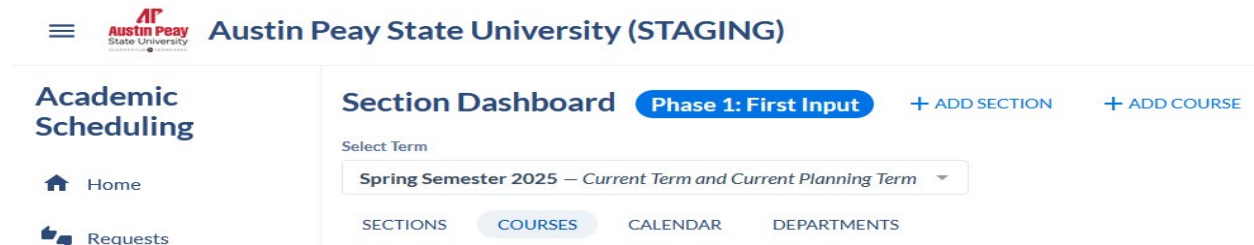


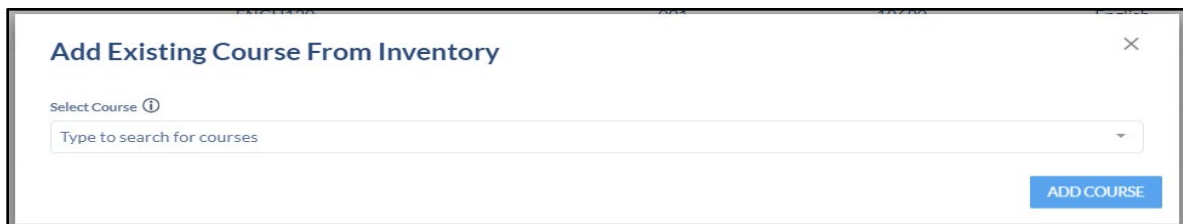
### Instructions for Building new sections or adding courses in Courshedog

#### Log in to Courshedog:

1. **ADD COURSE** - this is used only if the course was not built in the rolled term; otherwise, you will **ADD SECTION**



- Click the “+Add Course” button near the top.
- Search by:
  - Subject + Course Number (e.g., ART250)
  - Title or Topic
- Select the correct course and click **ADD COURSE**.

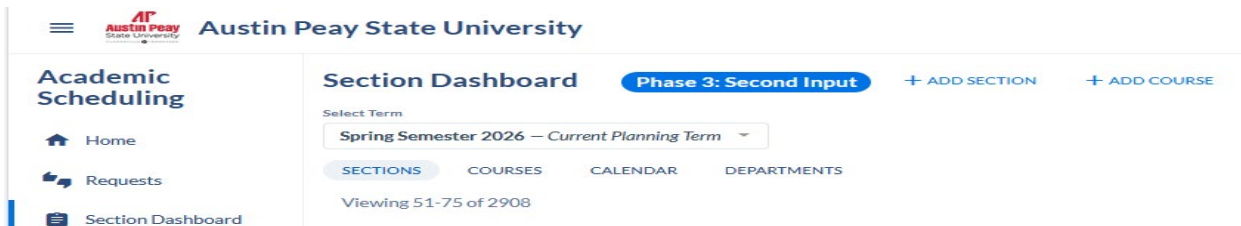


**\* Note: Once you Add Course, you can now Add Section.**

#### 2. ADD SECTION to a Course

- Click “+Add Section.”
- Search and select the course, then click **ADD SECTION**.
- The Section Editor will open, fill in all information starting at the top and working down. Remember to **Save Section** for CRN to generate.





### 3. Section Required Fields

#### Complete General Information

Fill in the following fields (some auto-populate):

Field	Details
Section Number	from rollover or will need to be edited
CRN	Auto-generated after saving
Course Title / Long Title	Editable only via Course Edit Form
Long Section Title	Required for topics classes (100-char limit)
Schedule Type	Selected from approved options
Grade Mode	Auto generated
Session Code	Defaults to “Classroom, In Person”
Part of Term	Choose from drop-down
Start/End Date	Defaults to term dates
Section Status	“Active” or “Cancelled”
Final Exam	Required (YES or NO)

#### Section Attributes

##### Add/Remove Attributes

- **Existing attributes** auto-populate.
- Use the dropdown to **add or remove**:

#### Meeting Patterns (Days/Times)

##### Set the Meeting Pattern

- Click **+Add Meeting**.
- Use the predefined **Time Grid** or:
  - Choose **“Use Custom Times”** for non-standard times.
- For **TBA** sections:
  - Search for "No Days and No Times" block.

### Assigning Instructors

#### Add Instructor(s)

- Click **+Add Instructor**, then:
  - Search by name or department
  - Select and assign

#### For multiple instructors:

- Click **+Add Instructor**
- Set secondary instructors as **“Non-Primary”**

### Enrollment Settings

#### Set Enrollment Cap

- Enter the maximum number of students.

### Credit Hours

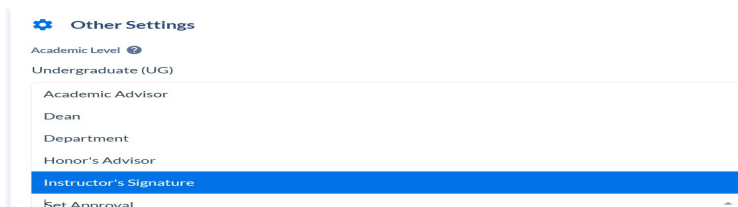
#### Credit Hours

- Auto-filled from course data.
- Only edit if it's a **variable credit** course. This will trigger a Workflow Request

### Special Approval

#### Set Registration Restrictions

- If the section requires special approval to register:
  - Select **“Requires Instructor Approval.”**
- Otherwise, leave blank.



**Other Settings**

Academic Level ⓘ  
Undergraduate (UG)

Academic Advisor  
Dean  
Department  
Honor's Advisor  
**Instructor's Signature**  
Set Approval



## **COURSEDOG SCHEDULING**

### **After Open Editing Has Closed**

Once the **open editing window** has ended:

- Section editing is restricted.
- Changes must be submitted via the **Scheduling Request Form**.