

How to Delete a Course Add/Change/Deactivate Request in CBAS:

As an initiator, you can only delete a course change request if you have not submitted it to the Chair or Dean for approval.

Choose the term that the course request is in that you would like to remove. If you are already in CBAS, you can switch terms at the top left dropdown using the Term dropdown box.

Appalachian
UNIVERSITY

Search terms

CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
Fall 2022
First Summer 2022
Second Summer 2022
Fall 2022

Subject mus Clear Filter(s) Download Full CTF Add Course

Select a field Filter

Legend

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	+	MUS	3020	105	CONDUCTING	Jensen, Sharon B.	LEC	1	1	
>	+	MUS	3020	351	CONDUCTING	Jensen, Sharon B.	WEB	EG2	1	
>	+	MUS	3020	350	CONDUCTING	Jensen, Sharon B.	LEC	1	1	
>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	

Locate the course request that you would like to delete. A course request can be deleted if it has not yet been submitted to the chair for approval.

On the right side of the screen there is an Actions column. Under the Actions column select the blue trash can to delete the Course request.

Appalachian
UNIVERSITY

Search terms

CBAS - Course Build Approval System

Home Requests Approvals Registrar Cohort Management Room Attribute Management Access Management Term Management

Schedule Change Requests

Select Term
Fall 2022

Current Class Schedule

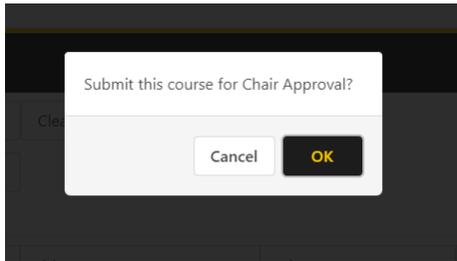
Subject mus Clear Filter(s) Download Full CTF Add Course

Select a field Filter

Legend

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	+	MUS	3020	105	CONDUCTING	Jensen, Sharon B.	LEC	1	1	
>	+	MUS	3020	351	CONDUCTING	Jensen, Sharon B.	WEB	EG2	1	
>	+	MUS	3020	350	CONDUCTING	Jensen, Sharon B.	LEC	1	1	
>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	

You will then be prompted to confirm that you want to delete the changes/additions/deactivations that were requested for the Course.



If you have any questions or need further assistance, please email regteam@appstate.edu or dial extension 6818.