

Coursedog Scheduling: ASC & Winter Intersession Edition

Open Scheduling Period

Getting Started

Login to Coursedog: <https://app.coursedog.com>

On the Products page, select **Academic Scheduling**.

Select **Section Dashboard** in the navigation on the left side of the screen.

At the top of the screen, you should see that scheduling is open:

Section Dashboard **1) Call for Schedules (Open Scheduling)** [+ ADD SECTION](#)

Confirm that the correct term is selected in the drop-down box below the Section Dashboard heading:

Select Term

Winter Intersession 2027 ▼

Select Term

Summer Semester 2027 ▼

Click on the [+ ADD SECTION](#) button next to the Section Dashboard heading to create a new section. If a course is in the catalog, but does not appear in the list of available courses, click the

[+ ADD COURSE](#) button to add the course to the inventory before adding the section.

If you are scheduling a course that has not yet been approved by the CEPC you should create a section of IDNEW (New Course Placeholder). IDNEW is set up as

a topics course, so you should provide a section title and supplemental description for the new course.

You can **save a section** that still needs additional information and return to editing later.

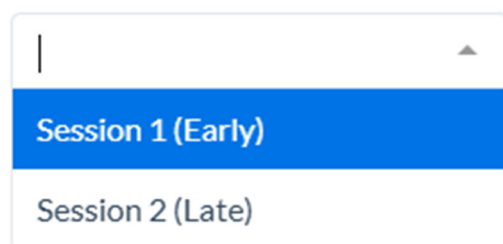
Adding Section Details

When you edit a section, all required fields will be clearly marked **required**.

General information:

- Section Status – this will default as Active. Initial Active status does not guarantee that a course will run. After the Academic Affairs review, Registrar's Office staff will change this status to Cancelled if a course was not selected to be offered in a given summer/winter term.
- To change information that pertains to the course rather than a particular section (for example, the title, description, CORE category) you will need to go through the Coursedog Curriculum module.
- For topics courses there will be additional fields for section title and description information.
- For summer terms, indicate the preferred session (early or late).

Summer Session ?

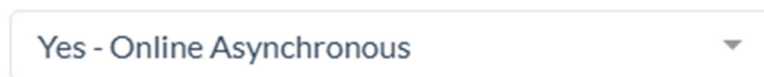
A dropdown menu with a light blue border. The top bar is blue with a white vertical line on the left and a small upward-pointing triangle on the right. Below the bar, the text "Session 1 (Early)" is highlighted in blue, and "Session 2 (Late)" is in black. The background of the dropdown is light gray.

Session 1 (Early)

Session 2 (Late)

- The “Is this a fully online course?” question should default to Yes – Online Asynchronous for undergraduate courses in the summer/winter terms.

Is this a fully online course? **required** ?

A dropdown menu with a light blue border. The text "Yes - Online Asynchronous" is displayed in blue, followed by a small downward-pointing triangle.

Yes - Online Asynchronous

- For summer/winter terms, faculty proposing courses do not need to worry about cross-listing.

- ***Deviation from academic year terms***: It is required that the ASC & Winter Course Proposal Form be uploaded to Courshedog.

Upload ASC & Winter Intersession Proposal Form
(ASC / Winter ONLY)

required ?

Program directors must upload this form for recommended ASC and winter courses.

 ADD FILES

Credits:

- You should only adjust the credit hours number if it is a variable credit course.

Meeting Patterns & Rooms:

- When you select **+ MEETING PATTERN** you will get a list of standard meeting slots corresponding to the course time grid.

 **Meeting Patterns & Rooms**

DAY(S)	START TIME	END TIME	ROOM	START DATE	END DATE
+ MEETING PATTERN   SET DETAILS  SORT MEETINGS					

Filter By Attributes

Clear Filters

No Days and No Times

ATTRIBUTES	USAGE	PREFERENCE FIT
Asynchronous and Online	0	100%

Instructor Information:

- You must add an instructor(s) for each course.
- When you click on **+ INSTRUCTOR** you will be able to search for existing instructors within the School the course is assigned to.

- If the instructor is not yet set or is in a different School, you need to toggle to all instructors in the upper right.

Assign Instructor to CS111 - A ×

☐ Instructors from School of Business & Analytics Department ☒ All Instructors

Filter By Instructor Type ▼

🔍 Start typing...

Instructional Methods:

- Do not worry if this field says something other than “Online”. No action is needed.

Enrollment Settings:

- For ASC and Winter Intersession courses, the Section Cap should remain at 30. Any deviation to this will be handled by Registrar’s Office staff in collaboration with Academic Affairs.

Dates:

- These will default to align with term dates. Even though the summer term is divided into two sessions, we request that these fields be left as is. The Summer Session field under **General Information** will allow you distinguish in which session the course is being proposed.

Section Requisites & Restrictions:

- Faculty Consent is only required in rare cases such as study trips.
- Pre-requisite information would only be entered here for special topics courses. Changes to pre-requisites for a course should otherwise be entered in the curriculum module.