

CBAS WORKSHOP

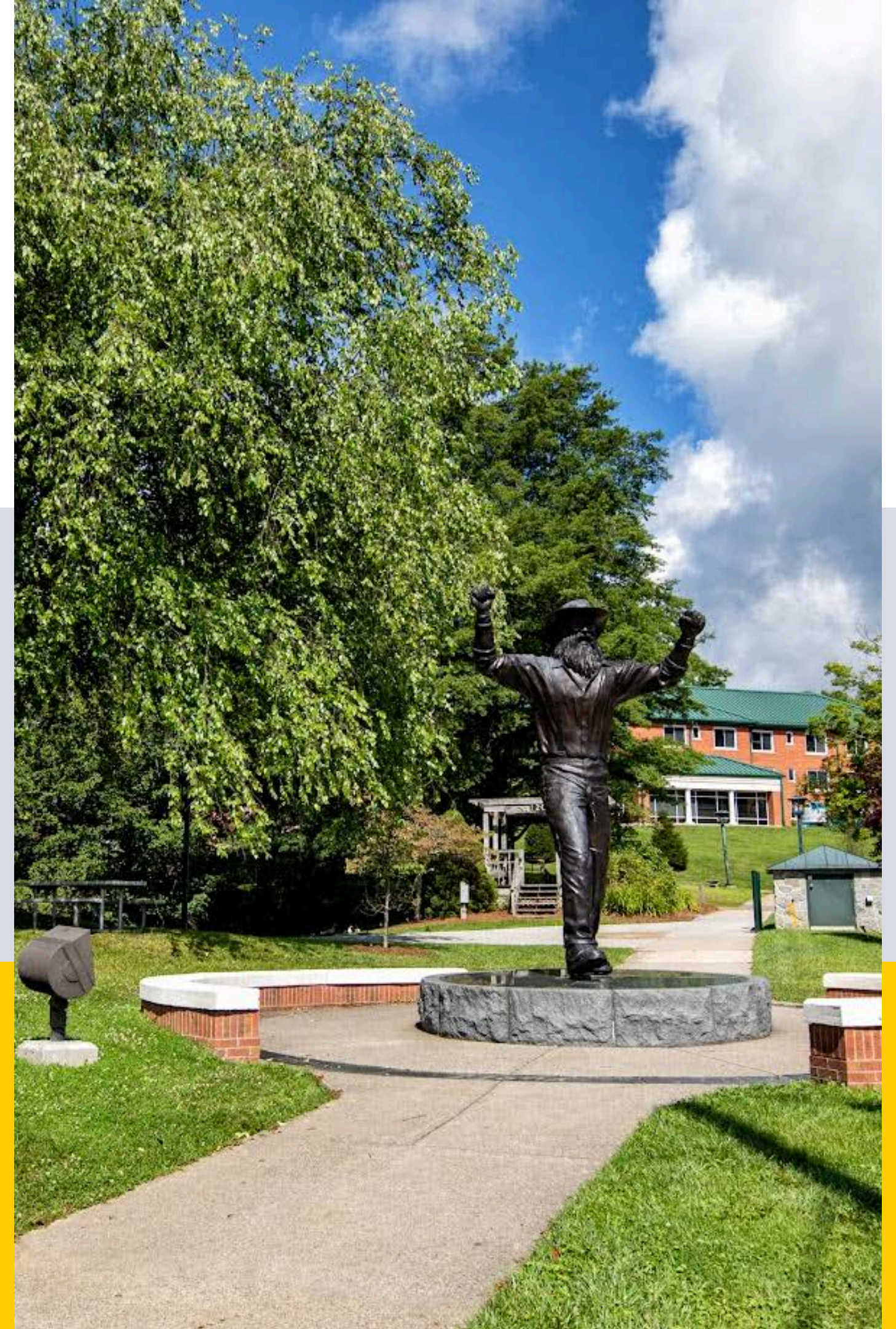
July 29th, 2025

Course Build Approval System



APPALACHIAN STATE UNIVERSITY

REGISTRAR



SCHEDULE

1. General Review- Calendar, CBAS Demo, Roles, Color legend, and symbols
2. Initiating Courses- Course Build Mechanics
3. BREAK
4. Initiating Courses- Course Build Details
5. Review of SZASECT- When to use SZASECT vs. CBAS
6. Updates



WHAT IS CBAS?

- CBAS is Appalachian's primary course building system.
- CBAS replaced spreadsheet file requests.

WHAT IT ALLOWS US TO DO:

- 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
- Run certain reports

WHAT IT *DOESN'T* ALLOW US TO DO:

- Provide a place to request internships (**Initiated via Internship Inventory**)
- Provide a place to request Special Courses (IDV, THH, INS, etc) (**Initiated Via Special Course forms**)
- Flag potential inconsistencies and corrections

+15K

**Course Requests
2024-2025**



Course Build Calendar

April 28, 2025	Course Term File rolls in Banner from the Spring 2025 course offerings to Spring 2026. Reg Team cleans up file during this time.
May 5, 2025	Course Term File is available on Student Common Dashboard Course Build Approval System (CBAS) opens for course additions, deletions, and edits for all changes requiring Dean Approval Helpful guide for CBAS and SZASECT Schedule Build and Classroom scheduling Classroom Scheduling Process begins: <ul style="list-style-type: none">• 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 Spring and are changeable in SZASECT; changes requiring Dean Approval proceed through CBAS• SZASECT is available through October 1 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 Spring; these courses are subject to Technology Assisted Scheduling, TAS, and follow these classroom scheduling steps:<ul style="list-style-type: none">◦ Priority/Partition Assignments can be made in SZASECT until October 1◦ Pre-Assignment Requests for space outside of department partitions can be made through September 18 in the Pre-Assignment Request Form for the Associate Deans' consideration◦ Courses without a building and room at the close of the classroom scheduling season, October 1, will be placed into Technology Assisted Scheduling (TAS); use the Classroom Change Request Form after TAS is performed; classroom schedulers need to check TAS results for classroom placements
TBD (by Depts and Deans)	A date determined by each Associate Dean for the progress of their schedule build to-date. A helpful tool is the Student Common Dashboard to view course details committed to Banner.

September 15, 2025	First Round of course adds, deletes, and updates due from Deans & Chairs for Registrar Team processing. <i>Reminder to use Paired/Group Course Form; Use this form to indicate 1) paired courses, 2) grouped courses, and 3) dual campus courses, those offered simultaneously for students on the Boone and Hickory campuses; if the pairing has been indicated in CBAS, the Paired Course Form is not necessaryRecommend 75% course completion during first round for schedule build and TAS preparation.</i>
September 22 - 29, 2025	Dean Review Period Classroom scheduling process continues; classroom scheduling steps Departments can utilize SZASECT for course updates as outlined in the SZASECT parameters and for changes not requiring Dean Approval in their College/School Associate Deans' Classroom Pre-Assignment Request review
September 29, 2025	CBAS approvals due from the Deans for Registrar processing in preparation for Technology Assisted Scheduling (TAS) Registrar Team works on updates in preparation for final review
October 1, 2025	Second round of review updates due from Deans & Chairs by submitting to the Course Build Approval System (CBAS)
October 1 - 6, 2025	SZASECT closes for TAS courses in preparation for the Optimizer Run (TAS) 5:00 PM Classroom space assignments are added to Banner after Associate Dean review
October 6, 2025	Registrar Team runs notes job to populate standard section notes on built courses, section notes must be added manually by departments on new or changed courses after this date
October 6 - 8, 2025	Last Dean review period Registrar Team runs clean up reports for final edits
October 8, 2025	CBAS temporarily closes for Spring 2026 by 11:59 PM and opens back up on October 10 at 8 AM. Feel free to email regteam@appstate.edu with any emergency issues while CBAS is closed Courses in CBAS must be cleared through the Dean level with no remaining edits in the CBAS approval queue Courses left unapproved by the Dean will not be processed until October 10 or after
October 9, 2025	Registrar final course clean up and course schedule build
October 10, 2025	Pins set for advising by 5:00 pm
October 10, 2025	Edits and updates completed by the Registrar's Team SZASECT unlocks for TAS courses with restrictions placed on building and room changes Requests for classroom changes for TAS courses are made with the Classroom Change Request Form
October 10, 2025	Schedule posts online
October 10, 2025	CBAS opens up for late schedule build submissions until the day before classes begin
November 3 - 17, 2025	Early Registration Period begins for currently enrolled students

registrar.appstate.edu/faculty-staff/schedule-build

	Subject	#	Section	Title	Primary Instructor	Approval Status
	R C	1000	300	EXPOSITORY WRITING		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	2001	300	INTR WRITING ACROSS CURRICULUM		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	2001	702	INTR WRITING ACROSS CURRICULUM		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	2001	703	INTR WRITING ACROSS CURRICULUM		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	ENG	4090	101	RHETORICS OF RESISTANCE	Walzer, Belinda	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	5410	101	DIGITAL & VISUAL RHETORICS	Murray, Savannah Paige	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	2000	101	WRITING FOR PROFICIENCY		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	2000	101	WRITING FOR PROFICIENCY		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
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	R C	2000	101	WRITING FOR PROFICIENCY		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	2000	101	WRITING FOR PROFICIENCY		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	R C	1000	502	EXPOSITORY WRITING		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	4220	102	GLOBALIZATION	Scherlen, Renee	<input type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	4721	101	GLOBALIZATION	Thompson, Peter	<input type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	4743	101	GLOBALIZATION	Scherlen, Renee	<input type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	1100	103	AMER NAT GOVT & POLIT	Ardoyn, Phillip	<input type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	1100	105	AMER NAT GOVT & POLIT	Critcher, Allison	<input type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	1100	102	AMER NAT GOVT & POLIT	Barghothi, AJ	<input type="checkbox"/> Chair <input type="checkbox"/> Dean
	P S	1100	104	AMER NAT GOVT & POLIT	Critcher, Allison	<input type="checkbox"/> Chair <input type="checkbox"/> Dean

INTRO TO CBAS

Demonstration of CBAS

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. *****



INITIATOR



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

CHAIR



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

DEAN



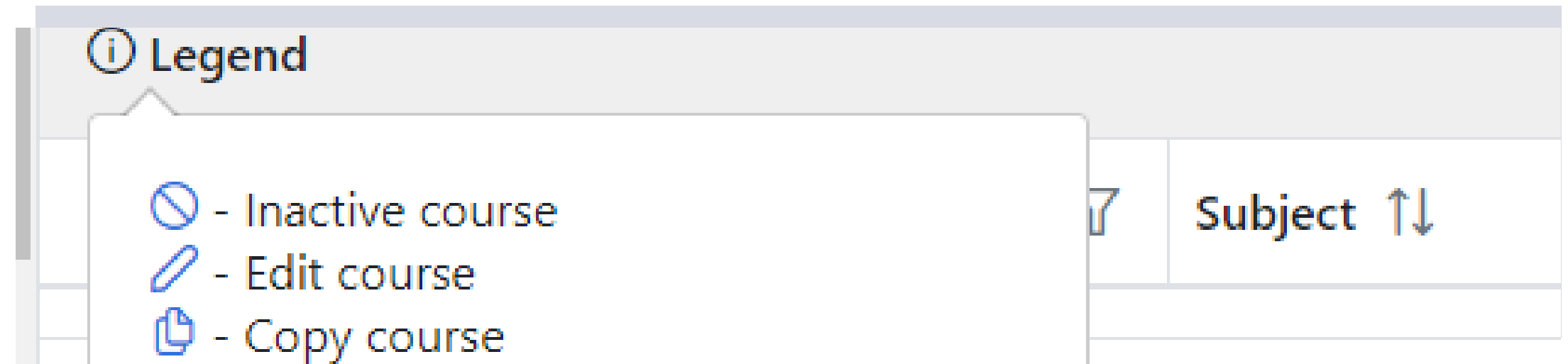
Approves changes, additions, and deactivations for the whole College /School.

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.

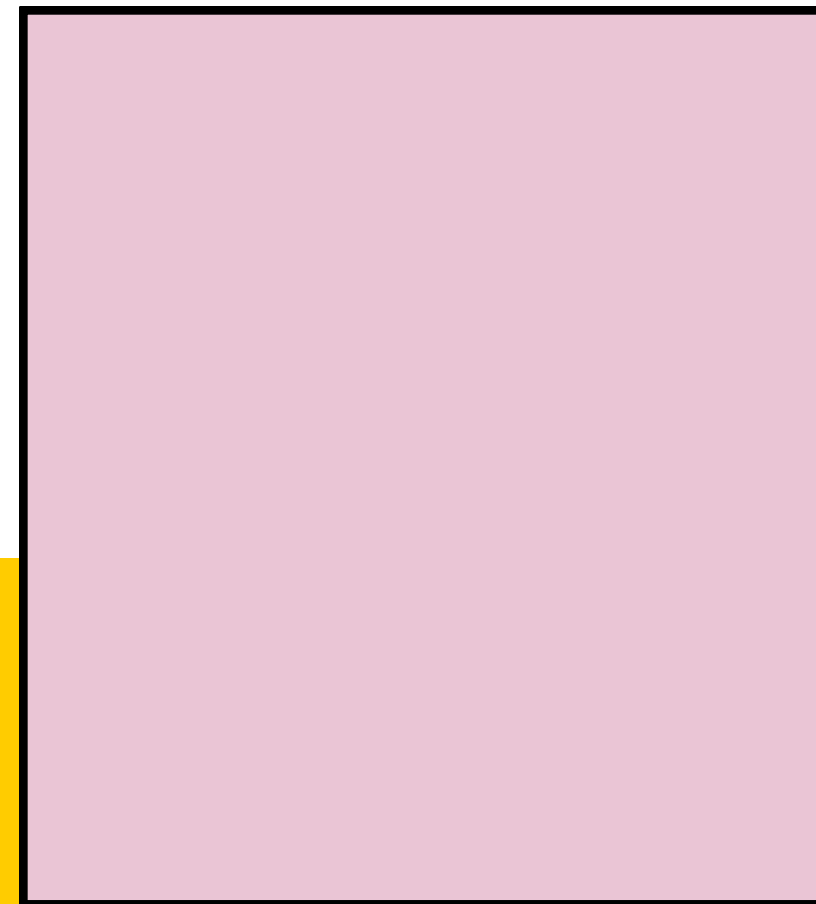
CBAS LEGEND

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
THE COURSE IS CURRENTLY
APPEARING IN BANNER



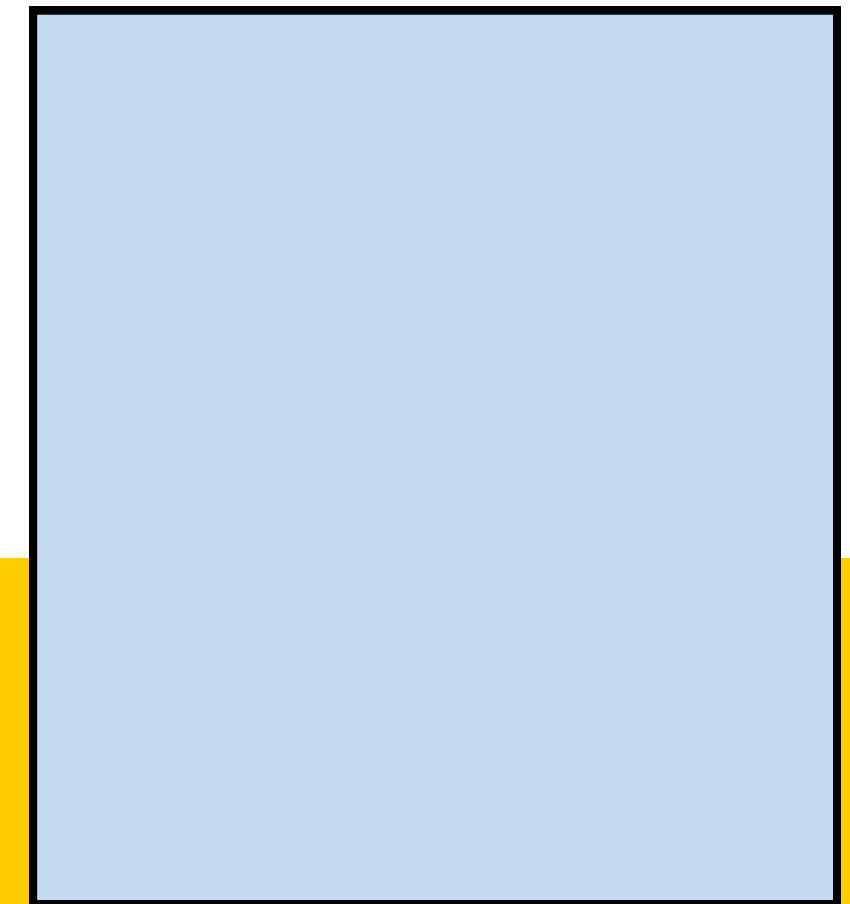
LIGHT RED

PENDING DEACTIVATION
REQUEST



YELLOW

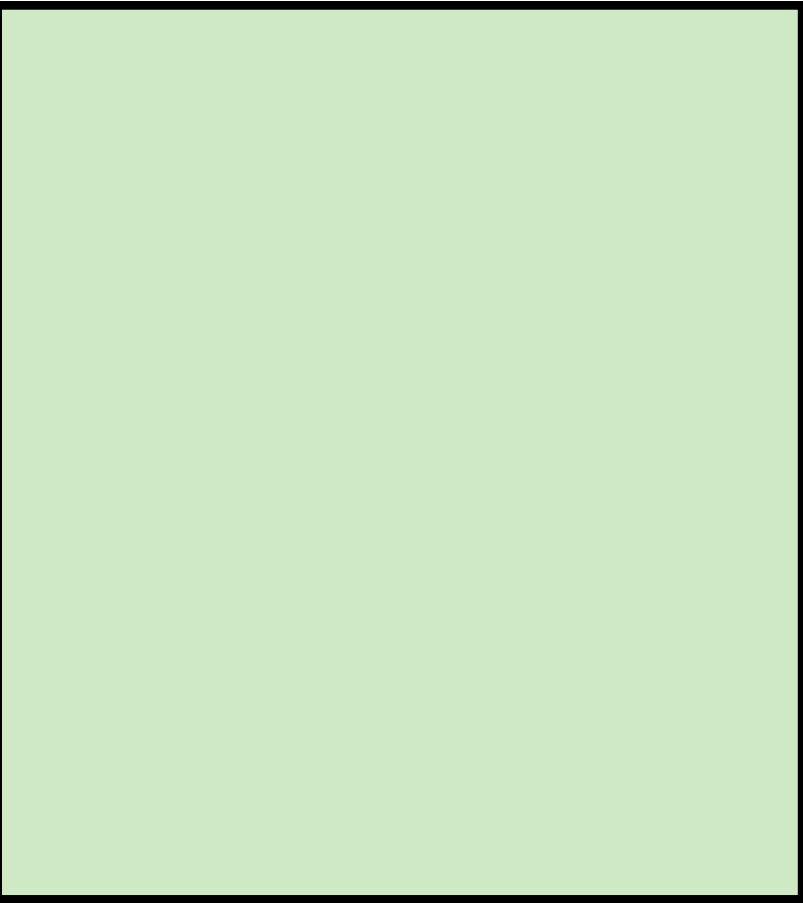
UNSUBMITTED CHANGE
REQUEST



BLUE

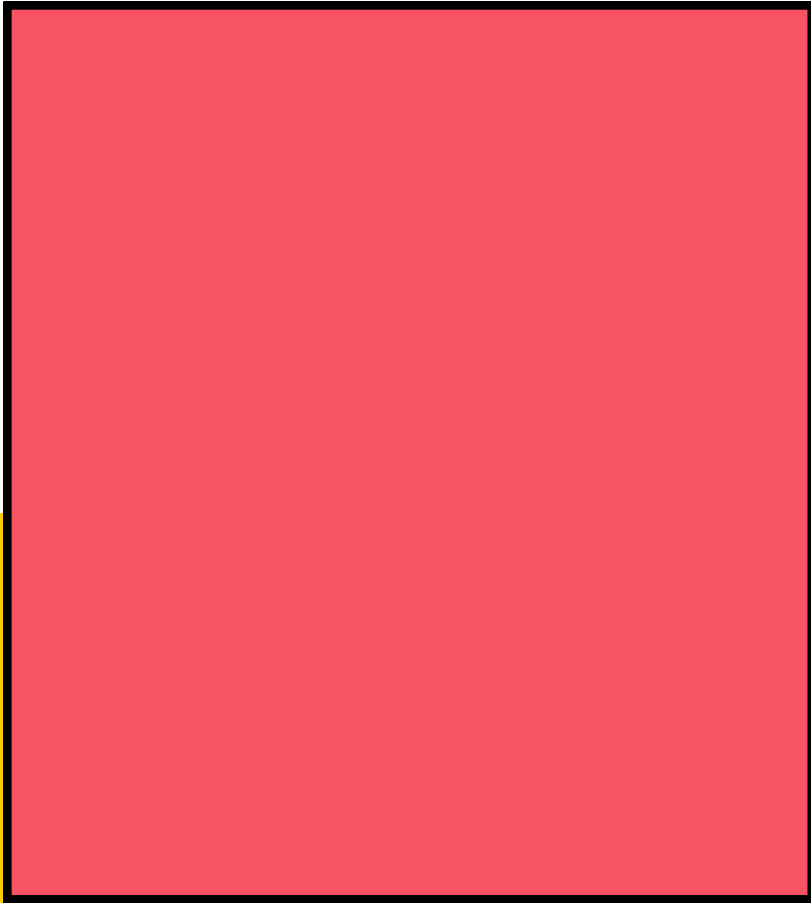
CHANGE REQUEST
SUBMITTED

CBAS LEGEND CONTINUED



GREEN

NEW COURSE ADD REQUEST

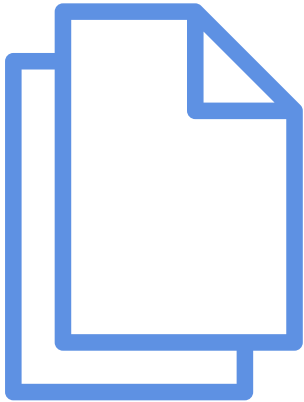


BRIGHT RED

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??



It means:

- Ask your chair to send the request/course back for edits.
- The course has been submitted for approval and is pending.

INITIATING A COURSE ADDITION

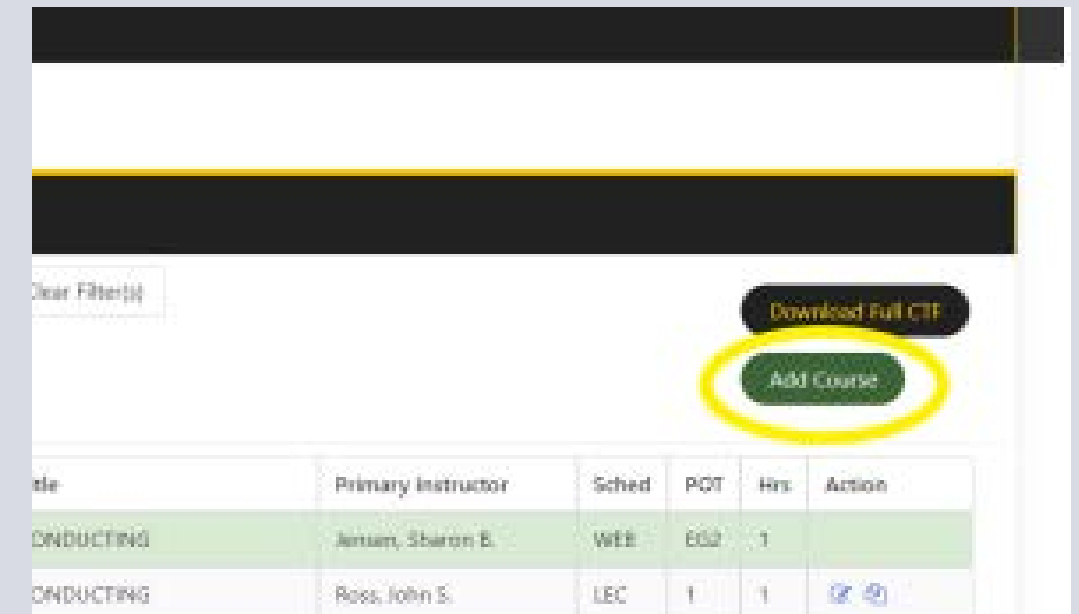
STEP 1:

Select the term



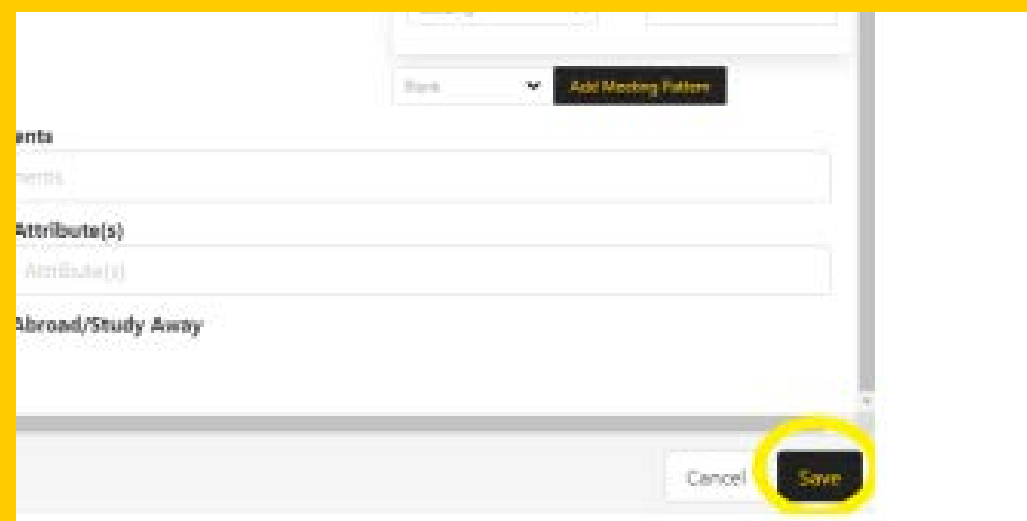
STEP 2:

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.



A woman with short brown hair is sitting on the grass, leaning against the trunk of a large tree. She is wearing a blue tank top, light blue shorts, and white sneakers. She is holding an open book and looking down at it. The background is a lush green park with many trees and a small stream or ditch in the distance. A large green rounded rectangle is overlaid on the image, containing the text "Break Time!".

Break Time!

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

*Requires a Meeting Dates Exception form for
Non-Internships

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

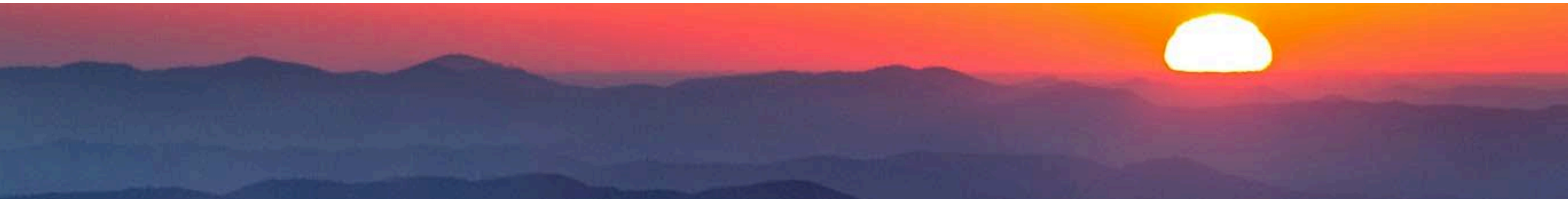


COURSE BUILD DETAILS

Summer Parts of Term

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

*Requires a Meeting Dates Exception form for Non-Internships



SECTION #S

Boone Campus

- Non Laboratory Boone= 101 to 199
- Regular Laboratory Boone= 201 to 299

EX Campus

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

HKY Campus

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

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+





COHORT CODES

Mainly for Graduate Level EX courses (some Undergraduate cohorts do exist).

WHERE?

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

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.

HOW?

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

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 (New)

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!

NOTES

These are the additional course details that will appear to students on the class schedule search. Notes can be put into the CBAS request and/or can be added in SZASECT.

AUTO-GENERATED

Banner will auto-generate some notes when the Registrar's office runs the note job.

These include:

- WEB/WEM/WEH/WLH
- Special Approvals (PA, PI, PC, PD, PS)
- Part of term notes for First-half and second-half
- State Authorization for EX WEB
- Service Learning
- Waitlist
- Reserved Seating
- Dual-Listed Courses at Catalog Level
- Generic Honors (Open to honors only)
- Only HKY
- Only MC
- Only Appstate Online

MANUAL

These are notes about specific course information, they are non-generic and have to be entered in the the CBAS request or put in SZASECT.

Examples include:

- Honors notes specifically for department or university
- PE requirements (Must be able to swim X amount)
- Cohort restrictions
- Specific meeting information such as alternate days
- Study Abroad location and travel dates

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.

Study Abroad submissions must match OIP information.



SZASECT V. CBAS

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

CBAS ONLY

- Additions
- Deactivations
- Part of Term
- Subject
- Course Number
- Title
- Schedule Type

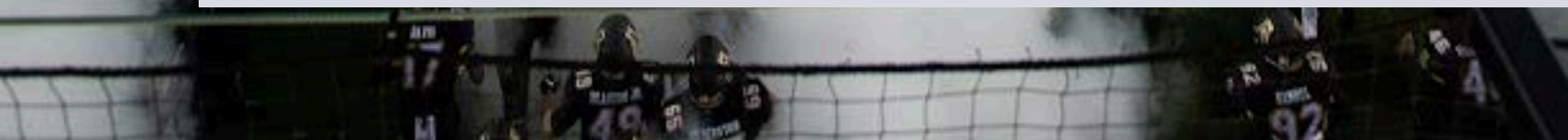
SZASECT

- 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.

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 IF the request causes a conflict.



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.

Updates!

- Undergraduate EX courses now roll
- Group/Paired/Dual campus listing in SZASECT- Cross List field (complete)
- Compensation Comments-Flight Path and Summer (In progress)
- General CBAS Comments (In Progress)
- Flight Path Courses viewable in CBAS





**QUESTIONS?
COMMENTS?**

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

Thank You!

