Creating a Course Definition

Create a Course:
1. From the UR Student home page, type Create Course in the search bar
2. Click Create Course
3. Click Calendar icon
4. Select the Effective Date
5. Click OK
This opens the Create Course page. From here:
1. Click First Available calendar icon, then click your selected date
2. Click Allowed Locations box, then select University of Rochester & Campus location
3. Click Academic Level box, then click appropriate level
4. Click Typical Periods Offered, then click appropriate periods (Fall, Spring, Summer)

Define the Academic Unit (School or College):
1. Click Search field
2. Type or scroll to appropriate unit(s)
3. Click unit
4. Check Course Inventory Owner for the appropriate unit
5. Check Allowed to Offer for the appropriate unit(s)
6. Type Default Offering Percent if necessary (auto populates at 100%)

Enter Course Details:
1. Click Subject box, click the appropriate Subject from the drop-down
2. Enter Course Number
3. Enter course Title
4. Enter Abbreviated Title, if different
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Enter Capacity and Grading Information:
1. Check Unlimited Capacity if applicable
2. Enter Default Section Capacity
3. Enter Default Wait List Capacity
4. Enter Allowed Grading Bases (Audit, Graded, Pass/Fail, Satisfactory/Fail)
5. Enter Eligibility Rule if necessary

Enter Credit Information:
1. Enter Minimum and Maximum Units
2. Check Other Unit Values and enter Other Unit Type if applicable
3. Check Repeatable for Additional Credit and enter Repeat Maximum Attempts if applicable

Confirm Course Submission:
1. Click Submit
2. Click Done
3. From home page, enter Find Course Definitions in search bar
4. Select Find Course Definitions
5. Type your course name into search field and press Enter
6. Click the Course Link in the results list
7. Confirm course information is accurate