Curriculum Management

Course Inventory Management

Deactivate Course

Cal Poly State University

San Luis Obispo, CA 93407

Action Taken

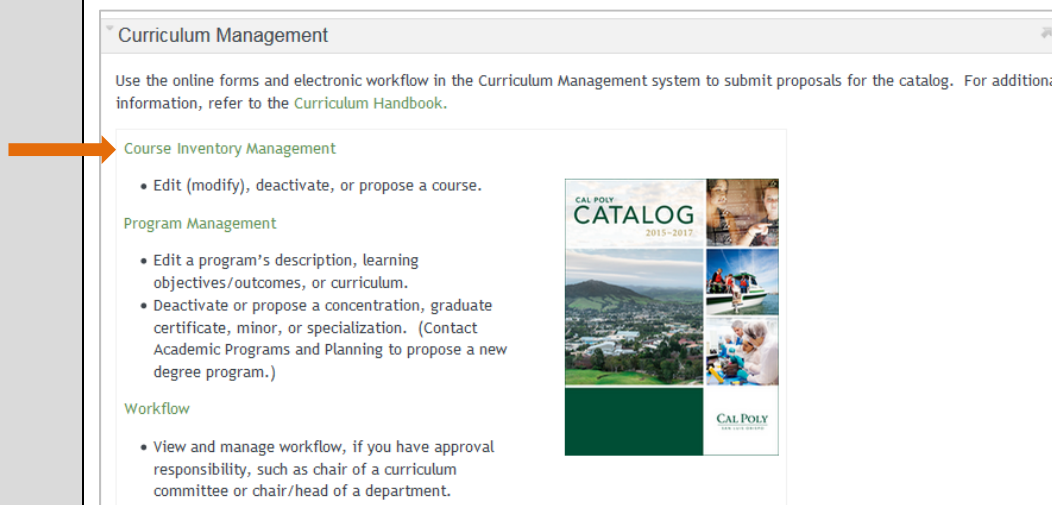| Date	Who	Action	Pages
10/23/13	Susan Olivas	Document Created	
9/18/15	Shayna Bailey	Update	

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1   Overview

To deactivate a course, the online Deactivate Course form is used.

2   Opening the Deactivate Course Form

Step 1	In the Curriculum Management portlet in the Academics tab of the portal, select Course Inventory Management.
Step 2	In the Search field of the Course Inventory Management module, enter the course to be deactivated. If needed, use an asterisk (*) as a wild card key before and/or after the value. Select the Search button.

Step 3	Select the course in the Search Results.
	Information about the course will display below as well as buttons to access the forms for editing a course or for deactivating a course.
Step 4	Select the Deactivate button.
	A new browser window will open with the form.
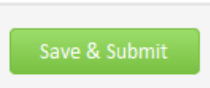
3   Deactivating a Course

| Step 1 | Complete all required fields in the form, which are outlined in red. Most of the fields will be auto-populated.

IMPORTANT NOTE: For database reasons, in-progress work cannot be saved in the form. The form must be completed before it can be saved and submitted. Once the form is submitted, an individual is no longer able to make edits to it. |
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| Step 2 | Once the form is completed, select the Save and Submit button at the bottom of the form, so the proposed deactivation is submitted into electronic workflow for the catalog.

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