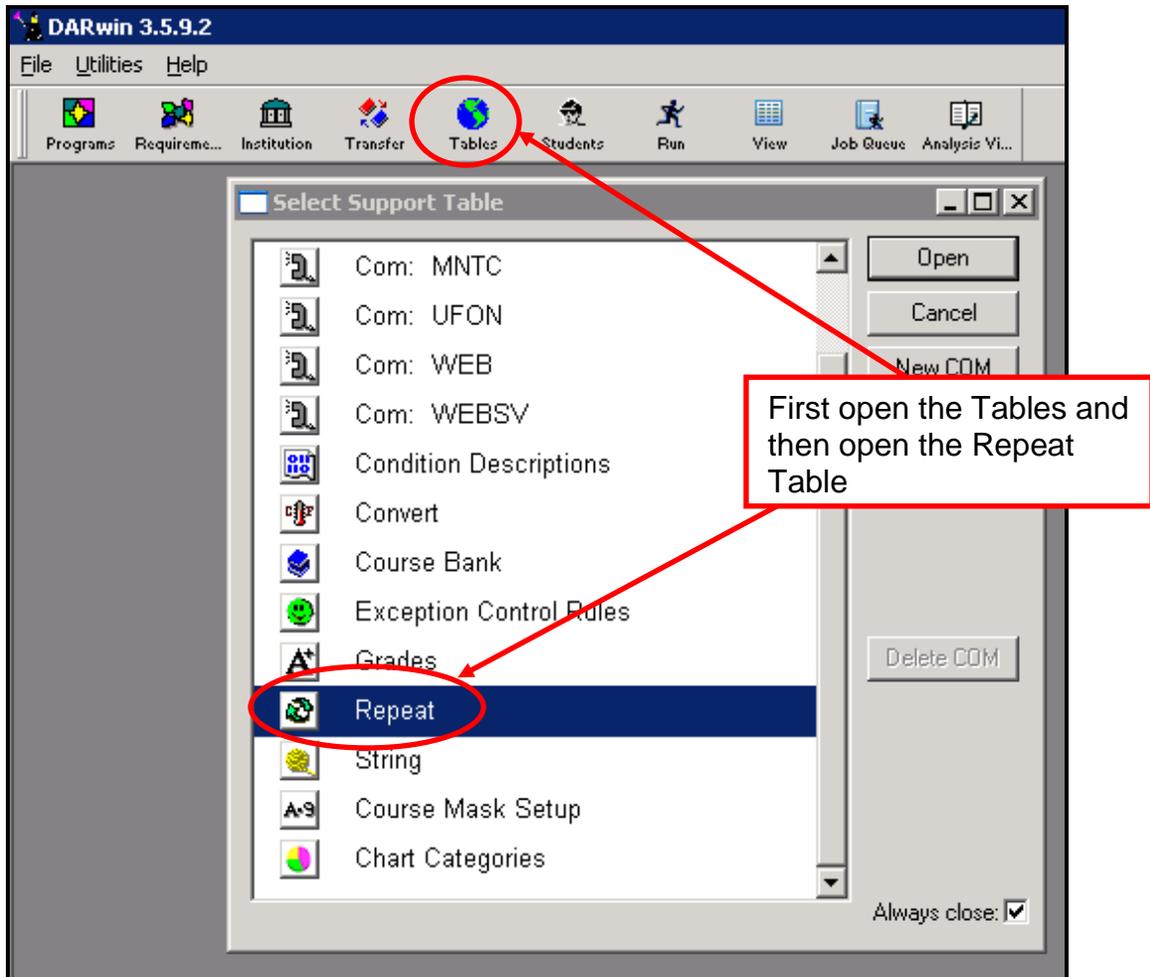


# Reusing Course Numbers

How to show changes needed in program encoding to allow courses with reused course numbers to process correctly in DARwin.

**Step 1.** Add the old and new course to the Repeat Table.

Opening the Repeat Table



Enter the courses in the repeat table.

	Course	Ctitle	Hmax	Chflag	AcRc	Effdte
1	MUS 355	Varsity Singers	4.0	H		-
2	PE 101	Basket Weaving	2.0	C		-
3	MUS 102		15.0	H		-
4	INTL2100		99.0	H		-
5	VSAR3930	Art Museum Experience	25.0	C		-
6	ENGL2500		1.0	C		1999 3 - 2001 5
7	ENGL2500		1.0	C		2002 1 - 9999 99

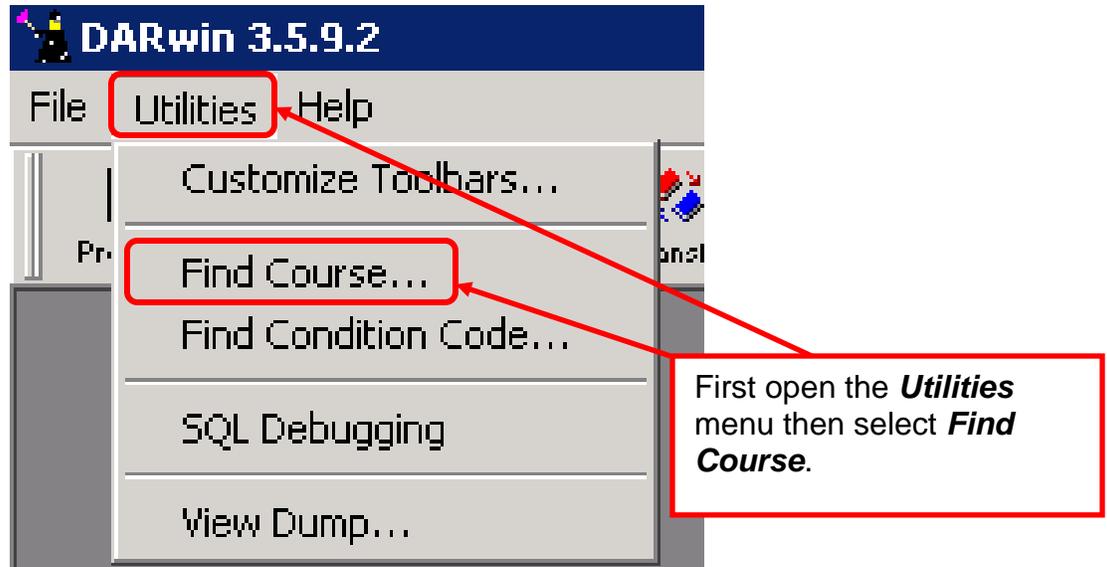
Enter the department and course number twice. Once for the old course and once for the new course. The information that is needed to differentiate the old and new courses is the **Effdte** (effective date). **Hmax** can be set to "1" if **Chflag** is set to **C** for **Count** or to the actual credit value of the course if **Chflag** is set to **H** for **Hours**.

NOTE: **Ctitle** can be used to differentiate the courses. However, due to the possibility of slight differences in title as listed in ISRS, it is not the preferred method.

**Step 2.** Determine whether or not updates need to be made in all requirements that use the course number.

- Before making any updates to Requirements, it should be determined whether or not the updates are necessary in all, some or none of the requirements.
- If the both the new and old courses are acceptable in a given requirement, then no changes are necessary for those requirements.
- If only one of the two courses is acceptable, then the Effective Date on the course A-Line will need to be entered to reflect the effective period for either the new or the old course.

**Step 3.** Finding all the Requirements that need to be updated.



Enter the course in the window. Click Find button. Double click on the desired line and you will be taken to the requirement to make the change.

The screenshot shows the 'Find Courses' dialog box. The search criteria is 'ENGL1040'. The 'Find' button is clicked. The results are displayed in a table with columns for Area, Location, and Course. The table contains 20 rows of data, with the last row highlighted in blue.

Area	Location	Course
Sub-requirement	Requirement: 4906BGE ; FYT: 20103 ; Sub-requirement: 1	ENGL1040
Sub-requirement	Requirement: 5409GE ; FYT: 19993 ; Sub-requirement: 1	ENGL1040
Sub-requirement	Requirement: GOAL 1 ; FYT: 19993 ; Sub-requirement: 2	ENGL1040
Sub-requirement	Requirement: GOAL 1L ; FYT: 19993 ; Sub-requirement: 1	ENGL1040
Sub-requirement	Requirement: GOAL 7L ; FYT: 19993 ; Sub-requirement: 1	ENGL1040
TA Target	Source Inst: 002339 CD: ; FYT: 19993 ; DPMask: ; Rule: 20; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 002343 CD: ; FYT: 19993 ; DPMask: ; Rule: 4; TSeg: INS	ENGL1040
TA Target	Source Inst: 002356 CD: ; FYT: 19993 ; DPMask: ; Rule: 22; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 002362 CD: ; FYT: 19993 ; DPMask: ; Rule: 2; TSeg: AMIS	ENGL1040
TA Target	Source Inst: 002370 CD: ; FYT: 19993 ; DPMask: ; Rule: 21; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 002375 CD: ; FYT: 19973 ; DPMask: ; Rule: 20; TSeg: LIT	ENGL1040
TA Target	Source Inst: 002377 CD: ; FYT: 19993 ; DPMask: ; Rule: 10; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 005252 CD: ; FYT: 19993 ; DPMask: ; Rule: 11; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 005533 CD: ; FYT: 19993 ; DPMask: ; Rule: 8; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 005757 CD: ; FYT: 19993 ; DPMask: ; Rule: 29; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 006775 CD: ; FYT: 19993 ; DPMask: ; Rule: 8; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 006775 CD: ; FYT: 19993 ; DPMask: ; Rule: 21; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 010546 CD: ; FYT: 19993 ; DPMask: ; Rule: 10; TSeg: ENGL	ENGL1040
TA Target	Source Inst: 030964 CD: ; FYT: 20033 ; DPMask: ; Rule: 1; TSeg: AIS	ENGL1040

**Note:** Entering a percent sign <%> before and after the course identity is no longer necessary when using the Find Course Utility. Caution!! If you use a leading percent sign only, you will get different results, so either omit the percent sign totally or enter it both before and after the course.

**Step 4.** Making the necessary changes in a Sub-Requirement.

Requirement: REUSENUM 000000

Sub-Requirement 1

Required Count: 1  
 Required Hours: 0.0  
 Required GPA: 0.0  
 Maximum Hours: 99.9

Matching Rules

Accept:  OR   
 Reject:  AND

OR'd Sub-requirement:

Text: \_\_\_\_\_ OK No

Title/OK Notes

	A	Course	M	Title	T	CLim	CFlg	A	Effective Date
1	A	ENGL2500			<input type="checkbox"/>				-
2	A	REUSEENGL	\$		<input type="checkbox"/>				-

AA??999?? Rows: 2

**If either course is acceptable leave *Effective Date* blank and the *Sub-Requirement* will accept both the old and new course.**

Requirement: REUSENUM 000000

Sub-Requirement 1

Required Count: 1  
 Required Hours: 0.0  
 Required GPA: 0.0  
 Maximum Hours: 999.9

Matching Rules

Accept:  OR   
 Reject:  AND

OR'd Sub-requirement:

Text: \_\_\_\_\_ OK No

Title/OK Notes

	A	Course	M	Title	T	CLim	CFlg	A	Effective Date
1	A	ENGL2500			<input type="checkbox"/>				1999 3 - 2001 5
2	A	REUSEENGL	\$		<input type="checkbox"/>				-

AA??999?? Rows: 2

**If only one of the courses is acceptable, enter the *Effective Date* for the course that satisfies the *Sub-Requirement*.**

Revised: 2/18/11