Where to Add New or Make Changes to Course Information:

- ORC/Catalog
  - Term Offered
  - Instructor
  - Department-Specific Categories
  - Prerequisite Narrative
  - Graduate level course information
  - Masthead and Requirements

- DCARS
  - New Courses (regular and special topics)
  - Course Transcript Title
  - Course Long Title
  - Course Number
  - Course Description
  - Prerequisite Approval
  - World Culture/Distributive requirements
  - Crosslists

- Timetable Editor
  - Schedule Type
  - Time Offered
  - Enrolment Limit
  - Priorities
  - Instructor
  - Grade Mode (CT/NC)
  - Discussion or Lab
  - Final Exam Y/N
  - Add sections
  - Median Grade requests
  - Room Requests
  - A/V requests
  - Textbook Information

Notes:
- NRO status for a course may be viewed in the Timetable Editor. Changes are communicated via email to the Registrar’s Office.
- Textbook Information may also be entered using the Textbook Information menu item on BannerStudent for Faculty.
- Final Examination information (confirmations, joint scheduling questions, room preferences, etc.) is collected based on Timetable Editor data using a spreadsheet distributed by the Registrar’s Office.