



### ***Quick Reference Guide: Updating Course Titles, Subjects, or Catalog Numbers***

Changes made to data at the Course Catalog level do not automatically reflect in the Schedule of Classes record. If a record exists in the Schedule of Classes, but you must update a course with a change in the short 30-character title, subject area, or catalog number then you will need to perform a two-step process:

1. Update the Course Catalog with the necessary data changes
2. Perform a Course Roll, which will ensure that classes already scheduled will be updated with the new course information

#### **Step 1: Update the Course Catalog**

Navigation: Curriculum Management>Course Catalog>Course Catalog>Search for the appropriate course.

Within the Catalog Data tab click the plus (+) button in the upper right corner of the page; this will create a new effective dated row.

#### **Effective Dating Your Change:**

The system requirement is that changes need to be dated before the first day of a given semester to be effective for that semester. To simplify the selection of effective dates, use the following standard dating conventions:

- Changes that are effective for a fall semester should be dated 08/15/yy.
- Changes that are effective for a spring semester should be dated 01/15/yy.

#### **Note:**

- When you add a new row the system will default the current date, but you should overwrite it with one of the standard dates, even if that date is in the future.
- If you create a future-dated row (as advised above) for a given change, you will be able to modify that row until the effective date you enter.
- For changes made after the standard date that need to be effective for that semester, contact the FAS RO for assistance.

#### **Continue with Step 1:**

**On Catalog Data tab:** Make the necessary updates to the description or course title. Click Save in the lower left corner of the page.



New Window | Help | Pers

Catalog Data | Offerings | Components | Course/Milestone Link | GL Interface

Course ID: 125396

Find | View All | First 1 of 3 Last

\*Effective Date: 08/31/2015 \*Status: Active Course Offering 1 of 1

\*Description: **Multivariable Calculus Soc Sci** MATH 18

Long Course Title: Multivariable Calculus for Social Sciences

Long Description: Focus on concepts and techniques of multivariable calculus most useful to those studying the social sciences, particularly economics: functions of several variables; partial derivatives; directional derivatives and the gradient;

**Course Units/Hours/Count**

Minimum Units:	4.00	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	4.00	*Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	4.00	Course Count:	1.00
Financial Aid Progress Units:	4.00	Course Contact Hours:	0.00

**Course Grading**

\*Grading Basis: Letter Graded \*Grade Roster Print: Componen

Graded Component: Lec Taught

**Repeat for Credit Rules**

Repeat for Credit Total Units Allowed: 4.00

Allow Multiple Enroll in Term Total Completions Allowed: 1

**Additional Course Information**

\*Instructor Edit: No Choice

\*Add Consent: No Consent \*Drop Consent: No Consent

Requirement Designation:

Equivalent Course Group:

**On Offerings tab:** Make updates to the Catalog Number or the Subject Area. Again, be sure you are doing this on a newly effective dated row. Refer to page 1 for details.

For Catalog Nbr: Modify the free-form field box as needed.

For Subject Area: Enter the updated Subject or use the magnifying glass to find the appropriate value.

Click Save in the lower left corner of the page.



[New Window](#) | [Help](#) | [Personalize Page](#)

Catalog Data | **Offerings** | Components | Course/Milestone Link | GL Interface

Course ID: 125396

Find | View All | First 1 of 3 Last

Effective Date: 08/31/2015      Status: Active  
Description: Multivariable Calculus Soc Sci

**Course Offering** Find | View All | First 1 of 1 Last

\*Course Offering Nbr: 1      \*Catalog Nbr: 18A MATH

\*Academic Institution: HRVRD Harvard University  
\*Academic Group: FAS Faculty of Arts & Sciences  
\*Subject Area: MATH Mathematics  
Campus: FAS Faculty of Arts & Sciences  
\*Academic Organization: MATH Mathematics  
\*Academic Career: FAS Faculty of Arts and Sciences  
Course Typically Offered: Fall Only  
Tuition Group:   
Dynamic Class Date Rule:   
 Allow OEE Enrollment

\*Course Approved: Approved  
Allow Course to be Scheduled:   
Exam Only Course:

Catalog Print  
 Print Instructor in Schedule  
 Schedule Print  
 Schedule Term Roll  
 Use Blind Grading  
 GL Interface Required  
 Split Ownership  
[Course Academic Item](#)

**Enrollment Requirement Group**

Requirement Group:   
Long Description:

**Taxonomy**

CIP Code:   
HEGIS Code:

[Catalog Data](#) | [Offerings](#) | [Components](#) | [Course/Milestone Link](#) | [GL Interface](#)

**Step 2: Perform a Course Roll to move new changes forward to Schedule of Classes:**

Navigation: Curriculum Management>Roll Curriculum Data Forward>Course Roll

The upper section of the Course Roll page displays the updated information from Course Catalog. The information in the Class Sections grid displays the information as it currently relates to the course's schedule of classes. If there is a difference in the two sections, click the 'Course Roll' button to update the class sections with the recent changes.



**Course Roll**

Course ID: 125396 Multivariable Calculus Soc Sci      Status: Active  
 Institution: HRVRD Harvard University      Eff Date: 08/31/2015  
 Term: 2158 2015 Fall      Term Begin Date: 09/02/2015  
 Subject Area: MATH Mathematics      Career: FAS FAS  
 Catalog Nbr: 18A      Acad Group: FAS FacultyA&S      [Course Roll](#)

**Class Sections**      Personalize | Find | |      First 1 of 1 Last

Institution	Career	Term	Session	Academic Group	Class Nbr	Subject	Catalog	Section	Description
HRVRD	FAS	2158	1	FAS	12885	MATH	18	001	Multivariable Calculus for

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)

Once you click Course Roll the data in the Class Section grid area will update and match the upper section. Click Save.

**Course Roll**

Course ID: 125396 Multivariable Calculus Soc Sci      Status: Active  
 Institution: HRVRD Harvard University      Eff Date: 08/31/2015  
 Term: 2158 2015 Fall      Term Begin Date: 09/02/2015  
 Subject Area: MATH Mathematics      Career: FAS FAS  
 Catalog Nbr: 18A      Acad Group: FAS FacultyA&S      [Course Roll](#)

**Class Sections**      Personalize | Find | |      First 1 of 1 Last

Institution	Career	Term	Session	Academic Group	Class Nbr	Subject	Catalog	Section	Description
HRVRD	FAS	2158	1	FAS	12885	MATH	18A	001	Multivariable Calculus Soc Sci

[Save](#)   [Return to Search](#)   [Notify](#)