CPI “User Defined Fields” Explanations

USER DEFINED FIELDS: are NOT pulled from Banner so they are set at their default setting of “No Change from Banner” in CPI. We ask that unless you are MODIFYING (adding, changing, removing) a course’s user defined field; please leave the user defined field set to its default of No Change from Banner to expedite our process. All user defined fields are OPTIONAL and, where applicable, will default to “No change from Banner.”

For example, if instructor permission is on the course in Banner and you wish to keep it on the course, please do not choose it in the drop down menu. Only, choose it in the drop down menu if you are adding instructor permission or if it exists in Banner and you are requesting to remove instructor permission.

In the Academic Browser view in CPI, remember to scroll to the right for the user defined fields.

The user defined fields in CPI are the following:

- **Cross List?** - drop down list
  - No change from Banner (default)
  - No Cross List
  - Parent (Home Dept)
  - Sibling (Child Dept)

- **Cross List Course(s) w/ Info** - fill in text field
  - Identify course that you are cross listing with. If home dept, please add seats for the cross listed sibling course. Example/ ARTH 201-01 CRN 12345, 5 seats
  - Please make sure to check with the applicable dept/prgm for cross list course information.
  - The following dept/prgms are using Banner NOT CPI for their data entry: AMST, BIOL, BUAD, CHEM, CSCI, ECON, EDUC (including EPPL & CRIN), ENGL (including CRWR, LING & WRIT), GEOL, GOVT, HIST, INTR, KINE, LAW, MSCI, PHYS, PUBP, SOCL and THEA (including DANC & SPCH).

- **Room Characteristics** – fill in text field
  - List instructor accessibility requirements here
  - Room features required for pedagogy needs, e.g. blackboards or a specific technology (e.g. WACOM tablet), flat seating or tiered, movable chairs, etc.
  - If using a departmental room, list building and room number here.
  - Identify if your course is sharing space (but not cross listing) with another course in this field.
  - If you list a specific room number, you must also list the room characteristics of the room in case that room is not available
  - If you do not list a room, we will try to place your courses in your “home” department/program building or campus.

- **Instructor Permission** - drop down list
  - No change from Banner (default)
  - Remove Instructor Permission
  - IN Instructor Approval
  - DC Department Chair Approval
  - DN Dean/Director Approval

- **COLL attribute** - drop down list
  - No change from Banner (default)
  - No COLL attribute
  - C100 (COLL 100 Big Ideas)
  - C150 (COLL 150 FRSM)
CPI “User Defined Fields” Explanations

- C200 (requires a domain as well)
- C300
- C400

**Domain attribute**- drop down list
- No Change from Banner (default)
- No Domain Attribute
- ALV (Arts, Letters, Values)
- CSI (Cultures, Societies, Indiv)
- NQR (Natural World Quant Reas)
- ARTS (Creating & Perf Arts)
- MATH (Math Proficiency)
- FLP (Foreign Lang Proficiency)
- Major Writing Requirement

**GER**- drop down list
- No change from Banner (default)
- No GER
- GER 1
- GER 2A
- GER 2B
- GER 3
- GER 4A
- GER 4B
- GER 4C
- GER 5
- GER 6
- GER 7

- Grade mode if not default– fill in text field
- Campus if different from WM– fill in text field
- Fee change/addition if required– fill in text field
- Part of term if not “1” – fill in text field
- Online/hybrid course- drop down list
  - No (default)
  - Yes

**Course Notes:** LIMIT ENTRY. Please use user defined fields when possible instead of Course Notes to expedite our schedule build process into Banner.

**Course Notes include:** course descriptions; if adding more than one Domain or GER attribute to a course; adding more than one instructor (include instructor’s 93 #) to a course; prereqs/corereqs not already in Banner; and any other course related notes that do not fall into a user defined field.

**Course Date Notes:** DO NOT USE. Please use user defined fields and course notes instead to expedite our process.

**It is imperative that CPI data entry follows the guidelines referenced in this document. We are unable to accept any course information that does not follow these guidelines. Thank you**