ADD SECTION TEXT LONG FIELD

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REVISION HISTORY

Version	Date	Name	Description
Initial	8/4/2017	M Stewart	Initial procedures.
Update	6/29/2018	M Krieger	Updated to Banner 9.

INTRODUCTION AND PURPOSE

How to enter schedule notes regarding a specific course section in order to provide students with additional information pertinent to the class which is not included elsewhere.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Schedule notes may be attached to a course section to provide additional information related to the course. For example, notes can inform students of required technology access or necessary equipment for a course. It can also advise on a College's attendance policies, provide contact information if a student has questions about the course, or provide students enrollment guidance specific to the course. Do not use this field for information regarding prerequisites or course materials fees,which have their own entry fields.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.
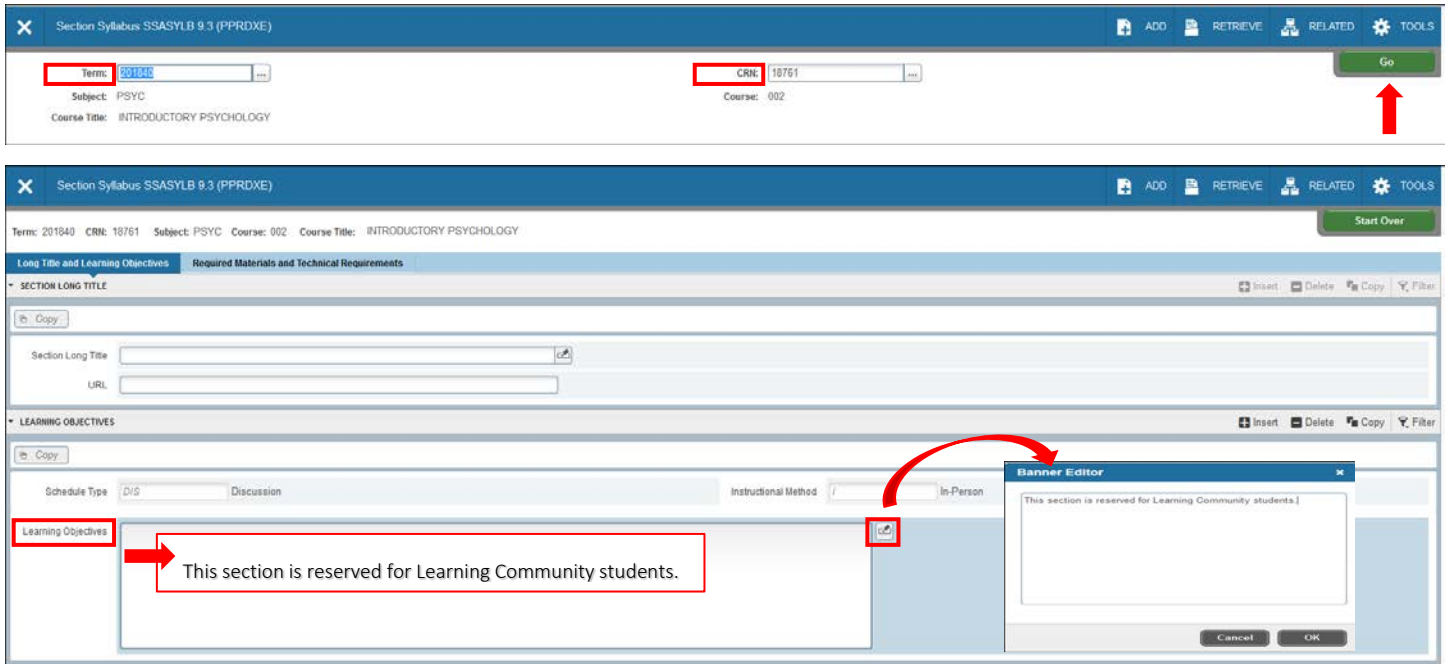
PAGES

The page listed below is covered in this training.

Page	Page Name	Description
SSASYLB	Section Syllabus	Used to enter schedule note information.

PROCEDURES

ADD SECTION TEXT

1. Go to **SSASYLB (Section Syllabus)**
2. Enter: **Term and CRN** of the desired course section and click **Go**.

3. Now that you are in **SSASYLB**, navigate to the **Learning Objectives** block.
4. Enter the appropriate note or notes to communicate information about the section which cannot be entered elsewhere.
   a. Option 1: Type the information in the **Learning Objectives** block.
   b. Option 2: Click the **Banner Editor** button, type the information in the Banner Editor box, and click **OK**.
   Example: An appropriate note would be "Attendance during the first and second week of instruction is required." or "This section is reserved for Learning Community students."
   Do not use this field for information regarding prerequisites or course materials fees,which have their own entry fields.
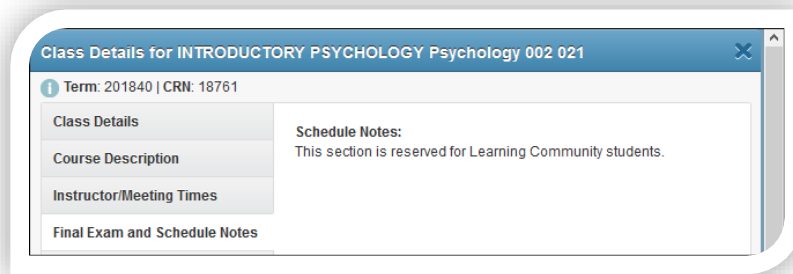
   Important information about these fields:
   i. The **Learning Objective** field has unlimited character space. Keep section notes as short and succinct as possible.
   ii. Notes will appear as part of the class information in the Online Schedule of Classes.
   iii. Please use upper and lower case characters with appropriate punctuation.
   iv. See the **Section Text Reference** for pre-formatted section notes below.

5. Save
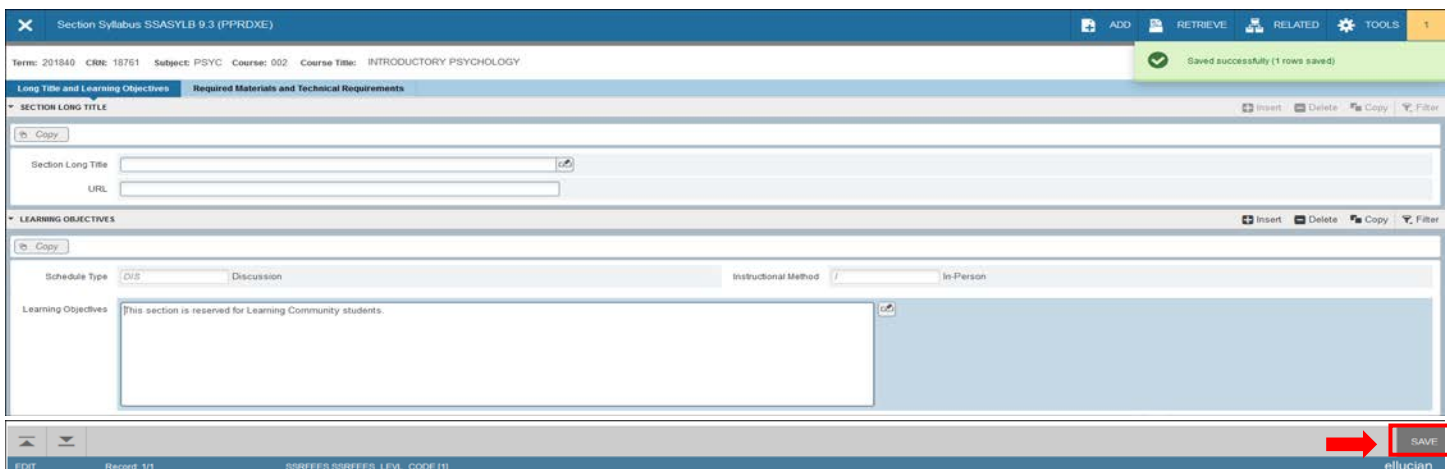
1. The Note information will appear in R'Web in the Class Details on the **Final Exam and Schedule Notes** tab.

Class Details for INTRODUCTORY PSYCHOLOGY Psychology 002 021 ✕

ⓘ Term: 201840 | CRN: 18761

Class Details		Schedule Notes:
Course Description		This section is reserved for Learning Community students.
Instructor/Meeting Times		
Final Exam and Schedule Notes		

   a. If no notes are included in the Learning Objectives field in Banner, only final exam information will appear on the Final Exam and Schedule Notes tab on the Schedule of Classes.
   b. It is intended that the course description can be found by following the link on the catalog tab, or by browsing the online catalog.

SECTION TEXT REFERENCE

CATEGORY	NOTE
ATTENDANCE	Attendance at the first class meeting is required; those who do not attend will be dropped.
ATTENDANCE	Attendance during the first and second week of instruction is required.
ATTENDANCE	See the CHASS attendance policy: www.classinfo.ucr.edu.
ATTENDANCE	Attendance at the first discussion meeting is required; those who do not attend will be dropped.
ATTENDANCE	Attendance at the first lab meeting is required; those who do not attend will be dropped.
EQUIPMENT	Laptop required.
EQUIPMENT	Lab coat required.
EQUIPMENT	A computer satisfying technical requirements is required.
INFORMATION	Further information - please see http://ucrcsonline.org.
INFORMATION	Information - contact ELWR at 951-827-1384.
INFORMATION	Information - contact UWP Student Affairs at (951) 827-1453.
INFORMATION	Information - please see http://ucrmath.wufoo.com/forms/w7s6k7/.
LEARNING COMMUNITY	This section has shared seating with Learning Community students.
LEARNING COMMUNITY	All seats reserved for Learning Community students.
REGISTRATION	Please contact the academic department for registration information.
REGISTRATION	If repeating this course, please submit request at http://ucrbsgsac.wufoo.com/forms/enrollment-request/; students who self-enroll as a repeat student will be dropped.
REGISTRATION	Permission needed from the academic department to enroll.
REGISTRATION	Permission needed from the instructor to enroll.
REQUIREMENT	Audition required.
REQUIREMENT	Students must meet the health and safety standards for teaching in a public school.
SCHEDULE	Contact the instructor directly to arrange instruction.
SCHEDULE	Students with legitimate time conflicts may be allowed to add.
SCHEDULE	Discussion sections begin the second week of instruction.