Course Update Form Instruction Sheet

Revised 2/19/2014

Part-1 Initial or Current Course Set-up Information

Enter data into this section of the form when (a) you are initially setting up/requesting that the course to be added to Colleague or (b) if you are requesting to change something about the initial set-up of a course that is already in Colleague

#	CUF Item	Instructions
1	Term	Select drop-down menu to indicate the term
2	Year	Select drop-down menu to indicate the academic year
1	Add this Course	Select Add this Course
2	Department	Indicate the course's departmental code
3	Number	Indicate the course's designated number
4	Section	Indicate the course's section #
5	Days	Indicate the days the course meets
6	Times	Indicate the times the course meets (start/end)
7	Title	Indicate the course's official/approved title
8	Max Enrollment	Indicate the max allowed enrollment for the course
9	Instructor	Indicate the instructor's full name
10	Instructor ID	**Academic Affairs will enter this data**
11	Primary Instructor	Check this box if this is the primary instructor. (Note: Instructor's name will appear on the web and they will be responsible for submitting EDNAR and grades)
12	Secondary Instructor	Check this box if they will be a secondary teacher, or team-teacher. (Note: They will not appear on the web and they will not be able to submit EDNAR or grades)
13	Comments/Notes	Indicate any special notes, comments or restrictions the person setting up the course up in Colleague needs to be aware of

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Part-2 Make the Following Changes to this Existing Course		
Enter data in this section when you are requesting to make changes to a course that has already been set-up in Colleague		

#	CUF Item	Instructions
1	Cancel this Course	If you are cancelling the course, check this box and add no other data below
	Course Information	
2	Change Course Title To	Indicate new course title
3	Change section # to	Indicate a new section #
4	Change Meeting Days to	Indicate the revised meeting days
5	Change Meeting Times to	Indicate revised meeting times
6	Change Max Enrollment to	Indicate revised course cap/max course enrollment
7	Change Credits to	Indicate revised credits here
	Instructor Information	
8	Change Instructor to	If you are changing an instructor, or assigning from a "TBA" status, indicate the instructor's name here
9	Add Additional Instructor	If you are adding an additional instructor, other than the primary instructor, indicate the name here
10	Instructor ID	**Academic Affairs will enter this data**
11	Primary Instructor	Check this box if this is the primary instructor. (Note: Instructor's name will appear on the web and they will be responsible for submitting EDNAR and grades)
12	Secondary Instructor	Check this box if they will be a secondary teacher, or team-teacher. (Note: They will not appear on the web and they will not be able to submit EDNAR or grades)
	Building/Room Information	

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13	Change Building to	If you are changing the assigned building, choose the new building from the drop-down menu
14	Change Room to	If you are changing the assigned room, indicate the new room
15	Other Change Requested	If you are requesting a change not listed above, indicate the change here