

Dear Faculty,

Entrepreneurial/Self-Supporting (X956) courses for Summer 2009 are now available to submit electronically via the Curriculum Process System (CPS) at: <http://etsuis.etsu.edu/cps>. Log in using your ETSU email username, (e.g. bradfors@etsu.edu) and password.

Click on **Input Forms** and you will see the **Entrepreneurial Course** option listed second. Once you have completed the form, the information will be routed electronically for the appropriate administrative approvals.

Approvers for the Entrepreneurial Courses include; the Department Chair, College/School Dean, Summer School Director, Graduate School Dean (if applicable) and the Office of Academic Affairs. Should there be additional information required by one of the approvers you will be notified as usual through CPS e-mail. The Office of the Registrar will receive the completed course information for input on GoldLink.

The first half of the form requires course information such as; course prefix, course number, course title, credit hours, course description, grade type, projected enrollment, days, times, building & room preferences, etc...

The second half of the form will prompt you to complete specific fields pertaining to information contained in your course syllabus; (1) Purpose and Goals, (2) Major Course Topics, (3) Learning Outcomes, (4) Major Assignments, (5) Grade Assignment, (6) Grading Scale, and (7) Attendance Policy. **The system will allow you to cut and paste from your existing syllabus in Word into each field.**

It is recommended that courses be entered into the system as soon as possible. The summer schedule proofs will begin to go out to departments in mid-February and the final schedule will be available for students to view on GoldLink March 16th and registration will begin April 6th.

We hope that you find this new process easy to navigate and more efficient than the previous method. If you have questions regarding this new system for submitting Entrepreneurial Courses, or require assistance please do not hesitate to contact Sarah Bradford at bradfors@etsu.edu, or phone extension X8304.

Thank you,

Sarah

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