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

Table of Contents

CPI User Guide – Define and Edit

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.

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

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	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**.

The course details will open.

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

CPI User Guide – Define and Edit

- 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

CPI User Guide – Define and Edit

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.

CPI User Guide – Define and Edit

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.
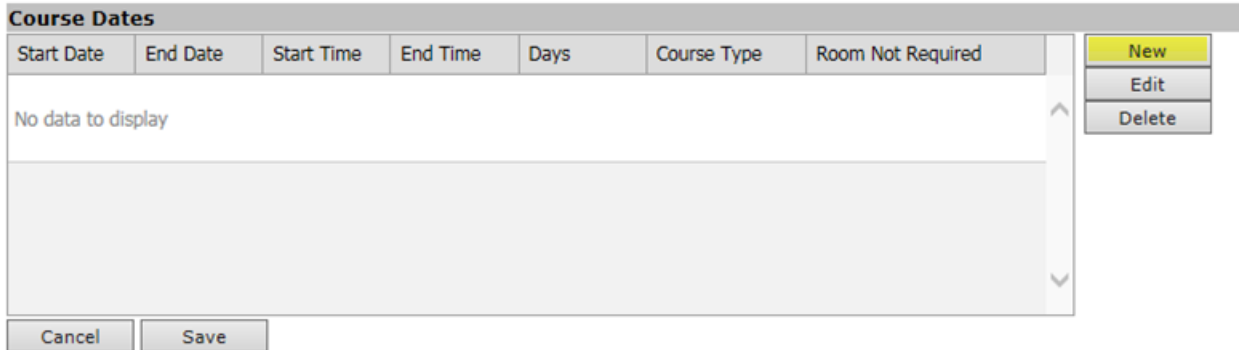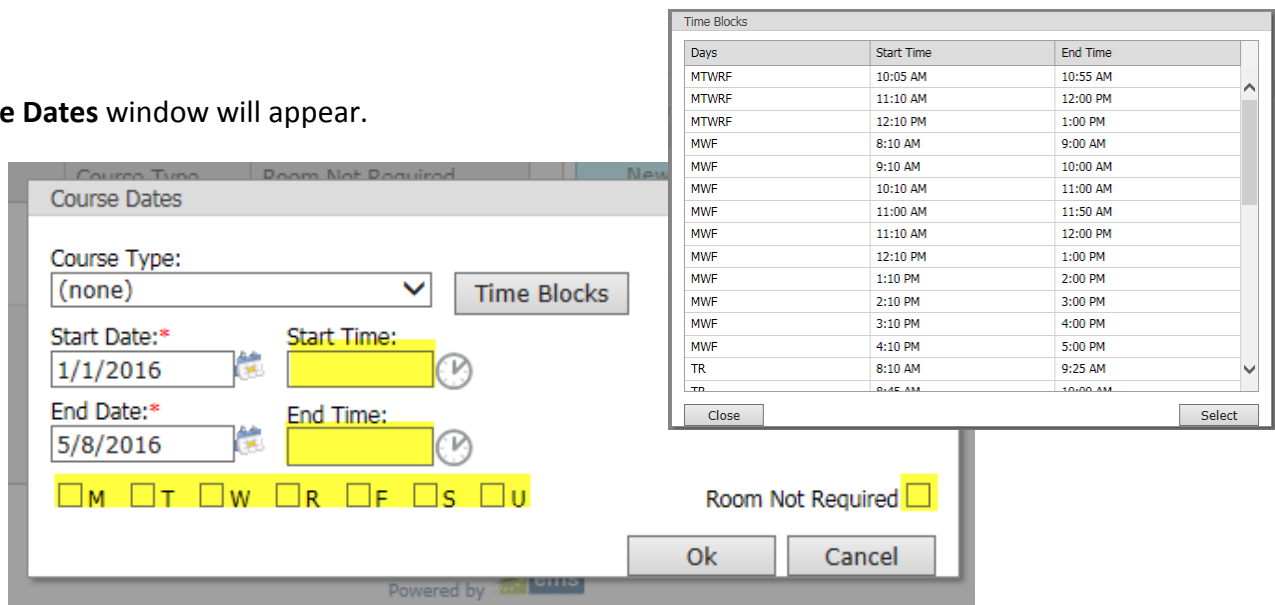

*NOTE: Any new course must be approved through the offering school's approval process in order for it to be scheduled. If you are requesting to schedule a course that has not yet been fully approved, please note that in the Course Notes section.

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**.
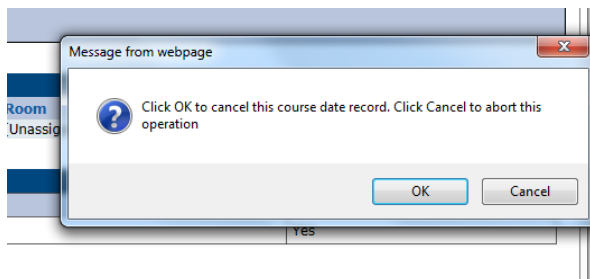
CPI User Guide – Define and Edit

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.