



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

How to Inactivate a Course

The purpose of this SOP is to walk through how to inactivate a course using the Course Inventory Management (CIM) software

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Version Control Table			
Version #	Author	Purpose/Change	Date
1.0	Joel Perez	Initial Draft	8/23/22
1.1	Joel Perez	Review and Updates for Final Draft	10/18/22

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Summary

CIM courses allows users to propose a new course, propose edits to an existing course, or propose to delete/deactivate an existing course. These proposals are then submitted through the appropriate workflow approval processes where users can edit, approve, or rollback the proposal. The CIM landing page allows a user to search for and view CIM Courses. From here, you can also see the status of a course and whether or not it is in workflow. While courses in workflow can be modified through the workflow and approval process, they cannot be modified from the CIM landing page until they have completed workflow.

Process Overview

1. Access the form on the Curriculum Management website under "Forms":
<https://nextcatalog.ucdenver.edu/courseadmin/>
2. Log in using your Passport (Single Sign-On) Username and Password.
3. Complete the form. The necessary fields will auto-populate based upon your selections. Items with red boxes are mandatory. See guide below.
4. There will be options at the bottom of the form to Cancel, Save Changes, or Start Workflow.
 - a. Saving changes will allow the user to come back to the form later, while starting workflow will kick off the approval process.
5. The form will go through either the UCC or Non-UCC workflow based on how the form was filled out.
6. Associate Dean or Course Proposal Form "signature authority" will be the final step prior to the Office of the Registrar workflow steps.

An email will be automatically generated by the CourseLeaf software to alert the user that the form has been processed and is completed.

How to Inactivate a Course

1. Check CU-SIS to ensure no sections of this course are scheduled for the proposed inactive term and beyond. If active sections exist, please cancel sections first. Combined sections require a form to cancel.
2. Search for course on the Course Inventory Management Page.
3. Select **"Inactivate"** in the bottom left corner.
4. After completing the form, click one of the following:
 - **Cancel** to not save any changes and return to the previous window
 - **Start Workflow** to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. Inactivating a course does not require UCC approval and will routed to the Registrar's office for processing.

*Reference the table below for more information on how to inactivate a course.



ACTION REQUEST: INACTIVATE A COURSE

Navigating Course Inventory Management



Course Inventory Management

Help

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

A Archive History - OR - **C** **D**

Course Code	Title	Workflow	
PHYS 1000	Introduction to Physics		
PHYS 1010	Prblm Slvng/Physical Sciences		Inactive
PHYS 1040	Introduction to Astronomy.		Inactive
PHYS 1052	General Astronomy I		
PHYS 1100	Foundations of Physics		
PHYS 1111	First Year Seminar		

E **F** **G**

A. Search

There are several different ways to search for a course. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all courses in CIM.

- Course Code**
 - ENGL 1020 will return ENGL 1020
- Keyword**
 - Physics will return any course with Physics in the title
- Keyword plus asterisk**
 - *physic* will return Biophysics, Physical Education, and anything else with physic in the title
- Step in workflow (seen in the workflow column of the landing page)**



	<ul style="list-style-type: none">• UCC New NOI will return all courses currently at the UCC New NOI step in workflow <p>5. Status (seen in the status column of the landing page)</p> <ul style="list-style-type: none">• edited will return all courses being edited
B. Archive/History	<p>Archive WE WILL NOT BE USING THE ARCHIVE FEATURE</p> <p>History CIM History is a permanent record of the approved course from the last time it went through workflow. History displays the approval path, workflow steps, roll back comments, and red/green mark up. History goes back to the day CIM was implemented, and proposals that were started and shredded or rolled out of workflow and back to the proposer will not be part of the course or program history. Only proposals that have been completely approved will show up in history. History is view-only; it cannot be edited.</p>
C. Propose a New Course	Click on Propose a New Course to open the Course Proposal Form.
D. Quick Searches	Drop-down menu of search options located in the upper right corner of the landing page.
E. Inactivate	When a course has been selected, click on the Inactivate button in the bottom left to propose an inactivation.
F. Export to PDF	The Proposal can be exported to PDF by clicking on Export to PDF in the bottom left corner of the landing page.
G. Edit Course	When a course has been selected, click on the Edit Course button in the bottom right to open the Course Proposal Form.



Inactivating: **ANTH 1000**

A End Term

B Justification for this request

C

Cancel

Start Workflow

A. End Term	This is the term the course will be inactivated and will no longer be able to be scheduled in CU-SIS.
B. Justification for this request	(Optional) Please include a justification for submitting the request to inactivate the course. This information will not be stored in CU-SIS. This is an optional method for your school/college to retain these records.
C. Cancel or Start Workflow	<p>Cancel to not save any changes and return to the previous window.</p> <p>Start Workflow to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. Inactivating a course does not require UCC approval and will forwarded to the Office of the Registrar for processing.</p>

Troubleshooting & Points of Contact

Contact Name	Title	Email
Joel Perez	Registrar Specialist	Courses@ucdenver.edu
Marissa Tornatore	Assistant Registrar for Curriculum Management and Catalog	Courses@ucdenver.edu