

# CIM Course Change Request - Inactivating a Course

**Step 1** - Go to **Course Inventory Management** (<https://nextcatalog.baylor.edu/courseadmin>). Enter the prefix and/or prefix and course number (ex. BIO 1102) of the course. Highlight the appropriate existing Baylor University (BU) course to inactivate. Select **Inactivate**.

Course Inventory Management

Search, edit, add, and inactivate courses.  
Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.  
Quick Searches provides a list of predefined search categories to use.

bus Search  Archive  History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
BUS 1101	Connect to Hankamer School Bus		
BUS 1201	Introduction to Business		
BUS 1305	Software Applications for Personal Productivity		
BUS 1350	Software Applications for Business Productivity and Decision-Making		
BUS 2101	Career Management (Assessment & Discovery) for Undergraduate Students		
BUS 2222	Introduction to Energy Commerce		

Inactivate

**Step 2** - Select the proposed **End Term** from the drop-down menu. This menu will only include effective Baylor University (BU) terms for next two (2) years. If you are not sure of the **End Term** select **999999** as a place holder. Save and revisit to enter correct **End Term** before **Starting Workflow**.

Inactivating: SPA 1101

End Term: 999999

Justification for this request

Cancel Start Workflow

**Step 3** - Enter the **Justification for This Request** and select **Start Workflow**. If you do not want to continue with the Inactivation, select **Cancel** to return to the previous screen.

Inactivating: SPA 1101

End Term: Spring Trimester 2024

Justification for this request: This course is no longer needed.

Cancel Start Workflow

**Note:** If you are an administrator for the catalog in your area, you will have an additional option **Admin Save**. **DO NOT USE THIS OPTION.** It will bypass the Workflow and directly sync with Banner without completing the approval process. Please reach out to [CourseHelp@baylor.edu](mailto:CourseHelp@baylor.edu) if you accidentally choose this option.

Cancel Admin Save Start Workflow

**Step 4** - Once the workflow is started, scroll to top of screen and select **In Workflow** on the right-hand side to see what step the proposed course is currently located. Green font denotes the step has been completed. Brown font denotes the current step for the course.

Export to PDF A deleted record cannot be edited

**Shred Proposal** **Course Inactivation Proposal**

Date Submitted: 09/21/23 2:43 pm

Viewing: **ENT 4352 : Technology Entrepreneurship in Asia**

Last edit: 09/21/23 2:43 pm

Changes proposed by: Deana Steele (Deana\_Steele)

Catalog Pages referencing this course: [Entrepreneurship \(ENT\)](#) [Majors](#)

**In Workflow**

1. ENT Review
2. ENT Chair
3. Technical Review
4. BU Preliminary Review
5. BU Dean
6. Provost
7. Banner

By clicking on a workflow step, an email will populate for entry to send directly to the people reviewing the proposed course. At any time, the status of the workflow can be checked by doing a quick search of the course.

**Step 5** - An option to **Export to PDF** is also available to save the proposed course inactivation proposal for your records.

Export to PDF A deleted record cannot be edited

**Course Inactivation Proposal**

Date Submitted: 08/31/23 1:27 pm

Viewing: **SPA 1102 : Spanish Language Workshop**

When **Export to PDF** is selected, a new window will populate with a summary. You can print the summary or save it to your computer for future reference. Note that the exported document will only contain the parts of the form that were completed.

SPA 1102: Spanish Language Workshop

**SPA 1102: SPANISH LANGUAGE WORKSHOP**

**In Workflow**

1. MLC Review (MLC Review@baylor.edu)
2. MLC Chair (MLC Chair@baylor.edu)
3. Technical Review (Technical Review@baylor.edu)
4. AS Preliminary Review (AS Preliminary Review@baylor.edu)
5. AS Dean (AS Dean@baylor.edu)
6. Provost (Provost@baylor.edu)
7. Banner (Banner@baylor.edu)

**Course Inactivation Proposal**

Date Submitted: Thu, 31 Aug 2023 18:27:08 GMT

Viewing: SPA 1102 : Spanish Language Workshop

Last edit: Thu, 31 Aug 2023 18:27:08 GMT

**Step 6** - The **Status** of the proposed course inactivation will be **Deleted**. If a Workflow step is not indicated in the Workflow column, the proposed course inactivation has not been submitted to the approval process. If a step is indicated in the Workflow column, that is the current step the proposed course inactivation is in the approval process. Once the proposed inactivation completes the approval process, an email will be sent to the initiator that the inactivation has been completed. **Deleted** will remain in the **Status** column. The course is currently inactivated. **Banner** is the Workflow step where CIM syncs with Banner.

## Course Inventory Management Help

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Search    Archive History - OR -

Course Code	Title	Workflow	Status
ENT 4352	Technology Entrepreneurship in Asia	Banner	deleted
ACC 2302	New Course		deleted