

Coursedog Scheduling

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](#)

If this is not the case, you will need to use the [section change request process](#).

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

Section Dashboard [+ ADD SECTION](#)

Select Term

Spring Semester 2027 ▼

If you opted to roll over a schedule from a prior semester, you will have courses in the list you can edit.

You can click on an existing section to edit it or click 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.

If you would like to **remove a section from the schedule** you cannot delete it, but you can change its status from Active to Cancelled when editing the section.

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:

- 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 Courseedog Curriculum module.
- For topics courses there will be additional fields for section title and description information.
- If the course is fully online (most common for grad-level and summer/winter semesters), please change to Yes and indicate if whether it will be synchronous or asynchronous.

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

Yes - Online Synchronous ▼

- To remove a section from the schedule, change the Section Status from Active to Cancelled.

General Information

Section Status **required** ?

Cancelled ▼

Choose 'Cancelled' if the section is not running

- If you are requesting that the section be cross listed, please indicate the appropriate information at the end of the General Information section.

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
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 **MEETING PATTERN**   **SET DETAILS**  **SORT MEETINGS**

- You can Filter by the day or time at the top of the screen to narrow your options. Note: The historically busiest time blocks are marked 'PrimeTime'.

Select Meeting Pattern



Filter By Days **S** **M** **T** **W** **R** **F** **S**

Filter By Times --:-- --:--

Filter By Attributes

- If the course is asynchronous, search for 'Asynchronous' and select the No Days and No Times meeting block option.
- If the course has multiple meeting patterns (i.e. a lecture and a laboratory), use the same instructions to add a second meeting pattern. Once both meeting patterns have been added, click  **SET DETAILS** underneath the meeting patterns to go in and specify which meeting pattern is associated with each Instructional Method (which is the lecture and which is the lab).
- If the course has a nonstandard meeting time click the  icon followed by  **MEETING PATTERN** to enter the time:

🕒 Meeting Patterns & Rooms

DAY(S)	START TIME	END TIME	ROOM	START DATE	END DATE
S M T W R F S	08:00 AM	09:00 AM	Not set	01/12/26	05/06/26

[+ MEETING PATTERN](#)
[🕒](#)
[📅 SET DETAILS](#)
[☰ SORT MEETINGS](#)

- Once you have selected a meeting time, you can select a room. Click on 'Not set' under ROOM to get a pop-up window that will allow you to assign a room.

🕒 Meeting Patterns & Rooms

DAY(S)	START TIME	END TIME	ROOM	START DATE	END DATE
Tu and Th	8:30 AM	10:05 AM	Not set	01/12/26	05/06/26
We	1:30 PM	4:40 PM	Not set	01/12/26	05/06/26

[+ MEETING PATTERN](#)
[🕒](#)
[📅 SET DETAILS](#)
[☰ SORT MEETINGS](#)

- You can search for a specific room, or filter by Type of Room (Classroom, Computer Lab, Laboratory, etc.) or by Room Features (Projector, Interactive Flat Panel Display, Rolling Chairs, Tiered, etc.) to narrow your options. By default, you will see only rooms that have a capacity greater than the course cap that have not already been selected at this time.
- Any room selected in Coursedog should be considered tentative only. As always, the Registrar's Office will go through and finalize room bookings AFTER the schedule has been finalized. These are just preliminary requests for your top choice of classroom.
- If your first choice of room is not available (or if you have multiple classrooms that would work for your section), please indicate these room requests/preferences in the 'Internal Comments' field above (in the above General Information section). The Registrar's Office will use these notes when working through the final room booking process and do our best to accommodate all requests/needs.

- The start and end dates will default to the start and end dates for the term. In special cases such as 1-credit courses, different dates can be selected using



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

- If the instructor is not yet set, you should type 'Staff' in the search bar.

Enrollment Settings:

- The True Section Cap should match the Default Cap.
- The Reduced Section Cap may be lower when holding seats for first year students or petition seats.

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.
- You can also enter one-time restrictions, such as closing a course to a major when there is likely to be excess demand in a given term.