



# CIM

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## Course Inventory Management

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](mailto:fms-catalog@illinois.edu) for guidance

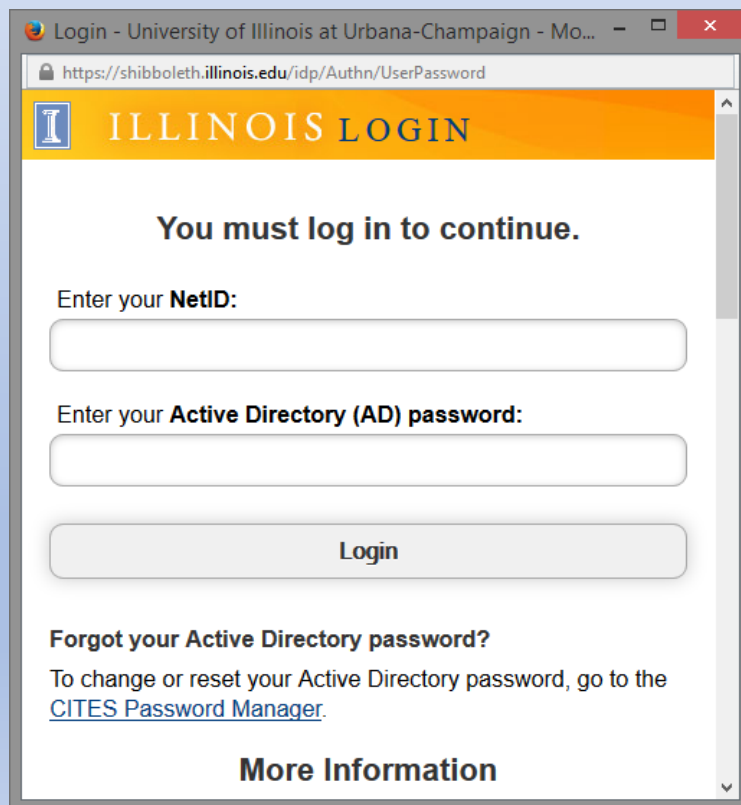
## **New Courses/Minor Course Revisions**

First Day of Semester

Log into the CIM here: <https://nextcourses.illinois.edu/courseadmin/>

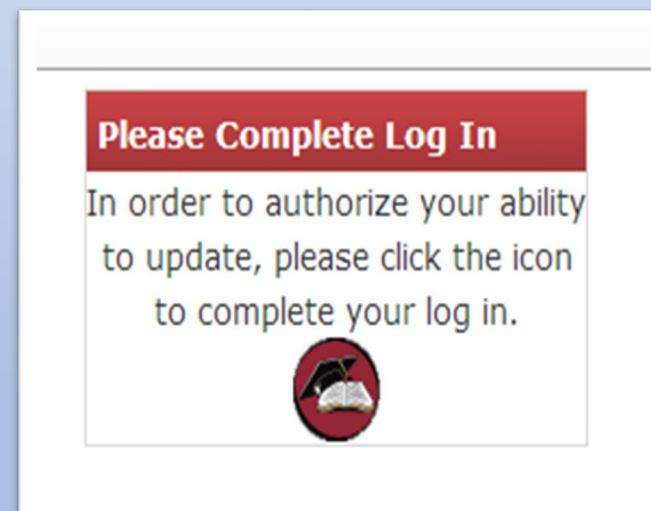
**Use Firefox or Chrome to correctly display the CIM.**

Use your Illinois Net ID and AD Password:



A screenshot of a web browser window showing the University of Illinois login page. The browser's address bar displays the URL <https://shibboleth.illinois.edu/idp/Authn/UserPassword>. The page has an orange header with the "ILLINOIS LOGIN" logo. The main content area has a white background and contains the text "You must log in to continue." Below this, there are two input fields: "Enter your NetID:" and "Enter your Active Directory (AD) password:". A "Login" button is positioned below the password field. At the bottom of the page, there is a link for "Forgot your Active Directory password?" and a link to the "CITES Password Manager". A "More Information" link is also present at the very bottom.

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 discontinue a course with short form.

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

## Course Inventory Management

You are logged in as [user icon]

[Help](#)

Search, edit, add, and deactivate courses.

PATH

Search

- OR -

Propose New Course

Quick Searches...

Course Code	Title	Workflow	Status
PATH 528	Multivariate Biostatistics		
PATH 537	Molecular/Immuno Parasitology		Deactivated
PATH 538	Diag Surg Path Exfol Cytology		Deactivated
PATH 541	Diseases Hemato & Lymph Tissue		
PATH 542	Ocular Pathology		
PATH 543	Necropsy for Non Path Majors		
PATH 544	Immunobiological Methods		

Print Proposal

Print to PDF

Deactivate

Edit Course

[Preview Workflow](#)

Viewing: **PATH 542 : Ocular Pathology**

Also listed as: VCM 542

Last approved: 04/30/15 4:03 am

Last edit: 04/29/15 10:38 am

Other Courses  
referencing this course

In The Catalog Same As:

[VCM 542 : Ocular Pathology](#)

### General Information

Effective Term:

College: Veterinary Medicine

Department/Unit: Pathobiology (1282)

**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.

### History

1. Apr 30, 2015 by Rebecca Snook (snook)

# Propose New Course

\*   - OR -

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

Used to copy existing course information into brand new course. (Course I into Course II) Not to use for renumbering. Contact fms-catalog for help.

## General Information

Proposed Effective Term:

College:

Department/Unit Name (ORG Code):

Course Subject:  Course Number:

Course Title:  100 characters remaining

Abbreviated Title:  6 characters remaining

Course Description:

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

Warning Message

OK

**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.

## 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.

The red outline “red box” means the field is required.

Please attach the course syllabus: ?

Attach Files

Upload **required Syllabus** and any other documents here.

Uploaded Files:

Files To Be Uploaded:

ENVS 301 NCP 04\_29\_2015.pdf [Remove](#)

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.**

## Course Information

### Course Credit

Course credit **(Use OR or TO to indicate variable or differential credit):**

For Example "1 to 3" or "2 or 5"

Undergraduate:

Undergraduate:

Graduate:

Graduate:

Professional:

Justify variable or differential credit:

Justification for Graduate Credit:

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.

## Grading Type

Default grading type:

Alternate Grading Type (optional):

Available for DFR: ☐ Yes ☒ No

Default grading type:

Alternate Grading Type (optional):

Available for DFR: ☐ Yes ☒ No

Default grading type:

Alternate Grading Type (optional): ☐ S/U

Available for DFR: ☒ Yes ☐ No

Justify of Deferred Grading:

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.

**Contact the related departments to alert them to changes**

**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.

Viewing: **CS 105 : Intro Computing: Non-Tech**

Last approved: 01/20/16 4:39 am

Last edit: 01/19/16 11:44 am

Catalog Pages  
referencing this course

[ACE - Agr & Consumer Economics](#)

[BADM - Business Administration](#)

[CS - Computer Science](#)

[IS - Information Sciences](#)

Programs referencing  
this course

[10KL0176NONE: Agricultural & Consumer Economics, BS](#)

[10KL6028BS: Engineering Technology and Management for](#)

[Agricultural Systems, BS](#)

[10KM0070NONE: Business Core](#)

These are links!

Viewing: **REL 101 : Bible as Literature**

Also listed as: CWL 111, ENGL 114

Formerly known as

(or if cross-listed - deactivated courses associated with this course)

RLST 101 ([Archive...](#))

Last approved: 01/07/17 3:07 am

Last edit: 12/01/16 11:49 am

Catalog Pages  
referencing this course

[CWL - Comparative & World Literature](#)

[ENGL - English](#)



# 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



2021-2022  
Academic Catalog

HOME > COURSES OF INSTRUCTION

Courses of Instruction

ADV - Advertising

ADV Class Schedule

Courses

ADV 150 Introduction to Advertising credit: 3 Hours.  
Introduction to the practice and profession of advertising. Course material covers various functional areas of advertising and integrated brand promotion, including account planning, creative, media, research, consumer behavior, sales promotion and interactive advertising. Topics also include how advertising relates to society in cultural, social, ethical and regulatory contexts. Open to all undergraduate majors.

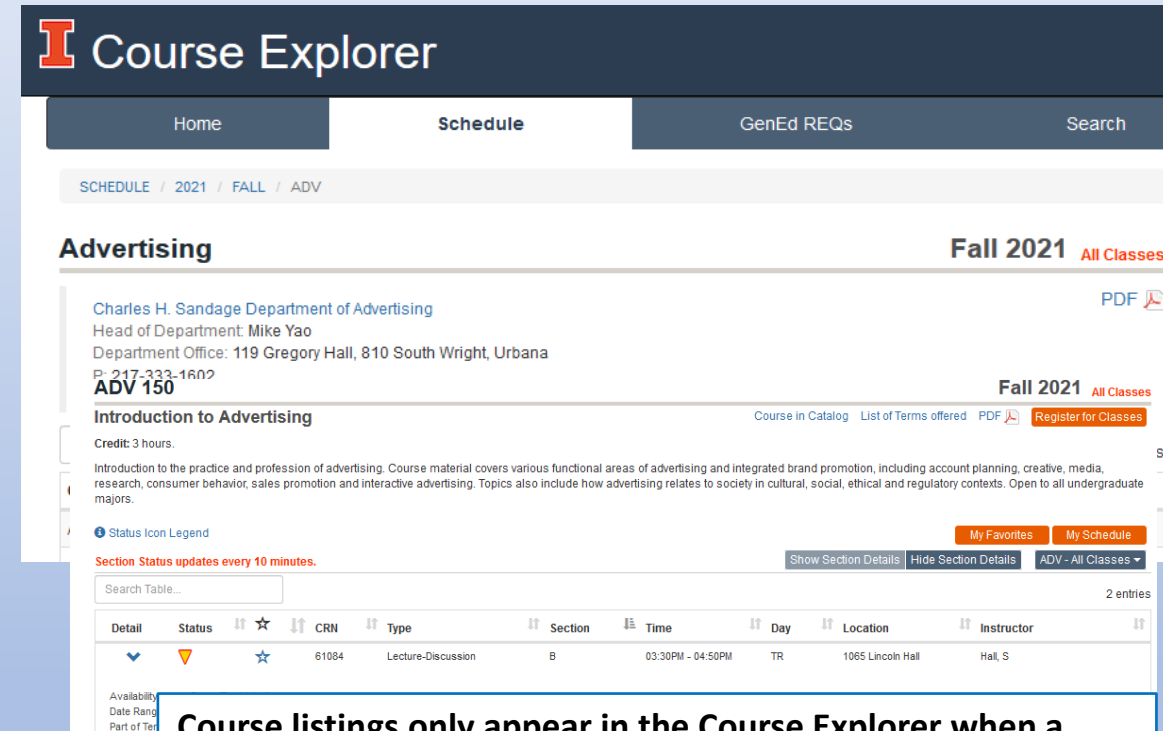
ADV 199 Undergraduate Seminar credit: 1 to 5 Hours.  
May be repeated to a maximum of 12 hours in separate semesters, if topics vary.

ADV 270 Principles of Sales credit: 3 Hours.  
This course focuses on the development of the sales process and the role of sales and sales people within

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 & 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



Course Explorer

Home Schedule GenEd REQs Search

SCHEDULE / 2021 / FALL / ADV

Advertising Fall 2021 All Classes

Charles H. Sandage Department of Advertising  
Head of Department: Mike Yao  
Department Office: 119 Gregory Hall, 810 South Wright, Urbana  
P: 217-233-1602  
ADV 150

Introduction to Advertising Course in Catalog List of Terms offered PDF Register for Classes

Credit: 3 hours.  
Introduction to the practice and profession of advertising. Course material covers various functional areas of advertising and integrated brand promotion, including account planning, creative, media, research, consumer behavior, sales promotion and interactive advertising. Topics also include how advertising relates to society in cultural, social, ethical and regulatory contexts. Open to all undergraduate majors.

Status Icon Legend

Section Status updates every 10 minutes.

Search Table...

Detail	Status	★	CRN	Type	Section	Time	Day	Location	Instructor
▼	★		61084	Lecture-Discussion	B	03:30PM - 04:50PM	TR	1065 Lincoln Hall	Hall, S

Availability Date Range Part of Term

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](mailto:fms-courses@illinois.edu) set up sections (CRNs) based on term driven details

**Repeatability**

May this course be repeated? ☐ Yes ☒ No

**Repeatability**

May this course be repeated? ☒ Yes ☐ No

Indicate **one** type for the course:

<input type="checkbox"/> Honors	<input type="checkbox"/> Individualized instruction
<input type="checkbox"/> Research or ongoing study	<input type="checkbox"/> Special topics, seminars
<input type="checkbox"/> Applied experiences	<input type="checkbox"/> Subject mastery/skill proficiency

May students register more than once in the same term? ☐ Yes ☒ No

May this course be repeated in separate terms? ☒ Yes ☐ No

For how many total hours?  Graduate:  Professional:

Check if "if topics vary" is a qualifier: ☐

Repeatable statement:

## Repeatability Boxes:

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.

Use U for Unlimited 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.

## Credit Restrictions

Credit

Restrictions: 

**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.

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.

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.

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](mailto:fms-catalog@illinois.edu)

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

## 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.

Prerequisite: [ADV 283](#), [ADV 284](#).

**NOT** ADV 283 and 284.

Concurrent  
Enrollment  
Statement: ⓘ

Credit or concurrent enrollment in [CS 466](#).

Restricted  
Audience  
Statement: ⓘ

For students enrolled in the Sustainability, Energy and Environment Fellows Program.

Make sure the **intent** of the **Prerequisites** statement is clear

Example: 'CS 225 and CS 373 or MATH 444.'

It's ambiguous. It could mean '(CS 225 and CS 373) or (MATH 444)', or perhaps '(CS 225) and (CS 373 or MATH 444).'

Assuming it's the latter, the use of a semicolon gives the clear meaning by separating the intended groupings: 'CS 225; CS 373 or MATH 444.'

Example of duplicate information:

**Prerequisites:** For majors only.

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

## 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: Prerequisite: For students enrolled in the Sustainability, Energy and Environment Fellows Program.

**These 3 advisory statements are combined into the Catalog Entry.**

The Course Description in the Catalog Entry is rendered and viewable upon **SAVE** of the form.

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

### Cross-listing

Cross Listed Courses: ?

Code	Title	
------	-------	--



CourseLeaf - Enter Course Code - Mozill...

https://nextcourses.illinois.edu/courseleaf/courseleaf.cgi?page=/cou

Select Subject  Enter Course Number

Add Close

### Cross-listing

Cross Listed Courses: ?

Code	Title	
ANSC 199	Undergraduate Open Seminar	
AHS 232	***Course Not Found***	

Please justify the cross-listing:

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.

## Fees

Is a fee requested  
 for this  
 course? ☒ Yes ☐ No

**Dept Fee Contact** is usually the Business Manager.  
 Contact the Bursar's Office to create detail code.  
<https://universitybursar.uillinois.edu/detailcode/index.cfm>

Departmental Fee  
 Contact:

Person that maintains CFOAPs

Fee	Fee Justification and Budget Details	Fee Description (30 Characters)	
\$700- \$3000	Field Trip to Disney to study roller coasters. \$1,000 - Air Fare \$1,000 - Lodging \$1,000 - Park Entrance	ENVS 301 Field Trip Fee	

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

Enter any other course information details to be included in the catalog:

ENVS 301 and ENVS 302 are approved for General Education credit only as a sequence. Both courses must be completed to receive Natural Science and Technology credit.

**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 Detail

Frequency of course: ☒ Every Fall ☒ Every Spring ☐ Every Summer ☐ Other

Duration of the course: ☒ Full term ☐ Less than full term

Anticipated Enrollment:

Expected distribution of student registration:

Freshman:	<input type="text" value="25"/>	%	Sophomore:	<input type="text" value="75"/>	%	Junior:
Senior:	<input type="text"/>	%				

**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** highlights further administrative actions

## Additional Course Information

Does this course replace an existing course? ☐ Yes ☒ No


**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 ☐ No

**Does this course impact other courses?**

*Yes = credit restrictions are indicated*

Specify 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 ☒ No

**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 ☒ No

**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? ☐ Online Only ☐ Online and Face-to-Face ☒ Face-to-Face

**Will this course be offered on-line?**

*Informational only – a course revision is not necessary if modality changes*



# Comments, Faculty, Reviewers

All Comments become part of the Course History

Comments to Reviewers:

I have attached additional documents that prove why this course is a must.

Initiator can enter comments to reviewers here.

Faculty members who will teach this course:

Prof. Paul Ellinger; Mr. Jon Scholl

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

Course proposed by:

Prof. Paul Ellinger

Course ID:

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

Course Reviewer  
Comments

**Kathy Martensen (07/26/21 12:53 pm):** Rollback and Comment Button shown here.  
information to the syllabus. Thanks! --Kathy

Course Reviewer Comments from Rollback and Comment Button shown here.

Deactivate

Viewing: **ENVS 301 : Tools for Sustainability**

Last approved: 05/07/15 3:46 am

Edit Course

[Preview Workflow](#)

History

**Edit Course:** Find course in the CIM and click on the Edit Course button.

Programs referencing  
this course

[10KP0109BS: Computer Engineering, BS](#)

[10KP0115BS: Electrical Engineering, BS](#)

[10KP0118BS: Engineering Mechanics, BS](#)

[10KP0130BS: Materials Science & Engineering, BS](#)

**Course Ecosystem**

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

Undergraduate: **2**~~1~~

Graduate: ~~1~~

Professional:

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

Justification for  
Change in Graduate  
Credit: **The course is intended just for undergraduate students, so the option for 1 grad hour is being removed.**

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.

## General Education

General Education Category:

<input checked="" type="checkbox"/> Freshman Composition I	<input type="checkbox"/> Advanced Composition	<input type="checkbox"/> Quantitative Reasoning I
<input type="checkbox"/> Quantitative Reasoning II	<input type="checkbox"/> Western/Comparative Culture(s)	<input type="checkbox"/> Non-Western Culture(s)
<input type="checkbox"/> Physical Sciences	<input type="checkbox"/> Life Sciences	<input type="checkbox"/> US Minority Culture(s)
<input type="checkbox"/> Historical and Philosophical Perspectives	<input type="checkbox"/> Social Science	<input type="checkbox"/> Literature and the Arts
		<input type="checkbox"/> Behavioral Science

## General Information

Is the course required for a major concentration? ☒ Yes ☐ No

Specify which ones (program or department)

Is the course part of a sequence? ☒ Yes ☐ No

Specify other courses in the sequence:

Code	Title	
		

Is the course complete for students not taking the sequence? ☒ Yes ☐ No

What is the frequency with which the course will be offered?:  
(For Example: every semester, once a year)

## General Education

General Education Category: ~~Literature and the Arts~~  
~~Non-Western Culture(s)~~  
~~Western/Comparative Culture(s)~~

Viewing: **ANSC 309 ~~109~~: Meat Production Pricing and Marketing Preparation**

Formerly known as

(or if cross-listed - deactivated courses associated with this course) **ANSC 109**

Last edit: 05/01/15 10:24 am

Changes proposed by: Rebecca Snook

Catalog Pages referencing this course  
[Animal Sciences](#)  
[Animal Sciences \(ANSC\)](#)

## General Information

Effective Term: Fall 2015

College: Agr, Consumer, & Env Sciences

Department/Unit Name (ORG Code): Animal Sciences (1538)

Course Subject: Animal Sciences (ANSC)

Course Number: **309-~~109~~**

Course Title:

Abbreviated Title: Meat **Production Pricing**-and **Marketing Preparation**

Course Description: General approach to meat utilization with emphasis on selecting, grading, cutting, and pricing meat for the **retail, home,**-restaurant, and food service **industry. industry;**

## In Workflow

1. 1538 Courses Committee
2. 1538 Head
3. KL Courses Committee Chair
4. KL Dean
5. Provost
6. Registrar
7. Banner

## Approval Path

1. 05/01/15 10:29 am  
Deb Forgacs (dforgacs): Approved for 1538 Courses Committee
2. 05/01/15 10:29 am  
Deb Forgacs (dforgacs): Approved for 1538 Head
3. 05/01/15 10:30 am  
Deb Forgacs (dforgacs): Approved for 1538 Courses Committee

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

Print Proposal Reactivate  
Print to PDF A deleted record cannot be edited  
**Deactivated Course**  
Viewing: **AAS 224 : Asian Am Historical Sociology**  
**Archive Course** SOC 224  
Last approved: 08/23/19 3:36 am  
Last edit: 11/28/18 1:37 pm  
Preview Workflow  
History  
1. Aug 23, 2019 by Kelly Ritter (ritterk)

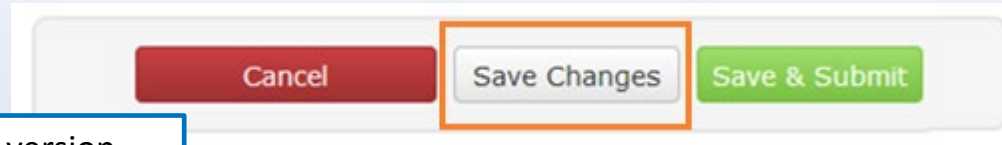
## Renumber Projects

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

Viewing: **MCB 314 : Introduction to Neurobiology** Preview Workflow  
Also listed as: NEUR 314  
Formerly known as (or if cross-listed - deactivated courses associated with this course)  
MCB 414 (Archive...), NEUR 404 (Archive...)  
Catalog Pages referencing this course  
MCB - Molecular and Cell Biology  
NEUR - Neuroscience  
Programs referencing this course  
10KL0040BS: Food Science & Human Nutrition: Human Nutrition, BS  
10KL5163BSAG: Agricultural & Biological Engineering, BSAG  
10KP0109BS: Computer Engineering, BS  
10KP0115BS: Electrical Engineering, BS  
10KP0130BS: Materials Science & Engineering, BS  
5270: Agricultural & Biological Engineering: Agricultural Engineering, BS  
5271: Agricultural & Biological Engineering: Biological Engineering, BS

# Save Changes & Preview Workflow



**Cancel:** Revert edits to the last saved version

**Save Changes:** **Save Often** To View  
Course Description in Catalog Entry  
Preview Workflow

## Course Description in the Catalog Entry

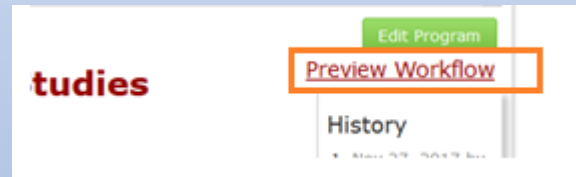
This is how the above information will be represented in the Catalog:

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

Review the statement for clarity

### Workflow: standard

- **1982 Head**  
Email: valdivia@illinois.edu  
Members:
  - Angharad Valdivia (valdivia)
- **1324 Committee FYI**  
Email: rriley@illinois.edu  
Members:
  - Rebecca Riley (rriley)
- **1324 Head**  
Email: tfliao@illinois.edu  
Members:
  - Tim Liao (tfliao)
  - Rebecca Riley (rriley)
- **KV Dean**  
Email: las-catalog@illinois.edu  
Members:
  - Amy Elli (amyelli)
  - Beth McKown (bmckown1)
  - Stephen Downie (sdownie)



**Preview Workflow:** View the workflow steps and role members

Red **Deactivate** button opens a simple form to discontinue a course.

Deactivate

Viewing: **ENVS 301 : Tools for Sustainability**

Last approved: 05/07/15 3:46 am

Deactivating: **ENVS 301**

Effective Term

Justification for this request

Course change requested by:

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.

Print Proposal

A deleted record cannot be edited

Print to PDF

**Deactivated Course**

Viewing: **IB 102 : Plants, People & Environment**

Course Code	Title	Workflow	Status
IB 102	Plants, People & Environment		Deactivated

To **Archive Course** a deactivated course for re-use of course number contact fms-catalog

Save & Submit

Starts workflow

Course Code	Title	Workflow	Status
SLAV 575	Professionalization Workshop	KV Dean	Added
PS 359	East Asian Politics	KV Dean	Added
PS 381	East Asian ID	KV Dean	Added

The current workflow step will be shown in the Course List

See who submitted the original course or changes in the CIM along with date/time.

Print Proposal
Print to PDF

## New Course Proposal

Date Submitted: 06/16/21 5:55 pm

Viewing: **PS 359 : Government and Politics of East Asia**

Also listed as: EALC 359

Last edit: 06/21/21 11:22 am

Changes proposed by: Cara Wong

Add Comment

### In Workflow

1. 1710 Head
2. 1362 Head
3. SLCL Head
4. KV Dean
5. COTE
6. Provost
7. Registrar
8. Banner

### General Information

Proposed Effective Term:	Spring 2022
College:	Liberal Arts & Sciences
Department/Unit Name (ORG Code):	Political Science (1710)
Course Subject:	Political Science (PS)

### Approval Path

1. 06/16/21 7:05 pm  
Thomas Rudolph (rudolph):  
Approved for 1710 Head
2. 06/16/21 9:37 pm  
Chilin Shih (cls):  
Approved for 1362 Head

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/>

Deactivate

Edit Course

Preview Workflow

Viewing: **ERAM 520 : Researching Race in Education**

Formerly known as  
(or if cross-listed - deactivated courses associated with this course)  
EPOL 532 ([Archive...](#))

Last approved: 08/10/21 3:57 am  
Last edit: 08/09/21 5:00 pm

**History**

1. Apr 27, 2019 by Laura Ketchum (ketchum)
2. Aug 10, 2021 by Laura Ketchum (ketchum)

Previous Course Edits (since 2015) are available in **History**

These are links

Viewing: **ERAM 520 ~~EPOL-532~~ : Researching Race in Education**

Formerly known as  
(or if cross-listed - deactivated courses associated with this course) **EPOL 532**

Changes proposed by: Laura Ketchum

**General Information**

Effective Term: Spring 2022

College: Education

Department/Unit Name (ORG Code): Educ Policy, Orgzn & Leadrshp (1760)

Course Subject: **Education Research and Methods Ed Policy, Org & Ldership (ERAM EPOL )**

Course Number: **520 532**

Course Title:

**Completed Workflow**

1. 1760 Committee Chair
2. 1760 Head
3. KN Committee Chair
4. KN Dean
5. Grad Dean
6. COTE
7. Provost
8. Registrar
9. Banner

**Approval Path**

1. 07/28/21 4:34 pm Wenhao David Huang (wdhuang): Approved for 1760 Committee Chair

Click on the date/name area in the history to view:  
Red/green mark-up of the prior changes  
Completed Workflow  
Approval Path

These are links

Only those assigned to workflow roles will receive email notifications. It is important to contact [fms-catalog@illinois.edu](mailto: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



CourseLeaf Editor <illinois@notify.courseleaf.com>  
To: FMS Catalog

Sender= [illinois@notify.courseleaf.com](mailto:illinois@notify.courseleaf.com)

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://nextcourses.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 Martensen, [kmartens@illinois.edu](mailto:kmartens@illinois.edu).

For questions or information regarding course change procedure, please reply to this email ([fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu)) or contact Deb Forgacs at 217-265-9838.

Sincerely,  
Kathryn A. Martensen  
Assistant Provost

Link takes you to the CIM Listing – click on the History to see the changes that were approved.

Course Code	Title	Workflow	Status
GSD 102	Intro to Videogame Industry		
Viewing: <b>GSD 102 : Introduction to the Videogame Industry</b>			<a href="#">Preview Workflow</a>
Last approved: 07/13/21 4:00 am			
Last edit: 07/12/21 1:48 pm			
			History
			1. Jul 13, 2021 by Lisa Bievenue (bievenue)

## Office of the Registrar – Curriculum Inventory Management (CIM)

[fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu)

Deb Forgacs

217.265.9838

## Page Summary – Got Questions?? Contact [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu)

### Spelling Errors:

Contact Office of the Registrar at [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu) to make the change and bypass workflow.

### New Subject or Subject Change:

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](mailto: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](mailto: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](mailto: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](mailto:fms-catalog@illinois.edu).