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The (CIM) landing page pictured above is the starting point for submitting course revisions, proposing new courses, checking on currently in progress proposals, and viewing historical revisions. It could be used as a reference for course information. However, it’s important to note that revisions and new proposals will appear even if they are in progress as opposed to approved.

## Search

Until the search runs course data for individual courses, it does not appear on the landing page. Text entered in the Search field will search for matching data in all four headings on the landing page: Course Code, Title, Workflow, and Status.

- Course Code is the Subject and Course Number, for example: WRIT 116
- Title is the Long Title found on the course catalog
- Workflow lists the position where the proposal is currently pending--for example: CAS Dean or ACCTFIN Chair
- Status indicates the state of a proposal. The following status names exist: Added
(indicates a New Course Proposal), *Edited* (indicates a course that exists in CampS is being edited), *Deactivated* (indicated that a course has been proposed to be made inactive or is currently inactive in CampS), *Blank* (indicates that the course exists in CampS, but there are not any CIM proposals at play)

**NOTE:** There are several different ways to search for a course. Keep in mind that an asterisk (*) is a wildcard, and can be used at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all courses in CIM.

By searching HIST, the CIM landing page displays all HIST courses from CampS. A specific course could have also been searched for using the Course Code. For example: HIST 114.

**Viewing Proposal Information on the Landing page**

Proposals can be viewed from the landing page by searching for the course, and selecting it from the list that appears below the search bar.
In Workflow displays the approval path of the workflow. Green indicates that a step has been approved. Yellow indicates that it is pending a step.

Approval Path displays the date, time, and user that approved each step in the workflow.

NOTE: If previous proposals have gone through the workflow, they will be listed below Approval Path under Revision History. Every iteration of a course will be cataloged here within CIM, and can be referenced.

Printing

To print a proposal, use the browsers print function, usually accessed by pressing CTRL+P on Windows, or Command-P on Apple. If you have Adobe, or another similar product, you can Print to PDF to create a .pdf of the proposal.

Preview Workflow
Below the *Open Course Form* button, there is a red *Preview Workflow* button. *Preview Workflow* gives a snapshot of the workflow that a submitted proposal would follow.

![Preview Workflow](image)

### How to Propose a New Course

1. Click **Propose New Course**
2. Complete the form by filling in required information
3. After completing the form, click one of the following:

   - **Cancel** to not save any changes, and return to the previous window
   - **Save Changes** to save any changes that have been made, and come back to the form later. The status of the saved form will be "Added," and may be edited later
   - **Start Workflow** to save, and submit for approval

All required fields must be filled out before the proposal can be submitted for approval. If required fields have not been completed, an error message detailing the missing fields will appear. Once the fields are filled in, the form can be submitted by clicking
Start Workflow. The new course proposal will go to the next person in the workflow. The next user in workflow will be sent an automated email to notify the user that the new course proposal is ready to be reviewed, edited, approved, or rejected.

How to Propose a Course Revision

1. Type the subject, course title, or course code that you want to edit into the search field
2. Select the course you wish to edit from the results window
3. Click the Open Course Form button in the CIM window. Some of the fields in this form will be pre-populated with text
4. Determine if it is a major or minor course revision using the help bubble
5. Make your edits to the form
6. After editing the form, click one of the following:
   - Cancel to not save any changes, and return to the previous window
   - Save Changes to save any changes that have been made, and come back to the form later. The status of the saved form will be "Added," and may be edited later
   - Start Workflow to save, and submit for approval

How to Propose a Course Deletion

1. Type the subject, course title, or course code that you want to edit into the search field
2. Select the course that you want to deactivate from the results window
3. Click the Deactivate button
4. Complete the form
5. Click Submit to submit the request, or Cancel to cancel the request

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How to Submit a Course Update
(For Courses Outside the College of Nursing and Health Sciences)

1. Type the subject, course title, or course code for the course that you want to provide an update for in the search field.
2. Click the search button. Your course will be displayed in the results window.
3. Scroll down to view the course details.
4. Click the Open Course Form button in the CIM window. Some of the fields in this form will be pre-populated with text.
5. Type your name as the preparer.
6. Click Change Type, and choose Course Update.
7. Scroll down to Campus Offerings and check Eau Claire.
8. All other red outlined boxes should be filled in.
9. Scroll all the way to the bottom to Attachments, and click the green box to attach the required document. You may want to attach a Word version rather than PDF, so that you can make any changes if syllabus is sent back.
10. You must click on Start Workflow if you are done, and wish to save and submit to next approver.

The Course Form in Detail

Preparer(s):

This is an open text box where the preparer enters their name. This is a required field. If there is more than one Preparer, another row can be added by clicking on the green plus icon. A row can be removed by clicking on the red x icon.
**Change Type:**

A course revision requires a choice of Change Type including: Major Revision, Minor Revision, or Course Update. The correct change type will depend on the type of revision, or update being requested.

**Effective Year and Term for Implementation of Action:**

For course revisions and new course proposals, an effective term must be chosen. The options will be manually modified by Registrar staff as deadlines pass for upcoming semesters.

**Subject:**

Select from the drop-down menu, or type into the empty bar that appears at the top of the drop-down menu.
See Available Course Numbers appears when a subject has been selected. This button will open a new window that displays available numbers for the chosen subject.

**Number:**

Course numbers can be no more than 3 digits.

**Credits:**

Select the number of credits the student can earn for the course, or indicate if it's a variable credit course (e.g. 3-6).

**Career:**

Undergraduate/Graduate/Dual-Listed

Cross-Listed:

Cross-listed courses are an option when the exact same course is offered with two different prefixes by two different departments. When the Add... button is selected, the Enter Course Code window will display. Only one cross-listed course may be selected. Once created, revisions made to either cross listing will appear on the other course.
NOTE: A cross-listing, if it exists, can be removed or made primary. The primary course connects to the department, which is considered the owner or home of the cross-listing.

**Dual-Listed:**

Dual-listed courses are junior-senior courses (300-400 level), also approved for graduate credit (500-600 level).

NOTE: Separate proposals are required for dual-listings.

Clicking the green + icon opens a window (shown below) where the selection can be made. When The College, Subject, and Course are chosen from the list, click Add Selected. The course information can also be added through Quick Add:/Add Course.
Administrative Home:

When the IDIS subject code is selected, a required question will display on the form. The Administrative Home will be used during class scheduling and class permissions.

Catalog Title:

Course Title that appears in the catalog. The catalog title is upper/lower case and limited to 60 characters including spaces.

Transcript Title:

This refers to the Course Title that appears on the transcript, and class schedule. The Transcript Title is all upper case and limited to 17 characters including spaces.
Course Components and Contact Hours:

CampS has fields for contact hours; however, prior to the CIM implementation, UWEC did not utilize them. This data was kept only within the course description using a specific format. As part of the CIM implementation, the Registrar's unit decided to begin populating the contact hour fields in CampS.

NOTE: The text from the course description is displayed so that the preparer can reference it when making their selections for Course Component(s), and Contact Hours. If revisions are made to what currently exists, the text for the catalog will be modified by Registrar staff at the end of the workflow process.

NOTE: The Primary Component is the component that displays on the transcript with a
final grade.

OPTIONAL: Some courses may have a secondary component that is always offered in conjunction with the primary component. If a secondary component exists, its offering is not optional, and will be scheduled as part of the course.

Catalog Description:

This refers to the specific portion of the course description that appears in the catalog that describes the course. Other portions of the Catalog Description such as Course Components, Pre-requisites, and Course Bullet Points are listed further down on the form.

Grading Basis:

Different options will display from the drop-down menu depending on what level is chosen as Career.
**Repeatable for Credit:**

If **Yes** is selected, the form dynamically adds additional required fields: Total Completions allowed, and Total Credits allowed.

**Campus Offerings:**

Choices include: Main campus, and Barron County. Select **either or both**.

**Allow Multiple Enrollment:**

Gives students the ability to enroll in multiple sections of the same course during the same term.

**Typically Offered:**

Term(s) this course will typically be offered.

**Special Course Fees:**
Selecting **yes** here will not automatically add a special course fee to the course. An additional form is required.

**Enforced Prerequisites:**

The text used under Enforced Prerequisites will appear in the catalog course description.

**Defining Information About Requirements:**

Used internally to assist Registrar staff in the coding of the prerequisite requirements within CampS.

**Course Bullet Points:**

Text entered here will appear at the end of the catalog course description in bullet points. These items cannot be enforced through registration restrictions.
Are There Required Field Trips?

Not required, default is set to No.

Consent Required:

Indicate if Department or Instructor consent is required before a student can enroll in this course. The default is set to None.

Will this Course be Offered in an Entirely Online or a Hybrid Delivery Mode in All Sections of the Course at All Times?

This question refers to how the permanent course is delivered. It does not apply to a course that is temporarily offered in an online or hybrid mode during a specific session such as winterim, or summer. In online courses, 100% of the instruction occurs in an online environment. Hybrid courses are those where more than 25%, but less than
100% of the course is delivered online in lieu of on-campus meetings. In web-enhanced courses, all instruction occurs in a face-to-face environment, and technology is used to enhance instruction.

Applying for Interdisciplinary Studies (IDIS) Designation:

When the IDIS subject code is selected, this additional required section will display.
Liberal Education (LE):

The LE section of the form is dynamic. The Preparer must answer the yes/no question: “Are you requesting additions, or changes to the Liberal Education attribute(s)?” If No, then none of the LE attributes can be modified or checked. If Yes, edits and additions can be made to the LE attributes checkboxes.

NOTE: Some of the LE attributes have additional options associated with them. For example, a K1 course might also be a K1 Lab. If K1 is chosen, the option to make the course a lab is displayed.
NOTE: For any LE attribute with a checkbox selected, a section of Justification will be displayed below. The entered justification will be used by the University Liberal Education Committee when determining their approval.

WARNING: Existing courses with approved LE attributes would have previously provided justification for LE approval. That documentation could not be imported into CIM. If no changes are being made to previously approved LE attributes, no further justification is needed within the CIM course form.

### Service Learning:

The default answer to the Service Learning question is No. When No is selected, none of the details below are displayed or required. When Yes is selected, a list of required justification boxes display. The first question is a required selection from a drop-down menu. The rest of the questions are open text boxes.
General Education (GE):

There is no default answer to the question presented in the GE section. A Yes/No is required. Only when Yes is selected can additions or changes be made to GE categories. Just as in the LE section, some GE choices create additional options for selection: e.g., GE II/GE II Lab. There is one Justification box for all changes/additions being proposed to GE.
NOTE: Included in the General Education section is a list of Other Designations: Foreign Culture, Cultural Diversity, Wellness Theory, and Physical Activity. If one of these boxes is checked, an additional justification section will appear below.

**Foreign Culture:**

The Foreign Culture designation existed prior to 2015. While it is discontinued, there are still students finishing degrees under older catalogs. To request the addition of the Foreign Culture designation, the box above needs to be checked, and the information below provided.

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**Foreign Culture Justification**

To satisfy the Foreign Language/Foreign Culture requirement, a foreign culture course must:
- be broadly based and enhance understanding of contemporary life in foreign countries or regions
- address most, but not necessarily all, of the following aspects of one or more foreign countries or regions: cultural, social, linguistic, historical, political, religious, intellectual, philosophical

Justify your request for Foreign Culture designation by describing how the course meets the Foreign Culture requirement as stated above.

A. Discuss how the course is broadly based and enhances understanding of contemporary life in foreign countries or regions.

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**Cultural Diversity:**

The Cultural Diversity requirement is included in the Liberal Education requirements as part of R1. Previously, it was a separate requirement. To request the addition of the Cultural Diversity designation for students under catalogs prior to LE, the box above needs to be checked, and the information below provided. The first question is a drop-down box that requires the number of content credits in Cultural Diversity that course contains. A three-credit course does not necessarily need to have three credits of content in Cultural Diversity--only one.
Wellness Theory:

To request the addition of the Wellness Theory designation, the box above needs to be checked, and the information below provided.

Physical Activity:

To request the addition of the Physical Activity designation, the box above needs to be checked, and the information below provided.
Course Content/Approach:

This section is required for all new course proposals. It is not required for course revisions unless changes are greater than 25% of the approved course content (topics and/or time spent on topics).

If Yes is selected for the question below, additional form fields display.

NOTE: The green + icon opens a window where the selection can be made. Choose the College, Subject, Course from the list, then Add Selected. The course information can also be added through Quick Add/Add Course.

NOTE: If the course is dual-listed, this additional question will display under Course/Content Approach:
Attachments:

Any type of attachment can be added to the course form. Attachments will become part of the proposal, and can be referenced even after the workflow has been completed.

Once the file is attached, it can be removed. If the preparer wishes to view the file, the course form must be saved by clicking on **Save Changes**.
Once the form is saved, the attachment can be viewed by scrolling to the bottom of the course form view from the landing page.

Course Update:

When course update is selected at the top of the course form, all fields on the course form are frozen except for the attachments section at the very bottom of the form.
Frequently Asked Questions (FAQ):

There is a related Knowledge Base Article with Frequently Asked Questions located here:

Technology: CIM Form FAQ