C.L.I.Q. – Course Submission

The Course Submission application was designed to facilitate the submission of course offerings for each semester. This program will be available through CLIQ during the typical course submission time period – 1 week prior to the first day of classes through the third Monday of classes for the term.

Accessing the Course Submission application:
1. Open the web browser of your choice – ie. Internet Explorer, Mozilla, etc.
2. Enter the following address: https://www2.dickinson.edu/cliq20/banner_login.cfm and hit <Enter>.
3. On the CLIQ login page, enter your UserName & Gateway password, then click the Login button.
4. Under Academic on the left side of the header, click the Course Submissions link. The Course Submission application will open in a new window.

*HELPFUL HINT… You can also access CLIQ through the Gateway, however, **if you log directly into CLIQ the inactivity period gives you 4 hours until you're automatically logged out**. Through the Gateway, the time out period is shorter.*

Entering your course information:
1. From the drop-down at the left side of the main screen, choose the term with which you want to work (if it hasn't already defaulted).
2. Click on Course Entry and a list of your subjects will appear.
   > NOTE: If you need to submit courses for a subject that is not listed, please contact Deb Bolen (bolend@dickinson.edu).
3. Click the subject of the courses you want to enter. A listing of the course numbers/titles for that subject will appear.
4. Click on the course number/title of the class you want to enter.
   > NOTE: If you need to submit a course that is in the process of being approved by APSC, click on "{New Course}." Enter the course number & title then press Create Course. Click on "01" and then continue with Step 6 below. The new course number & title will appear in the New Course & Topic Information box on the left side of the screen.

HELPFUL HINT… Click to Hide Menu (far left side of screen) hides the small menu to give you more room to work with your course info. You can then Click to Show Menu to get it back.

5. To begin entering information for a new section, click on "New" from the Sections list. The Confirm box will appear asking you if you're sure you want to create a new section. Click Yes to create section 01 (or the next available section number).

HELPFUL HINT… If this section is being cross-listed with another one already created in CLIQ for the term, SKIP TO STEP 8.

6. Click on the Schedule/Location box on the left side of the screen and the data entry box will appear on the right.
   a. Under Preferred Days/Times, select the faculty-approved time slot on the first row.
      - If the time-slot is not listed, select "(Custom Time)" and the day/time boxes will appear. Choose the corresponding Day boxes and enter the Start & End Times.
   b. In the Building Request drop-down menu, select the building.
   c. In the Room Request drop-down menu, select the room.
   d. To enter a second meeting time (ex. lab), use the second row of drop-down boxes.
   e. Optional Alternate Info – If you have suggestions for alternate times and/or rooms, use the Alternate Days/Times drop-down boxes.
   f. In the Professors drop-down menu, select the professor.
      - If you know the name of the professor, but it is not listed, check the "I don't see the professor listed" box and enter the name in the box that appears.
      - If the department plans to hire an adjunct to teach the class, select "[Adjunct Needed]" from the Professors drop-down.
      - If the professor has yet to be determined, you can select "STAFF, (dept)" – example STAFF, AMST – from the list.
      - **NOTE: NONP beside a faculty's name indicates that it's a non-permanent faculty member who requires approval of the Provost.**
   g. If you have special technology requests for the classroom, you may use the Room Requests checkboxes as needed.

       h.   Once all of the information is entered in this box, press Save Course Scheduling.

7. If the course is a topics course, click on the New Course & Topic Information box. If not, the box will be grayed out and you can skip to Step 8.

    a. A list of previously offered topics appears in the box on the right. Check this list to see if the topic already exists and select it.
NOTE: The previous long title, description and priorities will default into the appropriate boxes when you press Save Topic, if they are available from a prior term.

    b. If the topic is not listed, select the New Topic radio button. Enter the topic title in the Title box (30 characters max). If needed, use the Full Title box (100 characters max) to include the whole title. You may also enter the course description in the Course Description box.

    c. Press Save Topic.

8. If the course is cross-listed, click on the Cross-Listing(s) box. If not, skip to Step 9.

    a. Select the subject from the first drop-down menu. Then select the course number from the corresponding drop-down menu.

HELPFUL HINT… If the cross-listed section has already been created for this specific term by the other department, it should appear in the "Available Sections for Cross-List Copy" drop-down. Select the section from the drop-down and when you save, the Schedule, Attribute & Description information will automatically populate.

    b. An additional cross-listing can be entered using the second set of drop-down boxes.

    c. Press Save Cross-Listings.

9. Click on the Capacity/Attributes/Prerequisites box. The official course capacity, attributes and prerequisites will automatically appear in the box on the left side of the screen.

HELPFUL HINT… The number of first year seats from the most recent fall offering of the course will default into the First Year Seats box on the right side of the screen.

    a. You can remove/change the number of first year seats in the First Year Seats box on this screen. This box does not appear when submitting spring courses because reserved seats are not applicable.

    b. Defaulted course attributes appear in the Applied Course Attributes column.

- Double-click on an attribute in the Possible Course Attributes column to add it to the Applied Course Attributes.
- Double-click on an attribute in the Applied Course Attributes column to remove it from that column.

    c. If the section should be coded as Permission of Instructor Required, then check the Permission of Instructor box.

    d. Use the Comments box at the bottom of the screen on the right to:

- List the capacity of a brand new course.
- List the prerequisites for sections where the prerequisite is dependent on the topic.
- Provide any other information about capacity, attributes or prerequisites.

    e. Press Save Course Attributes.

10. Click on the Course Description box. The description listed is the one from the College Bulletin, or if you selected a previous topic above, then that description will show here. If you wish to enter a topic-specific description for a previous topic that didn't default or a description for a brand new course, you may do so here. Press Save Course Description.

11. Click on the Course Priorities box. The priorities assigned from the corresponding previous fall/spring term will automatically appear.

    a. If these priorities are correct, there's nothing else you need to do. Continue with Step 12.

    b. If there are priorities listed, but you do not want them to be used for this particular section, click on the priority to be removed and press the Remove Selected Priority button. That priority will disappear from the list. Note: You do not need to click the Save Priority button if all you're doing is deleting priorities.

    c. If you wish to add new priorities, enter them, one at a time, in the Describe Priority box. Assign a rank to the priority (1 being highest, followed by 2, etc.) and press Save Priority. The status will show "New."

12. If you have any additional comments/questions about the information listed for this course, click on the General Course Comments box. Enter the information and press Save General Comment. Otherwise, continue with Step 13.

HELPFUL HINT… Be sure to enter course descriptions in the Course Description box, not the General Comments box, otherwise they may be missed when transferring the data to Banner.

13. Since you have saved the information for each box as you entered it, when you're finished with this section, just click Done at the bottom left of the screen. You will be returned to the Subject/Course lists.

HELPFUL HINT… If at any point you want to leave a box without saving any changes made, just navigate away from the box without clicking the box-specific Save button.

Making changes to a submitted course:
1. From the drop-down at the left side of the main screen, choose the term (if it hasn't already defaulted).
2. Click the subject of the course you want to edit. A listing of the course numbers/titles for that subject will appear.
3. Click on the course number/title of the class you want to edit.
4. Click on the section number of the class you want to edit.
5. In each of the boxes on the left side of the screen, the information previously entered will automatically populate. Click on the box of the information you want to adjust. Change the information as needed and press the Save button for that box.
6. Once all of the changes have been made, click on Done at the bottom left of the screen and you will be returned to the Subject/Course list.

Removing a submitted course:
1. From the drop-down at the left side of the main screen, choose the term (if it hasn't already defaulted).
2. Click the subject of the class you want to remove. A listing of the course numbers/titles for that subject will appear.
3. Click on the course number/title of the class you want to remove.
4. Click on the section number of the class you want to remove.
5. At the bottom left of the screen, below the General Course Comments box, place a checkmark in the box labeled "Please remove this section; it is no longer being offered this semester." Then press Done at the top right of the screen.
    > NOTE: This will remove the section from all reports. However, the section number will still appear at the top left of the screen, but it will have an asterisk. This allows you to "undo" the removal, if desired.

HELPFUL HINT… To undo the removal of a section, access the section by clicking on the section number then uncheck the box at the bottom left side of the screen and press Done.

Reports of your course submissions:
1. From the drop-down at the left side of the main screen, choose the term (if it hasn't already defaulted).
2. Click on Reports and a list of your subjects will appear.
3. Click on the subject of the report you want to access.
4. Click on the type of report you want to print:
    a. Full – this report shows all of the information you submitted for each section in this department, including priorities, description, etc.
        HELPFUL HINT… Alternate days/times/rooms are preceded by "(A)" on this report.
    b. Abbreviated – this report shows only the following information: course #, section #, short title, long title, meeting day(s)/time(s), building(s)/room(s), and professor(s).
        HELPFUL HINT… Alternate days/times/rooms are preceded by "(A)" on this report.
    c. Priorities – this report shows the priorities of all submitted course sections.
    d. Prerequisites – this report shows the prerequisites of all submitted course sections.
    HELPFUL HINT… If any of the sections indicate that the prerequisite is dependent on topic, please be sure to include what the prerequisite should be or "no prereq" (if there shouldn't be one) in the Comments field of the Capacity/Attributes/Prerequisites box.
5. A new window will open with the pdf version of the report selected.

For questions/suggestions about the Course Submission application, please use the CLIQ Feedback link or contact Deb Bolen – bolend@dickinson.edu.

Office of the Registrar, Dickinson College, PO Box 1773, Carlisle, PA 17013
717-243-1315