

# HOW TO ADD A NEW COURSE

- ✓ After logging in and choosing Program Inventory, click on [Institution Course Inventory Maintenance](#)
- ✓ Search to see if the Course you're adding is not already in the database, if not, click on **Apply for a New Course**
- ✓ Enter information in the following spaces marked with an asterisk (\*)

|                         |  |
|-------------------------|--|
| *Course ID:             | <input type="text"/>                             |
| *Course Title:          | <input type="text"/>                             |
| *Section Type :         | Public Offering <input type="button" value="v"/> |
| *Section Hours:         | <input type="text" value="0"/> (0 - 30)          |
| Tied To Program:        | No <input type="button" value="v"/>              |
| Link to Parent Program: | No <input type="button" value="v"/>              |

- ✓ **Course ID** is an abbreviated title of the Course you are adding (Campus specific)
- ✓ **Course Title** is what the Course is called (Campus specific)
- ✓ **Section Type** means either Public Offering (which most courses are) or B & I (Business & Industry) which has more stringent requirements for approval
  - If B & I is chosen, you will need to add the Business Contact information below
  - B & I courses cannot be tied to a Program but may be linked to a Parent Program
- ✓ **Section Hours** is how many credit hours the Course will be counted as (0-30 hours can be entered)
  - If this Course is offered at varying credit hours, you will need a record for each separate Course
- ✓ **Tied To Program** means if this Course is tied to any Program currently in the database
  - This means that the course is a required or elective course (appears in a CWP)
  - If you choose Yes, you will not have the option of selecting a choice in Link To Parent Program
  - A course must be Tied To A Program to be available for selection in a CWP
- ✓ **Link To Parent Program** means if this Course is SIMILAR to a Parent Program but is not part of the curriculum for ANY Program (not in a CWP)
  - If you choose Yes, you will be able to Search for the Parent Program that it is linked to and double click on it to link it to that Program
  - Prep Courses or Prerequisites should be LINKED to a Parent Program
    - They will not be TIED to programs and will not appear in CWPs
- ✓ Save allows you to save the information that you have entered without submitting; this allows you to come back and modify/add/delete information before submitting for Review
- ✓ Click on Submit when you are ready for the modified course to be reviewed
  - Some Courses may be automatically entered into the database if their Title is **IDENTICAL** to a Course Title that is already in the database, even if it is in another institution's Course list
  - If a Course is zero credit hours, it is automatically included in the database as well
- ✓ To view where in the review process your Course is, click on Pending and double click on the Course