

Pre-Term Course Copy Quick Reference Guide



Purpose

The Pre-Term Course Copy process ensures course content is ready **weeks before students enter**, giving instructors time to prepare. As an Approver, you play a key role in selecting what content populates each upcoming course section.



Timeline & Rounds

Round 1

- Opens: **7 weeks before term start**
- Duration: 12–15 business days
- Copies appear: **5 weeks before term start**

Round 2

- Opens: **4 weeks before term start**
- Duration: 7–9 business days
- Copies appear: **3 weeks before term start**



Best Practice: Make selections in Round 1 to give instructors maximum prep time.



Accessing the Copy Form

1. Log into the **NLU Portal** (my.nl.edu)
 2. Select **My Services** → **Employee Tab**
 3. Click **Course Copy**
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Copy Options

- **Template Copy** – LXD, department, or instructor-owned template (matches course prefix & number).
- **Past Course Copy** – Reuse a past course section.

- **Do Not Copy** – Select if:
 - Instructor manages their own copy.
 - Course is in development, redevelopment, or revision.
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Communication

- Always confirm with instructors whether they prefer:
 - A **template** (default consistency), or
 - A **past section** (their previous work).
 - Advise instructors when a template will be copied, instead of a past section.
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Status Indicators

- **Pending Review** – No selection yet.
 - **Assigned** – Copy selection made; will process at round close.
 - **Copied** – Appears in Round 2 for courses copied in Round 1.
 - **Do Not Copy** – Marked intentionally.
 - **Canceled Course / Cross-listed Child** – No copy needed.
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Approver Tips

- Coordinate with co-approvers (all have equal access).
 - Double-check selections before the round closes.
 - Email **LXD@nl.edu** for:
 - New or retiring Chairs
 - Backup approvers
 - Campus/modality distinctions
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 **Remember:** Your selections set instructors up for success. Choose early, choose carefully, and communicate clearly.