To create a new course

Only the parent department can create a new course. The parent department should be sure that it has all the cross-listing department numbers available, as entering them (as described below) will automatically create listings for each child.

From the regular department (program of study) page in Courseleaf, select EDIT PAGE on the top left. After logging in, chose any other course to edit (EDIT COURSE DATA, or the pencil icon) as if you were going to edit that course, but when the new window pops up, select the green plus sign that says NEW.

for DEPARTMENT, enter your 4 letter subject code (ENGL, MATH, LAWS)

for COURSE CODE, enter the 4 letter subject, a single space, and the 5 digit course number (ENGL 13000 or MATH 151000 or LAWS 30000)

for the TITLE, enter the title in upper and lower case normal text exactly as it should appear, and consistent with the Time Schedules, etc. (Academic and Professional Writing)

for CREDITS, enter 100 or whatever the units are (050, 200, VAR). This should always be three digits.

for CROSS LISTING PARENT do not enter anything!

for CROSS LISTINGS, do not enter the parent, but enter all the children with the 4 letter subject, a single space, the 5 digit course number, then a comma but no space, then the next child (for example, ARAB 12345, NEHC 32345, PLSC 12345, PLSC 32345). An error message may appear if these codes are mis-formated. Because of the data migration legacy, it's also possible that a course may already exist in another department and so can't be created here. If you are unable to fix the error, contact the Registrar’s Office. The system will automatically add the parent course to the start of the list of cross-listings. The system will also automatically add the courses to the appropriate pages IF they are using regular course displays. For departments using course blocks, the new course has to be manually added to the appropriate course block table(s).

for TERM OFFERED, enter the term or terms.

for INSTRUCTOR, enter the name of the instructor

For PREREQUISITES, enter any PQs.

For NOTES, enter any other comments

For COURSE DESCRIPTION, click edit and when the new window opens, enter the new description. You can type it in or cut and paste it in. DO NOT cut and paste in a table. If you cut and paste, be sure to highlight the text and clean it (the T with the red line through it will clean the format, and the broom icon to remove bad html code). Make any other format adjustments. Click OK when done.

for FIRST COURSE IN SEQUENCE, leave this field BLANK if the course is the actual first course in the sequence, but populate it if you are creating the second or third course in the sequence. For example, for YDDH 10100, leave it blank, but when creating YDDH 10200 and YDDH 10300, enter YDDH 10100 as the first course in sequence.

For Sequence Description, IF APPLICABLE, use the same instructions as for adding the course description.

For Hide Course, only click the box if the course is not offered anymore.

HIT SAVE when finished