



## 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                                                   |
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| 25Live Pro                                                                               | This is a hands-on training for users who have reviewed the 25Live Pro written procedure documentation at <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> . Training provides a review of procedures on basic 25Live Pro functions including specific general assignment requests; spot scheduling; adding, managing, and scheduling department classrooms in 25Live Pro; identify available days and times; and identify what is scheduled in a specific classroom.                                                                                                                                                                           | Department Scheduling Coordinators                                |
| 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 <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 |

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)

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| 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                                       |
| 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, 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 <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> . 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 <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> . 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 <a href="http://ucrbanner.ucr.edu">ucrbanner.ucr.edu</a> . 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                                     |

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)

## **January**

### Permission Prerequisites (Special Approval Codes)

- Thursday, January 13, 2022; 2:00 PM – 3:30 PM

### Reserved Seating and Waitlist

- Thursday, January 20, 2022; 2:00 PM – 3:30 PM

### Managing Graduation Applications

- Thursday, January 20, 2022; 2:00 PM – 3:30 PM

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

- Tuesday, January 25, 2022; 10:00 AM – 12:00 PM

### Cross-Listed Courses

- Tuesday, January 25, 2022; 2:00 PM – 3:30 PM

## **February**

### Academic Scheduling

- Wednesday, February 2, 2022; 2:00 PM – 4:00 PM

### Course Prerequisites

- Wednesday, February 9, 2022; 2:00 PM – 3:30 PM

### Degree Audits and 4-Year Plans

- Tuesday, February 15, 2022; 10:30 AM – 12:00 PM

### 25Live Pro

- Wednesday, February 16, 2022; 10:00 AM – 12:00 PM

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

- Thursday, February 17, 2022; 10:30 AM – 12:00 PM

### Online Course Section Management

- Wednesday, February 23, 2022; 2:00 PM – 3:30 PM

## **March**

### Course Request System (CRS)

- Thursday, March 17, 2022; 2:00 PM – 3:30 PM

### Curricular Maintenance and Changes

- Tuesday, March 22, 2022; 1:30 PM – 2:30 PM

## **April**

### Managing Graduation Applications

- Tuesday, April 12, 2022; 10:30 – 12:00 PM

### Reserved Seating and Waitlist

- Friday, April 15, 2022; 10:00 AM – 11:30 AM

## **May**

### Registration and Waitlists

- Tuesday, May 10, 2022; 1:30 PM – 3:30 PM

### Degree Audits and 4 Year Plans

- Tuesday, May 10, 2022; 2:00 PM – 3:30 PM

### Cross-Listed Courses

- Friday, May 13, 2022; 2:00 PM – 3:30 PM

## **June**

### Permission Prerequisites (Special Approval Codes)

- Monday, June 6, 2022; 2:00 PM – 3:30 PM

### Cohorts and Attributes Maintenance

- Tuesday, June 7, 2022; 11:00 AM – 12:00 PM

### Online Course Section Management

- Wednesday, June 15, 2022; 10:00 AM – 11:30 AM

### Academic Scheduling

- Thursday, June 16, 2022; 10:00 AM – 12:00 PM

### Managing Graduation Applications

- Tuesday, June 28, 2022; 2:00 PM – 3:30 PM

## **July**

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

- Wednesday, July 20, 2022; 1:30 PM – 3:00 PM

## **August**

### Degree Audits and 4 Year Plans

- Tuesday, August 9, 2022; 10:30 AM – 12:00 PM

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

- Wednesday, August 10, 2022; 10:00 AM – 12:00 PM

### Course Request System (CRS)

- Wednesday, August 17, 2022; 10:00 AM – 11:30 AM

## **September**

### Curricular Maintenance and Changes

- Tuesday, September 13, 2022; 10:00 AM – 11:00 AM

### Reserved Seating and Waitlist

- Friday, September 16, 2022; 2:00 PM – 3:30 PM

### Course Prerequisites

- Thursday, September 27, 2022; 10:00 AM – 11:30 AM

## **October**

### Cross-Listed Courses

- Monday, October 3, 2022; 10:00 AM – 11:30 AM

### Permission Prerequisites (Special Approval Codes)

- Friday, October 7, 2022; 10:00 AM – 11:30 AM

### Managing Graduation Applications

- Tuesday, October 11, 2022; 10:00 AM – 11:30 AM

### Academic Scheduling

- Friday, October 21, 2022; 10:00 AM – 12:00 PM

### Registration and Waitlists

- Thursday, October 27, 2022; 10:00 AM – 12:00 PM

### Course Prerequisites

- Thursday, October 27, 2022; 10:00 AM – 12:00 PM

## **November**

### Course Request System (CRS)

- Monday, November 7, 2022; 10:00 AM – 11:30 AM

### Degree Audits and 4 Year Plans

- Tuesday, November 8, 2022; 2:00 PM – 3:30 PM

### Academic Scheduling

- Monday, November 14, 2022; 2:00 PM – 4:00 PM

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

- Thursday, November 17, 2022; 1:30 PM – 3:30 PM

### Reserved Seating and Waitlist

- Wednesday, November 22, 2022; 10:00 AM – 11:30 AM

## **December**

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

- Thursday, December 1, 2022; 10:30 AM – 12:00 PM

### Academic Scheduling

- Friday, December 2, 2022; 10:00 AM – 12:00 PM

### Cohorts and Attributes Maintenance

- Thursday, December 8, 2022; 1:30 PM – 2:30 PM