



Course Build – Schedule & Resources

Course Build for the 2026-27 Academic Year is set to open January 19, 2026. This build period will take place between January 19 – March 6th, followed by adding additional information, changes and proofing by our office ahead of the opening of Spring Preregistration. Students can review course offerings for the next academic year 2026-27 and prepare for the opening of live registration the third week of block 7 after Preregistration concludes and Add/Drop opens for changes to Fall2026.

Below, please find the Phases and dates for the AY2026-27 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.



****Please note:** To help those of you that are new and with the AY2026-27 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

***Please Note:**

When the Build Program is open, you will Build in the Section Dashboard. Any changes or corrections you have will be done in the Section Dashboard. Once the window for Build closes, and after the course has been proofed and displayed in the Schedule, you will use “Requests” Either “Rule Exception” or “Section Change”.

1. Course Long Title

Your Approved Course Long Title should show here. If a topics course, then you can add your Subtitle. You can add a longer title of up to 90 Characters. Please do not remove the Approved title to add your own. If the title is longer than the 90 Characters, please put the complete title in the “Notes” box. I will try to add it, but please note that it still may not fit.

The screenshot shows a form for 'Course Long Title'. The input field contains the text 'Topics in Comparative Literature:'. To the right of the input field, there is a red warning icon and the text 'DO NOT change name if you have not gotten new name approved'. Above the input field, it says '0 characters (30 allowed)'. Below the input field, it says '35 characters (100 allowed)'.



2. Meeting Patterns

*The Meeting Patterns need must be entered here. Please do not enter TBA. This is causing problems when trying to assign open rooms. If a course is a regular block course, please use 9am-Noon, Prime Time. If you know it will be afternoon course, then use the 1-3pm Prime Time. For Adjunct courses there are already a number of options to choose from, or you can make your own custom time, but Please do not leave blank. Regardless of what time you choose, it can always be changed later with a request. *Also, if you have regular class times and then a Lab time, I suggest only using the class time. When there are multiple times listed it seems to show up twice when requesting rooms and in the schedule.

Choose your Meeting Pattern (i.e., course times). There are standard meeting times available to select such as 9-12pm, 1-3pm, 3:30-5 for adjuncts, etc.

Meeting Patterns & Rooms

DAYS	START	END	ROOM	START DATE	END DATE
+ MEETING PATTERN					

SET DETAILS

3. 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 want to teach.

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

Enrollment Settings

Enrollment Capacity **required**

Please enter the COI-approved enrollment capaci

Actual Enrollment (View Only)

9

Edited: 10/2024



Course Build – Updates & Changes (cont'd)

4. Credit Hours

Please make sure to enter the credits for all courses in the fields required, if it does not show 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 field, 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)

5. 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 minor 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 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.
 - *As requested, the cross-listed course can now be built by either the Parent Department or the department in which you are cross-listing. However, please be sure to communicate between the departments so you know who will be building the section and so we do not end up with duplicate courses/sections.
- b1.** Once all the sections are built, make sure that the CRN# and Courses ID# are in all the sections:
- b2.** Using Requests - The Parent course (CRN#28212 TH200 HH12) will be the one to submit the "Request" to have the courses cross-listed.



Course Build – Updates & Changes (cont'd)

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

(see example below of info to include)

Academic Scheduling

Home

Requests

Section Dashboard

Instructors

Preference Forms

Reports

Relationships

Rooms

Buildings

Rollovers

Optimizer

Rules

Settings

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

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

START OVER

SUBMIT REQUEST

Changes requested

The changes you request below will show up here.

Current Section Information

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.

This section was successfully synced with the SIS on 9/9/2025 at 01:12 PM.

General Information

Is this request payroll impacting?

YES NO

CRN

28212

b3. End Result of how it shows in Coursedog on the course section.

Relationships

Cross Listed Sections

Relationship 1M

DA200 (Topics in Dance) - HH11

CROSS LISTED SECTIONS

Linked Sections

LINKED SECTIONS

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



Course Build – Updates & Changes (cont'd)

6. Waitlists

Please do not change the Waitlist to 0 or anything else here. The waitlist needs to stay at 999 for the system to function properly. Only if we are working with the departments or chairs will that be changed, and Only by the Registrar's Office.

Waitlist Capacity ?	Actual Waitlist (View Only) ?
<input type="text" value="999"/>	—

7. Additional Information and Guidance

*DISREGARD the **Additional Information and Guidance** area. If you alter any of this information, then your course will not sync with Banner properly and professors will receive an error when trying to submit grades!

***PLEASE DO NOT MAKE ANY CHANGES TO THIS SECTION**

Additional Information and Guidance

Gradable ?

YES	NO
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Schedule Print ?

YES	NO
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Tuition Waiver ?

YES	NO
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Voice Response and Self-Service Available ?

YES	NO
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