

**The University of North Carolina at Chapel Hill
Office of the University Registrar**

**CIM
User Guide**

**Curriculum Inventory
Management**

Fall 2021

Curriculum Inventory Management

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Curriculum Inventory Management

Overview of Curriculum Inventory Management (CIM)

CourseLeaf Curriculum Inventory Management (CIM) takes the entire curriculum process online. Similar to CourseLeaf Catalog software (CAT), it is a user-friendly tool to integrate with the [University Catalog](#) and [ConnectCarolina](#).

CIM also tracks any changes to the form, such as edits and comments. The form may also be exported from the CIM page to a PDF or Word document. Once the Departmental Workflow approval process is complete, the Course Proposal form moves to the Registrar/Curriculum step, where the course will be processed and updated in ConnectCarolina. CourseLeaf Catalog software (CAT) will then update the next [University Catalog](#) with the approved ConnectCarolina course data.

Departmental Workflow Options

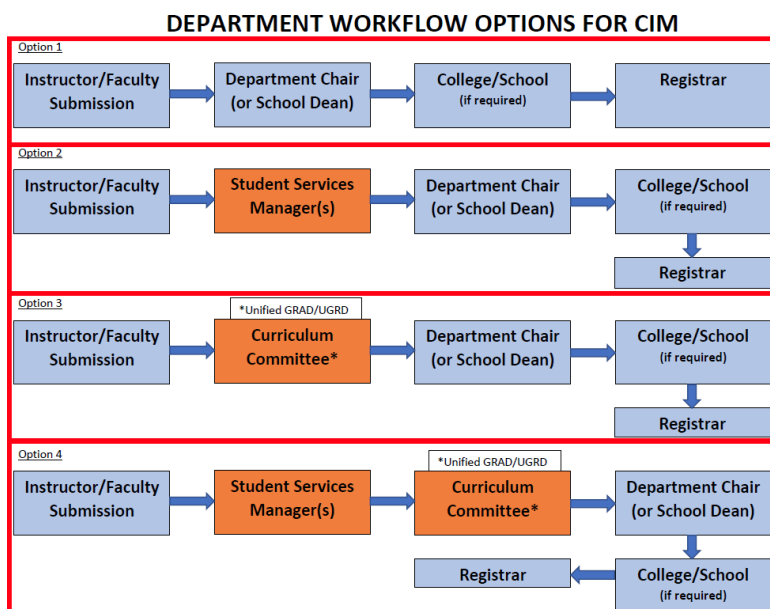
Departments submit CIM course proposals to initiate any new courses or changes to existing courses. All approvers must be assigned to a specific role to have access to CIM or CAT.

Approver roles currently available in CIM:

- CIM SSM (Student Services Manager)
- CIM CURR CMTE (Curriculum Committee)
- CIM Chair
- CIM Dean
- CAT Editor
- CAT Approver

Note: To add, remove, or update approvers in workflow for CAT/CIM, complete this [FORM](#).

Note: The orange roles in the chart below are optional.



Curriculum Inventory Management

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

You can log in for direct access to the CIM Course Proposal form.

You will also find the link for the CIM Course Proposal form on the Office of the University Registrar's Office website by selecting Courses from the drop-down menu and select the [Curriculum Inventory Management \(CIM\)](#) option.

Course Codes and Searching for Courses in CIM

A **Course Code** is the Subject Code + Course Number (e.g., BIOL 101, ECON 721).

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

- Enter the complete **Course Code** (e.g., BIOL 101).
- Use an asterisk (*) in the search box as a wild card:

- **BIOL***

Placing the asterisk at the end of the Subject Code will find everything that begins with BIOL.

- ***BIOL**

Placing the asterisk at the beginning of the Subject Code will find everything that ends with BIOL.

- ***BIOL***

Placing an asterisk at beginning and end of Subject Code will find everything that contains BIOL.

Curriculum Inventory Management

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.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
PSYC 703	Advanced Biological Psychology: Central Nervous System		
NBIO 703	Advanced Biological Psychology: Central Nervous System		
BIOL 448	Advanced Cell Biology		
BIOL 253	Advanced Human Anatomy and Physiology		
BIOL 253L	Advanced Human Anatomy and Physiology Laboratory		
GNET 631	Advanced Molecular Biology I		

CIM Course Proposals

CIM Course Proposal options:

- Propose a New Course
- Edit an existing Course
- Deactivate an existing Course

Note: If users would like to permanently delete a course proposal from the CIM-Course system, they will need to contact the OUR Curriculum Team at curriculum@unc.edu to have the proposal shred.

Navigating the CIM Course Proposal Page

1. Select the **Propose New Course** button to create a new course or search for the existing course in the **Search field**.
2. Fill out the form with the required information and/or any edits for the course.
3. Select the **Save Changes** button to save work without submitting the proposal to Workflow.
4. Select the **Start Workflow** button to begin the course approval process.

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.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
BIOL 448	Advanced Cell Biology		
BIOL 253	Advanced Human Anatomy and Physiology		
BIOL 253L	Advanced Human Anatomy and Physiology Laboratory		
BIOL 631	Advanced Molecular Biology I		
BIOL 632	Advanced Molecular Biology II		
BIOL 845	Advanced Seminar in Neurobiology		

Curriculum Inventory Management

Additional Comments

Additional
Comments

3

Cancel


Save Changes

4

Start Workflow

Note: (As seen below) If the **Save Changes** button is selected, the option to **Edit Course** will continue to appear on the course form, along with “Changes saved but not submitted” at the top of the page.

Export to PDF 

Export to Word 

Shred Proposal

New Course Proposal
Changes saved but not submitted

[Edit Course](#)
[Preview Workflow](#)

Viewing: **BIOL 199 :**

Last edit: 02/11/21 12:35 pm

Note: (As seen below) The “**In Workflow**” field will appear in the upper right corner of the page once the **Start Workflow** button has been selected. The role highlighted in orange indicates where the workflow is *currently*. All roles highlighted in green indicate the users that have already provided their approval.

In Workflow

1. BIOL CIM SSM
2. BIOL CIM Curr Cmte
3. BIOL CIM Chair
4. CIM CAS Admin
5. CIM CAS Curr Cmte
6. CIM CAS Board
7. CIM Registrar
8. PeopleSoft

Creating a New Course

The CIM form defaults the contact information to the submitter’s name, user ID and email. If the user is submitting the request on behalf of someone else, they must change the selection to Yes.

Curriculum Inventory Management

Course Inventory

New Course Proposal

Propose New from Existing Course

Are you submitting this request on behalf of someone else?

☐ Yes ☒ No

Contact

Name	User ID	Email	
Linda Hillscherillo	lindamar	lindamar@email.unc.edu	

New Course Proposal

Propose New from Existing Course

Are you submitting this request on behalf of someone else?

☒ Yes ☐ No

Please provide the following contact information for the person/people you are submitting on behalf of.

Name	Email	Department	Title	
Henry Davidson	henrydavidson@unc.edu	Biology	Chair	

1. **Academic Career:** Select the applicable choice from the drop down.
2. **Course Prefix:** Select the applicable choice from the drop down.
3. **Course Number:** Enter the course number that has been assigned to the course.

Note: If the Course Number is already in use, an error message will appear notifying the user that the Course Code is not unique. You must select a number that is currently not in use.

4. **Department:** Select the applicable choice from the drop down.
5. **College:** Confirm that the selection is correct. This information auto-populates based on the Course Prefix entered.
6. **Cross-Listed Courses** (optional): Enter the applicable subject code.
7. **Honors Courses:** Select whether the course is a **Regular** (non-honors) **Course**, **Both regular and honors course**, or **Honors Only Course**.

Note: Refer to the **Creating Honors Course** section for further instruction on creating Honors courses.

Curriculum Inventory Management

Contact

Name	User ID	Email
Linda Hillscherillo	lindamar	lindamar@email.unc.edu

1

Academic Career

Undergraduate

2

Course Prefix

BIOL - BIOLOGY

For help in choosing a course number see [Standard Course Numbering System](#)

3

Course Number

399

4

Department

Biology

5

College

College of Arts & Sciences

6

Cross-Listed Courses

PHCY 248 [\(Remove...\)](#) [\(Make Primary...\)](#)
[Add...](#)

7

Honors

☐ Regular Course
☒ Both regular and honors course
☐ Honors Only Course

Honors Course Codes

BIOL 399H [\(Remove...\)](#) [\(Make Primary...\)](#)
[Add...](#)

Honors

☐ Regular Course
☒ Both regular and honors course
☐ Honors Only Course

Honors Course Codes

[Add...](#)

Enter Course Code

BIOL - BIOLOGY

199

OK

Cancel

8. **Course Title:** Enter the course title (100 character limit).
9. **Transcript Title:** Enter the transcript title (30 character limit, form will auto-capitalize).
10. **Course Description:** Enter the course description (75 word limit).

Note: Do not include prerequisite/corequisite statements in the **Course Description** field. This information must be added in the requisite fields below, if applicable.

11. **Effective Term:** Choose the effective term from the drop-down (must be a FUTURE term date).
12. **Credit Hours:** Enter the amount of credit hours the course allows. For variable credit courses, use the following format: 1-3.

Note: Do not include decimal points when entering credit hours.

13. **CIP Code:** Auto-populates after the course subject code has been entered.

Curriculum Inventory Management

8 Course Title ⓘ Biological Response to Common Prescriptions
57 characters remaining

9 Transcript Title ⓘ BIOL RESPONSE TO MEDS
9 characters remaining

10 Course Description ⓘ Biological Response to Common Prescriptions
70 words remaining

11 Effective Term ⓘ Spring 2022

12 Credit Hours ⓘ 3-9

13 CIP Code ⓘ 26.0101

Find...

14. **Course Type:** Select the applicable course component option from the drop down.
15. Select **Yes** or **No** for students to be allowed to take this course more than once, for additional credit. When selecting Yes, enter the total amount of credits the student may earn for this course (enter a decimal point and double zeros after the amount, e.g. 9.00).
16. Select **Yes** or **No** for students to be allowed to take this course more than once within the same term.
17. **Prerequisites:** Enter the prerequisite courses using the following format: "BIOL 201, 205, and 321 or 333" (do not include a period)
18. **Pre-or Co-requisites:** Enter the pre-or-co-requisite courses using the following format: "BIOL 201, 205, and 321 or 333" (do not include a period)).
19. **Corequisites:** Enter the corequisite courses using the following format: "BIOL 201, 205, and 321 or 333" (do not include a period)
20. Select **Yes** or **No** if the student should be checked for the above requisites.
 - By selecting **Yes** to enforce requisites, the system will prohibit students from registering for the course unless they have met the listed requirements.
 - By selecting **No** to enforce requisites, the requisites will still be visible to students in the University Catalog but will not enforce the requirements during registration.

Note: The enforced requisite field automatically defaults to **Yes**. It is up to the user to leave it as is or change it to **No**.

21. The **Restriction** Statement is an optional field that departments may utilize to include any restrictions on the course such as "Majors only" or "Restricted to Graduate students only".

Curriculum Inventory Management

Course Type

14 What type of course is this? Lecture or Seminar (no recitation)

15 May students take this course more than once for additional credit (as opposed to repeating for grade improvement only)?
☐ Yes ☒ No

16 May students enroll in this course more than once within the same term (e.g., different topics)?
☒ Yes ☐ No

17 Prerequisites 🔍 BIOL 390

18 Pre- or Co-requisites BIOL 447L; Required preparation, a grade of C+ or better in BIOL 390

19 Corequisites

Enforced Requisites Prerequisite, BIOL 390 with a grade of C+ or better; corequisite, BIOL

20 Should students be checked for the above requisites when registering for this course?
☒ Yes ☐ No

21 Restriction Statement 🔍 Majors only.

22. Provide a justification statement (required field).

23. If applicable, add Sequenced and Paired courses by selecting the green+ button:

- Select the **College** from the drop-down.
- Select the **Subject** from the drop-down.
- Select the course then click **Add Selected** for each course to be added.
- Click on the **Close** button when finished.

Curriculum Inventory Management

Provide a justification that distinguishes this course from others in your unit. 22

Sequenced courses must be taken in a specific order. Use the green add button to list such courses related to this one.

23

Code	Title		
BIOL 101	Principles of Biology		✖
BIOL 101H	Principles of Biology		✖

Paired courses are those for which a student may earn credit for only one of the courses in the pair/group. Use the green add button to list courses paired with this one.

Code	Title	
		+

CourseLeaf - Select Course — Mozilla Firefox

https://nextcatalog.unc.edu/cours

College of Arts & Sciences

BIOLOGY (BIOL)

- Initiative and Industry: Biologists as Entrepreneurs
- BIOL 89 First Year Seminar: Special Topics
- BIOL 101L Introductory Biology Laboratory
- BIOL 101 Principles of Biology**
- BIOL 102L Introductory Biology Laboratory with Research
- BIOL 113 Issues in Modern Biology
- BIOL 115 Reasoning with Data: Navigating a Quantitative World
- BIOL 117 Pre-Health Thrive-1 Considering Health Professions
- BIOL 118 Pre-Health Thrive-2 Pursuing Health Professions
- BIOL 150 First-Year Launch: The Creativity of Science, or Scientific Thinking in Biology
- BIOL 450

Quick Add: Add Course

Add Selected Close

24. **Grading Basis** Select the applicable option from the drop-down.
25. **Curriculum Requirements:** Check all that apply. (If IDEAs in Action or Making Connections is selected, additional fields will populate below. Select all appropriate General Education requirements and provide a justification for all options selected.)

24 Grading Basis Undergraduate Graded

Curriculum Requirements

25 How does this course fit within the curriculum? Check all that apply.

- ☒ This course contributes to the major/minor.
- ☐ This course fulfills one or more requirements in the IDEAs in Action General Education curriculum.
- ☐ This course fulfills one or more requirements in the Making Connections curriculum.
- ☐ This course is an elective toward degree completion.
- ☐ Other

26. **Course Documents – General:** Select the **Attach File** button to upload a **Syllabus** for the course. A syllabus must be uploaded for all NEW course proposals.

Curriculum Inventory Management

Course Documents - General

A syllabus is required for requests for new courses, changes to credit hours, or substantial revisions to course content.

Syllabi must contain the following elements:

- Target audience statement
- Course goals and key learning objectives
- Course requirements
- Grading scale
- Time Table/Schedule (16-week schedule, including final exam week)
- Course resources
- Honor code statement
- Accessibility Statement

See [Faculty Council Resolution 2012-11 "On Guidelines for Course Syllabi"](#) for additional guidelines.

By uploading, I confirm that the attached syllabus contains the elements listed above.

Course requests with syllabi that do not contain the required elements will not be approved and will be returned for revision.

Upload Syllabus:

You may Upload

More than One File

Attach File

26

Uploaded Files:

Files To Be Uploaded:

Syllabus.docx [Remove](#)

27. **Final Assessment:** Select **Traditional** or **Non-Traditional Final Exam** from the drop-down.

Final Assessment

What will the final assessment for this course include?

Select...

Select...

Non-Traditional Final Exam

Traditional Final Exam

Undergraduate courses to Traditional Final Exam (i.e. final examination) unless the Provost grants an exception. A traditional final examination is administered at a predetermined time as specified in the official final examination schedule, and takes place at a designated location in Chapel Hill. Any other type of final examination is considered nontraditional. A non-traditional final exam requires approval of the department chair and the class must meet during the final exam period.

Examples:

- Final project
- Portfolio of semester's work
- Take-home examination
- Other

28. The **Additional Comments** section may be utilized to include any relevant information as a record of this proposal and/or for anyone who might need more details in the approval process.

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Additional Comments

28

Additional
Comments

This course is only an example not a real course.

Cancel

Save Changes

Admin Save

Start Workflow

Note: Selecting **Start Workflow** will initiate an email alert to the next user(s) in workflow. These email notifications will be sent after each user approves the course. A final email will be sent when the request is fully approved by the Registrar's Office.

Creating Honors Courses

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

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

Create a new course to include an Honors equivalent course

Creating an honors equivalent course should only be done if the department plans to offer the Honors version of the regular course in the upcoming year; otherwise, create a new stand-alone non-honors course only.

1. Select **Propose New Course**.
2. For the **Honors** question, select **Both regular and honors course**.

Honors

☐ Regular Course

☒ Both regular and honors course

☐ Honors Only Course

3. In the **Honors** field, select **Add...**, and select the appropriate subject code and the same course number with an **H** at the end.

Honors

☐ Regular Course

☒ Both regular

☐ Honors Only

Honors Course
Codes

[Add...](#)

Enter Course Code

BIOL - BIOLOGY

101H

OK

Cancel

Curriculum Inventory Management

Upload Syllabus:
You may Upload
More than One File

Attach File

Uploaded Files:

Files To Be Uploaded:

Additional Comments

Additional
Comments

Cancel

Save Changes

Start Workflow

Create new stand-alone Honors course

Creating a stand-alone honors course should only be done if the department does not plan on offering a non-Honors version of the course.

1. **Course Prefix:** Select the applicable course subject.
2. **Course Number:** Enter the course number and add an **H** to the end of the course number.
3. In the **Honors** field, select **Honors Only Course**.

Honors

☐ Regular Course

☐ Both regular and honors course

☒ Honors Only Course

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

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

1. In the **Search** field, enter the **non-Honors** course and click **Search**.
2. Select **Edit Course**.
3. In the **Honors** field, select **Both regular and honors course**.

Honors

☐ Regular Course

☒ Both regular and honors course

☐ Honors Only Course

Curriculum Inventory Management

Submit Cross-Listed Course Requests in CIM

Proposing a New Cross-Listed Course

1. Select **Propose New Course**. This will be Course A, the sponsor.
2. For the **Cross-Listed Courses** field, enter the subject code and number for Course B (the non-sponsor).
3. Enter the effective date.
4. Attach a syllabus.
5. Select **Save Changes** to preview.
6. Select **Start Workflow** to submit.

Note: Workflow for this new course (Course A) will also include the chair/dean for the non-sponsoring department (Course B). All parties must approve the course form for it to progress to college level workflow.

Adding a Cross-List to an Existing Course

1. Search for the existing course (Course A, the sponsor).
2. Select **Edit Course**.
3. For the **Cross-Listed Courses** field, enter the subject code and number for the new cross-listed Course B (the non-sponsor).
4. Enter the effective date.
5. Select **Save Changes** to preview.
6. Select **Start Workflow** to submit.

Note: Workflow for Course A will be amended to include the chair/dean for the non-sponsoring department (Course B). All parties must approve the course form for it to progress to college level workflow.

Adding Multiple Cross-Lists to a Course

Whether you are proposing a new cross-listed course or adding cross-lists to an existing course, you can enter up to three additional cross-lists using the **Cross-Listed Courses** field. To do so, simply continue to click **Add...** and enter the subject code and number for each new course in the cross-list. Each new course will appear on the CIM form.

Course Prefix	AERO - AEROSPACE ▾	For help in choosing a course number see Standard Course Numbering System	Course Number	189
Department	Aerospace Studies ▾			
College	College of Arts & Sciences ▾			
Cross-Listed Courses	ANTH 189 (Remove...) (Make Primary...) ARAB 189 (Remove...) (Make Primary...) Add...			

Note: For each new course, the chair/dean of that department will be added to the CIM approval workflow.

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Changing the Sponsoring Unit of an Existing Cross-List

1. To change the sponsor for an existing cross-listed course, search for the sponsor (Course A) and select **Edit Course**.
2. Under the **Cross-Listed Courses** field, select **Make Primary...** next to one of the existing non-sponsor courses. This will make that course the sponsor.
3. Enter the effective date.
4. Select **Save Changes** to preview.
5. Select **Start Workflow** to submit.

Note: If making additional changes to an existing course such as adding new Gen Eds or changing the credit hours, please make sure to attach an updated syllabus.

Deactivating an Existing Cross-List

1. To deactivate an existing cross-list, search for the sponsor course and select **Edit Course**.
2. Under the **Cross-Listed Courses** field select **Remove...** next the course you wish to remove from the cross-list.
3. Enter the effective date.
4. Select **Save Changes** to preview.
5. Select **Start Workflow** to submit.
6. The sponsor course now becomes a stand-alone course.

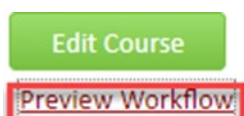
Deactivating All Courses in a Cross-List

1. To deactivate all courses in an existing cross-list, search for the sponsor course (Course A)
2. Select the **Deactivate** button to deactivate the sponsor course. This automatically deactivates all existing cross-listed courses as well.
3. Enter the effective date.
4. Select **Save Changes** to preview.
5. Select **Start Workflow** to submit.

When all sponsored courses are deactivated, only the chair/dean of the sponsor course department is included in workflow.

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**.



Note: As a course proposal is approved at each step, CIM automatically sends an email to each user in that next step in workflow with a link to the proposal form. Only ONE user from each step in workflow is

Curriculum Inventory Management

required to approve the request, even if multiple users are listed. It is best that departments communicate internally and designate one approver to avoid confusion.

Rolling Back A Course Proposal

A course proposal can be sent back to any previous (approver) step in Workflow. Email notifications are sent to all members of the chosen Workflow step, stating the Course Proposal has been rolled back to that step in Workflow.

Deactivate a Course Proposal

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.

1. In the **Search** field, enter the course code and click search.
2. Select the course and click the **Deactivate** button (a popup appears).
3. In the **End Term** field, choose the appropriate end term from the drop down.
4. In the **Justification for this request** field, write the reasoning for deactivating.
5. Select **Start Workflow** to submit the Course Proposal request.

The screenshot displays the Curriculum Inventory Management interface. At the top, a search bar contains 'engl 105' with a 'Search' button. To the right are checkboxes for 'Archive' and 'History', a 'Propose New Course' button, and a 'Quick Searches...' dropdown. Below this is a table with columns: Course Code, Title, Workflow, and Status. The table lists 'ENGL 105' with the title 'English Composition and Rhetoric'. Below the table, there are buttons for 'Deactivate' (highlighted with a red box), 'Export to PDF', 'Export to Word', 'Edit Course', and 'Preview Workflow'. The 'Deactivate' button has triggered a popup form. The popup shows 'Viewing: ENGL 105 : English Composition and Rhetoric'. Below this, it says 'Deactivating: ENGL 105'. The 'End Term' field is a dropdown menu with 'Fall 2021' selected (highlighted with a red box). The 'Justification for this request' field contains the text 'Course no longer being taught at UNC.' (highlighted with a red box). At the bottom of the popup are three buttons: 'Cancel', 'Admin Save', and 'Start Workflow' (highlighted with a red box).

Course Code	Title	Workflow	Status
ENGL 105	English Composition and Rhetoric		

Deactivate

Export to PDF

Export to Word

Edit Course

Preview Workflow

Viewing: **ENGL 105 : English Composition and Rhetoric**

Deactivating: **ENGL 105**

End Term: **Fall 2021**

Justification for this request: Course no longer being taught at UNC.

Cancel Admin Save **Start Workflow**

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Note: The Deactivate button only appears when the form is out of the “In Workflow” process and is available for editing.

Note: All Deactivations should be effective for a Fall term.

Note: Course numbers may be reused if they have not been taught at the University for the past 5 years. The department must reach out to the Curriculum Team to have the course archived and that will make the subject code and catalog available to be utilized as a new course again.

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 process. 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 form or show what changes have been made. There are two ways to create a list (agenda) of all the courses for the curriculum committee to review.

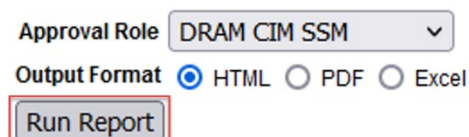
Note: It is recommended that both formats are created to determine which best fits the department’s needs.

Agenda Report Option 1

Shows courses for review with their **old** and **new** values (what’s been changed).

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

CIM Agenda Report



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=re_ports).
https://nextcatalog.unc.edu/courseleaf/courseleaf.cgi?page=/courseadmin/index.html&step=re_ports

Curriculum Inventory Management

2. Login with **ONYEN/Password**.
3. Select **In Workflow**.

Course Inventory Management - Reports

Approved

In Workflow

Difference

Snapshot

Activity

Stock

Custom

Run Report

Workflow Filter

AAAD CIM Curr Cmte
AMST CIM Chair
ANTH CIM SSM
ASIA CIM Curr Cmte
BUSI CIM Chair
CIM CAS Admin
CIM CAS Board
CIM FY-Launch
CIM FYS
CIM Registrar

clear

4. Under **Workflow Filter** select the appropriate approver role.
5. Under **Additional Fields** select which items from the form you want to include on the report. Hit **Run Report** (at top, green button).

Run Report

Workflow Filter

AAAD CIM Curr Cmte
AMST CIM Chair
ANTH CIM SSM
ASIA CIM Curr Cmte
BUSI CIM Chair
CIM CAS Admin
CIM CAS Board
CIM FY-Launch
CIM FYS
CIM Registrar

clear

Additional Fields

(focus_capacity_help)
(research_discovery_help)
Academic Career (acad_level)
Additional Comments (additional_comments)
Approaches requirement (ge_app)
Are you submitting this request on behalf of someone else? (on_behalf)
CIP Code (cip_code)
College - LOOKUP ONLY (college)
College (college)
Connections requirements (ge_con)

clear

Details - Workflow

Report on proposals currently in workflow

Report Options

Did Sign Off
Did Sign Off (no fyi)
Approval Path
EcoSystem Catalog
EcoSystem Programs

clear

Curriculum Inventory Management

6. The report will appear below on that window. Then hit **Export**.
7. Select **Export** and then select **Excel**.

Results

Filter	Export
GSLC CIM SSM (1)	
Code	Title
GSLC 76	GSLC 76: Uncharted Territory: Underworlds in Literature and the Visual Arts

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

Curriculum Inventory Management

Helpful Tips

- 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 graduate or professional 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. Guidelines and policies for cross-listed courses are listed in [University Policy Memorandum #11](#).
- 9) [Honors Courses](#) (Undergraduate only): Select whether course 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.
- 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.

Code	Title
- 12) For undergraduate courses, click on the appropriate box if the course fulfills one or more [general education requirements](#). A syllabus (see [Faculty Council Guidelines](#)) must be uploaded to all proposals; additional documents can be uploaded as needed—most file types are accepted.