Course Library and Course Approval Refresher
Updated by the Course Approval Process:

- Add Form
- Revise Form
- Drop Form

Feeds to the following:

- Schedule Builder
- Sample Plans
- MyPlan
- MAUI Course Offerings
- MyUI course listings
- Registration
- General Catalog
- Degree Audit
- UI Transcripts
- MAUI data warehouse
Essential Course Data
- may impact room assignment, student registration, and/or scheduling tools

- Subject acronym
- Course number
- Credit hours
- Cross-references
- Administrative home
- Prerequisites

No changes allowed to either of these after registration begins
What is the effect of revising an offered course?

Each benchmark presents issues when revising an offered course.

- Changes to credit hours or course ID (subject/course) may result in day/time/reassignments.
- Changes in nonessential course data are allowed.
- Students are planning schedules based on MyUI information and have courses in their Schedule Builder cart.
- Changes to essential course data are discouraged.
- Changes to nonessential course data are allowed at the college’s discretion.
- No changes to subject and/or course number are allowed.
- Changes to credit hours are discouraged because of the possible impact on students (full-time/part-time status, tuition assessment, financial aid, excessive hours).
Other Reminders:

- You can save course approval forms and come back to them at a later time.
  - Registrar tab
  - Course Library
  - Course Approval Workflow
  - Select Course Subject and choose “In Progress” for the Status

- Though ADAs may submit forms for any department, we encourage admin home ADAs to do this to guarantee the admin home knows of the changes. The admin home DEO will be a stop on the workflow.

- Zero semester hours courses will be assessed 1 fee hour unless we have approval from the Provost’s Office to make the course 0 fee hours.
Reminders for Creating a New Course

- Effective Session does not have to be session the course will be taught, but it cannot be prior to the current session.

- Subject/Course Number
  - Cannot have been previously used. Always enter the subject/course number into the search box to make sure the number is available.
  - Refer to help documents for more information on the numbering system.

- Cross-references must all be at the same 1000-level, but they do not have to be the same number
  - 1000, 1121, 1300 OK
  - 1000, 2000, 1300 Not OK

- Course Level in drop-down list must match the course number. The “Engineering” level is only for courses offered through the College of Engineering.
HELP!

For help with Course Library data or Course Approval forms, contact:

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- Becky Keogh (5-0245, rebecca-keogh@uiowa.edu)
- Chris Carlson (5-2845, christina-carlson@uiowa.edu)
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For help with Course Offerings (sections for a specific session), contact:

- reg-maui-support@uiowa.edu
- Reg Maui Support: 467-0781
- Reg Maui Support Team: Jessica Alberhasky, Alysha Ahlf, Jolene Cole, Elissa Thoman