Office of the University Registrar

Course Submission Guide - Add/Change/Inactivate

A course has several major elements required to be entered on Course Catalog. These are required to be completed on the submission form, and are detailed below:

Date of Request: enter the date when you submit your request to the Office of the University Registrar.

School/Department: enter the school/department submitting the request.

Subject: indicate the subject of the course; use the correct and approved abbreviation.

Catalog Number: enter the number assigned to the course upon which the course is recognized; may not be duplicated for the same subject.

Action Requested: on the form, check the appropriate box for the specific request.

Enter Future Effective Term: enter the semester when the new course will be offered for the first time, the semester when the change will be effective for the first time, or the semester when the course will be inactivated.

Short Title: the short title of a course should give a brief, general description of the subject matter covered. The short title is part of the official transcript record that may be reviewed by other institutions and prospective employers; therefore, it should be easily understood by the general public. This title of the course it may be abbreviated and is limited to 30 characters (including spaces and punctuation). For a guide on how to abbreviate a short course title, check out the "Abbreviations Guide".

Long Title: the long title of a course should give a brief, general description of the subject matter covered, same as the short title. This title may not be abbreviated, and it is not limited in the number of characters.

Course Description: a short statement which informs a student about the subject matter, approach, breadth, and applicability of the course. Every new course submitted to the Office of the University Registrar must have a course description, which will be entered on OPUS. Any change in course descriptions must be communicated to the Office of the University Registrar, who will change it in OPUS using the semester and date when the change becomes effective. Changes in course descriptions must be approved by the Curriculum Committee of the School.

Credit Hours: the number of credits earned upon completion of the course. Credit hours can be single value, or a range; for example, a course can be a fixed 3 credit hours, or variable 1 to 9. If they are fixed credit hours, the Minimum Units/Maximum Units are the same. If credit hours are variable, the course is usually repeatable, but this is not a requirement. There are variable credit hour courses that are non-repeatable. More information on credit hours can be found at: http://policies.emory.edu/10.5.

Grading Basis: indicate the grade that can be assigned for the course. Each school of Emory University has a different grading scale. Standard grading basis indicates letter grading (A-F); Satisfactory/Unsatisfactory grading basis indicates S/U grading. Grading basis not indicated will default to Graded.

Repeatable Course: indicate if the course can be repeated or not. Topic courses are always repeatable, but can be restricted in how many times or for a total of how many credit hours a course can be taken. Variable credit hours courses are usually repeatable, but this is not a requirement, which is why, in the case of variable credit hours, it is important to specify if the course is repeatable, how many times can be repeated, and for a total of how many credit hours. If no restriction is specified, an unlimited number of 999 will be entered.

Permission Course: indicate whether or not the course requires permission to enroll and/or drop. If permission is checked it will show at the class level.

Requirement Designation: refers to the General Education Requirement carried by the course – used to fulfill the GER requirement of the College of Arts and Sciences. Only the College of Arts and Sciences uses this designation. Detailed information regarding GERs can be found at the following link: http://catalog.college.emory.edu/academic/ger/index.html.

Course Attributes: system code used to categorize the course under a certain academic requirement and for permanently cross listed courses.

Course Topic: a topic is a specific area of study within one subject, where the focus is on that concrete aspect of the subject. Topics, same as short titles, cannot be more than 30 characters, including spaces and punctuation. For a guide on how to abbreviate a topic, check out the "Abbreviations Guide".

Permanent Cross-Listing: a permanent cross-listed course is a single course offered collaboratively through two or more departments or programs. Each department shares responsibility for the course and must contribute resources to the offering of the course. The course may have two or more different subjects, with the same or different catalog numbers, but they share the same title, course description, credit hours, grading basis, requirement designation, and any other component on course catalog. (Ex: LING 300 and ANT 300).

Typically Offered: shows the semester when the course is typically offered, to help students plan their course of study.

Prerequisites/Co-Requisites: a prerequisite/co-requisite is a course, or courses, required to be taken prior, or the same time, to taking the course requested on this form. Usually they are the same subject, with lower level or equal level catalog number. Enter the course or courses that are required to be taken prior or the same time with the course requested above. If there is more than one course considered as prerequisite/co-requisite, specify if it is an AND or an OR connector.

Course Component: represents the instructional mode in which the course will be taught. Couse may have a second component, usually a lab or discussion. A course may have only primary component which is the graded component of the course.