

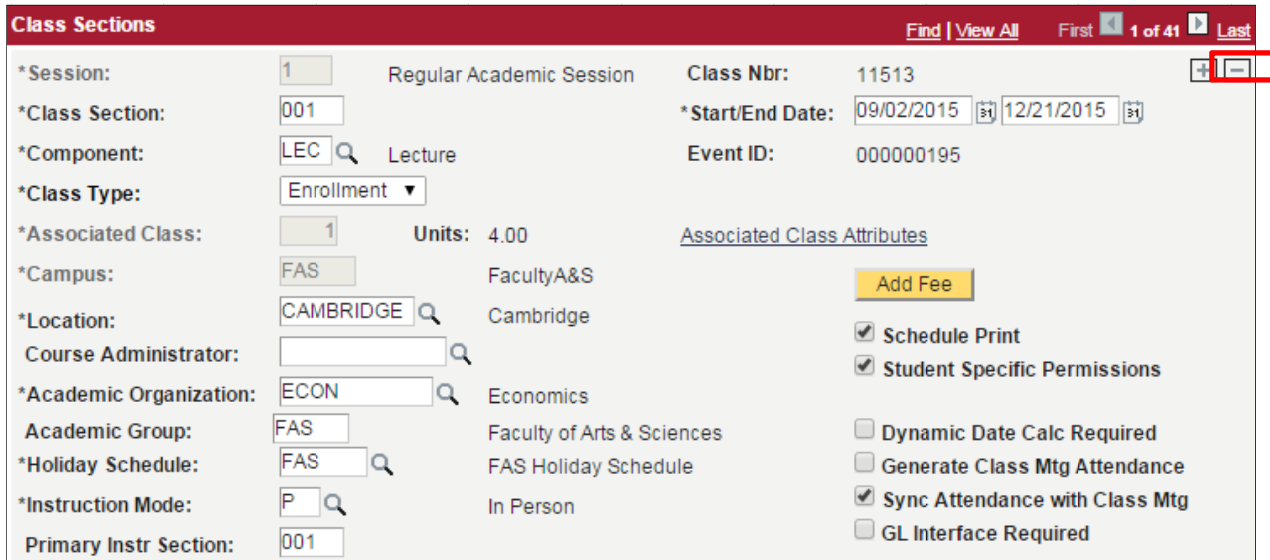
Quick Reference Guide: Inactivating (or, retiring) a Course

Inactivating (or, retiring) a course is a two steps process: Step 1: Remove any existing class sections in the Schedule of Classes; Step 2: Add an effective dated row in the Course Catalog that shows it as 'Inactive.'

Step 1: Remove any existing sections from the Schedule of Classes

Navigation: Curriculum Management>Schedule of Classes>Maintain Schedule of Classes

Within the Basic Data tab, Class Sections group box, you use the minus (-) button next to the Class Nbr. to remove a class section:



Class Sections Find | View All First 1 of 41 Last

*Session: 1 Regular Academic Session Class Nbr: 11513 -

*Class Section: 001 *Start/End Date: 09/02/2015 12/21/2015

*Component: LEC Lecture Event ID: 000000195

*Class Type: Enrollment

*Associated Class: 1 Units: 4.00 [Associated Class Attributes](#)

*Campus: FAS FacultyA&S Add Fee

*Location: CAMBRIDGE Cambridge Schedule Print

Course Administrator: Student Specific Permissions

*Academic Organization: ECON Economics Dynamic Date Calc Required

Academic Group: FAS Faculty of Arts & Sciences Generate Class Mtg Attendance

*Holiday Schedule: FAS FAS Holiday Schedule Sync Attendance with Class Mtg

*Instruction Mode: P In Person GL Interface Required

Primary Instr Section: 001

Repeat this process for any other scheduled components, including discussions and/or labs, and for any other future terms where this class is currently available, but should not be available.

Once all future class sections have been removed, then proceed with the second step.

Step 2: Add an effective dated row in the Course Catalog and Inactivate the Course

Navigation: Curriculum Management>Course Catalog>Course Catalog

You may need to effective date your change in the catalog.

Effective Dating Your Change:

As a rule, changes cannot be made to an existing catalog row that is dated on or before the current date. You will need to add a new effective-dated row. 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, we recommend the following convention:

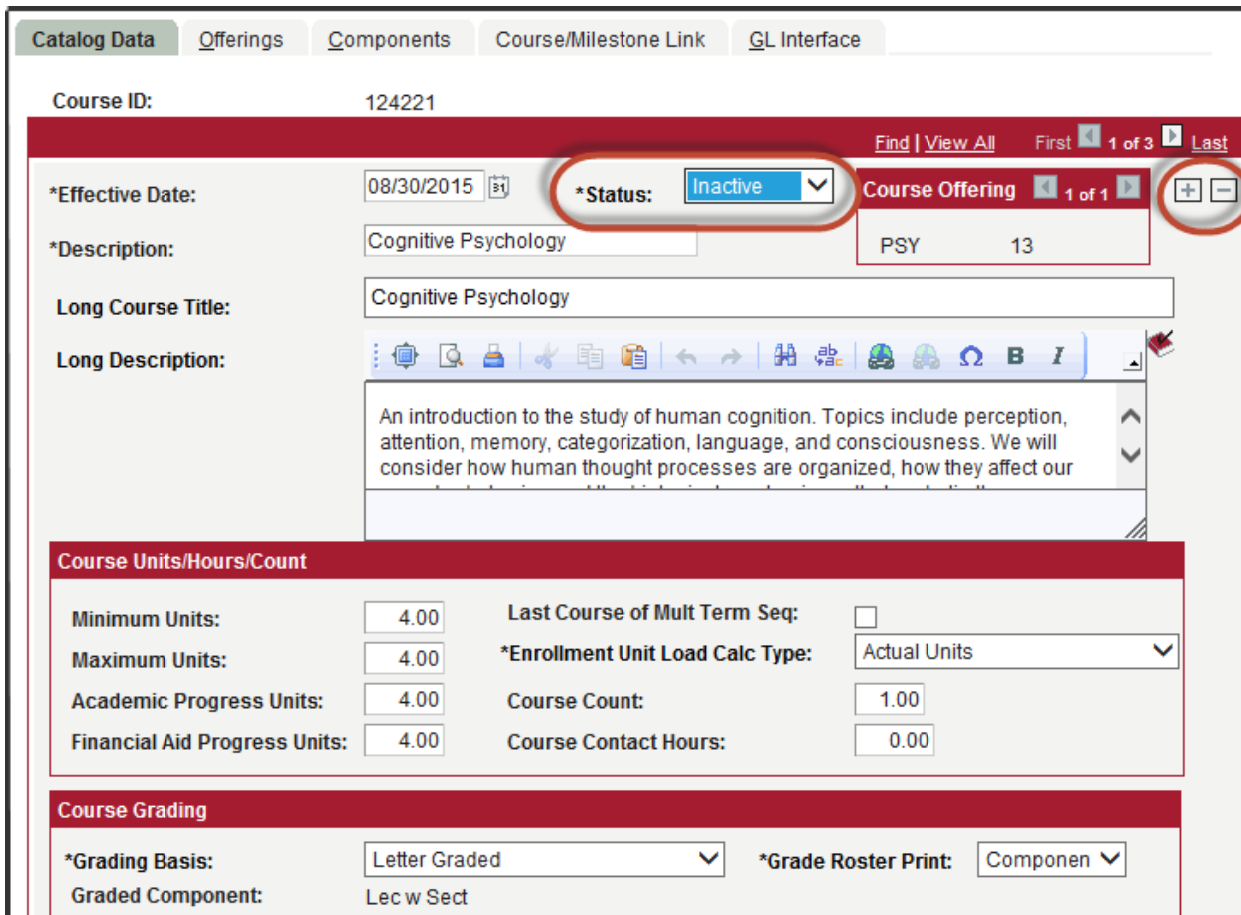
- Changes that are effective for a fall semester should be dated 08/15/yy.
- Changes that are effective for a spring semester should be dated 01/15/yy.

Notes:

- When you add a new row the system will default the current date, but you can overtype it with one of the standard dates, even if that date is in the future.
- If you create a future-dated row 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 Inactivation process:

Within the Catalog Data tab click on the plus (+) button in the upper right corner of grid area. This will allow you to add a new effective dated row within the catalog. The data in the component will carry forward from the prior row. Update the Status field from Active to Inactive. Click the Save button at the lower left corner. The course is now Inactive effective as of the date of the row.



The screenshot displays the 'Catalog Data' tab for Course ID 124221. The interface includes a navigation bar with tabs for 'Catalog Data', 'Offerings', 'Components', 'Course/Milestone Link', and 'GL Interface'. The main content area shows the following details:

- Course ID:** 124221
- *Effective Date:** 08/30/2015
- *Status:** Inactive (highlighted with a red circle)
- Course Offering:** 1 of 1 (with plus and minus buttons highlighted with a red circle)
- *Description:** Cognitive Psychology
- Long Course Title:** Cognitive Psychology
- Long Description:** An introduction to the study of human cognition. Topics include perception, attention, memory, categorization, language, and consciousness. We will consider how human thought processes are organized, how they affect our...
- Course Units/Hours/Count:**
 - Minimum Units: 4.00
 - Maximum Units: 4.00
 - Academic Progress Units: 4.00
 - Financial Aid Progress Units: 4.00
 - Last Course of Mult Term Seq:
 - *Enrollment Unit Load Calc Type: Actual Units
 - Course Count: 1.00
 - Course Contact Hours: 0.00
- Course Grading:**
 - *Grading Basis: Letter Graded
 - Graded Component: Lec w Sect
 - *Grade Roster Print: Componen

Re-activate a Course:

Follow Step 2 above, but instead switch the Status to Active.

On the Offerings Tab:

In order for the course to be scheduled in the Schedule of Classes, the “Allow Course to be Scheduled” and the “Catalog Print” boxes must both be checked:

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

Course ID: 116160

Effective Date: 08/30/2015 Status: Inactive
Description: A History of Southern Africa

Course Offering Find | View All First 1 of 1 Last

*Course Offering Nbr: [] *Catalog Nbr: 1911 HIST [+ -]

*Academic Institution: HRVRD Harvard University
*Academic Group: FAS Faculty of Arts & Sciences
*Subject Area: HIST History
Campus: FAS Faculty of Arts & Sciences
*Academic Organization: HIST History
*Academic Career: FAS Faculty of Arts & Sciences
Course Typically Offered: Spring 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

Now you may proceed to the Schedule of Classes to schedule the class in the appropriate term.