



Building Online Courses in CSM

Version 09.26.11 | ODL/RG

- Get details on how to request access to view and update course information in the Course Schedule Master (CSM) for the most commonly used distance learning locations.
- Learn to name and describe each of the essential fields and values used by CSM to make up an online course. Get a step-by-step process to add an online course to CSM.
- See representative examples of properly built online courses for each location code.

Requesting Access to Course Schedule Master (CSM)

The access forms for CSM that Florida State University uses are the main forms for Northwest Regional Data Center (NWRDC) access.

Main Campus (00) is the default location code unless an employee is from the Panama City Campus, the Republic of Panama, or the ODL department (then the default is their location). If another location code is needed, it must be requested with an explanation.

Request for NWRDC User ID and System Access Form (Sample)

http://www.its.fsu.edu/content/download/56896/463297/



THE FLORIDA STATE UNIVERSITY INFORMATION TECHNOLOGY SERVICES

Computer System Application Access Form

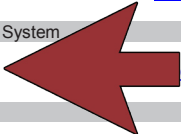
This form should be completed by the Departmental Security Coordinator (DSC), printed, signed, and faxed to the appropriate Application Security Manager (ASM). Applications requiring additional documentation are noted below.

Employee Information

FSUID: _____ NWRDC ID: _____
 Last Name: _____ First Name: _____
 Building: _____ Room: _____ Phone: _____ Mail Code: _____
 Department Name: _____ Security Group Code: _____
 FSU Email Address: _____ **Access Termination Date:** _____
(REQUIRED FOR ACCESS TERMINATION REQUESTS)

Application Request Information

<u>Add</u>	<u>Delete</u>	<u>Application</u>	<u>Additional Documentation Required</u>	<u>ASM Fax #</u>
<input type="checkbox"/>	<input type="checkbox"/>	Admissions Data	Request for Domain Security Access	644-1597
<input type="checkbox"/>	<input type="checkbox"/>	Business Objects/Student	Authorization Request for Business Objects Student Data	644-1597
<input type="checkbox"/>	<input type="checkbox"/>	Centralized Address System		644-1597
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student Academic	Student Data	644-1597
<input type="checkbox"/>	<input type="checkbox"/>	Withdrawals		644-1597
<input type="checkbox"/>	<input type="checkbox"/>	Housing		644-7997
<input type="checkbox"/>	<input type="checkbox"/>	Health Center		644-1491
<input type="checkbox"/>	<input type="checkbox"/>	Financial Aid		644-6404
<input type="checkbox"/>	<input type="checkbox"/>	Orientation		644-0687
<input type="checkbox"/>	<input type="checkbox"/>	Student Financial/Cashiering	Student Financial System Application Authorization	644-5142
<input type="checkbox"/>	<input type="checkbox"/>	Counseling Center	**ACCESS ONLY GRANTED TO COUNSELING CENTER EMPLOYEES**	644-3150



Make sure to mark **Add** beside Student Academic on this form.

Employee Acknowledgement

I acknowledge that I occupy a position of special trust with duties that will bring me into contact with information or information resources that are of value to the State University System and that require protection. I further acknowledge that I am required to uphold the policies and procedures adopted to safeguard the information and associated resources that may be entrusted to me or with which I have contact. I agree to report violations of policies or procedures to my supervisor, the Information Security Manager or other person designated the responsibility for handling security violations. Further, I agree to protect my User ID and related passwords from unauthorized use at all times and understand that activity logged to my User ID is my responsibility. I acknowledge misuse of this authority could lead to disciplinary or criminal action.

Employee Signature _____ Date _____

Supervisor and DSC Approval


Supervisor Name _____ Supervisor Signature _____ Date _____

DSC Name _____ DSC Signature _____ Date _____ DSC NWRDC ID _____ DSC Phone # _____

Complete both forms with appropriate signatures before faxing them together to the number printed on the top of this form!

Application Authorization Form (Sample)

<http://its.fsu.edu/content/download/24425/156851/>



THE FLORIDA STATE UNIVERSITY

INFORMATION TECHNOLOGY SERVICES

APPLICATION AUTHORIZATION

Submit with this form: <http://its.fsu.edu/content/download/19855/128033>

To request authorization to the screens below, code either "U" for update or "I" for inquiry. To discontinue authorization, code "D".

STUDENT ACADEMIC APPLICATIONS DATA SCREENS

<input type="checkbox"/> Student	<input type="checkbox"/> Catalog	<input type="checkbox"/> Test Scores	<input checked="" type="checkbox"/> U Course Schedule
<input type="checkbox"/> Enrollment	<input type="checkbox"/> Permanent Records	<input type="checkbox"/> Stop File	
ACADEMIC DEPT.# (4-digit code): _____			

FOR OFFICE USE ONLY

<p>ENROLLMENT</p> <p>Trans. _____</p> <p>Dept. _____</p> <p>Rnt. Y or N</p> <p>Elig. Y or N</p> <p>Dual Y or N</p> <p>Resid. Y or N</p>	<p>COURSE SCHEDULE</p> <p>Type _____</p> <p>Rpt. Dist _____</p> <p>Course Location _____</p> <p>Code _____</p> <p>Credit Hrs _____</p> <p>Grade Type _____</p> <p>Session Check _____</p>
--	--

Very Important!

Mark it with a U (indicating Update). Next, write in each location code you will need access to and explain why.

Sample response: In order to offer Distance Learning courses to students who fall under the requested physical locations.

To request authorization to the screens below, code either "U" for update or "I" for inquiry. To discontinue authorization, code "D".

ADMISSIONS APPLICATIONS DATA SCREENS

For Depts. who wish to update THEIR majors on the Admissions Data Base answer the following:

Justification for access to change majors:

DIV: _____ MAJOR: _____
Dept. # 4-digit code(s)

<input type="checkbox"/> Admissions Data Base Screen 1&2 INQUIRY ONLY	<input type="checkbox"/> Pre-Application Info Screen INQUIRY ONLY
<input type="checkbox"/> Admissions Address INQUIRY ONLY	<input type="checkbox"/> Pre-Application Test Scores INQUIRY ONLY
<input type="checkbox"/> Comment Screen - UPDATE	

All are encouraged to request UPDATE and use this screen when communicating with current or prospective students.

FOR OFFICE USE ONLY

<p>ADMISSIONS DATA BASE</p> <p>Department: _____ 4 Digit code or ALL (**)</p> <p>Division: _____</p> <p>Mat Level: _____</p> <p>TRANSFER Y OR N</p>	<p>PRE-APPLICATION DATA BASE</p> <p>Application Requests: Y OR N</p>
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revised Dec. 4, 2007

CSM Fields

Proper Coding of Online Courses

When building or updating an online course in the Course Schedule Master (CSM), it is essential that the correct values for each field in order for the course to be accurate and functional.

Funding

Online courses have two (2) types of funding:

1. State Fundable

- Characterized by a field value of O
- E & G Funded
- FTE-Generating
- Used for building course types: A, D, and T

2. Non-Fundable (Student or Sponsor Funded)

- Characterized by a field value of L
- No E & G funds are used; all course expenses and fees are paid for by the students or by a third party or business under contract
- No FTEs are generated
- Used for building course types S and X

Fee Assessment Location

This code restricts student enrollment based on geographical location while impacting fee assessment.

The four most commonly used fee assessment location codes for distance learning courses are:

00 - Main Campus: used in building Main Campus/Online and Leon, Gadsden, Wakulla Counties Residents/Online/DL Majors Only sections.

85 - Distance Learning: used in building At-Large/Online/DL Majors Only and Out-of-the Area sections.

88 - Panama City: used in building Panama City Campus/Online and Bay County Residents/Online/DL Majors Only sections.

83 - Republic of Panama: used in building Republic of Panama/Online/DL Majors Only and Republic of Panama Campus/Online sections.

Physical Location

This field is used to indicate where a class is being taught. In most cases, this will be identical to the fee assessment location. Note that the default is set up to reflect the location as Main Campus. In order to differentiate them from the rest, courses offered in a fully online format should have Distance Learning for physical location.

Course Types and Assessment Codes

State Fundable (O) course types:

A – Standard

This designation is used for courses where no additional fee is assessed. The fee is assessed at the standard tuition rate for their location code.

D – Additional Cost

This designation should be used for courses that charge standard tuition plus an additional fee. The department pays for the Instructor. Additional fees are paid to the auxiliary fund.

T – 2 + 2 Course

This designation should be used for undergraduate courses offered for the following online degree programs: 1) Computer and Information Science, 2) Information Studies, and 3) Interdisciplinary Social Science. This code automatically pulls in the auxiliary fee associated with these DL programs.

Non-Fundable Course Types (L):

S – Sponsored credit – Non- fundable

Beginning in Spring 2009, this designation should only be used for building contracted courses where a business or third party pays ALL course fees for students. Since you will seldom use this type, it will not be mentioned further in this guide. If you have a question about a course type, please call your DL Course-Building Support Representative.

X – Non-fundable course (New code!)

Beginning in Spring 2009, this designation should be used for all student funded courses.

Additional Fee Assessment Code

A two-digit number assigned by Office of Distance Learning (ODL) essential for D, S, and X-type courses to link CSM to the additional cost table for the appropriate fee assessment. Each term your Online Course-building Support Representative from ODL will provide your department with the current additional fee assessment codes.

Every additional fee assessment code has a set value or fee amount attached to it based on the number of credit hours and course type for which it was created.

Therefore, be careful when building a D or X-type course to ensure that the course credit hours and the additional fee assessment code match. Otherwise, students will be overcharged or undercharged depending upon where the credit hour difference lies.

Special Program

Selecting an option for this field will restrict registration to only those students who have a matching special program code on their student database record.

For online courses, use one: "D" indicating Distance Learning. Some distance learning programs use "X", however, for only out-of-the-area face-to-face courses.

Moreover, you must use this value in order to create new locations with the same fee assessment locations. You will notice, in the registration comments section on page 11 of this guide, that by adding the Special Program D, the Online Main Campus location section (00) can be turned into a Leon, Gadsden, Wakulla Co./Online/DL Majors Only section. The same is true for the Online Panama City (88) and Republic of Panama (83) locations.

Minimum/Maximum Credit Hours

The credit hours for a course are derived from the Master Curriculum File. If the course is not a variable credit hour class, you may not change the minimum and maximum credit hours. If the course is an approved variable hour class (such as 1-3 hours) you may select from the pull down menus a minimum and maximum setting within that range, e.g., 1-3, 2-3, 2-2, 3-3. You cannot type in or set minimum and maximum credit hours outside of the approved range.

Variable Credit Hour Courses

For D (Additional Fee) or X (Non-Fundable) type courses that are generally offered as variable credit, a section must be created for each credit hour option due to the fee assessment code. To do this, adjust the Minimum Credit and Maximum Credit entries so that they are equal.

If a course is a variable credit hour course from 1 to 3 credit hours and is a D or X type course, three separate sections must be created and locked for 1, 2, and 3 credit hours respectively.

Moreover, a different fee assessment code will be assigned for each credit hour option in order for the correct auxiliary fee amount to be charged to each student per course.

For example:

If in Program "Y" fee assessment code #1 has been set up for one credit hour and has a value of \$50, then fee assessment code #2 can be set up for two credit hours and have a value of \$100; fee assessment code #3 for three credit hours with a value of \$150 and so on.

Registration Comments

Registration comments appear on the Course Look Up site and provide students with additional information about registration restrictions, additional meeting information they might consider when planning a schedule, certain exclusions, etc.

Online courses should have at least the general recommended minimum comments in order to assist students and advisors regarding who is and who is not eligible for enrollment in the course.

Course Variant

The course variant refers to the version(s) of a course that has been approved to be offered as a distance learning course.

You will find the course variant in the tab of CSM when building a course.

This field normally defaults to **No Variants Assigned**. Therefore, you must click on [Search Available Variants](#) in order to pick an available option. If there is no option, this means a Form 2 has not been filed for this course or if it is an old online course, the Form 2 might have expired.

The general recommended minimum comments per location are as follows:

Location	Basic Registration Comment
Main Campus (00)	Main Campus/Online
Main Campus with Special Program D	Leon, Gadsden, Wakulla Co. Residents/Online/DL Majors Only
Distance Learning (85)	At - Large/Online/DL Majors Only
Distance Learning with Special Program X	St. Petersburg or Jacksonville or Gainesville or Miami-Dade, etc.
Panama City (88)	Panama City Campus/Online
Panama City with Special Program D	Bay County Residents/Online/DL Majors
Republic of Panama (83)	Republic of Panama Campus/Online
Republic of Panama with Special Program D	Republic of Panama/Online/DL Majors Only

Since most distance learning program courses are offered in an asynchronous format, option “A” should be selected.

However, all of the available options for online courses are:

S = Synchronous (e.g., two-way live television or webcast)

A = Asynchronous (e.g., fully online courses)

M = Mixed mode (i.e., a hybrid or blended course: some face-to-face meetings and some online work)

Identifying courses as distance learning courses with a variant is critical for several reasons:

1. Only courses with a variant will be reported as distance learning courses.
2. Only distance learning courses may administer online E-SUSSAI course evaluations.

Form 2

Courses offered online must have a completed Form 2 (**Alternative Modes of Instruction Approval Form**) on file with the Registrar.

Form 2 can be found on the Faculty Senate, Curriculum Committee Forms Webpage:

<http://facsenate.fsu.edu/Curriculum-Forms>

A sample of the form follows on page 9. The instructions on how to fill this form and the terminology description can be found on page 10.

Note: Form 2s are accepted throughout the year, unlike other curriculum forms!

**ALTERNATIVE MODES OF INSTRUCTION APPROVAL FORM
Form 2 (9/09)**

Date:	<input type="text"/>	Form Action:	<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Delete	<input type="checkbox"/> Renew	Variant #:	<input type="text"/>
								Registrar use only.
Eff term:	<input type="text" value="Fall"/>	Eff yr:	<input type="text" value="2009"/>	through	<input type="text" value="2014"/>			
			<small>[eff. time frame may not exceed five years]</small>			<small>[special topics courses must be renewed each semester]</small>		
Coll. or Sch.:	<input type="text" value="College of Arts & Sciences"/>				Dept.:	<input type="text"/>		

Course Submitted for Approval

Prefix & Number:	<input type="text"/>	Credit Hours:	<input type="text"/>
Course is taught by alternative mode of instruction only	<input type="checkbox"/>	Course is taught by traditional method or by alternative mode of instruction	<input type="checkbox"/>
		Course is a hybrid course	<input type="checkbox"/>
Course Title:	<input type="text"/>		
Total # of Course Contact Hours:	<input type="text"/>		
<small>ex: a standard lecture course has 45 contact hours, a 1 hour lab course has 30 or 45 contact hours.</small>			

Note: All fields in the following block *must* be completed for the Form 2 to be considered.

Step 1. Chose ONE Instructional Delivery Mode (see instructions for code descriptions)	
Mode selected:	<input type="text" value="S"/>
Step 2. Select up to a maximum of THREE Instructional Delivery Codes. For each code selected, indicate the number of contact hours associated with or "replaced" by each code. The total number of hours should equal the total number of course contact hours listed above. (see back for code descriptions). Peer review committees must approve the contact hour equivalents. Equivalent replacements must be highlighted on the attached syllabi.	
Delivery Code 1	<input type="text" value="N/A"/> Contact Hour(s): <input type="text"/>
Delivery Code 2:	<input type="text" value="N/A"/> Contact Hour(s): <input type="text"/>
Delivery Code 3	<input type="text" value="N/A"/> Contact Hour(s): <input type="text"/>
<small>Acceptable Delivery Codes: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10</small>	
Step 3. Chose ONE Location Code (see back for code descriptions)	
Code Selected:	<input type="text" value="1"/>
Step 4. Attach the student syllabus for a) the course as approved (traditional) if it is taught in the traditional method and b) the alternative mode version. Objectives and means of evaluation must be clear on both.	

Signatures: Department Contact and Email:

Department and college/school level faculty committee signatures are required to verify that a peer review of the course finds it to be educationally equivalent to the original course as approved. **Administrative signatures will not substitute for a peer review. The department chair and dean's signature authorizes the substitution of alternative modes of instruction for face-to-face contact hours.**

Department Curriculum Committee Date

Department/Unit Chair Date

College Curriculum Committee Date

Dean of College Date

Forward this completed form, with all four signatures, to Melissa Crawford, mail code 1480. The University Curriculum Committee is charged with seeing that these procedures have been followed.

University Curriculum Committee Date

Dean of the Faculties Date

Step 1. Instructional Delivery Mode

Mode	Definition
S	Synchronous means that both the student and teacher are scheduled to "meet, tune in or log on" at the same time. Questions and responses generally are carried on at the same time through various means (fax, email, voice, chat room, etc).
A	Asynchronous means that instruction is not limited to the teacher and student "meeting" at the same time. The instructor may make available instructional materials or content (posting assignments, activities, tests, etc. to a Web site for example) and the student may access those materials whether or not the instructor is present at that time.
M	Mixed means that instructional activities take place both synchronously and asynchronously. A "mixed" time element occurs when neither element totals 80% or more of the total instructional delivery.

Step 2. Instructional Delivery Codes

Use the following matrix to help determine the correct technology to associate with the instructional delivery code you have selected. In some cases, the use of specific technologies, by their very nature, restrict acceptable instructional delivery indicator values. Once you have determined the appropriate technology, select the code from the list provided in the left hand column and transfer it to the front of this form. **NOTE:** Any technology can be part of mixed synchronous/asynchronous delivery in the context of a course or class section. The "X" under Asynchronous or Synchronous indicates that the technology is primarily used in this mode. All delivery modes are usually accompanied by print, i.e., textbooks and study guides.

Delivery Indicator Code	Technology Indicators	S 80% or more synchronous	A 80% or more asynchronous	M Less than 80% of either synch. or asynch.
0	Face to Face: On-campus or off-campus classroom instruction	X		X
1	Video: 2-way interactive	X		X
2	Video: 1-way video and 2-way audio	X		X
3	TV Broadcast: 1-way prerecorded video	X		X
4	TV Broadcast: 1-way live video	X		X
5	Prerecorded: Video tapes sent to students		X	X
6	Prerecorded: Audiotapes sent to students		X	X
7	Audio: 2-way, interactive (audioconference)	X		X
8	Audio: 1-way, radio broadcast	X		X
9	Internet: Chat, computer conferencing, email, listservs, threaded discussion	X	X	X
10	CD-ROM		X	X

Step 3. Location Code

Determination and selection of location codes should be based on the origination of the course content, i.e., from where is the *teacher* delivering the instruction? These codes *do not* document where students are when receiving the instruction. In cases where course delivery may occur at several locations, code selection must be documented as "Mixed use of scheduled space" (either 5 or 6) and will be determined by the origination point of 50% or more of the instructional activities and content.

Code	Indicator Definition	Examples of Code Usage
1	Scheduled use of FSU main campus classroom space	Main campus: physical space owned by University and bordered by Westcott, Turnbull Conference Center, Stone Building, The Union and Landis Hall
2	Scheduled use of FSU space other than main campus	London/Florence & other international program sites physically owned by the University, Republic of Panama, Turkey Point, Panama City Beach
3	Scheduled use of off-campus space	Engineering College, hotels, hospitals, businesses, correctional facilities, classrooms or computer labs at community colleges, other facilities not owned by FSU, including donated, leased or rented space.
4	No scheduled use of instructional space (e.g., Internet, CD-ROM, print)	No actual space is assigned. Occurs most often when faculty use their computer (office, home) in place of instructional space.
5	Mixed use of scheduled space (options 1 -3) and option 4	Delivery location is a combination of some type of scheduled physical local and non-physical local. Example: part of the instruction takes place in a hospital or classroom and part online, in print or from CD-ROM.
6	Mixed use of scheduled space: Options 1-3 only.	Delivery location is a combination of scheduled University space and scheduled non-University space. Example: instruction takes place in University owned space and a business.

Searchable Criteria

This field is also located in the tab of CSM and helps students locate courses with specific criteria. By checking off the correct search criteria for the different online courses offered, students will be able to find these courses easily when performing a search.

Online course: open to all students - This should be used for local sections of fully online courses that are not restricted to majors or distance learning program participants (e.g., CHD 3220, HME 4221, and MUH 2051). This phrase should be used in conjunction with courses that do NOT have a Special Program Code restriction.

Distance Lrn program students only - Select this phrase for courses offered and restricted to distance learning program participants only. This phrase should be used in conjunction with courses that have a "D" Special Program Code restriction.

Interdis. Social Sciences - If you are building a course offered for this program, this phrase should also be selected as additional searchable criterion.

Searchable Criteria

(select all that apply)

<input type="checkbox"/> Online course: open to all students	<input type="checkbox"/> Asian Studies
<input type="checkbox"/> Distance Lrn program students only	<input type="checkbox"/> Arts Administration
<input type="checkbox"/> hybrid: part online/part on-campus	<input type="checkbox"/> Economic Policy & Government
<input type="checkbox"/> Service Learning	<input type="checkbox"/> Health Policy & Research
<input type="checkbox"/> Women's Studies	<input checked="" type="checkbox"/> Interdis. Social Sciences
<input type="checkbox"/> African American Studies	<input type="checkbox"/> Marriage & Family
<input type="checkbox"/> Aging & Public Policy	<input type="checkbox"/> Russian & East European Studies
<input type="checkbox"/> Urban Reg. Pln/Pub Admin	

Chapter 2

Adding/Building a Course in the CSM

Once logged in to the CSM, choose **Create New Section(s)** from the **Primary Options** Menu, under the **Add/Model Sections** options.

Add/Model Sections

The screenshot displays the Florida State University CSM Main Menu. At the top, there is a header with the university logo and the text "FLORIDA STATE UNIVERSITY". Below this, a navigation bar contains "CSM - [Main Menu]" and "Exit CSM Help". The main content area is titled "Bulletin Board" and "Menu". The "Primary Options" section is highlighted with a red arrow pointing to the "Add/Model Sections" link. This section contains several sub-links: "Create New Section(s)", "See Last Section(s) Created", "Section Information" (with sub-links for Core, Reservations, Personnel, General, Linking, Other, and View All), and "Search For" (with sub-links for Class Sections, Faculty & Staff Search, Advisor Section Search, and Room Availability). Below the Primary Options section is an "External To CSM" section with links for "Course Lookup" and "Enrollment Reporting - Class Rosters".

Primary Options	
Add/Model Sections <ul style="list-style-type: none">• Create New Section(s)• See Last Section(s) Created	Search For <ul style="list-style-type: none">• Class Sections<ul style="list-style-type: none">» Basic» Advanced» See Last Search Criteria» Run Last Search Again• Faculty & Staff Search<ul style="list-style-type: none">» See Last Search Criteria» Run Last Search Again» Run Last Section Search Again• Advisor Section Search<ul style="list-style-type: none">» See Last Search Criteria» Run Last Search Again• Room Availability

External To CSM
Course Lookup
Enrollment Reporting - Class Rosters

“Create From...” Section

There are two options for pulling course information in order to create a new section(s) for a given term:

1. Create the Course from the Master Curriculum File (MCF) database.

- Type in the course prefix, number, and, if applicable, the course indicator (C or L).
- Items such as course cap, registration comments, searchable criteria, etc., will have to be manually added or changed for each and every section.

2. Copy a course you have already set up in the current year/term or a previous term.

- Type in the course prefix, number, and, if applicable, the course indicator (C or L).
- Unlike option 1, this option automatically carries over tailored class information, such as, caps, major caps and major codes, and registration comments across copied section(s). The only information that does not carry over is the Instructor and meeting place/time.

The screenshot shows the Florida State University CSM - [Add/Model] interface. At the top, there is a navigation bar with the university logo, the text "FLORIDA STATE UNIVERSITY", and "CSM - [Add/Model]". On the right side of the navigation bar are links for "Exit CSM" and "Help". Below the navigation bar is a search box labeled "Where To?" with a dropdown arrow and a "GO" button.

The main content area is divided into two sections: "Create From..." and "Create For...".

Create From...

Curriculum Master		Existing Course Section		
Course		Year/Term/Session	Course	Section
<input type="text"/>		2008 Fall <input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>

Create For...

Year/Term/Session	Academic Department	Fee Assessment Location	# Needed
2009 Spring <input type="text"/> <input type="button" value="Q"/>	Accounting <input type="text"/>	Distance Learning <input type="text"/>	1 <input type="text"/>

At the bottom of the form are two buttons: "create" and "reset form".

At the very bottom of the page, there is a footer with the text "© 2002 - 2008 The Florida State University" and the Florida State University logo.

“Create From...” Section

After selecting and completing one option from the “Create From...” section, move on to the “Create For...” section in which you will:

1. Select the appropriate year, term, and session for which you wish to create the class section.
2. Select the department under which the course should be listed.
3. The fee assessment location is synonymous with the course location code.
4. Finally, indicate the number of sections you want created. You may create anywhere from one to 10 sections at a time.
5. Individual sections may then be modified as needed after you click “create.”

FLORIDA STATE UNIVERSITY
CSM - [Add/Model] Exit CSM Help

Where To?

Create From...

Curriculum Master	or	Existing Course Section	
Course <input type="text"/>		Year/Term/Session 1 2008 Fall <input type="button" value="Q"/>	Course <input type="text"/>
		Section <input type="text"/>	

Create For...

Year/Term/Session 2009 Spring <input type="button" value="Q"/>	Academic Department 2 Accounting <input type="button" value="Q"/>	Fee Assessment Location 3 Distance Learning <input type="button" value="Q"/>	# Needed 4 1 <input type="button" value="Q"/>
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Training and Support Information

CSM Basic Training

For Information on basic CSM Training provided by the Academic Space and Scheduling Department, go to the following link:
http://registrar.fsu.edu/services/acad_space/train_info.htm

In order to register for a training session contact:

Shelia Mitchell, Assistant Registrar

Phone: (850) 644-7148

E-mail: smitchel2@admin.fsu.edu

FSU Online Course-Building Support in ODL

For assistance regarding an online/distance learning course contact our Online Course-Building Support Representative:

Phone: (850) 644-4114

E-mail: inquiries@campus.fsu.edu

Appendix




Samples of Online Course Locations and Types

In the following pages, you will find models of online courses with different locations and the course types for which they can be built for:

Location	Course Types	Page #
Main Campus/Online	A, D, T, and X	17 - 18
Leon, Gadsden, Wakulla County Residents/Online/DL Majors Only	A, D, T, and X	19 - 20
At-Large/Online/DL Majors Only	A, D, T, and X	21 - 22
Out-Of-the-Area	A, D, and X	23 - 24
Panama City Campus/Online.....	A, D, T, and X	24 - 26
Bay County Residents/Online/DL Majors Only	A, D, T, and X	26 - 27
Republic of Panama Campus/Online	A, D, and T.....	28 - 29
Republic of Panama/Online/DL Majors Only.....	A, D, and T.....	30 - 31




Main Campus/Online Section

A - Standard

Main	
Title:	HIGH SCHOOL MUSICAL I
Session:	- Spring
Academic Department:	Theatre Education
Funding:	O - State Fundable
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit can be variable
Maximum Credit: 	since it is an A-type course
Registration Comments:	Main Campus/Online
Searchable Criteria	
1) Online Courses: Open to all Students	

Main Campus/Online Section




D - Additional Cost

Main	
Title:	HIGH SCHOOL MUSICAL I
Session:	- Spring
Academic Department:	Theatre Education
Funding:	O - State Fundable
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	D - Additional Cost 
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.)
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be
Maximum Credit: 	equal since it is a D-type course
Registration Comments:	Main Campus/Online/ Additional Fee
Searchable Criteria	
1) Online Courses: Open to all Students	

By enhancing the registration comment with "Additional Fee" whenever you have a section with a course type that adds an additional fee or cost (D, T, and X), students will be able to easily recognize when a course carries an extra charge. By registering for the course, they agree to all fees and they should not be surprised by the additional cost on their financial statements.




Main Campus/Online Section

T - 2 + 2

Main	
Title:	HIGH SCHOOL MUSICAL I
Session:	- Spring
Academic Department:	Theatre Education
Funding:	O - State Fundable
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is a T-type course
Maximum Credit: 	
Registration Comments:	Main Campus/Online/ Additional Fee
Searchable Criteria	
1) Online Courses: Open to all Students 2) Interdis Social Sciences	




Main Campus/Online Section

X - Non-fundable

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	L - Course and Instructor funded by Student
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	X - non-fundable course
Additional Fee Assessment Code:	50 (This number is an example. It is not meant for general department use.) 
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is a X-type course
Maximum Credit: 	
Registration Comments:	Main Campus/Online
Searchable Criteria	
1) Online Courses: Open to all Students	

Leon, Gadsden, Wakulla County Residents Online/DL Major Only Section




A - Standard

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be
Maximum Credit: 	variable since it is an A-type course
Registration Comments:	Leon, Gadsden, Wakulla County Residents/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students Only	

Notice that the only difference between the Main Campus/Online section and the Leon, Gadsden, Wakulla Co./DL Majors Only section (other than the Registration Comments) is the addition of Special Program **D**.




Leon, Gadsden, Wakulla County Residents Online/DL Major Only Section

D - Additional Cost

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	D - Additional Cost
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.) 
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be
Maximum Credit: 	equal since it is a D-type course
Registration Comments:	Leon, Gadsden, Wakulla County Residents/Online/DL Majors Only/ Additional Fee
Searchable Criteria	
1) Distance Learning Program Students Only	




Leon, Gadsden, Wakulla County Residents Online/DL Major Only Section

T - 2 + 2

Main	
Title:	World Geography
Session:	- Spring
Academic Department:	Geography
Funding:	O - State Fundable
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be
Maximum Credit: 	variable since it is a T-type course
Registration Comments:	Leon, Gadsden, Wakulla County Residents/Online/DL Majors Only/ <i>Additional Fee</i>
Searchable Criteria	
1) Distance Learning Program Students Only 2) Interdis Social Sciences	




Leon, Gadsden, Wakulla County Residents Online/DL Major Only Section

X - Non-fundable course

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	L - Course and instructor funded by student
Fee Assessment Location:	00 - FSU Main Campus
Physical Location:	Distance Learning
Course Type:	X - Non-fundable course
Additional Fee Assessment Code:	50 (This number is an example. It is not meant for general department use.) 
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be
Maximum Credit: 	equal since it is a X-type course
Registration Comments:	Leon, Gadsden, Wakulla County Residents/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students Only	




At-Large/Online/DL Majors Only Section

A - Standard

Main	
Title:	Intro to Research Methods
Session:	- Spring
Academic Department:	Criminology
Funding:	O - State Fundable
Fee Assessment Location:	85 - Distance Learning
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be
Maximum Credit: 	variable since it is an A-type course
Registration Comments:	At-Large/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students Only	




At-Large/Online/DL Majors Only Section

D - Additional Cost

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	85 - Distance Learning
Physical Location:	Distance Learning
Course Type:	D - Additional Cost
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.) 
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be
Maximum Credit: 	equal since it is a D-type course
Registration Comments:	At-Large/Online/DL Majors Only/ Additional Fee
Searchable Criteria	
1) Distance Learning Program Students Only	




At-Large/Online/DL Majors Only Section

T - 2 + 2

Main	
Title:	World Geography
Session:	- Spring
Academic Department:	Geography
Funding:	O - State Fundable
Fee Assessment Location:	85 - Distance Learning
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be
Maximum Credit: 	variable since it is a T-type course
Registration Comments:	At-Large/Online/DL Majors Only/ Additional Fee
Searchable Criteria	
1) Distance Learning Program Students Only 2) Interdis Social Sciences	




At-Large/Online/DL Majors Only Section

X - Non-fundable course

Main	
Title:	Information and Society
Session:	- Spring
Academic Department:	Information Studies
Funding:	L - Course and instructor funded by student
Fee Assessment Location:	85 - Distance Learning
Physical Location:	Distance Learning
Course Type:	X - Non-fundable course
Additional Fee Assessment Code:	50 (This number is an example. It is not meant for general department use.) 
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be
Maximum Credit: 	equal since it is a X-type course
Registration Comments:	At-Large/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students Only	




Out-of-the-Area/DL Majors Only Section

A - Standard

Main	
Title:	Psychopathology
Session:	- Spring
Academic Department:	Social Work
Funding:	O - State Fundable
Fee Assessment Location:	85 - Distance Learning
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	X - Out-of-the-Area
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is an A-type course
Maximum Credit: 	
Registration Comments:	Jacksonville (This location is an example. Other Out-of-the-Area locations used are: St. Petersburg, Gainesville and Miami-Dade, etc.)
Searchable Criteria	
1) Distance Learning Program Students Only	




Out-of-the-Area/DL Majors Only Section

D - Additional Cost

Main	
Title:	Psychopathology
Session:	- Spring
Academic Department:	Social Work
Funding:	O - State Fundable
Fee Assessment Location:	85- Distance Learning
Physical Location:	Distance Learning
Course Type:	D - Additional Cost
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.) 
Special Program:	X - Out-of-the-Area
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is a D-type course
Maximum Credit: 	
Registration Comments:	Jacksonville (This location is an example. Other Out-of-the-Area locations used are: St. Petersburg, Gainesville and Miami-Dade, etc.)/Additional Fee
Searchable Criteria	
1) Distance Learning Program Students Only	




Out-of-the-Area/DL Majors Only Section

X - Non-fundable course

Main	
Title:	Psychopathology
Session:	- Spring
Academic Department:	Social Work
Funding:	L - Course and instructor funded by student
Fee Assessment Location:	85 - Distance Learning
Physical Location:	Distance Learning
Course Type:	X - Non-fundable course 
Additional Fee Assessment Code:	50 (This number is an example. It is not meant for general department use.)
Special Program:	X - Out-of-the-Area
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is a X-type course
Maximum Credit: 	
Registration Comments:	Jacksonville (This location is an example. Other Out-of-the-Area locations used are: St. Petersburg, Gainesville and Miami-Dade, etc.)
Searchable Criteria	
1) Distance Learning Program Students	




Panama City Campus/Online

A - Standard

Main	
Title:	Intro to Research Methods
Session:	- Spring
Academic Department:	Criminology
Funding:	O - State Fundable
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is an A-type course
Maximum Credit: 	
Registration Comments:	Panama City Campus/Online
Searchable Criteria	
1) Online Course: Open to all Students	




Panama City Campus/Online

D - Additional Cost

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	D - Additional Cost 
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.)
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is an D-type course
Maximum Credit: 	
Registration Comments:	Panama City Campus/Online/ Additional Fee
Searchable Criteria	
1) Online Course: Open to all Students	




Panama City Campus/Online

T - 2 + 2

Main	
Title:	World Geography
Session:	- Spring
Academic Department:	Geography
Funding:	O - State Fundable
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is a T-type course
Maximum Credit: 	
Registration Comments:	Panama City Campus/Online/ Additional Fee
Searchable Criteria	
1) Online Course: Open to all Students 2) Interdis Social Sciences	




Panama City Campus/Online

X - Non-fundable course

Main	
Title:	Social Work Practice
Session:	- Spring
Academic Department:	Social Work
Funding:	L - Course and instructor funded by student
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	X - Non-fundable course 
Additional Fee Assessment Code:	50 (This number is an example. It is not meant for general department use.)
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is a X-type course
Maximum Credit: 	
Registration Comments:	Panama City Campus/Online
Searchable Criteria	
1) Online Courses: Open to all Students	

Bay County Residents/Online/DL Majors Only




A - Standard

Main	
Title:	Intro to Research Methods
Session:	- Spring
Academic Department:	Criminology
Funding:	O - StateFundable
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is an A-type course
Maximum Credit: 	
Registration Comments:	Bay County Residents/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students	

Notice that the only difference between the Panama City/Online section and the Bay County Residents/Online/DL Majors Only section (other than the Registration Comments) is the Special Program **D**.




Bay County Residents/Online/DL Majors Only

D - Additional Cost

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	D - Additional Cost 
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.)
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is an D-type course
Maximum Credit: 	
Registration Comments:	Bay County Residents/Online/DL Majors Only/ <i>Additional Fee</i>
Searchable Criteria	
1) Online Course: Open to all Students	




Bay County Residents/Online/DL Majors Only

T - 2 + 2

Main	
Title:	World Geography
Session:	- Spring
Academic Department:	Geography
Funding:	O - State Fundable
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is a T-type course
Maximum Credit: 	
Registration Comments:	Bay County Residents/Online/DL Majors Only/ <i>Additional Fee</i>
Searchable Criteria	
1) Online Course: Open to all Students 2) Interdis Social Sciences	




Bay County Residents/Online/DL Majors Only

X - Non-fundable course

Main	
Title:	Social Work Practice
Session:	- Spring
Academic Department:	Social Work
Funding:	L - Course and instructor funded by student
Fee Assessment Location:	88 - Panama City
Physical Location:	Distance Learning
Course Type:	X - Non-fundable course 
Additional Fee Assessment Code:	50 <i>(This number is an example. It is not meant for general department use.)</i>
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is a X-type course
Maximum Credit: 	
Registration Comments:	Bay County Residents/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students	




Republic of Panama Campus/Online

A - Standard

Main	
Title:	Intro to Research Methods
Session:	- Spring
Academic Department:	Criminology
Funding:	O - State Fundable
Fee Assessment Location:	83 - Republic of Panama
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is an A-type course
Maximum Credit: 	
Registration Comments:	Republic of Panama Campus/Online
Searchable Criteria	
1) Online Course: Open to all Students	




Republic of Panama Campus/Online

D - Additional Cost

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	83 - Republic of Panama
Physical Location:	Distance Learning
Course Type:	D - Additional Cost 
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.)
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is an D-type course
Maximum Credit: 	
Registration Comments:	Republic of Panama Campus/Online/ Additional Fee
Searchable Criteria	
1) Online Course: Open to all Students	




Republic of Panama Campus/Online

T - 2 + 2

Main	
Title:	World Geography
Session:	- Spring
Academic Department:	Geography
Funding:	O - State Fundable
Fee Assessment Location:	83 - Republic of Panama
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is a T-type course
Maximum Credit: 	
Registration Comments:	Republic of Panama Campus/Online/ Additional Fee
Searchable Criteria	
1) Online Course: Open to all Students 2) Interdis Social Sciences	

Republic of Panama/Online/DL Majors Only




A - Standard

Main	
Title:	Intro to Research Methods
Session:	- Spring
Academic Department:	Criminology
Funding:	O - State Fundable
Fee Assessment Location:	83 - Republic of Panama
Physical Location:	Distance Learning
Course Type:	A - Standard 
Additional Fee Assessment Code:	
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be variable since it is an A-type course
Maximum Credit: 	
Registration Comments:	Republic of Panama/Online/DL Majors Only
Searchable Criteria	
1) Distance Learning Program Students	

Notice that the only difference between the Republic of Panama Campus/Online section and the Republic of Panama/Online/DL Majors Only section (other than the Registration Comments) is the Special Program **D**.




Republic of Panama/Online/DL Majors Only

D - Additional Cost (Location with this course type highly unlikely.)

Main	
Title:	Financial Reporting
Session:	- Spring
Academic Department:	Accounting
Funding:	O - State Fundable
Fee Assessment Location:	83 - Republic of Panama
Physical Location:	Distance Learning
Course Type:	D - Additional Cost 
Additional Fee Assessment Code:	45 (This number is an example. It is not meant for general department use.)
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours must be equal since it is an D-type course
Maximum Credit: 	
Registration Comments:	Republic of Panama Campus/Online/ DL Majors Only / Additional Fee
Searchable Criteria	
1) Distance Learning Program Students	

Republic of Panama/Online/DL Majors Only

T - 2 + 2 (Location with this course type highly unlikely.)

Main	
Title:	World Geography
Session:	- Spring
Academic Department:	Geography
Funding:	O - State Fundable
Fee Assessment Location:	83 - Republic of Panama
Physical Location:	Distance Learning
Course Type:	T - 2 + 2 
Additional Fee Assessment Code:	
Special Program:	D - Distance Learning
Service Learning:	
Service Learning Hours:	
Contact Hours:	
Minimum Credit: 	Max and Min Credit Hours can be
Maximum Credit: 	vaible since it is a T-type course
Registration Comments:	Republic of Panama/Online/ DL Majors Only/ Additional Fee
Searchable Criteria	
1) Distance Learning Program Students 2) Interdis Social Sciences	