2013-14 Courses of Instruction Workshop

Registrar’s Office, Academic Planning, Who We Are

www.registrar.fas.harvard.edu

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New SIS- Student Information System
Create a wish list.

Logging On to Citrix and Hers2
- Log onto Citrix with your FAS email password. [After February 2013, Citrix should open automatically through the Hers2 icon.]
- From Hers2 launch pad, you may create new courses, and view/modify courses.
- Hers2 permissions are now valid through August 15.

Setting Color, Time, and Date in Hers2 (repeat after July 1, 2013)
From the Hers2 launchpad:
- Open User from the plus sign beside User
- Double click on User Settings
- Single click on System tab
- Set Color (a “Dark” color is recommended.)
- Set Time (60 minutes is recommended.)
- Set Default Academic Year to “Next Year” (after July 1, set to "Current Year")
- Set Year, 2013-14 (after July 1, will default to 2013-14)
- Set Summer to “Next fall”
- Click OK. Settings will activate after next log in.

Production Timeline
Special Note: From December 10 through Study Card Day, February 1, you will be working in two catalogs! For spring term, 2012-13, continue to send course changes to Academic Planning. Remember you will want to make identical changes to the Preliminary Catalog for spring term, 2013-14.
Submitting Requests

- You may use MS Word Track Changes for editing chapter text and for cross lists
- Email for Course Edits and Non-Compliant Meeting time requests
- New Course Request Form, include Faculty HUID. Contact Courses for the Internet address.

Advanced Tips

- Two course iSites can be created if a course changes terms or is retired and restored after early May when course iSites open. Contact ATG@fas to have them remove the original iSite.
- When possible, keep the same ccn for a course to benefit both students and faculty.
- Bracket a course that is not offered for the current year.
- Retire a course that is not offered for more than two years, especially if it will not be offered in the near future. Retired courses may be restored within five academic years.
- Enrollment Notes are used for courses requiring a special activity before students may enroll; for example, a short interview or submission of a portfolio of art or writing.
- Jointly Offered courses are a single FAS course that is also offered at another Harvard School; for example, a History course that is also a Law School course.
- Cross-Registration is when an FAS student enrolls in a course offered at a Harvard School, MIT, or another approved university; for example, when FAS students enroll in Environmental Science courses at MIT.
- The following letters are added to course numbers and signify specific credit designations:
  - hf = half credit, full-year course
  - ab = full-year credit, term course (may be different double letters)
  - qc = quarter course
  - r = repeatable for credit.
- Keep Catalog Override entries short. For meeting time, Hers2 will automatically enter “Hours to be arranged” if you leave the meeting time on the Schedule tab blank. You do need to enter “To be determined” on the faculty line if the instructor is not yet known.
- Keep Current on Faculty lists, especially for 300- and 3000-level courses. Otherwise, faculty who are no longer teaching will appear on the chapter masthead. Remember to add and delete names for both the fall term and spring term. For accuracy, use the HUID to add faculty to a course.

Resources

See the Resources attachment that arrived with your workshop invitation.

- Citrix help@fas
- Course iSites atg@fas
- My.Harvard help@fas
- University Catalog help@fas