



Sunset Courses – Sunset Form Users

Table of Contents

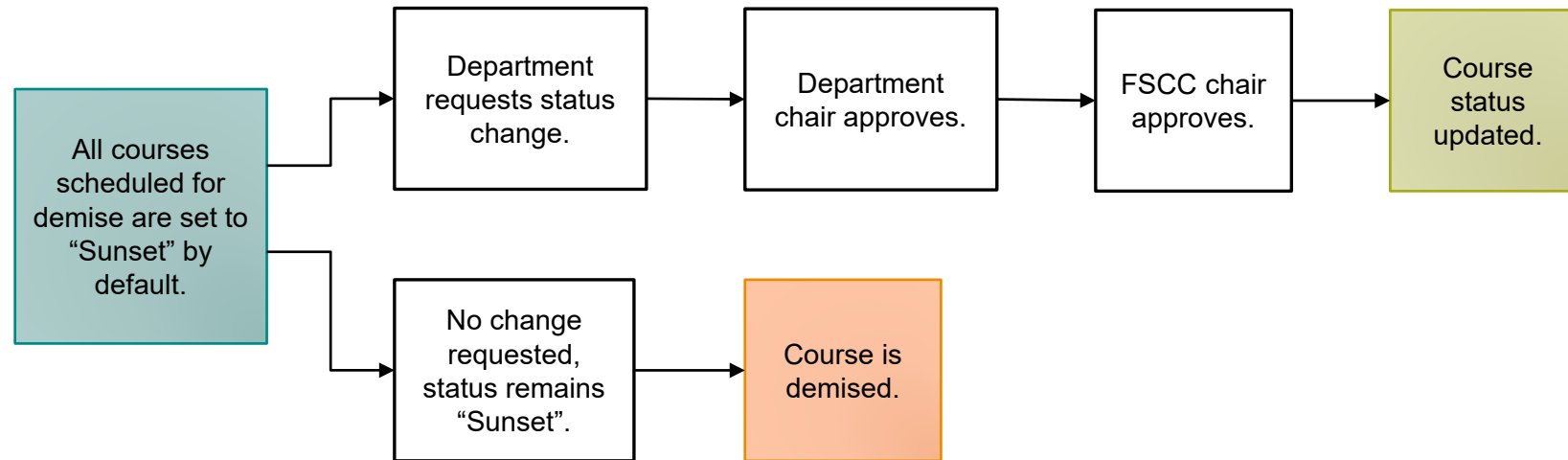
- Overview
- Accessing the Form
- Submit Sunset Form
- Department Chair Approval
- FSCC Chair Approval

Overview

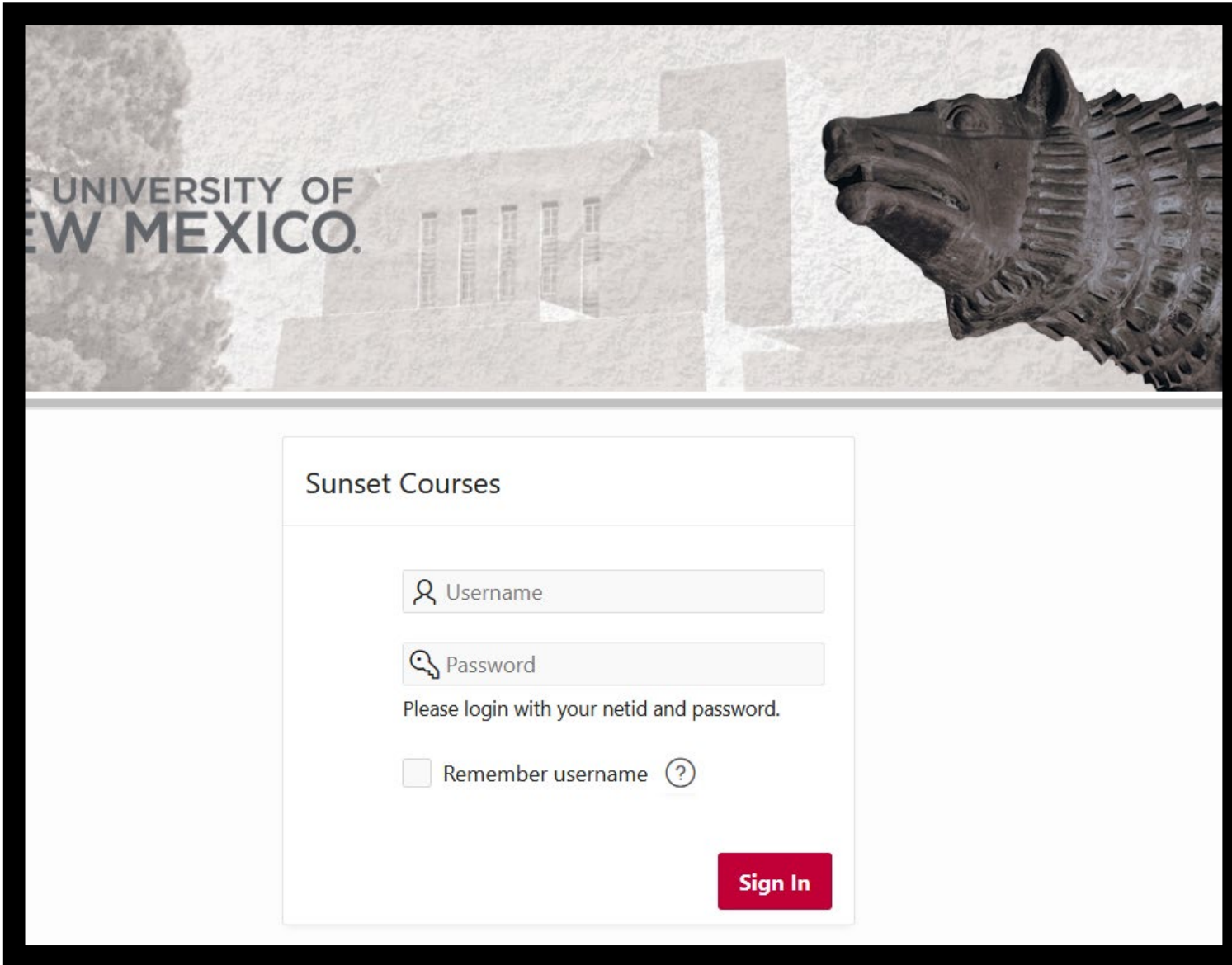
The sunset courses application allows department faculty and staff to manage the status of their courses. Courses found in the sunset application have not had enrollment for the prior 8 semesters are scheduled to be demised.

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

Overview (cont.)



NOTE: this guide 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

Submit Sunset Form

The screenshot shows a web form titled "Submit Sunset Form". It contains the following text and elements:

- Submit Sunset Form** (header)
- 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** (dropdown menu)
- Select Department** (dropdown menu)
- Select** (button)

Numbered callouts (1, 2, 3) point to the "Select College" dropdown, the "Select Department" dropdown, and the "Select" button, respectively.

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.

NOTE: Branch campuses wishing to submit an exception for an Academic course should coordinate with the appropriate main campus "home" department.

Submit Sunset Form (cont.)

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							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					

Make note of the course's progress.

1 - 4

Submit Sunset Form (cont.)

Sunset Course List

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	✓	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					

1 - 4

Verify the status of each course; all courses will default to Sunset until status change is input by the user.

Submit Sunset Form (cont.)

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
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	✓	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					

1 - 4

Submit Sunset Form (cont.)

Course Update

Course Update

SUNSET: Course is no longer active in Banner and is unavailable for scheduling. Course is removed from the UNM Catalog. The course number is subject to an eight semester moratorium. Course form is required to reinstate the course.

DEACTIVATE: Course is unavailable for scheduling. A deactivated course may be reactivated by submitting a course form within four semesters. If not reactivated within four semesters, the course is sunset.

SUNSET EXCEPTION: Request for exception must be submitted on department/program letterhead, addressed to the Faculty Senate Curricula Committee Chair, and signed by the Department Chair/Program Director. Please combine all sunset exception requests for this department into a single memo. The request must document why the course has not had enrollment in the last eight semesters and must propose a dated plan for enrollment. Courses in sunset exception status lacking enrollment within the next four semesters will be sunset.

CURRENT ENROLLMENT: If a course on this list is scheduled for the current term and has enrollment, check this box. The course will remain active as long as enrollment is retained until the end of this semester.

AOA: If a course has a 'Y' in the AOA 'Also Offered As' column, consult with the other department(s) that hold the AOA course regarding your requested action. The equivalent status between the courses may be severed.

After clicking the edit icon, the course update form appears. The first thing you will see are the status definitions.

To change the status, in the application, scroll past the status definitions.

Submit Sunset Form (cont.)









Subject ANTH	Course Number 371
Title Short Desc Ancient Mexico	College AS
Department 045A	Dept Approved Ind
Department Description AS Anthropology	
Due Date 8/31/2023	Crosslisted
Sunset Status Sunset Exception ▼	
Course Comment (Required): <input type="text"/>	
<input type="button" value="Cancel"/>	<input type="button" value="Apply Change"/>

To update the course status, select one from the dropdown list labeled “Sunset Status”.

A status of “Sunset Exception” requires a course comment documenting why the course has not had enrollment in the last eight (8) semesters and must propose a dated plan for enrollment.

After submitting a status change request, the progress, status, and comment will be updated.

This course is now awaiting department chair approval.

	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	<p>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.</p>	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





After department chair approval, the course will be updated with the chair NetID and approval date; the status icon will also update.

This course is now awaiting approval by the FSCC chair.

	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
		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		rvanderburg	8/15/2023
		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			

If the course action is denied by either the department chair, or the FSCC chair, the course status will be updated to denied.

The course action will need to be resubmitted.

	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
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