

Course Publication Checklist

Checking [Catalog Information](#)

- ✓ Check your catalog names for term specific information.
 - ✓ Check catalog descriptions for term/date/time specific information.
 - ✓ Check that Primary and Secondary descriptions match.
 - ✓ Update catalog descriptions if necessary ([including HTML if needed](#)). Don't forget to [Spell Check!](#)
 - ✓ Make certain that the *Active* and *Publish on Web* boxes are checked (required to show course description on [course status](#) page).
 - ✓ Make certain that there is a Subject Code assigned to the catalog record (may be needed for the [Unscheduled Courses feature](#)).
 - ✓ Make certain the catalog record is assigned to the [appropriate group\(s\)](#) (needed for the [Unscheduled Courses feature](#)).
 - ✓ Check that [prerequisites and related courses](#) are listed on the Prerequisites tab.
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Checking [Course Information](#)

- ✓ Check Course Title for outdated information.
 - ✓ Check [Dates, Time, Location](#), and [Instructors](#).
 - ✓ Make certain the [Print on Rcpt?](#) box is checked if you want location data on confirmations.
 - ✓ Check Max (do you have enough seats available?).
 - ✓ Check for [Room Conflicts](#).
 - ✓ Check [Grouping Codes](#) (especially important for Quick Pick users).
 - ✓ Check Additional Info (UDFs) items.
 - ✓ Update the [Course Note to be Printed on Receipt](#) text if needed.
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Checking [Course Fees](#)

- ✓ Are fee amounts correct?
 - ✓ Do fees have the correct expiration value? [Early Bird](#) and [Optional fees](#)?
 - ✓ Do Member Fees have the correct [Member Code](#)?
 - ✓ Do you have fees that should be hidden from the web?
 - ✓ Do [coupon discounts](#) have correct Coupon code?
 - ✓ Are [mandatory fees](#) identified?
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Checking [Workshop Information](#)

- ✓ Titles are up to date?
- ✓ Max is set (do you have enough workshop seats available?)?
- ✓ Date and time (if using) are correct?
- ✓ If you are issuing hours/ceus for the workshop, are they correct?

Checking [Package \(Child\) Courses](#)

- ✓ Are the correct child courses in the Package?
- ✓ Does each child course have the correct rate selected?

Checking [ACEweb Info](#)

- ✓ *What should the [ACEweb Publish Property](#) be?
- ✓ What is the Publish Date?
- ✓ Does this course need/have a [supplemental data capture page](#)? If so, is the page listed correct?
- ✓ Will you allow waitlisting?
- ✓ *Does the [Lag Days for ACEweb](#) need to be adjusted?
- ✓ If you allow billing, does the [Lag Days for billing on ACEweb](#) need to be adjusted?
- ✓ Workshop Courses: does the ACEweb Workshop Message need to be adjusted?
- ✓ Workshop Courses: do the Minimum and Maximum values need to be adjusted?

[Previewing Course on ACEweb](#)

- ✓ Preview the course with the *Preview ACEweb Course Status Page* link on the ACEweb Info tab.
- ✓ Review data on all the Course Status page tabs.

[ACEweb INI Settings](#) Review

- ✓ [AllowDeposit](#) – set if using [Deposits](#) or change fee names if needed.
- ✓ [CouponLimits](#) – enable if using the [Coupon Limits](#) feature.
- ✓ [EscrowPayments](#) – set to 1 or 2 if allowing users to [pay with Escrow](#).
- ✓ [OneTimeCoupon](#) – enable if using the [One-Time Coupon](#) feature.
- ✓ [WksCodeMatch](#) – set if using [Workshops](#).
- ✓ [BonusDeal](#) – edit if changing your [BOGO](#) offer for this term.
- ✓ [DebugFlag](#) – log less routines during heavy registration period.
- ✓ [HelpEmail](#), [HelpPerson](#), and [HelpPhone](#) – may need editing if set to a specific person.
- ✓ [SenderEmail](#) and [SenderName](#) – may need editing if set to a specific person.
- ✓ [VoidPendingPmts](#) – may need to set to 2 or 3 during heavy registration period.

[QuickPick.INI](#) Settings

- ✓ EXTENDEDLOGGING – you may want to set this to OFF during your heavy registration period.