

# Variable Title Help Sheet

A variable title is a course that offers unique subtitles each semester. These are typically defined as “Special Topics” courses such as ANT 395 – Topics in Anthropology and are noted as a “Variable Title Course” in the catalog.

Each subtitle must be approved prior to teaching. The approval process/requirements are determined by each college. UG courses should be approved initially, and GR courses should be approved initially and re-approved every two years (please see [UNC University Regulations 3-3-501\(2\) Curriculum Change Procedures](#)). The help sheet below outlines how to submit a new variable title in the Curriculum Workflow.

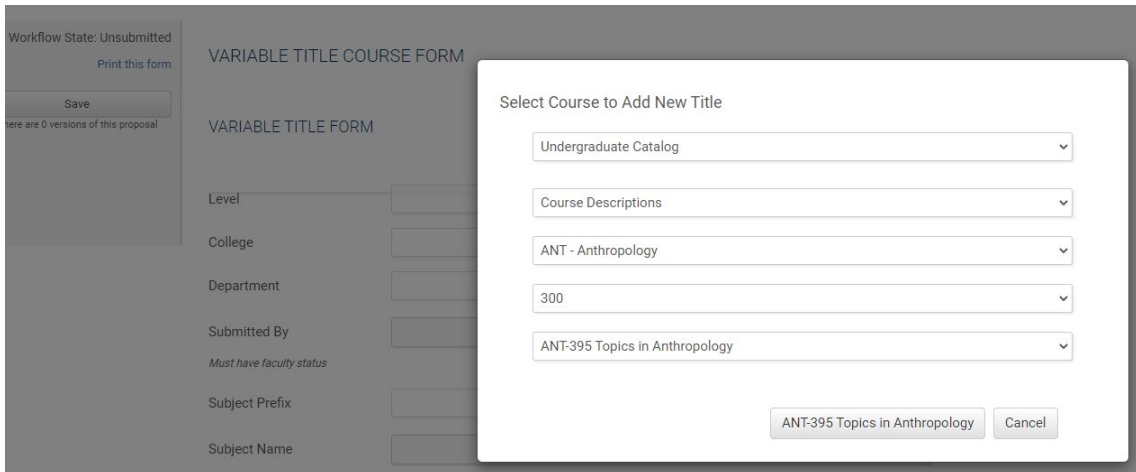
Once a new title is determined, it will be approved by the Director/Chair and the College Dean in the workflow prior to submission. Curriculum staff in the Office of the Registrar then input the approved title into Banner, then the College Scheduler may schedule the section.

## 1) Login to Workflow

- a. From Ursa
  - i. Open Employee Tab and click “Curriculum Workflow” listed under Employee Tools > General Information
  - ii. Sign in using UNC credentials (usually signs you in automatically when opening via Ursa)
- b. From Email or Bookmarked Link
  - i. Click Login in the upper right corner of the Curriculum Workflow screen
  - ii. Sign in using UNC credentials

## 2) Filling out Variable Title Form

- a. Open “Curriculum Management”
- b. Open a new “Variable Title Course Form” in the forms list at the top of the screen
- c. Select the course you are submitting the new title for (select Undergraduate or Graduate catalog, Course Descriptions, course prefix, course level, and finally the course you are editing). Click the button once it populates with the course title.
  - i. NOTE: This will be the “permanent” course title listed in the catalog, for example “ANT 395 – Topics in Anthropology”



- d. In the form, fill in required fields (marked with **\*Required**), including level, college, department, and the faculty member who requested or is teaching the new title.
- e. **In the “New Variable Title” field, enter the new title being submitted.**

New Variable Title ?  \*Required  
30 character limit

i. NOTE: The “?” button will have these additional instructions regarding title format:

*Variable title names should follow the below parameters:*

- Title must be 30 characters or under
- Use “&” for "and"
- Capitalization should be done in Title case – First letter of all primary words capitalized (do not use ALL CAPS)
- If the course is gtP, be sure to put the code before the title (AH3-Title); the title still needs to be max. 30 characters.

- f. Enter the term the title should be entered in Banner and include any supporting information like the syllabus. *Colleges determine what information is required for review of Variable Titles, per University Regulations.*

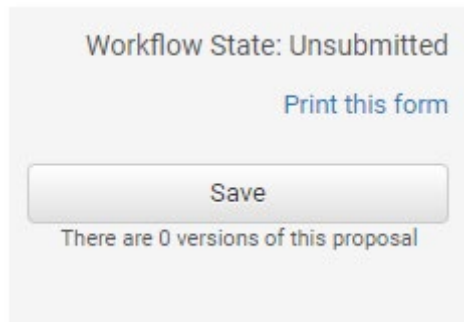
Supporting Documents  
Upload syllabus or other supporting document(s) (please contact College Dean's Office for requirements)

Additional Information  
Include rationale or other supporting information (please contact College Dean's Office for requirements)

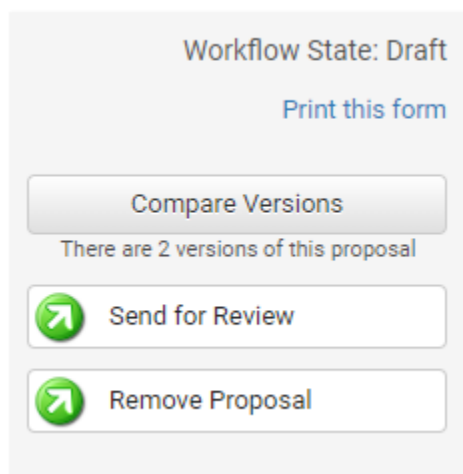
Source |

### 3) Submitting the Variable Title Form

- a. Click “Save” up in the upper left of the form when you are done with the form or if you are planning to come back to complete the form.



- b. After saving, you will then see the option to “Send for Review” to submit the form for approval. Note that required fields are not needed to “Save” a form but will be needed to send for review.



- c. After sending for review, forms will be approved within the workflow by the Chair/Director of the program (selected in the drop down under “Department”) then by the College Dean (determined by the college selected in the drop down under “College”). Finally, it will go to the Registrar’s Office and the approved title will be added under the “Course Text” tab in SCADETL for that course.

### 4) Tracking Proposals

- a. As the Original Submitter, you will receive emails periodically of the status of the submitted proposal. The final email will be when the title is in “Approved” workflow stage – this indicates the title has been processed and is now in Banner.
- b. To view the form again after you have submitted it, open the Curriculum Workflow “Curriculum Dashboard” tab and search or filter to find your form. You will not be able to make changes, but will be able to view the form and what stage it is in.
- c. Once the form is approved, it moves out of the “Curriculum Dashboard” tab and can then be found in the “Archived Proposals” tab.

- d. To view approved variable titles for a course, you can:
  - i. View titles in SCADETL screen in Banner under the “Course Text” tab
  - ii. Run the “CRS085 Variable Title Courses” report in Insight. Click the hyperlink of the course identifier to see the list of currently approved titles in Banner.

## **5) Additional Form/Curriculum Workflow Tips**

- a. If you need to leave the form and come back to it, once it has been saved the form will be available in your “My Items” tab of the Curriculum Workflow as a Draft. If additional edits are needed after Saving, “Lock” the proposal by clicking the “Lock” button toward the top of the form. Be sure to save again after making changes unless you are ready to submit (sending for review will save your changes).
- b. After saving, you may also “Remove Proposal” which will delete the form from the system. It will still want you to fill in all required fields before being able to select this option.
- c. You may add comments any time to the form using the “Add a comment” button on the left sidebar (appears only after saving a second time). The system will also prompt you to add a comment when you submit. This is not required – you may add a comment if you chose or leave the box blank and just click “OK.”