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Preparing for a New Term

To create a Schedule of Classes for the new term, you use the Copy Prior Term’s Schedule process to roll courses scheduled for a previous term in the Schedule of Classes into the new term. You then import the courses into the Course Update Process (CUP), where you can modify the information for the current term. If the course requires catalog and schedule changes, you make the changes in CUP and submit the course for approval. When approved, the Course Catalog and Schedule of Classes will be updated. If you import a course that has changes only to the schedule, you can make the schedule changes and immediately post the course to the Schedule of Classes directly through CUP.

To determine which courses you should roll into the new term, print the Pre-Worksheet Course List, which identifies courses by subject, catalog number, term, course and topic title (if any), and instructor. After you identify the courses to be rolled, print the worksheets by course, subject area, term, and instructor, and distribute them to the faculty for review and mark-up. If necessary, you can print worksheets from multiple terms for a course, and the instructor can indicate which is the correct course to roll to the next term, based on the information on the worksheets.
Accessing the Course Catalog

Before you print worksheets to distribute to professors for review, you can view detailed information about courses in the Course Catalog. The course information contained in the catalog will help you determine which courses you need to print worksheets for.

In addition to courses in your own department, you can also view information about courses that are cross-listed with your department in the course catalog.

1. Navigate to Curriculum Management > Course Catalog > Course Catalog.

2. Type the three-character subject area code in the Subject Area field or use the Lookup button to select your subject area.
   
   **Tip!** You can set your subject area to be the default displayed when you access the Course Catalog page. For instructions, see the PeopleSoft Basics guide in www.princeton.edu/userdocs.

3. To view information about a specific course, type the three-digit catalog number in the Catalog Nbr field.

4. Press the Enter key to display the course information.

5. If more than one course matches your criteria, a results list is displayed. To select a specific course from the list, click the course line.
   
   **Tip!** You can use the Next in List and Previous in List buttons to work your way through the list.
Running the Pre-Worksheet Course List

1. Navigate to Curriculum Management > Schedule of Classes > Reports > Pre-Worksheet Course List.

2. Click the Search button on the Find an Existing Value page, then in the Search Results, click the Run Control ID for this process. If there is no run control for this process, see “No run control for this process?” below.

3. Type the three-character subject area code in the Subject Area field or use the Lookup button to select your subject area.

4. If you want to print a Pre-Worksheet Course List for one specific course, type the catalog number of the desired course in the Catalog Nbr field.

5. In the Select From Term field, use the Lookup button to select the first term for which you want to see identifying course data.

6. In the Select To Term field, use the Lookup button to select the last term for which you want to see identifying course data.

7. If you are working on undergraduate courses, select Undergraduate under Academic Career. If you want to see a list for graduate courses, click the Graduate radio button.

8. Click the Run button to display the Process Scheduler Request page.

9. In the Server Name drop-down list, choose the PSUNX option.

10. In the Type field for the selected process, choose Window from the drop-down list.

11. In the Format field, select PDF.

12. Click the OK button to run the reports.

No run control for this process?

If you have never run this process, there will be no run control for it. To create a run control for the process:

a) Click the Add a New Value tab.

b) Enter a name without spaces to identify the run control. You should create a separate run control for each worksheet type.

c) Click the Add button. The Pre-Worksheet Course List page is displayed with blank values.
Printing the Worksheets

After you have reviewed the Pre-Worksheet Course List to determine which courses you need to roll to the new term, you can print the Course Worksheets and distribute them to the appropriate professor for review. The professor will return the Course Worksheets marked with course changes for the new term.

1. Navigate to Curriculum Management > Schedule of Classes > Reports > Course Worksheet/Proof.

2. Click the Search button on the Find an Existing Value page, then in the Search Results, click the Run Control ID for this process. If there is no run control for this process, see “No run control for this process?” below.

3. If the Subject Area does not contain the desired value, enter the 3-character code.

4. In the Catalog Nbr field, enter the Course Catalog number. If you leave this field blank, worksheets will be printed for all courses in the specified subject area and term(s).

5. To print worksheets from one term only, enter the same term code in the Select From Term and the Select Thru Term fields.

   To print worksheets from several consecutive terms, enter the first desired term in the Select From Term field, and the last desired term in the Select Thru Term field.

6. To limit worksheets, select UGRD or GRAD in the Academic Career field.

7. To print worksheets for courses taught by a specific instructor, click the Lookup button to select the instructor in the Instructor ID field.

8. To print worksheets for more than one course, click the Add Row button and repeat Step 4 through Step 7.

9. When the Run Control Request page is completed and correct, click the Run button to display the Process Scheduler.

10. In the Server Name drop-down list, choose the PSUNX option.

11. In the Type field for the selected process, choose Window from the drop-down list.

12. In the Format field, select PDF.

13. Click the OK button to run the reports.
No run control for this process?

If you have never run this process, there will be no run control for it. To create a run control for the process:

a) Click the *Add a New Value* tab.

b) Enter a name without spaces to identify the run control. You should create a separate run control for each worksheet type.

c) Click the *Add* button. The Course Worksheet/Proof page is displayed with blank values.
Rolling Courses to a New Term

You can roll a course, or multiple courses, from the same term using the Copy Prior Term’s Schedule function. Since you can only roll from one term at a time, it is recommended that you start with the term from which you are rolling the greatest number of courses.

1. Navigate to Curriculum Management > Roll Curriculum Data Forward > Copy Prior Term’s Schedule.

2. Click the Search button and select the run control ID from the search results list. The Copy Prior Term’s Schedule page is displayed, showing the values you used the last time you used this run control. If there is no run control process, see “No run control for this process?” below.

3. In the Roll From Term field, type the code for the term from which you are copying courses, or click the Lookup button and select it from the search results.

4. In the Roll To Term field, type the code for the term to which you are copying courses, or click the Lookup button and select it from the search results.

5. In the Subject Area field, type the 3-character subject area code, or click the Lookup button and select it from the search results.

6. In the Catalog Number field, type the catalog number for the course you want to copy.

Note: If the class you are copying and the course catalog entry effective for the new term do not have the same components, you must roll a version that matches the current component and then change the components. Also, subsections are not copied to the new term.

7. To copy another course from the same term, click the Add Row button and repeat Step 5 and Step 6. Add as many rows as needed to include each course you are copying from the selected term.

8. Click the Copy Prior Term’s Schedule2 tab and verify that all Class Status values are checked. If a class status is not checked, sections in that status will not be copied.

9. Click the Run button to display the Process Scheduler Request page.
   a) In the Type field, select Web.
b) In the Format field, select PDF.

**Note:** If you select a Type of Window, even though the process will run correctly, the report cannot be displayed.

10. Click the OK button to copy the selected courses to the new term.

11. To check the status of the process, click the Process Monitor link on the run control page.

12. To roll courses from another term:

   a) Type the code for the term from which you are copying courses in the Roll From Term field, or click the Lookup button and select it from the search results.

   b) Type the catalog number for the course you want to copy in the Catalog Number field.

   c) Click the Add Row button and repeat Step 5 and Step 6 to copy another course from the same term. Add as many rows as needed to include each course you are copying from the selected term.

   **Important!** Delete any extra rows if you are copying fewer courses from this term than the last.

   d) Click the Run button to display the Process Scheduler Request page.

   e) Click the OK button to copy the selected courses to the new term.

**No run control for this process?**

If you have never run this process, there will be no run control for it. To create a run control for the process:

   a) Click the Add a New Value tab.

   b) Enter a name without spaces to identify the run control. You should create a separate run control for each report type.

   c) Click the Add button. The Copy Prior Term’s Schedule page is displayed with blank values.
Changing a Rolled Course

The Course Update Process (CUP) allows you to make modifications to information about the courses you have rolled into a term and imported into CUP. This chapter describes how to import a rolled course into CUP so you can make changes for a given term. The course modifications are not reflected in the Course Catalog and Schedule of Classes until the Registrar’s Office or the Dean’s Office approves and updates the course in these components for the term.

If the rolled course requires catalog information changes in addition to scheduling changes, you import the course into CUP with Schedule Only = N, make the changes, and submit the course for approval. If the course changes are not approved, you can edit the course information again in CUP and resubmit the modified course for approval.

If the course you import into CUP has only scheduling changes for this term, you import the course into CUP with Schedule Only = Y, make the modifications, and post it directly to the Schedule of Classes for this term. No approval is required for schedule-only changes to courses. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Importing a Rolled Course into CUP

After you have rolled a course into the current term, you can modify its contents using the Course Update Process (CUP). CUP is a work area that lets you modify course content and save your changes before you submit the course to the Registrar for review. When the course is approved, it will be posted to the Course Catalog, and to the Schedule of Classes for the term.

1. Navigate to Curriculum Management > Course Update Process (CUP)

2. Click the Add a Course to CUP tab.

3. In the Academic Career field, select Graduate or Undergraduate for the course you are importing into CUP.

4. In the Term field, enter the four-digit code for the term you are importing courses into.

5. In the Subject Area field, enter the three-character subject code or use the Lookup button to select from the displayed list of subject area codes.

6. In the Catalog Nbr field, type the three-digit catalog number for the course you are bringing into CUP.

7. In the Schedule Only field, type either of the following and click the Add button:

   N If there are modifications that require approval, generally changes other than scheduling changes.

   Y If the course has only scheduling or enrollment changes

   Tip! For a list of which changes require approval, see the “Frequently Asked Questions About CUP” quick reference card.

8. Click the Import From Catalog button. The course opens in CUP and you can begin making changes.
9. If you want to import a series of courses into CUP in *Schedule Only = N* view, and make changes later, scroll down and click the *Add* button to return to the *Add a Course to CUP* page. Repeat Steps 3 through 8.

**Note:** With *Schedule Only = Y*, you must make your changes and post the course; you cannot save it and come back later. Once you have imported a course into CUP, you cannot re-import the course until it has been either posted or approved.

### Having Trouble?

**Do you need to make catalog changes to a course you imported into CUP as Schedule Only = Y?**

If you imported a course into CUP using *Schedule Only = Y*, you will only have access to the Schedule CUP page. If you also need to make catalog changes to the course, you must first complete the scheduling changes, post the course to the Schedule of Classes, and then re-import the course using *Schedule Only = N* to make the catalog changes.

**Did you import the course in CUP as Schedule Only = Y or Schedule Only = N, only to realize that no changes are needed?**

Once you have imported a course in CUP, you must complete the update process, even if no changes to the course should be made. If you imported the course as *Schedule Only = Y*, you must post the course to the Schedule of Classes to change the *Course Approved* status to *Approved*. If you imported the course as *Schedule Only = N*, you should submit the course for approval, even though you have not made any changes; otherwise, the course will remain in CUP with a status of *In Progress*—you will be able to make changes later with *Schedule Only = N*, but not with *Schedule Only = Y*.

**Do you need to make additional changes after you have submitted a course for approval?**

If you submitted a course for approval, but need to make more changes, you must wait until the changes you submitted have been approved. After approval has been granted, you can re-import the course and make additional changes.

**Can’t find the course?**

Maybe you didn’t roll the course into the new term. You can only import a course into CUP if it has been rolled into the term. See “Rolling Courses to a New Term,” on page 6, for more information.
Selecting a Saved Course to Continue Changes

If you have saved your changes and want to make further updates, use the Revise a Course in CUP tab to locate and open the saved course in CUP.

**Note:** You can only open a saved course in the Schedule Only = N view. To open a course in Schedule Only = Y view, it must be in Approved status. You can verify the approval status of a course in the search results on the Revise a Course in CUP tab.

2. On the Revise a Course in CUP page, select Graduate or Undergraduate from the Academic Career drop-down box.
3. Type the 4-digit code for the Term.
4. Type the three-character subject code or click the Lookup button and select from the displayed list of subject area codes.
5. Type the three-digit catalog number for the course in the Catalog Nbr field.
   
   **Tip!** To view all the courses in CUP for this term, leave the Subject Code and Catalog Nbr fields blank and click the Search button.
6. In the Schedule Only field, type N or Y. This determines the view you will see of the course, and the changes you can make to it.
7. You can also search on the title, status, and course type, if desired.
8. Click the Search button, and click on the desired course. If your search parameters identify a course uniquely, it will open when you click the Search button.

**Having Trouble?**

Can’t find the course?
- Maybe you didn’t import the course. You can only use the Revise a Course in CUP page if you have already imported the course into CUP. See “Importing a Rolled Course into CUP,” on page 10, for more information.
- Maybe you didn’t roll the course into the new term. You can only import a course into CUP if it has been rolled into the term. See “Rolling Courses to a New Term,” on page 6, for more information.
Attaching Documents

You can attach documents such as syllabi, department memos, agreements for crosslistings, and so on, to the course in CUP. The attachments are then stored with the course in CUP, where the dean can access them when reviewing the course.

**Important!** When you add a new topic to an undergraduate course, a minimum of two attachments must be included: the syllabus and department memo. For all other changes, attachments are optional.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12. If you cannot find the course, see “Having Trouble?,” on page 14.

2. On the Course Update CUP page, click the **Add Attachment** button.

3. On the upload page, click the **Browse** button and navigate to the file you want to upload. Click the Open button to return the file name to the upload page.

4. Click the **Upload** button to upload the file. The name of the uploaded file is displayed under the Attached File header.

**Note:** If you attach the wrong file or if you want to replace a file with a new version, you can delete the attachment by clicking the checkbox next to the file name and then clicking the **Delete Attachment** button.

5. Continue with any other changes you want to make to this course.

   - To add a new topic, see “Adding a New Topic to an Existing Topics Course,” on page 15.
   - To add or change a cross-listing, see “Updating a Cross-Listing for an Existing Course,” on page 14.
   - To change a course description, see “Changing the Class Description or Course Web Address,” on page 20.
Updating a Cross-Listing for an Existing Course

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12. If you cannot find the course, see “Having Trouble?,” on page 14.

2. To add a cross-listing:
   a) Click the Add Row button in the Cross Listing section.
   b) In the Subject field, use the Lookup button to select the cross-listing department.
   c) In the Catalog# field, type the catalog number for the cross-listed course—the other department’s listing, not the home department.

   To change a cross-listing:
   a) Locate the cross listing that you want to change. If necessary, click View All or use the arrow buttons to scroll through the listings.
   b) In the Subject field, use the Lookup button to select the cross-listing department.
   c) In the Catalog# field, highlight the existing catalog number and type the new catalog number for the cross-listed course—the other department’s listing, not the home department, over it.

   To delete a cross-listing:
   a) Locate the cross-listing that you want to delete. If necessary, click View All or use the arrow buttons to scroll through the listings.
   b) Click the Delete Row button to delete the cross-listing.

3. In the Have you received approval from the cross-listed dept? field, select Yes or No. All cross-listings must have approval from the other department. To attach the agreement for cross listing, see “Attaching Documents,” on page 13.

4. If you need to return later for further changes, click the Save button. You can continue to work on this course until you submit it for approval. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29.

Having Trouble?

Can’t find the course? Maybe it’s not yours. You can only access and change courses in your home department.
Adding a New Topic to an Existing Topics Course

**Tip!** If you want to change an existing topic, roll a previously offered course that contains the topic and import it into CUP with Schedule Only = N.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. Attach the syllabus, department memo, and any other supporting documents, as described in “Attaching Documents,” on page 13.

3. Scroll down to the Course Topics section and click the **Add Row** button of the last topic to add a new topic row.

4. Type the topic title in the *Course Topic Title* field.

5. Check the box ☑ next to the topic to indicate that this is the topic that will be used for this term.

6. When you have entered the title, verify that the value in the *Transcript Title* field is correct.

   If the *Transcript Title* is not appropriate for printing on the transcript, type over the displayed text with a more appropriate title of up to 40 characters.

7. Click the **Save** button to save the changes you have made. You can continue to work on this course until you submit it for approval.

8. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Upd ating an Announcement Instructor

If a new instructor has taken charge of the course, you can change the Announcement Instructor on the Course Update CUP page. There can be up to three instructors assigned to the course. Changing the Announcement Instructor does not affect the instructors assigned to individual sections.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. Scroll to the Announcement Instructor section.

3. Do one of the following:
   - To add an instructor, click the Lookup button next to a clear Instructor field, then on the Search page that opens, enter your search criteria (such as last name), and click the Lookup button. Select the instructor from the Search Results by clicking anywhere in the row.
   - To change an instructor, click the Lookup button next to the instructor that you want to change, then on the Search page that opens, enter your search criteria (such as last name), and click the Lookup button. Select the instructor from the Search Results by clicking anywhere in the row.
   - To remove an instructor, highlight the value in the ID field of the instructor you want to remove and press the Delete key.

4. If you do not want the instructor’s name to print in the Announcement, clear the Print In Announcement? checkbox.

Note: To include this instructor in the Course Offerings for this term, you must indicate the change in the Instructors section on the Schedule CUP tab. See “Changing an Instructor for a Section,” on page 51, for more information.

5. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for review.

6. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Changing Enrollment Restrictions for a Course

Enrollment restrictions can be controlled by setting a requirement group, or by specifying that consent is required in order to enroll.

Consent is set automatically when you specify the **APPL** attribute (page 18), which also notifies students in the Schedule of Classes that consent is required. Because setting only the Consent to Enrl field does not publish the requirement, you should not use it except in special circumstances, such as controlling enrollment after the initial enrollment period. See “Restricting Enrollment by Consent,” on page 91 for more information.

**Note:** There can be only one Requirement Group per course, so if a course is open to concentrators in two departments, use the Reserve Capacity on the Schedule CUP page to control enrollments.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. In the Requirement Group field:
   - To remove a requirement group that was previously set to limit enrollments, highlight the value in the field and click the Delete key.
   - To add or change the Requirement Group, use the Lookup button to locate the new requirement group. In order of restrictiveness, the requirement groups are:

   **Most restrictive**
   - XXX Graduate Students Only
   - Open to XXX Concentrators Only
   - Graduate Students Only
   - Seniors Only
   - Juniors Only
   - Sophomores Only
   - Freshmen Only
   - Juniors and Seniors Only
   - Freshmen and Sophomores Only

   **Least restrictive**
   - Not Open to Freshmen

3. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for review.

4. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Changing Attributes

Attributes provide information to be published, and include the following:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
<th>Published in...</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPL</td>
<td>An application or interview is required to take the course. The Course Attribute Value for this attribute is <strong>BY APPL</strong>. When you specify <strong>APPL</strong>, Consent to Enrl is automatically set to Dept Cnsnt.</td>
<td>Schedule of Classes</td>
</tr>
<tr>
<td>CONR</td>
<td>Required for concentrators. The Course Attribute Value for this attribute is <strong>RQ CNCNTRS</strong>.</td>
<td>Schedule of Classes</td>
</tr>
<tr>
<td>OFFR</td>
<td>Term offered. The Course Attribute Values for this attribute are: <strong>BOTH</strong> (Fall &amp; Spring), <strong>FALL</strong>, <strong>SPRING</strong>, <strong>NOTTYR</strong> (Not offered this year).</td>
<td>Announcement</td>
</tr>
</tbody>
</table>

Unlike Requirement Group or Reserve Capacity, attributes are for informational purposes and are not enforced by the system, except for APPL, which sets the Consent to Enrl field and is thus enforced by the system.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. Scroll to the Course Attributes section.

3. If the Course Attribute does not need to be changed but the Course Attribute Value is not correct, use the Lookup button to locate and select the new Course Attribute Value.

4. If the Course Attribute(s) are not correct:
   - To add a new attribute:
     - If there is a blank row, select a Course Attribute in that row using the Lookup button.
     - If there is another attribute already listed, click the Add Row button and use the Lookup button to select a Course Attribute.
     In either case, you will then need to select the appropriate Course Attribute Value for the new attribute.
   - To change an attribute, use the Lookup button to select the correct attribute. Then select the appropriate Course Attribute Value for the new attribute.
   - To delete an attribute that no longer applies, click the Delete Row button.
5. Click the **Save** button to save the changes you have made. You can continue to work on this course until you submit it for approval for review.

6. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Changing the Class Description or Course Web Address

You can copy and paste text from another location into these fields, such as copying the course URL from the browser’s address field.

**Note:** If you copy text from a web page, carriage returns may appear at the end of every line; make sure you remove them here. If you copy text from a Word document, formatting will be lost, as PeopleSoft does not recognize Word’s formatting codes.

**Tip!** To prevent the inclusion of odd characters resulting from Word formatting codes, select the text to be copied in Word, press the Ctrl+Spacebar keys to remove the formatting, and then press the Ctrl+C keys to copy the text.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. Scroll to the **Course Offerings Description** field and change the description as needed. There is a 650-character limit, including spaces. Click the Spell Check button to check your spelling. If you need to enter special characters or formatted text, see “Entering Special Characters and Text Formatting,” on page 97.

3. Enter or change the **Course Web Address** by typing over the value in the field, as needed. There is a 254-character limit.

4. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for approval.

5. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Changing the Reading List

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. Scroll to the Sample Reading List section.

3. To add a document to the reading list:
   a) Locate the first empty row.
   b) Type the part of the reference that is not to be underlined in the Author field, and press the Tab key.
   c) Type the part of the reference that is to be underlined (the title of the book, or the title of the journal for a journal article) in the Title field.

   **Note:** Punctuate as you want the names to appear, except for the final comma, which will be entered automatically by the system. If the name or title includes special characters, see “Entering Special Characters and Text Formatting,” on page 97.

4. To change a reference, highlight the text to be changed and type the changes directly over the highlighted text. If you are adding text, but not changing any existing text, position the cursor at the point where you want to add characters, and type the characters you want to add.

5. To delete a reference, highlight the text and press the Delete key. If you delete a reference, copy and paste entries from later rows over the row you deleted.

6. If the checkbox next to See instructor for complete list is selected (✔), the instruction “See instructor for complete list” will be printed at the bottom of the entry, after any documents listed there.

7. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for approval.

8. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Adding or Changing Additional Information

You can copy and paste text from another location into these fields.

**Note:** If you copy text from a web page, carriage returns may appear at the end of every line; make sure you remove them here. If you copy text from a Word document, formatting will be lost, as PeopleSoft does not recognize Word’s formatting codes. If you want to format the text in bold or italic, or enter special characters such as é and ö, see “Entering Special Characters and Text Formatting,” on page 97.

**Tip!** To prevent the inclusion of odd characters resulting from Word formatting codes, select the text to be copied in Word, press the Ctrl + Spacebar keys to remove the formatting, and then press the Ctrl+C keys to copy the text.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

   Scroll to the *Reading/Writing Assignments* section. Use standard Windows editing techniques to add or change reading or writing assignments. There is a 490-character limit, including spaces.

2. To add or change the prerequisites and restrictions defined in the *Schedule of Classes* for this course, make your changes in the *Prerequisites/Restrictions* field. There is a 560-character limit, including spaces.

3. If you want to add or change the Other Information for the course in the *Schedule of Classes*, make your changes in the *Other Information* field. There is a 490-character limit, including spaces.

   **Note:** When entering text in the *Reading/Writing Assignments*, *Prerequisites/Restrictions*, and *Other Information* text boxes, click the Spell Check button to check your spelling.

4. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for approval.

5. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Adding, Changing, and Deleting Components

If a course’s components are changing, or if the components have changed since the last time the course you want to roll was offered, you must roll a version that matches the current components and then change the components.

For example, if the course was offered last year by Professor A with a lecture and 3 precepts, and was offered two years ago by Professor B with 3 seminar sections, and Professor B will be teaching this year and wants to return to the seminar format, you cannot simply roll the course from two years ago. Instead, you must roll the course from last year, which matches the current components, and change the components and instructor.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. On the Course Update tab, scroll to the Course Components section and do one of the following steps.

3. To add a new component:
   a) In the Course Component section, click the Add Row button to display a new component row.
   b) Click the Lookup button to select the new component from the list of displayed codes.
   c) If this is the graded component, select the Graded Component checkbox; if this is not the graded component, you have the choice of selecting the Optional checkbox or not:
      □ The Precept, Drill, Ear Training, and Film components will always default to Optional.
      □ If students will enroll through Blackboard, select the Optional checkbox.
      □ If students will enroll through SCORE, leave the boxes unchecked. The graded component is never Optional and will always be displayed in SCORE. Optional components will not be available in SCORE.
4. To **change an existing component type, while keeping the section information** (such as time, day, enrollment, etc.):

   **Note:** You cannot overwrite or delete a component type if there is still a scheduled section using that component type.

   a) In the Course Component section, click the **Add Row** button to display a new component row.
   b) Click the **Lookup** button to select the new component from the list of displayed codes.
   c) Click the Schedule CUP tab and in the Class Schedule section, use View All or the **Previous** and **Next** buttons to move through the sections. Change the **component type** and **section code** for each section requiring a change.
   d) Click the Course Update CUP tab and in the Course Component area, delete the old component type.

5. To **change an existing component type, including all previously scheduled information** (not only the component type):

   a) Click the Schedule CUP tab and use View All or the **Previous** and **Next** buttons to move through the sections. Click the **Delete Row** button to delete all sections containing the old component type.
   b) Click the Course Update CUP tab and delete the old component type.
   c) Click the Schedule CUP tab and add sections of the new component type. See “Adding a New Section,” on page 36, for more information.

6. To **delete all sections of one component type**:

   **Note:** You cannot delete all sections of a course, or any section that has students enrolled in it.

   a) Click the Schedule CUP tab. If necessary, click View All or use the **Previous** and **Next** buttons to move through the components until you locate the component that you want to delete.
   b) Click the **Delete Row** button to delete each section using that component type.
c) Click the Course Update CUP tab and delete the component type.

**Note:** You must delete the component type or you will receive an error message when you submit the course for approval saying that you do not have a section scheduled for that component.

7. To **delete the graded component:**

   a) Click the Schedule CUP tab and click *View All* or use the `Previous` and `Next` buttons to move through the components until you locate the graded component.

   b) Click the `Delete Row` button to delete each section.

   c) Click the Course Update CUP tab and either add a new component, and select (✔) the *Graded Component* checkbox, or overwrite the existing graded component with the new component type to facilitate changes to the class sections.

   d) Click the Schedule CUP tab and add new sections of the graded component.

8. Click the **Save** button to save the changes you have made. You can continue to work on this course until you submit it for approval.

9. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Changing Grading Requirements

Grading requirements indicate how the grade for the course will be calculated. Some items are mutually exclusive, so when one is checked the others are dimmed. For example, if you select Midterm Exam, the Take Home Midterm Exam and Paper in lieu of Midterm options are dimmed.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. Scroll to the Requirements/Grading section.

3. If the Final Exam field is not correct, select the correct value from the drop-down list. The default value for graduate courses is Other.

   Important! If the class does not have a value of Final in the Final Exam field, no exam time or room will be scheduled for a final exam for the class.

4. Enter a percentage for each option that will be used in the final grade calculation for this course. It is not necessary to enter a leading zero. For undergraduate courses, the total percentage must equal 100%, with no section greater than 50%. For graduate courses, the percentage can be either zero or 100%.

5. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for approval.

6. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
Changing the Grading Basis for a Course

The Grading Basis field determines what grading basis a student may select for the course, when the student can select a grading basis.

1. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes” on page 12.

2. In the Grading Basis drop-down list, select one of the following grading bases for the course:

   - */NoCredit: Select this option if the course is a graduate course that may be taken for credit or no credit.
   - */AUD: Select this option if the course is a graduate course that may be audited.
   - A-F,P,Aud: Select this option if the course may be taken for a letter grade, Pass/D/Fail, or audit. This is the regular grading basis for most courses at Princeton.
   - Audit Only: Select this option if the course may only be audited.
   - na, npdf: Select this option if the course may only be taken for a letter grade. Pass/D/Fail and Audit are not available for this course.
   - No Audit: Select this option if the course may not be audited, but may be taken for a letter grade or Pass/D/Fail.
   - No P/D/F: Select this option if the course may not be taken on a Pass/D/Fail basis, but may be taken for a letter grade or audited.
   - P/D/F Only: Select this option if the course may only be taken on a Pass/D/Fail basis.

Other options that appear in the drop-down list for this field are used by the Registrar’s Office, or by students when they select courses online.

3. Click the Save button to save the changes you have made. You can continue to work on this course until you submit it for approval.

4. If there are no further changes, continue with scheduling the class. See “Changing the Schedule for a Rolled Course,” on page 29, for more information.
This chapter describes how to use the Course Update Process (CUP) to make scheduling changes for courses you have rolled into the new term. See “Rolling Courses to a New Term,” on page 6 for more information.

If the course has scheduling changes only for this term, you import the course into CUP by entering Y in the Schedule Only field on the Add a Course to CUP page. When you open the course, you will only have access to the Schedule CUP page. There is no need to submit your modifications to the Registrar’s Office for review because you can post the schedule changes directly to the Schedule of Classes from this page.

Important! If you imported the course as Schedule Only = Y, you must make all your schedule changes and then post the course. You cannot save the course and make further changes later. However, you can re-import the course after it has been posted, if further changes are required (see “After a Course is Approved,” on page 72 for information on re-importing a course into CUP).

You can also make schedule changes to courses that have been opened in the Schedule Only = N view because of catalog changes that require approval. However, in this case, you will have to submit your schedule changes with the other changes for approval. You will not be able to post them directly into the Schedule of Classes.

For a list of which changes require approval, see the quick reference card Frequently Asked Questions About CUP.
Changing a Standard Meeting Pattern for an Undergraduate Course

**Prerequisite**

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

**Procedure**

1. If you are not already in CUP with the course open, navigate to Curriculum Management > Course Update Process (CUP), and see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click the Schedule CUP tab.

3. Verify that you are in the right component and section by checking the Section and Component values in the Class Schedule area of the page. Use the Previous and Next buttons to in the Class Schedule header bar to navigate through the sections, if necessary.

4. In the Meeting Pattern(s) field, use the Lookup button to display the list of meeting patterns.

5. Click on the desired meeting pattern. If the schedule is not yet known, select TBA (To Be Announced) as the meeting pattern.

**Note:** You cannot select TBA for undergraduate graded component sections.

6. In the Start Time field, use the Lookup button to display the list of class start times.

7. Click on the desired start time.

**Important!** If you changed the meeting pattern to TBA, the Start and End times will automatically set to 1:00AM. This provides a signal to the students selecting the section on the Web that the real times have not been scheduled yet. Undergraduate courses cannot have TBA for the graded component.
8. Do one of the following:

- If you imported the course as Schedule Only = Y, click the Post button. If further changes are required, you can re-import the course into CUP.

- If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.

- If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.
Changing to a Non-Standard Meeting Pattern for an Undergraduate Course

Prerequisite

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, navigate to Curriculum Management > Course Update Process (CUP), and see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

   Important! You must open the course with Schedule Only = N if you are changing an undergraduate course to a non-standard meeting pattern.

2. Click the Schedule CUP tab.

3. Verify that you are in the right component and section by checking the Section and Component values in the Class Schedule area of the page. Use the Previous and Next buttons to in the Class Schedule header bar to navigate through the sections, if necessary.

4. Use the Lookup button to select NSM Non-Standard Meeting in the Meeting Pattern(s) field.

5. For undergraduate courses, if you need a time other than the standard times, select NSM in Meeting Pattern(s) and type an explanation, including your requested time, in the Notes section on the Course Update CUP page. Your request will be reviewed by the Registrar’s Office when you submit the course for approval. If you can’t find the Notes field, see “Having Trouble?,” on page 33.

6. The Start Time and the End Time will automatically be set to 1:00AM.
7. Do one of the following:

- If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.

- If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.

Having Trouble?

Can’t find the Notes field? You may have imported the course with Schedule Only = Y. To see the Notes field, you must re-import the course with Schedule Only = N. However, once you have already imported a course into CUP, you cannot re-import the course until it has been either posted or approved.
Changing the Meeting Pattern for a Graduate Course

**Prerequisite**

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

**Procedure**

1. If you are not already in CUP with the course open, navigate to Curriculum Management > Course Update Process (CUP), and see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click the Schedule CUP tab.

3. Verify that you are in the right component and section by checking the Section and Component values in the Class Schedule area of the page. Use the Previous ⬉ and Next ⬊ buttons to in the Class Schedule header bar to navigate through the sections, if necessary.

4. If no standard meeting pattern is appropriate, leave the Meeting Pattern(s) field blank, and click the checkbox(es) for the day(s) of the week when the class will meet.

   If a standard meeting pattern will be used for the course:

   a) In the Meeting Pattern(s) field, use the Lookup button to display the list of meeting patterns.

   b) Click on the desired meeting pattern.

   If the schedule is not yet known, select TBA (To Be Announced) as the meeting pattern.

5. If you did not select a standard meeting pattern:

   a) In the Start Time field, type the time when the class will start, in the format h:mmAM or h:mmPM.

   b) In the End Time field, type the time when the class will end, in the format h:mmAM or h:mmPM.
If a standard meeting pattern will be used for the course:

a) In the *Start Time* field, use the *Lookup* button to display the list of class start times.

b) Click on the desired start time.

**Important!: If you changed the meeting pattern to TBA, the Start and End times will automatically set to 1:00AM. This provides a signal to the students selecting the section on the Web that the real times have not been scheduled yet.**

6. Do one of the following:

- If you imported the course as *Schedule Only* = Y, click the *Post* button. If further changes are required, you can re-import the course into CUP.

- If you imported the course as *Schedule Only* = N, and you want to make further changes before submitting it for approval by the Dean, click the *Save* button. If you save your course data without posting it or submitting it for approval, the status will be listed as *In Progress*. You can continue to work on this course until you submit it to the Dean’s Office for approval.

- If you imported the course as *Schedule Only* = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the *Submit* button. The status will change from *In Progress* to *Submitted* and you will no longer be able to make changes to the course.
Adding a New Section

Prerequisite

You must have rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click on the Schedule CUP tab.

3. In the Class Schedule section, use the First and Last buttons or click View All to move through the sections until you locate the last section of the component type to which you want to add a section.

4. Click the Add Row button to add a row for the new section.

5. In the Component field, select the 3-character code for the component type.

6. In the Section field, enter the new section number in the format:

   1st character          A letter indicating the section component type:
   B  Lab            E  Ear Training         P  Precept
   C  Class          F  Film               S  Seminar
   D  Drill          L  Lecture            U  Studio

   2nd and 3rd characters  A sequential number within the component type, starting with 01. There will be a new number for each section of the component that meets at a different time period.

   4th character        If this is the only section or the first section of the component type meeting at this time, this character is blank. If there are multiple sections meeting at the same time, each section after the first subsection contains a letter in this position, starting with A.

For example, if there are six lab sections, three of which meet at 1:30 on Wednesday, and three of which meet at 7:30 on Wednesday, the sections would be numbered B01, B01A, B01B, B02, B02A, and B02B.
7. In the **Cap Enrl** field, enter the maximum number of students to be accepted into the section. If you do not want to limit the number of students, enter **999**. If you want to limit enrollment, the **Enrollment Capacity** cannot be **999**. **Enrollment Capacity** must be greater than **0**.

Make sure the requested room capacity (**Req Rm Cap**) field contains a value equal to or greater than the value in the **Cap Enrl** field. If the **Req Rm Cap** is **999**, change it to reflect the expected number of students.

**Note:** The values for the **Req Rm Cap** and **Cap Enrl** are populated based on the default value set in the Course Catalog. If the values are not correct for the new section, type the correct number over the incorrect number, making sure the **Req Rm Cap** value is greater than or equal to the **Cap Enrl** value.

**Important!** The **Enrollment Capacity** value enforces enrollment limits during online course selection. When the section enrollment reaches the number of students specified in the **Enrollment Capacity** field, the section will be closed to further enrollment.

During the enrollment period, you can increase or decrease the **Enrollment Capacity** as needed. However, to know when such changes are needed, you must monitor the enrollment totals for each section of each course on a daily basis during the enrollment period.

8. In the **Meeting Pattern(s)** field, click the **Lookup** button and select from the list of available meeting patterns.

**Important!** If the meeting pattern is **TBA** or **NSM**, the **Mtg Start time** and **Mtg End time** default to **1:00AM**.

If you are entering a new section for a graduate course, you can leave the **Meeting Pattern(s)** blank, and click on the checkboxes next to the days of the week when the class will meet.

For undergraduate courses, if you need a time other than the standard times, select **NSM** in **Meeting Pattern(s)** and type an explanation, including your requested time, in the **Notes** section on the Course Update CUP page. Your request will be reviewed by the Registrar’s Office when you submit the course for approval. If you cannot find the **Notes** section, see “Having Trouble?,” on page 38.

**Note:** You cannot select **NSM** when you open the course with **Schedule Only = Y**.
9. Enter the time when the section will start in the Start Time field. For undergraduate courses, click the Lookup button to select a preset time.

For graduate courses, you can either click the Lookup button to select a preset time or you can enter a specific Start Time and End Time.

10. In the Instructors section:
   a) Type the employee ID of the instructor for this section of the course in the EmplID field or click the Lookup button to search for the Instructor’s ID.
   b) The Role field defaults to the Instructor. For an assistant instructor, click the down arrow and select AI.
   c) The Grade Access field defaults to Grade. For the instructor-in-charge, click the down arrow and select Approve. For an instructor with the AI role, the Grade Access should always be Grade.

11. Do one of the following:
   • If you imported the course as Schedule Only = Y, click the Post button. If further changes are required, you can re-import the course into CUP.
   • If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.
   • If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.

**Having Trouble?**

Can’t find the Notes field? You may have imported the course with Schedule Only = Y. To see the Notes field, you must re-import the course with Schedule Only = N. However, once you have imported a course into CUP, you cannot re-import the course until it has been either posted or approved.
Deleting a Section from a Class Schedule

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click the Schedule CUP tab, if necessary.

3. In the Class Schedule section, use the header bar to navigate through the sections, checking the Section field and Meeting Pattern(s) area until you find the section you want to delete.

4. Click the Delete Row button to delete the section.

5. Do one of the following:
   - If you imported the course as Schedule Only = Y, click the Post button. If further changes are required, you can re-import the course into CUP.
   - If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.
   - If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.

Important! Never delete the graded section without also designating another component to be the graded component.

Note: You cannot delete a section that already has enrollments.

Note: You cannot delete an entire course from CUP. To cancel a course, call the Registrar’s Office. If you rolled a course by mistake, call the Registrar’s Office to remove it from the term.
Changing Enrollment and Room Capacities

The Cap Enrl (Enrollment Capacity) field defines how many students can be enrolled in the section on a first-come, first-served basis, and is enforced during online course selection.

The Req Rm Cap (requested room capacity) field is used to determine the size of the room that must be scheduled for the section, and should contain a value equal to or greater than the enrollment capacity.

Prerequisite

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click on the Schedule CUP tab.

3. Make sure you are on the right section, using the navigation controls in the Class Schedule header bar to move through the sections, if necessary.

4. If the Cap Enrl is not correct for this section, type over the existing value with the correct value. If you do not want to limit enrollment, enter a value of 999. Press the Tab key to move to the next field.

5. Make sure the Req Rm Cap field contains a value appropriate to the type of component, usually equal to or greater than the value in the Cap Enrl field, but never 999. If Cap Enrl is 999, you must adjust your Req Rm Cap to a value appropriate for the expected number of students.

Important! The Enrollment Capacity value enforces enrollment limits during online course selection. When the section enrollment reaches the number of students specified in the Enrollment Capacity field, the section will be closed to further enrollment.

During the enrollment period, you can increase or decrease the Enrollment Capacity as needed. However, to know when such changes are needed, you must monitor the enrollment totals for each section of each course on a daily basis during the enrollment period.
6. Continue with other changes, or do one of the following:

- If you imported the course as Schedule Only = Y, click the Post button. If further changes are required, you can re-import the course into CUP.

- If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.

- If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.
Reserving, Changing, and Releasing Seats for a Specific Group of Students

Reserve capacities are set in sequences, one for each requirement group for whom you want to reserve space. You can set as many reserve capacity sequences as you want, controlling up to, but not more than, the entire enrollment capacity. If you don’t want to control every seat, you can reserve less than the total enrollment capacity.

If a member of a requirement group for which a reserve capacity has been set tries to enroll after the enrollment total for that sequence has been reached, he or she will be able to enroll only if non-reserved seats are available. If a student enrolls who is a member of two groups for which a reserve capacity has been set, the enrollment total will be incremented for the first sequence that applies. For this reason, you should create reserve capacity sequences in order—from most restrictive to least restrictive Requirement Group.

Important! If reserved seats are not filled by members of the requirement group, and you have not released the remaining seats, the section will not be filled, and other students who want to enroll during the drop/add period may not be able to. However, you must be careful not to release seats too early, since releasing all seats for any other group will also release seats reserved for Freshmen.

Prerequisite

You must have rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click the Schedule CUP tab.

3. To reserve seats for a specific group of students:
   a) Locate the graded component. The graded component will be the only section listed with a Reserve Capacity Sequence value of 1.
   b) In the Start Date field, enter the date or click the Calendar button to select the date when the first enrollment appointment begins for the term you are scheduling.
c) In the *Rq Group* field, use the *Lookup* button to find and select the group for whom you are reserving seats. If you are using multiple requirement groups, start with the most restrictive requirement group as the first sequence, and move through less restrictive requirement groups in later sequences. In order of restrictiveness, the requirement groups are:

- Most restrictive
  - XXX Graduate Students Only
  - Open to XXX Concentrators Only
  - Graduate Students Only
  - Seniors Only
  - Juniors Only
  - Sophomores Only
  - Freshmen Only
  - Juniors and Seniors Only
  - Freshmen and Sophomores Only

- Least restrictive
  - Not Open to Freshmen

**Note:** You should have the same number of sequences as you have reserves (or requirement groups).


d) In the *Res Seats* field, enter the number of seats you want reserved for this group. This value must be less than or equal to the total enrollment capacity. If there are multiple sequences, the sum of the *Res Seats* values must be less than or equal to the enrollment capacity.

4. To **change an existing** reserve capacity:

   a) Click the Schedule CUP tab and in the graded component, locate the reserve capacity sequence you want to change. If the sequence has multiple rows, click the *View All* link to see both rows.

   b) To change the dates to those appropriate for the term you are working on, highlight the date you want to change and type the new date over the existing value, or use the Calendar button to select the new date. If there are two rows in the sequence, make sure you change the dates on both rows.
c) If you are reserving seats for a different group, use the Lookup button in the Req Grp field to select the correct group.

**Important!** If there is a second row in the same sequence, both rows should show the same Requirement Group. You must change the Requirement Group on the second line if you change the Requirement Group on the first line.

![Diagram](image)

Use the same Req Grp if there is more than one row in the Reserve Capacity Sequence.

d) To change the number of seats reserved for the group, type the number of reserved seats for the requirement group over the existing value in the Res Seats field.

5. To release reserved seats:

a) Locate the graded component. The graded component will be the only section listed with a Reserve Capacity area.

b) Locate the reserve capacity sequence for which you want to release seats, and click the Add Row button next to the Res Seats field.

c) In the Start Date field of the new row, enter the date or click the Calendar button to select the date when you want to release the seats.

d) In the Res Seats field, enter 1, or the number in the Enrollment Total (the actual current enrollment) for this reserve capacity sequence. No one in the group who has already enrolled will be affected.

**Important!** Do not reduce the number in the Res Seats field to 0 if there are additional reserve capacity sequences, since this will inactivate all reserves for this course, in all reserve capacity sequence rows.
6. To set up automated release of reserved seats:
   a) Click the Add Row button in the sequence in which you want to automatically release reserved seats.
   b) In the new row Start Date field, enter the date or click the Calendar button to select the date when you want to release the seats.
   c) In the Res Seats field, enter 1, or if students have already enrolled, the number in the Enrollment Total for this reserve capacity sequence. No one in the group who has already enrolled will be affected.

   **Important! Do not reduce the number in the Res Seats field to 0 if there are additional reserve capacity sequences, since this will inactivate all reserves, in all reserve capacity sequence rows.**

7. Continue with other changes, or do one of the following:
   - If you imported the course as Schedule Only = Y, click the Post button. If further changes are required, you can re-import the course into CUP.
   - If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.
- If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.
Setting Additional Reserve Capacity Sequences

Prerequisite

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click the Schedule CUP tab.

3. In the graded component, click the Add Row button in the Reserve Capacity area to add another sequence for a different requirement group.

4. The Reserve Capacity Sequence number is incremented by one for the new sequence. Leave this value unchanged.

5. In the Start Date field of the new row, enter the date, or click the Calendar button to select the date, when the first enrollment appointment begins for the term you are scheduling.

   d) In the Rq Group field, use the Lookup button to find and select the student group for whom you are reserving seats. If you will be using multiple requirement groups, start with the most restrictive requirement group as the first sequence, and move through less restrictive requirement groups in later sequences. In order of restrictiveness, the requirement groups are:

   Most restrictive  
   XXX Graduate Students Only
   Open to XXX Concentrators Only
   Graduate Students Only
   Seniors Only
6. In the *Res Seats* field, enter the number of seats you want reserved for this group.

7. Do one of the following:

- If you imported the course as *Schedule Only* = Y, click the *Post* button. If further changes are required, you can re-import the course into CUP.

- If you imported the course as *Schedule Only* = N, and you want to make further changes before submitting it for approval by the Dean, click the *Save* button. If you save your course data without posting it or submitting it for approval, the status will be listed as **In Progress**. You can continue to work on this course until you submit it to the Dean’s Office for approval.

- If you imported the course as *Schedule Only* = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the *Submit* button. The status will change from **In Progress** to **Submitted** and you will no longer be able to make changes to the course.
Removing a Reserve Capacity Sequence

If a reserve capacity was set for a section which no longer requires this degree of control, you can remove it. You can remove an entire sequence, or a single row of a sequence. For example, if the course was previously offered in the Fall and needed reserved seats for freshmen, but will be offered this Spring and won’t need reserves for freshmen, you can remove the reserve capacity sequence for freshmen.

Prerequisite

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Click the Schedule CUP tab.

3. In the graded component, if there is more than one reserve capacity sequence, use the navigation controls in the Reserve Capacity header bar to locate the sequence you want to remove.

4. In the Reserve Capacity area, click the Delete Row button next to the Reserve Capacity Sequence field. You will be prompted to verify that you really want to delete the sequence.

5. Click the OK button to delete the sequence.
6. Repeat Steps 4 through 6 as needed, until you have removed all the reserve capacity sequences that no longer apply.

**Note:** You cannot delete a reserve capacity sequence if enrollment for that group has already begun and any seats are filled.

7. Do one of the following:

   - If you imported the course as *Schedule Only = Y*, click the **Post** button. If further changes are required, you can re-import the course into CUP.
   - If you imported the course as *Schedule Only = N*, and you want to make further changes before submitting it for approval by the Dean, click the **Save** button. If you save your course data without posting it or submitting it for approval, the status will be listed as **In Progress**. You can continue to work on this course until you submit it to the Dean’s Office for approval.
   - If you imported the course as *Schedule Only = N*, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the **Submit** button. The status will change from **In Progress** to **Submitted** and you will no longer be able to make changes to the course.
Changing an Instructor for a Section

Prerequisite

You must have already rolled the course into the new term before you can import it into CUP. See “Importing a Rolled Course into CUP,” on page 10 for instructions.

Procedure

1. If you are not already in CUP with the course open, see “Importing a Rolled Course into CUP,” on page 10, or “Selecting a Saved Course to Continue Changes,” on page 12 for instructions on selecting the course.

2. Scroll to the Instructors section. To change the instructor for this term only:
   a) Type the employee ID of the instructor for this section of the course in the EmplID field or click the Lookup button to search for the Instructors ID.
   b) In the Role field, click the down arrow and select either AI or the default, Instructor.
   c) In the Grade Access field, click the down arrow and select Approve or the default, Grade. Instructors with the AI role should always have Grade access.

3. To change the instructor for another section of this course, use the Previous and Next buttons in the Class Sections header bar to navigate through the sections, until you find the one you want. Repeat Step 3.

4. Continue with other changes or do one of the following:
   - If you imported the course as Schedule Only = Y, click the Post button. If further changes are required, you can re-import the course into CUP.
   - If you imported the course as Schedule Only = N, and you want to make further changes before submitting it for approval by the Dean, click the Save button. If you save your course data without posting it or submitting it for approval, the status will be listed as In Progress. You can continue to work on this course until you submit it to the Dean’s Office for approval.
   - If you imported the course as Schedule Only = N, your changes are complete, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.
To add a brand new course to the Course Catalog and Schedule of Classes, use the New Course Approval Process (CAP). As you create a new course, you can save and modify its content as many times as you wish before you submit it to the Dean’s Office for approval.

Once you submit a course for approval, you will no longer be able to modify the course content. The Dean’s Office will review the submitted course and assign a status to it. If the Dean’s Office does not approve the course, you will be able to modify the content and submit it for approval.

When the new course is approved, you will receive an email from the Dean’s Office notifying you of the approval and that the course was added to the Course Catalog and Schedule of Classes. If you need to make changes to a new course after it has been approved, see “Changing a Rolled Course,” on page 9 for more information.
Adding and Scheduling a New Course

To add a new course to the catalog:


   **Note:** If you are beginning the CAP process, select the Add a Course to CAP tab. If you have already started adding a new course and saved it in a previous session, select the Revise a Course in CAP tab.

2. In the Academic Career field, select: Graduate or Undergraduate.

3. In the Subject Area field, enter the three-character subject code or click the Lookup button and select from the displayed list of subject area codes.

4. In the Catalog Nbr field, enter the three-digit catalog number for the new course.

   **Note:** If you enter a number currently belonging to an active course, you will receive an error message instructing you to use a different number.

5. In the Term field, enter the term code if you know it or use the Lookup button to find the code for the new course term.

6. Click the Add button to add the new course to the Course Catalog. The Course Information tab will display.

7. In the Syllabus and Department memo section, add at least two separate files that contain the course syllabus and department rationale for adding the course:

   a) Click the Add Attachment button.

   b) Enter the file path or click the Browse button and navigate to the file location.

   c) Click the Upload button.

   **Tip!** Click the Add Attachment button again to attach multiple files to the course. To open and view an attachment in a new browser window, select the file and click the View button.
8. If the course will be cross-listed, associate a cross-listing catalog number with the course, completing the following fields in the Cross Listing section:

- **Subject**: Click the Lookup button and select the cross listing from the displayed list of subject area codes.
- **Catalog #**: Enter the three-digit catalog number for the cross listing. Verify that the number used for the cross-listing is not already being used for an active course. Check with the cross-listing department to confirm.
- **Have you received approval from the cross-listed dept?**: Select Yes or No.

**Note**: If you enter a number currently belonging to an active course, you will receive an error message instructing you to use a different number.

9. Enter the details for this course:

- **Course Title**: Type the full course title as it should appear in the Announcement publication, then press the Tab key. The system will truncate any characters exceeding the 100-character limit.
  - The Short Title and Transcript Title fields will fill in with the first 30 and 40 characters of the Course Title, respectively. Review these titles, and if they do not make sense, change them as appropriate for transcripts.
- **Distribution Area**: Leave the default value NONE if the course does not satisfy a distribution area requirement, or is a graduate course. If the proposed course does satisfy a distribution area requirement, use the Lookup button to locate the proposed distribution area requirement.
- **Course Type**: Select One Time Only or Permanent (for graduate courses only).

10. **Grading Basis**: Select the grading basis for the course from the drop-down list:

- ***/NoCredit**: The course is a graduate course that may be taken for credit or no credit.
- ***/AUD**: The course is a graduate course that may be audited.
- **A-F,P,Aud**: The course may be taken for a letter grade, Pass/D/Fail, or audit. This is the regular grading basis for most courses at Princeton.
Adding and Scheduling a New Course

11. Academic Group: Select the Academic Group using the Lookup button. The options are:

- **Audit Only**: The course may only be audited.
- **na, npdf**: The course may only be taken for a letter grade. Pass/D/Fail and Audit are not available for this course.
- **No Audit**: The course may not be audited, but may be taken for a letter grade or Pass/D/Fail.
- **No P/D/F**: The course may not be taken on a Pass/D/Fail basis, but may be taken for a letter grade or audited.
- **P/D/F Only**: The course may only be taken on a Pass/D/Fail basis.

12. In the Undergraduate or Graduate Announcement Instructor section, assign up to three instructors to the new course. For the instructor that you want to list in the Announcement, type the 9-digit instructor ID or click the Lookup button next to the Instructor field. If you do not want the instructor’s name to print in the announcement, clear the Print in Announcement checkbox.
13. In the Attributes section, select the *Course Attribute* and *Course Attribute Value* using the *Lookup* button. The options are:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPL</strong></td>
<td>By application/interview only (printed in <em>Schedule of Classes</em>). The student must apply for permission to take the course, or an interview may be required. When you specify <strong>APPL</strong>, <em>Consent to Add</em> is automatically set to <em>Dept Cnsnt</em>. The <em>Course Attribute Value</em> for this attribute is <strong>BY APPL</strong>.</td>
</tr>
<tr>
<td><strong>CONR</strong></td>
<td>Required for concentrators (printed in <em>Schedule of Classes</em>). Students who are concentrating in this subject area must take this course. The <em>Course Attribute Value</em> for this attribute is <strong>RQ CNCNTRS</strong>.</td>
</tr>
<tr>
<td><strong>OFFR</strong></td>
<td>Term offered (printed in <em>Announcement</em>). Indicates whether the course is offered in the Fall, the Spring, or both terms, or not offered this term. The <em>Course Attribute Values</em> for this attribute are: <strong>BOTH</strong> (Fall and Spring), <strong>FALL</strong>, <strong>SPRING</strong>, <strong>NOTTYR</strong> (Not offered this year).</td>
</tr>
</tbody>
</table>

If more than one attribute applies to a course, add more rows by clicking the Add a New Row button and repeating this step.

14. The *Consent to Add* field controls what type of consent, if any, is required before a student may add the course. The value that is displayed will vary, depending on the Course Attribute value. If the Attribute is **APPL**, the Consent value will be **Dept Cnsnt**. Otherwise, click the down arrow and select **Dept Cnsnt** or **No Consent**.

   *Tip! Since the Consent to Add field does not provide notification in the Schedule of Classes book that the course requires consent, it is not recommended that you set this independently of the **APPL** attribute.*

15. By default, the *Student Specific Permissions* box is always checked.

16. You can use the *Requirement Group* field to set restrictions that you want enforced during the online course selection, such as **Open Only to Concentrators**, or **Juniors and Seniors Only**.

   Requirement Groups are also used to set reserve capacity in the Schedule of Classes. However, there is a difference in the level of restriction, depending on where you set the requirement groups:
In the Course Catalog, the Requirements Group restricts enrollment to only those students who satisfy the criteria defined in the Requirement Group.

In the Schedule of Classes, Reserve Capacity only reserves seats for those who also satisfy the criteria defined in Requirement Group. Others who do not meet the criteria can enroll in the class as long as there are seats available that have not been reserved.

To select the Course Catalog requirement in the Requirement Group field, use the Lookup button.

In the Course Description field, type the permanent description of the course as you want it to appear in the Course Catalog. Do not include the instructor or component meeting information in the description. This information is specified in other fields in CAP. There is a 650-character limit, including spaces.

Note: Click the Spell Check button to check your spelling. See “Entering Special Characters and Text Formatting,” on page 97, for more information.

18. In the Course Web Address field, enter the URL for the department web page or Blackboard web page for this course. Typically this will be blackboard.princeton.edu.

19. In the Sample Reading List section, you can enter the author and title of up to six publications to be included on the course reading list. Each title you enter will be underlined in the Schedule of Classes publication.

a) To add a document to the Sample Reading List:
   i  Locate the first empty row.
   ii Type the part of the reference that is not to be underlined in the Author field, and press the Tab key.
   iii Type the part of the reference that is to be underlined in the Title field.

b) Repeat Step a for each document on the reading list.

c) Select the See instructor for complete list checkbox if there are more than six documents or the instructor does not yet have a reading list or does not want to include a full reading list in the Schedule of Classes publication.
20. Enter the following text to appear in the *Schedule of Classes*:

*Reading/Writing Assignments*  
Type the text you want to appear in the *Schedule of Classes* field. There is a 490-character limit, including spaces.

*Prerequisites & Restrictions*  
Type any prerequisites or restrictions that you want to appear in the *Schedule of Classes*. There is a 560-character limit, including spaces.

*Other Information*  
Type any other information about the course you want to be shown in the *Schedule of Classes*. There is a 490-character limit, including spaces.

**Note:** In the *Reading/Writing Assignments*, *Prerequisites/Restrictions*, and *Other Information* text boxes, you may:

- Click the Spell Check button to check your spelling.
- Use special characters and formatting. See “Entering Special Characters and Text Formatting,” on page 97, for more information.

21. In the *Course Components* section, specify one or more components for the course you are creating. Define as many components as are required for the course, beginning with the graded component:

a) In the *Course Component* field, click the Look button to select the new component from the list of displayed codes. For the graded component, this is most often a Lecture, Class, or Seminar.

b) If this is the graded component, select (✔) the *Graded Component* checkbox; if this is not the graded component, you have the choice to select the *Optional* checkbox:

- For Precept, Drill, Ear Training, and Film components, the *Optional Component* checkbox will be greyed out and selected automatically.
- If students will enroll through Blackboard, select the *Optional* checkbox.
- If students will enroll through SCORE, leave the boxes unchecked. The graded component is never *Optional* and will always be displayed in SCORE. *Optional* components will not be available in SCORE.

**Note:** If you create another component and select the *Graded Component* checkbox and another component was already specified as the graded component, the *Graded Component* checkbox will be automatically deselected for the other component.
Tip! If the component is the Graded Component, the Optional Component checkbox will be greyed out for that component.

22. In the Requirement & Grading section, you can enter the percentage of the course grade contributed by each type of assignment or test for the graded component of the course:

   a) In the Final Exam field, select one of the following from the drop-down box:

      - **Final**: For a final exam scheduled by the Registrar’s office during the final exam period. If you do not specify Final in the Final Exam field, no exam time or room will be scheduled for a final exam for the class.
      - **Other**: For a term paper, lab report, or project in lieu of a final, or the final exam is scheduled on the last day of class, or there is no final.
      - **Take Home**: For a take-home exercise treated as a final.

   *Final Exam* is a required field, so you must select a value.

   **Note:** Graduate courses will default to Other.

   b) Enter a percentage for each option that will be used in the final grade calculation for this course. It is not necessary to enter a leading zero. For undergraduate courses, the total percentage must equal 100%, with no section greater than 50%. For graduate courses, the percentage can be either zero or 100%.

23. Click the Continue to Scheduling button to save the entries you made on the page and schedule this course. The schedule fields will display at the bottom of the page.

   **Note:** If you do not yet know when the course will be offered, create a section for each component type and enter a value of **TBA** in Meeting Pattern(s) for each section.

   **Tip!** Save your work often. It is good practice to click the Save button frequently while you are completing the fields on this page.

24. In the Class Schedule section, use the Lookup button in the Component field and select a component from the search results. Select the graded component first.
25. Enter the section number in the *Class Section* field using the following format:

1\(^{st}\) character  A letter indicating the component type of the section:

- B  Lab
- C  Class
- D  Drill
- E  Ear Training
- L  Lecture
- P  Precept
- S  Seminar
- U  Studio
- F  Film

2\(^{nd}\) and 3\(^{rd}\) characters  A sequential number within the component type, starting with 01. There will be a new number for each section of the component that meets at a different time period.

4\(^{th}\) character  If this is the only section or the first section of the component type meeting at this time, this character is blank. If there are multiple sections meeting at the same time, each section after the first subsection contains a letter in this position, starting with A.

For example, if there are six lab sections, three of which meet at 1:30 on Wednesday, and three of which meet at 7:30 on Wednesday, the sections would be numbered **B01, B01A, B01B, B02, B02A, and B02B**.

26. In the *Cap Enrl* field, enter the maximum number of students to be accepted into the section. Enter 999 for courses that do not have a limit on enrollment. If you want to limit enrollment, the Enrollment Capacity cannot be 999. Enrollment Capacity must be greater than 0.

**Important!** The Enrollment Capacity value is used to enforce enrollment limits during online course selection. When the section enrollment reaches the number of students specified in the Enrollment Capacity field, the section will be closed to further enrollment.

*During the enrollment period, you can increase or decrease the Enrollment Capacity as needed. However, to know when such changes are needed, you must monitor the enrollment totals for each section of each course on a daily basis during the enrollment period.*

27. Make sure the *Req Rm Cap* field contains a value equal to or greater than the value in the *Cap Enrl* field, unless *Cap Enrl* is 999. Enter a value appropriate for the expected number of students.
28. For undergraduate courses, in the Meeting Pattern(s) field, click the Lookup button to display the list of available meeting patterns. If you need a time other than the standard times, select NSM in Meeting Pattern(s) and type an explanation, including your requested time, in the Notes section. Your request will be reviewed by the Registrar’s Office when you submit the course for approval.

**Important! If the meeting pattern is TBA or NSM, the Mtg Start time and Mtg End time default to 1:00AM.**

The days in the meeting pattern will be displayed in grey checks in the day fields below.

For graduate courses, you may select a standard meeting pattern, if one applies, or simply check the days of the week when the class will meet.

29. In the Start Time field, click the Lookup button to select a preset time when the section will start. Click on the desired start time.

**Important! If you entered TBA, the Start and End times will automatically set to 1:00AM. This provides a signal to the students selecting the section on the Web that the real times have not been scheduled yet. Undergraduate courses cannot have TBA for the graded component.**

For graduate courses, if you do not use a standard Meeting Pattern and start time, you must enter both a Start and End Time.

30. In the Instructors section,
   a) Type the employee ID of the instructor for this section of the course in the EmplID field or click the Lookup button to search for the Instructor’s ID.
   b) The Role field defaults to Instructor. For an Assistant Instructor, click the down arrow and select AI.
   c) The Grade Access field defaults to Grade. For the Instructor-in-Charge, click the down arrow and select Approve.

31. In the Reserve Capacity section, you can enter the number of seats reserved for a specific group of students. The Reserve Capacity Sequence field will be incremented by the system each time you add a row to create another sequence.
a) In the **Start Date** field, enter the date when the first enrollment appointments begin for the term you are scheduling. The Registrar’s Office will advise you what date to use.

b) In the **Rq Group** field, use the Lookup button to find and select the student group for whom you are reserving seats. If you will be using multiple requirement groups, start with the most restrictive requirement group as the first sequence, and move through less restrictive requirement groups in later sequences. In order of restrictiveness, the requirement groups are:

Most restrictive

- XXX Graduate Students Only
- Open to XXX Concentrators Only
- Graduate Students Only
- Seniors Only
- Juniors Only
- Sophomores Only
- Freshmen Only
- Juniors and Seniors Only
- Freshmen and Sophomores Only

Least restrictive

- Not Open to Freshmen

Important! If you set multiple reserve capacity sequences, do not set any of the Res Seats values to 0, as this will inactivate all reserve capacity sequences for that course.

c) In the **Res Seats** field, type the number of seats that you want reserved for this group. This value must be equal to or less than the **Enrollment Capacity** set in the **Cap Enrl** field.

32. In the **Notes** section, type any additional information you want the Dean to be aware of when considering the course for approval. Click the **Spell Check** button to check your spelling.

33. To save your new course data without submitting it for approval by the Dean, click the **Save** button. If you save your course data without submitting it for approval, the status will be listed as **In Progress**. You can continue to work on this course until you submit it to the Dean for approval.

34. If the new course information is complete and you are ready to submit the course to the Dean for approval, click the **Submit** button. The status will change from **In Progress** to **Pending** and you will no longer be able to make changes to the new course.
35. Once the course is approved, a course ID number is assigned and you will be able to find the course in the Course Catalog. You will receive an email from the Dean’s Office notifying you of the approval.
When you save a course that you have modified in CUP or a new course that you have created in CAP, the system will assign to it a status code indicating that the course is in progress and has not yet been submitted to the Dean’s Office for approval. After you submit a course for approval, the Dean’s Office will review your submission and assign to it a status code that indicates where the course is in the approval process.

After a course has been approved, you can still access it if you need to re-import it into CUP in order to make additional changes, or open a view-only version if you simply want to review the course.

This chapter lists the status codes for courses in CUP and CAP, describes how to print proofs of the updated or new course information, and how to re-import a course or open a view-only version.
Determining the Status of a Course in CUP

When you save a course, the system will assign to it a status code indicating that the course is in progress and has not been submitted to the Dean’s Office for approval. When you submit a course for approval, the Dean’s Office will review your submission and assign to it a status code that indicates where the course is in the approval process.

The following is a list of all course status codes:

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>This course has been submitted and approved by the Dean's office and has been added to the Course Catalog and Schedule of Classes.</td>
</tr>
<tr>
<td>InProgress</td>
<td>This course has not yet been submitted to the Dean's Office for approval; you can still modify its content.</td>
</tr>
<tr>
<td>NotApprvd</td>
<td>This course has been submitted, but not approved by the Dean’s Office; you can modify its content and resubmit for approval.</td>
</tr>
<tr>
<td>Pen Fac Co</td>
<td>For Graduate School courses, this course has been submitted to the Dean’s Office and is awaiting review by the Faculty Committee. You can view, but not modify, its content.</td>
</tr>
<tr>
<td>Pen Ful Fac</td>
<td>For Graduate School courses, this course has been submitted to the Dean’s office and is awaiting review by the Full Faculty. You can view, but not modify, its content.</td>
</tr>
<tr>
<td>Pen Sub Co</td>
<td>For Graduate School courses, this course has been submitted to the Dean’s office and is awaiting review by the Curriculum Subcommittee. You can view, but not modify, its content.</td>
</tr>
<tr>
<td>Pending</td>
<td>This course has been submitted to the Dean’s office and is awaiting review. You can view, but not modify, its content.</td>
</tr>
<tr>
<td>Submitted</td>
<td>This course has been submitted to the Registrar’s Office and is awaiting reassignment to the Dean’s office; you cannot modify its content.</td>
</tr>
</tbody>
</table>

To view the status of a course you have submitted to the Dean’s Office for approval:

1. If you are not already in CUP, navigate to Curriculum Management > Course Update Process (CUP).
2. Click the **Revise a Course in CUP** tab and do either of the following:
   
   - Search by general course criteria: Enter the *Term* code and *Schedule Only* values, and any other search criteria that will help you find the course.
   - Search by approval status: Enter the *Term* code and *Schedule Only* values, and select a course status code in the *Course Approved* field.

3. Click the **Search** button. A list of search results will display. The Course Approved status is included in the search results. You can click on the specific course to view information about it or edit the course content when applicable.
Determining the Status of a Course in CAP

When you save a new course you are creating, the system will assign to it a status indicating that the course is “in progress” and has not been submitted to the Dean’s Office for approval. When you submit a new course for approval, the Dean’s Office will review your submission and assign to it one of the following statuses:

- **Approved**: This course was approved by the Dean's Office and added to the Course Catalog and Schedule of Classes.
- **InProgress**: This course has not yet been submitted to the Dean's Office for approval; you can still modify its content. The Dean’s Office will use this status if a course requires additional modifications.
- **NotApprvd**: This course has been submitted, but not approved by the Dean’s Office; contact the Dean’s Office if you need more information.
- **Pen Fac Co**: For Graduate School courses, this course has been submitted to the Dean’s office and is awaiting review by the Faculty Committee. You can view, but not modify, its content.
- **Pen Ful Fac**: For Graduate School courses, this course has been submitted to the Dean’s office and is awaiting review by the Full Faculty. You can view, but not modify, its content.
- **Pen Sub Co**: For Graduate School courses, this course has been submitted to the Dean’s office and is awaiting review by the Curriculum Subcommittee. You can view, but not modify, its content.
- **Pending**: This course has been submitted to the Dean’s office and is awaiting review. You can view, but not modify, its content.

To view the status of a course you are creating or have submitted to the Dean’s Office for approval:

1. Navigate to **Curriculum Management > New Course Approval Process**. The New Course Approval page is displayed.
2. Click the **Revise a Course in CAP** tab and do either of the following:
Verifying Scheduled Courses

- Search by general course criteria: Enter any combination of search criteria for the course you saved or submitted for approval.
- Search by approval status: Click the down arrow in the Course Approved field and select a course status code.

3. Click the Search button. A list of search results will display with a column listing the Course Approved status. Click on the specific course to view information about it or edit the course content when applicable.
Printing Proofs

You must print a proof for a course in CUP or CAP and give it to the faculty member or department manager for review. The proof contains the full description of the course as it will appear in the Course Offerings. If the instructor or department manager requests changes to the course, you can make additional changes in CUP or CAP before submitting it for approval.

You may also want to print proofs after the course has been approved for your department records, or to show the courses taught by a specific instructor over a period of time.

If You are Printing a Proof in CAP or CUP

2. See “Printing the Proof” below.

If You are Printing a Proof After the Course is Approved

1. Navigate to Curriculum Management > Schedule of Classes > Reports > Course Worksheet/Proof.
2. See “Printing the Proof” below.

Printing the Proof

1. Click the Search button and, from the Search Results, select the run control ID you want to use to print the proofs. If there is no run control for this process, see “No run control for this process?” below.

2. In the Subject Area field, type the three-character code or click the Lookup button and select it from the search results.

3. If you want to print a proof for a single course, enter the catalog number in the Catalog Nbr field.

   If you want to print proofs for all courses in your subject area that match the other criteria, leave this field blank.

   If you want to print proofs for more than one specific course, complete the steps for the first course, then click the Add Row button at the top of the Scroll Area and enter the criteria for the next course. Repeat as often as needed.
4. Use the Lookup buttons in the Select From Term and the Select Thru Term fields to select the term code for the new term.

5. If you want to limit the proofs printed to undergraduate courses, type UGRD in the Academic Career field. If you want to limit the proofs to graduate courses, type GRAD in the Academic Career field. Otherwise, leave this field blank.

6. If you want to print courses only for a specific instructor, use the Lookup button in the Instructor ID field.

7. Click the Run button.

8. In the Server Name drop-down list, choose the PSUNX option.

9. In the Process List area, select (✓) either or both of the following:
   
   - Course Offerings Proof to print proofs for approved or posted courses.
   - CAP Course Offerings Proof to print proofs for courses still in CAP.
   - CUP Course Offerings Proof to print proofs for courses still in CUP.

10. In the Type field for the selected process, choose Window from the drop-down list.

11. In the Format field, select PDF.

12. Click the OK button to run the reports.

13. Click the OK button to print the worksheets. There will be one page for each course requested.

**No run control for this process?**

If you have never run this process, there will be no run control for it. To create a run control for the process:

a) Click the Add a New Value tab.

b) Enter a name without spaces to identify the run control. You should create a separate run control for each proof.

c) Click the Add button. The Course Worksheet/Proof or CAP and CUP Proof page is displayed with blank values.
After a Course is Approved

After a course has been approved or posted, you can still access the course in CUP to make additional changes, or open a view-only version if you simply want to review the course.

2. Click the Revise a Course in CUP tab.
3. Click the down arrow in the Course Approved = field and select Approved.
4. Click the Search button to display a list of approved courses.
5. Click the approved course you want to update or view.
6. A page with the following message will display:

   Prior changes to (subject area/catalog nbr) have already been approved for term (term code). Do you wish to make additional changes?

   If you select ‘Yes’, information for this course will be imported from CIS, and the status will be set back to “In Progress.” If you select ‘No,’ the information most recently approved will be available in read-only mode.

   - To re-import the course into CUP for additional changes:
     a) Click the Yes button.
     b) Click the Import From Catalog button. The course opens in CUP and you can begin making changes. See “Changing a Rolled Course,” on page 9, for more information.

   - To open a view-only version of the course:
     a) Click the No button.
     b) The Course Update CUP page is displayed in read-only format.
Classroom Assignments

The classroom assignment process begins after the undergraduate students have enrolled in the classes. For Fall classes, only the upperclassmen will have enrolled, since the freshmen are not on campus in the spring and graduate students don’t enroll until the fall. For Spring classes, only graduate students will still be enrolling when the classrooms are assigned.

The classroom assignment process begins with worksheets. After reviewing the worksheets, you make any necessary changes, such as room capacity, in CUP. When entering the Req Rm Cap, you must specify a value equal to or greater than the Cap Enrl. You should also include seating for the instructor and any additional seating that may be required for auditors. For the Fall term, the Req Rm Cap must also be greater than or equal to the sum of the current enrollment plus any reserved freshmen seating (from your worksheet).

Complete the worksheets and submit them to the Classroom Assignments Administrator. You should also inform the administrator of any classes that will meet during the reading period, as these are scheduled separately.

Once you have submitted your classroom assignments, you will not be able to make any changes until after the completion of the classroom assignment process. The Classroom Assignments Administrator runs the Resource25 program to automatically assign all unassigned classes to the appropriate room, and then lets you know when you can print the Classroom Assignment Proofs.
Running Worksheets for Classroom Assignments

1. Navigate to Curriculum Management > Schedule of Classes > Reports > Classroom Assignment Proof.

2. On the Find an Existing Value page, click the Search button and choose the run control from the search list.

3. In the Term field, type the code for the upcoming term or use the Lookup button to select the term from the Search Results.

4. To limit the worksheets, select UGRD or GRAD in the Academic Career field, or leave the field blank to print worksheets for both graduate and undergraduate courses.

5. In the Subject Area field, type the 3-letter code for the department or program area, or use the Lookup button to select the code from the Search Results.

6. Click the Run button to display the Process Scheduler Request page.

7. In the Server Name drop-down list, choose the PSUNX option.

8. Select (✓) the Fall or Spring Classroom Assignment Worksheet(s) that you want to print.

9. In the Type field for the selected process, choose Window from the drop-down list.

10. In the Format field, select PDF.

11. Click the OK button to run the reports.
**Review and Update Worksheet Information in CUP**

2. In the *Term* field, type the code for the upcoming term.
3. In the *Subject Area* field, type the 3-letter code for the department or program area.
4. Leave the *Academic Career* field blank to see all the courses or select *Graduate* or *Undergraduate*.
5. In *Schedule Only*, type *Y*.
6. Click the Search button to display the list of selected courses in the term, and click on the desired course.
7. Click the Schedule CUP tab and make sure you are on the right section, using the Navigation controls in the Class Schedule header bar to move through the sections if necessary.
8. Review and update *Meeting Pattern(s)* and *Start Time*. See “Changing a Standard Meeting Pattern for an Undergraduate Course,” on page 30, for more information.
9. Add any new sections, as needed. See “Adding a New Section,” on page 36, for more information.

**Note:** If you need to cancel a section, contact the Registrar’s Office.

10. In the Class Schedule section, type over the current number in the *Req Rm Cap* field with the number of seats required. Make sure *Req Rm Cap* contains a value equal to or greater than the value of the enrollment capacity listed in the *Cap Enrl* field. If the *Req Rm Cap* value is set to 999, the room cannot be scheduled. If *Cap Enrl* is 999, you must adjust your *Req Rm Cap* to be lower.

**Important!** The Requested Room Capacity must be equal to or greater than the Enrollment Capacity. You should also include seating for the instructor and any additional seating that may be required for auditors.

For the Fall term, the Requested Room Capacity must also be greater than or equal to the sum of the current enrollment plus any reserved freshmen seating (from your worksheet).
11. In the Cap Enrl field, type in the maximum number of students that will be allowed to enroll in the section. See “Changing Enrollment and Room Capacities,” on page 40, for more information.

12. Update the Reserve Capacity. See “Reserving, Changing, and Releasing Seats for a Specific Group of Students,” on page 42, for more information.

13. If it is necessary to make any changes to another class section use the Navigation controls to move there.

14. Click the Post button to save your changes.

15. Print the updated worksheet. See “Running Worksheets for Classroom Assignments,” on page 74, for more information.
Completing and Submitting the Worksheet

1. In the Requested Building and Room column, enter one of the following:
   - If the class is assigned to one of your own rooms, enter the building and room number.
   - If a particular building is preferred, enter the building name only. Include a second and third choice, in case the first choice building is not available.
   - If no preference has been expressed, leave the column blank.

2. In the Classroom Media/Seating request column, enter any special requirements for the course or for a professor. Be specific; for example, TV/VCR, prefer seminar room, tablet-arm chairs, document camera.

3. If you have different courses with the same meeting pattern that need to be scheduled in the same classroom, note these courses at the bottom of the worksheet.

4. Submit your Classroom Assignment Worksheets to the Classroom Assignments Administrator in the Registrar’s Office by faxing all worksheets to 258-6328.

Important! Once you have submitted your classroom assignments, you will not be able to make any changes in the Schedule of Classes Basic Data, Meetings, or Enrollment Control pages until after the completion of the classroom assignment process.
Printing Classroom Assignment Proofs

1. Navigate to Curriculum Management > Schedule of Classes > Reports > Classroom Assignment Proof. Choose the run control from the search list.

2. The Worksheet for Room Assignment page is displayed.

3. To print proofs for both graduate and undergraduate courses, leave the Academic Career field blank. To limit the proofs to undergraduate courses only, select Undergraduate. To limit the proofs to graduate courses only, select Graduate.

4. Click the Run button to display the Process Scheduler Request page.

5. In the Server Name drop-down list, choose the PSUNX option.


7. In the Type field for the selected process, choose Window from the drop-down list.

8. In the Format field, select PDF.

9. Click the OK button to run the reports.
Courses of Interest are courses that may be of interest to students in a particular program or department. The Courses of Interest are not usually required for a certificate in those programs, but are courses that may be of interest or related to material that the program is offering.

Courses of Interest may be selected from the offerings of any other department, after the courses have been scheduled for the term.

Courses of Interest are set up by term and program. You can create the list of Courses of Interest only for your own program. However, you will be able to choose from among the entire set of courses being offered in the specified term, searching scheduled courses by subject and catalog number.
Selecting Courses of Interest

1. Navigate to Curriculum Management > Schedule of Classes > Courses of Interest.

   If you have already started a list of Courses of Interest for this term, select Term in the Search By field and enter the term that you are scheduling. Select your program from the Search results and continue to add Courses of Interest as desired, beginning with Step 6 of this procedure.

2. Click the Add a New Value link.

3. In the Term field, type the 4-character code for the term you are scheduling.

4. In the Program field, enter the 3-letter code of your program. You can display a list of all of Programs/Subject Area codes by using the Lookup button.

5. Click the Add button.

6. In the Subject Area field, use the Lookup button to select a Department/Subject area that you think will have courses that might interest students in your program.

7. In the Catalog Number field use the Lookup button to display the courses available in that subject area for the term being scheduled.

   **Important!** Do not type the Catalog Number in the field even when you know the number; always select from the Search Results. The system does not validate the Catalog Number, so if you type a number that is incorrect, the correct course won’t be listed in the Courses of Interest.

8. Scroll, if necessary, to find the class you want. Click anywhere in the line containing the class to select it.

9. To add another course, click on the Add Row button, and repeat Steps 6–8.

10. Click the Save button to save the selected courses for your program.
Printing the Courses of Interest

1. Navigate to Curriculum Management > Schedule of Classes > Reports > Courses of Interest.

2. Click the Search button, then choose the run control that you created for this report.

3. In the Term field, type the 4-character code for the term for which you want a list of your Courses of Interest.

4. In the Subject Area field, type the 3-character code for your program or department.

5. Click the Run button to display the Process Scheduler Request page.

6. In the Server Name drop-down list, choose the PSUNX option.

7. In the Type field for the selected process, choose Window from the drop-down list.

8. In the Format field, select PDF.

9. Click the OK button to run the reports.
During the enrollment period, you can use various enrollment controls to limit enrollment in courses. However, to know when such changes are needed, you must monitor the enrollment totals for each section of each course on a daily basis during the enrollment period.

Enrollment controls include:

- Enrollment Capacity—used to limit section size without requiring consent for each student.
- Reserve Capacity—used to reserve seating for specific groups of students.
- Consent and Student-Specific Permissions—used to restrict enrollment to students with specific permission to enroll.
- Requirement Group—used to restrict enrollment to only one group of students.

This chapter describes how to monitor and review current term course enrollment, and how to control course enrollment during the current enrollment term.
Reviewing Current Enrollment

During enrollment, the Update Sections of a Class page will show actual enrollment totals for that class. You should monitor these totals closely because they will indicate if you should create additional sections.

1. Navigate to Curriculum Management > Schedule of Classes > Update Sections of a Class.

2. In the Term field, type the code for the current term.

3. In the Subject Area field, type the 3-letter code for the department or program.

4. Click the Search button to display the list of selected courses in the term and click on the desired course.

5. Click the Class Enrollment Limits tab. The total enrollment figure for the class is displayed in the Enrl Tot field next to the Enrl Cap amount.
Printing Instructor Schedules

1. Navigate to Curriculum Management > Instructor/Advisor Information > Instructor Schedule.

2. In the Term field, type the 4-character code for the term for which you are printing the instructor’s schedule or use the Lookup button to select the term.

3. To select an instructor, do either of the following:
   - In the ID field, type ID number for the instructor for whom you are printing the schedule or use the Lookup button to select the instructor ID number.
   - In the Last Name field enter the instructor’s last name; in the First Name field, enter the instructor’s first name.

4. Click the Search button. If the search returns multiple records using your search criteria, click on the name of the instructor for whom you want to print a schedule.

5. To print the report:
   a) Click the Menu minimize button to minimize the PeopleSoft menu.
   a) Select File > Print on your browser menu (or Print Preview to first verify what will print).
Printing Class Rosters

1. Navigate to Curriculum Management > Class Roster > PU Class Roster.

2. Click the Search button, then choose the run control that you created for this report. If there is no run control for this report, see “No run control for this report?” below.

3. In the Term field, type the 4-character code for the term in which the class is scheduled or use the Lookup button to select the term.

4. You can print rosters for all classes in your department, for specific classes, or for specific sections:
   - To print rosters for all classes in your department, type the department code or use the Lookup button in the Academic Organization field.
   - To print rosters for all sections of a course, enter the Subject Area and the Catalog Nbr for the course.
   - To print the roster for a single section of a course, use the Lookup button in the Class Nbr field to select the class number.

5. Select the type of students to be included in the roster report: Enrolled Students or, if the term has started, Dropped Students. You will only get results for dropped students after the start of the term.

6. Click the Run button to display the Process Scheduler Request page.

7. In the Server Name drop-down list, choose the PSUNX option.

8. In the Type field for the selected process, choose Window from the list.

9. In the Format field, select PDF.

10. Click the OK button to run the reports.

No run control for this report?

If you have never run this report, there will be no run control for it. To create a run control for the report:
   a) Click the Add a New Value tab.
   b) Enter a name without spaces to identify the run control. You should create a separate run control for each report.
   c) Click the Add button. The PU Class Roster page is displayed with blank values.
Closing the Course To Stop Further Enrollment in a Section

The best way to stop further enrollment in a section is to change the enrollment capacity to make it equal or less than the number of students currently enrolled. If necessary, you can still give individual students permission to enroll, since student-specific permissions override enrollment capacity. See “Assigning Student Permissions,” on page 95 for more information.

1. Navigate to Curriculum Management > Schedule of Classes > Update Sections of a Class.

2. In the Term field, enter the code for the current term.

3. In the Subject Area field, type the 3-letter code for the department or program.

4. Click the Search button to display the list of selected courses in the term and click on the desired course.

5. Click the Class Enrollment Limits tab, locate the section you want to stop enrollment for, and change the Enrl Cap to match the number of students currently enrolled. This will close the section to further enrollment.

6. Click the Save button to save your changes.

Note: This page shows the values for the approved course in the Schedule of Classes. If the class was imported into CUP, changed, and posted or approved, it will show the new values. If the class was Prior Term Copied and not imported into CUP for changes, it will show what was copied over. However, if the course was imported into CUP with Sched Only = N and changes are pending, you will only see what has been been previously copied and approved, not the capacities that have not yet been approved.
Canceling a Course or Section

To cancel a course or section, send an email to the Registrar’s Office with a request to cancel the section or course.
Changing Enrollment Capacities

The Enrollment Capacity value is used to enforce enrollment limits during online course selection. When the section enrollment reaches the number of students specified in the Enrollment Capacity field, the section will be closed to further enrollment.

**Important!** During the enrollment period, you can increase or decrease the Enrollment Capacity as needed. However, to know when such changes are needed, you must monitor the enrollment totals for each section of each course on a daily basis during the enrollment period.

1. Navigate to Curriculum Management > Schedule of Classes > Update Sections of a Class.
2. In the Term field, enter the code for the current term.
3. In the Subject Area field, type the 3-letter code for the department or program.
4. Click the Search button to display the list of selected courses in the term, and click on the desired course.
5. Click the Class Enrollment Limits tab. If the Cap Enrl is not correct for this section, type over the existing value with the correct value. If you do not want to limit enrollment, enter a value of 999.
6. Click the Save button to save your changes.

**Note:** This page shows the values for the approved course in the Schedule of Classes. If the class was imported into CUP, changed, and posted or approved, it will show the new values. If the class was Prior Term Copied and not imported into CUP for changes, it will show what was copied over. However, if the course was imported into CUP with Sched Only = N and changes are pending, you will only see what has been previously copied and approved, not the capacities that have not yet been approved.
Adding Additional Seats to a Closed Course

The Enrollment Capacity (*Cap Enrl*) value is used to enforce enrollment limits during online course selection. When the section enrollment reaches the number of students specified in the *Cap Enrl* field, the section will be closed to further enrollment.

**Important! During the enrollment period, you can increase or decrease the Enrollment Capacity as needed. However, to know when such changes are needed, you must monitor the enrollment totals for each section of each course on a daily basis during the enrollment period.**

1. Navigate to **Curriculum Management > Schedule of Classes > Update Sections of a Class**.

2. In the *Term* field, enter the code for the current term.

3. In the *Subject Area* field, type the 3-letter code for the department or program.

4. Click the *Search* button to display the list of selected courses in the term and click on the desired course.

5. Click the *Class Enrollment Limits* tab. In the *Cap Enrl* field, increase the enrollment capacity to the number that you want to allow into the course. If you do not want to limit the number of students, enter **999**.

6. Click the *Save* button to save your changes.

---

Click the Class Enrollment Limits tab

Change Enrollment Capacity here

Verify current enrollment here
Restricting Enrollment by Consent

If, after the initial enrollment period has passed, you want to restrict enrollment by requiring consent, you can change the Consent to Enrl field to Dept Cnsnt.

If the enrollment has reached the current capacity, it is not necessary to change the Consent to Enrl value in order to assign specific students permission to enroll. Simply assign the student permission to override the capacity limit.

Important! Because the Consent to Enrl field does not provide notification in the Course Offerings that enrollment is restricted, you should not use this field to control enrollment until after the initial enrollment period has passed. If you want to control enrollment by application or interview during the initial enrollment period, use the APPL attribute, which spells out for students that they need to apply for permission to enroll.

Note: Unlike changing the enrollment capacity, changing the Consent to Enrl will require approval, and the course must be opened in the Schedule Only = N view.

2. Open the course you want to change as described in “Importing a Rolled Course into CUP,” on page 10 or “Selecting a Saved Course to Continue Changes,” on page 12.
3. In the Consent to Enrl field, just below the Course Attributes, select Dept Cnsnt.
4. If you are finished making changes, and you are ready to submit the course to the Dean’s Office for approval, click the Submit button. The status will change from In Progress to Submitted and you will no longer be able to make changes to the course.

Note: Enrollments will continue until the change to the Consent to Enrl field is approved.
Managing Reserve Capacities and Seats

You can monitor and adjust reserve capacities during enrollment on the Schedule CUP page of the Course Update Process (CUP) component. The total enrollment is displayed for each requirement group, and you can change the number of seats reserved, release reserved seats, or set additional reserves.


   Note: If you are beginning the CUP process, select the Add a Course to CUP tab. If you have already started adding a new course and saved it in a previous session, select the Revise a Course in CUP tab.

2. In the Term field, enter the code for the current term.

3. In the Subject Area field, type the 3-letter code for the department or program area.

4. Leave the Academic Career field blank to see all the courses, or select Graduate or Undergraduate.

5. In Schedule Only, type Y.

6. Click the Search button to display the list of selected courses in the term and click on the desired course.

7. An informational page is displayed, requesting you to indicate whether you want to open the course for changes, or to just view the current, approved values.

   - To change reserve capacities and seats, you must re-import the course into CUP:
     a) Click the Yes button.
     b) Click the Import From Catalog button. The course opens in CUP and you can begin making changes.

   - To monitor the enrollment in each reserve capacity sequence, you can open a view-only version of the course:
     a) Click the No button.
     b) The Course Update CUP page is displayed in read-only format.

   Note: You will not be able to make any changes to a course imported in view-only format.
8. Scroll down to the Reserve Capacity section.

   **Tip! If the Reserve Capacity section isn’t there, you are not on the graded component. Locate the section(s) of the graded component, and then scroll down to the Reserve Capacity section.**

   - To release reserved seats:
     a) If there is more than one reserve capacity sequence, use the navigation controls in the Reserve Capacity section to locate the sequence you want to release.
     b) Locate the reserve capacity sequence for which you want to release seats, and click the Add Row button next to the Res Seats field.
     
     ![](image1)

     To add a new row to this sequence, click this Add Row button.

     c) In the Start Date field of the new row, enter the date or click the Calendar button to select the date when you want to release the seats.
     d) In the Res Seats field, enter 1, or the number in the Enrollment Total (which reflects the actual current enrollment) for this reserve capacity sequence. No one in the group who has already enrolled will be affected.

     **Important! Do not reduce the number in the Res Seats field to 0 if there are additional reserve capacity sequences, since this will inactivate all reserves for this course, in all reserve capacity sequence rows.**

     ![](image2)

     Check the Enrollment Total for the sequence

     Make sure you enter a number greater than 0.

   - To change an existing reserve capacity:
     a) In the Reserve Capacity section, type over the existing value in the Res Seats field to change the number of reserved seats for the requirement group.
b) To change the requirement group, use the Lookup button in the Req Grp field to select the correct group.

**Important!** If there is a second row in a sequence, both rows should show the same Req Grp. You **must** change the Req Grp on the second line if you change the Req Grp on the first line.

- To set additional reserve capacity sequences:
  a) In the Reserve Capacity section click the Add Row button to add another sequence for a different requirement group

  **Note:** You should have the same number of sequences as you have reserves (or requirement groups).

b) In the Start Date field of the new row, enter the date. The Registrar’s Office will advise you of the correct date for each term.

c) In the Req Grp field, use the Lookup button to display and select the group for whom you are reserving seats.

d) In the Res Seats field, enter the number of seats you want reserved for this group.

9. When the necessary changes are completed, click the Post button.
Assigning Student Permissions

Assign student permissions when you want to

- Allow specific students into a closed course
- Add specific students who do not meet the requirements group
- Give students permission to enroll in an application/interview only class

**Tip!** Class permissions override Enrollment Capacity and Requirement Groups. Be careful not to assign more permissions than can be accommodated in the assigned classroom.

1. Navigate to **Records and Enrollment > Term Processing > Class Permissions > Class Permissions**.

2. In the **Term** field, enter the code for the term in which you are giving permissions.

3. In the **Subject Area** field, type the 3-letter code for the department or program.

4. Click on the **Search** button to display the list of classes.

5. Click on the class for which you are assigning permissions.

6. If the **Class Type** is a Non-Enrollment Section, use the navigation controls to locate the Enrollment Section.

7. Enter the students for whom you are providing permission in the **Class Permission Data** area by using the **Lookup** button in the **ID** field to locate the student:
a) On the Look Up ID page, enter all or part of the Last Name and First Name of the student.

b) Click the Lookup button to display the students that match the criteria.

c) Click the student’s name to add the permission and return to the Permission to Add page.

8. To assign permission for another student, click on the Add Row button and repeat Step 7, as needed.

9. Click the Save button to save the permission(s).
This chapter describes how you can enter special characters, such as â, é, ü, and ß, in description fields in both the Course Update Process (CUP) and New Course Approval Process (CAP). The Character Map program is available through the Windows Start menu, under Programs, Accessories, Character Map.

Also described is how you can apply special formatting, such as bold and underscore, to text that you enter in CUP and CAP description fields.
Inserting Special Characters in Descriptions

1. Keep the PeopleSoft window open and click the Start button on the Task bar at the bottom of your screen.

2. Navigate to All Programs > Accessories > System Tools > Character Map in Windows XP or Vista.

3. Select the font from the drop-down list in the Font field.

4. Locate the character you want to insert in the text field, and click once on the character.

5. Click the Select button to select the highlighted character. This displays the character in the Character to Copy field.
6. Click the Copy button to copy the character to the Windows clipboard.

7. If this is the only character you need to copy at this time, close the Character Map window by clicking on the Close button.

8. In the PeopleSoft window, select the character you want to replace, or position your cursor where you want to insert the special character.

9. Press the Ctrl+V key to paste the copied character into the text field.

10. Continue entering information as usual.
Specifying Character Formatting

When entering text in PeopleSoft description fields, you can specify text to be highlighted as bold or or underscored. To specify character formatting, you must enter a code before and after the text to be formatted, as indicated below:

For bold text use braces {}, for example: {text}

For underscored text use brackets [], for example: [text]

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