Modifying a Course (C-1) Instructions

- Before using this option, you should be familiar with constructing a new course. Refer to material if needed.
- In the Navigation menu, locate the C-1 that you wish to modify. If you know the exact course number, then you can click “Modify a Course”.

- If you prefer to look up the course number, then click “View All Courses”. Then, after finding and opening the C-1, click “Modify this Course” at the bottom of the screen.

- The screen explains that you cannot modify the credit level, course number, OBR subsidy level, or abbreviated course title for transcript (the short all-caps title), and must instead create a new course.
- Next, the form asks if you wish to create a “new version”. This will freeze all of the current course information, and create a second version effective in a future term. This is used only for very substantial changes, such as to change the type of credit that students will earn in the future. Creating a new version is a very substantial action and should only be done if absolutely necessary!
- After selecting “No” to creating a new version, you can select “Yes” to perform an “anytime edit”. This will make an instant change to the current course, so that the previous information is not frozen. Try this option first.

- As you can see, many changes are possible with an anytime edit. Try to avoid creating a new version, as it is a more drastic process with more approval steps, and more complicated records-keeping.
- The new version will preserve the credit that students have already earned, so that it is not affected by your modification. For example, if you need to change a course from 3 to 4 hours, then we cannot retroactively modify the course that students took a year ago. Such a change would add credits to their student bill and academic record. Other changes might affect the credit that students earned, or the credit that has been advertised to students who have viewed the class offering and perhaps scheduled.
• When making an anytime edit, just scroll through the C-1, and edit the particular items as needed. You will see grayed/frozen areas that cannot be modified and other areas that you can modify. For example, you can edit a course description, but cannot change the number of credits.

• Make the needed change(s), and then click either “Save Modification” to return later, or “Submit for Approval”.

• If you absolutely cannot make the needed change, then you will need to attempt a new version. Go back to the previous step, and select “Yes” to close the current version and open a new version. You must select a future term, when the change will go into effect. The term options cannot conflict with any existing class section orders, which have already used the information stored on the current version.

• Next, proceed through the C-1 and edit the particular items as needed (as described above). With a new version, you will have more options, such as to change the total credit hours, or add/remove a General Education BoK code.

• After submitting either a new version or anytime edit for approval, you can go back to monitor its progress by opening the C-1, and clicking either “View Pending Anytime Edit” or “View Pending New Version” at the bottom of the screen. You can then check to see which reviewer’s decision is pending.