

# CIM Course Proposal User Guide

## Inactivating a Standalone Course

This is for when you want to inactivate an existing course that is not cross-listed with another course. 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.*

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

**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 inactivate. In the search field, type in the subject and number of the course (i.e. ENGL 210) 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
ENGL 210	Composition: Business, Professional and Technical Writing		Active	

Once you have found the course 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 course. **Please Note:** *Courses cannot be inactivated during a term that there are active sections for that course.*

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

Inactivating: **ENGL 210**

These changes are effective:

Summer 2024

Justification for this request

This course hasn't been taught for five years.

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

