

Records and Registration's Curriculum Guidelines: **DELETE/DEACTIVATE COURSES**

Log in by going to <https://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/> using any internet browser, to access the curriculum inventory management (CIM) pages. Click on the Course Form button (requires UWL network user id/password log in).

In the **Search** field, Type the course prefix, followed by a space, and the 3 digit number of the course that you wish to deactivate. Select the desired course in the results. Click the red **Delete Course** button.


| Course Code | Title | Workflow | CIM Status | PS Status |
|-------------|---------------------------|----------|------------|-----------|
| HIS 311 | Dilemmas of Peace and War | | | A |

Viewing: **HIS 311 : Dilemmas of Peace and War**


Catalog Pages referencing this course

- [History Education Major \(Early Adolescence-Adolescence Certification\) - Bachelor of Science \(BS\)](#)
- [History Education Minor](#)
- [History Minor](#)
- [History Minor with Regional Emphasis](#)

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|---------------------|----------------------------|--------------------|--------|
| College/School: | College of Liberal Studies | PeopleSoft Status: | Active |
| Department/Program: | HISDEPT | | |
| Course Prefix: | HIS | Course Level: | 3XX |
| | | Course Number: | 311 |
| | | Credits: | 3 |
| Cross-listed? | No | | |

Complete the few questions on the form. The blue help bubble  has additional information. Select **Cancel** to return to the previous window. Any changes will not be saved. Select **Save & Submit** to start the workflow/approval process for the deletion.


Deleting: **HIS 311: Dilemmas of Peace and War**

End Before Term 

Justification for this request

Note: Approval of the course deletion only deletes the individual course. It does not change program requirements or other course prerequisites. Programs and other courses need to be updated separately.

Start Over: Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to delete/shred a new course proposal or course revision that has been saved but NOT submitted to workflow.

For tips on how to edit, click on the “Help” button () at the top right corner of the Course or Program Management screens. Or refer to the other Curriculum Guidelines on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>. Or contact the curriculum administrators in the Records and Registration office for curriculum@uwlax.edu.