CIM
Course Inventory Management
Course Submission Timeline

View Provost Policy: https://tinyurl.com/4pdtaf6x

Revisions with Fees, Credit Hours, Grade Mode
Feb 15 – Fall Effective Term
Oct 1 – Spring/Summer Effective Terms

Renumbering
Nov 1 - Fall Effective Term
Contact fms-catalog@illinois.edu for guidance

New Courses/Minor Course Revisions
First Day of Semester
Log into the CIM here:  [https://nextcourses.illinois.edu/courseadmin/](https://nextcourses.illinois.edu/courseadmin/)

Use Firefox or Chrome to correctly display the CIM.

Use your Illinois Net ID and AD Password:

Click the icon in the dialog box:
Interface: Navigate the CIM

Search by SUBJ only, SUBJ NUM, Title, * to bring back all courses.

When a course is highlighted, the record shows below.

Deactivate button discontinues a course with a short form.

Course Ecosystem where the course appears in the Academic Catalog, Programs and other courses.

Propose New Course button opens the form in a new window.

Sort by clicking on the headers. Search by subject(s), click on headers to sort only that subject.

Edit Course button opens the form in a new window.

Preview Workflow view roles/people in workflow.

History: Link shows approval history and edits.
Propose New Course

Click on Propose New Course to open the electronic form in a new window.

General Information

Proposed Effective Term: Fall 2016
College: Liberal Arts & Sciences
Department/Unit Name (ORG Code): Sch Earth Soc Env Courses
Course Subject: Environmental Studies (ENVS)
Course Title: Tools for Sustainability
Abbreviated Title: Tools for Sustainability
Course Description: Develops systems-thinking skills needed to make connections between different disciplines to better understand problems and trade-offs related to sustainability.

Course Number is not unique, choose another number or contact fms-catalog@illinois.edu.

Course Title (long title): Not Required – for titles longer than 35 characters appears in the Academic Catalog and Course Explorer.

Abbreviated Title: Required appears on Transcript (or everywhere if you do not have a Course Title). Do not repeat in Course Title.

Descriptions should read like an abstract and be limited to 75 words (ideally).
Do not start with “This course”, The title does not need included.
Address subject matter, including any special course requirements such as field trips, special equipment, etc.
Exclude other course information entered in fields below.
Propose New Course

Justification

Justify new course and explain the nature and degree of overlap with existing courses, if applicable.

A full explanation of why the course is needed. Explain the relationship with other courses, if applicable.

Upload required Syllabus and any other documents here.

Syllabus Required For:
All New Course Proposals
Credit Hour Revisions
if not clear in original syllabus
General Education proposals and recertification
Any Specific College Requirements

The syllabus must include weekly contact hours (e.g. “Class meets MWF 9:00 to 9:50 a.m.” or “Will meet for 2 hours 50 minutes per week for 16 weeks” when specific days/times are not known)

The course learning outcomes/objectives.
Different credit boxes appear dependent on the level of the course.

Leave blank if credit is not available. Do not put No, None, N/A, 0, etc.

Justification boxes appear based on combination of credit i.e. 1 to 5, 2 or 3, undergrad/grad.

Choose Default grading type first in order for Alternate option to appear.
The Ecosystem: A set of relationships between courses, programs, and Catalog pages that are displayed as links in the CIM.

**Catalog Pages referencing this course:** These are subjects on the Courses of Instruction list, which usually indicates the course is a prerequisite. Do a search on the Catalog page for CS 105. If the course is changing the other unit may no longer want it for a prereq.

**Programs referencing this course:** These programs have CS 105 listed somewhere in the program of study. Make sure that the changes you are making to this course do not affect programs.

**Cross-Lists and Formerly Known as:**
- Current cross-listed courses
- Courses that have been renumbered or subject rename.

Contact the related departments to alert them to changes.
Courses Complicated Relationships

Courses of Instruction in Academic Catalog

- Approved Courses appear in the Courses of Instruction area of the Academic Catalog until the course is deactivated.

Course & Section Listing in Course Explorer

- Sections are created for courses by Term with scheduling details for that term.
- New Courses will not appear in the Course Explorer until a section is created.

Catalog follows an Academic Year

- Courses are not term driven – they are either active or deactivated.

Courses with Effective Term of Spring can be taught in Summer, Fall, Winter

- Courses approved for Spring or Summer 2022 it will appear in the Fall 2021 Catalog.

Course listings only appear in the Course Explorer when a section is created and active for a specific term.

Department Schedulers and fms-courses@illinois.edu set up sections (CRNs) based on term driven details.
Repeatability

Repeat Category
Terms
Hours: by Term, by Course, by Level
Topics

Repeatable statement:
Enter the intention which should match the entries in the boxes. The Office of the Registrar can clarify and format the statement if needed.

Examples:
May be repeated.
May be repeated if topics vary.
May be repeated in separate terms up to 8 hours.

If Topics vary – sections can have section specific titles that vary by topic
Department Schedulers add Section Specific Titles
Provost Policy on Special Topics: the same topic may be offered a third time only if a proposal to establish it as a permanent course has been submitted through the appropriate channels.
FMS helps monitor this and sends emails to Department Heads for verification.
One example of a credit restriction is for a course renumber to help prevent students from taking the course again under the new rubric for credit.

Credit restrictions are used in Degree Audits to note course exclusion rules. Mirror credit restrictions across courses, they are not entered on only one of the courses.

Format statement: Credit is not given for both ENVS 301 and ENVS 210. Enter both the Subject and Number of each course. The catalog will create a link to the course.
The **Advisory Statements** will appear in the Catalog entry in the order written (prerequisites, concurrent enrollment, restricted audience)

- Be careful not to repeat the same information in multiple boxes

**Prerequisites** are **not enforced** in Banner, they are advisory statements

- exceptions require extended work for department and college – contact fms-catalog@illinois.edu

**Restricted Audience Statements** can be entered on the section by the department scheduler, if registration restriction is truly required

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**Advisory Statements**

- **Prerequisites:** Always use SUBJ NUM, not full course name or only the number. The catalog will create a link to the course. 
  
  Example: ADV 283, ADV 284. 
  
  **NOT ADV 283 and 284.**

- **Concurrent Enrollment Statement:** Credit or concurrent enrollment in CS 465

- **Restricted Audience Statement:** For students enrolled in the Sustainability, Energy and Environment Fellows Program.

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**Example of duplicate information:**

**Prerequisites:** For majors only. 

**Restricted Audience:** For majors in ENVS only.

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**Course Description in the Catalog Entry**

This is how the above information will be represented in the Catalog:

Develops systems-thinking skills needed to make connections between different disciplines to better understand problems and trade-offs related to sustainability. Students will gain competence in conducting cost-benefit and life-cycle analyses and learn about sustainability metrics while improving their ability to communicate about the integrated dimensions of sustainability within an interdisciplinary setting. **Course Information:** Prerequisites: For students enrolled in the Sustainability, Energy and Environment Fellows Program.
Propose New Course

To add a cross-list, click the green plus sign. A new window will pop-up so you can choose the course.

If a title appears, the course is already in use. It should say “Course Not Found” if it is an available course.

When possible, use the same number for each subject.
Fees are approved for a course and then are added to sections by request. Fees are requested by section each semester by department. Contact FMS each semester to request fees on sections. Fees must be entered before registration begins.

Dept Fee Contact is usually the Business Manager. Contact the Bursor’s Office to create detail code. [https://universitybursar.uillinois.edu/detailcode/index.cfm](https://universitybursar.uillinois.edu/detailcode/index.cfm)

Use a range if student costs change often.

Fee Description - 30 characters used in detail code description. Appears on the Student Bill and in the Course Explorer.

Automatically generates a statement in the Course Description Catalog Entry: “Additional fees may apply. See Class Schedule.”
Additional Course Notes & Details

**Additional Course Notes** (catch-all field) used for information to be added to the Academic Catalog entry but you are not sure where to put it.

**Course Details** are used by the Provost Office for the initial review of a New Course only. If you make edits to terms taught or duration, please do not submit a course edit. This information is mainly used for College Administration not by the Provost Office.
## Additional Course Information

**Does this course replace an existing course?**
Yes = the original course is being renumbered or reshuffling of numbers throughout the subject.

**Does this course impact other courses?**
Yes = credit restrictions are indicated

Specifies the courses affected:

Indicates possible changes needed to credit restrictions or prerequisites in other courses

**Does the addition of this course impact the departmental curriculum?**
Yes = CIM-P changes are indicated

**Has this course been offered as a special topics or other type of experimental course?**
Yes = alerts DGA to credit restrictions or course changes in the audit.

**Will this course be offered on-line?**
Informational only – a course revision is not necessary if modality changes
All Comments become part of the Course History

Initiator can enter comments to reviewers here.

Departmental/College information – do not submit a revision if this changes.

The Course ID is grayed out. The Office of the Registrar will assign the Course ID’s.

Course Reviewer Comments from Rollback and Comment Button shown here.
Edit Course: Find course in the CIM and click on the Edit Course button.

Course Ecosystem

Once changes are Saved, red/green mark-up shows the proposed changes.

A red strike-through is created when there is a change to a field.

Green wording shows a new entry.
To request a Gen Ed, you must be able to edit the course.

If you are proposing a new course, it must go through the entire approval process first. Once approved, you can edit the course to access the Gen Ed options.

If you want to **decertify** a Gen Ed, uncheck the category box.
To Renumber a course, enter the new course number in the number field.

Other fields can be updated in the same revision.

Renumbering a course is only done when the new course can be used for Grade Replacement of the previous course.

The Course ID remains the same indicating these are the same course. This is not solely a curriculum replacement.
Reuse and Renumbering Projects

Reuse a Course Number

Course Reuse Number must be Deactivated and then archived
Course should be inactive at least 6 years
Contact fms-catalog for course archiving

Renumber Projects

Course Renumber projects only in Fall Terms
Unit is required to make a cross-walk table
Contact fms-catalog for course renumber projects

Unit must contact other units using this course
see Ecosystem
**Course Description in the Catalog Entry**

This is how the above information will be represented in the Catalog:

Develop systems-thinking skills needed to make connections between different disciplines to better understand problems and trade-offs related to sustainability. Students will gain competence in conducting...
Red Deactivate button opens a simple form to discontinue a course.

Once a course record is in deactivated format in workflow, further editing corrupts the record. If edits are needed during approval process, the record needs shredded and reworked. Contact fms-catalog.

Deactivation is indicated in the course record and in the status bar.

To Archive Course a deactivated course for re-use of course number contact fms-catalog.
See who submitted the original course or changes in the CIM along with date/time.

The current workflow step will be shown in the Course List.

Click on a step in workflow to generate an email to those assigned to that step.

Green indicates completed steps. Orange indicates current step in Workflow.

The Approval Path has details of the approvals.
Once a course is fully approved, it is considered “at rest” in the CIM and will be available for edit. CourseLeaf Glossary of Terms: https://help.courseleaf.com/addt-resources/glossary/

Previous Course Edits (since 2015) are available in History. Click on the date/name area in the history to view:
- Red/green mark-up of the prior changes
- Completed Workflow
- Approval Path
Only those assigned to workflow roles will receive email notifications. It is important to contact fms-catalog@Illinois.edu when there is a personnel change.

If you are in an Approver role, you will receive additional emails with the action needed listed in subject line (see Approver documentation).

[CIM Course Approved] GSD 102: Introduction to the Videogame Industry

On behalf of the Provost and Vice Chancellor for Academic Affairs, and with the concurrence of the appropriate campus officials, I approve the following new course:

This approval is given with the understanding that there are no budgetary implications. This course will appear in various publications as described below.

GSD 102: Introduction to the Videogame Industry.

You may view the course by visiting:
http://netcourses.illinois.edu/courseadmin/key-12692

To see the approved changes, click on the latest date in the "History" list.

***Note: If this is a course outside your department, you have received the notice because it is cross-listed in your department.***

For questions or information regarding course change policy, please contact Kathy Martensm, kmartensm@illinois.edu.

For questions or information regarding course change procedure, please reply to this email (fms-catalog@illinois.edu) or contact Deb Forsgas at 217-265-8838.

Sincerely,
Kathryn A. Martensm
Assistant Provost

Sender= illinois@notify.courseleaf.com

Link takes you to the CIM Listing – click on the History to see the changes that were approved.
A New Subject or Subject change still requires an email be sent to Kathy Martensen, Interim Associate Provost for Educational Programs. Once the subject is approved, the Office of the Registrar will create the new subject in the CIM. If it is a subject change, Office of the Registrar will be able to mass move the courses to the new subject.

Reactivate a Course:
Contact Office of the Registrar at fms-catalog@illinois.edu to Reactivate a course that has been Deactivated in the CIM.

Re-Use of Number or Renumbering:
Contact Office of the Registrar fms-catalog@illinois.edu. We will help determine if the course number is available for re-use yet and will be able to Force Archive the old record.

Workflow:
Contact Office of the Registrar at fms-catalog@illinois.edu to make changes to the CIM Workflow or for Workflow training.

Email Notices:
I want to be notified when a course is approved. How? Contact Office of the Registrar at fms-catalog@illinois.edu.