
COURSE INVENTORY (CIM) SUBMISSION GUIDE

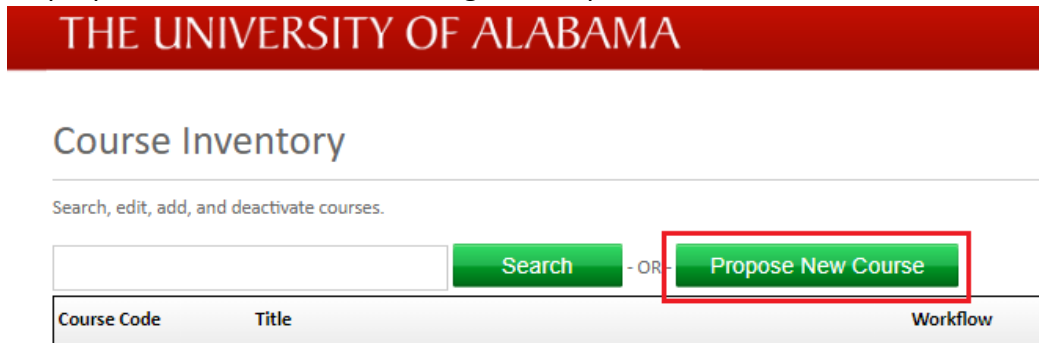
All course proposals (new courses, changes to existing courses, course deletions) must be submitted into the CIM approval workflow no later than February 1st in order for such changes to be implemented for the upcoming academic year, which begins in the fall term.

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 with your myBama username, email address, and department.

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.

| | |
|--|---|
| Restrictions  | Type of Instruction  |
| <input type="checkbox"/> This class is for Freshman ONLY <input type="checkbox"/> This class is for Sophomores ONLY <input type="checkbox"/> Undergraduate Students ONLY <input type="checkbox"/> Graduate Students ONLY <input type="text" value="Other:"/> <input type="button" value="Find Restriction"/> | <input type="checkbox"/> Activity/Performance/Studio <input type="checkbox"/> Clinical <input type="checkbox"/> Co-op <input type="checkbox"/> Exam or Quiz <input type="checkbox"/> Field Experience <input type="checkbox"/> Independent Study <input type="checkbox"/> Internship <input type="checkbox"/> Laboratory |

- 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/class-schedule-coding-guide/>
- 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.

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 |
|-------------|-------|----------|
|-------------|-------|----------|

- 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.

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**