HOW TO SUBMIT YOUR DL COURSE LISTING

WITH THE DL COURSES APPLICATION

The Office of Distance Learning’s DL Courses Application streamlines the behind-the-scenes process for entering, auditing, and reporting semesterly online course data. It also helps ensure that information and fees are accurately recorded in time for students to register.

**BEFORE YOU START**

Be sure we have your latest contact information by completing an Access Request: DL Courses Application form. We’ll need these details to register you in the application so you can view and submit a distance learning course listing for your program(s).

- Build your online course sections in Student Central before including them in the DL Courses Application.
- When building your online course sections in Student Central, be sure to add the course attribute Administrative Oversight Unit and the course attribute value ODL to the Class Attributes section.
**STEP 1 | Launch the DL Courses Application.**

Once your online course sections are built in Student Central, launch the [DL Courses Application](#) and enter your FSU credentials to log in. You will then see a Program Courses landing page with dropdown menus to select a program and term.

**Getting a permission error?**

You must be a registered user to log into the DL Courses Application and access programs. Complete an [Access Request: DL Courses Application](#) webform to be added as a user. If you are responsible for courses in more than one program, be sure to select all applicable programs. Please allow 1-2 business days for your request to be processed.

**STEP 2 | Select a program.**

In the Program dropdown menu, select the program that corresponds to the course you’d like to submit.

**Can’t find the program you want?**

If the correct program does not appear in the list, your name may not yet be associated with that program. Submit a [DL Courses Application Access Request form](#), being sure to select all programs affiliated with the courses you build. Please allow 1-2 business days for your access request to process.
**STEP 3 | Select a term.**

In the **Term** dropdown menu, select the term associated with your course section(s).

**Can’t find the term you want?**

If the term you want does not appear in the dropdown menu, check back with us in a few weeks. The reporting window for that term may not yet be open in our system. Look for an email notifying you when to begin submitting that term’s courses.

**STEP 4 | Click Go!**

Once you have selected your program and term, click the **Go!** button.

The **Program Courses** page will appear, displaying the name of the selected program and term, a table where courses and sections will appear once entered, and an **Add Course** button.
STEP 5 | Add course information.

To add a course section, click the **Add Course** button in the upper-right corner of the page.

**No courses to report?**
If no DL courses are anticipated, check the box next to **No online sections to report for** [Term], then click **Submit**.

The course listings table and **Add Course** button will disappear. If you need to undo this action, uncheck the box next to **No online sections to report for** [Term] and click **Submit**. The course listings table and **Add Course** button will reappear, and you can proceed with adding course sections.
STEP 6 | Enter and submit course information.

In the **New Course** pop-up modal, enter information for each field.

- If there are multiple sections with the same campus, course type, and credit hours, you can enter course details for these sections all at once. In the Sections field, use commas to separate each section number (eg, 1, 2, 3).

- Use the **Comments** field to add any additional information about the course or its DL fee. Comments are seen only by Office of Distance Learning staff.

Click **Submit** when you are finished entering information in each field. Repeat the steps above to add additional courses and sections.

STEP 7 | Review course listings.

On the **Program Courses** page, review your DL course listing(s). Make sure all course sections have been added in the table and that campus location and credit hours are accurately reflected.
STEP 8 | Edit or delete course listings.

Need to edit or delete a course listing? You can update your listings as many times as needed until drop/add.

1. On the Program Courses page, find the course section you would like to edit.

2. Click the ellipsis menu (three vertical dots) in the far-right column of the course section you want to edit.

3. Select Edit from the ellipsis dropdown menu. (If you want to delete the listing, select Delete.)

4. In the Edit Course pop-up modal, make any needed corrections, then click Submit.

Don’t see an option to edit or delete? If fees or fee notes have already been added for a course section, you will not be able to edit or delete it. Send us an email at inquiries@campus.fsu.edu. We’ll update the listing for you and correct any affected students’ accounts.

Getting an error when adding a course? If you receive the error message below, you may be attempting to add a section that is already included in your DL Course Listing for the given semester. If not, email inquiries@campus.fsu.edu and include your program name and department/college. We’ll take a closer look and get back in touch.
AFTER YOU’VE SUBMITTED

Once you’ve submitted a DL course listing, we will review the information. If we spot a discrepancy between a listing, a section’s course build, or the course’s Curriculum Request Application (CRA) record, we’ll reach out to request corrections.

If you encounter issues while working within the DL Courses Application or have questions, contact us at inquiries@campus.fsu.edu.

We are happy to assist you!

Questions?
Email inquiries@campus.fsu.edu or call 850-644-4635.