



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 and 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 ucbanner.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 ucbanner.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 ucbanner.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 ucbanner.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 ucbanner.ucr.edu and completed hands-on practice in the training instance of Banner at their desk. You will learn how to make various curricula 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 ucbanner.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 uclearning.ucr.edu or contact Tian.Matthews@ucr.edu

| | | |
|---|---|---|
| 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, Cross-listed courses, 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 |
| Course Prerequisites | This hands-on training is designed for faculty and staff who enter course proposals through the Course Request System for consideration and approval by the Committee on Courses. Participants will learn the step-by-step processes for entering prerequisites, as well when to use "AND" "OR" and ", AND" to ensure prerequisites appear correctly and students are able to enroll. | Course Preparers and Approvers; Enrollment Managers |
| Cross-Listed Courses | This is a hands-on training for users who have reviewed the Cross-Listed documentation at ucrbanner.ucr.edu . It will provide information on the requirements for cross-listed courses, as well as the proper set-up in Banner. Reporting utilized to identify errors in cross-listed courses will also be covered. | Enrollment Managers |
| Online Course Section Management | This is a hands-on training for users who have reviewed the Setup of Online Courses documentation at ucrbanner.ucr.edu . Participants will learn the different types of online courses offered at UCR, how to identify an online course in the Banner Catalog, as well as how to add the different types of online course sections. | Enrollment Managers |
| Permission Prerequisites (Special Approval Codes) | This is a hands-on training for users who have reviewed the Add Permissions Prerequisites for Departments documentation at ucrbanner.ucr.edu . This training provides an overview of the concept of a permission prerequisites, how they appear at the Banner catalog level, how they are added at the Banner section level, and how Academic Scheduling audits sections with a permission prerequisite for a given term. | Enrollment Managers |

January

Permission Prerequisites (Special Approval Codes)

Thursday, January 14, 2021; 2:00 PM - 3:30 PM

Overview of the General Student Record and General Person and General Student Navigation

Tuesday, January 19, 2021; 10:00 AM - 12:00 PM

Reserved Seating and Waitlist

Thursday, January 21, 2021; 2:00 PM - 3:30 PM

Managing Graduation Applications

Thursday, January 21, 2021; 2:00 PM - 3:30 PM

Curricular Maintenance and Changes

Tuesday, January 26, 2021; 10:00 AM – 11:00 AM

Cross-Listed Courses

Tuesday, January 26, 2021; 2:00 PM - 3:30 PM

February

Registration and Waitlists

Tuesday, February 2, 2021; 10:00 AM - 12:00 PM

Academic Scheduling

Wednesday, February 3, 2021; 2:00 PM - 4:00 PM

Course Prerequisites

Monday, February 10, 2021; 2:00 PM - 3:30 PM

Degree Audits and 4 Year Plans

Tuesday, February 16, 2021; 10:30 AM - 12:00 PM

Online Course Section Management

Monday, February 22, 2021; 2:00 PM - 3:30 PM

March

Course Request System (CRS)

Thursday, March 18, 2021; 2:00 PM - 3:30 PM

Academic History Navigation, the Student Profile, and Assigning Advisors

Tuesday, March 23, 2021; 10:30 - 12:00 PM

April

Managing Graduation Applications

Tuesday, April 13, 2021; 10:30 - 12:00 PM

Reserved Seating and Waitlist

Friday, April 16, 2021; 10:00 AM – 11:30 AM

Overview of the General Student Record and General Person and General Student Navigation

Thursday, April 29, 2021; 10:00 AM - 12:00 PM

May

Permission Prerequisites (Special Approval Codes)

Monday, May 3, 2021; 2:00 PM - 3:30 PM

Degree Audits and 4 Year Plans

Tuesday, May 11, 2021; 2:00 PM - 3:30 PM

Registration and Waitlists

Thursday, May 13, 2021; 1:30 PM – 3:30 PM

Cross-Listed Courses

Friday, May 14, 2021; 2:00 PM – 3:30 PM

Curricular Maintenance and Changes

Thursday, May 27, 2021; 2:00 PM – 3:00 PM

June

Cohorts and Attributes Maintenance

Tuesday, June 8, 2021; 10:30 AM – 11:30 AM

Online Course Section Management

Wednesday, June 16, 2021; 10:00 AM - 11:30 AM

Academic Scheduling

Thursday, June 17, 2021; 10:00 AM - 12:00 PM

Academic History Navigation, the Student Profile, and Assigning Advisors

Thursday, June 24, 2021; 10:30 AM - 12:00 PM

Managing Graduation Applications

Tuesday, June 29, 2021; 2:00 PM – 3:30 PM

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

July

Overview of the General Student Record and General Person and General Student Navigation

Thursday, July 29, 2021; 1:30 PM - 3:30 PM

August

Degree Audits and 4 Year Plans

Tuesday, August 10, 2021; 10:30 AM – 12:00 PM

Course Request System (CRS)

Wednesday, August 18, 2021; 10:00 AM – 11:30 AM

September

Reserved Seating and Waitlist

Friday, September 17, 2021; 2:00 PM - 3:30 PM

Curricular Maintenance and Changes

Tuesday, September 21, 2021; 10:00 AM – 11:00 AM

October

Cross-Listed Courses

Monday, October 4, 2021; 10:00 AM – 11:30 AM

Course Prerequisites

Thursday, October 7, 2021; 10:00 AM – 11:30 AM

Permission Prerequisites (Special Approval Codes)

Friday, October 8, 2021; 10:00 AM – 11:30 AM

Managing Graduation Applications

Tuesday, October 12, 2021; 10:00 AM – 11:30 AM

Overview of the General Student Record and General Person and General Student Navigation

Tuesday, October 19, 2021; 1:30 PM - 3:30 PM

Academic Scheduling

Friday, October 22, 2021; 10:00 AM – 12:00 PM

November

Registration and Waitlists

Tuesday, November 2, 2021; 1:30 PM - 2:30 PM

Reserved Seating and Waitlist

Wednesday, November 3, 2021; 10:00 AM – 11:30 AM

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

Degree Audits and 4 Year Plans

Tuesday, November 9, 2021; 2:00 PM - 3:30 PM

Academic Scheduling

Monday, November 15, 2021; 2:00 PM - 4:00 PM

Course Request System (CRS)

Monday, November 15, 2021; 10:00 AM – 11:30 AM

December

Cohorts and Attributes Maintenance

Thursday, December 2, 2021; 2:00 PM - 3:00 PM

Academic Scheduling

Friday, December 3, 2021; 10:00 AM – 12:00 PM

Academic History Navigation, the Student Profile, and Assigning Advisors

Tuesday, December 14, 2021; 1:30 PM - 3:00 PM