

Jenzabar EX Catalog Instructions

I. General

- A. *This form may only be used for courses not requiring Curriculum Committee approval. Generally this consists of Enrichment and Technical Short Term training courses.***
- B. *Boxes may contain check marks or Xs. Do not put data in the boxes.***
- C. *Do not fill in any line next to a label starting with Old unless you are making a change to that item.***
- D. *If you are creating a new course, complete every item.***
- E. *If you are making changes to an existing course, provide the course number, course title, and the information you are changing.***
- F. *If you are retiring a course, provide the course number and course title.***

II. Specific

A. *Creating a new course*

- 1. Purpose of Submission:**
 - a) Check appropriate box.**
- 2. Owned by School/Organization:**
 - a) Check appropriate box.**
- 3. Course Number:**
 - a) Do not check Chg box.**
 - b) Check with the Records Office to find an available number.**
 - c) Fill in the number (ENGL 101) on the line.**
 - d) Do not fill in Old Course.**
- 4. Course Title:**
 - a) Do not check Chg box.**
 - b) Fill in Long (35 Char) on the line – do not exceed 35 characters
*(1) Make as succinct as possible.***
 - c) Fill in Short (15 Char) on the line – do not exceed 15 characters**
 - d) Do not fill in Old Title.**
- 5. Credit Hours:**
 - a) Do not check Chg box.**
 - b) Fill in Default course hours on the line.**

- c) 'Load contact hours' is the hours of instructor load assigned for the course. It may not be the same as the credit hours. If you choose to use it, fill in on the line.
 - d) Do not fill in Old course hours.
 - e) Check the Fixed box if the course credits are fixed. Otherwise, check the Variable box.
- 6. Repeatable:**
- a) Do not check Chg box.
 - b) Check the Yes box if the class may be repeated and the credits accumulated. Otherwise check the No box.
 - c) If credits may be accumulated, fill in Max Cr Hrs on the line.
- 7. Enrollment Defaults:**
- a) Do not check Chg box.
 - b) Fill in the Maximum enrollment number on the line.
 - c) If a minimum enrollment is required, fill in the Minimum enrollment on the line.
- 8. Catalog Description:**
- a) Do not check Chg box.
 - b) Fill in the catalog description on the lines. If you have the description typed elsewhere, you may cut and paste.
 - c) Do not attach a separate document and fill in 'see attached'.
- 9. Instructional Method:**
- a) Do not check the Chg box.
 - b) Place a check in the box next to the label that most accurately describes the instructional method to be used with this course.
- 10. Grade Type:**
- a) Do not check Chg box.
 - b) Place a check mark in the box next to the grading structure to be used with this course.
- 11. Signatures**
- a) Sign your name on the line next to originator. If you are the Department Chair, sign your name on the line next to Department Chair.
 - b) Fill in the date on the line next to Date.

B. Changing a Course

- 1. Purpose of Submission;**
 - a) Place a check mark in the box next to Course Change
- 2. Owned by School/Organization:**
 - a) Do not mark
- 3. Course Number:**
 - a) Check Chg box if you are changing Course Number.
 - b) Fill in Old Course on the line if you are changing Course Number. Otherwise, fill in Course Number on the line.
- 4. Course Title:**
 - a) Check Chg box if you are changing Course Title.
 - b) Fill in Old Title on the line if you are changing Course Title. Otherwise, fill in Course Title on the line.
- 5. Credit Hours:**
 - a) Check Chg box if you are changing Credit Hours.
 - b) Fill in Old course hours if you are changing the course hours.
 - c) Check either fixed or variable in this is changing.
- 6. Repeatable:**
 - a) Check Chg box if you are changing Repeatable.
 - b) Fill in Max Cr Hrs:
 - c) Place a check mark the Chg box if you are changing Repeatable.
- 7. Enrollment Defaults:**
 - a) Check Chg box if you are changing Enrollment Defaults.
 - b) Fill in Maximum on the line if it is changing.
 - c) Fill in Minimum on the line if it is changing.
- 8. Catalog Description:**
 - a) Check Chg box if you are changing Catalog Description.
 - b) Fill in the catalog description on the lines. If you have the description typed elsewhere, you may cut and paste.
 - c) Do not attach a separate document and fill in 'see attached'.
- 9. Instructional Method:**
 - a) Check Chg box if you are changing Instructional Method.
 - b) Place a check in the box next to the label that most accurately describes the instructional method to be used with this course.
- 10. Grade Type:**
 - a) Check Chg box if you are changing Grade Type.

- b) Place a check mark in the box next to the grading structure to be used with this course.

11. Signatures

- a) Sign your name on the line next to originator. If you are the Department Chair, sign your name on the line next to Department Chair.
- b) Fill in the date on the line next to Date.

C. Retiring a Course

1. Purpose of Submission;

- a) Place a check mark in the box next to Course Retirement

2. Owned by School/Organization:

- a) Do not mark

3. Course Number:

- a) Do not check Chg box.
- b) Fill in Course Number on the line.

4. Course Title:

- a) Do not check Chg box.
- b) Fill in Course Title on the line.

5. Signatures

- a) Sign your name on the line next to originator. If you are the Department Chair, sign your name on the line next to Department Chair.
- b) Fill in the date on the line next to Date.