End/Change a Course – Maintaining the Institutional IAI database

Maintaining your Institution’s IAI database is a manual process for course submitters working with IAI. This process is available via the iManage system. Once you have logged into the system,

1> You will see the main landing page for the iManage system. As long as you have the Course Submitter authorities, you will see the option “End/Change a Course.” Click that link to begin.
2> The End/Change landing page explains the process.

3> To begin manipulating the database and ending or changing (ending an existing course in the database and adding a replacement course due to departmental and/or course titling changes), utilize the drop box to select the portion of the database being maintained. Be sure the institutional name indicated is the institution you represent.
4> Once you select the portion of the database from Gen Ed and the Majors, click “Show Categories.”

5> The screen will you to select the next piece of data you want to see. You can choose to view all the courses for the section in one screen or you can narrow your parameters. We recommend working smaller versus larger but it is important to work in the manner you prefer.
Click “View Courses” to see the course list.

6> The page will display the courses you selected to see. You can now begin to manipulate the data.
The choices here are to “end” and “change” a course. To “end” a course which means there is no course to replace it and the institution no longer wants the course to be IAI approved. The institution may choose to continue teaching such a course, but IAI transferability ends. To “change” a course means that course currently approved has had a minor change such as a departmental coding change and/or title change. This change requires the current course information in the database to “end” and a replacement course with the corrected information to be “added” in its place. Due to our dating structure, there will be no gap in IAI approval/coverage for a course.

Major or significant changes to curriculum, such as additions and removal of course content and topics, significant revisions to student learning outcomes and/or the course description, credit hour changes, or other curricular changes that require the institution’s curriculum committee to review and approve the course, should be submitted to the panel as a new/revised course in the submission system. See the walk-through for new course submissions for assistance with this process. Please talk with your IAI Administrators if you are unsure if you need submit a course or discuss options in the change process. Email us at iai@itransfer.org.

7> To “end” a course, click the “End Course” link.
The course information will display and you can begin manipulating the information.

You have the choice of end dates: 01/01 – the start of the Spring semester or end of the fall semester, 05/01 – the end of the Spring semester or start of the summer semester, and 08/15 – the start of the fall semester or end of the summer semester.
You can then choose the year the course should end in. You can back or forward date your ending date. On this date, the course will no longer be IAI approved.

You can add notes to your course end to help you remember why you requested the end. We can see those notes when we reactivate courses, etc.
To process your end request, click “End Course.”

The next screen will send the course to your IAI administrators for processing. It is kept in a holding spot until it is processed. If you make a mistake or need to cancel the request, please let us know. Also rest assured that anything done, even after it is processed, can be undone by administrators.
10> Click “Close” to return to the main “End/Change A Course” page.

11> To change a course coding or title, click the “Change Course Info” link.
The system loads the course information for the course and will allow you to begin making your changes.
You can change the course name. Use the drop box to identify that you need a course title change.
A new box will open to allow you to enter the new course title.
Enter the new title and move to the departmental coding section.

Current Information for this course:

- **MI Code**: L1904
- **School Code**: SSC 145
- **School Name**: Illinois State University
- **Institution Title**: Human Biology
- **Credit Hours**: 3
- **Semester/Quarter**: S
- **Date Added**: 9/15/2000 12:00:00 AM

**Is the course changing its name?**

- **Yes**

**What is the new title for this course?**

- **Biology of Humans**

**Is the course changing its department code and/or course number?**

- **No**

**Select the term and year you wish for this change to take place:**

- **0101 (Spring)**
- **2019**

**Additional Notes:**

- [Blank field for additional notes]

- [Review Changes button]
Enter the departmental information.

<table>
<thead>
<tr>
<th>IAI Code</th>
<th>L1904</th>
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<tbody>
<tr>
<td>School Code</td>
<td>BSC 145</td>
</tr>
<tr>
<td>School Name</td>
<td>Illinois State University</td>
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<tr>
<td>Institution Title</td>
<td>Human Biology</td>
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<td>Credit Hours</td>
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<td>S</td>
</tr>
<tr>
<td>Date Added</td>
<td>8/15/2000 12:00:00 AM</td>
</tr>
</tbody>
</table>

Is the course changing its name?

Yes

What is the new title for this course?

Biology of Humans

Is the course changing its department code and/or course number?

Yes

What is the new School Code?

BIO 145

Select the term and year you wish for this change to take place.

01/01 (Spring) 2018

Additional Notes:
Now you are going to select the date for which the old course information will end and the new course information will take effect. There is no gap in either date.
You can select a date in the past if you need to.
You can add a note to help you remember what you did with the course. It remains in our internal records on the course. Once you are ready, click “Review Changes.”
You will be shown a screen that summarizes the changes you are making. As long as the information is correct, click “Submit Course Changes” to send the course to an IAI Administrator to process. If you find you made an error later, send us a note right away to iai@itransfer.org. We can decline the change or undo the change for you.
You will get a confirmation screen showing the course was sent.

To return to the End/Change system, click “Close.”
### Request to End or Change a Course

This End/Change process is used for changing internal institutional course information or ending an IAI course that is no longer active within the school's course catalog.

Institutional changes that modify curriculum, such as: outcomes, course descriptions, a change in credit hours, or that require the course to be changed to another or new IAI code must be submitted through the Course Review section of iManage for the appropriate panel [http://www.transfer.org/IAI/iManageCourse/](http://www.transfer.org/IAI/iManageCourse/). Submit these sorts of changes as a course that "is being submitted for the first time or as the result of substantial changes."

For Institution: **Illinois State University**

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<thead>
<tr>
<th>Major</th>
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[Show Categories]