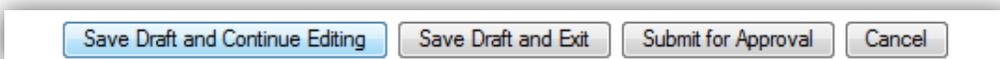


## Creating a New Course (C-1) Instructions

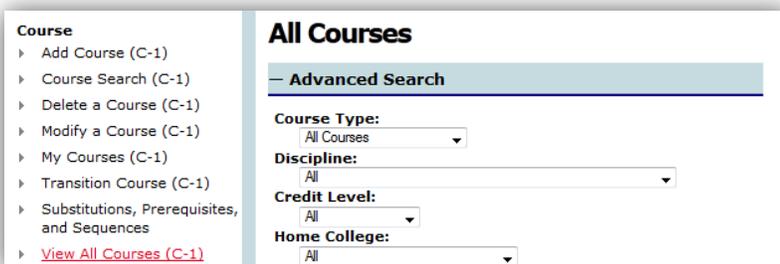
- In the Navigation menu, under Course, click “Add Course (C-1)”



- Work through the form following the instructions that appear. Carefully read each component, and ask a question if you’re not sure what the form is asking.
- The form will ask different follow-up questions depending on your choices. For example, if you select “Yes” under “Foundation Course”, then additional questions will appear to ask if you want to assign a General Education BoK code.
- Before saving, please be sure to review your content and be careful. While you do not need everything finished before saving, you should be careful not to take a course number that your department might need to use for another course someday. Be sure that the numbering convention, discipline code, and title align with your area’s practices.
- After entering content onto the form, you can click “Save Draft and Continue Editing” or “Save Draft and Exit” to return later. These options appear at the bottom of the screen.



- Go back to your C-1 either by clicking “My Courses”, or “View All Courses”. Viewing all courses will let you search through all the C-1’s, in case you can’t remember the particular course number.



- Keep working on the C-1, carefully reviewing its content along the way. Use resources available at [www.uc.edu/ecurriculum.html](http://www.uc.edu/ecurriculum.html) and elsewhere. This handout does not examine each detail of the C-1, but must refer to the electronic form itself for the many items that appear, depending on the type of course you are constructing. The C-1 provides an explanation of each item.

- Once you have VERY carefully considered your course’s content, then you can click the “Submit for Approval” button. Only then will it move on to the next reviewer for their approval. The stages of review vary among units, but typically follow this path:

CourseSubmitter  
 ProgramDirector  
 UnitHead  
 CollegeCurriculumCommittee  
 DeansOffice  
 Provost

After the course is approved at all levels, it is sent to UniverSIS. Only then can the course be used for class section ordering.

- You can go back into your course and view the stages of approval to follow its progress. Open your C-1 (as described earlier), and scroll down to the bottom of the screen. You will see the particular reviewer(s) able to approve the course, or request changes.

**Reviews**

**Approvals**

Reviewer	Reviewer Type	College	Date
[Redacted]	CourseSubmitter	15	12/3/2015
[Redacted]	ProgramDirector	15	12/3/2015
[Redacted]	UnitHead	15	12/3/2015
[Redacted]	CollegeCurriculumCommittee	15	1/18/2016

**Pending Approvals**

Reviewer	Reviewer Type	College	Date Submitted
[Redacted]	DeansOffice	15	
[Redacted]	DeansOffice	15	

- On a real C-1, you will be able to see the particular name(s) under “Pending Approvals”. You might choose to reach out and communicate with a colleague if you want to send a comment about the course, or send a friendly reminder, or ask them to return it to you. Remember that the reviewer has received an email notification, and can access courses ready for their review in eCurriculum under the “My Courses” heading.

**Course Search (C-1)**

- Delete a Course (C-1)
- Modify a Course (C-1)
- My Courses (C-1)**
- Transition Course (C-1)
- Substitutions, Prerequisites, and Sequences
- View All Courses (C-1)

**Courses Pending My Approval**

ProgramDirector	UnitHead	CollegeCurriculumCommittee	DeansOffice	
Course Title	Begin Term	Stage in Process		
<a href="#">AFST3024</a> Cultural and Environmental Stress in Urban Life	13FS	DeansOffice		
<a href="#">AFST3055</a> Diversity and Health	13FS	DeansOffice		
<a href="#">ENGB3068</a> Modern British Fiction	13FS	DeansOffice		