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

ORC/Catalog

- Instructor
- Term Offered
- Prerequisite Narrative
- Department-Specific Categories
- Graduate Level Course Information
- Department/Program Masthead and Requirements

DCARS

- Instructor
- Prerequisites
- New or Update Course Proposals (including Cross-Listed and Special Topics Courses)
- Course Transcript Title
- Course Long Title
- Course Number
- Course Description
- World Culture/ Distributive Requirements
- Syllabus

Timetable Editor

- Instructor
- Time Offered
- Schedule Type
- Enrollment Limit
- Priorities
- Instructor
- Grade Mode (CT/NC)
- Discussion or Lab
- Final Exam Y/N
- Add Course Sections
- Median Grade Requests
- Room Requests
- A/V Requests
- Textbook Information

Notes:
ORC/Catalog

- Departments/programs proof masthead and requirements and make updates which match current personnel and reflect changes in the department/program as well as College requirements and processes. Those with cross-listed courses and with personnel who span multiple departments/programs proof those areas as well to ensure they match.
- Graduate courses are all edited in the *ORC/Catalog*.

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, contact the Registrar's Office will add their name. If the Timetable for the term they will start to teach is published, the Registrar's Office will add their name.
- Departments/programs view the NRO status for a course in the Timetable Editor, and communicate changes via email to the Registrar's Office. Departments/programs may not change NRO status once the Timetable is published each term.
- Enter Textbook Information using the Timetable Editor, or the Textbook Information menu item on BannerStudent for Faculty.
- The Registrar's office collects Final Examination information (confirmations, joint scheduling questions, room preferences, etc.) from the Timetable Editor data, and distributes a spreadsheet to departments/programs for data confirmation.