CIM New Course Proposal

Step 1 - Go to Course Inventory Management (https://nextcatalog.baylor.edu/courseadmin). Select Propose New Course. All boxes outlined in red on the Propose New Course form are required fields.

Step 2 - If you are creating a new course that is similar to an existing course, select Propose New from Existing Course. This will pull through the course information from the existing course through to the new course. You can edit the information as necessary to create a new course.

Step 3 - Select Effective Term from drop-down menu. This menu will only include effective Baylor University (BU) terms for next two (2) years.

Step 4 - Type in Reason for Recommendation for a new course. If you want to adjust the red box, you can grab the lower right-hand corner to modify the size.

Step 5 - Select a BU Subject Code by typing in code or by selecting from the drop-down menu.

Once you select the Subject Code, the form will automatically load the Department, College, and Division (if applicable). A Division is not required.
Step 6 - Enter a BU Course Number by typing in number. The Propose New Course form will not allow you to use an active BU course number.

Another option is by clicking on Course Numbers in Use. This will bring up a list of both Active and Deleted courses with the Subject Code you entered to determine which BU Course Numbers are not available.

The appropriate Department, College, and Division (if applicable) will pull through from Banner once the Course Number is entered/selected. A Division is not required.

Step 7 - Select the appropriate BU Academic Level from the drop-down menu.

Step 8 - Select the Default Grade Mode from the drop-down menu.

Step 9 - Enter short Course Title which pulls through on the transcript. This title is limited to 30 characters. If the Long Course Title is under 30 characters, use the same title for the short Course Title.

Step 10 - Enter Long Course Title. This title is limited to 100 characters.

Step 11 - Enter Course Description. There is no character limit.
Step 12 - If the proposed course is a variable hour course, enter the minimum and maximum Credit Hours per term (ex. 1-6).

Credit Hours [1-6]

If the proposed course is not a variable hour course, list the second number of the proposed course number as the Credit Hours. (Ex. For BIO 2103 enter 1)

Step 13 - Select if the proposed course is Repeatable. Note: Baylor University policy allows all undergraduate courses to be repeated a minimum of two (2) times with no exceptions. All undergraduate courses must be repeatable, so enter 2 for the Number of Repeats. If Yes is selected, the Number of repeats or For maximum credits must be entered. The Number of repeats should always be populated unless the For maximum credits number does not equal the Credit Hours multiplied by the Number of repeats. CIM will allow you to save the form with either field inputted. Please leave one box blank.

Step 14 - Select if the proposed course has a Course Fee. If Yes is selected, enter the amount in the Course Fee box.

If there are additional expenses involved in the proposed course, select Yes. Documentation for the additional expenses must be uploaded in the Supporting Documentation section.

Step 15 - If the proposed course will be Cross Listed, click on Add. Include all courses that will be cross listed by selecting Add for each course.

The Enter Course Code screen will be opened. Enter the Subject Code and Course Number and select the Department and College the cross listed course will be housed.
Once OK is selected, the option to Remove or Edit the cross listing is available next to the entered course. There is also an option to switch which course is primary by selecting Make Primary.

**Step 16** - Select + if the proposed course is Mutually Exclusive

Select a Subject from the drop-down menu (left image). This will populate all available courses with that prefix (center image). Highlight the correct course and select Add Selected. The mutually exclusive course will be displayed in a box (right image). Select X Select if the course needs to be deleted. Select + if an additional course needs to be added.

**Step 17** - Next enter all Prerequisites. If the proposed course has no prerequisites, skip this section.

An AND or OR must be used between multiple courses for entry into Banner. If concurrency is required, it must be noted. Certain prerequisite(s) are not programmable in Banner (ex. Advanced Standing), and the Department will need to issue overrides to students who qualify under their requirements. An email will be sent to the proposed new course initiator to notify them if a prerequisite is not programmable. Always place a period at the end of any prerequisite(s) entered.

Note: If you are an administrator for the catalog in your area, you will have an additional option to enter the Banner Prerequisites. Please only enter the prerequisites in the first box outlined in red below. The Office of the Registrar will enter the Banner Prerequisites during the Technical Review step.

**Step 18** - If the proposed course has corequisites, select +.

Select a Subject from the drop-down menu (left image). This will populate all available courses with that prefix (center image). Highlight the correct course and click Add Selected. The corequisites course will be displayed (right image). Use the + button to add additional corequisites and the X button to remove any corequisites.
**Step 19** - Select the drop-down menu for **Course Type and Scheduling** (left image) to select the course type (center and right images).

**Note:**
ART, THEA, ID, and ADM courses have additional options of the course being a studio course. HP or LF courses have a question if the course is in non-majors program. MUS courses have additional options of Individual Instruction, Ensemble, Academic, Internship, and Independent Study.

**Step 20** - Any **Supporting Documentation** should be uploaded in the section.

**Step 21** - Once the form is completed the following options are available:

- **Cancel** the proposed course and lose all information.
- **Save Changes** which allows the course to be revisited for further editing.
- **Start Workflow** which begins the review process. Once the workflow is started, you will not be able to edit the proposed course.

**Note:** If you are an administrator for the catalog in your area, you will have an additional option **Admin Save**. **DO NOT USE THIS OPTION.** It will bypass the Workflow and directly sync with Banner without completing the approval process. Please reach out to CourseHelp@baylor.edu if you accidentally choose this option.

When **Start Workflow** is selected, a prompt to **Choose Proposals to Bundle** with options listed in the box populates on the screen. The courses that are available to be selected are courses you have edited previously in CIM. If **not bundling courses**, leave the fields blank and select **Start Workflow**. If **select to bundle** course(s), enter a **Bundle Title** and mark the box to the left of the course(s) to be bundled with the proposed new course. Once courses are bundled, they cannot be unbundled. They must be approved or rejected as a bundle. If a course has a black dot with ! in it, the course has been bundled but not submitted.
Once the workflow is started, scroll to top of screen to see where the proposed course is located in the review process. Green font denotes the step has been completed. Brown font denotes the current step for the course. By clicking on the workflow step, an email will populate for entry to send directly to the people reviewing the proposed course. An option to Export to PDF is also available to save the proposed new course for your records. The exported file will only contain information that has been populated in the form. Refer to Checking Workflow Status Instructions for more information.

At any time, the status of the workflow can be checked by doing a quick search of the course. Until the New Course Request is completed, the Status will be Added. The initiator will receive an email when the New Course Request has completed the process and been synced to Banner. The Status will change from Added to blank.

Step 22 - Once the Workflow is started, the status of the course in CIM will be Added until it completes the approval process. Once it is approved and synced with Banner, the status changed from Added to blank and the initiator receives an email notification. An option to Export to PDF is also available to save the proposed new course for your records. Note that the exported document will only contain the parts of the form that were completed. Refer to Checking Workflow Status Instructions for more information.

Note: If workflow groups are changed, they cannot be retro-applied to an existing new course in the Workflow Process. Only courses submitted after the group change was made will be reflected in workflow process. To preview the workflow before you submit a new course, select Save Changes. Then search for the course again. This will provide an option to Preview Workflow.
When selected, it will open a new window that lists the Preview Workflow the course will need to proceed. For a new course request, you will need to Save Changes and then search for the course again to access the Preview Workflow option. This is only available before a new course is submitted to the Workflow Process. You can copy and paste this information to save for your records, if needed. Any step that says FYI or FYI All is not required for the approval process.

**Preview Workflow**

Note: The actual workflow may vary based on data within the proposal itself, such as field selections, which fields have been modified, and other items. This workflow preview represents the workflow based on the current state of the proposal.

Proposal Key: 352

**Workflow: standard**

- **AHT Review**
  - Email: All Members
  - Members: Kate Binetti (Kate_Binetti@baylor.edu), Michael Muenchenbien (Michael_Muenchenbien@baylor.edu)
- **AHT Chair**
  - Email: Michael_Muenchenbien@baylor.edu
  - Members: Michael Muenchenbien (Michael_Muenchenbien@baylor.edu)
- **Technical Review**
  - Email: All Members
  - Members: Dawn Khoury (Dawn_Khoury@baylor.edu), Sandra Groves (Sandra_Groves@baylor.edu), April Benson (April_Benson@baylor.edu)
- **AS Preliminary Review**
  - Email: All Members
  - Members: Jaime Bashier (Jaime_Bashier@baylor.edu), Lauren Wahl (Lauren_Wahl@baylor.edu)
- **AS Committee FYI All**
  - Email: All Members