

Deleting a Course Section (before the schedule goes online)

APPROVAL HISTORY

<u>Approving Party</u>	<u>Version Approved</u>	<u>Date</u>
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REVISION HISTORY

<u>Version Number</u>	<u>Date</u>	<u>Description</u>	<u>Revised By</u>
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Proposed Training Methodology and Delivery.

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

Purpose

How to delete a course section.

Related Policies and Regulations

To maintain and produce quarterly class offerings and the Schedule of Classes publication

Impacted Departments

1. Registrar's office
2. Academic departments

Procedures

1. In SSASECT – enter applicable term and CRN of course section and execute the query

2. If CRN is unknown, in SSASECT click the LOV button by the CRN field. A SSASECQ window will pop up in which you can conduct a search with known information. Double click on the desired section.

3. You will be returned to the main page of SSASECT.

4. The term and CRN of the chosen section will auto-populate in the term and CRN fields.

Term: 201510 CRN: 62141 Create CRN: Copy CRN: Subject: MCS Course: 001 Title: INTRO MEDIA & CULTURAL STUDIE

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: Course Number: Section: Cross List: Campus: Status: Schedule Type: Instructional Method: Integration Partner: Grade Mode: Session: Special Approval: Duration: Part of Term: Registration Dates: Start Dates: Maximum Extensions: Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator: Credit Hours: Billing Hours: Contact Hours: Lecture: Lab: Other: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours: Print Gradable Long Title Voice Response and Self-Service Available Tuition and Fee Waiver Comments Syllabus

5. Click: Meeting Times and Instructor tab.

Schedule SSASECT 8.7 (PPRDXE)

Term: 201510 CRN: 62141 Create CRN: Copy CRN: Subject: MCS Course: 001 Title: INTRO MEDIA & CULTURAL STUDIE

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times Meeting Dates

5. Meeting Times and Instructor Tab

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	LEC	05-JAN-2015	13-MAR-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1840	2000	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

6. Delete all instructors associated with the course (listed in the Instructor block).

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Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	LEC	05-			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1840	2000	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6. Instructor block

Instructor Session Indicator ID Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

01										

7. Delete the section schedule information in the Meeting Dates block.

Term: 201510 CRN: 62141 Create CRN: Copy CRN: Subject: MCS Course: 001 Title: INTRO MEDIA & CULTURAL STUDIE

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

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Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	LEC	05-JAN-2015	13-MAR-2015		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1840	2000	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

7. Meeting Dates block

Instructor Session Indicator ID Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

01										

8. Save the changes you have made

9. Navigate back to the Course Section Information tab

10. The cursor will default to the subject field.

11. Click the Record menu and choose Remove

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record

Schedule SSASECT 8.7 (PPRDXE)

Term: 201510 CRN: 62141 Create CRN: Copy CRN: Subject: Course: Title:

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: [dropdown] Title: [text] Instructor: [checkbox]

Course Number: [dropdown] Credit Hours: [text] None To Or [text]

Section: [dropdown] Billing Hours: [text] None To Or [text]

Cross List: [dropdown] Contact Hours: [text] None To Or [text]

Campus: [dropdown] Lecture: [text] None To Or [text]

Status: [dropdown] Lab: [text] None To Or [text]

Schedule Type: [dropdown] Other: [text] None To Or [text]

Instructional Method: [dropdown] Link Identifier: [text]

Integration Partner: [dropdown] Attendance Method: [dropdown]

Grade Mode: [dropdown] Weekly Contact Hours: [text]

Session: [dropdown] Daily Contact Hours: [text]

Special Approval: [dropdown] Print Voice Response and Self-Service Available

Duration: [text] Gradable Tuition and Fee Waiver

Part of Term: [dropdown] First [text] Last [text] Long Title Comments Syllabus

Registration Dates: [calendar] [calendar] [calendar]

Start Dates: [calendar] [calendar] [calendar]

Maximum Extensions: [text]

Prerequisite Check Method: Basic or None CAPP DegreeWorks

11. Record menu

10. Subject field

Term: 201510 CRN: 62141 Create CRN: Copy CRN: Subject: MCS Course: 001 Title:

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: [dropdown] CEU Indicator: [checkbox]

Course Number: [dropdown] Title: [text] Credit Hours: [text] None To Or [text]

Section: [dropdown] Billing Hours: [text] None To Or [text]

Cross List: [dropdown] None To Or [text]

Campus: [dropdown] None To Or [text]

Status: [dropdown] None To Or [text]

Schedule Type: [dropdown] None To Or [text]

Instructional Method: [dropdown] None To Or [text]

Integration Partner: [dropdown] None To Or [text]

Grade Mode: [dropdown] Link Identifier: [text]

Session: [dropdown] Attendance Method: [dropdown]

Special Approval: [dropdown] Weekly Contact Hours: [text]

Duration: [text] Daily Contact Hours: [text]

Part of Term: [dropdown] First [text] Last [text] Print Voice Response and Self-Service Available

Registration Dates: [calendar] [calendar] [calendar] Gradable Tuition and Fee Waiver

Start Dates: [calendar] [calendar] [calendar] Long Title Comments Syllabus

Maximum Extensions: [text]

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Forms

FRM-40400: Transaction complete: 1 records applied and saved.

OK