

---

# 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>** and must be to the Registrar step in the workflow by **April 15<sup>th</sup>** 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 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](mailto: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

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 top navigation bar of the Course Inventory Management system. It includes a search input field, a green 'Search' button, a 'History' checkbox, a green 'Propose New Course' button (which is highlighted with a red rectangular 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.

## Course Information

### Course Inventory

#### New Course Proposal

### Course Information

---

Effective Term	<input type="text" value="Select..."/>	
Subject Code	<input type="text" value="Select..."/>	Course Number <input type="text"/>
Academic Level	<input type="text" value="Select Academic Level..."/>	
Department	<input type="text" value="Select Department..."/>	
College	<input type="text" value="Select College..."/>	
Title	<input type="text"/>	

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 are 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

Title   
51 characters remaining

Short Title   
15 characters remaining

## Descriptions and Outcomes

### Description and Outcomes

Course Description




Course Student Learning Outcomes

Student Learning Outcome(s)	
1	<input type="text"/>

- 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.
  - 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.

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?	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Prerequisites

Prerequisites with Concurrency

Corequisite

Code	Title	
<input type="text"/>	<input type="text"/>	

Restrictions

Other:

- 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

Prerequisites with Concurrency

- 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

Restrictions

**Find Restriction**

Classification

NO Freshman


Freshman ONLY

- 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


### Credit Hours and Grading

---

Credit Hours 

Repeatable  Yes  No

Grade Mode


Schedule Type(s) 

<input type="checkbox"/> Activity Performance or Studio	<input type="checkbox"/> Clinical
<input type="checkbox"/> Cooperative Education	<input type="checkbox"/> Exam
<input type="checkbox"/> Field Experience	<input type="checkbox"/> Independent Study-Self Paced
<input type="checkbox"/> Internship	<input type="checkbox"/> Laboratory
<input type="checkbox"/> Lecture	<input type="checkbox"/> Lecture/Laboratory Combined
<input type="checkbox"/> Practicum	<input type="checkbox"/> Recitation or Discussion
<input type="checkbox"/> Research	<input type="checkbox"/> Seminar
<input type="checkbox"/> Student Teaching	<input type="checkbox"/> Thesis or Dissertation

- 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.

### Credit Hours and Grading

---

Credit Hours 

Repeatable  Yes  No

Maximum Hours for Credit

- 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

### Course Attributes

---

*If this course is a General Education course, check the appropriate General Education designation(s).*

General Education Designation(s)

<input type="checkbox"/> Computer Science <input type="checkbox"/> Foreign Language <input type="checkbox"/> History <input type="checkbox"/> Literature <input type="checkbox"/> Natural Science <input type="checkbox"/> Writing	<input type="checkbox"/> Fine Arts <input type="checkbox"/> Freshmen Composition <input type="checkbox"/> Humanities <input type="checkbox"/> Mathematics <input type="checkbox"/> Social and Behavioral Sciences
---	---

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-Listings and Equivalencies

Cross-Listed Courses

Code	Title	+
------	-------	---

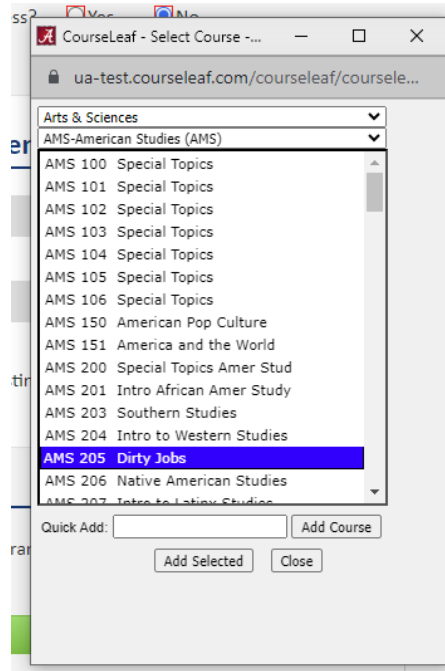
400/500-Level Listings

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.



- 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.



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 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.

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

Yes  No

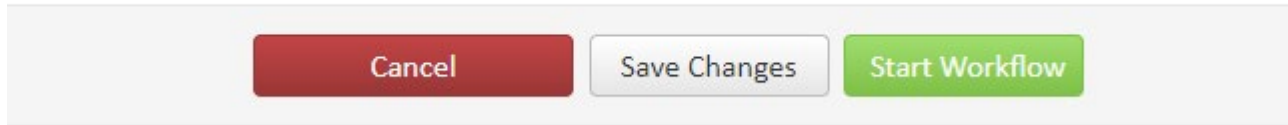
Please indicate program:

New Program Title |

- 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 15<sup>th</sup>, will have the edits effective in the next catalog.

### 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.

EN 205   History - OR -  Quick Searches...

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

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

CancelStart Workflow

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

---

Export to PDF  **Reactivate**    
Export to Word  A deleted record cannot be edited

## Course Deactivation Proposal

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