Proposing a New Course in CIM – Quick Guide

Procedure/Overview

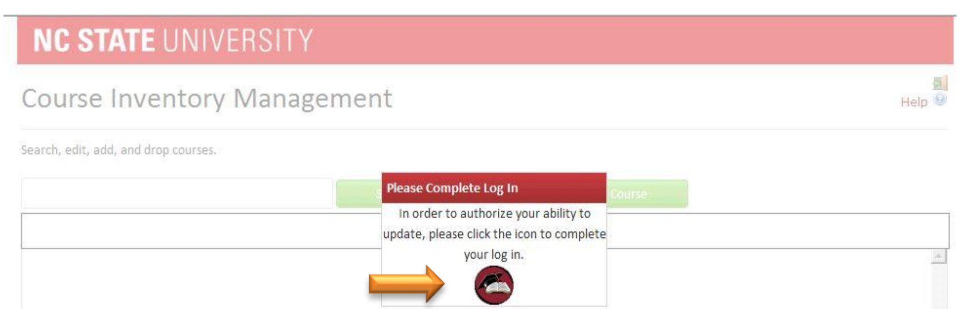
The steps involved in proposing a new course include:

1. Launching internet (Firefox, Chrome, Safari preferred)
2. Accessing CIM (https://next-catalog.ncsu.edu/courseadmin/)
3. Logging into CIM (Enter NCSU unity ID and password)
4. Selecting the green "**Propose New Course**" button
5. Completing the relevant information on the form. (Required fields highlighted in red)
6. Attaching the syllabus. (Syllabus tool format suggested)
7. Submitting the form into workflow. (Form becomes '*active*' in the workflow)
8. Form moves through workflow steps for approval (Approvers/FYI's are notified via email)
9. Once workflow is complete:
    - Initial submitter of the course receives notification that workflow is complete.
    - Registration and Records enters course data into SIS/Peoplesoft
    - Course is available for scheduling.

Step 1: Accessing CIM

Using the appropriate internet browser (Firefox, Chrome, Safari), click link to:
https://next-catalog.ncsu.edu/courseadmin/

You will see an access screen like the following:



The CourseLeaf page is shown in the background, but you cannot access the page until you log in. Click the circular icon in the 'Please Log In' box to log in as indicated in the above image.

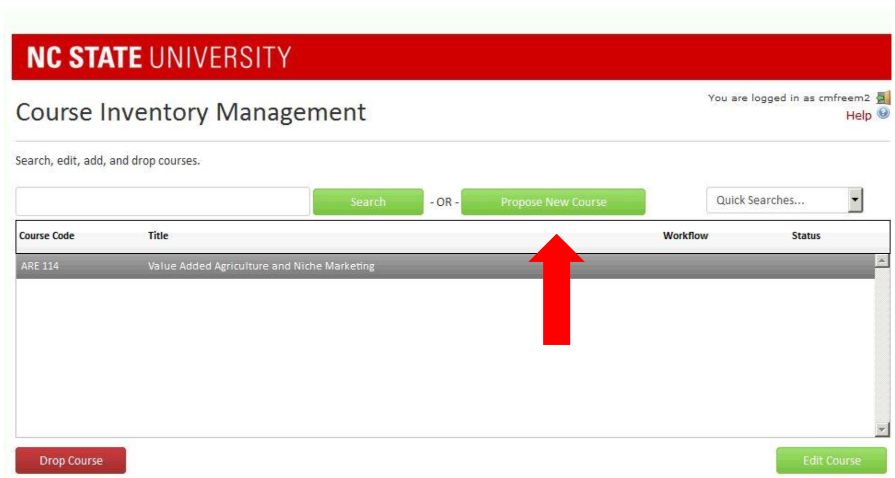
Step 2: Logging Into CIM

A log-in dialog box will open (shown in the next figure). Use your NCSU Unity ID and password (the same ID and password you use to log onto an NCSU portal) to access CourseLeaf.

Note: We have attempted to grant CourseLeaf access to all faculty at NCSU. If you cannot access CourseLeaf, contact courseleaf-help@ncsu.edu.

Step 3: Entering Course Detail

After logging into CIM you will see the CIM Home page, shown below. Click on the Help icon on the top right for detailed instructions.



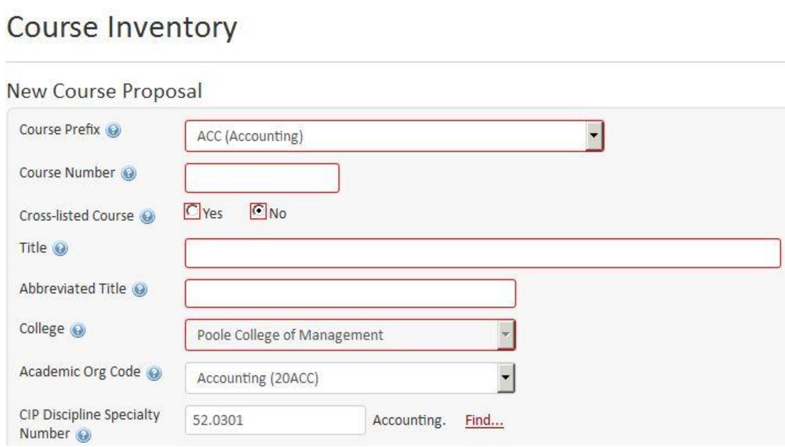
- Click the **Propose New Course** button.

Step 4: CIM Form

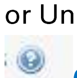
For a new course, the following fields will be pre-populated using SIS/Peoplesoft data based on the **subject/prefix** of the course and cannot be changed without approval. If the information is not accurate, notify your college liaison and send an email to courseleaf-help@ncsu.edu.

Fields auto-populated based on prefix:

- *College*
- *Academic Org (Department)*
- *CIP Discipline (Classification of Instructional Programs)*



Step 5: CIM Form Fields

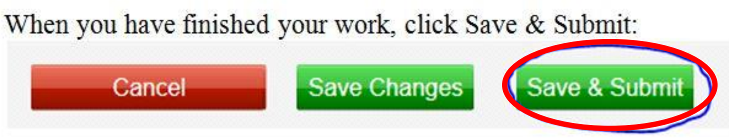
- Enter new course information.
- Certain fields on the CIM form will appear based on the course level and number (Graduate or Undergraduate) and (ex: 500/700 vs 600/800).
-  **Click on the help bubble next to each field on the form for detail.**
- Fields highlighted in red on the form must be filled out before submission. You will be able to save the work already completed, but will not be able to submit. An error message will occur if the field is not completed before submitting to workflow.

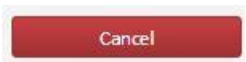
The CIM Course Form includes the following fields:

- Course Prefix
- Course Number
- Crosslisted Course
- Dual Level Course (this field option only appears if 400 or 500 level course number)
- Title
- Abbreviated Title
- College (autofilled)
- Academic Org Code (autofilled)
- CIP Disciplines Specialty Number (autofilled)
- Term Offering
- Year Offering
- Effective Date
- Previously Taught as Special Topics
- Course Delivery
- Grading Method
- Credit Hours
- Course Length
- Contact Hours
- Course Attributes (**UG Only**)
- Course is Repeatable for Credit
- Instructor Name
- Instructor Title
- Graduate Faculty Status (**GR only**)
- Course Prerequisites, Corequisites, and Restrictive Statement
- Is the course required or an elective for a Curriculum?
- Catalog Description
- Justification for New Course
- Is there a fee for this course?
- Is this course being proposed for the General Education Program? (**UG Only**)
    - GEP Category Selection and GEP Form (**UG only**)
- College/Program Consults (if applicable)
- Instructional Resources Statement
- Course Objectives/Goals
- Student Learning Outcomes
- Student Evaluation Methods
- Topical Outline/Course Schedule
- Syllabus (Attachment)
- Additional Documentation (Attachment)
- Additional Comments

Step 6: Saving and Submitting Buttons

After entering all course information and attaching the syllabus, scroll to the bottom of the form and select either “Cancel”, “Save & Submit” or “Save Changes”.





CANCEL: This feature allows for an initiator to cancel the work they have completed on a pending action. If the submitter has already clicked the ‘*save changes*’ option, this will only cancel the information submitted in the most recent session.

SAVE CHANGES: You are encouraged to use this feature, while filling out information for the action. This allows the initiator to save their work, without submitting the action for approval. Additionally, this feature allows for collaboration among multiple submitters.

SAVE & SUBMIT: This action saves the work of initiator and submits the pending action to workflow. Once the action has been submitted, the course action cannot be amended by the initiator unless rolled back by the subsequent approver(s) in workflow. The first person in the workflow will receive a notification.

Step 7: Course Workflow

To see what the workflow process will be for the proposed course, click on the course after submitting. In the top right hand corner the workflow will be displayed.

Note: If an additional person or organization should be added to the workflow for the particular action, please notify courseleaf-help@ncsu.edu. Additionally, if an individual is no longer affiliated with the role listed in the workflow, please email courseleaf-help@ncsu.edu.

Step 8: Logging Off

Log out by closing the browser.