

HARVARD UNIVERSITY
Faculty of Arts and Sciences
Office of the Registrar

**FAS Policy Guidelines for
Courses in Campus Solutions**

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Introduction

The guidelines in this publication are meant to assist you in organizing course data in Campus Solutions for publication in the online My.Harvard Course Search. The guide includes policies and patterns of style set in 1969 by the Committee on Educational Policy and revised by the Committee on the Administration of Educational Policy, and the Educational Policy Committee. Please follow these guidelines when organizing data for the catalog and schedule of classes and when making subsequent revisions. The creation of courses and changes to existing courses must be approved by the Chair of the appropriate FAS department or committee.

Course information published in the catalog becomes the official basis for the Registrar's records; it affects the issuing of student enrollment lists, grade sheets, classroom assignments, and final examination schedules. Complete and up-to-date course information enables the Registrar to carry out Faculty policy regarding simultaneous course enrollment and to locate individual students in an emergency. For this reason it is important that departments and committees notify the Registrar of any changes, especially changes of instructor or meeting time, regardless of when they occur in the academic year.

Major Changes

Course Catalog and Schedule of Classes

The curriculum process in Campus Solutions is divided into the Course Catalog and the Schedule of Classes.

The Course Catalog is the inventory of all courses that are available to be offered. It contains basic data about the course that typically does not change from term to term, such as title, course description, units, etc. The course catalog records are effective dated so that if there are no changes from year to year, it is not necessary to update the course catalog record.

Curriculum Management > Course Catalog > Course Catalog

Catalog Data Offerings Components Course/Milestone Link GL Interface

Course ID: 125186

Find | View All First 1 of 2 Last

*Effective Date: 08/30/2015 *Status: Active

*Description: Poetry Without Borders

Long Course Title: Poetry Without Borders

Long Description: Studies contemporary poetry as a cultural practice that requires and perversely challenges visual, linguistic, geographic, and aesthetic borders. Main topics are translation (poems crossing borders), emigration/exile (poets crossing borders), and poetry and other arts (poems with music, film)

Course Offering 1 of 1
AESTHINT 11

Course Units/Hours/Count

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

Course Grading

*Grading Basis: Letter Grades *Grade Roster Print: Component

Graded Component: Lecture

Repeat for Credit Rules

<input type="checkbox"/> Repeat for Credit	Total Units Allowed:	4.00
<input type="checkbox"/> Allow Multiple Enroll in Term	Total Completions Allowed:	1

The Schedule of Classes defines the term by term offerings for a specific course. Students can only enroll in classes listed in the Schedule of Classes for a given term. A class can only be scheduled if it is listed in the course catalog and in Active and Approved status as of an effective date that is on or before the begin date of the term.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [Textbook](#) | [GL Interface](#)

Course ID: 125186 **Course Offering Nbr:** 1
Academic Institution: Harvard University
Term: 2014 Fall FAS
Subject Area: AESTHINT Aesthetic & Interpretive [Auto Create Component](#)
Catalog Nbr: 11 Poetry Without Borders

Class Sections Find | View All First 1 of 1 Last

*Session:	<input type="text" value="1"/> 🔍 Regular Academic Session	Class Nbr:	15764	<input type="button" value="+"/> <input type="button" value="-"/>
*Class Section:	<input type="text" value="001"/> 🔍	*Start/End Date:	<input type="text" value="09/02/2014"/> <input type="text" value="12/20/2014"/>	
*Component:	<input type="text" value="LEC"/> 🔍 Lecture	Event ID:		
*Class Type:	Enrollment ▾			
*Associated Class:	<input type="text" value="1"/> 🔍 Units: 1.00	Associated Class Attributes		
*Campus:	<input type="text" value="FAS"/> 🔍 FacultyA&S	Add Fee		
*Location:	<input type="text" value="CAMBRIDGE"/> 🔍 Cambridge	<input checked="" type="checkbox"/> Schedule Print		
Course Administrator:	<input type="text"/> 🔍	<input type="checkbox"/> Student Specific Permissions		
*Academic Organization:	<input type="text" value="GENED"/> 🔍 General Education	<input type="checkbox"/> Dynamic Date Calc Required		
Academic Group:	<input type="text" value="FAS"/> 🔍 Faculty of Arts & Sciences	<input type="checkbox"/> Generate Class Mtg Attendance		
*Holiday Schedule:	<input type="text" value="HRVRD"/> 🔍 Harvard Holiday Schedule	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg		
*Instruction Mode:	<input type="text" value="P"/> 🔍 In Person	<input type="checkbox"/> GL Interface Required		
Primary Instr Section:	<input type="text" value="001"/> 🔍			

Class Topic

Course Topic ID: 🔍 Print Topic in Schedule

Credit Change

Starting fall 2015, the Faculty of Arts and Sciences will change the credits for its courses to the following scheme:

- Full course = 8 credits (See section below.)
- Half course = 4 credits
- Quarter course = 2 credits

Each course on the Course Catalog has an 08/30/2015 effective-dated row that reflects this change.

Full Year Courses

The Faculty prefers to move away from full year courses; consequently, please request permission to create full year courses from the Registrar. There is a course attribute that our office will apply to the two terms of a full year course. Additionally, we add the course numbers in the appropriate course attribute field. With these

attributes our office is able to auto enroll students from the fall term into the spring term course.

Both divisible and indivisible full year courses will be created and maintained as two separate courses in the catalog, one scheduled to meet in the fall term and the other scheduled to meet in the spring term. It is advisable to create two new courses, rather than reuse the course number previously associated with the full year course. Since the two courses are now a “series,” “A” should be appended to the Catalog Number for the fall term and “B” for the spring term.¹

The spring term course will use an Enrollment Requirement Group to ensure the fall offering has been satisfactorily completed. When students enroll in the fall course, they will be automatically enrolled in the spring course by the Registrar’s Office.

Beginning with the fall term, 2015, indivisible, full year courses must be approved by the FAS Registrar. For indivisible courses, the Drop Consent field on both the Course Catalog and Schedule of Classes should be set to “Dept Cnst.” Progress units will be the same for each course. Academic Units, however, should be affiliated with the spring course only. Please add the following sentence to the course description, “Students must complete the second term of this course within the same academic year in order to receive credit for this course.”

Curriculum Management > Course Catalog > Course Catalo > Catalog Data Tab

The screenshot shows a form titled "Additional Course Information" with a red header. It contains the following fields:

- *Instructor Edit: A dropdown menu with "No Choice" selected.
- *Add Consent: A dropdown menu with "No Consent" selected.
- *Drop Consent: A dropdown menu with "Dept Cnsnt" selected.
- Requirement Designation: A text input field with a magnifying glass icon.
- Equivalent Course Group: A text input field with a magnifying glass icon.

For *divisible* courses, the Drop Consent field should be set with “No Consent,” which allows students to drop the course in self-service. Academic and Progress units will be the same for each course. Please add a sentence to course A description, “Part one of a two part series.” Add a similar sentence to course B description, “Part two of a two part series.”

Multi-component Courses

Classes that have more than one meeting type (e.g., lecture with lab) will have two components on both the Course Catalog and Schedule of Classes. Using LLB as an example, the primary component will be “Lecture” and the secondary component will be “Laboratory.” This will allow for each component to be tracked separately with its own meeting days/times and instructor (if applicable).

Courses Meeting Undergraduate Requirements – Course Attributes

In Campus Solutions, we now have the ability to code those courses that meet undergraduate requirements *other* than concentration requirements: General Education, writing, and foreign language. We may code courses on the Campus Solutions Catalog, Basic Tab, under Course Attributes. The General Education Program Office will code courses meeting the General Education requirement. Catalog Coordinators may now mark those courses that meet the foreign language requirement. Additionally, please select the language being met. A new attribute is being developed for writing intensive courses. See also, **Course Attributes**

*Course Attribute		*Course Attribute Value			
FORL	FAS: Meets Foreign Lang Req	FRENCH	French	+	-
LEVL	FAS: Course Level	PRIMUGRD	Primarily for Undergraduate	+	-
XREG	All: Cross Reg Availability	YES	Available for Cross Reg	+	-

Faculty

The Office for Faculty Affairs and the Office of the Secretary of the Faculty of Arts and Sciences manage the appointment processes for our Faculty. An instructor may be listed in the Schedule of Classes after the teaching appointment has been approved by the Governing Boards (term appointments) or by the appropriate dean (annual appointments). Committee members are appointed by the Dean of the Faculty. Faculty holding administrative, research, or curatorial appointments must also hold teaching appointments to be listed in the Schedule of Classes.

FAS teaching appointments include: professor, associate professor, assistant professor, research professor, visiting professor, professor emeriti (who may teach one course with 4.0 units per year), senior preceptor, preceptor, senior lecturer, and lecturer. From other Harvard Faculties, *only* assistant, associate, or full professors who offer courses for academic credit in that faculty may teach in FAS without an FAS teaching appointment. All other non-FAS faculty may teach only if appointed as an FAS lecturer under the normal rules governing such appointments. A lecturer from outside of FAS may not teach without an FAS appointment.

Helpful Links

Faculty Affairs <http://isites.harvard.edu/icb/icb.do?keyword=k15149>

Secretary of the Faculty <http://secfas.fas.harvard.edu/icb/icb.do>

Assigning Faculty to Courses

Faculty names are listed in the Schedule of Classes.

Assignment		Workload					
Display Order	ID	Name	*Instructor Role	Print	Access	Contact	
1			Head In	<input checked="" type="checkbox"/>	Post		+

The name of a course head should be provided for all FAS courses and is required for any class with limited enrollment. The course head is designated with an Instructor Role of “Head Instr” and Grade Access of “Post.”

Instructor Roles and Grade Access in Schedule of Classes

Additional instructor roles may be assigned to the instructional staff and to any administrative staff affiliated with a course. See the chart below for the combination of Instructor Roles and Grade Access that have been approved by the Office of Undergraduate Education.

Access to grading takes place on three levels with a fourth level being a blank field; that is, no access to grading. The three levels are as follows:

- Grade - May enter grades, and move Grade Roster to Review
- Approve - May enter grades and move Grade Roster to Approved
- Post - May enter grades and Post them (for Head Instructors only)

Instructor Roles and Grade Access: Approved Combinations

Instructor Role	FAS Definition	Prints in my.harvard Course Search	Allowable Grade Access
Head Instructor	Head instructor for course--multiple allowed	Yes	Must be listed as Post
Instructor	Instructor, but not course head	Yes	Grade, or Approve
TF	Teaching Fellow	No	Blank, but may change to Grade with faculty approval
TA	Teaching Assistant	No	Blank, but may change to Grade with Faculty approval
Preceptor	Instruction staff member, but not the job title, Preceptor	No	May be Grade with Faculty approval
Crse Director	Administrator supporting the course (ex: directs admin for a course)	No	Grade
Grade Admin	Administrator supporting the course (ex: faculty assistant)	No	Grade
CA	Undergraduate Course Assistant	No	Blank--grade access <i>not</i> allowed

Instructor Roles Not Used by FAS

Instructor Role	FAS Definition	Prints in my.Harvard Course Search	Allowable Grade Access
Prim Instr	Primary Instructor--NOT USED BY FAS	No	n/a
Sec Instr	Secondary Instructor--NOT USED BY FAS	No	n/a

Faculty data, including a primary department, comes directly from PeopleSoft HR, and faculty affiliations are defined on the Instructor/Advisor Table. Departments may add FAS faculty members from outside the home department after the individual is defined in the Table. Faculty from other Harvard Schools will need to be added by the Registrar’s Office.

Robert Woollacott

Instructor Details		Find View All	First	1 of 1	Last
*Effective Date:	01/01/1901	*Status:	Active		
*Instructor Type:	Instructor	<input type="checkbox"/> Advisor			
*Academic Institution:	HRVRD	Harvard University			
*Primary Acad Org:	FAS	Faculty of Arts & Sciences			
*Instructor Available:	Available				
Instructor/Advisor Role		Find View All	First	1 of 1	Last
Advisor Number:	1	Percent of Appointment:			
*Academic Career:					
Academic Program:					
Academic Plan:					
Academic Sub-Plan:					

In undergraduate courses where students work individually with various instructors (tutorials, supervised reading and research, independent study, etc.), the name of the head instructor — the instructor who will sign study cards electronically and post grades — should be printed in the catalog (see Print checkbox in screenshot above).

For other courses numbered below the 300- or 3000-level, Campus offers a variety of options for courses taught by more than one instructor. Ordinarily, each course has a “Head Instructor” who is listed first. Policy The Head Instructor is the only individual who may Post grades. Additional *faculty*, who should be listed in alphabetical order, may be assigned an “instructor role” of Instructor. Instructors may be set with access to Grade or Approve, but not to Post grades.

Courses at the 300- and 3000-level may have an unlimited number of faculty members affiliated with an individual course, and each faculty member will have their own class section on the Schedule of Classes. Ordinarily, no one person serves as Head Instructor for the course because students enroll with individual faculty members. Consequently, all faculty members will have access to post grades. For a non-traditional 300-level course, you may follow the suggestions for courses numbered below 300- or 3000-level.

Please note that emeriti faculty may teach one course per year, per Faculty Affairs

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings Tab

Example

History of Art and Architecture 399. Direction of Doctoral Dissertations.

(Class Section: 001)

Class Sections Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 12440
 Class Section: 001 *Component: Doctoral Dissertation Event ID:
 Associated Class: 1 Units: 4.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 09/02/2015 12/21/2015

Topic ID: Free Format Topic:
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1		Bielfeldt,Ruth	Head In	<input checked="" type="checkbox"/>		

History of Art and Architecture 399. Direction of Doctoral Dissertations.

(Class Section: 002)

Class Sections Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 14287
 Class Section: 002 *Component: Doctoral Dissertation Event ID:
 Associated Class: 1 Units: 4.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 09/02/2015 12/21/2015

Topic ID: Free Format Topic:
 Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1		Blier,Suzanne Preston	Head In	<input checked="" type="checkbox"/>		

Physics 143a. Quantum Mechanics I

(fall term)

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1		Reece,Matthew	Head In	<input checked="" type="checkbox"/>	Post	

(spring term)

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1		Sachdev,Subir	Head In	<input checked="" type="checkbox"/>	Post	

*Religion 91r. Supervised Reading and Research

Display Order	ID	Name	*Instructor Role	Print	Access	Contact
1		Lamberth, Courtney Bickel	Head In	<input checked="" type="checkbox"/>	Post	

Courses

When creating or modifying a course, faculty members are advised to consult with the appropriate curricular committee. Curricular committees may create or modify organizational subjects in consultation with the Office of Undergraduate Education. The points listed below are based on the policies of the Faculty of Arts and Sciences. The Academic Planning group in the Office of the Registrar will work with faculty members to set and display a course (or set of courses) in a manner that best reflects the pedagogy of the course within the bounds of current technical resources. For more information, please consult [Information for Faculty Offering Instruction in Arts and Sciences](#)

Subjects (formerly Course Groups)

Courses are listed in the catalog based on organization and subject. Selecting the proper subject will ensure that the course is published correctly. Frequently your subject will be the same as your organization (Government or History) (department or committee), but it can also denote the subject area in more detail (e.g. Chinese History).

Course ID (formerly Course Catalog Number)

Campus Solutions assigns a Course ID whenever a new course is created in the course catalog. The Course ID acts as the unique identifier for the course over time. The number allows us to track courses despite a change in title and/or catalog number.

Curriculum Management > Course Catalog > Course Catalo > Catalog Data Tab

Example

Anthropology 1010. The Fundamentals of Archaeological Methods & Reasoning

Catalog Data | Offerings | Components | Course/Milestone Link | GL Interface

Course ID: 112378

*Effective Date: 08/30/2015 [31] *Status: Active

*Description: Arch. Methods & Reasoning

Long Course Title: The Fundamentals of Archaeological Methods & Reasoning

Course Offering: ANTHRO 1010

Description (formerly Transcript Title)

The description field is a short title field that should convey the spirit of the Long Course Title. The field holds a maximum of 30 characters (including spaces). You will see this short title when searching for courses in the current course search (to change in June 2015). It will also appear on student schedules and other pages in Campus Solutions.

Long Course Title (formerly Catalog Title)

The Long Course Title is the title that will appear in the course catalog and may be up to 100 characters long (including spaces). Designations such as “Seminar” and “Conference Course” no longer need to appear at the end of the title because this information is now indicated by the Course Component field.

The Long Course Title appears on student transcripts and on Course Evaluation forms. Within the course titles, colons should be used instead of dashes.

Catalog Number (formerly Course Number)

Ordinarily, courses may have only one course number and be affiliated with only one department or committee. The course number includes the two, three or four digit number used to identify the course within its subject. They may be numbers only, letters only, or a combination. The reuse of Catalog Numbers is strongly discouraged in Campus Solutions. A report of used course numbers is available to those with access to the Curriculum Work Center in Campus.

Courses are numbered according to the following scheme:

Explanation of Catalog Numbers as Numbers¹

Most courses are numbered with the following general scheme:

1–99, 910–999	Primarily for Undergraduates
90	Supervised Reading
91, 910 ²	Supervised Reading and Research (not for Freshmen)
96, 960	Special Seminar or Laboratory Course
97, 970	Sophomore Tutorial
98, 980	Junior Tutorial
99, 990	Senior Tutorial ³

¹ For numerical course numbers, the number 1, not 0, is the lowest designation.

² Undergraduate courses of reading and research must be numbered **91 (or 910)** and must be titled Supervised Reading and Research.

³ Senior tutorials numbered 99 or 990 and graded Sat/UnSat count as letter graded course.

- 100–199, 1000–1999 For Undergraduates and Graduates
- 200–299, 2000–2999 Primarily for Graduates
- 300–399, 3000–3999 Graduate Courses of Reading and Research

Curriculum Management > Course Catalog > Course Catalo > Catalog Data Tab

Example

***Philosophy 91r. Supervised Reading and Research**

Course Offering		Find View All	First	1 of 1	Last
*Course Offering Nbr:	<input type="text" value="1"/>	*Catalog Nbr:	<input type="text" value="91R"/>	PHIL	<input type="button" value="+"/> <input type="button" value="-"/>

Explanation of Catalog Numbers as Letters

Capital letters, not numerals, are required to designate the elementary courses in language and composition with the exception of Expository Writing courses.

Example

Arabic A. Elementary Arabic

Course Offering		Find View All	First	1 of 1	Last
*Course Offering Nbr:	<input type="text" value="1"/>	*Catalog Nbr:	<input type="text" value="A"/>	ARABIC	<input type="button" value="+"/> <input type="button" value="-"/>

***English Crr. Fiction Writing: Workshop**

Course Offering		Find View All	First	1 of 1	Last
*Course Offering Nbr:	<input type="text" value="1"/>	*Catalog Nbr:	<input type="text" value="CRR"/>	ENGLISH	<input type="button" value="+"/> <input type="button" value="-"/>

Explanation of Suffix Letters to Signify Credit, Duration, etc.

With the introduction of Campus Solutions, it is no longer necessary to use “intelligent” lettering to signify course credit. Phrases such as “repeatable for credit,” and the clear indication of course credit in the Course Catalog and Schedule of Classes eliminates the need for adding the following letters to catalog numbers: “hf” half course, full year; “qc,” quarter course; and “r,” repeatable for credit; as well as a doubling of letters to indicate intensive (double credit) courses.

The exception is for regular 4.0 credit courses that form a logical sequence. The letter A is added to the first course, the letter B is added to the second course, etc. In the case of a logical sequence, the “A” course is not necessarily given in the fall term, nor a “B” course in the spring term, nor are any two courses necessarily offered in the same academic year.

Examples

***Applied Physics 50a. Physics as a Foundation for Science and Engineering, Part I - (New Course)**

*Applied Physics 50b. Physics as a Foundation for Science and Engineering, Part II - (New Course)

Please see the section on Course Equivalents (formerly multiple-titled courses) for a similar but not identical system of lettering.

Seminar Series

In the case of a series of seminars (e.g., Government 94 undergraduate seminars), the Free Format Topic field on the Schedule of Classes may be used to distinguish individual topics.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings Tab

The screenshot shows a web form titled "Meeting Pattern". At the top right, there are navigation links: "Find | View All", "First", "1 of 1", and "Last". The form contains several input fields and checkboxes:

- Facility ID:** A text input field with a search icon.
- Capacity:** A text input field with a search icon.
- Pat:** A text input field with a search icon.
- Mtg Start:** A date-time input field showing "1:00PM".
- Mtg End:** A date-time input field showing "2:30PM".
- M T W T F S S:** A row of seven checkboxes for selecting days of the week. The "M" and "W" checkboxes are checked.
- *Start/End Date:** Two date input fields showing "01/26/2015" and "05/16/2015".
- Topic ID:** A text input field with a search icon.
- Free Format Topic:** A large text input field.
- Print Topic On Transcript:** A checkbox.
- Contact Hours:** A link.

Course Numbers for New Courses

New courses are given numbers that have not been used in the last five years. It is strongly advised, however, that departments avoid reusing course numbers. A course that has been retired and subsequently restored will retain both its original Catalog Number and Course ID.

Curriculum Management > Course Catalog > Course Catalog

Example

Literature 96. Introduction to Literary Studies (Formerly Literature 12)

The screenshot shows a web form for "Course Offering". At the top right, there are navigation links: "Find | View All", "First", "1 of 2", and "Last". The form contains several input fields and a dropdown menu:

- *Effective Date:** A date input field showing "08/30/2015".
- *Status:** A dropdown menu showing "Active".
- *Description:** A text input field showing "Intro to Literary Studies".
- Long Course Title:** A text input field showing "Introduction to Literary Studies (Formerly Literature 12)".
- Course Offering:** A table with two columns: "LITER" and "96".

300/3000 Level Courses for Graduate Students

Courses numbered in the 300s/3000s are for graduate students only. Advanced Standing students in the fourth year of residence, who are candidates for the master's degree, may enroll in these courses with the permission of the instructor.

The Catalog Number of each 300-level course is listed immediately after the course title. The instructors are listed in alphabetical order (determined by Display Order). As a rule, preceptors and lecturers should not be listed for 300-level courses, but may be done so with the permission of the department or committee chair. All

Instructors may have access to Post grades.

An Enrollment Requirement Group should be used to enforce this prerequisite. See the Limited Enrollment section for more details about Enrollment Requirement Groups.

300/3000 level courses require instructor permission for enrollment and are to be graded Sat/Unsat.

Instructor Permission

While instructors are free to require students to seek consent prior to enrolling in a course, they must do so if they elect to limit enrollment.

Primary Component (lecture, seminar): Select Instructor Consent in both the Catalog (Catalog Data tab) and Schedule of Classes (Enrollment Control tab). Consent needs to be in agreement in both locations.

Secondary Component (discussion laboratory): It is advisable to not select Instructor Consent for discussion sections and labs. Change the default limit of 30 to 999.

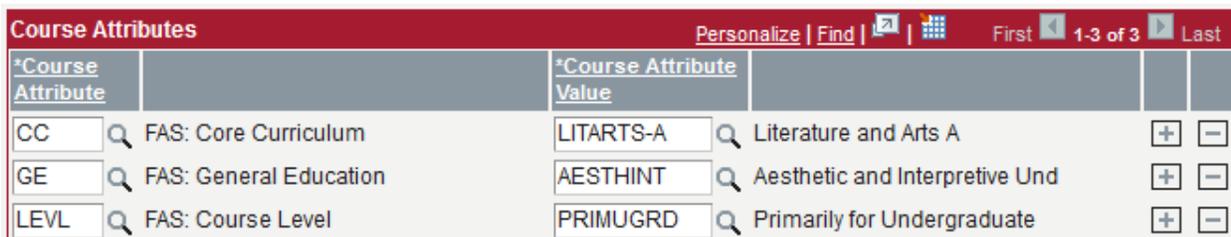
Remember that if a class is set with Instructor Permission, but lacks a Head Instructor, then student requests for permission to enroll will have nowhere to go in the system.

Any individual assigned to a class (in any role) in the Meetings tab is allowed to grant instructor permission. There is no additional security around this—it's solely controlled by who is listed on the tab. EXCEPTION: Course Assistant (CA) may not grant consent.

Course Levels

Historically, the course numbering system designated course level. In Campus Solutions, the course level is specified using a "LEVL" attribute on the course record. Remember to use the catalog number as a guide

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab



The screenshot shows a table titled "Course Attributes" with a red header bar. The header bar contains "Personalize | Find | [grid icon] | First 1-3 of 3 Last". The table has two main columns: "*Course Attribute" and "*Course Attribute Value". Each row in the table includes a search icon (magnifying glass) to the left of the attribute name. The table lists three attributes: "CC" (FAS: Core Curriculum) with value "LITARTS-A" (Literature and Arts A), "GE" (FAS: General Education) with value "AESTHINT" (Aesthetic and Interpretive Und), and "LEVL" (FAS: Course Level) with value "PRIMUGRD" (Primarily for Undergraduate). Each row has a "+" and "-" button to its right.

*Course Attribute	*Course Attribute Value		
CC FAS: Core Curriculum	LITARTS-A Literature and Arts A	+	-
GE FAS: General Education	AESTHINT Aesthetic and Interpretive Und	+	-
LEVL FAS: Course Level	PRIMUGRD Primarily for Undergraduate	+	-

The "LEVL" attribute has the following attribute values:

Look Up Course Attribute Value
✕

[Help](#)

Course Attribute: LEVL

Description: begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100	First	1-5 of 5	Last
Course Attribute Value	Description		
GRADCOURSE	Graduate Course		
NOLEVEL	No Course Level		
PRIMGRAD	Primarily for Graduate Student		
PRIMUGRD	Primarily for Undergraduate		
UGRDGRAD	For Undergraduate and Graduate		

Course Components (formerly Course Types)

An updated list of Course Components are listed below and divided into three types: Primary Components, Secondary Components, and Registrar's Office Only. Please consult with the FAS Registrar's Academic Planning group before selecting a component type not on this list.

Primary Component: Most Common Types

Conference Course: Seminar-like course; places more emphasis on discussion than research. It usually has an enrollment of about 25 students (35 maximum), meets once a week for 2-3 hours; and incorporates lectures, as well as student papers and research. Conference courses are generally open to juniors, seniors, and graduate students.

Dissertation / Thesis: Graduate students only. When course work is finished, GSAS doctoral candidates write a dissertation and masters candidates write a thesis. Courses are repeatable and a student may register for the same course multiple times in one term.

Laboratory Research: Laboratory work done under the supervision of a faculty member or departmental teaching staff.

Lecture: Has enrollment greater than 25 students. A lecture presents the substance, theory and modes of inquiry associated with the subject matter. May have an affiliated discussion section or lab led by a teaching fellow or teaching assistant.

Project Course: Students work in small groups on a focused project. Course may take place exclusively in the classroom or with short weekly meetings with the course head.

Reading and Research (Supervised): Coursework is expected to be completed under supervision and not independently. Undergraduates (except Freshmen) interested in "supervised reading and research" enroll in courses offered by many departments under the designation of 91 or 910. Graduate students enroll in Reading and Research courses at the 300- or 3000-level. Grading basis for 300- and 3000-level is Sat/Unsat.

Seminar: Has few, if any, lectures, usually limits enrollment to 12 to 18 students, and emphasizes student presentations, papers, and research. A seminar tends to focus on more advanced or specific research topics. Seminars are generally open to advanced undergraduates as well as graduate students. They ordinarily do not have final examinations.

Senior Tutorial: Designed specifically for seniors and is usually limited to concentrators. Take care in selecting the grading option. If graded Sat/Unsat, the Sat counts as a letter grade towards the undergraduate degree.

Studio: Develops skills in design or performance by drawing from knowledge and techniques across the breadth of the field. Currently used primarily by Arts and Humanities, Dramatic Arts, History of Art and Architecture, Music, and Visual and Environmental Studies.

Tutorial: May be individual or group tutorials, special seminars, or graduate research. Tutorials are opportunities for students to participate in small group or one-on-one instruction in their concentrations. They are generally characterized by their centrality in the concentration curriculum, by their sequencing, and by their emphasis on methodology and academic skills. The level of Tutorial will now be indicated by the course level (see section above on “Course Levels”)

Secondary Component: Most Common Types

Discussion Section: Ordinarily affiliated with a lecture course, students meet weekly with a teaching fellow to discuss lectures and readings or to work on problem sets.

Field Trip: Must be approved by the Office of Undergraduate Education. See *Information for Faculty*, “Courses Meeting Away from the University.”

Film: Ordinarily affiliated with a lecture, seminar, or studio. Typically a bi-monthly or weekly film screening is required.

Lab: Laboratory work done under the supervision of a faculty member or departmental teaching staff. When affiliated with a lecture, may also be a secondary component.

Registrar’s Office Only: Component Types

Independent Study: Designed to provide course credit for field research or academic study not available in regular course work, or practice or performance in the arts. This course type is used only by the Registrar's Office for approved undergraduate students. For Sophomores, Juniors, and Seniors. The student petition to undertake Independent Study is available on the [Office of Undergraduate Education](#) website. Freshmen may petition the FDO to enroll in one Supervised Reading and Research course (91 and 910 course number). Grade basis is pass/fail.

Time-A: graduate students only.

Time-C: Course-related work, graduate students only.

Time-R: Research, graduate students only.

Time-T: Teaching, graduate students only.

Long Descriptions (formerly Course Description)

Course descriptions should describe course content. Sentences should use present tense and active voice. Be concise--students may be searching courses on mobile devices. You may wish to avoid sentences beginning with *This course describes...* or ending with *...will be examined.*

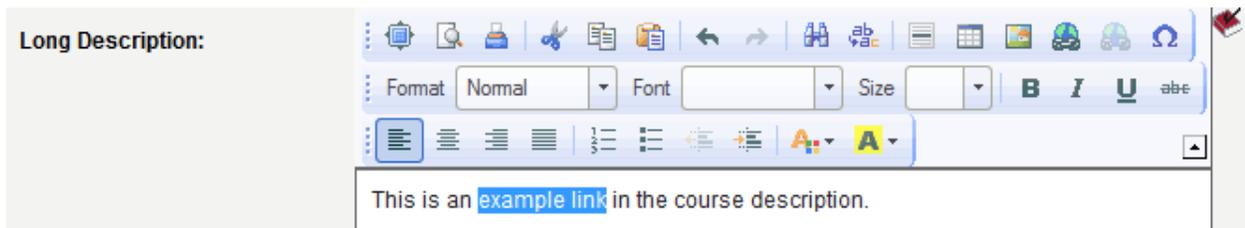
Descriptions are generally not required for 300-level courses.

How to Create a Hyperlink

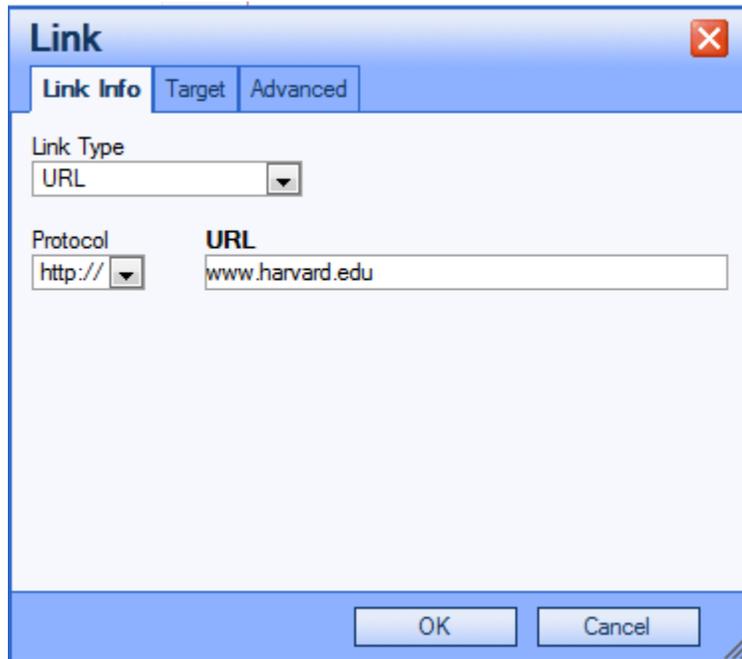
It's easy to create a hyperlink for a website or email address in the Long Description.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab

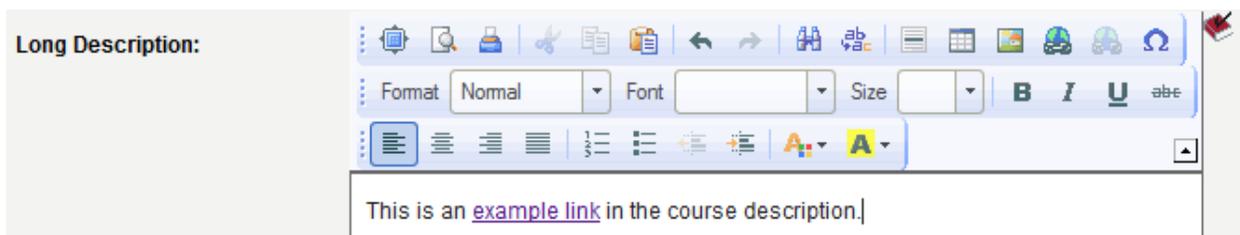
- Highlight the text that you want to create a link for and select the link icon.



- Enter the URL in the pop-up box.



- The select text is now a link to the URL.



Course "Credit"

Beginning fall term, 2015, FAS course credits are displayed with a numerical value. Former half and quarter courses are offered with 4.0 and 2.0 credits respectively. Divisible, full year courses are offered as two courses of equal value, either 4.0 or 2.0. Indivisible, full year courses are now offered as two courses with the first term offered as 0.0 credit and the second term offered as 8.0 credits. See Full Year Courses under Major Changes. As of this writing, only GSAS students may enroll in courses offered for credit during January.

Currently, the Faculty has not specified a minimum or maximum number of classroom hours for a class to be considered a quarter course, a half course, or as divisible or indivisible full year course. See more information below under Meeting Times.

Course Grading Options

The grading option for a course is specified on the Course Catalog.

The Registrar’s Office will adjust the grading options related to each course as appropriate. For example: Freshman Seminars and House Seminars must be graded SAT/UNS; all independent studies must be graded pass/fail. With the exception of some language courses, most other undergraduate courses may, with the permission of the instructor, be taken pass/fail.

Graduate students enrolled in Reading and Research courses (300-level courses) do not receive letter grades but are graded SAT/UNS. Undergraduates may not enroll in 300/3000 level courses. However, Advanced Standing students in their fourth year of residence who are candidates for the master’s degree may enroll in such courses with the instructor’s permission.

Grading – General Guidelines

The following description of grading is meant to help with course setup. For additional information on the finer details of grading, especially for advising students, see the [relevant handbooks](#) which explain more about grade options, grade point averages, petitions, etc.

Undergraduate Students

- 1–99, 900-999 Letter grade and Pass/Not Pass Freshman Seminars and Honors Tutorials may be graded Sat/Unsat. Senior Tutorials (course number 99) when graded Sat/Unsat, the Sat counts as a letter graded course.
- 100–199, 1000-1999 Letter grade only. Students may petition to take the course pass/fail.
- 200–299, 2000-2999 Letter grade only. Students may petition to take the course pass/fail.

300–399, 3000-3999 Not eligible. Undergraduate students admitted to the "Advanced Standing" program may be admitted by permission of the instructor.

Graduate Students

1–99, 900-999 Letter grade only. Graduate students may petition for Sat/Unsat grading *only* in introductory language courses and *must* have faculty permission.

100–199, 1000-1999 Letter grade only.

200–299, 2000-2999 Letter grade only. Department may request the Sat/Unsat grading option from the Registrar's Office, which is rarely granted.

300–399, 3000-3999 Sat/Unsat only.

Course Prerequisites

There are two ways to indicate prerequisites in Campus Solutions: Enrollment Requirement Groups and the Recommended Preparation attribute.

Enrollment Requirement Groups are system-enforced prerequisites. When an Enrollment Requirement Group is added to a course, it will prevent students from enrolling if they have not met the defined requirement.

Curriculum Management > Course Catalog > Course Catalog > Offerings tab

The screenshot shows a red header bar with the text "Enrollment Requirement Group". Below the header, there are two rows of information. The first row is "Requirement Group: 001011" with a magnifying glass icon and the text "Prerequisites for MCB 68" and a "Detail" link. The second row is "Long Description: Prerequisites for MCB 68: Must have successfully completed MCB 52."

The Recommended Preparation attribute is used when a student is encouraged to have certain preparation before taking a course, but it is not mandatory for enrollment. The Recommended Preparation attribute is for informational purposes only and will not be enforced by the system.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data tab

The screenshot shows a red header bar with the text "HU Additional Course Catalog Attribute Fields". Below the header, there are navigation links: "Find | View All", "First", "1 of 1", and "Last". Below the header, there is a dropdown menu labeled "*Attribute" with "Recommended Preparation" selected. To the right of the dropdown are plus and minus icons. Below the dropdown is a text area containing the text "Successfully completed MCB 52." with a red squiggly underline under "MCB 52." and a red icon to the right.

Approval of Instructor Required

If permission of the instructor is required for student admission to a course, the “Add Consent” field on the Schedule of Classes should be set to Inst Cnsnt. All tutorials, independent studies, and 300/3000 courses must require permission of the instructor.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Control Tab

Session:	1	Regular Academic Session	Class Nbr:	15596
Class Section:	001	*Component: Lecture	Event ID:	
Associated Class:	1	Units: 1.00		
*Class Status:	Active		Cancel Class	
*Class Type:	Enrollment	Enrollment Status:	Open	
*Add Consent:	Inst Cnsnt	Requested Room Capacity:	9999	Total
*Drop Consent:	No Consent	Enrollment Capacity:	9999	0
1st Auto Enroll Section:		Wait List Capacity:		0
2nd Auto Enroll Section:		Minimum Enrollment Nbr:	1	
Resection to Section:				
<input type="checkbox"/>	Auto Enroll from Wait List	<input type="checkbox"/>	Cancel if Student Enrolled	

Limited Enrollment

If a course has a known enrollment limit, the maximum number of students that can enroll should be indicated in the Enrollment Capacity field on the Schedule of Classes. Any course set to limited enrollment should require instructor approval within Campus Solutions. If Add Consent is not set to “Inst Cnst”, enrollment will be on a first-come, first-served model.

As noted in *Information for Faculty Offering Instruction in Arts and Sciences*: As a general principle, students should be able to study the topics they want and for which they have the appropriate background, with the exception that concentration tutorials, including junior seminar programs, are ordinarily limited to concentrators.

If course enrollment is limited to students who meet a certain requirement decided by the instructor, a combination of Enrollment Requirement Groups (described above) and Reserve Capacity can be used to further control who is allowed to enroll.

The Reserve Capacity function on the Schedule of Classes Reserve Cap tab, allows the ability to set aside a specified number of seats in a class for students who meet a certain requirement. For example, if a class has a maximum enrollment of 30 students, Reserve Capacity can be used to set aside 20 seats for undergraduate students and 10 seats for graduate students. May be used successfully for Jointly Offered courses where, for example, a professor prefers to have 20 seats for Law School students and 5 seats for FAS students.

Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Reserve Cap Tab

Non-compliant Pairs

Non-compliant pairs of courses (also referred to as illegal combinations) should be specified with an Enrollment Requirement Group. This will prevent enrollment in a class if certain other classes have already been taken. Courses (or any combination of courses) that cannot be taken for credit if a similar course has already been taken for credit are considered non-compliant.

Course Attributes

There are two types of course attributes in Campus Solutions. Course Attributes impact student records. Catalog coordinators have access to some but not all course attributes. Course Attribute Fields are informational. Catalog Coordinators have access to all CAF attributes which are described in the next section..

Catalog Coordinators

FAS: Course Level—Entered by catalog coordinators. Course Level corresponds to catalog numbering. See Instructor Permission

While instructors are free to require students to seek consent prior to enrolling in a course, they must do so if they elect to limit enrollment.

Primary Component (lecture, seminar): Select Instructor Consent in both the Catalog (Catalog Data tab) and Schedule of Classes (Enrollment Control tab). Consent needs to be in agreement in both locations.

Secondary Component (discussion laboratory): It is advisable to not select Instructor Consent for discussion sections and labs. Change the default limit of 30 to 999.

Remember that if a class is set with Instructor Permission, but lacks a Head Instructor, then student requests for permission to enroll will have nowhere to go in the system.

Any individual assigned to a class (in any role) in the Meetings tab is allowed to grant instructor permission. There is no additional security around this—it's solely controlled by who is listed on the tab. EXCEPTION: Course Assistant (CA) may not grant consent.

Course Levels as well as Catalog Number (formerly Course Number).

FAS: Meets Foreign Language Requirement—Entered by catalog coordinators. See, Courses Meeting Undergraduate Requirements – Course Attributes.

General Education Program, see Courses Meeting Undergraduate Requirements – Course Attributes

FAS: General Education—Entered by the General Education Program Office.

Registrar's Office

All: Cross Reg Availability – Entered by the Registrar's Office. All FAS courses are available for cross-registration except the following: Expository Writing, Freshman Seminars, and tutorials. Contact the Registrar's Office if you wish to make an exception.

FAS: Intensive Writing—To be entered by Registrar's Office after courses are approved by the Office of Undergraduate Education.

Course Catalog Attribute Fields (CAF)

Course Attribute Fields are informational. Catalog Coordinators have access to all CAF attributes: course keyword; course note; Course Next Offered, and Instructor (for bracketed courses only); and, Recommended Preparation. All CAF attributes are optional except for bracketed courses, divisible courses and indivisible courses.

Catalog Coordinators and Registrar's Office

Course Keyword

The Course Keyword attribute provides an unlimited text field for additional search terms. Enter individual words (not phrases) and separate words with spaces. No other no other punctuation is required.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab



Course Next Offered & Instructor, see **Bracketed Courses**

Please select Next Term Offered as the CAF for bracketed courses. For Next Term Offered, it is advised to enter the term code for one year out. If known, an Instructor CAF may also be added. Since faculty names appear in the Schedule of Classes only, a CAF Instructor insures the course will appear should a student search for courses by faculty name. There is no need to add a faculty name if the instructor is unknown.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab

HU Additional Course Catalog Attribute Fields Find | View 1 First 1-2 of 2 Last

*Attribute: Next Term Offered + -
 2168 2016 Fall

*Attribute: Instructor + -

Course Note

This attribute that may be used to capture notes not included in the Long Description, but that apply to the course itself rather than to the class scheduled for a specific term. Class-specific notes are recorded in the Class Notes field on the Schedule of Classes.

Example of when a Course Catalog Notes attribute may be used: When there are more students wishing to take a course than can be accommodated, a lottery for course enrollment may be conducted.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab

HU Additional Course Catalog Attribute Fields Find | View All First 1 of 1 Last

*Attribute: HU Course Catalog Notes + -
 Offered jointly with the Kennedy School as DPI-703. This course may be lotteried. 

Recommended Preparation (formerly, Prerequisite)

As explained in **Course Prerequisites**, courses listed in the Recommended Preparation attribute are not required for enrollment in a course. Campus Solutions will not stop a student from enrolling in a course with Recommended Preparation.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab

HU Additional Course Catalog Attribute Fields Find | View All First 1 of 1 Last

*Attribute: Recommended Preparation + -
 Either a strong 100-level mathematics background or Computer Science 51 plus Mathematics 21b. 

Schedule

Bracketed Courses

The my.harvard Course Search will be looking at new and different criteria to identify bracketed courses. All courses in the Catalog where the Status is Active and Catalog Print is Y will automatically appear in the Course Search. If the class is not scheduled, however, bracketing will be applied.

Next Term Offered and Instructor names may be listed for bracketed courses but are no longer required.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab

HU Additional Course Catalog Attribute Fields Find | View 1 First 1-2 of 2 Last

*Attribute Next Term Offered + -

2168 2016 Fall

*Attribute Instructor + -

A course may be bracketed for three consecutive years. After that, it must be offered or retired from the course catalog.

Term(s) Offered

There are two valid choices for term(s) offered:

- Fall Term – course offered in the fall
- Spring Term – course offered in the spring.

Full-year courses will be scheduled in both the fall and the spring. The spring offering will use Enrollment Requirement Groups to ensure that the fall offering has been taken. See the “Major Changes” section for more details.

For fall term, repeated spring term courses, the course will be scheduled in both the fall and spring terms.

Meeting Days and Times

For details on compliant meeting days and times, please consult the [Information For Faculty](#) handbook.

Meeting days and times are indicated on the Schedule of Classes. Please note: meeting times can no longer overlap; any overlap will systematically prevent a student from enrolling due to a scheduling conflict. Classes must be scheduled to end one minute before the hour (ex: 9:00 am to 9:59 am). Ending one minute before the hour will prevent a time conflict within the system for any class beginning at 10:00 am.

Courses with multiple class sections (i.e., discussion sections, speaking sections, labs, field trips or any combination of the above) may indicate the meeting days and times of each class section. Courses with field trips or projects that take students away from the University must have approval of a dean. Please consult [*Information for Faculty Offering Instruction in Arts and Sciences*](#) for more detailed guidelines.

These guidelines have been set for a number of reasons, including the need to schedule classes, classrooms, and examinations for the most heavily subscribed hours — Monday through Friday until 2 pm. Catalog coordinators should bring non-compliant meeting times to the instructor’s attention.

Non-compliant Meeting Times

The Registrar will consider a request for a non-compliant meeting time. You may write to the Registrar at courses@fas.harvard.edu. Please address the following questions as well as all other factors leading to your decision to offer a course at a non-compliant time.

- Who is the audience of the course? Is the course strictly limited to graduate students or may undergraduates enroll with permission?
- Is it possible to offer these courses at an alternate compliant time?
- Are there specific reasons why these non-compliant times are considered the best times for your courses to meet? Are there special faculty issues to consider (e.g. medical considerations, visiting faculty)?
- Teaching fellows are required to be present in the undergraduate courses they are teaching. Please confirm that the graduate students likely to enroll in these courses are not Teaching Fellows in undergraduate courses meeting at the same time.

Courses meeting at non-compliant times may not be booked in classrooms scheduled by the FAS Registrar’s Office.

Examination Groups

The Final Exam field in the Course Catalog is a required field that should be defaulted to “Yes,” and exam seat spacing should remain defaulted to “2.” The way in which faculty members indicate a final assessment type in Campus Solutions is still to be determined at this time. More information will be forthcoming.

Course Component Find | View All First 1 of 1 Last

*Course Component: Lecture

Instructor Contact Hours:

Default Section Size: 999

Workload Hours:

OEE Workload Hours:

*Final Exam: Yes

Exam Seat Spacing: 2

Auto Create

Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Add Fee

Jointly-Offered Courses

With the introduction of Campus Solutions, we are now able to identify jointly offered courses as equivalent; that is, one stands for the other in every way. It is also possible to create a “combined section” for each set of courses. Courses that are jointly-offered by another Harvard Faculty should include a note indicating the catalog number designated by the other faculty (see example below). Please make every effort to keep notations current. Inaccurate (or missing) jointly-offered listings cause serious problems with our cross-registration students and with the final examination schedule.

Curriculum Management > Course Catalog > Course Catalog > Catalog Data Tab

HU Additional Course Catalog Attribute Fields Find | View All First 1 of 2 Last

*Attribute HU Course Catalog Notes

Offered jointly with the Divinity School as 3559.

The standard sentence for indicating jointly offered status is "Offered jointly with the (Harvard School) as (course number)". Please use the following Harvard School names:

Business School

Dental School

Design School

Divinity School

Graduate School of Education

Kennedy School

Law School

Medical School

Chan School of Public Health

Multiple-Titled Courses

Occasionally, it is advantageous to students to offer a single course in two departments or committees. This may provide opportunity for students to enroll in a version of the course that will fulfill a concentration or degree requirement. Each of the two departments/committees should create an individual course. As with jointly-offered courses, this set of courses may be identified as equivalent. Creating a combined section for the

two courses will streamline administrative processes like final exams. The courses should be identical in every way. Please be mindful of prerequisites and course credit.

Cross-Listed Courses

There will be a new method for creating lists of cross-listed courses. Process definition is still in progress.

Help and Support

Catalog Coordinator Page

registrar.fas.harvard.edu/faculty-staffcourses/catalog-coordinator

The Catalog coordinator page, on the FAS Registrar's website, has several system training manuals developed for FAS and business process "quick guides" for your reference. If you have questions after referring to the guides, please contact courses@fas.harvard.edu.

SIS_Support@Harvard.Edu

All technical support questions may be referred to IThep@harvard.edu.
