

Quick Reference Guide: Divisible and Indivisible Courses

Department should carefully consider the setup of former full year courses. Certain designations in the my.harvard system (ie. designating a course as “indivisible”) have serious impacts on grading and “repeat for credit” rules. Review the descriptions below for divisible, indivisible, or fall, repeat spring courses and decide which category best fits your former full year course.

What is a Divisible Course?

Courses that are considered “divisible” are **two distinct courses** with progress AND academic credit awarded equally in both terms.

1. Students are strongly encouraged to take both parts of the course within the same academic year. The curriculum builds throughout the year.
2. Students are auto-enrolled in the spring term by the Registrar’s Office; completion of the fall term is a prerequisite.
3. Students are allowed to drop the spring term iteration themselves in my.harvard. Students not taking the spring term will not need to go through any petition process.
4. The fall grade remains as a permanent final grade for the course and factors into the GPA.
5. Students who wish to enroll in the spring term without having taken the fall term would need departmental approval.
6. Courses will be designated as consecutive pairs as “a” and “b” and have an attribute assigned in the catalog.

What is an Indivisible Course?

Courses that are “indivisible” are scheduled in fall and spring and **must be taken in the correct sequence**. The progress credit is equally distributed between terms, BUT academic credit is fully allocated to the spring term.

1. Students **are required** to take both parts of the course within the same academic year. The curriculum builds throughout the year.
2. The fall grade will appear on the transcript with a designation such as “A*” (with an explanation on transcript) and not factor into the GPA; faculty may also choose “IP” for “in progress”. The fall grade will be replaced by the spring grade at the time the spring grade is entered.
3. Once the spring course has been graded that grade will appear on the transcript and used to calculate GPA with all academic credits.
4. Students will be auto enrolled in spring term by the RO and cannot drop the course in the spring. Completion of the fall term is a prerequisite. Students with extraordinary extenuating circumstances may petition to their instructor and resident dean to withdraw from the course and receive a “WD” for the fall iteration.

5. Courses are designated as consecutive pairs as “a” and “b” A catalog attribute will be assigned in the by the Registrar’s Office. A note will be added to the description: “Students must complete the second term of this course within the same academic year in order to receive credit for this course”.

What is a Fall, Repeat Spring Course?

Fall, repeat spring courses are offered in the fall, and then scheduled again for the spring semester. The course offers the same content each time it is scheduled.

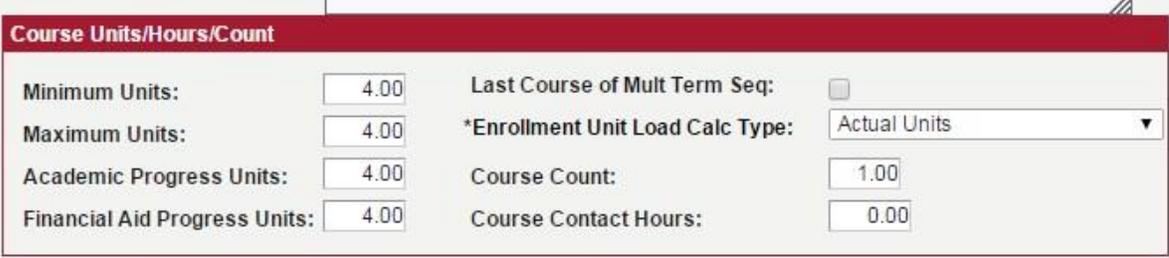
1. Students must take action to enroll in either iteration of the course--there is no auto enrollment.
2. A student is not required to take in sequence because the curriculum does not build upon what’s learned in prior semester.
3. If students are required to take two terms of a particular course, they may take it out of order; or may take two semesters of fall iteration; or two semesters of spring.

See next page for setup instructions...

Divisible Course Setup

In the Catalog: Build two separate two courses. If you a former full year course you need to split:

1. Navigate to **Curriculum Management > Course Catalog > Course Catalog**
2. Find the original full year course. Edit this course to be part "A" of the divisible course. Or, if you are starting from scratch create the first "A"
3. Confirm or Adjust Min/Max Units to 4.00 each



The screenshot shows a form titled "Course Units/Hours/Count" with the following fields and values:

Minimum Units:	4.00	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	4.00	*Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	4.00	Course Count:	1.00
Financial Aid Progress Units:	4.00	Course Contact Hours:	0.00

4. On the **Offerings tab**:
 - a. Add an "A" to the first part of the course. Ex: "AFRAMER 99" now becomes "AFRAMER 99A." If the course already has an A or another letter in the catalog number, add another "A" to the existing number.
 - b. Add a note to the long description: "Part one of a two part series. The curriculum for this course builds throughout the academic year. Students are strongly encouraged to enroll in both the fall and spring course within the same academic year."
 - a. Set **Course Typically Offered** to the appropriate term (informational only)

Set up the 2nd half of the Divisible Course:

1. Open up a new window so that you may copy/paste data from the setup of the first half of the course. **Navigate to Curriculum Management > Course Catalog > Course Catalog > Add A New Value**
2. Click **Add**
3. Copy and paste much of the data on Part A of course, to the new course record. The short and long titles, description, etc. should be the same for both A and B portions of the course.
4. **Catalog Data tab**: Set the effective date. The system requirement is that changes need to be dated before the first day of a given semester to be effective for that semester. Use the following effective dates: fall semester: 08/15/yy; spring semester: 01/15/yy.

5. Add a note in long description to say “Part two of a two part series. The curriculum for this course builds throughout the academic year. Students are strongly encouraged to enroll in both the fall and spring course within the same academic year.”
6. Check box that says “Last course in a multi term sequence”
7. Min/Max units remain the same for both A and B parts of course
8. Copy the other data elements on this tab from the “A” course, including attributes (eligible for cross registration; appropriate Course Level), to the “B” course.

Course Units/Hours/Count	
Minimum Units:	4.00
Maximum Units:	4.00
Academic Progress Units:	4.00
Financial Aid Progress Units:	4.00
Last Course of Mult Term Seq:	<input checked="" type="checkbox"/>
*Enrollment Unit Load Calc Type:	Actual Units
Course Count:	1.00
Course Contact Hours:	0.00

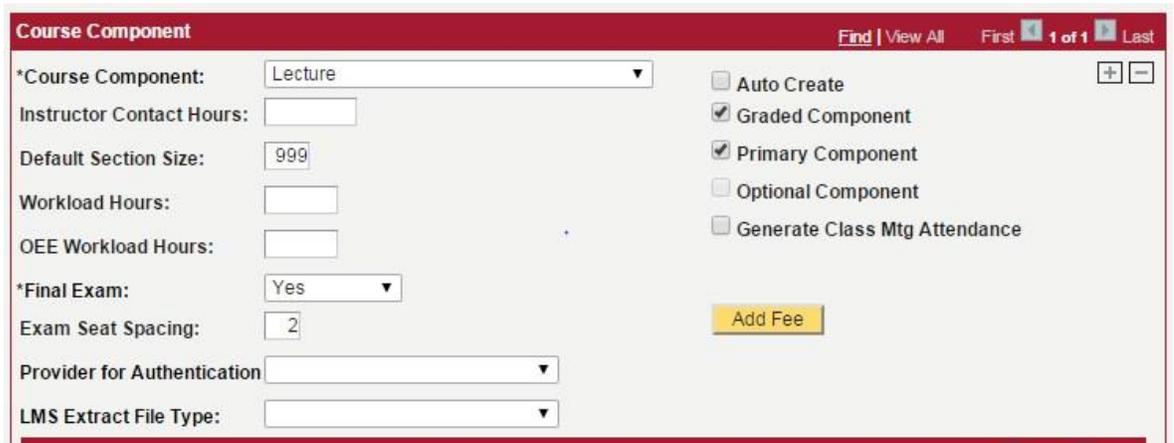
5. On **Offerings** tab:
 - a. Add the catalog number of “B”

Course Offering	
*Course Offering Nbr:	1
*Catalog Nbr:	99A AFRAMER
*Academic Institution:	HRVRD Harvard University
*Academic Group:	FAS Faculty of Arts & Sciences
*Subject Area:	AFRAMER African & African Amer Studies
Campus:	FAS Faculty of Arts & Sciences
*Academic Organization:	AAAS African & African Amer Studies
*Academic Career:	FAS Faculty of Arts and Sciences
Course Typically Offered	Fall and Spring
Tuition Group:	
Dynamic Class Date Rule:	
<input type="checkbox"/> Allow OEE Enrollment	
<input type="checkbox"/> Catalog Print <input checked="" type="checkbox"/> Print Instructor in Schedule <input checked="" type="checkbox"/> Schedule Print <input checked="" type="checkbox"/> Schedule Term Roll <input type="checkbox"/> Use Blind Grading <input type="checkbox"/> GL Interface Required <input type="checkbox"/> Split Ownership	
*Course Approved: Approved Allow Course to be Scheduled: <input checked="" type="checkbox"/> Exam Only Course: <input type="checkbox"/>	

- b. Fill out all asterisked fields
- c. Make sure the course is marked as “Approved,” and “Allow Course to be Scheduled” is checked
- d. Set **Course Typically Offered** to the appropriate term (informational only)

6. On the **Components** tab:
 - a. Choose a valid component type (should be the same as part A)
 - b. Set **default section size** to “999”

- c. Select Yes for **Final Exam**
- d. Change **Exam Seat Spacing** to “2”

7. 

Save record.

In Schedule of Classes: Schedule the two parts of the class in the correct terms

1. Reference “Scheduling a Class” Quick Guide if necessary. Navigate to **Curriculum Management > Schedule of Classes > Schedule a New Course**
2. Input appropriate term, and search for the “A” course
3. On the **Basic Data** tab:
 - a. Enter values in the fields with an asterisk. As you add data, certain fields will automatically be filled out; you can accept these defaults without change.

Course ID: 157154 Course Offering Nbr: 1
 Academic Institution: Harvard University
 Term: 2015 Fall FAS
 Subject Area: PSY Psychology
 Catalog Nbr: 101 Introduction to Psychology

[Auto Create Component](#)

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 0
 *Class Section: 001 *Start/End Date: 09/02/2015 12/21/2015
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1
 *Campus: FAS FacultyA&S
 *Location: CAMBRIDGE Cambridge
 Course Administrator:
 *Academic Organization: PSYC Psychology
 Academic Group: FAS Faculty of Arts & Sciences
 *Holiday Schedule: FAS FAS Holiday Schedule
 *Instruction Mode: P In Person
 Primary Instr Section: 001

[Add Fee](#)

[Associated Class Attributes](#)

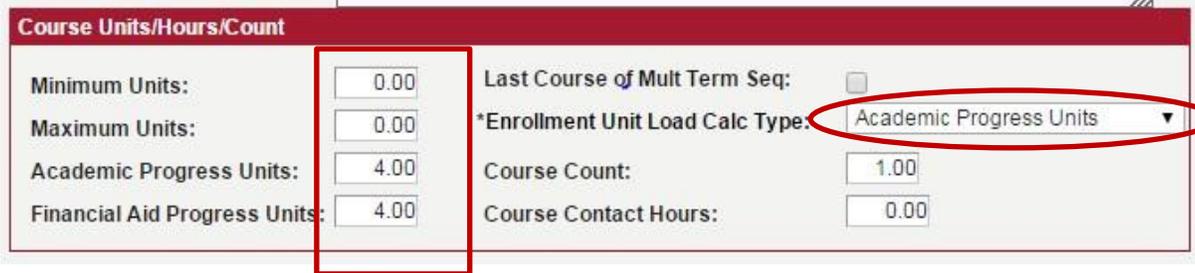
Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

4. Select **Save**. The Class Nbr should now be populated.
5. **Meetings** tab: Enter meeting information and faculty information.
 - a. **Enrollment Cntrl** tab: Confirm that enrollment capacity is either set to “999” if no cap, or has the appropriate cap. If the course has an enrollment capacity, it must also have Instructor consent. Confirm that enrollment capacity is either set to “999” if no cap, or has the appropriate cap. If the course has an enrollment capacity, it must also have Instructor consent. Make sure the enrollment cap is the same number on any secondary components (lab, discussion).
6. If the class has multiple components (lecture, plus lab or discussion) make sure all of the components have the same enrollment capacity.
7. **Notes** tab: Add additional notes that pertain specifically to the class that are not reflected at catalog level.
8. Return to **Curriculum Management > Schedule of Classes > Schedule a New Course** and search for the newly created B course, under the correct spring term.
9. Repeat steps 3-7 above for the “B” course.

Indivisible Course Setup

In the Catalog: Create “Part A” of the course

1. Find the original full year course in the catalog. You will edit this course to be part “A” of the indivisible course.
2. **Catalog Data Tab:**
 - a. Confirm or Adjust Min/Max Units=0. Confirm or adjust Academic Progress Units=4.00 and Financial Aid Progress Units =4.00. **Student will receive progress credit in both terms, but only receives full academic credit once both terms have been completed.**
 - b. Change Enrollment Unit Load Calc Type to “Academic Progress Units.”



Course Units/Hours/Count	
Minimum Units:	0.00
Maximum Units:	0.00
Academic Progress Units:	4.00
Financial Aid Progress Units:	4.00
Last Course of Mult Term Seq:	<input type="checkbox"/>
*Enrollment Unit Load Calc Type:	Academic Progress Units
Course Count:	1.00
Course Contact Hours:	0.00

- c. Add a note to the long description: “Students must complete both terms of this course (parts A and B) within the same academic year in order to receive credit.”
3. On the **Offerings tab:**
 - b. Add an “A” to the catalog number. Ex: “AFRAMER 99” now becomes “AFRAMER 99A” If the course already has an A or another letter in the catalog number, add another “A” to the existing number.
 - c. Set **Course Typically Offered** to appropriate term (informational only)
 4. On the **Components tab:** choose an appropriate component type. If the course has multiple components (lecture, and lab, or discussion) create as necessary. For assistance with secondary components, consult Curriculum Workflows on “I need to set up a secondary component”. 5. Save

In the Catalog: Create “Part B” of the Course:

1. Open up a new window so that you may copy/paste some of the data from Part A of the course.
Navigate to Curriculum Management > Course Catalog > Course Catalog > Add A New Value

2. Click **Add**

3. **Catalog Data tab:** Set the effective date. The system requirement is that changes need to be dated before the first day of a given semester to be effective for that semester. Use the following dating conventions: fall semester: 08/15/yy; spring semester: 01/15/yy.
 - a. Copy/paste description, long course title, long description
 - b. Edit note in long description to say: "Students must complete both terms of this course (parts A and B) within the same academic year in order to receive credit."
 - d. Enrollment Unit Load Calc Type: Academic Progress Units
 - e. Minimum and Maximum=8.00 each. Academic Progress and Fin. Aid Units=4.00 Note: credit amount may be adjusted if full credit for both parts is 4.0, instead of 8.0.
 - c. Check box that says "Last course in a multi term sequence"

The screenshot shows a software interface for course configuration. It features two main sections: "Course Units/Hours/Count" and "Course Grading". The "Course Units/Hours/Count" section contains several input fields and a dropdown menu. A red box highlights the "Minimum Units" and "Maximum Units" fields, both set to 8.00. Another red box highlights the "Last Course of Mult Term Seq" checkbox (checked) and the "Enrollment Unit Load Calc Type" dropdown menu, which is set to "Academic Progress Units". Other visible fields include "Academic Progress Units" (4.00), "Financial Aid Progress Units" (4.00), "Course Count" (1.00), and "Course Contact Hours" (0.00).

Course Units/Hours/Count	
Minimum Units:	8.00
Maximum Units:	8.00
Academic Progress Units:	4.00
Financial Aid Progress Units:	4.00
Last Course of Mult Term Seq	<input checked="" type="checkbox"/>
Enrollment Unit Load Calc Type:	Academic Progress Units
Course Count:	1.00
Course Contact Hours:	0.00

Course Grading

4. On **Offerings tab:**
 - a. Make sure the course is marked as "Approved," and "Allow Course to be Scheduled" is checked
 - b. Copy data from part A of the course
 - c. Set **Course Typically Offered** to the appropriate term (informational only)

In Schedule of Classes: Schedule the two parts of the class for the correct terms

Course Offering Find | View All First 1 of 1 Last

*Course Offering Nbr: *Catalog Nbr: 99A AFRAMER

*Academic Institution: HRVRD Harvard University

*Academic Group: FAS Faculty of Arts & Sciences

*Subject Area: AFRAMER African & African Amer Studies

Campus: FAS Faculty of Arts & Sciences

*Academic Organization: AAAS African & African Amer Studies

*Academic Career: FAS Faculty of Arts and Sciences

Course Typically Offered: Fall and Spring

Tuition Group:

Dynamic Class Date Rule:

Allow OEE Enrollment

*Course Approved: Approved

Allow Course to be Scheduled:

Exam Only Course:

Catalog Print

Print Instructor in Schedule

Schedule Print

Schedule Term Roll

Use Blind Grading

GL Interface Required

Split Ownership

Enrollment Requirement Group

2. Reference "Scheduling a Class" Quick Guide or Curriculum Workflows if necessary. Navigate to **Curriculum Management > Schedule of Classes > Schedule a New Course**
3. Search for the "A" part of the course
4. On the **Basic Data** tab:
 - a. Enter values in the fields with an asterisk. As you add data, certain fields will automatically be filled out; you can accept these defaults without change.

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 157154 Course Offering Nbr: 1

Academic Institution: Harvard University

Term: 2015 Fall FAS

Subject Area: PSY Psychology

Catalog Nbr: 101 Introduction to Psychology

[Auto Create Component](#)

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 0

*Class Section: 001 *Start/End Date: 09/02/2015 12/21/2015

*Component: LEC Lecture Event ID:

*Class Type: Enrollment

*Associated Class: 1

*Campus: FAS FacultyA&S

*Location: CAMBRIDGE Cambridge

Course Administrator:

*Academic Organization: PSYC Psychology

Academic Group: FAS Faculty of Arts & Sciences

*Holiday Schedule: FAS FAS Holiday Schedule

*Instruction Mode: P In Person

Primary Instr Section: 001

[Add Fee](#)

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

5. Select **Save**. The Class Nbr should now be populated.
6. In **Meetings** tab:

- a. Enter meeting time and faculty information.
7. In **Enrollment Cntrl** tab:
- a. Confirm that enrollment capacity is either set to “999” if no cap, or has the appropriate cap. If the course has an enrollment capacity, it must also have Instructor consent. Make sure the enrollment cap is the same number on any secondary components (lab, discussion).
8. In **Notes** tab:
- a. Add any notes that pertain specifically to the class that are not reflected at catalog level.
9. Return to **Curriculum Management > Schedule of Classes > Schedule a New Course** and search for the newly created B course, under the correct spring term. Repeat steps 3-7 for “B” course.

Note: Any requests to drop the B iteration of an indivisible course must be approved and processed by the FAS Registrar’s Office.

Year Long Course

NOTE: Shaded boxes indicate required fields for batch grade updates.

	Indivisible		Divisible	
	Year-long sequences where a student must complete both halves to earn credit.		Year-long sequences where a student may only take one to earn credit but will be pre-enrolled into the second half.	
	Part A	Part B	Part A	Part B
Min/Max Units	0	8	4	4
Academic Progress Units	4	4	4	4
Last Course in Multi-term Sequence	N	Y	N	N
Academic Unit Load Calc Type	Academic Progress Units	Academic Progress Units	Actual Units	Actual Units
Catalog Nbr	###A	###B	###A	###B
Course CAF	Year-Long Course: Part B	Year-Long Course: Part A	Year-Long Course: Part B	Year-Long Course: Part A
Course Attribute	FLYR: INDIVISIBLE	FLYR: INDIVISIBLE SRCH: DISPLYONLY	FLYR: DIVISIBLE	FLYR: DIVISIBLE
Add Consent	Dept choice	Instructor/ Department	None	Instructor/ Department
Drop Consent	None	Instructor/ Department	None	None
Grading Basis	NGR (or other)	GRD, PNP, SUS	GRD, PNP, SUS	GRD, PNP, SUS