

Cross-listing Courses in CIM Curriculum Management System

Cross-listed courses are defined as two or more active courses marked equivalent to each other in Banner. To be edited using a single curriculum change form in CIM, nearly all aspects of the courses must be the same – title, description, prerequisites, etc. If the departments do not agree on these common factors, each course will have to be maintained using a separate CIM form. Courses can be cross-listed in the schedule (taught together) and not be cross-listed in CIM.

Each cross-listed pair or group must have a primary course; this is normally the course subject within the department teaching the course.

The following describes the actions that would involve cross-listed courses and the steps for each within the CIM system. These apply to courses that are cross-listed in CIM.

Creating two (or more) new courses that will be cross-listed (a SINGLE CIM form):

- Submit a New course proposal – using the primary course subject and number
- Add the secondary course(s) using cross-list picker
- Complete all required fields
- Click Start Workflow
- Once approved, both/all courses are created in CIM and Banner with identical information
- For step-by-step instructions, see page 3

Creating two (or more) new courses that will be cross-listed in schedule but not identical (requires two CIM forms):

- Submit a New course proposal for each course separately
- Note in Describe/Justify box that the courses are equivalent but won't use single CIM form
- Click Start Workflow on each

Creating a new course(s) to cross-list with existing course

- Edit existing course (it will be primary to start) - **NOT a new course** proposal form
- Add new course number(s) as cross-list using cross-list picker within the edited CIM form
- If new course is to be primary, can make it primary in cross-list section
- Complete all required fields
- Click Start Workflow
- For step-by-step instructions, see page 9

Removing the cross-list and inactivating one of the courses

- Search for one of the cross-listed course and select Edit
- Ensure that the course to be inactivated is **NON**-primary; if necessary, make it the non-primary course by clicking "*Make Primary*" in cross-list section
- Once the course to be inactivated is non-primary, click "*Remove*" in the cross-list area (this will inactivate the course)

- Complete all required fields
- Click Start Workflow
- For step-by-step instructions, see page 13

Inactivating both/all courses in a cross-list pair/group

- Search for primary course
- Select red Inactivate button
- Provide effective term and justification
- Both/all courses will be inactivated

To cross-list two or more courses that already exist on the course file, or to remove cross-listing and keep both courses active, please contact Sally Fiscus in the Registrar's Office (978-7279, sally.fiscus@wichita.edu).

REMEMBER!

Cross-list in CIM means equivalent in Banner and all (with few exceptions) information about the two courses is the same – one CIM form.

Courses can be equivalent in Banner but not cross-listed in CIM...in this case, each course would have its own CIM form.

Creating a NEW Course with a NEW Cross-list Course

*This is for when you want to propose a brand new course with a new cross-list course that will require two course numbers to be created.

Log into the Course Inventory Management (CIM) system via the link provided in the myWSU portal titled 'CIM Course Form' or via this link: <https://nextcatalog.wichita.edu/courseadmin/>

CourseLeaf (CAT and CIM)

[CIM Course Form](#)

[CIM Program Form](#)

[CIM Misc Admin Form](#)

[CIM Quickstart Bookmark](#)

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

[CIM Cross-list Guide](#)

[CAT Editors/Approvers Instruction Guide](#)

In the Course Inventory Management system, click on the green "Propose New Course" button. A new course proposal form will open.

After filling out the contact information, check the "New course" option under applicable actions.

Please check all actions applicable to this course proposal:

- | | |
|--|---|
| <input checked="" 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 type="checkbox"/> Other | |

Course Information:

Selecting Effective Term -- New courses can be given any effective term that is not a past term. *Please note: If the term selected is over or close to over once the course proposal reaches the end of workflow, then the effective term will be moved to the next term.*

Make sure to fill out all of the required information on the course:

Course Information

These changes are effective:

Subject: Course Number:

If you do not know what course numbers are available, click on the grey 'Course Numbers in Use' button. Or 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.

Note: If you are proposing an Honors course, an "H" will need to be added to the course number.

You are responsible for filling out three of the boxes related to credit hour: Credit Hour Limit, Lecture Hours and Lab Hours.

Credit Hour Limit:

Lecture Hours:

Lab Hours:

Credit Hour Limit is the number of hours for which a course can be offered. Please use whole numbers only (3, not 3.0), unless you are proposing a half credit hour course (.5). If the course has a credit hour range, enter with dash (1-6).

Lecture Hours will be the same as Credit Hour Limit unless the course is Lab only.

If Lecture carries the credit, Lab Hours will be 0. If Lab carries the credit, Lecture Hours will be 0.

The Repeatable for credit question will automatically be marked as "No." However, if the new course is repeatable, toggle this answer over to "Yes."

All courses can be repeated for grade replacement. Can this course be taken more than once for credit?

Repeatable for credit? Yes No

Repeatable credit hour limit: Limit No Limit

Limit:

If there is a limit to the number of times that the course can be repeated for credit, check the Limit box and indicate the total credit hours that a student can earn by repeating the course. If there is no limit, check the No Limit box.

Select all of the appropriate items for Grading Mode, Planned Delivery Method, and Course Format. More than one answer can be selected for Planned Delivery Method and Course Format.

Grading Mode:

Planned delivery method:
 Traditional Classroom Instruction
 Hybrid
 Online

Course format:
 Lecture Lab
 Experiential Appointment Course
 Individual Research Activity Course
 Seminar Workshop

A Course Description is required for every course. This description must be in third-person, present tense and no longer than one paragraph. Do not include text for general education, cross-listing, diversity content, prerequisites, or corequisites. The system will add this information to the description when it syncs with Banner based on what you have in other fields on the form.

Description Information

Catalog

Description: 

If the course requires a prerequisite, prerequisite with concurrency, or corequisite, fill out the appropriate box.

Prerequisites:	<input type="text"/>
<i>A prerequisite with concurrency is one that can be taken either before or at the same time as the other course. Corequisite courses must be taken at the same time.</i>	
Prerequisite with Concurrency:	<input type="text"/>
Corequisites:	<input type="text"/>

If applicable, list any restrictions with the course. Examples of restrictions include: course limited to specific major, course limited to specific class (freshman, sophomore, etc.), course limited to specific college, etc.

Please list any restrictions associated with this course.



If the course contains diversity content, check “Yes.”

Does this course contain diversity content?

Yes No

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...](#)

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

You have to enter three pieces of information.

- 1) Select a Subject for the cross-list 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 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 cross-list as well. However, if the primary course is not General Education, then leave the General Education Category on the cross-list blank.

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 on the window, click on the green “OK” button. If you want to add more than one cross-list course, follow the same steps again.

If this course is meant to replace another, select “Yes.” You will be asked to enter the course that is being replaced and whether or not the two courses are equivalent. *Please note: if the courses are equivalent, then check with the Registrar’s Office about whether a new course proposal is needed or if an edit to an existing course is preferred.*

In the Justification and Resources section explain why the course is being created 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?

A tentative course syllabus that follows the standard syllabus template will need to be attached. The question concerning UG and GR level expectations will only appear on the form if the proposed 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

Is this a Terminal course?

Yes No

Please attach a tentative course syllabus: Attach Syllabus

Uploaded Files:

Files To Be Uploaded:

Syllabus must follow template found at: <https://www.wichita.edu/faculty/development/syllabus-template-page.php>

Please attach additional documents as necessary: Attach File(s)

Uploaded Files:

Files To Be Uploaded:

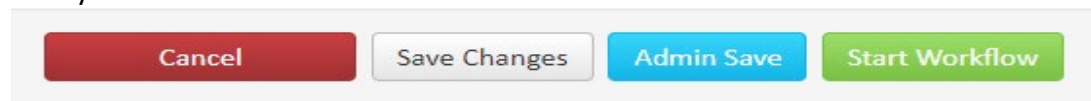
The General Education question will automatically be marked as “No.” If the course is seeking General Education status, then toggle this answer over to “Yes.”

General Education

Does this course fulfill general education requirements? Yes No

Toggling over to “Yes” will open up several specific General Education questions. You will need to fill out all of the required text boxes.

Once you have filled out the entire course proposal form, you will want to start the course through workflow. Click on the green “Start Workflow” button to send the course to workflow. If you are not ready to send through workflow yet, click on the grey “Save Changes” button to save your work for later.



Adding a NEW Cross-Listed Course to an Existing Course

*This is for when you want to create a new cross-list course from an existing course. *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. Students cannot receive credit for both courses.*

Log into the Course Inventory Management (CIM) system via the link provided in the myWSU portal titled 'CIM Course Form' or via this link: <https://nextcatalog.wichita.edu/courseadmin/>

CourseLeaf (CAT and CIM)

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- [CIM Program Form](#)
- [CIM Misc Admin Form](#)
- [CIM Quickstart Bookmark](#)
- [CourseLeaf Approval Page \(CAT & CIM proposals\)](#)
- [CIM Cross-list Guide](#)
- [CAT Editors/Approvers Instruction Guide](#)

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.

Search field options:

- * will list all courses alphabetically by course code
- math* will list all courses with a course code of "MATH" or title that begins with "Math"
- *math* will list all courses with a course code of "MATH" or title that contains "Math"

The system searches the Course Code, Title, Workflow and CIM Status columns.

The Quick Searches drop-down menu provides a list of predefined searches of the CIM Status column.

Archive - OR - History

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

After filling out the contact information, 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.

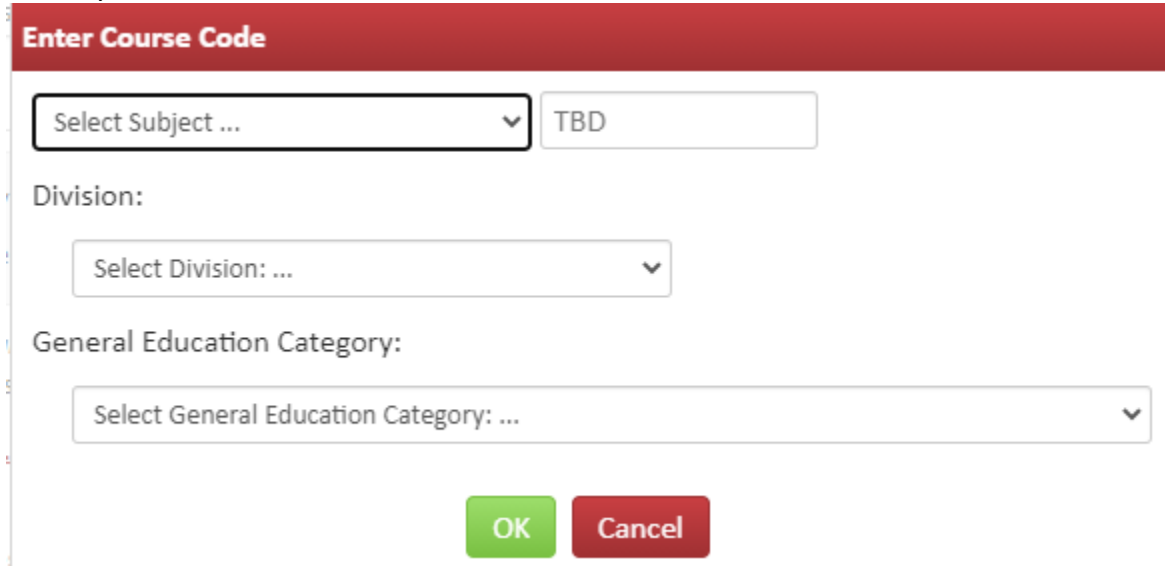
You will need to select an effective term for this new cross-list. *Note: since creating a cross-list is effectively creating a new course, you can select any future term.*

The Cross-List area on the CIM form is located just above the Justification.

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...](#)

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



You have to enter three pieces of information.

- 1) Select a Subject for the cross-list 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 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 cross-list as well. However, if the primary course is not General Education, then leave the General Education Category on the cross-list blank.

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 on the window, click on the green “OK” button. If you want to add more than one cross-list course, follow the same steps again.

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 you are adding a cross-list course and answer the questions as to how this 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. *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 course through workflow. Click on the green “Start Workflow” button to send the course to workflow. If you are not ready to send through workflow yet, click on the grey “Save Changes” button to save your work for later.

Cancel

Save Changes

Admin Save

Start Workflow

Inactivating a Cross-Listed Course

*This is for when you want to inactivate one course in a cross-listed pair, but leave the other one active.

Log into the Course Inventory Management (CIM) system via the link provided in the myWSU portal titled 'CIM Course Form' or via this link: <https://nextcatalog.wichita.edu/courseadmin/>

CourseLeaf (CAT and CIM)

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In the Course Inventory Management system, search for the course you want to inactivate. In the search field, type in the subject and number of the course (i.e. POLS 325 or WOMS 325) 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. *Note: when searching for cross-listed courses, you can search for either the primary or cross-listed course and the same CIM form will appear.*

Search field options:

* will list all courses alphabetically by course code

math* will list all courses with a course code of "MATH" or title that begins with "Math"

math will list all courses with a course code of "MATH" or title that contains "Math"

The system searches the Course Code, Title, Workflow and CIM Status columns.

The Quick Searches drop-down menu provides a list of predefined searches of the CIM Status column.

The screenshot shows a search interface with a text input field on the left. To its right is a green 'Search' button. Further right are two unchecked checkboxes labeled 'Archive' and 'History', separated by '- OR -'. To the right of these is another green button labeled 'Propose New Co'.

Once you have found the course you wish to edit, click on the green "Edit Course" button. This will open up a separate window for the course proposal.

After filling out the contact information, check the "Other" option under applicable actions and type in something like "inactivating cross listed course, WOMS 325"

The screenshot shows a form titled 'Please check all actions applicable to this course proposal:'. It contains two columns of checkboxes. The first column has: 'NEW course', 'New Letter under Approved Root Course', 'Experimental course seeking course status', 'Change in course description', and 'Other' (which is checked). The second column has: 'Change in course title', 'Change in course number', 'Change in prerequisites', and 'Change in number of credit hours'. Below this is a text field labeled 'Please describe.' containing the text 'inactivating cross listed course, WOMS 325'.

You will need to select an effective term for this inactivation. *Note: you cannot inactivate a course which has active sections. So, you will need to select a future term where sections of the course do not exist.*

IMPORTANT: Primary vs. Cross-Listed Course

Each cross-list pair has a primary and a cross-listed course. Normally, the primary course is the subject within the department teaching the course.

The primary course will be the main course on the CIM form. It is listed first on the form and the course information concerning department, college, and subject all relate to the primary course.

The cross-listed course will be listed on the CIM form as an “Also listed as” course. The specific information for the cross-listed course is only found in the Cross-List area on the CIM form.

In the example of POLS/WOMS 325 below, POLS is the primary course and WOMS is the cross-listed course.

VIEWING: POLS 325 : Gender and Politics

College: Fairmount College of Liberal Arts and Sciences (LA)

Department: POLS - Political Science

Also listed as: **WOMS 325**

Inactivating the Cross-Listed Course:

The Cross-List area on the CIM form is located just above the Justification.

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: WOMS 325 ([Remove...](#)) ([Edit...](#)) ([Make Primary...](#))
[Add...](#)

To inactivate the cross-list course, simple click on the red “Remove...” hyperlink next to the course.

Inactivating the Primary Course:

In order to inactivate the primary course but leave the cross-listed course active, you first have to switch the roles of each course.

Find the Cross-List area on the CIM form, located just above the Justification. Then click on the red “Make Primary...” hyperlink next to the cross-list course.

Cross-Listed: WOMS 325 ([Remove...](#)) ([Edit...](#)) ([Make Primary...](#))
[Add...](#)

This will switch the courses so that the former primary course now appears on the form in the Cross-List area.

Cross-Listed: POLS 325 ([Remove...](#)) ([Edit...](#)) ([Make Primary...](#))
[Add...](#)

Once the courses are switched, click on the red “Remove...” hyperlink to inactivate the former primary course.

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 you are inactivating the cross-list course and answer the questions as to how this 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. *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 course through workflow. Click on the green “Start Workflow” button to send the course to workflow. If you are not ready to send through workflow yet, click on the grey “Save Changes” button to save your work for later.

