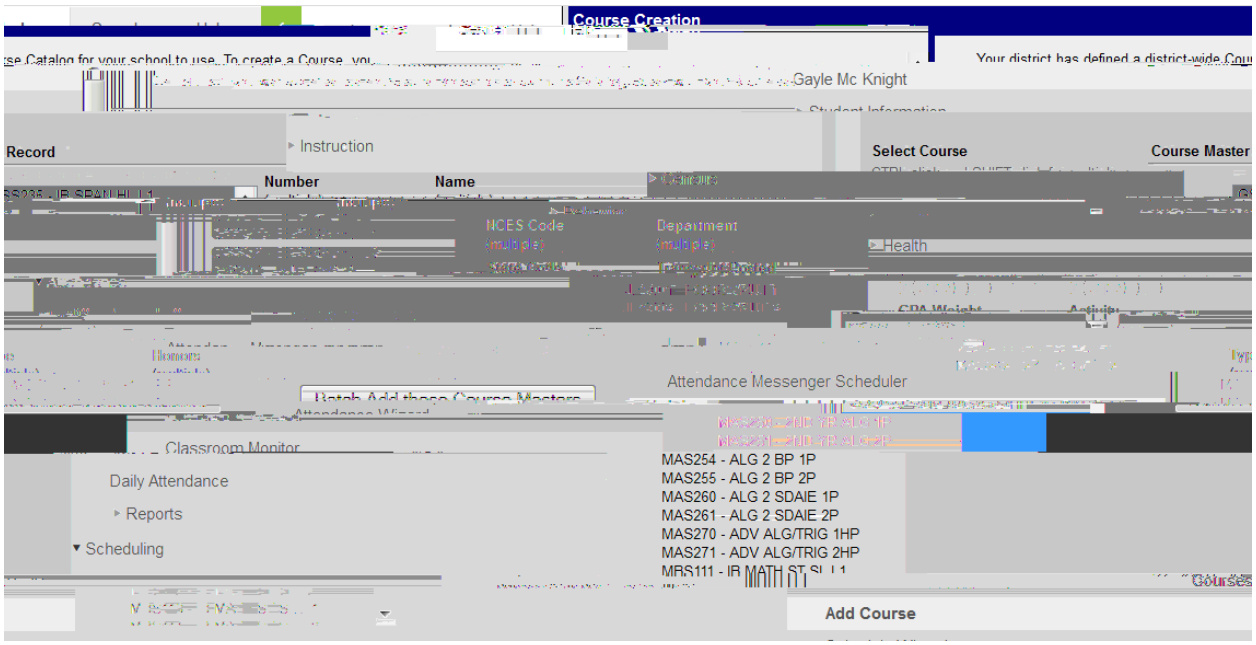HOW TO ADD A COURSE TO YOUR SCHOOL'S CATALOG