

Course Editing Guide – Instructions for Editing CIMX

Revised Jan. 2020

Experimental course editing in Experimental Course Inventory Management - CIMX: Propose New Course, Recirculate, Edit, or Make Permanent

1. Propose new experimental course

New courses must first go through the experimental course process prior to being added to the catalog. The course must be vetted by the department and college committee(s).

New course may go directly into the catalog only if required for a new or existing program.

- a. Go to <https://nextcatalog.registrar.iastate.edu/courseadminx/>
- b. Sign in using your ISU Net-ID and password.
- c. Click “Add New Experimental Course” (located to right of “Search” box).
- d. New Experimental Course Proposal window will open.
- e. Fields outlined in red are required fields.
 - a. Catalog 2020-21: F20, S21, SS21
 - b. Catalog 2021-22: F21, S22, SS22
- f. If course is dual-listed or cross-listed, click “Add”.
 - “Enter Course Code” window will open.
 - Use dropdown to select department and enter course number with X.
- g. Click “Save & Submit” to send to workflow.
- h. To save incomplete proposal and continue editing later, click “Save”.
 - Message on proposal: “Changes saved but not submitted”
 - Status = “Added”
 - When editing complete, click “Save & Submit” to send to workflow.
- i. Experimental courses are listed on a web site:
<http://www.registrar.iastate.edu/faculty-staff/courses/explisting>
- j. Deadlines for experimental courses, for current catalog 2020-21*
 - June 1: For courses to be offered fall term
 - October 1: For courses to be offered in the spring
 - March 1: For courses to be offered in the summer

2. Recirculate experimental courses

If an experimental course is not made permanent for next catalog, but you wish to continue with additional offerings (with no edits to the course), the experimental course may be recirculated.

- The course title, credits, and description have not changed.
 - May be offered up to three times, assuming no objection is raised.
 - After three offerings, the course must be reviewed by the appropriate college curriculum committee(s).
- a. Go to <https://nextcatalog.registrar.iastate.edu/courseadminx/>
 - b. Sign in using your ISU Net-ID and password.

- c. Search for the course you want to edit.
 - Enter course designator followed by * (not case sensitive: e.g. engl* or ENGL*)
 - Click "Search" for list of courses
 - Click to highlight selected course
- d. Click "Recirculate Course" (top right corner in course proposal).
- e. Change catalog year to "2020-21".
- f. Click "Save & Submit" to send to workflow.
- g. Deadlines for experimental courses, for current catalog 2020-21*
 - June 1: For courses to be offered fall term
 - October 1: For courses to be offered in the spring
 - March 1: For courses to be offered in the summer

3. **Edit experimental courses**

If an experimental course is not made permanent for the next catalog, but you wish to make edits to the course for additional offerings, the experimental course is edited and sent through the workflow.

- Make changes to course title, credits, course description, etc. as needed.
- a. Go to <https://nextcatalog.registrar.iastate.edu/courseadminx/>
- b. Sign in using your ISU Net-ID and password.
- c. Search for the course you want to edit.
 - Enter course designator followed by * (not case sensitive, e.g. engl* or ENGL*)
 - Click "Search" for list of courses
 - Click to highlight selected course
- d. Click "Edit Course" (top right corner in course proposal).
- e. Change catalog year to "2021-22".
- f. Make any additional changes to course if needed.
- g. Click "Save & Submit" to send to workflow.
- h. Deadlines for experimental courses, for current catalog 2020-21*
 - June 1: For courses to be offered fall term
 - October 1: For courses to be offered in the spring
 - March 1: For courses to be offered in the summer

Experimental courses are not listed in the catalog, so deadlines for experimental courses (Propose, Recirculate, or Edit) may be more fluid than the stated dates.

4. **Make permanent (Remove X)**

An experimental course may be added to the catalog, Make Permanent, after it has been taught once with a successful offering.

- Successful offering is defined as an enrollment of 18 for undergraduate courses and 8 for graduate courses.
- Please note that your department or college may have additional requirements.
- a. Review Experimental Course list (provided by Registrar's office).

- Keep in mind some of the courses on this list *may have already been added* to the catalog.
 - You may compare the experimental course list to the list of courses in the 2020-21 catalog: <http://catalog.iastate.edu/azcourses/>
- b. Go to <https://nextcatalog.registrar.iastate.edu/courseadminx/>
 - c. Sign in using your ISU Net-ID and password.
 - d. Search for the course you want to add to the catalog:
 - Enter course designator followed by * (not case sensitive: e.g. engl* or ENGL*)
 - Click "Search" for list of courses
 - Click to highlight selected course
 - e. Click "Edit Course" (top right corner in course proposal).
 - f. Change the catalog year to "2021-22".
 - g. Choose "**Save Changes**" (DO NOT Save & Submit!).
 - h. The "Make Permanent Course" button will appear just above the Edit Course button.
 - i. After you click "Make Permanent Course", a dialog box appears telling you that you are accessing the CIM system. Choose OK.
 - j. Make any additional changes to the course if needed (No copying and pasting course information!).
 - k. Choose "**Save & Submit**" to send it to workflow.
 - l. Registrar's Office course editing deadline: June 1, 2020