Create a Course Definition

STAFF

Workday Student

This tip sheet is for staff with the Curriculum Specialist security role and who have responsibility for entering courses in the student information system.

Create a Course Definition

1. Navigate to the **Create Course** task.
2. Enter General Information
   - **Effective Date**: Specify the date when the course can first be offered. (See below for specific college considerations.)
   - **First Available Date**: This generally mirrors the effective date. See below.
   - **Last Available Date**: Indicate when the course will be retired. Leave blank if the end date is unknown.
   - **Academic Level**: Select the appropriate academic level from the configured options.
   - **Typical Periods Offered:** If the course is not offered in all periods, select the college-specific periods when the course is to be scheduled.
   - **Hide Course**: If necessary, check this option to exclude the course from public reports and tasks.
3. Specify Academic Unit Information
   - Choose the relevant **Academic Unit** from the prompt provided.
   - Check the boxes for Course Inventory Owner and Allowed to Offer to allow for course sections to be created for the new course.
4. **Enter Course Information**. Add all required information, noted by asterisks. Include other necessary information that Workday does not require, such as eligibility rules or course tags.

Note: Course definitions can be uploaded in bulk via Launch/Schedule Integration.

5. **Review and Submit.** Carefully review all the information provided before submitting the course definition.

- **Approval Process**. Depending on your configuration, the course may need to be routed for approval. Review and edit as needed before finalizing. Once approved, the course definition will be saved in the course inventory.

College Specific Considerations:

CCC	Effective date must be the start date of the standard academic period for the catalog year. The first day of the first academic period when the course is offered.
CNM	Effective date must be the start date of the standard academic period (fall or spring), or the term for which it is approved to be active. Last date available stays blank unless a course is being inactivated Approval process will be done via Curriculog. Use this date for the first available date.
LCC	Effective date must be the start dates of the standard academic period for the catalog year. Use this date for the first available date.
SFCC	Effective date must be the start dates of the standard academic period for the catalog year. Use this date for the first available date.
SJC	Courses should have an effective date of 05/01/20XX for the catalog year they are approved to begin. Use this date for the first available date.