How to add a New AppState Online course in CBAS:

Click on the Initiator link from the CBAS landing page.

Select the term in 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 title that shows in the 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.
Remember that App State Online courses will be section 350 and above for Undergraduate courses and 375 and above for Graduate courses.

Tab to Campus to select Extension/Distance Learning.
Tab to Status and select Active.

Tab to Schedule Code and select code in dropdown.
Tab to Part of Term and select Distance Ed part of term.

Tab to Max Enrollment and enter a valid number.
Tab to Projected Enrollment - enter if needed or can be blank. This will be used for the Centralized Space Assignment by IRAP.

Tab to Waitlist Capacity - enter if needed or can be blank.
Tab to Special Course Approvals and only enter if needed as it is not required.

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. 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.

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.
Cohort is required for Extension/Distance Learning. To search, you can type in the modality or site of the cohort, followed by the level of the cohort, next the program name and lastly by the term and year, example “Online BS CTEWorkforce F21”. Or if you know the 3 digit campus code, you can type that as well.

### Study Abroad/Study Away

Study Abroad/Study Away classes can be marked as such also but are 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 next to the course you would like to submit.

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