Where to Add New or Make Changes to Undergraduate Course Information:

**ORC/Catalog**
- Term Offered
- Instructor
- Department-Specific Categories
- Prerequisite Narrative
- Graduate level course information
- Department/Program 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
- Syllabus

**Timetable Editor**
- Schedule Type
- Time Offered
- Enrollment 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:

**ORC/DCARS**
- Departments/programs proof masthead and requirements to ensure that updates are made which match current personnel and reflect changes in the department/program as well as College requirements and processes. Those with cross-lists and with personnel who span multiple departments/programs proof those areas to ensure they match.
- Graduate courses are all edited in the ORC/Catalog.
- The Registrar’s Office does not add instructors to the ORC/Catalog; you may leave that field blank in Sitecore, or enter TBD if necessary. You may indicate the instructor of a course in DCARS using the notes if an instructor is not yet in Banner. Also refer to the first bullet point under Timetable Editor for more information on instructors.

**Timetable Editor**
- Instructor names are added to the Timetable Editor once they have completed the hiring process (confirmed through the Finance Center.) If the hiring process is complete and the name is missing the Registrar’s Office will add their name. If the Timetable for the term they will start to teach has already been published, the Registrar’s Office will add their name.
- 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.
- NRO status for a course may be viewed in the Timetable Editor. Note that new courses approved through DCARS default to “not NRO eligible” in Banner. Changes to a course’s NRO status are communicated to the Registrar’s Office via email. Changes to NRO status are not accepted once the Timetable is published.

See more guides to academic systems here: http://www.dartmouth.edu/~reg/guides/