Deleting a Course Section (before the schedule goes online)

APPROVAL HISTORY

Approving	Version	Date
Party	Approved	

REVISION HISTORY

Version	Date	Description	Revised By
Number			

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

Chedule SSASECT 8.7 (PPRDXE)	i × ≥
Term: 201510 V CRN: 62141 V Create CRN: 🔮 Copy CRN: 🔮 Subject: MC	S Course: 001 Title: INTRO MEDIA & CULTURAL STUDIE
Course Information Enrollment Information Meeting Times and Instructor	Section Preferences
Subject:	CEU Indicator:
Course Number: Title:	Credit Hours:
1. Term field	Billing Hours: None To Or
	Contact Hours:
Schedule Type: Instructional Method: Integration Partner:	Lecture: *None To Or
Grade Mode:	Lab: *None Or Or
Special Approval:	Other: None To Or
Part of Term: 1 CDN Field	Link Identifier
	Attendance Method:
Registration Dates:	Weekby Contact Hours:
Start Dates:	Daily Contact Hours:
Maximum Extensions:	Print Voice Response and Self-Service Available
Prerequisite Check Method: O Basic or None O CAPP O DegradWorks	Gradable Tuition and Fee Waiver
	Long Title Comments Syllabus

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.

Term	Part R of Term ▼	egistration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus •	
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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.

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Grade Mode: Session:	Lab: • None • To • Or
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Registration Dates:	Weekly Contact Hours:
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5. Click: Meeting Times and Instructor tab.

Schedule SSASE	CRN: 6214	EXE)	CR 0	Copy CC Meeting T	Subject	st: MCS	Course: Section Pr	001 eferences	Title: INT	RO MEDIA	& CULTURAL S	Ľ≯ TUDIE
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Instructor Session Indicator						Instructiona Workload	II Per Resp	cent of ponsibility	Primary Indicator	Overrid Indicate	e Percent of Session	f

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

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

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8. Save the changes you have made

9. Navigate back to the Course Section Information tab

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- 10. The cursor will default to the subject field.
- 11. Click the Record menu and choose Remove

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