Creating NCPs and CCRs

I. **Overview**
   A. Coursedog is the College's new catalog management system. This includes the processes for New Course Proposals (NCPs) and Course Change Requests (CCRs).
   B. Logging in:
      1. Go to https://app.coursedog.com and enter your College email. The login is connected to our institutional SSO.
      2. If you are not immediately directed to the Curriculum page, click on the *Curriculum* box.

II. **Course Change Requests (CCRs)**
   A. Find the course by clicking on *Courses* in the left column.
      1. Type your search term (case insensitive) in *Search for Courses* box in the upper right.
         a) The search will pull up all matches from the title, number, or description text.
         b) If you want to find all courses in a program, use the program prefix <u>followed by a space:</u> e.g., "phys ". **The space after the program prefix is important.**
   B. Select the course by clicking on it.
   C. In the box at right, select *Propose Changes*.
   D. Choose *Course Change Proposal* as the type. Then *Submit*.
   E. Make your changes to the course. See the *CCR Guidelines* document for more details.
   F. Click on *Submit Proposal*

III. **New Course Proposals (NCPs)**
   A. On the Curriculum home screen, click on *New Proposal* under *Actions* at the right of the screen.
   B. Choose *New Course Proposal* as the type. Then *GoTo Form*.
   C. If the new course is similar to an existing course or proposal, you can choose one of the *Pre-populate Data* options, which will fill out the form with that course's data. You will need to supply a new program prefix and course number. Then you can modify the old information to suit your new course.
   D. If the course is wholly new, complete the form.
   E. See the *NCP Guidelines* document for more details.
   F. Click on *Submit Proposal.*

IV.   **Cross-lists** (applies to NCPs and CCRs)
Any courses that you wish to cross-list together must all already exist as courses or pending proposals. Other than the course prefix, number, and department, the attributes of the parent and child courses must match.

A. Process for cross-lists with a new course
1. Create and submit the parent course proposal using the NCP process above. Don't add any cross-lists to this course. By default, the new course will be a parent course.
2. Create an NCP for the child course.
    a)   Use *Copy from Proposal* in the *Pre-populate Data* box to create a "clone" of the parent course. Do this by choosing the parent course proposal you created previously.
    b)   Assign the course prefix, number, and department.
    c)   Under *Cross-listing*, make this course a Child course.
    d)   Under cross listed courses, select *Create a New Cross-list*.
    e)   Submit
3. To add other cross-listed courses, repeat steps A.2.a-e, except you must select *Add to existing cross list*, then search for and select either the parent or the already-cross-listed child course.

B. Process for adding a cross-list to an existing course via a CCR
1. Create an NCP for the child course.
    a)   Use *Copy from Proposal* in the *Pre-populate Data* box to create a "clone" of the parent course by choosing the parent course.
    b)   Assign the course prefix, number, and department.
    c)   Under *Cross-listing*, make this course a Child course.
        (1)   Under cross listed courses, select *Create a New Cross-list*.
        (2)   If the course already has other courses cross-listed, choose *Add to existing cross-list*. Use the drop-down search to find the parent course cross list.
    d)   Submit
2. To add other cross-listed courses, repeat steps B.1.a-d, except you must select *Add to existing cross list*, then search for and select either the parent or the already-cross-listed child course.

C. Process to remove a cross list
1. Use process II.A-D to start a CCR for the parent course of the cross-listing.
2. Scroll down to the "Cross-listing" section. Click on the box containing the cross-listed courses.
3. Press the "Unlink" button and then "Save."
4. If there are other courses that should still be cross-listed with the parent:
    a)   Click on the now-empty "Cross-listed Courses."
    b)   Select "Create a New Cross-list."
    c)   Select the courses that should still be cross-listed with the parent.
    d)   "Save"
5. Submit

Final notes:

- *You will be able to track the progress of your proposal through the system by clicking on "Proposals" option at left and then choosing "Created By Me."*
- *Although the new system will automatically update Jenzabar with the new courses and course changes once the approval processes are complete, **these changes do not become part of the catalog until the next academic year.***