\*If not adding a CRN or editing an existing CRN: YOU CAN ACTIVATE AN INACTIVE CRN.\*

Best Practice Activate an inactive CRN. CRNs are not infinite.

In this example, we will search for an inactive AMST 350 CRN to activate.

#### SSASECT. Search for a CRN.

- Click on the 3 dots next to the CRN field. (F9)
- In the <u>Schedule Section Query</u>, complete the necessary fields. Go.
- The CRNs that match your search filters are displayed.
- Section 9 is inactive so we will highlight that CRN to re-activate. Select.
- The CRN you selected is pre-populated into the CRN field. Go.
- Under <u>Course Section Information</u>, the course status is Inactive; so, we are going to change the Status from "I" (Inactive) to "A" (Active). Save.
- The course is now Active and course edits can be made.

×	Schedule SSA	ASECT 9.3.9 (USER0603)				÷		뤎	*
	Term:	201910	CRN:					Go	
	Subject:		Course:						
	Title:			🚊 Copy CRN					
		Create CRN							
Get S	Started: Complet	te the fields above and click Go	. To search by name, press TAB fror	n an ID field, enter you	ir search criteria, and t	hen pre	ss ENT	ER.	

×	Schedule Section Query SSASE	CQ 9.3 (USER0603)			÷	ADD	PRETRIEVE	嚞 RELATED	🗱 TOOLS	1
т ѕсн	EDULE SECTION QUERY						0	Insert 🗧 Delete	Сору	🕄 Filter
Basi	c Filter Advanced Filter									0
Term 201	910	Part of Term	•	Registration From	•	Regist	ration To	•		
CRN	•	Block Schedule	•	Subject CAMST		Course 350		•		
Add	Another Field 🔻									
									Clear All	Go

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× Schedu	Ile Section Query SS	ASECQ 9.3 (USER06	03)				🔒 ADD 🚪	RETRIEVE	RELATED	🗱 TOOLS
SCHEDULE SEC	TION QUERY							🕄 Insert 🛛 🖬	Delete 🏾 🗖 Copy	🔨 Filter
Active filters:	Term: 201910	Subject: AMST	Course: 350	Clear A	<u>\II</u>				Filter	Again 😣
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Sectio	on Status
201910	1			16719		AMST	350	01	A	
201910	1			16720		AMST	350	02	А	
201910	1			16934		AMST	350	03	A	
201910	1			16980		AMST	350	04	А	
201910	1			16990		AMST	350	05	A	
201910	1			17218		AMST	350	06	А	
201910	1			17221		AMST	350	07	А	
201910	1			17311		AMST	350	08	A	
201910	1			17452		AMST	350	09		
201910	1			17450		AMST	350	10	A	
4			)	4						•
📕 ┥ 🗍 of 1		• Per Page							Reco	ord 9 of 10
		Maximum			Actual			Remair	ning	
Enroll	Iment		0			0			0	
<b>▲</b>									CANCEL	SELECT

×	Schedule SS/	ASECT 9.3.9 (USER0603)			ADD	🖺 RETRIEVE	📥 RELATED	TOOLS
	Term:	201910	CRN:	17452				Go
	Subject:	AMST	Course:	350				
2	Title:	Topics in American Culture		🚊 Copy CRN				c
G	et Started: Comple	te the fields above and click Go. To search by name, press TAB from	an ID field	, enter your search criteria, and	then pres	ss ENTER.		

X Schedule SSA	SECT 9.3.9 (USER0603)			🔒 ADD 🖹 F		RELATED	🇱 TOOLS
Term: 201910 CRN:	17452 Subject: AMST Course: 3	350 Title: Topics in A	American Culture			Star	t Over
Course Section Informa	tion Section Enrollment Information	Meeting Times and Instructor	Section Preferences				
<ul> <li>COURSE SECTION INF</li> </ul>	ORMATION			0	Insert 🗧 Dele	ete 🛛 🗖 Copy	🕄 Filter
Subject	AMST AMERICAN STUDIES	Campus * WN	Main Campus	Grade Mode		)	
Course Number	350	Status *	Inactive	Session		)	
Title	Topics in American Culture	Schedule Type * T9	Topics Nine	Special Approval		)	
Section *	09	Instructional Method		Duration			
Cross List		Integration Partner			Override	Duration	
CLASS TYPE				0	Insert 🗖 Dele	te 🎜 Copy	🕄 Filter

X Schedule SSA	SECT 9.3.9 (USER0603)			🔒 ADD	Pretrieve	뤔 RELATED	🌞 tool	s 1
Term: 201910 CRN:	17452 Subject: AMST Course: 3	350 Title: Topics in A	American Culture				Start	Over
Course Section Informa	tion Section Enrollment Information	Meeting Times and Instructor	Section Preferences					
COURSE SECTION INF	DRMATION				🕀 In	sert 🗧 Delete	Г Сору	🝸 Filter
Subject	AMST AMERICAN STUDIES	Campus * WM	1 Main Campus		Grade Mode			
Course Number	350	Status * A	Active		Session			
Title	Topics in American Culture	Schedule Type * T9	Topics Nine	S	pecial Approval			
Section *	09	Instructional Method			Duration			
Cross List		Integration Partner				Override Dura	ation	
CLASS TYPE					🗭 Ins	ert 🗖 Delete	Сору	🝸 Filter

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#### **\*YOU CAN ALSO INACTIVATE AN ACTIVE CRN\***

#### To Inactivate a CRN with NO days/times (or instructor)

- In the <u>Course Section Information</u> tab; change the Status from "A" (Active) to "I" (Inactive).
- Save.

× Schedule	SSASECT 9.3.9 (USEF	R0603)						🔒 ADD	RETRIEVE	🖧 RELATED	D 🔅 TOOL	s 1
Term: 201910 CF	RN: 17449 Subject:	INTR Course:	204	Title:	Introductio	on to GIS					Start	Over
Course Section Info	ormation Section En	rollment Information	Meetin	ig Times and In	structor	Section Preference	es					
<ul> <li>COURSE SECTION</li> </ul>	INFORMATION								🔁 ln	isert 🗧 Delet	е 🌇 Сору	🕄 Filter
Subject	INTR INTERI	DISCIPLINARY STU	DIES	(	Campus *	WM Main	Campus		Grade Mode			
Course Number	204				Status *	A Activ	e		Session			
Title	Introduction to GIS			Schedu	ule Type *	LC Lectu	ure	S	pecial Approval	IN	Instructor Ap	proval
Section *	10			Instructional	Method				Duration			
Cross List				Integration	Partner					Override D	uration	

× Schedule	SSASECT 9.3.9 (USER0603)				🔒 ADD	RETRIEVE	🖧 RELATED	🋠 TOOLS	1
Term: 201910 CR	N: 17449 Subject: INTR Cours	e: 204	Title: Introduction	on to GIS				Start O	ver
Course Section Info	rmation Section Enrollment Informatio	Meetin	ng Times and Instructor	Section Preferences					
<ul> <li>COURSE SECTION</li> </ul>	INFORMATION					E Ir	nsert 🛛 🗖 Delete	Га Сору	🟹 Filter
Subject	INTR INTERDISCIPLINARY S	TUDIES	Campus *	WM Main Can	npus	Grade Mode			
Course Number	204		Status *	I Inactive		Session			
Title	Introduction to GIS		Schedule Type *	LC Lecture	S	Special Approval	IN I	nstructor Appr	roval
Section *	10		Instructional Method			Duration			
Cross List			Integration Partner				Override Du	ration	

#### To Inactivate a CRN WITH an instructor

- 1. Delete the instructor row(s). Save.
- 2. Delete the days/times row(s). Save.
- 3. Change the Status from "A" (Active) to "I" (Inactive). Save.

× Schedule	SSASECT 9	.3.9 (USEF	R0603)				🔒 ADD			D 🔅 TOOLS	1	
Term: 201910 C	<b>RN:</b> 17449	Subject:	INTR Course:	204 <b>Title</b> :	Introduction to	o GIS				Start C	ver	
Course Section In	formation	Section Enr	ollment Information	Meeting Times and In	structor	Section Preferences						
Times and Instruc	tors Sche	duler Prefere	ences									
Meeting Dates	Meeting Loca	ation and Cre	edits									
▼ SCHEDULE   Insert ■ Delete T Copy												
Meeting Time	Meeting Ty	/pe	Start Date *	End Date *	Monday	Tuesday 🔺	Wednesday	Thursday	Friday	Saturday	Sun	
	CLAS		08/29/2018	12/19/2018								
▲ ▲ 1 of 1		10 v P	er Page							Reco	, ord 1 of 1	
								e Ir	nsert 🗧 Del	ete 🏾 🗖 Copy	👻 Filter	
ı Indicator *	ID	Name		Instructional Workle	oad	Percent of Resp	onsibility	Primary Indicato	or C	verride Indicato	r	
	930408651	Zeman, J	anice L.		0.0	00	10	0 🔽				
▲ ▲ 1 of 1	► N	10 V P	er Page							Reco	ord 1 of 1	

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× Schedule S	SASECT 9.3.9 (USE	R0603)				🔒 ADD			🏶 TOOLS	1
Term: 201910 CRM	I: 17449 Subject:	INTR Course:	204 Title: I	ntroduction to	GIS				Start O	ver
Course Section Inform	mation Section Er	nrollment Information	Meeting Times and Ins	tructor Se	ection Preferences					
Times and Instructors	S Scheduler Prefe	rences								
Meeting Dates	leeting Location and C	redits								
SCHEDULE	🔁 Ins	sert 🗖 Delete	Сору	🗨 Filter						
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday 🔺	Wednesday	Thursday	Friday	Saturday	Sun
	CLAS	08/29/2018	12/19/2018							
▲ 1 of 1 ►	▶ 10 ▼ F	Per Page							Reco	rd 1 of 1
							🖶 Ins	sert 🗧 Delete	Сору	🕄 Filter
Session Indicator *	ID N	lame	Instructiona	Workload	Percent	of Responsibility	Primary I	ndicator	Override I	ndicator
01										
<ul> <li>▲ 1 of 1 ▶</li> </ul>	▶ 10 ▼ F	Per Page							Reco	rd 1 of 1

× Schedule	SSASECT 9.3.9	9 (USER0603)							🔒 ADD	🖹 RETR	RIEVE	🖧 RELATED	🇱 TOOLS	2
Term: 201910 CF	RN: 17449 Su	ıbject: INTR	Course:	204	Title:	Introductior	n to GIS					l	Start O	ver
Course Section Info	ormation Se	ction Enrollment	Information	Meeting 1	Times and Ins	structor	Section Pret	erences						
Times and Instructe	ors Schedule	er Preferences												
Meeting Dates	Meeting Locatio	n and Credits												
SCHEDULE											🛨 Ins	sert 🗧 Delete	Сору	🗨 Filter
Meeting Time	Meeting Type	Start I	Date *	End Date	*	Monday	Tuesda	iy 🔺	Wednesday	Thur	sday	Friday	Saturday	Sun
	- CLAS						I							
▲ ▲ 1 of 1 ►	▶ ▶  1	0 🔻 Per Pag	e										Reco	rd 1 of 1
											🖪 Ins	sert 🗧 Delete	Сору	👻 Filter
Session Indicator *	ID	Name			Instructiona	al Workload		Percent	of Responsibility		Primary I	ndicator	Override I	ndicator
01														
Record 1 of 1 Per Page Record 1 of											, rd 1 of 1			

× Schedule	SSASECT	9.3.9 (USEI	R0603)							🔒 A	DD 🖹	RETRIEVE	晶 RELATE	а 🗱 тос	DLS	1
Term: 201910 CF	<b>RN:</b> 17449	Subject:	INTR	Course:	204	Title:	Introductio	on to GIS						Star	rt Over	
Course Section Info	ormation	Section En	rollment Ir	nformation	Meeti	ng Times and Ir	nstructor	Section Pr	eferences							
<ul> <li>COURSE SECTION</li> </ul>	INFORMATIO	ON										<b>C</b> II	nsert 🗧 Dele	ete 📲 Copy	🕄 Filt	ter
Subject	INTR .	. INTERI	DISCIPLI	NARY STU	DIES		Campus *	WM	) Main Car	mpus	G	Grade Mode				
Course Number	204						Status *	I	Inactive	-		Session				
Title	Introducti	on to GIS				Sched	ule Type *	LC	Lecture		Speci	ial Approval	IN	Instructor A	pproval	
Section *	Section * 10								)			Duration				
Cross List			Integration	n Partner		]				Override	Duration					

### Note about Cancelling Courses

- Do <u>NOT</u> use the "C" (Cancel) Status
- ONLY the Academic Scheduling can Cancel CRNs
- Use the "I" (Inactive) Status to remove a course from your dept/prgm's schedule.