

## Course Description Tear Sheet Guidelines 2005-06 CU Boulder Catalog

Course descriptions in the *CU-Boulder Catalog* are taken directly from screen 135 of the SIS database. Please use these instructions as you revise and update active courses. **New and revised course descriptions may be submitted throughout the year.** Forms may be downloaded and printed from the Office of the Registrar web site:  
<http://registrar.colorado.edu/FacStaff/FacultyStaff.htm>.

Please direct any inquiries to: [Ann.Helm@Colorado.edu](mailto:Ann.Helm@Colorado.edu)

Situation and Possible Reason	Remedy
<b>Course Does Not Appear on Tear Sheet</b>	
<b>Course is closed.</b> Look for course end date on SIS, screen 125.	Submit a Course Revision Form (or submit e-mail from authorizing dean's office) and ask to have the end date removed.
<b>Course does not exist on the SIS database.</b> No data appears on SIS, screen 125.	Submit a Course Proposal Form to have the course added to the SIS database.
<b>No course description exists for the course.</b> Look on screen 135.	Submit a Course Revision Form (or submit e-mail from authorizing dean's office) asking to have a course description added, even if only the course title will appear.
<b>Need to Change Course Description</b>	
<b>Course description on screen 135 does not accurately reflect nature of the course; <i>minimal</i> revision is necessary.</b>	Submit a Course Revision Form (or submit e-mail from authorizing dean's office) requesting the course description revision.
<b>Course description on screen 135 does not accurately reflect nature of the course; <i>substantial</i> revision is necessary.</b>	Submit a Course Proposal Form requesting a new course addition. A new course number must be assigned.
<b>Course Description Should Not Appear in Catalog</b>	
<b>Course will no longer be offered.</b>	Submit a Course Revision Form (or submit e-mail from authorizing dean's office) requesting the course be closed.
<b>Course should NOT appear in the catalog this year, but it may appear in a future catalog.</b>	Submit an e-mail from authorizing dean's office requesting removal of course title line from screen 135 so that the course description will not be downloaded for catalog publication.