Requesting Course Shell Creation In CourseWeb
Course Requests

1. Open a web browser and log in to CourseWeb at https://courseweb.pitt.edu/webapps/login/.
2. Click on ‘Faculty Support Resources’ in the left column.


4. Click on ‘Online Course Request’

5. Fill in all information on the next page, including the new course CRN. If you are requesting the cloning of an old course, you must include the old CRN from the previous course. 

   NOTE: Any course created prior to the fall of 2005 is unable to be cloned.