Updating Global Notes

Purpose: Global Notes are maintained by the Office of the Registrar. Use the **Global Notes Table** page to view or update global notes for a subject.

Step	Action
1.	Navigate to the **Global Notes Table** page: Select **Main Menu › Curriculum Management › Schedule of Classes › Global Notes Table** Favorites ⋮ Main Menu > Curriculum Management > Schedule of Classes > Global Notes Table **Global Notes Table** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value ▽ Search Criteria Academic Institution: = ▾ UNICS 🔍 Academic Group: = ▾ 🔍 Term: = ▾ 🔍 Subject Area: begins with ▾ 🔍 Description: begins with ▾ ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria
2.	Enter the appropriate search criteria, click the **Search** button. *Example:* ▽ Search Criteria Academic Institution: = ▾ UNICS 🔍 Academic Group: = ▾ CBA 🔍 Term: = ▾ 2132 🔍 Subject Area: begins with ▾ 🔍 Description: begins with ▾ **Note:** You may enter/select the *Academic Group* and then select the subject from the results, or you may enter/select the *Subject Area* (e.g. ACCT).

Step	Action
3.	Enter the appropriate updates and click the **Save** button. **Global Notes Table** **Academic Institution:** UNICS University of Northern Iowa **Academic Group:** CBA Business Administration **Term:** 2132 FALL 2013 **Subject Area:** ACCT Accounting Find | View All First ◀ 1 of 1 ▶ Last ***Print Location:** Print After ⊞ ⊟ ***Description:** ACCT Accounting **Long Description:** The College of Business Administration enforces priority registration. During advance registration, business course registration is restricted. Only those students with declared academic plans (majors) requiring designated business courses will be permitted to register for those specific courses pending satisfactory completion of course prerequisite(s). Students registering and enrolling for Accounting courses must follow the policies 💾 Save 🔍 Return to Search ⬆ Previous in List ⬇ Next in List ✉ Notify ➕ Add 📄 Update/Display