

CIM Course Proposal User Guide

Inactivating a Cross-listed Pair or Group of Courses

This is for when you want to inactivate all courses in a cross-listed pair or group. Inactivated courses can be reactivated later. **Please Note:** *If the course being inactivated is listed as a prerequisite of another course and/or listed on a program, then the other course and/or program will need to be edited as well.*

IMPORTANT: Cross-listed Courses

Cross-listed courses are maintained on one CIM form. Changes made on the one proposal form affect all of the cross-listed courses in the pair or group.

Each cross-list pair or group has one primary course and one or more secondary courses. Normally, the primary course is the course within the department teaching the course.

The primary course will be the main course on the CIM form. On the search screen, if you scroll down to preview the course information you will see that the Subject, Department, Unabbreviated Course Title, etc. all relate to the primary course.

The secondary course(s) is/are listed on the search screen as '**Also listed as**'.

Searching for either the primary or secondary course(s) will result in the same proposal.

- 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 either the primary or secondary cross-listed course in the pair or group you want to inactivate. In the search field, type in the subject and number of the course (i.e. POLS 121H) 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.

Archive History - OR -

Course Code	Title	Workflow	CIM Status	Banner Status
POLS 121H	American Politics			Active

[Preview Workflow](#)

VIEWING: POLS 121 : American Politics → Primary Course

College: Fairmount College of Liberal Arts and Sciences (LA)
 Department: POLS - Political Science

Also listed as: **POLS 121H** → Secondary Course

Once you have found one of the courses in the cross-listed pair or group that you wish to inactivate, click on it to select it then click on the red 'Inactivate' button. This will open a separate window for the inactivation proposal.

- 3) In the 'These changes are effective' field select the term that you want to inactivate the courses. **Please Note:** Courses cannot be inactivated during a term that there are active sections for that course.

Inactivating: POLS 121 → NOTE: Only the primary cross-listed course is shown here but ALL secondary cross-listed courses will also be inactivated by this one proposal.

These changes are effective:

- 4) In the 'Justification for this request' field explain why the course is being inactivated.

Justification for this request

Neither of the courses in this cross-listed pair have been taught for over five years.

- 5) Click the green 'Start Workflow' button to submit this proposal to the electronic workflow approval process.