1 Access AIM screen CRS1.

2 Enter the course you are updating and click GO.

3 First, ensure that the course you’ve selected is active by checking the Effective Date (highlighted). If yes, proceed by clicking on the Course Catalog tab, where the When Taught field resides.
Once on the Course Catalog tab, check the effective date one more time (as the tab can have a different effective period than the overall course). Use Prev/Next/List if you need to select a different version with an active date.

Use the When Taught table to update the When Taught Listing.

- To remove a listed semester/term option, select the radio button under Not Taught.
- If you’d like to encourage students to call the department for more information, check the Contact Dept. box.
- Be sure to click Save and check the summary to ensure it displays your information as desired.

**REMEMBER**

1. You must be granted specific AIM access in order to update When Taught. Email curriculum@byu.edu to request access.
2. Changes will appear immediately in MyMAP and the Registration System. It will take at least an overnight refresh to appear in the catalog.
3. Always check effective dates to ensure you’re working in the correct course record.
4. When Taught listings can be updated at any time.
5. Questions? Contact your Registrar’s Office liaison, or use our general number at 2-7675.