

# Course Inventory Update Forms

## 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 only enrolled 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](http://www.utsa.edu/registrar/crse/index.cfm)
- ✚ Submit dated forms with approval signatures of the department chair/division director and dean of the college through the Dean of Undergraduate Studies *or* the Dean of the Graduate School. These areas will forward the forms to Academic Publications.

### The Course Inventory Update Form:

- 1) Complete the inventory update form by following the instructions below. When finished, click on the "Print" button.
- 2) When the form is printed, click on the *Reset* button to access a blank form.  
**\*\* Warning\*\*** the information entered into each form is deleted once the *Reset* button is used; 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 (*changes or deletes, only if necessary, to undergraduate or graduate level courses*)

**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 (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

Level	Department Coding	Semester Credit Hours
1	01	3

- ✚ The department/division determines the course number for new courses. Reminder, course numbers that were previously used cannot be reused when creating new courses.
- ✚ Do not list courses for multiple hour entry (i.e., 4911-3) on the form. A separate form is submitted for each course (4911, 4912, and 4913).
- ✚ Contact Academic Publications, Registrar’s Office (X6560) for assistance.

**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.

**Cross-listed Courses** – Enter the discipline code and course number for a course that has the same title, but different discipline code. A reference to the other course must be included in the catalog course description. See examples below:

- ✚ EES 6053 *Topics in GEO-Environmental Engineering* is the same as CE 6053 *Topics in GEO-Environmental Engineering*.
- ✚ BIO 6133 *Methods in Field Biology* is equivalent to EES 6133 *Methods in Field Ecology*, yet has a different title.

**Co-requisite Courses** – Enter the course that requires concurrent enrollment with another course.

- ✚ Course description states, students taking CS 1713, *Introduction to Computer Science*, are required to take CS 1711, *Introduction to Computer Science Recitation* concurrently.

**Equivalent Courses** – An equivalent course is a deleted course. A new course replaces the deleted course.

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

**Prerequisite** – Does the course have a prerequisite? Simply specify “Y” for yes or “N” for no, in the box to indicate prerequisites are part of the course requirements.

### SECTION III

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

For CIP code access: <http://www.txhighereddata.org/Interactive/CIP/>

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

Level	CB Level Code
Developmental	1
Freshman (1000)	1
Sophomore (2000)	2
Junior (3000)	3
Senior (4000)	4
Masters (5000 and up)	5
Doctoral (5000 and up)	6

**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).

When selecting the semester credit hour/s, the hour/s has a leading zero (i.e., 030).

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

- ✚ *Lecture (A)* – choose number of **lecture contact hours** from the dropdown menu (010, 020, 030, etc.)
- ✚ *Lab (B)* – choose number of **laboratory contact hours** from the dropdown menu (010, 020, 030, etc.)
- ✚ *Seminar (E)* – Most seminar courses will have contact hours.
- ✚ *If there are no contact hours for the course* – choose 000 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 than lab hours, the instruction type code is A. It is an organized course.
- ✚ If the course has more lab hours than 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).

Type of Course	Instruction Type Code	Individual/Organized Instruction Course	Examples
Lecture	A	<i>Organized</i>	Instructor meets with students
Lab	B	<i>Organized</i>	Instructor meets with students
Seminar	E	<i>Organized</i>	Instructor meets with students
Practicum	C	Individual	Cooperative education
Internship	D	Individual	One-on-one meetings
Independent Study	F	Individual	Conference courses, individual supervised research
Private Lesson	G	Individual	Private music lessons
Thesis	I	Individual	Master's level usually
Dissertation	K	Individual	Doctoral level
Music Laboratory	L	Individual	Correct workload reports only certain music courses
Education Supervision	M	Individual	Student teaching, correct workload reports only certain education courses

**“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 – 1301010000. The CIP Code includes: CIP code (6 digits, 130101), TX Suffix (2 digits, 00), Formula Funding (2 digits, 00)

- **Do not guess at this coding. 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/> 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., replacing with a new course or resequencing courses).

## Approval

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