CourseLeaf CIM User's Guide

University of Idaho
Office of the Registrar
www.uidaho.edu/registrar
catalog@uidaho.edu
208.885.4620

Revision: 10/13/2021

Table of Contents

Curriculum Inventory Management (CIM)

Getting Started

There are three different CIM forms – links below.

- Course changes - https://nextcatalog.uidaho.edu/courseadmin

- Program changes - https://nextcatalog.uidaho.edu/programadmin

- All other changes: https://nextcatalog.uidaho.edu/miscadmin

The first form is for any changes related to courses. This includes the following:

- Add a new course
- Change an existing course
- Inactivate a course
- Reactivate a course or remove from dormancy
- Set up a cross-list or joint-list relationship
- Add course to approved General Education lists
- Make a course co-op with WSU
- Add, change, remove, or edit a special course or lab fee
- Indicate courses that are available online

The second form is for any changes related to programs. This includes the following:

- Add a new degree/program
- Change an existing degree/program
- Inactivate a degree/program
- Change a CIP code for a degree/program
- Indicate programs that are available online
- Add/change options or emphases within a program

The third form is for all other changes, those not directly related to a specific course or program. This includes the following:

- Change or remove an academic regulation
- Change department name
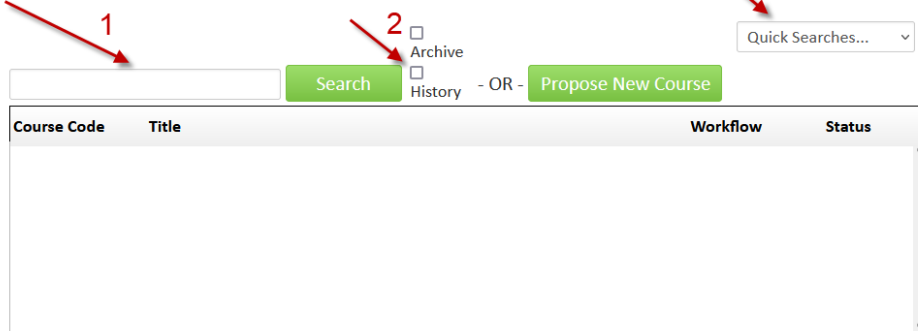- Add or remove course subject prefixes

CIM Course Form - https://nextcatalog.uidaho.edu/courseadmin

Using the Search Box

1. You can search for past or present courses using the search box.

Note: This is a good place to research available course numbers if you are looking to create a new course. Search for the course prefix and all course numbers ever used will appear. Numbers that appear on the list are unavailable. In contrast, numbers that do not appear are available and can be assigned to a new course.

2. Checking the "History" box will include past proposals that have already gone through the curriculum cycle. As we build up historical records in CIM, this will allow you to research changes that were made in the past and will include all historical records related to that change (when it was approved, who approved the various workflow steps along the way, any editorial comments included by committees, etc.).
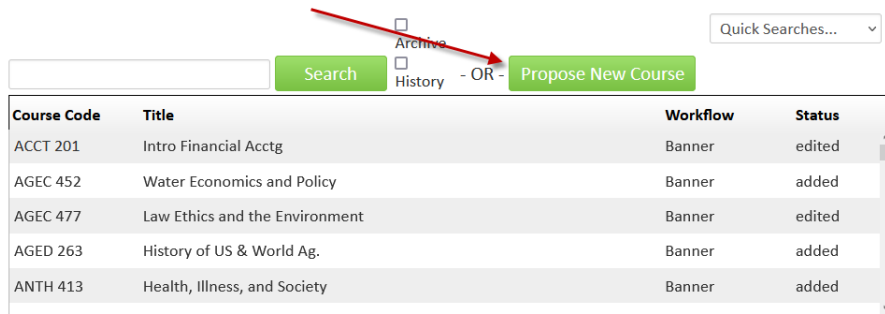
Historical records will be indicated by the word "history" in the status column.
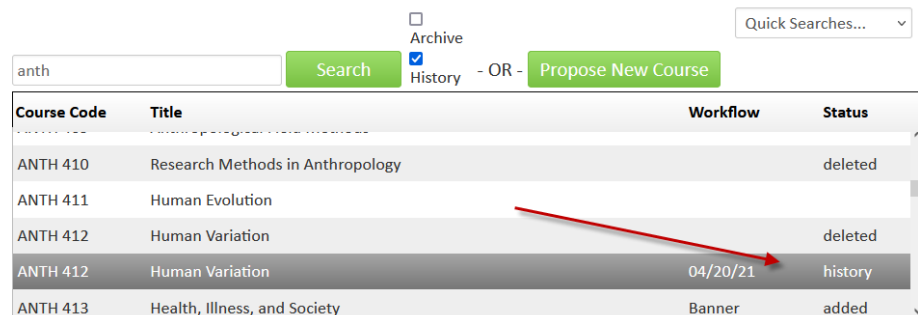
3. The "Quick Searches" box on the right allows you to pull up lists of all active courses, courses that are currently moving through the workflow with edits, courses that are currently moving through the workflow to be added, and courses that are currently moving through the workflow to be inactivated.

Proposing a New Course
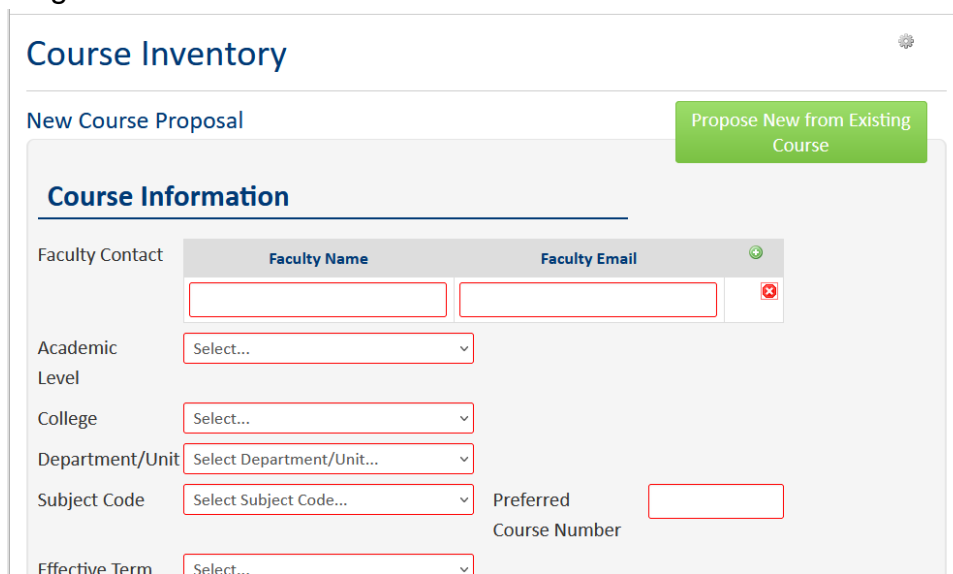
1. Use the green "Propose New Course" button to initiate a new course.

2. A pop-up window will appear with a fillable form. Boxes outlined in red are required. If you try to submit a proposal with the required fields blank, it will prompt you to complete them before continuing.

3. The green "Propose New from Existing Course" button will allow you to pre-populate some of the form fields with information from another similar course. If you use this option, be sure to change the necessary fields to customize the proposal for your new course (e.g., course title and description).

4. For a detailed list of fields on the Course Form and explanations for each field, see the "Course Form Fields" section on page 10.

5. The form includes options to attach a syllabus or other supporting documents.

6. At the bottom of the form are three buttons – Cancel, Save Changes, and Start Workflow.

a) Cancel – this deletes your work and cancels the proposal.

b) Save Changes – this option allows you to save changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point.

c) Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person's queue. They can edit the proposal or they can roll it back to you for changes.

Editing an Existing Course

1. Locate the course you wish to edit using the search box (see page 4 for details).

2. Use the green "Edit Course" button.
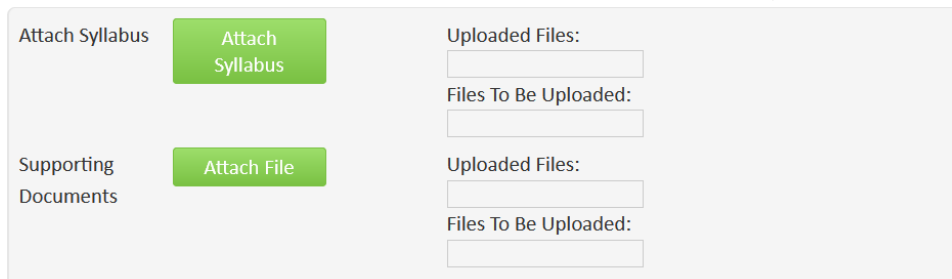
3. A pop-up window will appear with the course details in a fillable form. Boxes outlined in red are required. If you try to submit a proposal with the required fields blank, it will prompt you to complete them before continuing.
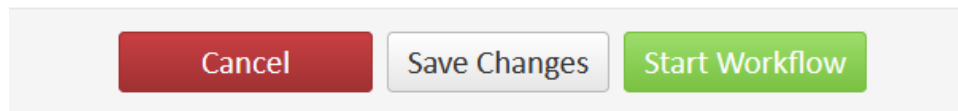

4. For a detailed list of fields on the Course Form and explanations for each field, see the "Course Form Fields" section on page 10.

5. The form includes options to attach a syllabus or other supporting documents.

6. At the bottom of the form are three buttons – Cancel, Save Changes, and Start Workflow.

a) Cancel – this deletes your work and cancels the proposal.

b) Save Changes – this option allows you to save changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point.

c) Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person's queue. They can edit the proposal or roll it back to you for changes.
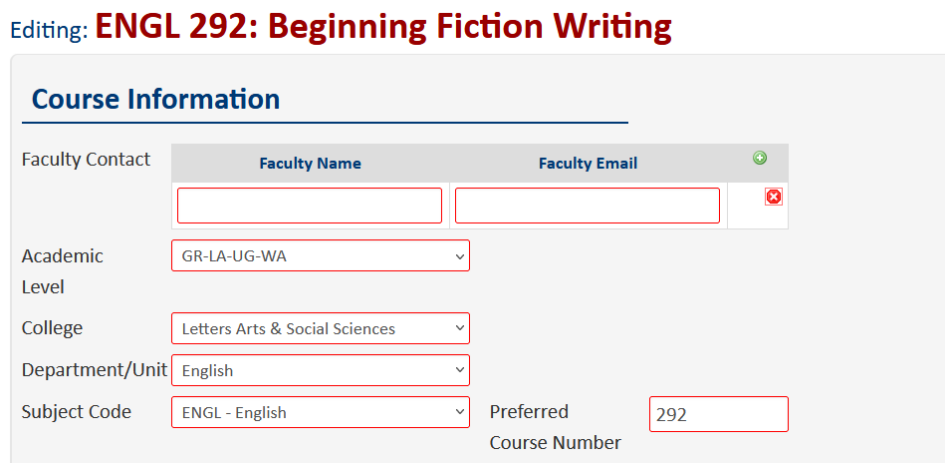
Inactivating an Existing Course

1. Locate the course you wish to edit using the search box (see page 14 for details).

2. Use the red "Inactivate" button.

3. A pop-up window will appear with a fillable form.

4. Choose the end term. This is looking for the first catalog term in which the course will not appear. For example, if you are submitting a proposal to inactivate a course during the 2021-22 curriculum cycle, you would choose Summer 2022 as the end term. That is the catalog in which the course will no longer appear.

5. Indicate whether the course is equivalent to another course. This typically happens when you are replacing one course with another. If yes, complete the additional questions to identify which course should be considered equivalent. Note: Functionally, equivalency means that the courses will meet the same degree requirements, will both meet prerequisite requirements for other courses, and that students can take one for grade replacement on the other.

Is this course equivalent to existing or proposed course?   ⦿ Yes   ◯ No

Replacement Course

    Subject   [   ]

    Course Number [   ]

    Title   [   ]

6. Explain the rationale or justification for the request to inactivate.

7. At the bottom of the form are two buttons – Cancel and Start Workflow.
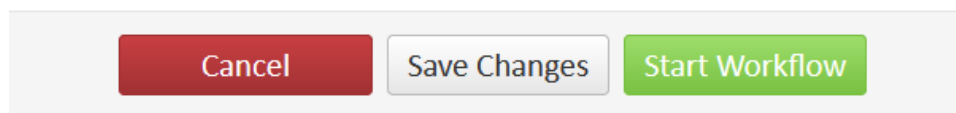
[Cancel] [Save Changes] [Start Workflow]

   a) Cancel – this deletes your work and cancels the proposal.

   b) Save Changes – this option allows you to save changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point.

   c) Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves on to another person's queue. They can edit the proposal or roll it back to you for changes.

Course Form Fields

1. **Faculty Contact** – This should indicate the person to be contacted if there are questions about the proposal. To add more than one person, use the green + sign in the upper right. Please include the person's full name and email address.

2. **College** – Select the appropriate college.

3. **Department/Unit** – Select the appropriate department. This list is dynamic and will change based on which college was selected.

4. **Subject Code** – Select the appropriate subject code. This list is dynamic and will change based on which department was selected. If you are creating a new subject code or you do not see one on the list that you expect to see, reach out to catalog@uidaho.edu.

5. **Preferred Course Number** – For new courses, indicate the course number you would like. If you select a course number that is already in use or has been used in the past, an error will appear indicating that you've selected a non-unique number. To find out which numbers are available, return to the search screen of the Course page (https://nextcatalog.uidaho.edu/courseadmin). Search for the subject prefix. The resulting list shows all courses that have ever existed for that prefix. Numbers that appear on the list are unavailable. Numbers that do not appear on the list are still available for use.

6. **Effective Term** – This is the term for which the course will begin appearing in the catalog. Generally, you would choose the next available Summer term. Because our catalog operates on a one-year cycle, new courses always appear starting in Summer term. If you need a rare exception to this, contact catalog@uidaho.edu.

7. **Will this course have subtitles?** – Subtitles allow sections of a course to be offered with different titles, e.g., a Seminar course can have the title customized for each section to indicate the specific topic of study. If you intend to do that for a course, choose "yes".

8. **Short Title** – Every course must have a short title. This is what appears on a student's transcript. It must be 30 characters or less (spaces included).

9. **Long title** – If you had to abbreviate a course's title to fit it into the short title, this is where you put the full course title. This will appear on the class schedule and in the catalog. If the full course title fits within the 30-character short title, then leave this field blank.

10. **Credits** – How many credit hours is the course worth? If it has a set credit amount, put a single digit. If it has variable credits, put the range with a hyphen and no spaces (e.g., 1-16).

11. **Is this course repeatable for credit?** – Can student take the course more than once? If so, choose yes. A second field will pop up asking for the "Maximum credits available." If the student is limited to a maximum, put that number here. For example, if they can take the three-credit course up to two times, for a maximum of six credits, you would put 6 in the field. If they can take it repeatedly with no limit, leave the "Maximum credits" field blank.

Is this course repeatable for credit?	⦿ Yes ◯ No
	Maximum credits available

12. **Is this proposed course equivalent to an existing course?** – Equivalency indicates a few things:

   1) A student can take either course to replace/improve the grade in the other one;

   2) Either course will meet the same degree requirement; and

   3) Either course will meet the same prerequisite.

In other words, when the system sees one of the courses on a student's transcript, it is considered functionally equivalent to the other one. Examples of when this is needed include cross-listed courses (e.g., ANTH 314 and AIST 314) or courses that have changed numbers or subject prefixes (e.g., MUST 383 became MUST 283 and ENGL 221 History of Film 1895-1945 became FTV 100 Film History and Aesthetics).

If you want a course you are proposing to be equivalent to another, choose yes and indicate the equivalent course(s).

Is this proposed course equivalent to an existing course?

⦿ Yes ◯ No

Which course? [_____]

13. **Course Description** – This is the description you would like to appear in the catalog. When editing existing courses, you might notice extra information like credit hours included in the course description. If they are there, leave them. But there is no need to add them.

The highlighted portion below shows what would be typed in the Course Description box.

> **BE 142 Introduction to Biological Engineering**
> **2 credits**
> An introduction to biological engineering and the engineering principles used to solve biological engineering problems. Fields of study within biological engineering will be discussed including agricultural, bioenergy, biomedical, bioprocess, ecohydrological and environmental engineering. Students will work on a team-based engineering project. One lecture and one 3-hour lab per week.

A few tips for Course Descriptions:

- If a course is being offered at both the undergraduate and graduate levels (i.e., joint-listed), please include a statement like "Additional work required for graduate credit." This indicates that the content and assignments will be differentiated to warrant the higher level of credit for graduate students, and this is important for accreditation.

- Once something is in the catalog, departments are bound by it, so it is preferable to leave specific details out of the course description if they change regularly. In the example above, the phrase "One lecture and one 3-hour lab per week" is unnecessary and would require a curriculum change if that delivery schedule changed in the future.

- Departments sometimes include recommended preparation in addition to (or instead of) formal prerequisites or corequisites. This recommended preparation should be listed as part of the course description – see example below. This is not enforced anywhere.

> **BE 485 Fundamentals of Bioenergy and Bioproducts**
> **3 credits**
> Joint-listed with BE 585
> Review of current technology for producing energy and products from biological materials. Discussion of economic, social, and political aspects and future prospects for petroleum displacement. Additional projects/assignments required for graduate credit. Recommended Preparation: Organic Chemistry.
> **Prereq:** CHEM 111, CHEM 111L
> **Coreq:** ENGR 320 or Permission

14. **Prerequisites/Co-requisites/Prereq or Coreq** – These fields are optional. If you include prerequisites and/or co-requisites, list them as you want them to appear in the catalog. If you do not need one of these, leave the field completely blank. Note: We will contact you if the prerequisites or co-requisites you list are unable to be automatically enforced in Banner.

15. **Typically Offered** – This field helps us track how often a course is typically offered. Having this kind of information available helps students and advisors plan for timely degree completion and it helps with the creation of accurate degree maps. Select all that apply.

16. **Grade Mode** – Select the grade mode that should be set as the default for the course. If it is a joint-listed group that includes both undergraduate and graduate courses, choose the grade mode that corresponds with the primary course – the one for which you are filling out the main form. The system will adjust the grade mode level for other joint-listed courses as needed.

17. **Cross-Listed and Joint-Listed Courses** – CIM treats all courses in a cross- or joint-listed group as one record. This means we do not need to maintain and update separate forms for each course – changing one automatically updates the other courses, as well. To create a cross- or joint-listed group, fill out the form for one course (which will be marked as the "primary" one) and then click "Add…" to add either cross-listed or joint-listed sections.

Cross-listed courses are always at the same level. They are automatically considered to be equivalent. An example would be ANTH 314 and AIST 314. To add a cross-listed course, you click the "Add" button. Then choose the subject code and number, the department, and the college of the course you are adding. You can add multiple cross-listed courses by clicking the "Add" button as many times as needed.

Joint-listed courses are at different levels and are not considered equivalent. An example would be CS 439 and CS 539. To add a joint-listed course, you click the "Add" button. Then choose the subject code and the course number. You can add multiple joint-listed courses by clicking the "Add" button as many times as needed.

Sometimes a group will contain both cross- and joint-listed courses. For example, NE 437, NE 537, MSE 437, and MSE 537 are all in one group. This means they are all allowed to meet together. You determine which are added as cross-listed courses and which are added as joint-listed courses by considering the primary course (i.e., the one for which you are filling out the CIM form). Courses at the same academic level are considered cross-listed and courses at a different academic level are considered joint-listed.

Example: If I wanted to create the grouping above, I would fill out the "Propose New Course" form in CIM for NE 437. Then I would add MSE 437 as a cross-listed course and add NE 537 and MSE 537 as joint-listed courses.

If you are adding a cross-listed or joint-listed course to an existing course, you just find the existing course, hit the green "Edit Course" button, and add the new cross- or joint-listed section. You do not have to create a completely new course proposal for that new course.

18. **Will you be proposing this course as a new General Education course?** – This question determines whether a proposal will have the University Committee for General Education (UCGE) added to the workflow. If you answer yes, new fields will appear that allow you to choose which General Education categories and asks for the information UCGE will need to consider your request. Questions about these fields should go to the UCGE chairperson.

If a course is already approved for a General Education category, you do not need to check yes. That designation will remain until you remove it.

If you want to remove a course from a particular General Education category, email the UCGE chairperson directly.

Note: This replaces the old process – you no longer need to submit separate paperwork to UCGE. All information is collected via CIM and routed to the committee for approval.

19. **Special Course and Lab Fees** – This section determines whether a proposal will have the Special Course and Lab Fee (SCLF) Committee added to the workflow. If you choose "Brand New Fee" or "Change to Existing Fee" then new fields appear with the information the SCLF Committee needs to consider your request.

Note: This replaces the old process. You no longer need to submit the separate Qualtrics form to the SCLF Committee. All information is collected via CIM and routed to the committee for approval.

20. **Cooperative Course Approval** – If you would like this course to be available as a cooperative course for WSU students, choose yes. If you choose this option, an additional statement must be added to the course description that says, "Cooperative: open to WSU degree-seeking students."

21. **Distance Education Availability** – We are beginning to more closely track when courses are regularly offered online. If you know a course will be offered online as a regular option, check yes to the first question, "Is this course available via distance education." This is especially important if the course is part of the required curriculum for a degree program that is listed as available online.

The second question, "In which of the following geographical areas can students attend class in person?" is designed to capture where physical sections of the class will be offered. You do not need to mark "Other" for online courses. This question is only concerned with physical sections (either classroom meetings or virtual meetings that take place on university property).

22. **Assessment and Rationale** – Both fields are required. For the rationale, do not just list or describe the changes you are proposing. Consider things like what the impact on students will be, what the financial impact will be (if any), and how the department will manage any additional workload.

23. **Attach Syllabus** – This is optional, but it does provide a central spot where syllabi can be stored for future access.

24. **Supporting Documents** – This is optional. It is a good place to include any background information the committee(s) may want to consider. For example, a department might be doing a complete curriculum overhaul and have a chart mapping out the old courses versus the new ones to include.

CIM Program Form - https://nextcatalog.uidaho.edu/programadmin

Using the Search Box

1. You can search for past or present programs using the search box. Use an asterisk as a wild card. An asterisk at the end of your term (e.g., Math*) will find everything that starts with the term. An asterisk at the beginning of your term (e.g., *Math) will find everything that ends with that term. The safest option is to put an asterisk at the beginning and end of your search term (e.g., *Math*). This will pull up any programs that contain that term.

2. Checking the "History" box will include past proposals that have already gone through the curriculum cycle. As we build up historical records in CIM, this will allow you to research changes that were made in the past and will include all the historical records related to that change (when it was approved, who approved the various workflow steps along the way, editorial comments included by committees, etc.).

Historical records will be indicated by the word "history" in the status column.

3. The "Quick Searches" box on the right allows you to pull up lists of all edited programs, added programs, and inactivated programs.

Proposing a New Program

1. Use the green "Propose New Program" button to initiate a new major, minor, or certificate.

2. A pop-up window will appear with a fillable form. Boxes outlined in red are required. If you try to submit a proposal with the required fields blank, it will prompt you to complete them before continuing.

3. The green "Propose New from Existing Program" button will allow you to pre-populate some of the form fields with information from another similar program. If you use this option, be sure to change the necessary fields to customize the proposal for your new program (e.g., program title and curriculum.

4. For a detailed list of fields on the Program Form and explanations for each field, see the "Program Form Fields" section on page 21.

5. The CIM Program form includes an option to attach a State Form. This is only required for Group C proposals (see the Curriculum Handbook).

You can find the appropriate State Form on the Idaho State Board of Education's [website](#).
Use the following guidelines to choose the correct form:

- The **Academic Degree and Certificate Proposal Form** is to request a new certificate, Associate, Bachelor, or graduate program, and to expand or consolidate an existing program.

- The **Discontinuance Proposal Form** is to discontinue any academic program and administrative/instructional unit.

- The **Instructional/Administrative Unit Proposal Form** is to request a new instructional or administrative unit.

6. The CIM Program form includes options to attach other supporting documents.

7. At the bottom of the form are three buttons – Cancel, Save Changes, and Start Workflow.

a) Cancel – this deletes your work and cancels the proposal.

b) Save Changes – this option allows you to save changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point.

c) Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person's queue. At this point, they can edit the proposal or roll it back to you for changes.

Editing an Existing Program

1. Locate the program you wish to edit using the search box (see page 16 for details on using the search box).

2. Use the green "Edit Program" button.
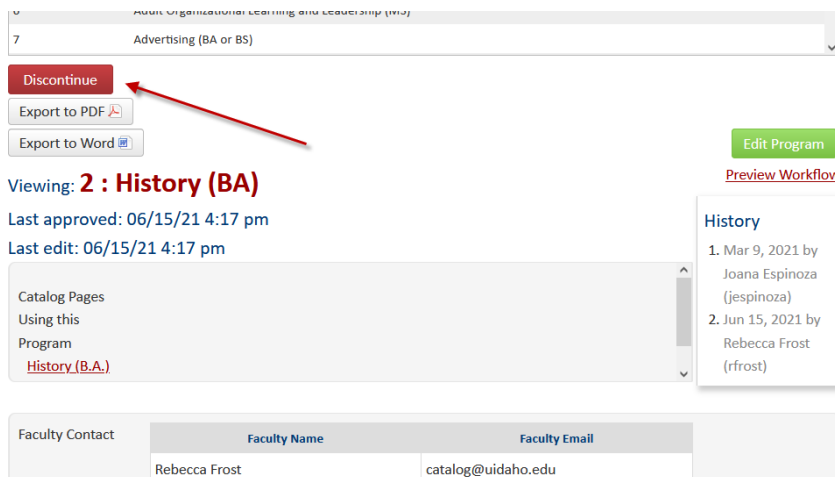
3. A pop-up window will appear with the program details in a fillable form. Boxes outlined in red are required. If you try to submit a proposal with the required fields blank, it will prompt you to complete them before continuing.

4. For a detailed list of fields on the Program Form and explanations for each field, see the "Program Form Fields" section on page 21.

5. At the bottom of the form are three buttons – Cancel, Save Changes, and Start Workflow.

   a) Cancel – this deletes your work and cancels the proposal.

   b) Save Changes – this option allows you to save changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point.

   c) Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person's queue. They can edit the proposal or roll it back to you for changes.

Discontinuing an Existing Program

1. Locate the program you wish to discontinue using the search box (see page 16 for details).

2. Use the red "Discontinue" button.

3. A pop-up window will appear with a fillable form.

4. Indicate the final catalog year. This will typically be the current catalog year. Note: This does not include the teach-out period. The program should not continue appearing in the catalog during that teach-out period.

5. Describe the anticipated student impact.

6. Explain the rationale or justification for the request to inactivate.

7. A state form is required to discontinue a major or consolidate an existing program.

8. At the bottom of the form are two buttons – Cancel and Save and Start Workflow.

a) Cancel – this deletes your work and cancels the proposal.

b) Save and Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person's queue. They can edit the proposal or roll it back to you for changes.
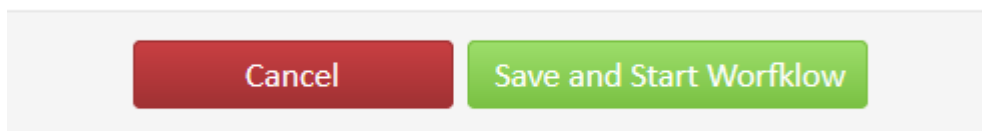
Program Form Fields

1. **Faculty Contact** – This should indicate the person to be contacted if there are questions about the proposal. To add more than one person, use the green + sign in the upper right. Please include the person's full name and email address.

2. **Academic Level** – Indicate whether this will be an undergraduate or graduate program.

3. **College** – Select the appropriate college.

4. **Department** – Select the appropriate department. This list is dynamic and will change based on which college was selected.

5. **Effective Catalog Year** – Which is the first catalog that will contain this program? For revisions to existing degrees or programs, you can choose the next available catalog year. For brand new programs, work with the Provost's Office (provost@uidaho.edu) to determine when the program can be implemented, but it will generally be at least two years out.

6. **Program Title** – This should indicate the name of the program (i.e., the major) as well as the degree type. The format should be: Major (Degree Type). For example, History (B.A.). If there are multiple degree types available but the listed requirements are the same, include both degree types in parentheses. For example, Sociology (B.A. or B.S.).

7. **Degree Type** – Choose the type of degree/program from the drop-down menu (certificate, major, minor, teaching endorsement).

8. **Program Credits** – What is the minimum number of credits required for the student to graduate? Academic certificates require a minimum of 12 credits, minors require a minimum of 18 credits, baccalaureate degrees require a minimum of 120 credits, Master's degrees require a minimum of 30 credits beyond the baccalaureate, and doctoral degrees requires a minimum of 78 credits beyond the baccalaureate. Idaho State Board of Education policy III.E. limits baccalaureate degrees to 120 credits unless needed for accreditation or professional licensure. If you see additional general electives in your program and it is above 120, then we would recommend submitting a

curriculum change to make the necessary adjustments to comply with board policy. The number placed in this field is added to the bottom of the degree requirements.

Courses to total 120 credits for this degree

9. **Attach Program Change** – This is only required for Group C changes. You can find the appropriate form(s) to complete and attach on the Idaho State Board of Education's website.

10. **CIP Code** – What is the appropriate CIP code for this program? If there are different CIP codes for different options or emphases, enter the primary CIP code on the form. Then email both provost@uidaho.edu and catalog@uidaho.edu with the details to set up the different CIP codes in the system.

11. **Will the program be Self-Support?** – Programs requesting a self-support fee must work with the Provosts Office to determine if the program meets the requirements set for in SBOE board policy V.R.. Board policy requires additional approval steps if the University approves and moves the program forward for SBOE approval.

12. **Will the program have a Professional Fee?** – Programs requesting a professional fee must work with the Provosts Office to determine if the program meets the requirements set for in SBOE board policy V.R.. Board policy requires additional approval steps if the University approves and moves the program forward for SBOE approval.

13. **Will the Program have an Online Program Fee?** – Programs requesting an online program fee must work with the Vice Provost for Digital Learning Initiatives to determine if the program meets the requirements set for in SBOE board policy V.R.. Board policy requires additional approval steps if the University approves and moves the program forward for SBOE approval.

14. **Will the program be Regional or Statewide Responsibility?** – All programs are regional responsibility according to SBOE policy III.Z.. Some programs that exist already are designated as having state-wide responsibility in that policy. New programs could be considered for addition to policy if it is in alignment with the University's mission and the intent of the SBOE policy. If programs are offered outside of the University's regional designations according to SBOE policy III.Z., additional approval steps will be required.

15. **What is the financial impact of the request?** Select whether the financial impact will be less than or greater than $250,000 per fiscal year. If it will be greater than $250,000,

this is considered a Group C proposal and state forms must be attached – see above in "Attach Program Change" section. You must also describe the financial impact in the box on the form.

16. **Curriculum** – This is where you list the specific curricular requirements for the program. If you are editing existing program requirements, refer to the instructions on page 19. If you are adding a new program, copy and paste your program requirements into this field. Please include course numbers and titles and make it clear which courses are explicitly required and which ones are optional, or part of an elective bucket.

17. **Degree Map** – This field will display any time you are creating or editing an undergraduate major (i.e., baccalaureate degree). If you are adding a new major of this type, you must create a degree map to go with it. If you are editing the graduation requirements for an existing degree of this type, you must update the degree map to reflect the changes. To build or update a degree map, refer to the instructions at https://help.courseleaf.com/cim/tables/plan-grids/.

18. **Distance Education Availability** – To comply with federal regulations, we are beginning to more closely track when programs are available online. Indicate whether 50% or more of the curricular requirements can be completed via distance education. If yes, a follow-up question will ask whether 100% of the curricular requirements can be completed via distance education.

19. **Geographical Area Availability** – In what geographical areas can the program be fully completed in person? If the program is only available online, choose that option.

20. **Student Learning Outcomes** – Answer these questions fully. They will be reviewed by the Assessment team in the Office of the Provost. Questions should go to assessment@uidaho.edu.

21. **Rationale** – This field is required. Do not just list or describe the changes you are proposing. Consider things like what the impact on students will be, what the financial impact will be (if any), and how the department will manage any additional workload.

Editing Curriculum in CIM

The "Curriculum" box in CIM sends information directly to the course catalog. As a rule, how things are formatted and displayed in this box will match how they are displayed in the catalog. The "Curriculum" box can contain regular text – which can be formatted in many ways – as well as formatted tables. These tables are displayed in blue boxes.

For regular text, like the lines shown at the top and bottom in the screen shot below, you simply place your cursor in the appropriate spot and use your keyboard to edit, much like you would in a Word document. You can use the icons at the top to format your text – things like bold, italics, and underline are available.

To edit the requirements within a blue box, double click anywhere inside the box. This will open a pop-up window used for editing these course lists. Instructions on how to use that pop-up window can be found by clicking the 'Help' 'or '?' symbol at the top of most CourseLeaf pages and searching for "Course Lists."

Editing Degree Maps in CIM

The "Degree Map" box in CIM sends information directly to the course catalog. As a rule, how things are formatted and displayed in this box will match how they are displayed in the catalog. For instructions on how to add or edit a Degree Map, click the 'Help' or '?' symbol at the top of most CourseLeaf pages and search for "Plan of Study Grids."

CIM Miscellaneous Form - https://nextcatalog.uidaho.edu/miscadmin

Proposing a New Miscellaneous Item

This form is used for things that do not fall under the category of either Courses or Programs.

1. Use the green "Propose New Miscellaneous" button to initiate a new proposal.

2. A pop-up window will appear with a fillable form. Boxes outlined in red are required. If you try to submit a proposal with the required fields blank, it will prompt you to complete them before continuing.

3. You can choose to add state forms or other supporting documentation. For example, when making a change to language in the catalog, you could describe the type of change and rationale in the "Request Details" box and then attach a Word document with red/green mark-up showing the exact changes you are requesting.

4. At the bottom of the form are three buttons – Cancel, Save Changes, and Start Workflow.
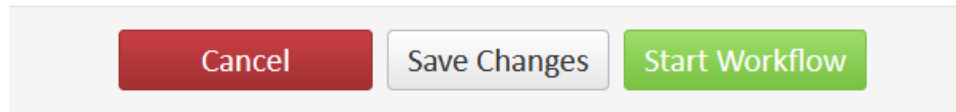
   a) Cancel – this deletes your work and cancels the proposal.

   b) Save Changes – this option allows you to save changes and come back to the proposal later. This does not move your proposal forward, and it will not be considered unless you start the workflow at some point.

   c) Start Workflow – this option submits the proposal to the workflow. The first stop is always departmental review, followed by college-level review. Once you start the workflow, you lose the ability to make further edits since the proposal moves to another person's queue. They can edit the proposal or they can roll it back to you for changes.

Miscellaneous Workflow Process

Because there are so many different types of miscellaneous proposals, each approval workflow is hand-built by the Registrar's Office. They will review the proposal after submission and add the correct steps for the type of change you propose.

Appendix A: Department and College Codes

Accounting and MIS – 075	Naval Science – 253
Agricultural and Life Sciences – 051	Nuclear Engr and Industrial Mgmt – 468
Ag Econ and Rural Sociology – 054	Officer Education – Air Force – 251
Ag Educ, Leadership and Comm – 049	Officer Education – Army – 252
American Indian Studies Program – 032	Organizational Sciences – 466
Animal, Vet and Food Sciences – 069	Physics – 023
Art and Architecture – 235	Plant Sciences – 082
Bioinformatics and Comp Biology – 452	Politics and Philosophy – 011
Biological Sciences – 006	Psychology and Communication – 027
Business – 079	Soil and Water Systems – 084
Chem and Biological Engineering – 469	Theatre Arts – 464
Chemistry – 007	Water Resources – 460
Civil and Environmntl Engineering – 125	Women's, Gndr, Sexuality Studies – 030
Computer Science – 131	WWAMI Medical Education – 186
Culture, Society and Justice – 033	
Curriculum and Instruction – 459	
Education – 101	
Electrical and Comp Engineering – 129	
Engineering – 126	College of Agricult and Life Sciences – 07
English – 012	College of Art and Architecture – 09
Entom, Plant Path, Nematology – 083	College of Business and Economics – 13
Environmental Science – 257	College of Educ, Health, Human Sci – 15
Family and Consumer Sciences – 063	College of Engineering – 08
Fish and Wildlife Sciences – 150	College of Graduate Studies – 20
Forest, Rangeland, and Fire Sci – 161	College of Law – 17
Geography and Geological Sci – 225	College of Letters, Arts, Soc Sci – 18
Graduate Studies – 276	College of Natural Resources – 11
History – 015	College of Science - 19
International Programs – 068	
Journalism and Mass Media – 008	
Latin American Studies Program – 031	
Law – 177	
Leadership and Counseling – 467	
Letters, Arts and Social Sciences – 001	
Martin School of Global Studies – 016	
Math and Statistical Science – 024	
Mechanical Engineering – 130	
Modern Languages and Cultures – 014	
Movement Sciences – 105	
Music – 022	
Natural Resources – 151	
Natural Resources and Society – 153	