

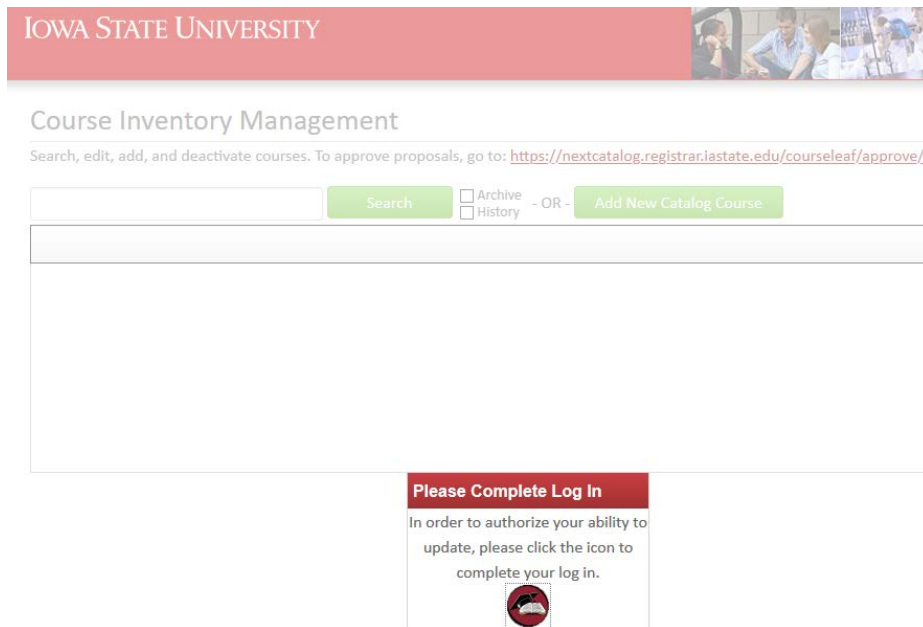
# Modifying a course in Course Inventory Management (CIM)

**Step 1** - Access Course Inventory Management by the below link:

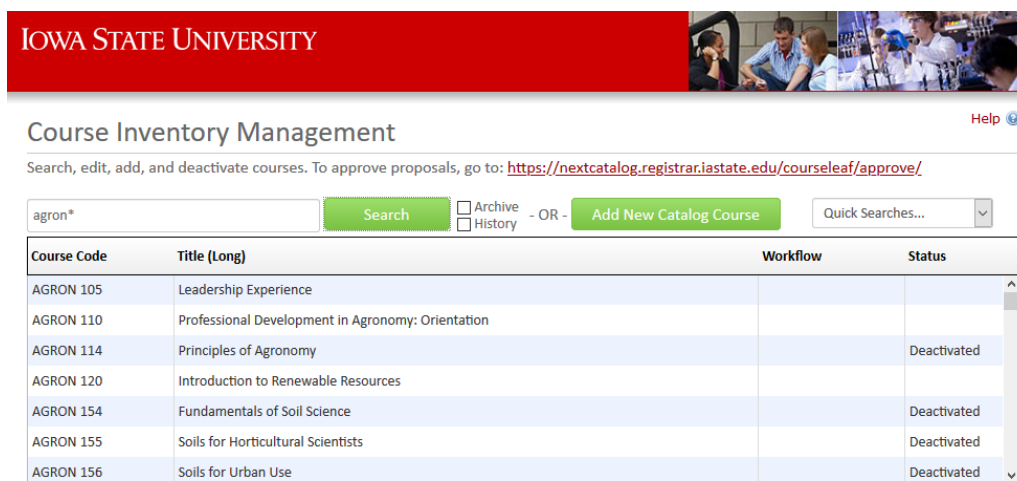
<https://nextcatalog.registrar.iastate.edu/courseadmin/>

Course editing for the next catalog takes place from the end of February to June 1<sup>st</sup>.

**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 [Edit Course](#), [Renumber Course](#), or [Deactivate course](#).

Deactivate
Renumber Course

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

**GIS for Geoscientists** Preview Workflow

Last approved: 08/30/19 12:18 pm  
Last edit: 04/15/19 9:40 am

Catalog Pages referencing this course

**AGRON 452:**  
[Agronomy](#)  
[Agronomy \(AGRON\)](#)

**AGRON 552:**  
[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 ENSCI 552 GEOL 552
Cross Listed Courses	AGRON 452 ENSCI 452

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

**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

# Edit a Course

**Step 1** – Select the green Edit Course button to the right of the screen.

Deactivate Renumber Course

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

**GIS for Geoscientists** [Preview Workflow](#)

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Catalog Pages referencing this course	<b>AGRON 452:</b> <a href="#">Agronomy</a> <a href="#">Agronomy (AGRON)</a>
	<b>AGRON 552:</b> <a href="#">Agronomy</a>

College	Liberal Arts and Sciences
Department	GEOL - Geology

**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

**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 Inventory

Editing: **GEOL 452**

College	<input type="text" value="Liberal Arts and Sciences"/>
Department	<input type="text" value="GEOL - Geology"/>
Course Number	<input type="text" value="452"/>
Catalog Year	<input type="text" value="Select..."/>
Title	<input type="text" value="GIS for Geoscientists"/> <small>79 characters remaining</small>
Editing Department/ Unit	<input type="text" value="GEOL - Geology"/>
Dual Listed Courses	AGRON 552 <a href="#">(Remove...)</a> ENSCI 552 <a href="#">(Remove...)</a> GEOL 552 <a href="#">(Remove...)</a> <a href="#">Add...</a>
Cross Listed Courses	AGRON 452 <a href="#">(Remove...)</a> ENSCI 452 <a href="#">(Remove...)</a> <a href="#">Add...</a>

**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  Summer  Annually

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).

Repeatable?

Maximum number of times or credits for this course that can appear on the transcript.

Select...

Term to Term (T)  Within Term (W)

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.

[Deactivate](#) [Renumber Course](#) [Edit Course](#) [Preview Workflow](#)

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

**GIS for Geoscientists**

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Catalog Pages referencing this course: [AGRON 452: Agronomy](#), [Agronomy \(AGRON\)](#), [AGRON 552: Agronomy](#)

College: Liberal Arts and Sciences  
Department: GEOL - Geology

**History**

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4. Aug 30, 2019 by adw

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



Deactivating: **GEOL 452**

Justification for this request

Cancel

Admin Save

Start Workflow

## Renumbering a Course

**Step 1** – Select the green Renumber 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](#) [Preview Workflow](#)

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

**GIS for Geoscientists**

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Catalog Pages referencing this course

- AGRON 452:**
  - [Agronomy](#)
  - [Agronomy \(AGRON\)](#)
- AGRON 552:**
  - [Agronomy](#)

College: Liberal Arts and Sciences  
Department: GEOL - Geology

**History**

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