

CIM User Course Inquiry

Go to [Course Inventory Management](https://nextcatalog.baylor.edu/courseadmin) (<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

[Help](#) 

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.

BIO Archive History - OR - 

Course Code	Title	Workflow	Status
BIO 2102	Introductory Microbiology Laboratory	BIO Chair	edited
BIO 2302	Introductory Microbiology	BIO Chair	edited
BIO 1103	Human Ecology Lab: Our Place in Nature		
BIO 1105	Modern Concepts of Bioscience Laboratory		


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.

[*biology*](#) Archive History - OR - 

Course Code	Title	Workflow	Status
BIO 1101	Introductory Microbiology Laboratory		deleted
BIO 1402	Introductory Microbiology		deleted
BIO 2201	Biology of Global Health		deleted

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.

Inactivate
Export to PDF
Edit Course
Preview Workflow

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.

Catalog Pages referencing this course

[Biology](#)
[Biology \(BIO\)](#)

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.

Programs referencing this course

[302: Nutrition Sciences \[Food Management\] \(BS\)](#)
[303: Nutrition Sciences \[Pre-Dietetics\] \(BS\)](#)
[304: Nutrition Sciences \[Pre-Health Care\] \(BS\)](#)
[317: Public Health \(BSPH\)](#)
[375: Nursing \(BSN\) @Dallas](#)
[376: Nursing \(BSN\) @Online](#)

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

Other Courses referencing this course

[As A Banner Corequisite:](#)
[BIO 1302 : Introductory Microbiology](#)
[In The Catalog Description:](#)
[BIO 1302 : Introductory Microbiology](#)

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.

2023-2024 Academic Catalog

Quick Links: Home A-Z Index Courses Archived Catalogs Print/Download Search Catalog

2023-2024 Edition

Undergraduate - **Biology**

General Information + **Overview** Programs Courses

College of Arts & Sciences - Studying biology at Baylor is a journey that will give you a new perspective on the world. You will learn from a variety of biologists; some who study life at the molecular or cellular level, and others focus on the ecological and environmental questions concerning entire communities and ecosystems.

Academic Departments and Programs -

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.

Course Information			
Effective Term	999999		
Explain why you are making these changes?			
Subject Code	BIO - Biology	Course Number	1102
Department	BIO - Biology		
College	AS - College of Arts & Sciences		
Division			
Academic Level	UG - Undergraduate		
Are you proposing this for inclusion in your college core curriculum?			
Default Grade Mode	Standard		
Course Title	Introductory Microbiology Lab		
Long Title	Introductory Microbiology Laboratory		
Course Description	Isolation, culture, morphology, and biochemical activities of microorganisms. Aseptic technique, microbiological staining, environmental sampling, and identification of unknown organisms will be covered. Does not count toward a major in Biology.		

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.

Course Credit Information	
The course number you selected indicates this is to be a variable hour class. Please enter the minimum and maximum credit hours per term proposed for this course.	
Credit Hours	0-1
Repeatable	Yes
	Number of repeats 2
	For maximum credits

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.

Fees	
Does this proposal impact course fee(s)?	No
Are there additional expenses involved with offering this course? (Examples would include special equipment needed or travel funds. This question refers to funds separate from a course fee or standard classroom technology.)	

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

Cross Listed Course(s)	
Mutually Exclusive	
Prerequisites	Credit or concurrent enrollment in BIO 1302.
Corequisites	BIO 1302 - Introductory Microbiology

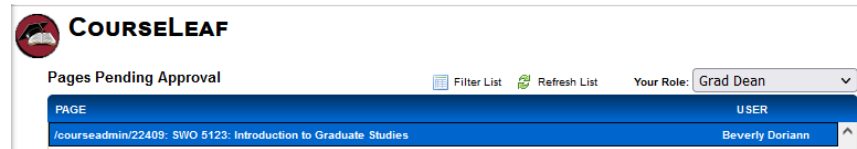
Section 7 - Course Scheduling provides information about the type of course for scheduling.

Course Type and Scheduling	
Course Scheduling	Class Instruction, Co-Requisite Lab (CI-CLB)

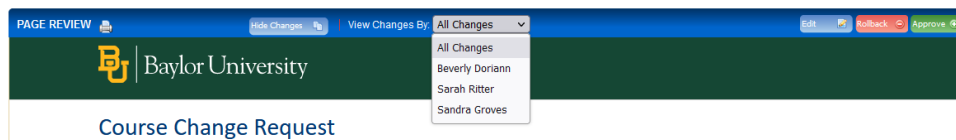
Section 8 - The last section provides any review comments made during the workflow process and lists the name of the person and the date/time the comment was entered.

Reviewer **Sandra Groves (Sandra_Groves) (10/16/23 12:52 pm):** Rollback: I had to reset the MLC Review
Comments in the Workflow process. Please resubmit this course. Thanks! ❌

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.