CIM COURSES

CIM courses allow users to propose a new course, propose edits to an existing course, or propose to delete/deactivate an existing course. These proposals are then submitted through the appropriate workflow approval processes where users can edit, approve, or rollback the proposal.

LINK: https://next-bulletin.miami.edu/courseadmin/

How to Propose a New Course

- **Propose New Course**

1. Click **Propose New Course**
2. Complete the form by filling in required information
3. When adding the SUST attribute scroll down and simply click on sustainability attribute

Assign an area of knowledge only if you want this course to be available for individualized cognates. Click here for AOK Rubric: https://ua.miami.edu/_assets/pdf/indiv-cognate-rubric.pdf

Course Attribute/Area of Knowledge		
	☐ Capstone	☐ Civic
	☐ Civic and Writing Credit	☐ Classical Cert.- ARC
	☐ Dialogue and Discussion (QEP)	☐ Elective- ARC
		☐ Foote Fellow
	☐ History Elective- ARC	☐ Individualized Arts & Humanities Cognate
	☐ Individualized People & Society Cognate	☐ Individualized STEM Cognate
	☐ Medical School Letter Grade-MED	☐ Preservation Cert.- ARC
		☐ Prism
	☐ Prof Elective- ARC	☐ Skills- Law
	☑ Sustainability	☐ Writing

4. After completing the form, click one of the following:
   - **Cancel** to not save any changes and return to the previous window
   - **Save Changes** to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses
   - **Admin Save** to save and submit all changes but bypass workflow. Selecting Admin Save may be useful when there is something simple like updating a typo that won't need to go through workflow for approval. This button is only available to users with administrator access.
   - **Save & Submit (Start Workflow)** to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the next

person in the workflow. The next user in workflow will be sent an automated email to notify the user the new course proposal is ready to be reviewed, edited, approved, or rejected.

How to Propose an Edit to a Course

Edit Course

1. Type the field of study abbreviation, course title, or course code that you want to edit into the search field

2. Select the course that you wish to edit from the results window

3. Click the **Edit Course button** in the CIM window. Some of the fields in this form will be pre-populated with text

4. Make your updates to the form

5. When adding the SUST attribute scroll down and simply click on sustainability attribute

> *Assign an area of knowledge only if you want this course to be available for individualized cognates. Click here for AOK Rubric: https://ua.miami.edu/_assets/pdf/indiv-cognate-rubric.pdf*
>
> | Course Attribute/Area of Knowledge | ☐ Capstone | ☐ Civic |
> | --- | --- | --- |
> | | ☐ Civic and Writing Credit | ☐ Classical Cert.- ARC |
> | | ☐ Dialogue and Discussion (QEP) | ☐ Elective- ARC |
> | | | ☐ Foote Fellow |
> | | ☐ History Elective- ARC | ☐ Individualized Arts & Humanities Cognate |
> | | ☐ Individualized People & Society Cognate | ☐ Individualized STEM Cognate |
> | | ☐ Medical School Letter Grade-MED | ☐ Preservation Cert.- ARC |
> | | | ☐ Prism |
> | | ☐ Prof Elective- ARC | ☐ Skills- Law |
> | | ☑ Sustainability | ☐ Writing |

6. After editing the form, click one of the following:
   - **Cancel** to not save any changes and return to the previous window
   - **Save Changes** to save any changes that have been made and come back to the form at a later time. Clicking Save Changes does not submit the proposed changes to workflow and will allow you to save without filling out all the required fields. The status of the saved form will be "Added" and may be edited at a later time by searching for the course or doing a quick search for all added courses
   - **Admin Save** to save and submit all changes but bypass workflow. Selecting Admin Save may be useful when there is something simple like updating a typo that won't need to go through workflow for

approval. This button is only available to users with administrator access.

- **Save & Submit (Start Workflow)** to save and submit all changes for approval. All required fields must be filled out before the proposal can be submitted for approval. The new course proposal will go to the next person in the workflow. The next user in workflow will be sent an automated email to notify the user the new course proposal is ready to be reviewed, edited, approved, or rejected.