Create a New Course

1. Department identifies New course to offer.
2. Departmental Course Manager checks that New Course is not a modification to a current offering.
3. If course is New, Supporting Documentation gathered (a. Course Form, b. memo for rationale, c. New course syllabus)
4. Departmental Course Manager fills out Course Form
5. Course Form and Supporting Documentation routed to Department Head or designee for signature
6. Course Form routed to Dean or designee for signature
7. OTR adds course to SIS
8. OTR approves form
9. OTR sends approved copies to all departments involved. Send a email and copies to Admissions Credit Evaluation

- d. Enter course title Long Title and Short Title (max 30 characters)
- e. Term offered Summer/Fall/Spring
- f. What Campus is involved
  i. Calumet -PUC
  ii. Continuing Education
  iii. Fort Wayne -IPFW
  iv. Indianapolis -IUPUI
  v. North Central -PNC
  vi. Tech Statewide -
  vii. Purdue West Lafayette –PWL
- g. What is the Effective Term
- h. What are the credit hours for this course
- i. Enter Equivalent Credit (if appropriate)
- j. Enter if the course is Repeatable or Non-repeatable
- k. If Non-repeatability, what is the number of attempts a student can register for this course
- l. Grade mode: G-Grade, P/Pass/No Pass, S/U- Satisfactory/Unsatisfactory
- m. Enter information if there is an option for Credit by Exam
- n. Fees: Coop? Lab? Rate Request? (if the fees are different, must submit explanation for this.)
- o. Meeting Schedule: 
  i. Minutes per meeting
  ii. Meetings Per Week
  iii. Weeks Offered
  iv. % of Credit Allocated to each schedule type (if more than one)
- p. Schedule Type:
  i. Lecture
  ii. Recitation
  iii. Presentation
  iv. Laboratory
  v. Lab Prep
  vi. Studio
  vii. Distance -UG course get distance, not GR or PR levels
  viii. Clinic
  ix. Experiential
  x. Research
  xi. Individual Study
  xii. Practice/Observation
- q. Restrictions:
  i. Class level restrictions
  ii. Field of study
  iii. Degree restriction
  iv. Program restriction
  v. College Restriction
  vi. Campus restriction
  vii. If this is a Polytechnic Course offering, do we assume to add TSW
- r. Requisites:
  i. Pre - Requisites
  ii. Co-requisites (Can only be from active course offerings)
- s. Enter Course Descriptions

- Create one in STVSUBJ
  b. Enter Proposed Course Number (5 digits)
  c. Is this a UG or GR course