

CBAS WORKSHOP

Course Build Approval System



February 24, 2026

Schedule



1. **General Review**- Calendar, Demo, Roles, Color Legend, and Symbols
2. **Initiating Courses**- Course Build Mechanics and Details & Tips
3. **SZASECT**- Introduction & Tips
4. **Q&As**
5. **Intermission (10 to 10:15 am)**- Move to Advanced Topics
6. **Advanced Topics**- Instructional methods, Linked Courses, Review of SZASECT, Special Courses, and Waitlist
7. **Discussion and Questions/Comments**

What is CBAS?

Course Build Approval System (CBAS) is Appalachian's primary course building system. CBAS replaced spreadsheet file requests, providing a centralized and trackable program.

What CBAS Allows

- Initiate courses to be built
- Request Deactivations
- Request changes to existing courses
- "Roll" courses from year-to-year
- Track additions, deactivations, and changes
- Allow the running of the Course Term File (CTF)
- Run certain reports
- Course requests that cannot be done in SZASECT

What CBAS DOES NOT ALLOW

- Provide a place to request internships
(**initiated via the Internship Inventory**)
- Provide a place to request Special Courses
(IDV, THH, INS, etc.) (**Initiated via Special Course forms**)
- Flag potential inconsistencies and corrections
- Adjust seating on classes utilizing reserved
(**Dept uses SSASECT with training**)

Schedule Build Calendar

Fall 2026 Schedule Build Calendar

October 3, 2025 Course Term File rolls in Banner from Fall 2025 course offerings to Fall 2026

October 11, 2025 **Course Term File is available on [Student Common Dashboard](#)**
Course Build Approval System (CBAS) opens ready for additions, deletions, and edits for changes requiring Dean Approval

[CBAS and SZASECT Guide for Schedule Build and Classroom Scheduling](#)

Classroom Scheduling Process:

- A call for Large General Classroom requests will be made by the Associate Deans
- **SZASECT is available for changes to courses tied to labs that do not require Dean Approval**; building/rooms for these courses are rolled in Banner from previous Fall and are changeable in SZASECT; changes requiring Dean Approval proceed through CBAS
- **SZASECT is available through February 25 for courses coded as LEC, SEM, WEH, and WLH which are not tied to labs**; building/rooms for these courses do not roll in Banner from the previous Fall; these courses are subject to Technology Assisted Scheduling (TAS) and follow these classroom scheduling steps:
 - Priority/Partition Assignments can be made in the CBAS Requested Building/Room field until February 25
 - Pre-Assignment Requests for space outside of department partitions can be made through February 12 in the [Pre-Assignment Request Form](#) for the Associate Deans' consideration
 - Please use the [Standard Paired/Grouped Course Form](#) to indicate paired, grouped or dual campus courses, which are offered simultaneously for students on the Boone and Hickory campuses. If you have included this information in your CBAS submissions, then there is no need to duplicate your efforts. You can review SZASECT to determine if this information has been noted during the schedule build process.
 - Courses without a building and room at the close of the classroom scheduling season, February 25, will be assigned a classroom with Technology Assisted Scheduling, TAS; use the [Classroom Change Request Form](#) after TAS is performed; classroom schedulers need to check TAS results for classroom placements

Located: Registrar.appstate.edu->Calendars & Schedules-> Schedule Build Calendar

Introduction to CBAS

Brief demonstration
of CBAS

#	Section	Title	Primary Instructor
1000	300	EXPOSITORY WRITING	
2001	300	INTR WRITING ACROSS CURRICULUM	
2001	702	INTR WRITING ACROSS CURRICULUM	
2001	703	INTR WRITING ACROSS CURRICULUM	
4090	101	RHETORICS OF RESISTANCE	Walzer, Belinda
5410	101	DIGITAL & VISUAL RHETORICS	Murray, Savannah Paige
2000	101	WRITING FOR PROFICIENCY	
2001	706	INTR WRITING ACROSS CURRICULUM	
3280	101	RHETORICS OF HEALTH JUSTICE	Stone, Melissa
2001	704	INTR WRITING ACROSS CURRICULUM	
2001	501	INTR WRITING ACROSS CURRICULUM	
1000	502	EXPOSITORY WRITING	
4220	102	GLOBALIZATION	Scherlen, Renee
4721	101	HUMAN RIGHTS	Thompson, Peter
4743	101	THE EUROPEAN UNION	Scherlen, Renee
1100	103	AMER NAT GOVT & POLIT	Ardoin, Phillip
1100	105	AMER NAT GOVT & POLIT	Critcher, Allison
1100	102	AMER NAT GOVT & POLIT	Barghothi, AJ
1100	104	AMER NAT GOVT & POLIT	Critcher, Allison

Roles in CBAS:

Defining the 4 roles found in CBAS

***It is possible that one user may have multiple roles. If this is the case, the user must check each queue to ensure nothing is pending. ***

1. Initiator

The person who submits changes, additions, and deactivations to the department chair.

2. Chair

Approves changes, additions, and deactivations for the department AND/OR returns the course to the initiator for revision.

3. Dean

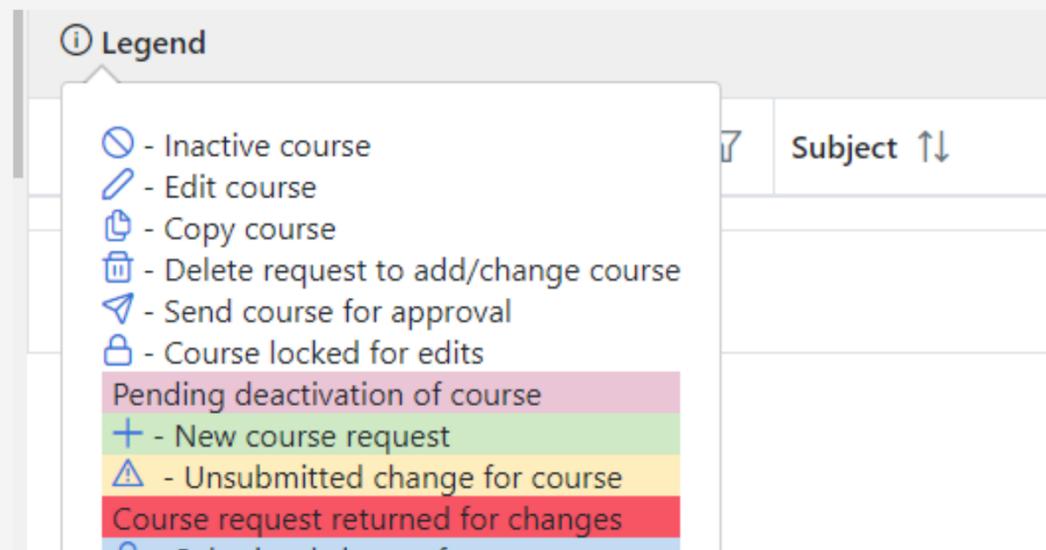
Approves changes, additions, and deactivations for the whole College /School.

4. Registrar

Executes the course additions, changes and deactivations requests in Banner. Sends back courses to initiator for edits should an error arise with a request.

CBAS LEGEND

CBAS utilizes different colors and symbols to indicate the status each line. This legend is accessible in the term queue:



White= No pending changes, how course is currently appearing in Banner

Pink= Pending deactivation request

Yellow=Unsubmitted change request

Blue= Change request submitted

CBAS LEGEND Continued

Green= New course add request

Bright Red= Course request returned for revision



COURSE LOCKED
FOR EDITS



COPY COURSE



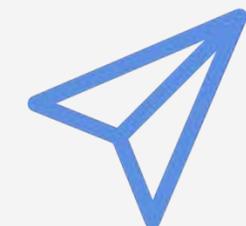
INACTIVE COURSE



DELETE REQUEST TO
ADD/CHANGE COURSE



EDIT COURSE



SEND COURSE FOR
APPROVAL

Course Locked?

Could mean:

You must ask your chair to send the request/course back for edits.

Or:

The course has been submitted for approval and is pending.

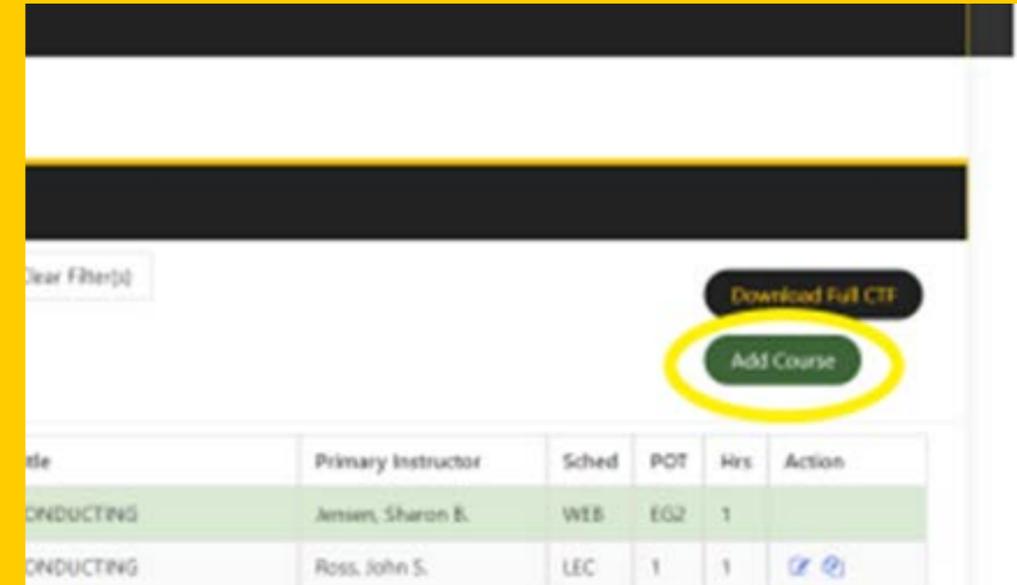


Initiating Course Additions

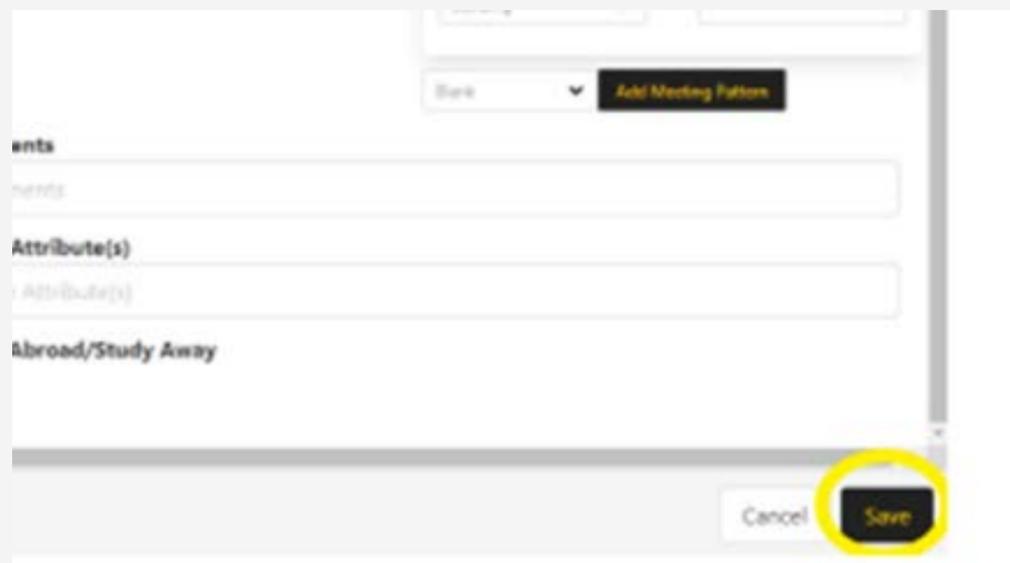
STEP 1: Select the term



STEP 2: Select "Add Course" and fill in required fields



STEP 3: Make sure to SAVE



STEP 4: Submit the course for approval by selecting the paper airplane symbol



Course Initiation Tips



If a course is meant to be restricted to a particular group of students (certain pre-requisite requirements, program restrictions, majors, etc), please include this information in the course build notes.

Make sure to submit all required fields (you may have to scroll down).



Comments are viewable to all CBAS users. If a comment is meant for someone in particular, please use their name. When resubmitting an edit, please recopy important notes as they disappear.

Include the necessary cohorts notes.

Double check for accuracy prior to submitting to chair/dean.

Course Build Details Fall/Spring Parts of Term

MAIN CAMPUS- BOONE & HICKORY

- 1= Full semester
- 2= First-half semester
- 3= Second- half semester
- **4= Special/extended term

EX CAMPUS

- EU= Full semester, Undergrad EX
- EU2= First-half semester, Undergrad EX
- EU3= Second-half semester, Undergrad EX
- **EUF= Special/extended, Undergrad EX
-
- EG= Full semester, Graduate EX
- EG2= First-half semester, Graduate EX
- EG3= Second-half semester, Graduate EX
- **EGF= Special/extended, Graduate EX

PKH-Limited Programs

- K01= First-Half Session
- K02=Second-Half Session

**Requires a Meeting Dates Exception form for Non-Internships and Non-Study Abroads

Course Build Details

Summer Parts of Term

MC/HKY

- SA= Summer 10 week, Boone & HKY
- SB= Summer 5 week, Boone & HKY
- SD= Summer special/Full Internship, Boone & HKY
- SE= Summer special/Full Internship, Boone & HKY
- SM= International, only Summer 1
- SN= International

EX

- EE= Summer 10 week, EX
- EB= Summer 5 week, EX
- ED= Summer special, EX
- EF= Summer Special, EX

PKH

- K01= Summer Session, Non-Internships
- K**D**1=Summer Session Internships ONLY

Section #s

Boone Campus

- Non Laboratory Boone= 101 to 199
- Regular/Non-Credit Bearing Laboratory Boone= 201 to 299

HKY Campus

- Non Laboratory HKY= 501 to 599
- Regular Laboratory HKY= 601 to 699

EX Campus

- EX, non-cohort model= 301 to 349
- EX, cohort model Undergraduate= 350 to 374
- EX, cohort model Graduate= 375 to 399

PKH (Flight Path)

- Non Laboratory PKH= 801 to 899
- Regular Laboratory PKH= 901 to 999

Special Sections

- Non-laboratory courses that go beyond 199= 701 to 799. This is a change for Banner to recognize the course as non-lab. EX) UCO 1200-701
- Study Abroad Summer= 145+
- Honor Sections= 410+



Schedule Types

There are a wide variety of schedule types, not all will be available for each course.

Schedule Abbreviation	Meaning	Schedule Abbreviation	Meaning
ADM	Administrative	PRF	Performance, Recital, Ensemble
CLN	Clinical	RES	Research
DSR	Dissertation	SAB	Study Abroad
FLD	Field Experience	SAW	Study Away
IDV	Individual Study	SEM	Seminar
IND	Independent Study	SRE	Summer Research Experience
INS	Instructional Assistant	ST	Student Teaching
INT	Internship	STU	Studio
LAB	Lab	THE	Thesis
LEC	Lecture	THH	Undergraduate Honors Thesis
LES	Lesson/Individual Instruction	THU	Undergraduate Thesis
LLB	Lecture-Lab combination	UX	UNC Exchange
LST	Lecture-Studio combination	VIS	Visiting
OLI	Online Instruction	WEB	Web Based-Entirely (100)
PEO	Physical Education, Activity	WEH	Web Based-Hybrid (50-89)
PRA	Practicum	WEM	Web Based-Majority (90-99)
		WLH	Web Hybrid-Primarily Lec (<50)

What is SZASECT?

Best uses of SZASECT

- Changes to capacity prior to registration (including waitlist and projected)
- Meeting patterns changes prior to registration
- Changes to room assignment
- Specific course notes
- Instructor changes (Fall/Spring)
- Special approvals prior to registration

Some course changes can be made by the department in Banner's SZASECT page.

It is recommended to receive approval or communication with your Dean's office prior to changes.

What is SZASECT?

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When to use CBAS

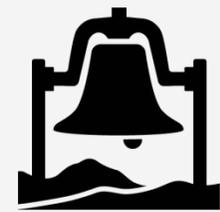
- Capacity after enrollment for courses w/ Waitlisting
- Meeting patterns changes w/ enrollment
- Complex meeting patterns
- Summer instructor changes
- Restriction requests (cohorts & degree programs)
- Course linking & cross listing requests
- Course adds & deactivations
- Title changes
- Part of term changes

QUESTIONS?
COMMENTS?





**For additional CBAS
assistance, feel free to contact
our office at
regteam@appstate.edu or call
828-262-6818.**



APPALACHIAN STATE UNIVERSITY

REGISTRAR



Intermission

Schedule- **Advanced Topics**



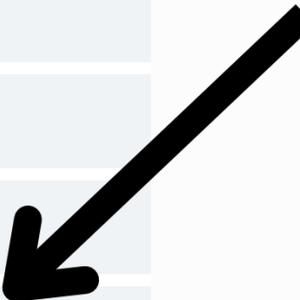
- 1. Instructional Methods**
- 2. Linked Courses & Paired/Grouped Courses**
- 3. Cohorts & Notes**
- 4. Special Courses**
- 5. Review of SZASECT**
- 6. Waitlist**
- 7. Discussion and Questions/Comments**

Instructional Methods

Schedule types are not intrinsically connected to the instructional methods in Banner.

Accordingly, select courses will have instructional methods that are not default.

Campus *	MC	...	Boone
Status *	A	...	Active
Schedule Type	LAB	...	Lab
Instructional Method	01	...	Face to Face
Integration Partner	M	...	Moodle



Instructional Method	Meaning
01	Face to Face
05	Online-Asynchronous
06	Online-Synchronous
09	Hybrid-Primarily Online
10	Hybrid-Primarily Face-to-Face

Linking Unlocked

Reserved for: Lectures with 0 credit hour labs or Lectures with 0 credit hour Field Experiences

IMPORTANT Changes were made due to Banner 9. Linked courses can only be LEC, LAB, or FLD schedule types. However, the ***instructional method and meeting pattern*** can be other types.

Classic Example:

BIO 1801-101 LEC



BIO 1801-201 LAB

**Both instructional methods
would show as 01.**

Online Lecture Example:

GES 1104-101 LEC



GES 1104-201 LAB

**The Instructional Method
for the LEC would show 05
or 06. The LAB would show
as 01.**

Online Lab Example:

KIN 2050-101 LEC



KIN 2050-201 LAB

**The Instructional Method
for the LEC would show 01.
The LAB would show 05 or
as 06.**

Paired/Grouped Courses 101

Two or more CRNs being taught at the same time, place, and with the same content by the same professor.

- Paired= 2 courses
- Grouped= 3+ courses

You may see these courses referred to as cross/dual-listed. Dual-listing is in reference to Undergrad and Grad pairings.



What it is

- Sections being taught together that are not co-requisites.
- Could be an EX campus section and an Online MC course.
- Could be a honors section and a regular section.

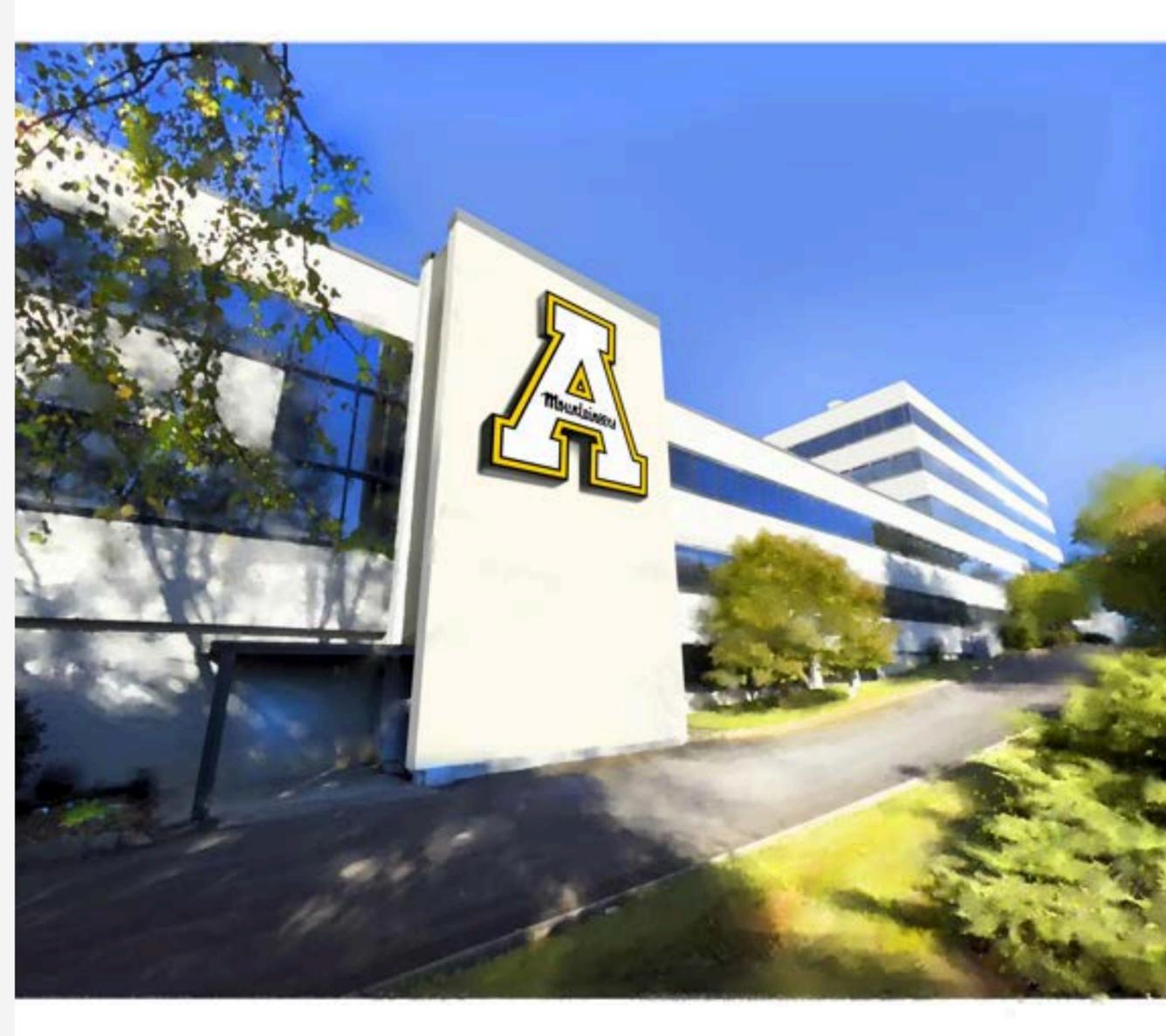
What it *isn't*

- Linked is not the same as paired/grouped; Linked is a required lecture and lab.
- Same professor and different location/time.

Dual Campus Courses

Subcategorization of Paired/Grouped

These courses are 101 and 501 sections offered at the same time for students on the Boone and Hickory campuses. The two sections are held simultaneously with the instructor teaching students in-person from one campus and with the other campus students joining virtually from within the same classroom at the other campus.



Why Paired/Grouped/Dual-listing is important



**Academic
Affairs–
Faculty
Salaries**



**Classroom
Management**



**Allows
differentiation from
linked courses.
Linked courses do
not have waitlist
optionality!**

Cohort Codes

Why?

Allows the restriction of courses rather than excluding HKY and Boone. Also allows granular restrictions to specific program (and in some cases matriculation term).

When?

Required for ALL 350+ Undergraduate EX sections and ALL 375+ Graduate EX Sections.

Where?

Cohort codes are added into the CBAS request field. Requests should include the course note indicating which cohort the course is restricted to which.

How?

A list of active cohort codes can be requested from the Registrar's office.

SPECIAL COURSES IN CBAS

There are two common types of courses that have special rules for submitting through CBAS:

- Selected Topic & Variable Topic Courses
- Study Away– **If travel falls outside of the normal parts of term (1, 2, and 3), a Meeting Dates Exception Form is required.**



SELECTED TOPICS

- Course numbers: 1530–1549, 2530–2549, 3530–3549 and 4530–4549 & 5530–5549
- Must have a unique title.
- Title must be 30 characters or less including spaces.

VARIABLE TOPICS

- Course number stays the same.
- Must have a unique title.
- Title must be 30 characters or less including spaces.
- EX) UCO 1200 and LLC 2025

STUDY AWAY

- Course off campus, but within the United States.
- No need for OIP approval.
- Must include all travel dates, location, and any required pre/post-travel meetings in CBAS request.

STUDY ABROAD

- Course meets internationally.
- Needs OIP approval.
- Must include all travel dates, location, and any required pre/post-travel meetings in CBAS request.



SZASECT v. CBAS Review

Some course changes can be made by the department in Banner's SZASECT page.

CBAS ONLY

- Additions
- Deactivations
- Part of Term
- Title
- Schedule Type
- Course linking

SZASECT

- Section Number
- Special Approvals
- Caps and Waitlist
- Projected
- Meeting Pattern
- Instructor for Fall/Spring
- Notes

SUMMER SPECIFIC

- FLAC= no changes in SZASECT to instructor of record or Instructor percentages.
- All other normal term CBAS and SZASECT

After the Technology Assisted Scheduler (TAS) runs, Departments subject to TAS need to request a classroom change through the form on the CBAS home page.

Waitlists & Course Caps

- 1. A capacity override is given on a full section that has waitlisted students.**
- 2. The student with the override registers for the course.**
- 3. Meanwhile, a seat opens in the course and the automatic waitlist notification is triggered.**

Problem- If the student with the capacity override registers for the class before the waitlisted student, the waitlisted student will be unable to register.

BEST PRACTICES

Schedule Build Best Practices

- **What is the best method to hold seats for a course?** Create a section or sections for the course with 0 seat capacity. It can be opened up at a later date or made inactive as needed.
- **What note do I use for a cohort based course?** Always list the note that pertains to the cohort for a course.
- **What do I need to know when a CBAS request is denied?** Be sure that you include any comments or notes originally submitted with a course build request when resubmitting. Original comments/notes do not stay with the submission.
- **Are the Part of Terms for Fall, Spring and Summer the same?** Summer Parts of Term are very different from Spring/Fall Parts of Term and Parts of Term for EX campus and Flight Path are always different from MC/HKY Parts of Term. Be sure to double check the Parts of Term for accuracy before submitting.
- **After the start of term, what is my first step, even before I request the**





CBAS

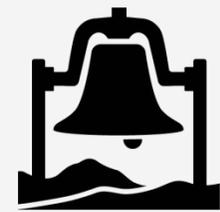
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