# **Office of the Registrar**

# COURSE INVENTORY FORM

**Create New Course**

**Check One**

**Temporary Course Offering**

**1. Has this course previously been offered on a temporary basis?**  Yes  No If yes, indicate the term offered

**2. Subject Course Course**

**Area Number Title** (as it should appear on the transcript; maximum of 30 letters & spaces)

         

**3**. **Term for Implementation** (e.g., Spring 2012=201210, Fall 2012=201230)

**4. Official** **Course Title**

**5**. **Offering Unit** (See Table of Code Values.) College  Department

**6. Credit Hours**  Fixed Credit Hours:      Variable Credit Hours     

**7. Repeat Limit** (See instructions.)       **Total Maximum Hours** (See instructions.)

**8. Grading** (Check all that apply.)  Standard Letter Grading  Pass/Fail Only  No Grade

In Progress – IP (Course is intended to span more than one term.)

**9. Schedule Type** (See Table of Schedule Types.)

**10. Corequisites** (courses required to be taken **concurrently** with this course)

Subject Area Course Number Subject Area Course Number Subject Area Course Number

                        

**11. Equivalent Courses** (Include South Campus [C suffix] courses and other equivalent courses.)

Subject Area Course Number Subject Area Course Number Subject Area Course Number

**12. Prerequisites** (See instructions.)

Subject Area Course Number Subject Area Course Number Subject Area Course Number

Other

**13. Course Attribute**  Honors Course  Developmental Course

**14. Course Restrictions**  Include/ Exclude College College Major     Major     Classification

**15. Course Description** (Indicate exactly as it should appear in the University Catalog. Include pertinent special information, e.g., course fees, pass/fail grading,

field trips, transportation requirements, etc.)

**16. Approvals for Temporary Course** Department Head Date

**Only:** College Dean Date

Graduate Dean Date

Provost Office Date

|  |  |  |  |
| --- | --- | --- | --- |
| Office of the Registrar Use |  |  |  |
| UCC | University Senate | CIP | Course Desc |
| Graduate Council | Provost | Banner Data | Evaluate |

October 2013

Course Inventory Instructions and Code Values

For Creating a New Course or Temporary Course

**(Do not forward this instruction sheet with the Course Inventory Form)**

# **General Instructions**

The University Course Inventory is updated and maintained by the Office of the Registrar. The purpose of this form is to provide data necessary for creating a course or creating a temporary course. The form will be prepared by the originating department and accompany course materials submitted to the Undergraduate Curriculum Committee (UCC) or Graduate Council for action. Following approval by the UCC or Graduate Council, University Senate, and Provost, course information will be entered into the Banner student information system.

**Note:** This form is not to be used to indicate approval of courses for General Education.

**Question 5 Table of Code Values**

**AR Arts & Letters**

99AR Interdisciplinary/Undeclared

ART Art

COMM Communication

ENG English

FLKA Folk Studies and Anthropology

GOVT Political Science

HIST History

INT International Programs

JOUR School of Journalism and Broadcasting

MLNG Modern Languages

MUS Music

PHIL Philosophy and Religion

SOCL Sociology

THEA Theatre and Dance

**BU Gordon Ford College of Business**

99BU Interdisciplinary/Undeclared

ACCT Accounting

BA Business Administration

CIS Computer Information Systems

ECON Economics

FIN Finance

MGT Management

MKT Marketing and Sales

**ED Education & Behavioral Sciences**

99ED Interdisciplinary/Undeclared

CNSA Counseling and Student Affairs

EALR Educational Adm., Leadership and Research

MIL Military Science

PSY Psychology

TCH School of Teacher Education

**EX Exploratory Studies**

ACAD Academic Advising and Retention

ND Non Degree

**HH Health & Human Services**

99HH Interdisciplinary/Undeclared

ALHL Allied Health

CD Communication Sciences and Disorders

CFS Family and Consumer Sciences

NURS School of Nursing

PHY Kinesiology, Recreation, and Sport

PUBH Public Health

SWRK Social Work

**Question 5 (Table of Code Values continued)**

**IS University College**

99IS Dean’s Office

AS Academic Support

DCS Diversity and Community Studies

GS Liberal Arts and Sciences

HON Honors Academy

PRST School of Professional Studies

**SC Science & Engineering**

99SC Interdisciplinary/Undeclared

AGRI Agriculture

AMS Architectural and Manufacturing Sciences

BIOL Biology

CHEM Chemistry

CS Computer Science

ENGR Engineering

GEO Geography and Geology

MATH Mathematics

PHYA Physics and Astronomy

**Question 7** The **Repeat Limit** should reflect the number of times a student can enroll for degree credit **beyond** the first enrollment. Enter zero (0) unless the course can be taken multiple times for credit (e.g., special topics, internships). **Total** **Maximum Hours** is the number of hours for which a student may receive degree credit for this course.

**Question 9** **Table of Schedule Types**

**A Applied Learning—**Focus on process and/or technique

**B Lab—**Experimental study in a setting equipped for testing and analysis

**C Lecture/Lab—**Combination of formal presentation and experimental study

**D Applied Technique—**Private or small group instruction

**E Ensemble Performance—**Group Performance

**H Clinical—**Development of professional skills, typically in a medical setting

**I Independent Study—**Individualized instruction between the student & faculty member

**K Workshop—**Seminar emphasizing practical applications of a subject

**L Lecture—**Formal presentation of a subject; may include a variety of delivery methods.

**M Maintaining Matriculation—**Course enrollment requirement during completion of thesis or dissertation

**N Internship—**Capstone supervised professional experience

**O Cooperative Education—**Practical experience with a cooperating organization

**P Practicum—**Supervised practical experience

**R Research—**Directed investigation or experimentation

**S Seminar—**Group discussion and exchange of information

**T Student Teaching—**Capstone supervised teaching experience

**Question 12** Be sure to indicate **AND** or **OR, if applicable**. Including a pre-requisite on this form does not mean the Banner system will check for completion of appropriate course(s). A separate “On-Line Prerequisite Checking Request” form must be submitted to the Office of the Registrar to initiate on-line prerequisite checking.

**Question 14** Courses can be restricted either by college, major, or classification. Use this area to include or exclude particular populations for enrollment in this course.