

Title:	Course Group Creation and Retention Guidelines		
Division:	Business and Finance	Department:	Information Technology
Procedure Contact:	Chief Information Officer		
Date Posted:	5/26/2022		
Related Policies or Procedures:			

History

Revision Number:	Change:	Date:
1.0	Initial version	5/26/2022

A. Purpose

This procedure defines the process under which course groups are created and deleted.

B. Definitions

Course Group - An Active Directory group used for providing access to electronic course materials and resources.

Subject Code - The department or program offering the course.

Section Code - If applicable, the section number of the course.

Term Code - the Banner term code, example Fall Quarter = 40.

C. Procedure

1. Creation

Course groups are created through an automated process. This process runs daily every 3 hours from 6:00 am to 3:00 pm. Separate groups are created for each course and, if applicable, each section of a course during the appropriate term.

Course groups use the following nomenclature:

CRS-Subject Code Course Number-Section Code(if present)-Term Code

2. Deletion

Course groups are deleted one (1) year after the term (quarter or semester) has ended.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.