Each Term classes are “rolled over” from the previous year in PeopleSoft (Fall 2009 will be rolled into Fall 2010). Department Schedulers are notified when they can begin making changes to the schedule for the new Term.

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

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

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

**Navigation:**

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

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

Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course
Inactivate a Class

Click the Enrollment Cntrl tab.

Navigate to the section that you would like to inactivate.

Change the Class Status field to Inactive.
Set all Capacity fields to “0”.
Click the **Meetings** tab. You must delete **all** instructors assigned to this section. If you do not do this then the class will still be displayed in the instructor’s list of classes in the Faculty Center in SOLAR.

Click each **Delete Row** button to remove **all of the instructors** assigned to this section.

It is not necessary to **renumber the remaining sections. Just leave them as is.**

Click **Save**.