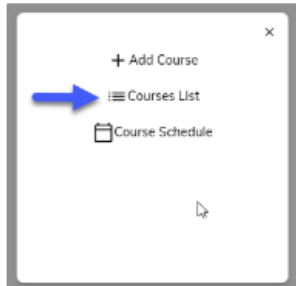


Edit Scheduled Courses

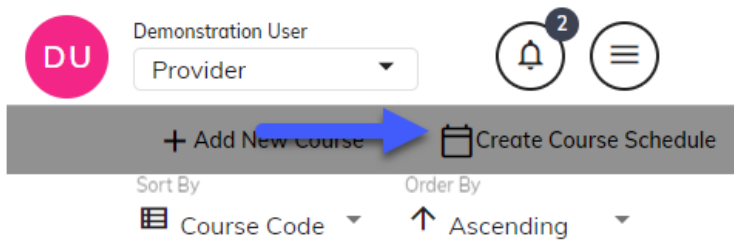
To edit a saved or posted schedule, the Provider will need to return to the schedule.

1. Select the **Course Schedule** from the Provider Dashboard Courses Widget

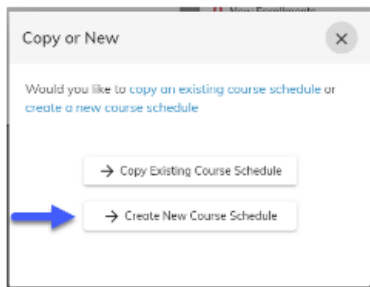


Or

1. Select the **Create Course Schedule** button from the Course List



2. Select **Create New Course Schedule**



3. Search for the Academic Year and Semester

The user will then see the saved schedule. Update the schedule as needed by checking or unchecking courses for the appropriate Session.

When finished, select the **Save Course Schedule** button and then **Yes** to post.

Academic Year: Select Academic Year (2022-2023)

Semester: Select Semester (Winter)

Search Course Code

Course Code	Course Title	Winter
AC3200-RU	Principles of Accounting I	<input checked="" type="checkbox"/>
AC3210-RU	Principles of Accounting II	<input checked="" type="checkbox"/>
AC4100-RU	Intermediate Accounting I	<input type="checkbox"/>
AC4110-RU	Intermediate Accounting II	<input type="checkbox"/>
AC4120-RU	Intermediate Accounting III	<input type="checkbox"/>
AC4310-RU	Accounting Information Systems	<input type="checkbox"/>
AC4400-RU	Cost Accounting	<input type="checkbox"/>
AC4500-RU	Income Tax Accounting I	<input type="checkbox"/>
AC4510-RU	Income Tax Accounting II	<input type="checkbox"/>
AC4600-RU	Governmental and Not-for-Profit Accounting	<input type="checkbox"/>

Buttons: Cancel, Save Course Schedule

Post Schedule

Do you want to post your schedule?

Yes No

To remove a course schedule for all courses, the Provider will need to edit the schedule by unselecting all courses.

⚠ Once a scheduled courses receives an enrollment request, the course cannot be removed from the schedule. Our recommendation is to change the enrollment status to "Course Cancelled" and follow up with your Exchange Admin to notify members.