

CourseLeaf CIM – Course Change Quick Guide

General CIM Overview

CourseLeaf Curriculum Inventory Management (CIM) is the web-based course and program approval process at UNK. Using CIM, users can create a new course or program, change an existing course or program, or discontinue a course or program.

Course changes may include changes to any of the following: title, subject and/or course number, credit hours, description, grading type, repeatability, prerequisites and/or corequisites, departmental consent, Experiential Learning designation, General Education designation, and/or dormancy or active status. Program changes may include changes to any of the following: title, requirements, admissions requirements (if applicable), Modality type (On Campus, Hybrid/Blended, or Online), and/or inactivation.

Based on the types of changes being requested, the CIM system will automatically route course and program proposals through the correct series of approvers, alert individuals to pending requests, and track the progress of courses and programs throughout the process.

To propose a course change, the department chair, Graduate Program Chair, or other designated user will begin in the Course Bank: <https://nextcatalog.unk.edu/courseadmin>

Course Change Links

Course Bank (to initiate course changes or view UNK course information):
<https://nextcatalog.unk.edu/courseadmin>.

Approver Pages (to review, rollback, or approve active proposals):
<https://nextcatalog.unk.edu/courseleaf/approve/>

Users may log in with their NUID and TrueYou password. If you do not already have CIM access, or would like more detailed instructions on how to make a course change, please contact Gabriela Valencia at valenciag@unk.edu or 308-865-8935.

How To Search for a Course

There are several ways to find a course in the Course Bank:

<https://nextcatalog.unk.edu/courseadmin>

If you know the prefix and number of the course, simply type it into the search box and click Search. The search function is not case sensitive.



Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status	Dormant
MATH 101	Intermediate Algebra			

[Preview Workflow](#)

Viewing: **MATH 101 : Intermediate Algebra**

Last approved: 12/13/23 12:15 am

Last edit: 09/29/23 2:51 pm

Catalog Pages referencing this course

- [Biology.\(BIOL\)](#)
- [Chemistry.\(CHEM\)](#)
- [Communication Studies Comprehensive, Bachelor of Science](#)
- [Computer Science Comprehensive, Bachelor of Science](#)
- [Cyber Systems](#)

History

- 1. Dec 13, 2023 by boecknerdc

If you do not know the number to the course, you may pull up all courses with the MATH prefix, for example, by simply searching MATH.

Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive
☐ History
 - OR -

Course Code	Title	Workflow	Status	Dormant
MATH 090	Elementary Algebra			DORMANT
MATH 101	Intermediate Algebra			
MATH 102	College Algebra			
MATH 102L	College Algebra Laboratory		Discontinued	
MATH 102T	College Algebra		Discontinued	
MATH 103	Plane Trigonometry			
MATH 104	Geometry, Trigonometry and Statistics			DORMANT

Alternatively, if you only know the title of the course, you may search using one or more keywords between asterisks. If you know the title of the course contains the word Calculus, for example, search *CALCULUS*, with an asterisk on each side of that keyword.

Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive
☐ History
 - OR -

Course Code	Title	Workflow	Status	Dormant
MATH 115	Calculus I with Analytic Geometry			
MATH 123	Applied Calculus I			
MATH 123H	Applied Calculus I - Honors		Discontinued	
MATH 202	Calculus II with Analytic Geometry			
MATH 223	Applied Calculus II			DORMANT
MATH 260	Calculus III			
MATH 400	Problems in Calculus			DORMANT

FYI: An asterisk () in the search box is read as a wild card, indicating some other value exists where the asterisk is placed. For example, CALCULUS* will find everything that starts with the word*

*Calculus, *CALCULUS everything that ends with the word Calculus, and *CALCULUS* everything that contains the word Calculus, whether that be beginning, middle, or end. When in doubt, placing an asterisk on each side of a keyword will help you find what you are looking for.*

Editing an Existing Course

Once you've used the search box to find the desired course (if needed, see instructions above), click the green "Edit Course" button located to the right of the course title.



Course Inventory Management Help

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search ☐ Archive ☐ History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status	Dormant
ART 102	Drawing I			

Discontinue
Export to PDF
Export to Word
Edit Course Preview Workflow

Viewing: **ART 102 : Drawing I**

Catalog Pages
referencing this
course

[Art \(ART\)](#)
[Art Education Minor](#)
[Art Minor: 2D Studio](#)
[Art PK-12 Teaching Field Endorsement, Bachelor of Arts in Education](#)
[Department of Art and Design](#)

A pop-up window will appear containing an editable field for each aspect of the course. The information in each field will be automatically filled with the course's existing information, with all required fields bordered in red.

Course Inventory

Editing: **ART 102: Drawing I**

Is this edit ONLY to change the Course Description?

☐ Yes

☒ No

Is this edit ONLY to change Experiential Learning?

☐ Yes

☒ No

Is this course dormant?

☐ Yes

☒ No

Subject

ART - Art



Course Number

102

2 characters remaining

Type

Lecture



PS Title

Drawing I

Abbreviation

21 characters remaining

Long Course Title

Drawing I

91 characters remaining

Effective Term

Select...



Can this course be taken for credit multiple times?

☐ Yes

☒ No

Repeatable for multiple times in a term?

☐ Yes

☒ No

General Studies

☐ Yes

☒ No

Course?

Experiential

☐ Yes

☒ No

Learning?

Credits ⓘ

3

Grading Type

Traditional Grades



Justification for Change Request/Comments:

Catalog

Description:

Fundamental training in the elements of composition and drawing. Work in a variety of drawing media. Two hours consecutively.

Department

Consent Required?

No Consent



Prerequisites of the
course:

Make changes to any desired field and ensure the other unchanged fields contain the correct information. Be sure to select an Effective Term (the first term the proposed change will take effect), type a brief justification (to contextualize the need or motivation for the proposed change, which will help with committee review/approval), attach an updated syllabus, as well as leave contact information at the bottom of the form.

The updated syllabus should contain the *newly* proposed information; for example, if ART 102 is undergoing a title change, the attached syllabus should state the *new* title rather than the old title. The following must also be included in the syllabus:

Required items:

- ☐ *Course name, course prefix, number, section, and credit hours*
- ☐ *Instructor name, contact information (office location, office phone, email), office hours*
- ☐ *Textbook/materials information*
- ☐ *Matching pre-requisites (between the syllabus and CIM)*
- ☐ *Matching course descriptions (between the syllabus and the course catalog and CIM)*
- ☐ *Matching course objectives (between syllabus and CIM)*
- ☐ *A general grading scheme*
- ☐ *A general list of the types of assignments*
- ☐ *A general schedule or calendar of the semester*
- ☐ *General studies statements (if needed)*
- ☐ *Course policies (consistent with online delivery if appropriate)*
- ☐ *For 4XX/8XXP courses only: a common syllabus with distinction between undergraduate and graduate student expectations*

The “Author” section at the bottom of the form is the person initiating the proposal. The “Faculty member responsible for this course” is considered the main contact person for any questions or concerns, in addition to the department chair.

At the bottom of the pop-up window, you may select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

Syllabus

Attach File

Uploaded Files:

Files To Be Uploaded:

Faculty member responsible for this course

First Name	Last Name	E-mail	
			+
			×

Author

First Name	Last Name	E-mail	
			+
			×

Cancel

Save Changes

Start Workflow

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the course change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “ART Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.

Proposing a New Course

To propose a new course, you will first need to find an available course number.

Use the search box to determine available course numbers. If searching for an available course with the MGT prefix, for example, simply searching MGT will produce a list of all MGT courses, whether active, dormant, or discontinued. Any number NOT on that list will be available for a new course. In the screenshotted example below, 133 is an unavailable course number, but 134 (not on the list) is indeed available.

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Course Inventory Management Help

Search, edit, add, and deactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status	Dormant
MGT 126	First Year Seminar			
MGT 133	Business Calculus and Linear Programming			
MGT 188	GS Portal		Discontinued	
MGT 230	Managing Diversity in Organizations			
MGT 232	Introduction to Scholarly & Creative Activity			
MGT 233	Business Statistics	CBT Ed Policy Commi...	Edited	
MGT 234	Business Statistics			

NOTE: If you are proposing a new course with the prefix of KSS, PE, NUTR, REC, MODL, CYBR, FAMS, or IPD, or otherwise have questions about selecting an available and appropriate course number, reach out to Gabriela Valencia at valenciag@unk.edu.

Once you have determined an available course number, select the green "Propose New Course" button at the top of the screen.

Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive
☐ History
 - OR -

Course Code	Title	Workflow	Status	Dormant
MGT 126	First Year Seminar			
MGT 133	Business Calculus and Linear Programming			
MGT 188	GS Portal		Discontinued	
MGT 230	Managing Diversity in Organizations			
MGT 232	Introduction to Scholarly & Creative Activity			
MGT 233	Business Statistics	CBT Ed Policy Commi...	Edited	
MGT 234	Social Media Management		Discontinued	

A pop-up window will appear containing a blank and editable field for each aspect of the course. Fill in each field, paying particular attention to all required fields, which are bordered in red. One such field is the Course Number field, where you can input the available course number you previously determined.

Optional: To save time, you may choose to click the green "Propose New from Existing Course" button in the upper right corner of the editing window.

Course Inventory

Propose New from Existing Course

New Course Proposal

Is this edit ONLY to change the Course Description?

☐ Yes

☒ No

Is this edit ONLY to change Experiential Learning?

☐ Yes

☒ No

Subject

Select...

Course Number

5 characters remaining

Type

Select...

PS Title

Abbreviation

30 characters remaining

Long Course Title

100 characters remaining

Effective Term

Select...

Can this course be taken for credit multiple times?

☐ Yes

☒ No

Repeatable for multiple times in a term?

☐ Yes

☒ No

General Studies
Course?

☐ Yes

☐ No

Experiential
Learning?

☐ Yes

☒ No

Credits ⓘ

Selecting that function will initiate a smaller pop-up window. Inputting the prefix and number of a similar existing course and clicking “Add Course” will copy that existing course information into the editing screen. Then you will be able to make any adjustments, aligning the copied information with the new course, as appropriate.

Select College... ▼

▼

mgt 475

ADD COURSE

CLOSE

ADD SELECTED

Course Inventory

Propose New from Existing Course

New Course Proposal

Is this edit ONLY to change the Course Description? ☐ Yes ☐ No

Is this edit ONLY to change Experiential Learning? ☐ Yes ☒ No

Subject Course Number
5 characters remaining

Type

PS Title

Abbreviation
9 characters remaining

Long Course Title
79 characters remaining

Effective Term

Can this course be taken for credit multiple times?

☒ Yes ☐ No

Total completions

Total credits allowed

Repeatable for multiple times in a term?

☐ Yes ☒ No

General Studies Course? ☐ Yes ☒ No

Experiential ☐ Yes ☒ No

Note: Using this function does NOT alter the course you copied from. In this example, no changes are being proposed to MGT 475. Its course information is simply being copied into the form for your convenience.

At the bottom of the pop-up window, you may select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

Syllabus

Attach File

Uploaded Files:

Files To Be Uploaded:

Faculty member responsible for this course

First Name	Last Name	E-mail	
			+
			×

Author

First Name	Last Name	E-mail	
			+
			×

Cancel Save Changes Start Workflow

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the course change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “MGT Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.

Making a Change ONLY to the Course Description or ONLY to the Experiential Learning Status

Most changes follow a standard 10-step workflow, but if a change is made to a course that only affects the Course Description (and nothing else) or only affects the course's Experiential Learning status (and nothing else), that proposed course change follows a much-abbreviated approval process.

Once you've used the search box to find the desired course (see instructions above), click the green "Edit Course" button located to the right of the course title, just like any other course change proposal.



Help 

Course Inventory Management

Search, edit, add, and deactivate courses.

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Quick Searches provides a list of predefined search categories to use.

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status	Dormant
WSTD 126	First Year Seminar		Added	
WSTD 220	Women's & Gender Studies			
WSTD 220H	Intro to Women's Studies-Honors		Discontinued	
WSTD 420	Research in Women's & Gender Studies			
WSTD 499	Special Topics in Women's & Gender Studies			

[Review Workflow](#)

Viewing: **WSTD 420 : Research in Women's & Gender Studies**

Last approved: 02/10/23 12:18 am

Last edit: 02/09/23 10:32 am

Catalog Pages referencing this course

[Department of Sociology](#)
[Women's Studies \(WSTD\)](#)
[Women's and Gender Studies Minor](#)

[WSTDGS-MN: Women's and Gender Studies Minor](#)

History

1. Oct 12, 2022 by loughrins2
2. Feb 10, 2023 by loughrins2

A pop-up window will appear containing an editable field for each aspect of the course. The information in each field will be automatically filled with the course's existing information, with all required fields bordered in red.

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Course Inventory

Editing: **WSTD 420: Research in Women's & Gender Studies**

Is this edit ONLY to change the Course Description? ☐ Yes ☒ No

Is this edit ONLY to change Experiential Learning? ☐ Yes ☒ No

Is this course dormant? ☐ Yes ☒ No

Subject

WSTD - Women's Studies

Course Number

420

2 characters remaining

Type

Independent Study

PS Title

Research in Women's & Gender

Abbreviation

2 characters remaining

Long Course Title

Research in Women's & Gender Studies

64 characters remaining

Effective Term

Select...

Can this course be taken for credit multiple times?
☒ Yes ☐ No
Total completions

3

Total credits allowed

3

Repeatable for multiple times in a term?
☐ Yes ☒ No

General Studies Course? ☐ Yes ☒ No

Experiential Learning? ☐ Yes ☒ No

Credits

1-3

Grading Type

Traditional Grades

Justification for Change Request/Comments:

This course is now offered as an Independent Studies course, with the option of enrolling in 1, 2, or 3 credit hours. Students should be able to take this course multiple times, for a

Catalog Description:
This course will allow students to pursue their major field of study in relation to women's and gender studies. Under faculty direction, students will read independently, research, and write on a topic of interest. The seminar will meet to share research and to explore the larger issues of feminist theory.

After changing the desired field (Catalog Description or Experiential Learning Designation), you will need to select an Effective Term (the first term the proposed change will take effect), type a brief justification (to contextualize the need or motivation for the proposed change), as well as attach an updated syllabus.

The updated syllabus should contain the *newly* proposed information; for example, if WSTD 420 is undergoing a change to the course description, the attached syllabus should state the *new* course description rather than the old. The following must also be included in the syllabus:

Required items:

- ☐ *Course name, course prefix, number, section, and credit hours*
- ☐ *Instructor name, contact information (office location, office phone, email), office hours*
- ☐ *Textbook/materials information*
- ☐ *Matching pre-requisites (between the syllabus and CIM)*
- ☐ *Matching course descriptions (between the syllabus and the course catalog and CIM)*
- ☐ *Matching course objectives (between syllabus and CIM)*
- ☐ *A general grading scheme*
- ☐ *A general list of the types of assignments*
- ☐ *A general schedule or calendar of the semester*
- ☐ *General studies statements (if needed)*
- ☐ *Course policies (consistent with online delivery if appropriate)*
- ☐ *For 4XX/8XXP courses only: a common syllabus with distinction between undergraduate and graduate student expectations*

If submitting an Experiential Learning change, please also attach Experiential Learning Course Approval Request Form, as found here, as this is necessary for its approval:

<https://www.unk.edu/academics/experiential-learning/experiential-learning-for-faculty-and-staff.php>

The “Author” section at the bottom of the form is the person initiating the proposal. The “Faculty member responsible for this course” is considered the main contact person for any questions or concerns, in addition to the department chair.

IMPORTANT: Before starting workflow, be sure to scroll to the top of the form and select “Yes” for the appropriate leading question. This will trigger the correct workflow structure. Note that selecting “Yes” to “Is this edit ONLY to change the Course Description?” might prevent you from updating the justification or syllabus field, which is why we recommend doing this last.

Then, at the bottom of the pop-up window, you may select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

Syllabus

Attach File

Uploaded Files:

Files To Be Uploaded:

Faculty member responsible for this course

First Name	Last Name	E-mail	
			+
			x

Author

First Name	Last Name	E-mail	
			+
			x

Cancel Save Changes Start Workflow

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the course change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “SOC Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.

Making a Course Dormant or Bringing a Course Back from Dormancy

There are two ways to remove a course from the UNK catalog—discontinuation and dormancy.

Discontinuation (initiated using the red “Discontinue” button above the course title) permanently removes the course from the UNK catalog and permanently removes that course number from ever being used in the future.

The safer option, dormancy (initiated using the green “Edit Course” button and adjusting the editable field within the course change form), removes the course from the UNK catalog but retains the option to bring the course back at any time in the future. A course can be submitted for dormancy like any other proposal to edit a course (see “How to Search for a Course” and “Editing an Existing Course” instructions above) by selecting “Yes” to “Is this course dormant?”. The course can be brought back from dormancy the same way, but rather by selecting “No” to that same question.

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KEARNEY

Help 

Course Inventory Management

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with “MATH”, *MATH everything that ends with “MATH”, and *MATH* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

☐ Archive
☐ History - OR -

Course Code	Title	Workflow	Status	Dormant
MUS 474	Music Business Project			

Discontinue

Export to PDF 

Export to Word 

Edit Course

[Preview Workflow](#)

Viewing: **MUS 474 : Music Business Project**

Catalog Pages
referencing this
course

[Department of Music, Theatre, and Dance](#)
[Music \(MUS\)](#)

Is this edit ONLY to change the Course Description?

No

Is this edit ONLY to change Experiential Learning?

No

Is this course dormant?

No

Subject

MUS - Music

Course Number

474

Option A: Making a Course Dormant

After changing that field to “Yes” (to make the course dormant), be sure to select an Effective Term (the first term the proposed change will take effect), type a brief justification (to contextualize the need or motivation for the proposed change, which will help with committee review/approval), as well as leave contact information at the bottom of the form. If a course is being made dormant, a syllabus is not needed.

Option B: Bringing a Course Back from Dormancy

Alternately, if you are bringing a course back from dormancy, you may change that field to “No.” You may also wish to edit any other field at this point, include title, description, etc. When you are done making changes, be sure to select an Effective Term (the first term the proposed change will take effect), type a brief justification (to contextualize the need or motivation for the proposed change, which will help with committee review/approval), as well as leave contact information at the bottom of the form. If a course is being brought back from dormancy, please also attach an up-to-date syllabus.

The updated syllabus should contain the *newly* proposed information; for example, if WSTD 420 is undergoing a change to the course description, the attached syllabus should state the *new* course description rather than the old. The following must also be included in the syllabus:

Required items:

- ☐ *Course name, course prefix, number, section, and credit hours*
- ☐ *Instructor name, contact information (office location, office phone, email), office hours*
- ☐ *Textbook/materials information*
- ☐ *Matching pre-requisites (between the syllabus and CIM)*
- ☐ *Matching course descriptions (between the syllabus and the course catalog and CIM)*
- ☐ *Matching course objectives (between syllabus and CIM)*
- ☐ *A general grading scheme*
- ☐ *A general list of the types of assignments*
- ☐ *A general schedule or calendar of the semester*
- ☐ *General studies statements (if needed)*
- ☐ *Course policies (consistent with online delivery if appropriate)*
- ☐ *For 4XX/8XXP courses only: a common syllabus with distinction between undergraduate and graduate student expectations*

Options A and B:

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Then, at the bottom of the pop-up window, you may select the grey “Save Changes” button if you would like to save and return to your edits later. You may select the green “Start Workflow” button to begin the approval process.

Syllabus

Uploaded Files:

Files To Be Uploaded:

Faculty member responsible for this course

First Name	Last Name	E-mail	
			✕

Author

First Name	Last Name	E-mail	
			✕

IMPORTANT: After clicking “Start Workflow,” the chair must “approve” the proposal even if they are the person who initiated the proposal. After selecting “Start Workflow,” the chair of the appropriate department will be notified with an automatic email from the CIM system, even if they are the person who initiated the proposal. That email contains a link directly to the course change proposal in CIM, where the chair can review, approve, or rollback the request. If that email is deleted, the chair can still access the course change proposal by logging into Approver Pages (<https://nextcatalog.unk.edu/courseleaf/approve/>) and manually selecting their role (for example, “MUS Chair”) from the “Pages” drop-down menu in the upper left corner of the screen.