

# CIM Course Proposal User Guide

## Adding a Cross-Listed Course to an Existing Course

**Please Note:** Cross-listed courses are intended to be the exact same course with the only differences being the course subject, number, and possibly attributes (Division and General Education category). Cross-listed courses are maintained on one CIM form. One course is considered the primary course and the other is considered the secondary course. Students cannot receive credit for both courses.

- 1) Use any web browser **except Internet Explorer** to log into the **Course Inventory Management (CIM)** system via this link:

<https://nextcatalog.wichita.edu/courseadmin/>

Or by logging into myWSU and clicking on the 'CIM Course Form' link:

### CourseLeaf (CAT and CIM)

[CIM Course Form](#)

[CIM Program Form](#)

[CIM Misc Admin Form](#)

[CourseLeaf Approval Page \(CAT & CIM proposals\)](#)

[CAT/CIM User Guides](#)

**Please Note:** If you log in via myWSU and are idle for more than 30 minutes, you will be automatically logged out of your myWSU window but not your CIM window. If this occurs, leave your CIM window open and click back on your myWSU window to log into myWSU again. Then, click back on your CIM window to resume. **Suggestion:** bookmark the link provided above so you don't have to log into myWSU to access CIM.

- 2) In the Course Inventory Management system, search for the course you want to add a cross-list to. In the search field, type in the subject and number of the course (i.e. SOC 308) or you can search by the course title. You can use asterisks to search for all courses that contain specific words in the course code or title.

Course Code	Title	Workflow	CIM Status	Banner Status
SOC 308	Relationship Problems		Active	

Once you have found the course you wish to edit, click on it to select it and then click on the green 'Edit Course' button. This will open a separate window for the course proposal.

- 3) Fill out the contact information with the faculty member that can answer questions about this course. (Administrative assistants may be the one creating the proposal but the faculty member that requested this should be listed as the contact person.)
- 4) Check the 'Other' option under applicable actions and type in something like 'adding cross-list course'.

Please check all actions applicable to this course proposal:

<input type="checkbox"/> NEW course	<input type="checkbox"/> Change in course title
<input type="checkbox"/> New Letter under Approved Root Course	<input type="checkbox"/> Change in course number
<input type="checkbox"/> Experimental course seeking course status	<input type="checkbox"/> Change in prerequisites
<input type="checkbox"/> Change in course description	<input type="checkbox"/> Change in number of credit hours
<input checked="" type="checkbox"/> Other	

Please describe.

### Course Information:

**Effective Term** – You will need to select an effective term for this new cross-list. **Please Note:** *Since creating a cross-list is effectively creating a new course, you can select any future term.*

Scroll down the form to locate the **Cross-Listed** area which is just above the **Justification and Resources** section.

*Cross-listed courses are offered under two or more departments, using the same number where possible. The courses must be identical, with the same content, pre-requisites, course description, etc.*

Cross-Listed: [Add...](#)

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#### Justification and Resources

Describe and justify the change and its place in the department's overall curriculum plan:

To add a new cross-list course, click on the red 'Add' hyperlink. This will open a window where you can enter the information for this secondary course.

You have to enter three pieces of information.

- 1) Select a **Subject** for the cross-list course from the drop-down box.
- 2) Enter in the **course number** in the TBD box. Use the same number as the primary course, when possible. If you do not know what course numbers are available, type in the number for the desired course level (1, 2, 3, etc.) and then add x's after that. For example, type in 3XX if you are wanting to create a 300-level course.
- 3) Select the **Division** for the cross-list course from the drop-down box.

If the primary course is a General Education course, then go ahead and select the **General Education Category** for the secondary course as well. However, if the primary course is not General Education, then leave the General Education Category on the secondary course blank.

**Please Note:** You cannot have the primary course be General Education and the cross-list course not be General Education and vice versa. Either both courses are General Education or neither of them are.

Once you have filled out the necessary information in the window, click on the green 'OK' button. If you want to add more than one cross-list course, follow the same steps again. There can only be one primary course but their can be multiple secondary courses in a cross-list group.

Most of the required fields on the form should already be filled out on the proposal. **Review all of the information and make any edits as needed.**

The **Justification and Resources** section will not be filled out. And so, you will need to explain why the course is being created as a permanent course and answer the questions as to how this course may affect other departments/colleges, faculty, and/or resources. Also, if any letter(s) of support are needed, attach them here.

**Justification and Resources**

Describe and justify the change and its place in the department's overall curriculum plan:

Does this course replace, resemble, overlap, or substitute for courses in other departments and/or colleges?

Yes  No

What is the effect of this action on other departments and/or colleges and their students?

*You are responsible for consulting with departments whose programs may be affected by your action.*

Attach letter(s) of support from affected unit(s) as applicable.

**Attach Letter(s)**

Uploaded Files:

Files To Be Uploaded:

*You are responsible for consulting with coordinator of collection development of the library, director of media resources and director of ITS when additional library holdings, electronic/telecommunications, and computer resources are required.*

Aside from reassignment of current faculty and changes in current course rotation, what additional resources and personnel are required?

You will also need to attach an updated syllabus that follows the [standard syllabus template](#). **Please Note:** The question concerning UG and GR level expectations will only appear on the form if the course number is 500-699.

**Content Coverage and/or Major Topics:**

All course syllabi must contain the definition of a credit hour, the academic honesty policy, and the course student learning outcomes. Please confirm that all of these are specified on the syllabus you are about to attach.

YES, all of these are included in the syllabus

Does the syllabus detail learning outcomes for students at both the UG and GR level as well as specify the different expectations for GR level students/credit?

Yes

NO, because the course description specifies that it is for UG students only

Please attach a tentative course syllabus:

**Attach Syllabus**

Uploaded Files:

Files To Be Uploaded:

Please attach additional documents as necessary:

**Attach File(s)**

Uploaded Files:

Files To Be Uploaded:

Once you have reviewed, updated, and filled out the entire course proposal form, you will want to start the proposal through the workflow approval process by clicking the green **'Start Workflow'** button.

