

OFFERING COURSES IN WEN

Department administrators are responsible for offering courses in WEN. In collaboration with their DUS and the faculty, administrators need to know which courses are going to be offered for both the fall and spring terms. Although there are no deadlines, courses should be offered before the opening of registration for the spring and fall terms.

Administrators need to gather information from the instructors, including the days/times the course should be offered, the maximum enrollment, whether the instructor wants students to request permission to enroll, whether the course will have an exam during the final exam period, and whether the instructor wants to enact restrictions based on major, class year, undergrad/graduate status. *Notes* can also be made in WEN for student information.

See [How to Set up Course Offerings in WEN](#).