



## Upcoming Courses Offered by the Registrar's Office

All experience levels are welcome

The Registrar's Office offers the following courses and invites **anyone** to participate. Please go to the UC Learning Center to sign up and learn how to prepare. Questions at trainings are welcome!

Class Name	Topics Covered	Target Audience
Overview of the General Student Record (SGASTDN), General Person and General Student Navigation	This is a hands-on training for users who have reviewed the General Student and General Person & Student Navigation documents at <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. An overview of the main General Student Record form to enhance understanding and locating and interpreting basic student information will be covered. Course content is intended to enhance staff understanding beyond written documentation and is appropriate for those who are new to Banner or UCR as well as to provide content refreshers for more experienced staff.	All Banner Users
Academic History Navigation, the Student Profile, and Assigning Advisors	This is a hands-on training for users who have reviewed the Academic History Navigation, Assigning Advisors, and Student Profile documentation at <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. Learn where to look to review the student's academic status and achievements at UCR. Learn how advisors are assigned to student records and get an overview of the Student Profile.	All Banner Users
Registration and Waitlists	This is a hands-on training for users who have reviewed Registration and Waitlist Management documentation at <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. Reviewing the various registration forms to enhance understanding of students' enrollment, updating their records to correctly reflect their intended courses, and viewing and managing waitlist enrollment.	Enrollment Managers, Academic Advisors
Cohorts and Attributes Maintenance	This is a hands-on training for users who have reviewed the Cohort or Attribute documentation on <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. This training will cover how cohorts are used identify and maintain a group of students in Banner with common characteristics. Learn how students are placed into and inactivated from cohorts and attributes.	Staff responsible for adding or maintaining a cohort or attribute
Curricular Maintenance and Changes	This is a hands-on training for users who have reviewed the Curriculum documentation on <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. You will learn how to make various curriculum changes.	Academic Advisors, Staff who process curricula changes
Degree Audits and 4 Year Plans	This is a hands-on training for users who have reviewed the degree audit and plans at their desk as well as documentation at <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> . Reviewing the degree audit, exceptions, and four-year undergraduate plans will be covered.	Academic Advisors, Athletic Academic Services
Managing Graduation Applications	This is a hands-on training for users who have reviewed Graduation procedures on <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. Review how R'Web graduation applications are managed to approve or deny degree conferral as well as view a conferred degree.	Academic Advisors

For more information please visit the UC Learning Center at [ucrlarning.ucr.edu](http://ucrlarning.ucr.edu) or contact [Tian.Matthews@ucr.edu](mailto:Tian.Matthews@ucr.edu)

Academic Scheduling	This is a hands-on training for users who have reviewed the Academic Scheduling procedures on <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> and completed hands-on practice in the training instance of Banner at their desk. The course will cover essential information such as how to create and manage course sections, including linking and cross-listing courses.	Enrollment Managers, Department Scheduling Coordinators
Course Request System (CRS)	This hands-on training is designed for faculty and staff that submit and approve courses for consideration and approval to the Committee on Courses. Training will provide step by step processes for submitting new course proposals as well as changing or deleting existing courses.	Course Preparers and Approvers, Enrollment Managers
Reserved Seating and Waitlist	This is a hands-on training for users who have reviewed the Reserved Seating and Waitlist documentation at <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> . It will provide step by step procedures for how to set reserved seating for designated populations such as Learning Communities and those with priority enrollment per Committee on Courses approval. The training will also cover how to set up waitlists if those are utilized simultaneously to reserved seating rules.	Enrollment Managers

## January

### Managing Graduation Applications

Tuesday, January 21, 2020 2:00 PM-3:30 PM

### Overview of the General Student Record (SGASTDN), General Person and General Student Navigation

Wednesday, January 22, 2020 10:30 AM - 12:00 PM

### Reserved Seating and Waitlist

Thursday, January 23, 2020 2:00 PM-3:30 PM

## February

### Registration and Waitlists

Wednesday, February 5, 2020 10:00 AM-12:00 PM

### Academic Scheduling

Wednesday, February 5, 2020 2:00 PM-4:00 PM

### Degree Audits and 4 Year Plans

Tuesday, February 18, 2020 10:30 AM-12:00 PM

## March

### Curricular Maintenance and Changes

Wednesday, March 4, 2020 10:00 AM-11:00 AM

### Academic History Navigation, the Student Profile, and Assigning Advisors

Wednesday, March 18, 2020 10:30 AM-12:00 PM

### Course Request System (CRS)

Thursday, March 19, 2020 2:00 PM-3:30 PM

For more information please visit the UC Learning Center at [ucrllearning.ucr.edu](http://ucrllearning.ucr.edu) or contact [Tian.Matthews@ucr.edu](mailto:Tian.Matthews@ucr.edu)

## **April**

Managing Graduation Applications

Tuesday, April 14, 2020 10:30 AM-12:00 PM

Reserved Seating and Waitlist

Friday, April 17, 2020 10:00 AM-11:30 AM

Overview of the General Student Record (SGASTDN), General Person and General Student Navigation

Wednesday, April 22, 2020 10:30 AM-12:00 PM

## **May**

Degree Audits and 4 Year Plans

Tuesday, May 12, 2020 2:00 PM-3:30 PM

Registration and Waitlists

Wednesday, May 13, 2020 10:00 AM- 12:00 PM

## **June**

Cohorts and Attributes Maintenance

Wednesday, June 3, 2020 10:00 AM- 11:00 AM

Academic Scheduling

Thursday, June 18, 2020 10:00 AM-12:00 PM

Academic History Navigation, the Student Profile, and Assigning Advisors

Wednesday, June 24, 2020 10:30 AM-12:00 PM

## **July**

Managing Graduation Applications

Tuesday, July 7, 2020 2:00 PM-3:30 PM

Curricular Maintenance and Changes

Wednesday, July 8, 2020 10:00 AM-11:00 AM

## **August**

Degree Audits and 4 Year Plans

Tuesday, August 11, 2020 10:30 AM-12:00 PM

Course Request System (CRS)

Wednesday, August 19, 2020 10:00 AM-11:30 AM

Overview of the General Student Record (SGASTDN), General Person and General Student Navigation

Wednesday, August 26, 2020 10:30-12:00 PM

## **September**

Reserved Seating and Waitlist

For more information please visit the UC Learning Center at [uclearning.ucr.edu](http://uclearning.ucr.edu) or contact [Tian.Matthews@ucr.edu](mailto:Tian.Matthews@ucr.edu)

Friday, September 18, 2020 2:00 PM-3:30 PM

## **October**

Curricular Maintenance and Changes

Wednesday, October 14, 2020 10:00 AM-11:00 AM

Managing Graduation Applications

Tuesday, October 20, 2020 10:00 AM-11:30 AM

Course Request System (CRS)

Thursday, October 21, 2020 10:00 AM-11:30 AM

Academic Scheduling

Friday, October 23, 2020 10:00 AM-12:00 PM

Registration and Waitlists

Wednesday, October 28, 2020 10:00 AM-12:00 PM

## **November**

Reserved Seating and Waitlist

Wednesday, November 4, 2020 10:00 AM-11:30 AM

Academic Scheduling

Monday, November 16, 2020 2:00 PM-4:00 PM

Degree Audits and 4 Year Plans

Tuesday, November 17, 2020 2:00 PM-3:30 PM

Overview of the General Student Record (SGASTDN), General Person and General Student Navigation

Wednesday, November 18, 2020 10:30 AM- 12:00 PM

## **December**

Cohorts and Attributes Maintenance

Thursday, December 3, 2020 10:00 AM-11:00 AM

Academic Scheduling

Friday, December 4, 2020 10:00 AM-12:00 PM

Course Request System (CRS)

Monday, December 7, 2020 10:00 AM-11:30 AM

Academic History Navigation, the Student Profile, and Assigning Advisors

Wednesday, December 16, 2020 10:30 AM-12:00 PM