Create a Course Catalog Entry

Initiate Course Catalog Entry Creation:

Access the Catalog Data Page.

In the Effective date field, enter the Effective Date using the mm/dd/yyyy format.

Note that for Tufts, the Effective Dates will be as follows:
- Fall Semester – 08/01/yyyy
- Spring Semester – 01/01/yyyy
- Summer Semester – 05/01/yyyy
- Annual Term – 04/01/yyyy

In the Status field, select either “Active” or “Inactive” from the Drop-Down Menu.

In the Description field, enter the Short Course Description/Title.

In the Long Course Title field, enter the long (full) Course Title.

In the Long Description field, enter a basic description of Course Content.

Proceed for Course Units/Hours/Count.
Create a Course Catalog Entry

Course Units/Hours/Count:

From Initiate Course Catalog Entry Creation:
- In the Minimum Unit field, enter the Minimum Units the course is worth.
- Variable Unit Class?
  - Yes: In the Maximum Unit field, enter the Maximum Units the course is worth.
  - No: As applicable, enter value(s) in the Academic Progress Units and/or Financial Aid Progress Units field(s).

In the Enrollment Unit Load Calc Type field, select either the “Actual Units,” or “Academic Progress Units” option from the Drop-Down.

Proceed to Course Grading.

Course Grading:

From Course Units/Hours/Count.
- In the Grading Basis field, select the appropriate Grading Basis from the Drop-Down.
  - Note that the default is, “Graded.”
- In the Grade Roster Print field, select “By Student,” “Component,” “Instructor,” or “None” from the Drop-Down.
  - Note that the default is, “Component.”
- Can the course be repeated for additional credit?
  - Yes: Proceed to Repeat for Credit Rules.
  - No: Proceed to Additional Course Information.

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Create a Course Catalog Entry

**Repeat for Credit Rules:**

From Course Grading

Click to select the Repeat for Credit Checkbox.

As applicable, In the Total Units Allowed field, enter the Total Number of Credits allowed for this course.

This value must be greater than or equal to the Maximum Units for the Course.

As applicable, In the Total Completions allowed field, enter the number of times a student may complete this course.

This value must be greater than or equal to 1.

Proceed to Additional Course Information.

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**Additional Course Information**

From Course Grading

In the Instructor Edit field, select “No Choice,” “Class Instructor Edit,” or “Instructor/Advisor Edit” from the Drop-Down.

This controls whether students can select from a list of instructors at registration.

In the Add Consent and Drop Consent fields, either leave default of “No Consent,” or select the “Instructor or Department” Option from the Drop-Down.

As applicable, use the Equivalent Course Group field to assign the Course to an Equivalent Course Group.

Proceed to Course Attributes.

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Course Attributes; Course Topics

From Additional Course information

Use the Course Attribute field and Course Attribute Value Field to enter general course Characteristics.

Should the course topic be linked across effective-dated rows?

Yes

Click to select the Override Topic Link ID Checkbox. The Topic Link ID Field will become active.

No

As applicable, use the Topic Link ID Field to link course topics across effective-dated rows by giving them the same Topic link ID.

Complete the Fields in the Descriptions Tab to define Course Topics associated with the Course.

Click on the Repeat for Credit Tab. The Repeat for Credit Tab can be used to allow Students to repeat the Topic for Credit.

Note that the Course Offering Nbr Field will automatically populate with a system generated Course Offering Number.

Click on the Offerings Link at the bottom of the Page. The Offerings Page will appear.

Proceed to Offerings Page

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Create a Course Catalog Entry

**Offerings Page:**

- **From Course Attributes; Course Topics:**
  - In the Catalog Nbr field, enter the appropriate Catalog Number.
  - Ensure that the Academic Institution Field reflects, “Tufts.”
  - In the Academic Group Field, enter the abbreviation for the Academic Group. As necessary, use the Search feature.

- **In the Subject Area Field,** enter the abbreviation for the Subject Area. As necessary, use the Search feature.

- **Can the Course be taught on Multiple Campuses?**
  - Yes:
    - Ensure that the Academic Organization Field reflects the appropriate Value. Make Changes as necessary.
    - In the Academic Career Field, enter the abbreviation for the Academic Career. As necessary, use the Search Feature.
    - Proceed to Offerings Page (cont.)
  - No:
    - In the Campus Field, enter the abbreviation for the Campus on which the Course will be taught. As necessary, use the Search feature.
    - As desired, use the Course Typically Offered menu to specify the Term during which the course is most frequently offered.

For Courses taught on multiple campuses, leave the Campus Field blank. You will be able to select the campus on the Schedule of Classes Page (i.e. selecting the campus by a section scheduled in a specific term).
Create a Course Catalog Entry

Offerings Page (cont.):

From Offerings Page

Do you want to enable scheduling of the Course Offering?

Yes

In the Course Approved Field, select “Approved.” Then click to select the Allow Course to be Scheduled Checkbox.

No

In the Course Approved Field, select either “Pending” or “Denied” from the Drop-Down.

Use the Enrollment Requirement Group box to link pre- and corequisites to courses.

Click on the Components Tab at the top of the Page.

Proceed to Components Page
Create a Course Catalog Entry

Components Page

From Offerings Page (cont.)

In the Course Component Field, select the Course Component(s) (for example, lecture, laboratory, seminar, etc.).

In the Final Exam Field, select “Yes,” “No,” or “Last Class.”

This will control whether/how a final exam is automatically scheduled for the course.

In the Instruction Mode field, indicate the Instruction Mode (In Person, via Web, Correspondence, etc.). Click on the Plus Sign to the right to add additional Instruction Mode(s).

In the Room Characteristic Field, enter the numeric code for the Room Characteristic required for the Course Component. As necessary, use the Search feature. Click on the Plus Sign to the right to add additional Room Characteristics.

Click on the Save Button. Note the Course ID that has been assigned by the System.

End of Processing.

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