

EDIT COURSE INFORMATION

To CHANGE a course, select EDIT.

Enter in the COURSE information per the faculty information.

Make sure the Title/Subtitle field is correct.

If there are more than 30 characters in the Title/Subtitle field, another field will open and say, "Please enter short course title (30 chars)." You must enter a 30-character title/subtitle here.

Enter your COURSE TYPE:

- E-Z Segment
- Standard Course
- Standard Course with Topics
- Umbrella with Title in Description
- Umbrella without Title in Description

This could be what the course was previously or you can change the type.

COURSE

Subject	Course Number	Title/Subtitle
ETST - Ethnic Studies	104	INTRODUCTION TO AFRICAN CIVILIZATION

Course titles longer than 30 characters require a short course title / subtitle (30 chars)

INTRO TO AFRICAN CIVILIZATION

Course Type

- E-Z Segments
- Standard Course
- Standard Course with Topics
- Umbrella with Title in Description
- Umbrella without Title in Description

Summer Only Offered Once

Enter the EFFECTIVE TERM.

EFFECTIVE TERM	
Spring 2018 ▾	<input type="checkbox"/> Summer Only <input type="checkbox"/> Offered Once

Note: Once a course is approved, the course can be offered at any term. If you select “Summer Only” or “Offered Once,” the course will have a restriction of when it can be offered.