Course Catalog Maintenance System

Creating Course Change Requests
1. Introduction

The Course Catalog Maintenance System, CCMS, is the online repository for the University of Nebraska at Omaha’s course catalog information. CCMS is used to add new courses to the university’s course catalog, update existing course catalog information, and to remove existing courses that are no longer offered at the university from the course catalog.

To add a new course to CCMS, see 2. Adding a New Course.

To update an existing course in CCMS, see 3. Updating an Existing Course.

To remove an existing course from CCMS, see 4. Deleting an Existing Course.
2. Adding a New Course

When the university offers new courses that do not already exist in the course catalog, users can create a course change request for the corresponding course to signal the addition of the new course offering.

To add a new course to the course catalog:

a. After logging into CCMS, choose the Course Management link in the Course Maintenance menu. The system will be redirected to the Course Management Summary screen.

b. On the Course Management Summary screen, choose the click here link in the instructional text, To add a new course to the system … click here. The system will be redirected to the Course Management Form Detail screen and the default tab will be the Course tab.
c. On the Course Management Form Detail screen, the Course Management Information/Action will be defaulted to Add a new course.

d. Enter the Course Information.

The field(s) within the Course Information section are:

- University
- College
- Curriculum
- Number
- Type
- Title
- Effective Term
- Graduate non-degree students
- Can course be taken for credit multiple times?

Note: The University, College, Curriculum, and Number combination must be unique for each course within CCMS.

e. Enter the Credit Hours Information.

The field(s) within the Credit Hours Information section are:

- Type
- Hours

The Credit Hours Information/Hours input will vary based on the selected Credit Hours Information/Type field. For the Type selection of Fixed, a single Hours input is displayed. For the Type selection of Variable and Alternative, two Hours inputs are displayed, minimum and maximum.
f. Enter the *Duplication Information*, if applicable. The duplicate curriculum allows a course within a specific curriculum to be a duplicate with another curriculum within the university.

The field(s) within the *Duplication Information* section are:

- Curriculum

g. Enter the *Cross Listing Information* for any courses that are cross listed with the course being added, if applicable.

The field(s) within the *Cross Listing Information* section are:

- College
- Curriculum
- Number

After entering the course information for the cross listed course, click the ↓ button to add a course to the *Cross Listing Information/Courses* list.
Note: If the cross listed course is also a new course to CCMS, the course will be listed in the Cross Listing Information/Courses list successfully. If the cross listed course already exists in CCMS, the following error will be displayed:

**VALIDATION ERROR:** New courses cannot cross list with an existing course. To add a new course to an existing course, please submit a course change request for the existing course and add the new course as a cross listing to it.

To add a new course to an existing course, please see **3. Updating an Existing Course**.

After a cross listed course has been entered in the Cross Listing Information/Courses list, a cross listing may also be removed. To remove a cross listing, select the corresponding row in the Cross Listing Information/Courses list and click the ↑ button.

h. Enter the Additional Information, if applicable.

The field(s) within the Additional Information section are:

- New comments

Text entered in the New comments field is only visible during the approval processes of a course change request. Comments are not visible in the printed version of the physical course catalog.

i. Continue entering the remaining course information by selecting the Syllabus tab at the top or bottom on the screen.

j. Clicking the Save & Exit button saves the entered course information in the user's inbox. The course can be retrieved from the inbox at a future date for modification and/or promotion.
Click the Save & Promote button to save the entered course information and begin the approval process for the new course change request to add a new course to CCMS.

For more information on how the approval chain is built for a course change request, see Appendix A, Approval Chain.
3. Updating an Existing Course

When the university offers existing courses that need modifications in the course catalog, users can create a course change request for the corresponding course to signal the change of the existing course offering.

To update an existing course in the course catalog:

a. After logging into CCMS, choose the Course Management link in the Course Maintenance menu. The system will be redirected to the Course Management Summary screen.
b. On the Course Management Summary screen, enter the Course Information to locate the existing course by University, College, Curriculum, and/or Number and click the Search button.

c. A list of courses matching the entered search data will be displayed in the Existing Course Results. Select the course to be updated from the list. The system will be redirected to the Course Management Form Detail screen and the default tab will be the Course tab.
d. On the *Course Management Form Detail* screen, select *Change existing course* in the *Course Management Information/Action* and enter the *Change description* information.

![Course Management Form Detail](image)

- University
- College
- Curriculum
- Number
- Type
- Title
- Effective Term
- Graduate non-degree students
- Can course be taken for credit multiple times?

Note: The *University, College, Curriculum, and Number* combination must be unique for each course within CCMS.

f. Edit the *Credit Hours Information* if applicable.

The field(s) within the *Credit Hours Information* section are:

- Type
- Hours
The **Credit Hours Information/Hours** input will vary based on the selected **Credit Hours Information/Type** field. For the **Type** selection of **Fixed**, a single **Hours** input is displayed. For the **Type** selection of **Variable** and **Alternative**, two **Hours** inputs are displayed, minimum and maximum.

g. Edit the **Duplication Information**, if applicable. The duplicate curriculum allows a course within a specific curriculum to be a duplicate with another curriculum within the university.

The field(s) within the **Duplication Information** section are:

- Curriculum

h. Enter the **Cross Listing Information** for any courses that are cross listed with the course being updated, if applicable.

The field(s) within the **Cross Listing Information** section are:

- College
- Curriculum
- Number

After entering the course information for the cross listed course, click the ↓ button to add a course to the **Cross Listing Information/Courses** list.
Note: If the cross listed course is a new course to CCMS, the course will be listed in the Cross Listing Information/Courses list successfully. If the cross listed course already exists in CCMS, the following warning message will be displayed:

VALIDATION WARNING: You are attempting to cross list the current course with an existing course in the system. Continuing will override the cross listed course’s information with the information of the current course once approved. Click OK to continue or Cancel to abort.
If the Cancel button is clicked, the cross listing will not be inserted into the Cross Listing Information/Courses list. If the OK button is clicked, the course will appear in the list with a clickable ± icon.

Click the ± icon to show a side-by-side comparison between the current course catalog information of the existing course and the existing cross listed course. The Course Management Comparison screen will highlight, in yellow, all fields that differ between the two courses with the exception of University, College, Curriculum, and Number.

After a cross listed course has been entered in the Cross Listing Information/Courses list, a cross listing may also be removed. To remove a cross listing, select the corresponding row in the Cross Listing Information/Courses list and click the ↑ button. Note: Removing an existing cross listed course will not delete the cross listed course from the system. Only the link between the two courses will be removed.
To remove an existing course completely from CCMS, please see 4. Deleting an Existing Course.

i. Enter the Additional Information, if applicable.

The field(s) within the Additional Information section are:

- New comments

Text entered in the New comments field is only visible during the approval processes of a course change request. Comments are not visible in the printed version of the physical course catalog.

j. Continue editing the remaining course information by selecting the Syllabus tab at the top or bottom on the screen.

k. Clicking the Save & Exit button saves the entered course information in the user's inbox. The course can be retrieved from the inbox at a future date for modification and/or promotion.

- or -

Click the Save & Promote button to save the entered course information and begin the approval process for the new course change request to update an existing course in CCMS.

For more information on how the approval chain is built for a course change request, see Appendix A, Approval Chain.
4. Deleting an Existing Course

When the university no longer offers a course that is currently in the course catalog, users can create a course change request for the corresponding course to signal the removal of the existing course offering.

To delete an existing course from the course catalog:

a. After logging into CCMS, choose the Course Management link in the Course Maintenance menu. The system will be redirected to the Course Management Summary screen.

![Course Management Summary Screen](image-url)
b. On the *Course Management Summary* screen, enter the *Course Information* to locate the existing course by *University, College, Curriculum*, and/or *Number* and click the *Search* button.

![Course Management Summary Screen](image)

- **Existing Courses Criteria:** (*at least one field must be selected*)
  - To view the current course list, select at least one field and select the Search button.
  - To add a new course to the system... click here.

  - **Course Information:**
    - University: University of Nebraska at Omaha
    - College: Arts and Sciences
    - Curriculum: History
    - Number: 1110

- **Existing Courses Results:**
  - To begin the course change approval process, select the corresponding course entry.

<table>
<thead>
<tr>
<th>University</th>
<th>College</th>
<th>Curriculum</th>
<th>Number</th>
<th>Cross Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNO</td>
<td>AS</td>
<td>HIST</td>
<td>1110</td>
<td></td>
</tr>
</tbody>
</table>

  ![Existing Courses Results Table](image)

  - **Existing Course Results**
    - A list of courses matching the entered search data will be displayed in the *Existing Course Results*. Select the course to be removed from the list. The system will be redirected to the *Course Management Form Detail* screen and the default tab will be the *Course* tab.
d. On the *Course Management Form Detail* screen, select *Delete existing course* in the *Course Management Information/Action*.

```
Welcome! Click on the above icon to create a new course.

You have 220 entries in your course inbox to process.

Navigation

Course Maintenance
- Course Management
- Course Syllabus Print
- My Inbox
- Location
- Archives

Administration
- College Summary
- Course Summary
- Course Type Summary
```

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**CCMIS - Course Management Form Detail**
The CCMIS Course Management Form Detail screen allows user to submit changes to the CCMIS approval process.

**Course Management Form Detail** *( denotes required information)*

To update an existing course, select the course management action below and enter your changes. After the information is entered, select the Save & Exit button to save your changes in your inbox. Select the Save & Promote button to begin the approval process.

To delete an existing course, select the Delete course management action below. Select the Save & Exit button to save your changes in your inbox. Select the Save & Promote button to begin the approval process.

To print this course change request ... click here.

- Course Management Information
  - Action:
    - Change existing course
    - Delete existing course
```

e. Enter the *Additional Information*, if applicable.

The field(s) within the *Additional Information* section are:

- **New comments**

Text entered in the *New comments* field is only visible during the approval processes of a course change request.

f. Clicking the *Save & Exit* button saves the entered course information in the user's inbox. The course can be retrieved from the inbox at a future date for modification and/or promotion.

- or -

Click the *Save & Promote* button to save the entered course information and begin the approval process for the new course change request to delete an existing course.
For more information on how the approval chain is built for a course change request, see Appendix A, Approval Chain.
Appendix A, Approval Matrix

Each course change request’s approval chain is dynamically determined at the time the initial request is saved and promoted. The starting approval level is based on the user’s security level that is initiating the course change request. For instance, if the user initiating a course change request is a Department Chair user, the approval process with begin at the Department Chair and continue to move upstream.

The approval chain of a course change request will include users in the course’s corresponding university, college, and curriculum as well as the university, college, and curriculum of any cross listed courses. At each level of the chain, the course change request will be sent for approval from the user of the course’s university, college, and curriculum. Then, after the course change request is promoted, if the course is cross listed, it will be sent for approval to user of the first - then second, then third, etc. - cross listed course’s university, college, and curriculum.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Approval Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faculty</td>
<td>For Faculty, course change requests are only approved by the user initiating the request. Course change requests are not sent to faculty members of cross listing courses for approval.</td>
</tr>
<tr>
<td>2</td>
<td>Undergrad/Graduate Chair</td>
<td>Only applicable for courses in the Information Science and Technology College and/or for courses that cross list with a course in the Information Science and Technology College.</td>
</tr>
<tr>
<td>3</td>
<td>Department Chair</td>
<td>If a course change request includes a duplicate curriculum, the department chair of the corresponding duplicate curriculum will be included in the approval chain.</td>
</tr>
<tr>
<td>4</td>
<td>Academic Committee Chair</td>
<td>Only applicable for courses in the Information Science and Technology College and/or for courses that cross list with a course in the Information Science and Technology College.</td>
</tr>
<tr>
<td>5</td>
<td>Dean</td>
<td>No additional notes.</td>
</tr>
<tr>
<td>6</td>
<td>Graduate Dean</td>
<td>Only applicable for UNO courses that are in the Graduate College and/or UNO courses that cross list with a course in the Graduate College.</td>
</tr>
<tr>
<td>7</td>
<td>Senior Vice Chancellor of Academic &amp; Student Affairs</td>
<td>Only applicable for UNO courses.</td>
</tr>
<tr>
<td>8</td>
<td>Registrar</td>
<td>No additional notes.</td>
</tr>
</tbody>
</table>