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

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)
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

(Continued on next page)
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)
### Course ID: 128660

**Effective Date:** 03/01/2011  
**Status:** Active  
**Course Offering:**  
**Course ID:** ENGL 1020

**Long Course Title:** Core Composition  
**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 Board of Higher Education.

<table>
<thead>
<tr>
<th>Course Units/Hours/Count</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Units:</td>
<td>3.00</td>
</tr>
<tr>
<td>Maximum Units:</td>
<td>3.00</td>
</tr>
<tr>
<td>Academic Progress Units:</td>
<td>3.00</td>
</tr>
<tr>
<td>Financial Aid Progress Units:</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Course Grading**  
*Grading Basis:* Letter  
*Grade Ruler Print:* Component  
*Graded Component:* Lecture

**Repeal for Credit Rules**  
- Repeat for Credit:  
- Total Units Allowed: 3.00

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

#### Course Attributes
- **Core Attribute:**  
- **GT Requirement:**  
- **Denison Core Requirement:**  
- **English Composition:**  
- **Communication:**

**Override Topic Link ID:**

#### Course Topics

<table>
<thead>
<tr>
<th>Course Topic ID</th>
<th>Description</th>
<th>Repeat For Credit</th>
<th>Start Description</th>
<th>Formal Description</th>
<th>Tequls Link ID</th>
</tr>
</thead>
</table>

---

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

**P. List of topics for Special Topics courses**
Pertinent Fields on "Offerings" tab:

A. Should say CU Denver
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:

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