

Delete Course Form in ACRES

You have noticed there is a course in the catalog that you no longer want or need. Maybe you haven't offered it in several years and you no longer have plans to offer it because there is no student interest.

The Delete Course Form is the one you need!



Hint:

This form is not to be used to delete a degree or certificate!

What information is needed to complete a Delete Course form in ACRES?

On the next page, you will find a copy of an electronic form with all the information you will need to propose a deletion of a course. You may request the form from the Curriculum Office or you can logon on to the CAC website and download the electronic copy

(http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm).

After the form is saved on your computer, you will be able to type the information into the form without logging on to ACRES at this time. Be sure to save your work! When the form is complete and you are satisfied with your proposal, simply logon to ACRES and cut and paste the information from your form into the Delete Course form.

Verify all of the information was entered in the correct fields, and all required information (red asterisks) is included, then click the submit button.

For those who prefer to work in ACRES but need some type of worksheet, simply pencil your ideas in the form found on page 274; open the Delete Course form in ACRES; and begin typing. The worksheet below includes helpful hints.

Hint:
While working in ACRES, click the “Save Changes” button at the bottom of the page often!

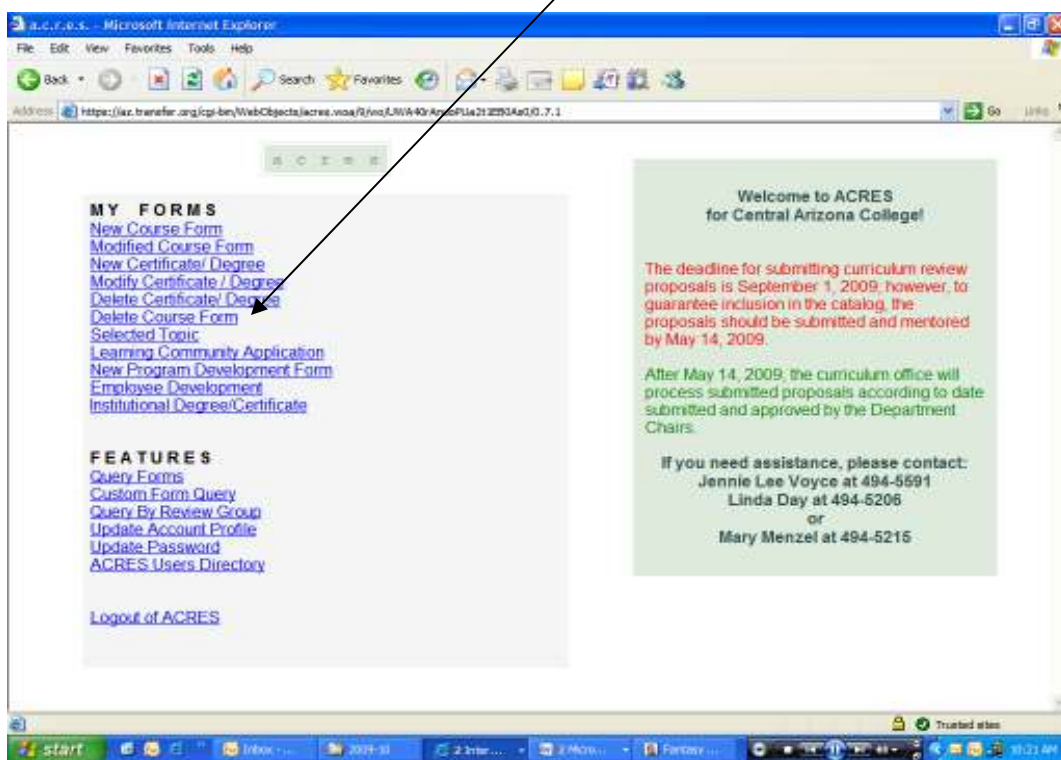
Delete Course Form Planning Worksheet

Required information:	Proposed information:
Department:	Department and Prefix should be the same.
Division:	ACRES provides a drop down menu for your convenience. If your division is not listed, please contact the Curriculum Office at x5206.
Course Prefix:	Prefix and Department should be the same.
Course Number:	Enter the current course number.
Credit Hours:	Enter the current credit hours.
Course Title:	Enter the course title as it exists in ACRES.
Effective Semester:	When will this deletion be effective?
Effective Year:	Generally, the next calendar year.
Rationale for Deletion:	Why should this course be deleted from the course bank?

<p>Impacted Programs:</p>	<p>Please be aware a course can not be deleted until all impacted courses, degrees and certificates have been modified. These would be the ones that list this course as a prerequisite, corequisite, or list it as a required course for a degree or certificate.</p> <p>If you need help with this, please contact the curriculum support analyst in the Curriculum Office at 520-494-5206.</p>
---------------------------	--

Under NO circumstances will the CLASS office accept your electronic form in lieu of an ACRES submission!

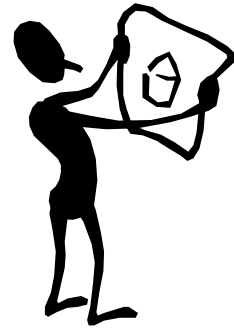
Once you have all the information needed to delete the course(s), logon to ACRES, and begin typing the information in the Delete Course Form.



Remember to save often! ACRES will time out after 60 minutes if you are not moving from page to page or saving on a regular basis. If you don't save, you take the risk of losing all your work! This is why typing and saving the information in the electronic form provided by the Curriculum Office can be a great time and sanity saver if you are timed out!

Hint:

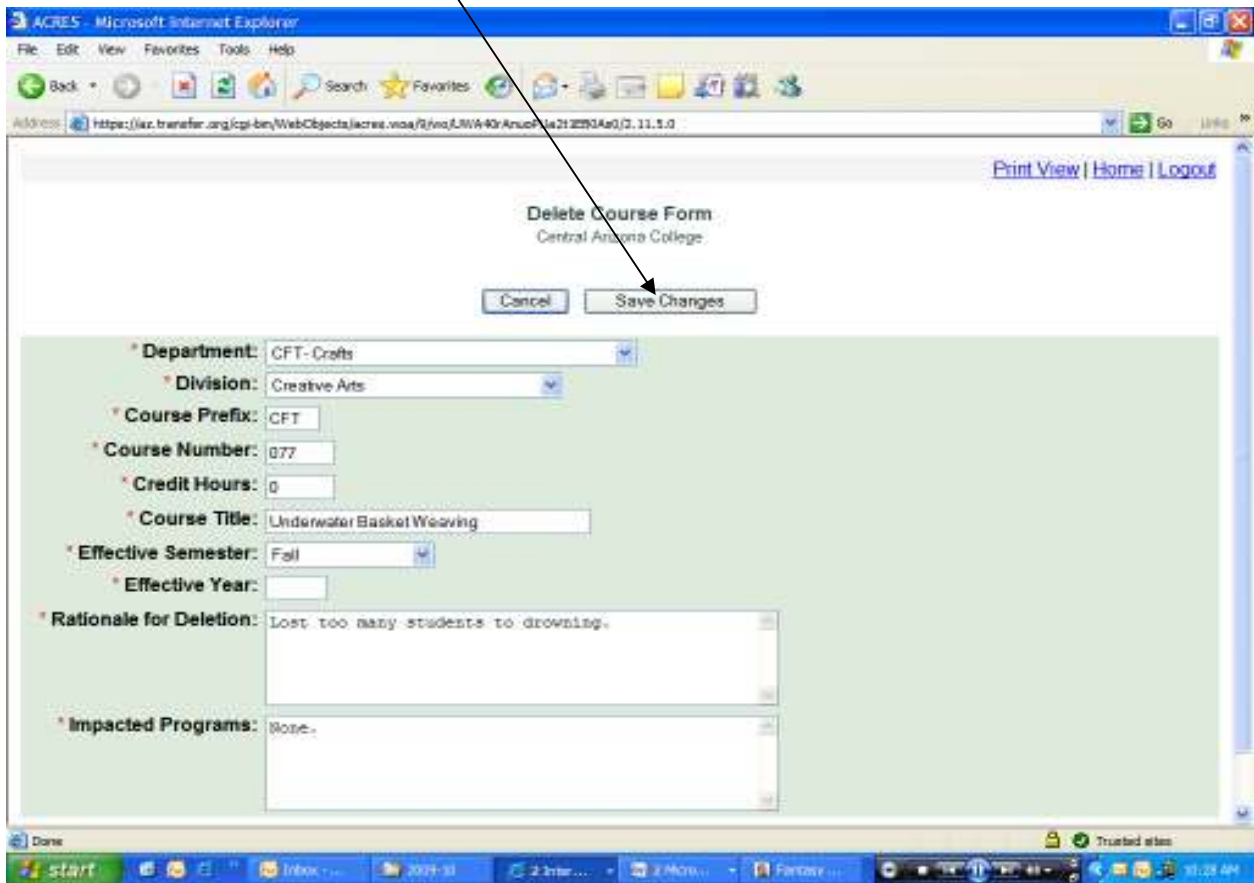
By using the worksheet and typing the information in Word, you can use the spell check feature to verify spelling accuracy!



Type the information or cut and paste from the planning worksheet, but remember to save often!

How do I save my document?

Save by clicking on the “Save Changes” button anytime (and regularly).



ACRES will time out after 60 minutes if you are not moving from page to page or saving on a regular basis. If you don't save, you take the risk of losing all your work!

Type information into all the fields and click on “Save Changes.”

Hint:

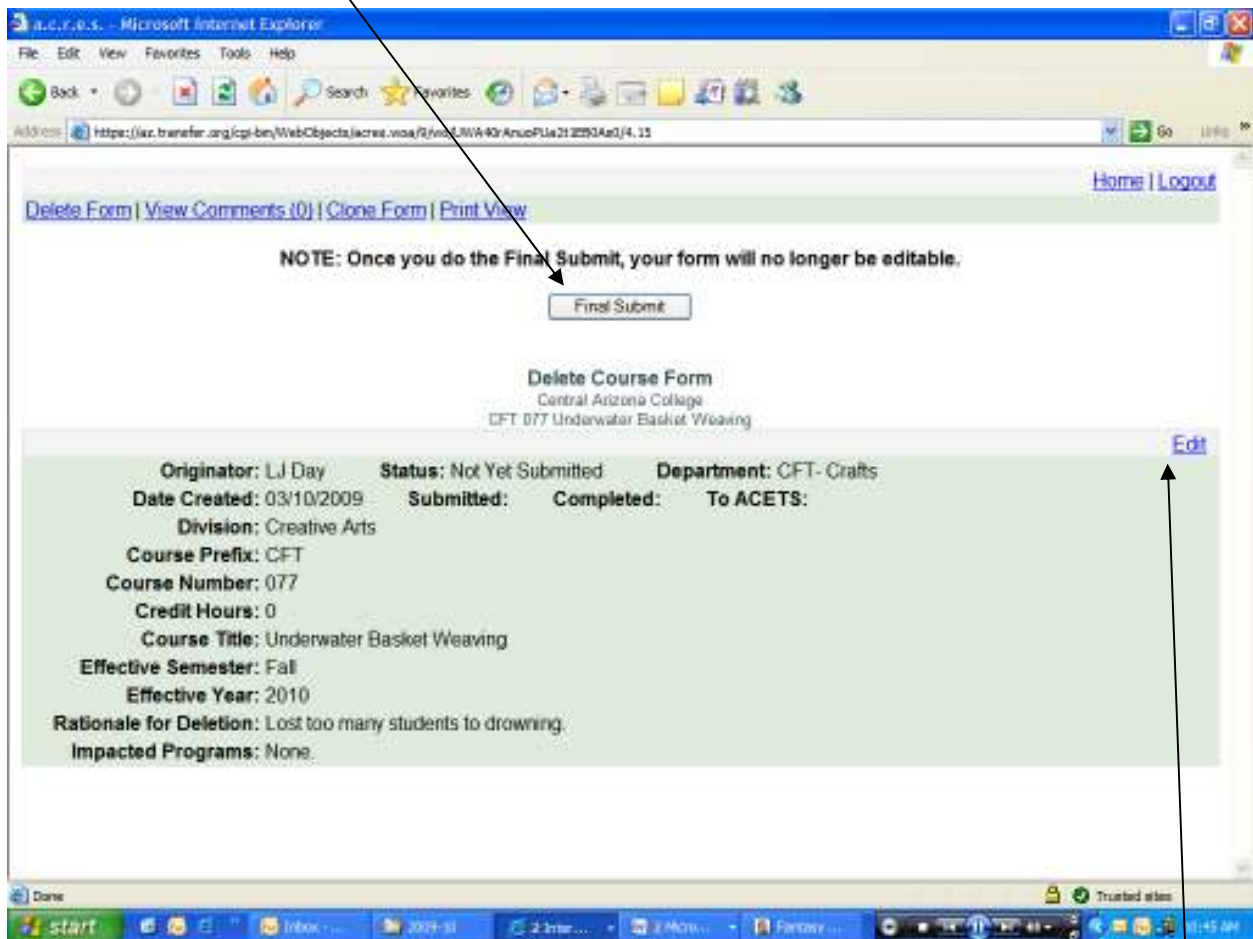
We suggest you get in the habit of clicking the “Save Changes” button any time someone comes into your office, your telephone rings, or you need to get up and stretch.

If you do not see a “Final Submit” button at the top of the page, there must be missing information in a required field marked with a red asterisk. This is what the message in red is telling you.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled "Delete Course Form" from Central Arizona College. At the top of the page, a red error message reads: "Your form has been saved! You may return to your work at any time. However, fields with a * on this form are mandatory. You must complete these fields before the Final Submit." Below the message is a "Save Changes" button. The form contains several fields, each marked with a red asterisk to indicate it is mandatory. The fields are: Department (CFT- Crafts), Division (Creative Arts), Course Prefix (CFT), Course Number (077), Credit Hours (0), Course Title (Underwater Basket Weaving), Effective Semester (Fall), Effective Year (empty), Rationale for Deletion (Lost too many students to drowning), and Impacted Programs (None). A black arrow points from the text above to the "Effective Year" field, which is currently empty. The browser's address bar shows the URL: https://acc.transfer.org/cgi-bin/WebObjects/accres.voa/R/vo/L/W/40/AnuoP/1a212290a0/1.11

Look at all the fields carefully and verify all fields have information in them. When you’ve found the one needing additional information, enter it, and click “Save Changes” again.

The “Final Submit” button should be at the top of the next screen. If you do not see the “Final Submit” button, you will need to repeat this step until all required fields are populated with information.



When all information is entered in ACRES, review the form for typos, corrections, or missing information. If you are completely satisfied with the information, click the “Final Submit” button and ACRES will automatically route the form to the next group or person for review.

Before clicking “Final Submit,” if you need to make a change, click on the blue “Edit” button on the right hand side of the screen. It will take you back to the page where you can edit any of the information in any of the fields.

Once all the information is as you want it, click on “Save Changes” and then on “Final Submit” to begin the review process.

Please be aware that when you submit the proposal in ACRES, it becomes read-only and you will not be able to make changes to it unless a reviewer marks it as “Needs Revision.” After submission, if you need to make changes, please call the Curriculum Office. We will either make minor corrections for you or send it back to you for editing.

Where does my Delete Course proposal go when I click “Final Submit”?



The following table is taken directly from ACRES and shows the path your proposal will follow to be reviewed, approved, and removed from the course bank. Each line lists the name of the group or person reviewing the proposal. The “Help Text” gives you a short description of what that named group or person will be doing with the proposal.

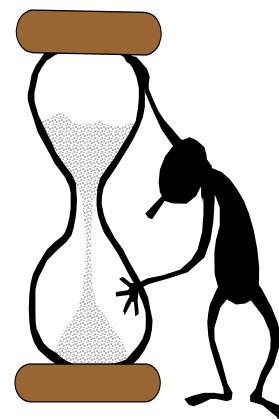
Delete Course Form Routing Chain

Order ≡	Name ≡	Help Text
1	District Chair or Program Manager	District Chair/Program Manager reviews and may approve as written, send back for revisions or disapprove. It is the Division Chair/Program Manager's responsibility to ensure the proposer has contacted all affected faculty members and completed the Needs Assessment.
2	CLASS Office (Curriculum Bulletin)	Curriculum Office Program Assistant adds proposal to the curriculum bulletin and moves forward.
3	Notice of Curriculum Change	Anyone with an ACRES account will be able to review and enter comments relative to the deletion of this course.

4	CLASS Office (Review)	Reviews the proposal, makes note of any issues that need to be addressed at the Curriculum Committee including impact on existing Certificates/ Degrees.
5	Dean of Academic Services	Academic Deans will review and approve, request revisions or disapprove the proposal.
6	Curriculum Committee Agenda	Curriculum Office Program Assistant adds to the Curriculum Committee agenda for review and discussion.
7	Curriculum Committee	The Curriculum Committee reviews the proposal and any recommendations re: impacted programs, articulation issues, etc. and determines the next action. They may approve as written, table for more information, or disapprove.
8	Banner Information System	Curriculum Support Analyst will end the course in Banner.
9	Outline Management	Curriculum Support Analyst will remove the pdf from the CAC website and move the course outline to an archived database.
10	CLASS Office (catalog)	Curriculum Support Analyst will document changes in the "working catalog".
11	CAS Coursebank/ U.Select	CLASS Support Analyst will update U.Select (previously known as CAS course bank.)
12	CLASS Office (ACETS)	Final approval for the deletion of a course. Curriculum Support Analyst uploads information to ACETS to remove from the state databases and allows for ATF notification.

Am I done?

To assist the Curriculum Office, sixty days after you received notice that the proposal has been approved by CAC, please check the CEG to make sure the course has been removed from the CEG (Course Equivalency Guide). Of course, this only applies to 100 and 200 level courses that are NOT vocational in nature. If the course has not been removed from the CEG, please contact the Curriculum Office as soon as possible.



Course Equivalency Guide (CEG) can be found at https://az.transfer.org/cgi-bin/WebObjects/Admin_CEG. See page 217 for more details about the CEG.