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

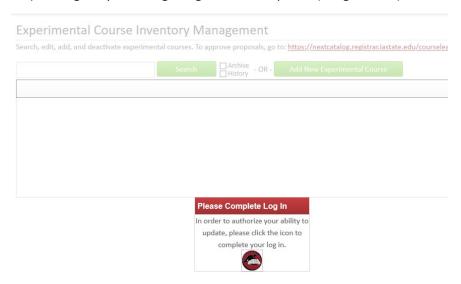
Step 1 – Access Experimental Course Inventory Management by the below link:

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

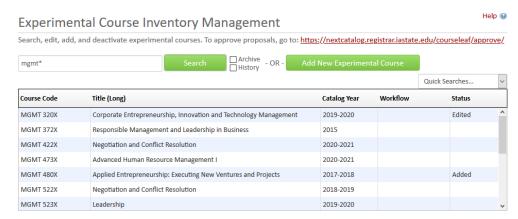
Experimental course deadlines for the next catalog are:

- 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).

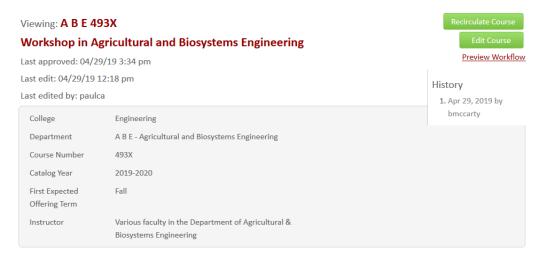


Step 3 – Search for a course by typing the course code. A list of all courses can be done by typing the department and adding an asterisk (*). This shown below.



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.

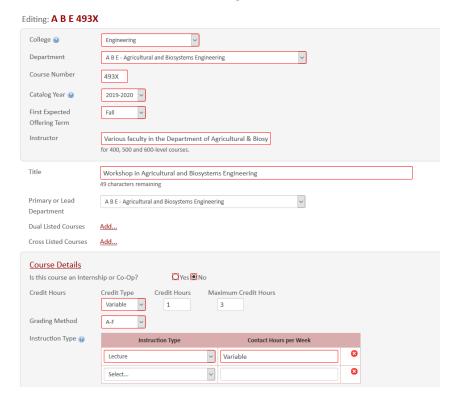
To modify the course, select Recirculate Course or Edit Course.

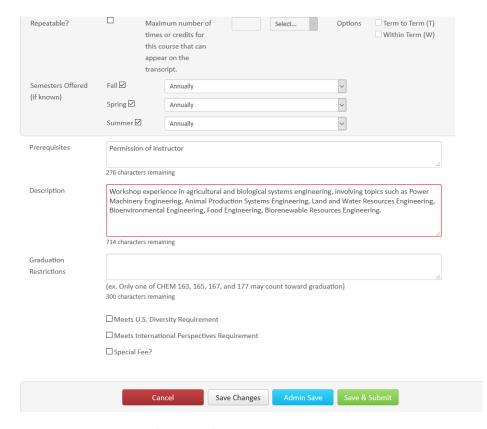


Edit a Course

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.





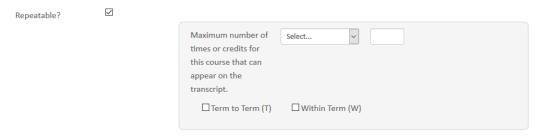
Step 3 – Enter the justification of the proposal.

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).



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...."
- 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 <u>Recirculate Course</u> button to the right of the screen. This allows the course to be recirculated for the next catalog year.



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.

