Opting Out of CMI

How to OPT OUT of CMI for a Course
IMPORTANT INFORMATION TO KNOW

- Only base CMI courses are to be manually opted out of.
- Extension courses are NOT automatic billing and enrollment so there's no need to opt out. For extension CMI courses you're either:
  - 1. A continuation student who has continued access at no additional cost
  - 2. A student not in continuation who has submitted an opt in form and thus will be billed
  - 3. A student not in continuation who is choosing not to participate in CMI and not opt in and will find their own access to the material outside of CMI. You will be automatically “opted out” after the deadline.

- CMI access is a BUNDLE of both eText and Courseware. Opting out is losing CMI access to both.

- CMI is just one convenient way to get access to materials for your course and does not affect your own separate purchases.
STEPS

1. Open “My Textbooks & Course Resources” tool from the “Course Materials Folder”
2. Click “Want to Opt Out?” & Choose a reason for opting out from the drop down menu. (Does not affect ability to opt out! It’s just important feedback for us)
3. Successfully opted out! OR error message (proceed to step 3a)
1. Open “My Textbooks & Course Resources” tool from the “Course Materials Folder”

The tool appearance differs in Original vs ULTRA Blackboard shells and may look different depending on the instructors customization of the tool/folder/overall set up of their Blackboard shell. Sometimes the name of the tool is also changed by the instructor but typically will have information that indicates that it is the correct link to click. Once you locate the tool and click on it, the next steps for access are exactly the same for any Blackboard version.
2. Click “Want to Opt Out?” & Choose a reason for opting out from the drop down menu.
(Does not affect ability to opt out! It’s just important feedback for us)

- This button is available until the deadline posted above it.
3. Successful opt out!

- Your status says “opted out” so you’ve successfully opted out. After the deadline passes, expect an email indicating status changes have been processed and sent to SBS.

If you want to opt back in:

- Click “Opt In”

You may change this as many times as necessary until the deadline. Only the status by the deadline will be finalized and processed.
3a. Not Successful - Error Message

- If you receive an error message like in the example to the right, email ochoa1@umbc.edu ASAP!
  - This is a hard coded message unable to be edited. I do not automatically receive notice of this error.
- If a student receives this error and does not contact Jocelyn before the deadline, the request will not be processed.