Adding/Changing/Deleting a New Course

What do I need to do?

• Go to futurecatalog.wvu.edu/courseadmin
  o You will be asked for User Name (a.k.a. Master Id or MyID) and Password
  o A small box will appear in the middle of the screen stating that you are not fully logged
    in please click on the red button within this box.

• The following Screen will appear:

  ![Course Inventory Management Screen]

  You can submit a New Course proposal by clicking on the Propose New Course button.

• If you need to make a change to an existing course or deactivate a course you will need to:
  o In the box to the left of the Search button at minimum you will need to enter the
    subject code (i.e., ENGL, CHEM, CE, EE, etc.) if you are working on a specific course and
    know the course number go ahead and list the number as well.
  o If you search by subject here is a sample of what you will see:

  ![Sample of Search Results]

  Basic instructions can be found here.
• Scroll down through the courses and select the course you want to take action on.
• Please note that any course that the Status is “Deactivated” – you will not be permitted to edit.
• Here is a sample of what the screen will look like:

• To deactivate a course click on the red deactivate button
• To make a change to an existing course select the green edit course button.
• Once on the edit or proposal pages follow the instructions on the page.