTORY 1</td>
<td>HIST OF BUILT ENV</td>
</tr>
<tr>
<td>7</td>
<td>ARCH 1253</td>
<td>CURRENT</td>
<td>STUDIO II</td>
</tr>
<tr>
<td>8</td>
<td>ARCH 2143</td>
<td>PENDING</td>
<td>GRAPHICS II</td>
</tr>
<tr>
<td>9</td>
<td>ARCH 2235</td>
<td>CURRENT</td>
<td>ARCH STRUCTURES I</td>
</tr>
<tr>
<td>10</td>
<td>ARCH 2235</td>
<td>HISTORY 1</td>
<td>ARCH STRUCTURES I</td>
</tr>
</tbody>
</table>
```

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), 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

TO BROWSE THE CIP CODES WITHOUT ENTERING DEPT - PRESS F1
TO BROWSE THE CIP CODES WITHOUT ENTERING DEPT - PRESS F1

FOLLOW INSTRUCTIONS FOR INQUIRY - THEN PRESS ENTER
MCIS MENU: F12
NC0016
```

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

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 EQUI
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
```

MC0016

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:

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
How to Create, Delete or Modify a Course

A Course Request must be generated to create, delete or modify a course. 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 is held in a Pending cycle until the Academic Programs Council (APC) acts on it. The APC determines the term that any approved course request goes into effect. At that time the Curricular Changes/Academic Publications Office will move it to a cycle designated by the APC.

To access the Course Request Menu from a clear CICS screen, type MCIR and press ENTER.

Type the course's department abbreviation and course number and press F1.

All courses are identified by numbers composed of four digits. Courses numbered 1000-2999 are referred to as "lower division," those numbered 3000-4999 are "upper division," and those numbered 5000 and above are "graduate-level." The first digit indicates the class year in which the subject is ordinarily taken, although enrollment is not exclusive as to student classification; the second and third digits identify the course within the field. The fourth digit denotes the number of credit hours assigned to the course. A zero (0) as the fourth digit indicates the course is offered for a variable number of credit hours.

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.

Press F1 to reach Course Request Form Screen One.

**Exclusive Form Information**

On these screens the department provides the rationale for the course request, explains the impact the course addition/deletion or change will have on courses and programs within the department offering the course, describes what impact the change will have on other departments' courses and programs and certifies that they have consulted with those areas to avoid duplication or conflict.

--- Exclusive Form Information Screen One

Enter the information requested.

**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 (FA, SP, SU) + four-digit year.

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

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

**Reason for Request:** One to six lines are provided to explain the intent of the request. The reason needs to address more than just the fact that the change is being requested, it needs to provide the motivation behind 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.

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.

--- Exclusive Form Information Screen Two

Enter the information requested.

**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.

*Note:* Indicating a course as Gen Ed here does **not** constitute submission of the course for Gen Ed approval. That is a separate
process through the Provost’s Advisory Council on General Education Oversight. See PACGEO Web site for more information on that procedure.

**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 in the department, 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.*

**How Is Change Related to Other Departments Courses:** Discuss any real or apparent duplication or overlap or conflict with courses offered by other departments. Address any impact this change may have on other majors’ curricula, and include certification that the other departments have been consulted concerning the proposed course addition/deletion or change.

**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. Library resources should also be considered when proposing new courses.

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

Press F3 to proceed to Course Request Form Screen Three.

-- Exclusive Form Information Screen Three

Enter the information requested.

**How Is Change Related to Other Departments Courses:** Discuss any real or apparent duplication or overlap or conflict with courses offered by other departments. Address any impact this change may have on other majors’ curricula, and include certification that the other departments have been consulted concerning the proposed course addition/deletion or change.

**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. Library resources should also be considered when proposing new courses.

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

Disregard screen 4 - Access is restricted to Curricular Changes/Academic Publications.

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.

### Basic Course Inventory Information

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.

-- 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 all 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.

Enter the information requested.

**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. 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. Classification for Instructional Programs (CIP) codes indicate classification of instruction. In classifying courses subject matter takes precedence over department of instruction. Departments can either refer to courses covering similar subject matter for an appropriate CIP code, or they can use the CIP system in CICS to arrive at a CIP code.

**HEGIS Code:** Choose the appropriate HEGIS code for the course’s field of study. Higher Education General Instruction Survey (HEGIS) is a federal code structure developed to provide some uniformity in comparing fields of study. Departments can refer to courses in the same field for an appropriate HEGIS, or refer to the HEGIS table available through [http://admissions.ou.edu/cicsindex.htm](http://admissions.ou.edu/cicsindex.htm).

**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 = PS 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. If applicable, course request forms must be submitted for all departments indicated. Crosslisting of courses is also indicated in the course title.

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. If applicable, forms for both the 4000 and 5000-level course must be submitted. Slashlisting of courses is also indicated in the course title. Courses are slashlisted so undergraduate students may take the undergraduate 4000-level course while graduate students may take the same course as a graduate 5000-level course. The lectures in a slashlisted course are the same. However, students in the 5000-level course have substantial additional requirements beyond those for students in the 4000-level course. These additional requirements are listed in the slashlisted course syllabus.

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 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).

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

Press F2 to proceed to Basic Course Inventory Information Screen Two.

-- Basic Course Inventory Information Screen Two
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. Enter the information requested.

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 reprieve policies do not apply in determining whether a course is repeatable.

Reason for Variable Content: Y = course does have variable title/content; N = course does not have variable title/content. If course does have variable title/content, indicate the reason.

Press ENTER to save the data you just entered on the screen.
Press F3 to proceed to Basic Course Inventory Information Screen Three.

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

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

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

There should be a printer defined for CICS in each department.

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

Enter the ID for that printer, the number of copies needed, and press F1.

Copy Crosslisted Course Requests
This function will automatically create Course Requests for all crosslistings of a proposed course.

From the Course Maintenance/Course Request (MCIR) menu, press F1 to go to the Course Request Menu.

Enter the department abbreviation and course number of the course you are crosslisting and press f8.

Edit the course description(s) or each request to reflect the crosslisting.

Add Course Request Approvals
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 Curricular Changes/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.

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

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

**Delete Current Course or Course Request**

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 Curricular Changes/Academic Publications is authorized to delete it.

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

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 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 for submitting course requests. The Graduate Council sends their recommendations to the Academic Programs Council through the course approval process. The General Education Committee approves courses for General Education designation separately from the course request process. In order to be included in a summer/fall class schedule, course requests must be approved by the Academic Programs Council in February, and to be included 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 included 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.
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.

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Health Sciences Center</td>
</tr>
<tr>
<td>200</td>
<td>Norman Campus</td>
</tr>
<tr>
<td>501</td>
<td>Advanced Programs</td>
</tr>
<tr>
<td>502</td>
<td>Liberal Studies</td>
</tr>
<tr>
<td>503</td>
<td>Independent Studies</td>
</tr>
<tr>
<td>504</td>
<td>Academic Programs</td>
</tr>
<tr>
<td>505</td>
<td>OU Tulsa</td>
</tr>
</tbody>
</table>

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)

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).
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 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.
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function</td>
<td>1</td>
</tr>
<tr>
<td>FICE Code</td>
<td>03184</td>
</tr>
<tr>
<td>Name/Locality</td>
<td>UNIV OF OKLA, NORMAN, OK</td>
</tr>
<tr>
<td>Credit Hour System</td>
<td>S</td>
</tr>
<tr>
<td>Type</td>
<td>2</td>
</tr>
<tr>
<td>Course Level Digit</td>
<td>1</td>
</tr>
<tr>
<td>Full Name</td>
<td>UNIVERSITY OF OKLAHOMA</td>
</tr>
<tr>
<td>Country Code</td>
<td>US</td>
</tr>
<tr>
<td>Country Name Abbreviation</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>Also Known As</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Articulation</td>
<td></td>
</tr>
<tr>
<td>Grade Conversion</td>
<td>(S,A,BLANK)</td>
</tr>
<tr>
<td>Fully Evaluated</td>
<td>N</td>
</tr>
<tr>
<td>Evaluation Year</td>
<td>(CCYY)</td>
</tr>
<tr>
<td>City</td>
<td>NORMAN</td>
</tr>
<tr>
<td>State</td>
<td>OK</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>73019</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>SPEDE Qualifier</td>
<td>73</td>
</tr>
<tr>
<td>Attention Name</td>
<td></td>
</tr>
<tr>
<td>SPEDE Code</td>
<td>03184</td>
</tr>
<tr>
<td>Attention Code</td>
<td></td>
</tr>
<tr>
<td>EOS Code</td>
<td>(G,I,BLANK)</td>
</tr>
<tr>
<td>STX Name</td>
<td></td>
</tr>
<tr>
<td>STX Overlay Code</td>
<td></td>
</tr>
<tr>
<td>Institution Notes</td>
<td>No (PRESS F1 FOR NOTES)</td>
</tr>
</tbody>
</table>

Credit Hour System
- S = Semester
- Q = Quarter
- 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:

<table>
<thead>
<tr>
<th>SQ#</th>
<th>FICE</th>
<th>CR</th>
<th>HR</th>
<th>INSTITUTION NAME/LOCALE</th>
<th>ST</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>03185</td>
<td>S</td>
<td></td>
<td>UNIV OF TULSA, TULSA, OK</td>
<td>OK</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>2</td>
<td>03167</td>
<td>S</td>
<td></td>
<td>UNIV SCI &amp; ARTS OF OKLA, CHICKASHA, OK</td>
<td>OK</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>3</td>
<td>03146</td>
<td>S</td>
<td></td>
<td>W OKLA ST COLL, ALTUS, OK</td>
<td>OK</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>4</td>
<td>03151</td>
<td>S</td>
<td></td>
<td>WESLEYAN COLL</td>
<td>OK</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>5</td>
<td>90230</td>
<td>S</td>
<td></td>
<td>BIBLE STANDARD COLL</td>
<td>OR</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>6</td>
<td>03186</td>
<td>S</td>
<td></td>
<td>BLUE MOUNTAIN CC, PENDLETON, OR</td>
<td>OR</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>7</td>
<td>03188</td>
<td>B</td>
<td></td>
<td>CENTRAL OR CC, BEND, OR</td>
<td>OR</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>8</td>
<td>03218</td>
<td>B</td>
<td></td>
<td>CHEMEKETA CC, SALEM, OR</td>
<td>OR</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

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
      INSTITUTION MULTIPLE COURSE INQUIRY

SEQUENCE NUMBER SELECTED:  _
FICE CODE: 09763  CREDIT HR SYS: $  TULSA COMMUNITY COLLEGE, TULSA, OK

1) DEPT: ART    COURSE: 1113    DIST: 0A    BEG. TERM: 00000    END TERM: 999999
   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:

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:

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.

<table>
<thead>
<tr>
<th>HEGIS</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>Agriculture and Natural Resources</td>
</tr>
<tr>
<td>0101</td>
<td>Agriculture, General</td>
</tr>
<tr>
<td>0102</td>
<td>Agronomy (Field Crops, and Crop Management)</td>
</tr>
<tr>
<td>0103</td>
<td>Soils Science (Management and Conservation)</td>
</tr>
<tr>
<td>0104</td>
<td>Animal Science (Husbandry)</td>
</tr>
<tr>
<td>0105</td>
<td>Dairy Science (Husbandry)</td>
</tr>
<tr>
<td>0106</td>
<td>Poultry Science</td>
</tr>
<tr>
<td>0107</td>
<td>Fish, Game, and Wildlife Management</td>
</tr>
<tr>
<td>0108</td>
<td>Horticulture (Fruit and Vegetable Production)</td>
</tr>
<tr>
<td>0109</td>
<td>Ornamental Horticulture (Floriculture, Nursery Science)</td>
</tr>
<tr>
<td>0110</td>
<td>Agriculture and Farm Management</td>
</tr>
<tr>
<td>0111</td>
<td>Agricultural Economics</td>
</tr>
<tr>
<td>0112</td>
<td>Agricultural Business</td>
</tr>
<tr>
<td>0113</td>
<td>Food Science and Technology</td>
</tr>
<tr>
<td>0114</td>
<td>Forestry</td>
</tr>
<tr>
<td>0115</td>
<td>Natural Resources Management</td>
</tr>
<tr>
<td>0116</td>
<td>Agriculture and Forestry Technologies</td>
</tr>
<tr>
<td>0117</td>
<td>Range Management</td>
</tr>
<tr>
<td>0119</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>0200</td>
<td>Architecture and Environmental Design</td>
</tr>
<tr>
<td>0201</td>
<td>Environmental Design, General</td>
</tr>
<tr>
<td>0202</td>
<td>Architecture</td>
</tr>
<tr>
<td>0203</td>
<td>Interior Design</td>
</tr>
<tr>
<td>0204</td>
<td>Landscape Architecture</td>
</tr>
<tr>
<td>0205</td>
<td>Urban Architecture</td>
</tr>
<tr>
<td>0206</td>
<td>City, Community, and Regional Planning</td>
</tr>
<tr>
<td>0207</td>
<td>Pre-Architecture</td>
</tr>
<tr>
<td>0208</td>
<td>Construction Science</td>
</tr>
<tr>
<td>0299</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>0300</td>
<td>Area Studies in History</td>
</tr>
<tr>
<td>0301</td>
<td>Asian Studies, General</td>
</tr>
<tr>
<td>0302</td>
<td>East Asian Studies</td>
</tr>
<tr>
<td>0303</td>
<td>South Asian (India, etc.) Studies</td>
</tr>
<tr>
<td>0304</td>
<td>Southeast Asian Studies</td>
</tr>
<tr>
<td>0305</td>
<td>African Studies</td>
</tr>
<tr>
<td>0306</td>
<td>Islamic Studies</td>
</tr>
<tr>
<td>0307</td>
<td>Russian and Slavic Studies</td>
</tr>
<tr>
<td>0308</td>
<td>Latin American Studies</td>
</tr>
<tr>
<td>0309</td>
<td>Middle Eastern Studies</td>
</tr>
<tr>
<td>0310</td>
<td>European Studies, General</td>
</tr>
<tr>
<td>0311</td>
<td>Eastern European Studies</td>
</tr>
<tr>
<td>0312</td>
<td>West European Studies</td>
</tr>
<tr>
<td>0313</td>
<td>American Studies</td>
</tr>
<tr>
<td>0314</td>
<td>Pacific Area Studies</td>
</tr>
<tr>
<td>0399</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>0400</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>0401</td>
<td>Biology, General</td>
</tr>
<tr>
<td>0402</td>
<td>Botany, General</td>
</tr>
<tr>
<td>0403</td>
<td>Bacteriology</td>
</tr>
</tbody>
</table>
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 to 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
<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0847</td>
<td>Education Administration - Elementary Principal</td>
</tr>
<tr>
<td>0848</td>
<td>Education Administration - Secondary</td>
</tr>
<tr>
<td>0849</td>
<td>Education Administration - Secondary Principal</td>
</tr>
<tr>
<td>0850</td>
<td>Music Education - Instrumental</td>
</tr>
<tr>
<td>0851</td>
<td>Music Education - Vocal</td>
</tr>
<tr>
<td>0852</td>
<td>Physical Education for Women</td>
</tr>
<tr>
<td>0853</td>
<td>Social Studies - Geography</td>
</tr>
<tr>
<td>0854</td>
<td>Home Ec Education - Vocational</td>
</tr>
<tr>
<td>0855</td>
<td>Educational Media - Public School Librarian</td>
</tr>
<tr>
<td>0856</td>
<td>Journalism Education</td>
</tr>
<tr>
<td>0857</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>0858</td>
<td>School Psychometrist</td>
</tr>
<tr>
<td>0859</td>
<td>Speech/Drama Education</td>
</tr>
<tr>
<td>0860</td>
<td>School Nurse</td>
</tr>
<tr>
<td>0861</td>
<td>Prof. School Service - Visiting Coun.</td>
</tr>
<tr>
<td>0862</td>
<td>Bookkeeping &amp; Clerical Practice</td>
</tr>
<tr>
<td>0864</td>
<td>Education Media - Speech Education</td>
</tr>
<tr>
<td>0865</td>
<td>Counseling Psychology</td>
</tr>
<tr>
<td>0866</td>
<td>Education Administration - Elementary</td>
</tr>
<tr>
<td>0899</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>0900</td>
<td>Engineering</td>
</tr>
<tr>
<td>0900X</td>
<td>Engineering - BS Undecided Field</td>
</tr>
<tr>
<td>0900Z</td>
<td>Engineering, No Major</td>
</tr>
<tr>
<td>0901</td>
<td>Engineering, General</td>
</tr>
<tr>
<td>0902</td>
<td>Engineering, No Major</td>
</tr>
<tr>
<td>0903</td>
<td>Agricultural Engineering</td>
</tr>
<tr>
<td>0904</td>
<td>Architectural Engineering</td>
</tr>
<tr>
<td>0905</td>
<td>Bioengineering and Biomedical Engineering</td>
</tr>
<tr>
<td>0906</td>
<td>Chemical Engineering (include Petroleum Refining)</td>
</tr>
<tr>
<td>0907</td>
<td>Petroleum Engineering (exclude Petroleum Refining)</td>
</tr>
<tr>
<td>0908</td>
<td>Civil, Construction, and Transportation Engineering</td>
</tr>
<tr>
<td>0909</td>
<td>Electrical, Electronics, and Communications Engineer</td>
</tr>
<tr>
<td>0910</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>0911</td>
<td>Geological Engineering</td>
</tr>
<tr>
<td>0912</td>
<td>Geophysical Engineering</td>
</tr>
<tr>
<td>0913</td>
<td>Industrial and Management Engineering</td>
</tr>
<tr>
<td>0914</td>
<td>Metallurgical Engineering</td>
</tr>
<tr>
<td>0915</td>
<td>Materials Engineering</td>
</tr>
<tr>
<td>0916</td>
<td>Ceramic Engineering</td>
</tr>
<tr>
<td>0917</td>
<td>Textile Engineering</td>
</tr>
<tr>
<td>0918</td>
<td>Mining and Mineral Engineering</td>
</tr>
<tr>
<td>0919</td>
<td>Engineering Physics</td>
</tr>
<tr>
<td>0920</td>
<td>Nuclear Engineering</td>
</tr>
<tr>
<td>0921</td>
<td>Engineering Mechanics</td>
</tr>
<tr>
<td>0922</td>
<td>Environmental and Sanitary Engineering</td>
</tr>
<tr>
<td>0923</td>
<td>Naval Architecture and Marine Engineering</td>
</tr>
<tr>
<td>0924</td>
<td>Ocean Engineering</td>
</tr>
<tr>
<td>0925</td>
<td>Engineering Technologies</td>
</tr>
<tr>
<td>0999</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>1000</td>
<td>Fine and Applied Arts, No Major</td>
</tr>
<tr>
<td>1001</td>
<td>Fine Arts, General</td>
</tr>
<tr>
<td>1002</td>
<td>Art, (Painting, Drawing, Sculpture)</td>
</tr>
<tr>
<td>1003</td>
<td>Art History and Appreciation</td>
</tr>
<tr>
<td>1004</td>
<td>Music (Performing, Composition, Theory)</td>
</tr>
<tr>
<td>1005</td>
<td>Music (Liberal Arts Program)</td>
</tr>
<tr>
<td>1006</td>
<td>Music History and Appreciation (Musicology)</td>
</tr>
<tr>
<td>1007</td>
<td>Dramatic Arts</td>
</tr>
<tr>
<td>1008</td>
<td>Dance</td>
</tr>
<tr>
<td>Code</td>
<td>Subject</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>1010</td>
<td>Cinematography</td>
</tr>
<tr>
<td>1011</td>
<td>Photography</td>
</tr>
<tr>
<td>1012</td>
<td>Baritone</td>
</tr>
<tr>
<td>1013</td>
<td>Bass</td>
</tr>
<tr>
<td>1014</td>
<td>Bassoon</td>
</tr>
<tr>
<td>1015</td>
<td>Cello</td>
</tr>
<tr>
<td>1016</td>
<td>Clarinet</td>
</tr>
<tr>
<td>1017</td>
<td>Flute</td>
</tr>
<tr>
<td>1018</td>
<td>French Horn</td>
</tr>
<tr>
<td>1019</td>
<td>Harp</td>
</tr>
<tr>
<td>1020</td>
<td>Harpsichord</td>
</tr>
<tr>
<td>1021</td>
<td>Oboe</td>
</tr>
<tr>
<td>1022</td>
<td>Organ</td>
</tr>
<tr>
<td>1023</td>
<td>Percussion</td>
</tr>
<tr>
<td>1024</td>
<td>Piano</td>
</tr>
<tr>
<td>1025</td>
<td>Saxophone</td>
</tr>
<tr>
<td>1026</td>
<td>Trombone</td>
</tr>
<tr>
<td>1027</td>
<td>Trumpet</td>
</tr>
<tr>
<td>1028</td>
<td>Tuba</td>
</tr>
<tr>
<td>1029</td>
<td>Viola</td>
</tr>
<tr>
<td>1030</td>
<td>Violin</td>
</tr>
<tr>
<td>1031</td>
<td>Voice</td>
</tr>
<tr>
<td>1032</td>
<td>Junior Recital</td>
</tr>
<tr>
<td>1033</td>
<td>Undergrad Music Recital</td>
</tr>
<tr>
<td>1034</td>
<td>Senior Recital</td>
</tr>
<tr>
<td>1035</td>
<td>Graduate Recital</td>
</tr>
<tr>
<td>1036</td>
<td>Graduate Ed Recital</td>
</tr>
<tr>
<td>1037</td>
<td>Grad Recital - DR.</td>
</tr>
<tr>
<td>1038</td>
<td>Music Literature</td>
</tr>
<tr>
<td>1039</td>
<td>Music Technique</td>
</tr>
<tr>
<td>1040</td>
<td>Cornet</td>
</tr>
<tr>
<td>1041</td>
<td>Grad Lect - Cham Rec Dr. Mus Arts</td>
</tr>
<tr>
<td>1042</td>
<td>Theory</td>
</tr>
<tr>
<td>1043</td>
<td>Grad Recital DMA</td>
</tr>
<tr>
<td>1045</td>
<td>Recorder</td>
</tr>
<tr>
<td>1050</td>
<td>Music Education (Instrumental)</td>
</tr>
<tr>
<td>1051</td>
<td>Music Education (Vocal)</td>
</tr>
<tr>
<td>1052</td>
<td>Music Education (Combined)</td>
</tr>
<tr>
<td>1053</td>
<td>Music Education</td>
</tr>
<tr>
<td>1054</td>
<td>Conducting</td>
</tr>
<tr>
<td>1099</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>1100</td>
<td>Foreign Languages</td>
</tr>
<tr>
<td>1101</td>
<td>Foreign Languages, General</td>
</tr>
<tr>
<td>1102</td>
<td>French</td>
</tr>
<tr>
<td>1103</td>
<td>German</td>
</tr>
<tr>
<td>1104</td>
<td>Italian</td>
</tr>
<tr>
<td>1105</td>
<td>Spanish</td>
</tr>
<tr>
<td>1106</td>
<td>Russian</td>
</tr>
<tr>
<td>1107</td>
<td>Chinese</td>
</tr>
<tr>
<td>1108</td>
<td>Japanese</td>
</tr>
<tr>
<td>1109</td>
<td>Latin</td>
</tr>
<tr>
<td>1110</td>
<td>Greek, Classical</td>
</tr>
<tr>
<td>1111</td>
<td>Hebrew</td>
</tr>
<tr>
<td>1112</td>
<td>Arabic</td>
</tr>
<tr>
<td>1113</td>
<td>Indian (Asiatic)</td>
</tr>
<tr>
<td>1114</td>
<td>Scandinavian Languages</td>
</tr>
<tr>
<td>1115</td>
<td>Slavic Languages (other than Russian)</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Code</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1503</td>
<td>Comparative Literature</td>
</tr>
<tr>
<td>1504</td>
<td>Classics</td>
</tr>
<tr>
<td>1505</td>
<td>Linguistics (include Phonetics, Semantics, and Philology)</td>
</tr>
<tr>
<td>1506</td>
<td>Speech, Debate, and Forensic Science (Rhetoric and Public Address)</td>
</tr>
<tr>
<td>1507</td>
<td>Creative Writing</td>
</tr>
<tr>
<td>1508</td>
<td>Teaching of English as a Foreign Language</td>
</tr>
<tr>
<td>1509</td>
<td>Philosophy</td>
</tr>
<tr>
<td>1510</td>
<td>Religious Studies (exclude Theological Professions)</td>
</tr>
<tr>
<td>1511</td>
<td>Liberal Studies</td>
</tr>
<tr>
<td>1512</td>
<td>Letters (Lit, Phil, &amp; Hist)</td>
</tr>
<tr>
<td>1599</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>1600</td>
<td>Library Science</td>
</tr>
<tr>
<td>1601</td>
<td>Library Science, General</td>
</tr>
<tr>
<td>1699</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>1700</td>
<td>Mathematics</td>
</tr>
<tr>
<td>1701</td>
<td>Mathematics, General</td>
</tr>
<tr>
<td>1702</td>
<td>Statistics, Mathematical and Theoretical</td>
</tr>
<tr>
<td>1703</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>1799</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>1800</td>
<td>Military Sciences</td>
</tr>
<tr>
<td>1801</td>
<td>Military Science (Army)</td>
</tr>
<tr>
<td>1802</td>
<td>Naval Science (Navy, Marines)</td>
</tr>
<tr>
<td>1803</td>
<td>Aerospace Science (Air Force)</td>
</tr>
<tr>
<td>1899</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>1900</td>
<td>Physical Sciences</td>
</tr>
<tr>
<td>1901</td>
<td>Physical Sciences, General</td>
</tr>
<tr>
<td>1902</td>
<td>Physics, General (exclude Biophysics)</td>
</tr>
<tr>
<td>1903</td>
<td>Molecular Physics</td>
</tr>
<tr>
<td>1904</td>
<td>Nuclear Physics</td>
</tr>
<tr>
<td>1905</td>
<td>Chemistry, General (exclude Biochemistry) Undergrad Chem</td>
</tr>
<tr>
<td>1906</td>
<td>Inorganic Chemistry</td>
</tr>
<tr>
<td>1907</td>
<td>Organic Chemistry</td>
</tr>
<tr>
<td>1908</td>
<td>Physical Chemistry</td>
</tr>
<tr>
<td>1909</td>
<td>Analytical Chemistry</td>
</tr>
<tr>
<td>1910</td>
<td>Pharmaceutical Chemistry</td>
</tr>
<tr>
<td>1911</td>
<td>Astronomy</td>
</tr>
<tr>
<td>1912</td>
<td>Astrophysics</td>
</tr>
<tr>
<td>1913</td>
<td>Atmospheric Sciences and Meteorology</td>
</tr>
<tr>
<td>1914</td>
<td>Geology</td>
</tr>
<tr>
<td>1915</td>
<td>Geochemistry</td>
</tr>
<tr>
<td>1916</td>
<td>Geophysics and Seismology</td>
</tr>
<tr>
<td>1917</td>
<td>Earth Sciences, General</td>
</tr>
<tr>
<td>1918</td>
<td>Paleontology</td>
</tr>
<tr>
<td>1919</td>
<td>Oceanography</td>
</tr>
<tr>
<td>1920</td>
<td>Metallurgy</td>
</tr>
<tr>
<td>1921</td>
<td>Geosciences</td>
</tr>
<tr>
<td>1997</td>
<td>Geology - Graduate Und Op</td>
</tr>
<tr>
<td>1998</td>
<td>Chemistry - Graduate Und Op</td>
</tr>
<tr>
<td>1999</td>
<td>Other, Specify</td>
</tr>
<tr>
<td>2000</td>
<td>Psychology</td>
</tr>
<tr>
<td>2001</td>
<td>Experimental Psychology (Animal and Human)</td>
</tr>
<tr>
<td>2002</td>
<td>Clinical Psychology</td>
</tr>
<tr>
<td>2004</td>
<td>Psychology for Counseling</td>
</tr>
<tr>
<td>2005</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>2006</td>
<td>Psychometrics</td>
</tr>
</tbody>
</table>
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 sites
4982  Used for State OHETIS sites