

Course Management Job Aid

revised January 12, 2023

OVERVIEW

Course Management (CM) is a single platform that houses all components of course management across the university. CM has four components (or modules): Course Proposal, Inventory, Course Catalog, [Semester Schedule](#). It was launched in March 2019 and serves as university's front-end system for receiving course and semester class schedule information into the Student Information System (SIS), which is the source system for student-facing platforms such as [SSOL](#) (Student Services Online), [DOC](#) (Directory of Classes), and [Vergil](#). Please note the following:

- The Office of the Registrar is the Course Management system administrator.
- Academic Program Administrators are the main users of the Course Management system.
- School Registrars are no longer involved in the actual creation of courses (or 'course shells') in CM or entering semester classes schedules for a given term.

DATA INTEGRITY

It is important to be aware that the data quality of downstream student-facing platforms is only as good as what is input into Course Management. The accuracy and completeness of Course Management information is crucial to ensuring that (1) students are provided with Class Schedule information needed and (2) instructional faculty are provisioned with appropriate user access to SSOL and Canvas.

USER ACCESS

1. To request access to Course Management, complete [this form](#).
2. If you have an issue with existing access, send an email to coursemanagement@columbia.edu

REGISTRAR'S RESOURCES

1. The Office of the Registrar maintains a website with [useful SIS information](#) and a [Course Management User Guide](#) - an invaluable resource for learning to navigate the system.
2. Web pages are updated with new release notes and specific guidance from the Registrar during the planning period prior to a semester start.
3. [Calendar link to Course Management Office Hours](#) hosted by the Registrar's Office.

TRAINING VIDEO & CM DEMONSTRATION:

- [SPS Course Proposals Training Zoom Recording, October 2021](#)
- [CM Registrar's Demo Zoom Recording](#)

QUESTIONS

- Course issues and requests for specific classrooms cusps.zendesk.com
- All other registrar questions - contact registrar@columbia.edu
- Any other questions (course materials, instructional support) - send a request via [Zendesk](#)

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SPS COURSE MANAGEMENT QUICK-START GUIDE

This Quick-start Guide is intended to provide additional assistance, over and above the Registrar's Resources and the demonstration zoom recording above. This document will be updated periodically.

1. [Semester Schedule module](#)
2. [Course Proposals module](#)
 - a. [Propose a New Course](#)
 - b. [Propose a Change to a Course](#)

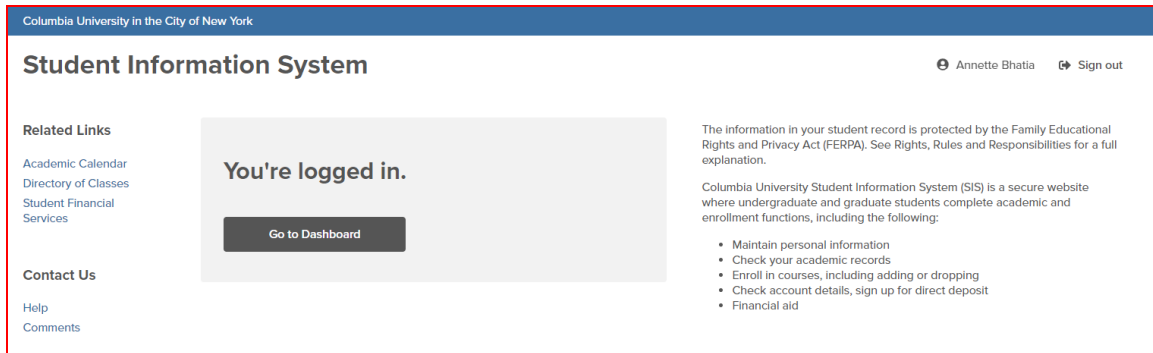
SEMESTER SCHEDULE MODULE

The Semester Schedule is the list of course sections that are offered to students each semester. Departments/Programs enter classes into the Semester Schedule module of Course Management to make them available for student registration.

Program Administrators are responsible for managing their department(s)'s Semester Schedules. School-level Administrators are able to see all the schedules of all departments within their School and are able to make changes needed to Sessions and Courses.

Once a Program CPS has been approved by Academic Affairs and new courses have been approved by COI, Program staff create the *Semester Schedule* in Course Management. Follow the steps below:

- Go to: sis.columbia.edu
- Log in with your Columbia UNI and password, and complete the DUO Authentication
- Once logged in, you will see the main menu



Columbia University in the City of New York

Student Information System

Annette Bhatia Sign out

Related Links

- Academic Calendar
- Directory of Classes
- Student Financial Services

Contact Us

- Help
- Comments

You're logged in.

[Go to Dashboard](#)

The information in your student record is protected by the Family Educational Rights and Privacy Act (FERPA). See Rights, Rules and Responsibilities for a full explanation.

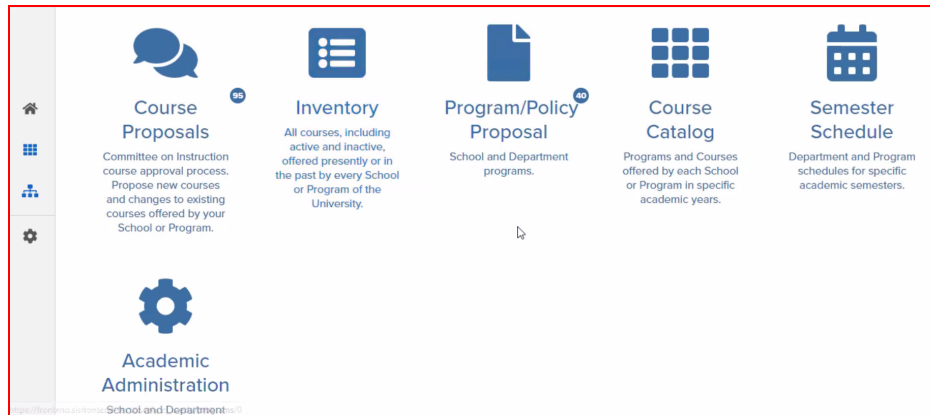
Columbia University Student Information System (SIS) is a secure website where undergraduate and graduate students complete academic and enrollment functions, including the following:

- Maintain personal information
- Check your academic records
- Enroll in courses, including adding or dropping
- Check account details, sign up for direct deposit
- Financial aid

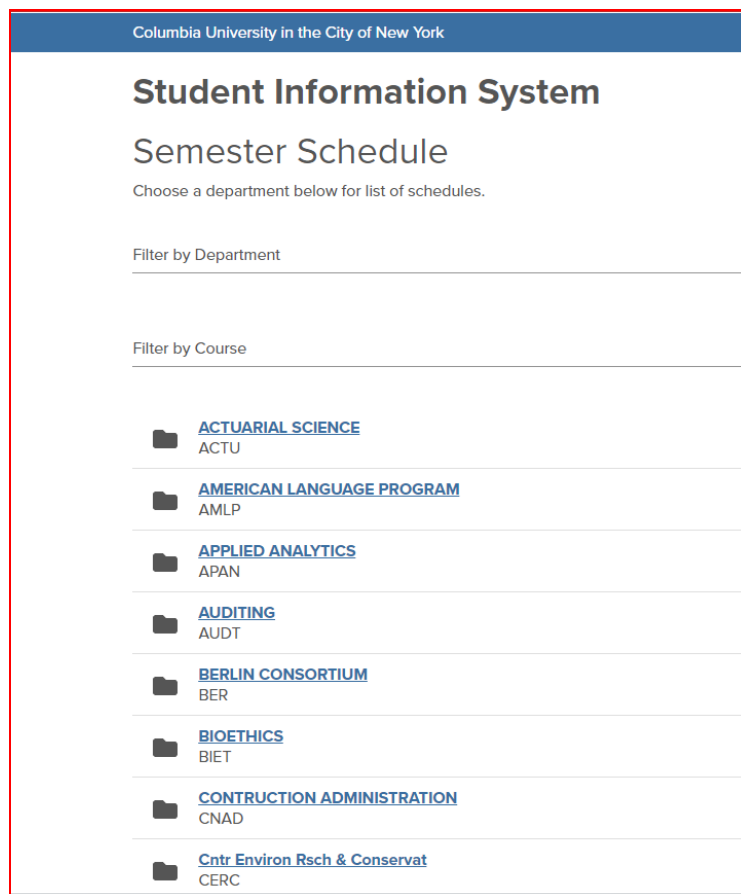
- Click on '**Go to Dashboard**', then click on '**Course Management**'
- Then click on '**Semester Schedule**'

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- The next screen displays the programs & departments, based on user access level. If there is more than one program in the list, select the appropriate program or **'Filter by Department'**



- Select the appropriate term for the semester schedule you are creating.

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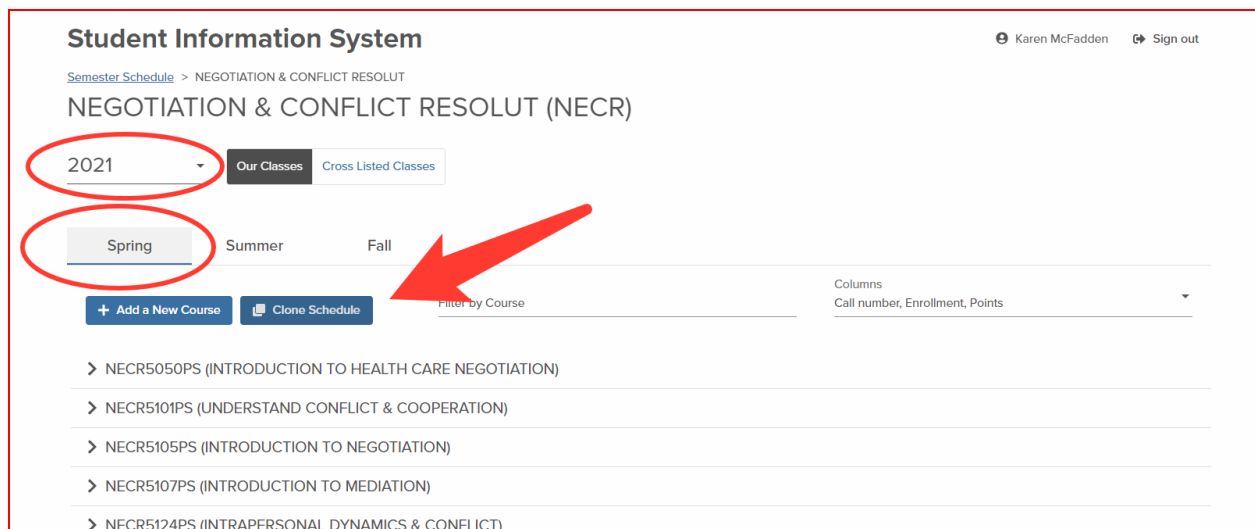


Creating the Semester Schedule

Administrators can **Clone a Schedule** (duplicate) from a previous term or **Start a Semester Schedule from Scratch**.

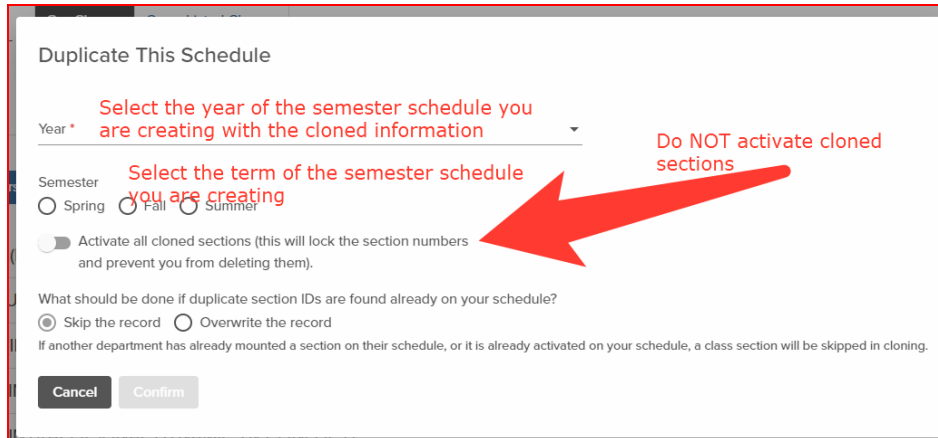
Clone a Schedule - Navigate to the historical semester schedule that you want to clone. Cloning will copy the entire schedule, including instructors, meeting days & times, and other information.

1. At the top of the navigation, select the desired term to view the prior schedule.
2. Click the button titled, '**Clone Schedule**' and complete the information requested in the pop-up box.
 - a. **Tip:** Do not activate the cloned courses as this limits the edits you can make to a section.



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The screenshot shows a dialog box titled "Duplicate This Schedule". It contains the following elements:

- Year ***: A dropdown menu with a red annotation: "Select the year of the semester schedule you are creating with the cloned information".
- Semester**: Radio buttons for "Spring", "Fall", and "Summer". A red annotation: "Select the term of the semester schedule you are creating" points to the "Fall" option.
- Activate all cloned sections**: A toggle switch. A red annotation: "Do NOT activate cloned sections" points to the "Off" position.
- What should be done if duplicate section IDs are found already on your schedule?**: Radio buttons for "Skip the record" (selected) and "Overwrite the record".
- Footer**: "Cancel" and "Confirm" buttons.

3. Active v. Inactive Cloning

- There are options to clone all sections as Inactive or Active. The Registrar recommends cloning to an inactive schedule. Once sections are activated, you cannot delete them or change the section numbers. This will allow you to review all the section details before they post to the Directory of Classes and SSOL.

4. Course Changes

- **All Course changes submitted via the Proposal workflow should be done BEFORE cloning or creating the Semester Schedule.****

5. Once you submit the request, do not refresh your browser. The process will take up to 10 minutes depending on the size of the schedule.

- Once complete, navigate back to the new term you are creating and proceed with reviewing and/or adding sections.

6. Once cloning is complete, navigate back to term you are creating and proceed with reviewing and/or adding sections.

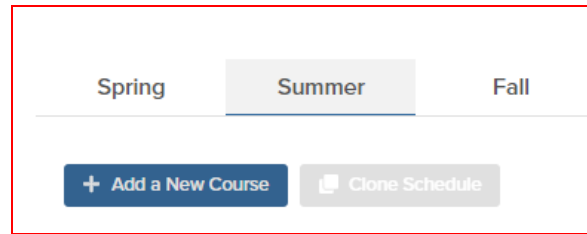
7. To add additional courses and/or sections to your schedule, follow the instructions outlined in the 'Creating a Schedule from Scratch' section below.

Create a Schedule from Scratch - To create a Semester Schedule from a scratch, courses are added one by one.

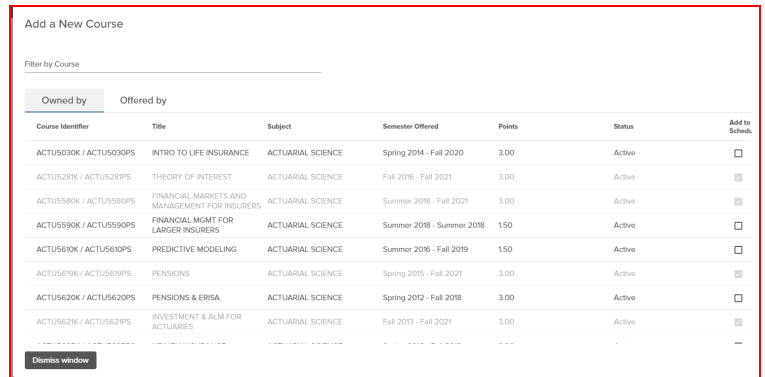
- Start by selecting the term and year of the Semester Schedule to be created.

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2. Click the, '+ Add a New Course' button.
3. Scroll to find the course you want to add or type in the course title or SUBJ# until it appears. You must hit your ENTER key to initiate the search process.
 - a. The courses that appear are those that are approved and “owned” by the program.



The screenshot shows the 'Add a New Course' window. It has a search filter and two tabs: 'Owned by' (selected) and 'Offered by'. Below is a table of courses with the following columns: Course Identifier, Title, Subject, Semester Offered, Points, Status, and Add to Schedule. A 'Dismiss window' button is at the bottom left.

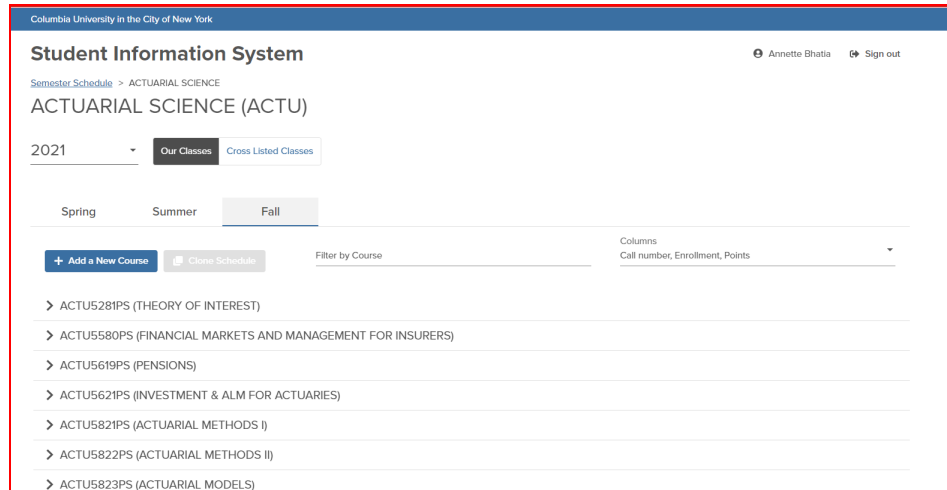
Course Identifier	Title	Subject	Semester Offered	Points	Status	Add to Schedule
ACTU5030K / ACTU5030PS	INTRO TO LIFE INSURANCE	ACTUARIAL SCIENCE	Spring 2014 - Fall 2020	3.00	Active	<input type="checkbox"/>
ACTU5281K / ACTU5281PS	THEORY OF INTEREST	ACTUARIAL SCIENCE	Fall 2016 - Fall 2021	3.00	Active	<input type="checkbox"/>
ACTU5580K / ACTU5580PS	FINANCIAL MARKETS AND MANAGEMENT FOR INSURERS	ACTUARIAL SCIENCE	Summer 2018 - Fall 2021	3.00	Active	<input type="checkbox"/>
ACTU5590K / ACTU5590PS	FINANCIAL MGMT FOR LARGER INSURERS	ACTUARIAL SCIENCE	Summer 2018 - Summer 2018	1.50	Active	<input type="checkbox"/>
ACTU5600K / ACTU5600PS	PREDICTIVE MODELING	ACTUARIAL SCIENCE	Summer 2016 - Fall 2019	1.50	Active	<input type="checkbox"/>
ACTU5619K / ACTU5619PS	PENSIONS	ACTUARIAL SCIENCE	Spring 2015 - Fall 2021	3.00	Active	<input type="checkbox"/>
ACTU5620K / ACTU5620PS	PENSIONS & ERISA	ACTUARIAL SCIENCE	Spring 2012 - Fall 2018	3.00	Active	<input type="checkbox"/>
ACTU5621K / ACTU5621PS	INVESTMENT & ALM FOR ACTUARIES	ACTUARIAL SCIENCE	Fall 2013 - Fall 2021	3.00	Active	<input type="checkbox"/>

4. Once the desired course is located, click the checkbox in the column, ‘Add to Schedule’. The course will then appear in the semester schedule for the term.
5. Multiple courses can be added at the same time using the checkboxes in the 'Add to Schedule' column on the right side of the 'Add a New Course' window.
6. If the program needs to add a brand new course to the Semester Schedule and the course does not appear in the course list, please contact sps-coi@columbia.edu.
 - a. The SPS COI Administrator will check to ensure the course is COI-approved.
 - b. Once COI-approved, program staff use the Course Proposals module in CM to submit the course via the 'Propose a New Course' option.
 - c. Once the program completes the submission, a notification is sent to the COI Administrator, who reviews the course and processes the approval in CM. Once approved is logged in CM, the course is automatically added to the program’s Course Inventory.

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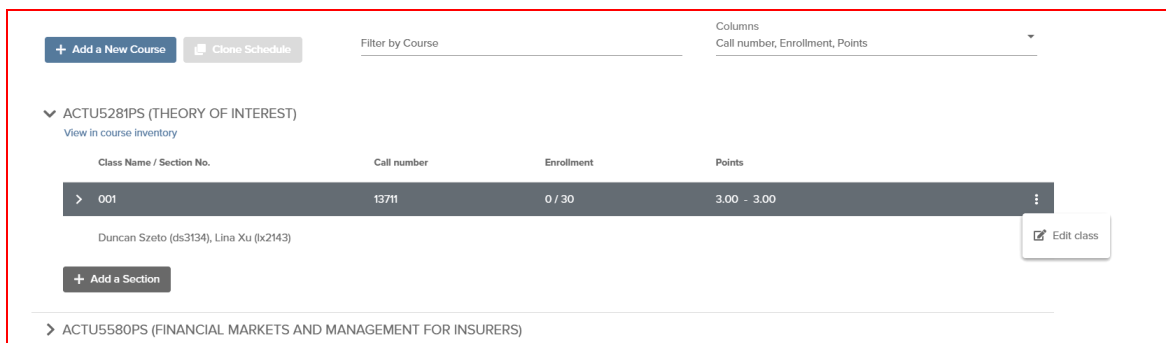
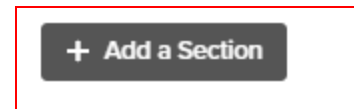
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Once all courses are added to a schedule, it will look like this:



7. Creating Individual Sections - After adding all courses to a schedule, individual class sections must be created.

- Click the title of the course, then click, '**+ Add a Section**'.
- The '**Create a New Section**' dialog box will appear.
- Set section details such as enrollment cap, meeting times, instructor, and class rules, etc.

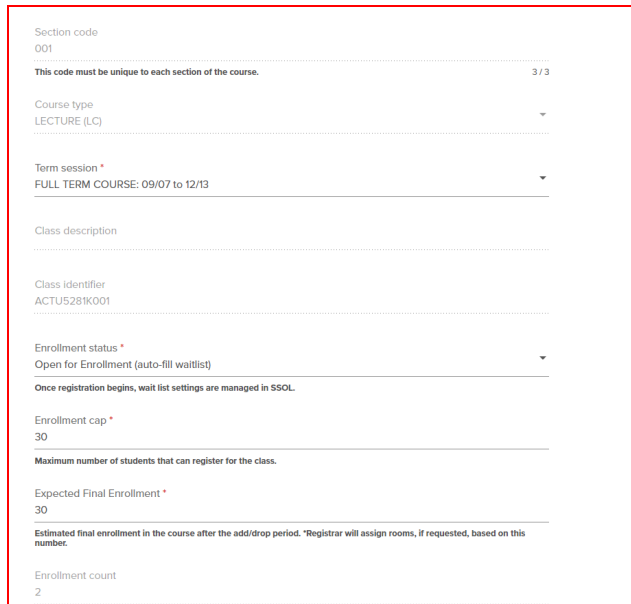


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'+ Add a Section' data fields:

- Section Code:
 - Depending on the modality, section codes must begin with one of the following:
 - D = Online (ex. D01)
 - H = Hybrid (ex. H01)
 - O = Campus (ex. 001)
 - As additional sections are added, the number should increase by one digit in ascending order (ie: 001, 002, 003)
- Term Session: Full term, Block week etc
- Enrollment status: sets Waitlist Rules
 - **'Open for Enrollment' = Auto-fill Waitlist** (waitlist students automatically added to section when seat becomes available)
 - **'Registration Block' = Self-managed waitlist** (Students are individually added to the section)
 - Closed for Online Registration **DO NOT USE**
- **'Enrollment Cap'** - set enrollment cap for the class section
- **'Expected Final Enrollment'** - set this to the same value as 'Enrollment Cap' since this drives the selection of a classroom with appropriate capacity
- **'Method of Instruction'** - select all that apply: Online, Hybrid, In Person
 - If the appropriate method of instruction is not available in the drop-down menu, submit a request to add the instructional method via the ['Propose a Change to a Course'](#) function in the Course Proposals module.
 - Once the request is approved, navigate back to the Schedule and make updates as needed.



Section code
001
This code must be unique to each section of the course. 3 / 3

Course type
LECTURE (LC)

Term session *
FULL TERM COURSE: 09/07 to 12/13

Class description

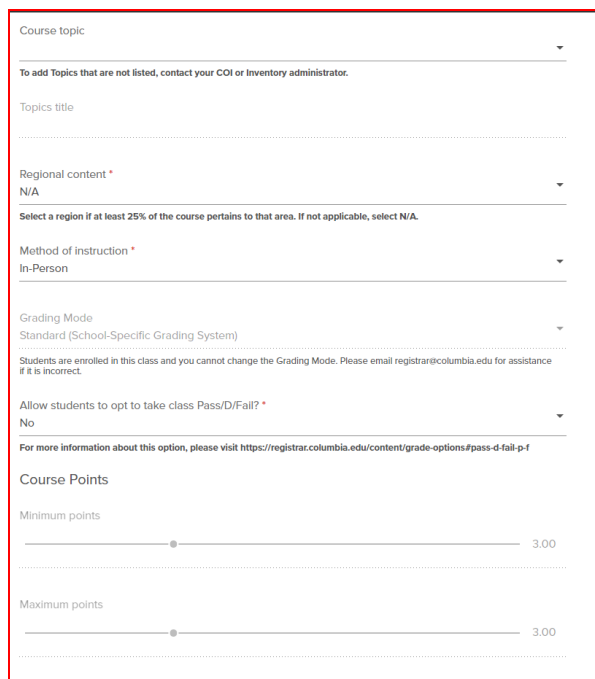
Class identifier
ACTU5281K001

Enrollment status *
Open for Enrollment (auto-fill waitlist)
Once registration begins, wait list settings are managed in SSOL.

Enrollment cap *
30
Maximum number of students that can register for the class.

Expected Final Enrollment *
30
Estimated final enrollment in the course after the add/drop period. *Registrar will assign rooms, if requested, based on this number.

Enrollment count
2



Course topic

To add Topics that are not listed, contact your COI or Inventory administrator.

Topics title

Regional content *
N/A
Select a region if at least 25% of the course pertains to that area. If not applicable, select N/A.

Method of instruction *
In-Person

Grading Mode
Standard (School-Specific Grading System)
Students are enrolled in this class and you cannot change the Grading Mode. Please email registrar@columbia.edu for assistance if it is incorrect.

Allow students to opt to take class Pass/D/Fail? *
No
For more information about this option, please visit <https://registrar.columbia.edu/content/grade-options#pass-d-fail-p-f>

Course Points

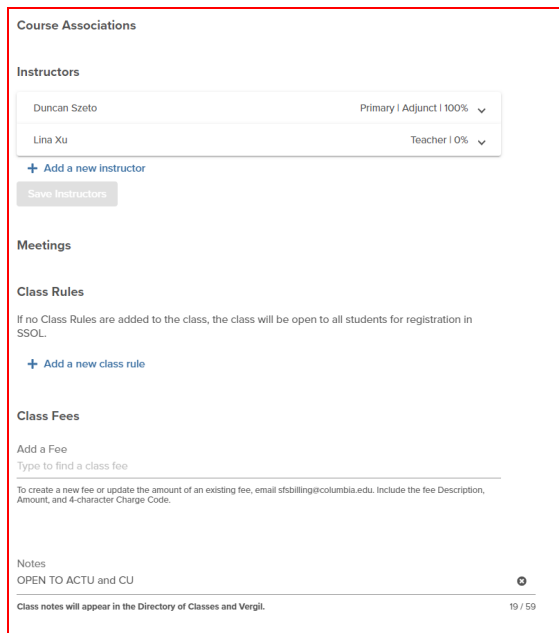
Minimum points
3.00

Maximum points
3.00

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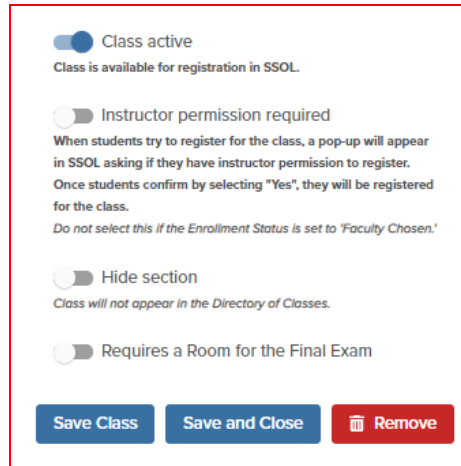
- **'Grading Scale'** - Select 'School of Professional Studies' from drop down
- **'Allow students to opt to take class Pass/D/Fail'** - SPS does not allow for pass fail courses with very few exceptions, if you have questions about the course grading, please contact sps-coi@columbia.edu).
- **'Instructors'** - Ensure that all faculty are hired and uploaded into the CM system. If you have co-instructors, you can assign them each a percentage of the course they are responsible to teach. ***Please Note:*** If an instructor is not assigned to the section in CM, they will not be provisioned with user access to the Canvas course site or to SSOL to submit grades



- **Adding New Instructors to CM:** If an Instructor is not available in the list, complete [this form](#) to request that the Registrar's Office create a CM Instructor record. Once the record is created, navigate back to the course section in CM and update the Instructor data field.
- **'Class Rules'** - limits registration to specific Student Groups, and, within those groups, to further restrict to students within particular Programs.
- You can also add class rules/restrictions in the notes, however, a note alone does not prevent a student from registering.
- After completing the form, hit **'Save Class'** at the bottom of the form.
 - Clicking **'Save Class'** will not activate your course in the DOC.
- If you are ready to have the section published to the DOC, you need to scroll back to the top of the form and toggle the **'Class Active'** button to push live.

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Class active
Class is available for registration in SSOL.

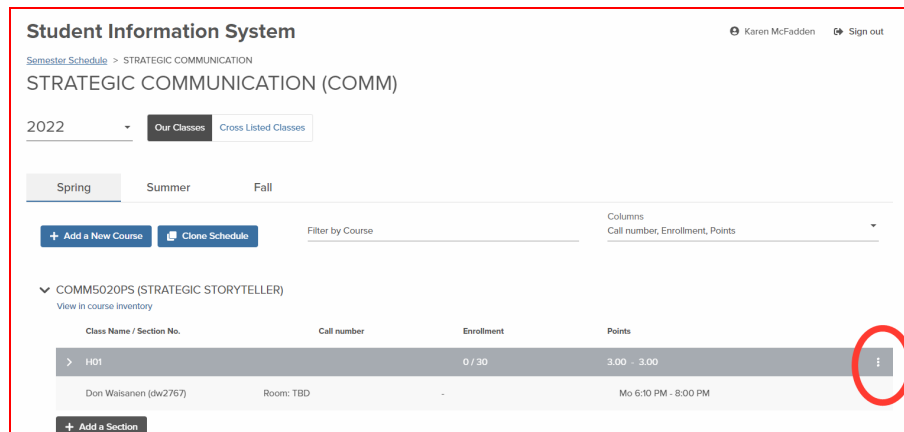
Instructor permission required
When students try to register for the class, a pop-up will appear in SSOL asking if they have instructor permission to register. Once students confirm by selecting "Yes", they will be registered for the class.
Do not select this if the Enrollment Status is set to 'Faculty Chosen.'

Hide section
Class will not appear in the Directory of Classes.

Requires a Room for the Final Exam

[Save Class](#) [Save and Close](#) [Remove](#)

If you need to edit the section information at a later time, click on the ellipsis (three dots) to the right of the section row information, and then click on **'Edit Class'**.



Student Information System

Semester Schedule > STRATEGIC COMMUNICATION


STRATEGIC COMMUNICATION (COMM)

2022 [Our Classes](#) [Cross Listed Classes](#)

Spring Summer Fall

[+ Add a New Course](#) [Clone Schedule](#) Filter by Course Columns
Call number, Enrollment, Points

COMMS020PS (STRATEGIC STORYTELLER)
View in course inventory

Class Name / Section No.	Call number	Enrollment	Points	
> H01		0 / 30	3.00 - 3.00	
Don Waisanen (dw2767)	Room: TBD		Mo 6:10 PM - 8:00 PM	

[+ Add a Section](#)

PLEASE NOTE: Rooms are assigned by the Registrar's Office. If the option for a classroom comes up please select **'REGISTRAR ASSIGNED'**.

COURSE PROPOSALS MODULE

The Course Proposals module provides a way for Schools to manage the creation of new courses and changes to existing courses. The module includes workflow management and approval chains for courses, including the ability to manage courses that are owned by more than one department/program or school. The CM Course Proposals module must be used to process the approvals of all (1) new

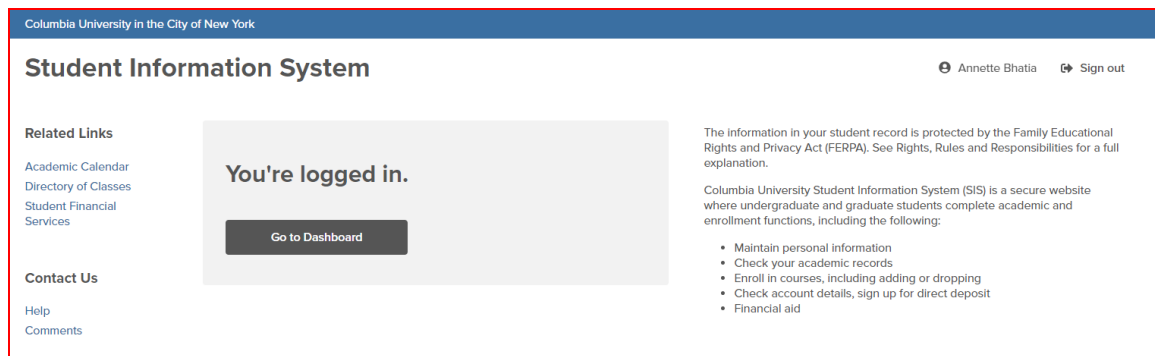
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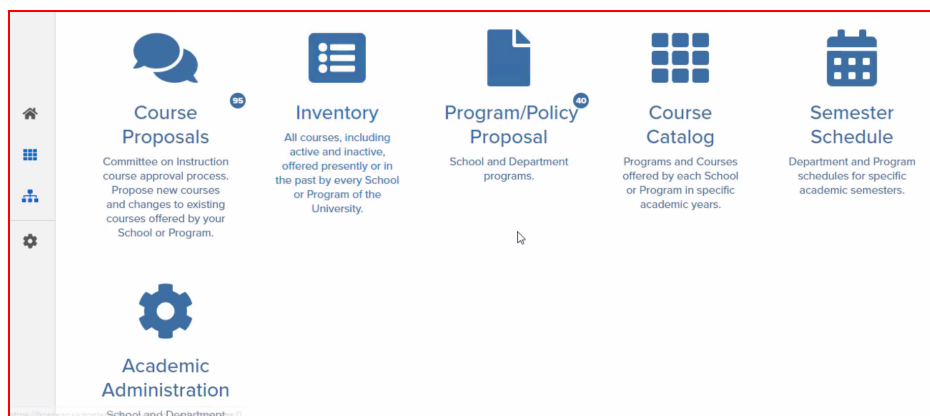
courses, (2) redeveloped courses, and (3) revisions to information associated with existing courses in Course Management. Once a course is fully approved in CM, it is automatically added to the course Inventory and becomes available in the [Semester Schedule](#) module.

At SPS, the [Curriculum Management and Course Proposals process](#) is initiated each summer by [Program Curriculum Committees \(PCCs\)](#).

1. PCCs conduct an [Annual Curriculum Review \(ACR\) and develop a Curriculum Improvement Plan \(CIP\)](#).
 2. The CIP includes a Course Proposals Worksheet that is submitted for approval to the Senior Associate Dean (SAD) of Academic Affairs.
 3. Once a new course proposal or redesign/redevelopment has been approved, program staff may begin entering information into the Course Proposals module of CM. Follow the steps below:
- Go to: sis.columbia.edu
 - Log in with your Columbia UNI and password, and complete the DUO Authentication
 - Once logged in, you will see the main menu



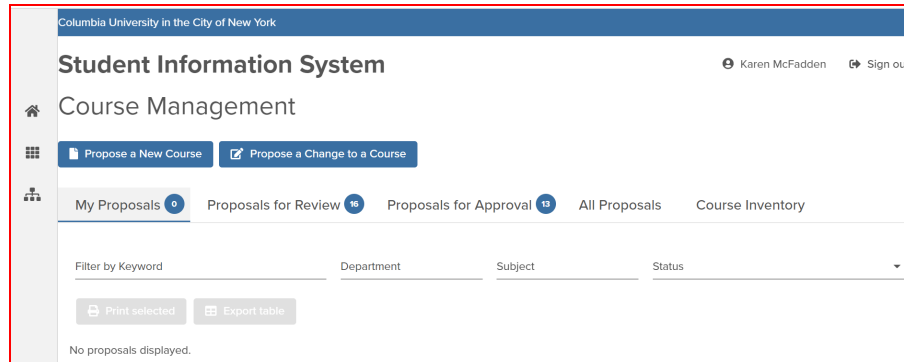
- Click on '**Go to Dashboard**', then click on '**Course Management**'
- Then click on '**Course Proposals**'



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- Select the blue button that applies to the course: (1) [‘Propose a New Course’](#) or (2) [‘Propose a Change to a Course’](#).



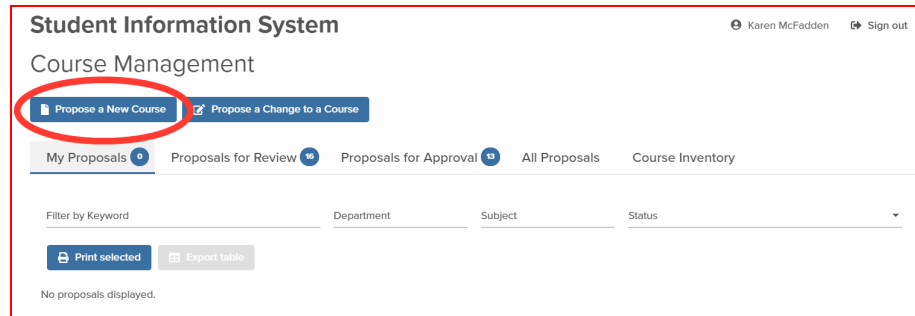
- ***IMPORTANT NOTE:*** all changes to course information must be processed through the CM Course Proposals module -- this includes changes that do not require COI approval, such as correcting grammatical errors in the course descriptions.
 - The SPS CM Administrator will receive an automatic CM notification, review, and approve the change in the system.
 - The [New & Existing Course Change Roadmap one-pager](#) provides a high-level overview of how to manage new courses and course changes.
 - For more information related to the types of changes that require COI approval, please reference the [Course and Program Change Policy](#).

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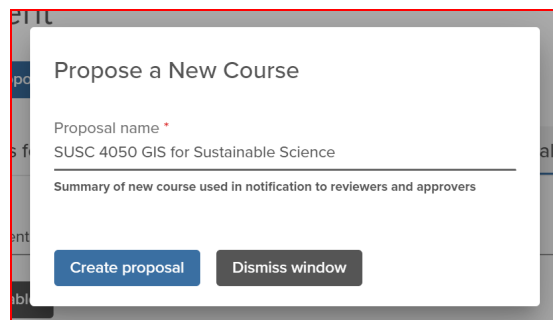
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Propose a New Course

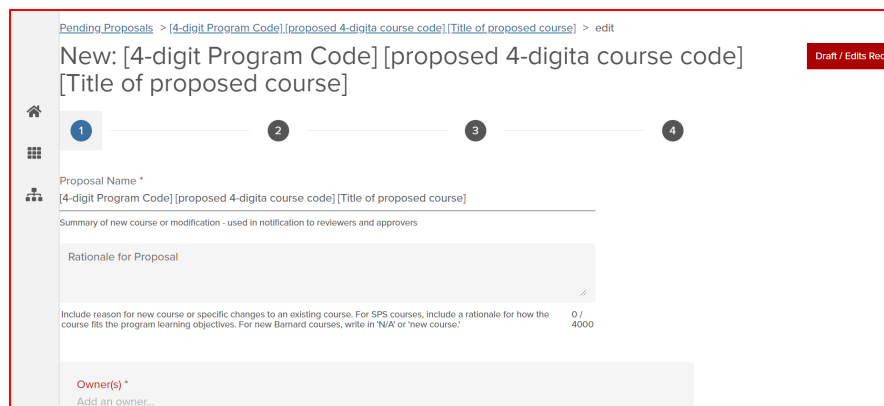
- Click the 'Propose a New Course' button



- 'Proposal Name' - please use the naming convention below to facilitate the review process in CM. The data entered is used in notification emails and the Proposals dashboards.
 - [3- or 4-digit Program Code] [proposed 4-digit course code] [Title of proposed course]
 - Click the blue 'Create proposal' button



- Each new course proposal requires 4 pages to be completed

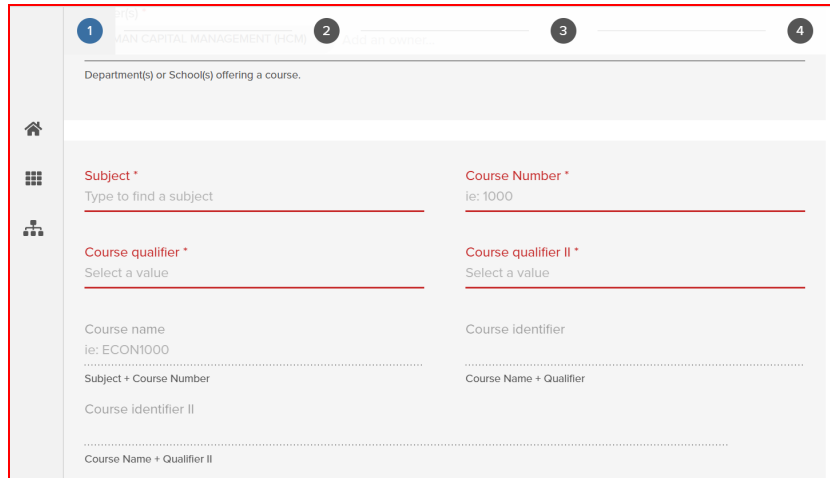


- 'Rationale for Proposal' - brief description of how the course fits with the program learning objectives.

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- **'Owner(s)'** - enter the SPS program that owns the course as well as any other department/school that need access to the course for Semester Scheduling.
 - CM introduces a new concept of multiple department and/or School course ownership
 - The Course may be added to a Semester Schedule by any Owner listed
 - Additional owners may be added by the current Course Owner added via the ['Propose a Change to a Course' workflow](#)
 - **Example:** SPS Columbia Summer Team can request to be added as a co-owner to a CC/GS course if they would like to mount the course for the summer. The course will be routed for approval by both CC/GS COI and SPS COI. Once it is approved by both, either department will be able to list the class (A&S department in Spring/Fall and Summer Session in the Summer).



The screenshot shows a web interface for course management. At the top, there are four numbered steps: 1. Add Department(s), 2. Add School(s), 3. Add Course, and 4. Add Owner(s). The main form area is titled 'Department(s) or School(s) offering a course.' and contains several input fields:

- Subject ***: Type to find a subject
- Course Number ***: ie: 1000
- Course qualifier ***: Select a value
- Course qualifier II ***: Select a value

Below these fields, there are two columns of examples for course identifiers:

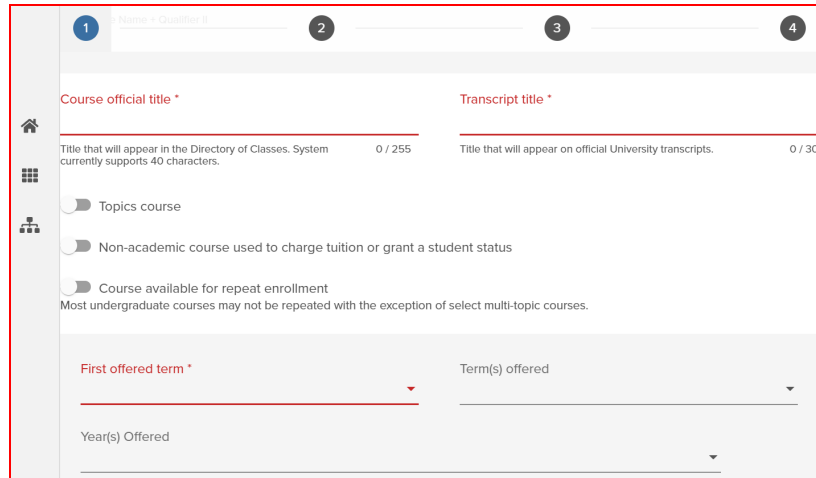
- Course name**: ie: ECON1000
- Course identifier**
- Subject + Course Number**
- Course Name + Qualifier**
- Course identifier II**
- Course Name + Qualifier II**

- **'Subject'** - for SPS Masters degree programs and ALP enter the SPS academic Program
 - For Pre-College and Columbia Summer, enter the appropriate Subject code based on the disciplinary content of the course
- **'Course Number'** - select a number that is not currently in use. If an existing course number is selected, an error message will appear. For questions related to course numbers, contact the Office of the Registrar and [reference resources on the Registrar's website](#).
 - 5000 = graduate courses
 - 4000-5000 = undergraduate & graduate courses
 - 1000-3999 = undergraduate
 - Zero-credit course should be assigned a number that starts with 0 (ex: 0999)
- **'Course qualifier' & 'Course qualifier II'** - (legacy, prefix before the course number)
 - For SPS MS, MPS and Pre-College courses
 - Select: K (Course qualifier) and PS (Course qualifier II) - 5000+ = MS/MPS
 - For ALP, select Z and PS

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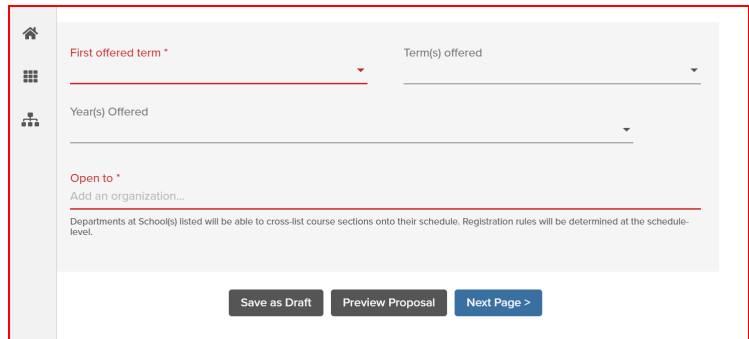
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- For Audit, select O and PS
- **'Course name', 'Course identifier', 'Course identifier II'** - automatically generated
- **'Course official title'** - course title that appears in Directory of Classes; limited to 255 characters



The screenshot shows a web form with four numbered steps at the top. Step 1 is the current view. It contains two text input fields: 'Course official title *' (with a character count of 0 / 255) and 'Transcript title *' (with a character count of 0 / 30). Below these are three toggle switches: 'Topics course', 'Non-academic course used to charge tuition or grant a student status', and 'Course available for repeat enrollment'. The 'Course available for repeat enrollment' toggle has a note: 'Most undergraduate courses may not be repeated with the exception of select multi-topic courses.' At the bottom, there are dropdown menus for 'First offered term *', 'Term(s) offered', and 'Year(s) Offered'.

- **'Transcript title'** - restricted to 30 characters in order to fit onto the standard Columbia two-column transcripts.
- **'Topics course'** toggle- Only used for 'topics courses', moving the toggle to the right allows a subtitle to be added
- **'Non-academic Course used to charge tuition or grant a student status' toggle** - Programs may use non-academic 'courses' to maintain students' enrollment status or charge tuition. Course Points should be set to 0 (zero) and required fields left as N/A.
 - Rarely used by SPS. Consult the Registrar before using this toggle.
- **'Course available for repeat enrollment'** toggle - Refers mainly to independent study, residency, and some multi-topics courses. Moving the toggle to the right allows a program to add the number of times a student can take a course for credit.
- **'First offered term'** - enter the first term the course will be offered for student registration.
- **'Term(s) offered'** - select one or more terms indicating when the program will offer the course.
- **'Year(s) Offered'** - select whether the course will be offered 'Every' year or only during 'Even' or 'Odd' years.
- **'Open to'** - enter the Schools whose students are the target audience for the course. Departments at School(s) listed will be able to cross-list course sections onto their schedule.



This screenshot shows the 'Open to *' section of the form. It includes a text input field with the placeholder 'Add an organization...' and a note: 'Departments at School(s) listed will be able to cross-list course sections onto their schedule. Registration rules will be determined at the schedule-level.' At the bottom of the form are three buttons: 'Save as Draft', 'Preview Proposal', and 'Next Page >'.

Course Management Job Aid

revised January 12, 2023

- This list is separate from 'Class Rules', which are determined in 'Semester Schedules' on individual class sections. On the 'Semester Schedule', there is the option to 'add/edit Class Rules by Schools and Programs'.
- After completing page 1, you may 'Save as Draft', 'Preview Proposal' or go to the 'Next Page'

The screenshot shows a web interface for course management. It features a sidebar with navigation icons (home, grid, list) and a main content area. The main area has three sections: 'Course Type(s) *' with a dropdown menu and a note about CC-GS courses; 'Course Points' with a note about minimum/maximum points and a slider for setting values; and 'Notes For Students Regarding Points' with a text input field.

- 'Course Type' - select the appropriate description from the drop-down list.
 - The most commonly used course types at SPS are Lecturer, Seminar, Practicum, Internship, and Independent Study.
- 'Course Points' - Courses with fixed points should have these two values set to be the same.
 - Variable points should be used only for courses where students are able to choose the appropriate points for their enrollment during registration. Variable points cannot be altered on the Schedule.
 - Non-credit courses should have Points set to 0 (zero).
 - Click and drag the dot to set the number of points, or hover your cursor over the point value to reveal up and down arrows which can be used to set the points.
- 'Notes for Students Regarding Points' - The data in this field can be used for reference in the Inventory and on School bulletins
- 'Method of Instruction' - Annual reporting by the Office of the University Provost requires reporting on the way classes are taught.
 - Multiple values can be selected in this field.
 - NOTE: Only values selected/approved in Inventory will be available for Schedule Administrators to select when mounting the Course on the Semester Schedule.

The screenshot shows a dropdown menu for 'Method of Instruction' with five options, each with a checkbox:

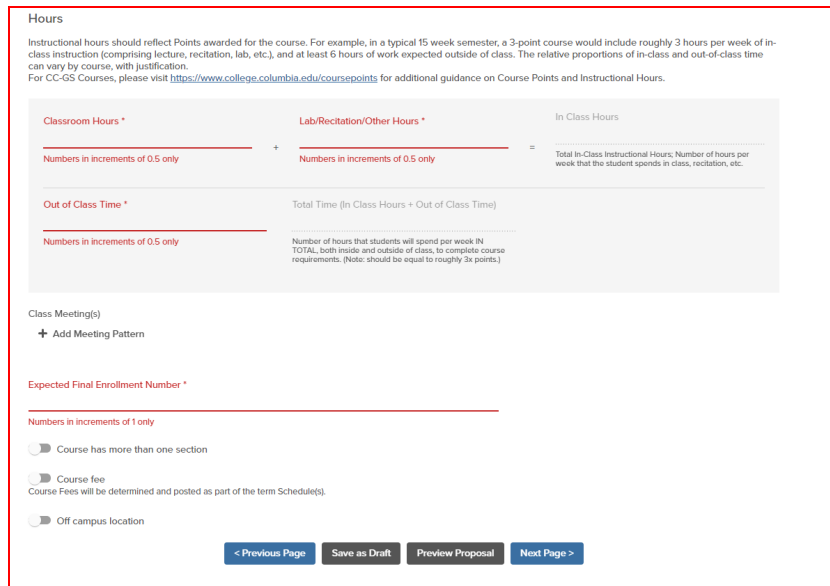
- None
- Classroom (0% online)
- Hybrid (less than 20% online)
- Hybrid (20 to 79% online)
- Hybrid (more than 80% online)

Course Management Job Aid

revised January 12, 2023

- **Hours**

- **'Classroom Hours', 'Lab/Recitation/Other Hours', 'Out of Class Time'** - Enter the appropriate values for the course (hours per week)
 - Instructional hours should reflect Points awarded for the course. For example, in a typical 15 week semester, a 3-point course would include roughly 3 hours per week of in-class instruction (comprising lecture, recitation, lab, etc.), and at least 6 hours of work expected outside of class. The relative proportions of in-class and out-of-class time can vary by course, with justification.
 - **For a 3-credit fully asynchronous online course**, the value for **'Classroom Hours'** = 0 (zero) hours, and **'Out of Class Time'** = total hours per week the faculty members expects students to devote to the class
- **'In Class Hours' & 'Total Time (In Class Hours + Out of Class Time)'** - auto-calculated



Hours

Instructional hours should reflect Points awarded for the course. For example, in a typical 15 week semester, a 3-point course would include roughly 3 hours per week of in-class instruction (comprising lecture, recitation, lab, etc.), and at least 6 hours of work expected outside of class. The relative proportions of in-class and out-of-class time can vary by course, with justification.
For CC-GS Courses, please visit <https://www.college.columbia.edu/coursepoints> for additional guidance on Course Points and Instructional Hours.

Classroom Hours * Numbers in increments of 0.5 only	+	Lab/Recitation/Other Hours * Numbers in increments of 0.5 only	=	In Class Hours Total In-Class Instructional Hours; Number of hours per week that the student spends in class, recitation, etc.
Out of Class Time * Numbers in increments of 0.5 only		Total Time (In Class Hours + Out of Class Time) Number of hours that students will spend per week IN TOTAL, both inside and outside of class, to complete course requirements. (Note: should be equal to roughly 3x points.)		

Class Meeting(s)
+ Add Meeting Pattern

Expected Final Enrollment Number *
Numbers in increments of 1 only

Course has more than one section

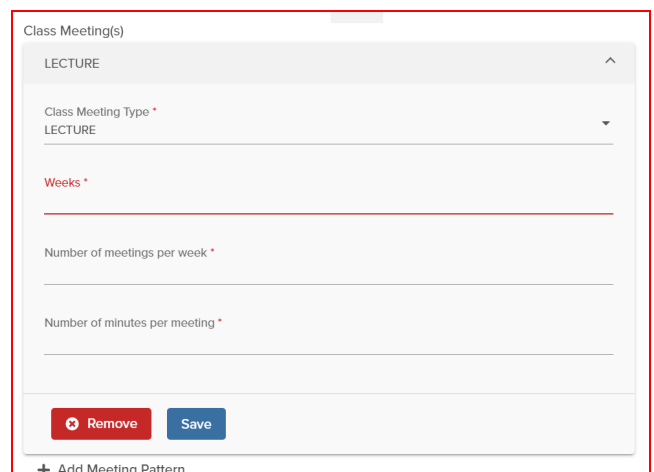
Course fee
Course Fees will be determined and posted as part of the term Schedule(s).

Off campus location

< Previous Page Save as Draft Preview Proposal Next Page >

- **'Class Meeting Plan'** - indicates the proposed meeting structure of a course.

- Use the **'Add Meeting Pattern'** to provide relevant details for.
 - Meeting Type
 - Weeks
 - Number of meetings per week
 - Number of minutes per meeting



Class Meeting(s)

LECTURE ^

Class Meeting Type *
LECTURE v

Weeks *

Number of meetings per week *

Number of minutes per meeting *

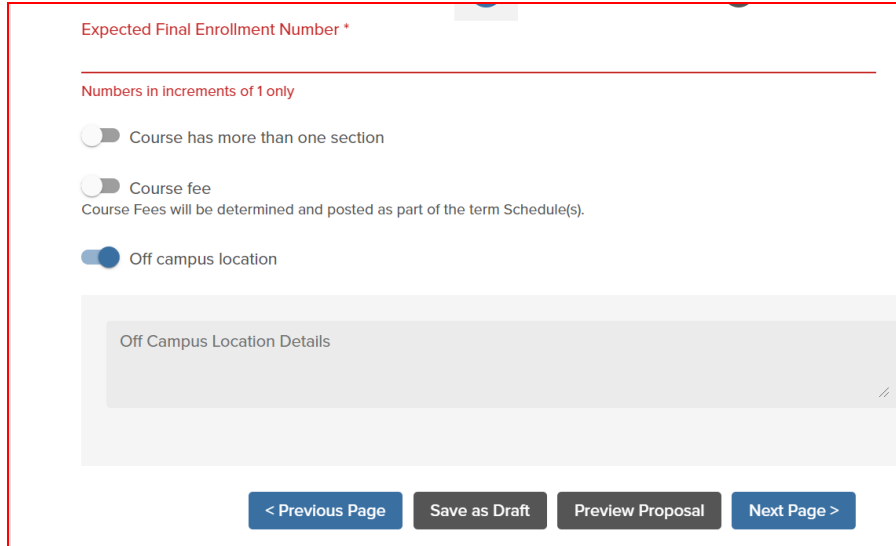
Remove Save

+ Add Meeting Pattern

Course Management Job Aid

revised January 12, 2023

- **Example:** the standard SPS MS **lecture** format is 14 weeks, 1 meeting/week, 120 minutes/meeting.
- **'Expected Final Enrollment Number'** - number of students expected to take the class per term (after registration change of program period, ie: add/drop)
- **'Course Fee'** toggle - moving the toggle to the right opens a dialog box to enter **'Course Fee Notes'** - add information about planned course fees, including type and amount. Course Fees will be finalized at the Semester Schedule-level and can vary by section by editing/updated Class Fees.
- **'Off campus location'** toggle - moving the toggle to the right opens a dialog box to enter Location Details.



Expected Final Enrollment Number *

Numbers in increments of 1 only

Course has more than one section

Course fee
Course Fees will be determined and posted as part of the term Schedule(s).

Off campus location

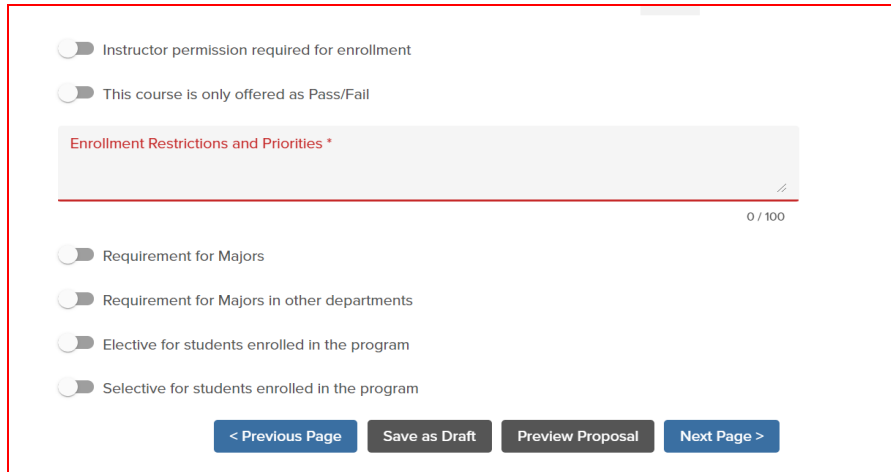
Off Campus Location Details

< Previous Page Save as Draft Preview Proposal Next Page >

- After completing page 2, you may go to **'Previous Page'**, **'Save as Draft'**, **'Preview Proposal'** or go to the **'Next Page'**
- Page 3 includes a series of toggle buttons to indicate various attributes of the course.

Course Management Job Aid

revised January 12, 2023

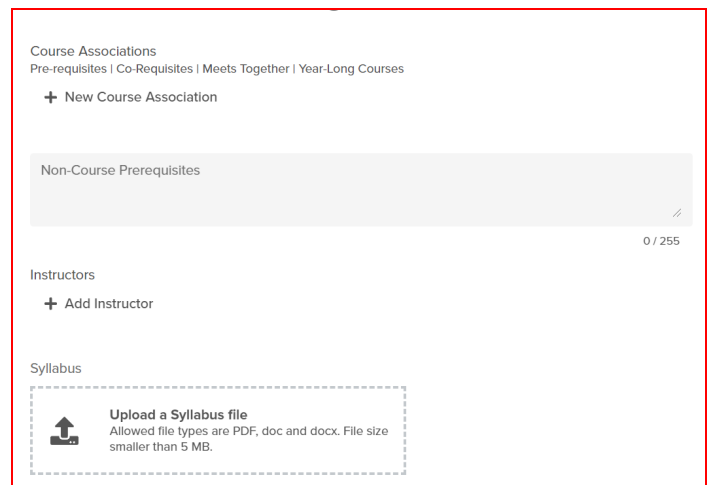


The screenshot shows a form with several toggle switches and a text input field. The toggle switches are:

- Instructor permission required for enrollment
- This course is only offered as Pass/Fail
- Requirement for Majors
- Requirement for Majors in other departments
- Elective for students enrolled in the program
- Selective for students enrolled in the program

The text input field is labeled "Enrollment Restrictions and Priorities *". Below the input field is a character count "0 / 100". At the bottom of the form are four buttons: "< Previous Page", "Save as Draft", "Preview Proposal", and "Next Page >".

- **'Instructor permission required for enrollment'** - use if appropriate;
 - *Example* - Independent Study
 - **'This course is only offered as Pass/Fail'** - use if appropriate
 - **'Requirement for Majors'** - toggle to indicate any program required 'core course'
 - **'Requirement for Majors in other departments'** -
 - **'Elective for students enrolled in the program'** - toggle to indicate a program elective
 - **'Selective for students enrolled in the program'** - toggle to indicate a program selective
- After completing page 3, you may go to **'Previous Page'**, **'Save as Draft'**, **'Preview Proposal'** or go to the **'Next Page'**. Page 4 is the final page of the proposal
 - **'Course Associations'** - Course Management introduces a structure for relating courses to one another, such as indicating pre-requisites or co-requisites.
 - At this phase of the project SIS replacement project, Course Management is primarily capturing these relationships and they will not have any impact on student registration or advising.
 - The relationships will become important in Phase II of the SIS replacement project when the new enrollment engine is launched.
 - Click **'+ New Course Association'** - indicate important relationships between the proposed course and other courses.



The screenshot shows the "Course Associations" section of the interface. It includes a sub-header "Pre-requisites | Co-Requisites | Meets Together | Year-Long Courses" and a "+ New Course Association" button. Below this is a text input field labeled "Non-Course Prerequisites" with a character count "0 / 255". Underneath is an "Instructors" section with a "+ Add Instructor" button. At the bottom is a "Syllabus" section with an "Upload a Syllabus file" button and a note: "Allowed file types are PDF, doc and docx. File size smaller than 5 MB."

Course Management Job Aid

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- There are 4 different types of **Course Associations**
 - See next page for Course Association chart

▼ Course Associations - Prerequisites | Corequisites | Year-Long Courses | Meets Together

System Optional

Course Management introduces a structure for relating courses. At this phase of the project, Course Management is primarily capturing these relationships and they will not have any impact on student registration or advising. The relationships will become important in Phase II of the SIS replacement project when the new enrollment engine is launched.

Course Association	Definition	Inventory	Schedule
Year-Long	A course that is broken into two courses and taught over a year. (e.g., SOCWT7811 and SOCWT7812)	Courses are linked as Year-Long Courses Each Course will have separate points, hours, and syllabi	Departments are responsible for mounting each of the Courses in the appropriate schedule; students are responsible for registering correctly
Meets Together / Swing Course	Courses that will be taught at the same time, location, and by the same instructor (e.g., SIPA 4000 and Law 4000; Math 4005 and Math 6005)	Courses are linked as Meets Together Courses have different titles, and possibly different requisites, Owners, Schools, syllabi, assignments, subjects, and points	Class Sections can be linked as Meets Together Each Class listed in the Schedule will have separate Rules, Waitlists, and points Location, Dates, Instructor, and Times will be the same for both Classes
Co-Requisites	Courses that must be taken during the same semester (e.g., Chemistry Lecture + Lab)	Courses may be linked as Co-requisites	Schedule Classes can be linked as Co-requisites or Companion Classes (e.g., Lecture + Lab component)
Pre-Requisites	Requirements that must be met before a Course can be taken Can be a Course, an exam, or prior exposure or experience in a subject	Pre-requisite Course is linked to Course as a Pre-Requisite - non-Course requisites are entered via text	(future phase -- students will not be able to register for the Course until the pre-requisite is satisfied)

- **'Create a Course Association'** by select the radio button to indicate the Course Association type

Create a Course Association

Type *

co-requisite pre-requisite meets together year long

Course *

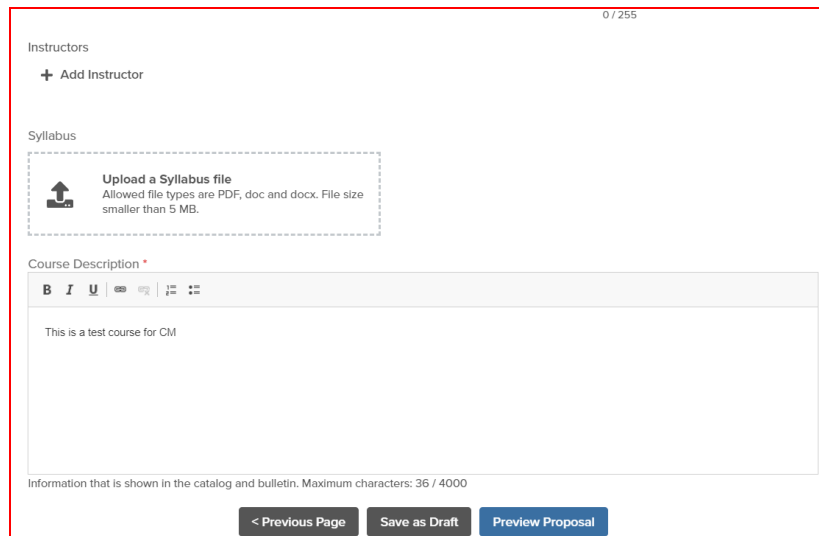
Type keyword to find a course

Course Management Job Aid

revised January 12, 2023

- **'Course'** - Type keyword to find a course
- Click the **Save** button

- **'Non-Course Prerequisites'** - Text field to capture non-course pre-requirements (e.g., high-school class, or test scores).
- **'Instructors'** - Existing Instructors can be found by searching by uni or Name.
 - New instructors can be noted on the Proposal form, along with a CV upload. This will not create a uni or account for the instructor.
 - See [Adding New Instructors](#) for information on getting a new Instructor listed on Proposal and Semester Schedule.
- **'Syllabus'** - upload the COI-approved syllabus as a PDF, doc, or docx file. File size < 5 MB.
- **'Course Description'** - descriptions can accept rich text edits and hyperlinks. The data entered here will not be passed back to the SIS mainframe but can be synced with schools' catalogs, bulletins, and registration systems. Limited to 4000 characters. ***Please Note:*** the DOC character limit is 2000)
- **'Preview Proposal'** - review the proposal for accuracy and completeness.



The screenshot shows a web form for course management. At the top right, it says "0 / 255". The form is divided into three main sections: "Instructors", "Syllabus", and "Course Description".

- Instructors:** Contains a "+ Add Instructor" button.
- Syllabus:** Features a dashed box with an upload icon and the text: "Upload a Syllabus file. Allowed file types are PDF, doc and docx. File size smaller than 5 MB."
- Course Description:** Includes a rich text editor with a toolbar (bold, italic, underline, link, unlink, list, indent) and a text area containing "This is a test course for CM". Below the text area, it states "Information that is shown in the catalog and bulletin. Maximum characters: 36 / 4000".

At the bottom of the form, there are three buttons: "< Previous Page", "Save as Draft", and "Preview Proposal".

Course Management Job Aid

revised January 12, 2023

The screenshot shows the 'Student Information System' interface for creating a new proposal. At the top right, the user 'Karen McFadden' is logged in with a 'Sign out' option. The breadcrumb trail is 'Pending Proposals > [3- or 4-digit Program Code] [proposed 4-digit course code] [Title of proposed course]'. The main heading is 'New: [3- or 4-digit Program Code] [proposed 4-digit course code] [Title of proposed course]' with a 'Preview' button. A red warning banner states: 'This is a preview of the proposal that you just created. Please review this page thoroughly. Your proposal is not submitted for review until you hit the submit button.' Below the banner are 'Continue Editing' and 'Submit the Proposal' buttons. The proposal details are listed below:

- Submitted by: kan2008@columbia.edu
- Proposal ID: 36250
- Owner(s): NEGOTIATION & CONFLICT RESOLUT
- Course Identifier: NECR5555PS / NECR5555K
- Subject: NECR - NEGOTIATION & CONFLICT RESOL
- Course Official Title: Test course for training
- Transcript Title: test course for training

- Click **'Continue Editing'** to correct or add content.
- When the proposal is accurate and complete, Click **'Submit the Proposal'**
- Once submitted, a **'New Course Proposal'** will have a status of **'Pending Department Review'**
- CM users with **'Department Reviewer'** permissions review the course and take one of three actions: **'Deny'** or **'Request Edits'** or **'Mark Proposal As Reviewed and Submit for Approval'**
- Once Submitted for Approval, the new course is sent to the COI Administrator for final review.

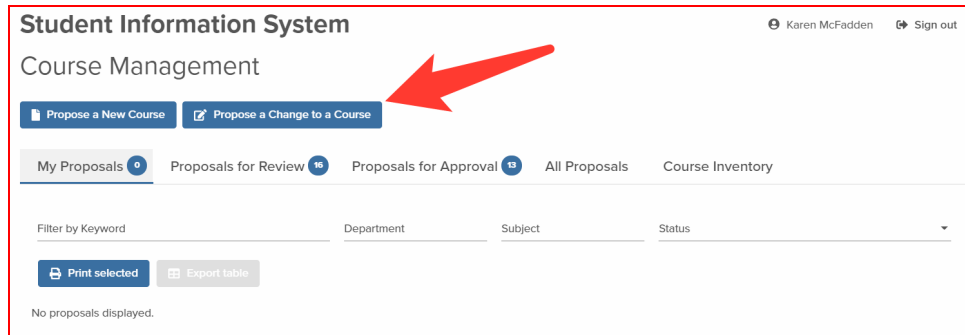
The screenshot shows the 'ACTIVITY' interface for a course with ID 'kan2008'. At the top right, the user 'kan2008' is logged in. Below the header are three buttons: 'Deny' (red), 'Request Edits' (grey), and 'Mark Proposal As Reviewed and Submit for Approval' (blue). Below these buttons are tabs for 'Comments', 'Activity', and 'Status'. The 'Comments' tab is selected, and there is an 'Add Comment' button below it.

Course Management Job Aid

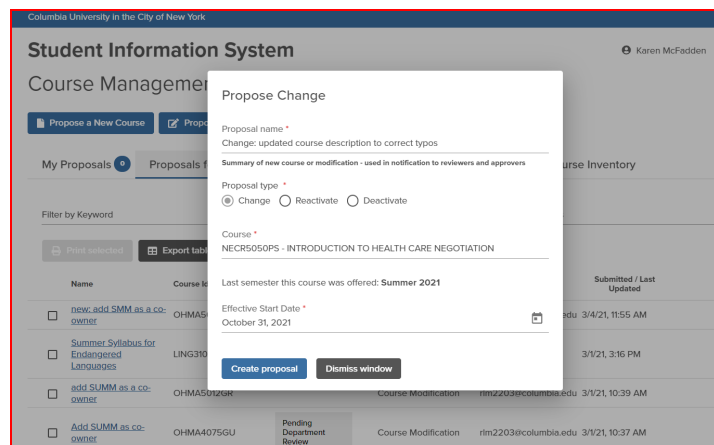
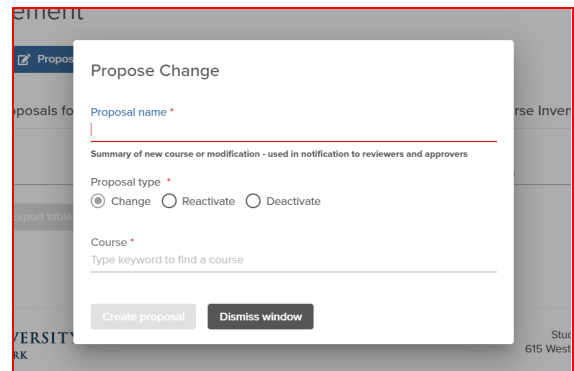
revised January 12, 2023

Propose a Change to a Course

- Click the **'Propose a Change to a Course'** button



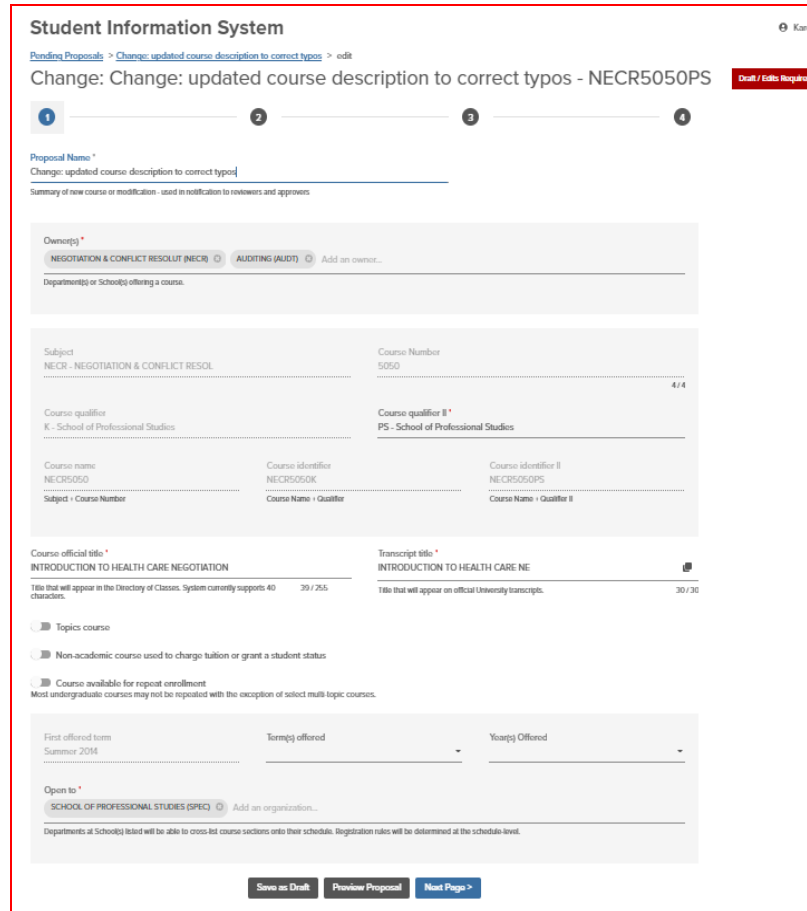
- **'Proposal name'** - enter a proposal name using a convention similar to the one below. Data entered is used in notification emails and the Proposals dashboards.
 - [Change or Reactive or Deactivate]: [what is being changed about course]
 - **Example 1:** Change: updated course description to correct typos
 - **Example 2:** Deactivate: elective with low enrollments
- **'Proposal type'** - click the **'Change'**, **'Reactivate'**, or **'Deactivate'** radio button
- **'Course'** - begin typing the name of the course or the course code and hit 'enter'. Select the appropriate course from the list
- **'Effective Start Date'** - enter the date the course change becomes effective
- Click **'Create proposal'**



Course Management Job Aid

revised January 12, 2023

- Each course change proposal requires 4 pages to be completed



The screenshot shows the 'Student Information System' interface for a course change proposal. The title is 'Change: Change: updated course description to correct typos - NECR5050PS'. The form is divided into several sections:

- Proposal Name:** 'Change: updated course description to correct typos'.
- Owners:** 'NEGOTIATION & CONFLICT RESOLUT (NECR)' and 'AUDITING (AUDT)'. There is an 'Add an owner...' button.
- Subject:** 'NECR - NEGOTIATION & CONFLICT RESOL'.
- Course Number:** '5050'.
- Course qualifier:** 'K - School of Professional Studies'.
- Course qualifier II:** 'PS - School of Professional Studies'.
- Course name:** 'NECR5050'.
- Course identifier:** 'NECR5050K'.
- Course identifier II:** 'NECR5050PS'.
- Course official title:** 'INTRODUCTION TO HEALTH CARE NEGOTIATION'.
- Transcript title:** 'INTRODUCTION TO HEALTH CARE NE'.
- Topics course:** A toggle switch is currently turned off.
- Non-academic course used to charge tuition or grant a student status:** A toggle switch is currently turned off.
- Course available for repeat enrollment:** A toggle switch is currently turned off.
- First offered term:** 'Summer 2016'.
- Open to:** 'SCHOOL OF PROFESSIONAL STUDIES (SPEC)'.

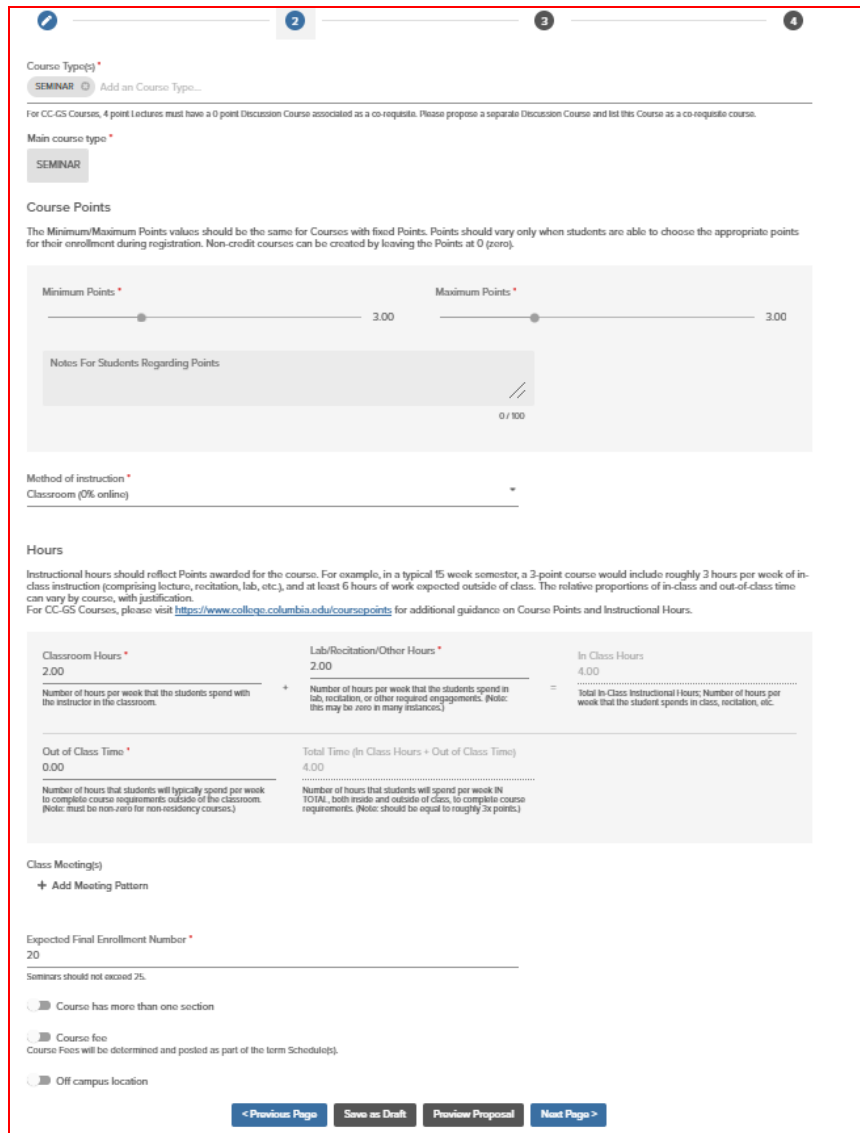
At the bottom, there are buttons for 'Save as Draft', 'Preview Proposal', and 'Next Page >'.

- On page 1, the following fields can be updated
 - **'Proposal Name'**
 - **'Owners'** - add or remove course owners
 - **'Course qualifier II'** -
 - **'Course official title'** - title that appears in Directory of Classes; limited to 255 characters
 - **'Transcript title'** - restricted to 30 characters
 - **'Topics course'** toggle - moving the toggle to the right allows a subtitle to be added
 - **'Non-academic Course used to charge tuition or grant a student status'** toggle - Programs may use non-academic 'courses' to maintain students' enrollment status or charge tuition. Course Points should be set to 0 (zero) and required fields left as N/A.

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- **'Course available for repeat enrollment'** toggle - Refers mainly to independent study, residency, and some multi-topics courses. Moving the toggle to the right allows a program to add the number of times a student can take a course for credit.
- **'Term(s) offered'** - click the down arrow to change when the course will be offered.
- **'Year(s) Offered'** - click the down arrow to change when the course will be offered ('Every' year or only during 'Even' or 'Odd' years).
- **'Open to'** - change the Schools whose students are the target audience for the course.
- After completing page 1, select the appropriate button at the bottom of the page - **'Save as a Draft'** or **'Preview Proposal'** or **'Next Page'**
- On page 2, review the series of fields and enter changes as appropriate



Course Type(s) *
SEMINAR

For CC-GS Courses, 4 point Lectures must have a 0 point Discussion Course associated as a co-requisite. Please propose a separate Discussion Course and list this Course as a co-requisite course.

Main course type *
SEMINAR

Course Points
The Minimum/Maximum Points values should be the same for Courses with fixed Points. Points should vary only when students are able to choose the appropriate points for their enrollment during registration. Non-credit courses can be created by leaving the Points at 0 (zero).

Minimum Points * 3.00 Maximum Points * 3.00

Notes For Students Regarding Points
0 / 100

Method of instruction *
Classroom (0% online)

Hours
Instructional hours should reflect Points awarded for the course. For example, in a typical 15 week semester, a 3-point course would include roughly 3 hours per week of in-class instruction (comprising lecture, recitation, lab, etc.), and at least 6 hours of work expected outside of class. The relative proportions of in-class and out-of-class time can vary by course, with justification.
For CC-GS Courses, please visit <https://www.college.columbia.edu/coursepoints> for additional guidance on Course Points and Instructional Hours.

Classroom Hours * 2.00 <small>Number of hours per week that the students spend with the instructor in the classroom.</small>	Lab/Recitation/Other Hours * 2.00 <small>Number of hours per week that the students spend in lab, recitation, or other required engagements. (Note: this may be zero in many instances.)</small>	In Class Hours 4.00 <small>Total In-Class Instructional Hours; Number of hours per week that the student spends in class, recitation, etc.</small>
Out of Class Time * 0.00 <small>Number of hours that students will typically spend per week to complete course requirements outside of the classroom. (Note: must be non-zero for non-residency courses.)</small>	Total Time (In Class Hours + Out of Class Time) 4.00 <small>Number of hours that students will spend per week IN TOTAL, both inside and outside of class, to complete course requirements. (Note: should be equal to roughly 2x points.)</small>	

Class Meeting(s)

Expected Final Enrollment Number *
20
Seminars should not exceed 25.

Course has more than one section

Course fee
Course Fees will be determined and posted as part of the form Schedule(s).

Off campus location

Course Management Job Aid

revised January 12, 2023

- After completing page 2, select the appropriate button at the bottom of the page - **'Previous Page'** or **'Save as a Draft'** or **'Preview Proposal'** or **'Next Page'**
- On page 3, review the series of fields and enter changes as appropriate.

The screenshot shows the 'Student Information System' interface for a course change. The breadcrumb trail is 'Pending Proposals > Change: updated course description to correct typos > edit'. The title is 'Change: Change: updated course description to correct typos - NECR5050PS' with a 'Draft / Edits Required' badge. A progress bar at the top has four steps, with step 3 highlighted. Below the progress bar are several toggle switches: 'Instructor permission required for enrollment', 'This course is only offered as Pass/Fail', 'Requirement for Majors', 'Requirement for Majors in other departments', 'Elective for students enrolled in the program', and 'Selective for students enrolled in the program'. A text area for 'Enrollment Restrictions and Priorities *' contains 'NECR ONLY' and has a character count of '9 / 100'. At the bottom are buttons for '< Previous Page', 'Save as Draft', 'Preview Proposal', and 'Next Page >'.

- After completing page 3, select the appropriate button at the bottom of the page - **'Previous Page'** or **'Save as a Draft'** or **'Preview Proposal'** or **'Next Page'**
- On page 4, review the series of fields and enter changes as appropriate.

The screenshot shows the 'Student Information System' interface for a course change. The breadcrumb trail is 'Pending Proposals > Change: updated course description to correct typos > edit'. The title is 'Change: Change: updated course description to correct typos - NECR5050PS' with a 'Draft / Edits Required' badge. A progress bar at the top has four steps, with step 4 highlighted. Below the progress bar are sections for 'Course Associations' (with a '+ New Course Association' button), 'Non-Course Prerequisites' (with a character count of '0 / 255'), 'Instructors' (with a '+ Add Instructor' button), and 'Syllabus' (with an 'Upload a Syllabus file' button and instructions: 'Allowed file types are PDF, doc and docx. File size smaller than 5 MB.'). A 'Course Description *' text area contains 'TBA' and has a character count of '11 / 4000'. At the bottom are buttons for '< Previous Page', 'Save as Draft', and 'Preview Proposal'.

Course Management Job Aid

revised January 12, 2023

- After completing page 4, select the appropriate button at the bottom of the page - **‘Previous Page’** or **‘Save as a Draft’** or **‘Preview Proposal’**
 - You must **‘Preview Proposal’** before you can **‘Submit the Proposal’**
- Once submitted, a **‘Change to a Course’**, it will have a status of **‘Pending Department Review’**
- CM users with **‘Department Reviewer’** permissions review the course and take one of three actions: **‘Deny’** or **‘Request Edits’** or **‘Mark Proposal As Reviewed and Submit for Approval’**
- Once Submitted for Approval, the new course is sent to the COI Administrator for final review.

Course Proposals Dashboard

- ‘My Proposals’ - includes all Submitted proposal(s) as well as those Saved as a Draft by the user
- ‘Proposals for Review’ - only visible to users with ‘Departmental Approvers’ permission
- ‘Proposals for Approval’ - only visible to SPS CM permission to process final approval for course proposals

Course Management

[My Proposals](#) 1 |
 [Proposals for Review](#) 17 |
 [Proposals for Approval](#) 13 |
 [All Proposals](#) |
 [Course Inventory](#)

Filter by Keyword _____ Department _____ Subject _____ Status _____

Name	Course Identifier	Status	Proposal Type	Submitted by	Submitted / Last Updated
Change updated course description to correct typos	NECR5050PS	Pending Department Review	Course Modification	kan2008@columbia.ec	10/17/21, 10:08 PM
POLS UN1601: New instructor	POLS1601UN	Pending Department Review	Course Modification	mil2124@columbia.edt	10/17/21, 9:39 AM
ENGL3692: Updated course description	ENGL3692UN	Pending Department Review	Course Modification	yb2480@columbia.edt	10/12/21, 9:48 AM