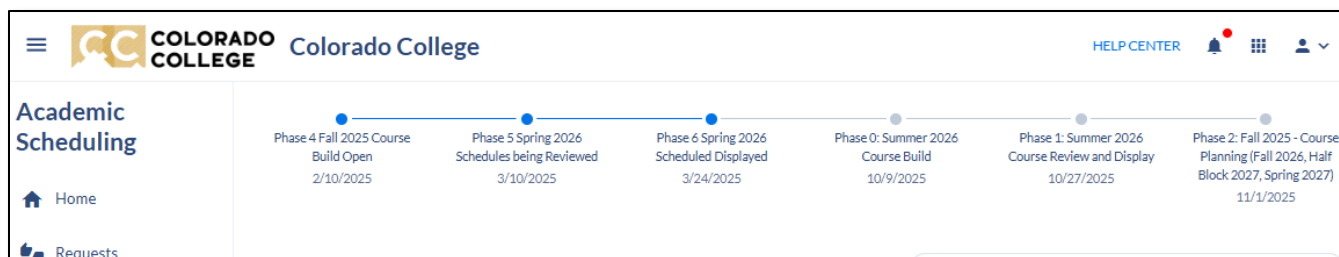




Course Build – Schedule & Resources

Summer Build is available Oct 9 in Coursedog to schedule your Summer 2026 course offerings! This build period will take place between **October 9-24th** followed by a proofing week which will conclude ahead of the opening of Spring Preregistration. Students can review course offerings for the summer and prepare for the opening of live registration for the summer term in the second week of Block 4 after Preregistration concludes and Add/Drop opens for changes to Spring and registration for Summer.

Below, please find the Phases and dates for Summer Course Build to be aware of. This will show you what is happening during those Phases, and you should see them now on the TimeLine on your homepage in Scheduling Management in Coursedog:



Stage 0– Summer (2026)Course Build | October 9-24, 2025

- Departments are given Approved Courses by DOF to build
- Proof and Make corrections
- Work with Allen Bersche Global Programs to propose Off Campus (by Oct 3 in Summit)

Stage 1 – Summer Course Review and Display | October 27-30, 2025

- Christine will Proof, Pull Reports for Fees, Descriptions
- Additional Information to be added

****Please note:** To help those of you that are new and with the Summer Course Build process, please find updates/changes in the following pages. Detailed Step-by-Step instructions are also available on the Registrar's Office website: [Faculty Resources](#) > [Coursedog Training Materials](#)



Course Build – Updates & Changes

1. Course Long Title

Your Approved Course Long Title should show here. If a topics course, then you can add your Subtitle. When you do a “Request” you can add a longer title of up to 90 Characters. Please do not remove the Approved title to add your own.

A screenshot of a web form for 'Course Long Title'. The title is 'Topics in Comparative Literature:'. The input field has a blue border. Above the field, it says '0 characters (30 allowed)'. Below the field, it says '35 characters (100 allowed)'. A red warning icon and text 'DO NOT change name if you have not gotten new name approved' are visible to the right of the input field.

2. Enrollment Settings Capacity

*The Enrollment Capacity will no longer Default to a Limit of 25. You will now be required to fill in the Approved Enrollment Capacity for your courses. Please only put in the **approved limit**, not the limit you are wanting to teach.


A screenshot of the 'Enrollment Settings' form. On the left, a blue sidebar contains the text: 'Enrollment Settings will no longer show a limit, so you will need to know the approved limit for your courses in and add it here Under Enrollment Capacity'. The main form area has a title 'Enrollment Settings' with a blue icon. Below it, there are two sections: 'Enrollment Capacity' with a red 'required' label and a question mark icon, and 'Actual Enrollment (View Only)' with a question mark icon. The 'Enrollment Capacity' section has a text input field with the placeholder 'Please enter the COI-approved enrollment capaci'. The 'Actual Enrollment' section shows a dash '-'. At the bottom, the number '9' is displayed, and the text 'Edited: 10/2024' is on the right.



Course Build – Updates & Changes (cont'd)

3. Credit Hours

Please make sure to enter the credits for all courses in the fields required, if it is not showing any. There must be a Credit Amount in every box listed under Credit Hours (on the right side); even if there is not a range there still needs to be a credit amount entered there. If there is a credit range as shown below, it is even more important to fill in this area, as it is up to the department to let us know how much credit they are offering the course for. If you could pay close attention to this as it is important for the display of the course and registrations of the students to ensure they are receiving credit/and or the correct credit amount.

 Credit Hours

Credit Hours (fixed, or minimum) ⓘ	Credit Hours Operator ⓘ	Credit Hours (maximum) ⓘ	Credit Hours ⓘ (only use to set a fixed number of credits on a va ⓘ
0.5	TO	2	
Lecture Hours (fixed, or minimum) ⓘ	Lecture Hours Operator ⓘ	Lecture Hours (maximum) ⓘ	Lecture Hours ⓘ
—	—	—	
Lab Hours (fixed, or minimum) ⓘ	Lab Hours Operator ⓘ	Lab Hours (maximum) ⓘ	Lab Hours ⓘ
—	—	—	
Billing Hours (fixed, or minimum) ⓘ	Billing Hours Operator ⓘ	Billing Hours (maximum) ⓘ	Billing Hours ⓘ
0.5	TO	2	
Other Hours (fixed, or minimum) ⓘ	Other Hours Operator ⓘ	Other Hours (maximum) ⓘ	Other Hours ⓘ
—	—	—	
Contact Hours (fixed, or minimum) ⓘ	Contact Hours Operator ⓘ	Contact Hours (maximum) ⓘ	Contact Hours ⓘ
0.5	TO	2	



Course Build – Updates & Changes (cont'd)

4. Relationships (Cross-Listings)

The Relationship function is working. There are some issues on the way things work and since we have not had training on this, there will be just a little change on how we process relationships.

**** As a Reminder:** The Parent Department should be the one to put in the Request for the parent course to Cross List the course with the other departments. The required cross list question is a custom question that just lets me know you are wanting to cross list the course and with which department; there is no functionality to it.

- a. This process functions sort of like an order of operation and requires you to do the steps in a specific order for it to work properly.
- b. Build all sections of the courses to be cross listed first.

b1. Once all the sections are built, make sure that the CRN# and Courses ID# are in all the sections:

28212	TH200 HH12	Topics in Theatre: Welcome Back Stage: Stage Management	h	01/05-01/15	09:00AM	0.50	Department	25	0	1	24	0	TBA	CC
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Do you have a cross-list for this course? **required** ?

If "Yes" to the cross-list, please enter in the course ID(s) WITH CRNs below: ?

CRN# 28213 DA 200HH11

28213	DA200 HH11	Topics in Dance: Welcome Back Stage: Stage Management	h	01/05-01/15	09:00AM	0.50	Department	25	0	1	24	0	TBA	CC
-------	------------	---	---	-------------	---------	------	------------	----	---	---	----	---	-----	----

Do you have a cross-list for this course? **required** ?

If "Yes" to the cross-list, please enter in the course ID(s) WITH CRNs below: ?

CRN#28212 TH200 HH11



Course Build – Updates & Changes (cont'd)

b2. Request

The Parent course is CRN#28212 TH200 HH12

Requests from the Parent Department – Section Change, Edit Section, Submit

(see example below of info to include)

The screenshot shows the 'New Request' form for a 'Section Change'. The form is part of the 'Academic Scheduling' system. It includes a sidebar with navigation links: Home, Requests, Section Dashboard, Instructors, Preference Forms, Reports, Relationships, Rooms, Buildings, Rollovers, Optimizer, Rules, and Settings. The main content area is titled 'New Request » Section Change' and contains the following fields:

- Term:** Spring 2026
- Type of change:** Edit Section
- Select a course:** TH200 Topics in Theatre:
- Which section?:** HH1
- Reason for request:** Need to Cross list CRN#28212 Th200/HH1/CRN#28213 DA200 HH11
- Buttons:** START OVER, SUBMIT REQUEST

Below the form, there is a section titled 'Current Section Information' which states: 'This is the section information as it currently stands. Any changes you make will be incorporated into your section change request. After making your changes, you may submit the request for approval.' A green message box indicates: 'This section was successfully synced with the SIS on 9/9/2025 at 01:12 PM.' Below this, there is a 'General Information' section with a question: 'Is this request payroll impacting?' with 'YES' and 'NO' buttons. The CRN is listed as 28212.

b3. Final result on our end

Relationship 8B

Cross Listed Sections - Same Time
Same Day Same Room

EN373 (Adv Studies in Postcolonial) - 551

CO300 (Topics in Comparative Lit) - 552

28213	DA200 HH11	Topics in Dance: Welcome Back Stage: Stage Management (also listed as TH200 HH12)	h	01/05-01/15	09:00AM	0.50	Department	25	0	0	25	0	TBA	CC
28212	TH200 HH12	Topics in Theatre: Welcome Back Stage: Stage Management (also listed as DA200 HH11)	h	01/05-01/15	09:00AM	0.50	Department	25	0	0	25	0	TBA	CC