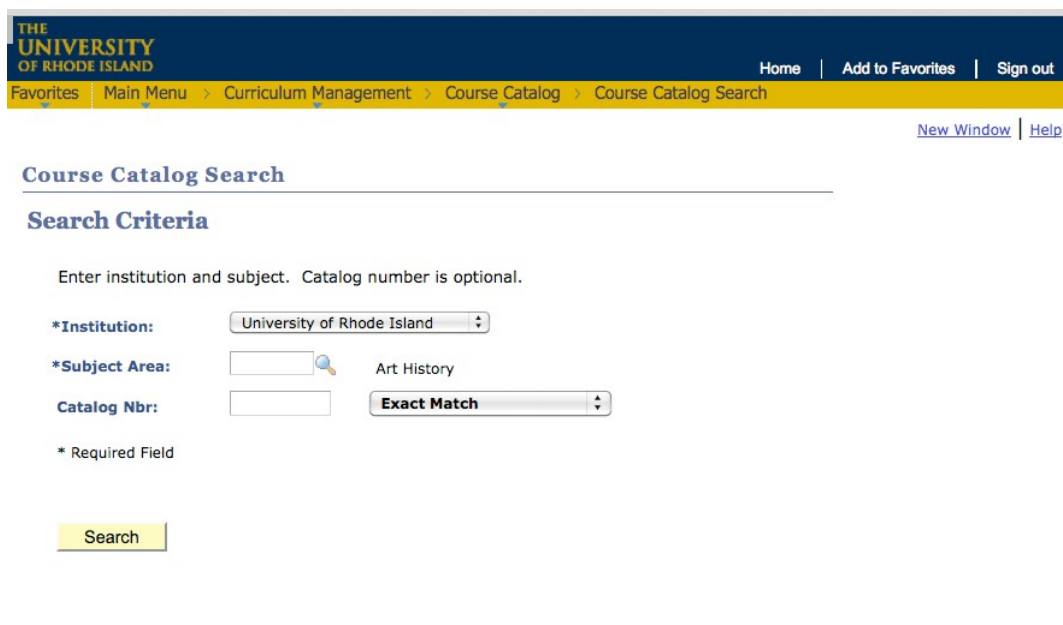# UNIVERSITY OF RHODE ISLAND FACULTY SENATE

Common errors on course proposals include incorrect course number, description, and/or prerequisite statement. In order to process New Course or Course Change proposals as efficiently as possible, please refer to the most current course information in e-Campus. Below is the navigation in e-Campus to course listings.

Main Menu > Curriculum Management > Course Catalog > Course Catalog Search

If you do not have access, complete the Access Request Form
http://web.uri.edu/enrollment/files/SecurityAccessRequest.pdf
and/or contact Jack Humphrey, Senior Associate Director in Enrollment Services to discuss.

This screen provides a search capability for course information including course number and title, credits, grading basis, course components, general education designations, course attributes, and full descriptions as they appear in e-Campus. Copy and Paste the e-Campus information directly onto the New Course and Course Change forms.

Also, this navigation

Main Menu > Curriculum Management > Course Catalog > Course Catalog

can be used to search *ALL* the course numbers ever used in a department. If a New Course is proposed, entering the 3-letter course code in the Subject Area will produce a listing of all numbers used/in use, allowing a determination of numbers available to assign to the new course.

Utilizing the correct information will prevent course proposals from being returned and will expedite the processing.

If you have any questions, please feel free to contact the Faculty Senate Office at 874-2616 or 874-5176.

Thank you.