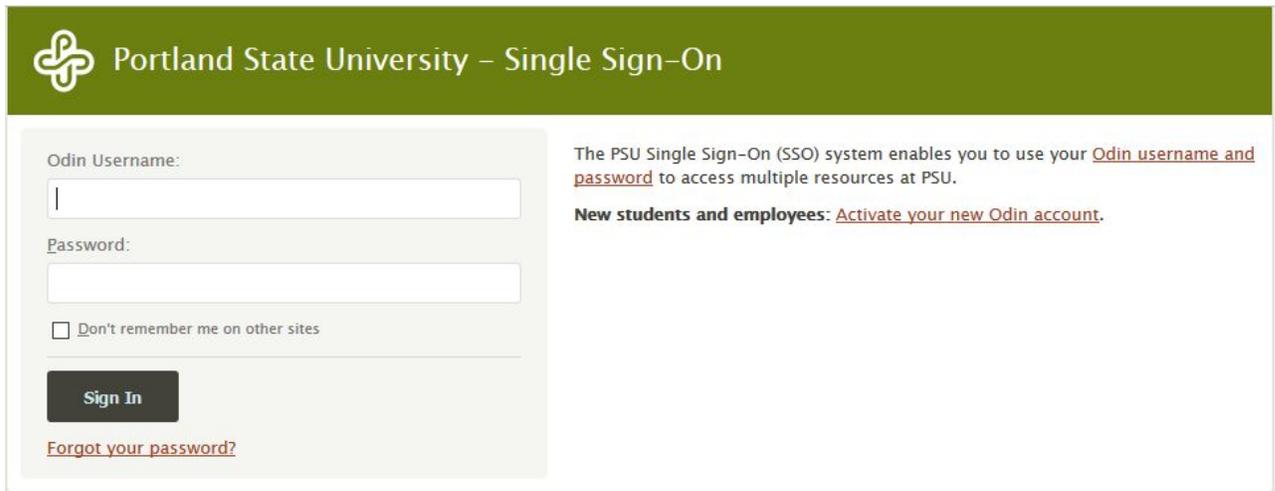# Course Projections Guide (CPG)
Instructions

The Course Projections Guide was developed to assist students in degree planning by projecting what courses will be offered in upcoming terms.

Departments are responsible for maintaining their course offering projections. The following instructions will guide you through this process.
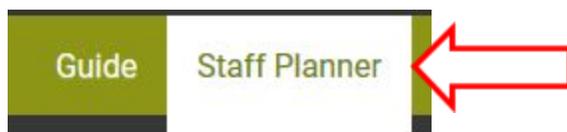
Logging In

1. Go to **https://app.banner.pdx.edu/cpg/planner**.
2. Enter your Odin username and password. *Note: This is the same username and password that you use to log in to your computer.*

View Your Course Offerings

1. Once you have logged in, go to the Staff Planner tab to view your course offerings.

2. Select the academic year that you would like to view and then select your department.

3. Once a department is selected, all active courses for that department will be populated in the Course drop-down. From here, you can either select All Courses to see everything currently listed in the CPG or you can select a specific course.

Note: The date in parentheses next to the course is the term that the most recent curriculum change took place in Banner.

4. Click the Search button to view the results.

CODE	DISPLAY TITLE	CR	UPDATED	FA WI SP SU	ADD
ENG 300	Introduction to the English Major	4	12-27-2017	● ● ● ●	+ Add New

Note: The following symbols will appear under the corresponding terms:

● Offered   ○ Tentatively Offered   ● Cancelled   ◐ Evenings   🖥 Online

ADDING Courses

1. If the course is currently being offered in the CPG, select the course from the Course drop-down, select Search and then click on + Add New in the Add column.

ADD
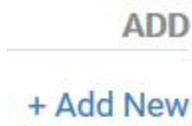
+ Add New

2. If the course is not currently offered in the CPG, select the course from the Course drop-down, select Search and then click on + Add New Course Offering. *Note: Only active courses in Banner will be available in the Course drop-down.*

+ Add New Course Offering

3. Once you select Add New, you will be taken to the Add Offering page. This page displays the course credits, description and title all of which are automatically populated from Banner. Display title and offering credits can be edited for variable title and variable credit courses like 399's (Special Studies) or 410's (Selected Topics). If a course has variable credit hours, the offering credits will default to the lowest credits available.

Add Offering: Selected Topics

CH 410	YEAR	COURSE CREDITS
Chemistry	2017-2018 ▾	1 to 6

COURSE DESCRIPTION

Consent of instructor and chair of department. (Credit to be arranged.)

✏ DISPLAY TITLE

Selected Topics

OFFERING CREDITS

1 ▾

4. Choose either Offered Terms or Tentative Terms by selecting the radio button that corresponds with that term. If there is an Evening Section Offered and/or an Online Section Offered, check the box next to the corresponding term. Reset selection(s) will clear all selections for that term.

Offered Terms

◉ FA   ○ WI   ○ SP   ○ SU

Tentative Terms

○ FA   ◉ WI   ○ SP   ○ SU

RESET SELECTION(S)

○ FA   ○ WI   ◉ SP   ◉ SU

◐ **Evening Section Offered**

☐ FA   ☐ WI   ☐ SP   ☐ SU

🖥 **Online Section Offered**

☑ FA   ☐ WI   ☐ SP   ☐ SU

5. Click Save to add the course.

Save

EDITING Courses

1. Select the academic year, department and course from the drop-down menus and click on Search.
2. Click on the Display Title to be taken to the Edit page.

CODE	DISPLAY TITLE
ENG 300	Introduction to the English Major

3. From here, you can edit the Display Title, Offering Credits, Offered, Tentative and Cancelled terms as well as Evening and Online Section Offered. Reset selection(s) will clear all selections for that term.
4. Click Save.

DELETING Courses

1. Courses can only be deleted for an academic year that is not yet published.
2. Select the academic year, department and course from the drop-down menus and click on Search.
3. Click the Display Title to be taken to the Edit page.
4. Select Delete on the bottom right side of the page.
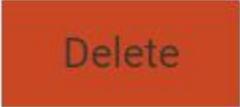
5. The following pop-up will appear:

6. Click YES to delete the course. *Note: A course can be added back if deleted in error.*

For any questions or comments, please email **askcpg@pdx.edu**.