



Boston College Office of Student Services

Course Database: Tips and Tricks

The course database allows the academic departments, their designees, and super users in Student Services to add and revise course descriptions for BC's undergraduate web and print catalogs and graduate catalog pdfs. Academic departments also update or add course or section descriptions for drop/add in August and January, for registration in November and March, and for the freshmen summer orientation and registration sessions.

Logging onto the course database:

- Access to the course database should be limited to those with responsibilities for maintaining the department's scheduling and catalog information on a consistent basis.
- Logon to the course database from the "Course Description Maintenance" link under MyServices in your Agora Portal account.

Accessing courses and sections:

- The Course Lookup page opens up after you logon.
- Use the pull down to access your department.
- Review your department's course listing by clicking on "No" to see all your courses (print and web flags set for either Y or N or both) or "Yes" to see active courses only (either print and/or web flags set for Y). Then click on Get Courses. You will see the appropriate course listing.
- Click on the Course # field to view the listings in ascending or descending numerical order. Click on Title to view an alphabetical list of your course titles.
- Pull down your department's code and type in a course number to see a specific course.
- Scroll down the Course page to view all or active only Sections for that course.

Adding or updating course or section descriptions:

- Click the Edit button for the course you would like to change.
- New courses and sections will migrate from UIS to the course database and will be available the following afternoon.
- On the Course page, you may update any of the fields in white boxes. Fields listed in red are not editable. The editable fields function as they did in the old course database.
- For the course updates the non-editable fields have migrated over from UIS and cannot be altered. For the sections, the non-editable fields have migrated over from UIS and/or from the course descriptions and cannot be altered.
- You may update all the available course fields from the "Show All" link on the Course page or click on the selection bar above the Course data.
- Section descriptions are available from the Sections link at the end of the Course page or on the selection bar listed above the course data.
- Courses and section updates can be "Previewed" by scrolling down to the bottom of the Course or Section pages or by clicking Preview on the selection bar.
- New or revised course descriptions will appear on the Student Services website about ten minutes after being updated on the course database.