# No Cost and Low Cost Materials Course Attributes

### Introduction

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

### Description

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

### Purpose

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

### Target Audience

This document is aimed at functional data entry staff members responsible for maintaining course and section level data as well as staff responsible for maintaining Self-Service Banner web processing controls.

### Purpose and Scope of Document

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

This document contains separate sections for Banner 8 and 9 to describe the required steps for navigating to the attribute data when logged in to Self-Service Banner as a student.

### More Information and Support

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

### Resources

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