Overview Courses

UNO-Courseleaf Course Inventory Management System (CIM-Courses) courses allows 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. The CIM-Course landing page allows a user to search for and view CIM Courses. From here, you can also see the status of a course and whether or not it is in workflow. While courses in workflow can be modified through the workflow and approval process, they cannot be modified from the CIM- Course landing page until they have completed workflow

Features/KeyItems
- Sort by: course code, title, workflow status and status of course
- Changes to courses will show as track changes ☐   History on changes: date made to course and by whom

Responsibilities for course approval
- **Faculty & Staff** – submit course change requests and new course proposals
- **Department Chair** – review course proposal (edit, approve or rollback)
- **Cognizant Dean** – review course proposal (edit, approve or rollback)
- **Graduate Dean** – review course proposal (approve or rollback) for Graduate courses only
- **General Education** – review course proposal (approve or rollback) for General Education courses only
- **VC of Academic Affairs/EPAC** – review course proposal (approve or rollback)
- **Registrar** – final step in approval process

How to Propose a New Course Link to form:
https://nextcatalog.unomaha.edu/courseadmin/

1. Click **Propose New Course**
2. Complete the form by filling in required information, required fields are noted in red (see below)
3. 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

- **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 step 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 rolled back.

How to Propose an Edit to a 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. 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
   - **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 to Deactivate a Course

1. Type the field of study abbreviation, course title, or course code that you want to deactivate into the search field
2. Select the course that you want to deactivate from the results window
3. Click the Deactivate button
4. Complete the form
5. Click Submit to submit the request or Cancel to cancel the request

Search and View

There are several different ways to search for a course. Keep in mind that an asterisk is a wildcard and can be used at any place within your search terms to stand in for missing information. Searching on just an asterisk will return all courses in CIM.

1. Course Code or Program Code
   - BIOL 115 will return BIOL 115
2. Keyword
   - Physics will return any course with Physics in the title
3. Keyword plus asterisk
   - *physic* will return Biophysics, Physical Education, and anything else with physic in the title
4. Step in workflow (seen in the workflow column of the landing page)
   - ACCT Chair will return all courses currently at the ACCT Chair step in workflow
5. Status (seen in the status column of the landing page)
   - edited will return all courses being edited
6. Quick Search
   - Drop down menu of search options located in the upper right corner of the landing page

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