Office of the Registrar
Add/Change/Inactivate a Course
Submission guide

ADD/ CHANGE/INACTIVATE A COURSE
SUBMISSION GUIDE

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 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” document attached.
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 Registrar must have a course description, which will be entered on OPUS. Any change in course descriptions has to be communicated with the Office of the Registrar, who will change it in OPUS using the semester and date when the change becomes effective.
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 you can find 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; that 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. The class sections of a permission course will have the letter P in their section number. For example, a permission HIST 385 will have the section number 00P.

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](http://catalog.college.emory.edu/academic/ger/index.html)

Course Attributes: system code used to categorize the course under a certain academic requirement – used only by the Goizueta Business School.

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” document attached.

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).

Prerequisites/Co-Requisites: a prerequisite 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 or equal catalog number. Enter the course or courses that are required to be taken prior or the same time with the course requested above.

Course Component: represents the instructional mode in which the course will be taught. Choose the appropriate form from the list below.