HOW TO: Requesting New Transfer Courses

* The U/L transfer courses are built by the catalog office when the admissions office emails [catalog@gmu.edu](mailto:catalog@gmu.edu) with a specific request. This is not managed via CIM. We copy the existing course to a new U or L record in Banner, changing only the attribute UUL or UUU to the opposite code.
* The U/L courses are built to reflect the currently approved/existing courses and because the course content and approved specialized attributes are not changing, we don’t require approval via the CIM process.
* We have received requests for specialized transfer courses that fulfill specific requirements, like Mason Core, particularly to transition ADVANCE students. The Mason Core approval needs to be tracked, so unlike the U/L courses, we do need a CIM record for this.
* STAT 105T is an example. It was created as “a transfer equivalent placeholder course to allow fulfillment of Mason Core quantitative reasoning requirements by introductory statistics transfer courses that do not meet the current standard of STAT 250, but do meet the Mason Core quantitative reasoning requirement.”
* To request a specialized transfer course:
  + Email [catalog@gmu.edu](mailto:catalog@gmu.edu) with the request for the transfer course. Specify that this will need Mason Core (or other specialized course designation) approval. Provide the requested subject code, course number (ex. 105T), course title (ex. Intro Statistics – Transfer), schedule type (ex. Lecture), Credits, and Repeatability (for UG courses the default will be N3).
  + Catalog team builds the course and admin saves the record, notifying the requestor that this has been done and that they can submit the request for Mason Core or other specialized designation.
  + The requestor can then log into <https://workingcatalog.gmu.edu/courseadmin> and search for the course record. Then click Edit Course and select modification type “Specialized Course Designation”. Complete the form and click “Start Workflow”
  + Reply to [catalog@gmu.edu](mailto:catalog@gmu.edu) that this is done. We will check workflow and make sure this is moving right to the required approval step (ex. Mason Core Committee).
  + When the course is approved we will build it in Banner so that it is available as a transfer course option for students. We will send a final confirmation to the requestor.

^ this may seem like a long number of steps but truly shouldn’t take long at all!