CPI User Guide – Define and Edit

Editing, Adding New Courses and Sections, and

Canceling a Section

A guide to editing and adding new courses.

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CPI User Guide – Define and Edit

Log in to the Campus Planning Interface at <u>https://emscampus.app.vanderbilt.edu/EMSCampusPlanningInterface</u>.

Viewing Courses in the Academic Browser

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

ems							Ma Te	anagin erm Da
С	ampus			Camp	us Pla	nning Interface		
Term Selector	Academic Browser	Search For Rooms	Reports	Manage User Options	Log Out	Help		

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

Term Selector	Academic Brows	er Search For Ro	oms Reports	Manage User Optio	ns Log Out H	lelp						Welcom	e AcadUs
cademic Unit:		Subject:		Browse For:	**	Modified	Only 0	et Data	1				Options
lear Filter Fi	ull Expand Full C	ollapse		(course but		Piblined		/et b/ata	J		New Secti	on New Course	Tools
Drag a column I	header here to gro	up by that column											
Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End	Date	Days	Start Time	End Time	Loca
	1		[- -		~	~	1			
THTR 2202W			10148	Theatre and Drama II, European	LEC	Essin, Elizabeth Christin	8/26/2015	12/	10/2015	MWF	12:10 PM	1:00 PM	9 AL
THTR 1010 01			4448	Fundamentals of Theatre	LEC	Essin, Elizabeth Christin	8/26/2015	12/	10/2015	MWF	10:10 AM	11:00 AM	9 AL
PSCI 2273 01			4207	Conflict Management	LEC	Mentzel, Clive	8/26/2015	12/	10/2015	TR	2:35 PM	3:50 PM	9 AL
AADS 3214 01			10191	Black Masculinity	LEC	Whiting,Gilman W.	8/26/2015	12/	10/2015	TR	9:35 AM	10:50 AM	1 RA
AADS 1706 01			3009	Capoeira	LEC	Whiting,Gilman W.	8/26/2015	12/	10/2015	TR	11:00 AM	12:15 PM	1 RA
NGS 8989 02			4483	Independent Study	IND	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
NGS 8989 01			4482	Independent Study	IND	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
WGS 8301 01			4903	Gender/Sexuality:	LEC	Schneider,Laurel C.	8/26/2015	12/	10/2015	т	3:10 PM	6:00 PM	(Una
WGS 4999 01			4468	Honors Thesis	SRT	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
WGS 4998 01			4924	Honors Research	RES	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
NGS 3891 01			10405	Special Topics	LEC	TBD	8/26/2015	12/	10/2015	MWF	10:10 AM	11:00 AM	(Una
WGS 3883 01			4467	Internship Readings	INT	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
NGS 3882 01			4466	Internship Research	INT	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
VGS 3881 01			4465	Internship Training	INT	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
NGS 3850 02			4470	Independent	IND	TBD	8/26/2015	12/	10/2015		12:00 AM	12:00 AM	(Una
(•

Editing a Course Meeting Pattern

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

Memoirs and Biographies	AADS 2654 01	6616	LEC	Randall,Alice	1/11/2016	4/25/2016	w	4:10 PM	7:00 PM	(Una
Soul Food as Text	AADS 3104W 01	6619	LEC	Randall,Alice	1/11/2016	4/25/2016	м	4:10 PM	7:00 PM	(Una
Independent Study	AADS 3850 01	6610	IND	Patterson, Tiffany Ruby	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
Independent Study	AADS 3850 02	6614	IND	Randall,Alice	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
Anti-Blackness	AADS 4198 01	6615	LEC	Keaton, Trica	1/11/2016	4/25/2016	MWF	2:10 PM	3:00 PM	(Una
Senior Honors Thesis	AADS 4999 01	6611	SRT	Patterson, Tiffany Ruby	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
Directed Study	AADS 5095 01	6621	DIR	Patterson, Tiffany Ruby	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Una
										\sim
<										>
Set Preferences	s Open									Export

The course details will open.

Term Selector	Academic	Browser Academic Bo	ok Sear	rch For Rooms	Reports	Manage User O	ptions Ad	lmin Functions	Log Out	Help				Welcome Kristin Stone
Course Details	Additiona	Information												
Intro Afr A	m Diasp	Studi												
Term: Academic Un CRN: Course Numb Section:	2016 : Africa 6612 er: 1010 01	Spring n American & Diaspora	Studies	Instructor: Credit Hours Estimated En Actual Enroll Subject: State:	: irollment ment:	Keaton,Trica 3 30 30 African Amer Unchanged	Diaspora S	Studies						
Course Dates														
						C	Course D)ates						
Start Date (1)	•	End Date	Start	Time	End T	ime L	ocation	Roon	n	Da	ys	State	Course Type	Actions
1/11/2016 Mon		4/25/2016 Mon	10:10	AM	11:00	AM E	Buttrick Hall	l Buttrie	k Hall 205	i MW	F		LEC	
Preferences F	nal Exam :	Settings												
							Preferen	nces						
Preference (2)	^					Value						Required		
Building						Buttrick Hall								
Room 1						Buttrick Hall 222						Yes		

2. Under Actions click on the paper and pencil.

Term Selector Aca	demic Browser Search For Rooms	Reports Manage User Opti	ions Admin Fun	ctions Log Out H	lelp				Welcome Kristin Stone
Course Details	ditional Information								
Intro Afr Am Term: Academic Unit:	Diasp Studi 2016 Spring African American & Diaspora Studies	Instructor:	Keaton,Trica						Actions Add New Course Date Edit Course Details
Course Number: Section:	6612 1010 01	Estimated Enrollment: Actual Enrollment: Subject: State:	30 30 African Amer I Unchanged	Diaspora Studies					Cancel Course
Course Dates									
			C	ourse Dates					
Start Date (1) 📤	End Date S	tart Time End	l Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon 10	0:10 AM 11:0	00 AM	24	BTRK 205	MWF		LEC	🗟 🖓
Preferences Final	Exam Settings								5
			P	references					
Preference (2) 🔺		v	alue				Required		
Building		В	uttrick Hall						
Room 1		В	uttrick Hall 222						
Set Preferences	Back								

- 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.

Term Selector	Academic Browser	Search For Rooms	Reports Manage (Jser Option	ns Log Out	Help		
Course Details							_	
Soul Food Term: Academic Un CRN: Course Numl Section:	as Text 2016 Spring it: African Americ 6619 ber: 3104W 01	can & Diaspora Studies	Instructor: Credit Hours: Estimated Enro Actual Enrollm Subject: State:	ollment: ent:	Randall,Alico 3 15 0 African Ame Unchanged	a r Diaspora Studies		
Start Date: 1/11/2016 Mo End Date: 4/25/2016 Mo	Start Time: n 4:10 PM End Time: n 7:00 PM	Course Type: LEC Building: Room:	~	Time Blocks				
M T Course Date No	W R F		Blocks	Days MTWRF		Start Time 10:05 AM	End Time 10:55 AM	~
			^	MTWRF MTWRF MWF		11:10 AM 12:10 PM 8:10 AM	12:00 PM 1:00 PM 9:00 AM	-1
			~	MWF MWF		9:10 AM 10:10 AM 11:00 AM	10:00 AM 11:00 AM 11:50 AM	
Seat Fill %:* 1	00			MWF		11:10 AM 12:10 PM	12:00 PM 1:00 PM	
Cancel Sav	re			MWF MWF		2:10 PM 3:10 PM	2:00 PM 3:00 PM 4:00 PM	
				MWF TR TR		4:10 PM 8:10 AM	5:00 PM 9:25 AM	~
				Close				Select

4. Click Save.

- Adding an additional meeting pattern

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

Term Selector	Academic Browse	r Search For Roo	oms Reports Ma	nage User Option	is Log Out H	elp					Welcome Kris	tin Stone
Academic Unit:		Subject:		Browse For:							c	Options
Classical Studies	& History of Ar 💊	(all)		✓ Course Dat	es	➤ Modified	Only: 🗌 🛛 Get	Data				
Clear Filter Fu	ll Expand Full Co	llapse								New Sectio	n New Course	Fools
Drag a column he	eader here to grou	p by that column										
Course	Course Title	Instructor	Shares Space <i>▽</i>	PeopleSoft XList	State	Start Date	End Date	Days	Start Time	End Time	Location	Cour
		V				V	~					
HART 3810W 01	Exhibiting Historical Art	Jensen,Robin Margaret				1/11/2016	4/25/2016	м	2:10 PM	4:40 PM	139 COHN 309	SEM ^
HART 3740 01	History of Sound Art	Koepnick, Lutz				1/11/2016	4/25/2016	TR	2:35 PM	3:50 PM	SC1 SC-1 206	LEC
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard				1/11/2016	4/25/2016	F	1:10 PM	3:40 PM	139 COHN 308	SEM
HART 3364W	The Court of	Moodey,Elizabeth	1			1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	139 COHN 308	SEM

The course details will open.

Term Selector A	cademic Browser S	Gearch For Rooms	Reports Manage User O	ptions /	Admin Functions Log Out I	Help				Welcome Kristin Stone
Course Details										
Soul Food a	s Text									Actions
Term: Academic Unit CRN: Course Numbe Section:	2016 Spring African Americar 6619 ar: 3104W 01	n & Diaspora Studies	Instructor: Credit Hours: Estimated Enrollmer Actual Enrollment: Subject: State:	Ran 3 ot: 15 0 Afric Unc	idall,Alice can Amer Diaspora Studies ihanged					Add New Course Date Edit Course Details Cancel Course
Course Dates	ross Listed Courses	Shared Space Cou	rses							
					Course Dates					
Start Date (1) *	End Da	ate Si	tart Time E	nd Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/20	016 Mon 4:	10 PM 7	00 PM	(Unassigned)	(Unassigned)	м		LEC	🙀 🔛
Preferences Fin	al Exam Settings									
					Preferences					
Preference (1)	•				Value			Required		
Building					Buttrick Hall					
Cat Drafarancas	Back									

2. Under Actions click Add New Course Date.

Term Selector Aca	demic Browser	Search For Rooms	Repor	ts Manage User	Options Log Out	Help					Welcome Kristin Stone
Course Details											
20th-Century	Mexican Art	5									Actions
Term: Academic Unit: CRN: Course Number: Section:	rm: 2016 Spring Instructor: ademic Unit: History of Art Credit Hours: 7154 Estimated Enrollmeni urse Number: 3718W Actual Enrollment: ction: 01 Subject: State:		nent: t:	Folgarait,Leonard 3 12 0 History Of Art Unchanged	d						Add New Course Date Edit Course Details Cancel Course
Course Dates Cro	ss Listed Course	s Shared Space C	ourses								
						Course Dates					
Start Date (1) 📤	End I	Date	Start T	ime E	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/	2016 Mon	1:10 PN	1 3	:40 PM	Cohen Hall	Cohen Hall 308	F		SEM	🙀 🐶
Preferences Final	Exam Settings										
						Preferences					
No preferences defin	ned										
Set Preferences	Back										

3. The Course Details screen will open.

Course Details			
20th-Century	Mexican Art	ts	
Term: Academic Unit: CRN: Course Number: Section:	2016 Spring History of Art 7154 3718W 01	Instructor: Credit Hours: Estimated Enrollment: Actual Enrollment: Subject: State:	Folgarait,Leonard 3 12 0 History Of Art Unchanged
Start Date: 1/1/2016 Fri End Date: 5/8/2016 Sun M T W Course Date Notes	Start Time: End Time: 	Course Type: (none)	s
Seat Fill %:* 100	ired		
Cancel Save]		

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

20th-Century	Mexican Ar	ts									Actions	
Term: Academic Unit: CRN: Course Number: Section:	2016 Spring History of Art 7154 3718W 01	Instructor: Credit Hours: Estimated Enro Actual Enrollme Subject: State:	lment: nt:	Folgarait,Leona 3 12 0 History Of Art Edited	ard						Add New C Edit Course Cancel Cou	Course e Deta Jrse
Course Dates Cro	ss Listed Cours	es Shared Space	Courses									
						Course Dates						
Start Date (2) 🔺	End	Date	Start T	ime	End Time	Location	Room	Days	State	Course Type	A	ctions
/1/2016 Fri	5/8/2	016 Sun	10:10 A	м	11:00 PM	(Unassigned)	(Unassigned)	т	New	(none)	lý.	i 🐶 👘
/11/2016 Mon	4/25/	2016 Mon	1:10 PM		3:40 PM	Cohen Hall	Cohen Hall 308	F		SEM	li 🙀	P
Preferences Final	Exam Settings											
						Preferences						
No preferences defir	ed											
	0.1											

Academic browser

Course Details

Term Selector	Academic Browser	r Search For Roo	ms Reports M	anage User Option	s Log Out Help						Welcome Kris	tin Stone
Academic Unit: Classical Studies Clear Filter Fu Drag a column he	& History of Ar V II Expand Full Co eader here to group	Subject: (all) llapse by that column		Course Dat	es	✓ Modified	Only: Get	Data		New Section	(New Course	Options Tools
Course	Course Title	Instructor	State	Start Date	End Date	Days	Start Time	End Time	Location	Est Enroll	Act Enroll	Shan
HART 3718W		~		~						O	- O	
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard	New	1/1/2016	5/8/2016	т	10:10 AM	11:00 PM	(Unassigned)	12	0	^
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard		1/11/2016	4/25/2016	F	1:10 PM	3:40 PM	139 COHN 308	12	0	

Editing Enrollment Limit, Instructor, or Additional Course Details

1. Select Edit Course Details under Actions.

Term Selector Aca	demic Browser Search For Roo	ms Reports	Manage User Optior	ns Log Out Help					Welcome AcadUser
Course Details									
Soul Food as	Text							Ac	tions
Term: Academic Unit: CRN: Course Number: Section:	2016 Spring African American & Diaspora S 6619 3104W 01	Instru tudies Credit Estim Actua Subje State	uctor: t Hours: ated Enrollment: I Enrollment: ct: :	Randall,Alice 3 15 0 African Amer Diaspora Stu Unchanged	udies			• A • E • C	dd New Course Date dit Course Details ancel Course
Course Dates Cro	ss Listed Courses Shared Spac	e Courses							
				Course Dates	6				
Start Date (1) 📤	End Date	Start Time	End Time	e Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	М		LEC	🙀 🐶
Preferences Final	Exam Settings								
				Preferences					
Preference (1) *				Value			Required		
Building				Buttrick Hall					
Set Preferences	Back								

CPI User Guide – Define and Edit

- 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 and add their name to the course notes.
 - Course Notes Please add any notes about combining courses (course number, enrollment capacity, and waitlist capacity) or any other information that should not appear in YES.

Course Deta	ils		
Subject:*			Credit Hours:*
African Ame	er Diaspora Sti	udies 🔻	3
Course Num	ber:*		Estimated Enrollment:*
3104W			15
Section:*			Instructor:*
01			Randall,Alice 🔻
Title:*			
Soul Food as	s Text		
Course Notes	s:		
			,
User Define	d Fields		
Session:			
Regular			
Topic:			
Add Consent:			
No Consent			
Drop Consent:			
No Consent			
YES Notes:			
		11	
Additional Inst	ructors:		
Reserve Capa	city:		
Wait List Cana	city	- 11	
12	city.		
	-		
Cancel	Save		

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

Adding a New Course

1. In the Academic Browser select New Course.

ems _{Ca}	ampus				Managing: Term Dates:	Arts and Science - 1/1/2016 - 5/8/20	2016 Sprir)16					
Term Selector	Academic Browse	Search For Roo	oms Reports Ma	anage User Option			Welcome	AcadUser				
Ceademic Unit: Subject: Browse For: African American & Diaspora Sti ♥ [(all) ♥ [Course Dates ♥ Modified Only:] Get Data Clear Filter Full Expand Full Collapse New Section New Course Tools												
Drag a column he	eader here to group	by that column										
Course Title	Course △	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
							V	V		1		
Commons Seminar	AADS 1001 01			9454	SEM	Whiting,Gilman W.	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM	(Una
Intro Afr Am Diasp Studi	AADS 1010 01			6612	LEC	Keaton, Trica	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	(Una
First-Year Writing Sem	AADS 1111 01			6617	FWS	Whiting,Gilman W.	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	(Una
Afric. Diaspora:Problm Thought	AADS 2106 01			6613	LEC	Patterson, Tiffany Ruby	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	(Una

The course details screen will open.

 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.

Course Details	
Subject:*	Credit Hours:*
Course Number:*	Estimated Enrollment:*
Section:*	Instructor:*
Title:*	
Course Notes:	
	^
	~

***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.

Course Da	tes								
Start Date	End Date	Start Time	End Time	Days	Course Type	e	Room Not Required		New
No data to di	isplay							^	Edit Delete
								~	
Cancel	Save				Time	Blocks			
					Deve		Chart Time		End Time
					Days	DE	10:0E AM		10/FE AM
					MIN		10:05 AM		10:55 AM
ourse Date	es window	will appea	ar.		MTV		12:10 PM		12.00 PM
					MIN		9:10 AM		0:00 AM
					MWE		0.10 AM		10:00 AM
	Course Type	Poom M	ot Poquirod		Miew		10:10 AM		11:00 AM
- Cou	urse Dates				MWE		11:00 AM		11:50 AM
					MWF		11:10 AM		12:00 PM
Col	irse Type				MWF		12:10 PM		1:00 PM
	arse Type.				MWF		1:10 PM		2:00 PM
(n	one)		~	Time Blocks	MWF		2:10 PM		3:00 PM
			-		MWF		3:10 PM		4:00 PM
Sta	rt Date:*	Start	Lime:		MWF		4:10 PM		5:00 PM
1/	1/2016		(2)		TR		8:10 AM		9:25 AM
					то		0.4E AM		10-00 AM
Enc	d Date:*	End T	ïme:		С	lose			
5/	8/2016	Č.	B						
	м 🗆 т 🛛	W R	□F □S	UΠ	R	loom N	Not Required 🗌		
					Ok		Cancel		
			Powered b	y we onto					

- 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**.

Term Selector	Academic Browse	r Search For Roo	oms Reports Ma	anage User Option	s Log Out Help	þ					Welcome	AcadUser
												Options
Academic Unit:		Subject:		Browse For:								
African American	& Diaspora Sti 🔪	 (all) 		✓ Courses		 Modified 	Only: 🗌 🕴 Get	Data				
Clear Filter Ful	ll Expand Full Co	ollapse								New Sectio	n New Course	Tools
Drag a column he	eader here to grou	p by that column										
Course Title	Course △	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
						~	~					
Commons	AADS 1001 01			9454	SEM	Whiting,Gilman	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM	(Una
Seminar						W.						^
Intro Afr Am	AADS 1010 01					Keaton, Trica			(multiple)			
Diasp Studi												
Intro Afr Am	AADS 1010 01			6612	LEC	Keaton, Trica	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM	(Una
Diasp Studi												
First-Year	AADS 1111 01			6617	FWS	Whiting,Gilman	1/11/2016	4/25/2016	MWF	10:10 AM	11:00 AM	(Una
Writing Sem						W.						
Afric.	AADS 2106 01			6613	LEC	Patterson, Tiffany	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	(Una
Diaspora:Problm						Ruby						

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

Term Selector Academic Browser Search For Rooms Reports Manage User Options Log Out Help

Course Det	ails							
Subject:*		C	redit Hours:*					
African Am	er Diaspora Stu	udies 🗸 3						
Course Num	nber:*	E	timated Enroll	ment:*				
1010		3	0					
Section:*		In	structor:*					
01		K	eaton, Trica		~			
Title:*								
Intro Afr Ar	n Diasp Studi							
Course Note	es:							
					~			
					~			
Course Dat	es							
Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required		New
1/11/2016	4/25/2016	9:10 AM	10:00 AM	MWF	LEC			Edit
							$[\cap]$	Delete
	1	1						
Cancel	Save							

Powered by 🚟 ems

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

Course Date	es							
Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required		New
1/11/2016	4/25/2016	9:10 AM	10:00 AM	MWF	LEC			Edit
								Delete
			Course Date	es				
Cancel	Save		Course Typ LEC Start Date: 1/11/201 End Date:* 4/25/201	e:	Art Time: 0:10 AM P d Time: 1:00 AM P	Time Blocks		
			✓м 🗆	T ☑w [R ✓F	s □u	I	Room Not Required 🗌
							O	k Cancel

- 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**.

Intro Afr A												
Term: Academic Un CRN: Course Numl Section:	2016 Sprin 2016 Sprin it: African Am 6612 ber: 1010 01	g perican & Diaspor	Instruc a Studies Credit I Estimat Actual i Subject State:	tor: Iours: ted Enrollment: Enrollment: ::	Keaton,Trica 3 30 0 African Amer Unchanged	Diaspora Studies				:	Actions Add New Cou Edit Course E Cancel Cours	urse Deta ie
ourse Dates	Cross Listed Cou	rses Shared S	pace Courses									
					Cour	rse Dates						
art Date (1)	 End 	Date (2016 Mar	Start Time	End Time	e Loca	ntion Ro	oom	Days	State	Course Type	Act	tion
1/2016 Mon	4/23	/2016 Mon	9:10 AM	10:00 AM	Caine	oun Hall Ca	inoun Hall 219	PIVVE		LEU	L <mark>2</mark> L	1
ererences	inal Exam Setun	JS			Drof	foroncos						
eference (1)	•			Value	Pier	renences			Rec	wired		
ea				BTRK/CALH/EL	IRM/WILS				Yes			
					,							
ademic Unit:		Subject:		Browse For:	s Log Out Hei	p	l orbu	Data			Option	ns
ademic Unit: II) ear Filter Fu	II Expand Full Co	Subject: (all)		Browse For:	s Log Out Hel	Modified	i Only: 🗌 🛛 Get	Data		New Section New	Option Course Tools	ns
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Canceling a Section

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

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Archaeology Methods/Thry	Fowler Jr.,William R.												
Honors Thesis	Wernke,Steven A.	ANTH 4999 05			SRT	6666	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)	
Honors Thesis	Eberl,Markus	ANTH 4999 04			SRT	6644	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)	
Honors Thesis	Non, Amy	ANTH 4999 03			SRT	6643	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)	
Honors Thesis	Fischer,Edward F.	ANTH 4999 02			SRT	6642	1/11/2016	4/25/2016		12:00 AM	12:00 AM	(Unassigned)	

- 2. Click **Open** at the bottom of the screen.
- 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."

Campus								Managi Phase: Term D	ng: Arts and Science - 2016 Spring Phase 1 - Define and Edit 1/1/2016 - 5/8/2016
Term Selector Academic Browser	Search For Rooms Repor	ts Manage User Options Adm	in Functions Log Out Help						Welcome Kristin Stone
Course Details									
Archaeology Methods/Th Term: 2016 Spring Academic Unit: Anthropology CRN: 6662 Course Number: 8200 Section: 01	ry Instructor: Credit Hours: Estimated Enrollment: Actual Enrollment: Subject: State:	Fowler Jr., William R. 3 15 0 Anthropology Unchanged							Actions Add New Course Date Edit Course Details Cancel Course
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				Preferences					
Preference (1) *			Value					Required	
Area			URO - CALH/FURM/GARL/WILS					Yes	

Set Preferences Back

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**.

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

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Honors Thesis	Eberl,Markus	ANTH 4999 04			SRT	6644	1/11/2016	4/25/2016		12:00 AM
Honors Thesis	Non, Amy	ANTH 4999 03			SRT	6643	1/11/2016	4/25/2016		12:00 AM
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