

HOW TO DO THE ANNUAL INSTITUTIONAL IAI COURSE DATABASE REVIEW & MAINTENANCE PROCESS

Step #1: Run a report

- Visit the [School Review](#) section on the iTransfer.org website to review the school's current IAI course list.
- If you prefer a list for both general education and major courses that can be downloaded for use in Excel, please utilize the "Custom Course Searches" option located at the bottom of this page:
<https://ittransfer.org/submitters/searches/coursesearches.php>

Step #2: Compare the report

- Compare the list of currently approved IAI courses listed in the database against the institutional catalog to determine if there are any discrepancies on the course names and numbers, as well as the approved IAI codes.
- If changes have been made by the institution since the original IAI course approval and/or errors are found, please determine and note when the course numbering and/or title changes or ended courses took place according to institutional records as this information will also be added to the IAI database.

Step #3: Do the maintenance

- The institution's designated IAI course submitter has authority within the iManage system to perform the necessary maintenance to request course name and/or number changes, as well as requests to end courses no longer offered by the institution. This maintenance must be done by the institution in order to update the institution's IAI course list, as well as match the institution's catalog information.
- If instruction is necessary on how to complete this process, there is a walk-through for the process on the iTransfer site at: [End/Change a Course](#) (maintaining the institutional IAI database in iManage). The school's course submitter may also reach out to the IAI Coordinator for additional assistance and training via email at ittransfer@ittransfer.org or by calling 309-438-8640.

Thank you for doing the maintenance to ensure all institutional IAI course information is correct!