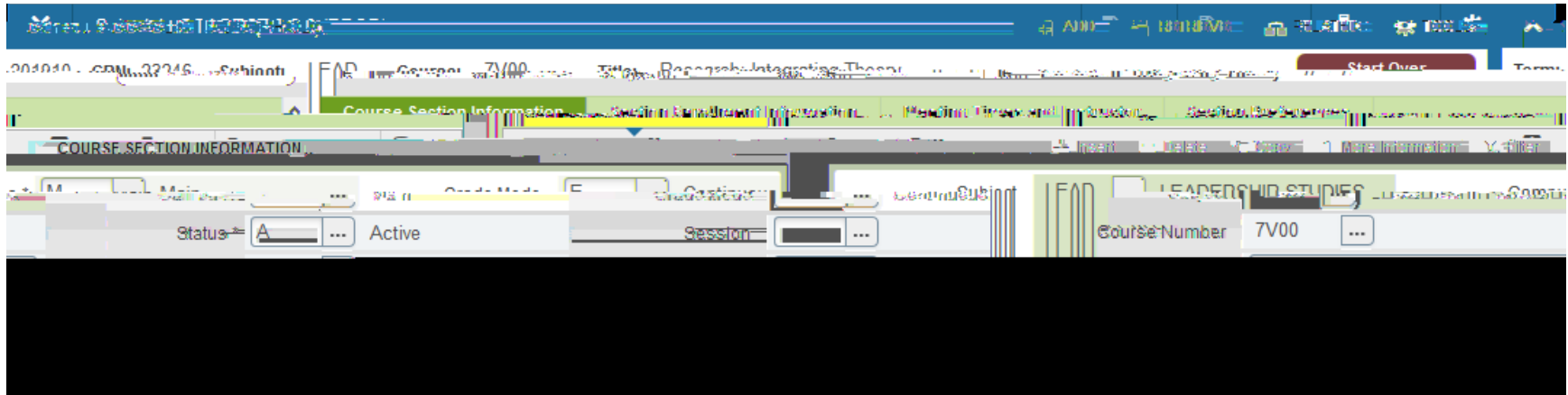


Departments are authorized to make certain customizations in the titles used for CRNs in the Class Schedule. This document detai

3.1 Modifying the Title

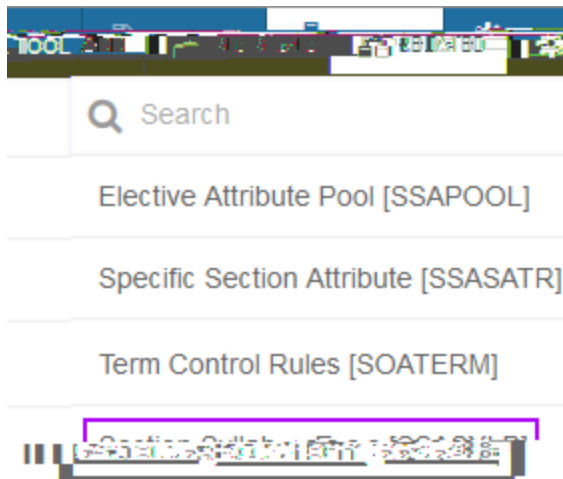
Begin in SSASECT with the Banner title/short title (Figure 1)

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



Customizing Titles in the Class Schedule: Rules and Instructions

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

Search Go

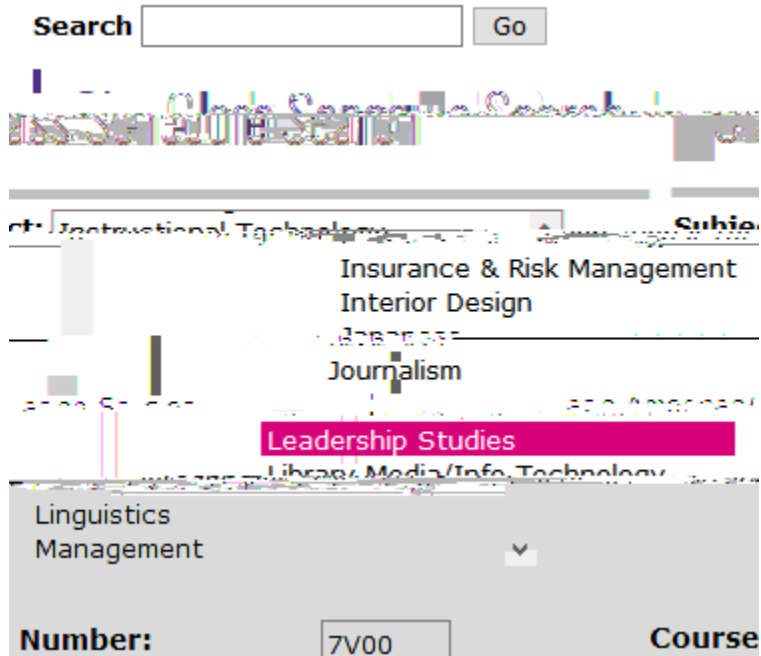
Search by Term:
Fall 2018

OR

Search by Date Range (MM/DD /YYYY):
To: From:

Submit Reset

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



The screenshot shows a search interface. At the top, there is a search box with the word "Search" to its left and a "Go" button to its right. Below the search box is a dropdown menu. The menu is currently open, showing a list of subjects. The subjects listed are: Insurance & Risk Management, Interior Design, Journalism, Leadership Studies (which is highlighted in a pink box), and Library Media/Info Technology. Below the dropdown menu, there are two input fields. The first is labeled "Number:" and contains the text "7V00". The second is labeled "Course:" and is currently empty.

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

Place Schedule Listing

23246

SSAS7LB)

Sections Found

Leadership Research - 23246 - LEAD 7V00 - 0

The Research Endeavor: Integrating Theory in Leadership

Associated Term: Fall 2018

Registration Dates: Mar 28, 2018 to Aug 2, 2018

Levels: Graduate

Main Campus
Internship/Practicum Schedule Type
Traditional Instructional Method

it will appear just associated Term.

is added, above Ass

[View Catalog Entry](#)

Scheduled Meeting Times

Schedule	Days	Time	Location