

Routing approvals in CBAS:

The Initiator Role

When the time has come to submit courses for approval the Initiator will click the Submit for Approval button (paper airplane icon).

Appalachian
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 Add Course

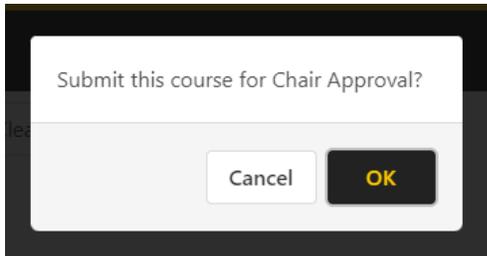
Select a field Filter

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	🔗 🔗 🔗 ✈️
>	+	MUS	3020	350	CONDUCTING	Jensen, Sharon B.	LEC	1	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	🔗 🔗

You will be prompted to confirm that you want to submit the change for approval to the Chair. Click “OK” if you are ready to submit the course to the Chair.

Once you click the “OK” button, you will no longer be able to edit or change the submission until it has been fully approved and completed, or denied by the Chair.



At this point, the submission has been sent from the Initiator to the Chair approver. The Chair approver will need to log into CBAS and click on their approver link.

The Chair Role

If you hold a Chair or a Dean role in CBAS, you can Approve or Deny course changes, additions, and deletions.

If you have pending approvals when you login to CBAS, you will see a Blue square noting that you have pending approvals to make and it will list the terms in which you have pending changes.

Appalachian STATE UNIVERSITY

Search terms

CBAS - Course Build Approval System

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

Welcome to CBAS - Course Build Approval System

CBAS offers one location where courses are built for every term, Fall, Spring, and Summer, for main campus, AppState Online, and Online Pathways.

CBAS is your Course Term File, CTF, with the capability to make additions, changes, deletions and to secure approval on your courses with these roles, Initiator, Chairperson, Dean and Registrar's Office.

Your User Roles

Here are your assigned roles in the Course Build Approval System and links to their application:

You have pending approvals for the following terms: First Summer 2022, Second Summer 2022, Fall 2022

- **Initiator** (Submit requests)
- **Chair** (Review/Approve requests)
- **Registrar**
- **Access Management**
- **Cohort Management** (Select cohorts available in CBAS)
- **Room Attribute Management** (Select room attributes available in CBAS)
- **Term Management** (Select terms available in CBAS)

Help

[Schedule Build Details](#)

You will also receive an email once a day, in the morning, notifying you of any pending approvals.

Next the Chair will review the requested submission. If they choose to approve, they will click on the "Approve" button.

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Search terms

CBAS - Course Build Approval System

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

Schedule Change Review

You have pending approvals for the following terms: First Summer 2022, Second Summer 2022, Fall 2022

Select Term
First Summer 2022

Class Schedule Requests

Subject: MUS Clear Filter(s) Pending Action only Download Full CTF

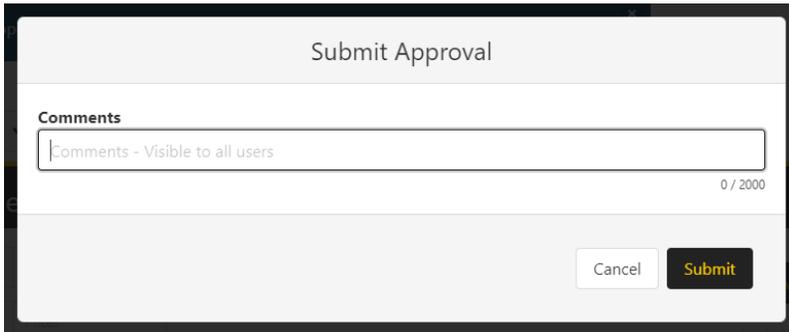
Select a field: Filter Approve Deny

Legend

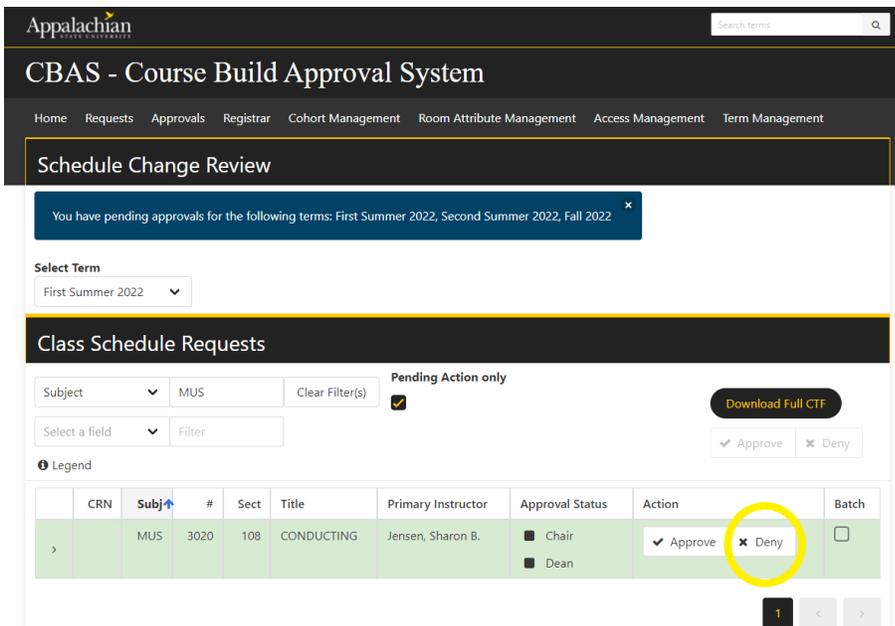
	CRN	Subj	#	Sect	Title	Primary Instructor	Approval Status	Action	Batch
>		MUS	3020	108	CONDUCTING	Jensen, Sharon B.	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	<input type="checkbox"/>

1 < >

There will be the option to leave a comment, but in the approval process the comment is optional.

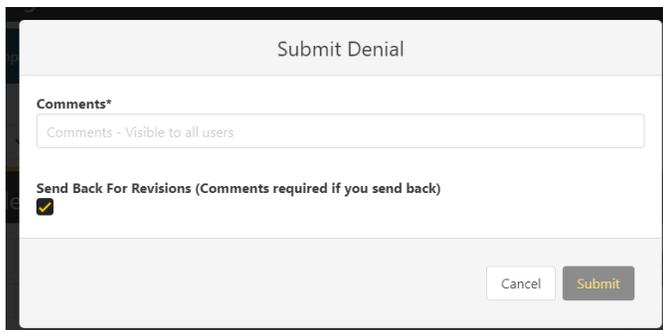


If the Chair approver wants to deny the request, they click the “Deny” button. There will be a follow up window that shows a comment box and has a check box that states “Send Back for Revision”.



	CRN	Subj	#	Sect	Title	Primary Instructor	Approval Status	Action	Batch
>		MUS	3020	108	CONDUCTING	Jensen, Sharon B.	<input type="checkbox"/> Chair <input type="checkbox"/> Dean	<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny	<input type="checkbox"/>

Send Back for Revision: If the Chair approver wants to deny the request and send it back for an adjustment or correction, they will need to check the “Send Back For Revision” checkbox. Sending a request back for revisions requires a description of what needs to be fixed be entered into the comment box.



Deny: If the Chair approver wants to deny the request and NOT send the course back for revisions, the Chair will need to UNCHECK the “Send Back For Revision” box. At this point a comment is optional.

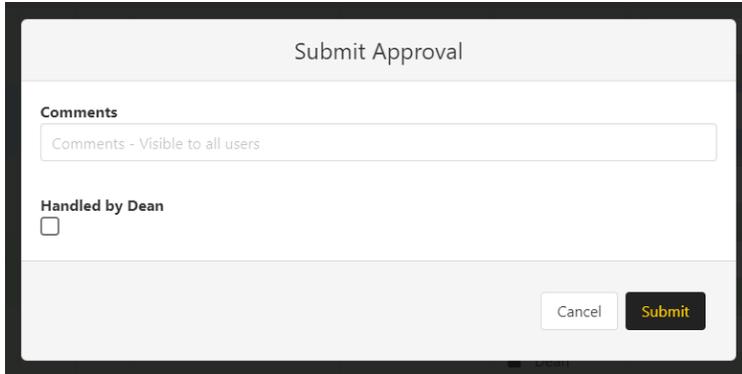
The Dean Role

Next, the Dean will review the requested submission. If they choose to approve the course, they will click on the “Approve” button.

>	10122	CIS	5860	101	APPLIED ANALYTICS PROJECT	Iyer, Lakshmi S.	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>	10265	CIS	5845	101	UNSTRUCTURED DATA ANALYTICS	Kaleta, Jeffrey P.	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>	10189	HPE	3020	101	SPORT FIRST AID	Townsend, Joseph S.	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		MUS	3020	108	CONDUCTING	Jensen, Sharon B.	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>	10064	MUS	2007	101	AURAL SKILLS III	McCandless, Gregory R.	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		P E	1718	101	LIFEGUARDING & WATER SAFETY		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		P E	1714	103	WATER POLO		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		P E	1714	105	WATER POLO		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		P E	1714	101	WATER POLO		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		P E	1718	102	LIFEGUARDING & WATER SAFETY		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>
>		P E	1714	102	WATER POLO		<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Dean	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input type="checkbox"/>

There will be the option to leave a comment, but in the approval process the comment is optional.

If the submit approval screen has a checkbox on it labeled “Handled By Dean” as in the picture below, this checkbox should only be checked if the Dean’s office is going to make the change using SZASECT and doesn’t want the course change to be routed to the Registrar’s Office.



Submit Approval

Comments

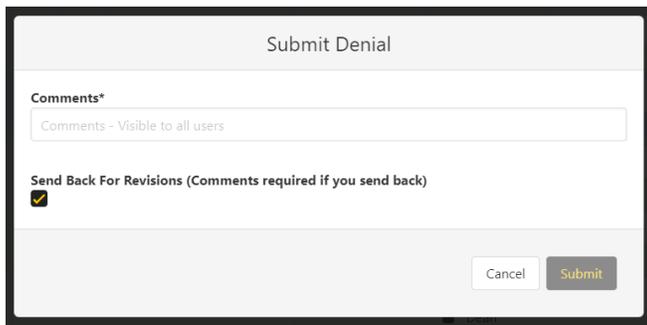
Comments - Visible to all users

Handled by Dean

Cancel Submit

If the Dean approver wants to deny the request, they click the “Deny” button. There will be a pop up window that shows a comment box and has a check box that states “Send Back for Revision”.

Send Back for Revision: If the Dean approver wants to deny the request and send it back for an adjustment or correction, they will need to check the “Send Back For Revision” checkbox. Sending a request back for revisions requires a description of what needs to be fixed be entered into the comment box.



Submit Denial

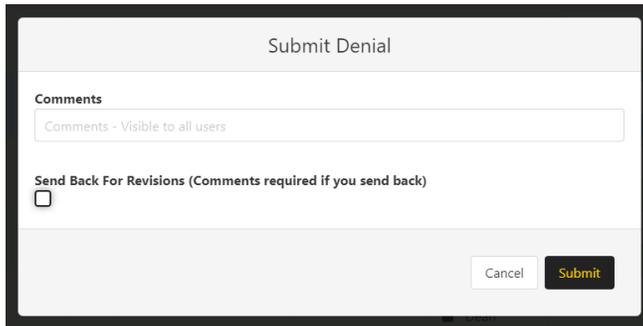
Comments*

Comments - Visible to all users

Send Back For Revisions (Comments required if you send back)

Cancel Submit

Deny: If the dean approver wants to deny the request out right and NOT send it back for revisions, the person will need to UNCHECK the “Send Back For Revision” box. At this point a comment is optional.



Submit Denial

Comments

Comments - Visible to all users

Send Back For Revisions (Comments required if you send back)

Cancel Submit

Finally, once the Dean has approved a submission, it will be moved on to the Registrar’s Office to complete the request.

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