How to add Subtitles to a course section

APPROVAL HISTORY

Approving	Version	Date
Party	Approved	

REVISION HISTORY

Version	Date	Description	Revised By
Number			

Proposed Training Methodology and Delivery.

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

Purpose

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

Related Policies and Regulations

To maintain and produce quarterly class offerings and the Schedule of Classes publication

Impacted Departments

- 1. Registrar's office
- 2. Academic departments
- 3. College offices

Procedures

- 1. Locating a course's subtitle information
 - a. Go to SCACRSE
 - b. Enter: subject, course, and term of desired course and click Next Block
 - c. Click: Options, then Course Details (SCADETL)
 - d. Click: Next Block
 - e. Click: Course Text tab
 - f. If an E-Z (umbrella) course one subtitle should appear in the Text section (see following example):

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Course Detail Information SCADETL 8.5.8 (BANSBXE)	
Subject: ENGL TEnglish Course: 122F Term: 201340 T	
Course Title: QUEER TEXTS AND BODIES	
Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Sur ental Data Course Description Course Text Integration Partners	
Course Text ENGL 122F 1S an	
GOTHIC FICTNAHIST OF SEXUALITY E-Z course	
Subtitle approved	
for this segment	
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g. If a "topics vary" course (i.e., course is repeatable) – one or more subtitles will appear in the Text section

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h. Topics are added per the academic department's request (see following example):

- h. Copy desired subtitle (in this example, we'll copy the ENGL 122F subtitle)
- 2. Adding the subtitle to a course section
 - a. Go to SSASECT
 - b. If course is already in term, type in its CRN and click Next Block
 - c. If course is not in term, follow procedures that outline how to add a course section in Banner
 - d. Screen should appear similar to the following:

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Term: 201340 V CRN: 21415 V Create CRN: Copy CRN: Subject: E	NGL Course: 122F Title: QUEER TEXTS & BODIES	
Course Section Information Section Enrollment Information Meeting Times and Instructo	Section Preferences	
Subject: ENGL C English	CEU Indicator:	
Course Number: 122F Title: QUEER TEXTS & BODIES	Credit Hours: 4.000 None To Or	
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Status: A Active	Contact Hours: 3,000 None To Or	
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- e. Highlight data in Title field, then paste in the subtitle
- f. Save
- g. Screen should appear similar to the following:

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Course Section Information Section Enrollment Information Meeting Times and Inst	suctor Section Preferences	
Subject: English	CEU Indicator:	
Course Number: 122F Title: GOTHIC FICTNAHIST OF SEXUALITY	Credit Hours: 4000 * None C To C Or	
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