



## SIS Configuration – New Course Subject Request Form

Complete this form to request the configuration of a new course subject in SIS (Student Information Systems).

**Please ensure that all required approvals have been received before submitting this form.**

Specific curriculum submission guidelines can be found on the Vancouver Senate and Okanagan Senate Secretariat websites (<https://senate.ubc.ca/vancouver/curriculum-submission-guide> and <https://senate.ubc.ca/okanagan/curriculum>).

Return completed forms to: [student.systems@ubc.ca](mailto:student.systems@ubc.ca)

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### Contact for this request (required):

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty and Department: \_\_\_\_\_

### If this request is being submitted on behalf of someone else, please include their details here:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty and Department: \_\_\_\_\_

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### SIS Configuration – Course Subject

What is the course subject code (3 or 4-characters)? **(required)**

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What is the full course subject description (50-characters or less including spaces to be displayed in the academic calendar and online course schedule)? **(required)**

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What is the entry description (30-characters or less including spaces)? **(required)**

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What is the abbreviated entry description (18-characters or less including spaces)? **(required)**

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Which faculty administers this course (to be displayed in the academic calendar and online course schedule)? **(required)**

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Which department administers this course? (optional)

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