



Sunset Courses – Department Chairs

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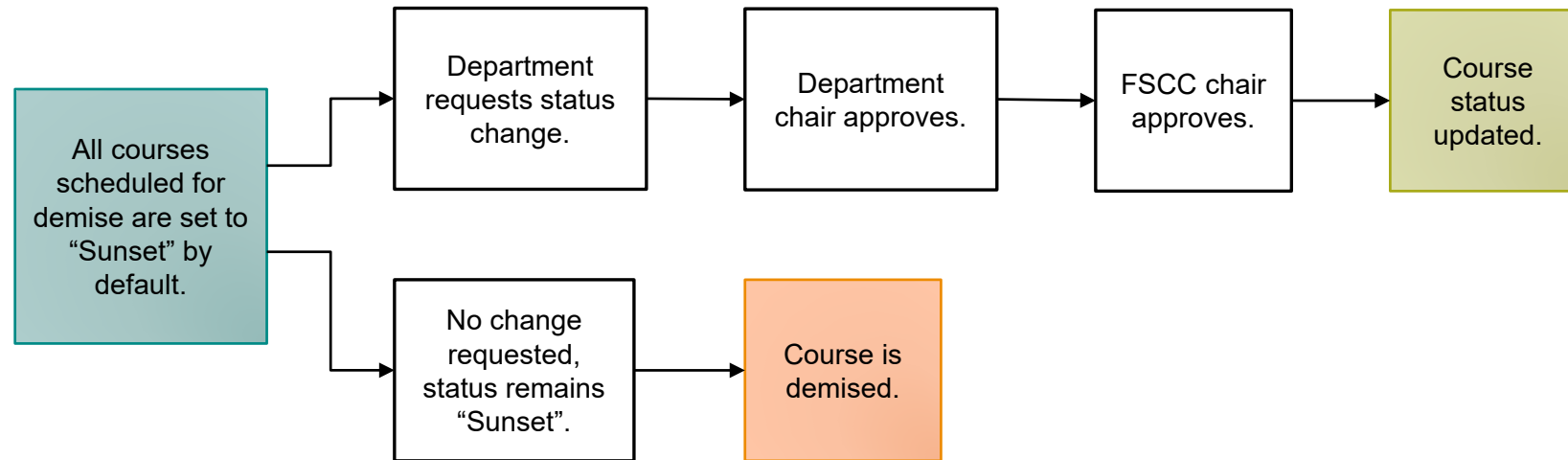
Overview

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.

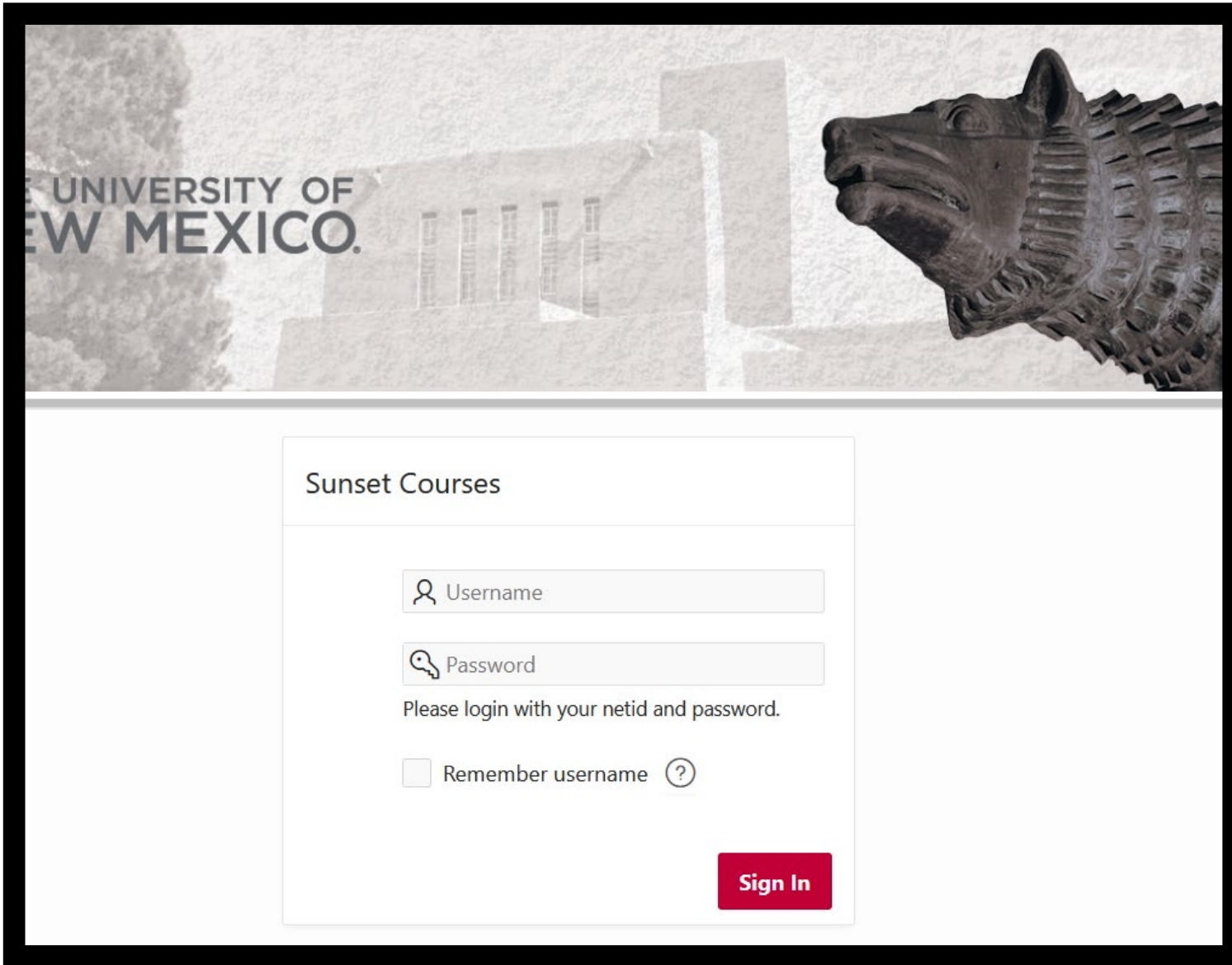
Demised courses will be made unavailable for scheduling and removed from the UNM course catalog.

Departments may request an exception to being demised. If a request is made, department chair approval is required.

Overview (cont.)



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.

Department Chair Exception Approval

List of courses requiring approval for their exception status. Statuses included: Exception and Deactivate.
Use checkboxes to select courses that you'd like to process.
Next, update their status by clicking the Approve or Deny button below.
Once you've approved or denied a request, it will automatically flow to the FSCC chair to review.

Search: Go Actions

Select All <input type="checkbox"/>	Subject	Course Number	Title Short Desc	College Desc	Department Desc	Cross Listed	Academic Period Desc	Duedate	Sunset Status	Exception Comment	Dept Approved By	Dept Approver Date
<input checked="" type="checkbox"/>	ANTH	375	Archeo Field Session	College of Arts and Sciences	AS Anthropology		Fall 2023	8/31/2023	Exception	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ac urna urna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc elementum ac eros vitae aliquet. Nam mattis tempus turpis, non gravida sem imperdiet ut. Sed pretium, ex quis auctor volutpat, tortor arcu hendrerit mi, lacinia molestie metus velit id nibh.		









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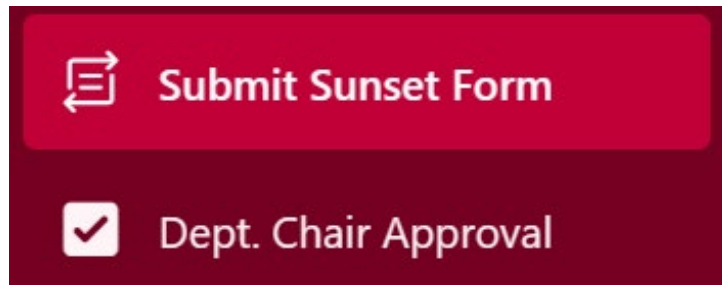
Department Chair Approval (cont.)

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.

	Status	Subject	Course Number	College	Department	Cross Listed	Due Date	Sunset Status	Exception Comment	Department Desc	Title Short Desc	End Term	College Desc
		ANTH	371	AS	045A		8/31/2023	Exception	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ac urna urna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc elementum ac eros vitae aliquet. Nam mattis tempus turpis, non gravida sem imperdiet ut. Sed pretium, ex quis auctor volutpat, tortor arcu hendrerit mi, lacinia molestie metus velit id nibh.	AS Anthropology	Ancient Mexico	202380	College of Arts and Sciences
		ANTH	375	AS	045A		8/31/2023	Sunset		AS Anthropology	Archeo Field Session	202380	College of Arts and Sciences
		ANTH	324	AS	045A		8/31/2023	Sunset		AS Anthropology	South American Archaeology	202380	College of Arts and Sciences
		ANTH	524	AS	045A		8/31/2023	Sunset		AS Anthropology	South American Archaeology	202380	College of Arts and Sciences

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


Updating Course Status (cont.)

Submit Sunset Form

To see the list, please select a college and department.

Steps to select college and department:

1. Select a College from the drop-down list below.
2. Select a Department from the drop-down list that appears.
3. Click "Select"
4. Dept. Chair Information and Sunset Course list will then be displayed

Note:
To make changes to courses, click the  icon on the row you would like to update.

Sunset is the default status, all courses with a check mark will be sunset automatically unless you submit a request for deactivation, sunset exception, or extension due to current enrollment.

Select College

Select Department

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

✖ Course Exception Rejected
⚠ Awaiting department chair approval
ℹ Awaiting FSCC approval
✓ Awaiting Submission

	Status	Subject	Course Number	College	Department	Cross Listed	Due Date	Sunset Status	Exception Comment	Department Desc	Title Short Desc	End Term	College Desc	Course Comment	Dept Approved By	Dept Approved Date	Dept Approved Ind	Fsc Approved Ind
	✓	ANTH	371	AS	045A		8/31/2023	Sunset		AS Anthropology	Ancient Mexico	202380	College of Arts and Sciences					
	✓	ANTH	375	AS	045A		8/31/2023	Sunset		AS Anthropology	Archeo Field Session	202380	College of Arts and Sciences					
	✓	ANTH	324	AS	045A		8/31/2023	Sunset		AS Anthropology	South American Archaeology	202380	College of Arts and Sciences					
	✓	ANTH	524	AS	045A		8/31/2023	Sunset		AS Anthropology	South American Archaeology	202380	College of Arts and Sciences					

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