1. Coursedog Overview & Goals

Coursedog replaces manual spreadsheets and email chains with a centralized scheduling platform that connects directly to our Student Information System (Banner), ensuring real-time data consistency.

Before Coursedog, scheduling often involved:
- Large amount of manual data entry
- Multiple spreadsheets and emails
- Potential data inconsistencies
- Overall inefficient and time-consuming processes

How Coursedog Helps
- Automates scheduling and data syncing with Banner
- Eliminates potential for duplicate entries and version errors
- Enforces institutional rules and timelines
- Provides transparency as schedulers can see other department/program course offerings in real time
- Enables data-driven planning and reporting
  - o Course Demand Projection reports will be available for the Spring 2027 scheduling period

Institutional Goals for Coursedog Implementation
- Streamline scheduling with minimal manual entry
- Optimize room and faculty utilization
- Ensure compliance with academic policies
- Support student success through accurate, conflict-free scheduling

2. Scheduling Phases and Notes

Phase	Description	Permissions
Term Rollover	Prior term sections are copied to the new term.	View/edit opens.
Drafting	Departments edit and create schedules.	Full edit access.
Validation	Review and correct issues.	Limited edits.
Submission	Department submits for School Dean approval.	Changes via request only.
Registrar Review	Registrar verifies and finalizes.	Registrar access only.

Notes:
- Only the Department Chair/Program Director and Administrative Coordinator for each department/program will have access to Coursedog to schedule courses.
- All scheduled courses will be reviewed by the School Dean and/or designee (if applicable) and the Office of the Registrar.
- If you notice any kind of merge/integration errors when editing or adding courses, please take a screenshot and send it to the Office of the Registrar.

- Please be sure to communicate with other departments/programs to ensure that any cross-listed courses are entered into the system accurately.
- If a course is cross-listed, the primary department offering the course must use their course series allocation for the course.

3. Logging In
- Go to **app.coursedog.com.** Bookmark this URL for easy access.
- Log in using your PC Single Sign-On (SSO) credentials.
- Click **Academic Scheduling.**

Providence College

Academic Scheduling
Deliver Student-Centric Schedules

Integrations Hub
Manage Integration Process
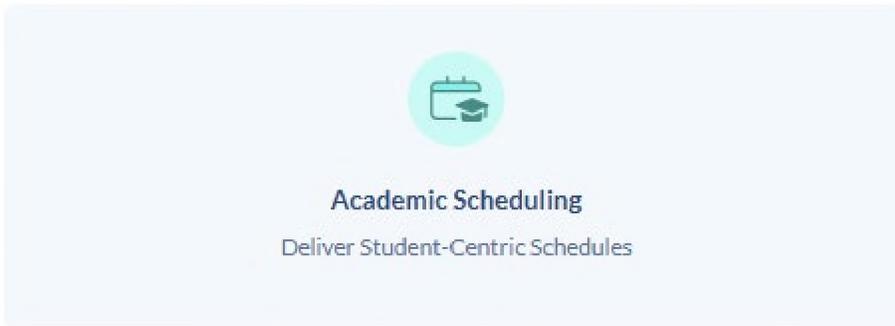
If you encounter issues logging in:
- Confirm your access permissions with the Office of the Registrar.
- Clear your browser cookies/cache.
- Contact IT for SSO troubleshooting.

4. Home Page Overview
Once logged in, you'll land on the Coursedog Home Page, which summarizes your assigned departments and scheduling tasks.
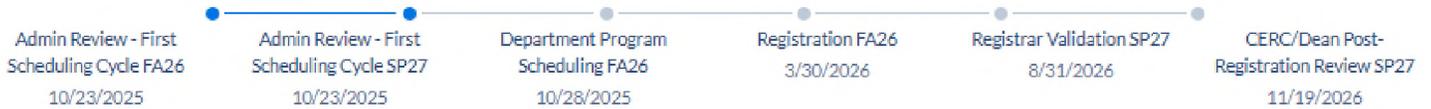
a. Department Dashboard
You'll see:
- Department(s) you're assigned to.
- Number of courses/sections being offered in the selected term.

- Conflict indicators.
- Schedule validation and submission status.

**b. Scheduling Timeline (across the top of the Home page)**
Displays key scheduling milestones and submission deadlines for the current term. Please follow all posted institutional deadlines to avoid workflow delays.

Admin Review - First Scheduling Cycle FA26	Admin Review - First Scheduling Cycle SP27	Department Program Scheduling FA26	Registration FA26	Registrar Validation SP27	CERC/Dean Post-Registration Review SP27
10/23/2025	10/23/2025	10/28/2025	3/30/2026	8/31/2026	11/19/2026

c. Account Settings
Accessible via your profile icon (top right):
- **Default Views:** Customize how your section dashboard is displayed by creating a new Saved View.
- **Email Notifications:** Choose Daily Digest or Immediate.

HELP CENTER

Vanessa Sullivan
vsulliv2@providence.edu

CERC/Dean F

⚙ ACCOUNT SETTINGS

➡ LOG OUT
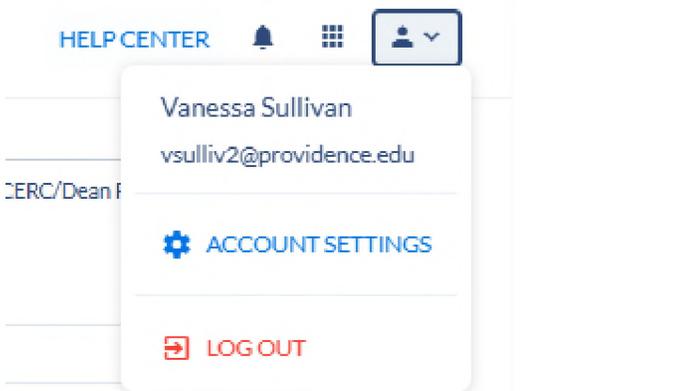
ⓘ **Default Views**

Events View	App default view
Courses View	App default view
Programs View	App default view
Proposals View	App default view
Section Dashboard View	App default view

Request Email Notification Preferences

PRODUCT	IMMEDIATE	DAILY DIGEST
Scheduling	●	○
CourseDemandProjections	●	○

5. Section Dashboard

a. Selecting a Department
- From the homepage, select your department.
- Rolled-over courses and sections from the previous like term will appear automatically.

b. Views and Filters

Use the menu underneath the term box to toggle between:
- **Section View:** Lists every section individually.
- **Course View:** Displays each course and how many sections are offered.
- **Calendar:** Shows all of your department sections on a weekly calendar

Apply **filters** to locate courses or sort by status, instructor, meeting pattern etc.

Create new **Saved Views** with preferred filter settings.

Saved views ✕

SORT BY By Name ▾ ⌄ 🔍 Search for anything

DEPARTMENTAL SECTION VIEW (SCHOOLWIDE VIEW, CREATED OCT 8, 2025)

MASTER SCHEDULE VIEW (SCHOOLWIDE VIEW, CREATED AUG 8, 2025)

💾 SAVE CURRENT VIEW   CLOSE

Save view ✕

You can choose which rules should be saved

Name `required`

Test

Description

Test

Base Filters

☑ **Year** is 2026

☐ **Semester** is 121034772

CLOSE   **SAVE**

6. Managing Courses & Sections

a. Adding a New Section to an Existing Course

1. At the top of the Section Dashboard, click **Add Section.**
2. Search for the course that you would like to add, and then click add section.
3. Be sure to complete all required fields. Check for any Rule Violations at the top of the section builder.

Section Dashboard (**2. Department/Program Scheduling**) **+ ADD SECTION**   **+ ADD COURSE**

Select Term

Spring 2026 — Current Planning Term ▾

SECTIONS   COURSES   CALENDAR   DEPARTMENTS

Add Section

SOC

SOC304 Social Movements

SOC450 Sociology Internship

SOC381 Social Research Methods

SOC101 Introductory Sociology

SOC380 Contemporary Soc Theory

SOC470 Select Topics Sociology

SOC333 Environmental Sociology

Complete the Following Fields:
- **General Info:**
  - Section number
  - Section status
  - Instruction mode
  - Campus

General Information

CRN ❓

—

Section Title ❓

Introductory Sociology

Section Status required ❓

Active

Instruction Mode required ❓

Course Instruction Modes ❓

—

Grade Mode ❓

—

Section Number required ❓

0

1 characters (1 - 3 allowed)

Course Default Grade Mode ❓

Standard Letter (S)

Campus required ❓

Undergraduate

- **Class Schedule**
  - Part of Term

Class Schedule

Part Of Term `required` ❓

Set Part Of Term ▾

Start Date ❓	End Date ❓
Jan 12, 2026	May 9, 2026

- **Instructors:**
  - ○ Defaults to your department's faculty.
  - ○ Indicates if the faculty member has a conflict (i.e. Is already teaching a course at the same time)
  - ○ If assigning multiple instructors, then be sure to set one as Primary and one as Non-Primary by clicking **Set Instructor Role & Details**.

👤 Instructors

+ INSTRUCTOR

Assign Instructor to ACC103 - 001   ✕

⚪ Instructors from Accountancy Department   🔵 All Instructors

Filter By Instructor Type ▾

🔍 Start typing…

Viewing 1-25 of 1096   ‹ PREVIOUS   NEXT ›

John Abbruzzese (jabbruzz@providence.edu)   👤 ⓘ

TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%

Instructors

Julia Camp (jcamp@providence.edu) (Primary - 100%)

TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%

Jessica Buchanan (jbuchan1@providence.edu) (Non-Primary - 100%)

TYPE	CONFLICTS	PREFERENCE FIT
Instructor	0	100%

+ INSTRUCTOR   **≡ SET INSTRUCTOR ROLES & DETAILS** *

Set Instructor Roles & Details   ✕

Julia Camp   ⌃

Instructor Session Indicator `required` ❓

01: Mo, We, and Fr 12:30 PM 1:20 PM   ▾

The following table lists all session indicators for the section and the associated meetings for reference:

SESSION INDICATOR	ASSOCIATED MEETING TIMES
01	Mo, We, and Fr 12:30 PM 1:20 PM - Jan 12, 2026 - May 9, 2026

Instructor Role (Faculty-Of-Record) `required` ❓

Instructor Role	▴
Primary	
Non-Primary	

- **Meeting Patterns:**
  - Select a standard meeting pattern from the provided options. Reference the new course series chart as needed.
  - After selecting a meeting pattern, click into Set Details to confirm the Schedule Type.

- All custom meeting patterns outside of the standard course series will need to be approved by the Office of the Registrar.

🕐 Meeting Patterns & Rooms

DAY(S)	START	END	ROOM	START DATE	END DATE

+ MEETING PATTERN   🚫   📅 SET DETAILS   ⇉ SORT MEETINGS ◉

Select Meeting Pattern   ✕

Filter By Days   S   M   T   W   R   F   S

Filter By Times   --:-- --   --:-- --

Filter By Attributes [Start typing...]

Clear Filters

Mo, Tu, and Th from 4:30 PM to 5:20 PM		ⓘ
ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

Mo, We, and Th from 6:30 PM to 7:20 PM		ⓘ
ATTRIBUTES	USAGE	PREFERENCE FIT
	0	100%

🕐 Meeting Patterns & Rooms

DAY(S)	START	END	ROOM	START DATE	END DATE
Mo, We, and Fr	11:30 AM	12:20 PM	Not set	01/12/26	05/09/26

+ MEETING PATTERN   🚫   📅 SET DETAILS   ⇉ SORT MEETINGS ◉

Meeting Patterns Additional Information

Meeting ❓

Mo, We, and Fr 11:30 AM 12:20 PM

Session Indicator `required` ❓

01

Schedule Type `required` ❓   Start Date ❓

Classroom Based (CLS) ▾   Jan 12, 2026

- **Other Section Information**
  - Provide the Max Enrollment Capacity for the course
  -

⚙ **Other Section Information**

Actual Enrollment ❓   Max Enrollment Capacity `required` ❓

—   Set Max Enrollment Capacity

- **Schedule Type**
  - The system pulls in all available schedule types (Classroom Based, Asynchronous, etc.) Use the red trash can icon to delete all non-applicable schedule types. For example, if a course section will be taught in-person in a PC classroom, remove all schedule types aside from Classroom Based (CLS).

Schedule Type

Schedule Type `required` ⍰

Asynchronous Meetings (ASN) ▾

🗑

Schedule Type `required` ⍰

Hybrid Course (CDL) ▾

🗑

Schedule Type `required` ⍰

Classroom Based (CLS) ▾

🗑

Schedule Type `required` ⍰

Distance Learning (DL) ▾

🗑

- **Registration Restrictions:**
  - o Use the text entry box to inform the Office of the Registrar if any additional restrictions should be placed on a course section. Some examples include:
    - ▪ Department Chair Permission
    - ▪ Instructor Permission
    - ▪ Class level restriction
    - ▪ Major or minor restriction
    - ▪ Opting in to the automated waitlist

Registration Restrictions - if applicable

Section Notes to Registrars ⍰

Enter Notes

If there are any registration restrictions for this section, please note them below.

- **Relationships:**
  - o Indicate if a course should be cross-listed with another department.

Relationships Notes

Below you may see sections that have been Cross-listed or Linked with this section. If you need to adjust, add, or remove a Cross-listed or Linked section, please specify that within the "Notes" section at the bottom

Relationships

Cross Listed Sections ❔   Linked Sections ❔

+ CROSS LISTED SECTIONS   **+ LINKED SECTIONS**

- **Room Preferences:**
  - o If desired, indicate the building that is preferred for the course.
  - o If scheduling a **Lab** course, please indicate the room in which each section should be scheduled.
  - o For all courses that are not labs, selecting a building or room preference will **NOT** assign a room to the course. This field is to provide the Office of the Registrar with department preferences, which will be taken into consideration when classrooms are scheduled.

Room Preferences

Would you like to select a Preferred Building or a Preferred Room? ❔

[▾]

b. Editing an Existing Section
- Select the section to edit.
- Modify meeting patterns, instructors, capacities etc.
- Save changes.
- Please note that after the schedule drafting phase has closed, most changes will need to be reviewed and approved by the Office of the Registrar. In this case, you will be prompted to submit a **Change Request** and provide an explanation for the update.

c. Adding a Course from Inventory

If a course is approved in the curriculum but not listed for the term:

- Click **Add Course** from the Section Dashboard.
- Search the catalog inventory for the course.
- Add the course, then create its section(s).

d. Cancelling/Deleting a Section

- Select the section to cancel.
- Remove the meeting times and instructors.
- Click into the Section Status drop-down menu.
- Select **Dept. Delete Section.**
- Click Save Section.

e. Rule Exception Requests
- There are certain rules set up in Coursedog to ensure that each course/section includes all the necessary information for it to populate in Banner/Cyberfriar.
- If a section you are editing is in violation of one of these rules, a banner will appear across the top of the section builder informing you of what must be corrected.
- For example, a section can not be submitted without an assigned instructor or without meeting times.
- If a section must be built in violation of one of these rules, the scheduler may submit a Rule Exception Request for approval.

Editing MTH108 - 001 ⊘   ✕

| EDITING | ACTIVITY LOG | ▸ HIDE SIDEBAR |

✅ This section was **successfully** synced with the SIS on 10/24/2025 at 01:19 AM.

⊘ This section is **not using** standard meeting patterns.   SUBMIT RULE EXCEPTION REQUEST

Submit Rule Exception   ✕

⚠ Non Standard Meeting Pattern

MTH108: Section 001 — This section is **not using** standard meeting patterns.

Workflow: Rule Exception Workflow

Reason for request

CANCEL   **SUBMIT REQUEST**

Grade Mode ❓   Course Default Grade Mode ❓

7. Schedule Validation & Submission
- From within your department, click **Validate Schedule.**
- Be sure to resolve all "orange cone" warnings before submitting.
- When all warnings are cleared, your schedule is ready for submission.

Section Dashboard [2. Department/Program Scheduling] + ADD SECTION   + ADD COURSE   + BULK ADD SE

🔍 Search for Departments

Select Term

Spring 2026 — *Current Planning Term* ▾

SECTIONS   COURSES   CALENDAR   **DEPARTMENTS**

STATUS	DEPARTMENT NAME	SCHEDULERS	COURSES	SECTIONS	CONFLICTS	ACTIONS
📋	Accountancy	Julia Camp	13	49	41	✓ VALIDATE SCHEDULE

Review Schedule Conflicts   ✕

As of 10/24/2025 6:55 PM

SECTION RULES   MEETING PATTERN RULES   BOTTLENECKS   PREFERENCES

⚠ **Non Standard Meeting Pattern** 🔴33

CONFLICT	COURSE CODE	SECTION NUMBER
This section is **not using** standard meeting patterns. SUBMIT RULE EXCEPTION REQUEST	ACC204	003
This section is **not using** standard meeting patterns. SUBMIT RULE EXCEPTION REQUEST	ACC204	001
This section is **not using** standard meeting patterns. SUBMIT RULE EXCEPTION REQUEST	ACC204	M17
This section is **not using** standard meeting patterns.	ACC204	005

⏱ *Schedule in progress*

You must input a reason for all rule exceptions, before being able to submit your schedule for validation. Additionally, you may need to resolve warning before being able to submit your schedule for validation (depending on role permissions).
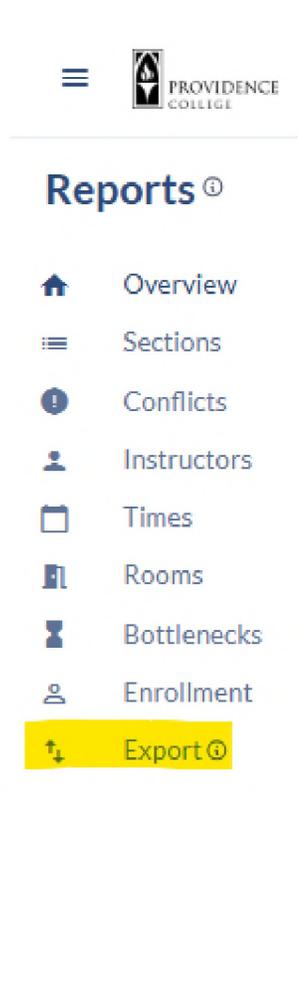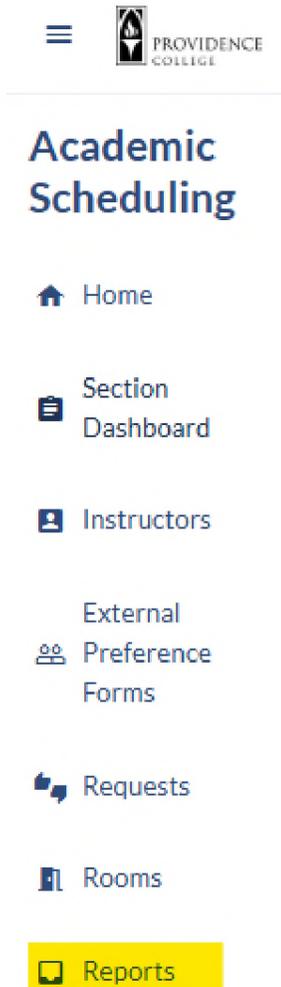
SUBMIT FOR VALIDATION

8. Change Requests

- After the initial department scheduling phase has ended, all changes must be approved.
  - Open a section and then click **"Request Change."**
  - Update necessary fields and include justification.
  - Submit for review. Each request automatically routes to the appropriate approver.

9. Reports & Analytics

1. Go to **Reports** on the side menu.
2. Select Export from the Reports menu.
3. Download your desired report type.

Academic Scheduling

- 🏠 Home
- 📋 Section Dashboard
- 👤 Instructors
- 👥 External Preference Forms
- 💬 Requests
- 🚪 Rooms
- 🖥 Reports

Reports ⓘ

- 🏠 Overview
- ☰ Sections
- ❗ Conflicts
- 👤 Instructors
- 📅 Times
- 🚪 Rooms
- ⏳ Bottlenecks
- 👤 Enrollment
- ↕ Export ⓘ

10. Resources & Support

- The Office of the Registrar is available to assist with any questions or concerns you may have with the Coursedog software. Please contact us by emailing scheduling@providence.edu.
- There are also materials and guides available through the Coursedog Freshdesk Portal.