

Setting-up an Experimental (X67) Course in UDSIS

An experimental course can be run twice, before it has to go through the course inventory process to become a permanent course.

1. Go to: *Main Menu > Curriculum Management > Course Catalog > Course Catalog*
2. On tab "Add a New Value", click button **Add**
3. On the resulting page, change value for field "Effective Date" to the first date of the month, based on the semester
 - a) Example: For Spring 2012, enter 2/1/12
4. On tab "Catalog Data", enter the following information for the corresponding fields:
 - a) Description: **SEMINAR** (must be in all caps)
 - b) Long Course Title: **Seminar** (cap first letter, then lowercase)
 - c) Undergrad :
 - Min Units: **1**
 - Max Units: **6**
 - d) Graduate:
 - Min Units: **1**
 - Max Units: **12**
 - e) Grading basis: **Student Opt**
 - f) Check box for **Repeat for Credit**
 - g) Check box for **Allow Multiple Enroll in Term**
 - h) Total Unit Allowed: **99**
 - i) Total Completions Allowed: **99**
5. On tab "Offerings", enter information for the following fields:
 - a) Academic Group: **college**
 - b) Subject Area
 - c) Academic Org
 - d) Academic Career
 - e) Catalog number
 - f) For dropdown "Course Approved", select **Approved**
6. On tab "Components", enter information for the following fields:
 - a) Course Component: **Lecture**
 - b) Final Exam: **No**
7. Click button **Save**