

How to make an Experimental Course Permanent

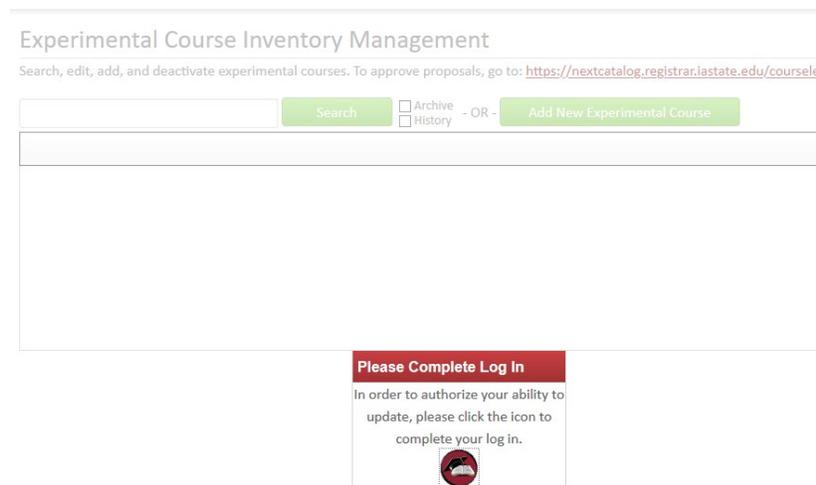
Step 1 – Access Experimental Course Inventory Management by the below link:

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

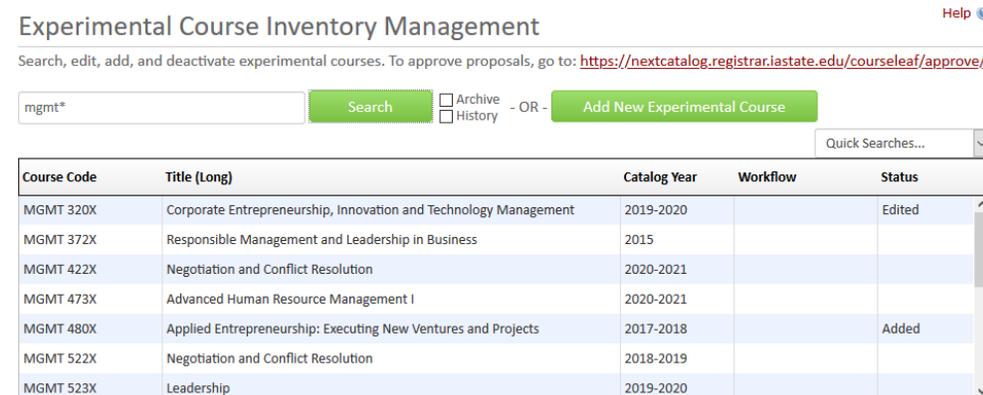
Experimental courses can be made permanent courses for the next catalog during the course editing timeframe (March 1 – June 1).

Experimental courses can be added after it has been taught once with a successful offering. Justification of a successful offering is enrollment of 18 for undergraduate courses and 8 for graduate courses. Departments may also request that an experimental course become permanent if the course is required for a program.

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 course details such as dual-list and cross-list, credits, prerequisites, description, etc.

Please note – CIMX will hold a record of all experimental courses even if the course has been made permanent in CIM. It may be confusing because the record will state in red, “Changes saved but not submitted” and the Make Permanent Course button may be available (see image below). Always verify in CIM that the course hasn’t been made permanent already. Access to CIM can be found at: <https://nextcatalog.registrar.iastate.edu/courseadmin/>

The screenshot shows the course admin interface for 'Athletic Training Clinical Education I'. At the top, there are three buttons: 'Shred Proposal' (red), 'Experimental Course Recirculate Proposal' (red), and 'Make Permanent Course' (green). Below these is the status 'Changes saved but not submitted' in red. The course title is 'Athletic Training Clinical Education I'. Below the title, it says 'Viewing: A TR 509X'. To the right, there are two more buttons: 'Edit Course' (green) and 'Preview Workflow' (red). Below these is a 'History' section with one entry: '1. Jan 16, 2020 by dpitman'. At the bottom, there is a table with 'College' and 'Human Sciences'.

Step 5 – Select the green Edit Course button to the right of the screen. In order for the Make Permanent Button to be available, the course must be edited for the next catalog.

The screenshot shows the course admin interface for 'Seminar in Social Psychology: Industrial Organizational Psychology'. At the top, there are three buttons: 'Recirculate Course' (green), 'Edit Course' (green), and 'Preview Workflow' (red). Below these is the status 'Changes saved but not submitted' in red. The course title is 'Seminar in Social Psychology: Industrial Organizational Psychology'. Below the title, it says 'Viewing: PSYCH 595JX'. To the right, there is a 'History' section with two entries: '1. Feb 18, 2020 by jlak' and '2. Feb 18, 2020 by jlak'. At the bottom, there is a table with 'College' (Liberal Arts and Sciences), 'Department' (PSYCH - Psychology), and 'Course Number' (595JX).

Step 6 – Update the Catalog year field to the next catalog.

Step 7 – Enter the justification for the proposal ex: successful enrollment numbers, required for program, etc.

Step 8 – Select Save Changes and **NOT** Save & Submit



Step 9 – Once the record is Saved and the Make Permanent Course button is available, then select the green Make Permanent Course button.

The screenshot shows a course management interface. At the top left, there is a red button labeled 'Shred Proposal'. In the center, the text 'Changes saved but not submitted' is displayed in red. On the right side, there is a green button labeled 'Make Permanent Course', with a smaller green button 'Edit Course' below it and a red link 'Preview Workflow' underneath. The main content area shows 'Viewing: PSYCH 595JX' and 'Seminar in Social Psychology: Industrial Organizational Psychology'. Below this, there are dates for 'Last approved: 02/18/20 3:15 pm', 'Last edit: 03/04/20 11:17 am', and 'Last edited by: heidic74'. On the right, a 'History' section lists two entries: '1. Feb 18, 2020 by jlak' and '2. Feb 18, 2020 by jlak'. At the bottom, a table shows 'College: Liberal Arts and Sciences' and 'Department: PSYCH - Psychology'.

Step 10 – Once the Make Permanent Course button is selected, you will receive the message to complete the process in CIM. Select the OK button.

This screenshot is similar to the previous one but includes a white dialog box in the center. The dialog box contains the text: 'You will be sent out of the Experimental CIM to the Main CIM to complete the request.' At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. The background interface is dimmed, showing the same course details and buttons as in the previous screenshot.

Step 11 – Update the Catalog year and any other required fields for the course. **Note** - recognize that you are now in Course Inventory Management (CIM).

Course Inventory

New Catalog Course Proposal

The screenshot shows a form titled 'New Catalog Course Proposal'. It has three input fields: 'College' with a dropdown menu showing 'Liberal Arts and Sciences', 'Department' with a dropdown menu showing 'PSYCH - Psychology', and 'Course Number' with a text input field containing '595J'. Each field has a small blue icon to its left. The form is highlighted with a red border.

Step 12 – Enter the justification of the proposal. **Reminder** - add enrollment numbers as part of your justification when necessary.

Step 13 – 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. If Save Changes is selected, then the course will just be Saved on CIM and not sent through the Approval workflow process.

