Quick Reference Guide: Retiring a Course

When a course is retired there are two steps to be done to ensure the course and any future classes are not active for enrollment: 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

Navigate to the Enrollment Cntrl tab. In the Class Status field, change the dropdown to “Cancelled Section” option. Click Save.

Navigate to the Basic Data tab. Un-check the “Schedule Print” box. Un-checking this box will remove the course from the my.harvard course search results.
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.

**Note:**

- 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 Retiring 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 retired effective as of the date of this row.