How to add a New Main Campus course in CBAS:

Click on the Initiator link on the landing page

Select the term with which you would like to work
Once a term is selected, a list of classes will display for the department/college you are assigned. The list of classes which you see are currently built in Banner. Click on the green “Add Course” button on the top right.

The Add Course screen opens.
Select Subject textbox and begin typing the subject code and select the correct subject code.
Tab to Course Number and enter a valid Course number (4 digit number).

Tab to Section Number and the Course title will be automatically populated based on the Course number entered and the title that shows in banner. If the course is a variable title course, you will be able to edit that field. Please remember for variable titles to abbreviate appropriately so the title will fit in Banner.
Enter a valid section number.
Tab to Campus to select main campus.

Tab to Status and select Active.
Tab to Schedule Code and select code in dropdown.

Tab to Part of Term and select the appropriate part of term. Please note that when you are building Summer courses, if the course is WEH, WEM, or WEB you should build the course as an “EX” campus with a distance ed part of term.
Tab to Max Enrollment and enter a valid number.

Tab to Projected Enrollment (not required) - enter if needed or can be blank. This will be used for the Centralized Space Assignment by IRAP.
Tab to Waitlist Capacity (not required) - enter if needed or can be blank.

If the course is a variable Credit Hour course, tab to Credit Hours and enter the required number of credit hours. For many courses, the Credit Hours field will be automatically populated and not an editable field.
Tab to Instructor and enter banner id or username and click add instructor. You can also leave instructor blank, if needed. CBAS will let you enter an instructor even if they haven’t been fully contracted as of yet. You can also enter the percent they are responsible for instructing. For Summer terms, all instructors and their percentage of responsibility will need to be entered via CBAS.
A meeting pattern can be entered or left blank. Use regular time instead of military time when entering a custom meeting pattern. To enter a custom meeting pattern, click the Add Meeting Pattern button as shown below.

Add one of the university standard meeting patterns by clicking on the drop box next to the “Add Meeting Pattern” button as shown below. Once you select the appropriate standard meeting pattern, click the “Add Meeting Pattern” button and the new pattern will appear. Next you will need to select a building and assign a valid room.
A comment can also be added but is not required. These are comments that will only be seen in CBAS by the Chair, Dean and/or Registrar's Office.

Room attributes can be selected here but are not required.

Study Abroad/Study away classes can be marked as such using the checkbox but are also not required.
Click the SAVE button at the bottom of the page on the right to save the new course.

Once you are returned back to the course list, the class will be listed highlighted in green.
To submit the course for approval at the Chair/Dean level, click the arrow to the far right under the action column.

If you have any questions, or need further assistance email regteam@appstate.edu or dial extension 6818.