Deactivating a Course in CBAS:

First select the term of the course you would like to deactivate.

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	>	12437	CIS	2050	101	INFO TECHNOLOGY IN ORGANIZATN	Hunsinger, David S.	WEB	1	3	8.6				
	>	11934	CIS	2050	105	INFO TECHNOLOGY IN ORGANIZATN		WEB	1	3	80				
	> 12740 CIS 2050 104 INFO TECHNOLOGY IN ORGANIZATN Choi, Hoon S. WEB 1 3 7 2														
	>	14605	CIS	5630	101	DATA MANAGEMENT		LEC	1	3	18 Q				
	>	13141	CIS	5860	101	APPLIED ANALYTICS PROJECT		WLH	1	з	80				
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# A # 🧿 🗖 🔒 🚘 🕵	\$	12151	CIS	2610	101	DROJECT MANAGEMENT	Chan Chine Hung	WED	1	,	(7. A)				3:21 PM 10/21/2021

Locate the course you would like to deactivate. Click the edit button (square with pencil) under the Action column next to the course.

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	> 1193	4 CIS 2	050 105	INFO TECHNOLOGY IN ORGANIZATN		WEB 1	з	8 A			
	> 1274	0 CIS 2	050 104	INFO TECHNOLOGY IN ORGANIZATN	Choi, Hoon S.	WEB 1	3	6.6			
	> 1460	5 CIS 5	630 101	DATA MANAGEMENT		LEC 1	3	66			
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	> 1243	8 CIS 3	580 102	NTWRK & IT INFRASTRUCTURES		LEC 1	3	64			

Locate the Status dropdown box.

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Schedule Char	Course Title* INFO TECHNOLOGY IN ORGANIZATN	Section Number* 101	
Select Term Fall 2022	Campus* Main Campus	Status" Active	
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Subject 🗸	Max Enrollment* 🚯	Credit Hours* 3 Download Full CTF	
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→ 11934	CIS 2050 105 INFO TECHNOLOGY IN	Cancel Save	

Click on the dropdown arrow for status and change it to inactive - canceled class.

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	David S.	○ ○ ○ ○ ○ ○ ○	
101 MC 40	Banner ID/Username Add Instructor	Start Time End Time	
		Cancel Save	
11934	CIS 2050 105 INFO TECHNOLOGY IN	ORGANIZATN WEB 1 3	ch.



Click Save.

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The course line then changes to a red color to show that you have marked the course for deactivation. The course then needs to be submitted for approval by clicking the submit button (paper airplane icon) under the Action column.

If you have any questions or need further assistance, email <u>regteam@appstate.edu</u> or dial extension 6818.