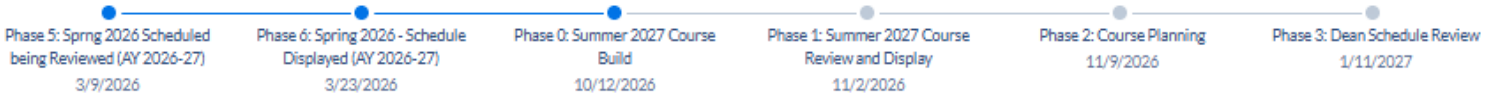
COLORADO COLLEGE
Registrar's Office

Summer Course Build – Schedule & Resources

Summer Build is available in Coursedog to schedule your Summer 2027 course offerings! This build period will take place between **October 19th-30th** followed by a proofing week which will conclude ahead of the opening of Spring Preregistration. Students can review course offerings for the summer and prepare for the opening of live registration for the summer term in the second week of Block 4 after Preregistration concludes and Add/Drop opens for changes to Spring and registration for Summer.

Below, please find the Phases and dates for Summer Course Build to be aware of. This will show you what is happening during those Phases, and you should see them now on the TimeLine on your homepage in Scheduling Management in Coursedog:



Stage 0– Summer (2027) Course Build | October 19-30, 2026

- Departments are given Approved Courses by DOF to build
- Proof and Make corrections
- Work with Allen Bersche Global Programs to propose Off Campus (by Oct 3 in Summit)

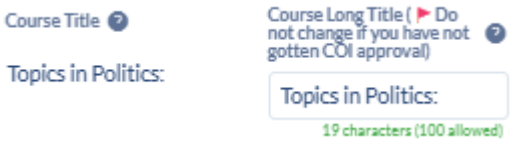
Stage 1 – Summer Course Review and Display | November 2-5, 2026

- Christine will Proof, Pull Reports for Fees, Descriptions
- Additional Information to be added

****Please note**: To help those of you that are new and with the Summer Course Build process, please find updates/changes in the following pages. Detailed Step-by-Step instructions are also available on the Registrar's Office website: Faculty Resources > Coursedog Training Materials

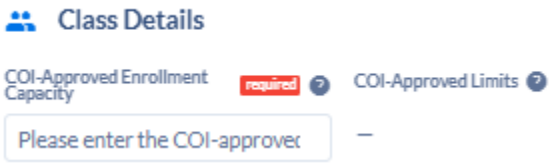
Course Build – Updates & Changes

1. **Course Long Title**
   Your Approved Course Long Title should be shown here. If a topics course, then you can add your Subtitle. When you do a "Request" you can add a longer title of up to 100 characters (including spaces). Please do not remove the Approved title to add your own.

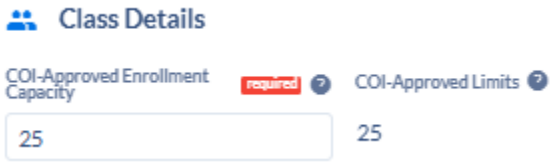


2. **Enrollment Settings Capacity**
   *The Enrollment Capacity will no longer Default to a Limit of 25. You will now be required to fill in the Approved Enrollment Capacity for your courses **if no current COI-approved limit exists.** Please only put the **approved limit**, not the limit you want to teach; otherwise, courses that have an approved limit will automatically default to that limit for you.

   No Current COI-Approved Limit on Record:



   Does Have Current COI-Approved Limit on Record:



Course Build – Updates & Changes (cont'd)

3. Credit Hours

Please make sure to enter the credits for all courses in the fields required, if it is not showing any. There must be a Credit Amount in every box listed under Credit Hours (on the right side); even if there is not a range there still needs to be a credit amount entered there. If there is a credit range as shown below, it is even more important to fill in this area, as it is up to the department to let us know how much credit they are offering the course for. Please pay close attention to this as it is important for the display of the course and registrations of the students to ensure they are receiving credit/and or the correct credit amount.



Course Build – Updates & Changes (cont'd)

4. **Relationships (Cross-Listings)**
   The Relationship function is working. There are some issues on the way things work and since we have not had training on this, there will be just a little change on how we process relationships.

   ** **As a Reminder**: The Parent Department should be the one to put in the Request for the parent course to Cross List the course with the other departments. The required cross list question is a custom question that just lets me know you are wanting to cross list the course and with which department; there is no functionality to it.

   a. This process functions sort of like an order of operation and requires you to do the steps in a specific order for it to work properly.
   b. Build all sections of the courses to be cross listed first.

b1. Once all the sections are built, make sure that the CRN# and Courses ID# are in all the sections:

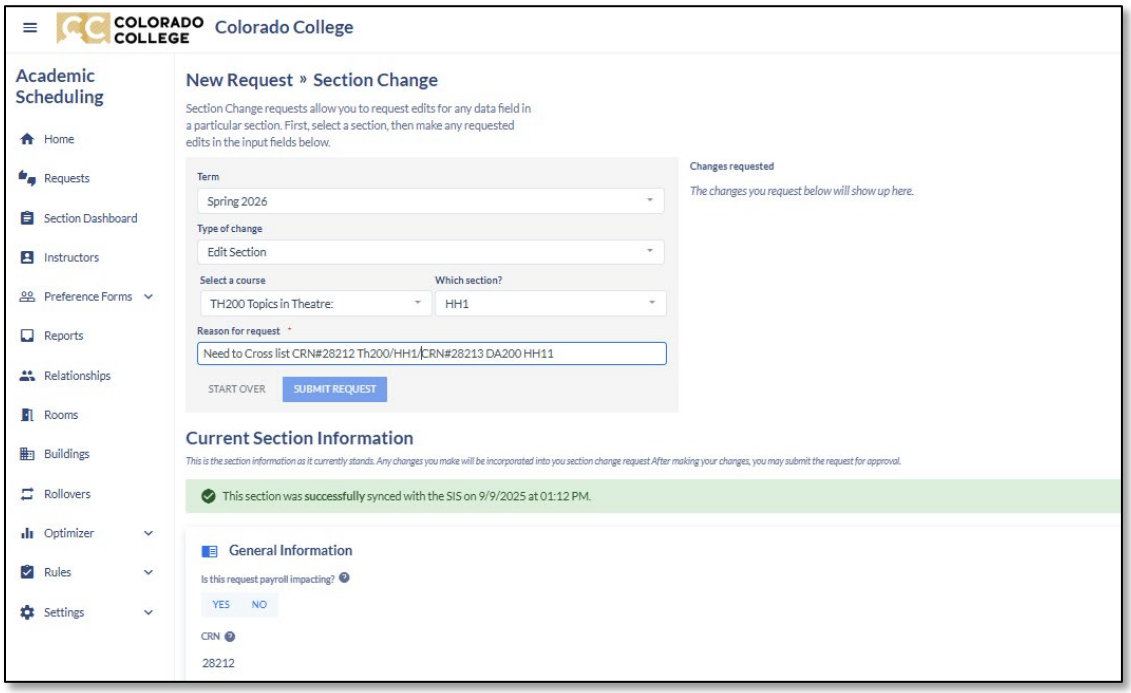


Course Build – Updates & Changes (cont'd)

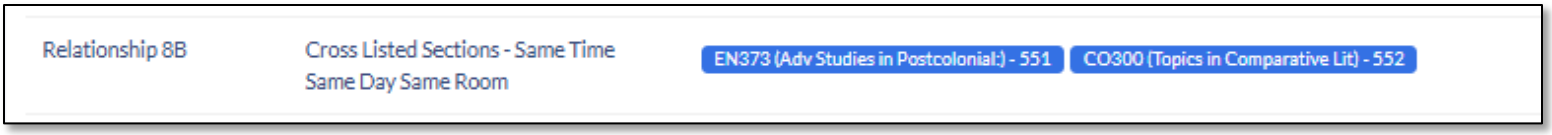
b2. Request

The Parent course is CRN#28212 TH200 HH12
Requests from the Parent Department – Section Change, Edit Section, Submit

(see example below of info to include)



b3. Final result on our end



28213	DA200 HH11	Topics in Dance: Welcome Back Stage: Stage Management (also listed as TH200 HH12)	h	01/05-01/15	09:00AM	0.50	Department	25	0	0	25	0	TBA		CC

28212	TH200 HH12	Topics in Theatre: Welcome Back Stage: Stage Management (also listed as DA200 HH11)	h	01/05-01/15	09:00AM	0.50	Department	25	0	0	25	0	TBA		CC