Curriculum Management: Required Fields

The following are the minimum required fields when creating a new course. These fields are marked in Curriculum Management with an asterisk (*).

**Course Catalog Title (254 characters max)**

*Ex. "Introduction to Mass Communication"*

**Internal Report Title (25 characters max)**

*Ex. "Intro to Mass Comm."*

**Course Schedule Title (50 characters max)**

*Ex. "Introduction to Mass Comm."*

**Subject Code**

*Ex. "COMM"

*Note: This will automatically add the Sponsoring Department*

**Course Number**

*Ex. "1001"*

**Course Description**

*Note: “TBD” or another placeholder is acceptable*

**Term**

*Ex. Fall, Spring, Summer*

**Grading Scale**

*Ex. Letter, Pass/Fail, Ungraded*

**Credit Options**

*Ex. Fixed, Variable*

**Start Term**

*Ex. Spring 2018*