



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Office of the University Registrar
Office of Undergraduate Curricula, College of Arts & Sciences

CURRICULUM INVENTORY MANAGEMENT (CIM)

Users' Guide

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Introduction to CIM

CourseLeaf Curriculum Information Management (CIM) takes the entire curriculum process online, integrates, and builds on the CourseLeaf Catalog software (CAT) to provide a comprehensive Curriculum and Catalog product. CIM Course Approval is tightly integrated with the [University Catalog](#) and [ConnectCarolina](#).

The CIM module will import course information from ConnectCarolina, provide customized pre-populated forms for campus users (e.g., faculty, administrative staff) automatically create workflow, identify all affected courses by the proposed change, track edits and comments, report on status, generate customized PDF files on demand for committee meetings, and assist in automatically updating ConnectCarolina at the end of the process. The CourseLeaf Catalog software (CAT) will then automatically update the next [University Catalog](#) with the approved ConnectCarolina course data.

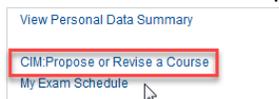
[All course updates are submitted in CIM:](#)

- Propose a new course
- Edit an active course
- Deactivate a course

Logging Into CIM

Faculty

- 1) Log into [ConnectCarolina](#)
- 2) Navigate to “My Schedule” in your “Faculty Center”
- 3) Click on the link: CIM: Propose or Revise a Course.



Staff

Staff may go directly to [Curriculum Inventory Management page](#) to login, or go to homepage of the [Office of the University Registrar](#)

- 1) Select “Courses” from the main banner menu.
- 2) Click on “Curriculum Inventory Management”
- 3) Click on “Accessing CIM”
- 4) Click on the link and log in with your ONYEN and password.

NOTE: New staff (non-faculty) must be added to the system before using CIM. Complete this [form](#) to be added.

Course Codes and Searching for Courses in CIM

There are several ways to search for a course in CIM:

- Use the complete Course Code (e.g., “ECON 101”)
- Use an asterisk (*) in the search box as a wild card. Examples:
 - MATH* will find everything that starts with “MATH”
 - *MATH will find everything that ends with “MATH”
 - *MATH* will find everything that contains “MATH”
- The system searches the Course Code and Title



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Course Inventory Management

[Help](#)

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

MATH* Archive History - OR -

Course Code	Title	Workflow	Status
BIOL 534	Mathematical Modeling in the Life Sciences		
BIOL 553	Mathematical and Computational Models in Biology		
BIOL 553L	Mathematical and Computational Models in Biology Laboratory		
BIOS 777	Mathematical Models in Demography		
BMME 576	Mathematics for Image Computing		
CHEM 471	Mathematical Techniques for Chemists		

A **new** course code resides in CIM only until it has been approved and entered into ConnectCarolina, at which point it becomes **active**. While a proposal is **new**, no other proposal may be created with the same course code. If a new proposal is “shredded” (see “[Shred](#)”) before reaching approval, no record of its existence will remain, and the course code may be used again immediately.

An **active** course code resides in CIM and ConnectCarolina. While a proposal is active, no other proposal may have the same course code. If any active proposal is edited, the edits in CIM will display with red (deleted text) and green (added text) markup. If an **active** edited proposal is [shredded](#), the edits will be deleted, and the course will be set back to its original content in CIM before the edit.

CIM Actions

Requests processed through CIM are called course proposals. Users can initiate three types of course proposals in CIM: **Propose New**, **Edit**, or **Deactivate**. Additionally, users may delete course proposals that are no longer relevant ([Shred a Course Proposal](#)).

Propose New



Course Inventory Management

Help

Search, edit, add, and deactivate courses.

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Quick Searches provides a list of predefined search categories to use.

Search Archive - OR History

Course Code	Title	Workflow	Status
AAAD 50	First-Year Seminar: Defining Blackness	PeopleSoft	edited
AAAD 51	First-Year Seminar: Masquerades of Blackness	AAAD CIM SSM	edited
ANTH 994	Doctoral Research and Dissertation test finaid bridge		edited
BIOL 528L	Quantitative Personalized Genomics Laboratory		edited
ECON 440	Analysis of Public Finance + additional text for testing		edited
EDUC 759	Teacher Leadership for a Diverse Society TEST BRIDGE		edited
NUFS 500	Human Metabolism: Mass Spectrometry and Metabolite		edited

- 1) To propose a new course that has not existed before, click the **Propose New Course** button.
- 2) Complete and submit the **New Course Proposal** form. For information on the fields on the form, please see the section [The Course Proposal Form](#).

Edit (Revise)

Editing allows users to change the details of existing courses. This includes changes to subjects and catalog numbers.



Course Inventory Management

Help

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

PSYC 210| Archive History - OR - Quick Searches... ▼

Course Code	Title	Workflow	Status
PSYC 210	Statistical Principles of Psychological Research		

Viewing: **PSYC 210 : Statistical Principles of Psychological Research**

Also listed as: PSYC 210H

- 1) **Search** for the course to be edited.
- 2) Select the **Edit Course** button to initiate a course proposal.
- 3) Complete and submit the **Course Proposal** form. For information on the fields on the form, please see the section [The Course Proposal Form](#).

Deactivate

Deactivation occurs when a course is moved from the active status to an inactive status and removed from the University Catalog. Deactivated courses still exist in CIM and the ConnectCarolina catalog but will not appear to students as courses that may potentially be offered. A subject code and catalog number combination may not be reused for a different course if the course which most recently used it is in active or inactive status. After five years in the inactive status, courses are moved to the archived status and their subject code and catalog number combination may be reused.



Course Inventory Management

[Help](#)

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

PSYC 509 Search Archive History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
PSYC 509	Applied Behavioral Analysis		

Deactivate Export to PDF Export to Word Edit Course [Preview Workflow](#)

Viewing: **PSYC 509 : Applied Behavioral Analysis**

- 1) **Search** for the course to deactivate and select it in the box.
- 2) Click the **Deactivate** button to initiate a course proposal.



Deactivating: **SOWO 613I**

End Term

Justification for this request

Cancel Start Workflow

- 3) Select a term for the deactivation to be effective. Deactivations should be effective for Fall terms.
- 4) Enter a **Justification** for the inactivation.
- 5) Click the **Start Workflow** button to submit the request.

Shred a Course Proposal

If a course proposal is no longer relevant, then some administrative users can shred proposals. Shredding a course proposal deletes it from CIM and allows a user to submit a new course proposal.

CIM does not retain any information from shredded proposals, so users are advised to shred proposals only when necessary. If a course proposal has issues that need to be corrected, users are advised to correct the course proposal or send the proposal back to a previous step to be corrected. Please see the section [Rolling Back Course Proposals](#) for information on how to send the course back to a previous step. To shred a proposal:

1. **Search** for the course for which you want to shred the proposal.
2. Click the **Shred Proposal** button to initiate the shredding process.

The screenshot shows the 'Course Inventory Management' page. At the top left is the University of North Carolina at Chapel Hill logo. Below the header, there's a search bar with a 'Search' button, 'Archive' and 'History' checkboxes, a 'Propose New Course' button, and a 'Quick Searches...' dropdown. A table lists courses with columns for 'Course Code', 'Title', 'Workflow', and 'Status'. The course 'POLI 801' is highlighted, and a red circle with the number '1' is placed over the 'Shred Proposal' button in the action menu below the table. A red banner reads 'Changes saved but not submitted'. Other buttons in the menu include 'Deactivate', 'Export to PDF', 'Export to Word', and 'Edit Course'. A 'Preview Workflow' link is also present. A dialog box at the bottom asks 'Are you sure you want to shred this proposal? This action cannot be undone.' with 'OK' and 'Cancel' buttons. A red circle with the number '2' is placed over the 'Shred Proposal' button in the dialog box.

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Course Inventory Management Help

Search, edit, add, and deactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

Search Archive History - OR - Quick Searches...

Course Code	Title	Workflow	Status
ANTH 994	Doctoral Research and Dissertation test final bridge		edited
BIOL 528L	Quantitative Personalized Genomics Laboratory		edited
ECON 440	Analysis of Public Finance + additional text for testing		edited
EDUC 759	Teacher Leadership for a Diverse Society TEST BRIDGE		edited
NUTR 600	Human Metabolism: Macronutrients + testing data		edited
POLI 801	Judicial Behavior Research+testing data		edited

Deactivate [Preview Workflow](#)

Changes saved but not submitted

unc-test.courseleaf.com says
Are you sure you want to shred this proposal?
This action cannot be undone.

3. **Click OK** in the warning box to shred the course proposal.

Ecosystem

The **CIM Ecosystem** shows courses, programs (e.g., majors, minors), and Catalog pages that are related to the course being viewed. The ecosystem is usually the first box in the **Proposal Preview** section of CIM. The entries in the ecosystem are links that will open that page or proposal in CIM.

Viewing: **MATH 231 : Calculus of Functions of One Variable I**

Also listed as: MATH 231H

Catalog Pages referencing this course	MATH 231: Biology Major, B.S. Biology Major, B.S.–Quantitative Biology Track
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Workflow

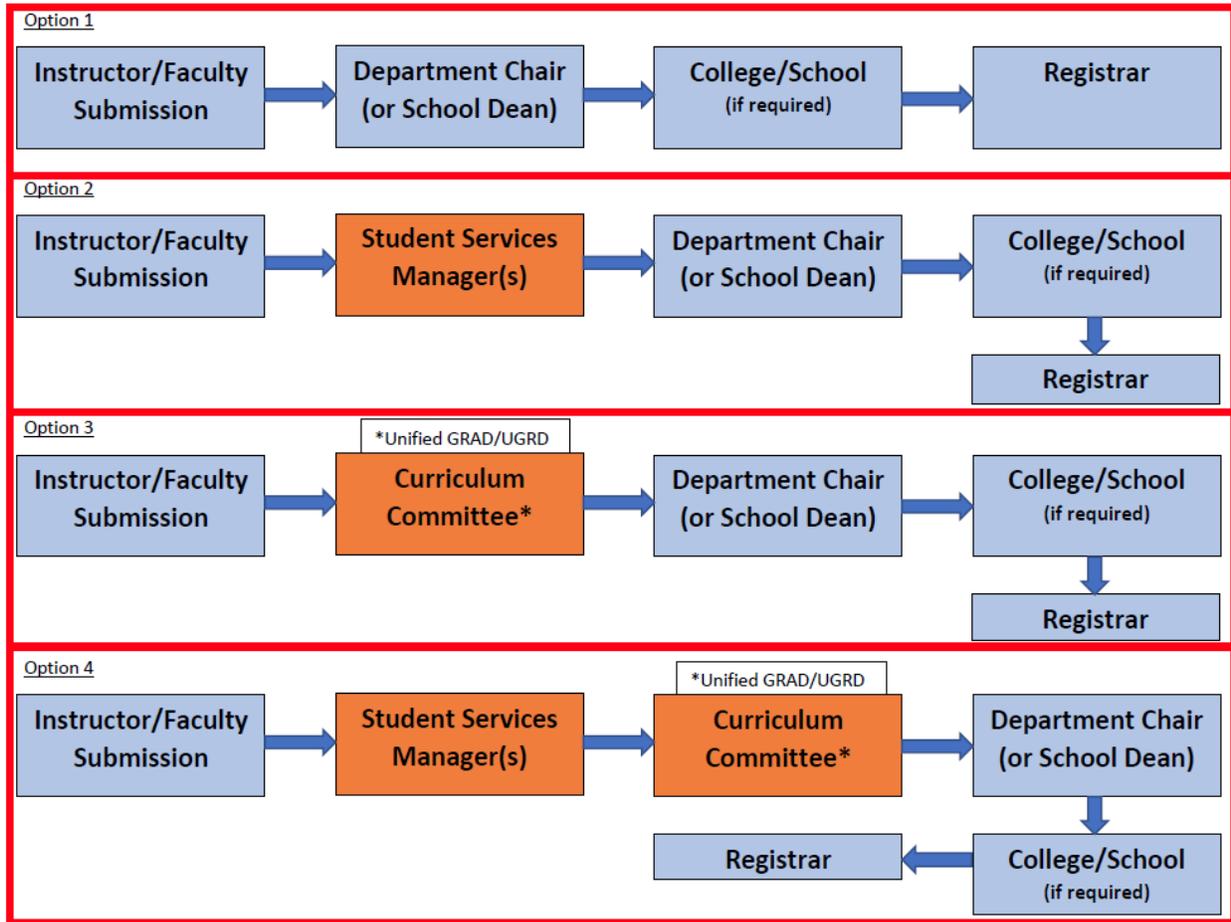
Roles – Required and Optional

CIM allows departments/units to internally manage course proposals. The chart below outlines four workflow options for departments/units. Every workflow must include an approver (chair, dean, etc.). The roles/steps in the orange boxes are optional:

- **Student Services Manager(s)**
- **Curriculum Committee**

To request an optional role(s) for your department/unit, or to make changes to the users assigned to a role, please submit a request on the [Registrar's Website](#).

DEPARTMENT WORKFLOW OPTIONS FOR CIM



Preview a Course Proposal Workflow

The submitter of a course proposal can also preview the workflow either before or after submitting the request. The preview function identifies both the **roles** in workflow and the **people/users** assigned to those roles. On the CIM course search page, click on “Preview Workflow.”

Edit Course

Preview Workflow

Email Notifications

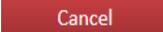
As a proposal is approved at each step, CIM automatically sends an email to each person in the next step in the workflow. The email includes a link to the proposal.

Rolling Back A Course Proposal

A course proposal can be sent back to the previous step in workflow, that is, to the individual(s) at that step. Email notifications are sent to those to whom the proposal is being rolled back. See the section [“Rolling Back”](#) for details.

The Course Proposal Form

- 1) Refer to the [Undergraduate Style Guide](#) and [Graduate Style Guide](#) for assistance with proper formatting, including capitalization, abbreviations, etc.
- 2) The form will automatically capture your name and email as the main contact for the proposal; if you are submitting the proposal on behalf of someone else, click yes at the top and enter that's person's information.
- 3) Fields outlined in red are required.
- 4) Hover over the **help bubbles**  for help with that field.
- 5) **Field** character limits and auto-formatting of some fields are used to meet University style requirements for the Catalog (see [Undergraduate Style Guide](#) and [Graduate Style Guide](#)).
- 6) The form has built-in logic that limits potential errors. For example, if you choose Undergraduate in the Academic Career field, the [Course Number](#) field will limit you to course numbers 50-89 and 100-699.
- 7) [First-year seminars](#) (undergraduate only) must be numbered between 050-089. Undergraduate proposals with these course numbers will be automatically routed to the First-Year Seminar Office for approval as part of the workflow.
- 8) [Cross-Listed Courses](#): Remember that cross-listed courses cannot be across different careers (e.g., undergraduate courses cannot be cross-listed with law school courses).
 - a. When searching for cross-listed courses, you can search for any of course codes and the CIM will retrieve the primary course for editing.
 - b. Workflow for proposals of cross-listed courses will include notification to the cross-listed department(s) for review. It is recommended that you notify the department(s) of your proposal in advance.
 - c. For detailed instructions and sample scenarios on how to submit requests for cross-listed courses, see [Appendix A of this document](#).
 - d. Guidelines and policies for cross-listed courses are listed in [University Policy Memorandum #11](#).
- 9) [Honors Courses](#) (undergraduate only): Select whether this is a non-Honors course (regular), will have a non-Honors and an Honors equivalent, or will be an Honors stand-alone course. Honors courses (with a designation of "H") will be automatically routed to Honors Carolina for approval as part of the proposal's workflow. (See [Creating Honors Courses](#) below.)
- 10) Requisites and permission statements must be formatted according to the [Undergraduate Style Guide](#) and [Graduate Style Guide](#).
 - a. Course pre- and co-requisites will be enforced upon student registration, unless the appropriate box is checked on the form.
 - b. Permission statements may indicate whether special permission is required for enrollment (e.g., "Department Permission Required") or if the course is restricted to certain cohorts (e.g., "For Majors Only"). While these statements appear in the Catalog text, departments are responsible for setting these restrictions when scheduling the course.
- 11) Sequenced (courses which must be taken in a specific order) and paired courses (courses for which a student may earn credit for only one of the pair/group) can be indicated by clicking on the green add button. 
- 12) For undergraduate courses, click on the appropriate box if the course fulfills one or more [general education requirements](#).

- 13) A syllabus (see [Faculty Council Guidelines](#)) must be uploaded to all proposals; additional documents can be uploaded as needed—most file types are accepted.
- 14) At the bottom of the form, you have three choices:
 - a.  to submit a completed proposal.
 - b.  to save the proposal and return to it later.
 - c.  to cancel the proposal (a copy will not be saved).

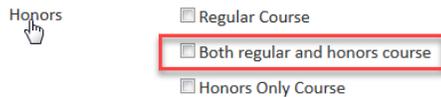
Creating Honors Courses (*undergraduate only*)

There are three ways to create an **Honors course**:

- 1) Add an **Honors** version to non-honors course that already exists.
- 2) Create a new course with both a non-Honors and an **Honors** version.
- 3) Create a new stand-alone **Honors** course.

Add an Honors version to a non-honors course that already exists

1. Search for the non-Honors course in CIM
2. Select Edit Course
3. For the Honors question, select “Both regular and honors course”

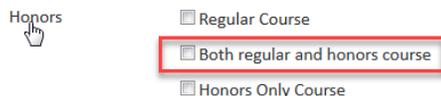


4. Enter Effective Term
 - a. if making other changes to the course, must be for future fall term.
 - b. if only adding non-Honors pairing to existing course, it can be any future term.
5. Attach a syllabus for the Honors version of the course (*required*).
6. Select  to preview and save for further editing.
7. Select  to submit.
8. The phrase “Honors version available” does not need to be entered at the end of the course description; this information will automatically display in the next edition of the Catalog if the Honors version is approved.

Create a new course that will have a regular course and an Honors equivalent course

This should only be done if the department plans to offer the Honors version in the upcoming year; otherwise, create a new stand-alone non-honors course only (see below).

1. Propose New Course
2. For the Honors question, select “Both Regular and Honors Course”



3. For the Honors Course Codes question, add the same exact subject code and number with an “H” at the end of the course number.
4. Enter Effective Term (for new courses, can be upcoming spring, summer, or fall term).
5. Attach a syllabus for the course (required; bear in mind this will be reviewed by the Honors Program as well as the Administrative Boards).

6. Select to preview.
7. Select to submit.
8. The phrase “Honors version available” does not need to be entered at the end of the course description; this information will automatically display in the next edition of the Catalog if the Honors version is approved.

Create new stand-alone Honors course

This should only be done if the department never plans to offer a non-Honors version of the course.

1. Propose New Course
2. Choose your department subject code for “Course Prefix” question. Add “H” to the end of the course number for the “Course Number” question.
3. For the Honors question, select “Honors Only Course”



4. Enter Effective Term (for new courses, can be upcoming spring, summer, or fall term)
5. Attach a syllabus for the course (required; bear in mind this will be reviewed by the Honors Program as well as the Administrative Boards)
6. Select to preview and save for further editing.
7. Select to submit.

Note: Honors courses (with a designation of “H”) will be automatically routed to Honors Carolina for approval as part of the proposal’s workflow.

Reviewing Course Proposals in Workflow

Red/Green Markup

When reviewing edited course proposals, text in **red** denotes deleted information and text in **green** denotes added information.

Approve Pages

Users who are part of the workflow can edit, rollback, or approve a course proposal. When a proposal is submitted it enters the workflow; each person in the workflow for that proposal will receive an email notification.

How to Access Approve Pages:

- Use the link in the email message to view the course proposal, or
- Go to [Catalog editing site](#) to view all the course proposals ready for your review.

Similar to the Catalog (CAT) system, the Page Approval window has three main sections:



- 1) **Pages Pending Approval (upper left):** Use this list to select the course proposal desired to review. The course proposal selected will appear in the Page Review window. Click the **Your Role** drop down menu to select the role you wish to view. When a role is selected, the Pages Pending Approval list will be populated with proposals that required review, editing, or approval from the selected role. Click **Refresh List** to see if new proposals have been added since last visited or if the list doesn't contain an expected proposal.
- 2) **Page Info/Status (upper right):** Review basic information and the workflow status of the selected proposal here. Click the various tabs to view different reports. Click **Workflow Status** to review and update the workflow progress.
- 3) **Page Review (bottom):** Review the selected proposal here, then approve it, edit it, or send it back to a previous review/role in workflow. Review changes made by various editors in the workflow by clicking the **View Changes By** drop down and selecting the editor to review.

How to Take Action on a Course Proposal:



- Review content in the **Page Review** window:
 - **View changes made:** Click the drop down menu and select an editor whose changes you wish to review.
 - The selected editor's changes are shown in red and green markup.
 - Remember that any number of editors can be in a workflow. Each editor reviews or edits content sent from the editor directly before them in the queue. The changes seen here are changes the selected author made compared to the document he/she received.
 - **Hide Changes:** View the document without color coding or markup.
- Choose an action.



- **Edit the proposal:** Click **Edit** to make changes. This will produce a tool bar at the top of the **Page Review** window. After editing the proposal, approve the proposal to send it to the next step in the workflow.
- **Rollback the proposal:** Click **Roll Back** to send the proposal back to a previous editor. A prompt will appear to make comments about why the proposal is being rolled back. Make comments in the space provided and click **Roll Back** in the new window.
- **Approve:** Click **Approve** to send the proposal on to the next step in the workflow.
- **Leave the proposal for another time:** The proposal may be left for another time. Select another proposal to review or click **Log Out**.

Creating an Agenda of Proposals to Review/Approve

An Agenda allows users to create a list of all the course proposals at any single step in the workflow. For example, if the department has a Curriculum Committee that needs to review the proposals, the chair

(or student services manager) can create a list of all the proposals for the department; depending on which method is chosen, the list can have embedded hyperlinks to the actual proposal or show what changes are being proposed.

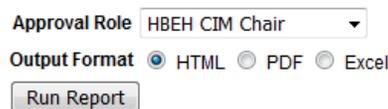
Creating an Agenda

There are two ways to create a list (agenda) of all the courses for the curriculum committee to review. It is recommended that both formats are tried to determine which best fits the department's needs.

Agenda Report Option 1: shows courses for review with their "old" and "new" values (i.e., what's been changed)

1. Go to the [CIM Agenda Report](https://nextcatalog.unc.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=cimreportselect).
2. Log in with your ONYEN/password.
3. Select the appropriate approver role.
4. Select type of export you want (HTML, PDF, Excel).
5. Hit "Run Report"

CIM Agenda Report

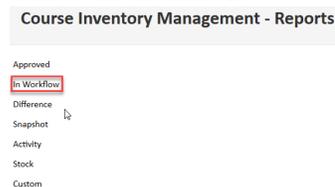


Approval Role

Output Format HTML PDF Excel

Agenda Report Option 2: allows the user to select which form fields to include with the option of creating live links to the proposals.

1. Go the [CIM – Reports screen](https://nextcatalog.unc.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=reports).
2. Login with ONYEN/Password
3. Select "In Workflow"



Course Inventory Management - Reports

- Approved
- In Workflow
- Difference
- Snapshot
- Activity
- Stock
- Custom

4. Under "Workflow Filter" select the appropriate approver role.

- Under “Additional Fields” select which items from the form you want to include on the report. Hit “Run Report” (at top, green button)

- The report will appear below on that window. Then hit “Export”.
- Select “Excel” and hit “Export”

Results

Filter Export

BIOC CIM Chair (1)	
Code	Title
BCB 888	BCB 888: Responsible Conduct of Research

- The file will open with the course and title as live links—however, these links won’t work in Excel (a Microsoft bug).
- To make the links work:
 - Save the Excel file as an HTML document, by clicking “Save As” and then choose Webpage
 - If that does not create workable links, then go to where you have saved the file.
 - Rename the file with the ending of “.html” such as “Agenda.html”
 - Reopen the document in any browser and the links should work.

Revised October 25, 2018

How to Submit Cross-Listed Course Requests in CIM

Note: when searching for existing courses that are cross-listed, only the sponsoring unit’s course will be available to edit.

	Type of Request	Action taken in CIM	Process & Approval in CIM	Effective Term Rule
1	<p>Create and cross-list new Course A with new Course B. Course A will be the sponsor.</p>	<p>Propose New Course</p>	<p>CIM Process</p> <ul style="list-style-type: none"> • Propose a New Course A (sponsor) • Add cross-listed Course B (non-sponsor) <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) • Non-sponsoring unit’s chair/dean (controls Course B) <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • Sponsoring unit’s SSM role (controls Course A)* • Non-sponsoring unit’s SSM role (controls Course B)* 	<p>Future fall, spring, or summer effective term</p> <p><i>proposals with spring effective date must be submitted and approved in CIM by academic unit before September 1 of the prior fall term</i></p>
2	<p>Create new Course B and cross-list with existing, stand-alone Course A. Course A will be the sponsor.</p>	<p>Edit Course</p>	<p>CIM Process</p> <ul style="list-style-type: none"> • Edit Course A (sponsor) • Add cross-listed Course B (non-sponsor) <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) • Non-sponsoring unit’s chair/dean (controls Course B) <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • Sponsoring unit’s SSM role (controls Course A)* • Non-sponsoring unit’s SSM role (controls Course B)* 	<p>Future fall effective term</p>

3	<p>Cross-list an existing course A with an existing course B. Course A will be the sponsor and is not already cross-listed.</p>	<p>Edit Course</p>	<p>CIM Process</p> <ul style="list-style-type: none"> • Edit Course A • Add cross-listed Course B, but select “TBD” for course number. In the Additional Comments box at the bottom of form, include the following text: <i>Please deactivate SUBJ XXX (Course B) from the inventory so that we can cross-list it with SUBJ XXX (Course A). SUBJ XXX (Course A) will be the sponsor side for this cross-list.</i> <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) • Non-sponsoring unit’s chair/dean (controls Course B) <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • Sponsoring unit’s SSM role (controls course A)* • Non-sponsoring unit’s SSM role (controls Course B)* 	<p>Future fall effective term</p>
4	<p>Cross-list an existing course A with an existing course C. Course A is the sponsor and is already cross-listed with Course B.</p>	<p>Edit Course</p>	<p>CIM Process</p> <ul style="list-style-type: none"> • Edit Course A • Add cross-listed Course C, but select “TBD” for course number. In the Additional Comments box at the bottom of the form, include the following text: <i>Please deactivate SUBJ XXX (Course C) from the inventory so that we can cross-list it with SUBJ XXX (Course A) and SUBJ XXX (Course B). SUBJ XXX (Course A) will be the sponsor side for this cross-list.</i> <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) • Non-sponsoring unit’s chair/dean (controls Course B) <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • Sponsoring unit’s SSM role (controls Course A)* • Non-sponsoring unit’s SSM role (controls Course B)* • Non-sponsoring unit’s SSM role (controls Course C)* 	<p>Future fall effective term</p>

5	Revise catalog data of an existing cross-list.	Edit Course	<p>CIM Process</p> <ul style="list-style-type: none"> • Edit Course A (sponsor) • Make revisions <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) only <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • All SSM roles in the cross-list* 	Future fall effective term
6	Change sponsoring unit of an existing cross-list	Edit Course	<p>CIM Process</p> <ul style="list-style-type: none"> • Edit Course A • For Course B, select “Make Primary” (changes to sponsor) <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • New sponsoring unit’s chair/dean (controls Course B) • Old sponsoring unit’s chair/dean (controls Course A) <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • All SSM roles in the cross-list* 	Future fall effective term
7	Inactivate some of the courses participating in a cross-list (at least one offering remains active)	Edit Course	<p>CIM Process</p> <ul style="list-style-type: none"> • Edit sponsor Course A • “Remove” cross-list Course B • Sponsor Course A becomes stand-alone <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) • Non-sponsoring unit’s chair/dean (controls Course B) <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • All SSM roles in the cross-list* 	Future fall effective term

8	<p>Inactivate <u>all</u> courses participating in a cross-list</p>	<p>Deactivate Course</p>	<p>CIM Process</p> <ul style="list-style-type: none"> • Deactivate Course A (sponsor). This process deactivates ALL offerings in the cross-list. • In justification field, indicate that notification was sent to all non-sponsoring units before the CIM form was submitted. If one or more non-sponsoring units wish to remain active, then do not deactivate course; instead, see scenario #7. <p>Chair/Dean Approval Required in Workflow</p> <ul style="list-style-type: none"> • Sponsoring unit’s chair/dean (controls Course A) only <p>Final Approval FYI Notification</p> <ul style="list-style-type: none"> • Request initiator • All SSM roles in the cross-list* 	<p>Future fall effective term</p>
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*Indicates a step in workflow that is “if exists”