
COURSE INVENTORY (CIM) SUBMISSION GUIDE

All course proposals (new courses, changes to existing courses, course deletions) must be submitted into the CIM approval workflow no later than **February 1st** and must be to the Registrar step in the workflow by **April 15th** for such changes to be implemented. All course changes are effective beginning the fall term of the upcoming academic year.

ACCESS

- Access CIM at <http://courseinventory.ua.edu/cim/>.
- Login to the site using MyBama credentials.
- An account must be created in CourseLeaf to submit changes into CIM. To establish an account in CIM, please submit the [Advising & Administrative Request Form](#) found on the Student Systems Access and Data Requests page of the Registrar's Office website.

PROPOSING A NEW COURSE

- To propose a new course, click the green *Propose New Course* button

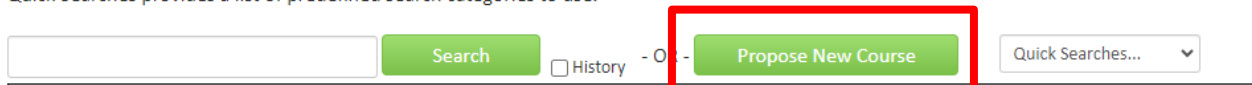
Course Inventory Management

Help 

Search, edit, add, and deactivate 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.



The screenshot shows the Course Inventory Management interface. It includes a search bar, a 'Search' button, a 'History' checkbox, a 'Propose New Course' button (highlighted with a red box), and a 'Quick Searches...' dropdown menu.

- A new window will open displaying as *Course Inventory New Course Proposal*. All required fields are encased in a red box. This training document will review and outline each field required for a new course proposal on the CIM Course form.

Course Information

Course Inventory

New Course Proposal

Course Information

Effective Term	Select...	
Subject Code	Select...	Course Number
Academic Level	Select Academic Level...	
Department	Select Department...	
College	Select College...	
Title		

100 characters remaining

- Select the Effective Term
- Select a Subject Code
 - Once the Subject Code is selected, the Department and College will automatically populate.
- Select a Course Number
 - Undergraduate course numbers range from 100 to 499
 - Graduate course numbers start at 500
 - Law course numbers start at 600
 - To find a course number not in use, click the Course Numbers in Use button. Any number not found on this list is available for use.

Course Numbers In Use for ANT - ANT-Anthropology

Course Code	Title
ANT 100	Anthropology and Humanity
ANT 102	Intro to Cultural Anthropology
ANT 103	Discoveries In Archaeology
ANT 106	Native Peoples of N. America
ANT 107	Intro to Archaeology
ANT 113	Indians Of Deep South
ANT 150	Evolution for Everyone
ANT 200	Medical Anth: Health & Society
ANT 205	Intro to Medical Anthropology
ANT 208	Anthropology of Sex
ANT 210	Language and Culture
ANT 215	ANTH - Movies and Fiction
ANT 216	Ethnographic Cinema
ANT 217	Peoples of Asia
ANT 218	Anthropology of Sports
ANT 220	Archaeological Myths & Hoaxes
ANT 222	Anthropology of CAM
ANT 225	Introduction to Global Health
ANT 250	Issues in Anthropology

Course Number

- Select the Academic Level
- Enter Course Title
 - If the Course title contains too many characters, a second title box will appear and a shortened version of the course title will need to be entered. *Be mindful of abbreviations in the Short Title block.

Title

this course title is too long to be a short title

51 characters remaining

Short Title

Shorter Version

15 characters remaining

Descriptions and Outcomes

Description and Outcomes

Course Description



Course Student Learning Outcomes

Student Learning Outcome(s)	
1	

- Course descriptions should succinctly describe the content of the course and should be no longer than 5-6 sentences. Course descriptions should not be used to defend the existence of the course for review and approval purposes. Course descriptions should not include assignment or scheduling information.
- Student Learning Outcomes that exist for a course in Banner will automatically populate into the *Student Learning Outcome(s)* field(s).
 - To add SLOs click the green “+” sign to add a line. The order can be revised as well by using the up and down arrows located to the right of each box.
 - To delete SLOs click the red “x” sign to remove the line.
 - **Please place one (1) SLO per box.**

Course Student Learning Outcomes

Student Learning Outcome(s)		
1	Example 1	✕ ↑ ↓
2	Example 2	✕ ↑ ↓

Prerequisites and Restrictions

Prerequisites and Restrictions

Current Prerequisites

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency?	
	▼			▼	▼	▼	✕ ↑ ↓

Prerequisites

Prerequisites with Concurrency

Corequisite

Code	Title

Restrictions

Other:

- Current Prerequisites existing in Banner will appear in the Prerequisites widget. If changes need to be made to the current prerequisites, make the update in the Prerequisites or Prerequisites with Concurrency **text box(es)**.
- If a course has multiple prerequisites, they should be typed out using *and*, *or*, and parentheses so that the intent is clear. For example: (MATH 112 AND MATH 113) OR MATH 125.

- If a course has both prerequisites and prerequisites with concurrency, define the relationship. For example:

Prerequisites

Prerequisites with Concurrency

- If corequisites exist in Banner, they will populate in the Corequisite widget.
 - Prerequisites with concurrency and corequisites differ. A prerequisite with concurrency may be taken prior to or at the same time as the proposed course. A corequisite **must** be taken at the same time as the proposed course. If a course should have corequisites, please label this clearly in the Prerequisites field.
- **NOTE:** Because the Prerequisites and Prerequisites with Concurrency text boxes appear in the catalog, it is helpful to include the minimum grade requirements as well.
- **Restrictions** can be added to the CIM form by typing a keyword in the *Other* field and clicking *Find Restriction*. Check all applicable boxes for the desired restrictions and click *OK*. The form will update to reflect the selected restrictions. By default, the Registrar's Office will restrict graduate courses to graduate students and law courses to law students.

Restrictions

Other:

Find Restriction

Classification

☐ NO Freshman

☐ Freshman ONLY

- If a restriction cannot be found, type the desired restriction in the *Other* field. OUR will review and determine if the restriction can be added to the course form.

Credit Hours and Grading

Credit Hours and Grading

Credit Hours 

Repeatable ☐ Yes ☐ No

Grade Mode

Schedule Type(s) 

☐ Activity Performance or Studio	☐ Clinical
☐ Cooperative Education	☐ Exam
☐ Field Experience	☐ Independent Study-Self Paced
☐ Internship	☐ Laboratory
☐ Lecture	☐ Lecture/Laboratory Combined
☐ Practicum	☐ Recitation or Discussion
☐ Research	☐ Seminar
☐ Student Teaching	☐ Thesis or Dissertation

- Enter the number of credit hours. Credit hours are determined by the department.
 - Credit hours can be one number
 - Credit hours on variable hour courses can be a range 1 to 12
 - Credit hours for lecture and lab courses will be 0 or X
- If the course can be taken more than once and earn credits that count toward the degree, answer Yes to Repeatable. Examples include Special Topics courses, Thesis, and Dissertation courses.
 - Repeatable credits must be divisible by the largest number of credit hours that can be earned. Example: if a course is 3 credit hours and can be taken for credit twice, the *Maximum Repeat Units* field should be 6.

Credit Hours and Grading

Credit Hours 

Repeatable ☒ Yes ☐ No

Maximum Hours for Credit

- Select Grade Mode via the dropdown
- Select Schedule Type(s) field that correlates to the type of instruction offered for the course. The definitions of each schedule type can be found on the Registrar's website at: <https://registrar.ua.edu/class-schedule-coding-guide/>.
 - Any courses that will exist as part of a cross-list must have the same schedule type. [Cross-list guidelines](#) may be found on the Registrar's Office Curriculum & Scheduling website.

Course Attributes

- If the course is a General Education course, check the appropriate General Education Designation(s). If the course is a Pathways course, select the appropriate designation.
- Respond to the Yes or No questions regarding whether the course will be Honors, Special Topics, International Focus for UG Business, and/or VPN enabled.
 - If Honors is selected, the course form will require the University Honors ONLY restriction to be entered under the Restrictions section.
 - More information regarding Special Topics designations can be found here: <https://registrar.ua.edu/faculty-staff/academic-scheduling-roomseek/special-topics-courses/>.

Course Attributes

General Education

If this course is a General Education course, check the appropriate General Education designations(s) and attach a syllabus for review.

General Education Designation(s)

☐ Experiential Learning	☐ Fine Arts
☐ History	☐ Humanities
☐ Literature	☐ Mathematical Science
☐ Natural Science	☐ Social and Behavioral Sciences
☐ US and Global Citizenship	☐ World Language
☐ Writing	☐ Written Composition

Pathways

If this course is a Pathways course, check the appropriate Pathways designation and attach a syllabus for review.

Pathway Designation

☐ Global Engagement
☐ Executive Systems
☐ Innovation and Creativity
☐ Digital Literacy and Practice

Additional Attributes

Cross-Listing and Equivalencies

Cross-Listings and Equivalencies

Cross-Listed
Courses

Code	Title	
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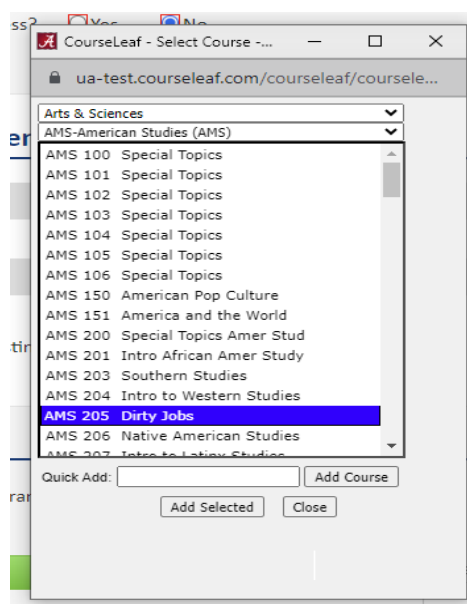
400/500-Level
Listings

Code	Title	
------	-------	--

Does this course intend to replace an existing course?

☐ Yes ☐ No

- If the course is cross-listed or 400/500 level-listed with another course(s), select those courses from the Cross-List widget by clicking and Add Selected.



New Course Number Replacing Existing Course Number

- If a course number is changing but **content is remaining the same**, type the new course number into the "Course Number" box at the top of the CIM form. This will deactivate the old and activate the new course number. Respond "Yes" to the replacing an existing course question and use the widget to select the course being deactivated by clicking on the green "+" sign. You will find the course and click the Add Selected button. ****A separate deactivation proposal is no longer needed.****

Does this course intend to replace an existing course?

☒ Yes ☐ No

NOTE: A deactivation proposal must be submitted for the course being replaced.

Select the existing course it intends to replace

Code	Title	
		

Notes and Attachments

Notes and Attachments

Is this course associated with a new program that has yet to receive final approval?

☐ Yes ☐ No

Syllabus

Attach File

Uploaded Files:

Files To Be Uploaded:

Other Attachments

Attach File

Uploaded Files:

Files To Be Uploaded:

Notes/Comments

- If the course being proposed is intended to support a new, not yet approved, academic program, answer Yes and type the title of the new program in the text field.

Is this course associated with a new program that has yet to receive final approval?

☒ Yes ☐ No

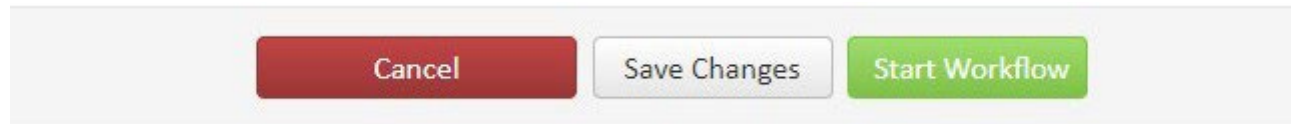
Please indicate program:

New Program Title |

- Syllabi are required for all new course proposal submissions as well as for 400/500 level-listed course proposals. For 400/500 level-listed course proposals, both the 400 and 500 level syllabi must be uploaded, and you may utilize the “Other Attachments” field for the second syllabus attachment. **Please upload syllabi as a PDF document.**

Submitting to Workflow

- To submit the CIM form into workflow for review, you must click *Start Workflow*. Clicking *Save Changes* will save the changes you have made but it will not submit the CIM form into workflow.



A horizontal bar containing three buttons: a red 'Cancel' button, a grey 'Save Changes' button, and a green 'Start Workflow' button.

EDITING AN EXISTING COURSE

- In the search field, type the course being edited and click the green *Search* button. Highlight the applicable course in the box then click the *Edit Course* button.
- A new editing window will open, allowing changes to be made. Once editing is complete, click the *Start Workflow* button to submit the course into workflow. Selecting *Save Changes* will save the revisions made but will not submit the form into workflow. Only courses that complete workflow by April 15th will have the edits effective in the next catalog.

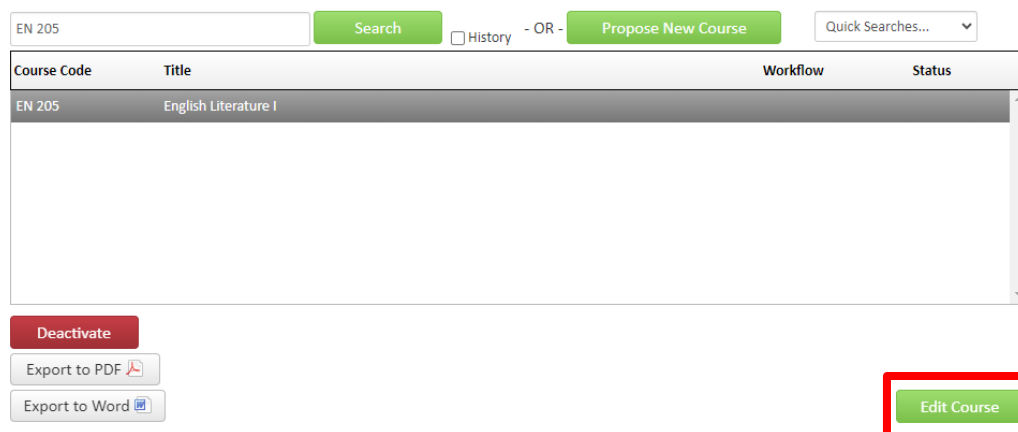
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Quick Searches provides a list of predefined search categories to use.



The interface shows a search bar with 'EN 205' entered, a green 'Search' button, a 'History' checkbox, an 'OR' separator, a green 'Propose New Course' button, and a 'Quick Searches...' dropdown. Below is a table with columns 'Course Code', 'Title', 'Workflow', and 'Status'. The first row is 'EN 205' and 'English Literature I'. Below the table are buttons for 'Deactivate', 'Export to PDF', 'Export to Word', and a red-bordered green 'Edit Course' button.

Course Code	Title	Workflow	Status
EN 205	English Literature I		

COURSE DEACTIVATION/REACTIVATION

- To deactivate a course, search for the course that is to be deactivated and then click the red *Deactivate* button.



Viewing: **EN 205 : English Literature I**

- Select an End Term
- Supply a Justification for the deactivation of the course
- If this course is being replaced by another course answer Yes and enter the replacement course in the text field.

Deactivating: **SW 105**

End Term Fall 2024

Justification for this request

Changing to a 200 Level Course

Will this course be replaced by another course submitted in CIM?

☒ Yes ☐ No

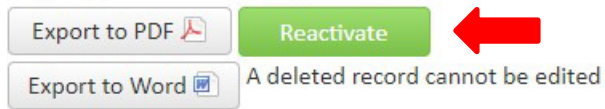
Replacement course information:

SW 204

Cancel

Start Workflow

- To reactivate an inactive course, click the green *Reactivate* button.



Course Deactivation Proposal

Viewing: **AAST 100 : Call and Response**