

# Recirculating or editing a Course in Experimental Course Inventory Management (CIMX)

**Step 1** – Access Experimental Course Inventory Management by the below link:

<https://nextcatalog.registrar.iastate.edu/courseadminx/>

Experimental course deadlines for the next catalog are:

- June 1: For courses to be offered fall term
- October 1: For courses to be offered in spring term
- March 1: For courses to be offered in the summer

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

The screenshot shows the 'Experimental Course Inventory Management' interface. At the top, there is a search bar with a 'Search' button, and options for 'Archive' and 'History'. To the right is an 'Add New Experimental Course' button. Below the search bar is a large empty rectangular area. At the bottom center, there is a red box with the text 'Please Complete Log In' and a graduation cap icon. The text below the box reads: 'In order to authorize your ability to update, please click the icon to complete your log in.'

**Step 3** – Search for a course by typing the course code. A list of all courses can be done by typing the department and adding an asterisk (\*). This shown below.

The screenshot shows the 'Experimental Course Inventory Management' interface with search results. The search bar contains 'mgmt\*'. The search results are displayed in a table with the following columns: Course Code, Title (Long), Catalog Year, Workflow, and Status. A 'Help' icon is visible in the top right corner.

Course Code	Title (Long)	Catalog Year	Workflow	Status
MGMT 320X	Corporate Entrepreneurship, Innovation and Technology Management	2019-2020		Edited
MGMT 372X	Responsible Management and Leadership in Business	2015		
MGMT 422X	Negotiation and Conflict Resolution	2020-2021		
MGMT 473X	Advanced Human Resource Management I	2020-2021		
MGMT 480X	Applied Entrepreneurship: Executing New Ventures and Projects	2017-2018		Added
MGMT 522X	Negotiation and Conflict Resolution	2018-2019		
MGMT 523X	Leadership	2019-2020		

**Step 4** – Once you select the course that you want to view, CIMX will provide the details regarding the course. CIMX provides any Dual Lists and Cross Lists, Credit type, Contact Hours, Prerequisites, Course Descriptions, etc.

To modify the course, select [Recirculate Course](#) or [Edit Course](#).

Viewing: **A B E 493X**

### Workshop in Agricultural and Biosystems Engineering

Last approved: 04/29/19 3:34 pm

Last edit: 04/29/19 12:18 pm

Last edited by: paulca

[Recirculate Course](#)

[Edit Course](#)

[Preview Workflow](#)

#### History

1. Apr 29, 2019 by  
bmccarty

College	Engineering
Department	A B E - Agricultural and Biosystems Engineering
Course Number	493X
Catalog Year	2019-2020
First Expected Offering Term	Fall
Instructor	Various faculty in the Department of Agricultural & Biosystems Engineering

## Edit a Course

**Step 1** – Select the green [Edit Course](#) button to the right of the screen.

**Step 2** – Edit course details: College, Department, Course Number, Title, Editing Department, Dual Listed and Cross Listed Course, Prerequisites, or Description. **Note** – always verify the Catalog Year and ensure it's accurate for the course edit being made.

Editing: **A B E 493X**

College	Engineering
Department	A B E - Agricultural and Biosystems Engineering
Course Number	493X
Catalog Year	2019-2020
First Expected Offering Term	Fall
Instructor	Various faculty in the Department of Agricultural & Biosystems Engineering for 400, 500 and 600-level courses.
Title	Workshop in Agricultural and Biosystems Engineering 49 characters remaining
Primary or Lead Department	A B E - Agricultural and Biosystems Engineering
Dual Listed Courses	<a href="#">Add...</a>
Cross Listed Courses	<a href="#">Add...</a>

  

<b>Course Details</b>			
Is this course an Internship or Co-Op? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Credit Type	Credit Hours	Maximum Credit Hours	
Variable	1	3	
Grading Method	A-F		
Instruction Type	Contact Hours per Week		
Lecture	Variable		✖
Select...			✖

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

Semesters Offered (if known)      Fall       Annually      Spring       Annually      Summer       Annually

Prerequisites      Permission of instructor      276 characters remaining

Description      Workshop experience in agricultural and biological systems engineering, involving topics such as Power Machinery Engineering, Animal Production Systems Engineering, Land and Water Resources Engineering, Bioenvironmental Engineering, Food Engineering, Biorenewable Resources Engineering.      714 characters remaining

Graduation Restrictions      (ex. Only one of CHEM 163, 165, 167, and 177 may count toward graduation)      300 characters remaining

Meets U.S. Diversity Requirement  
 Meets International Perspectives Requirement  
 Special Fee?

          

**Step 3** – Enter the justification of the proposal.

**Step 4** – Select Save & Submit (green button to the right).

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

## Helpful hints to course editing

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 times or credits for this course that can appear on the transcript.      Select...     

Term to Term (T)       Within Term (W)

2. Prerequisites should be measurable and attainable. Use course numbers when possible. 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....”
4. Be specific about what’s changed in the course. This data is used in the course change report to the university.

## Recirculating an Experimental Course

**Step 1** – Select the green Recirculate Course button to the right of the screen. This allows the course to be recirculated for the next catalog year.

Viewing: **ACCT 371X / ENTSP 371X**

**Entrepreneurship and Accounting Information**

Last approved: 05/06/19 9:22 am  
Last edit: 05/01/19 3:27 pm  
Last edited by: wdilla

College	Business
Department	ACCT - Accounting
Course Number	371X

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

**History**

1. Oct 8, 2018 by jmk
2. Apr 29, 2019 by jidevine
3. May 6, 2019 by jidevine

**Step 2** – Update the Catalog Year and ensure you are in the correct catalog year for your course recirculation.

**Step 3** – Select Save & Submit (green button to the right). Make sure all edited courses have been submitted using the Save & Submit button.

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

[Cancel](#) [Save Changes](#) [Admin Save](#) [Save & Submit](#)