

Records and Registration's CIM: Adding/Re-Using Umbrella Topics

Umbrella courses are used by departments to test topics in their field temporarily, allowing faculty to gauge student interest in a specific subject once or twice without having to create a whole new course. The “parent” or “shell” of the course still has a general course description and set number of credits (though it can be a range of credits). There can be a prerequisite set for the overall course while additional prerequisites for individual topics can be added for that section only.

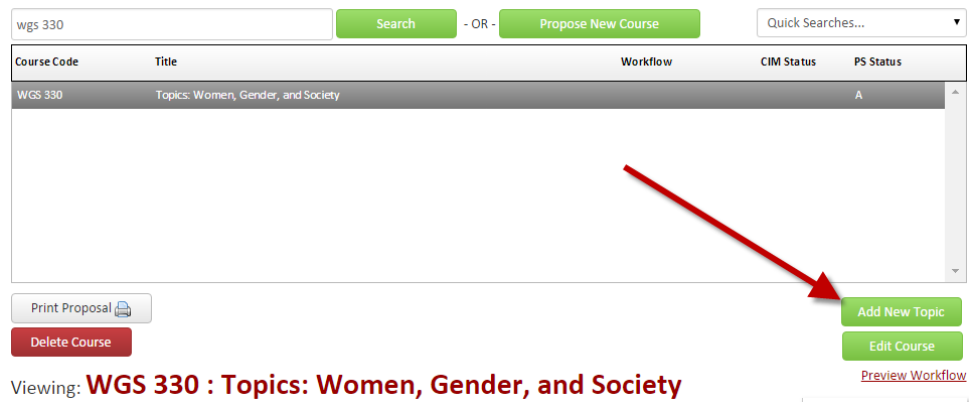
Umbrella course topics: Umbrella course topics are scheduled as individual sections of the umbrella course on a term by term basis. Per university policy, topics with similar course content may be offered a maximum of three times within an unlimited number of years or an unlimited number of times within three calendar years. If the department wants to offer the topic more than that, they must make the topic into its own course.

To add a new topic, or to edit and submit a topic that was used before, refer to **CIM: Logging In & Out**. Use any internet browser (Firefox works well). Click on the Umbrella Topic form login button.

Adding a NEW Umbrella Test Topic to an EXISTING Umbrella Course

1. Open the CIM Course form. Search for the parent umbrella course (i.e. WGS 330). Select the course.

2. Select the green **Add New Topic** button.



The screenshot shows a web interface for searching courses. At the top, there is a search bar with 'wgs 330' entered, a green 'Search' button, and a 'Propose New Course' button. Below the search bar is a table with columns: Course Code, Title, Workflow, CIM Status, and PS Status. The table contains one row: WGS 330, Topics: Women, Gender, and Society, A. Below the table are buttons for 'Print Proposal', 'Delete Course', 'Add New Topic', and 'Edit Course'. A red arrow points to the 'Add New Topic' button. At the bottom, it says 'Viewing: WGS 330 : Topics: Women, Gender, and Society' and a 'Preview Workflow' link.

3. Complete all the required fields (any field with a red box around it). Fields that are greyed out contain information that belongs to the parent course. To update those fields, you would need to edit the parent course, and UCC or GCC action is required.

- a. If you select **Yes** to using the existing pre-requisites for a course, the pre-requisites from the parent course automatically populate in the topic form (if there are any); you don't need to edit them. If you select **No**, you can edit and change the pre-requisites for the topic only.

4. After completing the form, select one of the following:

- a. **Save Changes** if you want to save your work and come back at a later time. This does NOT submit the proposed changes to workflow, and you may save without filling out all of the required fields.
- b. **Save and Start Workflow** to save and submit your topic for approval. ALL required fields must be filled out before the proposal can be submitted. Once submitted, the form is saved and the next person in the approval process is notified by email. The automated email alerts the next user to their change to review, edit, approve, or reject the topic proposal. Umbrella test topics have a condensed workflow consisting of the Department Chair and Dean's office. Once the form is at the Registrar's step, the Records Office processes the topic by ensuring that the title appears on the student's transcript and applying the topic to the correct categories in the Advisement Report (AR).
- c. **Cancel** if you don't want to save any information in the form and return to the previous screen. You will lose all your work. The form will not be submitted to workflow.

Start Over: Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to delete/shred a new course proposal or course revision that has been saved but NOT submitted to workflow.

Re-using an EXISTING Umbrella Test Topic

1. Open the CIM Course form. Search for the parent umbrella course and include an * after the prefix and number (i.e. WGS 330*). All umbrella topic titles previously submitted will appear with a decimal point added to the end of the course number. Scroll through the list to find the desired existing topic. Select the topic.

Search results for "wgs 330*":

Course Code	Title	Workflow	CIM Status	PS Status
WGS 330	Topics: Women, Gender, and Society			A
WGS 330.1	Gender and Faith			
WGS 330.10	Soc Space, Profssnism, Divrrsty			
WGS 330.11	Gender, Race, and Identity Dev			
WGS 330.12	Transgender Identities			
WGS 330.13	Gender & Faith in Communities			
WGS 330.14	Gender/Power & Feminism/Relign			

Buttons: Print Proposal, Delete Course, Edit Topic (highlighted with a red arrow), Preview Workflow


Viewing: **WGS 330.11 : Gender, Race, and Identity Dev**

2. Select the green **Edit Topic** button.

3. Complete all the required fields (any field with a red box around it). Fields that are greyed out contain information that belongs to the parent course. To update those fields, you would need to edit the parent course, and UCC or GCC action is required.
 - a. If you select **Yes** to using the existing pre-requisites for the course, the pre-requisites from the parent course automatically populate in the topic form (if there are any); you don't need to edit them. If you select **No**, you can edit and change the pre-requisites for the topic only.

4. After completing the form, select one of the following:
 - a. **Save Changes** if you want to save your work and come back at a later time. This does NOT submit the proposed changes to workflow, and you may save without filling out all of the required fields.
 - b. **Save and Start Workflow** to save and submit your topic for approval. ALL required fields must be filled out before the proposal can be submitted. Once submitted, the form is saved and the next person in the approval process is notified by email. The automated email alerts the next user to their change to review, edit, approve, or reject the topic proposal. Umbrella test topics have a condensed workflow consisting of the Department Chair and Dean's office. Once the form is at the Registrar's step, the Records Office processes the topic by ensuring that the title appears on the student's transcript and applying the topic to the correct categories in the Advisement Report (AR).
 - c. **Cancel** if you don't want to save any information in the form and return to the previous screen. You will lose all your work. The form will not be submitted to workflow.

Start Over: Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to delete/shred a new course proposal or course revision that has been saved but NOT submitted to workflow.

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