Background

The **Course Request Approval System (CRAS)** provides a quick and efficient means to electronically submit, approve, and process course requests. All requests will be time-stamped at each stage of the approval process and effective dated.

Departments will use CRAS to:

- add new courses
- make revisions to existing courses
- inactivate existing courses that are no longer offered

Once final approval is provided, the course will be posted to the ConnectCarolina course catalog by the Office of the University Registrar.

Submitting a Course Request

Go to **Curriculum Management > UNC Course Requests**

Individuals assigned to the Submitter Role for a department, curriculum, or unit will have access to CRAS to submit requests to add, revise, or inactivate courses.

Add a New Course

1. Login to ConnectCarolina

2. Go to **Curriculum Management > UNC Course Requests > Course Requests**

3. Click on the **Add a New Value** tab

4. Enter the **Course Request** information
   a. Subject Area
   b. Catalog Nbr.
   c. Academic Career

5. Click the **Add** button.
Limitations to Prevent Errors:

- **Subject Area:**
  You will only be able to submit courses for subjects appropriate for your department.

- **Catalog Number:**
  Some course numbers are restricted. Please see the Registrar’s Policy Memorandum #4 (registrar.unc.edu) for course numbering guidelines.

- **Academic Career**
  There are 6 academic career choices: UGRD, GRAD, DENT, LAW, MED, and PHCY. These choices are limited by course subject and catalog number so you will only be able to choose a career that is appropriate for the course information you have entered.

**Note:** Courses for undergraduates and/or graduate students in the 400-699 catalog number range should choose the UGRD career.
Catalog Data Tab

A. Course Information
Each tab in a course request will include the following information:

- The Institution
- Subject Area
- Catalog Number
- Academic Career
- Request Status

Note: For a new course, there will not be a Course ID until the course is posted to the course catalog by the OUR.

B. Cross List Course
This field is used to create cross-listed courses.
Choosing “Yes” will add this course as an additional (non-sponsor) offering under an existing course.
You will be prompted to provide the sponsor course subject and catalog number. Once this information is provided, catalog data and course component fields will be auto-populated with information from the pre-existing sponsor course.

Non-sponsor courses can only make changes to information under the “Offerings” tab.

If you decide not to cross-list a course you will need to start the entire transaction over. You will receive a reminder message about this when you choose “yes.”

C. Description

This is the abbreviated title that appears on class rolls and student transcripts (type in all caps, maximum of 30 characters, including spaces).

D. Long Course Title

This title appears in the Undergraduate Bulletin, Graduate Record, and ConnectCarolina (100 character maximum, including spaces). Students can see this title in the Class Search.
E. Long Description

This description appears in the Undergraduate Bulletin, Graduate Record, and ConnectCarolina (50 word maximum, including prerequisites, required preparation, and permission statements). Students can see this description in the Class Search.

F. Effective Term

Choose the future term when your request should take effect.

Note: Requests for current or past terms will not be accepted. Also, you will not be able to submit more than one request for a course with the same effective date/term begin date.

G. Course Units/Hours

Course credit hour type can be fixed or variable.

Enter minimum and maximum units for variable credit hours.

Note: The fields on the right are default values. You should not change this information.

H. Course Grading

Use the drop-down box to indicate whether the course is graded or Pass Fail Only (CPF). Your grading basis options will be limited by the course career.

Effective: September 2013
I. **Repeat for Credit Rules**

Indicate whether a course can be repeated in the degree or term.

![Course Grading](image)

J. **Additional Course Information**

These fields are not used in the course catalog. Leave the default values in place. If necessary, these fields are updated during scheduling.

![Repeat for Credit](image)

K. **Course Attributes**

These fields will only appear in requests for undergraduate courses and are used for courses that fulfill General Education requirements.

To add a General Education requirement, enter GE in the Course Attribute field. Click on the magnifying glass icon by the Course Attribute Value field to choose the appropriate General Education code.

To add more than one requirement, click on the plus sign icon at the far right and repeat the process. Click on the minus sign to delete a requirement.

![Course Attributes](image)

L. **Additional Course Request Details**

Comments entered in this section will be visible to others in the workflow but will not be posted to the course catalog.

Use this textbox to include a justification or other important course information. If the course should include catalog level enrollment restrictions, please enter the details here. The CRAS administrator will use this information to attach the appropriate requirement group to the course. You will still need to add class notes during term scheduling to inform students of any restrictions.

**Note:** Most restrictions are added during term scheduling. Contact the OUR Curriculum Specialist if you have questions.

**Offerings Tab**

A. **Select the appropriate Academic Group : school/college.**
B. Select the appropriate Academic Organization: department, curriculum, or unit.

Note: If you’re not sure which Academic Group or Academic Organization to choose it may be helpful to check the set-up for existing courses with the same subject.

This information is found under the “Offerings” tab in the ConnectCarolina course catalog.
C. Check boxes are auto-populated

D. Course Document

Requests for new courses must include an attached syllabus.

All course requests require faculty oversight. If a staff member is the approver for the unit, an approval document should also be attached. This document could be an email message or approval letter from a department chair, minutes from a departmental curriculum committee, or a memo from an equivalent curricular authority for the unit.

Note: The system will only accept one attached document (PDF, Word, or RTF). For requests that require a syllabus and an approval document, these items must be saved and attached as a single file.

To attach a syllabus or approval document:

1. Click on the Add button

2. Click the Browse button to locate the appropriate file.
3. **Locate** the file on your local workstation

4. Click the **Open** button

5. Click the **Upload** button


E. **Pre/Corequisites**

If the course has any pre- or corequisites, please list those courses here.

A “prerequisite” is a course subject and catalog number only, Ex. BIOL 101 or BIOL101L. Other required preparation or permission statements should be included in the long description but should not be entered here.
Components Tab

A. Set what type of course (ex. lecture or lab).

To include an additional component, click on the + icon and enter the required information.

Note: Although there are several component options listed, programs should only use Lecture, Recitation, Lab, or Clinical

B. Components

Check the boxes that are appropriate for each component.

Effective: September 2013
**Tips for correctly adding components:**

- If you add an additional component registration will be required for students in both components unless you check the “Optional Component” box.
- If the component is required (“Optional Component” box is not checked), you must schedule both components every time the course is offered. Otherwise, the system will search for the missing required component and students will receive an error message when they try to enroll.
- If you plan to offer some sections of a course with additional components and others without, do not select “Optional Component”, leave the box blank. You will need to work with the scheduling office each time you schedule these sections to remove any undesired components.
- Only add a recitation to the course if you are sure that you will be using it regularly (every semester or in a fixed rotation). It is better to add the additional component later if you are not sure or if it will be used infrequently. Adding a component does not require an additional course request. Contact the OUR Curriculum Specialist if you need assistance with this.

**Save**

Click the **Save** button to save your course request for further editing.

To save, the required fields on each tab must be completed.
Course Request Summary Tab

A quick reference page to review course information entered with this transaction.

This information will be incomplete if you have not saved your request.

When a new course is added the “Old” summary will be blank.

Submit

Click the Submit button on the Course Request Summary page to complete the course request submission process.

The approver will receive a notification email indicating that the request is available for review in their CRAS inbox.

The request status will automatically update when you save or submit your request.

Note: Clicking the Submit button is the beginning of the routing process. Once a course request has been submitted for approval, a course submitter will not be able to make any further edits to the entered information. It is possible for approvers to edit course requests at each stage in the routing process so it’s a good idea to keep a record of your original submission.
Course Request Approval System

Course Request Status Tab
At any point during the approval process, a course submitter will be able to track the progress of a course request.

To check the approval status of a previously submitted request:
Go to Curriculum Management> UNC Course Requests

1. Select the **Find an Existing Value** tab
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Enter the **Academic Career**
5. Go to the **Course Request Status** Tab for a read-only view of the workflow.

Detailed information is provided for each request submitted to the CRA system including:

- **Timestamp** – the date and time is recorded for each update to the request.
- **Role Name** – the role assigned to each user who provides a submitter or approver action for the request.
- **User ID** – the onyen of the person who provided the submitter or approver action.
- **Approval User Name**
- **Request Status** – the approval stop and status type. Ex. **OUR – Approved**
Request Status Tip:

There are 4 approval stops:

- Dept
- Sponsor (for course requests to create a new cross-list)
- Career
- OUR

And there are 6 possible status types (submitter or approver actions):

- Saved
- Submitted
- Approved
- Rejected
- Change Pending
- Posted to Course Catalog

Revise a Course

1. **Locate** the existing course in ConnectCarolina.
   
   *Curriculum Management > UNC Course Requests*

2. Find an Existing Value
   Select the ‘Find an Existing value’ tab.
   
   a. Enter the **Subject Area**.
   
   b. Enter the **Catalog Nbr**.
   
   c. Enter an **Academic career**.
   
   d. Select **Search** to locate the existing course.
When a submitter has located an existing course for an update, the required fields will appear in the same format as when adding a new course. However, the fields will be pre-populated with information from the course catalog.

To make a revision:

1. Edit only the fields that require a change.
2. Attach a course document if necessary.
3. Save
4. Go to the Course Request summary tab to review your changes.
5. Submit.

Course Document Reminder: Revisions to course descriptions and requests to add or change General Education requirements will require an attached syllabus. If a staff member is the approver for the unit, a revision request will also require an attached approval document to ensure faculty oversight.

Certain types of revisions will require additional steps:

Renumber a Course

1. Locate the existing course.
2. Update any fields that need to be revised.
3. Attach course document if necessary.
4. In the “Additional Course Request Details” textbox, briefly explain that you would like to renumber this course and provide the new course number that you would like to use.
5. Save, Review, and Submit.

If the request is approved, the OUR will renumber the course when it is posted to the course catalog.

Sample text for renumber request:

Restrictions

1. Locate the existing course.
2. Update any fields that need to be revised.
3. Attach course document if necessary.
4. If you need to add course level restrictions to limit a class to specific student populations, please include that information in the “Additional Course Request Details” textbox.

5. Save, Review, and Submit

If the request is approved, the OUR will add the appropriate Enrollment Requirement Group when the course is posted to the course catalog.

**Note:** Most restrictions are added during term scheduling. If a course level restriction is included, the course will have this restriction every time it is scheduled. Contact the OUR Curriculum Specialist if you have questions about this.

Sample text for course level restriction request:

```
Details: This course is restricted to first-year students.
```

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**Revising Cross-listed Courses**

Please see the section on cross-listed courses for instructions.

**Inactivate a Course**

In ConnectCarolina, courses that are no longer offered are inactivated rather than deleted.

To inactivate a course, submitters will follow the same steps used to make a course revision:

1. **Locate** the existing course.

2. Instead of making changes to the pre-populated fields, click the **Inactivate Flag** checkbox.

3. Submitters may choose to include additional explanatory information in the “Additional Course Details” textbox for approvers.

4. Inactivation requests also require faculty oversight. Please remember to **attach an approval document if required** for your unit.

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Effective: September 2013
Using the Course Request Inbox

Go to Curriculum Management > UNC Course Requests > Course Request Inbox

Individuals assigned to the Approver Role for a department, curriculum, or unit will have access to the Course Request Inbox to review and approve course requests. Once a course request is submitted, the approver will receive an email notification indicating that a request is waiting for review in the CRAS inbox.

Search for a Course Request

When a course request has been submitted for review, the approver will receive the following email notification:

“Course Request with “Subject” and “Catalog Number” has been submitted for your review. Please access your CRAS inbox in ConnectCarolina by using the following navigation and provide the appropriate approval action: Curriculum Management>UNC Course Requests>Course Request Inbox.”

To locate the course request in the CRAS Inbox:

1. Enter the **subject and catalog number**.

   Approvers can also search the inbox by:
   - Career
   - Term
   - Request Status

   For a complete list of all courses in your inbox, leave the search criteria fields blank.

2. Click the **Search** Button

   ![Course Request Inbox Screen](image)

   The search results will display below the Search Course Request By area.

Effective: September 2013
The following information will be available for each course retrieved in a search:

- **Subject and Catalog Number**: The subject is an active link that will take you to submitted course information.
- **Course Description**: This is the long title that appears in the Undergraduate Bulletin, Graduate Record, and ConnectCarolina.
- **Request type**: Indicates whether this is a request for a “New” course or a “Revision” to an existing course.
- **Request Status**: Indicates the most recent transaction in the approval process.
- **Last Action**: A timestamp for the last modification to the request.
- **User ID**: Indicates the last user to modify the request.
- **Cross List**: Indicates if the submission is a request to cross-list.
- **X-list Subject and Catalog Number**: These fields identify which course will be the sponsor of the cross-list.
- **Request Action**: This drop-down box is used by the approver to process the course request.
- **Comment**: This textbox is used to provide an explanation when a course is rejected. Any information entered here will be included in a notification to the original course request submitter.

**Review and Edit a Course Request**

To review the course request before selecting an approval action click on the ‘subject’ link.

Clicking on this link will bring up the course information entered by the course submitter. Course request approvers have the ability to edit the Catalog Data, Offerings, and Components and will be able to save this information before approving the request.

- **Note**: If the request is from a non-sponsor to cross-list, the Subject code will not be a hyperlink.

Effective: September 2013
Course Request Approval System

When a non-sponsor submits a transaction to cross-list, they can only request that the courses be cross-listed; functionally, they cannot change course content (title, long description, credit hours, grading basis, etc.). The sponsoring unit just needs to take the appropriate action in the Request Action column and Save.

It may be helpful when reviewing a course request to go to the Course Request Summary tab first, especially when reviewing revision requests. The comparative summary will help you identify the requested changes. You can then go to each of the tabs individually for a more thorough review. Any edits will be reflected in the Course Request Summary after you click Save.

Close the window to return to your search results.

Approval Actions

There are three possible actions available to course request approvers in the “Request Action” drop-down menu:

- Approve
- Reject
- Change Pending

Approve

If the course request meets all of the criteria for approval at this stage, choose “Approve” from the drop-down menu. If necessary you may include comments in the “Additional Course Details” textbox. These comments will not be uploaded to the course catalog but will be visible to the next approver in the workflow.

Course requests that are missing a required course document (syllabus or approval documentation) should not be approved until these files are attached. Missing documentation could cause the request to be rejected at the next approval stop. All course additions, changes to course description, and requests to add or revise a General Education requirement require an attached syllabus. If the approver is a staff member, an approval document is required to ensure faculty oversight of the course request.

Save your approval action, this completes the transaction. The course request will be automatically routed to the next approval stop. You will not be able to make additional changes to the course request after it has been approved.

Submitters receive approval notification only when the course request is approved at the final stop and posted to the course catalog by the OUR.

Inbox Tip: When you click Save, the inbox will clear out. Unless you review and select an approval action for all of the courses in your inbox before saving, you will need to search again.

Effective: September 2013
Reject

Choose “Reject” from the drop-down menu if the course request will need to be resubmitted. Rejected course requests will be rare, because course requests can be edited by approvers.

When you choose “Reject” from the drop-down menu and save, an email notification to the original submitter is automatically generated. The comments box that appears in the search results can be used to explain why the course was rejected. Your comments will be included in the email to the submitter.

Once a course request is rejected, the approver will not be able to make additional edits or change the status.

Change Pending

Change pending is the only approval action that will not move a course request from its current location in the workflow. Approvers may select and save this approval action if additional information or more time is needed before a course can be approved.

The status change will be visible to the submitter and any previous approvers.

Check the Status of an Approved Course

Approvers will not receive email notifications when a course is approved but any CRAS user can track the progress of a course request by going to:

Curriculum Management > UNC Course Requests

1. Find an existing course
2. Enter Course Subject, Catalog Number, and Career
3. Click on the Course Request Status Tab
Sharing an Inbox

Some departments may have more than one person assigned to the approver role. There are also situations where different units with separate submitters and approvers have courses listed under the same Academic Organization (this occurs in some professional schools). In these cases, the approver inbox will be shared by all authorized users for the Academic Organization.

Each of these approvers will be able to see all of the courses in the inbox and will also receive all notifications for any submitted course requests with the same Academic Organization.

To review only those course requests you are authorized to approve, you can filter the requests using the inbox search criteria. You will also be able to identify course requests from the submitter in your unit by the user id that appears in the search results.

If a course request in a shared inbox is approved by an unauthorized approver for that unit, the request will be rejected by the OUR.

Course Requests Involving Cross-listed Courses

Each cross-list has a designated sponsor, Course Offering #1 in the course catalog. Most course requests can only be made by the cross-list sponsor.

Revisions to Catalog Data (title, long description, credit hours, grading basis, general education requirements) and Components can only be made by the sponsor. Revisions made by the sponsor course will apply to all offerings in a cross-list. Only the sponsor department is required to approve these revisions. Also, only the sponsor department submitter will receive notification when the revisions are approved.

Non-sponsors (Course Offerings other than #1) can only request changes to information found on the “Offerings” tab in the course catalog. These changes will not have an impact on the other offerings in a cross-list. Only the non-sponsor department is required to approve these revisions. Only the non-sponsor submitter will receive the email notification when the course receives final approval.

Creating a new cross-list

All requests to create a new cross-list must be initiated by the non-sponsor course. The request will be routed to the non-sponsor department for approval and then to the sponsor course department.

Inactivating cross-listed courses
Course Request Approval System

A non-sponsor may submit a request to inactivate. This will only require department approval of the non-sponsor unit in CRAS and will not have an impact on the other course offerings in the cross-list. However, a document showing approval from all units in the cross-list must be attached to the course request. When a non-sponsor requests to inactivate only the original submitter will receive the final approval notification.

A sponsor may also submit a request to inactivate. This will only require the approval of the sponsor department and will inactivate all of the offerings in the cross-list. When a sponsor requests to inactivate only the original submitter will receive the final approval notification.

Departments should contact the OUR Curriculum Specialist for assistance with any requests to break a cross-list (all courses remain active; sponsor wants to inactivate but non-sponsors will remain active) or to revise the Course Offering numbers (non-sponsor course wants to be sponsor etc.).

IMPORTANT: Because notifications regarding final approval go to the original submitter only, it will be very important for departments making changes to cross-listed classes to communicate with each other before submitting a request and once a change is approved.

Below is a list of scenarios that may be encountered when adding, revising, or inactivating cross-lists from the ConnectCarolina course catalog.

Effective: September 2013
# Submitting a cross-list course request in CRAS

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Process</th>
<th>CRAS Approval Routing</th>
<th>CRAS Notification (Sent to submitter)</th>
<th>Effective dates</th>
</tr>
</thead>
</table>
| **1. Cross-list a new course B with an existing course A. Course A is the sponsor. (New course request)** | Non-sponsor course B submits a “New” course request in CRAS  
1. Request to cross-list the course (select yes)  
2. Enter subject area and catalog number of sponsor course A  
3. CRAS pre-populates the form with data from sponsor course A  
4. Enter effective term (catalog data tab); enter academic group and academic org (offerings tab) | Non-sponsor unit  
AND  
Sponsor unit | Non-sponsor unit  
(Course B) | **Fall term** |
| **2. Cross-list a new course A with a new course B. Course A is the sponsor. (New course request)** | Submit new course A in CRAS  
1. Sponsor unit A enters all course data  
2. Sponsor unit A requests authorization from all non-sponsoring depts. (no more than two) involved in the cross-list. Attach approval letter(s)/email(s) from non-sponsoring depts., with the syllabus, to the “course document” field on the Offerings tab.  
3. Provide subject code + catalog number of non-sponsor units in the “details” field. | Sponsor unit  
(Course A) | Sponsor unit  
(Course A) | **Spring or Fall term** |
| **3. Cross-list an existing course A with an existing course B. Course A is the sponsor and is not already cross-listed. (Revision request)** | Non-sponsor course B submits a “Revision” request in CRAS  
1. Request to cross-list the course (select yes)  
2. Enter subject area and catalog number of sponsor course A  
3. CRAS pre-populates the form with data from sponsor course A | Non-sponsor unit  
AND  
Sponsor unit | Non-sponsor unit  
(Course B) | **Fall term** |
| **4. Cross-list an existing course A with an existing course C. Course A is the sponsor and is already cross-listed with course B. (Revision request)** | Non-sponsor course C submits a “Revision” request in CRAS  
1. Request to cross-list the course (select yes)  
2. Enter subject area and catalog number of sponsor course A  
3. CRAS pre-populates the form with data from sponsor course A | Non-sponsor unit  
C  
AND  
Sponsor Unit A | Non-sponsor unit  
C | **Fall term** |
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<tr>
<td>5. Inactivate all courses participating in a cross-list (Revision request)</td>
<td>Sponsor course A submits a “Revision” request in CRAS 1. Include in the “details” box that all course offerings should be inactivated. 2. On the Offerings tab, attach document showing approval from all non-sponsor units</td>
<td>Sponsor unit A</td>
<td>Sponsor unit A</td>
<td>Fall term</td>
</tr>
<tr>
<td>6. Inactivate some of the courses participating in a cross-list (at least one offering remains active) (Revision request)</td>
<td>1. The course unit wanting to remove itself from the cross-list (i.e., inactivate the course offering) submits a “Revision” request in CRAS 2. Include in the “details” box which unit(s) will remain active 3. On the Offerings tab, attach document showing approval from all units in the cross-list</td>
<td>Unit submitting request</td>
<td>Unit submitting request</td>
<td>Fall term</td>
</tr>
<tr>
<td>7. Change sponsor unit of an existing cross-list (Revision request)</td>
<td>Sponsor course A submits a “Revision” request in CRAS 1. Provide the name of the new sponsoring unit (i.e., ‘Academic Organization’) in the details box. 2. On the Offerings tab, attach document showing approval from new sponsoring unit.</td>
<td>Sponsor unit A</td>
<td>Sponsor unit A</td>
<td>Fall term</td>
</tr>
<tr>
<td>8. Revising catalog data of an existing cross-list. (Revision request)</td>
<td>Sponsor course A submits a “Revision” request in CRAS 1. Make necessary updates to catalog data (title, long description, credit hours, grading basis, general education requirements) and components 2. Revisions will apply to all offerings in cross-list</td>
<td>Sponsor unit A</td>
<td>Sponsor unit A</td>
<td>Fall term</td>
</tr>
</tbody>
</table>