Adding a New Course in Course Inventory Management (CIM)

Step 1 - Access Course Inventory Management by the below link:

https://nextcatalog.registrar.iastate.edu/courseadmin/

Course editing for the next catalog takes place from March 1 – June 1.

New courses should be entered in Experimental Course Inventory Management (CIMX) unless course is required for a program.

Step 2 - Log in by selecting the graduation cap icon (image below).

IOWA STATE UNIVERSITY	
Course Inventory Manageme Search, edit, add, and deactivate courses. To appro	nt ve proposals, go to: <u>https://nextcatalog.registrar.iastate.edu/courseleal/approve/</u>
	earch Archive - OR - Add New Catalog Course
	Please Complete Log In
	update, please click the icon to complete your log in.

Step 3 – Select the green Add New Catalog Course button.

Help 🥑 Course Inventory Management Search, edit, add, and deactivate courses. To approve proposals, go to: https://nextcatalog.registrar.iastate.edu/courseleaf/approve/ Archive - OR - Add New Catalog Course an s* Quick Searches... \sim Course Code Title (Long) Workflow Status A M D 490D Independent Study: Aesthetics Deactivated A M D 490G Independent Study: Consumer Behavior Deactivated A M D 4901 Independent Study: Retail Merchandising Deactivated A M D 490K Independent Study: Cultural Analysis of Dress and Textiles Deactivated A M D 490M Independent Study: Museums Deactivated A M D 490N Independent Study: Apparel Production Management Deactivated A M D 4900 Independent Study: Technical Design Deactivated

Step 4 – Enter course details: College, Department, Course Number, Title, Editing Department, Dual Listed and Cross Listed Course, Prerequisites, and Description.

Step 5 – Enter the justification of the proposal.

Step 6 – Select Save & Submit (green button to the right). Make sure all edited courses have been submitted using the Save & Submit button. This will move the request to workflow for review and approval.

Please note - A course change cannot complete the approval process unless it's submitted to workflow.

Course Inventory

New Catalog Course Proposal				
College	Select 🗸			
Department 🔞	Select 🗸			
Course Number 😡				
Catalog Year	Select V			
Title 😡				
	100 characters remaining			
Editing Department/ Unit 🥹	Select v			
Dual Listed Courses	<u>Add</u>			
Cross Listed Courses	Add			
Course Details				
Is this course an Interr	ship or Co-Op? 🖸 Yes 🖲 No			
Credit Type	Select V Credit Hours:			
Contact Hours	Lecture Hours: Lab/Studio Hours:			
Repeatable?	Anticipated Fall			
Semesters Offered	Spring Summer			
Prerequisites 😡				
Catalog Description				
Graduation	2000 ensurers remaining			
Restrictions	ے۔ (av. Only one of CHEM 163, 165, 167, and 177 may count toward graduation)			
	300 characters remaining			
Satisfactory/Fail Only				
Meets U.S. Diversity Requirement				
Meets International Perspectives Requirement				
Special Course Fee?	Yes 🖲 No			
Syllabus & Supporting	Attach Files Uploaded Files:			
Documentation	Files To Be Uploaded:			

List the terms offered and enrollment as an experimental course.					.1
What is the justification for proposing the course at this time?	200 characters remaining 300 characters remaining				.1
	Cancel	Save Changes	Admin Save	Save & Submit	

Helpful hints while adding a course

1. If the course is repeatable, ensure that the number of Credit or the number of Times is selected. Also note that a course can be repeatable Term to Term or Within Term (see image below).

Repeatable?	
	Maximum number of Select v times or credits for this course that can appear on the transcript.
	□ Term to Term (T) □ Within Term (W)

- 2. Prerequisites should be measurable and attainable. <u>Use course numbers when possible</u>. Try to stay away from vague language like; "coursework in basic statistics, general knowledge of computer programming, Instructor permission, and upperclassman standing." The prerequisite needs to state for example; "STAT 305 or STAT 231 or equivalent, Junior Classification."
- 3. Catalog Descriptions should be clear and concise to the course details. Avoid phrases such as; "This course will focus on...." or "Students will be taught...." Use active tense when possible and start descriptions like; "Introduction to basic concepts....." or "Overview of career-building...."