



## 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 6<sup>th</sup>, 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 field for "Course Long Title" with a placeholder "Topics in Comparative Literature: |". To the right of the input field, there is a note: "DO NOT change name if you have not gotten new name approved". Below the input field, a note says "0 characters (30 allowed)". At the bottom right, it says "25 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 PATTERN

## 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 Capacity required

Please enter the COI-approved enrollment capacity

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) <small>?</small>	Credit Hours Operator <small>?</small>	Credit Hours (maximum) <small>?</small>	Credit Hours <small>?</small> <small>(only use to set a fixed number of credits on a va</small>
0.5	TO	2	<input type="text"/>
Lecture Hours (fixed, or minimum) <small>?</small>	Lecture Hours Operator <small>?</small>	Lecture Hours (maximum) <small>?</small>	<input type="text"/>
–	–	–	<input type="text"/>
Lab Hours (fixed, or minimum) <small>?</small>	Lab Hours Operator <small>?</small>	Lab Hours (maximum) <small>?</small>	<input type="text"/>
–	–	–	<input type="text"/>
Billing Hours (fixed, or minimum) <small>?</small>	Billing Hours Operator <small>?</small>	Billing Hours (maximum) <small>?</small>	<input type="text"/>
0.5	TO	2	<input type="text"/>
Other Hours (fixed, or minimum) <small>?</small>	Other Hours Operator <small>?</small>	Other Hours (maximum) <small>?</small>	<input type="text"/>
–	–	–	<input type="text"/>
Contact Hours (fixed, or minimum) <small>?</small>	Contact Hours Operator <small>?</small>	Contact Hours (maximum) <small>?</small>	<input type="text"/>
0.5	TO	2	<input type="text"/>



## 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)

The screenshot shows the 'New Request » Section Change' page. On the left is a sidebar with 'Academic Scheduling' and various links: Home, Requests, Section Dashboard, Instructors, Preference Forms, Reports, Relationships, Rooms, Buildings, Rollovers, Optimizer, Rules, and Settings. The main area has a heading 'New Request » Section Change' and a sub-heading '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.' It includes fields for 'Term' (Spring 2026), 'Type of change' (Edit Section), 'Select a course' (TH200 Topics in Theatre), 'Which section?' (HH1), and 'Reason for request' (Need to Cross list CRN#28212 Th200/HH1|CRN#28213 DA200 HH11). Buttons for 'START OVER' and 'SUBMIT REQUEST' are at the bottom. A 'Changes requested' section on the right says 'The changes you request below will show up here.' Below this is a 'Current Section Information' section with a note: '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.' It shows a success message: 'This section was successfully synced with the SIS on 9/9/2025 at 01:12 PM.' Under 'General Information', it asks 'Is this request payroll impacting?' with 'NO' selected. A 'CRN' field shows '28212'.

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

The screenshot shows the 'Relationships' page. It has sections for 'Cross Listed Sections' (Relationship 1M: DA200 (Topics in Dance) - HH1) and 'Linked Sections' (+ LINKED SECTIONS). Below is a '+ CROSS LISTED SECTIONS' button. A table lists course sections:

Section ID	Section Name	Description	Start Date	End Date	Time	Credit Hours	Department	Units	Term	Section	CRN		
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	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	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	Tuition Waiver
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Schedule Print	Voice Response and Self-Service Available
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO