

Inactivate a Class

Each Term active classes are “rolled over” from the previous year in PeopleSoft (Fall 2014 will be rolled into Fall 2015). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

The information that defaults on the scheduling pages defaults from the Course Catalog. A course must be in the Course Catalog before you can schedule it.

The first step is to print an **MS Review** (Master Schedule Review) report to get a clear sense of what courses and what sections have been “rolled over” from the previous year.

Then, using the MS Review report as a guide, Department Schedulers update the **Schedule of Classes** to reflect any changes for the new Term. Perhaps you are not able to offer all sections of a particular course. Instead of deleting sections, just change their statuses to “Inactive.”

Navigation:

Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes >

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: = USBNY

Term: = 1114

Subject Area: = wrt

Catalog Nbr: begins with 102

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the **Term**.

Enter the **Subject Area**.



Enter the **Catalog Number**.

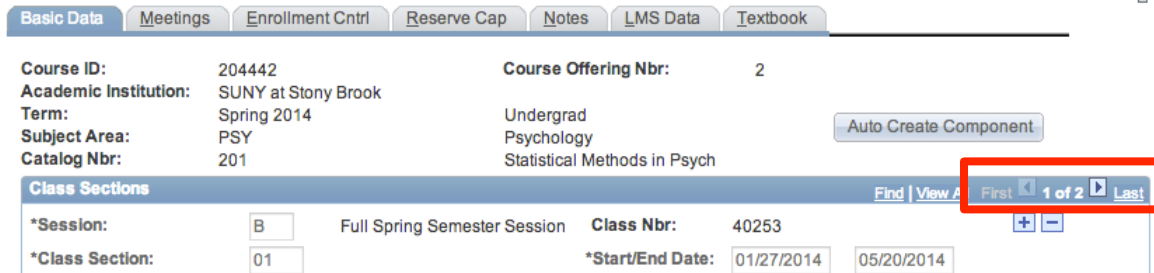
Click **Search**.

If a course was not offered in the Term that was “rolled over” then it will not be in the new Term. This course will have to be added as a “New Course” for this Term. This is done in the **Schedule New Course** component:

**Main Menu > Curriculum Management > Schedule of Classes >
Schedule New Course**

Inactivate a Class

1. Click the  and  buttons to navigate to the section of the course you want to inactivate.



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data Textbook

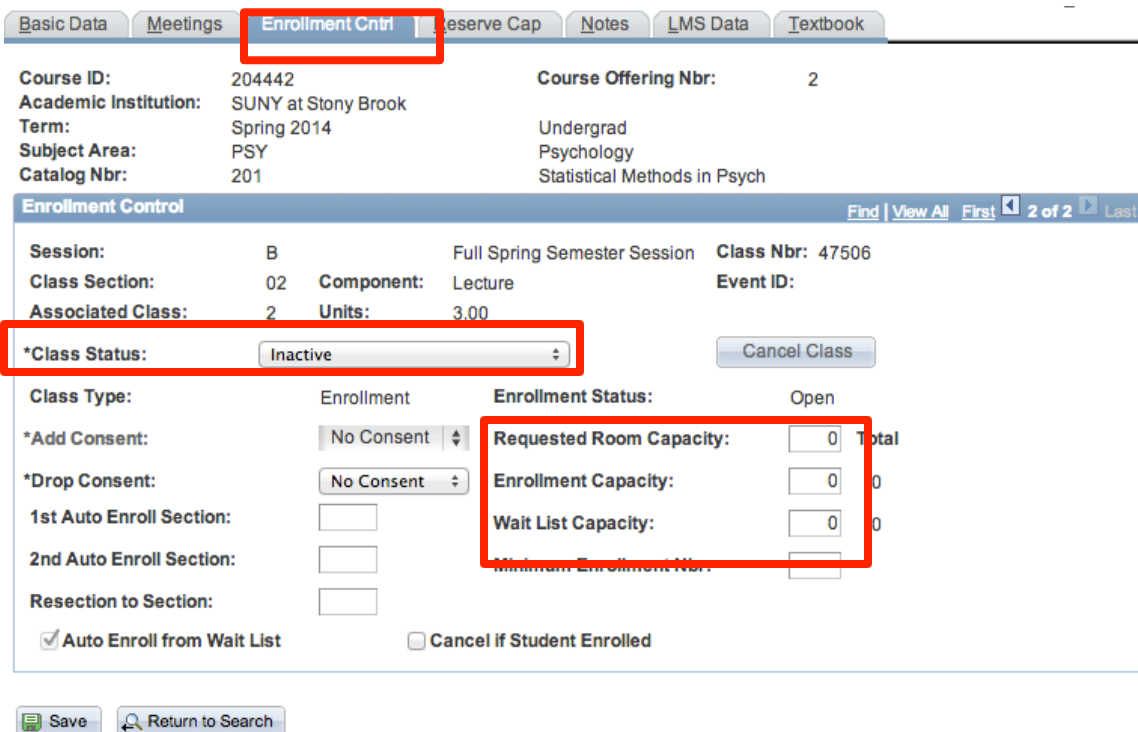
Course ID: 204442 Course Offering Nbr: 2
Academic Institution: SUNY at Stony Brook
Term: Spring 2014 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 201 Statistical Methods in Psych

Auto Create Component

Class Sections Find | View All First 1 of 2 Last

*Session: B Full Spring Semester Session Class Nbr: 40253
*Class Section: 01 *Start/End Date: 01/27/2014 05/20/2014

2. Click the **Enrollment Cntrl** tab
3. Change the Class Status field to Inactive
4. Set all Capacity fields to **0**



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes LMS Data Textbook

Course ID: 204442 Course Offering Nbr: 2
Academic Institution: SUNY at Stony Brook
Term: Spring 2014 Undergrad
Subject Area: PSY Psychology
Catalog Nbr: 201 Statistical Methods in Psych

Enrollment Control Find | View All First 2 of 2 Last


Session: B Full Spring Semester Session Class Nbr: 47506
Class Section: 02 Component: Lecture Event ID:
Associated Class: 2 Units: 3.00

*Class Status: Inactive Cancel Class

Class Type: Enrollment Enrollment Status: Open
*Add Consent: No Consent
*Drop Consent: No Consent
1st Auto Enroll Section:
2nd Auto Enroll Section:
Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled

Requested Room Capacity: 0 Total
Enrollment Capacity: 0
Wait List Capacity: 0

Save Return to Search

5. Click the **Meetings** tab.
6. Delete **all** instructors assigned to this section by clicking the  to the right for each. If you do not do this, the class will still be displayed in the instructor's list of classes in the Faculty Center in SOLAR.
7. It is not necessary to renumber the remaining sections. Just leave them as numbered.

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes LMS Data Textbook

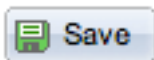
Course ID: 204442 Course Offering Nbr: 2
 Academic Institution: SUNY at Stony Brook
 Term: Spring 2014 Undergrad
 Subject Area: PSY Psychology
 Catalog Nbr: 201 Statistical Methods in Psych

Class Sections Find View All First 1 of 2 Last
 Session: B Full Spring Semester Session Class Nbr: 40253
 Class Section: 01 Component: Lecture Event ID:
 Associated Class: 1 Units: 3.00

Meeting Pattern Find View All First 1 of 1 Last
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 MWF 10:00AM 10:53AM 01/27/2014 05/20/2014
 Topic ID: Free Format Topic:
 Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Customize Find View All First 1-2 of 3 Last
 Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact		
<input type="text"/> 104664052		Prim Instr	<input checked="" type="checkbox"/>	Approve	165	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>		TA Rdr/Grd	<input checked="" type="checkbox"/>	Grade		<input type="button" value="+"/>	<input type="button" value="-"/>



Click **Save**.