

Navigating Course Inventory in CU-SIS

Course Inventory is where the catalog of courses is stored and maintained. It is also known as "catalog-level" (where the schedule of classes pulls its data from), or just "course catalog".

To view courses in Course Inventory:

- **Navigate to:** Curriculum Management > Course Catalog > Course Catalog
- Always select "include history"
- Search by subject code and catalog number, or by 6-digit course ID

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Academic Institution: = ▼ 🔍

Subject Area: = ▼ 🔍

Catalog Nbr: begins with ▼

Campus: begins with ▼

Course ID: begins with ▼

Description: begins with ▼

Include History Correct History Case Sensitive

Limit the number of results to (up to 800):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- If more than one appears and the course ID matches on all, click on any of them to view the course
- If more than one appears and there are different course ID's, choose the active course by clicking and returning to search until you find the "active" course (identified by "status" on the Catalog Data tab)

Search Results

View All First 1-2 of 2 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
CUDEN	ENGL	1020	(bl...)	128683	Core Comp...
CUDEN	ENGL	1020	(bl...)	128683	Writing Workshop II

Click on either record since they share the same course ID

Search Results

View All First 1-2 of 2 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
CUDEN	BUSN	6561	(bl...)	125387	Brand New Busin...
CUDEN	BUSN	6561	(bl...)	204263	Marketing Managem...

Choose the active course by click and returning to search until you find the "active" course (identified by "status" on the Catalog Data tab)

Pertinent Fields on "Catalog Data" tab:

- Make sure you are viewing the correct row by effective date
- Effective date really means "effective term", and are entered as follows:

01/01/YEAR = Spring Term

05/01/YEAR = Summer Term

08/01/YEAR = Fall Term

The screenshot displays the 'Catalog Data' tab for Course ID 128883. The interface includes several sections: Course Information, Course Units/Hours/Count, Course Grading, Repeat for Credit Rules, Additional Course Information, Course Attributes, and Course Topics. Red circles and letters highlight specific areas: 'C' circles the effective date field (08/01/2011); 'D' circles the status dropdown (Active); 'E' circles the pagination controls (First, 1 of 12, Last); 'B' circles the course offering table showing ENGL 1020; and 'A' circles the 'Include History' button at the bottom right.

A. Be sure you have selected "Include History"

B. Current Subject Code and Course Number (4-digit course ID)

C. Effective date for the row

D. Course status (active or inactive)

E. Row 1 is the most recent record. Use the arrows to view course history.

Catalog Data | Offerings | Components | GL Interface

Course ID: 128883

Find | View All | First 1 of 12 | Last

*Effective Date: 08/01/2011 *Status: Active Course Offering 1 of 1

*Description: Core Composition I ENGL 1020

Long Course Title: Core Composition I

Long Description: Provides opportunities to write for different purposes and audiences, with an emphasis on learning how to respond to various rhetorical situations; improving critical thinking, reading, and writing abilities; understanding various writing processes; and gaining a deeper knowledge of language conventions. Max hours: 3 Credits. GT: Course is approved by the Colorado Dept of Higher

Course Units/Hours/Count

Minimum Units: 3.00 Last Course of Mult Term Seq:

Maximum Units: 3.00 *Enrollment Unit Load Calc Type: Actual Units

Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

Course Grading

*Grading Basis: Letter *Grade Roster Print: Component

Graded Component: Lecture

Repeat for Credit Rules

Repeat for Credit Total Units Allowed: 3.00

Allow Multiple Enroll in Term Total Completions Allowed: 1

Additional Course Information

*Instructor Edit: No Choice

*Add Consent: No Consent *Drop Consent: No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes

Personalize | Find | First 1-2 of 2 | Last

*Course Attribute	*Course Attribute Value
DCRQ Denver Core Requirement	AA English Composition
GT GT Pathways	GT-C01 Communication

Override Topic Link ID:

Course Topics

Personalize | Find | First 1 of 1 | Last

*Course Topic ID	*Description	*Short Description	*Formal Description	Topic Link ID
1				

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Catalog Data | Offerings | Components | GL Interface

F
G
H
I

F. Transcript (abbreviated) course title

G. Complete (unabbreviated) course title

H. Course description

I. Minimum and maximum credit hours/CEU's

(Continued on next page)

Catalog Data | Offerings | Components | GL Interface

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Academic Progress Units: 3.00 Course Count: 1.00

Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

Course Grading

J *Grading Basis: Letter *Grade Roster Print: Component

Repeat for Credit Rules

K Repeat for Credit M Total Units Allowed: 3.00

L Allow Multiple Enroll in Term Total Completions Allowed: 1

Additional Course Information

*Instructor Edit: No Choice

N Add Consent: No Consent *Drop Consent: No Consent

Requirement Designation:

Equivalent Course Group:

Course Attributes

Personalize | Find | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
DCRQ Denver Core Requirement	AA English Composition
GT GT Pathways	GT-C01 Communication

Override Topic Link ID:

Course Topics

Personalize | Find | First 1 of 1 Last

Description	Repeat For Credit	*Short Description	*Formal Description	Topic Link ID
1				

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Catalog Data | Offerings | Components | GL Interface

J. Grading basis

K. Repeat for credit (checked = repeatable)

L. Allow multiple enroll in term (checked = yes)

M. Total credit hours/CEU's allowed

N. Add consent (no consent/department)

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Course ID: 128883

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*Effective Date: 08/01/2011 *Status: Active Course Offering 1 of 1
 ENGL 1020

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 Financial Aid Progress Units: 3.00 Course Contact Hours: 0.00

Course Grading

*Grading Basis: Letter *Grade Roster Print: Component
 Graded Component: Lecture

Repeat for Credit Rules

Repeat for Credit Total Units Allowed: 3.00
 Allow Multiple Enroll in Term Total Completions Allowed: 1

Additional Course Information

*Instructor Edit: No Choice
 *Add Consent: No Consent *Drop Consent: No Consent
 Requirement Designation:
 Equivalent Course Group:

Course Attributes Personalize | Find | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
DCRQ Denver Core Requirement	AA English Composition
GT GT Pathways	GT-C01 Communication

Override Topic Link ID:

Course Topics Personalize | Find | First 1 of 1 Last

Description	Repeat For Credit	*Short Description	*Formal Description	Topic Link ID
1				

O

P

O. Course attribute (core, gtPathways, CEU, or blank)

P. List of topics for Special Topics courses

Pertinent Fields on "Offerings" tab:

Catalog Data | **Offerings** | Components | GL Interface

Course ID: 128683 Find | View All First 1 of 1 Last

Effective Date: 08/01/2011 Status: Active

Description: Core Composition I

Course Offering Find | View All First 1 of 1 Last

*Course Offering Nbr: **D** *Catalog Nbr: ENGL + -

A *Academic Institution: CU Denver **E** *Course Approved: v

B *Academic Group: College of Liberal Arts & Sci

C *Subject Area: English

Campus:

*Academic Organization: English

*Academic Career: Undergraduate

Course Typically Offered:

Tuition Group:

Dynamic Class Date Rule: 15% Rule

Allow OEE Enrollment

F Catalog Print

G Print Instructor in Schedule

H Schedule Print

I Schedule Term Roll

Exam Only Course:

Use Blind Grading

GL Interface Required

Split Ownership

J Enrollment Requirement Group

Requirement Group:

Long Description:

Taxonomy

CIP Code: English Language and Literatur

HEGIS Code:

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Catalog Data | Offerings | Components | GL Interface

A. Should say CUDEN

B. School/College/Unit offering the course

C. Subject code

D. Catalog number (4-digit course number)

E. Status (Approved/Pending) - If pending, course cannot be scheduled

F. This is what control whether this course will be uploaded into the University Catalog each year

These are default settings that can be changed when scheduling classes:

G. If checked = Instructor/TA will appear in class search

H. If checked = Class will appear in the class search for students

I. If checked = Class will roll forward to next year's term (for units that copy term schedules from one year to the next/"term roll")

J. This is where the system-enforced requisite appears

Pertinent Fields on "Components" tab:

Catalog Data | Offerings | **Components** | GL Interface

Course ID: 128683

Effective Date: 08/01/2011 Status: Active

Description: Core Composition I

A Course Component: Lecture

B Instructor Contact Hours:

Default Section Size:

Workload Hours:

OEE Workload Hours:

*Final Exam: No

C Auto Create

D Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Update Fee

Provider for Authentication:

LMS Extract File Type:

E ENGL 1020

Course Attendance

Instruction Mode: OL Online

*Attendance Type: Class Meeting

Use Present Use Contact Minutes

Use Reason Use To and From Time

Use Tardy Override Template Date / Time

Use Left Early

Room Characteristics Required

*Room Characteristic	Description	*Room Characteristic Quantity
<input type="text"/>		<input type="text" value="1"/>

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Catalog Data | Offerings | Components | GL Interface

A. Ways the course can be taught (lecture, lab, etc.)

B. Default setting for enrollment capacity (can be changed when scheduling classes)

C. Identifies which component is the default graded component

D. Identifies which component is the default component

E. If more than one component is attached, you can view that here