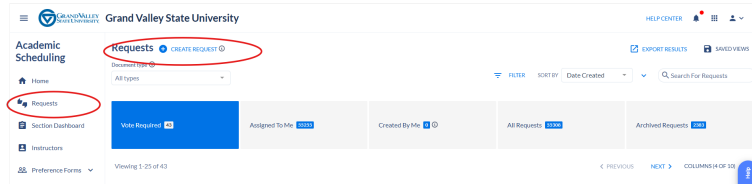


Instructions for getting the Research Intensive (RI) Attribute listed in CourseDog

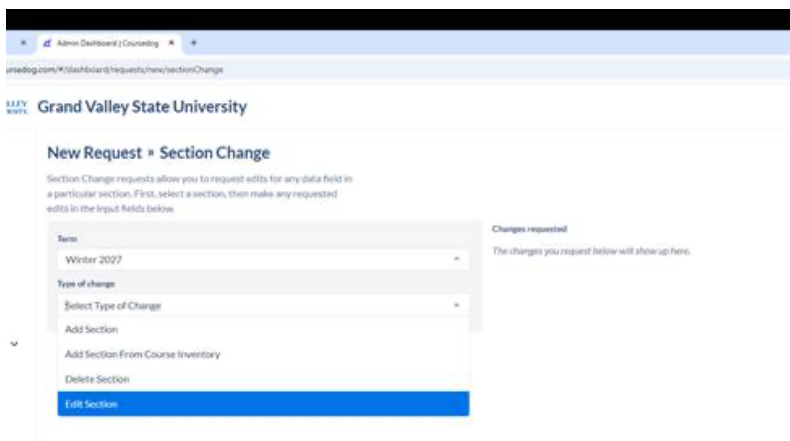
1. Departments should select requests in the list on the left-hand side. Then select Create Request.



2. A popup box will come up and they should select, Section Change and then click the button that says “Create Request”.



3. The next page will display a term and a drop-down menu for the type of change. Add Section, add section from inventory, and edit section. If they are adding a new section they will either use Add Section from Inventory (if the course is not in the schedule currently) or add course if they are adding a new section but the course is on the schedule. If they are creating a new section, they should use the Add Section option.



4. The next page will make you select a course, an existing section number and then a “Reason for Request”.

In the Reason for Request box, please note “Course needs RI attribute”.

In the Section Title, add RI in front of the title. Note, if the course is also being offered as SWS or CBL, that will be in front of the title too.

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term: Winter 2027

Type of change: Edit Section

Select a course: MTH498 Project-Based Applied Math

Which section?: 01

Reason for request: Add RI Attribute to course

Changes requested: No Changed Fields.

START OVER SUBMIT REQUEST

Current Section Information

This is the section information as it currently stands. Any changes you make will be incorporated into your section change request. After making your changes, you may submit the request for approval.

✓ This section was successfully synced with the SIS on 2/25/2026 at 03:59 AM.

Section Name

Course Title: Project-Based Applied Math

Course Code: MTH498

Section Title (Only enter for SWS, CBL, or special topics titles): RI CBL Project-Based App Math

5. If there are any other changes, they can also make those to the section before they “submit request”. If they are creating a brand new section, they should fill in all pertinent information – reason for request should still indicate they need the RI attribute added to the section – otherwise we typically miss adding the attribute when we approve the request.

6. Finally, update the title to include the RI in front of the title