

HOW TO ENTER SECTION TEXT

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND 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

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. Enrollment Services

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description

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**.

The screenshot shows the Oracle SSASECT 8.7 (PPRDXE) application window. The 'Options' menu is highlighted with a red box. The main form displays the following information:

- Term:** 201620, **CRN:** 13923, **Subject:** ENGL, **Course:** 001A, **Title:** BEGINNING COMPOSITION
- Course Section Information:** Subject: ENGL, Course Number: 001A, Section: 001, Campus: C, Status: A, Schedule Type: LEC, Instructional Method: I, Integration Partner: [blank], Grade Mode: [blank], Session: [blank], Special Approval: [blank], Duration: 1, Part of Term: 1, Registration Dates: [blank], Start Dates: [blank], Maximum Extensions: 0, Prerequisite Check Method: Basic or None, CAPP, DegreeWorks.
- Section Enrollment Information:** CEU Indicator: [blank], Credit Hours: 4.000, Billing Hours: 4.000, Contact Hours: 3.000, Lecture: 3.000, Lab: .000, Other: .000, Link Identifier: [blank], Attendance Method: [blank], Weekly Contact Hours: [blank], Daily Contact Hours: [blank].
- Section Preferences:** Print, Voice Response and Self-Service Available, Gradable, Tuition and Fee Waiver, Long Title, Comments, Syllabus.

At the bottom of the window, there is a status bar with the text: "Subject: press Count Query Hits for existing courses, Duplicate Record for credit information. Record: 1/1 <OSC>"

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 Objective 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.

File Edit Options Block Item Record Query Tools Help ORACLE

Section Syllabus SSASYLB 8.5.8 (PPRDXE)

Term: 201620 CRN: 14106 Subject: ENGL Course: 001A Course Title: BEGINNING COMPOSITION

Long Title and Learning Objectives Required Materials and Technical Requirements

Section Long Title

Copy from Course:

URL:

Activity Date:

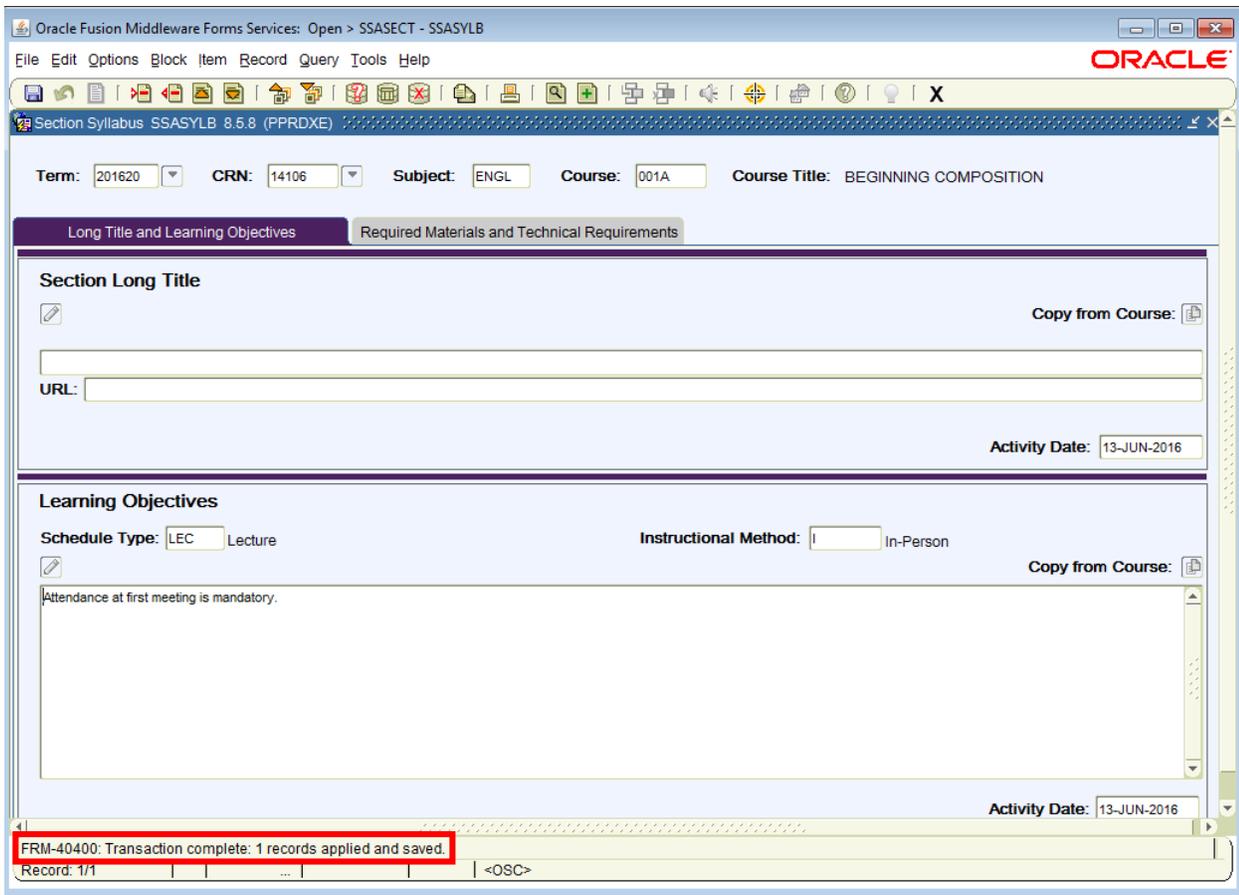
Learning Objectives

Schedule Type: Instructional Method: Copy from Course:

Activity Date:

Term code; press LIST for valid codes; CQH for existing sections.
 Record: 1/1 | ... | List of Valu... | <OSC>

5. Save.
6. The status bar will display a message indicating information was saved successfully.



7. The note information will appear on the Registration 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.
 - **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.

UC RIVERSIDE UNIVERSITY OF CALIFORNIA

Banner Self-Service » Student » Browse Classes

Search Results — 27 Classes
Term: Spring 2016 Subject: English

CRN	Subject	Subject Description	Course
14106	ENGL	English	001A
14107	ENGL	English	001A
14109	ENGL	English	001A
14111	ENGL	English	001A
14113	ENGL	English	001A
14115	ENGL	English	001A
14116	ENGL	English	001A
14117	ENGL	English	001A
14118	ENGL	English	001A

Class Details for BEGINNING COMPOSITION English 001A 001

Term: 201620 | CRN: 14106

- Class Details
- Course Description
- Instructor/Meeting Times
- Final Exam and Schedule Notes
- Linked Sections
- Enrollment/Waitlist
- General Education
- Requirements and Fees
- Course Material Fees
- Prerequisites
- Corequisites
- Restrictions
- Cross Listed Courses
- Content Overlap
- Bookstore Links
- Catalog

Schedule Notes:
Attendance at first meeting is mandatory.

Close

SECTION TEXT NOTES REFERENCE SHEET

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.
GRADING	Graduate students may receive an S/NC only.
GRADING	Undergraduate students must arrange with the instructor 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.
REGISTRATION	Please contact the academic department for registration information.
REGISTRATION	If repeating this course, please submit request at http://ucrbgsac.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	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.
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.