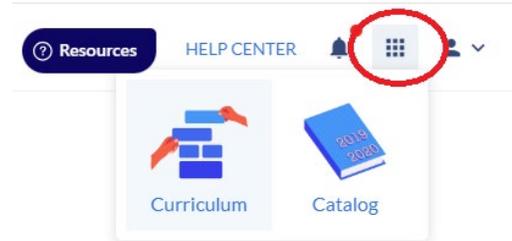


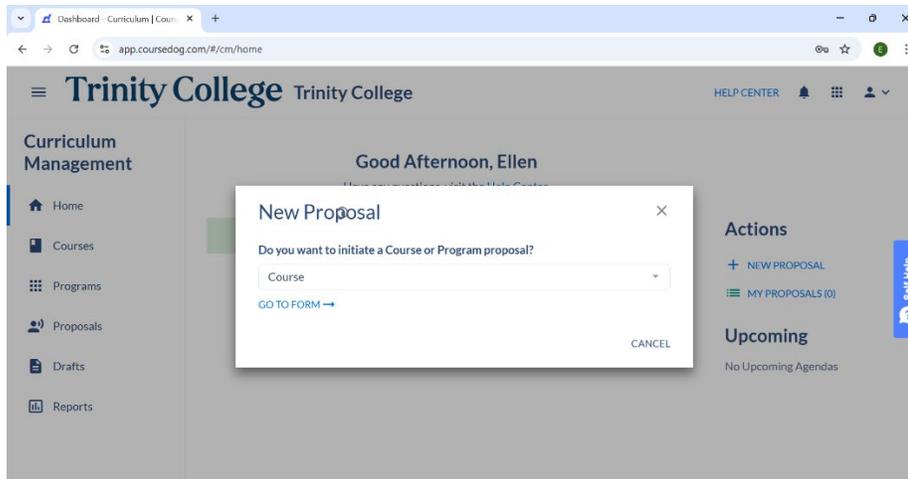
## Proposing a New Course in Courshedog

We will begin using Courshedog instead of the Qualtrics form and CMC for new course proposals. Courshedog routes the completed form to the department chairs/program directors for approval, then to the Registrar's Office for completion of some data entry items required for PeopleSoft integration, and finally to the Curriculum Committee for approval.

- 1) Go to: <https://app.courshedog.com/#/cm/home>, and enter your Trinity email address to login.
- 2) You should see the **Curriculum Management** screen (highlighted in yellow below). If you don't see this screen, go to the top right corner and click on the 9 small squares and choose Curriculum from the pop-up window.



- 3) From the Curriculum Management screen, click the **+ NEW PROPOSAL** link under the Actions header (circled in red above).
- 4) A pop-up box will ask if you want to initiate a new course or program proposal. Click on the dropdown arrow and select Course, then click **GO TO FORM**.



- 5) Fill in the department, subject code, and catalog number level (100, 200, etc.). If you have a particular course number preference you may enter that. The Registrar's Office will check for the course number availability.  
Continue with the course title (long and short; PeopleSoft character limits are listed in green below each box), course description, and program level (undergrad or grad).
- 6) If you intend to cross-list the course, please type in the other departments that will be part of the cross-listing. The chair(s) of the departments will be notified at the next step for approval.
- 7) In the **Academic Planning** box, choose the first term the course will be offered. This field is required so an appropriate effective date can be assigned. The course typically offered field is optional but will be useful in planning and scheduling.
- 8) The **Course Grading** box is pre-filled with REG – Regular as the grading basis. If the course you are proposing will use Pass/Low Pass/Fail or Co-curricular, you should choose those other options from the dropdown.
- 9) **Administrative Course Detail** is asking for all the foundation, distribution, and general education requirements that apply to your course. This field allows for several to be added, though you must do so one at a time. The Registrar's Office will assign the appropriate code (GLB2, NATW, etc.) based on the options you select.
- 10) If your course will have a Community Learning component, please click the box for YES in the **Community Learning** box.
- 11) To indicate any prerequisites (or corequisites or antirequisites), please enter all of the details in the **Course Enrollment Details** box.
- 12) The **Credits** box is pre-filled for a 1-credit course. You may enter a different number (the arrows in the field increase or decrease by .25). If a course can be taken credit for more than once, please indicate the number of times it can be repeated in the Number of enrollments box, otherwise enter 1.
- 13) **Choose Course Component Type** is a required field. Click where it says + ADD COMPONENT and choose the appropriate type from the dropdown menu. If a course will be offered remotely (J-Term and Summer courses only), change the Instruction Mode to Remote, otherwise it is set for In Person by default. Enter the course cap for the class. If the course has two components, i.e. lecture and lab, click + ADD COMPONENT again and

enter the information for the second component.

The screenshot shows a form for adding a course component. At the top, there is a section titled "Select Component" with a dropdown menu currently set to "Select Pre-Defined Component (if available)". This dropdown is circled in red. Below this is a "Component" field with a "required" label and an "Enter Component" button. A note says "Use the dropdown above to select the component." To the right of the form, there are two instructions: "Click ADD COMPONENT to enter the course component (seminar, lecture, lab, studio) and enrollment cap." and "If a course has two components (lecture and lab), click ADD COMPONENT again to enter the second component's details." Below the component field are three other fields: "Credit Hours" with the value "1", "Instruction Mode" with a dropdown set to "In Person" and a note "Remote is only available for J-Term and Summer courses.", and "Course Cap" with a "required" label and the value "0". A note for Course Cap states: "The Curriculum Committee provides the following guidelines for course enrollment caps: Seminar enrollment cap: 14-19; Lecture enrollment cap: 24 - 39".

- 14) In the **Set Primary and Graded Component** box, please enter the justification for the course cap (this information goes to the Curriculum Committee), then set the primary and graded component for the course.
- 15) The **Curriculum Committee and Registrar Questions** will provide additional information the CC needs to evaluate the course. If you have a syllabus you would like to upload, you may attach it in the field below the CC questions.
- 16) Once you have filled in all fields, click **SUBMIT PROPOSAL** in the right-hand column.

#### ACTIONS

 SUBMIT PROPOSAL

 DELETE PROPOSAL

- 17) The course will automatically be routed to the department chair for approval. You will receive an email as your proposal progresses through the workflow. Reach out to Ellen Buckhorn at [ellen.buckhorn@trincoll.edu](mailto:ellen.buckhorn@trincoll.edu) with any questions about using the form.