DISCONTINUE A COURSE

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.
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)
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>SWSC 232</th>
<th>BIOGEOCHEMISTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Term</td>
<td>Winter 2001</td>
<td></td>
</tr>
<tr>
<td>Effective Term To Discontinue From</td>
<td>Fall 2019</td>
<td></td>
</tr>
</tbody>
</table>

**JUSTIFICATION**

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

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:

JUSTIFICATION

Justification:

Are you sure?

The course action will be modified from Discontinuing to Change.

CANCEL  YES
RESTORE A COURSE

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

Status will show discontinued.

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.