# 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.

bea	rguest@bavlor.edu	
Extr	ra line breaks in this message were removed.	
Sent: To:	Mon 3/15/2010 3:22 PM Thornton, Ashley	
The Rev	e following request has been released for Colleg view:	e
REC	OUEST SUMMARY	
Red	quest #: 8457	
Red	quest Name: GER - 4V00 New Course Request Reques	t
Тур	pe: New Course Request Requested by: Train User	06
Cur	rrent Status: College Reviews - 3/15/2010 3:21:0	9 PM
То	view the details of this request click the foll	owing
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htt	tps://integrifyadmin.baylor.edu/iwrequest/dashbo	ard/s
umr	mary.aspx?instance id=f4015871-b320-4671-98df-	
7d:	126992ccdd	

### **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

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**

Course Action - New Course Review form Use his form to reveal the new course information that has been submitted by the requester. You can als When you have completed your never, select "release" to release the request to the next reveaur or "se electron. cits" Submit.	<ul> <li>use this form to make revisions by modifying the inform of back to requester for changes" if you would like for the</li> </ul>	ton in the white fields. requester to revise and re-submit the request. When you have made your	1
Important Information: The requester who initiated this process was presented with only the forms and did not see all the possible fields. This form, in contrast, includes all the possible fields. There will be som will help you identify the fields that were/were not a part of your original request.	fields that were applicable to this particular request based e fields shown below that will not apply to the requested of	on the department and the nature of the course. Because of this, the requester urse. To avoid confusion, pay attention to the notes in parentheses. These notes	
Effective Term * 20012300 Einst 4 diate = year 1 ast 2 diate = term /srving = 10 au	mmer - 20 fail - 30)	t can be confusing to see	forms that were not a part of
Reason for Recommendation / We are dividing the World Literature class into to courses: "Great Works of Europe and Russia" and " Works of the East." This will be the "Great Work East" class.	WO (Great is of the	the original request.	
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ENG 2305 No v S S-Standard v	No	pelow explains that this p	art of the form only applies if
Course Tille * Great Works of the East	ans change.	the requester answered "	yes" to the question about the
Catalog Description Classic works from China, Japan, Korea and the Ea	avalation course namedes	course being taken more	than once for credit.
Credit hours – (Note: This question only applies if the new course number indicates a variable course. e.g. 5900.)	- e credit hour		
The course number you selected indicates this is to be a variable hour class. Please enter the	Min Max		
Maximum hours toward degree – (Note: This question only applies if the requester answered question "Can this course be taken more than once for credit?")	1 "yes" to the		
You have indicated that this course may be taken more than once for credit. What is the maximum num hours a student may earn from this course towards the degree? (Ndet: If number varies from program program, enter the highest number that might be applicable.)	ber of to		
be cross-listed?")			
Will this course be cross-listed? * No  T chosen option is Yes, all desired cross-listings should be entered below. If the chosen option is No, a selow should be empty.	Il cross-listed fields		
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2. Prefix Number 5. Prefix Number			
3. Prefix Number 6. Prefix Number			
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Prefix Number 6. Prefix Number			
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If no. Use choose the appropriate option below in the Course Scheduling section.	~		
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Supporting Course Data: All new courses require supporting course data to be attached. If this cours graduate credit, then you must fill out the Graduate School template.	e can be taken for		
Attach supporting course data GreatWorksoftheEast.docx			
Complete Your Review for Release Select review choice *	×		
If you selected Send back to requester for changes: Describe the revision needed from the requester.		*	
An asterisk (') indicates a required field.		*	
	Save Draft Submit		4-4

## **Reviewer : New Course Request**

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<sup>4-5</sup> 



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.



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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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