Course Leaf Documentation	New Course Proposals	Academic Information & Systems
Developed by: Harri Weinberg	Last Update: October 2012	Updated by:

COURSE INVENTORY MANAGEMENT (CIM): PROPOSING NEW COURSES

**Firefox is recommended for CourseLeaf.**

If you are requesting a new subject code, it must be requested before the proposal is submitted so that the code can be added to the database and available for use. Please send an email to is_student@drexel.edu to request a new subject code.

A syllabus must be attached to all proposals for new courses and must conform to university standards. Learner-Centered Syllabus Guidelines can be viewed at http://www.drexel.edu/provost/dcae/teaching/Syllabi.html

All plans of study and lists of requirements are part of the CIM module and updating will be necessary when new required courses are submitted for approval. Please review the documentation for editing or building lists of requirements or plans of study.   Concentrations are considered a part of a major and not a separate entity.

Log into the following URL: https://nextcatalog.drexel.edu/courseadmin/

Enter your username and password.
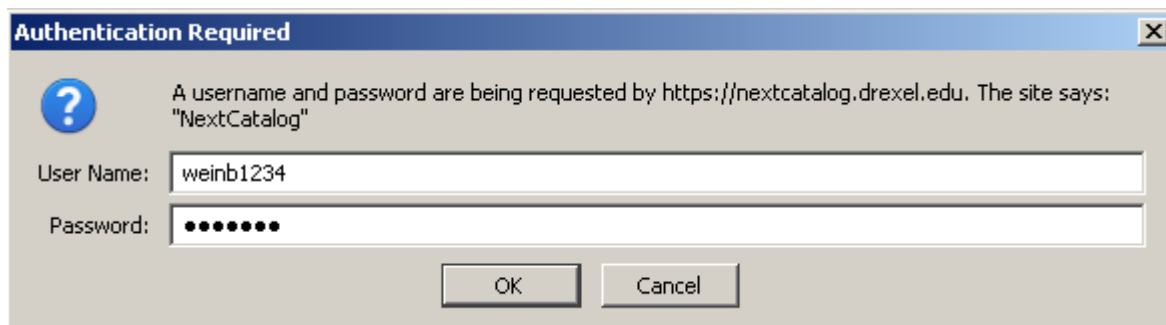
Click the icon in the dialog box.
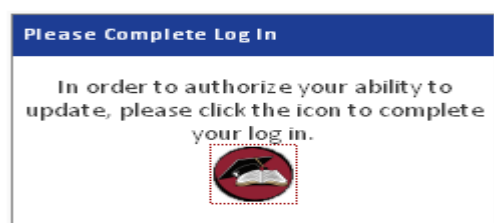
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NOTE: Throughout the process, click or mouse over the bubbles for hints.

Click or mouse over the question mark to see the hints.
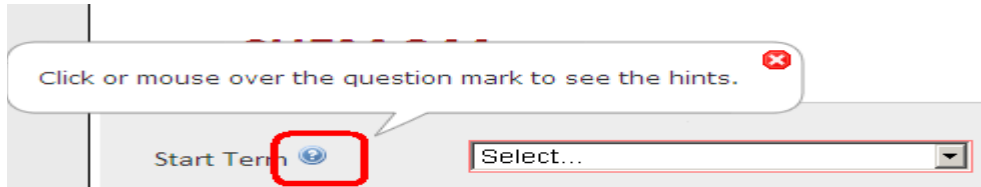
Start Term 🔵   Select...

PROPOSING A NEW COURSE: Click the Propose New Course Button

Course Inventory Management

Search, edit, add, and deactivate courses.   Quick Searches...

[   ]   Search   - OR   Propose New Course

EFFECTIVE TERM: Using the drop-down, select an effective START TERM or effective term for the course to be active in the catalog. Fall Quarter and Fall Semester are available for selection.   The catalog is updated effective the fall term of the year. If the course will be offered on the quarter calendar select the quarter term. Select a semester term for courses offered on the semester calendar.

Fall Quarter 2012-13 (201215)

Select...
Fall Semester 2012-13 (201211)
Fall Quarter 2012-13 (201215)
Fall Semester 2013-14 (201311)
Fall Quarter 2013-14 (201315)
Fall Semester 2014-15 (201411)
Fall Quarter 2014-15 (201415)

LEVEL: Select an academic level. In the example below, Undergraduate Quarter has been selected by clicking the radio button in front of the text. The level you select will be the default level in the catalog. If you select semester, remember that the course number has to end in the letter "S".

Start Term   Fall Quarter 2013-14 (201315)

Academic Level

Quarter: ⚪ Graduate Quarter   ⦿ Undergraduate Quarter

Semester: ⚪ Graduate (ME)   ⚪ Graduate Semester   ⚪ Law   ⚪ Undergraduate Semester

COLLEGE: Using the drop-down, select a college.

DEPARTMENT: Once the college is selected, the ORGN/ departments in that college will be visible using the drop down. Select a department.

SUBJECT CODE: After the college and department are selected, subject codes available in the department will be visible using the drop down. If you are requesting a new subject code, it must be requested before the proposal is submitted so that the code can be added to the database and available for use. Please send an email to is_student@drexel.edu to request a new subject code.

COURSE NUMBER: To see if a course number is available, check the Hyperion report called STU-Available Crse Numbers. Enter a course number. Undergraduate course numbers are below 500. Graduate course numbers begin with 500. If you are submitting a new course to be offered on the semester calendar, the letter "S" must follow the number. After the selection of a college, department, subject area and course number, your form should look something like the example below.

TITLES: The long title is the title that will appear on the web. The Banner title is the abbreviated title and is limited to 30 characters.

Long Title — Animation Solutions for Teaching Reading in Urban Evironments

Banner Title — Animation:Teach Read in URBENV

CREDITS: Enter the credits and then the breakdown of credits according to lecture, recitation, lab, studio, etc. Be sure that the distribution of hours matches the number of credits assigned to the course.

Credits — 4

Hours/Week

Lecture	3	Seminar		Dissertation	
Lab	2	Studio		Research	
Recitation		Practice		Thesis	

PRE-REQUISITES, CO-REQUISITES, CONCURRENCY: To add a pre-requisite or co-requisite, type the information in the fields provided. Each time you add a pre-requisite, a new field opens for additional options. Remember to add appropriate "AND" or "OR" fields and to put the parenthesis in the correct places. In the example below the pre-requisite is (ANIM 318 and ANIM 315) *OR* ANIM 411.

(	And/Or	Subject	Course #	Min Grade	)	Concurrency?	
(		ANIM	314	C			❌
	And	ANIM	315	C	)		❌
	Or	ANIM	411	C			❌
							❌

The option to add "Yes" for concurrency is available. A *concurrent* course may be taken at the same time as another course, but it is not required to be taken simultaneously. A *co-requisite* is a companion course that is required to be taken at the same time as another course.

Each time a course is entered as a co-requisite, fields open for additional co-requisites.

Co-requisites

Course Code

PSY 101

RESTRICTIONS: Available restrictions are Degree, Class, College, and Major. Enter a description of the restriction, i.e. Chemistry, and the options will appear. You can select multiple restrictions. Level restrictions such as graduate or undergraduate will default to the level entered on the form and do not have to be entered here. Remember if you INCLUDE a group, everyone else in that group type is excluded. If you EXCLUDE a group, everyone else is that group type is included.

In the example below the course is restricted to include Chemistry majors so no other majors can enroll.

To restrict the course to a specific major, enter the major code and click Find Restriction.

Restrictions   Other: Chemistry   **Find Restriction**

Choose the option from the available list.

Restrictions
☑ Chemistry Majors ONLY
☐ Chemistry Majors Excluded
Other: _____   **Find Restriction**

You can select other options by following the steps above. For example, enter sophomore and click Find Restriction. Select the option from the available list. In this example, only Chemistry majors can take the course, but not if they are sophomore students. The level UG is defaulting because it has been established that this is an undergraduate course.

Restrictions
☑ Sophomore Excluded
☑ Chemistry Majors ONLY
☐ Chemistry Majors Excluded
Other: _____   **Find Restriction**

REPEATABLE COURSES: All courses can be repeated but they cannot always be repeated for credit. Courses such as special topics or independent study can often be repeated for credit. If the course is repeatable, check the field. When the field is checked, you can enter the number of times the course can be repeated AFTER the first time it is taken.

5

Course Is Repeatable ☑   Number of repeats allowed after initial occurrence: 2 ▾

If the course is 3 credits and can be repeated twice for credit AFTER the initial occurrence, then the number of times a course can be repeated is 3 (which include the initial time the course is taken) and the total number of credits will be 9. For the example 2 would be entered in the field

PRIMARY GRADING METHOD: Use the dropdown to select the PRIMARY grading method. This will be the default in Banner.

Primary Grading Method   Standard Letter (+/-) ▾

CATALOG DESCRIPTION: The Editor of the online catalog recommends using present tense and standard capitalization. Incomplete sentences are acceptable. When possible avoid specific references to technology or texts that will soon become outdated. Do not repeat the title or indicate in the description that this is a Writing Intensive course (WI). To have the course classified as a writing intensive course contact the director of the WI program.

Catalog Description
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Students learn to create detailed visual effects.

NOTE:  IF YOU ARE PROPOSING A COURSE THAT IS A REQUIREMENT,
LISTS OF  REQUIREMENTS AND PLANS OF STUDY MUST BE UPDATED.
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SIMILAR COURSE FIELD: If there is a course being taught on campus that is similar, please check the field and add the course in the box that opens. It is the responsibility of the initiator of this proposal to contact the college teaching the similar course to make them aware of this proposal. Please attach a document indicating that the appropriate college or department has been notified. Fields open each time a course is entered to provide space for additional courses if necessary.

REQUIREMENT OR ELECTIVE: The next 4 questions refer to this course being a requirement or elective. If the course is going to be a requirement for an established major, minor or concentration, the requirements and plans of study must be updated. If the course being proposed is going to be part of a new major, you can include it when the list of requirements and plans of study are built.   If you click the YES radio button, a box will open for you to enter the majors, minors or concentrations impacted. If you click NO, no further action has to be taken. You can see from the examples that when YES is clicked, appropriate boxes open.

Is this course required for a major? If yes, list the majors. An update to the program requirements and plans of study must be completed if the answer is yes. See the Program Update documentation.

Is this course required for a minor? If yes, list the minors. An update to the minor requirements must be completed if the answer is yes. See the Program Update documentation.

Is this course required for an academic concentration? If yes, list the concentration along with the major to which the concentration is attached. An update to the major and concentration requirements and the plans of study must be completed if the answer is yes. See the Program Update documentation.

Is this course required for an academic concentration? ⦿ Yes ○ No

List Concentration(s) with Major

FIN/BUSN major

Is this course going to be used as an elective? If yes, list how the course will be used. It is really helpful in planning how to display all elective options for students if we understand where the course should be placed. If the course can be used as an elective for any major, just list the type of elective. For example: ANY major as a liberal studies elective. If the course can be used as a free elective, just enter ANY. If the course is going to be used by a major as a certain "type" of elective, enter the details. For example: Professional elective for CJ major.

Is this course going to be used as an elective course for a major, minor, or academic concentration? ⦿ Yes ○ No

List major, minor and/or concentration:

MUSI as a professional elective

EXPECTED AUDIENCE: Check all that apply at this time.   This does not mean that you cannot offer the course to other classifications.

Expected Audience

☐ Freshman ☐ Sophomore ☑ Pre Junior
☑ Junior ☐ Senior ☐ Graduate

TERMS OFFERED WITH ENROLLMENT: Enter the terms the department is planning to offer the courses with the expected enrollment. This does not mean that you cannot decide to offer sections of the class in other terms.

Terms Offered with Enrollment Fall 28 Winter Spring 32 Summer

PROPOSED INSTRUCTOR: Enter the name and rank of the proposed instructor.

Proposed Instructor Dr. Who FT Faculty (Not adjunc ▼

SPECIAL TOPICS: If the course has been taught as a special topics course, click yes and enter the terms offered with the course titles and enrollments.

SYLLABUS: A syllabus must be attached to all proposals for new courses and must conform to university standards. Learner-Centered Syllabus Guidelines can be viewed at http://www.drexel.edu/provost/dcae/teaching/Syllabi.html

JUSTIFICATION FOR COURSE: Enter the justification for proposing this course.

SAVING CHANGES: If you click CANCEL, all the information you entered will be deleted. You can *SAVE CHANGES*, which allows you to go back to editing at a later date or you can *SAVE & SUBMIT*, which will start the approval workflow.

Questions about the course approval process should be sent to is_student@drexel.edu

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