# How To Enter Section Text

## APPROVAL HISTORY

| Approving Party | Version | Date Approved |
|---|---|---|
| | | |

## REVISION HISTORY

| Version Number | Date | Description | Revised By |
|---|---|---|---|
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## Purpose

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

- Mandatory attendance 1st & 2nd week
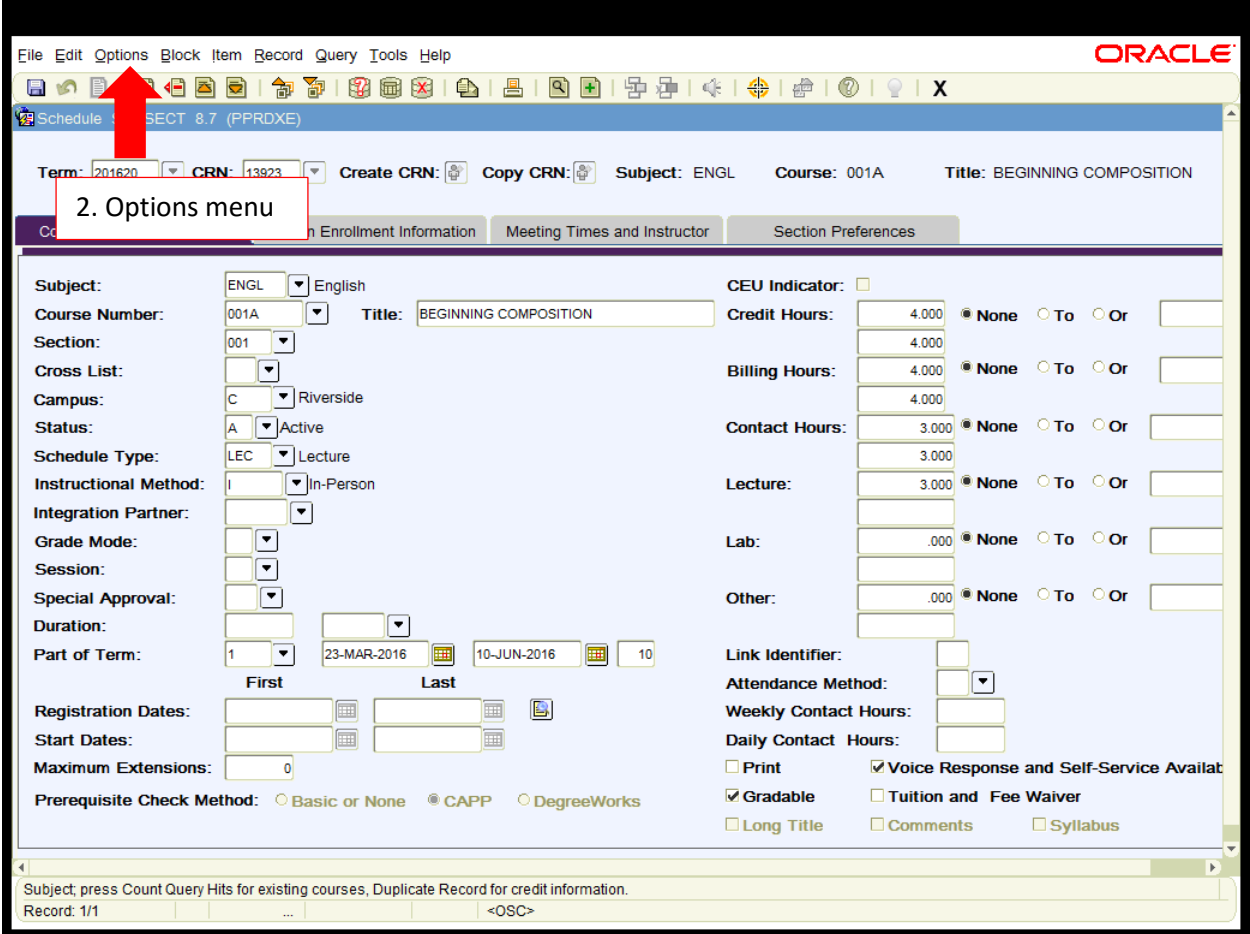- For questions contact the University Writing Program

## Related Policies and Regulations

## Impacted Departments

1. Registrar's office
2. Academic departments
3. Enrollment Services

## Procedures

1. In SSASECT pull up the course section for which the note or notes will be added

2. From the Options menu choose SSASYLB

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.  For example an appropriate note would be "Mandatory attendance 1st and 2nd week." or "For questions contact the University Writing Program."  Do not use this field for information regarding prerequisites or course materials fees which have their own entry fields.  Important information about these fields:
   - The Learning Objectives field has unlimited character space.  However, keep section notes as short and succinct as possible
   - Notes will appear as part of the class information in the Online Schedule of Classes
   - Please use upper and lower case characters with appropriate punctuation
   - See the Section Text Reference sheet for pre-formatted section notes

5. Save

6. The note information will appear on the Self-Service site in the course information on the Final Exam and Schedule Notes tab.  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 registration website.  (Please note: it is intended that the course description can be found by following the link on the catalog tab, or by browsing the online catalog).
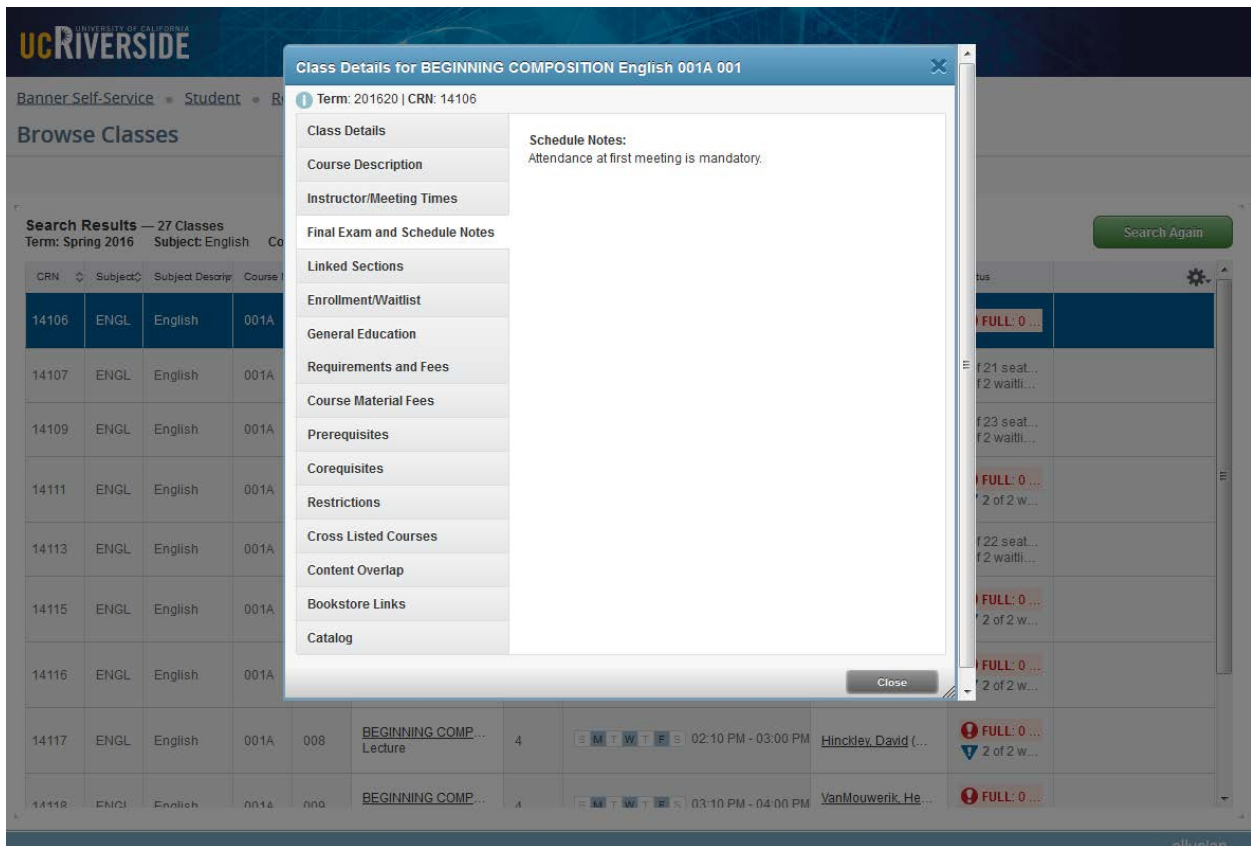
**Section Notes Reference Sheet**

| CATEGORY | NOTE |
|---|---|
| ATTENDANCE | Attendance at the first class meeting is required; those who do not atend 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. |
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| EQUIPMENT | Laptop required. |
| EQUIPMENT | Lab coat required. |
| EQUIPMENT | A computer satisfying technical requirements is required. |
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| GRADING | Graduate students may receive an S/NC only. |
| GRADING | Undergraduate students must arrange with the intructor for S/NC or letter grading. |
| GRADING | Arrange with the instructor for S/NC or letter grading. |
| GRADING | An add/drop form must be filed to change to S/NC or letter grading. |
|  |  |
| 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. |
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| 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. |
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| REQUIREMENT | Audition required. |
| REQUIREMENT | Medical examination required. |
| REQUIREMENT | Admission to the teaching credential program required. |
| REQUIREMENT | Students must meet the health and safety standards for teaching in a public school. |
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| 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. |
| SCHEDULE | Laboratory meetings begin the second week of instruction. |