PART 1 – COURSE INVENTORY SYSTEM BASICS

The online course inventory system can be accessed at the following URL:
http://www.uta.edu/ra/real/loginscreen.php?view=12

- Enter your NetID and password (This is the same username and password that you use to login to your desktop or check your UTA email everyday). If you have problems logging in please use the Forgot Password link for help.

Upon successful login you will be directed to the Catalog System home page. The Catalog System home page consists of requests which require attention. The home page also consists of navigation menu to Catalog, Course and Faculty request pages. Click on Graduate Course Inventory link to access the graduate Course Inventory request page.

- Graduate Course Inventory – This section consists of the saved or submitted graduate course inventory change requests for your department.

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty name</th>
<th>Submitted</th>
<th>Type</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Hall, Bethane</td>
<td>Not Submitted</td>
<td>Change</td>
<td>Saved</td>
<td>View</td>
</tr>
<tr>
<td>Economics</td>
<td>Anderson, Anthony</td>
<td>Not Submitted</td>
<td>Remove</td>
<td>Saved</td>
<td>View</td>
</tr>
<tr>
<td>Economics</td>
<td>Amacher, Ryan</td>
<td>Not Submitted</td>
<td>Remove</td>
<td>Saved</td>
<td>View</td>
</tr>
<tr>
<td>Economics</td>
<td>Dasimon, Jeffrey</td>
<td>10/25/2010 - Vinit Naresh Jain</td>
<td>Change</td>
<td>Routed</td>
<td>View</td>
</tr>
</tbody>
</table>

View – Preview of the request, Edit – (if available) allows editing a request, Review – (if available) approve or deny a request, Delete (if available) deletes a request, Recall- (if available recalls a request.

- Create a New Request – See Part II for details
- Requests for Review – This section consists of any course inventory requests that are awaiting review and your approval.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Request Type</th>
<th>Submitted</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alamo, Stacy</td>
<td>Change</td>
<td>Timothy Mouta - 03/03/2010</td>
<td>Routed</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td>Wonde b Faris (Pending) -- Raymand L. Jackson (Waiting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Stodnick, Jacqueline</td>
<td>Change</td>
<td>Timothy Mouta - 03/03/2010</td>
<td>Routed</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td>Wonde b Faris (Pending) -- Raymand L. Jackson (Waiting)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Routed requests – This section consists of the course inventory requests from any department that are routed for approval. This section is visible to everyone in your department.
- Completed Requests - This section consists of the course inventory requests from any department that are completed and approved. This section is visible to everyone in your department.

Tip: Clicking on the icon in the first column in the above sections would give an expanded view of the status of the course inventory change request.
The following diagram illustrates the different stages of an online graduate course inventory change request:

- **Save/Submit & Route** – The request is editable and can be submitted for review at a later time. Once the user clicks on Submit, the request is submitted and routed for review, and is no longer editable.
- **Reviewed by Curriculum Coordinator** – The curriculum coordinator will approve or deny the request. If approved, the request is passed to the next stage. If denied, the request is returned to the initiator for editing.
- **Reviewed by Graduate Studies Committee Chair** – The Graduate Studies Committee Chair approves or denies the request. If approved, the request is passed to the next stage. If denied, the request is returned to the initiator for editing.
- **Reviewed by Department Chair** – The Department Chair approves or denies the request. If approved, the request is passed to the next stage. If denied, the request is returned to the initiator for editing.
- **Reviewed by Dean/Associate Dean of College** – The Dean/Associate Dean of the College approves or denies the request. If approved, the request is passed to the next stage. If denied, the request is returned to the initiator for editing.
- **Reviewed by Associate Dean of Graduate School** – The Associate Dean of the Graduate School approves or denies the request. If approved, the request is passed to the next stage. If denied, the request is returned to the initiator for editing.
- **Updated in MyMav** – The request is accepted and changes are made in the MyMav system by the Curriculum Coordinator.
- **Completed** – The process is complete.

**PART 2 – CREATE, SUBMIT & TRACK A COURSE INVENTORY REQUEST**

**Start a New Course Inventory Request** - To initiate a course inventory request, change or delete request for the Graduate catalog, click on “Start a new Graduate Course Inventory request”

**Graduate Course Inventory Requests**

**Start a new Graduate Course Inventory Request**

Enter the department and course number and click on “Initiate Add Request” button as shown below.

**Course Prefix:** CSE - Computer Science & Engineering

- Is this a new course?
  - Course Number: [Input Field] [Initiate an Add Request]

If you do not have permission to start a new request, a link to request access will be provided in its place.

Enter the information as needed on the Form. Some of the features available while entering the information are outlined below.

**Return to previous page** – Return to the previous page without saving the request.
**Save for later** – Saves the course inventory change for future editing and returns to the Graduate Course inventory homepage.
**Submit Changes** – Submit the course inventory change for review.
**Delete Request** – Discards the request.
Initiate a Change Request or Initiate a Delete Request –

Click on “Initiate a Change Request” or “Initiate a Delete Request” to initiate the respective requests.

PART 3 – REVIEW, APPROVE, RETURN A COURSE INVENTORY REQUEST

- If there is a request pending your review, you will receive an email in your UTA mail account. Please use the link provided in the email or [http://www.uta.edu/ra/real/loginscreen.php?view=12](http://www.uta.edu/ra/real/loginscreen.php?view=12)
- Click on the Review link located next to the graduate course inventory change request with status **Pending**. This will open the form preview where you can see the highlighted changes and Approve/Return the form by selecting one of the radio button and click on submit as show below.

If you have questions about how to use the Online Graduate Catalog / Course Inventory System or any questions concerning technical issues, please send an email to the Graduate School Web Team at [gradweb@uta.edu](mailto:gradweb@uta.edu).