



### ***Quick Reference Guide: How to Bracket or Un-Bracket a Course***

A “bracketed” class is a class that has previously been offered, and is expected to be offered again. Brackets around a [class title] indicate to students that the class will be offered again in the near future, typically within the next 3 years.

A class will appear as “Bracketed” in the my.harvard course search when it has met the following criteria in the Course Catalog record:

- The course status is set to **Active** on the Catalog Data tab
- The **Allow Course to be Scheduled** checkbox on the Offerings tab is checked
- The **Catalog Print** checkbox on the Offerings tab is checked

**Note:** In my.harvard, a course may not be scheduled and bracketed in the same academic year, because the course search returns a full academic year of course offerings. In rare circumstances where a course will be offered and bracketed during the same academic year, you may add a Course Note in the Course Catalog.

**Note:** When bracketing a course after January 15<sup>th</sup>, or August 15<sup>th</sup> (depending on term), contact the Registrar’s Office to perform the necessary steps. The effective date must be set to on or before the start of the current (or approaching) term if you want it to display as bracketed in that term.

#### **Bracket Courses Scenarios:**

[Scenario 1:](#) Course is offered in the current academic year; will be bracketed in the upcoming year

[Scenario 2:](#) Course is bracketed in the current academic year; will be bracketed again for the upcoming year

#### **Un-Bracket Course Scenarios:**

[Scenario 3:](#) Course is bracketed in the current academic year; will be offered in the upcoming year

[Scenario 4:](#) Course was bracketed in the last academic year; will be made inactive (that is, not taught again)

### **Scenario 1: Course is offered in the current Academic Year; will be Bracketed in the Upcoming Year**

#### **Step 1: Remove Classes Scheduled in Future Terms**

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

In Maintain Schedule of Classes, identify any classes that have been scheduled in future terms for the course being bracketed.

On the Basic Data tab, click the minus sign ( - ) found to the right of the Class Nbr. field. Click Save.



<b>Basic Data</b>	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID:	148376	Course Offering Nbr:	1					
Academic Institution:	Harvard University							
Term:	2016 Fall	FAS						
Subject Area:	HIST	History	<a href="#">Auto Create Component</a>					
Catalog Nbr:	S-1412	The War of 1812						
<b>Class Sections</b>								
Find   View All First 1 of 1 Last								
*Session:	<input type="text" value="1"/>	Regular Academic Session	Class Nbr:	<input type="text" value="10108"/>				
*Class Section:	<input type="text" value="001"/>		*Start/End Date:	<input type="text" value="08/31/2016"/>	<input type="text" value="12/02/2016"/>			
*Component:	<input type="text" value="LEC"/>	Lecture	Event ID:					

You will need to repeat this for each section within the course/terms selected.

**Step 2: Best Recommended Practice: Update the Course Record in the Catalog with the Bracket Attribute**

Navigation: Curriculum Management > Course Catalog > Course Catalog

**Step 3: Effective Dating Your Change:**

As a rule, changes cannot be made to an existing catalog row that is dated on or before the current date. You will need to add a new effective-dated row. The system requirement is that changes need to be dated before the first day of a given term to be effective for that term. Follow this dating convention:

- Changes that are effective for a fall term should be dated 08/15/yy.
- Changes that are effective for a spring term should also be dated 08/15/yy.

**Note:**

- When you add a new row the system will default to the current date, but you can overtype it with one of the standard dates, even if that date is in the future.
- If you create a future-dated row for a given change, you will be able to modify that row until the effective date you enter.
- For changes made after the standard date that need to be effective for that term, contact the FAS RO for assistance.

**Step 4: Add the Attribute Indicating Next Term Offered and Instructor:**

Scroll down on the Catalog Data tab to the 'HU Additional Course Catalog Attribute Fields' section. If there are no entries select the 'Next Term Offered' attribute. If other attributes already exist for the record, click on the plus (+) on the right side; then select the attribute of 'Next Term Offered.'

Specify the appropriate term value. Click Save.



**To add an instructor to a bracketed course:** In the 'HU Additional Course Catalog Attribute Fields' section, click on the plus (+) on the right side; then select the Attribute 'Instructor' from the dropdown. Search for a particular instructor by HUID or last name by clicking the magnifying glass. Once you have selected an Instructor, click Save.

Adding instructors in the Catalog under the bracketed attribute is merely informational; it does not assign an instructor to the class at the schedule level. When you eventually schedule the class in a particular term, you must add an instructor in the Schedule of Classes under Instructor section on the Meetings tab.

[Return to Scenario List](#)

### Scenario 2: Course was Bracketed in the Current Academic Year; will be Bracketed for next Academic Year

If the course has been bracketed in the current academic year and will continue to be bracketed, update the Next Term Offered field with the anticipated term information. Follow steps 3 and 4 in the last scenario.

[Return to Scenario List](#)

### Scenario 3: Course is bracketed in the current academic year; will be offered in the upcoming year

#### To Un-bracket A Course:

In order to "un-bracket" a course and make it available again for scheduling you must update the Course Catalog, and then schedule the class in the Schedule of Classes.

Navigate to the course record in the Course Catalog. You may need to effective date your change. See details starting on page 2.

Within the Catalog Data tab click on the plus (+) button in the upper right corner of grid area. This will allow you to add a new effective dated row within the Catalog. The data in the component will carry forward from the prior row.

Remove the Attribute 'Next Term Offered' and 'Instructor' rows/values by clicking the minus (-) button. Click Save.

Once the Course Catalog has been updated, navigate to Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course

[Return to Scenario List](#)

**Scenario 4: Course was bracketed in the last academic year; will be made Inactive (that is, not taught again)**

Best Practice: If you are certain that the course will not be offered for an indefinite period of time, then it should be Inactivated. A course may become Active again in the future when necessary. If the course will no longer be offered, follow these steps:

1. In the Course Catalog record, Catalog Data tab, update the effective date (the instructions found on page 2).
2. Change the Status field from Active to Inactive:



The screenshot shows a form with two fields. The first field is labeled '\*Effective Date:' and contains the date '08/15/2016' with a calendar icon to its right. The second field is labeled '\*Status:' and contains the text 'Inactive' with a dropdown arrow to its right.

3. Save the Record.

[Return to Scenario List](#)