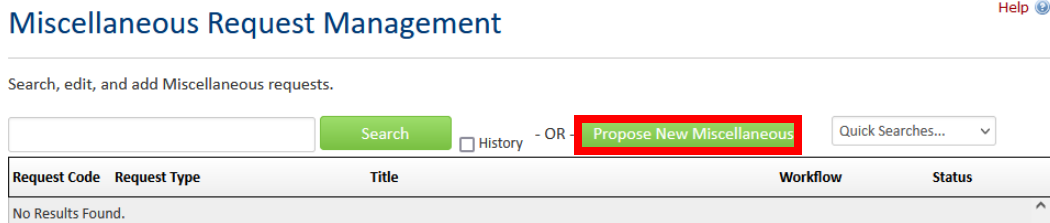


CIM Miscellaneous Request Management

New Department

Step 1 - Go to [Miscellaneous Request Management](https://nextcatalog.baylor.edu/miscadmin) (<https://nextcatalog.baylor.edu/miscadmin>). Select **Propose New Miscellanous**. A new screen will populate. All boxes outlined in red require information input to start the workflow.



Miscellaneous Request Management Help

Search, edit, and add Miscellaneous requests.

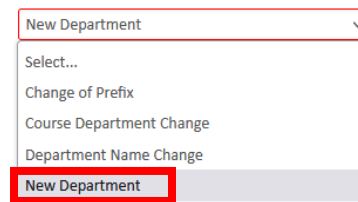
History - OR -

Request Code	Request Type	Title	Workflow	Status
No Results Found.				

Step 2 - Select the **Request Type New Department** from the drop-down menu. These instructions will only address requesting a **New Department**. Additional required fields will repopulate to the screen.

Miscellaneous Request Management

Miscellaneous Request



New Department

Select...

Change of Prefix

Course Department Change

Department Name Change

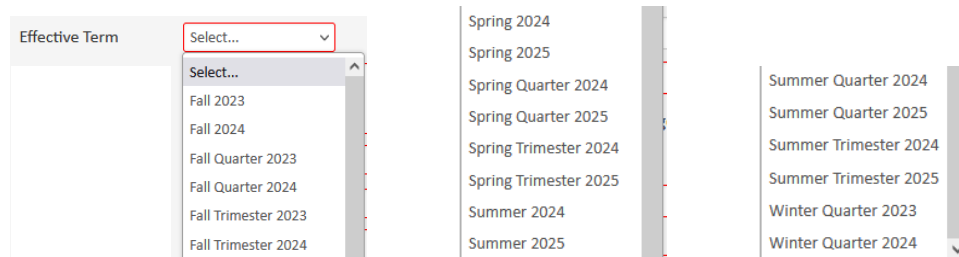
New Department

Step 3 - Enter a short **Request title**.



Request Title

Step 4 - 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

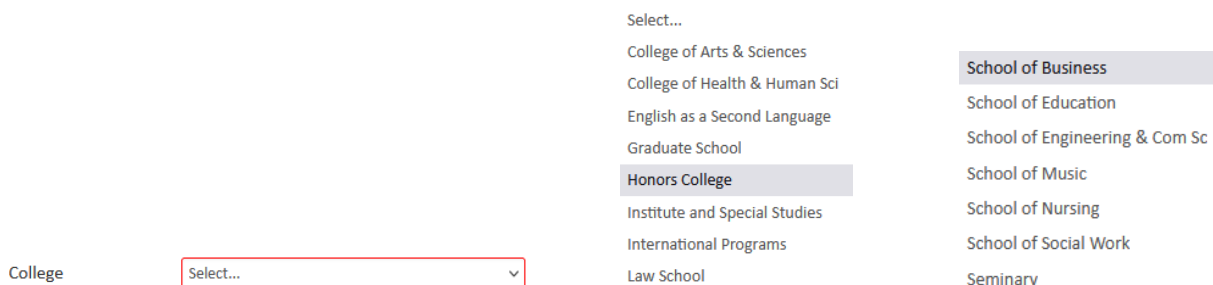
Summer Trimester 2024

Summer Trimester 2025

Winter Quarter 2023

Winter Quarter 2024

Step 5 - Select the **College** from the drop-down menu.



College

Select...

College of Arts & Sciences

College of Health & Human Sci

English as a Second Language

Graduate School

Honors College

Institute and Special Studies

International Programs

Law School

School of Business

School of Education

School of Engineering & Com Sc

School of Music

School of Nursing

School of Social Work

Seminary

Step 6 - Select a BU **Department** by typing in code or by selecting from the drop-down menu. The College must be entered for the drop-down menu to populate.

Department

Step 7 - Enter the **Proposed Name** for the new department.

Proposed Name:

Step 8 - Enter the **Proposed Prefix** for the new department.

Proposed Prefix:

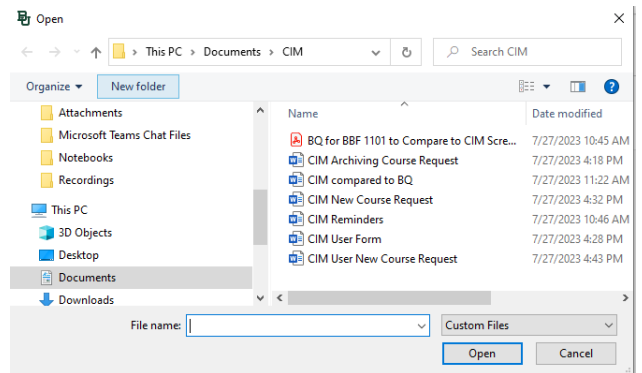
Step 9 - Enter **Justification**.

Justification:

Step 10 - Attach all **Supporting Documentation** (left) if available. Select **Attach File** and the computer files box (right) will open to retrieve the data. When you select the file to attach, it appears in the **Supporting Documentation** box. Click **Remove** if the document is not correct.

Attach Supporting Documentation:

Uploaded Files:
Files To Be Uploaded:



Step 11 - Once the form is completed the following options are available:

Cancel the proposed **Miscellaneous Request Management** 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 **Miscellaneous Request Management**.

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 ProgramHelp@baylor.edu if you accidentally choose this option.

Once the workflow is started, scroll to top of screen to see where the **Miscellaneous Request Management** is located in the review process. Green font denotes the step has been completed. Brown font denotes the current step for the request. By clicking on the workflow step, an email

will populate for entry to send directly to the people reviewing the proposal. [SHRED PROPOSAL](#) will delete the request.

Shred Proposal

New Proposal

Date Submitted: 09/07/23 10:21 am

Viewing: **Introduction to Spanish Testing**

Last edit: 09/07/23 10:21 am

Changes proposed by: baylor-admin

Request Type

Change of Prefix

Request Title

Introduction to Spanish Testing

In Workflow

1. Registrar

2. AS Dean

3. Registrar

At any time, the status of the workflow can be checked by doing a quick search of the proposal in the [Miscellaneous Request Management](#) screen.

Step 12 - Once the Workflow is started, the status of the proposal in CIM will be **Added** until it completes the approval process. Once it is approved and entered into Banner, the status changes from **Added** to blank and the initiator receives an email notification.