



How do the faculty request a new course?

At the top of the "Course Catalog" tab, there is a button for "Request a course". This is a system feature that sends an email to the designated system administrator. Information in the email needs to specifically include Course subject, course ID, course name, and instructor name. Additionally, the frequency of the course's use needs to be specified. For example, a request might be "ENG 111A Principles of Writing offered every semester but only taught this once by Jane Doe".