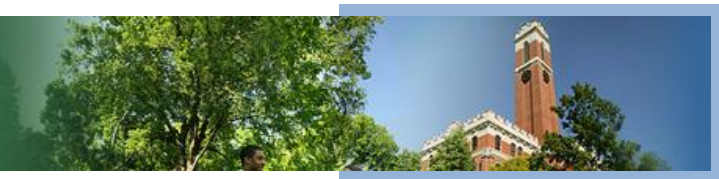
OFFICE OF THE
University Registrar



CPI User Guide – Define and Edit

Editing, Adding New Courses and Sections, and Canceling a Section

A guide to editing and adding new courses.

VANDERBILT

September 11, 2015 version

VANDERBILT

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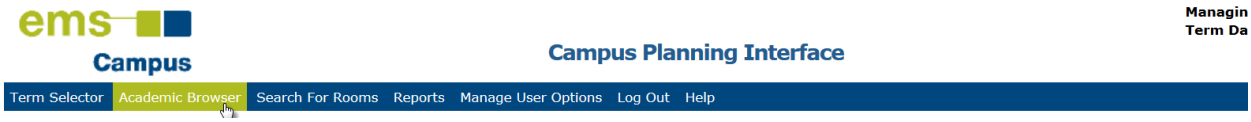
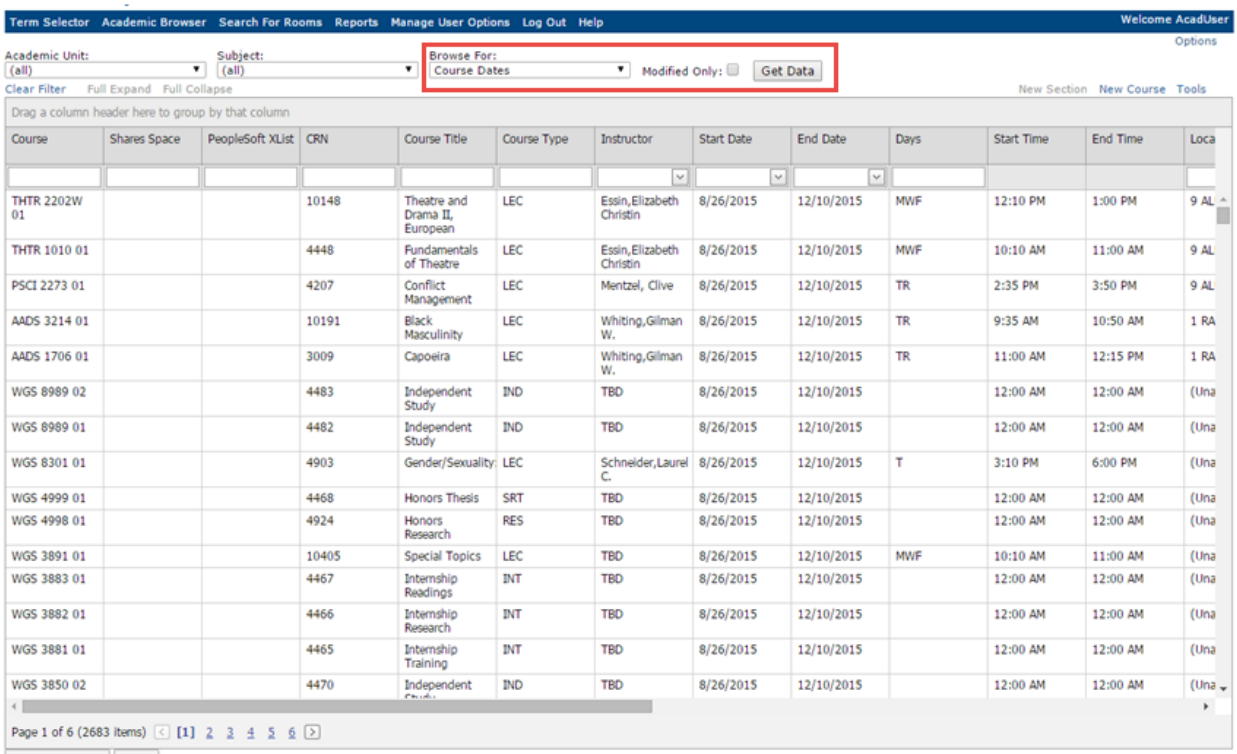
Log in to the Campus Planning Interface at https://emscampus.ea.vanderbilt.edu/CampusPlanningInterface/Login.aspx.

Viewing Courses in the Academic Browser

1. Double click on the **Academic Browser** to view courses.

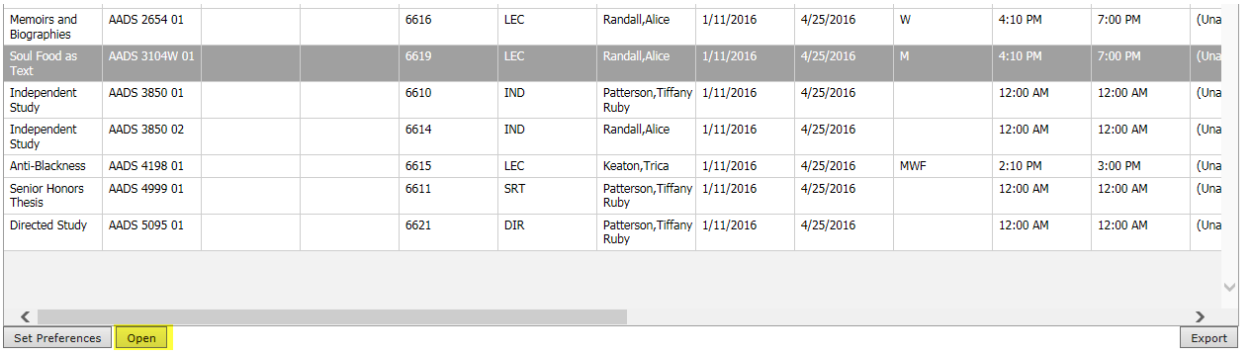


2. Change the **Browse For** drop down menu to "course dates" and click **Get Data**.

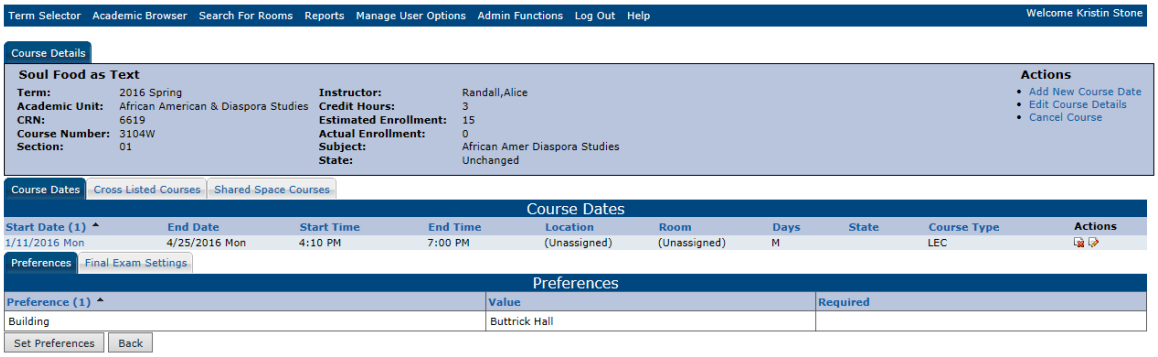


Editing a Course Meeting Pattern

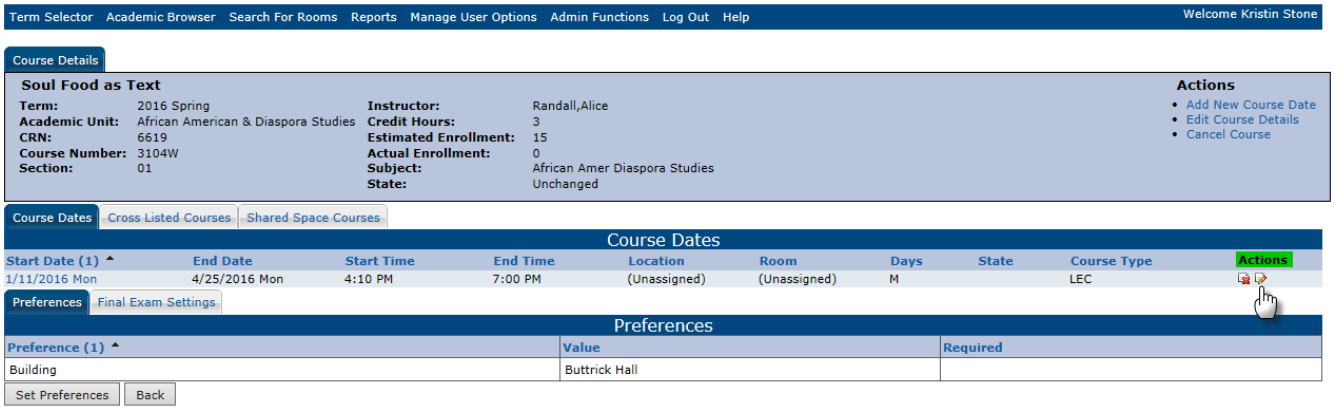
1. Select the class you would like to edit and click **Open**.



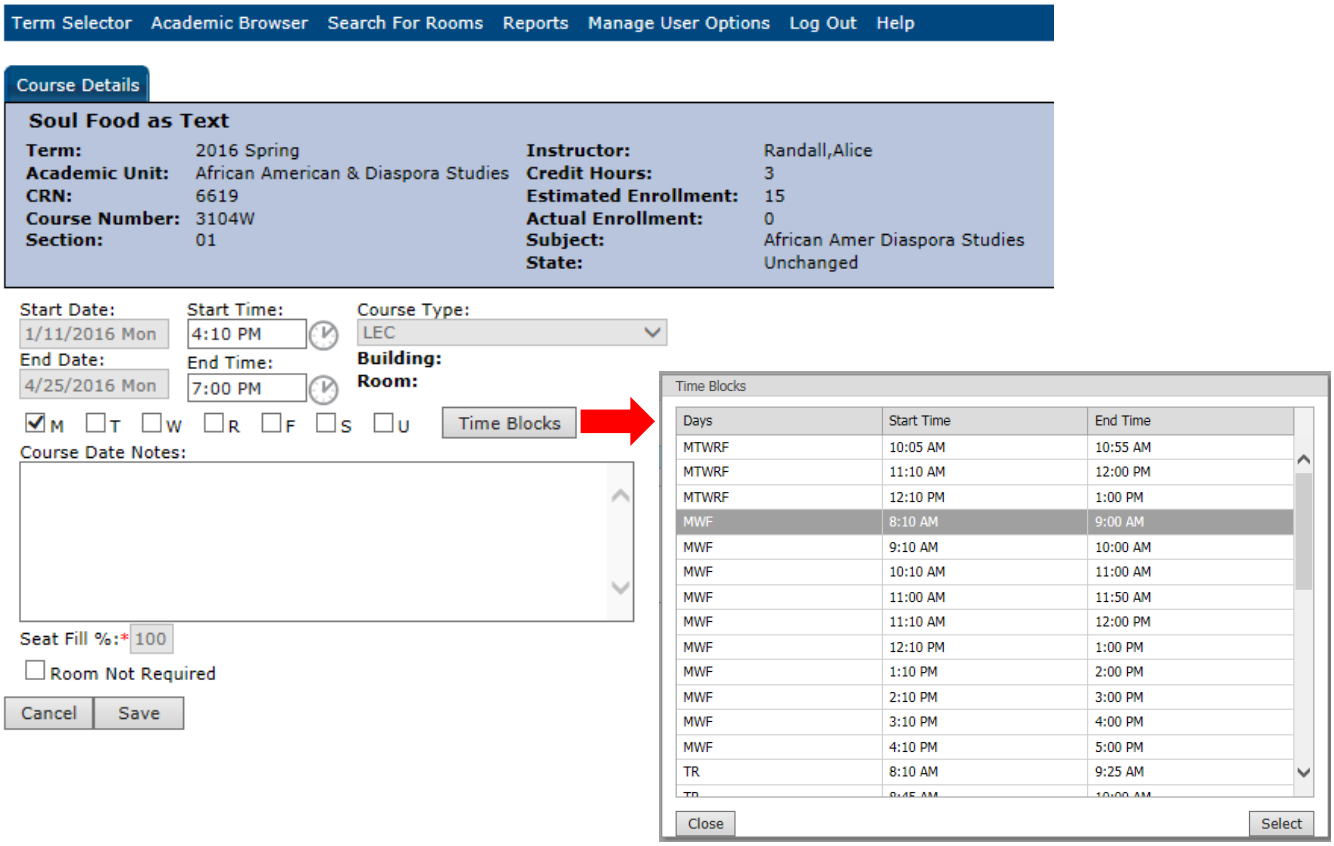
The course details will open.



2. Under **Actions** click on the paper and pencil.



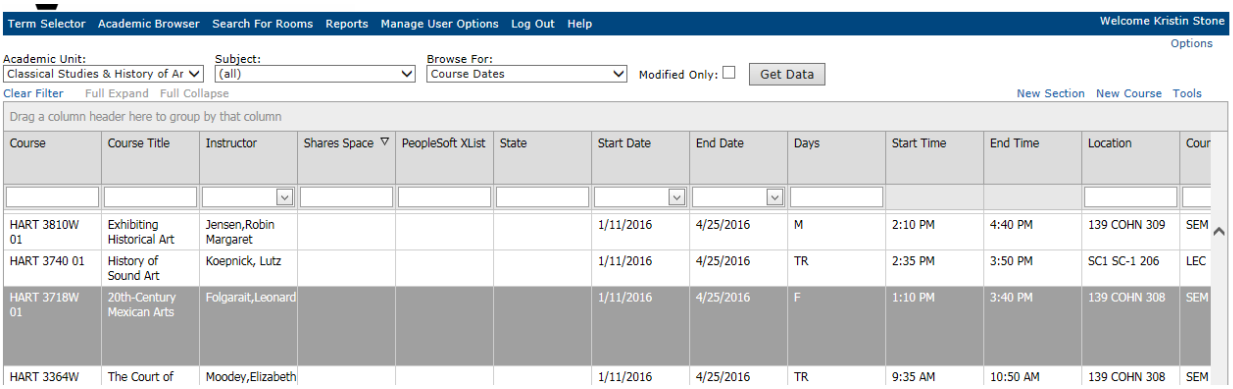
3. The course details screen will open. You will be able to edit the start time, end time, day(s) offered, and add course notes.
    - **Time Blocks** – If the course meets during one of the standard time blocks, you may select it by clicking on the **Time Blocks** button.
    - **Course Date Notes** – Please add any notes regarding deviations to the meeting standard pattern to this field.



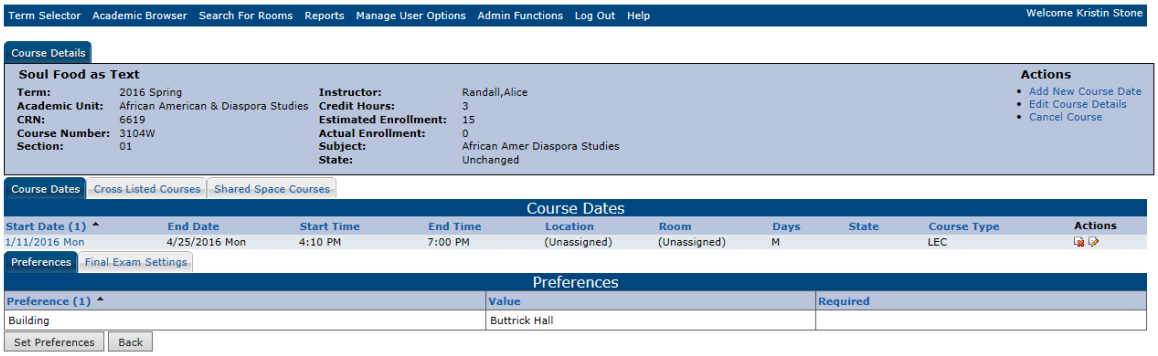
4. Click **Save.**

- Adding an additional meeting pattern

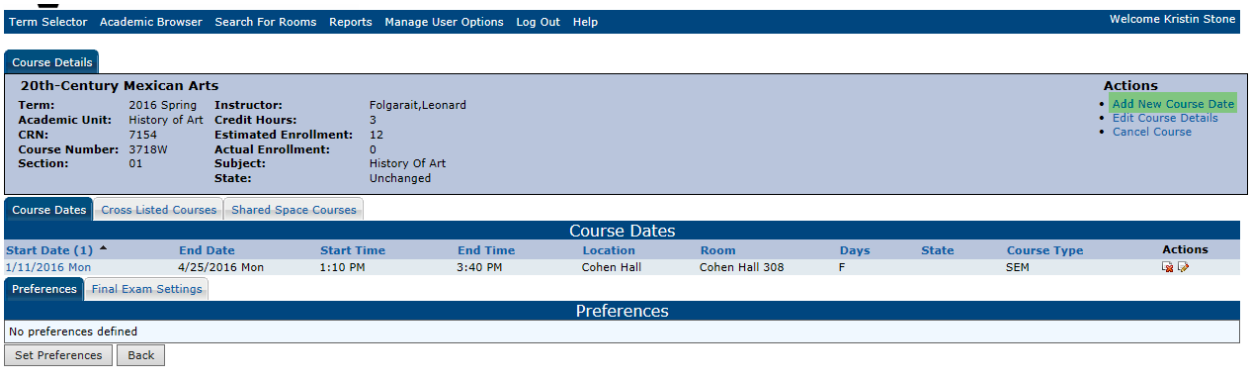
1. Select the class you would like to edit and click **Open**.



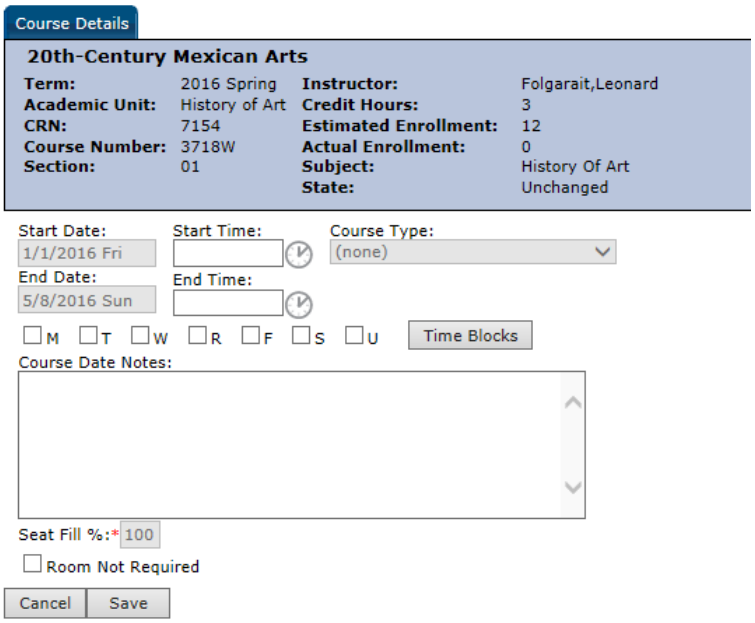
The course details will open.



2. Under **Actions** click **Add New Course Date**.

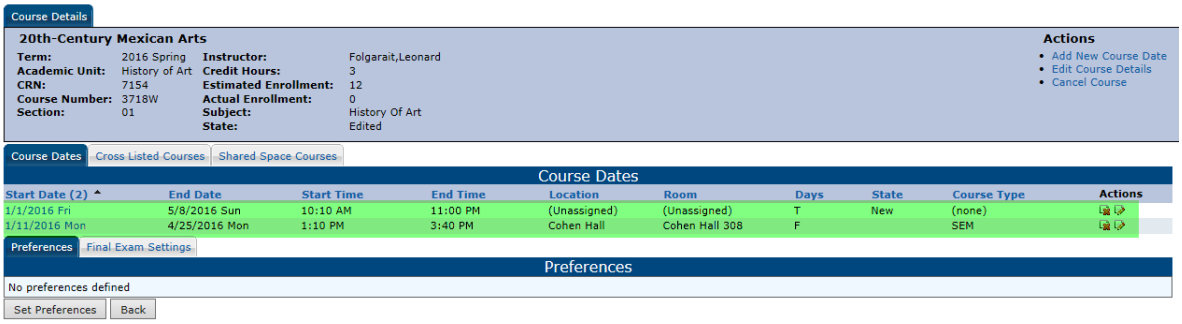


3. The Course Details screen will open.

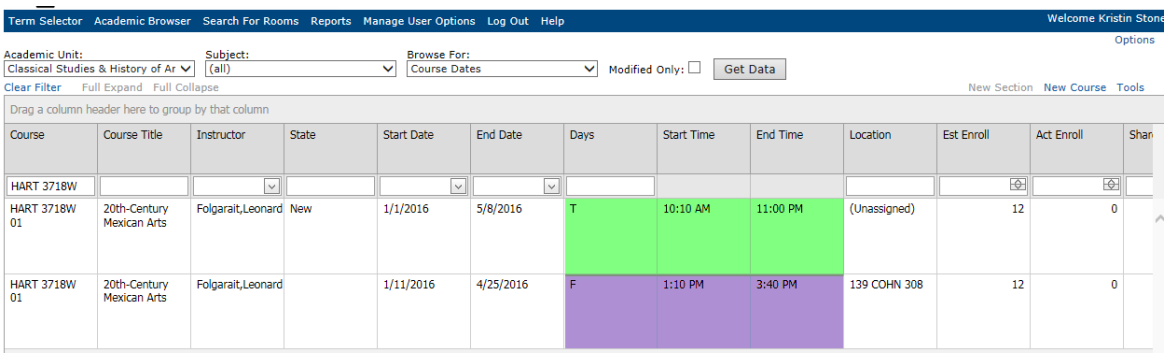


4. Enter the additional meeting pattern and click **Save**. The new date will look as follows:

Course Details

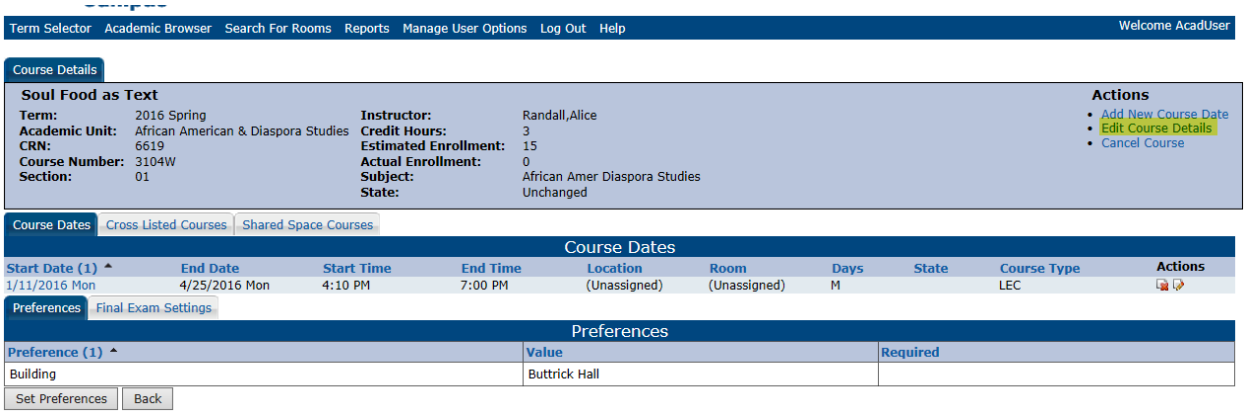


Academic Browser

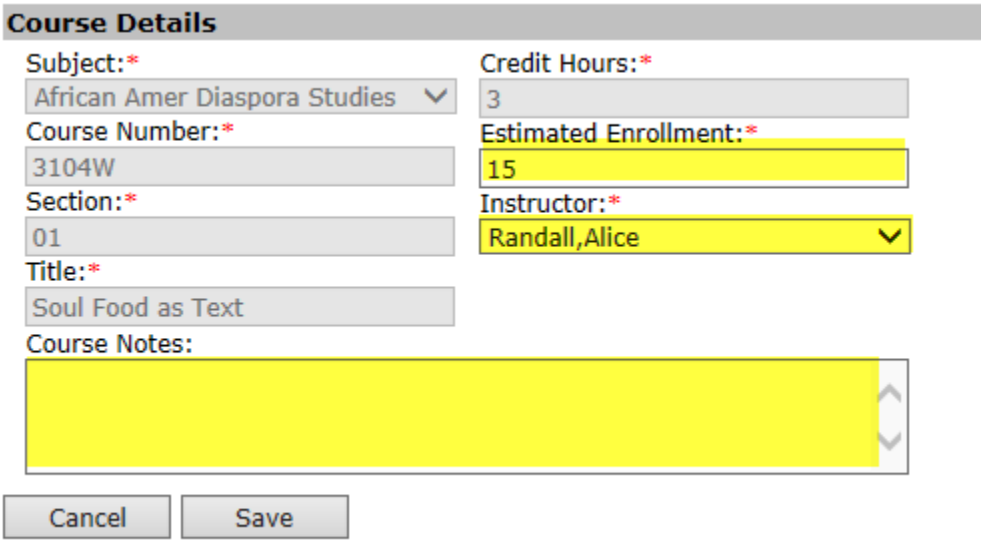


Editing Enrollment Limit or Instructor

1. Select **Edit Course Details** under **Actions**.



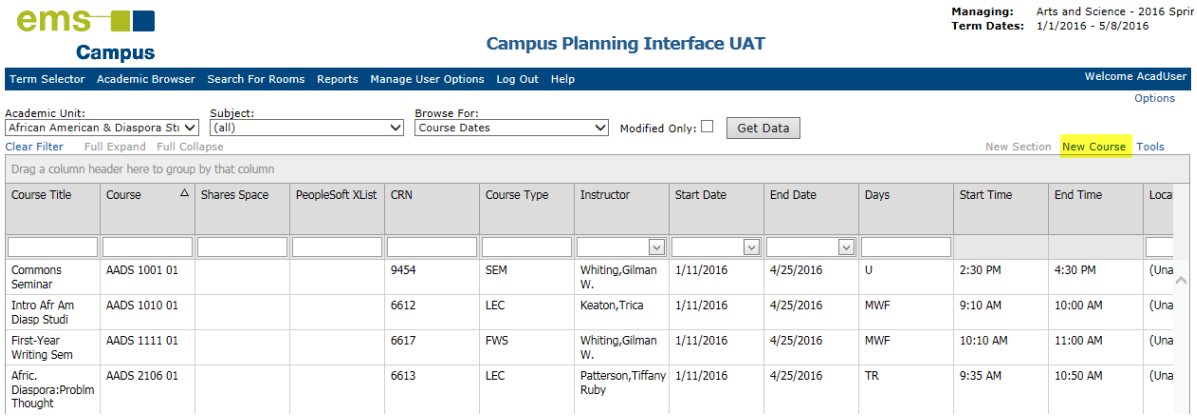
2. The fields highlighted in yellow may be altered on the **Course Details** screen. Estimated Enrollment is the enrollment limit for the class.
    - **Instructor** - If the instructor is not yet in the CPI, use TBD.
    - **Course Notes** – Please add any notes regarding reserves, notes, or topics to this field.



3. Click **Save** when you are done making edits.

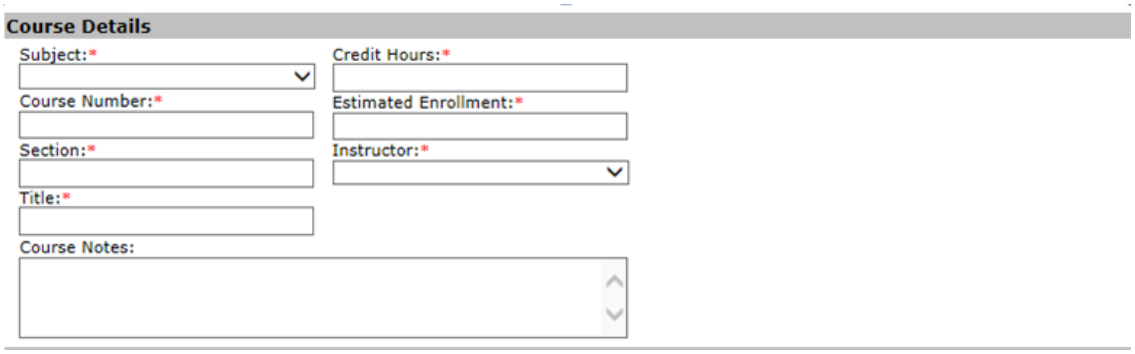
Adding a New Course

1. In the **Academic Browser** select **New Course**.



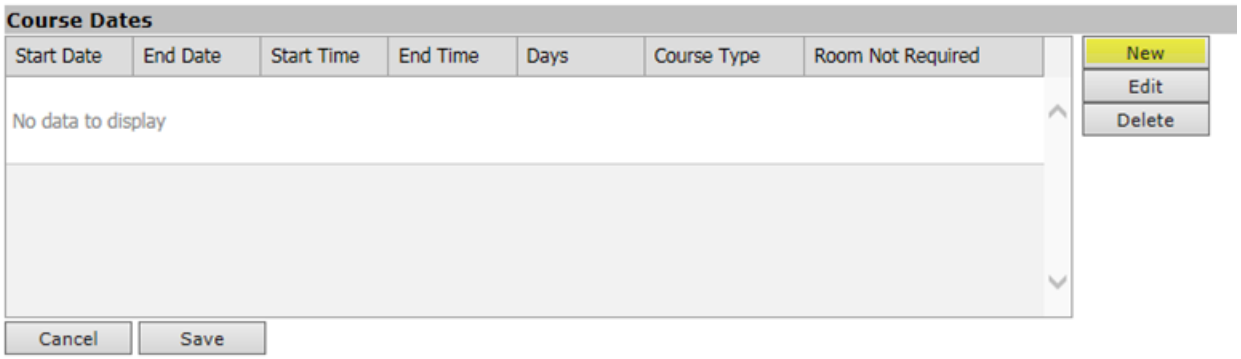
The course details screen will open.

2. Select the subject and instructor from the drop down menus and insert the course number, section, title, course notes, credit hours, and estimated enrollment. Subject, course number, title, and credit hours must match what has been approved through your Dean's Office.

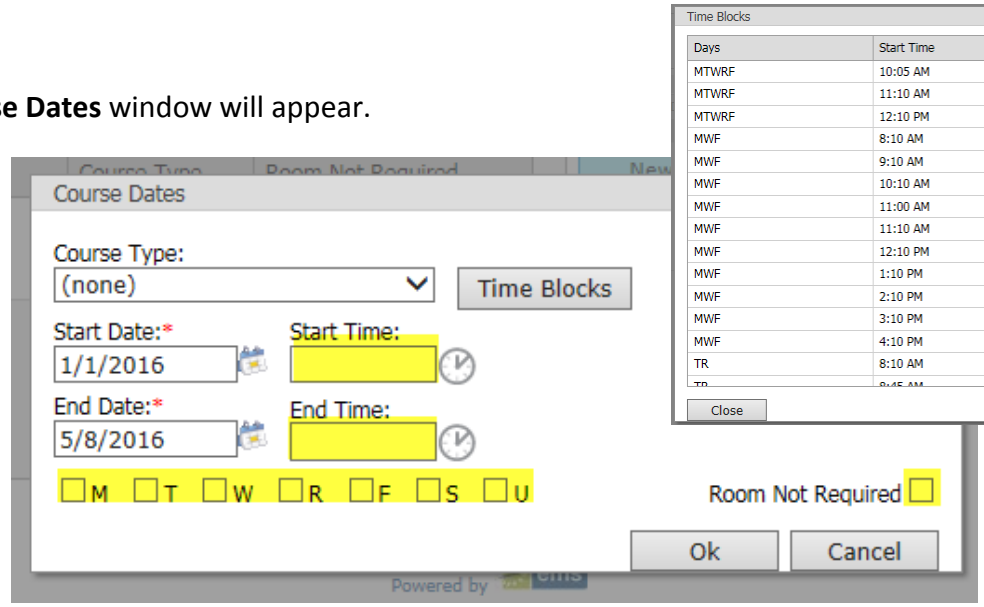


***NOTE:** Any new course must be approved through the offering school's approval process in order for it to be scheduled. If you are requesting to schedule a course that has not yet been fully approved, please note that in the Course Notes section.

3. To add the course pattern information, select **New** under the **Course Dates** section.



The **Course Dates** window will appear.

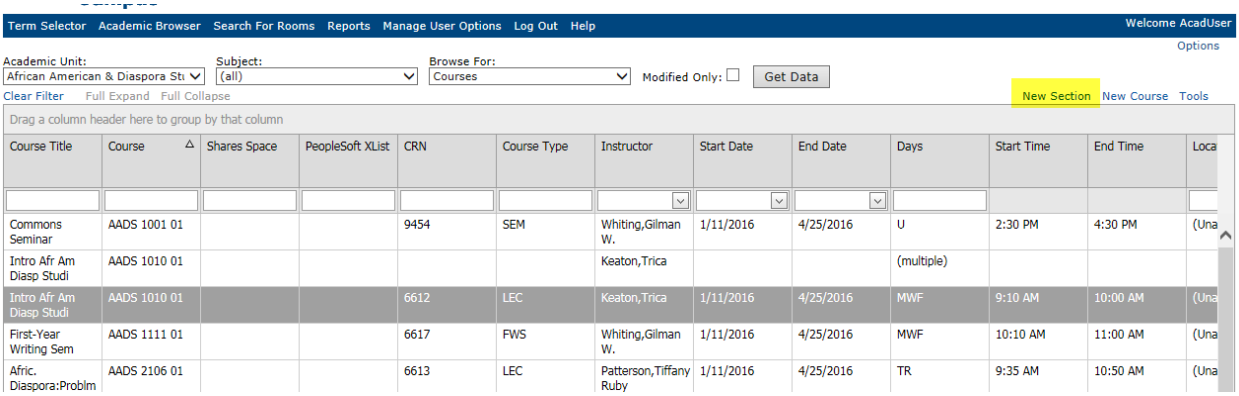


- Enter the start time, end time, and meeting pattern. Please ignore the course type drop down. If a room is not required, check mark the box.
- If the class meeting pattern falls into one of the school approved standard time blocks, you may select it from the Time Blocks list.

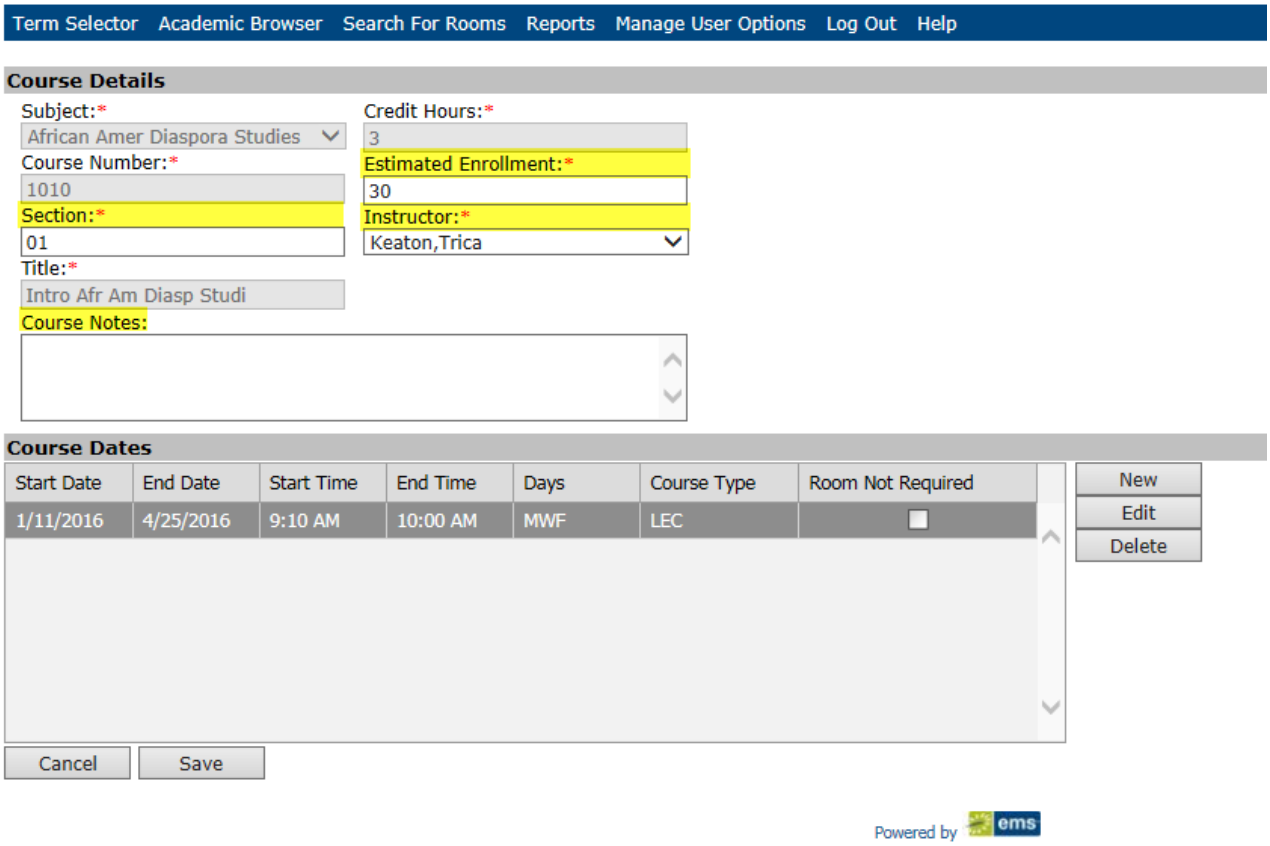
4. Click **Save**.

Adding a New Class Section

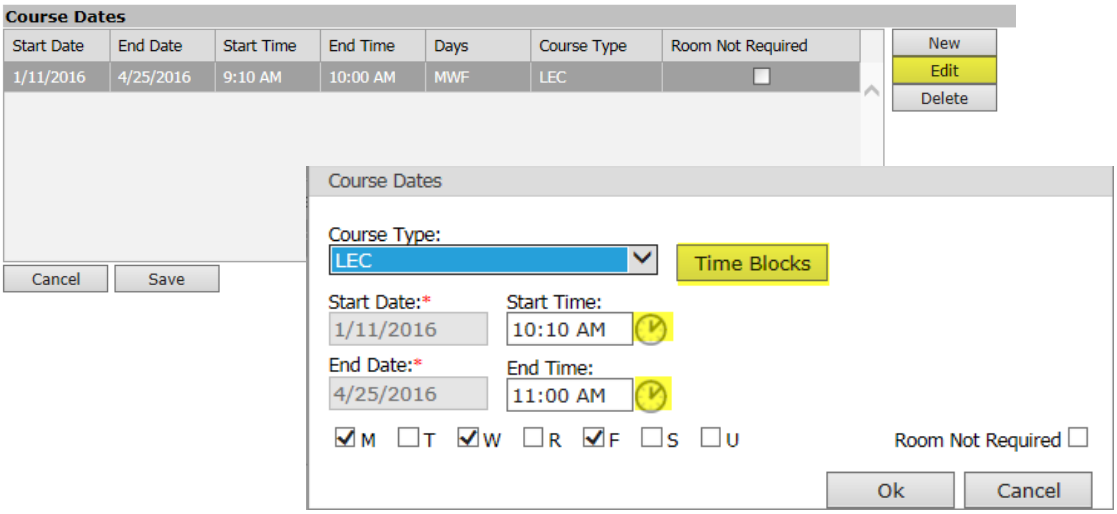
1. From the **Academic Browser** highlight the class for which you would like to add a new section and select **New Section**.



2. Enter the new course section number, enrollment capacity, instructor, and class notes.

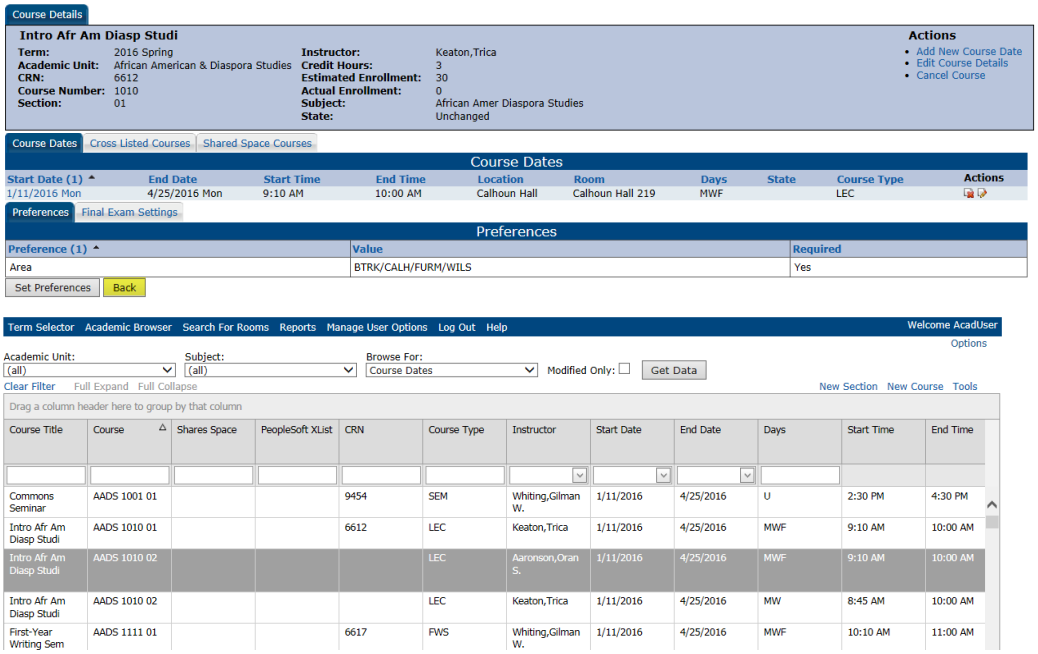


3. Under the **Course Dates** section, select the meeting pattern and click **Edit**. The **Course Dates** screen will open.



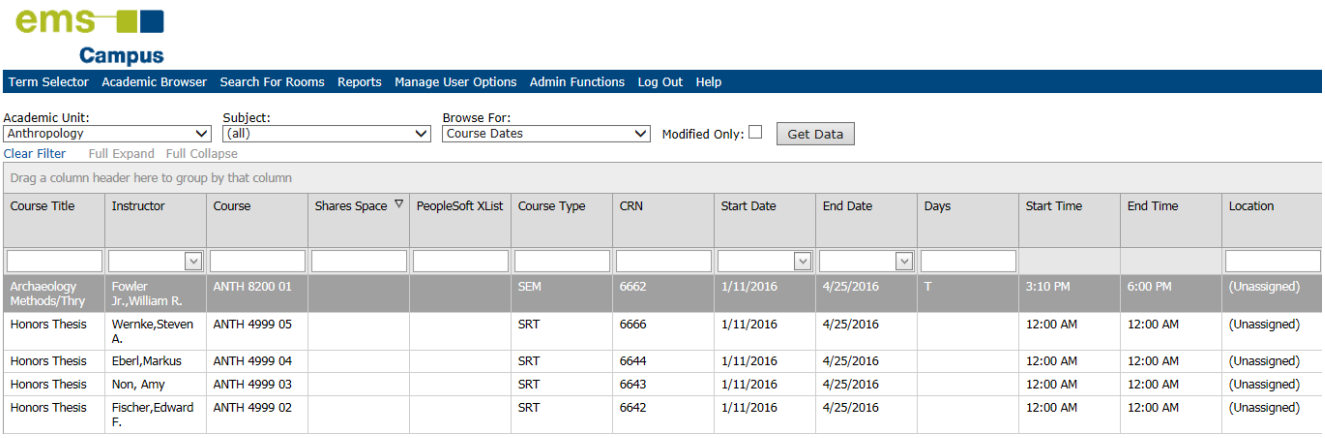
- Change the meeting pattern either by clicking the **Time Blocks** button or entering the start and end time manually.
- Click **Ok**.

4. Click **Save**. The CPI will bring you to the **Course Details** screen. Select **Back** to go to the **Academic Browser**.

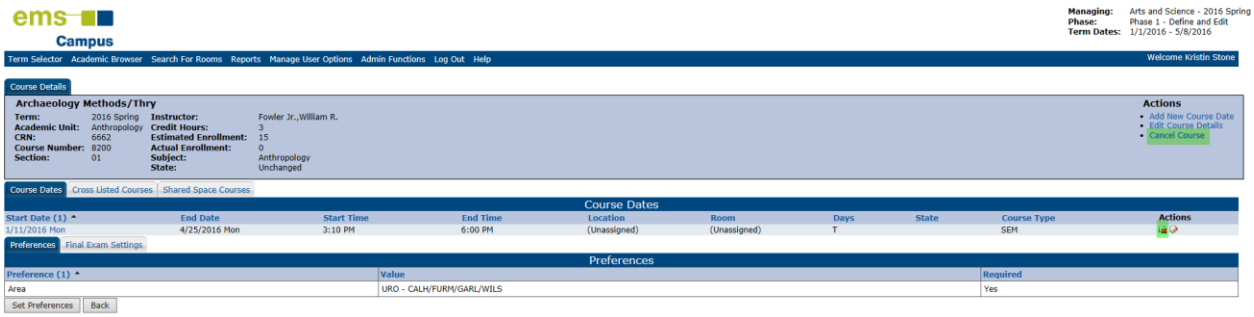


Canceling a Section

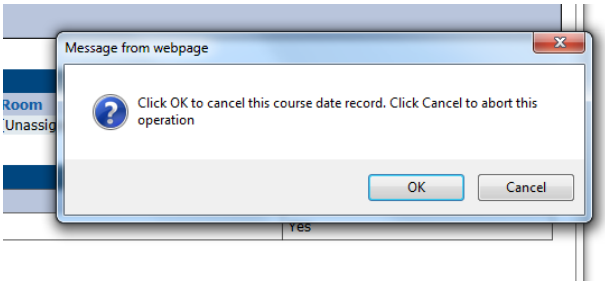
1. Select from the **Academic Browser** the section you would like to cancel.



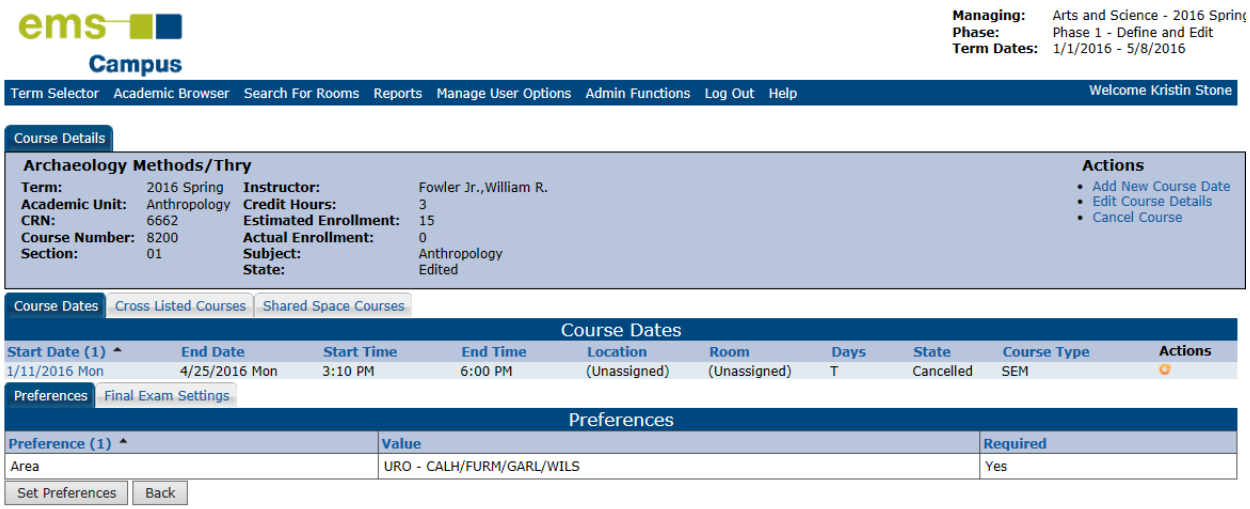
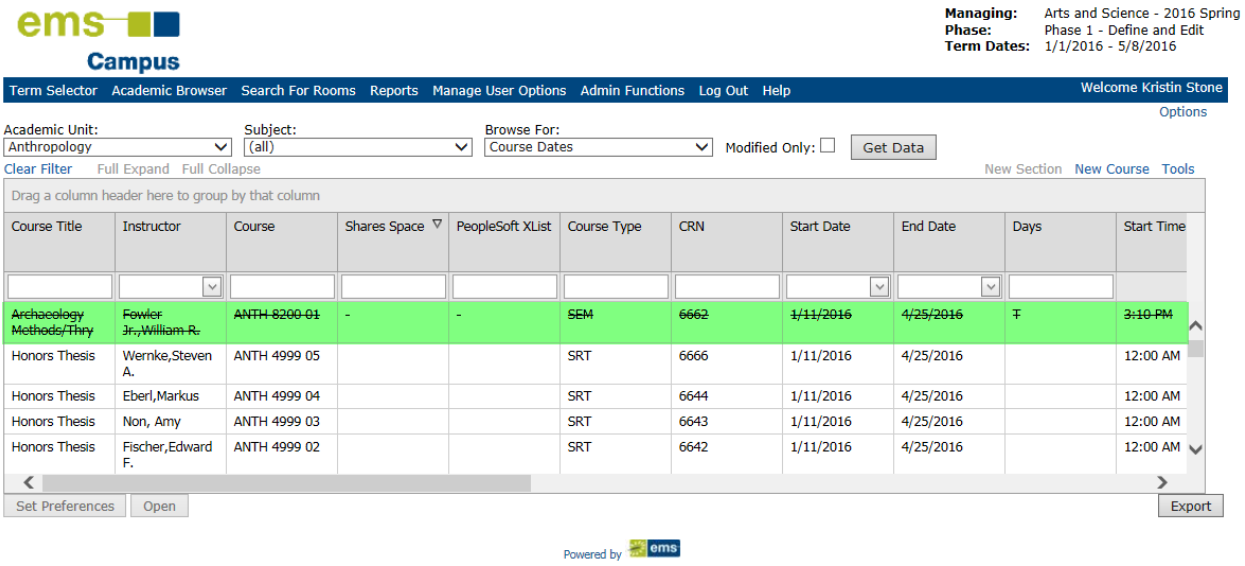
2. Click **Open** at the bottom of the screen.
3. If you would like to cancel the entire course, select **Cancel Course** under **Course Details**. If you would like to cancel a meeting pattern, but keep the course active, select the paper and red X under **Course Dates**. You should then add a note under course notes that reads, “Course dates – TBD.”



4. A dialogue box will appear, select **OK**.



5. You will be brought back to the course and the status will change to Cancelled. Click **back** to return to the **Academic Browser**.



6. The course will appear with a line through it.