

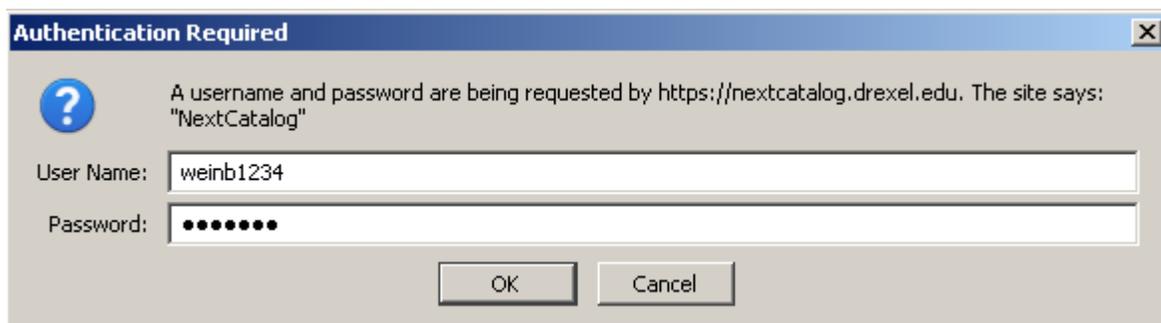
Course Leaf Documentation	<u><a href="#">Editing or Inactivating Courses</a></u>	Academic Information & Systems
Developed by: Harri Weinberg	Last Update: October 2012	Updated by:

## COURSE INVENTORY MANAGEMENT (CIM): EDITING OR INACTIVATING COURSES

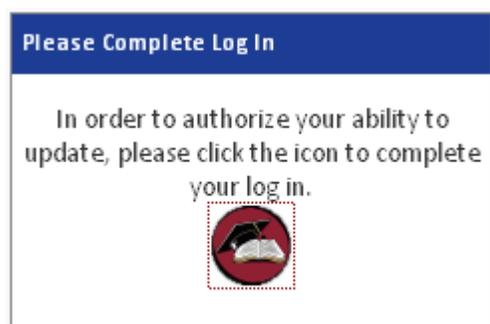
Firefox is recommended for CourseLeaf.

Log into the following URL: <https://nextcatalog.drexel.edu/courseadmin/>

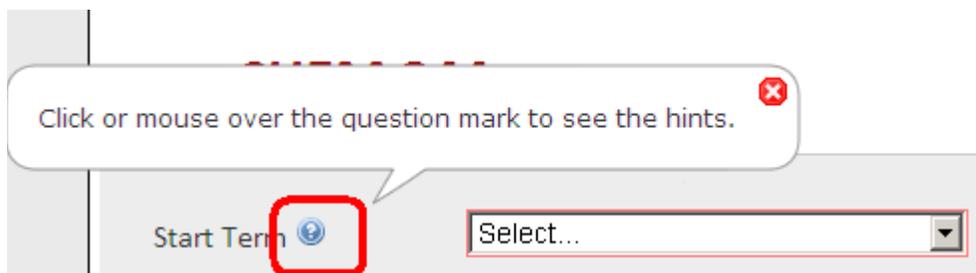
Enter your username and password.



Click the icon in the dialog box.



Throughout the process, click or mouse over the bubbles for hints.



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**ACCESSING A COURSE TO EDIT:** To edit or inactivate a course, enter the course and click SEARCH.

## Course Inventory Management

Search, edit, add, and deactivate courses.

CHEM 244

Search

Course Code	Title
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All details about the course from the official Banner catalog appear along with all the catalog pages where the course appears, the programs referencing the course, and other courses referencing the course. All departments impacted by the course change will be notified.

Viewing: **CHEM 244 : Organic Chemistry Laboratory I**

Catalog Pages referencing this course	<a href="#">Chemistry</a> <a href="#">Chemistry</a> <a href="#">Chemistry</a> <a href="#">Chemistry</a>
Programs referencing this course	<a href="#">BIO-BS: Biological Sciences BS</a> <a href="#">BME-BTE-BSBE: Biomedical Engineering-Biomaterials and Tissue Engineering Concentration BSBE</a> <a href="#">BTE-BSBE: Biomaterials and Tissue Engineering Concentration BSBE</a> <a href="#">CHEM-BA: Chemistry BA</a> <a href="#">CHEM-BS: Chemistry BS</a> <a href="#">CHEM-MINOR: Chemistry Minor</a> <a href="#">EDUC-BIO--BS: Teacher Education: Biology BS</a> <a href="#">EDUC-BIO-BS: Teacher Education: Biology BS</a> <a href="#">EDUC-BIOBS: Teacher Education: Biology BS</a> <a href="#">EDUC-CHEM-BS: Teacher Education: Chemistry BS</a>
Other Courses referencing this course	<b>As A Prerequisite:</b> <hr style="border: 0.5px solid black;"/> <a href="#">CHEM 245 : Organic Chemistry Laboratory II</a>

At this step in the process, you can inactivate the course by clicking the INACTIVE button or edit the course by clicking the EDIT button. The example below is for editing. Inactivating a course will be discussed at the end of this document.

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Inactivate

Edit Course

[Preview Workflow](#)

Viewing: **CHEM 244 : Organic Chemistry Laboratory I**

All the details from the Banner catalog will be pulled into the form for editing. Some fields cannot be edited. If you want to change the information for any of the fields that cannot be edited, complete a proposal for a new course. Academic level, college, subject code and course number cannot be edited.

Start Term	Select...
Academic Level	Quarter: <input type="checkbox"/> Graduate Quarter <input checked="" type="checkbox"/> Undergraduate Quarter Semester: <input type="checkbox"/> Graduate (ME) <input checked="" type="checkbox"/> Graduate Semester <input type="checkbox"/> Law <input type="checkbox"/> Undergraduate Semester
College	College of Arts and Sciences
Department	Chemistry (CHEM)
Subject Area	Chemistry (CHEM)
Course Number	244
Long Title	Organic Chemistry Laboratory I
Banner Title	Organic Chemistry Laboratory I

**EFFECTIVE TERM:** Using the drop-down, select an effective START TERM for the changes. Fall Quarter and Fall Semester are available for selection. The catalog is updated effective the fall term of the year.

Fall Quarter 2012-13 (201215)

Select...

Fall Semester 2012-13 (201211)

Fall Quarter 2012-13 (201215)

Fall Semester 2013-14 (201311)

Fall Quarter 2013-14 (201315)

Fall Semester 2014-15 (201411)

Fall Quarter 2014-15 (201415)

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**TITLES:** The long title is the title that will appear on the web. The Banner title is the abbreviated title and is limited to 30 characters.

Long Title 	<input type="text" value="Organic Chemistry Laboratory I"/>
Banner Title	<input type="text" value="Organic Chemistry Lab I"/>

Edit the title by deleting and adding words. Once your document is saved, you can see the deleted items in red and the added items in green.

Viewing: **CHEM 244 : Organic Chemistry for Poets  
Laboratory I**

**CREDITS:** If you change the credits, be sure that the distribution of the credits is correct.

Credits 	<input type="text" value="4.0"/>
<b>Hours/Week</b>	
Lecture	<input type="text" value="4.0"/> Seminar <input type="text"/>
Lab	<input type="text"/> Studio <input type="text"/> Dissertation <input type="text"/>
	Research <input type="text"/>

**PRE-REQUISITES, CO-REQUISITES, CONCURRENCY:** To delete a pre-requisite or co-requisite, click the icon  at the end of the row.

To add a pre-requisite or co-requisite, type the new information in the fields provided. Each time you add a pre-requisite, a new field opens for additional options. Remember to add appropriate "AND" or "OR" fields and to put the parenthesis in the correct places. In the example below we are deleting CHEM 241 and changing the pre-requisite to **(CHEM 101 and CHEM 102) OR CHEM 103**.

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Prerequisites

(	And/Or	Subject	Course #	Min Grade	)	Concurrency?	
		CHEM	241	D			<input checked="" type="checkbox"/>
(		CHEM	101	A			<input checked="" type="checkbox"/>
	And	CHEM	102	D	)		<input checked="" type="checkbox"/>
	Or	CHEM	103	D			<input checked="" type="checkbox"/>
							<input checked="" type="checkbox"/>

Co-requisites

Course Code

The option to add “Yes” for concurrency is available. A **concurrent** course may be taken at the same time as another course, but it is not required to be taken simultaneously. A **co-requisite** is a companion course that is required to be taken at the same time as another course.

Each time a course is entered as a co-requisite, fields open for additional co-requisites.

**RESTRICTIONS:** Available restrictions are Degree, Class, College, and Major. Enter a description of the restriction, i.e. Chemistry, and the options will appear. You can select multiple restrictions. Level restrictions, i.e. UG, GR or GS, will default to the level entered on the form and do not have to be entered here. Remember if you **INCLUDE** a group, everyone else who is part of that group is excluded. If you **EXCLUDE** a group, everyone else in the group is included.

In the example below the course is restricted to Chemistry majors. All other majors are excluded. To restrict the course to a specific major, enter the major code and click Find Restriction.

Restrictions Other:

Choose the option from the available list by clicking the appropriate field.

Restrictions

Chemistry Majors ONLY

Chemistry Majors Excluded

Other:

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You can select other options by following the steps above. For example, enter sophomore and click Find Restriction. Select the option from the available list. In this example, only Chemistry majors can take the course, but not if they are sophomore students. The level UG is defaulting because it has been established that this is an undergraduate course.

**Restrictions**

Sophomore Excluded

Chemistry Majors ONLY

Chemistry Majors Excluded

Other:

**REPEATABLE COURSES:** All courses can be repeated but they cannot always be repeated for credit. Courses such as special topics or independent study can often be repeated for credit. If the course is repeatable, check the field. When the field is checked, you can enter the number of times the course can be repeated AFTER the first time it is taken.

Course Is Repeatable  Number of repeats allowed after initial occurrence:

If the course is 3 credits and can be repeated twice for credit AFTER the initial occurrence, then the number of times a course can be repeated is 3 (including the first time the course is taken) and the total number of credits will be 9.

**PRIMARY GRADING METHOD:** Use the dropdown to select the PRIMARY grading method. This will be the default in Banner.

Primary Grading Method

**CATALOG DESCRIPTION:** If you are changing the catalog description and the title of the course, you probably have to complete a NEW course proposal form. If you are only making minor changes to the description, you can make them in this block. Delete and add words as necessary.

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Catalog Description

A continuation of Chemistry for Poets. Covers amines, phenols, polyfunctional compounds carbohydrates, amino acids, and polynuclear aromatic compounds. A continuation of Chemistry for Poets.

After you save your changes, added text will appear in green. Deleted text will appear in red.

Catalog Description

A continuation of Chemistry for Poets. Covers amines, phenols, polyfunctional compounds carbohydrates, amino acids, and polynuclear aromatic ~~compounds~~ compounds.

**SIMILAR COURSE FIELD:** Since this is a revision, it is not necessary to complete this field.

**SYLLABUS:** A syllabus is required if any changes are made other than changes to pre- or co-requisites.

Learner-Centered Syllabus Guidelines can be viewed at this link:

<http://www.drexel.edu/provost/dcae/teaching/Syllabi.html>

Attach Syllabus

Course Syllabus

Uploaded Files:

Files To Be Uploaded:

**JUSTIFICATION FOR EDITS:** Enter the justification for edits in this block.

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What is the justification for proposing this edit:

The description better describes the course contents.

**SAVING CHANGES:** If you click CANCEL, all changes made will be deleted. You can **SAVE CHANGES**, which allows you to go back to editing at a later date or you can **SAVE & SUBMIT**, which will start the approval workflow.



**INACTIVATING A COURSE: Click the INACTIVATE Button**



Viewing: **CHEM 245 : Organic Chem Lab II**

Enter the term for which you are requesting the inactivation of the course.

Fall Quarter 2012-13 (201215) ▼

Select...

- Fall Semester 2012-13 (201211)
- Fall Quarter 2012-13 (201215)
- Fall Semester 2013-14 (201311)
- Fall Quarter 2013-14 (201315)**
- Fall Semester 2014-15 (201411)
- Fall Quarter 2014-15 (201415)

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Enter the justification and click Confirm. You can also cancel the inactivation. When you click Confirm, the approval workflow begins.

Deactivating: **CHEM 245**

End Term

Justification for this request

A new and improved version of this course has been developed.

NOTE FOR COLLEGES DEACTIVATING COURSES: REMEMBER THAT YOU HAVE TO CHANGE LISTS OF REQUIREMENTS, PLANS OF STUDY AND ALL PRE- AND CO-REQUISITES IN YOUR COLLEGE THAT REFERENCE THE DEACTIVATED COURSE.

ALL COLLEGES IMPACTED BY THIS COURSE DEACTIVATION WILL BE NOTIFIED AND EXPECTED TO DO THE SAME.

Please send questions about the approval process to [is\\_student@drexel.edu](mailto:is_student@drexel.edu)