Table of Contents

• Overview
• Accessing the Form
• Department Chair Approval
• Updating Courses Information
Overview

The sunset courses application allows department faculty and staff to manage the status of their courses. Courses found in the sunset application have not had enrollment for the prior 8 semesters are scheduled to be demised.

Demised courses will be made unavailable for scheduling and removed from the UNM course catalog.

Departments may request an exception to being demised. If a request is made, department chair approval is required.
All courses scheduled for demise are set to "Sunset" by default.

Department requests status change.

Department chair approves.

FSCC chair approves.

Course status updated.

No change requested, status remains "Sunset".

Course is demised.

**NOTE:** these slides should be used in conjunction with the sunset application. See the next slide for access instructions.
Accessing the Form

While connected to the UNM network (on campus, GlobalProtect VPN, or using UNM VPN services) navigate to:

- https://lobowebapp.unm.edu/apex_ods/f?p=190

Login will be your UNM NetID and password
Department Chair Approval

If a course has received an update requiring an approval, the course will be viewable by the indicated department chair.

To approve or deny a course exception, or request for deactivation, click the check box in the left-most column.

Then click the corresponding button to approve or deny the request.
After approving or denying a course exception request, the request will be removed from the department chair approval table. It can be viewed from the Submit Sunset Form table.

The request will be added to the FSCC chair approval table.
Updating Course Status

If you wish to update a course status, you can click “Submit Sunset Form” from the navigation pane located on the left-hand side.

A course’s status may be updated at any time during the process.

If the due date has passed, please reach out to the catalog administrator team: catalog@unm.edu
If you wish to update a course status, you can click the View the list of courses for select college and department:

1. Select a college from the drop down.
2. Select a department from the drop down.
3. Click the red “Select” button.
Submit Sunset Form

To request an exception, indicate current enrollment, or request deactivation, click the edit icon for each course requiring action.

### Sunset Course List

<table>
<thead>
<tr>
<th>Status</th>
<th>Subject</th>
<th>Course Number</th>
<th>College</th>
<th>Department</th>
<th>Cross Listed</th>
<th>Due Date</th>
<th>Sunset Status</th>
<th>Exception Comment</th>
<th>Department Desc</th>
<th>Title Short Desc</th>
<th>End Term</th>
<th>College Desc</th>
<th>Dept Approved By</th>
<th>Dept Approved Date</th>
<th>Dept Approved Ind</th>
<th>Fsc Approved Ind</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>ANTH</td>
<td>371</td>
<td>AS</td>
<td>045A</td>
<td></td>
<td>8/31/2023</td>
<td>Sunset</td>
<td>Stu-As Anthrology</td>
<td>Ancient Mexico</td>
<td>202380</td>
<td>College of Arts and Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td>ANTH</td>
<td>375</td>
<td>AS</td>
<td>045A</td>
<td></td>
<td>8/31/2023</td>
<td>Sunset</td>
<td>Stu-As Anthrology</td>
<td>Archeo Field Sess</td>
<td>202380</td>
<td>College of Arts and Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td>ANTH</td>
<td>324</td>
<td>AS</td>
<td>045A</td>
<td></td>
<td>8/31/2023</td>
<td>Sunset</td>
<td>Stu-As Anthrology</td>
<td>South Am Archaeol</td>
<td>202380</td>
<td>College of Arts and Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td>ANTH</td>
<td>524</td>
<td>AS</td>
<td>045A</td>
<td></td>
<td>8/31/2023</td>
<td>Sunset</td>
<td>Stu-As Anthrology</td>
<td>South Am Archaeol</td>
<td>202380</td>
<td>College of Arts and Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>