General Course Offering Process

Course Sections Created – approximately ½ way through the current term ADIN is building the next catalog term (example: Spring 2022 sections are created mid-April 2021).
Course offerings (or sections) are rolled from the previous term including on-campus, distance, and unpublished sections. Reminder – experimental courses (and sections) do not roll to the next catalog. University classrooms and instructors are removed from sections.

Graybar Process - Course offerings (graybar report) are available on e-Reports (RGSTN-Crse Section Offerings and RGSTN-Crse Unpublished Sections). Graybar displays all courses approved by the department. If there are course offerings, then there will be a segment with instructional type, limits, meeting times, controlled enrollment, and common list or room codes.

Dept will edit graybar and upload changes to the Catalog and Course Offering Inbox (graybar).

Room Scheduling Process - Registrar ends all graybar processing (initial course offering edits) and a baseline file of course offerings is provided to Room Scheduling for initial room assignments. Registrar will not make any section changes that affect room assignments at this time. Dept can submit COCFs, but Registrar and Room Scheduling will not process them during this timeframe.

Tentative Schedule of Classes - Course offerings are tentative on the Schedule of Classes.

Schedule of Classes- First Proof - RGSTN-Crse Sched of Class Proof (e-Report). Course offerings are separated by department and provide a clean view of the course offerings (not graybar format).

COCF Process – continues till the end of term
Adding, changing, or dropping course offerings must be submitted through COCF. Workflow system tracks changes to courses and allows coordination of room assignments.

Schedule of Classes- Second Proof – RGSTN-Crse Sched of Class Proof (e-Report). Course offerings are separated by department and provide a clean view of the section (not graybar format).

Schedule of Classes FINAL - RGSTN-Crse Sched of Class Final (e-Report). No longer tentative on the Schedule of Classes. Course offerings are in final PDF format (all course offerings for all departments). COCF requests modifying section meeting days or times, then sections are cancelled and new sections are created. If courses have seats reserved for Learning Teams, additional coordination may be needed to make changes to sections.