

# Records and Registration's CIM: NEW UMBRELLA COURSE

## Logging In:

See [CIM: Logging In & Out](#) training materials. Use any internet browser, to access CIM. Click on the Umbrella Topic Form login button (requires UWL network user id/password log in).

This guide provides instructions on how to create a new umbrella course. First, some definitions.

**Umbrella course:** course used by a department to try out temporary topics in their field, allowing faculty to teach a specialized subject once or twice without having to create a whole new course. The “parent” or over-arching 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 the specialized sections that are scheduled 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 create the topic as its own course.

## Creating a NEW Umbrella Course

The screenshot shows the 'Course Inventory Management' interface. At the top left is the University of Wisconsin-La Crosse logo. Below it, the text 'Course Inventory Management' is displayed. On the right, it says 'You are logged in as uwlax-admin' with a 'Help' link. A red arrow points to the 'Propose New Course' button in the search area. Below the search area is a table with columns: Course Code, Title, Workflow, CIM Status, and PS Status.

1. Click on **Propose New Course**. A new window will open up.
2. Start filling in the form with the new course information. *A field with a red box around it is a required field.* Refer to the [CIM Guide: New Courses](#) for specific details.
3. In the **Course Details** section, there is an **Is this an Umbrella Course?** field. Select **Yes**.

Note: When creating a new umbrella course, you must create the course and get it approved before any topics can be offered under this umbrella course. Thus, on the new course form,

you only need to mark that it is an umbrella course. See [CIM Guide: Umbrella Course Topics Adding/Revising](#) for more details.

New Course Proposal

### Course Organization

College/School:  PeopleSoft Status:  Active  Inactive

Department/Program:

Course Prefix:  Course Level:  Course Number:  Credits:

Cross-listed?  Yes  No

### Course Details

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

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)

Abbreviated Course Title:  1 characters remaining  
(To appear on student transcript)

Is this an Umbrella Course?  Yes  No

4. Complete the rest of the form. Refer to [CIM Guide: New Courses](#) 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.

**Start 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 course revision that has been saved but NOT submitted to workflow.

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**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 help documents on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>. Or contact the curriculum administrators in the Records and Registration office for [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).