Dear Faculty,

Entrepreneurial/Self-Supporting (X956) courses for Summer 2013 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](mailto: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; however, please note specific formatting requirements for these sections.**

Summer course building in Banner will begin in January, with the online schedule expected to be available to students in early March 2013.  Student registration will begin in early April.  **It is recommended that faculty allow 6-8 weeks for courses to be reviewed, modified and approved in CPS, and subsequently added to the schedule. Please factor this time in as you consider when to initiate this process.**