

Coursedog User Guide

Forms: Fields for Authors



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Create a New Course Form

Use this form to request a new course.

What do you want to do?
Create a New Course

Pre-populate Data

COPY FROM PROPOSAL

COPY FROM COURSE

Course Catalog Information

Choose from Fall or Spring

Desired Effective Term required ⓘ

Subject Area - Requestor Field required ⓘ

Are you suggesting a new course number? ⓘ

YES NO

Catalog Number required ⓘ

Abbreviated Course Title (Transcript title -30 characters max) required ⓘ

Course Title (100 characters max) required ⓘ

Course Description required ⓘ

Files ⓘ

Include any relevant files

ADD FILES



Credits

Units - List minimum and maximum credits if a variable credit course; if course is not variable credit, list the credit value (e.g., 3) in both fields.

Min Units required

Max Units required

Repeat for Credit required

YES NO

Course Grading

Select the Grading Basis required

Course Offering

Academic Organizations

Please select a Career required

Course Typically Offered required

Course Attributes

Will the course fulfill a general education program or associate degree designation? Selecting yes will only send a notification to the GE Committee; it will not add the attribute required

Service Based Pricing required

YES NO

Choose from:
Graded or
Pass/Fail

Choose from:

- As Needed
- Fall terms of odd years
- Fall Only
- Spring and Summer
- Occasionally
- Fall terms of even years
- Fall, Spring, and Summer
- Fall and Spring
- No Longer Offered
- Fall and Summer
- Winterim Only
- Spring Only
- Summer and Winterim
- Summer Only
- Spring term of odd years
- Spring term of even years

Choose from:

- Yes, GEP only
- Yes, AD only
- Yes, Both GEP and AD
- No



 Prerequisites

Prerequisite(s): 

 Additional Course Details

Enrollment Expected **required** 

Rationale or need for this course? (Including any assessment evidence) **required** 

What effect will this course have on related curricula in other departments/units? **required** 

Describe additional or reallocated resources required for this course (eg staff, library materials, equipment, facilities, computing resources)? **required** 

What specific degree(s) does this course support? **required** 

Will this be a slash course? **required** 

Additional Comments (Let us know any other pertinent information) 



Revise an Existing Course Form

What do you want to do?
Revise an existing Course

Pre-populate Data

 COPY FROM PROPOSAL

 COPY FROM COURSE

Course Catalog Information

Desired Effective Term **required** 

Choose from
Fall or Spring

Subject Area 

BIOL

If changing the Subject Area - select new subject code here. 

Are you revising/renumbering this course with a new course number? **required** 

YES NO

Catalog Number **required** 

Abbreviated Course Title (Transcript title - 30 characters max) **required** 

8 characters (30 allowed)

Course Title (100 characters max) **required** 

8 characters (100 allowed)

Course Description **required** 

4 characters (1500 allowed)

Files 

 ADD FILES



Credits

Units - List minimum and maximum credits if a variable credit course; if course is not variable credit, list the credit value (e.g., 3) in both fields.

Min Units **required** ?

6

Max Units **required** ?

12

Repeat for Credit **required** ?

YES

NO

Course Grading

Select the Grading Basis **required** ?

Graded

Consent

Add Consent ?

No Special Consent Required

Prerequisites

Existing Prerequisites ?

Select a Group

Prerequisite(s) ?

Course Offering

Academic Group ?

CPS - College Professional Studies

Campus ?

Main Campus

Academic Organizations ?

Family and Consumer Sciences

Career ?

Undergraduate

Course Typically Offered **required** ?

Occasionally

If the 'Course Typically Offered' field is the only change to the course, continue to email the Office of the Registrar. This change does not require governance approval.

Course Attributes

Are you revising or adding a general education program or associate degree designation? Selecting yes will only send a notification to the GE Committee; it will not add the attribute **required** ?

Course Attributes ?

3 - Undergraduate - Advanced U - Upper

Serviced Based Pricing ?

YES

NO

Choose from:

- Yes, GEP only
- Yes, AD only
- Yes, Both GEP and AD
- No



 Additional Course Details

Enrollment Expected **required** 

Rationale or need for this course? (Including any assessment evidence) **required** 

What effect will this course have on related curricula in other departments/units? **required** 

Describe additional or reallocated resources required for this course (eg staff, library materials, equipment, facilities, computing resources)? **required** 

What specific degree(s) does this course support? **required** 

Is this currently a slash course? **required** 

YES NO



Delete a Course Form

What do you want to do?

Delete a Course

 Pre-populate Data

 COPY FROM PROPOSAL

 COPY FROM COURSE

 Administrative Course Detail

PeopleSoft Course ID (uniqueCourseId) ⓘ

121527

 Course Catalog Information

Choose from
Fall or Spring

Desired Effective Term **required** ⓘ

Subject Area **required** ⓘ

BIOL

Abbreviated Course Title (30 characters max) **required** ⓘ

testing

7 characters (30 allowed)

Course Title (100 characters max) **required** ⓘ

testing

8 characters (100 allowed)

Course Description ⓘ

test

Catalog Number **required** ⓘ

855



Credits

Units

Min Units **required** ⓘ

1



Max Units **required** ⓘ

3

Course Attributes

Does this course currently have any Bachelor Degree General Education Program or Associate Degree General Education Program Designations? **required** ⓘ

Prerequisites

Existing Prerequisites ⓘ

Select a Group

Additional Course Details

Is this currently a slash course? **required** ⓘ

YES NO

Files ⓘ

ADD FILES



Create a New Program Form

New Program Form

New Majors can only be considered by University shared governance after completion of the UW-System New Program Process. If process is not completed, New Major forms cannot be completed.

What do you want to do?

Create a New Program

Pre-populate Data

COPY FROM PROPOSAL

COPY FROM PROGRAM

Plan Information

Program Type **required**

Choose from: New Major, New Option/SubPlan, New Minor, or New

Desired Effective Term **required**

Choose from: Fall or Spring

Academic Career **required**

Program Name **required**

Select the Department Owner **required**

About this Program

HR

Program Learning Outcomes (UWSP)

HR

Admission Standards

HR

Academic Standards **required**

HR



Files

Planner Template: Planner Template upload required for New or Revised Programs. (New Minors and New Certificates do not require templates.) [?]

ADD FILES

Program Requirements

required

SIMPLE REQUIREMENTS

Curriculum:

HR ↶ ↷ ↻ ↺ ↻ ↺

No requirements yet

No Requirements

ADD +

Additional Program Details

Provide a brief explanation of the need for this proposal and why it should be approved? **required** [?]

Indicate the number of students enrolled and explain any unexpected changes and enrollment patterns? **required** [?]

Indicate if this proposal is likely to result in student's taking longer to graduate? If so, explain alternatives considered? **required** [?]

Required Resources **required** [?]

Equipment [?]

Facilities [?]

Library Materials [?]

Staff [?]

Teacher Certified Programs only: What effect will this proposal have on Department of Public Instruction (DPI) Certification and/or accreditation requirements? (If any effect, the proposal must first be considered/approved by the Teacher Education Subcommittee) [?]



Revise an Existing Program Form

What do you want to do?

Revise an existing Program

Pre-populate Data

COPY FROM PROPOSAL COPY FROM PROGRAM

Plan Information

Desired Effective Term **required**  Choose from: Fall or Spring

Academic Plan Code 

BIOL-BS

Transcript Description 

Biology Major (BS)

Are you suggesting a rename of this program? 

YES NO

Academic Career 

Undergraduate

CIP Code 

26.0101 - Biology/Biological Sciences, G

Are you requesting a change to the CIP code of this program? **required** 

YES NO

Owner 

Biology

About this Program 



Program Learning Outcomes (UWSP) 



Admission Standards 



Academic Standards 



Files

Do your revisions require a Planner Template change? **required** 

YES NO

Planner Template must be uploaded for New or Revised Programs 





Program Requirements

SIMPLE REQUIREMENTS

Curriculum:

✎ 📄 HR ↶ ↷ 📄 📄 📄 📄 📄 📄 📄 📄

This major is administered by the Department of Biology.

Consists of a minimum of 65 credits.

Note: Depending on your math placement score, additional courses may be required. The following required courses below have Math prerequisites: CHEM 105, CHEM 106, MATH 111, MATH 225, and MATH 255.

⋮ Biology Core and Collateral Courses

[Shown in catalog](#) ▼

⋮ Electives

[Shown in catalog](#) ▼

ADD +

Additional Program Details

Provide a brief explanation of the need for this proposal and why it should be approved? **required** ?

Indicate the number of students enrolled and explain any unexpected changes and enrollment patterns? **required** ?

Indicate if this proposal is likely to result in student's taking longer to graduate? If so, explain alternatives considered? **required** ?

Required Resources **required** ?

Equipment ?

Facilities ?

Library Materials ?

Staff ?

Teacher Certified Programs only: What effect will this proposal have on Department of Public Instruction (DPI) Certification and/or accreditation requirements? (If any effect, the proposal must first be considered/approved by the Teacher Education Subcommittee) ?



Suspend/Delete a Program Form

What do you want to do?
Suspend/Delete a Program

Pre-populate Data

 COPY FROM PROPOSAL  COPY FROM PROGRAM

Plan Information

Desired Effective Term required   Choose from: Fall or Spring

Transcript Description 
Biology Major (BS)

Academic Plan Code 
BIOL-BS

Suspend Admission or Delete required   Choose from: Suspend or Delete

Academic Career 
Undergraduate

Owner 
Biology

Revise Department Pages or Faculty Associated

What do you want to do?
Make revisions to a Department Page or Associated Faculty

Pre-populate Data

 COPY FROM PROPOSAL

Department Page/Faculty Changes

Are you changing information listed on a Department Page? required 
YES NO

Please paste a URL link to the department page you wish to update. required 

Please list changes to the Department Page. required 


Are you changing Faculty Associated with a department? required
YES NO



Revisions to About section, Admission Standards and Program Learning Outcomes

Revisions to About section, Admission Standards and Program Learning Outcomes

This form is for changes to the About section, Admission Standards and Program Learning Outcomes for specific programs.

What do you want to do?

Make revisions to About section, Admission Standards, or Program Learning Outcomes for a Program

Pre-populate Data

 COPY FROM PROPOSAL

 COPY FROM PROGRAM

Plan Information

Desired Effective Term required 

Choose from: Fall or Spring

Description 

Biology (BS)

Academic Plan Code 

BIOL-BS

Academic Career 

Undergraduate

Academic Plan Type 

Major

Owner 

Biology

About

Are you updating the 'About this Program' section? required 

YES

NO

About this Program required 

  HR         

Admission Standards

Are you updating Admission Standards? required 

YES

NO

Admission Standards required 

  HR         

Program Learning Outcomes

Are you updating Program Learning Outcomes? required 

YES

NO



Create a New Pre-Professional Program

New Pre-Professional Program

New Majors can only be considered by University shared governance after completion of the UW-System New Program Process

What do you want to do?

Create a Pre-Professional Program

Pre-populate Data

COPY FROM PROPOSAL

COPY FROM PROGRAM

Plan Information

Desired Effective Term **required**

Choose from: Fall or Spring

Academic Career **required**

Program Name **required**

About this Program

HR

Program Requirements

required

SIMPLE REQUIREMENTS

Curriculum:

HR

No requirements yet



Revise an Existing Pre-Professional Program

What do you want to do?

Revise a Pre-Professional Program

Plan Information

Desired Effective Term required ? ← Choose from: Fall or Spring

Academic Plan Code ?

PRE-DENT

Transcript Description ?

—

Are you suggesting a rename of this program? ?

YES NO

Academic Career ?

Undergraduate

CIP Code ?

26.0101 - Biology/Biological Sciences, G

Owner ?

Biology

About this Program ?



Program Learning Outcomes (UWSP) ?



Admission Standards ?



Academic Standards ?





Files

Do your revisions require a Planner Template change? required ?

YES NO

Program Requirements

SIMPLE REQUIREMENTS

Curriculum:













Program Requirements

[Shown in catalog](#) ▼

ADD +

Additional Program Details

Provide a brief explanation of the need for this proposal and why it should be approved? ?

Indicate the number of students enrolled and explain any unexpected changes and enrollment patterns? ?

Indicate if this proposal is likely to result in student's taking longer to graduate? If so, explain alternatives considered? ?

Required Resources ?

Equipment ?

Facilities ?

Library Materials ?

Staff ?

Teacher Certified Programs only: What effect will this proposal have on Department of Public Instruction (DPI) Certification and/or accreditation requirements? (If any effect, the proposal must first be considered/approved by the Teacher Education Subcommittee) ?



Delete an Existing Pre-Professional Program

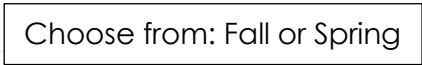
What do you want to do?

Delete a Pre-Professional Program

Pre-populate Data

 COPY FROM PROPOSAL  COPY FROM PROGRAM

 Plan Information

Desired Effective Term required  

Short Description 

PRE-DENT

Academic Plan Code 

PRE-DENT

Suspend or Delete required 

Academic Career 

Undergraduate

Owner 





Request Program Modality Change

Pre-populate Data

COPY FROM PROPOSAL

COPY FROM PROGRAM

Plan Information

Desired Effective Term **required**

Choose from: Fall or Spring

Transcript Description

Family and Consumer Sciences Major (BS): Child Life and Family Studies Option

Academic Plan Code

FCS-BS: CYF-BS

Academic Career

Undergraduate

Owner

Family and Consumer Science

Current Modality **required**

What is the new suggested modality? **required**

If the program is approved for an online version, will the in-person version still be available?

YES NO

Discuss the potential impact on students, including an assessment of any changes in costs. **required**

HR

Discuss how your department plans to support online students.

HR

If the program requires collateral courses, what discussions have you had with other departments about their plans and commitment to offering those courses online in the future?

HR

Attach completed Online Modality Program Readiness Form

ADD FILES



New Subject Prefix Request

What do you want to do?
Request New Subject Prefix

Pre-populate Data
COPY FROM PROPOSAL

Suggested Course Prefix
Please list the new Suggested Course Prefix required

Prefix Rationale
Please describe your rationale for suggesting a new prefix. required
What department would the subject prefix belong to? required

New Course Number Request

What do you want to do?
Request New Course Number

Pre-populate Data
COPY FROM PROPOSAL

Course Number
Please list the subject and number or numbers you wish to have vetted by the Office of the Registrar. required

