



## Course Shell Guidelines:

- **Course Shells from Previous Semesters:** These will be kept available for access for two semesters after the course ends. For example, spring courses will be kept until the beginning of the following spring term.
  - **Student Accounts:** Student accounts which are tied **only** to these courses will also be removed at this time to help purge the system and keep it within the licensing agreement. **Removing these accounts will remove all of the tracking and grading data so it will be important that you back-up these courses and download them to your network drive.**
- **Courses with Incompletes:** At the end of each term, a list of these courses will be created. Courses listed as having incompletes will be moved to the “Incomplete” category in ANGEL to ensure that they are not deleted and their students are not removed. **If you have an incomplete, please let us know as soon as possible so arrangements can be made.**
- **New Course Shell Creation:** Course shells for the upcoming semester will be made available approximately one month prior to the start of that semester depending on registration. **These shells will be uploaded on the basis that at least one student has registered and paid for the course.**
- **Student Access:** Students will be given access to the Student Preview course 1-2 weeks prior to the start of classes. They will be given access to courses on the first day of the new term.
- **Practice and Development Course Shells:** These shells will not be affected and will continue to be available for your use.