

Add a New Course to the Schedule

Introduction

If a class doesn't appear in your schedule, but needs to be added, you'll create the class using **GW\YXi`Y BYk 7c ifgY**.

This could happen if it's a new class that hasn't been offered before, or if the class wasn't offered or was cancelled in the term that was copied to make the new term.

Note: The Schedule New Course process is not used for entering a new course into the Course Catalog. If the course doesn't exist in the Course Catalog, your department will need to submit a [Course Action Form](#) in order to have a new course added.

Schedule New Course

1. Login to SIS with your CWRU ID and associated passphrase. From the Staff Home page, select the **GC7 Kcf_7YbhYf hj`Y**, and then choose **GW\YXi`Y BYk 7c ifgY**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Schedule New Course.

The **GW\YXi`Y BYk 7c ifgY** screen appears.

2. Click the **@cc_ id 5WUXY a jW -bgh]h i h]cb** icon and select CASE1 if it is not already populated.
3. Click the **@cc_ id HYf a** icon and select the appropriate term.
4. Click **GYUfW**.

All active courses listed for your academic organization in the **7c ifgY 7UhU`c [** appear in the search results. Select the course that is to be added to the schedule.

5. Select the class you want to add. The **6Ug]W 8UhU** tab appears.
6. Click the **@cc_ id GYgg]cb** icon and select the appropriate session in which the class will be offered. For example, if this will be offered in the regular academic session select **FY[ifY[" K]`]W :Ygg]cb**

- 7. Enter the number of this class section into the **7`Ugg GYWh]cb** field. For example, if this is the first section of this class, enter "100". A Section number identifies a class within its course offering for a term. Do not use section numbers less than 100.

If a course has only one [component type](#), such as Lecture or Research, section numbers start at 100 and are incremented by 1 for each new section.

For example, if BIOL 116 has 3 class sections in a term, it will look like this:

- BIOL 116 100-LEC
- BIOL 116 101-LEC
- BIOL 116 102-LEC

If a course has more than [one component type](#), section numbers start at 100 and are incremented by 1 for each new section.





Primary Role: The primary role assigned to this individual, which determines the defaults of the Print and Access fields.

role