

ADD SUBTITLES TO A COURSE SECTION

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REVISION HISTORY

Version	Date	Name	Description
Initial	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

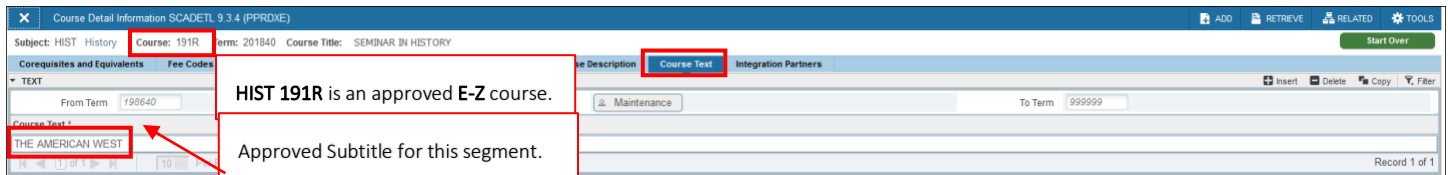
HOW TO VIEW APPROVED SUBTITLES THAT MAY BE ADDED TO A COURSE SECTION

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

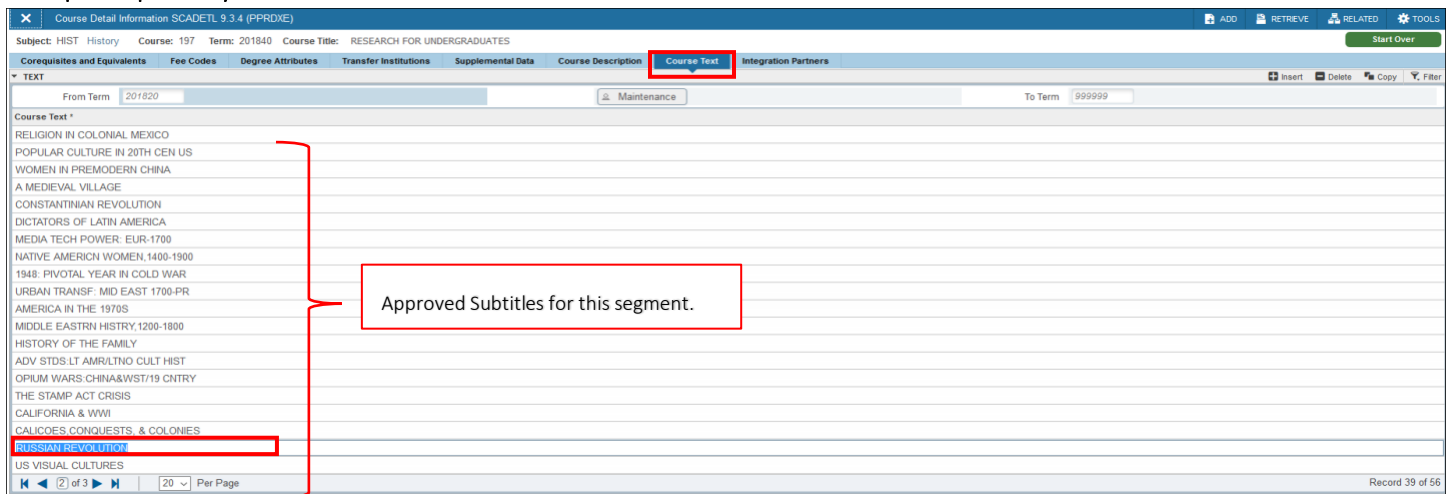


3. Navigate to the **Course Text** block. This field has a **30** character limit. Section titles are entirely **CAPITAL LETTERS**.
4. If an **E-Z (umbrella) course** – **one** subtitle should appear in the Text Section.
 - a. E-Z courses function as independent courses. Letter suffixes for these courses 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



Example: Topics Vary Course



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**.

The screenshot shows the 'New Request' form in the UCR Workfront system. The form is titled 'Banner Support Ticket' and includes the following fields and options:

- Request Type:** Banner Support Ticket
- Staff or Faculty Reporting an Issue or Submitting a Request:** Staff or Faculty Reporting an Issue ...
- Topic:** Topic Not Listed
- Issue Type:** Request
- Subject:** Add Subtitle to HIST 191R
- Description:** Subtitle: RUSSIAN REVOLUTION
- Priority:** Normal
- Severity:** Not Applicable
- Documents:** Add Documents (Or drag and drop here to attach...)
- Buttons:** Submit Request (highlighted in a red box), Cancel

A red callout box points to the 'Description' field with the text: "Subtitle must be no more than: 30 characters long and entirely in CAPITAL LETTERS".