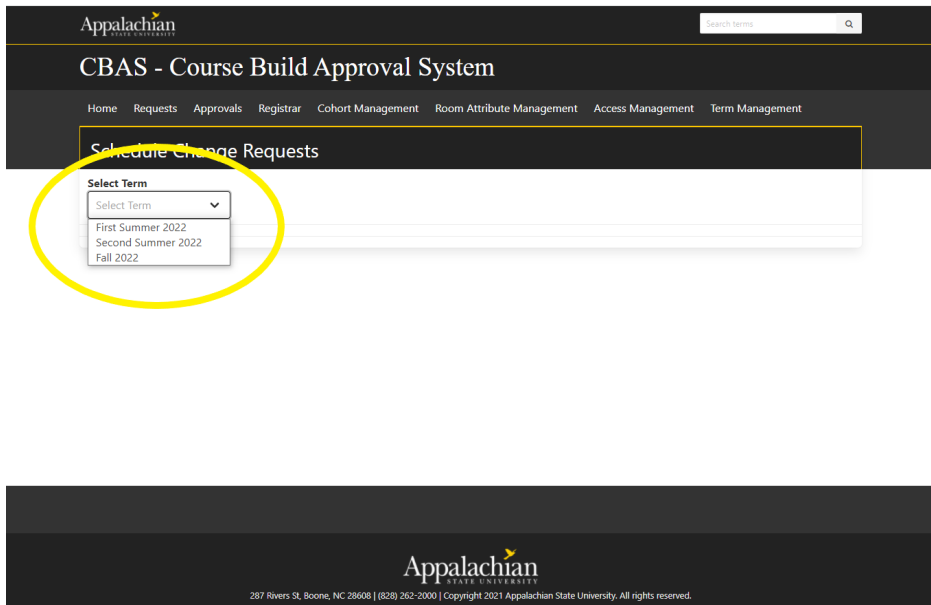


How to add a New Main Campus course in CBAS:

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.

Appalachian STATE UNIVERSITY

Search terms

CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
Fall 2022

Current Class Schedule

Subject: MUS Clear Filter(s)

Select a field: Filter

Download Full CTF

Add Course

Legend

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	+	MUS	3020	351	CONDUCTING	Jensen, Sharon B.	WEB	EG2	1	
>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	🔗 🔗
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	🔗 🔗
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	🔗 🔗
>	10688	MUS	3034	101	METH FOR TEACH GEN MUSIC	Mills, Susan W.	LLB	1	3	🔗 🔗
>	14700	MUS	4004	101	ORG & PHIL CHURCH MUS	Bell, Joby R.	LEC	1	2	🔗 🔗
>	11875	MUS	1500	102	PERFORMANCE SEMINAR	Jackson, Jay C.	SEM	1	0	🔗 🔗

The Add Course screen opens.

Select Subject textbox and begin typing the subject code and select the correct subject code.

Add Course (202240)

Subject*
MUS
AMU - Applied Music
MUS - Music

Course Number*
Course Number

Section Number*
Section Number

Campus*
Select a Campus

Status*
Select a Status

Schedule Code*
Select a Schedule Code

Part of Term*
Select a Part of Term

Max Enrollment*
Max Enrollment

Credit Hours*
Credit Hours

Projected Enrollment
Projected Enrollment

Waitlist Capacity
Waitlist Capacity

Special Course Approvals
Select a Special Course Approval

Linked Section(s)
Type Section # and press ENTER

Instructor(s)
Banner ID/Username **Add Instructor**

Meeting Patterns(s)
Blank **Add Meeting Pattern**

Comments
Comments

Room Attribute(s)

Cancel Save

Tab to Course Number and enter a valid Course number (4 digit number).

The screenshot shows the 'Add Course (202240)' form. The 'Course Number*' field is populated with '3020'. Other fields include 'Subject*' (MUS - Music), 'Section Number*' (empty), 'Campus*' (Select a Campus), 'Status*' (Select a Status), 'Schedule Code*' (Select a Schedule Code), 'Part of Term*' (Select a Part of Term), 'Max Enrollment*' (Max Enrollment), 'Credit Hours*' (Credit Hours), 'Projected Enrollment' (Projected Enrollment), 'Waitlist Capacity' (Waitlist Capacity), 'Special Course Approvals' (Select a Special Course Approval), 'Linked Section(s)' (Type Section # and press ENTER), 'Instructor(s)' (Banner ID/Username, Add Instructor), 'Comments' (Comments), and 'Room Attribute(s)'. 'Cancel' and 'Save' buttons are at the bottom right.

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.

The screenshot shows the 'Add Course (202240)' form. The 'Section Number*' field is highlighted with a red border and contains the text 'Section Number'. A red border also surrounds the 'Course Title*' field, which is populated with 'CONDUCTING'. The 'Credit Hours*' field is populated with '1'. Other fields are the same as in the previous screenshot. 'Cancel' and 'Save' buttons are at the bottom right.

Enter a valid section number.
Tab to Campus to select main campus.

Add Course (202240)

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Select a Campus Main Campus Extension/Distance Lrng Sites Select a Schedule Code	Status* Select a Status
Max Enrollment* ⓘ Max Enrollment	Part of Term* Select a Part of Term
Projected Enrollment ⓘ Projected Enrollment	Credit Hours* 1
Special Course Approvals Select a Special Course Approval	Waitlist Capacity Waitlist Capacity
Instructor(s) Banner ID/Username Add Instructor	Linked Section(s) Type Section # and press ENTER
Comments Comments	Meeting Patterns(s) Blank Add Meeting Pattern
Room Attribute(s)	

Cancel Save

Tab to Status and select Active.

Add Course (202240)

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Main Campus	Status* Select a Status Active Inactive - Cancelled Class
Schedule Code* Select a Schedule Code	Part of Term* Select a Part of Term
Max Enrollment* ⓘ Max Enrollment	Credit Hours* 1
Projected Enrollment ⓘ Projected Enrollment	Waitlist Capacity Waitlist Capacity
Special Course Approvals Select a Special Course Approval	Linked Section(s) Type Section # and press ENTER
Instructor(s) Banner ID/Username Add Instructor	Meeting Patterns(s) Blank Add Meeting Pattern
Comments Comments	
Room Attribute(s)	

Cancel Save

Tab to Schedule Code and select code in dropdown.

The screenshot shows the 'Add Course (202240)' form. The 'Schedule Code*' dropdown is open, showing a list of options: LEC - Lecture, SAB - Study Abroad, WEB - Web Based-Entirely (100), WEH - Web Based-Hybrid (50-89), WEM - Web Based-Majority (90-99), and WLH - Web Hybrid-Primarily Lec (<50). Other fields include Subject* (MUS - Music), Course Number* (3020), Course Title* (CONDUCTING), Section Number* (105), Campus* (Main Campus), Status* (Active), Part of Term* (Select a Part of Term), Credit Hours* (1), Waitlist Capacity, Special Course Approvals, Instructor(s), Meeting Patterns(s), Comments, and Room Attribute(s). Buttons for 'Cancel' and 'Save' are at the bottom right.

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.

The screenshot shows the 'Add Course (202240)' form. The 'Part of Term*' dropdown is open, showing a list of options: 1 - Full Term, 2 - First Half of Term, 3 - Last Half of Term, 4 - Special Term, EG - Distance Ed Graduate, EG2 - Distance Ed GR First Half Term, EG3 - Distance Ed GR Last Half Term, EGF - Distance Ed Graduate Flexible, EU - Distance Ed Undergraduate, EU2 - Distance Ed UG First Half Term, EU3 - Distance Ed UG Last Half Term, and EUF - Distance Ed Undergrad Flexible. Other fields include Subject* (MUS - Music), Course Number* (3020), Course Title* (CONDUCTING), Section Number* (105), Campus* (Main Campus), Status* (Active), Schedule Code* (LEC - Lecture), Max Enrollment* (Max Enrollment), Projected Enrollment (Projected Enrollment), Special Course Approvals, Instructor(s), Meeting Patterns(s), Comments, and Room Attribute(s). Buttons for 'Cancel' and 'Save' are at the bottom right.

Tab to Max Enrollment and enter a valid number.

Add Course (202240)

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Main Campus	Status* Active
Schedule Code* LEC - Lecture	Part of Term* 1 - Full Term
Max Enrollment* ⓘ Max Enrollment	Credit Hours* 1
Projected Enrollment ⓘ Projected Enrollment	Waitlist Capacity Waitlist Capacity
Special Course Approvals Select a Special Course Approval	Linked Section(s) Type Section # and press ENTER
Instructor(s) Banner ID/Username Add Instructor	Meeting Patterns(s) Blank Add Meeting Pattern
Comments Comments	
Room Attribute(s)	

Cancel Save

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

Add Course (202240)

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Main Campus	Status* Active
Schedule Code* LEC - Lecture	Part of Term* 1 - Full Term
Max Enrollment* ⓘ 25	Credit Hours* 1
Projected Enrollment ⓘ Projected Enrollment	Waitlist Capacity Waitlist Capacity
Special Course Approvals Select a Special Course Approval	Linked Section(s) Type Section # and press ENTER
Instructor(s) Banner ID/Username Add Instructor	Meeting Patterns(s) Blank Add Meeting Pattern
Comments Comments	
Room Attribute(s)	

Cancel Save

Tab to Waitlist Capacity (not required) - enter if needed or can be blank.

The screenshot shows the 'Add Course (202240)' form with the following fields and values:

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Main Campus	Status* Active
Schedule Code* LEC - Lecture	Part of Term* 1 - Full Term
Max Enrollment* ⓘ 25	Credit Hours* 1
Projected Enrollment ⓘ Projected Enrollment	Waitlist Capacity Waitlist Capacity
Special Course Approvals Select a Special Course Approval	Linked Section(s) Type Section # and press ENTER
Instructor(s) Banner ID/Username Add Instructor	Meeting Patterns(s) Blank Add Meeting Pattern
Comments Comments	
Room Attribute(s)	

Buttons: Cancel, Save

Tab to Special Course Approvals and only enter if needed as it is not required.

The screenshot shows the 'Add Course (202240)' form with the following fields and values:

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Main Campus	Status* Active
Schedule Code* LEC - Lecture	Part of Term* 1 - Full Term
Max Enrollment* ⓘ 25	Credit Hours* 1
Projected Enrollment ⓘ Projected Enrollment	Waitlist Capacity Waitlist Capacity
Special Course Approvals Select a Special Course Approval	Linked Section(s) Type Section # and press ENTER
Instructor(s) Banner ID/Username Add Instructor	Meeting Patterns(s) Blank Add Meeting Pattern
Comments Comments	
Room Attribute(s)	

Buttons: Cancel, Save

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.

Add Course (202240)

Subject* MUS - Music	Course Number* 3020
Course Title* CONDUCTING	Section Number* 105
Campus* Main Campus	Status* Active
Schedule Code* LEC - Lecture	Part of Term* 1 - Full Term
Max Enrollment* ⓘ 25	Credit Hours* 1
Projected Enrollment ⓘ Projected Enrollment	Waitlist Capacity Waitlist Capacity
Special Course Approvals Select a Special Course Approval	Linked Section(s) Type Section # and press ENTER
Instructor(s) Primary % Jensen Sharon <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Meeting Patterns(s) Blank <input type="button" value="Add Meeting Pattern"/>
<input type="text" value="Banner ID/Username"/> <input type="button" value="Add Instructor"/>	
Comments <input type="text"/>	

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.

The screenshot shows the 'Add Course (202240)' form. The 'Meeting Patterns(s)' section is active, displaying a weekly schedule grid (M T W R F S U) with checkboxes for each day. Below the grid, there are fields for 'Start Time' and 'End Time', and a dropdown menu for 'g/Room'. The 'Add Meeting Pattern' button is highlighted, and a dropdown menu is open, showing a list of meeting patterns including 'Blank', 'MWF 0800-0850', 'MWF 0900-0950', 'MWF 1000-1050', 'MWF 1100-1150', 'MWF 1200-1250', 'MWF 1300-1350', 'MWF 1400-1450', 'MWF 1500-1550', 'MWF 1600-1650', 'TR 0800-0915', 'TR 0930-1045', 'TR 1100-1215', 'TR 1230-1345', 'TR 1400-1515', 'TR 1530-1645', 'MW 1400-1515', 'MW 1530-1645', 'R 1300-1450', and 'U 0500-0501'. The 'Blank' option is currently selected.

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.

The screenshot shows the 'Add Course (202240)' form. The 'Meeting Patterns(s)' section is active, displaying a dropdown menu for selecting a meeting pattern. The dropdown menu is open, showing a list of meeting patterns including 'Blank', 'MWF 0800-0850', 'MWF 0900-0950', 'MWF 1000-1050', 'MWF 1100-1150', 'MWF 1200-1250', 'MWF 1300-1350', 'MWF 1400-1450', 'MWF 1500-1550', 'MWF 1600-1650', 'TR 0800-0915', 'TR 0930-1045', 'TR 1100-1215', 'TR 1230-1345', 'TR 1400-1515', 'TR 1530-1645', 'MW 1400-1515', 'MW 1530-1645', 'R 1300-1450', and 'U 0500-0501'. The 'Blank' option is currently selected. The 'Add Meeting Pattern' button is highlighted.

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.

The screenshot shows the 'Add Course (202240)' form. It includes fields for 'Projected Enrollment', 'Waitlist Capacity', 'Special Course Approvals', 'Instructor(s)' (with a primary percentage slider and an 'Add Instructor' button), 'Meeting Patterns(s)' (with a grid for days of the week and times), 'Requested Building/Room', 'Comments', 'Room Attribute(s)', and 'Study Abroad/Study Away' (with a checkbox). At the bottom are 'Cancel' and 'Save' buttons.

Room attributes can be selected here but are not required.

This is an identical screenshot of the 'Add Course (202240)' form. The 'Room Attribute(s)' field is highlighted with a red box, indicating that room attributes can be selected 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.

Add Course (202240)

25 1

Projected Enrollment
Projected Enrollment

Special Course Approvals
Select a Special Course Approval

Instructor(s)
Primary %
Jensen Sharon
Banner ID/Username **Add Instructor**

Waitlist Capacity
Waitlist Capacity

Linked Section(s)
Type Section # and press ENTER

Meeting Patterns(s)
M T W R F S U

9:00 AM - 9:50 AM

Requested Building/Room
Building

Blank **Add Meeting Pattern**

Comments
Comments

Room Attribute(s)
Room Attribute(s)

Study Abroad/Study Away

Cancel **Save**

Once you are returned back to the course list, the class will be listed highlighted in green.

Appalachian STATE UNIVERSITY

Search terms

CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
Fall 2022

Current Class Schedule

Subject Clear Filter(s)

Select a field

Download Full CTF

Add Course

Legend

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	+	MUS	3020	105	CONDUCTING	Jensen, Sharon B.	LEC	1	1	📄 📅 📧
>	+	MUS	3020	351	CONDUCTING	Jensen, Sharon B.	WEB	EG2	1	
>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	📄 📅
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	📄 📅
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	📄 📅
>	10688	MUS	3034	101	METH FOR TEACH GEN MUSIC	Mills, Susan W.	LLB	1	3	📄 📅
>	14700	MUS	4004	101	ORG & PHIL CHURCH MUS	Bell, Joby R.	LEC	1	2	📄 📅

To submit the course for approval at the Chair/Dean level, click the arrow to the far right under the action column.

Appalachian STATE UNIVERSITY

Search terms

CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
Fall 2022

Current Class Schedule

Subject: MUS Clear Filter(s) Download Full CTF

Select a field: Filter Add Course

Legend

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	+	MUS	3020	105	CONDUCTING	Jensen, Sharon B.	LEC	1	1	+ - ↶ ↷
>	+	MUS	3020	351	CONDUCTING	Jensen, Sharon B.	WEB	EG2	1	+ - ↶ ↷
>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	+ - ↶ ↷
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	+ - ↶ ↷
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	+ - ↶ ↷
>	10688	MUS	3034	101	METH FOR TEACH GEN MUSIC	Mills, Susan W.	LLB	1	3	+ - ↶ ↷
>	14700	MUS	4004	101	ORG & PHIL CHURCH MUS	Bell, Joby R.	LEC	1	2	+ - ↶ ↷

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