

# The Lifecycle of a Course (Catalog vs Schedule)

The Office of Enrollment Services  
February 2017

# Agenda

- Catalog vs. Schedule
- Course Creation
- Class Scheduling
- Changes to Courses

# Catalog vs. Schedule

The background features a dark blue gradient on the left, transitioning into a series of curved, glowing blue lines on the right. These lines form a tunnel-like structure that leads towards a bright, glowing light source at the top right. A grid of fine lines is visible within the curved structure, suggesting a digital or data-related theme.

# Catalog vs. Schedule

**What are some differences between the course catalog and the schedule of classes?**



# Catalog vs. Schedule

- **What is the difference between the CATALOG and the SCHEDULE?**
  - Catalog: The full accounting of courses offered by the university. Includes courses that are not currently being offered but which have been offered in the past and may be offered in the future.
  - Schedule: An accounting of the specific courses being offered in a specific semester. Will not include every course in the catalog, as not all courses are offered every semester.

Fun fact: CUA has almost 11,000 active courses in its catalog!

# Catalog vs. Schedule

- **What is the difference between the CATALOG and the SCHEDULE?**
  - Catalog: Most attributes of a course are set at the catalog level and can not be changed in the schedule, such as: title, course number, grading basis, credit value, component type(s), and requisites. These attributes will remain the same every time the course is scheduled unless the department requests a change to the catalog.
  - Schedule: Certain attributes of a course may be edited/changed each time a course is scheduled, such as: session, meeting day(s), meeting time(s), classroom assignment, class cap, waitlist cap (if used), consent requirements, instructor(s), and reserve caps (if used).

# Catalog vs. Schedule

- **What is the difference between the CATALOG and the SCHEDULE?**
  - A course must exist and be active in the catalog before it can be scheduled in any particular semester.
  - The way a course is set up in the catalog will control the way the course should be scheduled.
    - If a course has multiple components in the catalog (ex, lecture + lab; lecture + discussion; lecture + screening), it **MUST** have multiple components scheduled. If only one component is scheduled, students will not be able to enroll.
    - Conversely, if a course has a single component in the catalog, multiple components can not be scheduled. Scheduling multiple lecture sections will not serve the purpose of requiring a student to enroll in multiple sections.

# Catalog vs. Schedule

**Where would one access the course catalog?**

**Where would one access the schedule of classes?**



# Catalog vs. Schedule

- **Where is the CATALOG accessed?**

- The catalog is accessible in Cardinal Station and can be viewed two ways.
  - Staff view: Curriculum Management > Course Catalog > Course Catalog
  - Student view: Class Search/Browse Catalog > Browse Course Catalog
    - Students can also access the catalog via the Academics section of their Student Center
- Staff can access BOTH the staff and student view of the catalog.
  - Staff view provides more information, including the history of how the course was set-up.
  - Student view can be helpful to use when assisting students, as it ensures you are seeing exactly what the student sees.

# Catalog vs. Schedule

- **Where is the CATALOG accessed?**

- Staff view:

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search Criteria**

Academic Institution: [v] CRDNL [magnifying glass]

Subject Area: [v] [magnifying glass]

Catalog Nbr: begins with [ ]

Campus: begins with [ ] [magnifying glass]

Course ID: begins with [ ]

Description: begins with [ ]

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search [magnifying glass] Save Search Criteria

Find an Existing Value | Add a New Value

Search by subject code to see a listing of all courses in the subject or by subject code + catalog number to see an individual course.

Search results will include ALL courses, including those which are inactive or have been renumbered or renamed.

# Catalog vs. Schedule

- **Where is the CATALOG accessed?**

- Student view:

The screenshot displays the 'Browse Course Catalog' interface. At the top, there is a navigation bar with 'Class Search / Browse Catalog' and 'Browse Course Catalog'. Below this, there are tabs for 'Search', 'Plan', and 'My Academics'. The 'Search' tab is active, showing a search bar and a 'search for classes' button. The 'Browse Course Catalog' section is titled 'Course List' and features a grid of subject codes (A-Z, 0-9) for filtering. Below the grid are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. The page lists several courses, including 'ACCT - Accounting', 'ANTH - Anthropology', and 'ARAB - Arabic'.

Search catalog by first selecting the first letter of the subject code and then selecting the subject code.

Search results will include only active courses and will only display current names/numbers.

# Catalog vs. Schedule

- **Where is the SCHEDULE accessed?**

- The schedule is accessible in Cardinal Station and can be viewed two ways.
  - Staff view: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes
  - Student view: Class Search/Browse Catalog > Class Search
    - Students can also access the schedule via the Academics section of their Student Center
- Staff can access BOTH the staff and student view of the schedule.
  - Staff view provides more information, displaying cancelled and hidden sections, reserve caps (if used), and room caps.
  - Student view can be helpful to use when assisting students, as it ensures you are seeing exactly what the student sees.

# Catalog vs. Schedule

- Where is the **SCHEDULE** accessed?

- Staff view:

Navigation: Favorites | Main Menu | Curriculum Management | Schedule of Classes | Maintain Schedule of Classes

THE CATHOLIC UNIVERSITY of AMERICA Cardinal Students

### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Academic Institution: =  🔍

Term: =  🔍

Subject Area: =  🔍

Catalog Nbr: begins with

Academic Career: =

Campus: begins with  🔍

Description: begins with

Course ID: begins with  🔍

Course Offering Nbr: =  🔍

Academic Organization: begins with

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search by term and subject code to see a listing of all courses in the subject being offered in that term. Or, search by term + subject code + catalog number to see an individual course offering in that term.

Search results will include ALL courses scheduled for the specified term, even those that are full, cancelled, or hidden from student view.



# Catalog vs. Schedule

- **Where is the SCHEDULE accessed?**

- Student view:

The screenshot shows the 'Class Search' page for Cardinal Students at The Catholic University of America. The breadcrumb trail is 'Favorites > Main Menu > Class Search / Browse Catalog > Class Search'. The page has a red header with the university logo and 'Cardinal Students'. Below the header are three tabs: 'Search', 'Plan', and 'My Academics'. Under 'Search' is a button 'search for classes'. Under 'Plan' is a button 'browse course catalog'. The main section is titled 'Search for Classes' and 'Enter Search Criteria'. It includes a 'go to ...' dropdown, a 'Search for Classes' section with dropdowns for 'Institution' (The Catholic Univ of America) and 'Term' (Spring 2017), and a 'Class Search' section with dropdowns for 'Subject', 'Course Number' (is exactly), and 'Level'. There are checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). At the bottom are 'CLEAR' and 'SEARCH' buttons.

By default, search results are limited to sections with seats still open, but un-checking this box will enable closed sections to display.

Search by term and subject to see a listing of all courses in the subject being offered in that term. Or, search by term + subject + catalog number to see all sections of an individual course offering in that term.

Search results will NOT include sections that have been cancelled or which are hidden from student view.

# Catalog vs. Schedule

- Where is the SCHEDULE accessed?

- Student view:

The screenshot shows the 'Class Search / Browse Catalog' page for The Catholic University of America. The main search area includes fields for Institution (The Catholic Univ of America) and Term (Spring 2017). Below these are search criteria for Subject, Course Number (set to 'is exactly'), and Course Career. There are checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only'. An 'Additional Search Criteria' section is expanded, showing options for Meeting Start Time (greater than or equal to), Meeting End Time (less than or equal to), Days of Week (include only these days), and checkboxes for days of the week (Mon, Tues, Wed, Thurs, Fri, Sat, Sun). Other criteria include Instructor Last Name (begins with), Class Nbr, Course Keyword, Minimum Units (greater than or equal to), Maximum Units (less than or equal to), Course Component, Session, Mode of Instruction, Campus, and Location. A 'SEARCH' button is visible at the bottom right.

FYI: Selecting the Additional Search Criteria option enables search results to be filtered by many additional criteria.

# Course Creation

The background features a dark blue gradient on the left, transitioning into a series of curved, glowing blue lines on the right. These lines form a tunnel-like structure that leads towards a bright, glowing light source at the top right. A grid pattern is visible on the inner surfaces of the tunnel, suggesting a digital or architectural theme.

# Course Creation

**How is a course created?**

**What should a department do when they are thinking of offering a new course?**

# Course Creation

Remember, a course must exist and be active in the catalog before it can be scheduled in any particular semester.

- **How is a course created?**

- Departments thinking of offering a new course should search the *staff* view of the Course Catalog to see if the course (or a similar one) already exists.
  - Remember, the *student* view of the catalog will only show currently active courses – you must search the *staff* view to ensure you are searching *everything*.
    - Staff view navigation: Curriculum Management > Course Catalog > Course Catalog
  - Best to search two ways (see next slide for screenshot) but search each way separately (i.e., one search by number and one search by title):
    - By desired course number, via the Catalog Nbr field
    - By desired title, via the Description field
      - Remember that titles may have been abbreviated various ways. It's best to search using just the first word (or partial word) of the title (e.g., "Intro" instead of "Introduction").
      - You may also want to search using the "contains" delimiter instead of the default "begins with" so you can search a key word *within* the desired title.



# Course Creation

**Course Catalog**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Academic Institution: [= ▼]  🔍

Subject Area: [= ▼]  🔍

Catalog Nbr: [begins with ▼]

Campus: [begins with ▼]  🔍

Course ID: [begins with ▼]

Description: [begins with ▼]

Include History  Correct History  Case Sensitive

Limit the number of results to (up to 300):

🔍

Search #1: Enter the subject code + desired catalog number.

Search #2: Enter the subject code + desired title (or, better yet, just the first word of the desired title).

Course ID: [begins with ▼]

Description: [begins with ▼]

Include History

Limit the number of results to (up to 300):

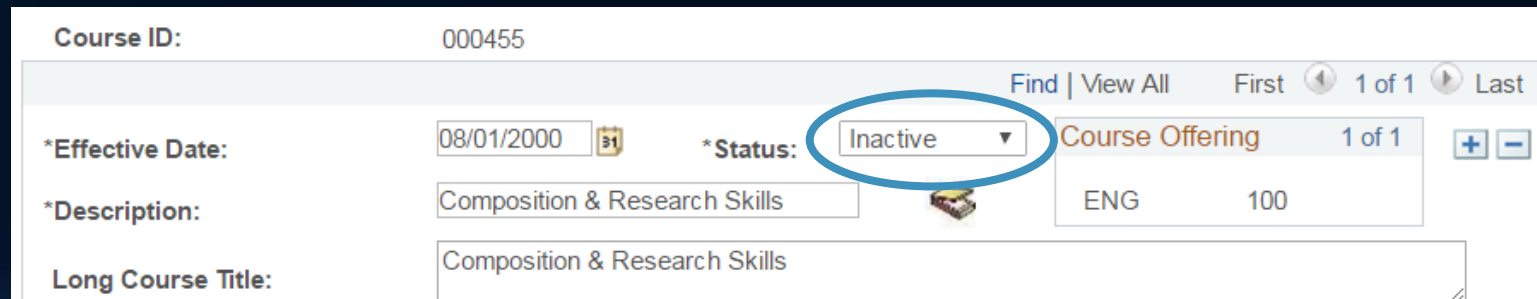
Find an Existing Value | Add a New Value

You may want to change "begins with" to "contains" to search a key word *within* the desired title.

# Course Creation

- **How is a course created?**

- If the search uncovers that the course (or a very similar one) already exists, submit a request to [cua-classes@cua.edu](mailto:cua-classes@cua.edu) to have us edit the existing course to match your new needs (i.e., tweak the title, change credit value, grading basis, etc.).
- If the course does not need to be edited but is currently listed as Inactive you will need to email [cua-classes@cua.edu](mailto:cua-classes@cua.edu) to change the status to Active. Course Status is located just above the title on the Basic Data tab of the staff view of the Course Catalog



The screenshot shows the staff view of a course in the Course Catalog. The Course ID is 000455. The status is set to 'Inactive', which is circled in blue. The description is 'Composition & Research Skills'. The course offering is listed as 'ENG 100'.

Course ID:	000455				
*Effective Date:	08/01/2000	*Status:	Inactive	Course Offering	1 of 1
*Description:	Composition & Research Skills			ENG	100
Long Course Title:	Composition & Research Skills				

- If the search does not uncover an existing course, complete the online New Course Request form at <http://enrollmentservices.cua.edu/facultystaffinfo/new-course-request-form.cfm>

# Course Creation: New Course Request Form

**What are some of the questions asked on the  
New Course Request Form?**

# Course Creation: New Course Request Form

## New Course Request

Use this form only to request a new course that does not already exist in Cardinal Station.

To make changes to an existing course, email [spinato@cua.edu](mailto:spinato@cua.edu).

Requester Name:

Requester Email:

Requester Extension:

Department:

Course Short Title:

Course Title:

Subject Area:

Catalog Number:

Credit Units:

Grading Basis:

Department Add Consent:

Yes

No

Academic Career:

When Course is Typically Offered:

Course Component #1 (Graded Component):

Default Section Size:

Does this course have a final exam?

Academic Career:

When Course is Typically Offered:

Course Component #1 (Graded Component):

Default Section Size:

Does this course have a final exam?

If this course is equivalent to any other existing courses, list them here:

Does this course have multiple components?

Yes

No

Should students who repeat this course earn credit each time?

Yes

No

List any enrollment requisites for this course here:

Is a classroom needed for this course?

Notes:

Submit

# Course Creation: New Course Request Form

- Requester Name/Email/Extension/Department: This is for the person submitting the form (this is the person who will get follow-up emails)
- Course Short Title: Title that will appear in search results. Field is limited to 30 characters.
- Course Title: Formal title of course. Field is limited to 200 characters.
- Subject Area: 3 or 4 letter department subject code for the course.

Note: If course title is 30 characters or less you should use the same title for both the Course Short Title and Course Title fields. You only need to abbreviate the title if it is too long for the Course Short Title field.



# Course Creation: New Course Request Form

- Catalog Number: 3 digit number for the course (but can have up to 7 additional characters, typically letters – i.e., ENG 698A, FREN 150DTR, XCIE 500S-6).
  - Number designates level of the course.
    - 0-99: Generally used for high school/workshop courses
    - 100-499: Undergraduate courses
    - 500-699: Masters-level Graduate courses
    - 700-999: Doctoral-level Graduate courses
  - Some numbers are reserved for specific types of courses.
    - 492/592/692/792/892/992: Directed Readings
    - 493/593/693/793/893/993: Directed Research
    - 494/594/694/794/894/994: Independent Study
    - 495/595/695/795/895/995: Internship
    - 496/596/696/796/896/996: Thesis/Dissertation Guidance
    - 498/598/698/798/898/998: Comprehensive Exam

Before you submit your request, look at the catalog to ensure the catalog number isn't already in use!

# Course Creation: New Course Request Form

- Credit Units: Academic credit value of course.

- Must adhere to university policy:

*“A **credit hour**...approximates not less than either:*

*One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or the equivalent amount of work over a different amount of time; or*

*At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”*

- Zero academic credit courses are not permitted except in cases where the course simply acts as a placeholder for enrollment (i.e., comps, study abroad placeholders, etc.).

# Course Creation: New Course Request Form

- Grading Basis: Basis by which grades will be issued.
  - CEU – Continuing Education Units (used only by Metro)
  - Graded – student receives letter grade
    - Undergraduate courses: A, A-, B+, B, B-, C+, C, C-, D, F, F\*
    - Graduate courses: A, A-, B+, B, B-, C, F, F\*
  - Pass or No Grade – student receives P or NG grade
  - Pass or Fail – student receives P, F, or F\* grade

Note: Only the most commonly used grading bases are options on the New Course Request.  
If you believe another basis is appropriate,  
describe your needs in the Notes field at the bottom of the form.

# Course Creation: New Course Request Form

- Department Add Consent: Default catalog value for whether department consent is required for enrollment
  - This value *can* be edited in the semester schedule!
    - Departments can actually change this value in the schedule *at any time*

# Course Creation: New Course Request Form

- Academic Career: Default academic career permitted to enroll in course
  - Available values:
    - Undergraduate – standard career for courses 100-499
    - Graduate – standard career for courses 500-999
    - Non-Credit – used for non-credit courses/workshops which are not open to “regular” CUA students; rarely used
    - Credit Non-Affiliated - used for for-credit courses/workshops which are not open to “regular” CUA students; rarely used
  - Academic dean’s offices can grant permission for enrollment outside of the career (via the *Career Restriction* class permission)



# Course Creation: New Course Request Form

- When Course is Typically Offered: Info will display to students when the Academic Advisement module in Cardinal Station is rolled out to students
  - Target rollout term is currently Fall 2018
  - This value does NOT limit when the course can be scheduled -- it is informational only and is designed to help students plan how they will meet degree requirements
  - Options include:
    - Fall Only
    - Spring Only
    - Summer Only
    - Fall, Spring, Summer
    - Fall & Spring
    - Fall & Summer
    - Spring & Summer
    - Fall in Even Years
    - Fall in Odd Years
    - Spring in Even Years
    - Spring in Odd Years

# Course Creation: New Course Request Form

- Course Component #1 (Graded Component): Identifies the meeting type of the course.
  - Options include:
    - Abroad Trip
    - Blended (Online & In Person)
    - Clinical
    - Colloquia
    - Comprehensive Exam
    - Continuance
    - Directed Reading
    - Directed Study
    - Discussion
    - Dissertation Guidance
    - Dissertation Research
    - Field Studies
    - Independent Study
    - Internship
    - Laboratory
    - Lecture
    - Online
    - Practicum
    - Private Instruction
    - Recital
    - Rehearsal
    - Research
    - Screening
    - Seminar
    - Studio
    - Supervision
    - Thesis Research
    - Tutorial
    - Workshop

A guide to course component definitions is being developed with the vice-provosts and should be available soon

# Course Creation: New Course Request Form

- Default Section Size: Default enrollment cap assigned to the course when it is added to a semester schedule *from scratch*.
  - When classes are rolled the cap assigned will be the historical average of enrollment
  - This value can be changed in the semester schedule

# Course Creation: New Course Request Form

- Does this course have an in-person final exam?: Default catalog value for whether course has an in-person final exam.
  - Controls whether a final exam day/time and classroom is assigned.
  - This value can be changed for an individual semester by emailing [cua-classes@cua.edu](mailto:cua-classes@cua.edu).

# Course Creation: New Course Request Form

- If this course is equivalent to any other courses, list them here: List any other courses which cover identical content to this course. Equivalent courses would include:
  - Undergraduate and Graduate versions of the same course which are taught together (i.e., bound together in the schedule)
  - Courses taught in different departments which are taught together (i.e., bound together in the schedule)
  - Any other course where there is significant overlap in the material such that:
    - a student should not be able to earn credit for both courses
    - a grade of D or F in one of the courses should be eligible to be replaced in the GPA by a grade subsequently earned in the other course

Note: It is extremely important that equivalent courses are identified as such in the catalog. If not, repeat for credit rules and the academic advisement module will not work properly.



# Course Creation: New Course Request Form

- Does this course have multiple components: Enables creation of an additional component
  - All catalog components must be scheduled every semester the course is offered
    - If sections aren't scheduled for every catalog component students will not be able to enroll
- Course Component #2: Identifies the meeting type of the second component
  - Same options are available as for Course Component #1

# Course Creation: New Course Request Form

- Is component #2 required or optional?: Controls whether students must enroll in the second component
  - If the second component is required (and most are), student will be prompted to select a section for this component when enrolling in the first component section
    - e.g., if a lecture course has a required lab component, student will be prompted to select a lab section once they select their lecture section; students will NOT be able to enroll without enrolling in both components
  - If the second component is optional (very few classes are set up this way), students will be presented with the sections for this component but will not be required to enroll in one
    - e.g., if a lecture course has an optional discussion component, student will see discussion sections when they select their lecture section; students will be able to enroll in lecture section regardless of whether they choose to enroll in discussion section

# Course Creation: New Course Request Form

- Is component #2 a graded component?: Controls whether this component is graded
  - Typically only the primary component is graded
- Component #2 default Section Size: Default enrollment cap assigned to the component when it is added to a semester schedule from scratch.
  - Rolled classes will roll with a historical average cap
  - This value can be changed in the semester schedule

# Course Creation: New Course Request Form

- Should students who repeat this course earn credit each time?:  
Controls whether students can earn credit multiple times for the course
  - This is not the same as enabling a student who earned a D or an F to retake the course and have the new grade replace the original in their GPA; in these cases students only earn credit once (and only if both grades weren't F)
    - This rule automatically applies to all courses – it is not set in the catalog
  - Allowing credit multiple times should be limited to “special” courses where the content is completely different each semester, such as:
    - Directed Readings
    - Directed Research
    - Independent Study
    - Internship
    - Special Topics

# Course Creation: New Course Request Form

- List any enrollment requisites for this course here: Controls who is able to enroll in the course.
  - Requisites can be:
    - Prerequisites – must have previously taken a specific course(s) and/or student must match specific criteria (major, minor, GPA, class year, in honors program, etc.)
    - Co-requisites – must concurrently enroll in another course(s)
    - Anti-requisites – must not have already taken a specific course(s)
      - This option is not used frequently but may be helpful if you offer two courses that aren't quite identical but have enough overlapping content that you don't want a student to earn credit for both
    - Any combination of the above
    - In general, if something is tracked in Cardinal Station a requisite can be set up to require it



# Course Creation: New Course Request Form

- List any enrollment requisites for this course here: Controls who is able to enroll in the course.
  - Be as SPECIFIC AS POSSIBLE when entering requisite information
    - Use “and” and “or” to distinguish between courses
      - e.g., FREN 101, 102, 105 – is that FREN 101 & 102 & 105, FREN 101 or 102 or 105, etc.?
    - Do not ask for “or equivalent” or “or similar” – be specific as to WHAT courses are equivalent/similar, as the system can not make these judgments for you
  - Remember: catalog requisites can be overridden on a student-by-student basis by granting the “requisites not met” course permission (managed by the department)
  - Note: Entering a reference to a requirement in the catalog description DOES NOT create a requisite that can be enforced by the system
    - Catalog requisites can ONLY be set by Enrollment Services, as they need to be CODED behind the scenes so that the system can enforce them

# Course Creation: New Course Request Form

- Is a classroom needed for this course?: Controls whether Enrollment Services will attempt to assign a space to the course when it is scheduled
- If a specific classroom type is a pedagogical requirement for the course material, explain here: Only classroom characteristics which are *pedagogically necessary* will be assigned at the catalog level; requestor must provide a detailed explanation if they wish classroom needs to be considered at this point
  - Classroom preferences can still be requested when the course is scheduled
  - Note: A digital presentation room is not a pedagogical requirement for the vast majority of courses

# Course Creation: New Course Request Form

- Notes

- Include anything you think would be helpful for Enrollment Services to know when creating the course.
- Do not include notes about scheduling (i.e., room locations, meeting patterns, etc.) Those notes should be included on your Course Schedule Request.

# Course Creation

- Once a course is created, a unique six digit course ID is assigned which will be emailed to the course requestor.
  - The six digit course ID will *never* change.
    - If the course is renamed, the six digit course ID will not change.
    - If the course is renumbered, the six digit course ID will not change.
    - If the subject code is changed, the six digit course ID will not change.
  - The six digit course ID is what controls repeat rules, the academic advising module, and requisites.
    - Even if a course is renamed, renumbered, or has a subject code change, the system still knows what to do with it because it's looking at the six digit course ID.

Think of the six digit course ID as representing the CONTENT of the course.

# Course Creation

Think of the six digit course ID as representing the CONTENT of the course.

- If the CONTENT of the course remains the same but a new number, title, or subject code is needed, email [cua-classes@cua.edu](mailto:cua-classes@cua.edu). This will enable the course to keep the same six digit course ID.
- If the CONTENT of the course significantly changes, a new course should be created. This will result in a new six digit course ID.



# Course Creation

Think of the six digit course ID as representing the CONTENT of the course.

- If the CONTENT of the course remains the same but a new number, title, or subject code is needed, the existing course should be edited. This will enable the course to keep the same six digit course ID.
- Examples:
  - Course ID #001584: LSC 635 changed name from *Use and Users of Libraries and Information* to *Human Information Behavior*
  - Course ID #003068: NURS 780 Changed name from *Pediatric Nurse Practitioner Seminar* to *Primary Care of the Young Child*
  - Course ID #000078: *Physiology* changed number from BIOL 518 to BIOL 418
  - Course ID #002774: Changed from MGT 226 to FIN 226 when FIN code was created
  - Course ID #013675: Changed from ARCH 201 to ARPL 201 when ARPL code was created

In these examples, changing the existing course ID allows the system to recognize that the new title/number/subject code is still really the *same* course. This enables repeat rules, prerequisites, and the academic advisement module to work properly.

# Course Creation

In these examples, changing the existing course ID allows the system to recognize that the new title/number/subject code is still really the *same* course. This enables repeat rules, prerequisites, and the academic advisement module to work properly.

- Examples:
  - Repeat rule: If a student took LSC 635 when it was *Use and Users of Libraries and Information* they will not be able to also earn credit for *Human Information Behavior*. Because the course ID (#001584) has not changed, the system knows this is the same course.
  - Repeat rule: If a student earned an F in *Physiology* when it was BIOL 518 they can take BIOL 418 to replace the F in the GPA. Because the course ID (#000078) has not changed, the system knows this is the same course.
  - Prerequisites: FIN 332 requires FIN 226 as a prerequisite. If a student took FIN 226 back when it was MGT 226 the system will still enable them to enroll in FIN 332. Because the course ID (#002774) has not changed, the system knows this is the same course.
  - Academic Advisement: If an academic plan requires ARPL 201 but a student took the course when it was ARCH 201 the system will still show the requirement as fulfilled. Because the course ID (#013675) has not changed, the system knows this is the same course.

# Course Creation

Think of the six digit course ID as representing the CONTENT of the course.

- If the CONTENT of the course significantly changes, a new course should be created. This will result in a new -- and unique -- six digit course ID.
  - Examples:
    - Course ID #007790 is ENG 374 - *20<sup>th</sup> Century British Literature*. A few years back, the English department, having already added ENG 374 to the upcoming semester schedule, decided they wanted to offer *18<sup>th</sup> Century English Novel* instead and requested a catalog title change. Since this content is completely different from the original course, the request was denied and, instead, a brand new course (course ID #016057) had to be created.
    - Course ID #013671 was EE 461 – *Photovoltaics Lab*. The department wanted to use EE 461 for an undergraduate version *Random Signal Theory* because EE 561 was the graduate version of the course. Since *Photovoltaics Lab* had not been offered since Fall 2012 we were able to inactivate that course and re-use EE 461 for *Random Signal Theory* -- which was then created from scratch, resulting in a new, and unique, six digit course ID.

In these examples, creating a brand new course (with a unique course ID) allows the system to recognize that the course is *different* from a prior one (even one with the same catalog number). This enables repeat rules, prerequisites, and the academic advisement module to work properly.

# Course Creation

In these examples, creating a brand new course (with a unique course ID) allows the system to recognize that the course is *different* from a prior one (even one with the same catalog number). This enables repeat rules, prerequisites, and the academic advisement module to work properly.

- Examples:
  - Repeat rules: If ENG 374 was simply renamed *18<sup>th</sup> Century English Novel* then students who took it as *20<sup>th</sup> Century British Literature* would not be able to take *18<sup>th</sup> Century English Novel* for credit. Because the courses would have had the same course ID (#007790), the system would assume it was the same course.
  - Repeat rules: If ENG 374 was simply renamed *18<sup>th</sup> Century English Novel* then a grade of F in *20<sup>th</sup> Century British Literature* would be eligible to be replaced in the GPA by a subsequent grade in *18<sup>th</sup> Century English Novel*. Because they would have shared the same course ID (#007790), the system would assume it was the same course.
  - Prerequisites: Creating the new EE 461 under a new course ID ensures that any prerequisite which requires prior enrollment in EE 461 knows *which* EE 461 to look for. Prerequisites are built to look at course ID's, not course numbers/titles.
  - Academic Advisement: If an academic plan requires *Random Signal Theory* the requirement won't be fulfilled by *Photovoltaics Lab* because the system knows which EE 461 to look for.



# Course Creation

- When in doubt, check with Enrollment Services first.
  - Not sure whether to have an existing course renumbered/renamed or submit a new course request to have a new course created? Email [cuaclass@cu.edu](mailto:cuaclass@cu.edu) and describe your needs.
  - It's far better to set things up properly from the get-go than have to clean up problems with repeat rules, prerequisites, and advising down the road.



# Review Your Department's Catalog!

- Now is a great time to review your department's catalog!
  - Use the DMS\_CATALOG\_BY\_SUBJECT query to pull catalog data for your department.
    - Notify [cuaclass@cu.edu](mailto:cuaclass@cu.edu) of any necessary changes

# Class Scheduling

The background features a dark blue gradient on the left, transitioning into a complex pattern of curved, glowing blue lines on the right. These lines form a tunnel-like structure that recedes into the distance. A grid of fine, light blue lines is visible within the curved structure, creating a sense of depth and perspective.

# Class Scheduling

- Classes can be added to the schedule two ways:
  - Course Roll
  - From Scratch
- Both of these processes begin well in advance of the actual semester.

	Scheduling begins	Scheduling ends	Rooms are assigned	Registration begins
Spring	<b>July</b>	late September	October	Early November
Summer	<b>October</b>	late January	February	March 15 <sup>th</sup>
Fall	<b>December</b>	mid February	February/March	late March

# Class Scheduling: Course Roll

- Course Roll
  - When scheduling first begins for a new semester, all courses offered in that semester the prior year are automatically “rolled” (added to the new semester’s schedule).
    - This process operates under the assumption that most departments offer similar schedules in like semesters (i.e., every fall will be similar, every spring will be similar, etc.).
  - The course roll is only a starting point!
    - Once classes are rolled, departments have access to go into Cardinal Station and edit the offerings until the scheduling period ends.\*
    - Departments are not required to offer all courses that were rolled -- but they must ensure that any course (or sections of a course) that will not be offered is properly removed from the schedule.

\*the best resource for how to make changes is the Academic Scheduling Manual available at <http://enrollmentservices.cua.edu/scheduling/>

# Class Scheduling: Classes Added from Scratch

- Class Added from Scratch
  - To add a course to the schedule which was not rolled (this will automatically include any new courses), use the Course Scheduling Request at <http://enrollmentservices.cua.edu/facultystaffinfo/schedule-request.cfm>
  - Once Enrollment Services adds the course to the schedule, the department will be able to make any needed changes in Cardinal Station until the scheduling period ends.\*

\*the best resource for how to make changes is the Academic Scheduling Manual available at <http://enrollmentservices.cua.edu/scheduling/>



# Class Scheduling: Scheduling Deadline

- Once the scheduling period ends, requests for most changes to the schedule must be sent to [cuaclass@cu.edu](mailto:cuaclass@cu.edu). Departments will not have access to make most changes after this period.
  - Departments do retain access to edit instructors and consent requirements. Requests for those changes should not be sent to Enrollment Services.
- Enrollment Services will process these change requests *after* room scheduling is concluded.

	Scheduling begins	Scheduling ends	Rooms are assigned	Registration begins
Spring	July	<b>late September</b>	October	Early November
Summer	October	<b>late January</b>	February	March 15 <sup>th</sup>
Fall	December	<b>mid February</b>	February/March	late March



# Changes to Courses

The background of the slide is a dark blue gradient. On the right side, there is a complex, abstract pattern of curved lines that create a sense of depth and movement, resembling a tunnel or a stylized architectural structure. The lines are in various shades of blue, from light to dark, and some areas have a fine grid pattern.

# Catalog vs. Schedule

**Who has access to edit the course catalog?**

**Who has access to edit the schedule of classes?**

# Changes to Courses: Catalog

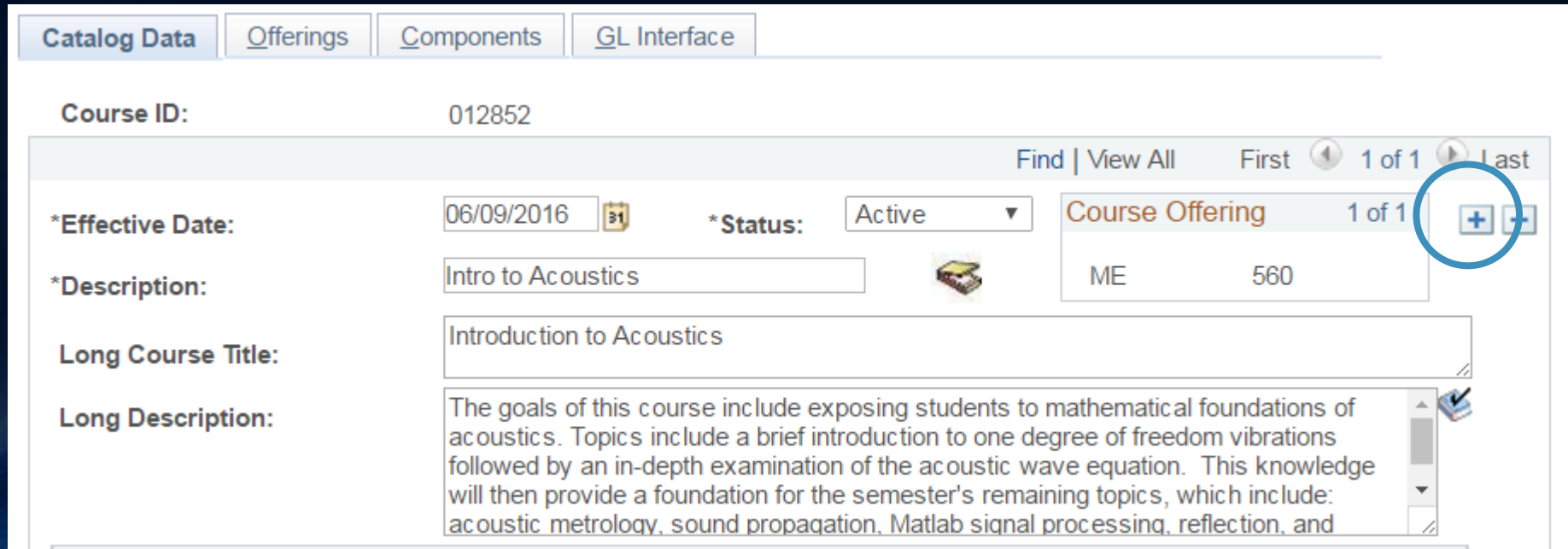
- **Who has access to edit a course in the CATALOG?**
  - Course descriptions/topics: the academic department that owns the course
    - Note: Requisites are not set/edited via the course description; changing references to requisites that appear in the description has NO EFFECT on the actual requisite on the course
  - Everything else: Enrollment Services
    - Change to any course attribute other than description or topic must be submitted to Enrollment Services for processing ([cua-classes@cua.edu](mailto:cua-classes@cua.edu))
    - This is because these changes require alterations in the catalog as well as in other places in Cardinal Station

# Changes to Courses: Catalog

- Catalog changes can be made at any time but will not take effect until the subsequent semester.
  - Retroactive catalog changes require dean and vice-provost approval.
- To request a change to *anything other than the course description or course topics*, email [cua-classes@cua.edu](mailto:cua-classes@cua.edu). Include the course number (better yet, include the six digit course ID) and be clear about the change you are requesting.

# Changes to Courses: Catalog

- To change or add a course description:
  - Navigate to the staff view of the catalog (Curriculum Management > Course Catalog > Course Catalog) and search for the course you wish to edit
  - Select the + button in the upper right-hand side of the Catalog Data (default) tab.



The screenshot displays the 'Catalog Data' tab for course 012852. The interface includes a navigation bar with tabs for 'Catalog Data', 'Offerings', 'Components', and 'GL Interface'. The course details are as follows:

Field	Value
Course ID:	012852
*Effective Date:	06/09/2016
*Status:	Active
*Description:	Intro to Acoustics
Long Course Title:	Introduction to Acoustics
Long Description:	The goals of this course include exposing students to mathematical foundations of acoustics. Topics include a brief introduction to one degree of freedom vibrations followed by an in-depth examination of the acoustic wave equation. This knowledge will then provide a foundation for the semester's remaining topics, which include: acoustic metrology, sound propagaqation, Matlab signal processing, reflection, and

The 'Course Offering' section shows '1 of 1' offerings with a '+' button circled in blue. The offering details are:

Course Offering	1 of 1
ME	560



# Changes to Courses: Catalog

- To change or add a course description:
  - After selecting the + button, verify that the Effective Date field has updated to display the current date. (Before selecting the + button, that field would display the date of the last catalog edit.)

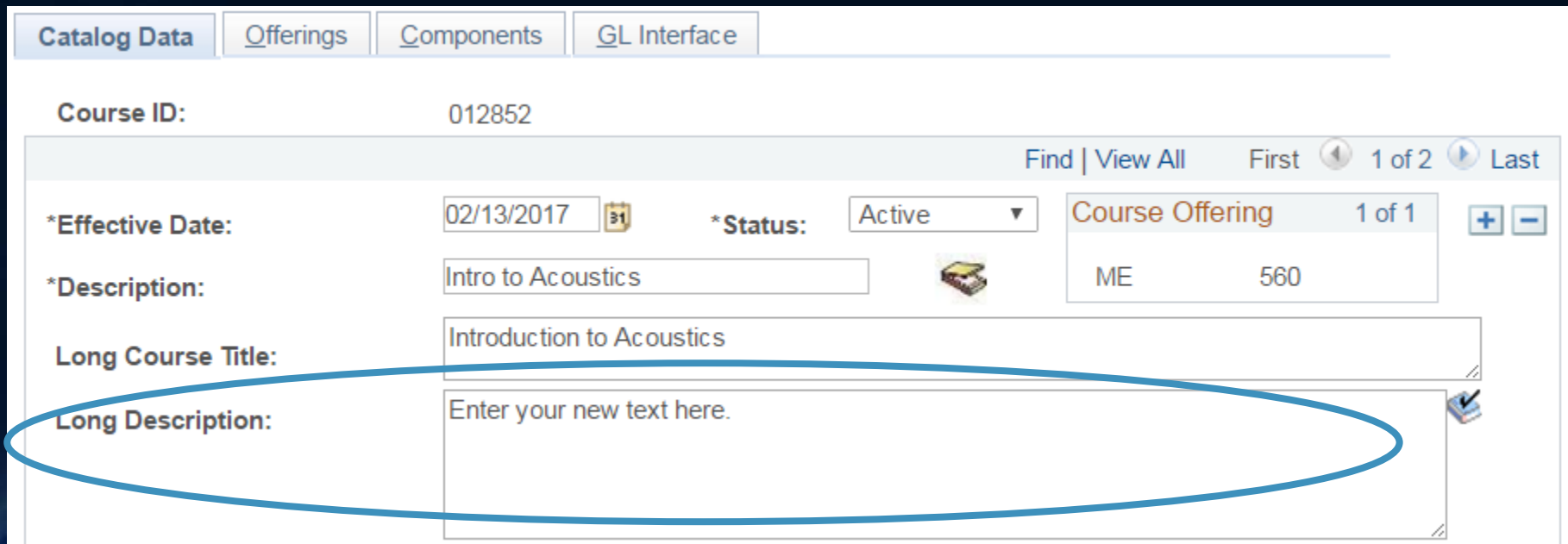
The screenshot shows a web interface for managing course data. At the top, there are tabs for 'Catalog Data', 'Offerings', 'Components', and 'GL Interface'. Below the tabs, the 'Course ID' is 012852. The main area contains several fields: '\*Effective Date:' with a date picker set to 02/13/2017 (circled in blue), '\*Status:' set to 'Active', and a 'Course Offering' table with one entry: 'ME' and '560'. Below these are fields for '\*Description:' (Intro to Acoustics), 'Long Course Title:' (Introduction to Acoustics), and 'Long Description:' (The goals of this course include exposing students to mathematical foundations of acoustics...).

Course ID:	012852				
*Effective Date:	02/13/2017	*Status:	Active	Course Offering	1 of 1
*Description:	Intro to Acoustics			ME	560
Long Course Title:	Introduction to Acoustics				
Long Description:	The goals of this course include exposing students to mathematical foundations of acoustics. Topics include a brief introduction to one degree of freedom vibrations followed by an in-depth examination of the acoustic wave equation. This knowledge will then provide a foundation for the semester's remaining topics, which include: acoustic metrology, sound propagation, Matlab signal processing, reflection, and				



# Changes to Courses: Catalog

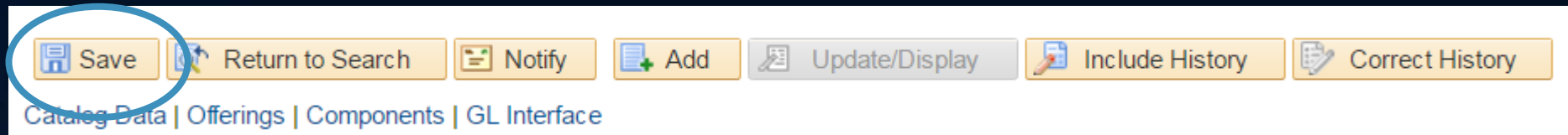
- To change or add a course description:
  - Enter the new text in the Long Description field. **Do not select the save button until all changes have been made.**



The screenshot displays a web-based interface for managing course data. At the top, there are four tabs: 'Catalog Data', 'Offerings', 'Components', and 'GL Interface'. Below the tabs, the 'Course ID' is set to '012852'. A search bar contains 'Find | View All', and navigation controls show 'First', '1 of 2', and 'Last'. The main form includes several fields: '\*Effective Date:' with a date picker set to '02/13/2017', '\*Status:' set to 'Active', and a 'Course Offering' table with columns for 'ME' and '560'. The '\*Description:' field contains 'Intro to Acoustics'. Below this is the 'Long Course Title:' field with 'Introduction to Acoustics'. The 'Long Description:' field is a large text area containing the placeholder text 'Enter your new text here.' and is circled in blue. A save button is visible in the bottom right corner of the form.

# Changes to Courses: Catalog

- To change or add a course description:
  - Scroll to the bottom of the page and select the Save button. **Do not select this button until all steps have been completed and all changes have been made.**
  - The catalog can only accept one change per effective date. If you select Save before you are finished you will not be able to select Save again.



Note: It is extremely important that all courses have descriptions. Students frequently need to submit course descriptions when transferring credits or applying for licensure. The department offering the course is ultimately responsible for ensuring this information is entered into Cardinal Station.

# Changes to Courses: Catalog

- To add a course topic:
  - Navigate to the staff view of the catalog (Curriculum Management > Course Catalog > Course Catalog) and search for the course you wish to edit
  - Select the + button in the upper right-hand side of the Catalog Data (default) tab.



The screenshot displays the 'Catalog Data' tab for course 001551. The interface includes the following elements:

- Course ID:** 001551
- Navigation:** Find | View All | First | 1 of 1 | Last
- \*Effective Date:** 02/09/2017
- \*Status:** Active
- \*Description:** Theatre Topics
- Long Course Title:** Theatre Topics
- Long Description:** Study of drama, theatre, criticism, and culture through focus on selected problems, issues, or periods. Topics and faculty for each term announced in advance. Recent topics have included theatre architecture; critical approaches to drama from Freud to feminism; plays of political, social, and personal expression; the role of the director in pre-modern, modern, and post-modern eras; and plays since World War II. Open as
- Course Offering Table:** A table with one row showing 'DR' and '202'. A '+' button is circled in blue in the upper right corner of the table.

# Changes to Courses: Catalog


- To add a course topic:
  - After selecting the + button, verify that the Effective Date field has updated to display the current date. (Before selecting the + button, that field would display the date of the last catalog edit.)


The screenshot shows a web interface for course management. At the top, there are tabs for 'Catalog Data', 'Offerings', 'Components', and 'GL Interface'. Below the tabs, the 'Course ID' is 001551. A navigation bar includes 'Find | View All', 'First', '1 of 2', and 'Last'. The main form has several fields: '\*Effective Date:' is 02/13/2017 (circled in blue), '\*Status:' is Active, and 'Course Offering' is 1 of 1. Below these are fields for '\*Description:', 'Long Course Title:', and 'Long Description:'. The 'Long Description' field contains text about drama, theatre, and culture.

Course ID:	001551
*Effective Date:	02/13/2017
*Status:	Active
Course Offering	1 of 1
*Description:	Theatre Topics
Long Course Title:	Theatre Topics
Long Description:	Study of drama, theatre, criticism, and culture through focus on selected problems, issues, or periods. Topics and faculty for each term announced in advance. Recent topics have included theatre architecture; critical approaches to drama from Freud to feminism; plays of political, social, and personal expression; the role of the director in pre-modern, modern, and post-modern eras; and plays since World War II. Open as

# Changes to Courses: Catalog

- To add a course topic:
  - Scroll to the bottom of the page and use the + button on the last row in the Course Topics section to add a new row.



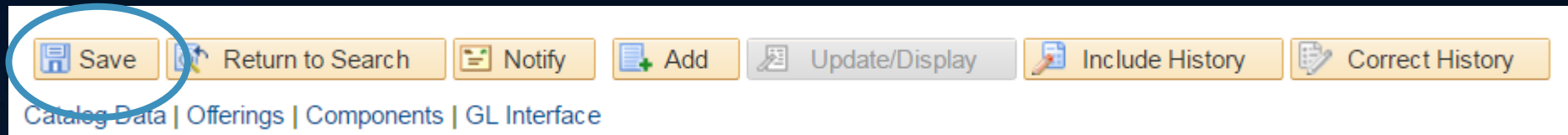
Course Topics					Personalize   Find      		First	1-40 of 40	Last
Description		Repeat For Credit							
*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID					
1	Playwriting Since WW II	Playwritin	Playwriting Since WW II	96	+	-			
2	To Be Announced	To Be Anno	To Be Announced	97	+	-			
3	Agit-prop, Social, Personal	Agit-prop,	Agit-prop, Social, Personal	98	+	-			
4	Renaissance to Resoration	Renaissanc	Renaissance to Resoration	99	+	-			
5	Theatre and Censorship	Theatre an	Theatre and Censorship	100	+	-			

- Enter the new topic on the new row.

6	Enter New Topic Here	New Topic	Enter New Topic Here	+	-
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# Changes to Courses: Catalog

- To add a course topic:
  - Scroll to the bottom of the page and select the Save button. **Do not select this button until all steps have been completed and all changes have been made.**
  - The catalog can only accept one change per effective date. If you select Save before you are finished you will not be able to select Save again.



Note: It is extremely important that all special topics courses have course topics. Those topics should be assigned in the schedule of classes; however, they must be added to the catalog before they can be assigned in the schedule.



# Changes to Courses: Schedule

- **Who has access to edit a course in the SCHEDULE?**
  - Additions to schedule (i.e., adding class that wasn't rolled from a prior term): use form at <http://enrollmentservices.cua.edu/facultystaffinfo/schedule-request.cfm>
  - Changes to instructors and consent requirements: department admins always have access
    - Note: Instructors on bound courses must be edited via the Schedule Class Meetings page (Navigation: Curriculum Management > Schedule of Classes > Schedule Class Meetings)
  - Reserve caps: Enrollment Services
    - Email [cua-classes@cua.edu](mailto:cua-classes@cua.edu) with a clear explanation of how you want seats reserved.

The schedule is managed by the individual academic departments. Departments decide which courses to offer each semester, when to offer them, and what the enrollment/waitlist caps and consent requirements should be. **Even after department administrators lose access to make these changes directly in Cardinal Station, any changes must be authorized/requested by the department.**

# Changes to Courses: Schedule

- **Who has access to edit a course in the SCHEDULE?**

- Changes to everything else: department admins have access during the designated scheduling period
  - After the scheduling period concludes:
    - Change to capacity: use form at <http://enrollmentservices.cua.edu/facultystaffinfo/CourseCapacity.cfm>
    - Other changes: email [cua-classes@cua.edu](mailto:cua-classes@cua.edu)
  - Note: departments are limited to class cap increases of no more than 3 even during the designated scheduling period. For larger increases, use the form linked above.

	Scheduling begins	Scheduling ends	Rooms are assigned	Registration begins
Spring	<b>July</b>	<b>late September</b>	October	Early November
Summer	<b>October</b>	<b>late January</b>	February	March 15 <sup>th</sup>
Fall	<b>December</b>	<b>mid February</b>	February/March	late March

# Future Training Seminars

- Cardinal Station Queries
  - Tuesday, March 7<sup>th</sup> – 3:30pm to 4:30pm
  - Thursday, March 9<sup>th</sup> – 10:00am to 11:00am
- Registration
  - Tuesday, April 4<sup>th</sup> – 3:30pm to 4:30pm
  - Thursday, April 6<sup>th</sup> – 10:00am to 11:00am
- Student Financials
  - Tuesday, May 2<sup>nd</sup> – 3:30pm to 4:30pm
  - Thursday, May 4<sup>th</sup> – 10:00am to 11:00am

All sessions will  
be held in  
McGivney Hall  
014