CIM Course Change Request – Reactivating a Course

Step 1 – Go to **Course Inventory Management** (https://nextcatalog.baylor.edu/courseadmin). Enter the prefix and/or prefix and course number (ex. ACC 2306) of the course. Highlight the appropriate deleted Baylor University (BU) course to reactivate. Select **Reactivate**.

Step 2 – A new window will populate with the course information. Select the **Effective Term** to reactivate the course from the drop-down menu. This menu will only include effective Baylor University (BU) terms for 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**.

Step 3 – Enter the Justification for This Request and be sure that remaining information is still accurate. If not, make necessary changes to the required areas of the form Certain boxes may not pull over from Banner. In this case, you will need to answer the required questions. Refer to Course Change Request instructions for more information to populate the fields.

Explain why you are making these changes?	
Subject Code	ACC - Accounting Course Number 2306 Course Numbers in Use
Department	ACC - Accounting/Business Law
College	BU - School of Business
Division	Select...
Academic Level	UG - Undergraduate
Default Grade Mode	Standard
Course Title	Elementary Accounting Ii
	6 characters remaining
Long Title	Elementary Accounting Ii
	76 characters remaining
Course Description	

Note: If you are an administrator for the catalog in your area, you will have an additional option to enter the Banner Prerequisites. **Please only enter the prerequisites in the first box outlined in red below. The Office of the Registrar will enter the** Banner Prerequisites **during the Technical Review step.**

Prerequisites	

Banner Prerequisites

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency?	⊕
							⊗ ↑ ↓

Step 4 – Once the form is completed the following options are available:

     Cancel   **Save Changes**   **Start Workflow**

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.

Note: If you are an administrator for the catalog in your area, you will have an additional option Admin Save. **DO NOT USE THIS OPTION. It will bypass the Workflow and directly sync with Banner without completing the approval process.** Please reach out to CourseHelp@baylor.edu if you accidentally choose this option.

     Cancel   **Save Changes**   **Admin Save**   **Start Workflow**

Step 5 – Once the workflow is started, scroll to top of screen and select **In Workflow** on the right-hand side to see what step the proposed course is currently located. Green font denotes the step has been completed. Brown font denotes the current step for the course. By clicking on the workflow step, an email will populate for entry to send directly to the people reviewing the proposed course. Refer to **Checking Workflow Status Instructions** for more information.

In Workflow

1. HPRO Review
2. HPRO Chair
3. Technical Review
4. HH Preliminary
   Review
5. HH Dean
6. Provost
7. Banner

At any time, the status of the workflow can be checked by doing a quick search of the course.

Step 6 - An option to **Export to PDF** is also available to save the proposed course reactivation for your records. Note that the exported document will only contain the parts of the form that were completed.

Export to PDF   **Course Reactivation Proposal**

Date Submitted: 08/31/23 2:25 pm

Viewing: **SPA 2301 : Intermediate Spanish**

Last edit: 08/31/23 2:25 pm
Changes proposed by: baylor-user

When **Export to PDF** is selected, a new window will populate with a summary. You can print the summary or save it to your computer for future reference.

SPA 2301: Intermediate Spanish   1

SPA 2301: INTERMEDIATE SPANISH

In Workflow
1. MFL Review (MFL Review@baylor.edu)
2. MFL Chair (MFL Chair@baylor.edu)
3. Technical Review (Technical Review@baylor.edu)
4. AS Preliminary Review (AS Preliminary Review@baylor.edu)
5. AS Dean (AS Dean@baylor.edu)
6. Provost (Provost@baylor.edu)
7. Banner (Banner@baylor.edu)

Course Reactivation Proposal
Date Submitted: Thu, 31 Aug 2023 19:25:40 GMT
Viewing: SPA 2301 : Intermediate Spanish
Last edit: Thu, 31 Aug 2023 19:25:39 GMT
Changes proposed by: baylor-user
Course Information

Step 7 – The **Status** of the course will be **Added**. If no status is listed in the **Workflow** column, the proposal has not been submitted to the **Workflow Process**. If a step is listed in the Workflow column, that is the current step for the request. Once the proposed reactivation completes the approval process, an email will be sent to the initiator. The status will then be blank.

Course Code	Title	Workflow	Status
CSD 6206	Professional Writing for Doctoral Students II	Graduate School	added