

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.

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.

Archive History - OR -

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.

Course Inventory

New Course Proposal

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

Effective Term

- Select...
- Fall 2023
- Fall 2024
- Fall Quarter 2023
- Fall Quarter 2024
- Fall Trimester 2023
- Fall Trimester 2024

- Spring 2024
- Spring 2025
- Spring Quarter 2024
- Spring Quarter 2025
- Spring Trimester 2024
- Spring Trimester 2025
- Summer 2024
- Summer 2025

- Summer Quarter 2024
- Summer Quarter 2025
- Summer Trimester 2024
- Summer Trimester 2025
- Winter Quarter 2023
- Winter Quarter 2024

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.

Reason for Recommendation

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

Subject Code

- LAT
- LAS - Latin American Studies
- LAT - Latin

Once you select the **Subject Code**, the form will automatically load the **Department**, **College**, and **Division** (if applicable). A **Division** is not required.

Subject Code Course Number

Department

College

Division

Academic Level

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.

Subject Code 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.

Course Numbers In Use for ACC - Accounting

Active	
deleted	
Course Code	Title
ACC 2301	Survey of Accounting
ACC 2302	<i>New Course</i>
ACC 2303	Financial Accounting

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.

Academic Level

- Select...
- GR - Graduate
- LW - Law
- PR - Professional
- UG - Undergraduate
- GR-PR - Professional and Graduate
- GR-UG - Graduate and Undergraduate
- PR-UG - Professional and Undergraduate
- GR-PR-UG - Professional and Graduate and Undergraduate
- LW-GR - Law and Graduate

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

Default Grade Mode

- Select...
- Credit/No Credit
- Non-Credit (earns no credit)
- Pass/Fail
- Standard

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**.

Course Title
5 characters remaining

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

Long Title
75 characters remaining

Step 11 - Enter **Course Description**. There is no character limit.

Course Description

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

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: All courses except for Law School and Truett Seminary are repeatable.** 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**. All graduate courses must be repeatable once, so enter 1 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 (do not enter a zero).

Credit Hours

Repeatable Yes No

Number of repeats

For maximum credits

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

Fees

Does this proposal impact course fee(s)?

Yes No

Course Fee

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.)

Yes No

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.

Cross Listed

Course(s)

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.

Enter Course Code

Select Subject Code ...

Department

Select Department ...

College

Select College ...

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**.

Cross Listed Course(s) ACC 1301 (Remove...) (Edit...)
(Make Primary...)
Add...

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

Mutually Exclusive

Code	Title	
		+

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.

Prerequisites Credit or concurrent enrollment in BIO 1302 or BIO 1301.

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.

Prerequisites

Banner Prerequisites

And/Or	(Course/Test Code	Min Grade/Score	Academic Level)	Concurrency?	
	▼	<input type="text"/>	<input type="text"/>	▼	▼	▼	✖ ↑ ↓

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

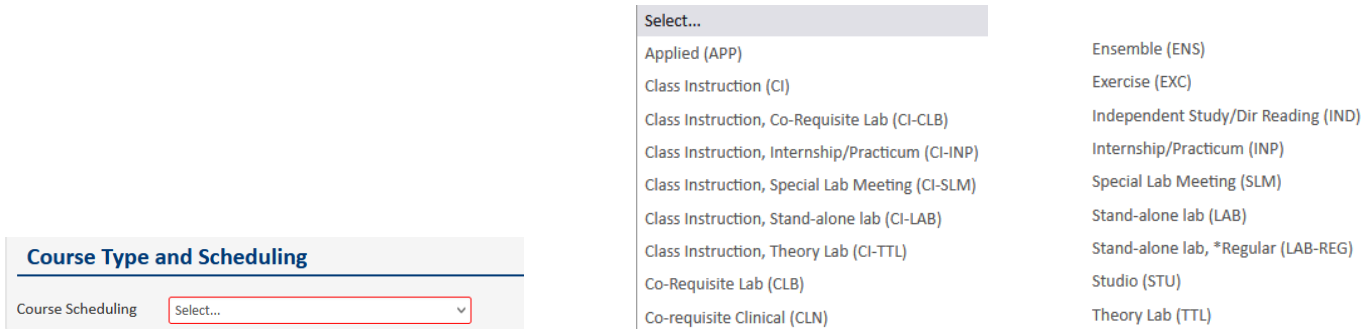
Corequisites

Code	Title	
		+

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).



The image shows a form titled "Course Type and Scheduling". On the left, there is a dropdown menu labeled "Course Scheduling" with a "Select..." option. To the right, a list of course types is displayed in two columns:

Select...	
Applied (APP)	Ensemble (ENS)
Class Instruction (CI)	Exercise (EXC)
Class Instruction, Co-Requisite Lab (CI-CLB)	Independent Study/Dir Reading (IND)
Class Instruction, Internship/Practicum (CI-INP)	Internship/Practicum (INP)
Class Instruction, Special Lab Meeting (CI-SLM)	Special Lab Meeting (SLM)
Class Instruction, Stand-alone lab (CI-LAB)	Stand-alone lab (LAB)
Class Instruction, Theory Lab (CI-TTL)	Stand-alone lab, *Regular (LAB-REG)
Co-Requisite Lab (CLB)	Studio (STU)
Co-requisite Clinical (CLN)	Theory Lab (TTL)

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.

Supporting Documentation

Please attach any documentation supporting this proposal.

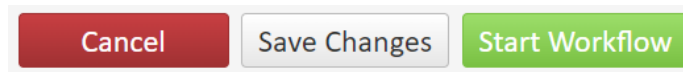
Attach Supporting Documentation

Attach File

Uploaded Files:

Files To Be Uploaded:

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



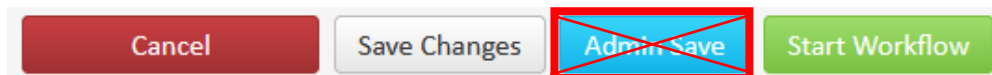
Cancel Save Changes Start Workflow

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.



Cancel Save Changes ~~Admin Save~~ Start Workflow

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.

Export to PDF

Shred Proposal

Date Submitted: 09/25/23 1:30 pm

Viewing: **BUS 1102 : HSB Peer Leader Program**

Last edit: 09/26/23 2:07 pm

Changes proposed by: Sam Binkley (Sam_Binkley)

New Course Proposal

In Workflow

1. MGT Review
2. MGT Chair
3. Technical Review
4. BU Preliminary Review
5. BU Dean
6. Provost
7. Banner

Course 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**.

Course Inventory Management Help

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

Search

Archive
 History

Propose New Course

Edited Courses ▼

Course Code	Title	Workflow	Status
LAW 9101	Legal Analysis, Research and Communication 1: Introduction to Legal Writing, Part 1	Banner	edited
ANT 1306	Cultural Anthropology in Global Context		edited
OTD 6298	Hybrid Teaching Strategies for the Healthcare Clinic and Classroom	Banner	edited
OTD 6280	Doctoral Capstone III	Banner	edited
BUS 4385	Strategic Management	Banner	edited
OTD 6472	Doctoral Mentorship I	Banner	edited

Export to PDF

Shred Proposal

Changes saved but not submitted

Edit Course

[Preview Workflow](#)

Viewing: **ANT 1306 : Cultural Anthropology in Global Context**

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

- **ANT Review**
Email: All Members
Members:
 - Katie Binetti (Katie_Binetti) - Katie_Binetti@baylor.edu
 - Michael Muehlenbein (Michael_Muehlenbein) - Michael_Muehlenbein@baylor.edu
- **ANT Chair**
Email: Michael_Muehlenbein@baylor.edu
Members:
 - Michael Muehlenbein (Michael_Muehlenbein)
- **Technical Review**
Email: All Members
Members:
 - Dawn Khoury (Dawn_Khoury) - Dawn_Khoury@baylor.edu
 - Sandra Groves (Sandra_Groves) - Sandra_Groves@baylor.edu
 - April Benson (April_Benson) - April_Benson@baylor.edu
- **AS Preliminary Review**
Email: All Members
Members:
 - Jaime Basher (Jaime_Basher) - Jaime_Basher@baylor.edu
 - Lauren Muhi (Lauren_Muhi) - Lauren_Muhi@baylor.edu
- **AS Committee FYI All**
Email: All Members