



University of Pittsburgh

Office of the University Registrar

220 Thackeray Hall
Pittsburgh, Pennsylvania 15260

TO: Deans, Associate Deans, and Department Chairs
FROM: Patti Mathay, University Registrar *pm*
DATE: February 3, 2017
SUBJECT: PeopleSoft Course Inventory Process Change

With the recent implementation of the new University Catalogs it has become evident that the current practice of manually inactivating courses in the PeopleSoft Course Inventory is ineffective. We currently have 6,677 course offerings from all campuses that have not been taught in the past 5 years. This large number of untaught courses has the potential to create the following problems:

- Students may interpret any courses in the catalog as being offered for enrollment and meeting graduation requirements. This misconception could create advising/registration planning confusion.
- The Course Catalog becoming too large to search effectively in PeopleSoft and quickly in PeopleSoft Mobile.
- Courses offered by a department will not be accurately represented in the new University Catalog system.

To rectify this situation, the University Registrar's Office will alter the business process to automatically inactivate any course that has not been offered in the past five years. Any course that has been inactivated via this automated process will be eligible to be reactivated for a five- year period. If not reactivated by the tenth year, the course will be permanently inactive. Upon permanent inactivation the course number will become available for reuse in accordance with University Policy 02-01-03.

My office will provide each department with a list of the courses that are being inactivated, any course that has not been offered at least once in the past 5 years will be included on this list. After the initial set of courses are inactivated, the process will be repeated on an annual basis at the end of the spring term.

Departments will retain the ability to request that courses be inactivated at any time using the Course Catalog Update form that has been traditionally used for this purpose. In addition, we will be modifying the Course Catalog Update form to allow for the reactivation of eligible courses.