

EDIT THE CATALOG DESCRIPTION

A Change course will display the “Description (from Banner),” if it is the first time the course has been submitted through the approval process within the CRS application.

A Catalog Preview will display here as you enter the information into CRS on the Course Information, Course Prerequisite, Catalog Description and Syllabus tabs.

A Course Description field will be available for adding the past description or changing the past description.

In the example below of a Change course that is appearing in the CRS for the first time, you will see the CATALOG VIEW, Description (from Banner), Catalog Preview and Course Description.

The preparer uses the Description (from Banner) to help prepare all the fields for the Change course. The Catalog Preview is the information that you have entered into the Course Information, Course Prerequisite, Catalog Description and Syllabus tabs. If the Catalog Preview is not what the change should be, then you will need to go back to the tab and fill in the correct information that is missing.

In the example below, you will see that the Catalog Preview is missing the credit overlap statement. To make sure the credit overlap statement is viewable in the Catalog Preview, you must navigate to the Credit Overlap field (within the Description tab in CRS) and enter in the correct credit overlap information (including your standard or nonstandard statement and your description of the overlap).

CATALOG VIEW

Description (from Banner)

[4 Units, Lecture 3, Research 3, Prerequisite(s): professional or upper-division standing Covers the study of stages of intellectual development; principles of learning; the dynamics of human behavior; learner and cultural differences as they relate to modern curricula and instruction; and the role of motivation and self-concept in the learning process. Credit is awarded for only one of EDUC 110 or EDUC 110S..]

Catalog Preview

4 Units, Lecture 3, Discussion 1 Restricted to class level standing of Credential only, Junior, Masters, and Senior; Covers the study of stages of intellectual development; principles of learning; the dynamics of human behavior; learner and cultural differences as they relate to modern curricula and instruction; and the role of motivation and self-concept in the learning process.

COURSE DESCRIPTION

Write the description in present tense and limit it to 50 words (do not count grading information, repeatability information, or a list of E-Z subtitles). If possible, do not use complete sentences, However, use sentences that contain more than a list of items or topics.

Covers the study of stages of intellectual development; principles of learning; the dynamics of human behavior; learner and cultural differences as they relate to modern curricula and instruction; and the role of motivation and self-concept in the learning process.

You may enter overlap or duplication information in the “Describe the Overlap or Duplication” field and refrain from entering a standard or nonstandard statement.

PRIORITY ENROLLMENT

This option is only available for a “Change” course. You will need to provide the answers to these questions:

Priority Enrollment for the Course

- Yes
- No

Renew Priority Enrollment?

- Yes
- No

Enter in the Enrollment Details, including the justification for the course, into the Justification field.

You may upload files that support your request.

Then, you need to provide the Priority Enrollment Statement and the departmental Factors in the Test Box, or upload the information.

SYLLABUS

Here you will either copy and paste the full text of the syllabus, upload a file of the syllabus, or enter the Grading Breakdown and Weekly Topics as your choice of syllabus information.

COMMENTS

In this section, you will see all comments for the course as the course is routed through the course approval process. If your course is returned, you can look in this section to find what needs to be fixed in order for the course to proceed through the approval process.

ATTACHMENTS

In this section, you will add any supporting documentation that you want reviewed by the faculty during the approval process.

COURSE SUMMARY JUSTIFICATION

This section is to add the justifications for the changed fields within the course proposal. If the course is a first time CRS “Change” course, there will be fields that will show up as changed, but they are not changed. They are first-time course submissions using Banner for the information.

Field that show up that will require a justification for first-time course submissions in CRS are:

COURSE TYPE (COURSE TYPE IS NOT DEFINED IN BANNER).

For this justification you will enter “no change.”

JUSTIFICATION FOR EDITED FIELDS FOR THE COURSE	
Edited Field	Course Type
Old Value	
New Value	Standard Course
Justification	<input type="text" value="no change"/>

For courses that are in CRS (they have changed and the course proposal information is already in CRS) and are a Change course, the old value and the new value will appear.

SUMMARY

For a Create a course, the view will be a summary that shows the entire information entered and loaded within the CRS proposal.

For a Change course, the view will show the difference between the “previous approved” versus the “proposed” versions.

EDUC 280 FOUNDATIONS IN EDUCATION: THE LEARNER		CROSSLISTINGS:
Effective Term:	Fall 2018	Course Type: Standard Course
DIFFERENCE BETWEEN THE COURSE VERSIONS		
Section	Previous Approved	Proposed
Course Type:		Standard Course
Course Number:	EDUC 280L	EDUC 280
Course Title/Subtitle:	FOUNDATIONS IN EDUCATION	FOUNDATIONS IN EDUCATION: THE LEARNER
Short course title:	FOUNDATIONS IN EDUCATION	THE LEARNER
Catalog Description:	[4 Units, Lecture 6, Research 6, Prerequisite(s): admission to the M.Ed. General Education Teaching Emphasis Considers learning from psychological, cognitive, and social perspectives. Draws on recent research on the learning process in schools and other contexts. Emphasizes the relationship between teaching and learning. Offered in summer only.]	4 Units, Lecture 3, Research 3 Restricted to major(s) Education, Education; graduate standing; Considers learning from psychological, cognitive, and social perspectives. Draws on recent research on the learning process in schools and other contexts. Emphasizes the relationship between teaching and learning. Offered in summer only.
Grading Type and Statement:	Letter	Letter

CATALOG DESCRIPTION (FROM BANNER)

In this section, you will see the Description for each course, as it is pulled from Banner, compared to what you have already entered in the first two CRS sections (course information and course prerequisites).

The Description information in Banner represents all fields required for the catalog description. Those fields include all activities and hours, all prerequisites and/or restrictions, description, grading statement (if applicable), repeat statement if (applicable), cross-listed course information (if applicable) and credit overlap statement.

In the Catalog View Description (from Banner), you will see the previously approved version.

The Catalog Preview is what you have entered so far within CRS. Verify that what is in the Catalog Preview is what the CHANGE information is for the Course Information and Course Prerequisite information. If the information is not correct, return to the sections in CRS that need to be updated.

REVIEWING COURSE INFORMATION

For a course that has never been entered into CRS, the description information will have to be reviewed carefully, and the information within the Description (from Banner) will have to be entered within the CRS system in the appropriate fields associated with the description.

Example: CHEM 135/ENSC 135/ENTX 135

CHEM 135 CHEMISTRY OF THE CLEAN AND POLLUTED ATMOSPHERE From: Winter 1998	CROSSLISTINGS: ENSC 135 ENTX 135
CATALOG VIEW	
Description (from Banner)	
[4 Units, Lecture 3, Discussion 1, Prerequisite(s): CHEM 008A and CHEM 08LA or CHEM 08HA and CHEM 08HLA, CHEM 008B and CHEM 08LB or CHEM 08HB and CHEM 08HLB, or consent of instructor; ENSC 102 recommended. Structure of the troposphere and stratosphere; formation of atmospheric ozone; tropospheric NOx chemistry; methane oxidation cycle; phase distributions of chemicals; wet and dry deposition; chemistry of volatile organic compounds; formation of photochemical air pollution; modeling of air pollution and control strategies; stratospheric ozone depletion and global warming. Cross-listed with ENSC135, and ENTX135.]	
Catalog Preview	
4.0 Units, Lecture 0 units, 0 hours, Discussion 0 units, 0 hours, Prerequisite(s): CHEM 08LA with grade D- or better; And CHEM 008A with grade D- or better; Or CHEM 08HA with grade D- or better; And CHEM 08HLA with grade D- or better; Or CHEM 12HA with grade D- or better; Or CHEM 12A with grade D- or better; , And CHEM 008B with grade D- or better; And CHEM 08LB with grade D- or better; Or CHEM 08HLB with grade D- or better; And CHEM 08HB with grade D- or better; Or CHEM 12HB with grade D- or better; Or CHEM 12B with grade D- or better;	

The Catalog Preview states that the course has Lecture 0 units, 0 hours, Discussion 0 units and 0 hours. Revisit the COURSE INFORMATION section and make sure that you have the correct information entered before continuing on.

OVERALL UNITS

Fixed Min Units Or/To Max Units

Variable 0 Or 4

ACTIVITIES HOURS AND UNITS

Lecture	Group	Week	0	Or	3	
Discussion	Group	Week	0	Or	1	

Total Hours 0 Or/To 4

Activities Hours and Units Preview

Lecture 0 Or 3 units, 0 Or 3 hours, Discussion 0 Or 1 units, 0 Or 1 hours,

[Add Activity Hours](#)

CHEM 135 | CHEMISTRY OF THE CLEAN AND POLLUTED ATMOSPHERE
From: Spring 2018

CROSSLISTINGS:
[ENTX 135](#)
[ENSC 135](#)

CATALOG VIEW

Description (from Banner)

[4 Units, Lecture 3, Discussion 1, Prerequisite(s): CHEM 008A and CHEM 08LA or CHEM 08HA and CHEM 08HLA, CHEM 008B and CHEM 08LB or CHEM 08HB and CHEM 08HLB, or consent of instructor; ENSC 102 recommended. Structure of the troposphere and stratosphere; formation of atmospheric ozone; tropospheric NOx chemistry; methane oxidation cycle; phase distributions of chemicals; wet and dry deposition; chemistry of volatile organic compounds; formation of photochemical air pollution; modeling of air pollution and control strategies; stratospheric ozone depletion and global warming. Cross-listed with ENSC135 and ENTX135.]

Catalog Preview

4.0 Units, Lecture 0 Or 3 units, 0 Or 3 hours, Discussion 0 Or 1 units, 0 Or 1 hours, Prerequisite(s): CHEM 08LA with grade D- or better; And CHEM 008A with grade D- or better; Or CHEM 08HLA with grade D- or better; And CHEM 08HA with grade D- or better; Or CHEM 12HA with grade D- or better; Or CHEM 12A with grade D- or better; , And CHEM 08LB with grade D- or better; And CHEM 008B with grade D- or better; Or CHEM 08HB with grade D- or better; And CHEM 08HLB with grade D- or better; Or CHEM 12HB with grade D- or better; Or CHEM 12B with grade D- or better;

COURSE DESCRIPTION

If your description is not changing, you can copy the description information from the Description (from Banner) section in CRS. Pay close attention and select *only* the description information.

If your previously approved description was more than 50 words, you will have to truncate the word count to make it 50 words or less.

The following statements will be allowed by checking the appropriate information:

“Honors course corresponding to XXXX XXXXX”

“Fulfills the third-quarter writing requirement for students who earn a grade of ‘‘C’ or better for courses that the Academic Senate designates and that the student’s college permits, as alternatives to English 001C.”

“Offered in Summer Only”

COURSE DESCRIPTION

Write the description in present tense and limit it to 50 words (do not count grading information, repeatability information, or a list of E-Z subtitles). If possible, do not use complete sentences, However, use sentences that contain more than a list of items or topics.

Structure of the troposphere and stratosphere; formation of atmospheric ozone; tropospheric NO_x chemistry; methane oxidation cycle; phase distributions of chemicals; wet and dry deposition; chemistry of volatile organic compounds; formation of photochemical air pollution; modeling of air pollution and control strategies; stratospheric ozone depletion and global warming. |

GRADING TYPE & STATEMENT

If your course is a Change course, the previously approved information will appear.

Select the GRADING TYPE & STATEMENT box to change this information.

Select the appropriate grade type per the General Rules and Policies Governing Courses of Instruction.

If the grading is not changing, you can skip this section.

GRADING TYPE & STATEMENT

Letter or Peti

- Grading Type
- In Progress
- Letter
- Letter and S/NC
- Letter or Petition for S/NC**
- Not gradable
- Pass/Fail
- Pass/Fail/Honors
- S/NC
- Transfer
- Workload Letter
- Workload Letter and S/NC
- Workload S/NC

When selecting a grade type that is not the default grading, the grading statement will appear.

Select the grading statement that corresponds with the Grade Type selected.

GRADING TYPE & STATEMENT

Letter

Satisfactory(S) or No Credit(N/C) is not available.

COURSE REPEATABILITY TO A MAXIMUM LIMIT

Select "Yes" for courses repeatable to a maximum limit.

Select the appropriate repeat statement for "May a student take more than one section of the course in a single quarter?" (for undergraduate courses this is usually "No," but many graduate course may be repeated within the same term).

Select the Repeatability Statement that best describes the repeatability.

Enter the Max Units the course may be repeated for.

Enter the Repeatability Justification that the faculty provided for repeatability.

COURSE REPEATABILITY

i A selection of Yes or No is required.

If the course is repeatable (Yes), indicate if a student can take more than one section of the course in one term, select the appropriate Repeatability Statement, and enter the maximum number of units.

For more information and help using this section, please visit <http://senate.ucr.edu/committee/?do=info&id=8>.

Is the course repeatable?

Yes

No

May a student take more than one section of the course in a single quarter?

Yes

No

Repeatability Statement

Repeatable

500

Repeatability Justification

Repeat content/topic changes

No change in previous version, only

Repeatable

Note:

Follow the General Rules and Policies Governing Courses of Instruction when preparing the Course Repeatability section.

Follow the General Rules and Policies Governing the Course of Instruction for Credit Overlap.

CREDIT STATEMENT INFORMATION

Example 1:

Credit overlap but no duplication of credit

If it is determined that the course has credit overlap without a credit statement, select “YES.”

Enter the overlap information in the second box (“If the course content overlaps or duplicates the content of another course, describe the overlap or duplication”).

Autosave should save the information.

The information will not be entered into Banner for duplication of credit purposes.

CREDIT STATEMENT

Does this course content overlap with that of an existing course? Yes No

Standard Statement Credit is awarded for only one of

ADD CREDIT COURSE

Non-Standard Statement

Please describe any series overlaps or one directional

If the course content overlaps or duplicates the content of another course, describe the overlap or duplication:

CHEM 135/ENSC 135/ENTX 135 have some of the same topics as POSC 138 and POSC 138S. The content of CHEM 135/ENSC 135/ENTX 135 and POSC 138 and POSC 138S can be taken without duplication of credit.

Example 2:

Credit overlap bidirectional (two or more course proposals have the same credit overlap information on them POSC 010 or POSC 010H or POSC 010W)

For a Standard Credit Overlap statement that is listed on all three courses:

Enter in the Subject code and Course number for the courses.

Save.

For Standard Credit Overlap courses, Banner will enforce mutual exclusion and will not allow a student to register for a course if they already took one of the courses listed within the matrix.

Do not fill in the Non-Standard Statement field.

You must fill in the course content overlaps or duplicate content of another course.



All three courses (POSC 010, POSC 010H, and POSC 010W) must be submitted if one of the courses is being deleted or renumbered, or if the credit overlap changes in any other way.

True bidirectional credit overlap statements will be entered into Banner SCAMEXC. SCAMEXC stops students from registering for a course that has credit overlap/mutual exclusion.

CREDIT STATEMENT

Does this course content overlap with that of an existing course? Yes No

Standard Statement Credit is awarded for only one of

Political Science	010W	ADD ROW	
Political Science	010H	ADD ROW	

Non-Standard Statement

Please describe any series overlaps or one directional

If the course content overlaps or duplicates the content of another course, describe the overlap or duplication:

Same information is taught in POSC 010, POSC 010H, and POSC 010W. POSC 010H is for honors students and POSC 010W is a writing across curriculum course is for students who have taken ENGL 001B and may take the WAC course.

Example 3:

Credit Overlap one directional (where one first course lists another course, but the second course does not list the first course on the course proposal or sequential

CS 005 credit overlap statement = Credit is not awarded for CS 005 if it has already been awarded for CS 010

CS 010 credit overlap statement = Credit is not awarded for CS 010 if it has already been awarded for CS 030

CS 030 does not have any credit overlap statement

OR

PHYS 134 credit overlap statement = Credit is not awarded for PHSY 134 if it has already been awarded for PHYS 132 or PHYS 133

PHYS 133 and PHYS 132 do not have a credit overlap statement.

OR

CHN credit overlap statement = Credit is awarded for only one of the following sequences: CHN 001, CHN 002, CHN 003, and CHN 004, and CHN 001, CHN 002, and CHN 020B; CHN 020A and CHN 020B

For the one directional statements, it is crucial to look at the Catalog View to be sure that you get the correct statement when entering into the Non-Standard Statement credit field.

Enter in the Non-Standard Statement only (The Non-Standard Statement will be entered into the Course Description, only not in the mutually exclusive field in Banner).

CS 005 | INTRODUCTION TO COMPUTER
PROGRAMMING
From: Winter 2017

CROSSLISTINGS:

CATALOG VIEW

Description (from Banner)

[4 Units, Lecture 3, Laboratory 3 An introduction to computer programming for nonengineering and nonscience majors and for students considering taking CS 010 but needing additional preparation. Topics include the history of computing, basic computer operation, the notion of an algorithm, and programming constructs such as variables, expressions, input/output, branches, loops, functions, parameters, arrays, and strings. Credit is not awarded for CS 005 if it has already been awarded for CS 010.]

CREDIT STATEMENT

Does this course content overlap with that of an existing course? Yes No

Standard Statement Credit is awarded for only one of

ADD CREDIT COURSE

Non-Standard Statement

Credit is not awarded for CS 005 if it has already been awarded for CS 010.

If the course content overlaps or duplicates the content of another course, describe the overlap or duplication:

Engineering states that you can take CS 005 and then CS 010, not the other way around. |