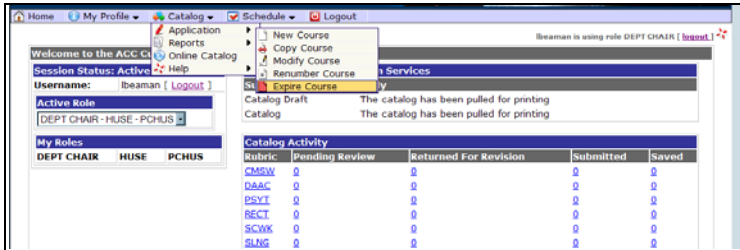
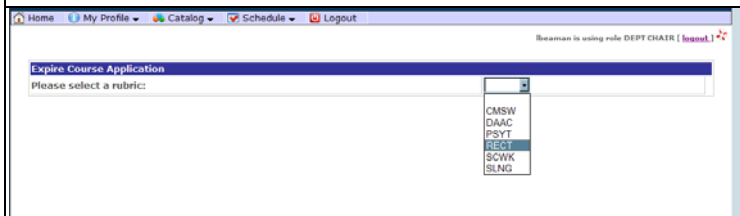


Expire Course

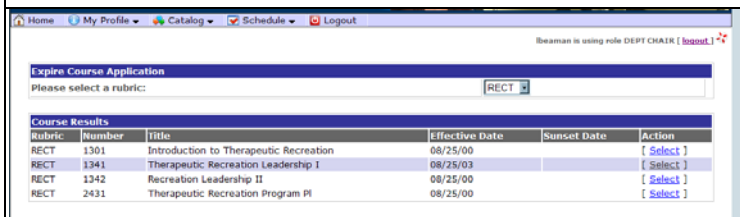
Use this form to remove an existing course from the ACC course inventory in a specified term.



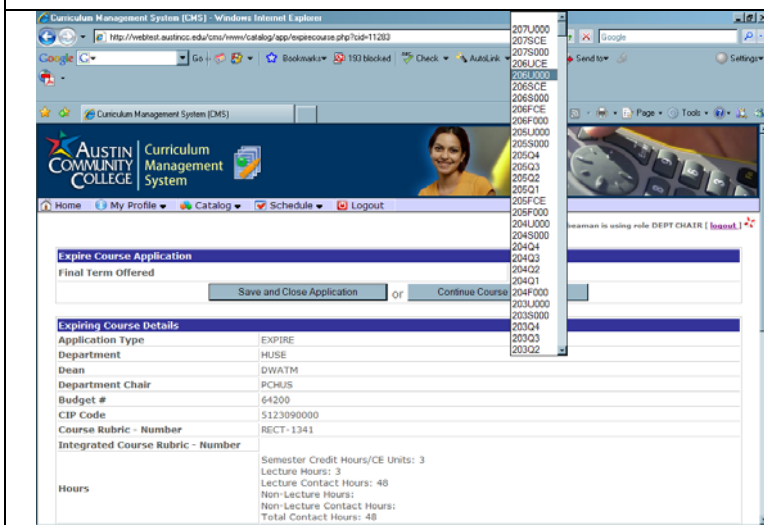
1. Select **Expire Course** from the **Application** drop down menu.



2. The **Course Search** screen opens.
3. Use the down arrows to select the **Rubric** of the course you want to expire.



4. A list of matching courses will open.
5. Click **Select** for the course you want to expire.



6. The **Expire Course Application** screen opens.

Note: There are two sections on the **Expire Course Application** screen. The top section allows you to set the expiration for the course. The bottom section provides details of the course you will be expiring. You will not be able to edit the expiring course details.

7. **Be sure this is the course you wish to expire before proceeding!!!**
8. **As a courtesy to other departments, please search the catalog for any award plans using your course.**
9. Use the down arrow to set the **Last Term Offered** for the course.
10. Click **Save and Close Application** or **Continue Course Application**.

Curriculum Management System 1.0

Catalog Applications

Home | My Profile | Catalog | Schedule | Logout

Beeman is using role DEPT CHAIR | Logout

Application Summary
On approval of this application, RECT-1341 will be expire at the end of the 207U000 term.

Expiring Course Details...

Department	HUSE
Dean	DWATM
Department Chair	PCHJS
Budget #	64200
CIP Code	5123090000
Course Rubric - Number	RECT-1341
Integrated Course Rubric - Number	
Hours	Semester Credit Hours/CE Units: 3 Lecture Hours: 3 Lecture Contact Hours: 48 Non-Lecture Contact Hours: Total Non-Lecture Contact Hours: 0 Total Contact Hours: 48
Credit Type	IN
Course Type	VOW
Fees	FDDC - \$40.00
Section Size	Maximum Students: 32 Minimum Students: 14
Department Approval Required	N
Prerequisite (TSI) Skills	E Reading: N Writing: N Math: N
Skills Mastered	
Repeatable for Credit	N
Rider 50 (Rule of Three) Applies?	N
Prerequisites - Course	
Prerequisites - Noncourse	
Corequisites - Course	
Corequisites - Noncourse	

Course Titles

Master Title	
Title	Therapeutic Recreation Leadership I
Terms Offered	First Term: 203R000 Final Term: 207U000
Description	Provides the student with the knowledge and practice necessary to plan and implement therapeutic activities that involve music, drama, dance, arts, and crafts. Focus on the range of individuals who may benefit from these activities. Leadership skills, rather than mastery of performance skills, will be stressed. Fieldwork is required.
Published Notes	

Finalize Application

Justification

OR

11. Review the application and add a justification for the application. Part of the justification will need to state what was changed and why.
12. Click **Continue**.
13. The application will be submitted for review to the next level supervisor.