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/](http://courseinventory.ua.edu/cim/).
- Login to the site uses MyBama credentials.
- An account must be created in CourseLeaf to submit changes into CIM. To establish an account in CIM, please email schedule@ua.edu with permission from Department Chair/College, MyBama username, email address, and department.

PROPOSING A NEW COURSE

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

Course Inventory Management

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.

- A new window will open displaying as **Course Inventory New Course Proposal**. All required fields are encased in a red box.
Course Information

Course Inventory

New Course Proposal

Course Information

- 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 are available for use.
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

**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**
• 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.

• Student Learning Outcomes that exist for a course in Banner will automatically populate into the Student Learning Outcome(s) field(s) to edit click in each Student Learning Outcome(s) field.
  o 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.
  o To delete SLOs click the red “x” sign to remove the line.

Prerequisites and Restrictions

• Current Prerequisites existing in Banner will appear in the Current Prerequisites widget. If
changes need to be made to the current prerequisites, update the Prerequisites or Prerequisites with Concurrency text box. 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

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

  ![Prerequisites and Prerequisites with Concurrency text boxes](image)

- If corequisites exist, 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:** The Prerequisites and Prerequisites with Concurrency text boxes appear in the catalog.

- 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 then update to reflect the appropriate restrictions. By default, the Registrar’s office will restrict graduate courses to graduate students and law courses to law students.

  ![Restrictions](image)
If a restriction cannot be found type the desired restriction in the Other field. OUR will add the restriction and update the course form.

Credit Hours and Grading

- Enter the number of credit hours
  - Credit hours can be one number
  - Credit hours 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, and 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.
• Select the Grade Mode via the dropdown

• Select Schedule Type(s) field correlates to the type of instruction 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/
  ○ An courses that will exist as part of a cross list must have the same schedule type

Course Attributes

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<thead>
<tr>
<th>Course Attributes</th>
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<tbody>
<tr>
<td>If this course is a General Education course, check the appropriate General Education designation(s).</td>
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**General Education Designation(s):**
- □ Computer Science
- □ Fine Arts
- □ Foreign Language
- □ Freshmen Composition
- □ History
- □ Humanities
- □ Literature
- □ Mathematics
- □ Natural Science
- □ Social and Behavioral Sciences
- □ Writing

**Honors?** □ Yes □ No

**Special Topics?** □ Yes □ No

**International Focus Course for UG Business?** □ Yes □ No

**Virtual Private Network (VPN) Enable?** □ Yes □ No

• If the course is a General Education course, then check the appropriate General Education Designation(s).

• Respond to the Yes or No questions regarding if this 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/
Cross-Listing and Equivalencies

Cross-Listed Courses

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
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400/500-Level Listings

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
</table>

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.

- If the course is replacing a course that is being deactivated, answer Yes and use the widget to select the course being deactivated by clicking on the green “+” sign, find the course, click the Add Selected button.
Notes and Attachments

- If this course is being proposed to support a new academic program, answer Yes and type the title of the new program in the text field.

- A Syllabus is no longer required on the course approval form; however it can be uploaded if desired. Additional attachments maybe attached to the CIM form as well.
Submitting to Workflow

- To submit the CIM form into workflow for approval 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.

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.
**COURSE DEACTIVATION/REACTIVATION**

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

  - **Deactivate**
  - **Export to PDF**
  - **Export to Word**

  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.

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**Deactivating: SW 105**

**End Term**

- **Fall 2024**

**Justification for this request**

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Changing to a 200 Level Course
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**Will this course be replaced by another course submitted in CIM?**

- Yes
- No

**Replacement course information:**

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SW 204
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- To reactivate an inactive course, click the green *Reactivate* button.
Course Deactivation Proposal

Viewing: AAST 100: Call and Response