

# Records and Registration's CIM: CREATING A NEW COURSE *A Quick Guide*

## Logging in

Log into CIM using user id and password. (Mozilla Firefox works best as a browser.) See [CIM: Logging In & Out](#). Click on the Course form login button (requires UWL network user id/password log in).



Course Inventory Management

Help

Welcome to UWL's curriculum inventory management (CIM) system. Use this tool to search edit, add, and deactivate courses.

The system can search by Course Code (the course prefix and/or catalog number) or by words in the Title. If searching by the title, use an asterisk (\*) in the search box as a wildcard. For example, MATH\* will find every course that starts with "MATH". \*MATH will find every course title that ends with "MATH". \*MATH\* will find every course that has MATH included in the title. The Quick Searches function provides a list of predefined search categories to use.

**Umbrella Topics:** Are you adding or scheduling a topic for an umbrella course? The CIM Umbrella Topic form can now be used to submit new and re-used umbrella topics. To get started, search for the course number of the umbrella course. Once that course is selected below, a green "Add New Topic" button will appear on the right. Click that button to get started. **If you have already submitted the topic online once before**, you may search for that topic in the search field by the course prefix and number surrounded by asterisks. (Example: \*ACC 400\*) This will pull up all the umbrella topic titles previously submitted.


Please note that non-umbrella courses with topics do not need an Umbrella Topic Form. **Only topics being tried out as courses under an umbrella course header need the Umbrella Topic Form.**

If you have any questions, please contact the UWL Curriculum Team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu) or call 785-8577.

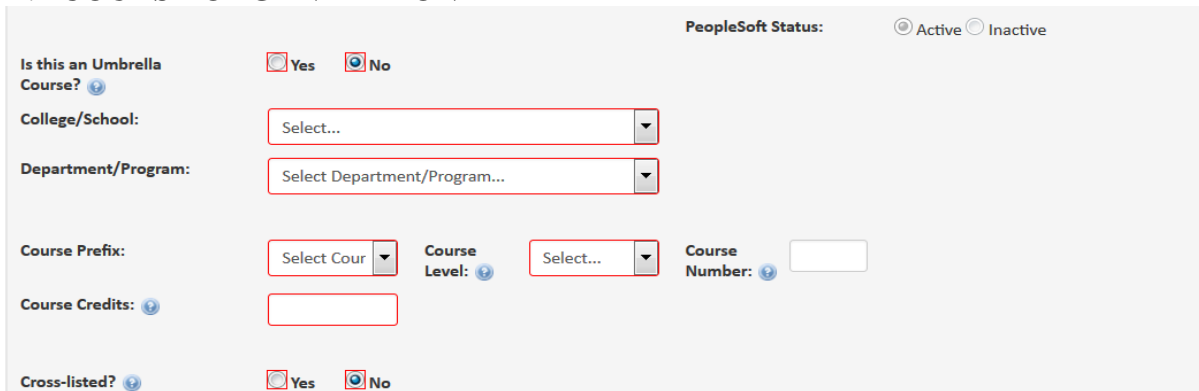
*It is a dynamic smart form, so depending on how you answer, a question may be hidden and/or other questions may be revealed.*

## *Beginning tips:*



- Throughout the form, there are question marks inside blue circles. These are called help bubbles. Click or hover over the icon to display additional help information/tips.
- In fields that ask for a typed answer, you may copy and paste an answer from another document, such as a Word document, to save time. Please note that some formatting may be lost.
- A field with a red box around it is a required field.

Click on **Propose New Course**.  A new window will open up.



## 1. COURSE ORGANIZATION




- Umbrella Course:** Select **Yes** if this is a new umbrella course (not a new umbrella *topic*, but a new general umbrella *course* which will have individual topics added after a number is assigned).
  - If you want to add a new topic to an existing umbrella course, you must **edit** a course instead. You would first search for the existing umbrella course number on the CIM Course Management page and use the **Edit Course** button. Umbrella topics will appear in the search results as extensions of the umbrella course. For example, HIS 300.1 History of Curriculum. [See CIM: Umbrella Course Topics Adding Revising.](#)
- Fill in your **College/School, Department/Program, and Course Prefix.**

- c. **Course level:** Select the appropriate course level.
- d. **Course Number:** New courses will be assigned a number by the Records office. If you have a number in mind, call the Records office (608.785.8577) to check availability and enter it only if the number has been approved. If you don't have a number, you may leave this field blank.
- e. **Credits:** Type in the number of credits (or credit range).
- f. **Cross-listed?:** If **No**, proceed to the next question. If **Yes**, provide the cross-listed course details by clicking on the green plus sign that pops up.  Remember to create (or edit) all cross-listed courses. **Just like before, a separate form must be completed for all departments involved. See CIM: Cross-listed Courses.**
  - i. **If the cross-listed course is also a NEW course**, use the **Quick Add** feature to enter the course prefix and number (use the 3 character prefix, followed by a space and then the 3 digit course number; for example, BIO 222) and click **Add Course**. Use the red X to remove a course.
  - ii. **If the cross-listed course is an EXISTING course**, either enter the course into the **Quick Add** field and **Add Course**, or click on the green plus sign , select the department, highlight the correct course, and click on **Add Selected**. Use the red X to remove a course. This can be done multiple times if the course is cross-listed with multiple departments.


## 2. COURSE DETAILS


**Effective Term:**     
New courses will be created in the term in which they are approved.

**Type of Course:**   Undergraduate  Combined U/G (slash)

Are you seeking approval to include this course in the General Education Program?  
 Yes  No

**Course Title:**   
(To appear in catalog)

**Abbreviated Course Title:**   30 characters remaining  
(To appear on student transcript)

**Course Description:**   
(To appear in catalog) 

1600 characters remaining

1. Include departmental prefixes prior to every course listed (BIO 100, PHL 100, PSY 100).
2. Use a *semi-colon* to separate groups (junior standing; CS 120; MTH 225 or CS 225;).
3. Use a *comma* to separate courses within a group that is required (ESS 321, ESS 322, ESS 325;).
4. Use *or* to separate courses when listing a choice of courses (BIO 100 or BIO 105 or MIC 100;).
5. List any other restrictions appropriate for this course.
6. Do not begin with a capital letter unless it is a subject prefix or a proper name. End with a period.

**Prerequisite(s):**

- a. **Effective Term:** The form defaults to the closest term. Use this field to indicate when you plan on offering the course. Please note that new courses will be created in the term in which they are approved, even if the effective term is several semesters away. This does NOT mean the department needs to offer the new course the same term in which it is created. The department can use its own discretion as to when it want to offer the course.  
**Type of Course:** Select whether the course is undergraduate, graduate, or combined U/G (slash). This field shows up on 400 or 500 level courses. Only one option can be selected, and not all options will be available depending on the course level chosen above. **If it is a new slash course, another new course form needs to be completed for the other level, graduate or undergraduate, whichever one is not created here. PLEASE NOTE: A distinction must be made between course objectives/learning outcomes for students taking the course for undergraduate credit and those taking the course for**

graduate credit. This distinction could include skills in analysis, synthesis, and/or evaluation at the graduate level. These differences in course objectives/learning outcomes must be listed in the course syllabus. A statement will be included in the course description alerting students the differences between the undergraduate and graduate level.

- b. **Seeking approval to include new course in the General Education Program:** If the new course proposal is going to be included in the General Education Program, click **Yes**. Additional Gen Ed questions will need to be completed toward the end of the form. Courses marked this way will be seen by the General Education Committee after approval by UCC.
- c. **Course Title:** Type in the information how it should appear in the catalog.
- d. **Abbreviated Course Title:** Enter the 30 character description that will appear on the student's transcript. Feel free to use all 30 characters to be as descriptive as possible. A counter is included so you know how many characters you have left.
- e. **Course Description:** You can copy and paste from an existing document or re-type the description. Do not include prerequisites, restrictions, or when course is offered in this field.
- f. **Prerequisite(s):** Make sure to format this information according to the guidelines provided. This information will be added to the course catalog and does NOT need to be repeated in the course description field.
  - i. Include departmental prefixes prior to every course listed (for example: BIO 103, PHL 100, PSY 100).
  - ii. Use a **semi-colon** to separate groups (for example: junior standing; CS 120; grade of "C" or better in MTH 225 or CS 225;).
  - iii. Use a **comma** to separate courses within a group that is required (for example: ESS 321, ESS 322, ESS 325;).
  - iv. Use an **or** to separate each course when listing a choice of courses as a prerequisite (for example: BIO 103 or BIO 105 or MIC 100;).

### 3. COURSE STRUCTURE

Component Hrs/Wk:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f2f1;"> <th style="text-align: left; padding: 5px;">Component Type</th> <th style="text-align: left; padding: 5px;">Hrs/Wk</th> <th style="text-align: center; padding: 5px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">Select...</div> </td> <td style="padding: 5px;"> <div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div> </td> <td style="padding: 5px; text-align: center;"> </td> </tr> </tbody> </table>	Component Type	Hrs/Wk		<div style="border: 1px solid #ccc; padding: 2px;">Select...</div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div>	
Component Type	Hrs/Wk						
<div style="border: 1px solid #ccc; padding: 2px;">Select...</div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div>						
Length of Course:	<input type="checkbox"/> Full Semester <input type="checkbox"/> 1/2 Semester <input type="checkbox"/> Other						
Grade Pattern	<input checked="" type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Satisfactory/Unsatisfactory						
Repeatable for Credit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Mode of Instruction: <small>(Check all that apply)</small>	<input type="checkbox"/> In Person <input type="checkbox"/> Blended/Hybrid <input type="checkbox"/> Online <input type="checkbox"/> Independent Study <input type="checkbox"/> Interactive Video						
Course is Typically Offered:	<div style="border: 1px solid #ccc; padding: 2px;">Select...</div>						
Override from Instructor or Department Required in order to Register:	<input type="radio"/> Department Consent <input type="radio"/> Instructor Consent <input type="radio"/> No Consent						

- a. **Component Hrs/Wk:** Choose as many **Component Types** as necessary. Select the green plus sign to add multiple types. Select the red X to remove a type. The majority of courses are lecture and/or lab components. Online courses fall under the lecture component category.
  - i. When determining hours of the component per week, remember that for classroom time, in general, UW-L considers 1 credit = 1 hour a week for 14 weeks. For labs, UW-L considers 1 credit = 2-3 hours a week for 14 weeks.
- b. **Length of Course:** Most UW-L courses are **Full Semester** (14 week) courses. For shorter courses, select either 1/2 semester (7 week) or Other.
- c. **Grade Pattern:** Most UW-L courses are **Letter Graded**. If your course is not letter graded, choose the appropriate alternative.

- d. **Repeatable for Credit?:** The form defaults to **No**, meaning students cannot earn credit twice for that course. If you want students to be able to earn credit more than once for that course, select **Yes** and complete ONE of the boxes that appear below
  - i. **Maximum Credits:** The total number of credits a student can earn in the course.
  - ii. **Maximum Times:** The total number of times a student can take the course for credit.
- e. **Mode of Instruction:** See the help bubble for definitions of each type. Chose the one that best fits the course.
- f. **Course is Typically Offered:** Students use this information to plan out their academic career. Make sure the selection is an accurate representation of when the course will be offered.
- g. **Override needed in order to register:** If the course **REQUIRES** permission from the instructor or department for **every** student that wants to enroll, choose either "department consent" or "instructor consent." Most courses do not require consent for students to register (the “no consent” option).

4. **GENERAL EDUCATION PROGRAM INFORMATION** (appears if **Yes** was checked for the **Are you seeking approval to include this course in the General Education Program?**). Refer to **CIM: General Education Courses** for specific details.

5. **COURSE CONSULTATION**

Course is compatible with departmental assessment plan:

Yes     No     N/A

Consultation with library about required resources:

Yes     No     N/A

Consultation with information technology:

Yes     No     N/A

Which other academic departments have you consulted with about possible course duplication and/or prerequisite impact?

Department(s) Consulted
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="flex-grow: 1;">Select...</span> <span style="margin-left: 5px;">▼</span> <span style="margin-left: 5px; color: red;">✕</span> </div>

Justification for offering this course:

Projected enrollment:  Undergraduate

Relationship of proposed course to other courses within department:  
*(e.g. - replaces a course, part of a sequence, other course changes, etc)*

- a. **Departmental assessment plan/library and IT consultation:** This information is used by other offices later in the approval process. Be sure to answer each question.
- b. **Other academic departments consulted with:** Select all departments consulted. Use the green plus sign to add multiple departments; use the red X to delete a row. The selected departments will be notified via email that this course is being brought forward through governance.
- c. **Course justification:** Explain why course is being created.
- d. **Projected Enrollment:** Enter the total number per semester offered.
- e. **Relationship to other courses in department:** This is a required field. Explain where the course fit in the department and whether it duplicates a course from another department.

## 6. ADVISEMENT REPORT DATA

---

New course will be a *requirement* in a program (major/minor/emphasis/etc):

Yes  No

New course will be an *elective* in a program *within* the department (major/minor/emphasis/etc):

Yes  No

- a. **New Course is a REQUIREMENT in a program:** If **Yes**, a revised program form must be submitted in order to include this new course as a requirement. **See CIM: Revising an Existing Program.**
- b. **New Course is an ELECTIVE in a program:** If **Yes**, select the specific elective category in which the course should be included. List every major/minor/program/emphasis/concentration in which the course can be used. The Records office uses this information to update the Advisement Report (AR). Be specific as possible to insure the course is applied to the correct section.
- c. **Elective course applies:** Make sure to either select students in **All Catalogs** or **Next Catalog Only**. Select next catalog if you do not want this elective to apply to all currently enrolled students.

## 7. TEACHER EDUCATION

- a. **Teacher Education Course?:** If **No**, proceed to the next question. If **Yes**, include the following:
  - i. **Teacher education enhancement:** Describe how course enhances/responds to teacher education and its requirements
  - ii. **Departments consulted with:** Select all departments consulted. Use the green plus sign to add multiple departments; use the red X to delete a row. If your changes impact any other teacher education programs, you **must** consult with them or your proposal will not proceed through the workflow process. All selected departments will be notified via email that this course is being brought forward through governance.
  - iii. **Programs consulted with:** List all the teacher education programs (e.g. Social Studies Education Broad Field Major; Biology Education Major) this course affects.

## 8. COURSE LEARNING OUTCOMES AND CONTENT OUTLINE (formerly known as the LX139)

- a. The five questions are required fields and need to be completed prior to submitting to workflow. Proposers can copy/paste from a Word document to complete these fields.
- b. **Please note: if the course is a slash course (taught at the undergraduate and graduate level) a statement needs to be included in the course description so students are aware of the differences. Select one of the statements and add it to the end of the course description.**

Select one of the following statements:

Although this course is taught largely at a graduate level, the following differences exist to also make it accessible to upper level undergraduates (e.g., different assignments, different expectations, different readings).

Although a significant portion of this course is taught at an undergraduate level, graduate students are receiving a graduate level experience because of the following graduate-only expectations (e.g., opportunities to teach or co-teach, graduate-only discussion sessions, community outreach/service, writing or research assignments that clearly elevate student analysis of the course content to a graduate level).

## 9. ADDITIONAL INFORMATION

- a. If **Yes**, an additional text box and upload option will be available if needed.

10. **Action Buttons** – After completing the form, select one of the following:

Save Changes

Save & Start Workflow

Cancel

- a. **Save Changes** if you want to save your work and come back to the form at a later time. This save does NOT submit the proposed changes to workflow and will allow you to save without filling out all of the required fields.
- b. **Save & Start Workflow** to save and submit all changes for approval. ALL required fields must be filled out before the proposal can be submitted. When you hit this button, the form saves and notifies

the next person in the approval process. The next user in the approval process received an automated email explaining that they can now review, edit, approve, or reject the course proposal.

- c. **Cancel** if you don't want to save any data in your form and return to the previous screen. You will lose all of your work. Form will not be submitted to workflow.

## **Starting Over**

Contact the curriculum administrators in the Records and Registration office ([curriculum@uwlax.edu](mailto:curriculum@uwlax.edu)) to delete/shred a new course proposal or edits to an existing course if you change your mind after saving your changes. Once the changes or new course proposal has been shredded, it cannot be retrieved.

## **History**

Once a proposal is fully approved (gone through all workflow steps), a History of the change becomes available in the preview. Click any of the dated links to view the individual changes. The history includes revisions and any attached documentation, and will only appear after a course has been updated/approved using CIM.

Edit Course

[Preview Workflow](#)

### History

1. Mar 24, 2015 by Adam Van Liere (avanliere)
2. May 22, 2015 by Adam Van Liere (avanliere)

## **Logging out**

Close all windows and instances of your browser in order to log out. There is no "logout" button.

---

**For tips on how to edit, click on the “Help” button ( [Help](#) ) at the top right corner of the Course or Program Management screens. Or refer to the other Curriculum Guidelines on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>. Or contact the curriculum administrators in the Records and Registration office at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).**