

CBAS WORKSHOP

February 20th, 2025

Course Build Approval System



SCHEDULE

1. **General Review**- 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 one-stop shop for course building

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
- Run certain reports

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

- Provide a place to request internships
- Provide a place to request Special Courses (IDV, THH, INS, etc)
- Allow the running of the Course Term File (Webfocus)

+13K

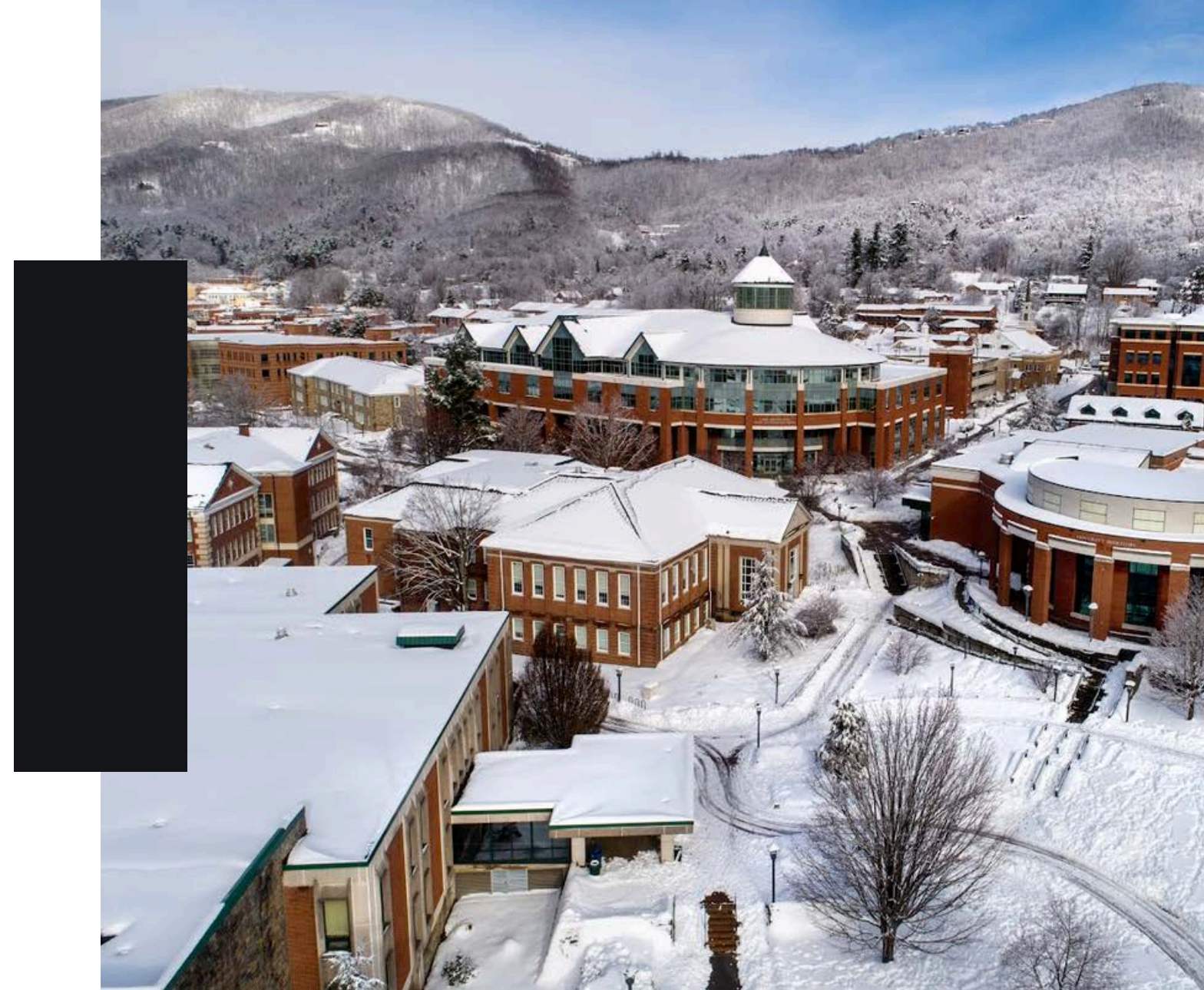
Course Builds 2022-2023



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

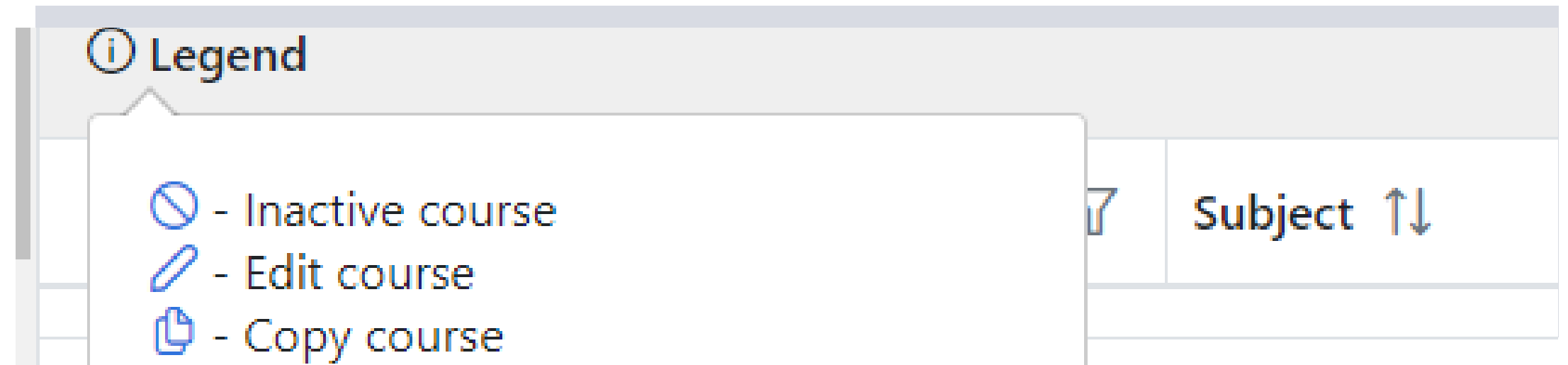
Approves changes, additions, and deactivations for the whole College /School.

REGISTRAR

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

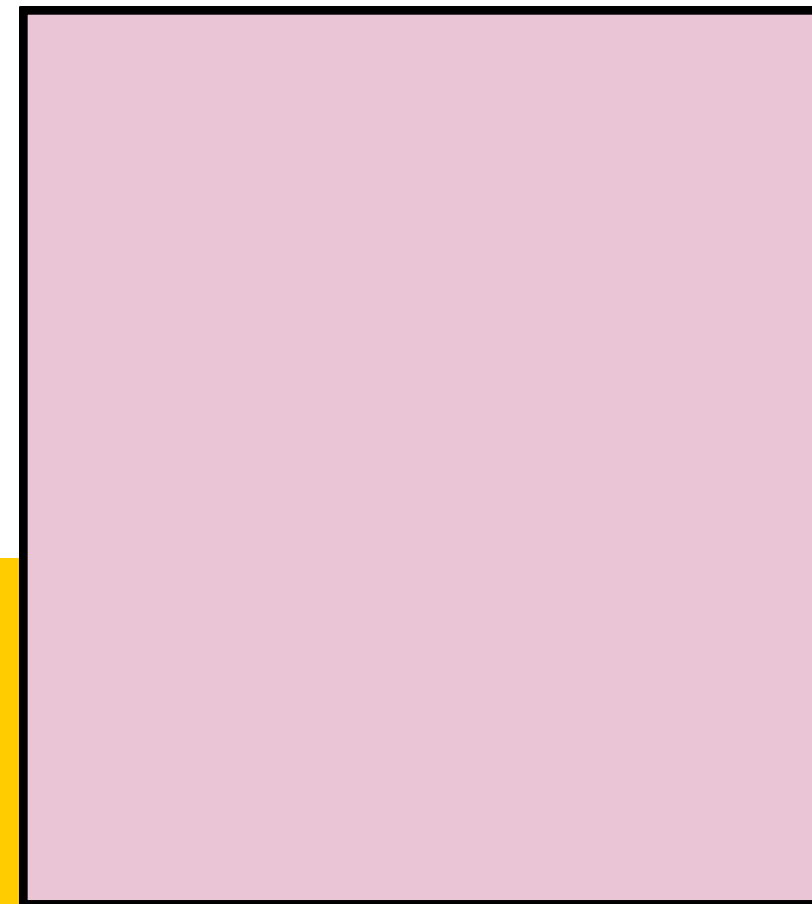
CBAS LEGEND

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



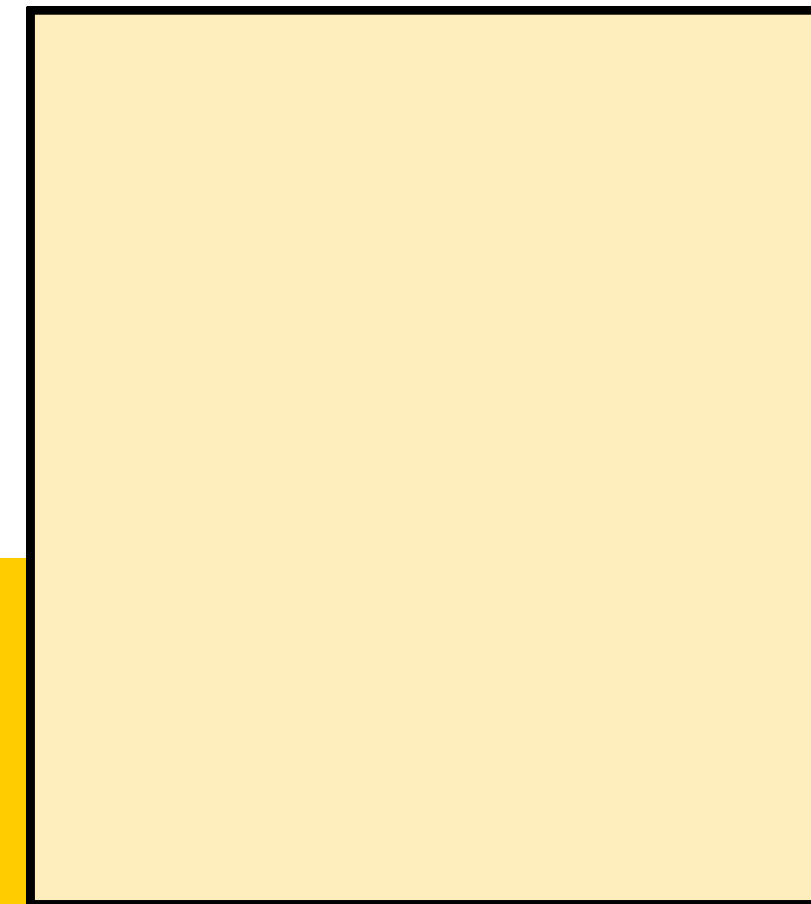
WHITE

NO PENDING CHANGES, HOW
THE COURSE IS CURRENTLY
APPEARING IN BANNER



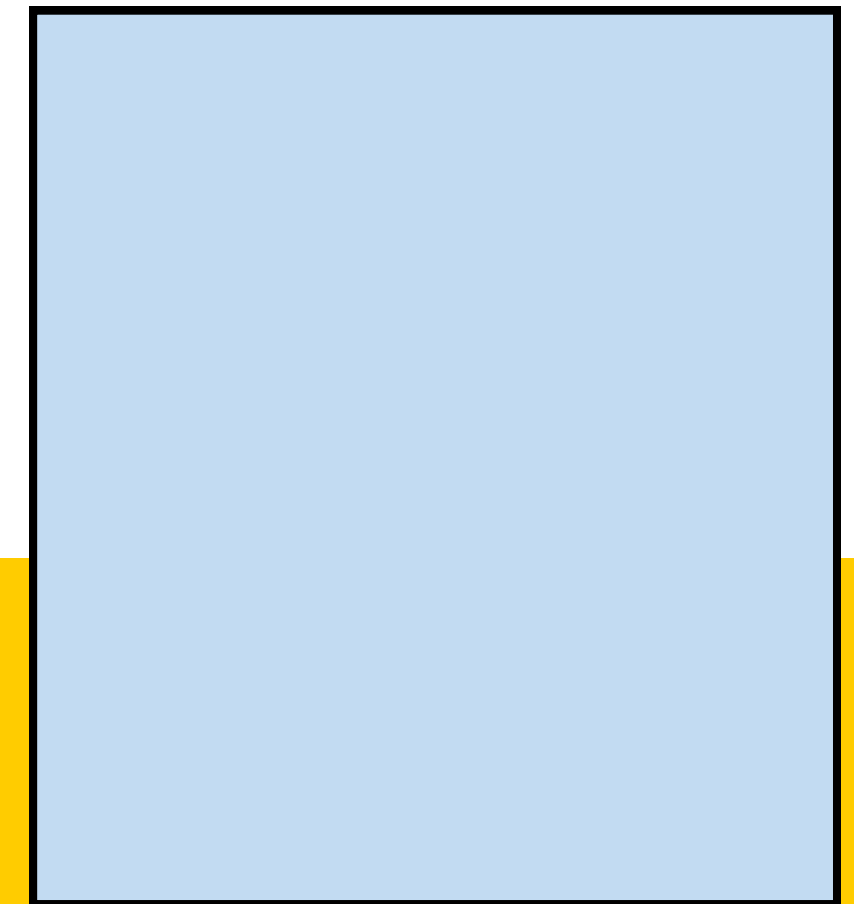
LIGHT RED

PENDING DEACTIVATION
REQUEST



YELLOW

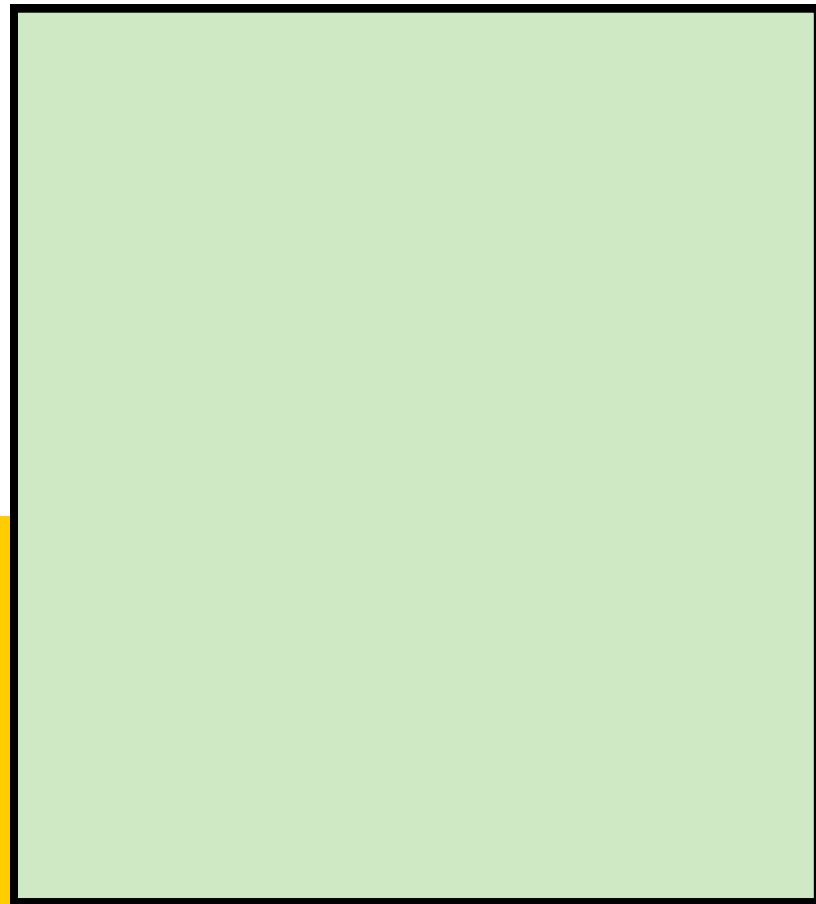
UNSUBMITTED CHANGE
REQUEST



BLUE

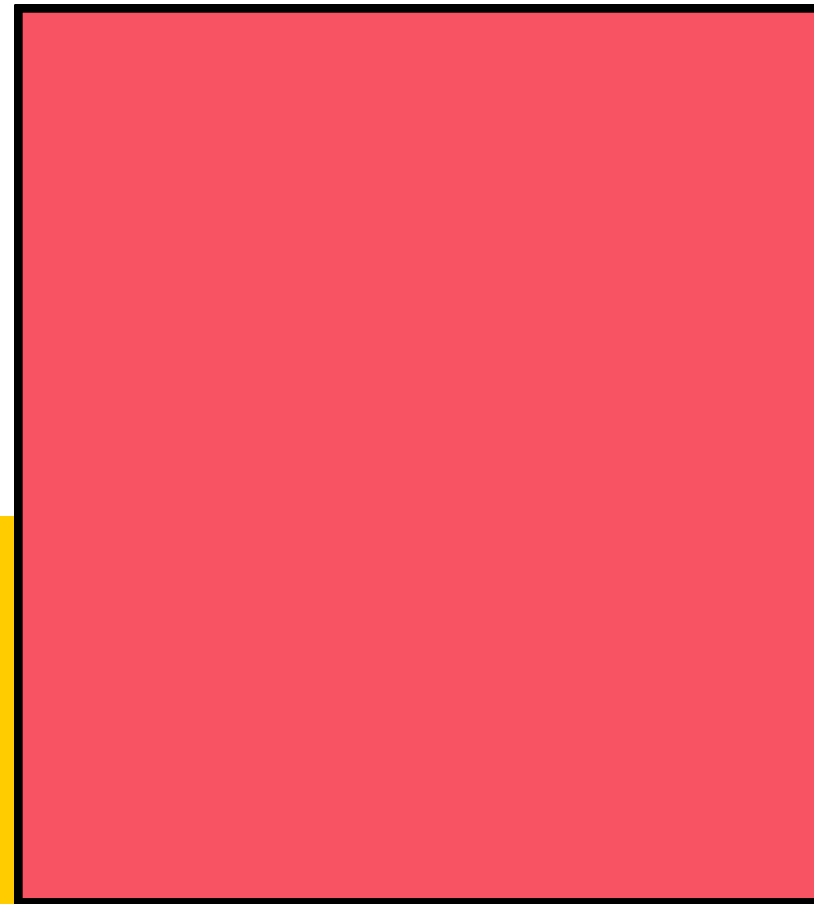
CHANGE REQUEST
SUBMITTED

CBAS LEGEND CONTINUED



GREEN

NEW COURSE ADD REQUEST

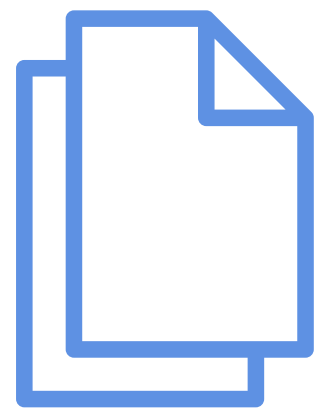


BRIGHT RED

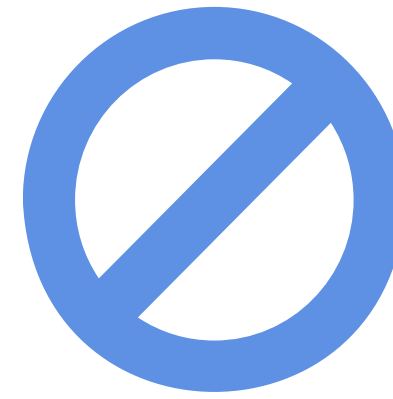
COURSE REQUEST
RETURNED FOR REVISION



**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

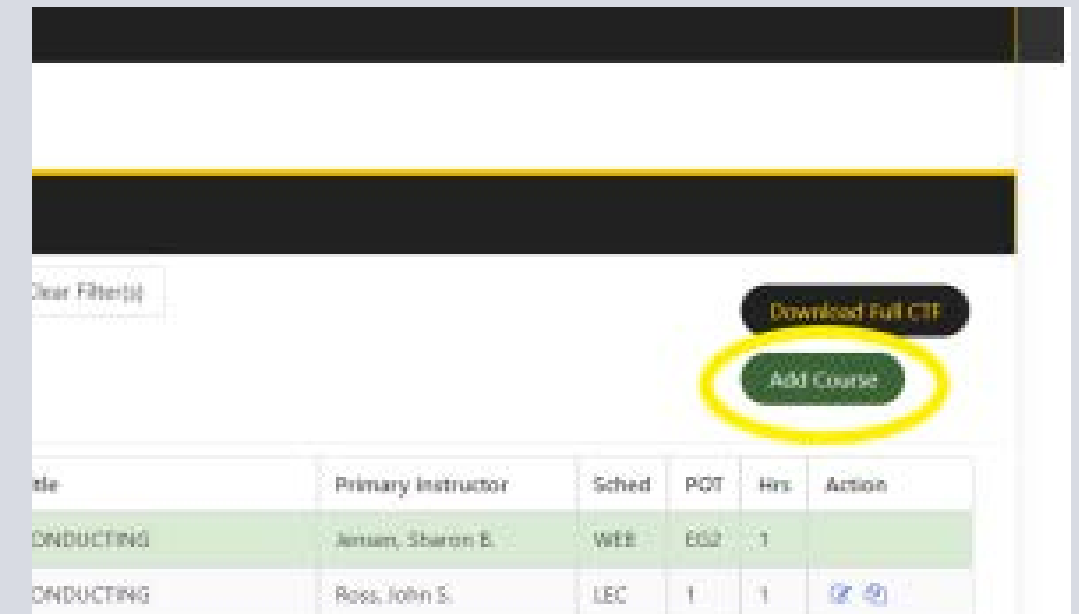
STEP 1:

Select the term



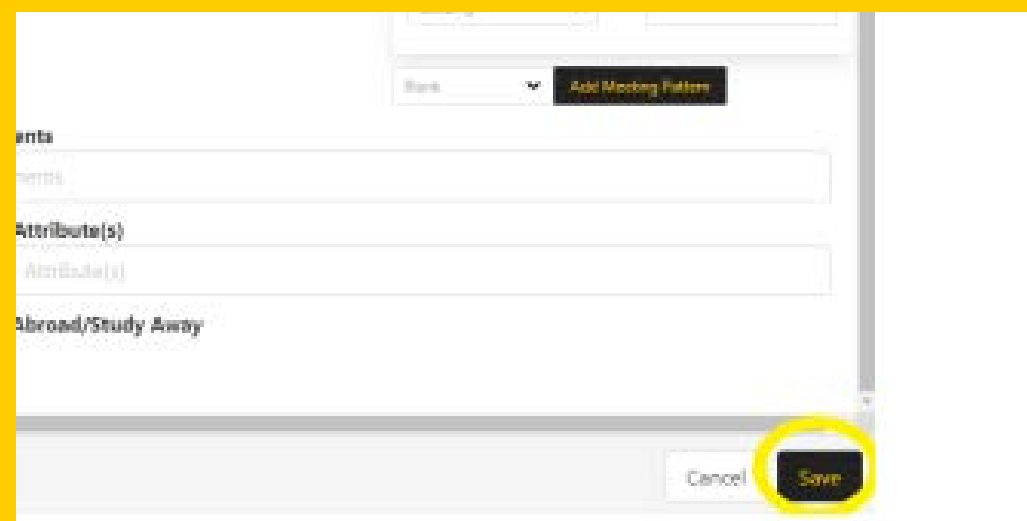
STEP 2:

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.

Include the necessary cohorts notes.

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



A winter scene featuring snow-covered trees and a building in the background. The foreground is dominated by a large, snow-laden tree branch. In the middle ground, a red brick building with a white portico is visible, surrounded by snow-covered evergreen trees. The ground is covered in a thick layer of snow. The text "Break Time!" is overlaid on a white rounded rectangle in the center of the image.

Break Time!

COURSE BUILD DETAILS

Parts of Term

MAIN CAMPUS- BOONE & HICKORY

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

EX CAMPUS

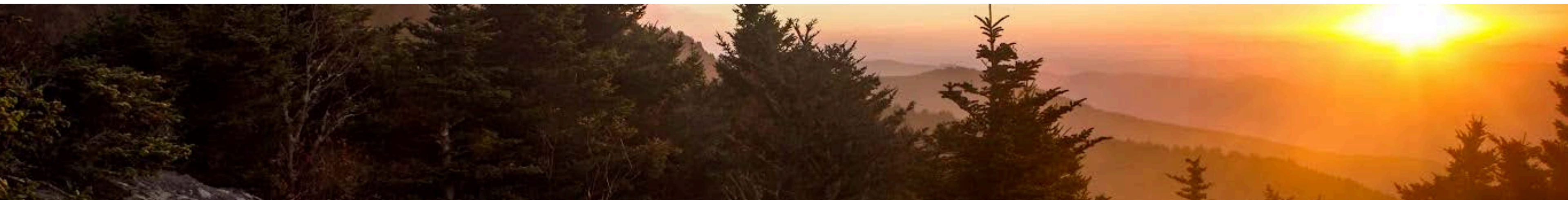
- EU= Full semester, Undergrad EX
- EU2= First-half semester, Undergrad EX
- EU3= Second-half semester, Undergrad EX
- EUF= Special/extended, Undergrad EX

- EG= Full semester, Graduate EX
- EG2= First-half semester, Graduate EX
- EG3= Second-half semester, Graduate EX
- EGF= Special/extended, Graduate EX

SUMMER

- 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



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

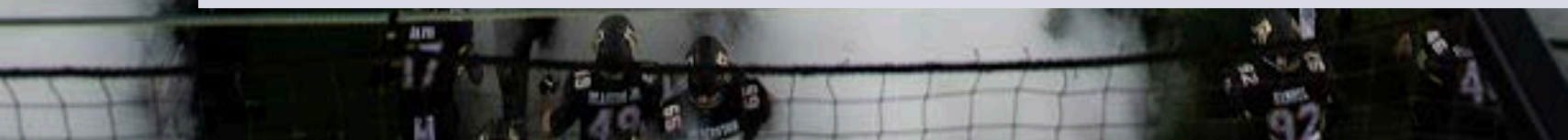
SZASECT

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

SUMMER SPECIFIC

- FLAC= no changes in SZASECT to instructor on 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!

- **Group/Paired/Dual campus listing in SZASECT**
- **Compensation Comments (Flight Path and Summer)**
- **General CBAS Comments**
- **Rolled Courses in CBAS**
- **Flight Path Courses in CBAS**
- **Saving Filters**





**QUESTIONS?
COMMENTS?**



Thank You!

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

