Course Inventory Update Form General Instructions

Only courses that are listed on the Course Inventory may be counted for formula funding. If a course is taught without being in the course inventory, student credit hours (SCH) and state funding for that course are lost for that semester. If students are enrolled only in courses not listed on the official Course Inventory, they will not be included in the official student count for the semester.

The Course Inventory is updated annually in the fall for the following academic year.

Guidelines to Remember

- **Change or delete** courses from the course inventory when a new catalog is being prepared.
- **Add** new courses to the inventory only when a new catalog is being prepared or in the case of new program approval.
- **Except** for new programs, added courses are not taught prior to the effective term.
- Use the Web-based form available at www.utsa.edu/registrar/crse/index.cfm
- Submit dated forms with approval signatures of the Department Chair and Dean or Associate Dean of the college through the Dean of University College or the Dean of the Graduate School. These areas will forward the forms to Academic Publications in the Office of the Registrar.

The Course Inventory Update Form:

1. Complete the inventory update form by following the instructions below. When finished, click the "Print" button.
2. When the form is printed, click the Reset button to access a blank form. **Warning** the information entered into each form is deleted once the Reset button is clicked; therefore, each form should be reviewed for accuracy before printing or resetting.

Section I

Process – Choose one of the following:

- New Program Approval *(forms are submitted when a program has been approved)*
- Graduate Catalog Revision *(adds, deletes, and changes of graduate level courses only)*
- Undergraduate Catalog Revision *(adds, deletes, and changes of undergraduate level courses only)*
- Annual Update *(required changes or deletes to undergraduate or graduate level courses not associated with the processes listed above)*

Form – Select one action from the list:

- Add – New Course *(complete Sections I, II and III)*
- Add – New Course replacing another course *(complete all Sections, I-IV)*
- Change – Revision of Course *(this does not include revision only of the course description)* *(complete Sections I, II, and III)*
- Delete – Removal of Course *(complete Sections I and IV)*
**SECTION II**

**Discipline** – Enter subject prefix, i.e., ACC for Accounting

**Course Number** – Enter number assigned to the course, i.e., 1013

<table>
<thead>
<tr>
<th>Level</th>
<th>Department Coding</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01</td>
<td>3</td>
</tr>
</tbody>
</table>

- The department determines the course number for new courses; however, course numbers that were previously used should not be reused when creating new courses. For a list of available numbers, contact Academic Publications at ext. 6560 or email CatalogEditor@utsa.edu.
- Do not list courses for multiple hour entry (i.e., 4911-3) on the same form. A separate form is submitted for each course (4911, 4912, and 4913).

**TCCN (Texas Common Course Number)** – Enter the TCCN discipline code and number, if applicable (lower-division courses only). [http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm](http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm)

**Complete Course Title** – Enter the complete course title, as it will appear in the catalog.

**Title for Transcripts, schedules, etc.** – The title that appears in the schedule of classes, the course inventory, and on student transcripts is limited to 30 characters.

- Use the best possible abbreviation that fits within the 30 character maximum (i.e., Acc Principles w/ Adv Tech). Spaces are included in the 30 character maximum.
- Do not use abbreviations which by themselves are words that may have vulgar or negative connotations.
- Do not use punctuation such as colons, semi-colons, or commas.

**Grading Mode** – The normal grade mode uses standard “A,” “B,” “C,” etc. grades. Credit/no credit grade mode uses “CR” and “NC” grades.

- Select one:
  - Normal grade mode only
  - Credit/No Credit grade mode only
  - Either Normal or Credit/No Credit grade mode

- All master’s and doctoral courses use a normal grade mode only, excluding Comprehensive Examination.
- Undergraduate courses use a normal or credit/no credit grade mode at the student’s option, with proper approvals and within specific course and major guidelines.
- Developmental education courses use the credit/no credit grading option only.

**Co-requisite Courses** – Enter the course that requires concurrent enrollment with the course you are adding/revising.


**Equivalent Courses**

1. Courses listed as “Same as” in the catalog. Enter the discipline code and course number for a course that has the same title or content, but different discipline code. A reference to the other course must be included in the catalog course description. See examples below:

   - ES 5043 *Global Change* is the same as CE 6113 *Global Change*. 
LNG 3813 *Introduction to Linguistics* is equivalent to ENG 3343 *Principles of English Linguistics*, yet has a different title.

2. Courses listed as "Formerly" in the catalog. An equivalent course that appeared in past catalog but has been deleted.

- This equivalent course number will be included in the catalog course description in a "formerly" statement.
- Equivalent (formerly) statements with course numbers must remain in the catalog course description for at least seven years.

**Prerequisite** – Does the course have a prerequisite? Specify "Y" for yes or "N" for no, to indicate prerequisites are part of the course requirements.

**SECTION III**

The information in this section is used by the Texas Higher Education Coordinating Board to determine university funding that will be appropriated by the State of Texas Legislature.

**Coordinating Board Level Code** = choose the appropriate designation

<table>
<thead>
<tr>
<th>Level</th>
<th>CB Level Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental</td>
<td>1</td>
</tr>
<tr>
<td>Freshman (1000)</td>
<td>1</td>
</tr>
<tr>
<td>Sophomore (2000)</td>
<td>2</td>
</tr>
<tr>
<td>Junior (3000)</td>
<td>3</td>
</tr>
<tr>
<td>Senior (4000)</td>
<td>4</td>
</tr>
<tr>
<td>Masters (5000 and up)</td>
<td>5</td>
</tr>
<tr>
<td>Doctoral (5000 and up)</td>
<td>6</td>
</tr>
</tbody>
</table>

**NOTE:** The first digit of master’s and doctoral level course numbers is not necessarily the same as the Coordinating Board level code. Call ext. 6560 if there are questions.

**Semester Credit Hour/s:** This is the last digit of the course number (1013).

**Contact Hours:** Contact hours are the hours per week classes are scheduled to meet. Only courses with instruction type codes of A, B, and E have contact hours (see below).

- *Lecture (A)* – choose number of **lecture contact hours** from the dropdown menu.
- *Lab (B)* – choose number of **laboratory contact hours** from the dropdown menu.
- *Seminar (E)* – Most seminar courses will have contact hours.
- *If there are no contact hours for the course* – choose "0" from the dropdown menu.

**Instruction Type** – Enter the UTSA code for the primary instruction type as listed in the table below.

- If the course has more lecture hours then lab hours, the instruction type code is A. It is an organized course.
- If the course has more lab hours then lecture hours, the instruction type code is B. It is an organized course.
- Individual instruction courses do not have a scheduled meeting time or a classroom (no contact hours).
<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Instruction Type Code</th>
<th>Individual/Organized Instruction Course</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>A</td>
<td>Organized</td>
<td>Instructor meets with students in a classroom</td>
</tr>
<tr>
<td>Lab</td>
<td>B</td>
<td>Organized</td>
<td>Instructor meets with students in a lab</td>
</tr>
<tr>
<td>Seminar</td>
<td>E</td>
<td>Organized</td>
<td>Instructor meets with students in a classroom</td>
</tr>
<tr>
<td>Practicum</td>
<td>C</td>
<td>Individual</td>
<td>Cooperative education, possibly off campus</td>
</tr>
<tr>
<td>Internship</td>
<td>D</td>
<td>Individual</td>
<td>One-on-one meetings</td>
</tr>
<tr>
<td>Independent Study</td>
<td>F</td>
<td>Individual</td>
<td>Conference courses, individual supervised research</td>
</tr>
<tr>
<td>Private Lesson</td>
<td>G</td>
<td>Individual</td>
<td>Private music lessons</td>
</tr>
<tr>
<td>Thesis</td>
<td>I</td>
<td>Individual</td>
<td>Master's level usually</td>
</tr>
<tr>
<td>Dissertation</td>
<td>K</td>
<td>Individual</td>
<td>Doctoral level</td>
</tr>
<tr>
<td>Music Laboratory</td>
<td>L</td>
<td>Individual</td>
<td>Correct workload reports only certain music courses</td>
</tr>
<tr>
<td>Education Supervision</td>
<td>M</td>
<td>Individual</td>
<td>Student teaching, correct workload reports only certain education courses</td>
</tr>
</tbody>
</table>

**Can this course can be repeated for credit?** – check this box if the course description states the course is repeatable for credit (e.g., independent study, internship, special topics, practicum, comprehensive exam, thesis, and dissertation courses).

**CIP Code:** The 10 digit number is entered on the form as shown in the following example: 1101030006
The Code includes: CIP code (6 digits, 110103), TX Suffix (2 digits, 00), Formula Funding (2 digits, 06)

- Do not guess at this code. The code calculates formula funding.
- When entering the CIP code in the space on the form, **do not** use any punctuation.
- The CB CIP code list is available at [http://www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/) or call ext. 6560 for help.

**SECTION IV**

This section deletes the course.

**Discipline** – subject prefix, i.e., ACC for Accounting

**Course Number** – number assigned to the course, i.e., 1013

**Complete Course Title** – Enter the course title as it appears in the catalog.

**Justification** – reason why the course is being removed from the inventory (i.e., replaced with a new course or no longer taught).

**Approval**

This section must have all signatures (Dept. Chair, College Dean or Associate Dean, and either the Dean of Undergraduate Studies or Dean of the Graduate School) before submitting to Academic Publications.