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** 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

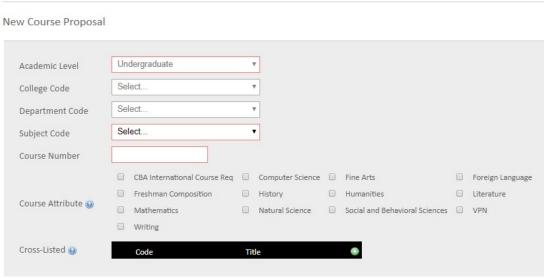- To propose a new course, click the green *Propose New Course* button

- 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*.

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Course Inventory

New Course Proposal

Academic Level	Undergraduate ▼
College Code	Select... ▼
Department Code	Select... ▼
Subject Code	Select... ▼
Course Number	

Course Attribute ⓦ
- ☐ CBA International Course Req
- ☐ Computer Science
- ☐ Fine Arts
- ☐ Foreign Language
- ☐ Freshman Composition
- ☐ History
- ☐ Humanities
- ☐ Literature
- ☐ Mathematics
- ☐ Natural Science
- ☐ Social and Behavioral Sciences
- ☐ VPN
- ☐ Writing

Cross-Listed ⓦ

Code	Title	⊕

- 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
  - <u>NOTE</u>: 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.

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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/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.

- 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.
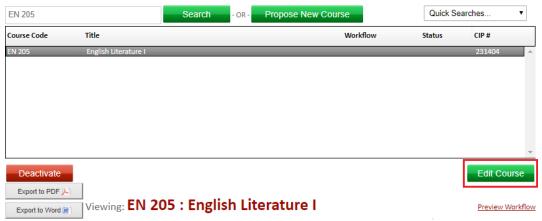
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EDITING AN EXISTING COURSE

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

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

- 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.

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

Export to PDF
Export to Word

Reactivate

A deleted record cannot be edited

Course Drop Proposal

Reason For Deactivation: Deactivated due to dormancy.

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

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