**Course Upload Process**

**Step #1: Download your Course Upload Template**

To enroll your students into their courses, you must complete the Course Upload Template form. Please note the vital information that must be entered in the four columns not filled with colour (EMPLID, SUBJECT, COURSE, SECTION).

* EMPLID: Student number
* SUBJECT: PeopleSoft subject of course (i.e. PHILOSOP, VISARTS)
* COURSE: Course number, including suffixes as necessary
* SECTION: Course section number (i.e. 001)
* [Course Upload Template](https://grad.uwo.ca/doc/academic_services/course/course_upload_template.xls) (.xls)

\*Please save the file under YOUR program name when submitting to SGPS.

**Step #2: Submit the Form to the School of Graduate and Postdoctoral Studies**

* Programs shall forward completed course upload forms, in excel format, directly to Rob Downes via e-mail
* SGPS will audit the files to ensure all courses are listed in the necessary term’s schedule of classes, and then forward them to Ian Guest in the OOR via e-mail. Forwarded files will be in the appropriate .csv format
* OOR shall attempt to upload the file in no more than four days and return any errors directly to SGPS via e-mail
* If errors are present, SGPS will provide a two day turnaround to address the errors and return the file with fixes back to OOR
* OOR to provide two day final turnaround to upload the final file, and return the completed notification to SGPS via e-mail
* SGPS shall notify programs of the completed process