

HOW TO MODIFY AN EXISTING COURSE

- ✓ After logging in and choosing Program Inventory, click on [Institution Course Inventory Maintenance](#)
- ✓ Search for the Course you are wanting to Modify and double click on the Course
 - Search by Course ID, Course Title or Section Type (hit Enter after inputting your information)
- ✓ Click on [Apply Modify Course](#) to begin making changes

*Course ID:	<input type="text" value="ADV"/>
*Course Title:	<input type="text" value="ADVERTISING"/>
*Section Type :	<input type="text" value="Public Offering"/>
*Section Hours:	<input type="text" value="3.0"/> (0 - 30)
Tied To Program:	<input type="text" value="No"/>
Link to Parent Program:	<input type="text" value="No"/>

These sections can always be modified:

- ✓ **Course ID:** an abbreviated title of the Course you are adding
- ✓ **Course Title:** what the Course is called

These sections can only be modified under certain rules (you will not always be allowed to modify these fields):

- ✓ **Section Type:** either Public Offering (which most courses are) or B & I (Business & Industry) which has more stringent requirements for approval
 - If B & I is chosen, you will need to add the Business Contact information below
- ✓ **Section Hours:** how many credit hours the Course will be counted as (0-30 hours can be entered)
- ✓ **Tied To Program:** if this Course is tied to any Program currently in the database
 - This means the course is a required or elective course (appears in a CWP)
 - If you choose Yes, you will not have the option of selecting a choice in Link To Parent Program
- ✓ **Link To Parent Program:** if this Course is **SIMILAR** to a Parent Program but is not part of the curriculum for ANY Program (not in a CWP)
 - If you choose Yes, you will be able to Search for the Parent Program that it is linked to and double click on it to link it to that Program

When a change is made to any of this information, a red flag  will appear next to the information that was changed

- ✓ You can view the previous information by moving your mouse over the red flag
- ✓ Save allows you to save the information that you have entered without submitting;
 - This allows you to come back and modify/add/delete information before submitting this Course for Review
- ✓ Click on Submit when you are ready for the modified course to be reviewed
 - Some Courses may be automatically entered into the database if they are **IDENTICAL** to a Course Title that is already in the database (even if it is in another institution's Course list) and listed as a Public Offering
 - Zero credit hour Courses are also automatically added to the database