CIM Checking Workflow Status

Go to **Course Inventory Management** ([https://nextcatalog.baylor.edu/courseadmin](https://nextcatalog.baylor.edu/courseadmin)). Enter the course prefix and number. Select **Search**.

**Edited** in the **Status** designates that a change has been proposed for the course. **Added** in the **Status** designates that a new course has been proposed. **AS Preliminary Review** denotes the step the course is currently being reviewed in the **Workflow Process**. If a course has **Edited** or **Added** for **Status** and nothing under **Workflow**, the person making the request has saved the changes but has not submitted it to the **Workflow Process**. **Deleted** means the course has been inactivated.

**Banner** in the **Workflow Process** is the step where CIM syncs with Banner.

This course is currently at the College of Arts & Sciences Preliminary Review step in the **Workflow Process**. Green font denotes the approval step has been completed. Brown font denotes the step in process. If you want to see faculty/staff responsible for the current step, click on the step **In Workflow**. This will open an email that has there names. The course proposal information will be listed below this box.

Any removal from a course will be in red strikethrough font. Any addition will be in green font.

If you need to send an email to any step of the **Workflow Process**, click on the name. This will open a window in outlook with an email addressed to all of the members of this stage of the **Workflow Process**.
If more than one (1) person is included in a step, they will all receive notification that an approval is pending review. Once one (1) person from that step approves the request, it will list that person in the **Approval Path** with the date and time. The others included in that step will not be able to access the proposal from the email notification because it has been approved. They must go to CIM and search the course.

![Approval Path](image)

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 changes from **Edited** or **Added** to blank and the initiator receives an email notification.

**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.

To view approved changes that have been made to a course in CIM, click the **History** box and then search for the course. The **Status** will be history and date under the **Workflow** is the date the course was synced with Banner. The same course with no Workflow or status is the current course.

![Course History](image)

If you click on the “history” **Status** course, scroll down the page to see the approved changes, faculty/staff who approved each step with the date/time documented.