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).
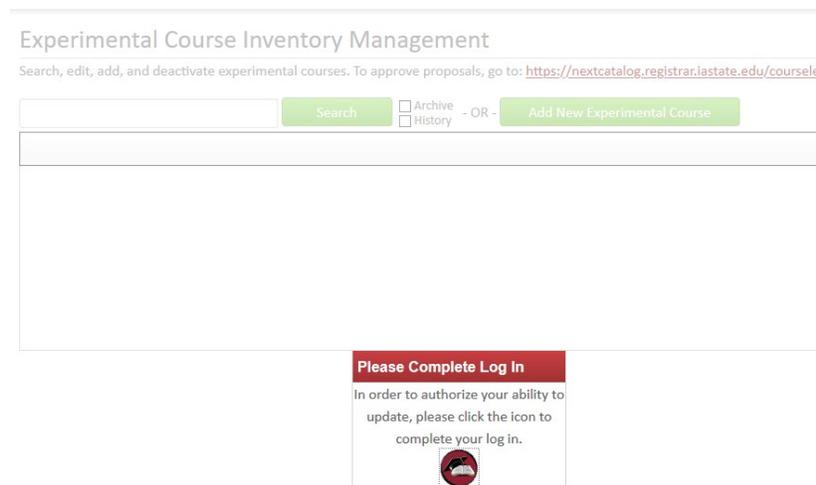
Step 3 – Search for a course by typing the course code. A list of all courses can be done by typing the department and adding an asterisk (*). This shown below.
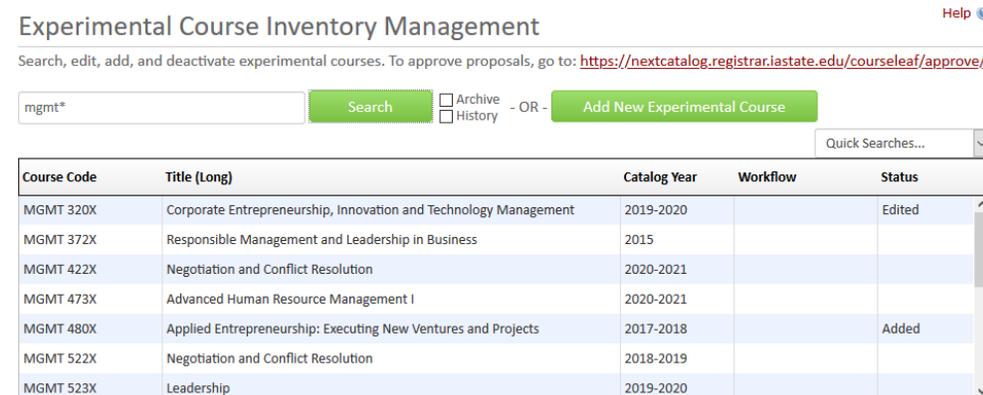
Step 4 – Once you select the course that you want to view, CIMX will provide the details regarding the course. CIMX provides course details such as dual-list and cross-list, credits, prerequisites, description, etc.

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/

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.

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.

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.

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).

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.