

The University of Pittsburgh

Course Catalog Update Form-Continuing Education

University Registrar Office Use Only

Course ID _____

1. *Add a New Course* *Inactivate a Course* *Change a Course* *Add a Campus to an Existing Course*
2. SUBJECT _____ CATALOG NUMBER _____ TERM _____ ACADEMIC GROUP _____
3. CAMPUS _____ ACADEMIC ORG _____
4. DESCRIPTION (Short Course Title) (30 Characters) _____
5. LONG COURSE TITLE (100 Characters) _____
6. CONTINUING EDUCATION UNITS (Credits) Minimum _____ Maximum _____
7. GRADING BASIS
 NGR - No Grade Required
8. COMPONENT TYPE
 Continuing Education Lecture
9. MISCELLANEOUS
 Print in Bulletin Print in Class Schedule Fee has Been Approved for Course Fee Amount _____
10. FINALS (Undergraduate Only) (select only one)
 None

Academic Unit Representative/Preparer	Univ Ext	Dept/Div Chair/Academic Dean	Date	Dean/Campus President	Date
Preparer's Email address					

University Registrar Office Use Only	Entered By	Date

Course Catalog Update - Continuing Education Form Directions

1. Indicate Action requested: Add, Inactivate, Change or Add a Campus to an existing course.

2-3. Indicate:

- Subject and Catalog (Course) Number.
- Effective Term - the first term available (for Add or Change) or last term offered (for Inactivation).
- Academic Group - see list below:

CBA	College of Business Admin	DEMED	School of Dental Medicine	SOCWK	School of Social Work
CGS	College of General Studies	EDUC	School of Education	UCSUR	Univ Center for Social & Urban Research
GSPIA	School of Public & International Affairs	ENGR	School of Engineering		
PUBHL	School of Public Health	SIS	School of Information Science	UPB	Bradford
HNRS	Honors College	LAWS	School of Law	UPG	Greensburg
KGSB	Katz Grad School of Business	MED	School of Medicine	UPJ	Johnstown
SHRS	School of Health & Rehabilitation Sciences	NURS	School of Nursing	UPT	Titusville
ARTSC	School of Arts & Sciences	PHARM	School of Pharmacy		

- Campus and Academic Organization.

4-5. Indicate a Description (Short Course Title) and Long Course Title. See **Additional Directions** below (#1) for Course Description details.

6. Indicate the minimum and maximum number of continuing education units for a course.
7. Grading basis for the course defaults to **NGR** - No Grade Required.
8. Component type defaults to Continuing Education Lecture.
9. Indicate printing option, and if a fee is associated with the course.
10. Final exam defaults to None.

Additional Directions:

1. Course Description - submit an electronic copy of the Course Description to course@registrar.pitt.edu. Please use UPPERCASE characters and proofread (spell-check) document before submitting. Each Course Description must identify course subject and catalog number.