



# Curriculum Management

**Course Inventory  
Management  
Deactivate Course**

## Action Taken

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

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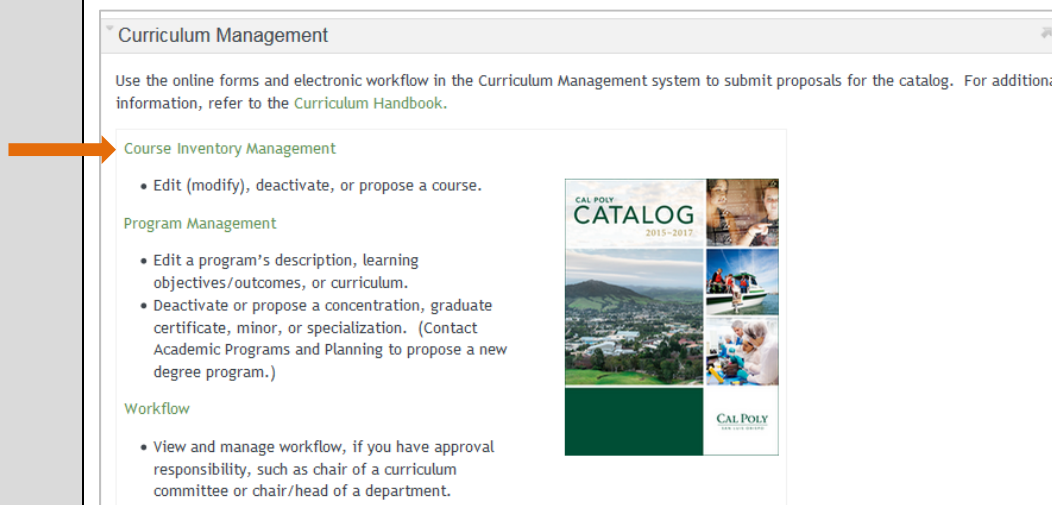
## 1 Overview

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.

Search, edit, add, and deactivate courses. Quick Searches...

AERO\* Search - OR - Propose New Course

AERO 405	Supersonic and Hypersonic Aerodynamics
AERO 406	Applied Computational Fluid Dynamics
AERO 407	Reentry Aerodynamics
AERO 409	Flight Test
AERO 416	Principles of Rotary Wing Flight
AERO 419	Simulation of Aerospace Vehicles and Systems
AERO 420	Aircraft Dynamics and Control

Print Proposal

Deactivate

Viewing: **AERO 407 : Reentry Aerodynamics** Edit Course [Preview Workflow](#)

Catalog Pages referencing this course [AERO \(AERO\)](#)  
[Aeronautics Concentration](#)  
[Aeronautics Concentration](#)

### Step 4

Select the Deactivate button.

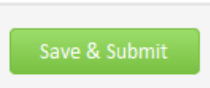
A new browser window will open with the form.

**CAL POLY**  
SAN LUIS OBISPO

Deactivating: **AERO 407**

Date:	Wednesday, October 23, 2013		
Proposer	Name: Susan Olivas	E-mail: solivas@calpoly.edu	Telephone:
Subject	AERO		
Department	Aerospace Engineering		
College	College of Engineering		
Effective Term	Select...		
Course Title	Reentry Aerodynamics		
Short Course Title	Re-Entry Aerodynamics		
Catalog Number	407		
Course Description	Near planet environments. Transition from orbital to aero-dynamic motion. Aerodynamic heating and effects on design. 4 lectures. Prerequisite: AERO 405. Concurrent: AERO 451.		

### 3 Deactivating a Course

Step 1	<p>Complete all required fields in the form, which are outlined in red. Most of the fields will be auto-populated.</p> <p><b>IMPORTANT NOTE:</b> 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.</p>
Step 2	<p>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.</p> <div data-bbox="329 680 537 766">A green rectangular button with rounded corners and a thin white border. The text "Save &amp; Submit" is centered on the button in a white, sans-serif font.</div>