Records and Registration's
CIM: REVISING AN EXISTING 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).

*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.***

Beginning tips:
- Throughout the form, there are question marks inside blue circles. 🔵 These are a 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 majority of the information for existing courses is pre-populated in the edit form. However, some fields may be empty or unanswered. If you have the information available, you are welcome to fill in the empty fields. Once filled in, the information will be available for next time.
- A field with a red box around it is a required field.

A. Find the course
1. Search for the existing course by typing in the specific course prefix, followed by a space, and the 3 digit number. Press Enter or Search. To search by course title, type in the exact title or use an asterisk (*) around a partial word or title (e.g., *theory*).
2. Select the desired course by clicking on it. A preview of that course appears below the search results. If this is the course you want to edit, select the green **Edit Course** button. This opens the course form in a new window where a proposer edit the course information. A majority of the form is pre-populated based on the current course information in WINGS.

B. Edit the course

1. Make sure to review all fields for accuracy. Other fields may need to be completed/updated. If all **required** fields are not addressed, you will not be able to submit the proposal to the approval process, i.e. workflow. Required field are outlined in red. The system will advise which fields are missing if you try to submit without a required field completed.

2. **COURSE ORGANIZATION**

Editing: **ART 304: Color Theory**

Course Organization

College/School: College of Liberal Studies — PeopleSoft Status: ● Active ○ Inactive
Department/Program: ARTDEPT
Course Prefix: ART — Course Level: 3XX — Course Number: 304 — Credits: 3
Cross-listed? ○ Yes ● No

   a. **College/School**, **Department/Program**, and **Course Prefix** should already be filled.
   b. **Course level** should already be filled. If you are changing a course number to a different level, adjust that here.
   c. **Course Number** should already be filled. New numbers will be assigned by the Records office. For number changes, call the Records office (608.785.8577) to check availability and enter it only if the number has been approved.
   d. **Credits** should already be filled. If changing the number of credits, type in the new number or range.
   e. **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 Guide: Cross-listed Courses.
      i. **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.
      ii. **If the cross-listed course is 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.

3. COURSE DETAILS

Effective Term: 2009-09-08

Type of Course: ◉ Undergraduate

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

Course Title:
(To appear in catalog)
Color Theory

Abbreviated Course Title:
(To appear on student transcript)
Color Theory   18 characters remaining

Is this an Umbrella Course? ☐ Yes ◉ No

Course Description:
(To appear in catalog)
An intensive study of color through studio practice in water-based media. As part of the painting course sequence, this course isolates the element of color in practice while examining its relationship to other elements in analysis. The student will build upon material covered in ART 205 to develop a more sophisticated understanding of color and other attributes of painting. Course content includes physiological and cultural perceptions of color, and processes of color mixture, opacity, and transparency. Lect. 1, Studio 4.

1072 characters remaining

Prerequisite(s):
(To appear in catalog)
Make sure to include departmental prefixes prior to every course listed (for example: BIO 103, PHL 100, PSY 100). Use a **semi-colon** to separate groups (for example: junior standing; CS 120; grade of "C" or better in MTH 225 or CS 225;). Use a **comma** to separate courses within a group that is required (for example: ESS 321, ESS 322, ESS 325;). 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;).

ART 164, ART 166, ART 205.

a. **Effective Term:** The form defaults to the last term course was updated. Change this term to the date you want the revisions to take place. Changes to existing courses will be implemented in PeopleSoft at the start of the term chosen here. The department can use its own discretion as to when it want to offer the course.

b. **Type of Course** should already be filled. If the slash status of the course is being changed, change the **Combined U/G (slash)** field to indicate the correct information. (This field only shows up on 400 or 500 level courses)

◉ Undergraduate   ☐ Combined U/G (slash)

If it is a slash course, another course form needs to be completed for the other level, graduate or undergraduate, whichever one is not edited 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.

c. **Seeking approval to include new course in the General Education Program:** This field will probably not be filled in at first. Please check **No** if it is not a Gen Ed course or if the course is already Gen Ed. If the course is to be presented to the General Education Committee for the first time, click **Yes**. Additional Gen Ed questions will need to be completed toward the end of the form (the old LX140 information). Courses marked this way will be seen by the General Education Committee after approval by UCC. Any revisions to an existing Gen Ed course needs GEC approval.

d. **Course Title** should already be filled. Make any changes to the title here.

e. **Abbreviated Course Title** should already be filled. Make any changes to the abbreviation here. The 30 character description will appear on the student's transcript. Feel free to use all 30 characters. A counter is included so you know how many characters you have left.

f. **Umbrella Course** should already be filled in.
   i. If you want to add a new topic to an existing umbrella course, see CIM: Umbrella Courses

g. **Course Description:** Make changes to the course description only in this field. The changes you make will show up in red and green for the approvers in workflow to review. You can copy and paste from an existing document or re-type a description. Do not include prerequisites, restrictions, or when course is offered in this field.

h. **Prerequisite(s):** Make sure to format this information according to the guidelines provided. This information will be added to the course catalo and does NOT need to be repeated in the course description field.

  i. Include departmental prefixes prior to every course listed (e.g., BIO 103, PHL 100, PSY 100).
  ii. Use a **semi-colon** to separate groups (e.g., junior standing; CS 120; grade of "C" or better in MTH 225 or CS 225;).
  iii. Use a **comma** to separate within a group that is required (e.g., ESS 321, ESS 322, ESS 325;).
  iv. Use an **or** to separate each course when listing a choice of courses as a prerequisite (e.g., BIO 103 or BIO 105 or MIC 100;).

4. COURSE STRUCTURE

a. **Component Hrs/Wk** should already be filled. Make changes as necessary. Select the green plus sign to add multiple **Component 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 ½ semester (7 week) or Other.

c. **Grade Pattern** should already be filled. Make changes as necessary.

d. **Repeatable for Credit** should already be filled. Make changes as necessary. **No** means 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.

f. **Restrictions**: List any other restrictions not mentioned yet.

g. **Course is Typically Offered** should already be filled. Make changes as necessary so it is an accurate representation of when the course will be offered.

h. **Consent of Instructor or Department:** Make any changes as necessary.

5. **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 Guide: General Ed Courses for specific details.

6. **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	⊕
None ▾	✖

Justification for change:

a. **Departmental assessment plan/library and IT consultation**: This information is used by other offices later in the approval process.
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. **Justification for change:** Explain why course is being changed.

7. **ADVISEMENT REPORT DATA**

Course is a *requirement* in a program (major/minor/emphasis/etc):
☐ Yes ☐ No

Course is an *elective* in a program *within* the department (major/minor/emphasis/etc):
☐ Yes ☐ No

a. Responses to these are not required for course revisions. The course will remain where it is in the advisement report unless otherwise noted in this section. If **Yes** is selected for either answer, compete the field that opens up with details about how and where in the programs the course should be included. The Records office uses this information to update the Advisement Report (AR).
    i. Course is REQUIREMENT in a program: If **Yes** is chosen but it was not a program requirement before, a revised program form must be submitted in order to include the course as a program requirement. See CIM Guide: Revising an Existing Program. Make sure to **specify the required category** in which the course should be included and if the **course applies to students** in all catalogs or next catalog only.
    ii. Course is an ELECTIVE in a program: If **Yes** is chosen, please list every major/minor/program/emphasis/concentration in which the course can be used. Be specific as to which section in the plan this course should be applied to. Make sure to indicate if the **course applies to students** in all catalogs or next catalog only.

8. TEACHER EDUCATION

Is this a Teacher Education Course?

⦿ Yes ◯ No

Describe how this course enhances teacher education and/or respond to accreditation or certification requirements:

List department(s) you consulted with who are affected by these changes:
If your changes effect any other teacher education programs, you **must** consult with them or your proposal will not proceed through the workflow process.

Department(s) Consulted	⊕
Select... ▾	❌

List teacher education programs you consulted with who are affected by these changes:

a. If this is not a teacher education course, check **No** and proceed to the next question.
b. 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.

9. COURSE LEARNING OUTCOMES AND CONTENT OUTLINE (formerly known as the LX 139)
   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).

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

C. Take action on your changes
1. **Action Buttons** – after completing the form, select one of the following:

Save Changes	Save & Start Workflow	Cancel
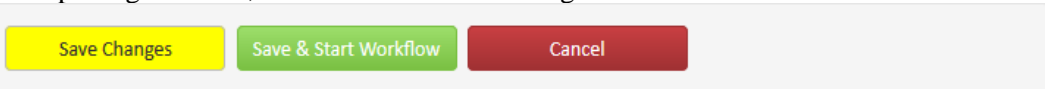
   a. **Save Changes** if you want to save your work and come back to the form at a later time. This save does NOT submit the proposed changes to workflow and will allow you to save without filling out all of the required fields.
   b. **Save & Start Workflow** to save and submit all changes for approval. 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.

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 ⑦) 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.