

How to Create Requests in CourseDog

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Submitting Requests Tutorial

[CourseDog -How To Submit Requests.pdf](#)

Variable credit course process

Please complete the following steps to create the section:

1. Select **Requests ? Create Request**.

The screenshot displays the 'Academic Scheduling' dashboard for Arkansas State University. On the left sidebar, the 'Requests' link is highlighted with a red box. In the main content area, the 'Requests' tab is selected, and the '+ CREATE REQUEST' button is also highlighted with a red box. Below the tab, there is a 'Document type' dropdown menu set to 'All types'. A summary bar shows 'Vote Required 0', 'Assigned To Me 0', and 'Created By Me 1'. At the bottom, a table header is visible with columns 'NAME' and 'PROPOSAL TYPE', followed by a message: 'There aren't any Requests in this view right now.'

2. Choose **Section Change** and select **Create Request**.

Assigned To Me 0 Created By Me 1 All Requests 1

New Request

Request Type

Section Change

CANCEL CREATE REQUEST

- Set the term to your desired semester.
- Choose **Add Section** or **Add section from Course Inventory** (if first time course is to be offered in desired semester).
- Enter the course.
- Complete all fields as usual (**delivery method, instructor, and set the credit/contact hours to the desired number-4 text boxes**).

Missing or invalid fields.

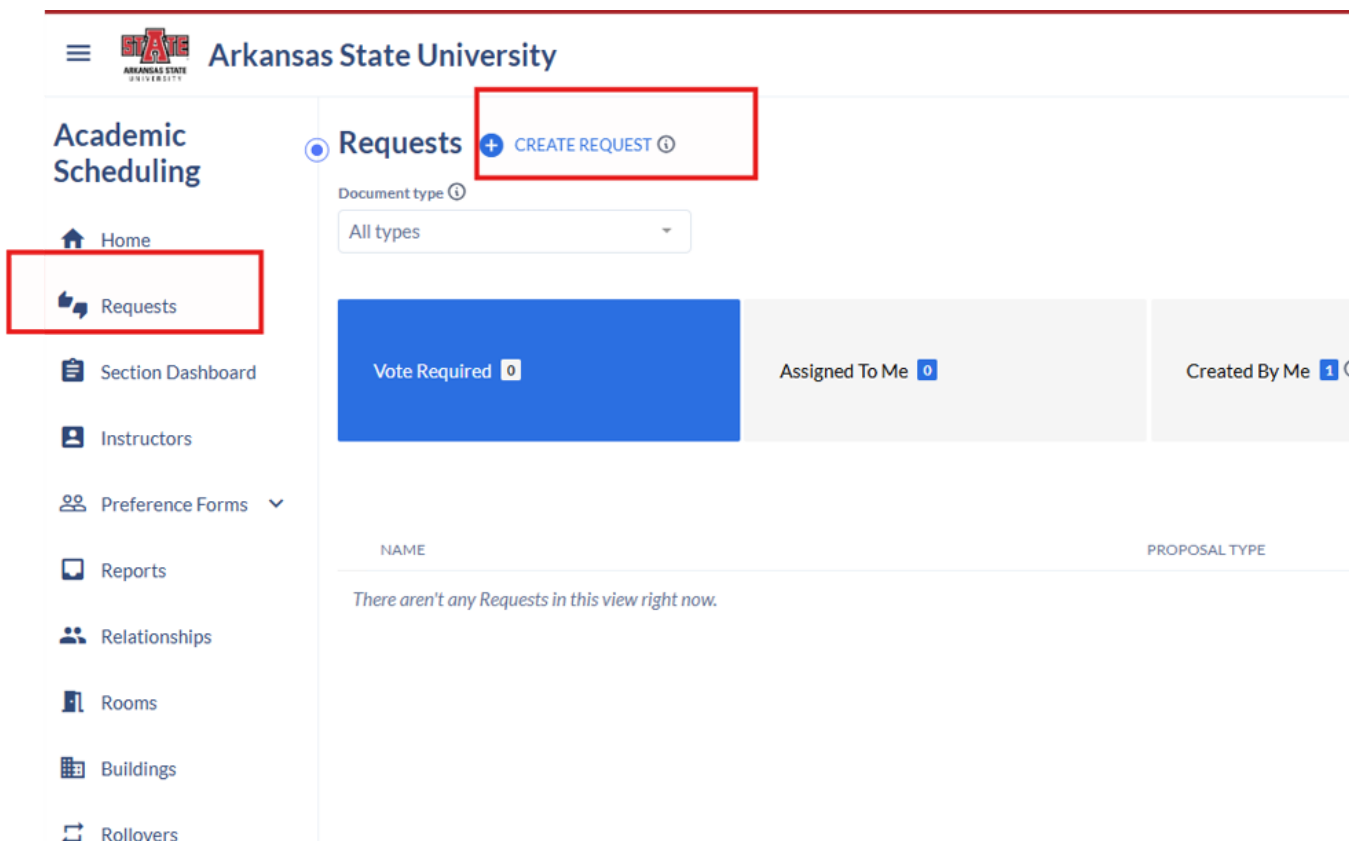
- Credit Hours cannot be empty
- Billing Hours cannot be empty
- Other Hours cannot be empty
- Contact Hours cannot be empty

Credit Hours (fixed, or minimum) ?	Credit Hours Operator ?	Credit Hours (maximum) ?	Credit Hours required ? ?
1	TO	6	
			Credit Hours cannot be empty
Lecture Hours (fixed, or minimum) ?	Lecture Hours Operator ?	Lecture Hours (maximum) ?	Lecture Hours ?
—	—	—	
Lab Hours (fixed, or minimum) ?	Lab Hours Operator ?	Lab Hours (maximum) ?	Lab Hours ?
—	—	—	
Billing Hours (fixed, or minimum) ?	Billing Hours Operator ?	Billing Hours (maximum) ?	Billing Hours required ? ?
1	TO	6	
			Billing Hours cannot be empty
Other Hours (fixed, or minimum) ?	Other Hours Operator ?	Other Hours (maximum) ?	Other Hours required ? ?
1	TO	6	
			Other Hours cannot be empty
Contact Hours (fixed, or minimum) ?	Contact Hours Operator ?	Contact Hours (maximum) ?	Contact Hours required ? ?
1	TO	6	
			Contact Hours cannot be empty

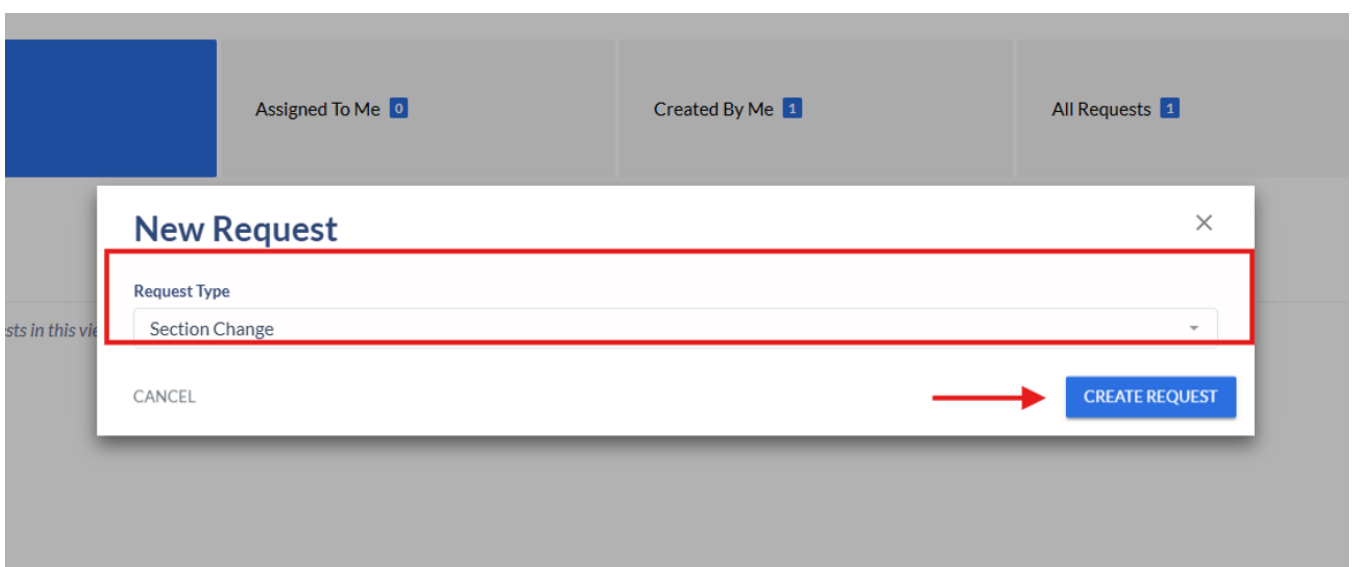
- Submit the form

Submitting a Request to Delete a Section

1. Select **Requests ? Create Request**.



2. Choose **Section Change** and select **Create Request**.



3. Select the appropriate term.
4. Choose **Delete Section**.
5. Enter the course and section.
6. Provide a reason for the request (enter the word delete).
7. Submit the request.

as State University

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

2027 Spring

Type of change

Delete Section

Select a course

ECON22333 ECONOMIC ISSUES
AND CONCEPTS

Which section?

001

Reason for request *

delete

START OVER

SUBMIT REQUEST

Current Section Information

Below is the information for the section you are requesting to delete. If you would like to make changes to the section instead of deleting it, please switch the