Name Changes

|  |  |
| --- | --- |
| Change needed | Responsible party for implementation (once change approved by DOIs) |
| Change to PREFIX name (subject area for courses) in Banner (will populate changes in Courseleaf, CCOG page) | Curriculum |
| Change to DEPARTMENT name (subject area) in Banner (will populate changes in Courseleaf, CCOG page), University Transfer webpage, Articulation webpage | Curriculum |
| Change to DEPARTMENT name for organizational charts | Institutional Effectiveness (Curriculum will notify) |
| Change to DEPARTMENT name for online schedule | Enrollment Services (Curriculum will notify) |
| Change to DEPARTMENT name for Academic Programs webpage | TSS (Curriculum will notify) |
| Change to PREFIX name and/or SAC name for Instructor Quals webpage | Academic Affairs (Curriculum will notify) |
| Change to PREFIX name and/or SAC name for Program Review webpage/materials, SAC Chair master list | Academic Affairs (Curriculum will notify) |
| Change to PREFIX name, SAC name, DEPARTMENT name in department/SAC-maintained materials and department/SAC webpages, business cards, etc | Department/SAC – work with TSS, print etc. |
| Change to DEPARTMENT name in Banner Finance | Division dean and DOI (Department should work with deans) |