

# Information on Submitting Courses

## Process

Submitting a course to Administrative Coordinator Angela Hickman for inclusion in the registration process requires three steps:

1. Determine if the course requires Curriculum Council Review
2. Determine what materials you need to submit to [Angela](#).
3. Determine the date by which you must submit the materials to [Angela](#).

## Determine if the course requires Curriculum Council Review:

### Regular Faculty

These courses require College Curriculum Council (CCC) review (only) the first time you teach it:

- First- or second-year seminar
- UNIV course (mandatory S/NC)
- Course with a [WRIT](#), [RPP](#), [COEX](#), or [CBLR](#) designation
- Inactive courses (courses you haven't taught in the last ten years)

All other courses do not require CCC review the first time you teach it, but do require CCC review the second time.

### Term Faculty

All courses require CCC review the first time you teach it. Courses that have been taught before do not require CCC review.

Determine what materials you must submit to Administrative Coordinator

([Angela Hickman](#)):

### **Requires CCC review**

Title (100 characters max), course type, description, grade option, enrollment cap (a rationale must be provided), specify if the course is limited to undergraduates or graduates, prerequisites (if any), specify if instructor override is required, preferred time slots, and syllabus. If the course is designated as [WRIT](#), [RPP](#), [COEX](#), or [CBLR](#), provide an explanation as to how the course meets the criteria for the designation.

### **First-time Course Being Taught by Regular Faculty that Does Not Require CCC Review**

Title (100 characters max), course type, description, grade option, enrollment cap (a rationale must be provided), specify if the course is limited to undergraduates or graduates, prerequisites (if any), specify if instructor override is required, preferred time slots, and syllabus.

### **Does Not Require CCC Review, Because It Has Already Undergone It**

Course number, title, and preferred time slots

See Notes section below for details.

Determine the date by which you must submit the materials to Administrative Coordinator ([Angela Hickman](#)):

### **For a Preferred Time Slot, if Course Requires CCC Review**

- By January 6th (or the first day the University opens after Winter Break) all materials need to be submitted to Angela for both fall and spring semesters of the following academic year.

### **For a Preferred Time Slot, if Course Does Not Require CCC Review**

- February 1st

### **For a Non-preferred Time Slot, Whether or Not CCC Review is Required**

- **For Pre-registration for Fall Courses** (which occurs in the prior spring): February 15th
- **For Fall Courses, Regular Registration:** July 1
- **For Pre-registration for Spring Courses** (which occurs in the prior fall): August 1st
- **For Spring Courses, Regular Registration:** October 1st

### **Notes:**

**Title:** If you would like to specify the title as it appears on students' transcripts, you may submit that (30 characters max). Otherwise, the transcript title will be shortened for you.

**Course Type:** Intro; First-year seminar; Second-year seminar; Intermediate; Upper-level seminar; Graduate seminar

**Description:** 140 words or less

**Time Slots:** Please refer to the [Standard Schedule of Course Meeting Times](#). Regular faculty typically will have settled this already in the December faculty meeting. Please note: the time slots for the whole University fill up and become unavailable on a first-come first-served basis. Therefore, the earlier you submit your course information and preferred time slot the better. This is especially true in relation to pre-registration. In regard to classes that are submitted subsequent to pre-registration, many of the available slots will have already been taken in pre-registration. We will do the best we can to accommodate your preferences, but we have no control over the registrar's policies for assigning time slots.

**Grade Option:** Letter grade or S/NC [pass/fail] only

For information on syllabus requirements, see the [Course Proposals webpage](#).