

# Important Rules to Remember

While all the rules and procedures listed in this training document are important, many, and varied, those identified below carry cross-departmental and student impacts.\*

1. New classes must always be scheduled in Schedule New Course (and never in Maintain Schedule of Classes)
2. Never cancel combined classes. Instead, you may request the class be cancelled through a form on the Curriculum Management Website.
3. Never re-activate a cancelled class. Instead, leave it cancelled and if necessary create a new, unique section in addition to the cancelled class. Once a section number has existed within a course during a term, it may NOT be reused.
4. Never delete classes (never use the minus sign in "Class Sections" on the Basic Data tab).
5. Enrollment capacity cannot exceed the capacity of the room.
6. Never permission students into a 900 section (only 901 or higher).

\*Failure to follow the procedures in this training document may result in loss of system access. For support, questions, or training, contact the Curriculum Manager in the Registrar's Office.