**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!

Please note that completing the UC Learning Center tutorial FERPA: How to Protect Student Records is a prerequisite for these trainings.

| 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 ucrbanner.ucr.edu 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 ucrbanner.ucr.edu 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 ucrbanner.ucr.edu 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 ucrbanner.ucr.edu 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 ucrbanner.ucr.edu 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 ucrbanner.ucr.edu. Reviewing the degree audit, exceptions, and four-year undergraduate plans will be covered. | Academic Advisors, Athletic Academic Services |

For more information please visit the UC Learning Center at ucrlearning.ucr.edu or contact Tian.Matthews@ucr.edu

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| Managing Graduation Applications | This is a hands-on training for users who have reviewed Graduation procedures on ucrbanner.ucr.edu 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 |
| Academic Scheduling | This is a hands-on training for users who have reviewed the Academic Scheduling procedures on ucrbanner.ucr.edu 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 ucrbanner.ucr.edu.  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

      For more information please visit the UC Learning Center at ucrlearning.ucr.edu or contact Tian.Matthews@ucr.edu

Course Request System (CRS)

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


**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

       For more information please visit the UC Learning Center at ucrlearning.ucr.edu or contact Tian.Matthews@ucr.edu

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

**September**

Reserved Seating and Waitlist

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

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