

Adding a New Course

- Information needed to establish a new course:
 - Session
 - Subject Area
 - Catalog Number
 - Campus
 - Component
 - Instruction Mode
 - Facility ID (Location) and/or preferred campus area
 - Days
 - Start Time
 - End Time
 - Instructor First and Last Name.#
 - Instructor Role
 - Instructor Access
 - Enrollment Cap

Modification Requests – Email

- Submit all requests via email to:
 - FAES-OTLA_CbusCourseOfferingsScheduling@osu.edu
 - **Please send each request as its own individual email!**
 - Do not cc my personal email – just helps keep all inboxes organized and reduces clutter
- **Please make the subject line:**
 - “SP25 ACEL 4999 _____”
 - With applicable semester, course catalog number, and request such as instructor change, location change, etc.
- **Please include the following in the email:**
 - Term (Semester)
 - Session
 - Subject Area
 - Catalog Number
 - Class Number
 - Modification Information

Additional Modification Information

Other modification requests must also include:

- **Instructor Modifications**
 - Instructor's First and Last Name.# to be REMOVED
 - Instructor's First and Last Name.# to be ADDED
 - Instructor Role (Primary Instructor, Teaching Assistant, etc.)
 - Instructor Access (Post, Grade, Approve)
- **New Course Additions**
 - Session
 - Campus
 - Component
 - Instruction Mode
 - Facility ID (Location) and/or preferred area
 - Days
 - Start Time
 - End Time
 - Instructor First and Last Name.#