

Setting-up an Experimental (-X67) Course in UDSIS

How to set up an experimental course in UD SIS. Reminder: An experimental course can be run twice, before it has to go through the course inventory process to become a permanent course.

Before setting up your section, please submit the following forms:

[New Experimental and Topics Title Form](#)

[Experimental Course Description Form](#)

Maintain Schedule of Classes Page –

Basic Data Tab:

- a. add new section, section numbers, i.e. 010, 011, 012 with appropriate associated class no, (10, 11, 1 2 . . .)
- b. Campus – Newark
- c. Location – Newark
- d. Instruction Mode - 'P' (in-person)
- e. Check 'schedule print box'
- f. Enter course topic ID

Meetings Tab:

- a. Meeting Pattern – enter a standard meeting pattern
- b. Instructor – assign instructor
- c. Access – 'approve'
- d. Workload – '100%

Enrollment Tab:

- a. Set course as 'active'
- b. Enter the enrollment cap

Notes Tab:

- a. Add note #0162 (See Supplemental Course Description on the Registrar's web page: <http://www1.udel.edu/registrar/course-info-registration/class-listing-archive.html>) if you have submitted an experimental/topic course description form.
- b. Add any other applicable numbered course notes or submit for to add free format notes

Adjust Class Associations Page –

Class Associations Tab:

- a. Update min and max units to reflect a fixed number of credits or leave as a variable number of credits
- b. Do not change billing factor, course count, or course contact hours fields
- c. Click button **Save**

Class Components Tab:

- a. Grading Basis can be changed to reflect how the course will be graded (experimental courses only)
 - 1. OPT (student can choose audit, listener or pass/fail)
 - 2. P/F (pass/fail only)
 - 3. P/NP (pass/not pass only)
 - 4. SG (standard letter grade only)
 - 5. NOG (no grade--if no grade is associated with the course)