

CourseLeaf Quick Guide Information.

The following links will be used to access the main parts of the CIM system:

For course changes, including course descriptions: <https://nextcatalog.unk.edu/courseadmin>.

For program changes: <https://nextcatalog.unk.edu/programadmin/> .

To approve course and/or program proposals:
<https://nextcatalog.unk.edu/courseleaf/approve/>

For information on proposing a change for a department name please contact Joel Cardenas at cardenasjc@unk.edu or 865-8935.

As described below, it is best to use Google Chrome while working in the CIM system. Users will log into the system using their UNK username and password.

Below is a basic guide to make course and program changes. For more detailed instructions or one-on-one help, please contact Joel Cardenas at cardenasjc@unk.edu or 865-8935.

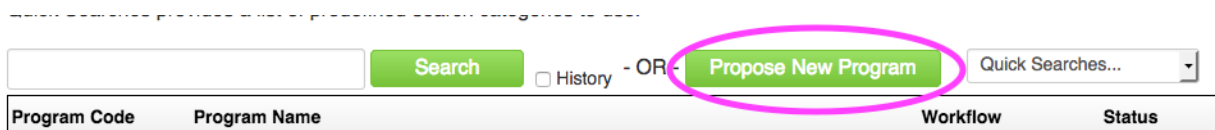
CIM Program Change Instructions

Curriculum Inventory Management (CIM) is the web-based course and program approval process at UNK. Using CIM, department chairs can create a new class or program, change an existing course or program (title, credit hours, number, grading method, prerequisites, etc.), or discontinue a course or program. The CIM system will automatically route course and program proposals through the approval process, alert individuals to pending requests, and track the progress of courses and programs throughout the process.

Google Chrome is the recommended browser for proposals made in the CIM system. In order to propose a program change, the department chair or Graduate Program Chair will use their UNK username and password to access the CIM system Program Admin form:
<https://nextcatalog.unk.edu/programadmin/> .

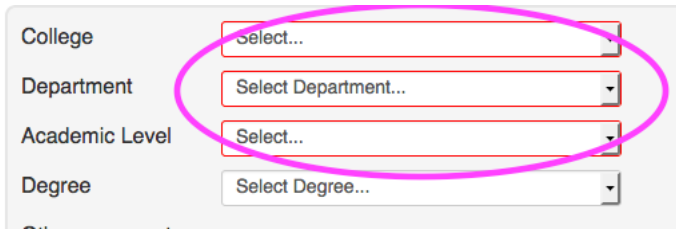
Proposing a New Program

Clicking on the green “Propose New Program” button will begin the process:



The screenshot shows the top navigation area of the CIM system. It includes a search input field, a green 'Search' button, a 'History' checkbox, an 'OR' separator, a green 'Propose New Program' button (highlighted with a pink circle), and a 'Quick Searches...' dropdown menu. Below this is a table header with columns for 'Program Code', 'Program Name', 'Workflow', and 'Status'.

All required fields are in red boxes:



College Select...

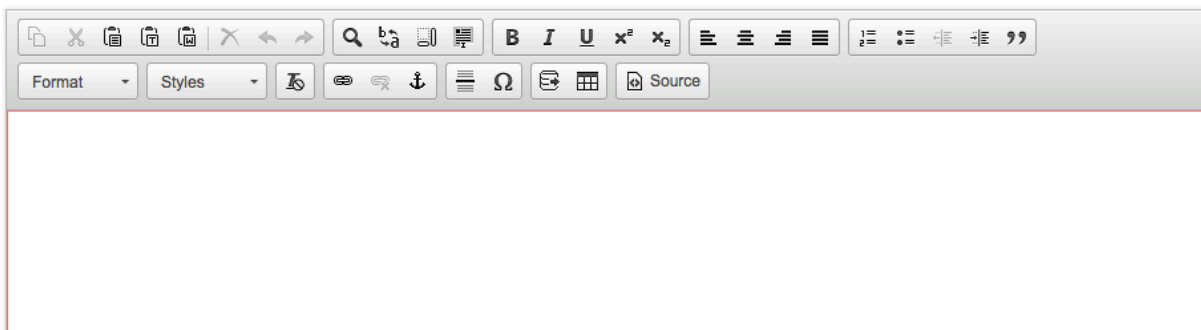
Department Select Department...

Academic Level Select...

Degree Select Degree...

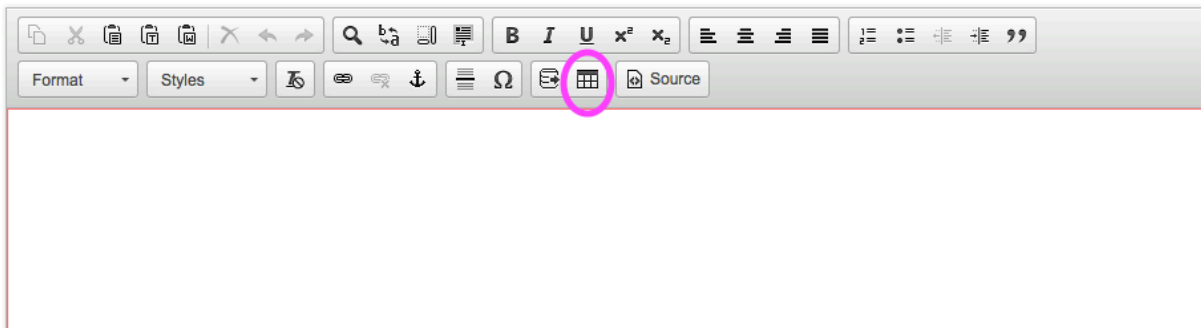
Type in the program requirements in the “Program Requirements” field:

Program Requirements

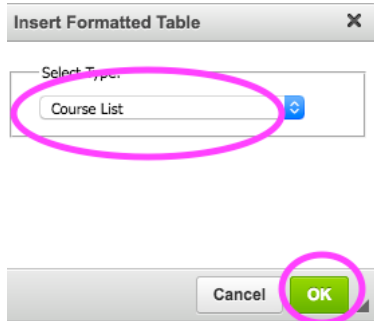


Use the tools to create and place text in the “Program Requirements” field. Use the “Insert/Edit Formatted Table” to add a course listing to the requirements:

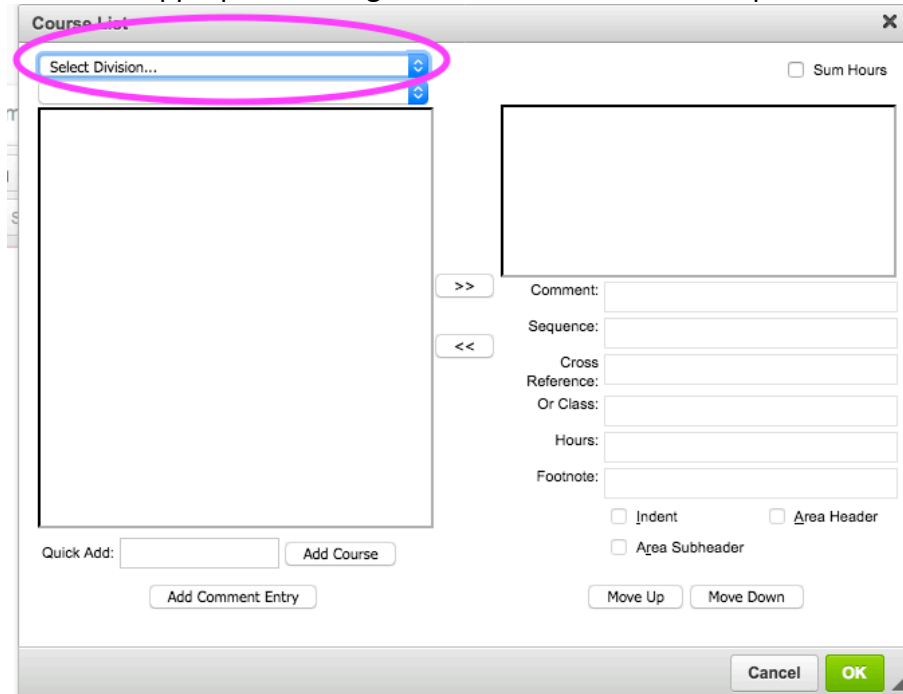
Program Requirements



Be sure the “Select Type” drop-down box is on “Course List” and click the green “OK” button:



Select the appropriate college in the "Select Division" drop-down menu:



Select the courses in the college that are to be added to the program:

Business and Technology Sum Hours

Accounting (ACCT)

- ACCT 188 GS Portal
- ACCT 240 Accounting for Nonbusiness Majors
- ACCT 250 Principles of Accounting I
- ACCT 251 Principles of Accounting II
- ACCT 253 Introduction to QuickBooks
- ACCT 280H Special Topics
- ACCT 301 Managerial Acct
- ACCT 311 Business Law I
- ACCT 312 Commercial Law
- ACCT 317 Construction Law
- ACCT 350 Intermediate Accounting I
- ACCT 351 Intermediate Accounting II
- ACCT 352 Cost Accounting
- ACCT 391 Accounting Information Systems
- ACCT 399 Bus Apprentice
- ACCT 412 Employment Law
- ACCT 413 Entrepreneurial Law

Quick Add:

>> Comment:

<< Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Area Subheader

Use the middle arrow buttons to add or remove a course to the program table:

Course List

Business and Technology Sum Hours

Accounting (ACCT)

- ACCT 250 Principles of Accounting I**
- ACCT 251 Principles of Accounting II
- ACCT 253 Introduction to QuickBooks
- ACCT 280H Special Topics
- ACCT 301 Managerial Acct
- ACCT 311 Business Law I
- ACCT 312 Commercial Law
- ACCT 317 Construction Law
- ACCT 350 Intermediate Accounting I
- ACCT 351 Intermediate Accounting II
- ACCT 352 Cost Accounting
- ACCT 391 Accounting Information Systems
- ACCT 399 Bus Apprentice
- ACCT 412 Employment Law
- ACCT 413 Entrepreneurial Law
- ACCT 414 Tax Accounting

Quick Add:

>>

<<

ACCT 188 GS Portal

ACCT 240 Accounting for Nonbusiness Majors

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Area Subheader

Using the “Add Comment Entry” allows text to be added in between the listed courses within the program. For example, the credit hour information and requirement headers are entered using the “Add Comment Entry”:

Studio Art Foundation Requirements		
ART 102	Drawing I	3
ART 118	Color and Design	3
ART 202	Drawing II	3
ART 214	Painting I	3
ART 221	Art History Survey I	3
ART 222	Art History Survey II	3
ART 230	Ceramics I	3
ART 246	Sculpture I	3
ART 497	Senior Project: BA	3
Studio Art Studio Requirements		
Select 9 credit hours of the following:		9
ART 210	Water-Based Media	

The credit hours for each course are displayed by default. Using the “Indent” function will remove the credit hours from being displayed:

Business and Technology

Accounting (ACCT)

ACCT 188 GS Portal

ACCT 240 Accounting for Nonbusiness Majors

ACCT 250 Principles of Accounting I

ACCT 251 Principles of Accounting II

ACCT 253 Introduction to QuickBooks

ACCT 280H Special Topics

ACCT 301 Managerial Acct

ACCT 311 Business Law I

ACCT 312 Commercial Law

ACCT 317 Construction Law

ACCT 350 Intermediate Accounting I

ACCT 351 Intermediate Accounting II

ACCT 352 Cost Accounting

ACCT 391 Accounting Information Systems

ACCT 399 Bus Apprentice

ACCT 410 Employment Law

Quick Add: Add Course

Add Comment Entry

Sum Hours

>> Comment:

<< Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header Area Subheader

Move Up Move Down

Cancel OK

Removing the credit hours is necessary when listing elective courses for a program.

The "Sum Hours" displays the number of hours within a specific course list box:

Business and Technology

Accounting (ACCT)

- ACCT 188 GS Portal
- ACCT 240 Accounting for Nonbusiness Majors
- ACCT 250 Principles of Accounting I
- ACCT 251 Principles of Accounting II
- ACCT 253 Introduction to QuickBooks
- ACCT 280H Special Topics
- ACCT 301 Managerial Acct
- ACCT 311 Business Law I
- ACCT 312 Commercial Law
- ACCT 317 Construction Law
- ACCT 350 Intermediate Accounting I
- ACCT 351 Intermediate Accounting II
- ACCT 352 Cost Accounting
- ACCT 391 Accounting Information Systems
- ACCT 399 Bus Apprentice

Quick Add:

Sum Hours

>> Comment:

<< Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Area Subheader

ART 235A Printmaking I-Intaglio and Relief
or ART 235B Printmaking I-Silkscreen

Total Credit Hours 36

1 For specific language requirements see #2 of Bachelor of Arts Degree requirements

Once all courses and text are entered, click the green "OK" button:

Business and Technology

Accounting (ACCT)

- ACCT 188 GS Portal
- ACCT 240 Accounting for Nonbusiness Majors
- ACCT 250 Principles of Accounting I
- ACCT 251 Principles of Accounting II
- ACCT 253 Introduction to QuickBooks
- ACCT 280H Special Topics
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- ACCT 317 Construction Law
- ACCT 350 Intermediate Accounting I
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- ACCT 391 Accounting Information Systems
- ACCT 399 Bus Apprentice

Quick Add:

Sum Hours

>> Comment:

<< Sequence:

Cross Reference:

Or Class:

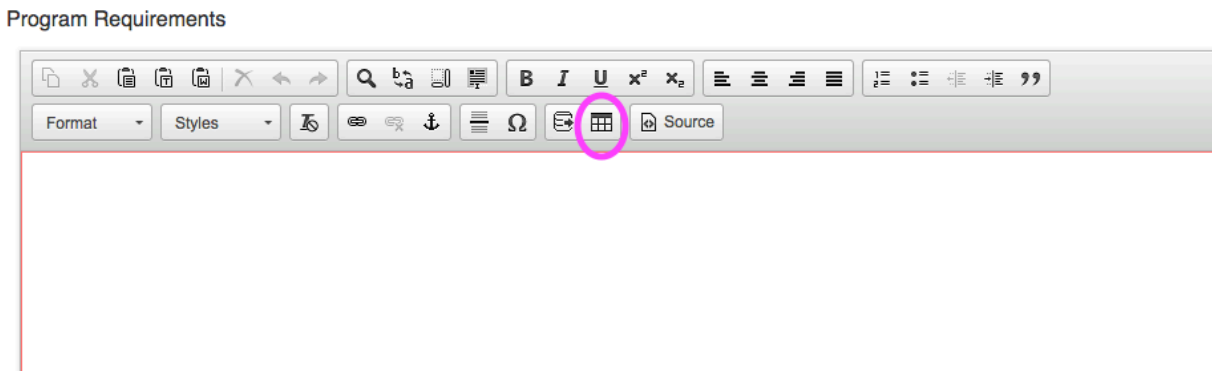
Hours:

Footnote:

Indent Area Header

Area Subheader

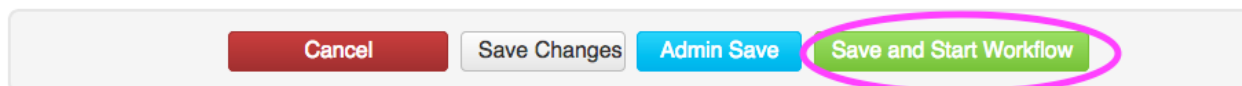
It is possible to add more than one course listing table within one program. Move the cursor to the desired place in the “Program Requirements” field in the program form and add another “course list” by using the “Insert/Edit Formatted Table” tool:



Using more than one table makes total credit hour information clearer and easier to follow.

Moving a Program Proposal to Workflow

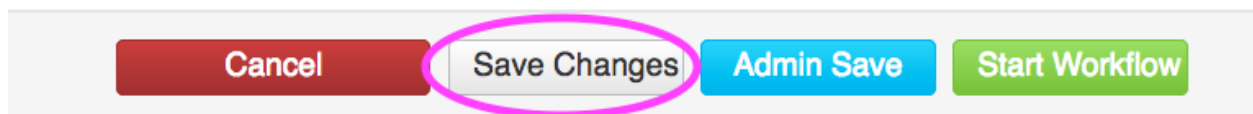
Once all changes are made, click the green “Save and Start Workflow” button at the bottom of the form:



The department chair is the first step in workflow and will require the chair to log into the CIM “Approve Pages” using the link: <https://nextcatalog.unk.edu/courseleaf/approve/> . The CIM system will also email a notification that provides a link to the specific course or program proposal needing approval. Clicking the link in the email will prompt the chair to enter their EASI credentials and will take them to the “Approval” page.

Please note: The chair must “approve” the proposal even if they are the person that initiated the proposal.

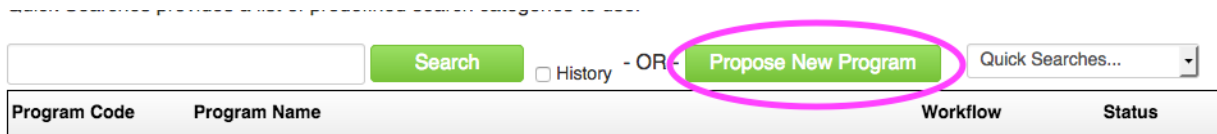
If changes are made but not complete, the “Save Changes” button allows the user to come back to the proposal at a later time without losing any work done:



Please note: Only users with administrative access will have the blue “Admin Save” button on their forms.

Proposing a New Program by Using an Existing Program

It is possible to use an existing program to cut down on time and effort of proposing a new program. Begin by clicking the green “Propose New Program” button:

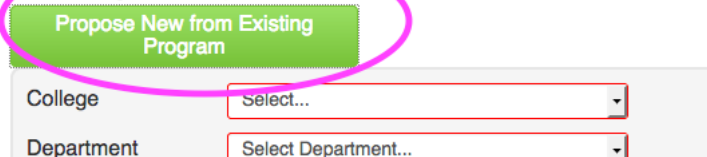


A search interface with a text input field, a green 'Search' button, a checkbox for 'History', an 'OR' separator, a green 'Propose New Program' button circled in pink, and a 'Quick Searches...' dropdown menu. Below the search bar is a table header with columns: Program Code, Program Name, Workflow, and Status.

Click the “Propose New from Existing Program Button:

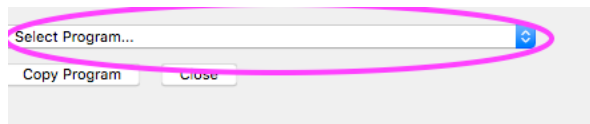
Program Management

New Program Proposal



A form titled 'New Program Proposal' with a green button 'Propose New from Existing Program' circled in pink. Below the button are two dropdown menus: 'College' with 'Select...' and 'Department' with 'Select Department...'.

Select the program that closely resembles the new program being proposed:



A dropdown menu with 'Select Program...' and a blue arrow icon. Below the menu are two buttons: 'Copy Program' and 'Close'.

Once the existing program is selected, click the “Copy Program” button:



A dropdown menu showing ': Athletic Training' with a blue arrow icon. Below the menu are two buttons: 'Copy Program' circled in pink and 'Close'.

The new program form will then automatically fill the red box required fields with the existing program information, including the course listing. Double-clicking within the blue course list box will enable editing to the program.

Please note: Proposing a new program from an existing program copies the existing program and requires a change in the program title and any information that does not apply to the new program proposal.

Editing an Existing Program

Search, edit, add, and deactivate programs.

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 Program Code, Title, Workflow step and CIM Status.

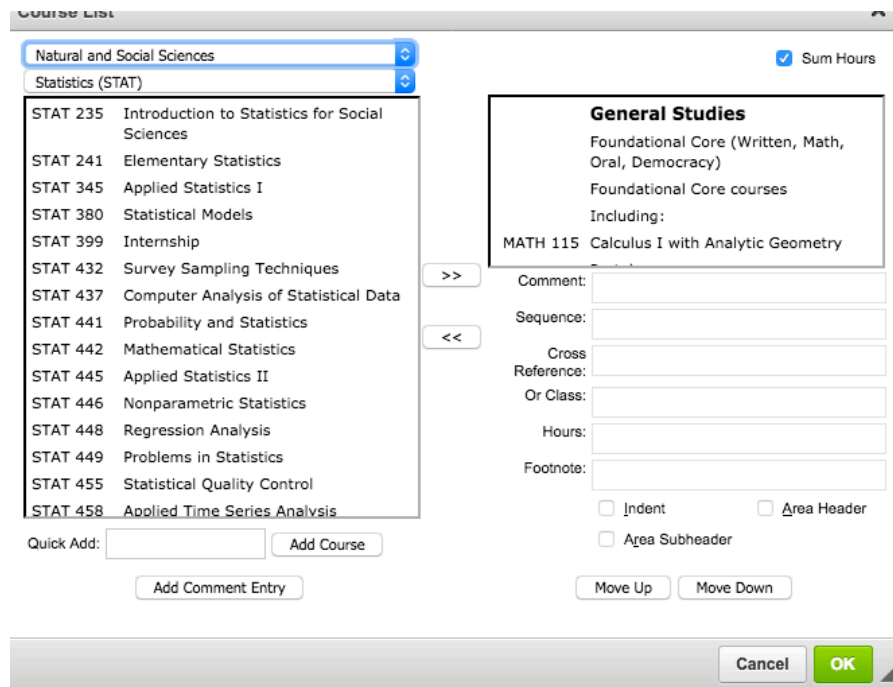
Quick Searches provides a list of predefined search categories to use.

Once the program is found, click the green “Edit Program” button:



Editing a program automatically fills in the information from the existing program. All required fields are in red.

To edit the course list inside the blue box, double-click inside the box. Double-clicking inside the blue box will bring up an editing window allowing the user to add and remove courses and text:



Once all changes are complete, click the green “Ok” button:

The screenshot shows a software interface for managing courses. At the top, there are two dropdown menus: the first is set to "Business and Technology" and the second to "Accounting (ACCT)". To the right of these is a checkbox labeled "Sum Hours". Below the dropdowns is a scrollable list of courses, including "ACCT 188 GS Portal", "ACCT 240 Accounting for Nonbusiness Majors", "ACCT 250 Principles of Accounting I", "ACCT 251 Principles of Accounting II", "ACCT 253 Introduction to QuickBooks", "ACCT 280H Special Topics", "ACCT 301 Managerial Acct", "ACCT 311 Business Law I", "ACCT 312 Commercial Law", "ACCT 317 Construction Law", "ACCT 350 Intermediate Accounting I", "ACCT 351 Intermediate Accounting II", "ACCT 352 Cost Accounting", "ACCT 391 Accounting Information Systems", and "ACCT 399 Bus Apprentice". To the right of the list are navigation buttons ">>" and "<<". Below the list is a "Quick Add:" field with an "Add Course" button and an "Add Comment Entry" button. To the right of the list is a large empty rectangular box. Below this box are input fields for "Comment:", "Sequence:", "Cross Reference:", "Or Class:", "Hours:", and "Footnote:". There are also checkboxes for "Indent", "Area Header", and "Area Subheader". At the bottom of the form are "Move Up" and "Move Down" buttons. At the very bottom right, there are "Cancel" and "OK" buttons, with the "OK" button circled in pink.

Once all changes are made, click the green “Save and Start Workflow” button at the bottom of the form:

The screenshot shows a horizontal bar containing four buttons: "Cancel" (red), "Save Changes" (grey), "Admin Save" (blue), and "Save and Start Workflow" (green). The "Save and Start Workflow" button is circled in pink.