


Records and Registration's CIM: CROSS-LISTED COURSES *A Quick Guide*

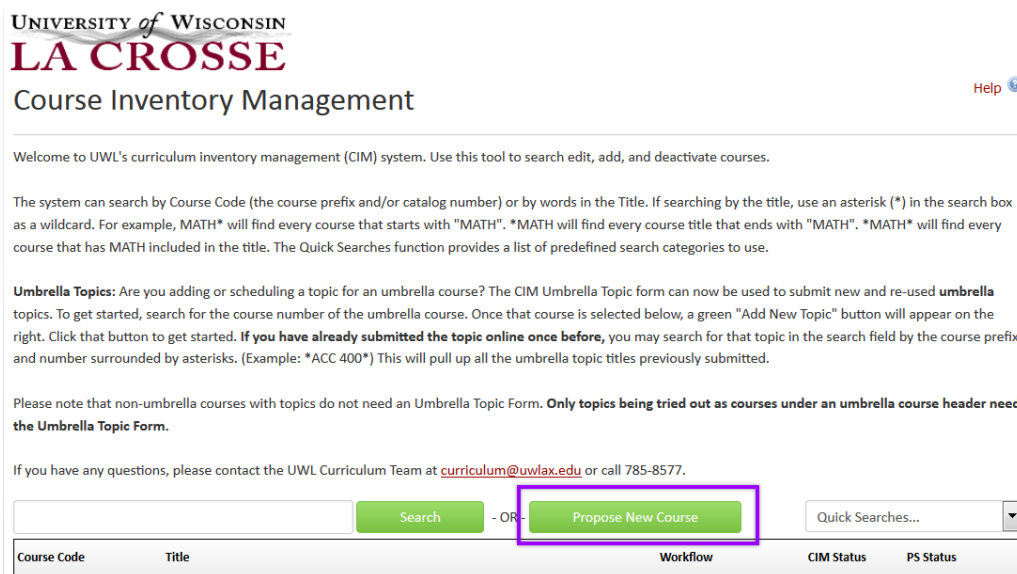
Below are three cross-listed scenarios and how they are managed in CIM. **Remember to create (or edit) all cross-listed courses in CIM. A separate course form needs to be completed for all departments involved.**


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).

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.

Scenario 1: Cross-listing 2 (or more) NEW courses



UNIVERSITY of WISCONSIN
LA CROSSE
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@uwla.edu or call 785-8577.

-OR-

Course Code	Title	Workflow	CIM Status	PS Status
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The course form is a dynamic form, so depending on how you answer, a question may be hidden and/or other questions may be revealed.

1. Click on **Propose New Course**. A new window will open up.
2. Start filling in the form with the new course information (refer to the [CIM Guide: New Courses](#) training materials). In the **Course Organization** section, there is a **Cross-listed?** question. Select **Yes**. Use the green plus sign  to add the new cross-listed course. Since the new cross-listed course has not been approved yet, you will have to type the other new cross-listed course into the **Quick Add** text field (use the 3 character prefix, followed by a space and then the 3 digit course number; for example, BIO 222). Press **Enter** or click **Add Course**. *****Course Not Found***** will display in the Title area. This is OK because the course has not been approved yet. If this is not the right course for some reason, use the red X to remove it and try again. Use the green plus to add more courses and repeat steps as needed. (See below).

New Course Proposal

Course Organization

College/School: PeopleSoft Status: Active Inactive

Department/Program:

Course Prefix: Course Level: Course Number: Credits:

Cross-listed? Yes No

Cross-listed Courses:

Code	Title	
		<input type="button" value="+"/>

Please remember to create/edit all cross-listed courses. A separate form needs to be completed for all departments involved.

Select Department...

Quick Add: BIO 222



New Course Proposal

Course Organization

College/School: PeopleSoft Status: Active Inactive

Department/Program:

Course Prefix: Course Level: Course Number: Credits:

Cross-listed? Yes No

Cross-listed Courses:

Code	Title	
BIO 222	*** Course Not Found ***	<input type="button" value="x"/>

Please remember to create/edit all cross-listed courses. A separate form needs to be completed for all departments involved.

3. Complete the rest of the form. Reference [CIM Guide: New Courses](#) for specific details.
4. After completing the form, select one of the following:
 - 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.
5. If the form is ready for approval, return to step 1 and repeat for the new course(s) being cross-listed. Or notify the other department(s) that your department's course form is completed and that they may copy it when creating their course.

Scenario 2: Cross-listing a NEW course to an EXISTING course(s)

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

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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 or call 785-8577.

Search - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	CIM Status	PS Status
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1. Click on **Propose New Course**. A new window will open up.
2. Start filling in the form with the new course information (refer to the **CIM Guide: New Courses** training materials). In the **Course Organization** section, there is a **Cross-listed?** question. Select **Yes**. Use the green plus sign **+** to cross-list the existing course with the new course using one of the following:
 - a. Type in the existing cross-listed course number into the **Quick Add** text field (use the 3 character prefix, followed by a space and then the 3 digit course number; for example, BIO 312). Press **Enter** or click **Add Course**. The existing course will appear. If this is not the right course for some reason, use the red X to remove it and try again. Use the green plus to add more courses and repeat the same steps as needed.
 - b. Or click select the department from dropdown menu, highlight the correct course, and click on **Add Selected**. This can be done multiple times if the course is cross-listed with multiple departments.

Course Inventory

New Course Proposal

Course Organization

College/School: Select... PeopleSoft Status: Active Inactive

Department/Program: Select Department/Program (Required)...

Course Prefix: Select Cour... Course Level: Select... Course Number: Credits:

Cross-listed? Yes No

Code	Title

Please remember to create/edit all cross-listed courses. A separate form needs to be completed for all departments involved.

Select Department...

Quick Add: BIO 312 Add Course

Add Selected Close

New Course Proposal

Course Organization

College/School: Select... PeopleSoft Status: Active Inactive

Department/Program: Select Department/Program (Required)...

Course Prefix: Select Cour... Course Level: Select... Course Number: Credits:

Cross-listed? Yes No

Code	Title
BIO 312	Human Anatomy and Physiology I


Please remember to create/edit all cross-listed courses. A separate form needs to be completed for all departments involved.

3. Complete the rest of the form. Reference **CIM Guide: New Courses** for specific details.
4. After completing the form, select one of the following:
 - 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.
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.
5. If the form is ready for approval, notify the other department(s) that the form for your department's course form is completed and that they may need to update their course form.

Scenario 3: Cross-listing an EXISTING course to an EXISTING course(s)

The screenshot shows the 'UNIVERSITY of WISCONSIN LA CROSSE Course Inventory Management' interface. At the top, it says 'You are logged in as uwax-admin'. Below the header, there is a search bar containing 'arc 372' and a green 'Search' button. To the right of the search bar is a 'Propose New Course' button and a 'Quick Searches...' dropdown. Below the search bar is a table with columns: Course Code, Title, Workflow, CIM Status, and PS Status. The table lists several courses, with 'ARC 372 - History of Women in the Ancient World' highlighted. Below the table, there are buttons for 'Delete Course?' and 'Edit Course'. A red arrow points from the search bar to the 'Edit Course' button. Below the table, there is a section for 'Viewing: ARC 372 : History of Women in the Ancient World' with links for 'Women's Studies Minor' and 'WS-01: Women's Studies Major'. At the bottom, there is a section for 'College/School: College of Liberal Studies' and 'PeopleSoft Status: Active'.

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

1. Search for the existing course. Type the course prefix, followed by a space, and the 3 digit number. Press Enter or Search. Select the desired course by clicking on it once. A preview of that course appears below the search results. If this is the course you want to revise, select the green **Edit Course** button. This opens the course form in a new window.
2. Begin editing the course form information (refer to the **CIM Guide: Revising an Existing Course** training materials). A majority of the form is pre-populated based on the current course information in WINGS.
3. In the **Course Organization** section, there is a **Cross-listed?** question. Select **Yes**. Use the green plus sign  to cross-list the existing course with the new course using one of the following:
 - a. Type in the existing cross-listed course number into the **Quick Add** text field (use the 3 character prefix, followed by a space and then the 3 digit course number; for example, HIS 372). Press **Enter** or click **Add Course**. The existing course will appear. If this is not the right course for some reason, use the red X to remove it and try again. Repeat the steps as needed to add more courses.
 - b. Or click select the department from dropdown menu, highlight the correct course, and click on **Add Selected**. This can be done multiple times if the course is cross-listed with multiple departments.

Editing: **ARC 372: History of Women in the Ancient World**

Course Organization

College/School: College of Liberal Studies PeopleSoft Status: Active Inactive

Department/Program: Sociology/Archaeology

Course Prefix: ARC Course Level: 3XX Course Number: 372 Credits: 3

Cross-listed? Yes No

Cross-listed Courses:

Code	Title

Please remember to create/edit all cross-listed courses. A separate form needs to be completed for all departments involved.

Select Department...

Quick Add: HIS 372 Add Course

Add Selected Close



Course Inventory

Editing: **ARC 372: History of Women in the Ancient World**

Course Organization

College/School: College of Liberal Studies PeopleSoft Status: Active Inactive

Department/Program: Sociology/Archaeology

Course Prefix: ARC Course Level: 3XX Course Number: 372 Credits: 3

Cross-listed? Yes No

Cross-listed Courses:

Code	Title
HIS 372	History of Women in the Ancient World

Please remember to create/edit all cross-listed courses. A separate form needs to be completed for all departments involved.

4. Complete the rest of the form. Reference [CIM Guide: Revising an Existing Course](#) for specific details.
5. After completing the form, select one of the following:
 - 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.
6. If the form is ready for approval, notify the other department(s) that the form for your department's course form is completed and that they may need to update their course form. Remember to create/edit all cross-listed courses. A separate form needs to be created for all departments involved.

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.

Edit Course

[Preview Workflow](#)

History

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

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.

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.