

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 15th, or August 15th (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.

Basic Data		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																							
Catalog Nbr:	S-1412	The War of 1812																									
Class Sections <div style="text-align: right;"> Find View All First <input checked="" type="checkbox"/> 1 of 1 <input type="checkbox"/> Last </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>*Session:</td> <td style="text-align: center;">1 </td> <td>Regular Academic Session</td> <td>Class Nbr:</td> <td>10108</td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>*Class Section:</td> <td style="text-align: center;">001</td> <td></td> <td>*Start/End Date:</td> <td>08/31/2016 [S] 12/02/2016 </td> <td style="text-align: right;">+ -</td> </tr> <tr> <td>*Component:</td> <td style="text-align: center;">LEC </td> <td>Lecture</td> <td>Event ID:</td> <td colspan="2"></td> </tr> </table>										*Session:	1	Regular Academic Session	Class Nbr:	10108	+ -	*Class Section:	001		*Start/End Date:	08/31/2016 [S] 12/02/2016	+ -	*Component:	LEC	Lecture	Event ID:		
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*Class Section:	001		*Start/End Date:	08/31/2016 [S] 12/02/2016	+ -																						
*Component:	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.

HU Additional Course Catalog Attribute Fields		Find View All	First	◀	1 of 1	▶	Last
*Attribute	Next Term Offered	<input style="float: right; margin-right: 10px;" type="button" value="+"/> <input style="float: right;" type="button" value="-"/>					
	<input type="text" value="2172"/> <input type="button" value="🔍"/>						

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.

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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.

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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

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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 user interface for managing course records. At the top, there is a red header bar. Below it, the main area has a white background. On the left, there is a vertical column of labels. In the center, there are several input fields and dropdown menus. One input field is labeled "Effective Date" and contains the value "08/15/2016". To the right of this is a small calendar icon. Next to it is another input field labeled "Status" which has the value "Inactive" selected. There is also a dropdown arrow icon next to the status field. The overall layout is clean and organized, typical of a web-based application.

3. Save the Record.

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