

MnSCU New Course Inserts

New courses for academic terms can be inserted into your existing TA tables. The new courses will be inserted into the Segment with the Alphanumeric, course number, and course title. The new courses are inserted after the last course in the group. If the course is also a new group, the Group will be created. New courses that are defined as Minnesota Transfer Curriculum (MnTC) are noted in the Memo at the rule level. The insert process only inserts into your most recent catalog.

The target course insert for the new 2008-2008 courses is: "ACYR0809."

How to use the inserts?

1. Use the attached form to select the campuses you want. FAX us the DARS Course Insert request or the MnTC DARS Course inserts.
2. You will be notified by email when the courses have been inserted into your TA tables. You will receive an attachment identifying all new courses sent to your DARS.
3. New courses for 2008-2009 are inserted into the corresponding DARS catalog with the target course of "ACYR0809."
4. **Dropped courses, course title changes, MnTC changes, and credit changes, are not sent with the course inserts.** Dropped courses, course title changes, MnTC changes, and credit changes, are noted within the posted documents, at

http://www.dars.mntransfer.org/updates/currchanges/2008_09/2008_09.html

5. You may wish to Click and drag the new course inserts up the tree within its Group. If your TA encoding ends each group with a generic course (i.e., ART ****), then you MUST drag the new course inserts up the tree within the Group.
6. Articulate the new courses according to your transfer policy.
7. The Status of new courses inserted is "H" (Hide Articulation Rule). Once you have articulated the new course, the course must be "un-hidden" to show in CAS.

The insert process:

- * only inserts NEW courses
- * only occurs with your request
- * only includes updates approved by the institution

Considerations:

1. If you are using a course condition code for accepting “D” MnTC courses, please add this condition code to the 2008-2009 MnTC courses. The course condition code can be inserted by a programmer. Please contact the DARS Team with this request.
2. If you received the curriculum updates for 2006-2007, 2007-2008, with the Target course of ACYR0607 or ACYR0708, and have not articulated them, you have bad data in your tables. You must articulate the new MnTC courses.

NOTE: If the inserts for the department and/or course/segment differs from yours, the insert process will produce a new segment. For example, if your department for History is “HIS”, and our insert is “HIST”, the insert will create a new segment of “HIST.”

The inserts for each campus are FICE specific. The course inserts for 005541 are for Minnesota State Community and Technical College, and the course inserts of 005759 are for Northwest Technical College.

If you don't wish to use the new course insert process, the 2008-2009 curriculum updates are available on the web at:

http://www.dars.mntransfer.org/updates/currchanges/2008_09/2008_09.html

If you have any questions about the Course Insert process, please email or call Mary (651-632-5027), mary.dandrea@so.mnscu.edu

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