

CIM Helpful Hints

CIM website to propose new courses or revise existing courses:

<https://nextcourses.illinois.edu/courseadmin/>

Completing a CIM Workflow

Catalog Pages Referencing this Course

For existing courses, this section lists all the places the course appears in the Academic Catalog- including curricula and other course entries. Each entry is a hyperlink to the current catalog so you can view how your course appears in that curricula and/or course entry. This section will be very useful when a unit wishes to revise the hours or delete a course (called deactivate in CIM). LAS will discuss these types of revisions with the controlling unit and possibly the affected units (as they may need to discuss revisions for their curricular/courses).

Course Titles

The CIM provides 2 fields for course title- *Abbreviated Title* and *Course Title*, each is defined below:

Abbreviated Title- A required field; limited to 30 characters; to be used on the transcript.

Course Title- Use this field if you need a title over 30 characters; If you don't have over 30 characters leave the Course Title field blank; to be used in the online catalogs (Academic Catalog and Course Explorer) if filled in. If not filled in, the Abbreviated Title field will be used.

Example when to use the Course Title field:

Abbreviated Title- Topics Lit and Culture Studies

Course Title- Topics in Literature and Culture Studies

Course Description

Ideally a 75 word overview of the course that reads like a publication abstract. Do not include prerequisite, repeatability, or course hour information here- sections for these topics are available separately in the form.

For 400-level courses that are NOT available to graduate students

Leave the graduate hour field empty. The system will automatically add in the phrase "No graduate credit" into the catalog entry.

The workflow for all 400-level courses will contain a Grad College stop, even if the course is for undergraduates only. LAS will request that the Grad College stop be removed.

Repeatability

The CIM contains 5 entries if a course is repeatable, the last entry is the repeatability statement that will appear in the Academic Catalog for the course. Example statements are:

May be repeated if topics vary.

May be repeated in separate terms to a maximum of 6 undergraduate hours or 4 graduate hours.

If a unit is unsure how to phrase the repeatability statement, leave blank and LAS will complete.

Revising courses that are already repeatable-

The CIM will pull a yes/no answer from Banner on overall repeatability for a course, but will not be able to answer if a course is repeatable in the same or separate terms. The unit will need to answer those

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questions when revising any course that is currently repeatable. If a unit has questions, please contact Amy Elli.

Leave Fields with an Answer of NO Blank

If the answer to a question such as the prerequisite or credit restriction field is NO, please leave the field blank. If you enter in “none” or “N/A” the system will believe that is an answer and add that to the course entry.

Crosslists

A CIM email request should not be the first time a crosslisted unit is aware of the request. A unit should discuss the possibility of a crosslist via email with the proposed unit.

A possible crosslist request should not hold up the submission of a new course, unless the unit is also being asked about possible overlap.

Review a Course Entry Before Submitting

Before submitting the course workflow to the Department Head, click *Save Changes*. The main tab for the CIM will now have a new field- *Course Description in the Catalog Entry*. This section is located halfway through the form and will show you how the entry will appear in the [Courses of Instruction](#). The course number and title will not appear in this section (but will appear in the courses of instruction). Please use this section to double check that you have entered all the information correctly. To make edits or submit for review- click the *Green Edit Course* button (upper right), make changes and/or scroll to bottom and click *Save & Submit*.

Transferring a Course

If a department is transferring a course to another department, use the CIM to submit the changes.

Navigating the CIM

How to Find In Progress Courses

To search for *New courses* that are still under review type your subject (ex: CHEM) into the search field within the CIM. Click on *Status* header; all courses are sorted- look for *Added* (means new course).

To search for *Revised courses* that are still under review type your subject (ex: CHEM) into the search field within the CIM. Click on *Status* header; all courses are sorted- look for *Edited* (means revised course).

How to Check Review Status of a Course

Search for the course in the [CIM](#). The *In Workflow* box (right side of screen) will list all steps of review. **Orange** indicates the step the course is at in Workflow. **Green** indicates completed steps. You can click on any step in workflow to generate an email to those assigned to that step. See slide 20 of the CIM Overview from Office of Registrar for more information.

Submitting a Course for Gen Ed Credit

For a new course- attach the completed Gen Ed Word doc to the CIM transaction.

For current approved courses- Provide the Gen Ed Word doc to the faculty member; once that form is completed, edit the course in the CIM; a section for entering the gen ed information will be available.