# Modifying a course in Course Inventory Management (CIM)
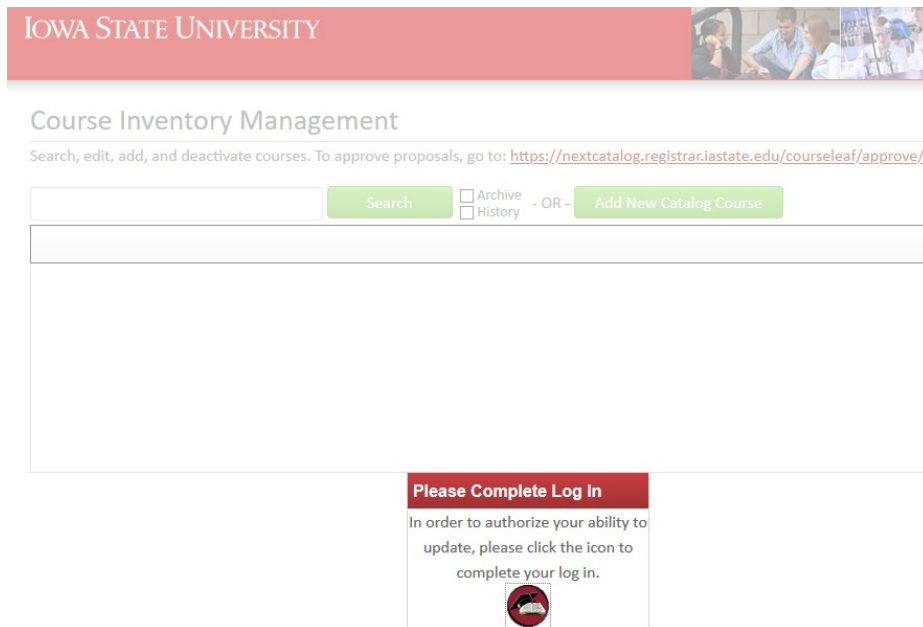
Step 1 - Access Course Inventory Management by the below link:

https://nextcatalog.registrar.iastate.edu/courseadmin/
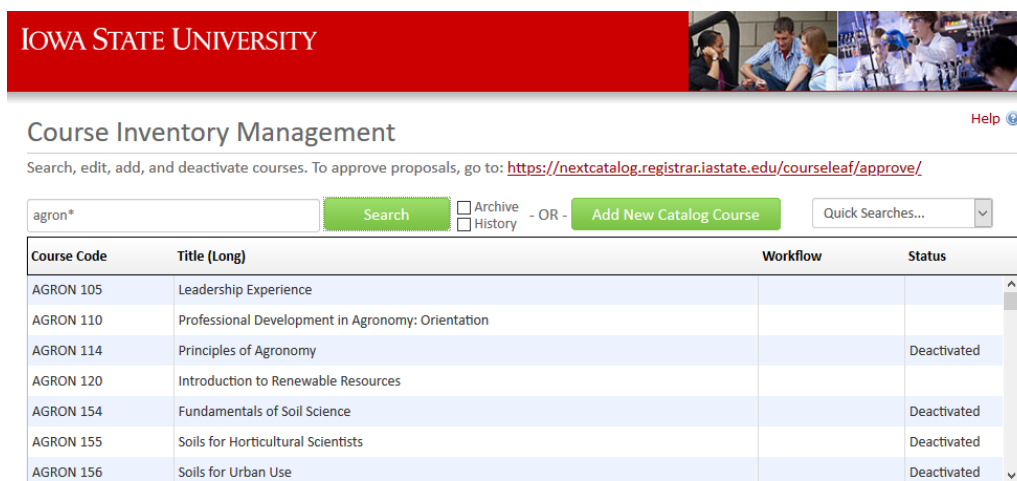
Course editing for the next catalog takes place from March 1 – June 1.

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 is shown below.

**Step 4** – Once you select the course that you want to view, CIM will provide the details regarding the course. CIM provides any Dual Lists and Cross Lists, Credit type, Contact Hours, Prerequisites, Course Descriptions, etc. To modify the course, please select <u>Edit Course</u>, <u>Renumber Course</u>, or <u>Deactivate</u> course.

<div style="float:left">

**Deactivate**

</div>

<div style="float:right">

**Renumber Course**

**Edit Course**

Preview Workflow

</div>

Viewing: **GEOL 452 / GEOL 552 / AGRON 452 / AGRON 552 / ENSCI 452 / ENSCI 552**

**GIS for Geoscientists**

Last approved: 08/30/19 12:18 pm

Last edit: 04/15/19 9:40 am

**History**

1. Mar 15, 2013 by system
2. Jan 3, 2014 by cchulse
3. Nov 18, 2016 by beresnev
4. Aug 30, 2019 by adw

| Catalog Pages referencing this course | **AGRON 452:**<br>Agronomy<br>Agronomy (AGRON)<br>**AGRON 552:**<br>Agronomy |
|---|---|

| | |
|---|---|
| College | Liberal Arts and Sciences |
| Department | GEOL - Geology |
| Course Number | 452 |
| Catalog Year | 2020 |
| Title | GIS for Geoscientists |
| Editing Department/ Unit | GEOL - Geology |
| Dual Listed Courses | AGRON 552<br>ENSCI 552<br>GEOL 552 |
| Cross Listed Courses | AGRON 452<br>ENSCI 452 |

**Course Details**

Is this course an Internship or Co-Op?

| Credit Type | Fixed | Credit Hours: | 3 | | |
|---|---|---|---|---|---|
| Contact Hours | Lecture Hours: | 2 | Lab/Studio Hours: | 2 | |
| Repeatable? | No | | | | |
| Anticipated Semesters Offered | Fall: Yes | Annually | Spring: Yes | Annually | |

| Prerequisites | GEOL 100, GEOL 201 or equivalent |
|---|---|
| Catalog Description | Introduction to geographic information systems (GIS) using ArcGIS Pro with particular emphasis on geoscientific data. Emphasizes typical GIS operations and analyses in the geosciences to prepare students for advanced GIS courses. |
| Graduation Restrictions | |

| | |
|---|---|
| Satisfactory/Fail Only | No |
| Meets U.S. Diversity Requirement | No |
| Meets International Perspectives Requirement | No |
| Special Course Fee? | No |
| Syllabus & Supporting Documentation | |
| What is the justification for proposing this modification? | Updated course description to better reflect the way in which the course is being taught. |

| Course Reviewer Comments | |
|---|---|

Key: 4229

# 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.

Step 3 – Enter the justification of the proposal.

Step 4 – Select Save & Submit (green button to the right). Make sure all edited courses have been submitted using the Save & Submit button. This will move the request to workflow for review and approval.

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

## Course Details

Is this course an Internship or Co-Op?   ☐ Yes  ☑ No

Credit Type   [Fixed ▾]   Credit Hours:  [3]

Contact Hours   Lecture Hours:  [2]   Lab/Studio Hours:  [2]

Repeatable?  ☐   Anticipated   Fall  ☑
[Annually ▾]

Semesters Offered   Spring  ☑   [Annually ▾]
                    Summer  ☐

Prerequisites ⓘ
```
GEOL 100, GEOL 201 or equivalent
```
268 characters remaining

Catalog Description
```
Introduction to geographic information systems (GIS) using ArcGIS Pro with particular
emphasis on geoscientific data. Emphasizes typical GIS operations and analyses in the
geosciences to prepare students for advanced GIS courses.
```
770 characters remaining

Graduation Restrictions
```

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

Satisfactory/Fail Only  ☐

Meets U.S. Diversity Requirement  ☐

Meets International Perspectives Requirement  ☐

Special Course Fee?   ☐ Yes  ☑ No

Syllabus & Supporting Documentation   [Attach Files]   Uploaded Files:
                                                        [                    ]
                                                        Files To Be Uploaded:
                                                        [                    ]

What is the justification for proposing this modification?
```

```
300 characters remaining

[Cancel]   [Save Changes]   [Admin Save]   [Save & Submit]

# 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. 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.

# Deactivate a Course

Step 1 – Select the red Deactivate button to the left of the screen.



Step 2 – Enter the justification for deactivating the course and select Start Workflow.

https://nextcatalog.registrar.iastate.edu/courseleaf/courseleaf.cgi?page=/courseadmin/4229/index.html&step=deleterecord&id=

## IOWA STATE UNIVERSITY

Deactivating: **GEOL 452**

Justification for this request

| Cancel | Admin Save | Start Workflow |

# Renumbering a Course

**Step 1** – Select the green <u>Renumber</u> button to the right of the screen.

**Step 2** – Renumber the course and use similar steps as Edit Course options.

| Deactivate | | Renumber Course |
| | | Edit Course |

Viewing: **GEOL 452 / GEOL 552 / AGRON 452 / AGRON 552 / ENSCI 452 / ENSCI 552**
Preview Workflow

**GIS for Geoscientists**

Last approved: 08/30/19 12:18 pm

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| | | History |
|---|---|---|
| Catalog Pages referencing this course | **AGRON 452:** <br> Agronomy <br> Agronomy (AGRON) <br> **AGRON 552:** <br> Agronomy | 1. Mar 15, 2013 by system <br> 2. Jan 3, 2014 by cchulse <br> 3. Nov 18, 2016 by beresnev <br> 4. Aug 30, 2019 by adw |

| College | Liberal Arts and Sciences |
|---|---|
| Department | GEOL - Geology |