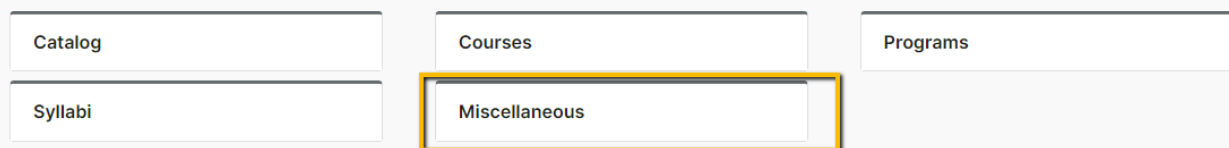# Miscellaneous Request Guide

The Miscellaneous Inventory is for requests that are reserved for large-scale administrative changes that need to be made in Banner by the office of the registrar. Currently there are 5 different request types in the Misc. Proposal.

- Request new subject code
    - Requesting a new subject code is when the department has finalized a subject code that they plan to offer in the next catalog year. `
- Align a subject code with a different department
    - This is the case where the department decides to make changes to the placement of their subject code. For example, when the Anthropology major was deactivated, but ANTH courses still survived, it was moved to the H&S Interdisciplinary Studies department.
- Request the creation of a new course designation (attribute)
    - If a department has decided to create a new attribute, they would select this request type. An example of an attribute would be "DLIT," a Dramatic Literature attribute that H&S created.

- General administrative request

    - Can be used for making batch changes to existing attributes and any other requests that are not relevant for any of the other request types. Request new framework for a placement score
    - In a case when the Vendor changes the protocol for scoring, initiators would use this request to make a mass change to a series of courses.
- Mass course deactivation
    - In the case of a major or minor being deactivated, and there being a great number of courses within that major/minor, initiators would use this request so that Assistant Registrar for Curriculum Management can deactivate those courses administratively, instead of the initiators going through the course inventory and deactivating the courses one be one themselves.

To navigate to the Misc Proposal use [Courseleaf Dashboard.](#)

1. Click on the Miscellaneous tab. This will send you directly to the Miscellaneous inventory

2. All requests that have been proposed or are waiting to be proposed are viewable. They can be searched by using search terms like "%subject%" or "%attribute%". To propose a new request, select "Propose New Miscellaneous"

Miscellaneous Request Management

Search, edit, add, and delete Miscellaneous requests.

		Search	☐ History	- OR -	**Propose New Miscellaneous**	Quick Searches... ▾

Request Code	Request Type	Title	Workflow	Status
10	Request new subject code	New prefix for courses within Performance Studies Department		
12	Request new subject code	Request conversion of a few MUMC courses to MUPS		
14	Request new subject code	request a new graduate prefix		
15	Request new subject code	SCRE		
16	Request new course designation (attribute)	Screen Cultures Designation		
17	Request new subject code	PASG		
18	Request new course designation (attribute)	Create CTE attribute for language courses taught in English		

3. A pop-up box will appear. All fields that are in red are required to be filled out.
    1. This is the contact field. If there is more than one person behind the creation of the proposal, click on the green plus sign to add a line. Please ensure that this field is filled accurately, as it is helpful for the Assistant Registrar for Curriculum Management to contact the individual(s) to have something in the proposal clarified.
    2. The Department/Academic Unit is the area that the initiator works under. When the Department is selected, the School is auto filled.
    3. There are different Request types. Select the request type that best fits your request.
    4. Request Title is your request where you give a brief explanation for your change. For example, if you are creating a new subject code your title would be: "Subject Code Creation: OTGR." If you're creating a new attribute: "Attribute Creation: HSIN."
    5. Description of request is where you provide a *brief, succinct* description of the request. For example: "We propose adding an attribute to the program requirements for the English BA major. We request the creation of a DLIT attribute, effective in the Fall 2024 term."
    6. Rationale for request is where you state why your request is needed.
    7. If you have any attachments to include, this is where you would do so. If you are including a list of courses to receive a new attribute, you must *also* upload the same list to the program proposal.
    8. Now you are at the end of the proposal. You have three options to select from: Cancel, Save Changes, or Save and Start Workflow. Cancel will delete everything you entered in. Save Changes will save the proposal, but it is still in the inventory to edit. Please note that it is not submitted for approval if you click Save Changes. Save and Start Workflow sends the proposal through the workflow for approval. Please note that you cannot edit the proposal anymore. If you want to edit your proposal after you have submitted it, email the Assistant Registrar for Curriculum Management to roll back the proposal.

Miscellaneous Request

Contact(s) [1]

Name	Phone	E-mail	⊕
			❌

Department/ Academic Unit [2] Select... ⌄   School   Select School... ⌄

Request Type [3] Select... ⌄

Request Title [4]

Description of request ⓘ [5]

Rationale for request [6]

Supporting documentation [7]   Attach File(s)

Uploaded Files:

Files To Be Uploaded:

Cancel   Save Changes   ▭   Save and Start Worfklow