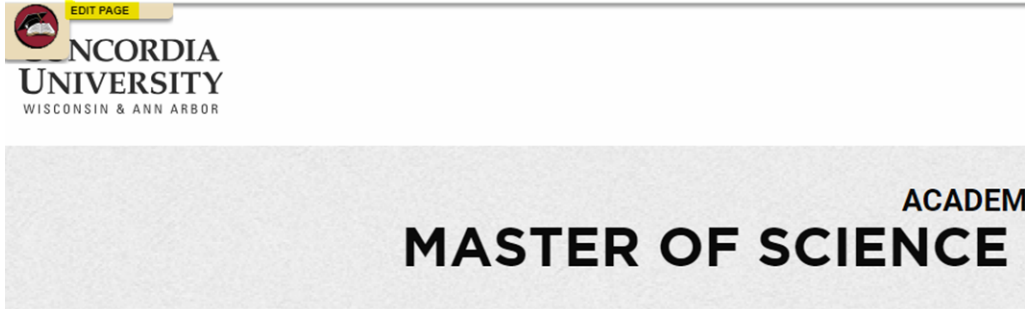
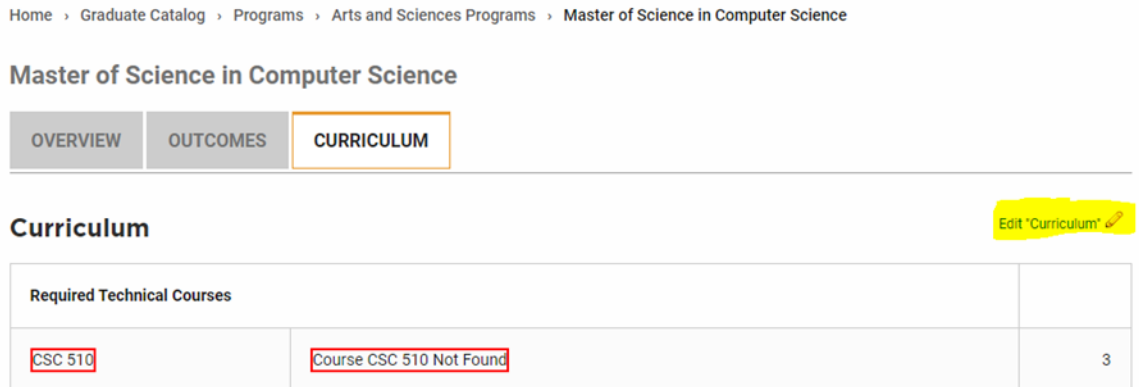


How to Update Course Numbers in the Catalog:

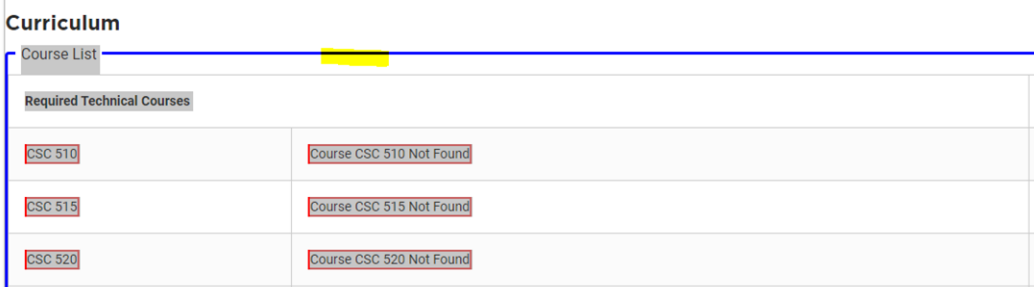
1. Before you begin, be sure to have all the course information that you will need to make these changes, including what the previous numbers were as well as the new numbers. It will be helpful to view the information as it appears in the 2023-2024 catalog. You will find 4-digit course numbers using the course numbering lookup tool at <https://www.cuw.edu/about/offices/registrar/course-numbering.html>.
2. Navigate to the page that you wish to update (via menus or search)
3. Click “Edit Page” on the top left corner of the screen:



4. Click on the “Curriculum” tab
5. Course numbers that need to be updated will appear in red boxes.
6. Click the pencil or the blue words “Edit Curriculum” on the right side of the screen:



7. A new window will open to the curriculum page. To update the course information, double click on the blue “Course List” table that you wish to edit:



8. The Course List Editor will appear in a new window. Click the old course number and make note of any comments, hours, footnote, or boxes checked for the course, then

move it out of the list by clicking the << arrows:

Course List

School of Arts and Sciences

Computer Science (CSC)

CSC 1010 Foundations of Computer Science
CSC 1050 Computer Communication
CSC 1070 Theory and Fundamentals of Computer Science
CSC 1800 Systems Integration
CSC 2000 Coding I - Fundamentals
CSC 2020 Computer Architecture
CSC 2050 Coding II - Algorithms
CSC 2400 Machine Learning and Robotics
CSC 2800 Animation I
CSC 3010 Computational Dilemmas
CSC 3020 User Experience and Interactive Systems
CSC 3030 Database Fundamentals
CSC 3050 Operating Systems
CSC 3070 Software Engineering
CSC 3200 Systems Programming
CSC 3210 Programming Language Theory

Quick Add: Add Course

Add Comment Entry

Sum Hours

Required Technical Courses

CSC 510 *** Course Not Found ***
CSC 515 *** Course Not Found ***
CSC 520 *** Course Not Found ***
CSC 525 *** Course Not Found ***
CSC 540 *** Course Not Found ***
CSC 548 *** Course Not Found ***

Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

Indent Area Header
 Area Subheader

Move Up Move Down

OK Cancel

9. Locate and click on the new course number from the Banner Course list on the left (you may need to change school or subject code in the drop down lists to find it), then click the >> arrows to move it to the list that will appear in the catalog. Be sure to then add in any comments, hours, footnotes, or other checked boxes for the new course number to match what was selected for the old course number.

Course List

School of Arts and Sciences

Computer Science (CSC)

CSC 4410 Adv Artificial Intelligence
CSC 4600 Penetration Testing
CSC 4800 Animation III
CSC 4900 Internship
CSC 4950 Capstone Project
CSC 5015 Applied Artificial Intelligence
CSC 5020 User Experience
CSC 5025 Data Security and Information Assurance
CSC 5035 Mobile Computer Architecture
CSC 5040 Applied Computer Networking
CSC 6000 Database Administration
CSC 6200 Advanced Algorithms
CSC 6210 Applied Restful APIs and Integrations
CSC 6220 Language Theory
CSC 6400 System Administration and Maintenance
CSC 6410 Advanced Networking

Quick Add: Add Course

Add Comment Entry

Sum Hours

Required Technical Courses

CSC 5010 Vocation and Ethical Computing
CSC 515 *** Course Not Found ***
CSC 520 *** Course Not Found ***
CSC 525 *** Course Not Found ***
CSC 540 *** Course Not Found ***
CSC 548 *** Course Not Found ***

Comment:
Sequence:
Cross Reference:
Or Class:
Hours: 3
Footnote:

Indent Area Header
 Area Subheader

Move Up Move Down

OK Cancel

10. Use the “Move Up” and “Move Down” buttons to move the course to the appropriate location in the list.
11. Repeat steps 8 and 9 for each of the old “not found” courses.
12. Non-course related information (comments) does not need to be edited, but can also be moved up or down in the list as needed.
13. Verify the order of courses in your list – it is recommended that they are sequential.
14. Click OK at the bottom of the screen when the list is complete. Click “Cancel” or the Black “X” in the upper right if you do not want to save your work.
15. Repeat steps 8-14 for each Course List on the page, if there is more than one.
16. Click OK at the bottom of the “Curriculum” screen to return to the catalog page that you are editing. Verify that none of the courses on the page have red boxes around them.
17. Click start workflow at the bottom of the screen ONLY when completely done with all page review (not just course numbers).

Total Hours	0
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