

# Adding a New Course in Course Inventory Management (CIM)

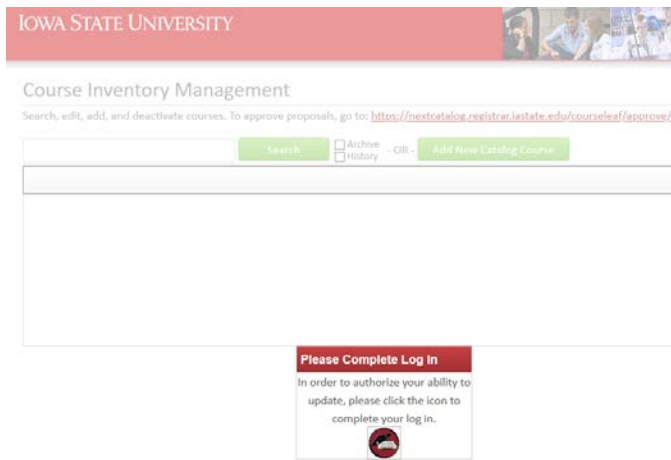
**Step 1** - Access Course Inventory Management by the below link:

<https://nextcatalog.registrar.iastate.edu/courseadmin/>

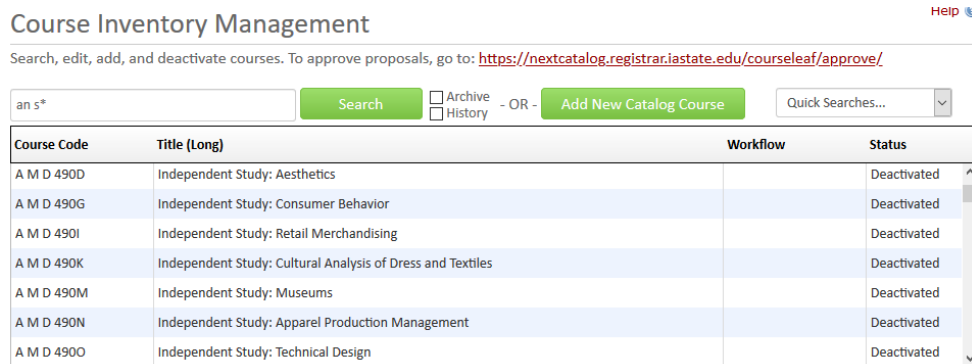
Course editing for the next catalog takes place from the end of February to June 1<sup>st</sup>.

New courses should be entered in Experimental Course Inventory Management (CIMX) unless course is required for a program.

**Step 2** - Log in by selecting the graduation cap icon (image below).



**Step 3** – Select the green Add New Catalog Course button.



**Step 4** – Enter course details: College, Department, Course Number, Title, Editing Department, Dual Listed and Cross Listed Course, Prerequisites, and Description.

**Step 5** – Enter the justification of the proposal.

**Step 6** – Select Save & Submit (green button to the right). Make sure all edited courses have been submitted using the Save & Submit button. This will move the request to workflow for review and approval.

**Please note** - A course change cannot complete the approval process unless it's submitted to workflow.

## Course Inventory

### New Catalog Course Proposal

College	<input type="text" value="Select..."/>
Department	<input type="text" value="Select..."/>
Course Number	<input type="text"/>
Catalog Year	<input type="text" value="Select..."/>
Title	<input type="text"/> 100 characters remaining
Editing Department/ Unit	<input type="text" value="Select..."/>
Dual Listed Courses	<a href="#">Add...</a>
Cross Listed Courses	<a href="#">Add...</a>

### Course Details

Is this course an Internship or Co-Op?  Yes  No

Credit Type:  Credit Hours:

Contact Hours: Lecture Hours:  Lab/Studio Hours:

Repeatable?  Anticipated  Fall

Semesters Offered: Spring  Summer

Prerequisites

Catalog Description   
1000 characters remaining

Graduation Restrictions   
(ex. Only one of CHEM 163, 165, 167, and 177 may count toward graduation)  
300 characters remaining

Satisfactory/Fail Only

Meets U.S. Diversity Requirement

Meets International Perspectives Requirement

Special Course Fee?  Yes  No

Syllabus & Supporting Documentation

Uploaded Files:

Files To Be Uploaded:

List the terms offered and enrollment as an experimental course.

200 characters remaining

What is the justification for proposing the course at this time?

300 characters remaining

Cancel
Save Changes
Admin Save
Save & Submit

## Helpful hints while adding a course

1. If the course is repeatable, ensure that the number of Credit or the number of Times is selected. Also note that a course can be repeatable Term to Term or Within Term (see image below).

Repeatable?

Maximum number of times or credits for this course that can appear on the transcript.

Select...

Term to Term (T)     Within Term (W)

2. Prerequisites should be measurable and attainable. Use course numbers when possible. Try to stay away from vague language like; “coursework in basic statistics, general knowledge of computer programming, Instructor permission, and upperclassman standing.” The prerequisite needs to state for example; “STAT 305 or STAT 231 or equivalent, Junior Classification.”
3. Catalog Descriptions should be clear and concise to the course details. Avoid phrases such as; “This course will focus on...” or “Students will be taught...” Use active tense when possible and start descriptions like; “Introduction to basic concepts.....” or “Overview of career-building....”