ADD SUBTITLES TO A COURSE SECTION

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REVISION HISTORY

Version	Date	Name	Description
	8/4/2017	M Stewart	Initial procedures.
Update	7/2/2018	M Krieger	Updated to Banner 9.

INTRODUCTION AND PURPOSE

How to add a subtitle to a course section in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Approved Subtitles may be submitted for entry into Banner through the Workfront Ticket submission process. All subtitles are entered by the Office of the Registrar. Procedures that follow include how to view approved subtitles that may be added to a course section via a Workfront Ticket.

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 pages listed below are covered in this training.

Page	Page Name	Description
SCADETL	Course Detail Information	Course Text field will be used to maintain Subtitles approved by the Academic Deans.
SSASECT	Schedule Section Information	Create or display sections for the courses that were created in the Course Catalog.

PROCEDURES

HOW TO VIEW APPROVED SUBTITLES THAT MAY BE ADDED TO A COURSE SECTION

- 1. Go to SCADETL (Course Detail Information)
- 2. Enter: Subject, Term and Course of the desired course section and click Go.

X	Course Detail Information SCADETL 9.3.4 (PPRDXE)		🔒 ADD	🖹 retrieve	RELATED	🏶 TOOLS
	Subject: HIST History	Course: 197				Go
	Term: (201840	Course Title: RESEARCH FOR UNDERGRADUATES				Î

- 3. Navigate to the Course Text block. This field has a 30 character limit. Section titles are entirely CAPITAL LETTERS.
- 4. If an <u>E-Z (umbrella) course</u> <u>one</u> subtitle should appear in the Text Section.
 - a. E-Z courses function as independent courses. Letter suffixes for these courses may be used in any order.
 - b. The letters "E" through "Z" do not indicate an order or prerequisites.
 - c. E-Z: The letter designations "(E-Z)" immediately following a course number (e.g., HIST 191 (E-Z), Seminar in History) indicate that different segments or topics within the sequence may be taken for credit. These segments are relatively free standing and students are generally not expected to take the whole series or a substantial portion of it. A student may not receive credit for the same lettered segment unless otherwise indicated in the course description.
- 5. If a "topics vary" course (i.e., course is repeatable) one or more subtitles will appear in the Course Text section.
- 6. Click the Next Record or Previous button to see all subtitles attached to this course.
- 7. Note the desired subtitle from SCADETL to include with your Workfront Ticket submission (in the examples below, note the subtitles THE AMERICAN WEST and THE RUSSIAN REVOLUTION).

Example: E-Z Course

Course Detail Information SCADETL 9.3.4 (PPRDXE)			🔒 ADD 🚆 RETRIEVE	🛃 RELATED	🏶 TOOLS
Subject: HIST History Course: 191R Ferm: 201840 Course Title: SEMINAR IN HISTORY				Star	art Over
Corequisites and Equivalents Fee Codes	se Description Course Text Integration Partners				
* TEXT			🖶 Insert	🗖 Delete 🛛 📲 Co	opy 🏹 Filter
From Term 198640 HIST 191R is an approved E-Z course	Maintenance	To Term 9999999			
Course Text !					
THE AMERICAN WEST Approved Subtitle for this segment.					
Approved subtitie for this segment.				R	Record 1 of 1

Example: Topics Vary Course

× Course Detail Information SCADE	TL 9.3.4 (PPRDXE)								🔒 ADD	PRETRIEVE	🖧 RELATED	TOOLS
Subject: HIST History Course: 197	Term: 201840 Course	Title: RESEARCH FOR UND	ERGRADUATES									Start Over
Corequisites and Equivalents Fee Coo	les Degree Attribute	s Transfer Institutions	Supplemental Data	Course Description	Course Text In	tegration Partners						
▼ TEXT										🖬 Insert	🗖 Delete 🛛 🖷	Copy 🔍 Filter
From Term 201820				🚊 Maintenan	ce		To Term	999999				
Course Text *												
RELIGION IN COLONIAL MEXICO												
POPULAR CULTURE IN 20TH CEN US												
WOMEN IN PREMODERN CHINA												
A MEDIEVAL VILLAGE												
CONSTANTINIAN REVOLUTION												
DICTATORS OF LATIN AMERICA												
MEDIA TECH POWER: EUR-1700												
NATIVE AMERICN WOMEN, 1400-1900												
1948: PIVOTAL YEAR IN COLD WAR												
URBAN TRANSF: MID EAST 1700-PR		A	م ما د المنظمان م	f								
AMERICA IN THE 1970S	(Approv	ed Subtities	for this segme	ent.							
MIDDLE EASTRN HISTRY, 1200-1800												
HISTORY OF THE FAMILY												
ADV STDS:LT AMR/LTNO CULT HIST												
OPIUM WARS:CHINA&WST/19 CNTRY												
THE STAMP ACT CRISIS												
CALIFORNIA & WWI												
CALICOES, CONQUESTS, & COLONIES												
RUSSIAN REVOLUTION												
US VISUAL CULTURES												
K ◀ 2 of 3 ► N 20 ∨ P	er Page										R	ecord 39 of 56

HOW TO SUBMIT A WORKFRONT TICKET TO ADD A SUBTITLE TO A COURSE SECTION

- 1. Departments are to submit a ticket via **Workfront** (go.ucr.edu/workfront) to request the addition of a course subtitle:
- 2. Workfront submission steps for departments:
 - a. Once at **go.ucr.edu/workfront/**. Verify that **Request** and **New Request** have been selected.
 - b. Select Banner Support Ticket as the Request Type.
 - c. In the Banner Support Ticket drop-down menu, select Staff or Faculty Reporting an Issue or Submitting a Request.
 - d. Staff or Faculty Reporting an Issue or Submitting a Request: Select Academic Scheduling/25Live.
 - e. Issue Type: Request
 - f. Enter the subject and course number in the **Subject** field.
 - g. In the **Description** field, enter what you'd like done re: "Subtitle: MOLECULAR ECOLOGY METHODS".
 - h. Select applicable **Priority** option.
 - i. Select applicable **Severity** option.
 - j. Documents if you need to provide documentation to support your request or have more than one subtitle to add or update, attach an Excel or Word document listing the subtitles to be added or updated. Please be sure to include the CRN or section number for each.
 - k. Click Submit Request.

JCR My Work Reporting Teams Requests T	imesheet Documents
+ New Request Requests I've Submitted All Requests	
Select a Request Type Banner Support Ticket	
Banner Support Ticket Staff or Faculty Reporting an Issue Staff or Faculty Reporting an Issue or Submitting a Request Topic Not Listed -	Subtitle must be no more than: 30 characters long
Issue Type Request	and entirely in CAPITAL
Description Subtitle: RUSSIAN REVOLUTION	
Priority Severity Not Applicable	
t+ Add Documents - Or drag and drop here to attach	
Submit Request Cancel	