

Call for Courses

Submitting Field Group Course Offerings (Locking)



- Field Group Curriculum Liaisons have the authority to lock course offerings for their field group.
- Field groups have the option of having individual faculty enter course details or having the Curriculum Liaison enter.
- When the Field Group Liaison has confirmed course details and is ready to submit the curriculum to the Registrar's Office, they click on the **Lock** icon.
- Locking a Field Group's courses prevents further modifications by faculty.
- If any changes need to be made, the liaison contacts the Registrar's Office to request it be unlocked.

The Field Group Lock panel is located on the Call for Courses tab of the portal, above the course offerings grid.

Submitting Field Group Course Offerings (Locking)

NOTE: only assigned curricular liaisons have access to lock.

Field Group Curricular Liaisons: When you've confirmed all course details for the field group and you are ready to submit curriculum to the Registrar's Office, click the "LOCK" icon. Locking prevents further modifications by the faculty. If any changes need to be made, the liaison may contact the Registrar's Office to request it be unlocked.

Current Status	Code	Field Group Name	Action
 Unlocked	ART	Studio Art	




Please Note

This grid is for **existing courses** that have been taught in the last five years.

New or revised courses will need a course form to be submitted by the curricular Liaison.

Tips





- To **edit** a course, click on a row on the grid.
- To **search** a column, use the textbox in the column header.
- To **sort**, click on the column once to order by descending and again to order ascending.
- To **refresh** the grid manually, click on the circular orange  button.

Field Groups and Course Disciplines

Faculty Field Groups			
Current Status	Code	Field Group Name	Action
 Unlocked	SPAN	Spanish	
 Locked	PORT	Portuguese	

- There may be more than one Course Discipline associated with a Field Group and thus see multiple rows for your field group.

Faculty Field Groups

Current Status	Code	Field Group Name	Action
 Unlocked	SPAN	Spanish	
 Locked	PORT	Portuguese	

- To lock a Field Group's courses, click the **Lock** button.
- Before locking, please verify course information. Once it is locked, modifications cannot be made.
- To unlock, contact the Registrar's Office, as they will need to know when changes are being made.
- The **Current Status** of a Field Group is displayed on the left. A closed padlock indicates the field group courses have been locked.