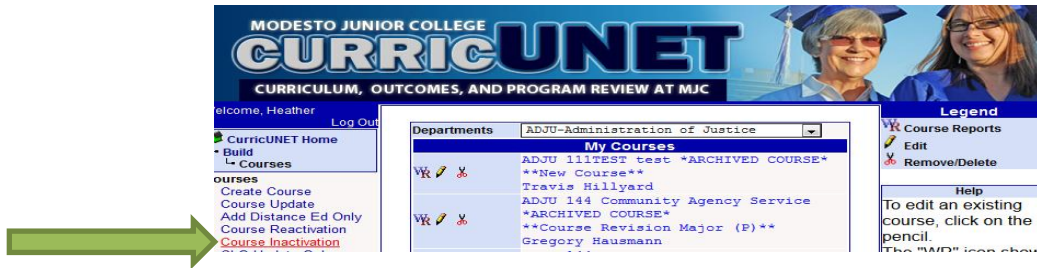


Steps to Inactivate a Course in CurricUNET

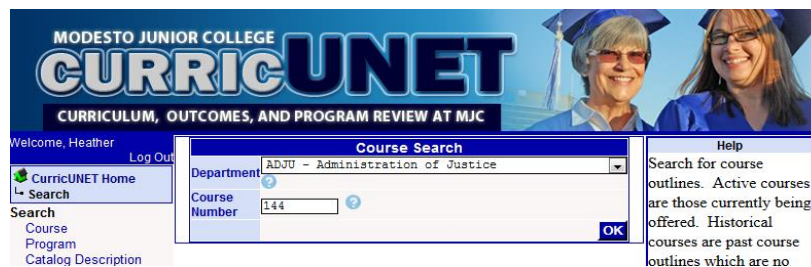
1. On the CurricUNET Home page, go to the Build menu (left side of screen) and select Courses.



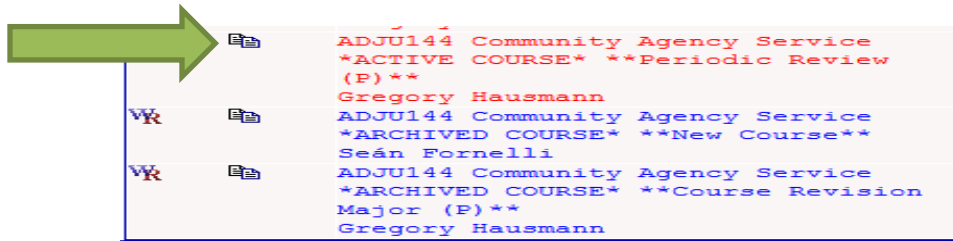
2. Go to the Courses menu (left side of screen) and select Course Inactivation.



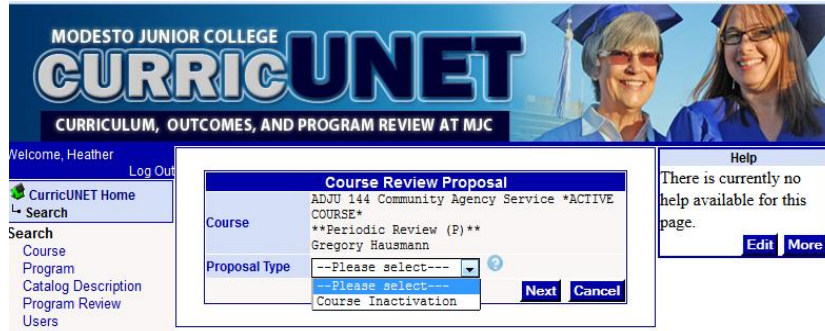
3. Use the drop-down menu to select the Department and enter the Course Number and select OK.



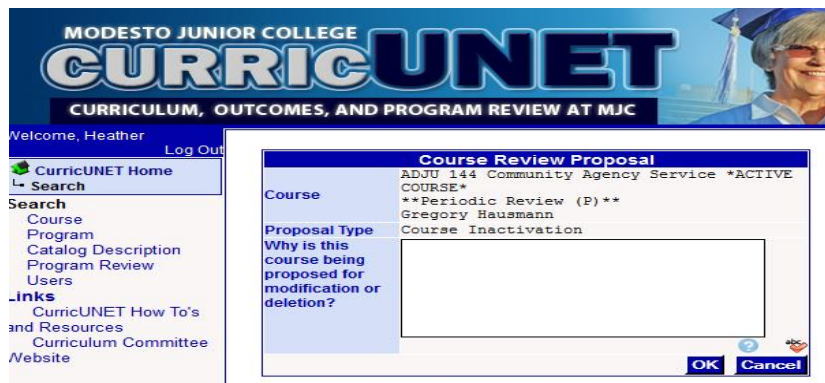
- Now make a copy of the currently active course (course will be in red font) by selecting the paper icon.



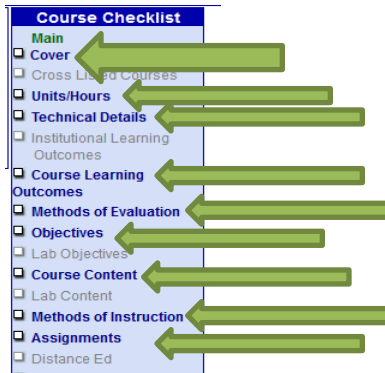
- After clicking on the paper icon, the next screen will ask you for the proposal type. Select Course Inactivation and click Next.



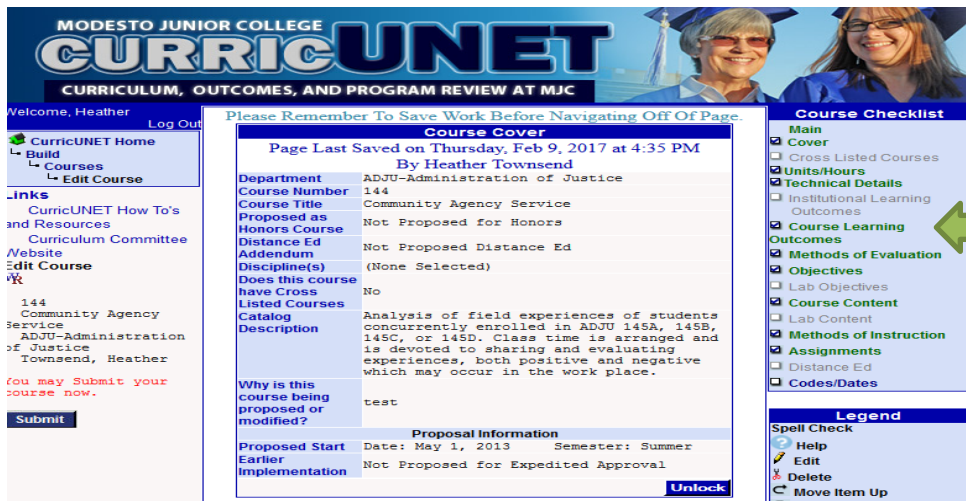
- Now you will provide a rationale for why the course needs to be inactivated and select OK.



- The course inactivation has now been created. Click on each Course Checklist that is showing in blue font, on the right side of the screen, and lock the checklist by clicking finish for each.



- When you have locked each checklist, the font color changes from blue to green and the Submit button will be available on the left side of the screen. Hit submit to launch the proposal to the next step which is review and forwarding by your Curriculum Committee Representative.



Look! The checklists are now all locked and in green font.

Last step! Just hit the Submit button to launch.

