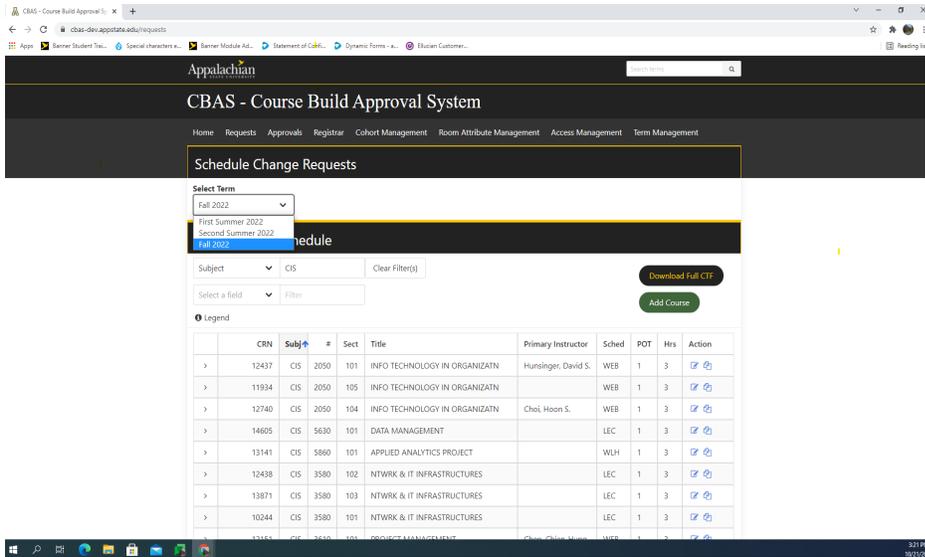
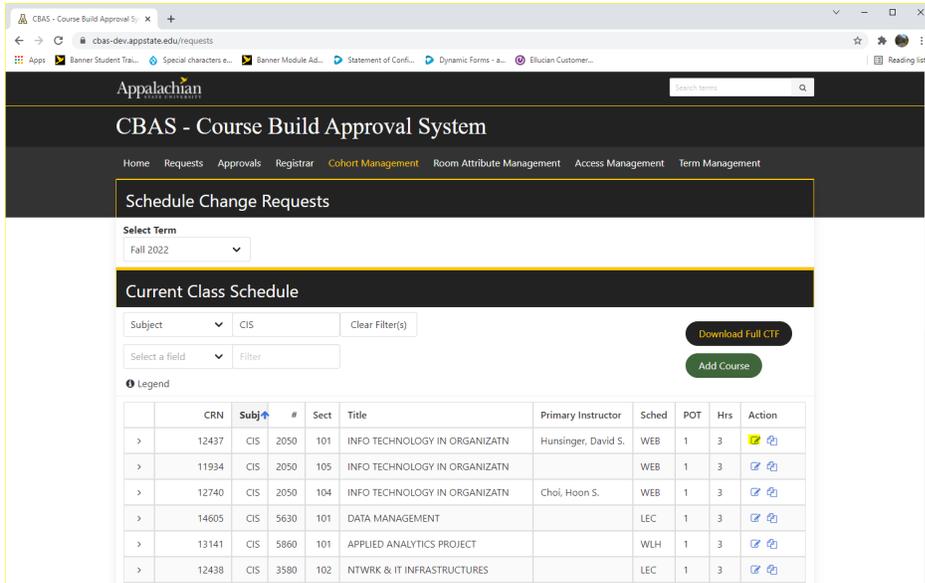


Deactivating a Course in CBAS:

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



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



Locate the Status dropdown box.

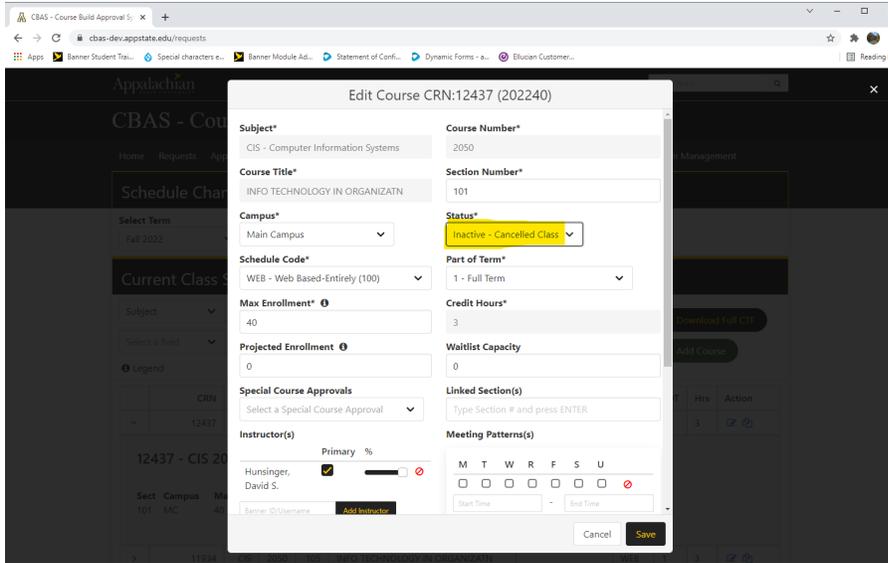
The screenshot shows a web browser window displaying the 'Edit Course CRN:12437 (202240)' form. The form is a modal dialog box with a white background and a dark border. It contains several fields and sections:

- Subject*:** CIS - Computer Information Systems
- Course Number*:** 2050
- Course Title*:** INFO TECHNOLOGY IN ORGANIZATN
- Section Number*:** 101
- Campus*:** Main Campus
- Status*:** Active (highlighted with a yellow box)
- Schedule Code*:** WEB - Web Based-Entirely (100)
- Part of Term*:** 1 - Full Term
- Max Enrollment*:** 40
- Credit Hours*:** 3
- Projected Enrollment*:** 0
- Waitlist Capacity*:** 0
- Special Course Approvals:** Select a Special Course Approval
- Linked Section(s):** Type Section # and press ENTER
- Instructor(s):** Hunsinger, David S. (Primary)
- Meeting Pattern(s):** M T W R F S U

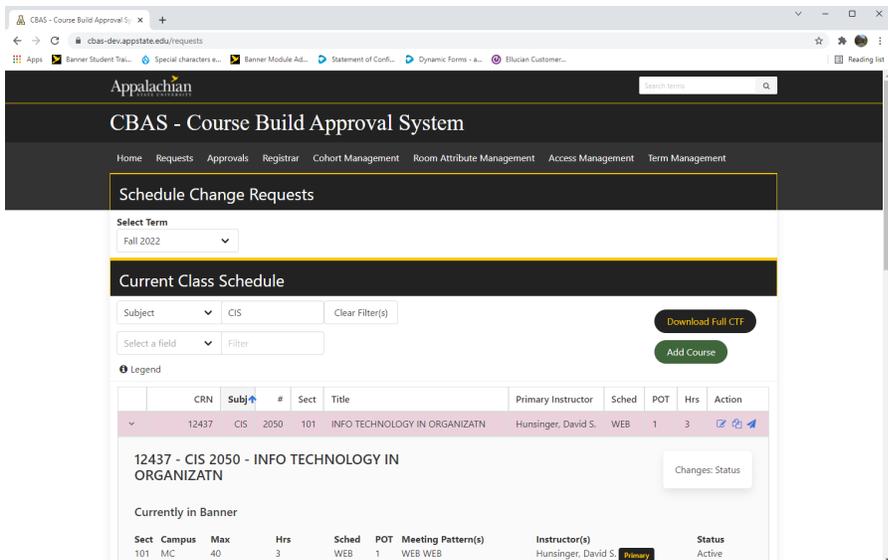
At the bottom of the form, there are 'Cancel' and 'Save' buttons. The background shows a dark sidebar with navigation options like 'Home', 'Requests', 'App', 'Schedule Char', 'Select Term', 'Current Class', and 'Legend'.

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

This screenshot is similar to the previous one, but the 'Status*' dropdown menu is open, showing three options: 'Active', 'Inactive - Cancelled Class' (highlighted in blue), and '1 - Full Term'. The 'Inactive - Cancelled Class' option is selected. The rest of the form and the background sidebar are identical to the previous screenshot.



Click Save.



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 regteam@appstate.edu or dial extension 6818.