

# Submitting Unpublished course requests through COCF

## TO ADD A NEW UNPUBLISHED COURSE SECTION

### Step 1: Select routing option 1.

Most unpublished requests will require the first option since most unpublished courses are arranged study. It's rare, but if the unpublished section is meeting at a specific time and needs a room then you would select the 2<sup>nd</sup> option.

- Please note that unpublished sections with limits, times, and rooms assigned are reverted back each term to the general 999 limits and arranged time for future semesters. If your department is finding that a room and meeting time is necessary, then maybe we should discuss options for that course and if it should continue to be an unpublished course.

### Step 2: Select Department and Semester.

Select your Dept and Semester/Year (use the current term that you are submitting the request).

### Step 3: Add the course section details.

- Course Number
- Course Section - Request initials (instructor First name/Last name) as the section designator. The Curriculum Team holds the master list of all sections used. If those initials do not work, then we will provide you with the correct initials in the Note section.
- Offering Dates - FS1 (Fall, Spring, Summer terms). Unpublished sections are always added for all terms allowed by the course (unless stated differently by the initiator).
- Credits - appropriate credit(s) for the course section.
- Today and MAX limits - 999. Unpublished sections are always added with 999 limits (unless a special section is needed with limits, times, and room assignments)
- Day/Time - Arranged
- Suggested Room - Arranged
- Instruction Type and Course Modality can be left blank

### Step 4: Add a note in the Comments.

Unpublished course request for (name), term (FS1), net id (needed to assign instructor). Your comment is most important, because this will be the *only way* to flag the Registrar and Room Scheduling that this is an unpublished course request. If this note does not exist, the course section takes the risk of being set up without the specific reference number for the instructor.

Kuali Workflow Enter keyword  1 Contact Print ?

### Course Offering Changes Form

Select one of the following options.

Registrar then Room Scheduling - courses cancelled, WWW, unpublished, course notes, or restrictions

Room Scheduling then Registrar - adds/changes to FF or HYB courses, includes all general classrooms and departmental spaces

Room Scheduling only - room location only, no limit changes

Teaching Dept \*

Semester/Year \*

\* Required Fields

#### Add

Course Number	Course Section	Offering Dates	Credits	Today's Limit	Max Limit	Day/Time	Instruction Type	Suggested Room	Course Modality
1. 490	HC	FS1	1	999	999	arranged		arranged	<input type="text"/>
2.									<input type="text"/>
3.									<input type="text"/>

Comments

Unpublished request for Heidi Christensen for FS1; net id = heidic74

## TO REMOVE AN EXISTING UNPUBLISHED COURSE SECTION

You may use a COCF to remove a section when an instructor leaves, retires, etc.

The COCF request for a drop should only include the drop request. Don't combine adding unpublished sections in the same COCF as you are requesting to drop unpublished sections.

**Step 1: Select routing option 1.**

**Step 2: Select Department and Semester.**

**Step 3: Complete the Drop details.**

**Step 4: Reasons For Changes.**

Indicate effective term for drop.

### Drop

Course Number	Course Section	Comments
1. 490	HC	Remove unpublished section for F19
2. 499	HC	Remove unpublished section for F19
3. 590	HC	Remove unpublished section for F19

Drop more courses

Course Number	Course Section	Comments
4. 599	HC	Remove unpublished section fro F19
5.		
6.		

### Reason For Changes

Heidi Christensen retired on 7/1/19. Please remove the above unpublished sections for F19 and going forward.

## FAQs

### Can one COCF be submitted for unpublished courses and other course requests?

- No. Unpublished course requests (add, modify or drop) should not be combined with other course requests on the same COCF form as other published course requests.
- Unpublished course requests are managed only by “arranged” in the Day/Time field and your note that should clearly state, “Unpublished course request.”
- A COCF is an “all” or “none” form. This means that all requests within the form need to be approved. For example, if a COCF was requested with an Add and a Drop and one of the Add requests couldn’t be completed; then we would have to Disapprove the form and you would lose the Drop request as well.
- If you try to Add multiple course sections and try to Drop multiple course sections within the same COCF, you take the chance of the request being Returned or Disapproved. It’s always a good practice to keep the COCF form clean and simple. Too many course requests within one form sometimes is a disadvantage and leads to disapproval.

### How can I see unpublished sections on ADIN?

If you use ADIN and have access to the CO System, you can use the SB function (Section Browse) or IB (Instructor Browse) to view all your course sections. The last three digits of the REF # are the specific reference numbers assigned to the instructor section.

```
FUNC SB TERM F 19 DEPT PHYS COURSE 599 SECT REF#
                                     COURSE SECTION BROWSE
                                     ---LIMITS--- -ENRLT-          CTL
FUNC  DEPT  CRSE SECT  REF#  TODAY LTM MAX  LTM TTL  LINK G-NG ENRL
-     PHYS  599  AG   5917006  999   0 999  0  0      G
      PHYS  599  AK   5917007  999   0 999  0  0      G
      PHYS  599  AT   5917010  999   0 999  0  0      G
      PHYS  599  BS   5917025  999   0 999  0  0      G
      PHYS  599  CC   5917030  999   0 999  0  0      G
      PHYS  599  CJ   5917032  999   0 999  0  0      G
      PHYS  599  CO   5917034  999   0 999  0  0      G
```