

CIM Course Change Request

Step 1 - 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 changed. Select the appropriate existing Baylor University (BU) course. Select **Edit Course**.

Course Code	Title	Workflow	Status
BIO 0305	The Biological Basis of Limnology		deleted
BIO 1101	Introductory Microbiology Laboratory		deleted
BIO 1102	Introductory Microbiology Laboratory		
BIO 1103	Human Ecology Lab: Our Place in Nature		
BIO 1105	Modern Concepts of Bioscience Laboratory		
BIO 1106	Modern Concepts of Bioscience Laboratory		

Step 2 - The **Editing** screen will populate in a new window. Select the **Effective Term** from the drop-down menu (left image). This menu will only include effective Baylor University (BU) terms for next two (2) years (center and right images). If you are not sure of the **Effective Term** select **999999** as a place holder. Save and revisit to enter correct **Effective Term** before Starting Workflow.

Course Inventory

Editing: **BIO 1102: Introductory Microbiology Laboratory**

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: Select...

- 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
- 999999

Step 3 - Type in reason requesting a course change. If you want to adjust the red box, you can grab the lower right-hand corner to modify the size.

Explain why you are making these changes? Prerequisite Change

Step 4 - If a change needs to be made to the subject code, course number, department, college, and division (if applicable) academic level, default grade mode, course short title, long title, and/or course description, make the appropriate change. **A valid BU course number must be entered to change a course number.** This will inactivate the “old” course and create a “new course. A separate proposal to inactivate the course is not needed.

Subject Code: BIO - Biology Course Number: 1102

Department: BIO - Biology

College: AS - College of Arts & Sciences

Division: Select...

Academic Level: UG - Undergraduate

Default Grade Mode	Standard
Course Title	Introductory Microbiology Lab 1 characters remaining
Long Title	Introductory Microbiology Laboratory 64 characters remaining
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.

Note: The short **Course Title** is limited to 30 characters. The **Long Title** is limited to 100 characters. If the **Long Title** is shorter than 30 characters, use the same title for both the short and long titles.

Step 5 - Course Credit Information - If the proposed course change is a **variable hour course**, enter the minimum and maximum **Credit Hours** per term (ex. 1-6).

Credit Hours

If the proposed course change is **not a variable hour course**, list the second number of the proposed course number as the **Credit Hours**. (Ex. BIO 2301, enter 3)

Step 6 - Course Credit Information - Select if the proposed course change 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**. 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 7 - Fees - To add a fee to a course, select **Yes**. Enter the **Course Fee**.

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

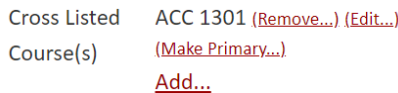
If there are additional expenses involved in the proposed course change, select **Yes**. **Documentation for the additional expenses must be uploaded in the Supporting Documentation section.**

Step 8 - To add a course to be **Cross Listed**, click on **Add...** Include all courses that will be cross listed by selecting **Add...** for each course. Verify the course to be cross listed is active prior to entering.



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**.



If a non-valid course is entered, a message **Course code is not unique** will populate (left image). Enter **TBD** for the **Course Number** (right image). The option to **Edit** will be available to allow research for a valid active BU Course.

baylor-test.courseleaf.com

Course code is not unique.

Don't allow baylor-test.courseleaf.com to prompt you again

OK

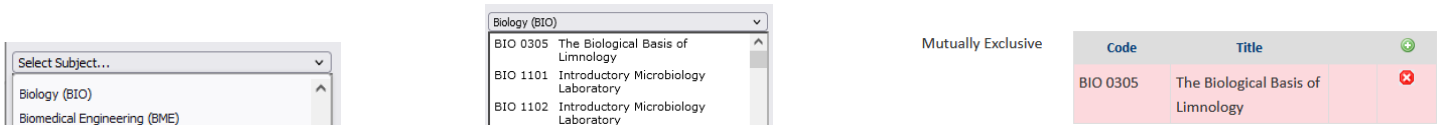
Cross Listed
Course(s)

CHE TBD (Remove...) (Edit...) (Make Primary...)
Add...

Step 9 - To change a course to **Mutually Exclusive**, 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 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 10 - To change **Prerequisites**, type the new prerequisite in the box. To remove **Prerequisites**, delete the content in the box.

An **AND** or **OR** must be used between multiple courses for accurate 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 course change initiator to

notify them if a prerequisite is not programmable. Always place a period at the end of any prerequisite(s) entered.

Prerequisites

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 11 - To add an additional **Corequisites**, select **+**.

Corequisites

Code	Title		
BIO 1302	Introductory Microbiology		⊕

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.

Select Subject...

Biology (BIO)
Biomedical Engineering (BME)

Biology (BIO)

BIO 0305 The Biological Basis of Limnology
BIO 1101 Introductory Microbiology Laboratory
BIO 1102 Introductory Microbiology Laboratory

Corequisites

Code	Title		
BIO 1302	Introductory Microbiology		⊕
BIO 1105	Modern Concepts of Bioscience Laboratory		⊕

To delete a corequisite select the **X** button next to the course. It will confirm removal of the course before the action can be completed.

Are you sure you want to remove this course from the list?

OK Cancel

Step 12 - Select the drop-down menu for **Course Type and Scheduling** to change the course type.

Course Type and Scheduling

Course Scheduling

Select...

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

Step 13 - Any **Supporting Documentation** should be uploaded in the section.

Supporting Documentation

Please attach any documentation supporting this proposal.

Attach Supporting Documentation

Uploaded Files:

Files To Be Uploaded:

Step 14 - Once the form is completed the following options are available:

Cancel the proposed course change and lose all information.

Save Changes which allows the proposed course change 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.

Once the workflow is started, scroll to top of screen to see where the proposed course change 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 course change 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.

Date Submitted: 09/18/23 1:43 pm

Viewing: **OTD 6280 : Doctoral Capstone III**

Last edit: 09/25/23 11:51 am

Changes proposed by: Lori McNamara (Lori_McNamara)

Catalog Pages referencing this course

- [Occupational Therapy Doctorate \(OTD\)](#)
- [Occupational Therapy, O.T.D.](#)
- [Post-Professional Doctor of Occupational Therapy, PP-OTD](#)

In Workflow

1. HPRO Review
2. HPRO Chair
3. Technical Review
4. HH Preliminary Review
5. HH Dean
6. Provost
7. Banner

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

Step 20 - Once the Workflow is started, the status of the course in CIM will be **Edited** until it completes the approval process. Once it is approved and synced with Banner, the status changed from **Edited** to blank and the initiator receives an email notification. An option to **Export to PDF** is also available to save the proposed course change 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 course change in the Workflow. Only courses submitted after the group change was made will be reflected in workflow process. To preview the workflow before you submit a course change, select [Preview Workflow](#).

[Help](#)

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.

Search
 Archive - OR - 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
Changes saved but not submitted
Edit Course

Shred Proposal
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. This is only available before a course change 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

If you are reviewing course that is in the workflow process, you can select the person from the View Changes By: box to denote what changes each person has made.

View Changes By:

Shuva Rahim ▼