Online Course Request Program Instructions

Link to the Course Request program at:

http://trinity.duke.edu/curriculum/course-development-resources

Click on ‘Online Course Request Program’. The program will require you to enter your NetID and password on the first screen. On the second screen, enter either a staff code or DUS/DGS authorization code. Staff codes allow faculty to complete forms prior to DUS/DGS review and submission. If not using a staff code, the selected school in the upper left hand drop-down menu determines whether the DUS or DGS code should be utilized.

1) NetID Login
2) Staff, DUS or DGS Code Login
Whether the request is reviewed for authorization by the DUS or DGS is determined by the course level:

- 1-499 undergraduate level (gray banner) – DUS authorization required for submission
- 500-699 graduate/advanced undergraduate level (gold banner) – although a DUS code may be used to complete the form, a DGS authorization code is required for submission
- 700+ graduate level (green banner) – DGS authorization required for submission

**NOTE:** The use of DUS/DGS authorization codes for form submissions substitutes for the DUS/DGS and Department Chair signatures and indicates that all additions and changes have been reviewed by and have the explicit approval of the DUS (or DGS where applicable).

Once you have logged in you will see your departmental homepage:

Here you will find a list of all courses which are owned, or which carry a cross-list by your department. You are able to see the most recent information, as the program is updated nightly with PeopleSoft catalog data. Course requests are listed by default in Request ID# order, but you can sort them however you like by clicking on the column headings. The column headings are self-explanatory for the most part, but note that the ‘Status’ column keeps you informed of the progress of your requests (see list of indicators below). *Once a request has been reviewed by the committee and the status reads ‘Registrar Received,’ be sure to review the request for committee comments regarding Mode of Inquiry requests etc.*

<table>
<thead>
<tr>
<th><strong>Status Indicator</strong></th>
<th><strong>Meaning</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
<td>Request has not yet been submitted to Courses Committee.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Request has been submitted to Courses Committee. No further changes can be made.</td>
</tr>
<tr>
<td>In Progress</td>
<td>Committee is in the process of reviewing the request. This may mean a request will be made for further information from the department.</td>
</tr>
<tr>
<td>Reviewed</td>
<td>Review is complete, but request has not yet been forwarded to the Registrar for processing.</td>
</tr>
<tr>
<td>Registrar received</td>
<td>Request has been forwarded to the registrar.</td>
</tr>
<tr>
<td>Registrar processed</td>
<td>The Registrar has processed the request and the catalogue has been updated.</td>
</tr>
<tr>
<td>Declined</td>
<td>Committee has denied the request.</td>
</tr>
</tbody>
</table>
TO ADD A NEW COURSE:

- Click on “Add Course” in the navigation bar (gray = undergraduate, gold = grad/adv undergrad, green = graduate) at the top of the page. A blank course template will appear:

  ![Course Request Form](image)

  **COURSE INFORMATION, PRIMARY DEPARTMENT**

  - **Semester to be Offered**: Spring 2013
  - **Course**: Subject, Course / Catalog #
  - **Credit**: (maximum of 12 credits)
  - **Type**: Required field
  - **Short Title**: Is this a new/old title? (Y/N)
  - **Graduate Course**: (Y/N)
  - **Graduate Level**: (Y/N)
  - **Course Description**: (max. 750 characters)
  - **Course Units**: Undergraduate Units, Graduate Units
  - **Course Grading**: Regular Grading, SAT/Unsat, No Grading
  - **Final Exam**: (Y/N)
  - **Consent Required**: (Y/N)
  - **Hard wired Prerequisites**: (Y/N)

- Complete all the required fields, making sure that you enter a future effective date from the drop-down menu. At any point you can click one of the ‘Create/Save’ buttons to generate a Request ID number and to put the request in the system.

- Be sure to click the ‘Update’ button (there are also multiples of these) frequently while filling out and revising the form. This will save the current state of the form, and you can continue revising until you are satisfied with the request. **Be sure to enter your full name at the bottom of the form.** Enter any additional information in the remarks section that will aid the committee in reviewing the request. It’s also a good idea to include an **email contact** in the remarks section.

- Once you are finished, if you used the staff code to enter information, you must contact your DUS or DGS to review the request. The DUS or DGS authorize the request and then click ‘Submit to Course Committee’. At this point, the status will change from ‘Dept’ to ‘Submitted’, and you will no longer be able to make changes to the form. If further changes need to be made, contact Kim Travlos in Dean Walther’s office.
• If the course is to be cross-listed, see “Notes for Cross-listed Courses” at the end of this document.

• Once all the required authorization codes are entered, the primary department can submit the request to the Course Committee.
TO CHANGE AN EXISTING COURSE:

- Click on “Change Course” in the appropriate navigation bar (gray = undergraduate, gold = grad/adv undergrad, green = graduate) at the top of the page:

- Enter the subject from the drop-down, and the number of the course you wish to change in the ‘Catalog Number’ box and click ‘Find Course’.

- Click on the course ID number to open the change form for that course.

- The current course information will appear at the top of the page.

- Check the boxes next to the changes you are requesting. This will enable you to enter information in the relevant fields.

- Enter a future effective date.

- If the course is cross-listed, see “Notes for Cross-listed Courses” below.

- Enter any relevant remarks and your name at the bottom of the form.

- If a staff code was used to enter the change request information, contact your DUS or DGS to review and submit to the Course Committee.
DROPPING A COURSE

• Click on “Drop Course” at the top right in the gray, gold, or green navigation bar:

• Enter the number of the course you wish to drop in the “Catalog Number” box and click on “Find Course”.
• Click on the Course ID number to open the drop form for the course.
• On the form, select a future effective date.
• Indicate the reason for the drop; the request will not be approved without a specific reason being provided.
• If the course is being renumbered, check ‘Y’ and enter the new number in the box provided. (Once the drop form is completed, create an add form for the renumbered course, then submit them at the same time.)

• If the course is cross-listed, see “Additional Notes for Cross-listed Courses” below.
• Enter any pertinent remarks and your name in the space provided.
• If a staff code was used to enter the change request information, contact your DUS or DGS to review and submit to the Course Committee.

Note: When changing or dropping a course, the department can pull up a complete list of all its existing courses by simply clicking on the Find Course button, without entering a catalog number.
TO REQUEST CODING AND/OR CROSSLISTS FOR A SPECIAL TOPICS COURSE:

The Special Topics form is used to request curricular codes, cross-listings, etc., in addition to those permanently associated with the course in the bulletin. If approved, the additions will be effective for the requested semester only. To make permanent changes intended to affect all future iterations of the course, use the online Course Change Form (see above).

• Click on “Special Topics Courses” in the gray, gold, or green navigation bar at the top of the page.

• Enter the subject from the drop-down, and the number of the course you wish to change in the ‘Catalog Number’ box and click ‘Find Course’.

• Click on the course ID number to open the change form for that course.

• The current course information will appear at the top of the page.

• Check the boxes next to the actions you are requesting. This will enable you to enter information in the relevant fields.

• Select the semester and year for which the request is being made.

• Indicate whether or not the topic has been offered previously by clicking ‘Y’ or ‘N’. If ‘Y’, indicate the semester and year of the most recent iteration of the course in the boxes provided.

• If the course is cross-listed, see “Notes for Cross-listed Courses” below.

• Enter your name at the bottom of the form.

• If a staff code was used to enter the change request information, contact your DUS or DGS to review and submit to the Course Committee.
Notes for Cross-listed Courses

• Only the primary department can make changes to a cross-listed course, such as adding/removing cross-listings with other departments, revising the description, or adding/removing codes.

• When changing cross-listings, the primary department has the option of adding a new cross-listing, deleting a current cross-listing, or changing the primary cross-listing to a different department.

• When a primary department makes changes to a course, including a request to drop a course from the catalogue, approval of the cross-listed departments is required before the request can be submitted to the Courses Committee.

• The primary department will create the request, notify the cross-listed departments using the email link, and then create/save the course request. *NOTE: the email link only generates a standard email message notifying the department of the crosslist request; it does not link automatically to the recipient’s email address.*

• The email generated will automatically reference the Course Request ID # in the subject heading. The request will appear automatically on the cross-listed departments’ home page, listed under the primary subject and catalog number.

• Cross-listed departments will enter their authorization code (DUS code for 0-499 level, both DUS and DGS codes for 500-699 level and only DGS code for 700+ level courses); they should NOT make any other changes to the form, nor should they create a new form for the course. (If they wish to request a change, they should contact the initiating department directly, by e-mail or telephone.) They will then notify the primary department that they have signed off on the form, and click ‘UPDATE’.