

Master Name Create

The master name file, which includes MN01 Master Name Display, MN03 Master Name Browse, and MN04 Course Enrollment History, is a list of your department's course numbers and titles. Because of the way the master course schedule is structured in UIS, there must a course number and title listed on the master name file (MN01) before you can schedule a course for a semester on Master Course Create (MC02).

To setup a new course number or to change an existing title or course number, follow the steps listed below:

1. Determine the level of the course. Courses can be designated as L (Fulfills a University Core Requirement), U (Undergraduate Elective), M (Undergraduate Major), B (Graduate/Undergraduate), and G (Graduate Only). The numbers for each level vary by department, although most Core courses run from 001-199.
2. Check MN03 to review a course number and abbreviated title, two alternate IDs or cross-listed courses, the retired date, if applicable, and the home department, which should be your department's alphabetic prefix. Disregard the "Created" date on MN03 since it is not usually accurate.
3. Choose a number that is not listed or one that has not been offered in five years. If there is no retired date on MN 03, then check MN01 under "Recent Terms For Course," for the last semester the course was offered.
4. Check MN04 to see what titles have been assigned to this course number over the years, especially if you are reusing a course that is or has been listed in the degree audit as satisfying a University Core or a requirement for your department's major/concentration or minor.
5. Contact the Assistant Director of Student Services Communications to have a course number and title added, reused, or updated. You may update a title at any time as long as the new title would not be mistaken for a new course.
6. Don't assign or update a course title or cross-listing on the MC 10 transaction. Once the transaction has been confirmed, check the new or updated course number on MN01. Be sure all the information is complete and accurate.

MN01 _____ MASTER NAME DISPLAY DATE: TUE JUL 28, 2009

*Course must start with 2 LETTERS NAME: K.WINARSKI

COURSE NAME:

ABBREVIATION:

ALTERNATE ID1:

ALTERNATE ID2:

HOME DEPT:

RECENT TERMS FOR COURSE

DEGR RESTRICT:

CLAS RESTRICT:

FULLTIME CERT:

TOTAL TERMS GIVEN:

EQUIVALENT COURSES FOR DEGREE AUDIT:

CREATE DATE:

REPEATABLE FOR CREDIT:

UPDATE DATE:

EQUIVALENCY COURSE:

UPDATED BY:

EQUIVALENCY TYPE:

RETIRED TERM:

MN03 BROWSE MASTER NAMES DATE: TUE JUL 28, 2009
SEARCH DEPT: BI ____ NAME: K.WINARSKI
____ (Enter Selection Number to display course)

Course	Abbreviated Name	AltID1	AltID2	Retired	Home	Created
1 BI000	BIOLOGY OLD EQUIVALENT				BI	03/11/1988
2 BI001	BIOLOGY CORE EQUIV				BI	06/09/1987
3 BI002	BIOLOGY ELECTIVE EQUIV				BI	06/09/1987
4 BI003	BIOLOGY MAJOR EQUIV				BI	06/09/1987
5 BI004	NURSING A&P I EQUIV				BI	08/19/1987
6 BI005	NURSING A&P II EQUIV				BI	08/19/1987
7 BI006	NURSING MICROBIOLOGY EQUI				BI	08/19/1987
8 BI007	BIOLOGY LAB CORE EQUIV				BI	09/22/1988
9 BI008	BIOLOGY LAB MAJOR EQUIV				BI	09/22/1988
10 BI009	BIOLOGY LAB ELEC EQUIV				BI	09/22/1988
11 BI010	BIOLOGY CORE EQUIV-AP			2000F	BI	02/22/1989
12 BI011	ANAT&PHYSIOLOGY I LAB EQU				BI	01/17/2008
13 BI012	ANAT&PHYSIOLOGY II LAB EQ				BI	01/17/2008
14 BI013	MICROBIOLOGY LAB EQUIV				BI	01/17/2008
15 BI100	SURVEY OF BIOLOGY I				BI	10/18/1984
16 BI102	SURVEY OF BIOLOGY II				BI	10/23/1984
17 BI106	FUNDAMENTALS/BIOLOGY I				SU	01/24/1985
18 BI107	FUND/BIOLOGY I/LAB				SU	01/24/1985

Press RETURN/ENTER to Page Forward

MN04 COURSE ENROLLMENT HISTORY DATE: TUE JUL 28, 2009
COURSE#? BI200 =MOLECULES&CELLS NAME: K.WINARSKI

DISPLAYING: 001 - 018 OUT OF: 120

OPTIONS: + =TOP OF PAGE, - =BOTTOM OF PAGE

Term	Course Name	Enrolled Sections	Comment
_ 2011S			
_ 2011F			
_ 2010U			
_ 2010S			
_ 2010F	MOLECULES&CELLS	2	
_ 2009U			
_ 2009S			
_ 2009F	MOLECULES&CELLS	2	
_ 2008U			
_ 2008S			
_ 2008F	INTRODUCTORY BIOLOGY I	2	
_ 2007U			
_ 2007S			
_ 2007F	INTRODUCTORY BIOLOGY I	2	
_ 2006U			
_ 2006S			
_ 2006F	INTRODUCTORY BIOLOGY I	2	
_ 2005U			

*** HIT ENTER TO PAGE FORWARD ***