Course Action Form (CAF) for Approvers

Notification

You will be notified by email when a CAF has been created and routed to you for approval.

To process a CAF approval

2. Enter your myNMSU Username and Password.
3. Click on the Approve CAF.
4. From the list of workitems, click on the name of the CAF that you would like to review and approve. Reference the workitem naming convention for more information about CAF workitem names.
5. On the CAF detail screen, note the areas of change section. This section indicates which aspect of the course has been modified.
6. Examine the modified sections by noting the Change specifications area. You will see a side-by-side comparison of the current and new information.
7. In the Justification for change section, note the justification provided by the requestor.

Processing Options

- Click Approve to approve the CAF and forward the item to the next level approver.
- Add comments to the Approver Comments area and click Return for Correction to return the CAF to the requestor for correction.
- Click Release Workitem to close and unlock the CAF so that you or another approver can act on the CAF at a later time.

Workitem naming convention

Each workitem in your approval list uses the following naming convention.

Example workitem name:
NMSUCAF ED C I 201340 ECED 235

<table>
<thead>
<tr>
<th>Position 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMSUCAF</td>
<td>ED</td>
<td>C I</td>
<td>201340</td>
<td>ECED</td>
<td>235</td>
</tr>
</tbody>
</table>

- **Position 1: NMSUCAF**
  Indicates the workitem is a CAF workitem. All CAF workitems will begin with NMSUCAF
- **Position 2: ED**
  The college (College of Education in this case) that owns the course related to the CAF
- **Position 3: C I**
  The department (Curriculum & Instruction in this case) that owns the course related to the CAF
- **Position 4: 201340**
  The term code indicating the effective term for which the course action will be applied.
- **Position 5: ECED**
  The course prefix of the course to be approved
- **Position 6: 235**
  The course number of the course to be approved

One time only requests, which are created to process a course action for the current term or the two following terms, are indicated by the text OTO appended to the workitem name. For example, NMSUCAF ED C I 201340 ECED 235 OTO
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Important points to remember

- Once you open a CAF it will be locked and invisible to other approvers. To release the CAF, click Release Workitem on the CAF detail screen. You can tell if an item is reserved in your approval list if the status reads **Performing**.
- Automatically Generated CAFs are created when one time only requests are made or if course prefix or course number changes are made that affect other courses that are cross-listed. Auto-generated CAFs are indicated by an asterisk (*).

**Note:** You may change* the CAF as an approver to correct any errors, however it is recommended that you return the CAF for correction with comments so the requestor is aware of the issue and can modify the CAF as appropriate.

* If you would like to make a change to the CAF as an approver, please review the CAF Department Requestor documentation for information about how to create or modify a CAF. This document does not address the Department Requestor processing procedures.

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**Term Code Reference**

The term code is a numeric code that indicates the year and semester of a course in Banner. The code includes the four digit year and two digit semester.

For example, 201340 is the term code for Fall 2013.

<table>
<thead>
<tr>
<th>Semester names</th>
<th>Semester codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>10</td>
</tr>
<tr>
<td>Summer</td>
<td>20</td>
</tr>
<tr>
<td>Fall</td>
<td>40</td>
</tr>
</tbody>
</table>

**Help with the CAF System**

The new CAF system uses myNMSU login credentials. If you are unable to log on to the CAF system, contact the ICT Helpdesk at help@nmsu.edu or 575-646-1840 for assistance.

If you have a question about how to use the CAF systems, please email nmsucaf@nmsu.edu for assistance.

Documentation and training information are also available at http://training.nmsu.edu/.