

eCourse FAQ

SUBJECT CODE

What is a Subject Code?	A subject code is three or four letters that identifies the department or program offering the course. Departments and programs may have more than one subject code; this may be useful for curriculum management
How do I get a new Subject Code?	Subject codes for new departments or programs are set up after the department/program has been established. Contact the Registrar's Office for information about setting up a new subject code
Why can't I see or use Subject Codes that belong to other departments?	Users of the eCourse system are limited to working on and seeing courses in their own department or program.

COURSE NUMBER

How do I decide on a course number?	There are some rules that must be followed for numbering courses. For instance, lower division undergraduate courses are numbered 1-99 and upper division undergraduate courses are number 100-199. In addition, some course numbers are reserved for special study courses. Please see Senate Regulations for more information. Sequences are usually indicated by adding a letter after the course number; for example, 156A, 156B, 156C, 156D. Students usually are required to take sequences in order (that is, first 156A, then 156B, then 156C, etc.). The A course is usually a prerequisite for the B course and the B course is usually a prerequisite for the C course, etc. Other than these restrictions, departments/programs may number courses as they choose.
Are there course numbers I shouldn't use?	There are no course numbers that cannot be used, but some numbers are restricted to certain types of courses. See Senate Regulations for more information.
Are there restrictions on the use of course numbers?	Yes, there are some restrictions on the use of course numbers. See Senate Regulations.
When is a course "renumbered"?	A course is renumbered when the department decides that it is necessary. Usually, renumbering occurs because of curriculum restructuring. Renumbering a course may require other courses to also be changed. For instance, if the renumbered course is a prerequisite on other courses, those course approvals must also be changed to reflect the new number.
Do I have to enter letters in the "course number" field as capitals?	No, the system will automatically capitalize it.

COURSE/TRANSCRIPT TITLE

What is the difference between "course title" and "transcript title"?	"Course title" is the complete title of the course and is the title that appears in the UCSD General Catalog. "Transcript title" is an abbreviated version of the course title and is used on student transcripts and in the Schedule of Classes.
Why is the "transcript title" limited to 30 characters?	"Transcript title" is limited to 30 characters because of space limitations on transcripts. Note that the 30 character limit includes letters AND spaces in between words.
Why didn't the course title pre-fill?	The course title did not pre-fill because it was not in ISIS. This should occur only during the initial transition period from paper forms to eCourse.

EFFECTIVE TERM

Why can't I enter the current quarter in "effective term"?	The current quarter cannot be entered as the "effective term" because a course must be approved BEFORE the quarter starts and BEFORE the course is offered.
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EXTENT OF APPROVAL

What is "extent of approval"?	"Extent of approval" is the length of time that a course can be offered. For most courses, this will be "indefinite". However, for visiting instructors or instructors with short term appointments, the extent of approval may be only as long as the appointment.
Who decides "extent of approval"? On what criteria?	The Senate determines the extent of approval.

SUMMER COURSES

What is a "summer only" course?	A "summer only" course is one that is offered ONLY during the summer and is never offered during the regular academic year.
Why do "summer only" courses have an "S" in the course number?	"Summer only" courses must have an "S" in the course number to distinguish them from courses that may be offered in any quarter.

COURSE JUSTIFICATION

What is the course justification?	The "course justification" explains why the course was first offered. Usually, the course justification field is filled out only the first time a course request is submitted, that is, only when the request is for a new course.
What is the difference between "course justification" and "request justification"?	The "request justification" explains why this particular request is being made. For instance, the request justification identifies what changes are being made to the course in this request and why the changes are necessary. The request justification would also explain why a course is being ended.
Do I have to enter a new "course justification" whenever a change is made to a course?	No. The "course justification" field is completed on the initial (or "new") course request.

FIAT CODE

What is a FIAT code?	A FIAT code identifies the primary types of instruction. The FIAT code is required by the Office of the President.
Why can't I make changes to the "FIAT" code?	The Scheduling Office completes this field. If you have questions about the current FIAT code, contact the Scheduling Office.
What if the department thinks the FIAT code is incorrect?	If the department or program thinks that the FIAT code is not appropriate, contact the Scheduling Office.

FACULTY

Do I have to list the faculty who will teach the course? What if the faculty member will change often?	Specific faculty names are not required. However, you may list specific faculty names if you wish.
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CROSS-LISTING

What are cross-listed courses?	Cross-listing a course means that one course has two subject codes/numbers, each in a different department or program.
Why are courses cross-listed?	The rationale for cross-listing courses is usually that faculty members from more than one department take turns teaching the course and that each department/program involved wishes its majors to enroll in the course using that department's subject code. Courses may NOT be cross-listed WITHIN a department or program.

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If I am cross-listing a course, do I have to submit a request for the other subject code/course number?	No. Once the course request is approved, eCourse and ISIS will update the record for the other subject code/course number.
How does a department/program know if one of its courses is being cross-listed with a course from a different department or program?	When a request for a cross-listed course is submitted, the other departments or programs involved will be notified and must approve the course request before the request proceeds through the eCourse system.

COURSE REINSTATEMENT

When is a course "reinstated"?	A course is "reinstated" when the department or program decides to again offer a course that has been end-termed. Reinstatement means that the SAME course is going to be offered again; this is why changes are not allowed on reinstatement requests. If the academic content of the course has been changed, the request should be done as a new course, not a reinstatement.
Why can't I make changes when a course is reinstated?	Changes are not allowed on reinstatement requests. If the academic content of the course has been changed, the request should be done as a new course, not a reinstatement.

END TERM

Why can't I change course information when I'm deleting the course?	The archive must contain the information that was applicable when the course was active.
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COURSE UNITS/HOURS

Why do I have to enter information about units and also the number of hours for each type of instruction?	The number of units and the number of hours for a course are linked: the formula is 1 unit for 3 hours of course work. The number of hours for each type of instruction may vary as long as the total number of hours is 3X the number of units.
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GRADE REPORT OPTION

Why is a grade report option necessary?	You must choose a grade report option so that ISIS knows how to generate the grade reports.
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COURSE REPETITION

Why is a justification required for allowing students to take a course more than once?	Taking a course more than once is an exception to policy. It is allowed under certain circumstances, but the department/program must explain why it is necessary for students to be able to take a course more than once.
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GRADING OPTION

Why isn't "letter grade only" a grading option?	"Letter grade only" is not a grading option because students have the option of taking courses P/NP.
What is In-Progress grading and when is the use of In-Progress grading appropriate?	"In-Progress" grading is not commonly used. IP grading is used when the course work continues from one quarter to the next AND students must enroll in the second quarter to finish the course work.

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LIMIT ENROLLMENT

How do we limit enrollment to majors only?	A department/program can limit enrollment to majors only by requiring students to have departmental authorization to enroll in the course.
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FINAL EVALUATION

Why is a justification required for all choices except for "in class final"?	"In class final" is assumed to be the method of final evaluation for each course unless otherwise indicated. If a different method of final evaluation is used, an explanation must be included.
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PREREQUISITES/OTHER ENROLLMENT RESTRICTIONS

Why can I enter only courses as prerequisites?	Only courses are considered "prerequisites". Other requirements that must be satisfied before enrolling in a course are called "other enrollment restrictions".
When would a "department approval" be appropriate?	"Department approval" is used when a department or program wishes to ensure that students have completed "other enrollment restrictions" before allowing students to enroll in the course.
What are "other enrollment restrictions"?	"Other enrollment restrictions" are required by the department or program before a student may enroll in a course. Some examples are auditions, portfolio review, major, etc.
What are "academic level restrictions" and when should they be used?	"Academic level restrictions" limit enrollment to a particular group of students, for example, to freshman or to seniors, to undergraduates or to graduate students.
Why can't I list a course as either a prerequisite OR a corequisite?	A course cannot be both a prerequisite and a corequisite. Either completion of a course is required BEFORE taking this course or it is required AT THE SAME TIME.

DUPLICATE CREDIT

What is "duplicate credit"?	"Duplicate credit" is a term used when a department or program has determined that the content of its course overlaps substantially with the content of a different course and does not wish to grant full credit because of the content overlap.
How does a department/program know if one of its courses is being listed as a "duplicate credit" course with a course from a different department?	A department or program will know if one of its courses is being listed as a "duplicate credit" course because eCourse will require all departments or programs involved to approve the course request.

OTHER CATALOG INFORMATION

What type of information would go in "Other Catalog Information"?	"Other Catalog Information" is a field where the department or program can put information that it thinks students need to know about a course but that is not already entered into eCourse. Some examples: course material fee required, majors required to take this course for a letter grade, etc.
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ADDITIONAL RECOMMENDED PREPARATION

What is "additional recommended preparation"?	"Additional recommended preparation" would identify information or courses that would help a student be successful in the course, but that are not required for enrollment. Many courses may not have additional recommended preparation.
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COURSE MATERIAL FEE

Does the Course Material Fee have to be approved before the course can be given?	The Course Material Fee does not have to be approved before a course can be offered. It is up to the department whether or not it wishes to offer the course before a course material fee is approved.
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COMMENTS

Are Comments required?	Comments are not required.
Why would I enter a Comment?	Use comments to indicate information about the course that is important but has not been captured in any other fields.