IU COURSE CATALOG – FREQUENTLY ASKED QUESTIONS

What is the Course Catalog and where does it "live"?

The Course Catalog is a master course inventory of all courses IU has offered throughout the years. It includes active courses as well as inactive courses. The Course Catalog is housed within our PeopleSoft/Oracle Student Information System (SIS) – accessed via One.IU – under the Curriculum Management tile. The SIS Course Catalog is the official course listing for IU. It contains course information such as title, course description, credit hours, repeatability, equivalent courses, etc.

Who maintains the Course Catalog?

The University Enrollment Services (UES) Student Records > Course Catalog division is charged with maintaining the SIS Course Catalog, in collaboration with the academic authorities at each campus. The various campus academic authorities are responsible for reviewing each course request through a curricular lens, while UES Course Catalog staff are responsible for ensuring the appropriate authorities have approved the course request and updating the SIS Course Catalog accurately per the approved course request. Additionally, the Course Catalog staff work closely with the UES Academic Structure expert when changes are made in the Subject Table, such as new Subject codes, Academic Group changes, etc., to ensure those changes are also reflected in the SIS Course Catalog.

How do I update a course in the Course Catalog?

Course Catalog updates must be submitted and approved via the CARMIn course approval system. The Department submits a CARMIn course request (new or change), which routes to various Department-, School-, and Campus-level academic authorities for approval. Once the CARMIn request has passed the 30-day remonstrance period and is fully approved in approximately 3 – 9 months from submission, the course is then created/updated in the SIS Course Catalog. For more information about the CARMIn course approval system and the remonstrance process, please see CARMIn FAQ.

Are there any course updates that do not need to be approved via CARMIn?

Nearly all changes in the SIS Course Catalog require an approved CARMIn request, except when the following values are the only changes needed:

- Components: To add a course Component (ex: LEC, DIS, LAB, etc.), an email may be sent to UES Course Catalog (catalog@iu.edu). Changes to remove a Component may need to route via CARMIn if other campuses are scheduling that Component.
- Course Typically Offered: To update your campus Course Typically Offered value, an email may be sent to UES Course Catalog (catalog@iu.edu). Please note that UES Course Catalog runs a job three times a year (August, October, February) to automatically adjust the Course Typically Offered values according to what has actually been scheduled at that campus for the past 6 terms.

How do I find a list of courses my Department is currently approved to offer?

The *Current Course Catalog* (IE_SIS_SR_CURNT_CRS_CATLG) IUIE report may be run for your campus and the course subject(s) that your Department oversees. If you do not have access to run this IUIE report yourself, you may contact UES Course Catalog (catalog@iu.edu) to request the information.

What do the various Course Approved values mean on the Offerings tab in the SIS Course Catalog?

- Approved: This course has received the necessary approval to be offered on that campus, either via the CARMIn course approval process or by the historical paper request process (prior to 2010).
- Denied: This course is no longer approved to be offered on that campus as of the given Effective Date on that row. If a campus decides to reinstate the course later, a CARMIn New Course (or New 'Matching') request will be required.
- IUOCC Only: This course is only approved to be replicated as an online course via IU Online Class Connect. This campus is not approved to teach the course on their campus, but students at that campus may enroll in an IU Online course that is taught online by another IU campus that does have approval to teach the course. The campus that teaches the class is considered the Campus of Instruction (COI) and the campus that has replicated the class for their students is considered the Campus of Enrollment (COE). More information about IUOCC may be found here: About IU Online Class Connect

How do I tell if other campuses offer the same course?

On the Offerings tab in the SIS Course Catalog, each campus will be assigned a Course Offering Nbr. You may use the arrows to review the various campus offerings and determine whether they are Approved, Denied, or IUOCC Only (see above for definitions). If a campus is not listed at all on the Offerings tab, then that campus is not approved to offer this course.

My campus has a course Offering in the Course Catalog, but we can't schedule the course. Why not?

There could be various answers to this question. One common reason could be that your campus was previously approved in the Catalog to offer the course, but your campus has been set to 'Denied' or 'IUOCC Only', meaning the course can no longer be offered at your campus. Another reason could be that the 'Allow Course to be Scheduled' is unchecked, either because the course is now 'Denied' or 'IUOCC Only', or it was unchecked in error. UES Course Catalog (catalog@iu.edu) will be able to review the Course Catalog to help you determine the reason your course cannot be scheduled.

Why doesn't the Course Catalog match our campus Bulletin?

Currently, most campus Bulletins are being updated manually by staff on each campus. Ideally, the course information for each campus should be pulled from the SIS Course Catalog, which is the official course inventory. Unfortunately, changes made to the Course Catalog do not always get integrated into the Bulletin by those maintaining the Bulletin, which results in data inconsistency. To ensure the courses in your campus Bulletin are accurate, please contact those on your campus who are in charge of maintaining your Bulletin to request that updates be made to the Bulletin to match the SIS Course Catalog. If it is determined that the Bulletin information is more accurate, then the Department must submit a CARMIn Course Change request to update the official course information in the SIS Course Catalog.

Do changes to the enrollment requirements (prerequisites, etc.) need to be approved via CARMIn?

Yes, usually. Enrollment requirements, such as prereqs, co-reqs, and program/group restrictions, are created as campus-specific Enrollment Requirement Groups (ERGs) in SIS. ERGs that are to be enforced at the Catalog level for all sections of a course offered at a given campus must receive approval via the CARMIn course approval process. This ensures all Department-, School-, and Campus-level approvers are aware of the changes in enrollment requirements. It also allows other campuses to see what their counterparts across IU are requiring for enrollment, as each request will be posted to the 30-day Remonstrance List for review. Occasionally, a campus may elect to utilize an ERG at the Schedule level only if they intend to restrict a certain section of a course for students of a given population (ex: ACP students only). Schedule-level ERGs are maintained by the campus Registrar's office; CARMIn requests are not required for ERGs applied only at the Schedule level.

What does 'equivalent course' mean?

Each course in the SIS Course Catalog may belong to an Equivalent Course Group. All courses in the same Equivalent Course Group are considered 'equivalent courses' for all campuses that offer those courses. Students will only receive credit for one of the courses in that Equivalent Course Group. If the degree requirement Course List is set up such that the 'Include equivalent courses' checkbox is checked, then all courses in that Equivalent Course Group may fulfill the same requirements for that degree.

Which Course Catalog reports are available in the IUIE (Indiana University Information Environment)?

- Current Course Catalog (IE_SIS_SR_CURNT_CRS_CATLG): Returns a list of all courses currently approved to be scheduled. Only the most recent Catalog row is returned. This report may be filtered by Institution and/or Course Subject.
- Course Catalog (IE_SIS_SR_MCI): Returns a list of all Catalog rows, including current and historical. This is considered the Master Course Inventory. This report is rather large and is generally not used unless a history of each course is needed.
- Essential Syllabus Information (IE_SIS_SR_SYLLABUS_INFO): Returns a report of the most recently provided Essential Syllabus Information collected via the CARMIn course approval process.

If I have questions about the Course Catalog, who do I contact?

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