

Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)

Program Coordinators learn how to log in to CourseDog and propose changes to existing course information. This guide walks you through updating details such as course title, grading mode, and other relevant fields.

This form does not include changes to course outline information.



Only one course proposal can be in queue at a time. Level 2/3 form should be submitted prior to a course outline proposal.

1


Navigate to <https://app.coursedog.com/>



Sign In

NEXT

2 Enter your Durham College email address.



The image shows the Coursedog Sign In interface. At the top left is the Coursedog logo, which consists of a blue silhouette of a dog and the text "Coursedog". Below the logo is the text "Sign In". Underneath "Sign In" is a text input field labeled "Email". The input field is currently empty. To the right of the input field is a grey button labeled "NEXT". An orange circle highlights the "NEXT" button.

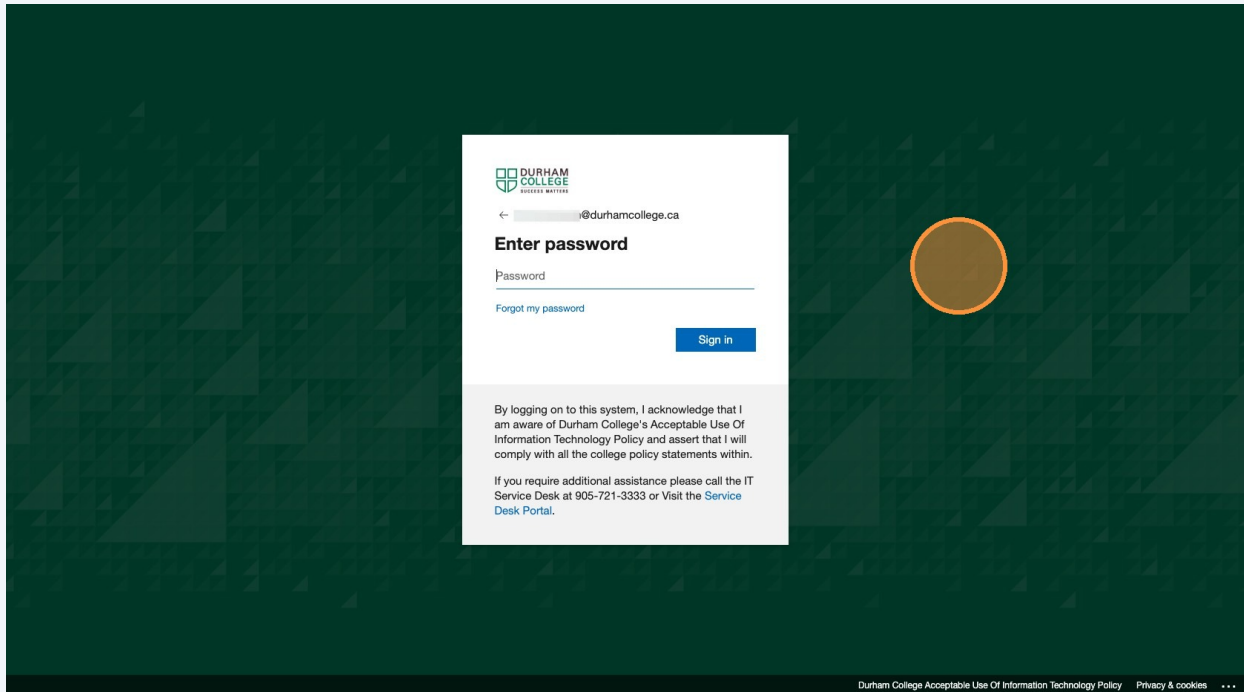
3 Click "Next".



The image shows the Coursedog Sign In interface. At the top left is the Coursedog logo, which consists of a blue silhouette of a dog and the text "Coursedog". Below the logo is the text "Sign In". Underneath "Sign In" is a text input field labeled "Email". The input field now contains the text "@durhamcollege.ca". To the right of the input field is a grey button labeled "NEXT". An orange circle highlights the "NEXT" button.

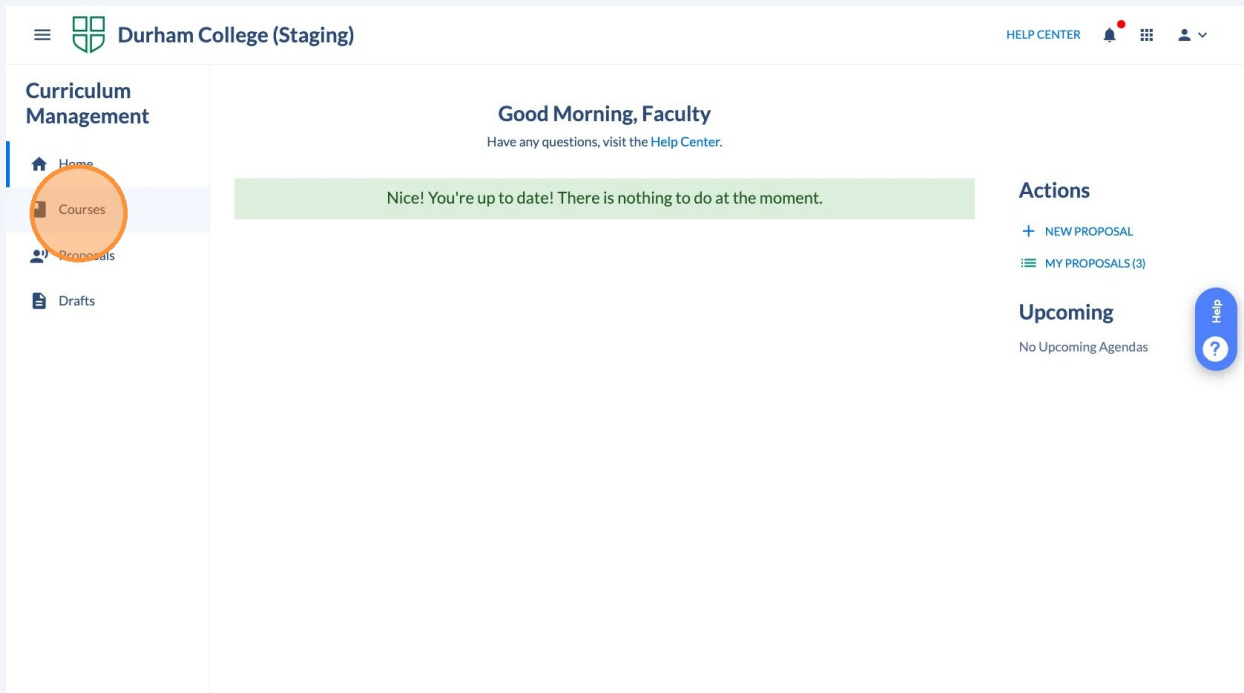
4

You will be redirected to our Durham College Microsoft email login page. Enter your password and "Sign in".



5

Click "Courses".



6 Click the "Search for Courses" field.

Enter the course code or name of the course you are proposing a course outline change for and press enter.

Durham College (Staging) HELP CENTER 🔔 ☰ 👤

Courses [+ PROPOSE NEW COURSE](#) REPORTS EXPORT RESULTS SAVED VIEWS

Browse Revisions By Effective Start Term

DATES **TERMS** DC Fall 2025 FILTER Showing 0 - 20 of 18364 COLUMNS (5 OF 131)

CODE	ABBREVIATED COURSE TITLE	FACULTY	STATUS	COURSE OUTLINE AUTHOR
4GEN5202	4TH GENERATION APPLICATIONS DE	-	Inactive	-
4GEN5252	POWERBUILDER	Prof & Part-time Learning	Inactive	-
A+1400	A+ OBJECTIVES - COMP HARDWARE	-	Inactive	-
AABS1310	WSIB/INSUR&ACC BENEFITS	Faculty of Soc & Commnty Serv	-	-
AAGC1000	Co-op Work Term 1	Faculty of Hosp & Hort Sci	Inactive	-
ABAK1200	BAKING CONCEPT & INGRED	School of Hosp & Hort. Science	Inactive	-

Help

7 Select the correct course.

Durham College (Staging) HELP CENTER 🔔 ☰ 👤

Curriculum Management

- Home
- Courses**
- Programs
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- Drafts
- Agendas

Courses [+ PROPOSE NEW COURSE](#) REPORTS EXPORT RESULTS SAVED VIEWS

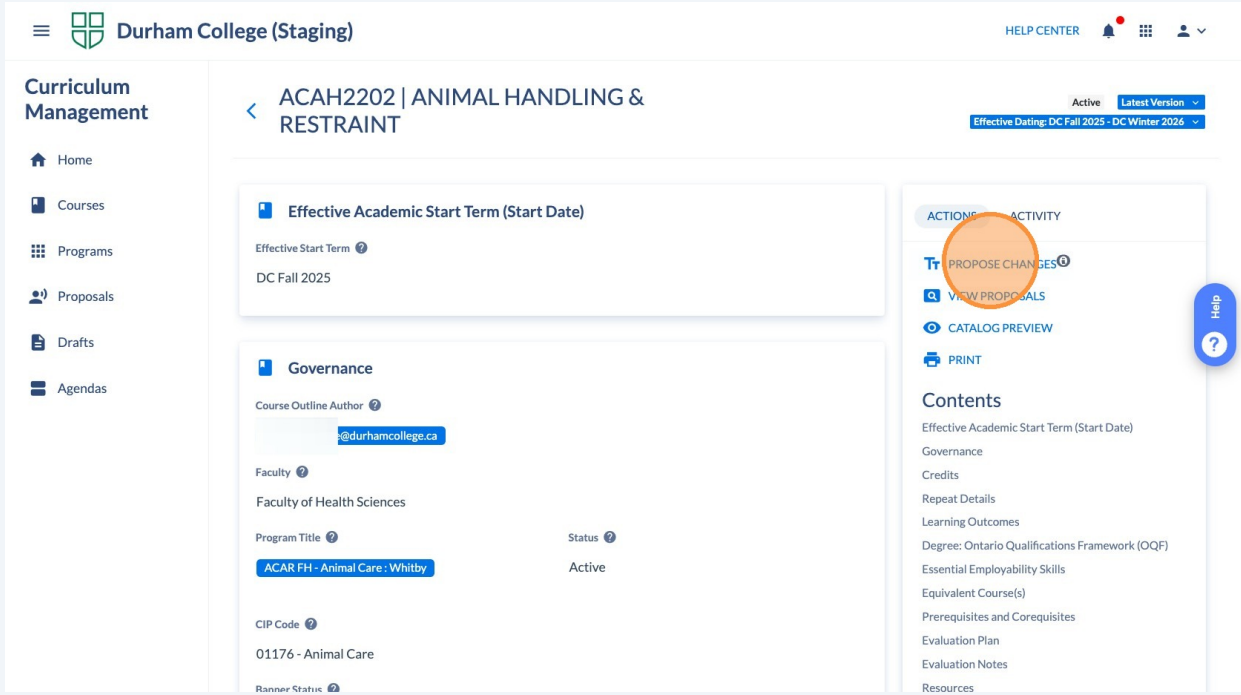
Browse Revisions By Effective Start Term

DATES **TERMS** DC Fall 2025 FILTER Showing 0 - 2 of 2 COLUMNS (5 OF 131)

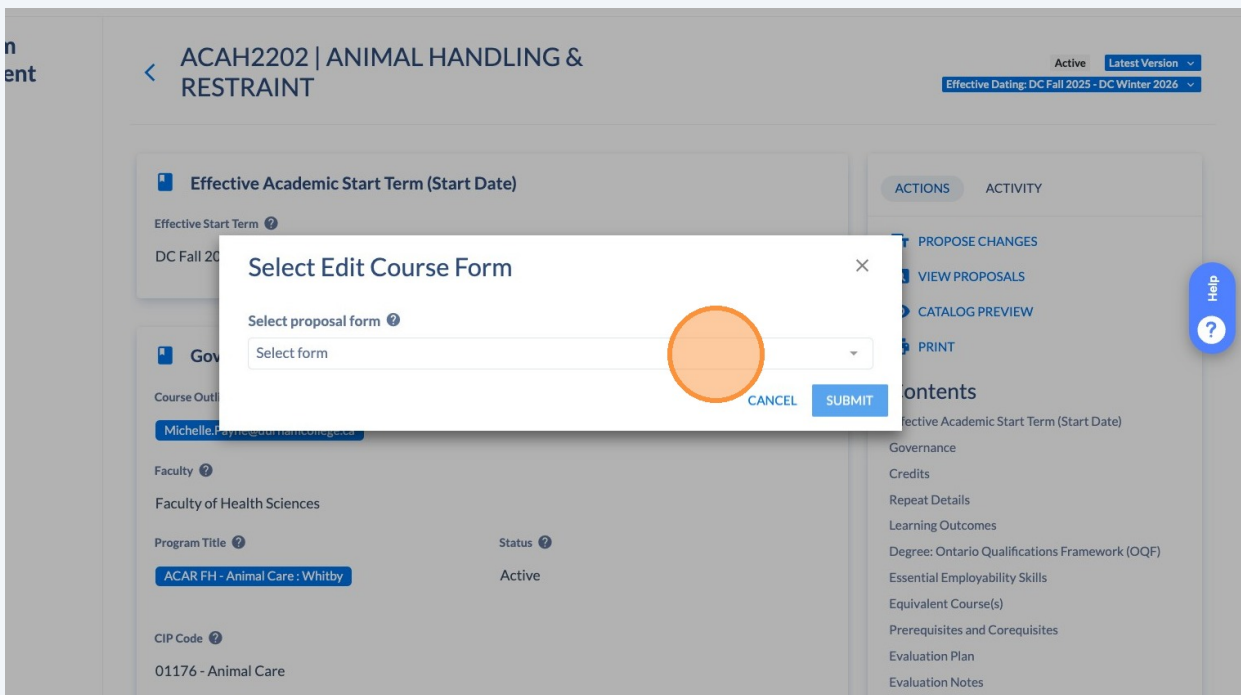
CODE	ABBREVIATED COURSE TITLE	FACULTY	STATUS	COURSE OUTLINE AUTHOR
ACAH2202	ANIMAL HANDLING & RESTRAINT	Faculty of Health Sciences	Active	:@durhamcollege.ca
ACAH2202M	Mod-Animal Handling	Faculty of Soc & Commnty Serv	Inactive	-

Help

8 Click "Propose changes".



9 Click "Select form".

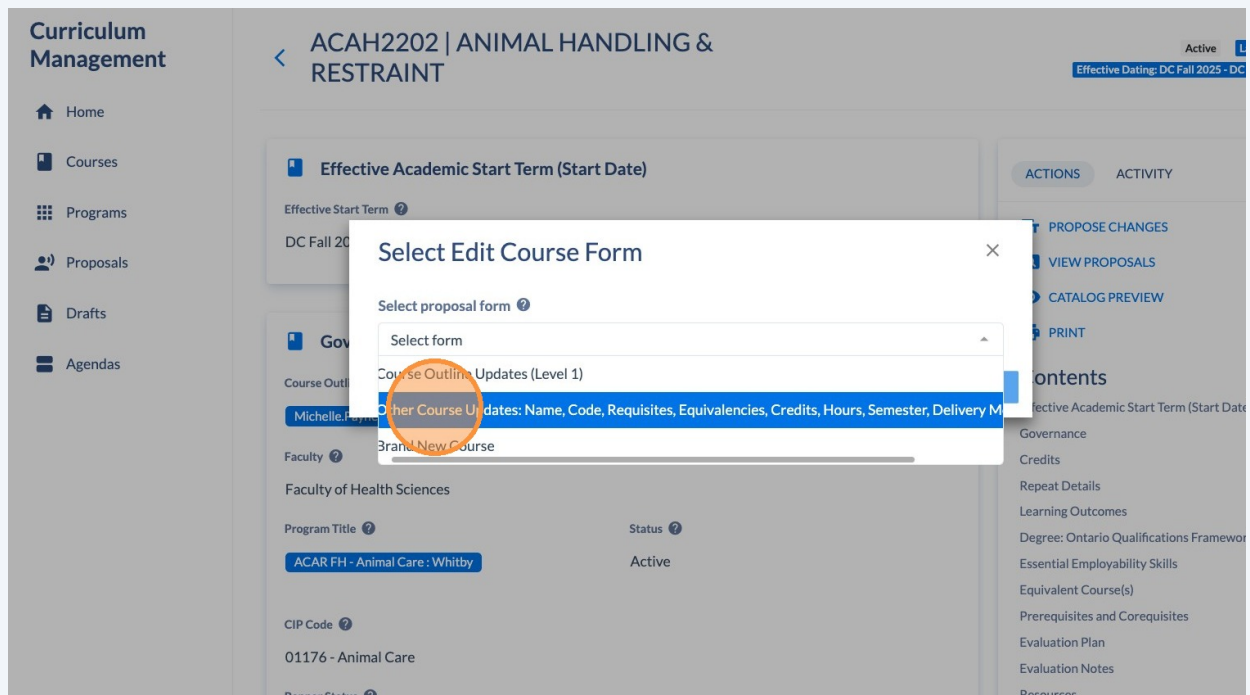




Only Program Coordinators or Executive/Associate Deans can view and submit the form "Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)".

10

Click "Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)".



There are two other forms in the drop-down menu:

1. "Course Outline Updates (Level 1)" form is only for course outline updates. You cannot make course outline changes in a Level 2/3 form.

2. "Brand New Course" form is only applicable if you are creating a brand new course outline for a new course code.

All faculty can view and submit these two forms.

11 Click "Submit".

The screenshot shows a web interface for managing a course. The main page is titled "ACAH2202 | ANIMAL HANDLING & RESTRAINT" and includes a "Effective Academic Start Term (Start Date)" section with a dropdown menu set to "DC Fall 2025". A modal dialog box titled "Select Edit Course Form" is open in the center, with a "SUBMIT" button highlighted by an orange circle. The dialog box contains a "Select proposal form" dropdown menu with the option "Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)" selected. The background page also shows a "Contents" section with various links like "PROPOSE CHANGES", "VIEW PROPOSALS", and "CATALOG PREVIEW".



The effective start term should align with institutional timelines in the [Program Change Guide](#).

12

Please select the effective academic term for the proposed changes. The "effective academic term" is the term the first intake of students will be impacted by the proposed changes.

For example, if you are completing a course change in spring 2026 for winter 2027, you will select "Winter 2027".

The screenshot displays the 'Durham College (Staging)' interface. On the left is a 'Curriculum Management' sidebar with options: Home, Courses, Programs, Proposals, Drafts, and Agendas. The main content area is titled 'Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, L Mode (Level 2/3)'. A prominent section is 'Required: Select Effective Academic Start Term (Start Date)'. It includes a dropdown menu currently set to 'DC Fall 2025', which is circled in orange. A note above the dropdown states: 'When selecting the effective academic term, ensure it aligns with the first intake of students who will be impacted by the change.' Below this are fields for 'Program Title' (set to 'ACAR FH - Animal Care :Whitby'), 'Is There An Equivalent Course In PPL?' (set to 'No'), and 'Faculty' (set to 'Faculty of Health Sciences'). To the right, an 'ACTIONS' panel contains 'SUBMIT PROPOSAL' (blue), 'VIEW CHANGES' (blue with arrow), and 'DELETE PROPOSAL' (red). Below the actions is a 'Contents' list: 'Required: Select Effective Academic Start Date.', 'Select proposed changes. Select all that apply', 'Course Code and Name', 'Proposed Delivery Mode(s) and Duration', 'Proposed Grading Mode', 'Program of Study Repositioning', 'Equivalent Course(s)', 'Proposed Prerequisites and Corequisites', and 'Rationale'. At the bottom, a section titled 'Select proposed changes. Select all that apply.' contains four questions, each with 'required' and '?' icons, and 'YES'/'NO' buttons: 'Are you proposing a change to the grading mode?', 'Are you proposing a change to the course code?', 'Are you proposing a change to the course name?', and 'Are you proposing this course be repositioned within the program of study?'.

13

Review each proposed change question and select "yes" or "no" to all changes. Select all that apply.

For example, "are you proposing a change to the grading mode?", if yes, select "yes", if no, select "no".

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Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)

Select proposed changes. Select all that apply.

Are you proposing a change to the grading mode? required ?

Are you proposing a change to the course code? required ?

Are you proposing a change to the course name? required ?

Are you proposing this course be repositioned within the program of study? required ?

Are you proposing a change to the course equivalencies? required ?

Are you proposing a change to the course pre- and/or co-requisites? required ?

Are you proposing a change to the course delivery mode, hours or duration? required ?

YES NO YES NO YES NO YES NO YES NO YES NO YES NO

Course Code and Name

Course Number <small>?</small>	Course Title <small>?</small>	Abbreviated Course Title <small>?</small>
2202	test	ANIMAL HANDLING & RESTRA

ACTIONS

[SUBMIT PROPOSAL](#)

[VIEW CHANGES](#)

[DELETE PROPOSAL](#)

Contents

Required: Select Effective Academic Start Term (Start Date).

Select proposed changes. Select all that apply.

- Course Code and Name
- Proposed Delivery Mode(s) and Duration
- Proposed Grading Mode
- Program of Study Repositioning
- Equivalent Course(s)
- Proposed Prerequisites and Corequisites
- Rationale

Help ?

14 Questions that were indicated as "yes" will allow you to edit the appropriate field.

For example, if you selected "yes" to proposing a change to the course title, you will see "Course title" appear as a box to indicate your proposed change.

The screenshot shows the 'Durham College (Staging)' curriculum management interface. The main heading is 'Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)'. Below this, there are several sections for course updates. The 'Course Code and Name' section is active, showing 'Course Number' as 2202 and 'Course Title' as 'test'. The 'Course Title' field is highlighted with an orange circle. To the right, there are 'ACTIONS' (SUBMIT PROPOSAL, VIEW CHANGES, DELETE PROPOSAL) and a 'Contents' list.

15 To any questions that you answered "no", the fields will remain hidden.

The screenshot shows the same 'Durham College (Staging)' curriculum management interface. The main heading is 'Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)'. Below this, several sections are hidden, indicated by orange arrows pointing to them. The hidden sections are: 'Proposed Delivery Mode(s) and Duration', 'Proposed Grading Mode', 'Program of Study Repositioning', 'Equivalent Course(s)', and 'Proposed Prerequisites and Corequisites'. The 'ACTIONS' and 'Contents' sections are visible on the right.

16 Enter the rationale for the proposed change(s).

Curriculum Management

- Home
- Courses
- Programs
- Proposals
- Drafts
- Agendas

Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)

- Program of Study Repositioning
- Equivalent Course(s)
- Proposed Prerequisites and Corequisites
- Rationale**

Rationale for Proposed Change(s) **required** ?

Implementation Considerations and Strategies **required** ?

SUBMIT PROPOSAL

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date).

Select proposed changes. Select all that apply.

- Course Code and Name
- Proposed Delivery Mode(s) and Duration
- Proposed Grading Mode
- Program of Study Repositioning
- Equivalent Course(s)
- Proposed Prerequisites and Corequisites
- Rationale

17 Enter implicational considerations and strategies.

Curriculum Management

- Home
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Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, Delivery Mode (Level 2/3)

- Program of Study Repositioning
- Equivalent Course(s)
- Proposed Prerequisites and Corequisites
- Rationale**

Rationale for Proposed Change(s) **required** ?

Implementation Considerations and Strategies **required** ?

SUBMIT PROPOSAL

ACTIONS

- SUBMIT PROPOSAL
- VIEW CHANGES
- DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Term (Start Date).

Select proposed changes. Select all that apply.

- Course Code and Name
- Proposed Delivery Mode(s) and Duration
- Proposed Grading Mode
- Program of Study Repositioning
- Equivalent Course(s)
- Proposed Prerequisites and Corequisites
- Rationale

18 Click "Submit Proposal".

Curriculum Management

- Home
- Courses
- Programs
- Proposals
- Drafts
- Agendas

Other Course Updates: Name, Code, Requisites, Equivalencies, Credits, Hours, Semester, L Mode (Level 2/3)

Program of Study Repositioning

Equivalent Course(s)

Proposed Prerequisites and Corequisites

Rationale

Rationale for Proposed Change(s) **required**

Rich text editor for Rationale for Proposed Change(s) with icons for bold, italic, link, etc.

Implementation Considerations and Strategies **required**

Rich text editor for Implementation Considerations and Strategies with icons for bold, italic, link, etc.

SUBMIT PROPOSAL

ACTIONS

SUBMIT PROPOSAL

VIEW CHANGES

DELETE PROPOSAL

Contents

Required: Select Effective Academic Start Date).

Select proposed changes. Select all that apply.

Course Code and Name

Proposed Delivery Mode(s) and Duration

Proposed Grading Mode

Program of Study Repositioning

Equivalent Course(s)

Proposed Prerequisites and Corequisites

Rationale