Changing/Editing a Course in CBAS:

Start from the Home or landing page by clicking on the Initiator link.

Select the term you want to change a course in by clicking the dropdown arrow next to the Select Term dropdown box.
The list of courses for your department will be displayed. Find the course to which you want to make changes. You can order the courses listed by any of the columns by just clicking on the column heading or by using the filters at the top of the course list.

Click on the square with a pencil under the Action column to edit the details of a course.

Once you make your edits, click the Save button at the bottom right of the Edit Course screen.
You will then notice the course has been highlighted yellow, indicating that it is in the process of being changed and needs to be submitted to the Chair/Dean for approval.

When you click on the arrow to the left of the course, it shows the course details and what is currently saved in Banner for the Course and then the proposed changes are highlighted under what is currently in Banner.
If all changes have been made to the course and you are ready to submit it for approval, click the paper airplane icon under the Action column to submit and confirm the submission for approval. If more edits are needed to the course, just click the square with the pencil to edit more selections for the course. If you need to step away from CBAS for any reason, this course will stay highlighted in yellow and it can be edited until it is submitted. Once submitted for approval, the course is locked and highlighted in blue until the changes have been approved or denied.

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