Inactive Courses Process and Workflow
What is an inactive course?

- Courses that have not been taught for the last four years (no students enrolled at the end of the session since the first semester of the 2016-2017 academic year)

  OR

- Courses we have coded to not appear on the inactive course report
  - Independent studies
  - Music lessons
  - First-Year Seminars
When will I gain access to inactive course information?

- Aug 14 - email to department administrators explaining the process to allow prep time
- Sept 10 - inactive course forms viewable in MAUI & email to dept admins
- Sept 17 - one week reminder email to dept admins
- Sept 24 - Workflow forms go live and appear in DEOs box; memo to deans, directors, and DEOs
Where can I find inactive courses?

Option 1  Directly via email
- ADAs: click the link in the email to go directly to your courses

Option 2  Via MAUI
- MAUI → Registrar tab → Course Library → Inactive Courses Workflow
- Choose Fall 2020 and the academic unit
ADA Review Period in MAUI: September 10-23, 2019
Do you intend to keep the course?

- Set Status to Keep
- Enter in a Rationale
- Click Save

Do you intend to drop the course?

- Set Status to Drop
- Click Save

Forms are in MAUI but not workflow

You must click “Save” for any changes to appear.

Any information saved will remain when the form appears in workflow on September 24th.

ADA Review Period in MAUI: September 10-23, 2019
Pediatric Independent Study (PEDS:7300)

Admin Home Department: Sted Family Department of Pediatrics
Cross References: None
Semester Hours: Arranged
Existing Sections for Fall 2019: Yes

Created: Fall 1980
Last Taught: Spring 2015 (2 Enrollments)
Curriculum Number: 04718

Note: The information listed is for Fall 2019

You must click the save button below to save any changes you have made.

* Effective Session: Fall 2019
* Status: 
* Rationale:

Note: screenshots from Fall 2019 process

Save
DEO Approval Period: September 24-October 15, 2019
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Do you intend to keep the course?

- Set Status to Keep
- Enter in a Rationale
- Click Save
- Workflow widget now appears
- Click “Approve Package”

Do you intend to drop the course?

- Set Status to Drop
- Click Save
- Workflow widget now appears
- Click “Approve Package”

All forms must have a status, a rationale (if listed as Keep), and be saved before the “Approve Package” workflow widget appears.

Save any additional changes by clicking “Save”.

Reminder: you may need to log into the workflow widget.
I haven’t clicked save yet so the workflow widget isn’t here
Look what appeared after I clicked save!

Note: screenshots from Fall 2019 process
HELP!

- For help with inactive course data or forms, contact:
  - reg-course-approval@uiowa.edu
  - Becky Keogh (5-0245, rebecca-keogh@uiowa.edu)
  - Chris Carlson (5-2845, christina-carlson@uiowa.edu)
  - Teresa Watson (teresa-watson@uiowa.edu)