How to Restore a Retired Course

Retired courses (with course numbers and CCNs) live in Hers2 for five academic years and may be restored within that time frame. After five years, the CCNs may be reassigned to new courses. First, locate the retired course you wish to restore to the catalog. When was it last offered? Second, restore the course to the upcoming catalog year. Finally, notify Academic Planning so the course may be added to the upcoming catalog.

Hers2 Locate the Retired Course

1. Open Citrix.
   - In some cases, Citrix may open automatically when you open Hers2.

2. Open Hers2.
   - Enter your Username and Password.

3. Open Courses module on the Hers2 Launchpad.

4. Open View/Modify under Courses.

5. On the View/Modify Basic Tab, enter Course Group and Course Number.
   - Select Department/Course Group, and Course Number and press the "thumbs up" button.

6. On the View/Modify Advanced Tab.
   a. Fill in the From Year and To Year boxes with years representing five academic years. For this 2012-13 academic year, use 2007-08 -- 2012-13.
   b. Under Course State select all options. Tip: Select Active, scroll to bottom of list and, holding the Shift key, select Undeleted. This will select all states at once.
   c. Press the binoculars key - to search all courses with the above parameters.

From the search results identify the year of the most recent offering of the course.
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1. Return to the Launchpad and open Restore Old with a double click.

2. Enter the preferred academic year into which you would like to restore the course (ex. 2013-14). Click OK.

3. Hers2 will respond, "Please use the following search window to select the course from which to restore. It must be either a retired course in 2013-14, or a course which existed previously but does not exist in 2013-14. Also, the course cannot have been retired for more than five years. Be sure to set these options in the Advanced tab." Click OK.

4. If you haven't already done so, select Course Group, Course Number, and relevant academic years as detailed above.

5. Highlight the appropriate course in the "Course to Restore" gui and press the Search binoculars. You may also press the Enter key.

6. Hers2 will respond, "You have asked to restore History of Science 171, Narrative and Neurology from academic year 2012-13 to academic year 2013-14. Continue?" Click Yes.

   A non-retired course with catalog number xxxx already exists in academic year 2013-14.

   Good news. This means you already restored the course.

   The course has been restored successfully. Contact the manager of Courses at courses@fas.harvard.edu to add this restored course to the catalog.

   An email message is appreciated, but not required. We check frequently for new and restored courses and place them in the catalog.

Academic Planning
Registrar's Office, Faculty of Arts and Sciences

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Tip Should you wish to modify the course before it is placed in the catalog, search for course using View/Modify Basic and Advanced tabs. Under Course States, select, "restored."