**CIM Course Change Request**

**Step 1** - Go to [Course Inventory Management](baylor.courseleaf.com). Enter the prefix and/or prefix and course number (ex. BIO 1102) of the course to be changed. Select the appropriate existing Baylor University (BU) course. Select **Edit Course**.

**Step 2** - The **Editing** screen will populate in a new window. Select the **Effective Term** from the drop-down menu. This menu will only include effective Baylor University (BU) terms for the next two (2) years. If you are not sure of the **Effective Term** select **999999** as a place holder. Save and revisit to enter correct **Effective Term** before **Starting Workflow**.

**Course Inventory**

**Step 3** - Type in reason requesting a course change.

**Step 4** - If a change needs to be made to the subject code, course number, department, college, and division (if applicable) academic level, default grade mode, course short title, long title, and/or course description, make the appropriate change. A **valid BU course number must be entered to change a course number**. This will inactivate the “old” course and create a “new course.”
Step 5 - To add a fee to a course, select Yes. Enter the Course Fee. If you select Yes to additional expenses involved with offering this course, supporting data must be uploaded. The additional expenses involved with offering this course does not pull over from Banner, so No may have to be selected to begin the Workflow Process.

Step 6 - To add a course to be Cross Listed, click on Add... Include all courses that will be cross listed by selecting Add... for each course. Verify the course to be cross listed is active prior to entering.

The Enter Course Code screen will be opened. Enter the Subject Code and Course Number and select the Department and College the cross listed course will be housed.

Once OK is selected, the option to Remove or Edit the cross listing is available next to the entered course. There is also an option to switch which course is primary by selecting Make Primary.
If a non-valid course is entered, a message **Course code is not unique** will populate. Enter TBD for the **Course Number**. An option to **Edit** to will be available to allow research for a valid active BU Course.

**Step 7** - To change a course to **Mutually Exclusive**, select +.

Select a **Subject** from the drop-down menu (left). This will populate all available courses with that prefix (right). Highlight the correct course and select **Add Selected**. The mutually exclusive course will be displayed in a box. Select **X Select** if the course needs to be deleted. Select + if an additional course needs to be added.

**Step 8** - To change **Prerequisites**, type the new prerequisite in the box. To remove **Prerequisites**, delete the content in the box.

An **AND** or **OR** must be used between multiple courses for accurate manual entry into Banner. If **concurrency** is required, it must be noted. Certain prerequisite(s) are not programmable in Banner (ex. Advanced Standing), and the Department will need to issue overrides to students who qualify under their requirements. An email will be sent to the proposed course change initiator to notify them if a prerequisite is not programmable.

**Step 9** - To add an additional **Corequisites**, select +.

Select a **Subject** from the drop-down menu (left). This will populate all available courses with that prefix (center). Highlight the correct course and click **Add Selected**. The corequisites course will be displayed. Use the + button to add additional corequisites.
To delete a corequisite select the X button next to the course. It will confirm removal of the course before the action can be completed.

Step 10 - Select Yes or No for the proposed course being a full time equivalent. Select the drop-down menu for Course Scheduling to select the course type.

Step 11 - If the proposed course is a variable hour course, enter the minimum and maximum Credit Hours per term (ex. 1-6).

If the proposed course is not a variable hour course, list the second number of the proposed course number as the Credit Hours. (Ex. 1)

Step 12 - Select if the proposed course is Repeatable. If Yes is selected, the Number of repeats and For maximum credits must be entered. These numbers must match when the number of repeats is multiplied by the Credit Hour(s).

Step 13 - Select if the proposed course has a Course Fee. If Yes is selected, enter the amount in the Course Fee box.

If there are additional expenses involved in the proposed course, select Yes. Documentation for the additional expenses must be uploaded in the Supporting Course Data section.
Step 14 - If the proposed course will be Cross Listed, click on Add… Include all courses that will be cross listed by selecting Add… for each course.

Cross Listed  
Course(s)  

The Enter Course Code screen will be opened. Enter the Subject Code and Course Number and select the Department and College the cross listed course will be housed.

Once OK is selected, the option to Remove or Edit the cross listing is available next to the entered course. There is also an option to switch which course is primary by selecting Make Primary.

Step 15 - Select + if the proposed course is Mutually Exclusive

Mutually Exclusive

Select a Subject from the drop-down menu (left). This will populate all available courses with that prefix (right). Highlight the correct course and select Add Selected. The mutually exclusive course will be displayed in a box. Select X Select if the course needs to be deleted. Select + if an additional course needs to be added.

Step 16 - Next enter all Prerequisites. If the proposed course has no prerequisites, skip this section.

An AND or OR must be used between multiple courses for entry into Banner. If concurrency is required, it must be noted. Certain prerequisite(s) are not programmable in Banner (ex. Advanced Standing), and the Department will need to issue overrides to students who qualify under their requirements. An email will be sent to the proposed new course initiator to notify them if a prerequisite is not programmable.

Step 17 - If the proposed course has corequisites, select +.
Select a **Subject** from the drop-down menu (left). This will populate all available courses with that prefix (center). Highlight the correct course and click **Add Selected**. The corequisites course will be displayed. Use the + button to add additional corequisites and the X button to remove any corequisites.

**Step 18** - Attach all **Supporting Course Data** (left). Select **Attach File** and the computer files box (right) will open to retrieve the data. When you select the file to attach, it appears in the Supporting Course Data box. Click **Remove** if the document is not correct.

**Step 19** - Select **Yes** or **No** for the proposed course being a full time equivalent. Enter the **FTE Description**. Select the drop-down menu for **Course Scheduling** to select the course type.

**Step 20** - Once the form is completed the following options are available:

- **Cancel** the proposed course and lose all information.
- **Save Changes** which allows the course to be revisited for further editing.
- **Start Workflow** which begins the review process. Once the workflow is started, you will not be able to edit the proposed course.

When **Start Workflow** is selected, a prompt to **Choose Proposals to Bundle** with options listed in the box populates on the screen. If **not bundling courses**, leave the fields blank and select **Start Workflow**. If **select to bundle** course(s), enter a **Bundle Title** and mark the box to the left of the course(s) to be bundled with the proposed new course. Once courses are bundled, they cannot be unbundled. They must be approved or rejected as a bundle.
Once the workflow is started, scroll to top of screen to see where the proposed course is located in the review process. By clicking on the workflow step, an email will populate for entry to send directly to the people reviewing the proposed course. An option to Export to PDF is also available to save the proposed new course for your records.

At any time, the status of the workflow can be checked by doing a quick search of the course. Until the course change is completed, the Status will be Edited. The initiator will receive an email when the Course Change Request has completed the process and been entered in Banner. The Status will change from Edited to blank.