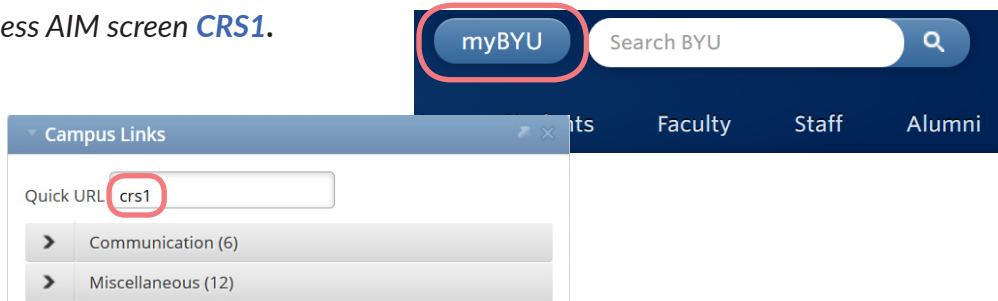


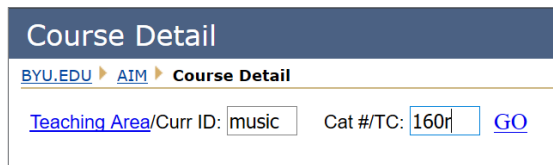
WHEN TAUGHT

UPDATING INFORMATION

1 Access AIM screen [CRS1](#).



2 Enter the course you are updating and click **GO**.



If there are multiple active title codes for the course, you will need to select which one you want.

Teaching Area/Curr ID: Cat # / Title Code:

Transcript Title:

Show: Active All

Note: The characters "*" and "?" may be used when searching for a department name, catalog number or transcript title. A period as the fourth character of a catalog number means no suffix.

| Course | Honors | Transcript Title | Curr ID | Title Code | Effective From | Effective To |
|-----------------------------|--------|-------------------------|---------|------------|----------------|--------------|
| MUSIC 160 R | N | Classical Voice | 03981 | 113 | 02 Sep 2014 | 31 Dec 2999 |
| MUSIC 160 R | N | Contemporary Voice | 03981 | 110 | 27 Aug 2012 | 31 Dec 2999 |
| MUSIC 160 R | N | Performance Instruction | 03981 | 098 | 30 Aug 1999 | 31 Dec 2999 |
| MUSIC 160 R | N | Songwriting | 03981 | 093 | 09 Jan 1995 | 31 Dec 2999 |

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.

Teaching Area/Curr ID: Cat #/TC:

Curriculum ID: **03981** Title Code: **093** Go to Title Code: [Prev](#) | [Next](#) | [List](#)

Teaching Area: **MUSIC** Catalog Number: **160** Catalog Suffix: **R**

Transcript Title: **Songwriting** [Flex Titles](#)

Effective: **09 Jan 1995** To: **31 Dec 2999** Posting Deadline: Approved:

Updated: **14 Jun 2002** By: **CONVRSN**

Course Control **Course Catalog**

Catalog Information Show as of: [Prev](#) | [Next](#) | [List](#)

Effective: **30 Aug 2010** To: **31 Dec 2999** Updated: **20 Jan 2010** By: **Westover, Linda S**

| | |
|----------------------------|---|
| TITLE | Songwriting. |
| OFFERED | |
| WHEN TAUGHT | Fall; Winter; Spring. |
| PREREQUISITE (pre-2010) | Nonmusic major status. Audition may be required. |
| PREREQUISITE (tracked) | |
| PREREQUISITE (non-tracked) | Nonmusic major status. Audition may be required. |
| RECOMMENDED | |
| DESCRIPTION | Private or semiprivate instruction. One to two hours of daily practice. |
| NOTE | Fee. |

4

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.

Teaching Area/Curr ID: Cat #/TC: [GO](#)

Curriculum ID: 03981 Title Code: 093 Go to Title Code: [Get](#) [Prev](#) | [Next](#) | [List](#)

Teaching Area: **MUSIC** Catalog Number: 160 Catalog Suffix: **R**

Transcript Title: **Songwriting** [Flex Titles](#)

Effective: 09 Jan 1995 To: 31 Dec 2999 Posting Deadline: Approved:

Updated: 14 Jun 2002 By: CONVRSN

Course Control Course Catalog

Catalog Information Show as of: [Get](#) [Prev](#) | [Next](#) | [List](#)

Effective: 30 Aug 2010 To: 31 Dec 2999 Updated: 20 Jan 2010 By: Westover, Linda S

| | |
|----------------------------|---|
| TITLE | Songwriting. |
| OFFERED | |
| WHEN TAUGHT | Fall; Winter; Spring. |
| PREREQUISITE (pre-2010) | Nonmusic major status. Audition may be required. |
| PREREQUISITE (tracked) | |
| PREREQUISITE (non-tracked) | Nonmusic major status. Audition may be required. |
| RECOMMENDED | |
| DESCRIPTION | Private or semiprivate instruction. One to two hours of daily practice. |
| NOTE | Fee. |

5

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

When Taught

| Semester/Term | Every Yr. | Odd Yr. | Even Yr. | Not Taught | Contact Dept. |
|--|----------------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| Fall | | | | | |
| Semester-length | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Term 1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Term 2 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Winter | | | | | |
| Semester-length | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Term 1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Term 2 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Spring-Summer | | | | | |
| Semester-length | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Spring | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Summer | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> |
| Save | | | | | |
| WHEN TAUGHT | Fall; Winter; Spring. | | | | |
| Last update: 20 Jan 2010 by: Westover, Linda S | | | | | |

- 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.