Courses Guide Table of Contents

Edit a Course in CIM

PROCEDURE DESCRIPTION

Departments may wish to update the contents of a course.

Steps:

1. Go to Course Inventory Management (CIM). https://next.catalog.ku.edu/courseadmin/
2. Search for the course you want to edit.

3. Select the green "Edit Course" button.

4. Enter an effective term and complete the desired updates. Note: anything highlighted in red box must be completed.
   a. If you wish to add/remove/make your crosslisted course the Parent/Primary course, you would do it here but selecting the correct button(s) in red.

5. State the purpose of the update in the rationale.
6. Hit the green "Submit" button when ready to start workflow. If you wish to save your changes and edit the form later, hit the grey "Save Changes" button.

Inactivating/Retiring a Course

PROCEDURE DESCRIPTION

Departments may inactivate/retire a course by submitting an inactivation request. This may be done if the department does not plan on teaching the course or the course has not been taught for a while. The course can always be reactivated later if the course is needed in the future.

NOTE: If you are wishing to inactivate a crosslisted course that is not the Parent course (the first course listed in red and after "Viewing"), please follow the instructions on "Edit a Course, as they are different steps."

Steps:

1. Go to Course Inventory Management (CIM). https://next.catalog.ku.edu/courseadmin/
2. Search for the course you want to inactivate.

3. Select the red "Inactivate" button.
   a. Note: If the course is crosslisted, all courses (parent and crosslisted courses) will be inactivated.

4. Enter an end term and rationale for inactivating the course. The inactivation will take place at the end of the semester you select.

Inactivating: **HIST 114**

End Term ⓘ   Spring 2026 ⌄

Justification for this request ⓘ   Course not offered in 5+ years

5. Select the green "Start Workflow" button.

Propose a New Course

PROCEDURE DESCRIPTION

How to propose a new course be created for the catalog.

Steps:

1. Go to Course Inventory Management (CIM). https://next.catalog.ku.edu/courseadmin/
2. Select the green "Propose New Course" button.

3. Input all the information needed to create the course. As information is filled in, more questions on the form will appear as applicable (i.e if you answer yes to KBOR, the KBOR section will populate on the form for you to complete) Note: if the box is highlighted in red, that means it is a mandatory question.
4. In the rationale, list why the course is being created. If it is a renumber, please state this.
5. When complete, hit the green "Submit" button to enter the course proposal into workflow. If you wish to come back to the course and edit it more before submitting into workflow, hit the grey "Save Changes" button instead.

Tips:

- If this is a topics course, make sure the title has ": _____" at the end of its name in the title section.
    - o The transcript title only needs to include the colon after the title.
- All credit must be a whole number.
- Variable credit will not have a scheduled meeting time.
- Labs cannot be an Associated component and must be created as a separate course.
- If the course is a renumber, include "Formerly known as..." in the description.
- No listing meeting times, component types, or names of courses in the description.

Reactivating a Course

PROCEDURE DESCRIPTION

Departments may reactivate an inactive/retired course by submitting a reactivation request that includes the instructor's name and the scheduled term of instruction.

Steps:

1. Go to Course Inventory Management (CIM). https://next.catalog.ku.edu/courseadmin/
2. Search for the course you want to reactivate.

3. Hit the green "Reactivate" button.

4. Select an effective term. In the rationale, please list the name of the instructor who will teach the course and when the course will be offered next.

5. Hit the green "Submit" button.

Rollback a Course

PROCEDURE DESCRIPTION

Sometimes a course needs to go back a step to be rereviewed or was advanced in error. This guides how to roll back a course to a previous step in workflow.

Note: Once the course has been updated/is past the Registrar step in workflow, the course *cannot* be rolled back to a step before this one. If changes need to be made, either wait until the course finishes workflow and resubmit with further changes, or email the catalogeditor@ku.edu for further guidance.

 Steps:

1. Go to Approve Pages. https://next.catalog.ku.edu/courseleaf/approve/?role=admin
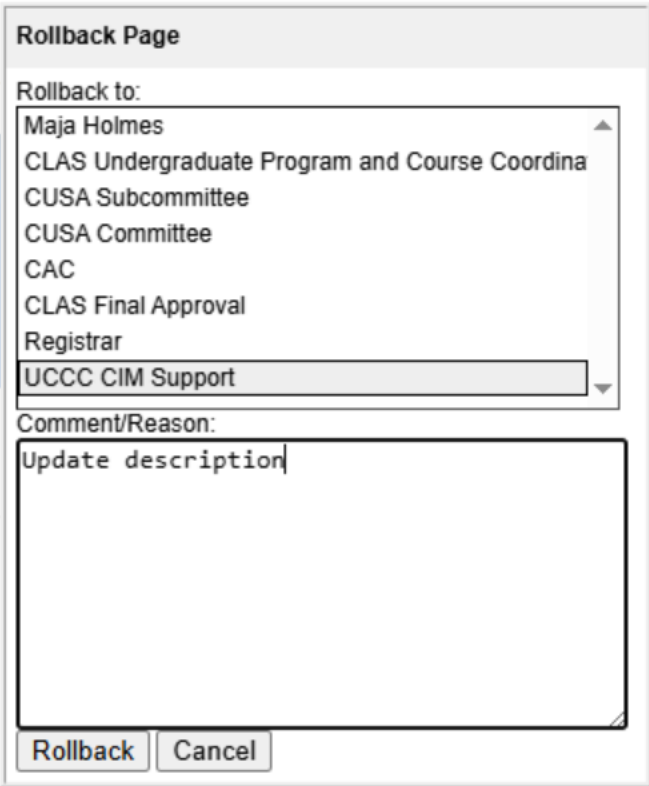2. On the right side of the page, go the "Your Role:" dropdown and select the role you need to work in.

3. Select the course you need to roll back.
   a. This page shows you all the current items in that step of workflow. If you do not know where in workflow the course you need to rollback is, go to Course Inventory Management (https://next.catalog.ku.edu/courseadmin/) and search for the course. Looking at the workflow, you will be able to see where the course is located.
4. In the top right corner of the course, select the orange "Rollback" button.
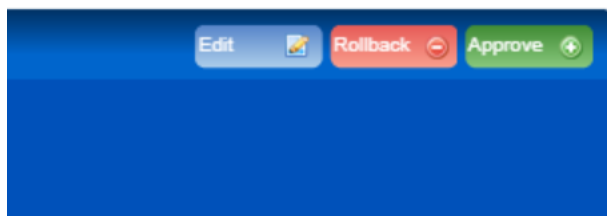
5. Select the step you want to roll the course back to.
   a. Note: The first person is the person who originally submitted the course into workflow (the initiator). Rolling the course back to this step takes the course out of workflow and it will need to be resubmitted into workflow once the edits are made.

Rollback Page

Rollback to:

Maja Holmes
CLAS Undergraduate Program and Course Coordina
CUSA Subcommittee
CUSA Committee
CAC
CLAS Final Approval
Registrar
UCCC CIM Support

Comment/Reason:

Update description

[Rollback] [Cancel]

6. Enter a rationale for why the course is being rolled back. This note will appear at the bottom of the page as a comment where others can view as well.
7. Hit the grey "Rollback" button.