

Departments are authorized to make certain customizations in the titles used for CRNs in the Class Schedule. This document details the general rules guiding those customizations and explains how to make the modifications.

1 Rules

- a. Departments may add to a course title to specify content only if the course is one in which the content is intended to change significantly with each offering (typically, special topics courses). Customized titles may not be used with courses whose content is more specifically defined. In those cases, if the course needs a different title, a title change may be submitted through the curriculum process.
- b. A recognizable original title or portion thereof must remain from the title of record, with the distinguishing/additional title language following a colon (e.g., Special Topics: Amphibian Metaphors in Arkansas Fiction or Intro to Fiction: Tales from the American South). The abbreviation will have to be more radical for the Banner Title (see below for “Banner” Title and Long Title), which has a maximum data length of 30 (e.g., Topics: Amphibian Metaphors or Intro Fiction: American South).

2 Definitions/Identifications

- a. **Banner title/short title.** This the title field in SSASECT (Schedule Form), with a maximum data length of 30. This title populates the transcript and academic history, so it is important that it be intelligible, even with its short length.
- b. **Long title.** The long title field is in SSASYLB (Section Syllabus Form) and has a maximum data length of 100. If a long title is populated here, it will be displayed in the online class schedule for the CRN in the relevant term.
- c. **Section text.** SSATEXT (Course Section Comments) includes two fields that may be helpful if what needs to be added isn't accommodated by either the short or long title: (1) Section Text has a maximum data length of 60, and (2) Section Long Text has a maximum data length of 32767 (yes, you read that correctly). If Section Long Text exists, Section Text will not display. Anything entered in this form will display just below the title in the CRN detail screen.

3 Instructions

The screenshots on the following pages use one 201910 CRN as an example of customizing titles. The course is LEAD 7V00; its Banner title is THE RESEARCH ENDEAVOR. Screenshots are in two groups: (1) modifying the title and (2) verifying the effect of the modifications in the online schedule. Be sure to save every change.

3.1 Modifying the Title

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

Figure 1: SSASECT: Customize the “short title”

The screenshot shows the SSASECT interface for 'Schedule SSASECT 9.3.9 (PROD)'. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, the current session details are displayed: Term: 201910, CRN: 23246, Subject: LEAD, Course: 7V00, Title: Research: Integrating Theory. A 'Start Over' button is visible on the right. The main content area is divided into tabs: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Course Section Information' tab is active, showing a form with various fields. A red callout bubble points to the 'Title' field, which contains 'Research: Integrating Theory', with the text 'Max data length: 30'.

COURSE SECTION INFORMATION			
Subject	LEAD ... LEADERSHIP STUDIES	Campus *	M ... Main
Course Number	7V00 ...	Status *	A ... Active
Title	Research: Integrating Theory	Schedule Type	06 ... Internship/Practicum
Section *	0 ...	Instructional Method	TRAD ... Traditional
			Grade Mode
			E ... Continuous
			Session
			...
			Special Approval
			...
			Duration
			...
			<input type="checkbox"/> Override Duration

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

The screenshot shows the 'RELATED' menu in the SSASECT system. The menu items are listed below a search bar. The item 'Section Syllabus Form [SSASYLB]' is highlighted with a yellow border.

- Elective Attribute Pool [SSAPOOL]
- Specific Section Attribute [SSASATR]
- Term Control Rules [SOATERM]
- Section Syllabus Form [SSASYLB]**

In SSASYLB, modify the Section Long Title (Figure 3).

Figure 3: SSASYLB, Long Title

Section Syllabus SSASYLB 9.3 (PROD)

Term: 201910 CRN: 23246 Subject: LEAD Course: 7V00 Course Title: Research: Integrating Theory

Start Over

Long Title and Learning Objectives Required Materials and Technical Requirements

SECTION LONG TITLE

Insert Delete Copy Filter

Copy

Section Long Title The Research Endeavor: Integrating Theory in Leadership Research

URL

Max data length: 100

If you need to add Section Text or Section Long Text, use the RELATED menu to navigate to the Section Comment Form (SSATEXT) (Figure 4).

Figure 4: Section Comment Form

Section Comment SSATEXT 9.3 (PROD)

Term: 201910 CRN: 23246 Subject: LEAD Course: 7V00 Title: Research: Integrating Theory

Start Over

SECTION TEXT

Insert Delete Copy Filter

Section Text *

1 of 1

10 Per Page

Record 1 of 1

SECTION LONG TEXT

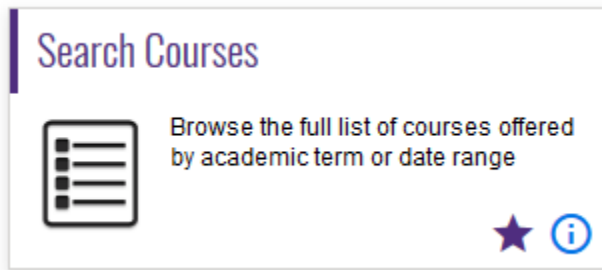
Insert Delete Copy Filter

Section Long Text

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

Select Term or Date Range

Search by Term:

Fall 2018

OR

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

From: To:

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

Search

Class Schedule Search

Subject:

- Instructional Technology
- Insurance & Risk Management
- Interior Design
- Japanese
- Journalism
- Latin American/Latino Studies
- Leadership Studies**
- Library Media/Info Technology
- Linguistics
- Management

Course Number:

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

Class Schedule Listing

Sections Found

The Research Endeavor: Integrating Theory in Leadership Research - 23246 - LEAD 7V00 - 0

Associated Term: Fall 2018
Registration Dates: Mar 28, 2018 to Aug 2, 2018
Levels: Graduate

Main Campus
 Internship/Practicum Schedule Type
 Traditional Instructional Method
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	5:00 pm - 8:00 pm	T	Mashburn Hall	Aug 23, 2018 - Dec 14, 2018	Internship/Practicum	Malcolm Andrew North (P.)

Callout 1: Long title (from SSASYLB)

Callout 2: If section comment (SSATEXT) is added, it will appear just above Associated Term.