Reviewer

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Reviewer: Email

If you are a reviewer in the electronic course action system you will receive an email whenever there is something ready for you to review. To go directly to the review form to complete your review, you can click on the link in the email. If you would rather wait until you have several items to review and do them all at once, you can also find the items available to you for review by clicking "Open" under the "Tasks" heading in the "My Dashboard" section of the BearQuest home page.

)ea	quest@baylor.edu
Extr	a line breaks in this message were removed.
	Mon 3/15/2010 3:22 PM Thornton, Ashley
	following request has been released for College iew:
RE	UEST SUMMARY
Re	uest #: 8457
Re	uest Name: GER - 4V00 New Course Request Request
Ту	e: New Course Request Requested by: Train User 06
Cu	rent Status: College Reviews - 3/15/2010 3:21:09 PM
	view the details of this request click the following
li	
	ps://integrifyadmin.baylor.edu/iwrequest/dashboard/s
1.100	ary.aspx?instance_id=f4015871-b320-4671-98df-

Reviewer: New Course Request



All reviewer forms for new course requests work the same way regardless of the level of the review. For example, the form for the preliminary departmental review works just like the dean's review form.

The review form is basically one long form that includes all the possible forms in the request attached end to end. It will include the basic forms and all the possible additional forms **whether the requester used them or not.** It will also include the alternate scheduling forms for Music, Art, Theater and HP.

You can correct most mistakes you see on this form by typing in the appropriate fields. The only fields you cannot change are effective date and course prefix and number.



Reviewer: New Course Request

A definition of the contract of the contrac	Course Action - New Course Review Form Use this form to review the new course information that has been submitted by the requester. You can When you have completed your review. select 'release' to release the request to the next reviewer or selection: cick' stamt."	also use this form to make revisions by modifying th "send back to requester for changes" if you would lik	e information in the white fields. It for the requestier to revise and re-submit the request. When you have made your	
The register of the register answered "yes" to the question about the course being taken more than once for credit.	Important Information: The requester who initiated this process was presented with only the forms a did not see all the possible fields. This form, in contrast, includes all the possible fields. There will be s will help you identify the fields that were/were not a part of your original request.	nd fields that were applicable to this particular reque ome fields shown below that will not apply to the requ		
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Reviewer : New Course Request

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As a reviewer, when you click on the link from the email, you will be presented with one long form which is basically made up of all the forms in the "change course request " process attached end to end. You can use this form to review the information that has been entered for the request and to make changes and corrections if necessary.

On a Change Course request, the grey fields are "read only" fields that show the information that is currently stored in banner. White fields are for indicating changes. In general, if a white field is empty, that means the requester did not request a change for that particular item.

You can correct most mistakes you see on this form by typing in the appropriate white fields. The only fields you cannot change are effective date and course prefix and number.



Gran Draft Gutunit



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There are a couple of important exceptions to the "empty field means leave as is" rule.

When you are reviewing cross-listed courses or co-requisite courses you need to look in two places. First look to see if the requester selected "Leave as is" or "change existing." If the requester selected "change existing" and the white fields are blank – that means **all current cross-listings and co-requisites will be deleted** (see example of what this would look like for co-requisites below).

It is also important to note that once the requester selects "make changes" that indicates that only the information in the white fields will go forward. That means, for example, that if there are any changes to the cross-listings, then all the cross-listings that are meant to be included must be re-entered into the white fields. Only what is listed in the white fields will go forward. The same would be true for co-requisites.

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