

Log in to the Course Management Information system with your Brown credentials.
The url which you can bookmark is: <https://nextbulletin.brown.edu/courseadmin>

Click the Courseleaf icon to completely log in.



BROWN UNIVERSITY

Help

Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Archive History - OR -

Please Complete Log In

In order to authorize your ability to update, please click the icon to complete your log in.



To Inactivate a Course:

Inactivate a course if they are no longer being offered. If a department no longer wants a course active as there are no plans to offer it any longer.

Type your subject code in the search box and select **Search**



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Archive - OR - History

Course Code	Title	Workflow	Status
HIST 0010	History Matters		Inactive
HIST 0020	Europe since the French Revolution		Inactive
HIST 0025	History - credit check		
HIST 0030	New History Course - Bridge Testing G1		

Locate an active course within your courses (blank status)
select the course to deactivate
select **Inactivate**



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HIST Archive History - OR -

Course Code	Title	Workflow	Status
HIST 0030	New History Course - Bridge Testing G1		
HIST 0031	New Course - Bridge Testing G1		
HIST 0150A	History of Capitalism		
HIST 0150B	The Philosophers' Stone: Alchemy From Antiquity to Harry Potter		
HIST 0150C	Locked Up: A Global History of Prison and Captivity		
HIST 0150D	Refugees: A Twentieth-Century History		
HIST 0150F	Pirates		

Select an end term from the dropdown
Provide justification for Inactivating the course
Select **Start Workflow**



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Inactivating: **HIST 0150A**



End Term

Spring 2024



Justification for this request

We no longer plan to offer this course in the future even under another number. It is not required for the concentration.

Cancel

Save Changes

Start Workflow



To Reactivate a Course:

Locate an inactive course within your courses (inactive status)

select the course to reactivate

select **Reactivate**

Required fields are highlighted in red. Make any necessary changes throughout the form.



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HIST Archive History - OR -

Course Code	Title	Workflow	Status
HIST 0150H	Foods and Drugs in History		
HIST 0150I	The Making of the Modern World		
HIST 0150J	The Ocean in Global History		
HIST 0160	New History Course (G1 test case)		
HIST 0170	Great Modern European Thinkers		Inactive
HIST 0180	FYS - History course		

[Archive Course](#)

[Preview Workflow](#)

A deleted record cannot be edited

You must attach a syllabus prior to starting the workflow and submitting your course for approval. The attachment may be in any format.

You will also need to check the I Agree box for the syllabus statement. At this point, you may save your proposal and return to it later, or click the Start Workflow button to submit for department review and approval.

Attachments

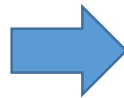
*Course proposals require an up-to-date syllabus for the term in which the course will be delivered. With the exception of new courses led by voting faculty members that meet the **select criteria**. All syllabi should meet the University approved guidelines. Instructors and administrators can use these checklists for **0001-1999 level and 2000+ level** courses, respectively, to ensure that the syllabus aligns with the requirements. For additional help on syllabus development, please visit the [Sheridan Center's website](#).*

Syllabus



<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/>
	Files To Be Uploaded: <input type="text"/>

I confirm that any uploaded syllabus meets the University approved guidelines. Syllabi that do not meet the requirements may delay approval.

 I Agree

<input type="button" value="Cancel"/>	<input type="button" value="Save Changes"/>	<input type="button" value="Start Workflow"/>
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