**Expiring Course(s) Feature 2015-2016**

In the 2015-2016 iteration of KCCMS users now have the ability to expire multiple courses *(up to 50 courses at a time per page)* under the "Local Course Mapping" tab, which is found on the left hand side of the page.
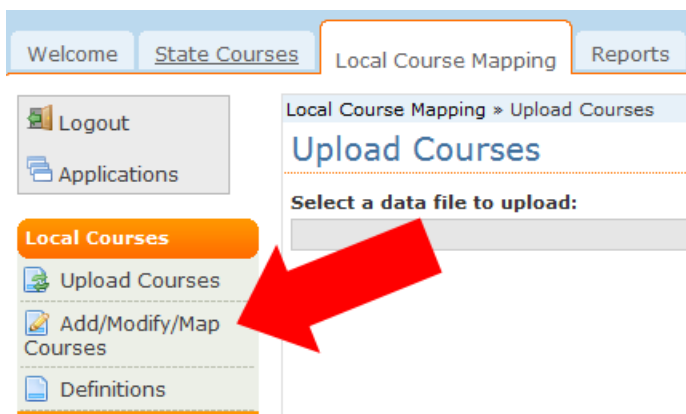
Users MUST expire courses <u>PER PAGE</u>. The program doesn't have the ability to select all courses <u>beyond the page</u>.

Steps:

Go to the "Local Course Mapping" tab;
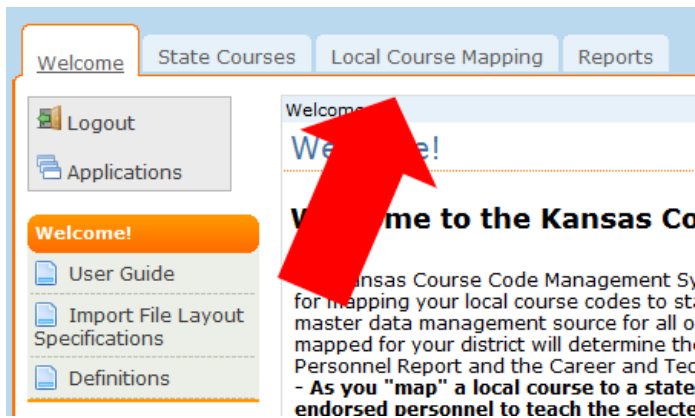
then to "Add/Modify/Map Courses" found on the left hand side.

If wishing to expire as many courses as possible per page change the "Items Per Page" option, found at the bottom right corner of the page, to "50".

Click "Select All Courses (on this page) to Expire";

OR

Individually select courses by checking the boxes in the "Select to Expire" column.

Verify the selection of the current date for expiration (per autofill) or change the expiration date.

The user should ALWAYS click "Mass Expire Courses" before going on to the next page. Note: This button may be used to expire multiple courses or a single course.

NOTE: The expiration feature will always disregard selected courses currently in an approved Pathways application.

If the expiration is successful a box will pop up notifying the user how many courses were expired:

The user may then move onto the next page and repeat the procedure until done.