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# 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 1<sup>st</sup> in order for such changes to be implemented for the upcoming academic year, which begins in the fall term.

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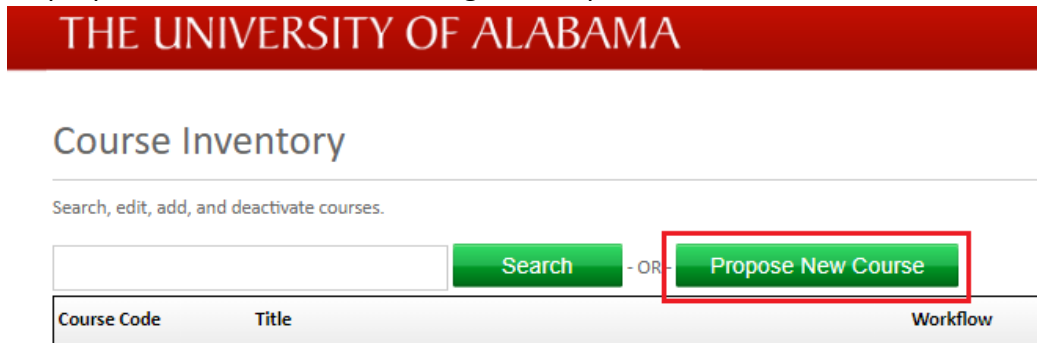
## ACCESS

- Access CIM at <http://courseinventory.ua.edu/cim/>.
- Login to the site using your myBama credentials.
- You must have an account created in CourseLeaf in order to submit changes into CIM. If you do not have access to submit proposals through CIM, please email [schedule@ua.edu](mailto:schedule@ua.edu) with your myBama username, email address, and department.

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## PROPOSING A NEW COURSE

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



- A new window will open displaying as *Course Inventory New Course Proposal*. You will then begin to fill out all of the required fields with the new course information.
  - **NOTE:** The first three fields on this form (Academic Level, College Code, and Department Code) cannot be edited. Those fields will automatically update to the correct information once you have selected a Subject Code and a Course Number. If a course number of 500 or higher is used, the Academic Level will update to *Graduate*.

## Course Inventory

### New Course Proposal

- 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.
- For courses that can be repeated for additional credit, in the *Maximum Repeat Units* field enter a multiple of the credit hours of the course. For example, if a course is 3 credit hours and can be taken for credit twice, the *Maximum Repeat Units* field should be 6.
- If a course will have 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
  - NOTE: 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.
- Restrictions can be added to the CIM form by typing a keyword in the *Other* field and clicking *Find Restriction*. By default, the Registrar’s office will restrict graduate courses to graduate students, law courses to law students, etc.

<b>Restrictions</b>  <ul style="list-style-type: none"> <li><input type="checkbox"/> This class is for Freshman ONLY</li> <li><input type="checkbox"/> This class is for Sophomores ONLY</li> <li><input type="checkbox"/> Undergraduate Students ONLY</li> <li><input type="checkbox"/> Graduate Students ONLY</li> </ul> <input type="text" value="Other:"/> <input type="button" value="Find Restriction"/>	<b>Type of Instruction</b>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Activity/Performance/Studio</li> <li><input type="checkbox"/> Clinical</li> <li><input type="checkbox"/> Co-op</li> <li><input type="checkbox"/> Exam or Quiz</li> <li><input type="checkbox"/> Field Experience</li> <li><input type="checkbox"/> Independent Study</li> <li><input type="checkbox"/> Internship</li> <li><input type="checkbox"/> Laboratory</li> </ul>
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- Type of Instruction correlates to the *Schedule Type* field in CourseLeaf CLSS. The definitions of each schedule type can be found on the Registrar’s website at: [https://registrar.ua.edu/wp-content/uploads/Section-Coding-Documentation\\_aug\\_2018.pdf](https://registrar.ua.edu/wp-content/uploads/Section-Coding-Documentation_aug_2018.pdf)
- All new course proposals are required to create a catalog syllabus within the CIM form using the *Create Syllabus* link. The *Prerequisites* and *Course Description* are pulled directly from the CIM form and cannot be edited in the catalog syllabus window. The OSM system is maintained by OIRA. For more information on creating a syllabus, please review the [UA Syllabus Policy](#).
  - NOTE: Once all required fields have been edited, click the *Manage* tab followed by the *Publish* button to publish the syllabus to the CIM form. After you have published the syllabus, click the blue *click here* link located under the course title to close the syllabus window.

A Document

## Catalog Syllabus

AHE 752 | Credit Hours

When you have finished updating and published or republished this syllabus, [click here](#) to return to the CourseLeaf CIM form.

CONTENTS	MANAGE
Not Published:	<input type="button" value="PUBLISH"/>
Import:	<input type="button" value="IMPORT CONTENT"/>

- The *Comments/Notes* field can be used to add explanation or clarification of the proposal that reviewers may find helpful.
- To submit the CIM form into workflow for approval you must click *Save & Submit*. Clicking *Save Changes* will save the changes you have made but it will not submit the CIM form into workflow.

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## EDITING AN EXISTING COURSE

- In the search field, type the course you are interested in editing and click the green *Search* button.

### Course Inventory

Search, edit, add, and deactivate courses.

EN 205  - OR -

Course Code	Title	Workflow
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- Once you have searched and selected the course, click the green *Edit Course* button.

EN 205  - OR -

Course Code	Title	Workflow	Status	CIP #
EN 205	English Literature I			231404

Viewing: **EN 205 : English Literature I**  [Preview Workflow](#)

- A new window will open that will allow you to edit the course. Once all changes have been made, click *Save & Submit* to submit the course into workflow.

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## COURSE DEACTIVATION/REACTIVATION

- To deactivate a course, search for the course you are interested in deactivating and then click the red *Deactivate* button. You will be required to provide a justification for why the course is being deactivated.

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

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



A deleted record cannot be edited

## Course Drop Proposal

Reason For Deactivation: Deactivated due to dormancy.

Viewing: **ANT 514 : Peoples Of Africa**