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.

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.

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

Submit this course for Chair Approval?

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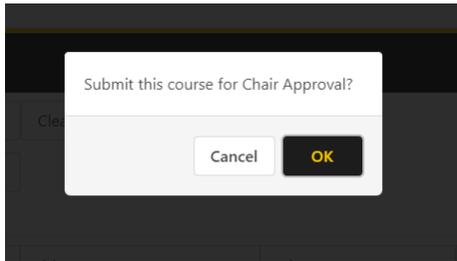
If you have any questions or need further assistance, please email regteam@appstate.edu or dial extension 6818.