Updating a Course in CUP

Roll course(s) into the current term

1. Select Curriculum Management > Roll Curriculum Data Forward > Copy Prior Term’s Schedule.
2. Select a run control ID from the search results list or create a new one.
3. In Roll From Term, type or lookup the code for the term from which you are copying courses.
4. In Roll To Term, type or lookup the code for the term to which you are copying courses.
5. In Subject Area, type or lookup the 3-character subject area code.
6. In Catalog Number, type or lookup the catalog number for the course you want to copy.
7. To copy another course from the same term, click the button and repeat Steps 5 & 6.
8. Click the Copy Prior Term’s Schedule tab. The Active and Tentative Class Status values should be checked.
9. Click the button to display the Process Scheduler Request page.
10. Click the OK button to copy the selected courses to the new term.

Import rolled courses into the Course Update Process (CUP)

2. Click the Add a Course to CUP tab.
3. Select the Academic Career, enter the Term, Subject Area, and Catalog Nbr. Enter Schedule Only = Y if you are only making scheduling changes. Click the Add button.
4. Click to import the course.
5. Make your changes.

Selecting a Saved Course

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 or lookup and select the subject code.
5. Type the three-digit catalog number for the course in the Catalog Nbr field.
6. Click the Search button, and click the course.

Saving, Submitting, and Posting

- Click the Save button to save 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 post it or submit it for approval.
- Click the Submit button if the course information is complete and you are ready to submit the course for approval. The status will now be Submitted and you will no longer be able to make changes to the course.
- Click the Post button if you imported the course as Schedule Only = Y and you are ready to post the course to the Schedule of Classes.

Adding and Scheduling a New Course in CAP

2. If you are starting a brand new course, click the Add a Course to CAP tab and complete all fields. To open a course you have already started, enter search criteria on Revise a Course in CAP.
3. Add course and scheduling information.
4. Submit to Dean’s Office for approval. If approved, you will receive an email message saying the Course Catalog and Schedule of Classes have been updated. If not approved you will be able to reopen the course, make additional changes, and re-submit the course.

CAP/CUP Review and Approval

Approval depends on the type of changes you make:

<table>
<thead>
<tr>
<th>Change:</th>
<th>Approved By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Only = Y</td>
<td>No approval needed; post directly to Schedule of Classes</td>
</tr>
<tr>
<td>Schedule Only = N</td>
<td>Submit to the Dean’s Office</td>
</tr>
</tbody>
</table>

CAP/CUP Course Approval Status

When you submit a course for approval, a code will be assigned to indicate status:

<table>
<thead>
<tr>
<th>Approved</th>
<th>Submitted, approved, and added to the Course Catalog and Schedule of Classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>InProgress</td>
<td>Not yet submitted for approval; you can still modify content.</td>
</tr>
<tr>
<td>NotApprvd</td>
<td>Submitted, but not approved; you can modify and resubmit content.</td>
</tr>
<tr>
<td>Pen Fac Co</td>
<td>Submitted, awaiting review by Grad School Faculty Committee; you can view, but not modify the content.</td>
</tr>
<tr>
<td>Pen Ful Fac</td>
<td>Submitted, awaiting review by Grad School Full Faculty; you can view, but not modify the content.</td>
</tr>
<tr>
<td>Pen Sub Co</td>
<td>Submitted, awaiting review by Grad School Curriculum Subcommittee; you can view, but not modify the content.</td>
</tr>
<tr>
<td>Pending</td>
<td>Submitted, awaiting review; you can view, but not modify the content.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Submitted to Registrar, you cannot modify the content. (CUP only.)</td>
</tr>
</tbody>
</table>
**Managing Application or Interview Courses**

Courses that are offered by application or interview only are managed in CUP. To set the attribute, select Curriculum Management > Course Update Process (CUP) and open the course. Scroll down to display the Course Attributes area.

When the Consent field is set to Dept Consent, you must grant specific permission to each student who is accepted in the class prior to their enrollment. To grant permissions, select Records and Enrollment > Term Processing > Class Permissions > Class Permissions from the menu.

**Setting Course Requisites**

Requirement groups can be used to enforce certain course requisites such as class year (not open to freshmen, seniors only, etc.), or department concentration. Applying a requisite to a course restricts enrollment in that course to only those students in the specified requirement group.

To set a requisite for a course, select Curriculum Management > Course Update Process (CUP) from the menu.

Open the course. The Requirement Group field is located below the Course Attributes area.

**Setting Enrollment Capacity and Closing Sections**

Enrollment capacity allows you to set seating limits for each section you offer. Once enrollment has reached this limit, no more students can enroll unless other students drop the section. If you do not want to limit enrollment, set the Enrl Cap to 999.

To close a section, decrease the enrollment capacity to a value less than or equal to the current enrollment total. The section will be closed to further enrollment.

To set enrollment capacity, select Curriculum Management > Schedule of Classes > Update Sections of a Class, or if you are also making reserve capacity changes, select Curriculum Management > Course Update Process (CUP), open the course, and then click on the Schedule CUP tab.

**Setting Reserve Capacity**

Set a requisite for a course, select Curriculum Management > Course Update Process (CUP), open the course, and then click the Schedule CUP tab.

To reserve seats for a group of students:

1. Locate the graded component, which is the only section with a Reserve Capacity Sequence value of 1.
2. Scroll to the Reserve Capacity area, and enter a Start Date, Req Grp, and the Res Seats:

<table>
<thead>
<tr>
<th>Most Restrictive</th>
<th>XXX Graduate Students Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open to XXX Concentrators Only</td>
</tr>
<tr>
<td></td>
<td>Graduate Students Only</td>
</tr>
<tr>
<td></td>
<td>Seniors Only</td>
</tr>
<tr>
<td></td>
<td>Juniors Only</td>
</tr>
<tr>
<td></td>
<td>Sophomores Only</td>
</tr>
<tr>
<td></td>
<td>Freshmen Only</td>
</tr>
<tr>
<td></td>
<td>Juniors and Seniors Only</td>
</tr>
<tr>
<td></td>
<td>Freshmen and Sophomores Only</td>
</tr>
<tr>
<td>Least Restrictive</td>
<td>Not Open to Freshmen</td>
</tr>
</tbody>
</table>

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

To change an existing reserve capacity:

1. Locate the graded component and type the new number of Res Seats for this requirement group over the existing value.
2. To change the requirement group, use the Lookup button in the Req Grp field to select the group.

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.

To release reserved seats:

1. Locate the graded component which is the only section with a Reserve Capacity Sequence value of 1.
2. Change the number of reserved seats for the requirement group to match the number already enrolled in this group (as indicated in Reserve Seats Filled) by typing over the existing value in the Res Seats field in the first row.

**Setting Additional Reserve Capacity Sequences**

Select Curriculum Management > Course Update Process (CUP), open the course, and then click the Schedule CUP tab.

1. Locate the graded component, which is the only section with a Reserve Capacity Sequence value of 1.
2. Click the **Add Row** button and enter a Start Date, Req Grp, and the Res Seats.