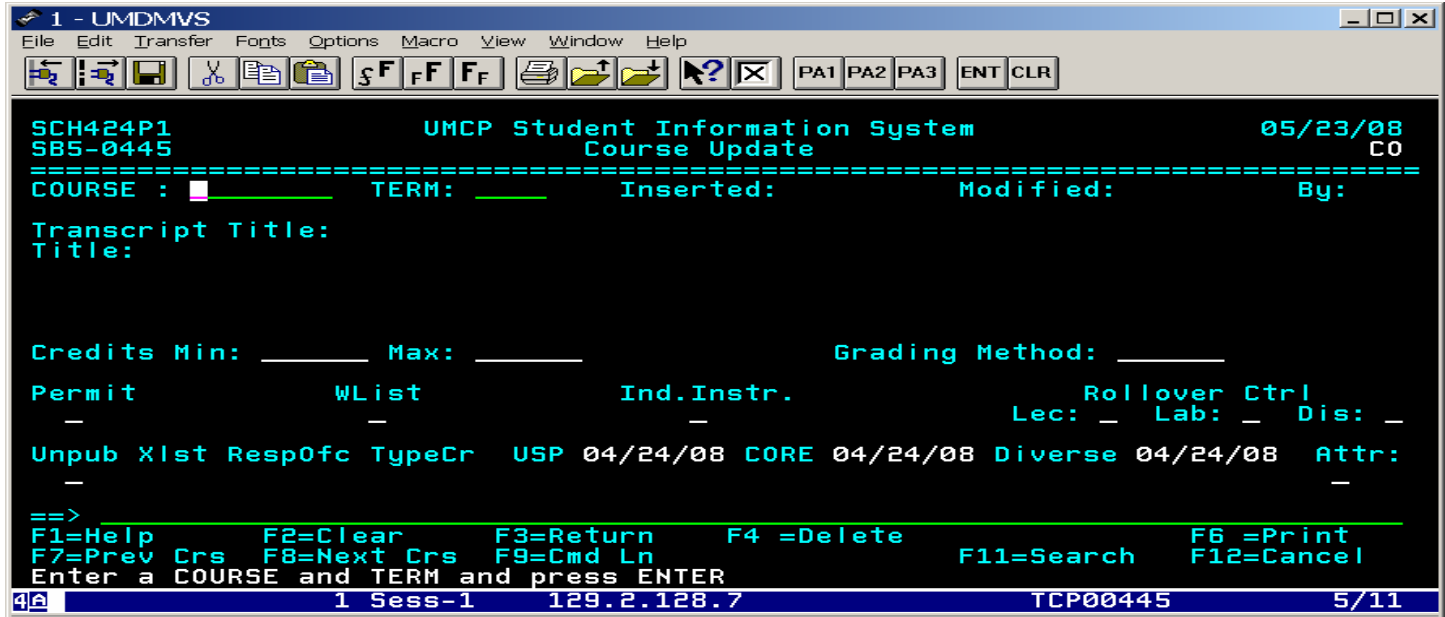


CREATING A NEW COURSE

PART I- [GO CO]

The following instructions are for hard coded course numbers (ending in 0-7) and not repeatable numbers/soft coded numbers (ending in an 8 or 9).

STEP 1) Start on the command line (**F9**) and enter **go co**. The course update screen will appear as it does below.

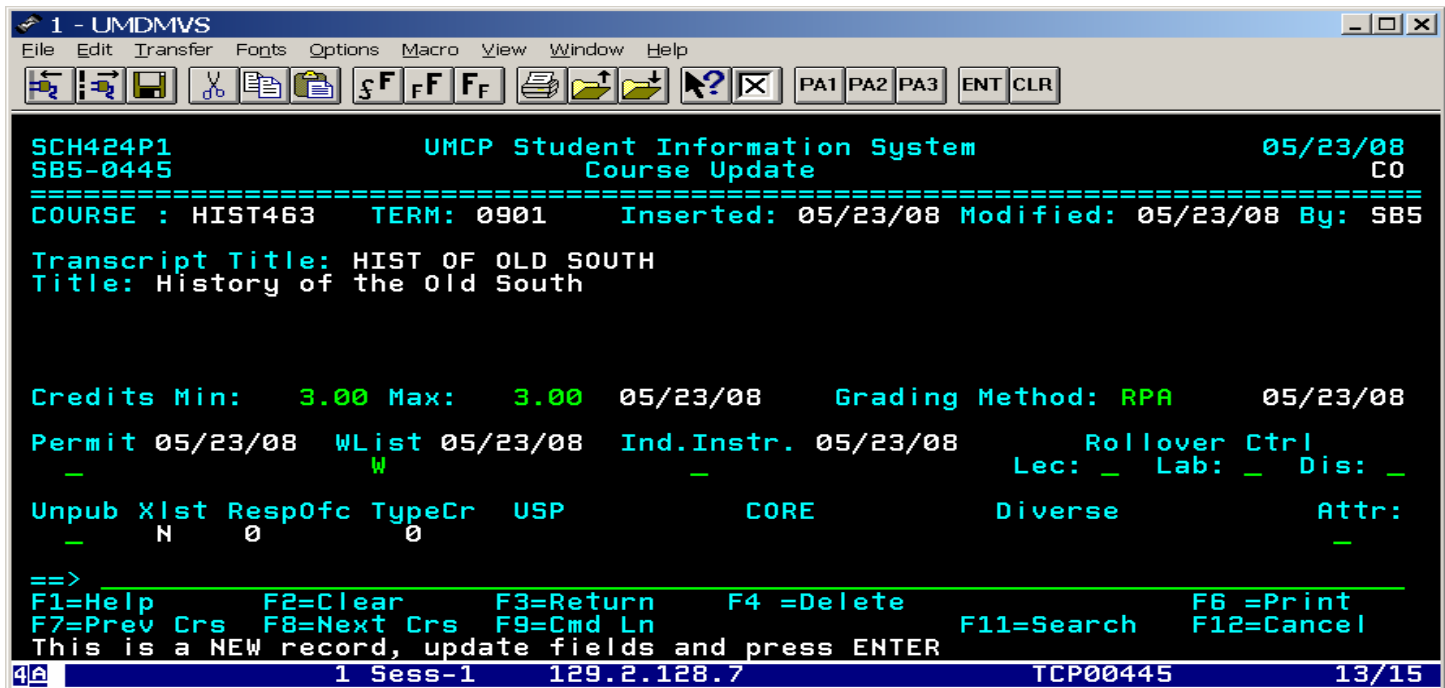


```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH424P1          UMCP Student Information System          05/23/08
SB5-0445          Course Update                                           CO
=====
COURSE :          TERM:          Inserted:          Modified:          By:
Transcript Title:
Title:

Credits Min:          Max:          Grading Method:
Permit          WList          Ind.Instr.          Rollover Ctrl
-          -          -          Lec: - Lab: - Dis: -
Unpub Xlst Resp0fc TypeCr  USP 04/24/08 CORE 04/24/08 Diverse 04/24/08 Attr:
-          -          -          -          -          -
==>
F1=Help          F2=Clear          F3=Return          F4 =Delete          F6 =Print
F7=Prev Crs     F8=Next Crs     F9=Cmd Ln          F11=Search          F12=Cancel
Enter a COURSE and TERM and press ENTER
4@ 1 Sess-1 129.2.128.7 TCP00445 5/11
```

STEP 2) Next to **COURSE**: enter the course prefix and number, then press the tab key once; Next to **TERM**: enter the term and press the enter key. Notice the message below the listing of the function keys; **“This is a NEW record, update fields and press enter”**. The screen should appear as it does below.



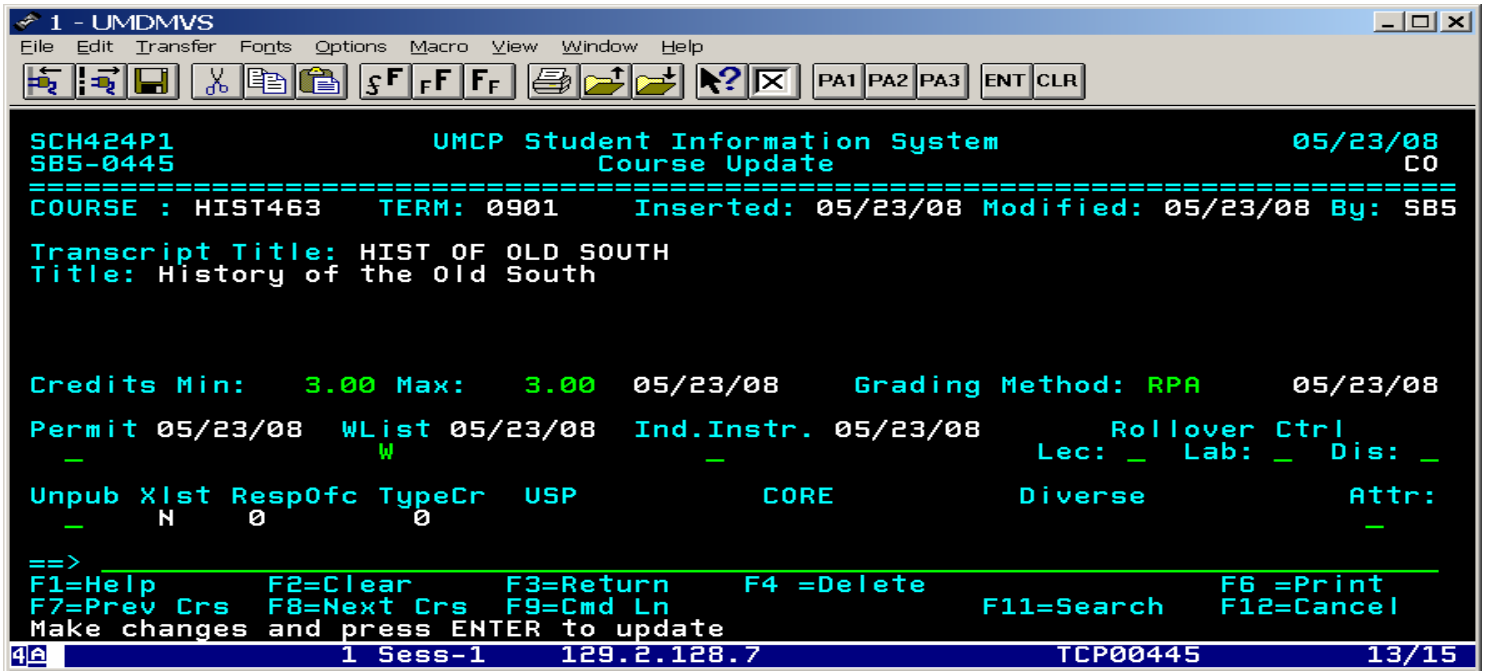
```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH424P1          UMCP Student Information System          05/23/08
SB5-0445          Course Update                                           CO
=====
COURSE : HIST463  TERM: 0901  Inserted: 05/23/08 Modified: 05/23/08 By: SB5
Transcript Title: HIST OF OLD SOUTH
Title: History of the Old South

Credits Min: 3.00 Max: 3.00 05/23/08 Grading Method: RPA 05/23/08
Permit 05/23/08 WList 05/23/08 Ind.Instr. 05/23/08 Rollover Ctrl
-          W          -          Lec: - Lab: - Dis: -
Unpub Xlst Resp0fc TypeCr  USP          CORE          Diverse          Attr:
-          N          0          0          -          -
==>
F1=Help          F2=Clear          F3=Return          F4 =Delete          F6 =Print
F7=Prev Crs     F8=Next Crs     F9=Cmd Ln          F11=Search          F12=Cancel
This is a NEW record, update fields and press ENTER
4@ 1 Sess-1 129.2.128.7 TCP00445 13/15
```

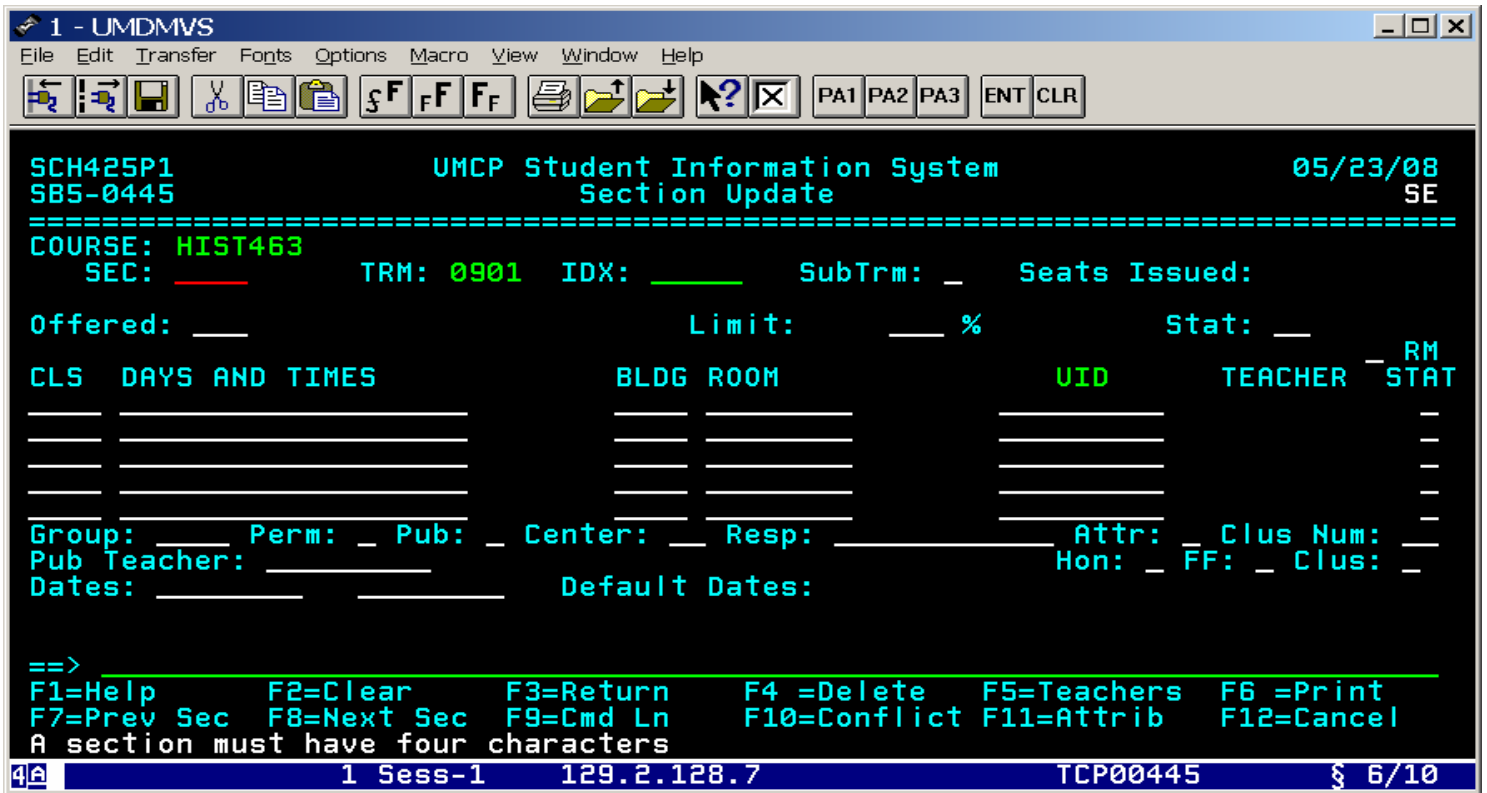
After entering the change and pressing the enter key, your screen should appear as it does below. If you have done this correctly, then the message at the bottom of the screen should say: **Make changes and press enter to update**.

Remember that the default grading method for undergraduates is RPA and graduates are RA. There are two grading options that can be offered independently, **Regular (REG)** and **Satisfactory/Fail (S/F)**. However, in order to offer the grading option of (S/F), the course would have to have been approved for this specific grading option.

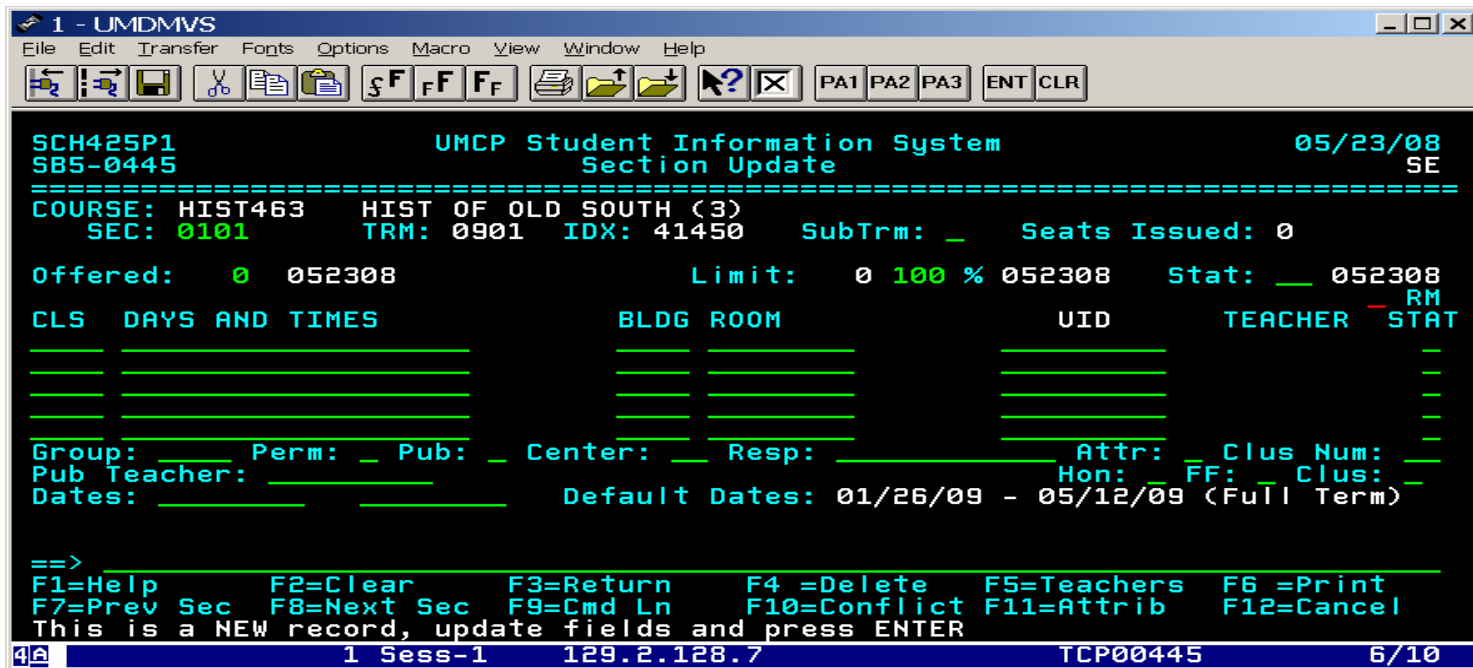


PART II- [GO SE]

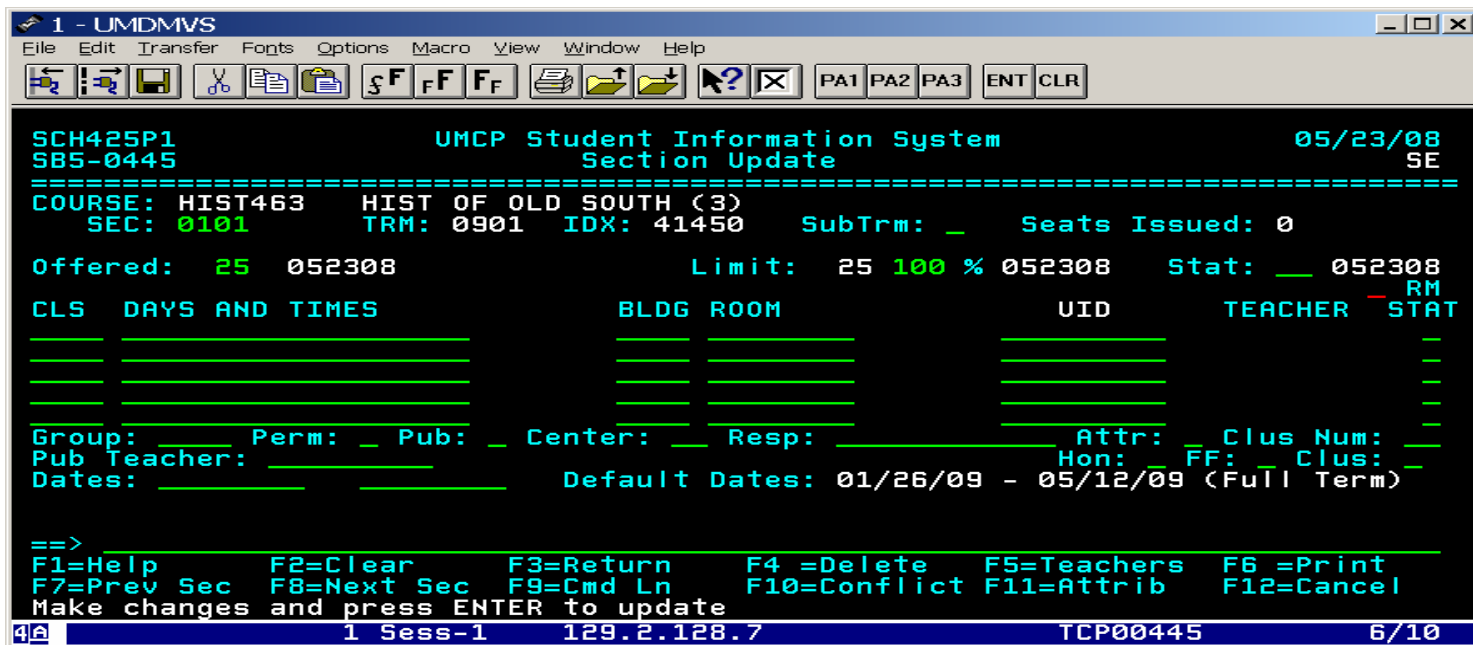
STEP 1) once you have completed with the course update screen move your cursor to the command line (F9) and enter **go.se**. The course update screen will appear as it does below.



STEP 2) the field for the section number should appear in red. Enter the section number and press the enter key.



STEP 3) The screen has the following message: **“This is a NEW record, update fields and press ENTER”**. Enter the number of seats offered and press the enter key. The screen should appear as listed below.



STEP 4) at this point, the remaining information can be entered and then after finishing the process, the screen should appear as listed below.

```
1 - UMDMVS
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [PA1] [PA2] [PA3] [ENT] [CLR]

SCH425P1          UMCP Student Information System          10/22/08
SB5-0293          Section Update          SE
=====
COURSE: HIST463   HIST OF OLD SOUTH (3)
SEC: 0101         TRM: 0901   IDX: 41371   SubTrm: _   Seats Issued: 0

Offered:  10   102208          Limit:  10 100 % 102208   Stat:  __ 102208
CLS  DAYS AND TIMES          BLDG ROOM          UID          TEACHER  STAT
LEC  MWF 10am-1050am        102208 CSS  2416          102208 100311020 T. Registrat _
-----
Group:  __  Perm:  _ Pub:  _ Center:  __ Resp:  __ Attr:  _ Clus Num:  __
Pub Teacher:  __ T. Registrations          Hon:  _ FF:  _ Clus:  __
Dates:  __ Default Dates: 01/26/09 - 05/12/09 (Full Term)
Type=GPC, Seats=32, Pri=, ASTR, METO, Equip=

==>
F1=Help      F2=Clear      F3=Return      F4 =Delete      F5=Teachers      F6 =Print
F7=Prev Sec  F8=Next Sec   F9=Cmd Ln      F10=Conflict    F11=Attrib       F12=Cancel
Make changes and press ENTER to update

4A 1 Sess-1 129.2.128.7 TCP00293 6/10
```