

How to make an Experimental Course Permanent

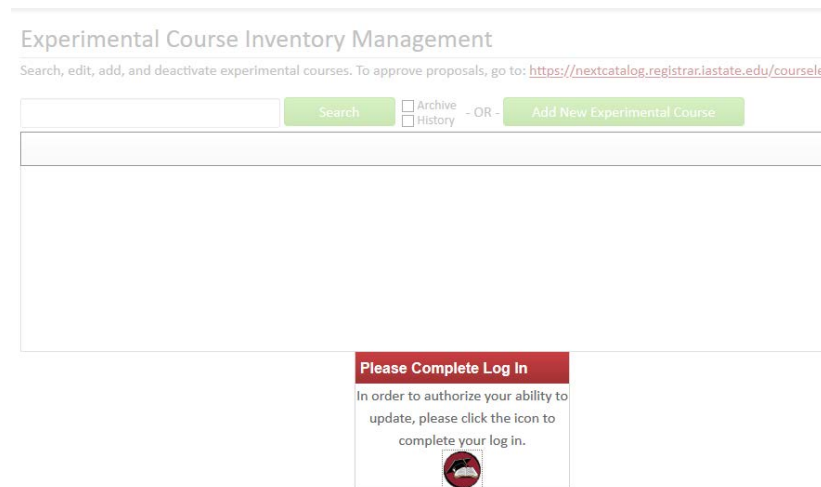
Step 1 – Access Experimental Course Inventory Management by the below link:

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

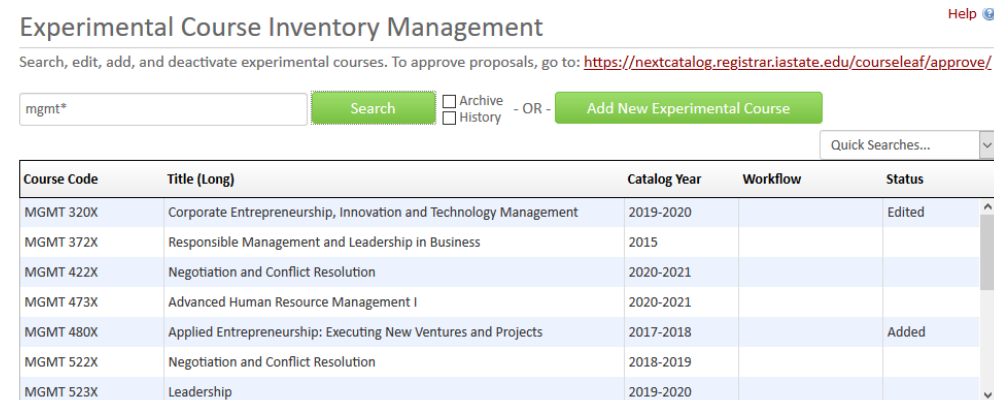
Experimental courses can be made permanent courses for the next catalog during the course editing timeframe (end of February – June 1).

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.

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 the 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 is: <https://nextcatalog.registrar.iastate.edu/courseadmin/>

This screenshot shows the course administration page for 'Experimental Course Recirculate Proposal'. At the top left is a red 'Shred Proposal' button. The main title is 'Experimental Course Recirculate Proposal' with a subtitle 'Changes saved but not submitted'. On the right, there are green buttons for 'Make Permanent Course', 'Edit Course', and a red link for 'Preview Workflow'. The course details include: 'Viewing: A TR 509X', 'Athletic Training Clinical Education I', 'Last approved: 01/16/20 3:31 pm', 'Last edit: 01/17/20 8:56 am', and 'Last edited by: heidic74'. A table below shows 'College' as '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. For example, in the image below, you can see that the course is approved for Catalog 2020-2021, but you want the course to be made permanent for Catalog 2021-2022.

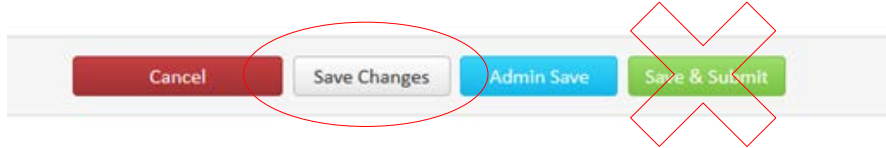
This screenshot shows the course administration page for 'Seminar in Social Psychology: Industrial Organizational Psychology'. On the right, there are green buttons for 'Recirculate Course', 'Edit Course', and a red link for 'Preview Workflow'. The course details include: 'Viewing: PSYCH 595JX', 'Seminar in Social Psychology: Industrial Organizational Psychology', 'Last approved: 02/18/20 3:15 pm', 'Last edit: 02/18/20 3:15 pm', and 'Last edited by: jlak'. A table below shows course details: 'College: Liberal Arts and Sciences', 'Department: PSYCH - Psychology', 'Course Number: 595JX', 'Catalog Year: 2020-2021', 'First Expected Offering Term: Fall', and 'Instructor: TBD'. A 'History' section on the right lists two entries: '1. Feb 18, 2020 by jlak' and '2. Feb 18, 2020 by jlak'.

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

This screenshot shows the course editing interface for 'PSYCH 595JX'. The 'Catalog Year' field is highlighted with a red box and set to '2021-2022'. Other fields include 'College' (Liberal Arts and Sciences), 'Department' (PSYCH - Psychology), 'Course Number' (595JX), 'First Expected Offering Term' (Fall), and 'Instructor' (TBD). A note at the bottom states 'for 400, 500 and 600-level courses.'

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.

A screenshot of a course record page. At the top left is a red 'Shred Proposal' button. In the center is the text 'Changes saved but not submitted'. At the top right is a green 'Make Permanent Course' button, with a smaller green 'Edit Course' button below it. Below these are the course details: 'Viewing: PSYCH 595JX', 'Seminar in Social Psychology: Industrial Organizational Psychology', 'Last approved: 02/18/20 3:15 pm', 'Last edit: 03/04/20 11:17 am', and 'Last edited by: heidic74'. A table lists course attributes: College (Liberal Arts and Sciences), Department (PSYCH - Psychology), Course Number (595JX), Catalog Year (2021-2022, with 2020-2021 crossed out), First Expected Offering Term (Fall), and Instructor (TBD). On the right, a 'History' section lists two entries: '1. Feb 18, 2020 by jlak' and '2. Feb 18, 2020 by jlak'. A 'Preview Workflow' link is also present.

Step 9 – Once the Make Permanent Course button is selected, you will receive the message to complete the process in CIM. Select the OK button.

A screenshot of the same course record page as above, but with a modal dialog box overlaid 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 are two buttons: 'OK' and 'Cancel'. The background of the page is dimmed.

Step 10 – Update the Catalog year and any other required fields for the course. Please recognize that you are now in Course Inventory Management (CIM).

Course Inventory

New Catalog Course Proposal

College	<input type="text" value="Liberal Arts and Sciences"/>
Department	<input type="text" value="PSYCH - Psychology"/>
Course Number	<input type="text" value="595J"/>
	<input type="button" value="Load Anchor Course Data"/>
Catalog Year	<input type="text" value="2021"/>
Title	<input type="text" value="Seminar in Social Psychology: Industrial Organizational Psychology"/> 34 characters remaining
Editing Department/ Unit	<input type="text" value="PSYCH - Psychology"/>
Dual Listed Courses	Add...
Cross Listed Courses	Add...

Step 7 – Enter the justification of the proposal. **Reminder** - add enrollment numbers as part of your justification when necessary.

Step 8 – 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.