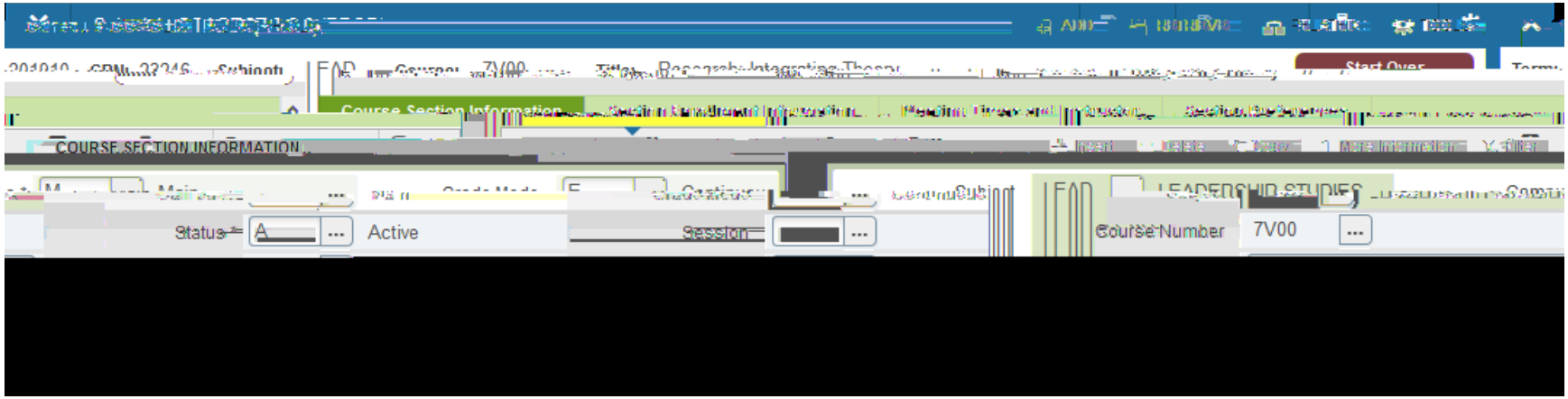
Departments are authorized to make certain customizations in the titles used for CRNs in the Class Schedule. This document detai

3.1 Modifying the Title

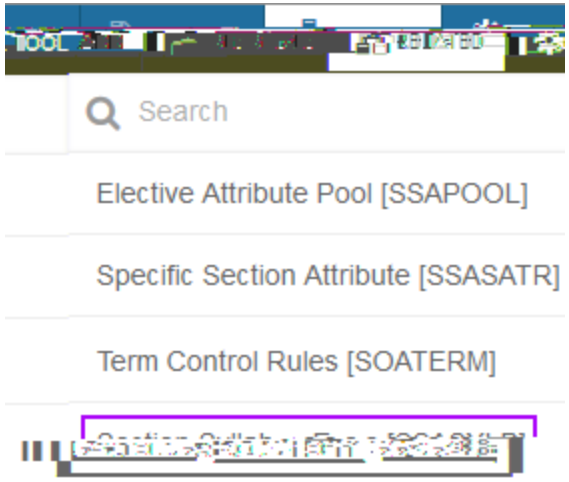
Begin in SSASECT with the Banner title/short title (Figure 1)

Figure 1: SSASECT: Customize the "short title"



Next navigate to SSASYLB. To do this, click on the RELATED menu (top right of the window) and select Section Syllabus Form (Figure 2 [this is an abbreviated menu listing; in reality, it is much longer]).

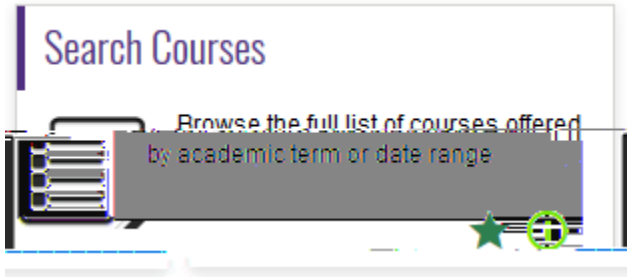
Figure 2: Navigating with the RELATED Menu



3.2 Verifying the Modifications

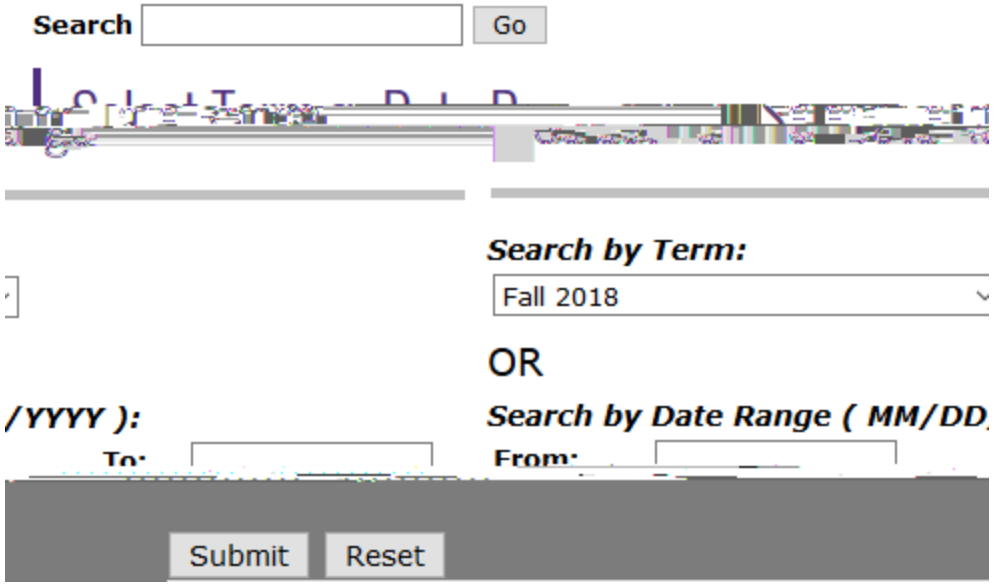
To verify saved modifications, go to the online Class Schedule. The easiest entry to this system is in the Search Courses task in myUCA (Figure 5). If you often work with class schedules, consider starring this task as a favorite.

Figure 5: Search Courses Task, myUCA

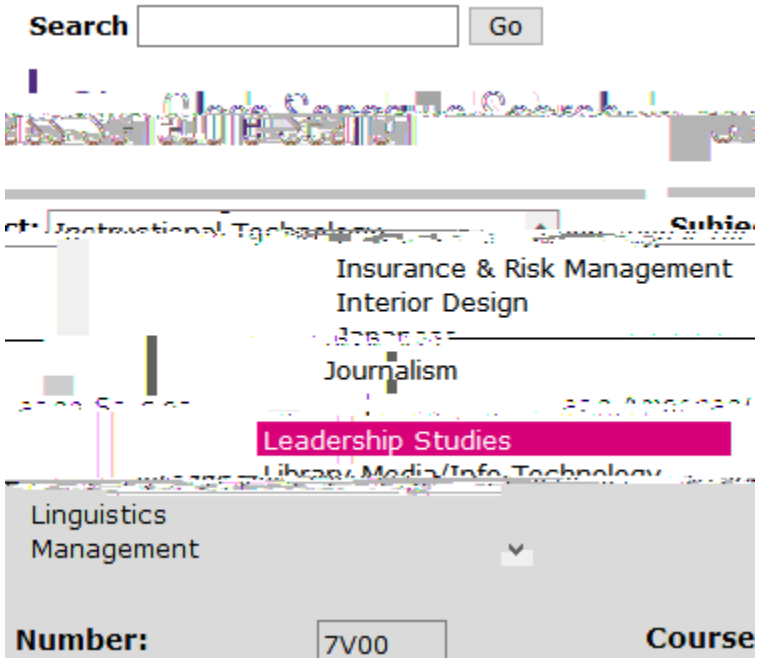


Select the term in which your modified CRN exists (Figure 6).

Figure 6: Term Selection



Select the subject of the CRN you have been modifying and add the course number (Figure 7).



At the bottom of the search form, click Class Search. From the returned CRNs, examine the one you have been working on to verify that the modified title (and any other modifications) are displaying as expected (Figure 8).

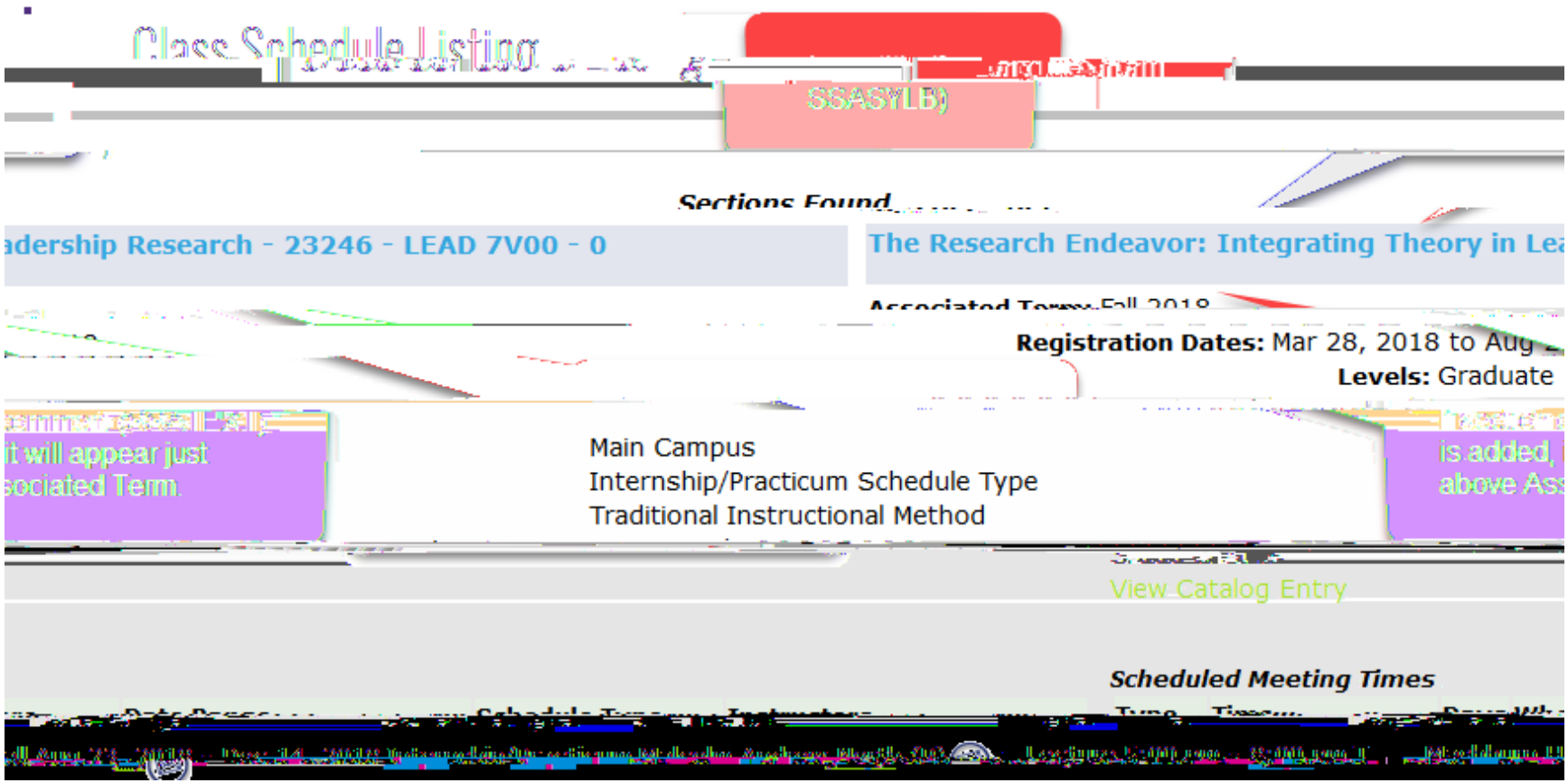



Figure 7: CRN Detail