# Accessing the Call for Courses Grid

The Call for Courses tab is used to enter information for existing, pre-offered, and unchanged courses taught within the last five academic years. Please note that new or revised courses would need course forms submitted by the field group Curricular Liaisons to the Curriculum Committee for review.

Log in to MyCampus2Portal → Click the Call for Courses Tab
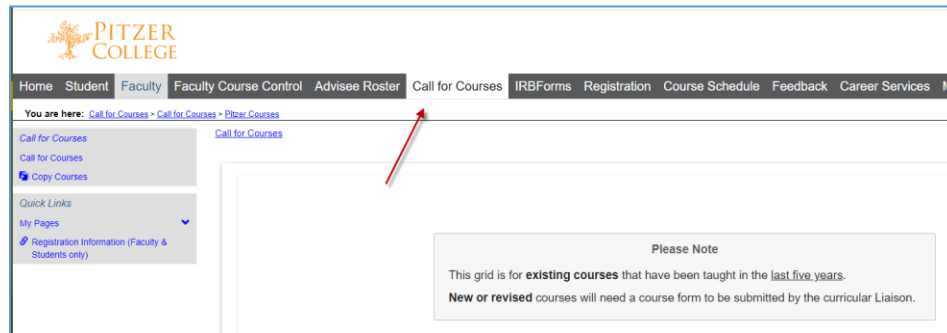
Select the "Fall" designation to access fall courses. (Once you've entered your fall courses, make sure to then select the "Spring" designation to enter the courses information for spring). Search for your discipline by entering the two to four digit code within the Disciplines field, i.e. "SOC" for Sociology. This will pull up all existing courses for your field group from within the last five years.
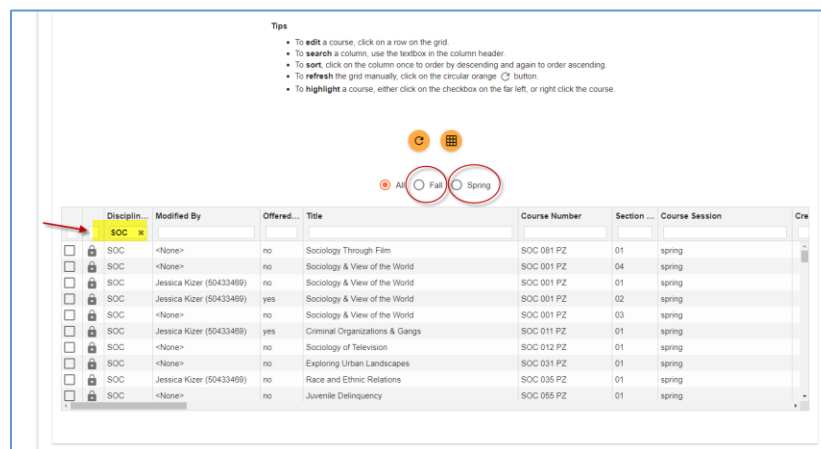
Click a row to begin editing a particular course section.
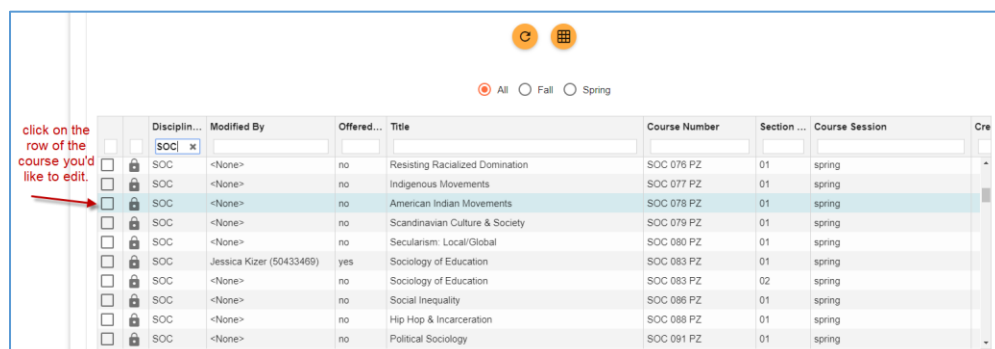
A pop up menu will appear for you to enter course details once you've clicked on the row. Fill out all relevant fields pertaining to the section you want added to the schedule.

Once you've added all of the information for that course section, please click Submit Changes to save the record. If you need to enter information for another course, click that new row to begin entering details.

After all courses are entered for the field group, The Curricular Liaison will need to review, and lock the grid. Please refer to the Locking Grid instructions to correctly lock your field group's courses.