**CIM User Course Inquiry**

Go to [Course Inventory Management](https://nextcatalog.baylor.edu/courseadmin). Enter the prefix and/or prefix and course number (ex. BIO 1102) of the course to be inquired. Select the appropriate existing Baylor University (BU) course from the CIM inventory. Clicking on the header titles (Course Code, Title, Workflow, Status) you can reverse the sorting order.

### Course Inventory Management

Search, edit, add, and Inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH* everything that ends with "MATH", and "MATH*" everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

If you click on **Course Code**, it will reverse the numerical order. To change it back, click on **Course Code** again.

If you click on **Title**, it will reverse the alphabetical order. To change it back, click on **Title** again.

The **Workflow** column lists the step of a course that is in the currently being processed in the *Workflow Process*. By clicking on **Workflow**, you can re-alphabetize the courses by workflow status. If a course has **Edited** or **Added** for **Status** and nothing under **Workflow**, the person making the request has saved the changes or new course proposal but has not submitted it to the *Workflow Process*.

The **Status** column lists the status of a course (if applicable) that is in the currently being processed in the *Workflow Process*. You can use the Quick Searches box to filter by status (Edited, Added, and Inactivated). By clicking on **Status**, you can re-alphabetize the courses by the status. Note that status of **deleted** means the course has been inactivated. **Edited** in the **Status** column means a course change has been proposed. **Added** in the **Status** column means a new course has been proposed. If these courses do not have an assigned **Workflow**, the initiator has not submitted the proposal to the *Workflow Process*. **Note**: Once the *Workflow Process* is started, the status of the course in CIM will be **Edited** or **Added** until it completes the approval process. Once it is approved and synced with Banner, the status will change from **Edited** or **Added** to blank and the initiator receives an email notification.

If you enter *biology* in the **Search** box, all courses with *biology* in the title will be pulled into the **Course Selection** box.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Workflow</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1101</td>
<td>Introductory Microbiology Laboratory</td>
<td></td>
<td>deleted</td>
</tr>
<tr>
<td>BIO 1402</td>
<td>Introductory Microbiology</td>
<td></td>
<td>deleted</td>
</tr>
<tr>
<td>BIO 2201</td>
<td>Biology of Global Health</td>
<td></td>
<td>deleted</td>
</tr>
</tbody>
</table>
Section 1 - The first section has four (4) options. **Inactivate** to remove a course from the Schedule of Courses and BU Catalog. **Export to PDF** to download a copy of the course. **Edit Course** to submit change to course. **Preview Workflow** to determine what the status of course in workflow. This option will disappear once a proposal is submitted to the **Workflow Process**. If you want to keep it for your records, please copy and save it. See separate directions for each option.

**Viewing: BIO 1102 : Introductory Microbiology Laboratory**

Section 2 - This box is referred to as the ecosystem for the course. Select items that are underlined in red font to be directed to the **Catalog Pages referencing this course** in the current BU Catalog.

It also lists the **Programs referencing this course** if you scroll down the page. Use the scroll bar on the right to view all course references.

If you scroll to the bottom, it lists all **Other courses referencing this course**.

If **Biology** is selected from the **Catalog Pages referencing this course**, it directs the user to a new windows screen for that course in the BU Catalog.
Section 3 - **Course Information** provides the Effective Term, Department, College, Division (if applicable), Academic Level, Default Grade Mode, Course Short and Long Title, and Course Description.

Section 4 - **Course Credit Information** provides the credit hours and if the course is repeatable. If the course may be repeated, it will list the number of repeats or maximum credits that can be earned.

Section 5 - **Fees** provides specific information about fee amounts (if applicable). To view information about additional expenses involved with offering this course, access the information that was uploaded.

Section 6 - The next section provides information about cross listing, mutually exclusive, prerequisite(s), and corequisite(s) if it is applicable to the course.

Section 7 - **Course Scheduling** provides information about the type of course for scheduling.
Section 8 - The last section provides any review comments made during the workflow process and lists the name of the person and the date/time the comment was entered.

If you want to see who made the changes on a course that is in the workflow process, go to (https://nextcatalog.baylor.edu/courseleaf). Select the Your Role step that the course is located. In the example below, it is the Grad Dean step of the Workflow Process.

Scroll down. Select the people who have made changes from the View Changes By drop-down menu. When you select the name, it will show you which changes were made by that person using green font for additions and red strikethrough font for removals.

Note: If workflow groups are changed, they cannot be retro-applied to an existing course change in the Workflow Process. Only courses submitted after the group change was made will be reflected.