



# CPI User Guide – Define and Edit

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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



VANDERBILT

Log in to the Campus Planning Interface at

<https://emscampus.app.vanderbilt.edu/CampusPlanningInterface/Login.aspx>.

## Viewing Courses in the Academic Browser

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



Campus Planning Interface

Managin  
Term Da

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 Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser

Academic Unit: (all) Subject: (all) Browse For: Course Dates Modified Only:  Get Data

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header here to group by that column

Course	Shares Space	PeopleSoft XList	CRN	Course Title	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
THTR 2202W 01			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
WGS 8989 02			4483	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 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	T	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
WGS 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
WGS 3882 01			4466	Internship Research	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3881 01			4465	Internship Training	INT	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una
WGS 3850 02			4470	Independent Study	IND	TBD	8/26/2015	12/10/2015		12:00 AM	12:00 AM	(Una

Page 1 of 6 (2683 items) [1] 2 3 4 5 6

## 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	M	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

Set Preferences **Open** Export

The course details will open.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

**Course Details**

**Soul Food as Text**



Term: 2016 Spring  
 Academic Unit: African American & Diaspora Studies  
 CRN: 6619  
 Course Number: 3104W  
 Section: 01

Instructor: Randall,Alice  
 Credit Hours: 3  
 Estimated Enrollment: 15  
 Actual Enrollment: 0  
 Subject: African Amer Diaspora Studies  
 State: Unchanged

**Actions**

- Add New Course Date
- Edit Course Details
- Cancel Course

**Course Dates** Cross Listed Courses Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	M		LEC	 

Preferences Final Exam Settings

**Preferences**

Preference (1) ^	Value	Required
Building	Buttrick Hall	

Set Preferences Back

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

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

**Course Details**

**Soul Food as Text**



Term: 2016 Spring  
 Academic Unit: African American & Diaspora Studies  
 CRN: 6619  
 Course Number: 3104W  
 Section: 01

Instructor: Randall,Alice  
 Credit Hours: 3  
 Estimated Enrollment: 15  
 Actual Enrollment: 0  
 Subject: African Amer Diaspora Studies  
 State: Unchanged

**Actions**

- Add New Course Date
- Edit Course Details
- Cancel Course

**Course Dates** Cross Listed Courses Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	M		LEC	 

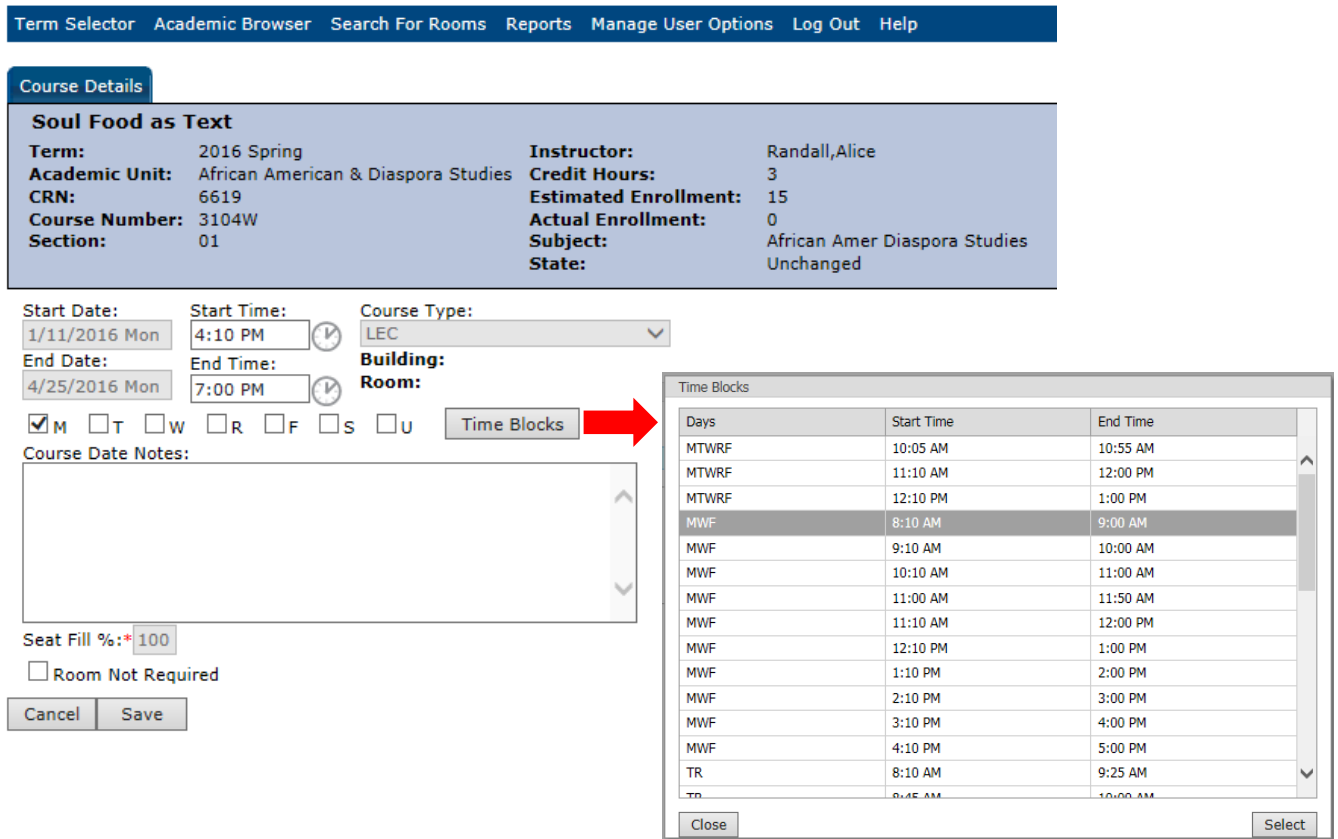
Preferences Final Exam Settings

**Preferences**

Preference (1) ^	Value	Required
Building	Buttrick Hall	

Set Preferences Back

- 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.



The screenshot shows the 'Course Details' screen for the course 'Soul Food as Text'. The course information includes Term (2016 Spring), Academic Unit (African American & Diaspora Studies), CRN (6619), Course Number (3104W), and Section (01). The instructor is Randall, Alice, and the credit hours are 3. The estimated enrollment is 15, and the actual enrollment is 0. The subject is African Amer Diaspora Studies, and the state is Unchanged.

The course details are as follows:

<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Randall,Alice
<b>Academic Unit:</b>	African American & Diaspora Studies	<b>Credit Hours:</b>	3
<b>CRN:</b>	6619	<b>Estimated Enrollment:</b>	15
<b>Course Number:</b>	3104W	<b>Actual Enrollment:</b>	0
<b>Section:</b>	01	<b>Subject:</b>	African Amer Diaspora Studies
		<b>State:</b>	Unchanged

The course details screen includes fields for Start Date (1/11/2016 Mon), Start Time (4:10 PM), End Date (4/25/2016 Mon), End Time (7:00 PM), Course Type (LEC), Building, and Room. The course is currently set to meet on MWF days. A red arrow points to the 'Time Blocks' button, which is open in a dialog box.

The 'Time Blocks' dialog box shows a list of standard time blocks with columns for Days, Start Time, and End Time. The selected time block is MWF, 8:10 AM to 9:00 AM.

Days	Start Time	End Time
MTWRF	10:05 AM	10:55 AM
MTWRF	11:10 AM	12:00 PM
MTWRF	12:10 PM	1:00 PM
MWF	8:10 AM	9:00 AM
MWF	9:10 AM	10:00 AM
MWF	10:10 AM	11:00 AM
MWF	11:00 AM	11:50 AM
MWF	11:10 AM	12:00 PM
MWF	12:10 PM	1:00 PM
MWF	1:10 PM	2:00 PM
MWF	2:10 PM	3:00 PM
MWF	3:10 PM	4:00 PM
MWF	4:10 PM	5:00 PM
TR	8:10 AM	9:25 AM
TR	9:45 AM	10:00 AM

The dialog box also includes 'Close' and 'Select' buttons.

- Click **Save**.

# CPI User Guide – Define and Edit



## - Adding an additional meeting pattern

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

Course	Course Title	Instructor	Shares Space	PeopleSoft XList	State	Start Date	End Date	Days	Start Time	End Time	Location	Cour
HART 3810W 01	Exhibiting Historical Art	Jensen,Robin Margaret				1/11/2016	4/25/2016	M	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	SCI 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				1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	139 COHN 308	SEM

The course details will open.

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

**Course Details**

**Soul Food as Text**

Term: 2016 Spring Instructor: Randall,Alice  
 Academic Unit: African American & Diaspora Studies Credit Hours: 3  
 CRN: 6619 Estimated Enrollment: 15  
 Course Number: 3104W Actual Enrollment: 0  
 Section: 01 Subject: African Amer Diaspora Studies  
 State: Unchanged

**Actions**

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	M		LEC	🔗 🔄

Preferences Final Exam Settings

**Preferences**

Preference (1)	Value	Required
Building	Buttrick Hall	

Set Preferences Back

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

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

**Course Details**

**20th-Century Mexican Arts**

Term: 2016 Spring Instructor: Folgarait,Leonard  
 Academic Unit: History of Art Credit Hours: 3  
 CRN: 7154 Estimated Enrollment: 12  
 Course Number: 3718W Actual Enrollment: 0  
 Section: 01 Subject: History Of Art  
 State: Unchanged

**Actions**

- Add New Course Date
- Edit Course Details
- Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	1:10 PM	3:40 PM	Cohen Hall	Cohen Hall 308	F		SEM	🔗 🔄

Preferences Final Exam Settings

**Preferences**

No preferences defined

Set Preferences Back

3. The Course Details screen will open.

**Course Details**

**20th-Century Mexican Arts**

<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Folgarait,Leonard
<b>Academic Unit:</b>	History of Art	<b>Credit Hours:</b>	3
<b>CRN:</b>	7154	<b>Estimated Enrollment:</b>	12
<b>Course Number:</b>	3718W	<b>Actual Enrollment:</b>	0
<b>Section:</b>	01	<b>Subject:</b>	History Of Art
		<b>State:</b>	Unchanged

Start Date:  Start Time:  Course Type:

End Date:  End Time:

M  T  W  R  F  S  U

Course Date Notes:

Seat Fill %: \*100

Room Not Required

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

## Course Details

**Course Details**

**20th-Century Mexican Arts**

<b>Term:</b>	2016 Spring	<b>Instructor:</b>	Folgarait,Leonard	<b>Actions</b> • Add New Course Date • Edit Course Details • Cancel Course
<b>Academic Unit:</b>	History of Art	<b>Credit Hours:</b>	3	
<b>CRN:</b>	7154	<b>Estimated Enrollment:</b>	12	
<b>Course Number:</b>	3718W	<b>Actual Enrollment:</b>	0	
<b>Section:</b>	01	<b>Subject:</b>	History Of Art	
		<b>State:</b>	Edited	

Course Dates

Start Date (2)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/1/2016 Fri	5/8/2016 Sun	10:10 AM	11:00 PM	(Unassigned)	(Unassigned)	T	New	(none)	
1/11/2016 Mon	4/25/2016 Mon	1:10 PM	3:40 PM	Cohen Hall	Cohen Hall 308	F		SEM	

Preferences

No preferences defined

## Academic Browser

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

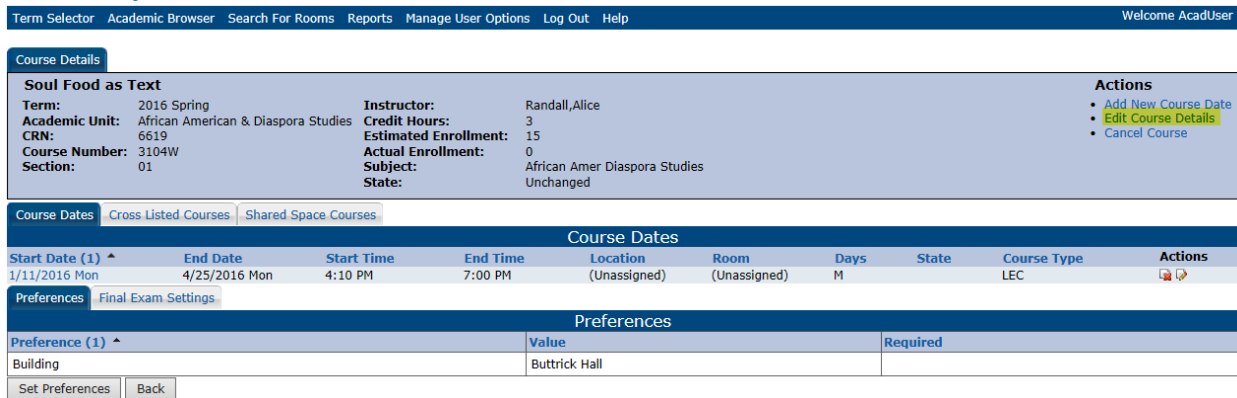
Academic Unit:  Subject:  Browse For:  Modified Only:

Drag a column header here to group by that column

Course	Course Title	Instructor	State	Start Date	End Date	Days	Start Time	End Time	Location	Est Enroll	Act Enroll	Shan
HART 3718W												
HART 3718W 01	20th-Century Mexican Arts	Folgarait,Leonard	New	1/1/2016	5/8/2016	T	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 or Instructor



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



The screenshot shows the CPI system interface. At the top, there is a navigation bar with links: Term Selector, Academic Browser, Search For Rooms, Reports, Manage User Options, Log Out, Help, and Welcome AcadUser. Below this is the 'Course Details' section for 'Soul Food as Text'. The details are organized into two columns:

<b>Term:</b> 2016 Spring	<b>Instructor:</b> Randall,Alice
<b>Academic Unit:</b> African American & Diaspora Studies	<b>Credit Hours:</b> 3
<b>CRN:</b> 6619	<b>Estimated Enrollment:</b> 15
<b>Course Number:</b> 3104W	<b>Actual Enrollment:</b> 0
<b>Section:</b> 01	<b>Subject:</b> African Amer Diaspora Studies
	<b>State:</b> Unchanged

On the right side, under 'Actions', there are three links: 'Add New Course Date', 'Edit Course Details' (highlighted in yellow), and 'Cancel Course'. Below the course details is a 'Course Dates' table:

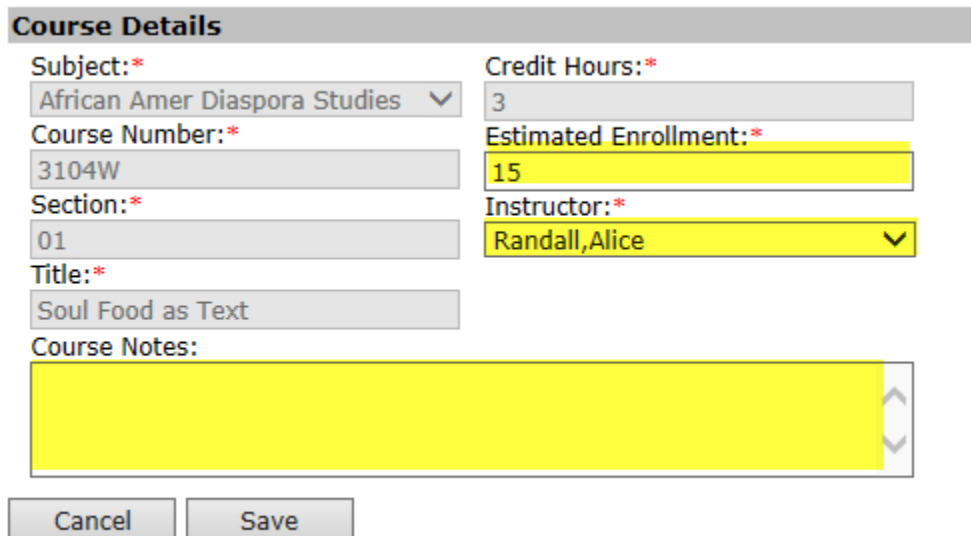
Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	4:10 PM	7:00 PM	(Unassigned)	(Unassigned)	M		LEC	 

Below the course dates is a 'Preferences' section with a 'Final Exam Settings' tab. It shows a table for 'Preference (1) ^':

Preference (1) ^	Value	Required
Building	Buttrick Hall	

At the bottom left, there are buttons for 'Set Preferences' and 'Back'.

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.



The screenshot shows the 'Course Details' form with several fields highlighted in yellow. The fields are:

- Estimated Enrollment:** 15
- Instructor:** Randall,Alice
- Course Notes:** (A large empty text area)

Other fields in the form include:

- Subject:** African Amer Diaspora Studies
- Credit Hours:** 3
- Course Number:** 3104W
- Section:** 01
- Title:** Soul Food as Text

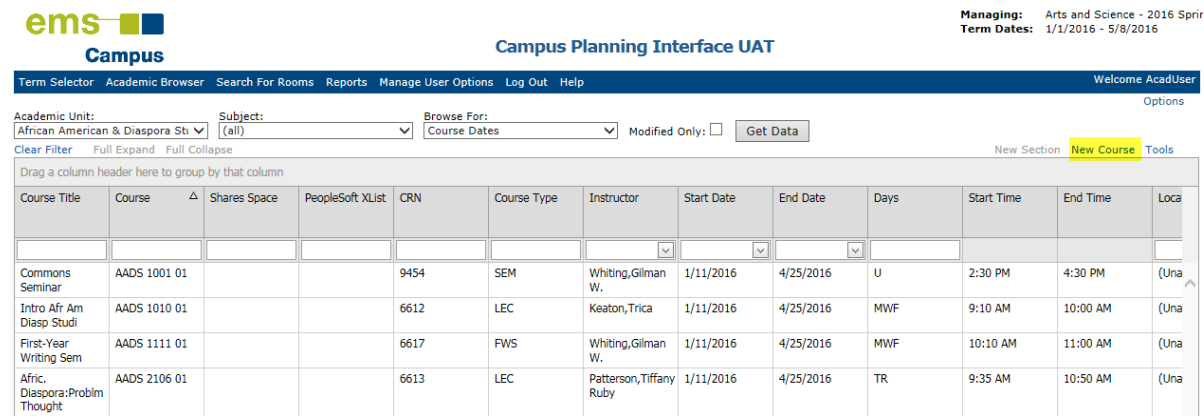
At the bottom of the form are 'Cancel' and 'Save' buttons.

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



## Adding a New Course

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

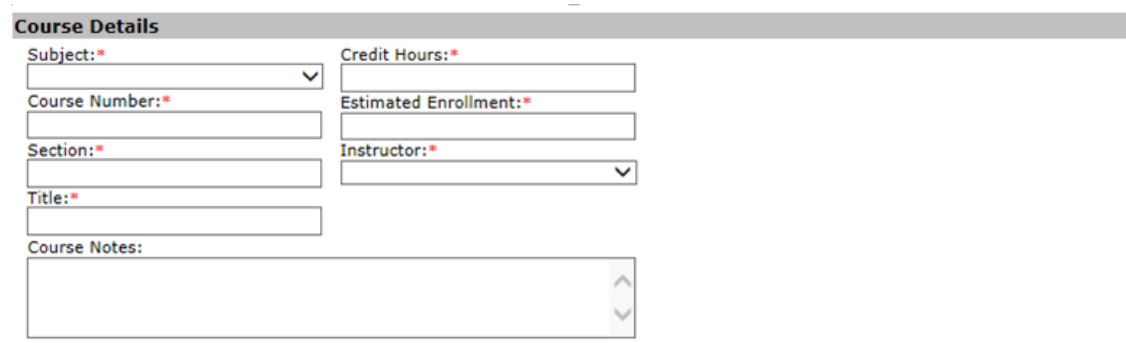


The screenshot shows the 'Campus Planning Interface UAT' with the 'Academic Browser' tab selected. The 'New Course' button is highlighted in yellow. Below the navigation bar is a table of existing courses.

Course Title	Course	Shares Space	PeopleSoft XList	CRN	Course Type	Instructor	Start Date	End Date	Days	Start Time	End Time	Loca
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.

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.

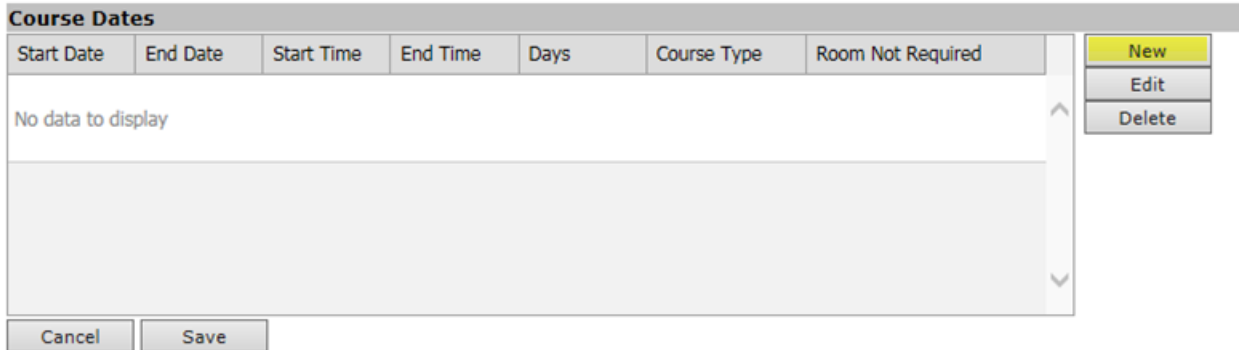


The 'Course Details' form contains the following fields:

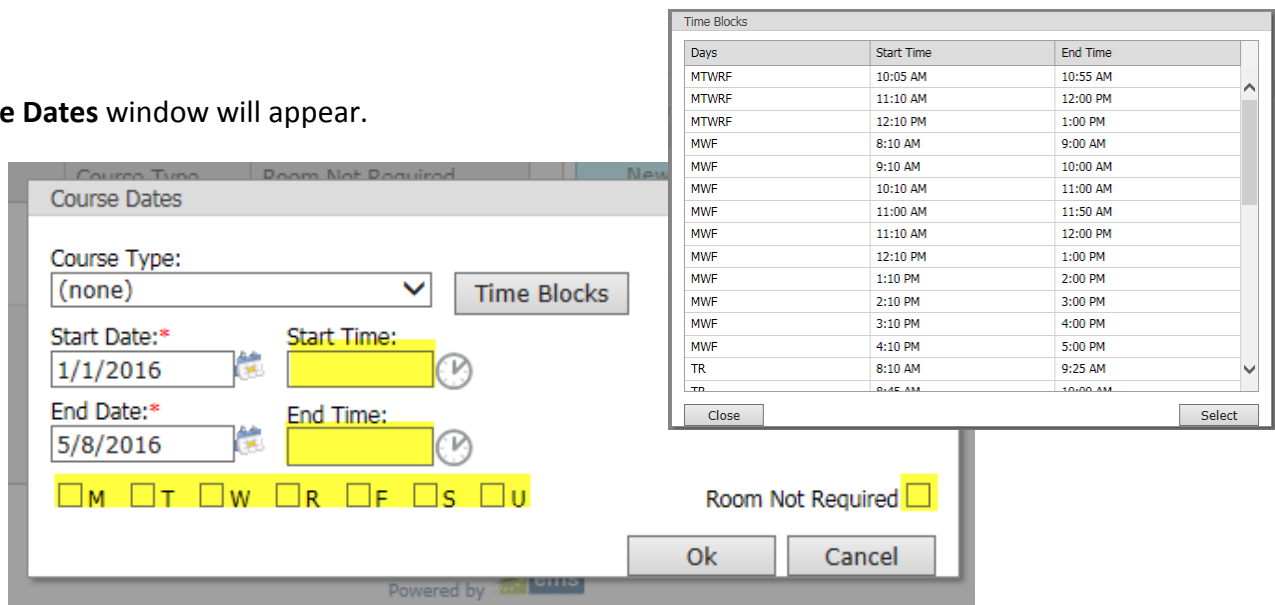
- Subject:\*** (Dropdown menu)
- Credit Hours:\*** (Text input)
- Course Number:\*** (Text input)
- Estimated Enrollment:\*** (Text input)
- Section:\*** (Text input)
- Instructor:\*** (Dropdown menu)
- Title:\*** (Text input)
- Course Notes:** (Text area)

**\*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.



Days	Start Time	End Time
MTWRF	10:05 AM	10:55 AM
MTWRF	11:10 AM	12:00 PM
MTWRF	12:10 PM	1:00 PM
MWF	8:10 AM	9:00 AM
MWF	9:10 AM	10:00 AM
MWF	10:10 AM	11:00 AM
MWF	11:00 AM	11:50 AM
MWF	11:10 AM	12:00 PM
MWF	12:10 PM	1:00 PM
MWF	1:10 PM	2:00 PM
MWF	2:10 PM	3:00 PM
MWF	3:10 PM	4:00 PM
MWF	4:10 PM	5:00 PM
TR	8:10 AM	9:25 AM
TR	9:45 AM	10:00 AM

- 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 Browser Search For Rooms Reports Manage User Options Log Out Help Welcome AcadUser Options

Academic Unit: African American & Diaspora St Subject: (all) Browse For: Courses Modified Only:  Get Data

Clear Filter Full Expand Full Collapse New Section New Course Tools

Drag a column header 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
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					Keaton, Trica			(multiple)			
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	AADS 2106 01			6613	LEC	Patterson, Tiffany Ruby	1/11/2016	4/25/2016	TR	9:35 AM	10:50 AM	(Una

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 Details

Subject:\* African Amer Diaspora Studies Credit Hours:\* 3

Course Number:\* 1010 Estimated Enrollment:\* 30

Section:\* 01 Instructor:\* Keaton, Trica

Title:\* Intro Afr Am Diasp Studi

Course Notes:

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### Course Dates

Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required
1/11/2016	4/25/2016	9:10 AM	10:00 AM	MWF	LEC	<input type="checkbox"/>

New  
Edit  
Delete

Cancel Save

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

**Course Dates**

Start Date	End Date	Start Time	End Time	Days	Course Type	Room Not Required	
1/11/2016	4/25/2016	9:10 AM	10:00 AM	MWF	LEC	<input type="checkbox"/>	<a href="#">New</a> <a href="#">Edit</a> <a href="#">Delete</a>

Course Type: LEC Time Blocks

Start Date:\* 1/11/2016 Start Time: 10:10 AM Time Blocks

End Date:\* 4/25/2016 End Time: 11:00 AM Time Blocks

M
  T
  W
  R
  F
  S
  U
 Room Not Required

Ok
Cancel

- Change the meeting pattern either by clicking the **Time Blocks** button or entering the start and end time manually.
  - Click **Ok**.
- Click **Save**. The CPI will bring you to the **Course Details** screen. Select **Back** to go to the **Academic Browser**.

**Course Details**

**Intro Afr Am Diasp Studi**

<b>Term:</b> 2016 Spring <b>Academic Unit:</b> African American & Diaspora Studies <b>CRN:</b> 6612 <b>Course Number:</b> 1010 <b>Section:</b> 01	<b>Instructor:</b> Keaton,Trica <b>Credit Hours:</b> 3 <b>Estimated Enrollment:</b> 30 <b>Actual Enrollment:</b> 0 <b>Subject:</b> African Amer Diaspora Studies <b>State:</b> Unchanged	<b>Actions</b> <ul style="list-style-type: none"> <li>• Add New Course Date</li> <li>• Edit Course Details</li> <li>• Cancel Course</li> </ul>
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Course Dates | Cross Listed Courses | Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	9:10 AM	10:00 AM	Calhoun Hall	Calhoun Hall 219	MWF		LEC	

Preferences | Final Exam Settings

Preference (1) ^	Value	Required
Area	BTRK/CALH/FURM/WILS	Yes

Set Preferences
Back

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

Academic Unit: (all) | Subject: (all) | Browse For: Course Dates | Modified Only:  | Get Data

Clear Filter | Full Expand | Full Collapse New Section | New Course | Tools

Drag a column header 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
Commons Seminar	AADS 1001 01			9454	SEM	Whiting,Gilman W.	1/11/2016	4/25/2016	U	2:30 PM	4:30 PM
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
Intro Afr Am Diasp Studi	AADS 1010 02				LEC	Aaronson,Oran S.	1/11/2016	4/25/2016	MWF	9:10 AM	10:00 AM
Intro Afr Am Diasp Studi	AADS 1010 02				LEC	Keaton,Trica	1/11/2016	4/25/2016	MW	8:45 AM	10:00 AM
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

## Canceling a Section

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



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

Academic Unit: Anthropology Subject: (all) Browse For: Course Dates Modified Only:  Get Data

Clear Filter Full Expand Full Collapse

Drag a column header here to group by that column

Course Title	Instructor	Course	Shares Space	PeopleSoft XList	Course Type	CRN	Start Date	End Date	Days	Start Time	End Time	Location
Archaeology Methods/Thry	Fowler Jr., William R.	ANTH 8200 01			SEM	6662	1/11/2016	4/25/2016	T	3:10 PM	6:00 PM	(Unassigned)
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.
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."

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Managing: Arts and Science - 2016 Spring  
Phase: Phase 1 - Define and Edit  
Term Dates: 1/1/2016 - 5/8/2016

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**Course Details**

**Archaeology Methods/Thry**

Term: 2016 Spring Instructor: Fowler Jr., William R. Credit Hours: 3  
Academic Unit: Anthropology Estimated Enrollment: 15  
CRN: 6662 Actual Enrollment: 0  
Course Number: 8200 Subject: Anthropology  
Section: 01 State: Unchanged

Actions: Add New Course Date, Edit Course Details, Cancel Course

Course Dates Cross Listed Courses Shared Space Courses

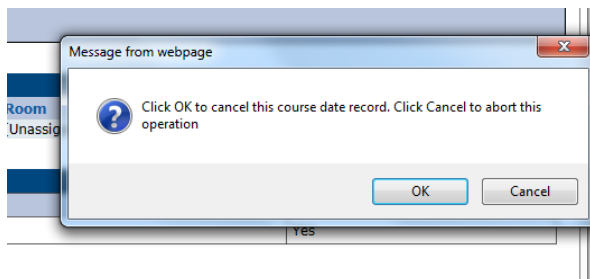
Start Date (1)	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	3:10 PM	6:00 PM	(Unassigned)	(Unassigned)	T		SEM	

Preferences Final Exam Settings

Preference (1)	Value	Required
Area	URO - CALH/FURM/GARL/WLS	Yes

Set Preferences Back

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



# CPI User Guide – Define and Edit



VANDERBILT

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



**Managing:** Arts and Science - 2016 Spring  
**Phase:** Phase 1 - Define and Edit  
**Term Dates:** 1/1/2016 - 5/8/2016

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

**Course Details**

<b>Archaeology Methods/Thry</b>		<b>Actions</b>	
<b>Term:</b> 2016 Spring	<b>Instructor:</b> Fowler Jr., William R.	<ul style="list-style-type: none"> <li>Add New Course Date</li> <li>Edit Course Details</li> <li>Cancel Course</li> </ul>	
<b>Academic Unit:</b> Anthropology	<b>Credit Hours:</b> 3		
<b>CRN:</b> 6662	<b>Estimated Enrollment:</b> 15		
<b>Course Number:</b> 8200	<b>Actual Enrollment:</b> 0		
<b>Section:</b> 01	<b>Subject:</b> Anthropology		
	<b>State:</b> Edited		

**Course Dates** | Cross Listed Courses | Shared Space Courses

Start Date (1) ^	End Date	Start Time	End Time	Location	Room	Days	State	Course Type	Actions
1/11/2016 Mon	4/25/2016 Mon	3:10 PM	6:00 PM	(Unassigned)	(Unassigned)	T	Cancelled	SEM	

**Preferences** | Final Exam Settings

Preference (1) ^	Value	Required
Area	URO - CALH/FURM/GARL/WILS	Yes

Set Preferences | Back

- The course will appear with a line through it.



**Managing:** Arts and Science - 2016 Spring  
**Phase:** Phase 1 - Define and Edit  
**Term Dates:** 1/1/2016 - 5/8/2016

Term Selector Academic Browser Search For Rooms Reports Manage User Options Admin Functions Log Out Help Welcome Kristin Stone

Options

Academic Unit:  Subject:  Browse For:  Modified Only:

Drag a column header here to group by that column

Course Title	Instructor	Course	Shares Space	PeopleSoft XList	Course Type	CRN	Start Date	End Date	Days	Start Time
Archaeology Methods/Thry	Fowler Jr., William R.	ANTH 8200 01	-	-	SEM	6662	1/11/2016	4/25/2016	T	3:10 PM
Honors Thesis	Wernke, Steven A.	ANTH 4999 05			SRT	6666	1/11/2016	4/25/2016		12:00 AM
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
Honors Thesis	Fischer, Edward F.	ANTH 4999 02			SRT	6642	1/11/2016	4/25/2016		12:00 AM

Set Preferences | Open

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