

DISCONTINUE A COURSE

CHANGE, RESTORE, DISCONTINUE A COURSE

Course Number/Title
Course Status

Enter in your course SUBJECT and COURSE number.

Leave the Course Status blank and select SEARCH.

Discontinue a course.

Select the DISCONT icon.

Enter your Justification for CRWT 042 (in this example).

Enter your Program Search Information From the Academic Senate in the Comments Field.

Submit.

CHANGE, RESTORE, DISCONTINUE A COURSE

Search for the course you intend to Change, Restore, or Discontinue. In the Course Number/Title field enter the Subject Code and Course Number (ex. EDUC 050).

Course Number/Title
Course Status

Course	Cross Lists	Course Titles	Status	Courses Related	
CRWT 042		POETRY&DRAMA:READNG CRS-WRITRS	A		<input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="SPLIT"/> <input type="button" value="MERGE"/> <input type="button" value="PE"/> <input type="button" value="DISCONT"/>

COURSE INFORMATION

COMMENTS

COMMENTS

Search Table

Comment	Comment By	Role	Time Stamp	
CRWT 042 appears in: B.A. in Creative Writing	Melinda Miller	Preparer	02/21/2018 03:21:27PM	<input type="button" value="X"/>
Deleting course per the NOFY.	Melinda Miller	Preparer	02/21/2018 03:07:45PM	<input type="button" value="X"/>

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DISCONTINUING A CROSS-LISTED COURSE IN WHICH THE PARTNER IS STILL ACTIVE WITH A RENUMBERING

When discontinuing a cross-listed course when its partners are not being discontinued

Select Change, Restore, and Discontinue from preparers Main Menu
Enter in either the course being discontinued or the course that continues to be active, which ever course you are taking action on.

Example 1. SWSC 232/ENSC 232

If your course is the course being discontinued

i. select the DISCONT icon (SWSC 232)

CHANGE, RESTORE, DISCONTINUE A COURSE

Search for the course you intend to Change, Restore, or Discontinue. In the Course Number/Title field enter the Subject Code and Course Number (ex. EDUC 050).

Course Number/Title Course Status

Course	Cross Lists	Course Titles	Status	Courses Related	
SWSC 232	ENSC 232	BIOGEOCHEMISTRY	A	ENSC 227;SWSC 225;ENSC 225;	<input type="button" value="VIEW"/> <input type="button" value="EDIT"/> <input type="button" value="SPLIT"/> <input type="button" value="MERGE"/> <input type="button" value="PE"/> <input type="button" value="DISCONT"/>

- ii. Select the effective term
- iii. Remove the cross listed partner
 - Select the trash can next to ENSC 232
- iv. Enter your justification for the deletion
- v. Submit course for cross-listed partner approval
- vi. The Cross-listed partner (ENSC 232) will appear in the preparer for ENSC courses

COURSE INFORMATION

Enter the effective term and your justification to discontinue a course.

Course	SWSC	232	BIOGEOCHEMISTRY
Effective Term	Winter 2001		
Effective Term To Discontinue From	Fall 2019		





JUSTIFICATION

The Soil and Water Science (SWSC) program has not been active for some time and the courses are being deleted.

WORK IN PROGRESS

As a Preparer

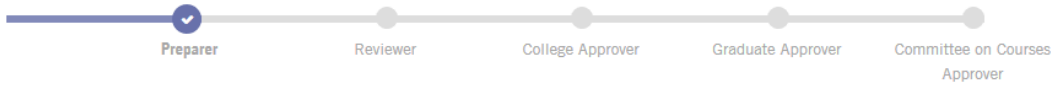
ensc

Proposal ID	College	Course	Cross List	Effective Term	Course Title	Action	Created By	Created Date	Courses Affected	
478621	NA	CHEM 245	ENSC 245 ENTX 245	Fall 2019	CHEMISTRY&PHYSICS OF AEROSOLS	Change	Christina Youhas	12/18/2017 03:05:53PM		
561945	NA	ENSC 135	CHEM 135 ENTX 135	Winter 1998	CHEM-CLEAN & POLLUTED ATMOSPHR	Change	Carla Ruiz	01/17/2018 03:01:18PM		
238258	NA	ENSC 143A		Winter 2018	ENVIRONMENTAL ECONOMICS	Discontinue	Melinda Miller	09/08/2017 12:29:46PM	ECON 143;	
565710	NA	ENSC 232		Fall 2019	BIOGEOCHEMISTRY	Discontinue	Amy Ricks	01/18/2018 08:56:04AM	SWSC 232;	

- vii. The preparer for ENSC 232 selects ENSC 232 in their WIP
- viii. The preparer selects CHANGE COURSE at the top of the COURSE INFORMATION TAB
- ix. Select "Yes" in the "ARE YOU SURE" question.
- x. Verify ENSC 232 has the correct information.
- xi. Submit.

Discontinue a Course

CHANGE COURSE



- COURSE INFORMATION
- COMMENTS

COURSE INFORMATION


Enter the effective term and your justification to discontinue a course.

Course	ENSC	232	BIOGEOCHEMISTRY
Effective Term	Fall 2019		
Effective Term To Discontinue From	<input type="text" value="Effective Term To Discontinue From"/>		

JUSTIFICATION

Justification

Are you sure?



The course action will be modified from Discontinuing to Change.

RESTORE A COURSE

Search for your course in the Change, Restore and Discontinued button.

Status will show discontinued.

CHANGE, RESTORE, DISCONTINUE A COURSE

Search for the course you intend to Change, Restore, or Discontinue. In the Course Number/Title field enter the Subject Code and Course Number (ex. EDUC 050).

Course Number/Title Course Status

Course	Cross Lists	Course Titles	Status	Courses Related	
BCH 021		ADVENTURES IN BIOCHEMISTRY	D		<input type="button" value="VIEW"/> <input type="button" value="NEW"/> <input type="button" value="RESTORE"/>

Select Restore.

BCH 021 will have the last approved information in the course proposal.

Enter in the fields required in CRS.

Add your justification for Restoring.

Add a syllabus.

Submit.