

Proposing a New Course in CIM – Quick Guide

Procedure/Overview

The steps involved in proposing a new course include:

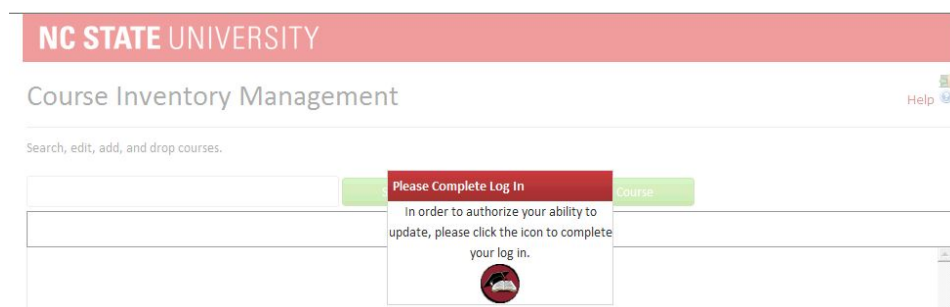
1. Launching internet (Firefox, Chrome, Safari preferred)
2. Accessing CIM (<https://next-catalog.ncsu.edu/courseadmin/>)
3. Logging into CIM (enter NCSU unity ID and password)
4. Selecting the green “**Propose New Course**” button
5. Completing the relevant information on the course form. (required 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 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 (highlighted in yellow in the image above) to log in. *Note that if you are already logged into the system, this log-in function will not appear and you can proceed as normal.*

Step 2: Logging Into CIM

A log-in dialog box will open (see below). Use your NCSU Unity ID and password to access CourseLeaf.



NC STATE UNIVERSITY CAMPUS DIRECTORY

Shibboleth - Secure Login


Unity ID:

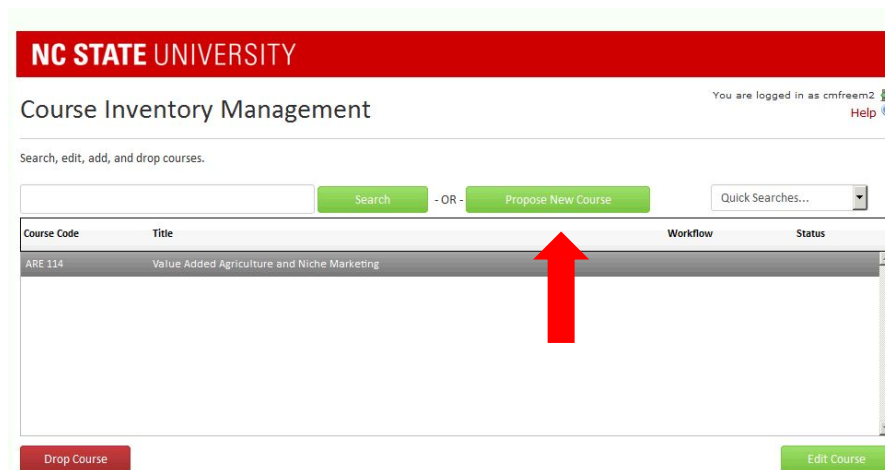
Password:

Login



Forgot your [Unity ID or Password](#)?
[Verify this page](#) is hosted by NC State University.

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 (<https://help.courseleaf.com/cim/basicuse/>).



NC STATE UNIVERSITY

Course Inventory Management You are logged in as cmfreem2  [Help](#) 


Search, edit, add, and drop courses.

- OR -

Course Code	Title	Workflow	Status
ARE 114	Value Added Agriculture and Niche Marketing		

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

Step 4: CIM Form

- Enter 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 outlined 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.
- **Fields highlighted in red** affect implementation specifically in Peoplesoft.

CIM Course Form fields: (see the Recipe Worksheet for more information on these fields)

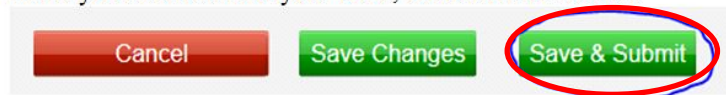
- Course Prefix
- Course Number
- Crosslisted Course
- Dual Level Course (this field option only appears if 400 or 500 level course number)
- Title
- Abbreviated Title
- College
- Academic Org Code
- CIP Disciplines Specialty Number
- Term Offering
- Year Offering
- Effective Date
- Previously Taught as Special Topics
- Course Delivery
- Grading Method
- Credit Hours
- Course Length
- Contact Hours
- Course Attributes (**UG or dual-level Only**)
- Course is Repeatable for Credit
- Instructor Name
- Instructor Title
- Graduate Faculty Status (**GR or dual-level 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

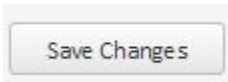
Step 6: Saving and Submitting Buttons

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”.

When you have finished your work, click Save & Submit:



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.



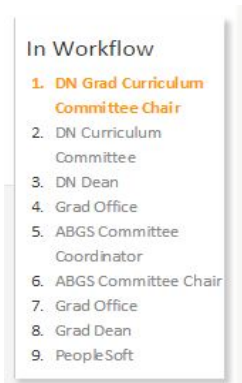
SAVE & SUBMIT: This action saves the work of initiator and submits the pending action to workflow. Once the action has been submitted, the course action cannot be amended by the initiator unless rolled back by the subsequent approver(s) in workflow. The first person in the workflow will receive a notification

Step 7: Course Workflow

To see what the workflow process will be for the proposed course before submitting, click “Preview Workflow” below the Edit Course button. Or, to view it after submission, the workflow will be visible in the top-right-hand corner.



Note: if an additional person or organization should be added to the workflow for the particular action, or if an individual is no longer affiliated with the role listed in the workflow, please email please notify courses-curricula@ncsu.edu for undergraduate actions and mInosbis@ncsu.edu for graduate actions.





Step 8: Logging Off

Log out by closing the browser.