Adding a UC Transcribed Attribute (UCTR)

This guide will cover:

- How to add a UCTR (UC Transcribed Attribute) to a scheduled course

**Remember:** Users are not to add, edit or delete any other attributes that have already been assigned to the course. The following steps should only be to add UCTR Attributes. UCTR Attributes include:

- Honors Course (HONORS)
- Internship Course (INTERNSHIP)
- International/Education Abroad (INTERNTL)
- Research Course (RESEARCH)
- Service Learning Course (SVC LRN)

**Step One**

If you are scheduling a new course, use the Main Menu to navigate to Schedule New Course using the following breadcrumb:

OR

If you have already scheduled the new course and are returning to add attributes, you can navigate to Maintain Schedule of Classes using the following breadcrumb:

**Step Two**

Complete the following fields in the Search Criteria and then click [Search].

- Academic Institution
- Term
- Subject
- Catalog Nbr
- Academic Career
- Course Offering Nbr
**Step Three**

On the Basic Data tab, scroll down to the bottom of the screen. In the Class Attribute header, click on the “View All” link. This will display all the attributes already assigned to the class.

![Course Attributes Table](image)

**Step Four**

Click on the + to insert a new row to add an additional course attribute and attribute value.

**Step Five**

In the new row, click the magnify glass under the Course Attribute column.

![Course Attributes Table](image)

**Step Six**

Select the UCTR Course Attribute.

![Attributes Table](image)
Step Seven

Click the magnifying glass under the Course Attribute Value column. Select the attribute you are adding to the class.

![Search Results]

Step Eight

The UCTR class attribute should now appear in the Class Attribute section.

![Course Attributes]

Step Nine

Click ![Save].

You have now completed the steps of adding a UC Transcribed Attribute (UCTR) to the scheduled course.