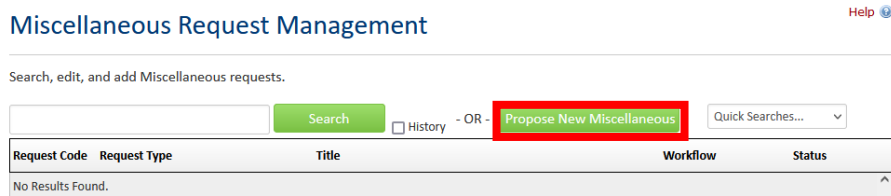


CIM Miscellaneous Request Management

Change of Prefix, Department Change, and Department Name Change

Step 1 - Go to [Miscellaneous Request Management](https://nextcatalog.baylor.edu/miscadmin) (<https://nextcatalog.baylor.edu/miscadmin>). Select **Propose New Miscellanous**.



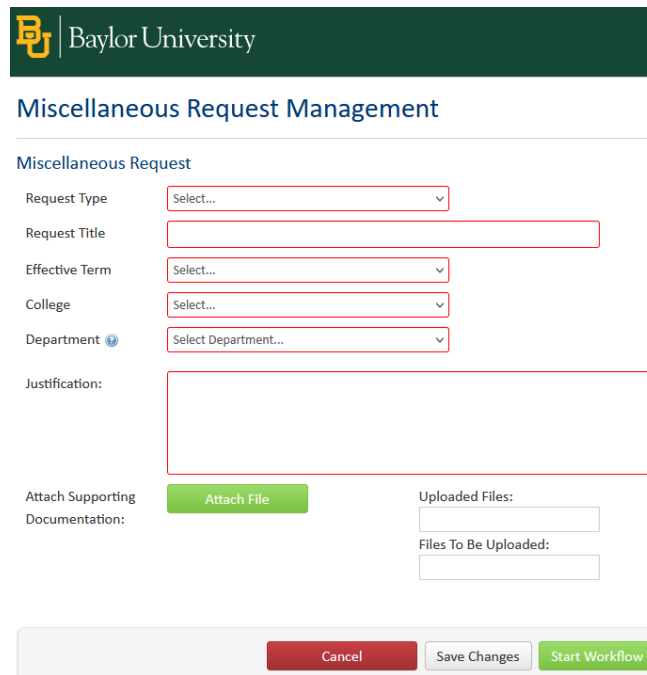
Miscellaneous Request Management Help


Search, edit, and add Miscellaneous requests.

History - OR - **Propose New Miscellanous**

Request Code	Request Type	Title	Workflow	Status
No Results Found.				

The screen below will populate. All boxes outlined in red require information input to start the workflow.



 Baylor University

Miscellaneous Request Management

Miscellaneous Request

Request Type:

Request Title:

Effective Term:

College:

Department:

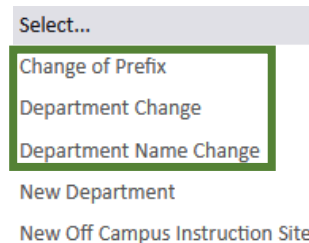
Justification:

Attach Supporting Documentation:

Uploaded Files:

Files To Be Uploaded:

Step 2 - Select the **Request Type** from the drop-down menu. These instructions address **Change of Prefix**, **Department Change**, or **Department Name Change** only.



Select...

- Change of Prefix**
- Department Change**
- Department Name Change**
- New Department
- New Off Campus Instruction Site

Once an option in the Green Box (Change of Prefix, Department Change, or Department Name Change) is selected, additional required fields will repopulate to the screen. If selecting **New Department**, refer to those instructions. The **New Off Campus Instruction Site** should not be utilized.

Step 3 - Enter a short **Request Title**.

Request Title

Step 4 - Select **Effective Term** from drop-down menu. This menu will only include effective Baylor University (BU) terms for next two (2) years.

Effective Term: Select...
Reason for Recommendation: Select...
Subject Code: Fall 2023, Fall 2024
Department: Fall Quarter 2023, Fall Quarter 2024, Fall Trimester 2023, Fall Trimester 2024
College: [Empty]
Effective Term list: Spring 2024, Spring 2025, Spring Quarter 2024, Spring Quarter 2025, Spring Trimester 2024, Spring Trimester 2025, Summer 2024, Summer 2025, Summer Quarter 2024, Summer Quarter 2025, Summer Trimester 2024, Summer Trimester 2025, Winter Quarter 2023, Winter Quarter 2024

Step 5 - Select the **College** from the drop-down menu.

College: Select...
College list: College of Arts & Sciences, College of Health & Human Sci, English as a Second Language, Graduate School, Honors College, Institute and Special Studies, International Programs, Law School, School of Business, School of Education, School of Engineering & Com Sc, School of Music, School of Nursing, School of Social Work, Seminary

Step 6 - Select a BU **Department** by typing in code or by selecting from the drop-down menu. The **College** must be entered for drop-down menu to populate.

Department: [Empty]
Department list: Select Department..., Aerospace Studies, American Studies

Step 7 - Enter the **Current Name** (Title).

Current Name: [Empty]

Step 8 - Enter the **Proposed Name** (Title). If the title will not change, enter **No Change**.

Proposed Name: [Empty]

Step 9 - Enter the **Current Prefix**.

Current Prefix: [Empty]

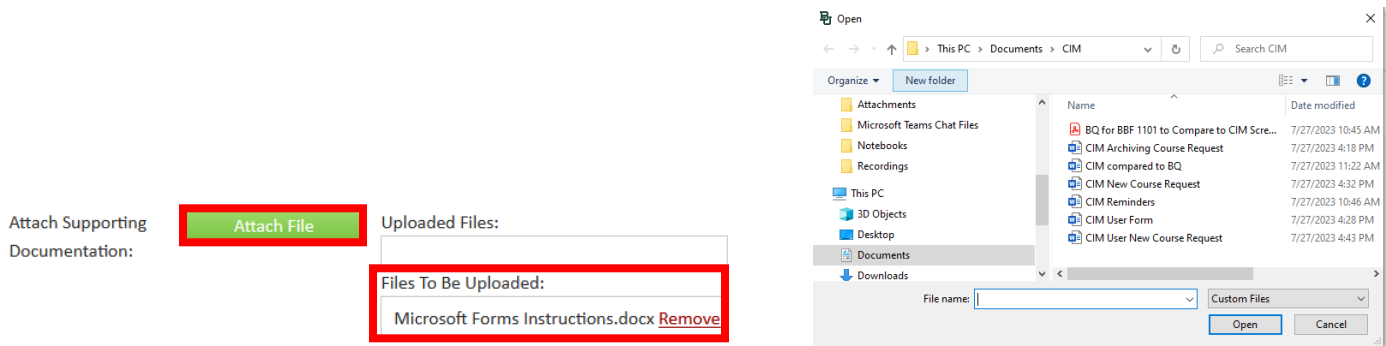
Step 10 - Enter the **Proposed Prefix**.

Proposed Prefix: [Empty]

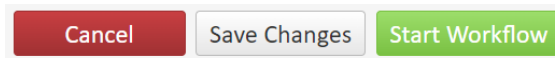
Step 11 - Enter **Justification**.

Justification: [Empty]

Step 12 - Attach all **Supporting Documentation** (left) if available. 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 Documentation** box. Click **Remove** if the document is not correct.

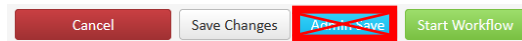


Step 13 - Once the form is completed the following options are available:



Cancel the proposed **Miscellaneous Request Management** and lose all information.
Save Changes which allows the request 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 **Miscellaneous Request Management**.

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 ProgramHelp@baylor.edu if you accidentally choose this option.



Once the workflow is started, scroll to top of screen to see where the **Miscellaneous Request Management** is located in the review process. Green font denotes the step has been completed. Brown font denotes the current step for the request. By clicking on the workflow step, an email will populate for entry to send directly to the people reviewing the proposal. **Shred Proposal** can be selected to delete the proposal.

Shred Proposal

Date Submitted: 09/07/23 10:21 am

Viewing: **Introduction to Spanish Testing**

Last edit: 09/07/23 10:21 am

Changes proposed by: baylor-admin

Request Type: Change of Prefix

Request Title: Introduction to Spanish Testing

New Proposal

In Workflow

1. Registrar
2. AS Dean
3. Registrar

At any time, the status of the workflow can be checked by doing a quick search of the course in the **Miscellaneous Request Management** screen.

Step 14 - Once the Workflow is started, the status of the request in **Miscellaneous Request Management** will be **Added** until it completes the approval process. Once it is approved and the update is entered into Banner, the status will change from **Added** to blank and the initiator receives an email notification. Documentation will still be available to access from **Miscellaneous Request Management**.