

## Editing a Course in CIM – Quick Guide

### Procedure

The steps involved in editing a course include:

1. Accessing CIM (<https://next-catalog.ncsu.edu/courseadmin/>)
2. Logging into CIM (enter NCSU unity ID and password)
3. Searching for specific course and initiating edits
4. Selecting the type of edit: major or minor.
5. Completing the relevant edits on the course form.
6. Completing the required fields highlighted in red. (Use current syllabus to complete required fields) (Entering current course data will complete the course archive and future edits will require minimal input)
7. Attaching the syllabus is required for major edits to a course.
8. Submitting the form into workflow. (Form becomes 'active' in the workflow)
9. Form moves through workflow steps for approval (Approvers are notified via email)

Note: Once workflow is complete:

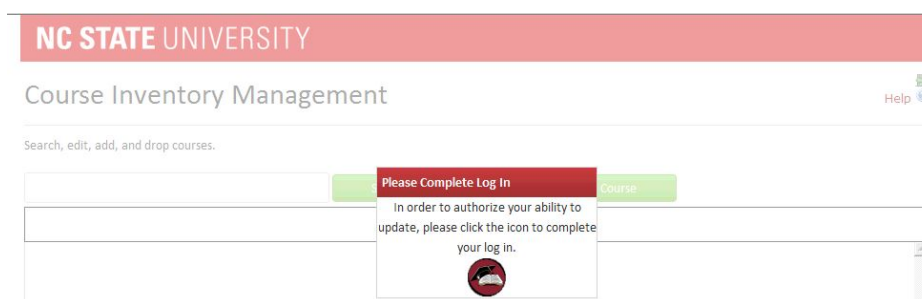
- Initial submitter of the course receives notification that workflow is complete.
- Registration and Records enters course data into SIS/Peoplesoft
- Course is available for scheduling.

### Step 1: Accessing CIM

Using the appropriate internet browser (Firefox, Chrome, Safari), click link to:

<https://next-catalog.ncsu.edu/courseadmin/>

You will see an access screen like the following:



The Courseleaf page is shown in the background, but you cannot access the page until you log in. Click the circular icon in the Please Log In box (highlighted in yellow in the image above) to log in.

## Step 2: Logging Into CIM

A log-in dialog box will open (shown in the next figure). Use your NCSU Unity ID and password to access CourseLeaf.



NC STATE UNIVERSITY CAMPUS DIRECTORY

Shibboleth - Secure Login

Unity ID:


Password:

Login

Forgot your [Unity ID](#) or [Password](#)?  
[Verify this page](#) is hosted by NC State University

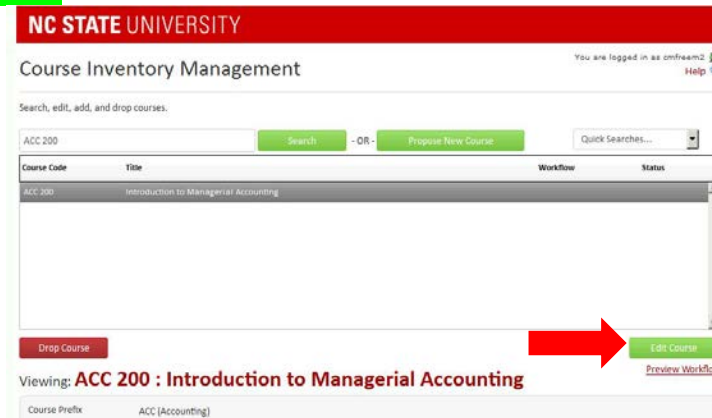
Note: We have attempted to grant CourseLeaf access to all faculty at NCSU. If you cannot access CourseLeaf, contact [courseleaf-help@ncsu.edu](mailto:courseleaf-help@ncsu.edu).

## Step 3: Course Search

After logging into CIM you will see the CIM Home page, shown below. Click on the [Help](#)  icon on the top right for detailed instructions as needed.

### Search Options:

- Type the course prefix and course number (separated by a space Ex: ACC 200)
- Enter part of the course prefix, number, or title using an asterisk at the end (ex: ACC 20\*)
- Enter an asterisk before and after the search detail as wildcard search (Ex: \*environ\*)
- Select the course from the search results window.
- Click the **Edit Course** button.



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Course Inventory Management

You are logged in as cmf4eam2 [Help](#)

Search, edit, add, and drop courses.

ACC 200  - OR -

Course Code	Title	Workflow	Status
ACC 200	Introduction to Managerial Accounting		

Viewing: **ACC 200 : Introduction to Managerial Accounting**

Course Prefix ACC (Accounting)

#### Step 4: Selecting the Type of Edit

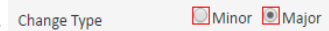
There are two types of edits for course actions: Major and Minor

A **MINOR** edit is a change that does not significantly alter the structure or pedagogy of the course. The following types of edits fall under the “minor” category. *Please note that if a number of these fields are edited, or if a single edit suggests a major change, the action may need to be changed to major.*

- Basic revision in pre-requisites, co-requisites, or restrictions
- Basic revision in course prefix or number
- Basic revision in course title/abbreviated title
- Change in semester scheduling
- Change in grading method (from letter-grading to S/U grading)
- Basic revision in catalog description
- Adding or removing a cross-listing
- Removing a GEP attribute from an existing GEP course

A **MAJOR** edit is anything not included in the list above.

Select the type of edit via the radio buttons at the top of the Edit screen:



*Please note that when “Minor” is selected, fields that are related to major actions become unavailable. When “Minor” is selected, all fields except for Prefix and Number become non-required, facilitating easy alteration of these minor items.*


*Minor actions are verified in the first step of workflow in order to prevent late change to major actions necessitating restart of the process.*

#### Step 5: CIM Form

For an existing course in CIM, the following fields will be pre-populated by SIS/Peoplesoft data as applicable. If the information is not accurate, notify your college liaison and send an email to courseleaf-help@ncsu.edu.

The remaining form fields not linked in SIS and outlined in red must be completed in order to submit the course edits for approval. Please also attach the current syllabus for the initial course input into CIM. Once the course information/ fields are completed, then subsequent edits to the course will require minimal input.

Notes:

- An error message will occur if the field is not completed before submitting to workflow. Work completed can be saved but will not be able to submit until identified field is complete.
-  [Click on the help bubble next to each field on the form for detail.](#)

- Once you save the changes to the form, the form will show the edits using green and red/strikethrough indicators.

Existing Courses: Fields auto-populated by SIS Catalog Data:

Course ID
College
Course Prefix
Course Number
Academic Org Code (Dept)
Title
Abbreviated Title
Course is Repeatable for Credit
Grading Method
Catalog Description
Credit Hours
Course Prerequisites, Corequisites, and Restrictive Statements
Term Offering
Year Offering
GEP Categories
Contact Hours
Dual-Level Course Number
Crosslisted, Cross-listed With

**Step 6 CIM Form Fields**

The CIM Course Form includes the following fields:

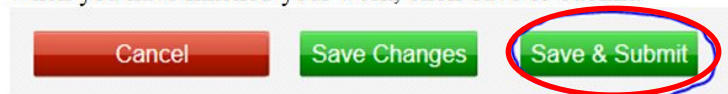
- Course Prefix
- Course Number
- Crosslisted Course
- Dual Level Course (this field option only appears if 400 or 500 level course number)
- Title
- Abbreviated Title
- College (autofilled)
- Academic Org Code (autofilled)
- CIP Disciplines Specialty Number (autofilled)
- Term Offering
- Year Offering
- Effective Date
- Previously Taught as Special Topics

- Course Delivery
- Grading Method
- Credit Hours
- Course Length
- Contact Hours
- Course Attributes (**UG or dual-level Only**)
- Course is Repeatable for Credit
- Instructor Name
- Instructor Title
- Graduate Faculty Status (**GR or dual-level only**)
- Course Prerequisites, Corequisites, and Restrictive Statement
- Is the course required or an elective for a Curriculum?
- Catalog Description
- Justification for New Course
- Is there a fee for this course?
- Is this course being proposed for the General Education Program? (**UG Only**)
  - GEP Category Selection and GEP Form (**UG only**)
- College/Program Consults (if applicable)
- Instructional Resources Statement
- Course Objectives/Goals
- Student Learning Outcomes
- Student Evaluation Methods
- Topical Outline/Course Schedule
- Syllabus (Attachment)
- Additional Documentation (Attachment)
- Additional Comments

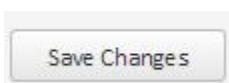
## Step 7: Saving and Submitting Buttons

After entering all course information and attaching the syllabus, scroll to the bottom of the form and select either “Cancel”, “Save & Submit” or “Save Changes”.

When you have finished your work, click Save & Submit:



**CANCEL:** This feature allows for an initiator to cancel the work they have completed on a pending action. If the submitter has already clicked the ‘save changes’ option, this will only cancel the information submitted in the most recent session.



**SAVE CHANGES:** You are encouraged to use this feature, while filling out information for the action. This allows the initiator to save their work, without submitting the action for

approval. Additionally, this feature allows for collaboration among multiple submitters.

Save & Submit

**SAVE & SUBMIT:** This action saves the work of initiator and submits the pending action to workflow. Once the action has been submitted, the course action cannot be amended by the initiator unless rolled back by the subsequent approver(s) in workflow. The first person in the workflow will receive a notification

**Step 8: Course Workflow**

To see what the workflow process will be for the proposed course before submitting, click “Preview Workflow” below the Edit Course button. Or, to view it after submission, the workflow will be visible in the top-right-hand corner.

Edit Course

[Preview Workflow](#)

Note: if an additional person or organization should be added to the workflow for the particular action, or if an individual is no longer affiliated with the role listed in the workflow, please email please notify [courses-curricula@ncsu.edu](mailto:courses-curricula@ncsu.edu) for undergraduate actions and [mInosbis@ncsu.edu](mailto:mInosbis@ncsu.edu) for graduate actions.

In Workflow

1. **DN Grad Curriculum Committee Chair**
2. DN Curriculum Committee
3. DN Dean
4. Grad Office
5. ABGS Committee Coordinator
6. ABGS Committee Chair
7. Grad Office
8. Grad Dean
9. PeopleSoft

**Step 9: Logging Off**

Log out by closing the browser.