

September 15, 2026

CIM Courses Training

Sam Henderson, Office of the University Registrar

What is CIM?

- **CIM stands for Curriculum Inventory Management, where all University course and program information is stored and edited**
- **Three parts to CIM: Course Management, Program Management, Misc Admin**
 - **We will focus on Courses today**
 - **Previous Back to Basics training available on Faculty and Staff Resources webpage now!**
 - **Program Management/Misc Admin training on September 22!**

Today, we will go through the following:

- **How to propose/edit a course**
- **Reactivations/Inactivations**
- **Workflow/Timeline expectations**
- **When to make a new course vs edit an existing course**
- **Core 34 courses and what to know**
- **Reports to be aware of (deadlines and requirements)**
- **Upcoming policy changes and updates**

Proposing New Courses



- **Navigate to Course Management and sign in**
 - <https://next.catalog.ku.edu/courseadmin/>
- **Hit Propose New Course**

KU

Course Inventory Management

Search, edit, add, and inactivate courses.

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 Course Code, Title, Workflow step and CIM Status.

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

☐ Archive ☐ History - OR -

Course Code	Title	Workflow	Status
AAAS 311	Black Culture in Social Media	UCCC CIM Support	Added
AAAS 329	Black Youth in Film and Television	CUSA Committee	Added
AAAS 361	Voice, Research, & the Black Community	UCCC CIM Support	Added
ADS 755	Navigating the Creative and Legal Landscape		Added
AE 212	Basic Engineering Thermodynamics		Added
AE 260	Statics and Dynamics		Added

If you don't have access but should, please reach out to catalogeditor@ku.edu

- From there, you fill out the form

New Course Proposal

Propose New from Existing Course

Academic Unit

Academic Career

Select...

Subject Code

Select Subject Code

 Course Number

Department

Select Department...

School/College

Select School/College...

Governing Campus

☐ Lawrence (includes Edwards) (KULC)

☐ Kansas City (includes Wichita and Salina) (KUMC)

☐ Everspring Online or CBE (KUGC)

Course Information

Will 50% or more of the course be offered online?

☐ Yes ☐ No

Please select all modalities that you plan to offer this course in.

☐ In Person (less than 50% online)

☐ Hybrid - Classroom (51-74% online)

☐ Hybrid - Online (75-99% online)

☐ Online - Synchronous (100% online)

☐ Online - Asynchronous (100% online)

Title

Transcript Title

30 characters remaining

Effective Term

Select...

Catalog Description

Cross Listed

Add...

Credits

Course Type

Select Course Type...

Associated Components

☐ Laboratory - Associated with a main component

☐ Discussion – Mandatory discussion associated with a main component

Typically Offered

Select...

Grading Basis

Select Grading Basis...

Repeatable for Credit

☐ Yes ☒ No

Will this course fulfill any requirement for any degree, major, minor, certificate, or concentration? For example, this includes counting as a choice among a list of courses, or as a part of major or minor electives.

☐ Yes ☐ No

Rationale for Course Proposal

1000 characters remaining

Supporting Documents

Attach Documents

Uploaded Files:

Files To Be Uploaded:

Cancel

Save Changes

Admin Save

Submit

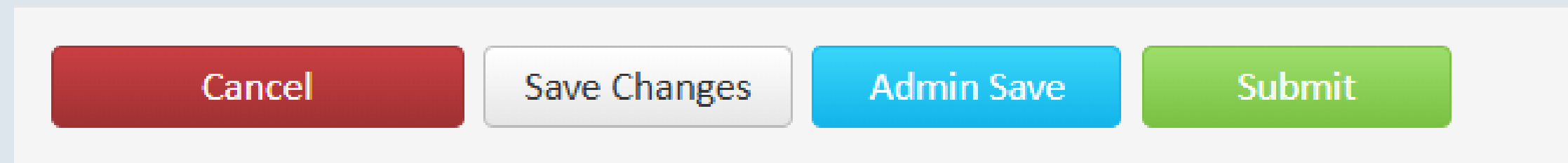
- Include course info, anticipated pre-reqs, grading basis, etc.

Things to look out for

- Be sure to attach supporting documentation
 - Typically a syllabus and/or details about assignments
- If the course is intended to be **online**, a part of **Core 34**, or a **Capstone** course - extra steps of approval might be needed!
- If the new course is replacing another course or has an honors equivalent:
 - Please include that in the rationale (it helps us anticipate needs and makes the transition smoother!)

Once the form is complete

- Hit 'Submit' to send to workflow
 - Workflow is fancy term for the steps of approval
 - Once in workflow, you should be able to see the steps
- If not ready to send to workflow yet, you can 'Save Changes'
 - This saves your progress to come back to later



Once the form is complete cont'd

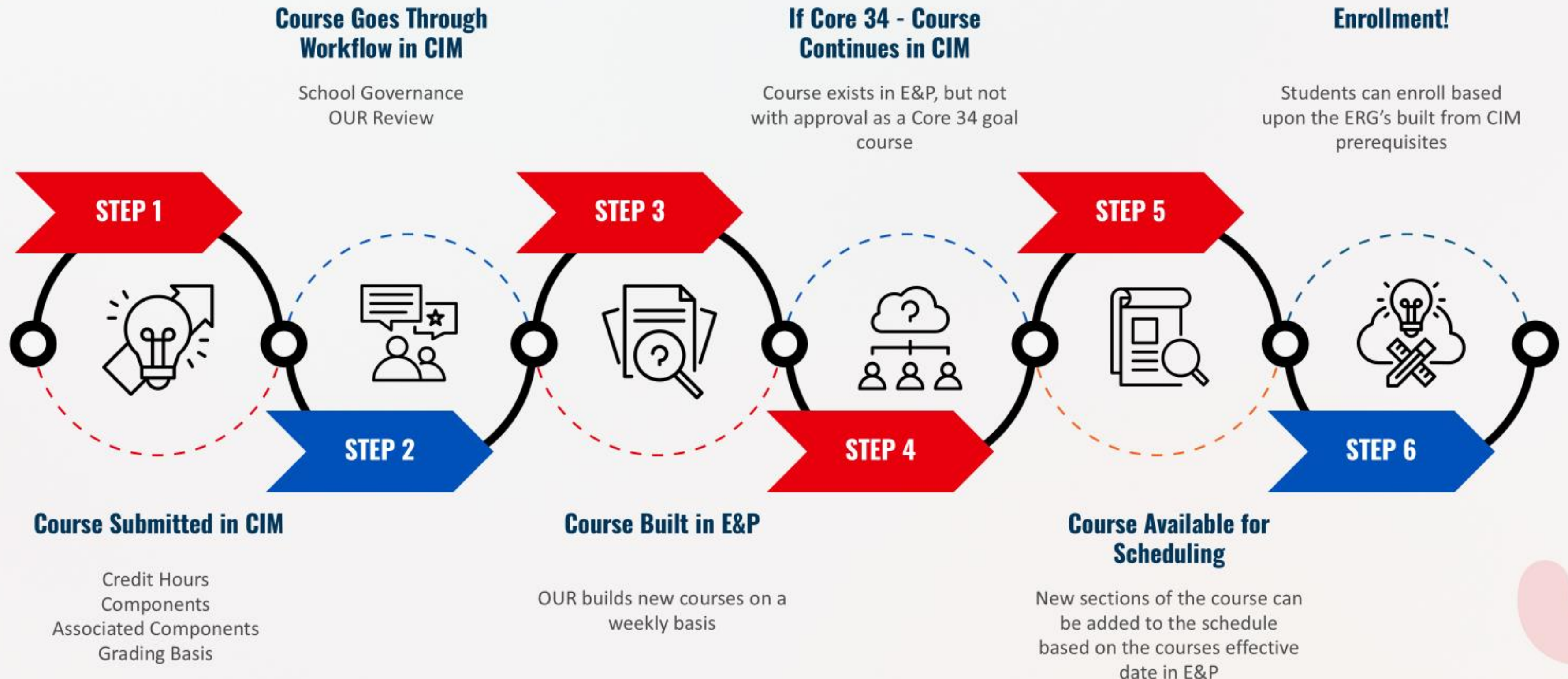
- Workflow example ->
- New courses are required to go through workflow for creation
- If course is in workflow or edited but edits are no longer needed:
 - You can request Registrar 'shred' the proposal

In Workflow

1. CLAS
Undergraduate
Program and
Course Coordinator
2. Registrar Course
Review
3. CUSA
Subcommittee
4. CUSA Committee
5. CAC
6. CLAS Final Approval
7. Registrar
8. PeopleSoft
9. UCCC CIM Support
10. UCCC Voting
Outcome
11. Registrar
12. PeopleSoft

	Course Through CIM Workflow	New Courses Added to Schedule	Effective Term
Spring	September 15	October 15	Spring – cannot be required course
Summer	March 1	April 1	Summer – cannot be required course
Fall	March 1	April 1	Fall / Next Catalog Year

New Course Creation



Editing Courses



- On Course Management, search for the course to edit
- Click on Course and hit 'Edit Course'

The screenshot shows the KU Course Inventory Management interface. At the top is the KU logo and a 'Help' link. Below the header is the title 'Course Inventory Management' and a brief instruction on how to use the search function. A search bar with a 'Search' button and a 'Propose New Course' button are visible. A table lists several courses, with 'ADS 755 : Navigating the Creative and Legal Landscape' selected. Below the table are buttons for 'Export to PDF', 'Export to Word', and 'Shred Proposal'. A red circle highlights the 'Edit Course' button. Below the table, the text 'Viewing: ADS 755 : Navigating the Creative and Legal Landscape' and 'Last edit: 06/03/24 8:20 pm' are displayed. At the bottom, there is a section for 'Catalog Pages referencing this course' with links to 'Department of Design' and 'School of Architecture & Design'.

Course Inventory Management

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AE 260	Statics and Dynamics		Added

New Course Proposal

[Preview Workflow](#)

Viewing: **ADS 755 : Navigating the Creative and Legal Landscape**
Last edit: 06/03/24 8:20 pm

Catalog Pages referencing this course
[Department of Design](#)
[School of Architecture & Design](#)

- From there, you edit the form as needed

Minor vs. Substantive Changes

- Changes to courses are defined as either 'minor' or 'substantive'
- 'Substantive' means the original course proposal no longer reflects same scope. 'Minor' keeps same original course integrity
- Some 'minor' changes can be made mid-year, some have to wait for next catalog cycle
- 'Substantive' changes require a new course to be made.

New required courses have to wait for next catalog cycle, new elective courses can sometimes be made mid-year

Type of Request	Substantive vs Minor	Action	Effective Term
Course Number Update	Substantive	New course needed	Required course: Next Catalog Year
			Elective: Term Deadline
Course Topic Change	Substantive	New course needed	Required course: Next Catalog Year
			Elective: Term Deadline
Course Title Change	Minor	Update existing course	Next Catalog Year
More/Less Restrictive Pre-req	Minor	Update existing course	More: Next Catalog Year
			Less: Term Deadline
Grading Basis	Minor	Update existing course	Term Deadline
Adding/Removing Core 34	Minor	Update existing course	Next Catalog Year
Course Components	Minor	Update existing course	Term Deadline

Things to look out for

- New courses can only be created for Spring/Summer after

Fall term has already started if not a required course for a degree

** If course is intended to be a program requirement, you*

must wait for following catalog year to require it

- If updating or changing a course that is listed on the catalog requirements, be sure to update the Program on CIM!

Reactivating a Course

- To reactivate a course, hit the reactivate button on the course's page
 - In the rationale, state when the course will be taught and who will be teaching it

Export to PDF 

Reactivate

Export to Word 

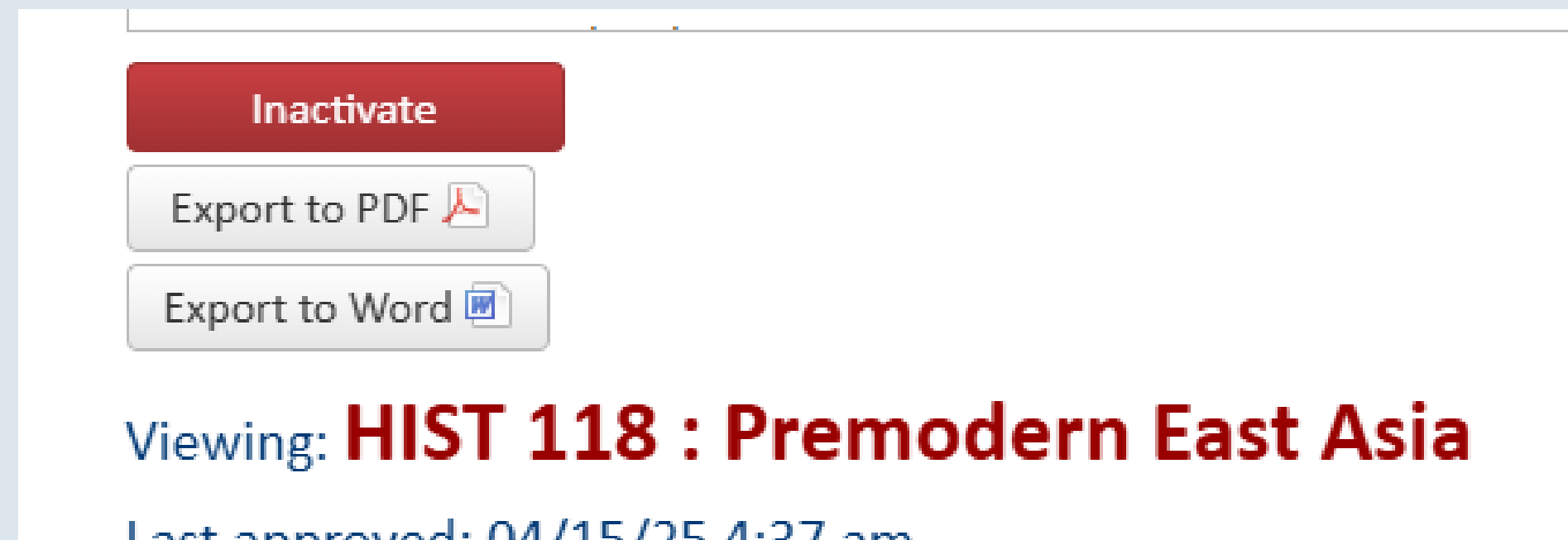
A deleted record cannot be edited

Course Inactivation Proposal

Inactivating a Course

- To inactivate a course, hit the inactivate button on the course's page

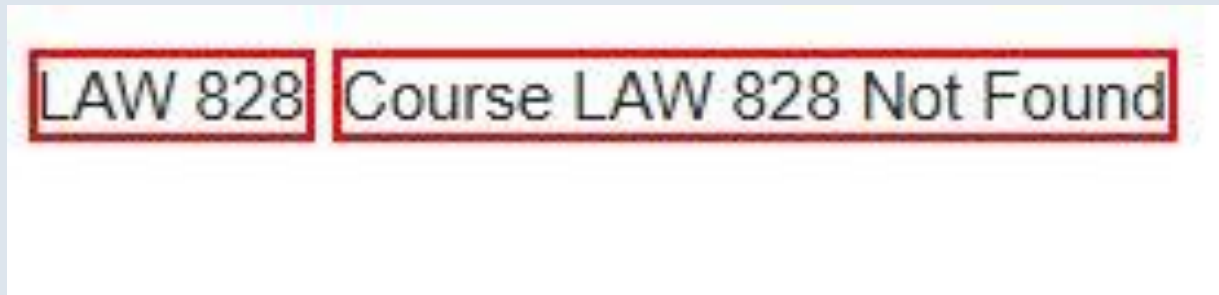
*** Things get complicated if course is crosslisted, so please reach out to us if dealing with a crosslisted course**



Redbox Errors

Redbox Errors

- Occasionally, you will encounter these:



- Several possibilities:
 - Course is inactive,
 - It is listed as a 'comment' or entered incorrectly
 - Credit hours are listed incorrectly
 - It is a new course that hasn't progressed through workflow
- If you see one and have questions, reach out to us!

Approving Workflow Steps



What happens when you get these emails?



General Catalog Update <ku@notify.courseleaf.com>

To: ● Henderson, Sam

Sam:

There are pending course change proposals awaiting your review, including
LDST 499: Special Topics in Leadership Studies: ____.

Please visit:

<https://next.catalog.ku.edu/courseleaf/approve/?role=Registrar>

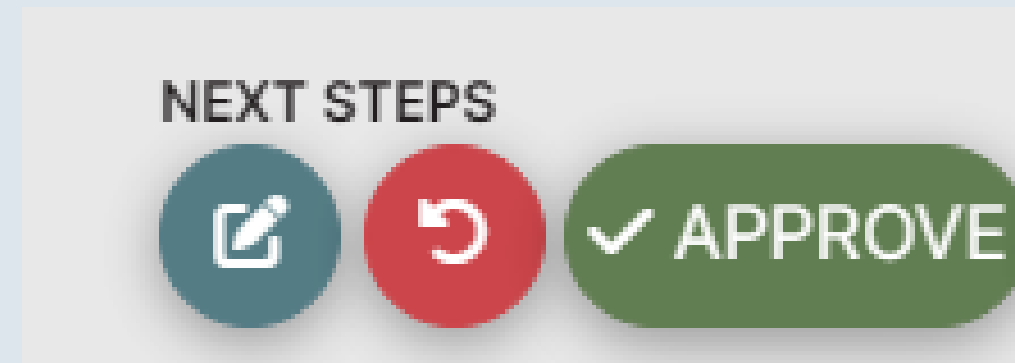
to review the changes and provide your feedback.

For questions or information regarding this email, please reply
to this email (catalogeditor@ku.edu) or contact your school level administrator.

That means there is something in your workflow queue!

Steps to approving

- Click on the link in the email
- After reviewing page, you have three options:



- Edit (pencil) is for any changes to make before moving to next step
- Rollback (red arrow) is to move back to prior step
- Approve (green checkmark) is to move forward to next step

Things to know

- In many cases, several people are receiving the same email you are and can approve without you having a chance to look
 - * Be sure to coordinate with your team on this so there's no confusion
- Rollbacks: Email the person in the step that the workflow is on to send it back to you if needed
 - * If rolled back to initiator, the course is no longer in workflow

Things to know cont'd.

- **Workflows can take some time**
 - **Anywhere from a week or two to several months!**
 - **We recommend you get courses into workflow ASAP to allow them to get through workflows in time**
 - **Some Schools have their own internal deadlines, so be sure to double check with your School's CIM/CAT rep!**

If you run into any issues, please reach out to us!

Things to know for Core 34 courses



Course Reports



ERGs

- **Stands for Enrollment Requirement Groups**
- **Shares what pre-reqs that courses are currently enforcing**
- **Review and notify us of any changes**
- **Sent out twice a year (August and January)**
 - **Deadlines are in September (fall; last Friday!) and February (spring)**

Academic Group: CLAS - College of Lib Arts & Sciences

Part A: Courses with Enrollment Requirements

Req Grp #	Description	Requirement Group Description followed by Details	Courses
3681	"GIST 714	POLS 714 WGSS 714" "GIST 714 POLS 714 WGSS 714 - Not open to students with credit in GIST 471 POLS 471 or WGSS 514." Requirement 000005479	GIST 714 POLS 714
704	AAAS 105 Antireq SAME	AAAS 105 is the same as HIST 104. Not allowed to enroll in the equivalent course. Requirement 000001310	AAAS 105
1844	AAAS 106 Antireq SAME	AAAS 106 is the same as HIST 109. Not allowed to enroll in the equivalent course. Requirement 000003535	AAAS 106
3948	AAAS 145 Antireq SAME	AAAS 145 is the same as REL 145. Not allowed to enroll in equivalent course. Requirement 000005591	AAAS 145
910	AAAS 160 Antireq SAME	AAAS 160 is the same as HIST 160. Not allowed to enroll in the equivalent course. Requirement 000001794	AAAS 160
2747	AAAS 203 Antireq SAME	AAAS 203 is the same as GEOG 201 and GIST 210. Not open to students with credit in AAAS 204 and GEOG 201 and GEOG 202 and GIST 210 and GIST 211. Requirement 000004393	AAAS 203

Courses Not Offered in 5+ Years

- Meant to keep the active course list as up to date as possible
- Report is sent out to each School with list of courses
- Two options: Teach course within 4 terms (summer included; this year – up to Spring 2028) or inactivate course
 - If planning to keep, let us know when it will be taught and what instructor
- Sent out in August with a late December due date

Career	Academic Group	Course	Subject	Catalog Number	Title	Last Term Offered	Creation Date	If retaining course list Instructor Name	If retaining course list semester for next offering
UGDL	CLAS	000137	AAAS	302	Contemporary Haiti	4072	4002	Lecturer	4269
UGDL	CLAS	343190	AAAS	340	Women Contmp Africn Literature	4182	4029	Rahina Muaza	4272
UGDL	CLAS	000188	AAAS	584	Black American Literature	4072	3992	Tony Bolden & Zay Dale	4272
UGDL	CLAS	347091	AAAS	630	Life&Intellctl Thght WEB Du Bo	4182	4086	Shawn Alexander	4272
UGDL	CLAS	343537	AAAS	677	African Design	4202	4029		
GRDL	CLAS	347673	AAAS	701	Politics in Africa	Never Offered	4099	Hannah Britton	4272
GRDL	CLAS	347695	AAAS	811	The Civil Rights Movement	4202	4099	Shawn Alexander	4266
GRDL	CLAS	347700	AAAS	830	Life&Times of W.E.B. Du Bois	4182	4099	Shawn Alexander	4272
GRDL	CLAS	347713	AAAS	884	Black American Literature	Never Offered	4099	Tony Bolden & Zay Dale	4272
GRDL	CLAS	347716	AAAS	898	Sexuality&Gender African Hist	Never Offered	4099	Thomas Keegan	4262
UGDL	CLAS	345497	ABSC	279	Study Abroad Topics in:	4192	4052		
GRDL	CLAS	148652	ABSC	787	Multid Perspc Gerontolgy&Aging	4202	3989		
GRDL	CLAS	345486	ABSC	788	Designing Early Educ Envrnmnts	4206	4052		
UGDL	CLAS	348187	AMS	345	Cultural Studies	4159	4112	Deborah Whaley	4272
GRDL	CLAS	004429	AMS	767	Multid Perspc Gerontolgy&Aging	4202	3912		
UGDL	CLAS	009022	ANTH	108	Intro to Cultural Anthropology	4189	3659	Retain per email from CFC. On systemwide matrix for transfer credit	
UGDL	CLAS	349756	ANTH	367	Intro to Economic Anthropology	4192	4152	Reactivation request 1/25 stating that it will be offered regularly in future	
UGDL	CLAS	345150	ANTH	400	Topics in Anthropology, Honrs:	4192	4049		
UGDL	CLAS	009782	ANTH	545	Cntmprary Health Issues Africa	4192	4012		
UGDL	CLAS	349597	ANTH	587	Mltdscp Fld Sch Ptnrshp C Maya	4186	4146	Brent Metz	4266
UGDL	CLAS	009827	ANTH	595	The Colonial Experience	4172	3812		
UGDL	CLAS	346624	ANTH	619	Fld Concpts&Mthds Geoarchaelgy	4176	4076	Rolfe Mandel	4269
GRDL	CLAS	009903	ANTH	701	History of Anthropology	4182	3869		
GRDL	CLAS	009905	ANTH	702	Current Archaeology	4192	3872		
GRDL	CLAS	009906	ANTH	703	Current Biological Anthropolgy	4179	3882		

Stalled/Stale Courses

- **Identifies courses stuck in workflow or not yet put into workflow that could be**
- **Report is sent out to each School with list of courses**
- **Meant as a reminder on what courses are still hanging out there**
 - **Maybe you forgot about it, or the person in the workflow step did!**
- **Sent out in October, with the deadline being the catalog deadline in February**

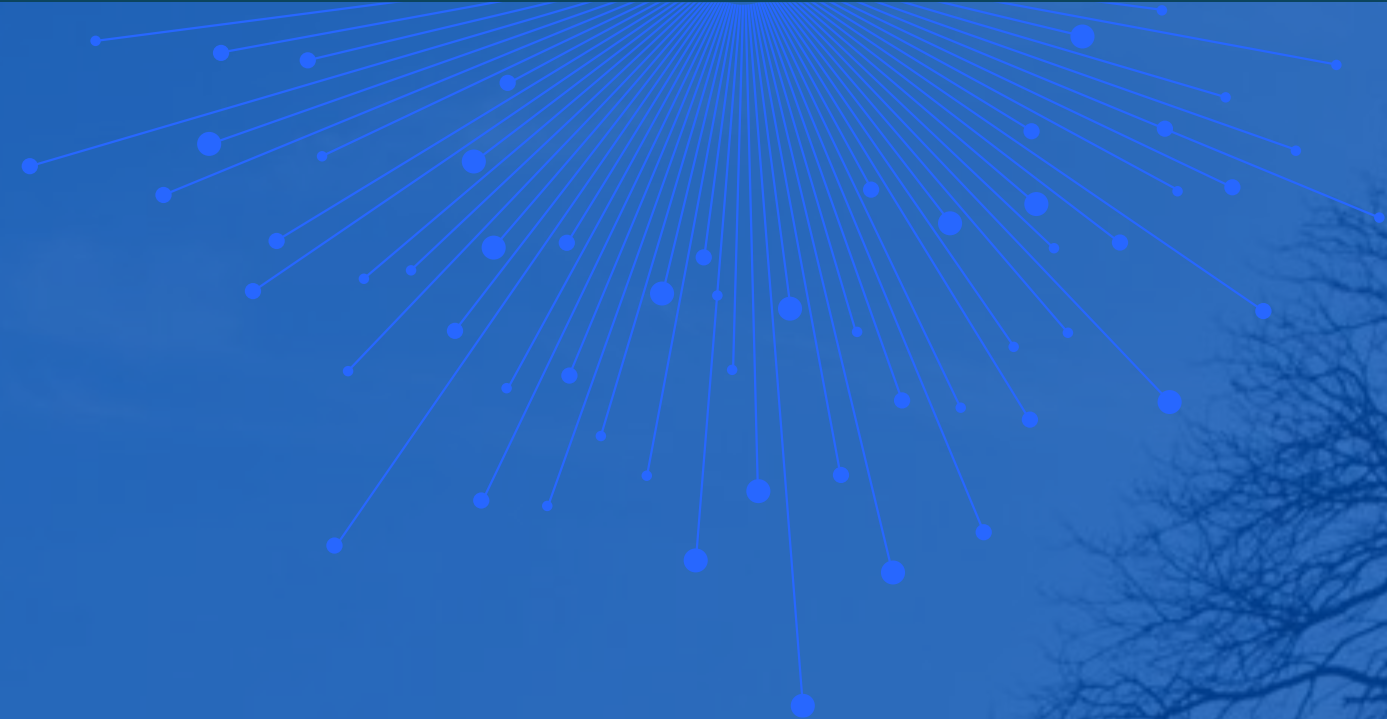
Stale

Code	Title	Last Editor	Status	First Edit	Last Edit
ANTH 367	ANTH 367: Introduction to Economic Anthropology	j348v526	Edited	302	261
ANTH 577	ANTH 577: Health & Human Rights: An Anthropological Approach	Rachel Decorie (rschwien)	Added	359	358
ANTH 616	ANTH 616: Archaeology of the North American Arctic	Rachel Decorie (rschwien)	Added	359	358
CEAS 512	CEAS 512: Social Protests in China	Karen Ledom (kjh)	Added	3650	3562
CEAS 525	CEAS 525: Social Issues in Contemporary China	Karen Ledom (kjh)	Added	3650	3562
CHEM 176	CHEM 176: First-Year Seminar: Cooking Chemistry	Lindsey Roe (lindseyp)	Added	1	1
CLSX	CLSX: Archaic Poetry	Aley Pennington (aleypen88)	Added	345	345

Stalled

Code	Title	Next Sign Off	Received	Status	Days at Step	Days in Workflow
ISP 821	ISP 821: Tribal Governance & Sovereignty in Action	CAC	10/9/2025	Added	8	18
SPLH 820	SPLH 820: Speech Sound Disorders: Pediatrics	CAC	10/9/2025	Edited	8	30
SPLH 822	SPLH 822: Speech Disorders: Adults	CAC	10/9/2025	Edited	8	30
EVRN 751	EVRN 751: Ecosystems Stewardship	CGS Committee	10/16/2025	Edited	1	12
REL 734	REL 734: Studies in Ritual: _____	CGS Committee	10/16/2025	Deleted	1	8
HIST 893	HIST 893: Colloquium in Military, War, and Society	CGS Committee	10/16/2025	Deleted	1	4
UBPL 707	UBPL 707: Complete Streets: Bikeways, Transit, and Public Space Design	CGS Committee	10/16/2025	Edited	1	3

Course Policy Updates



FRACTIONAL, VARIABLE, AND ZERO CREDIT HOUR COURSES

01



What?

Update or remove all zero and fractional credit hour courses from the catalog and curriculum.

Variable courses are allowed to remain but cannot have standard meeting times

02



Why?

- Updated policies on expected interaction per credit hour
- Updated policies requiring credits to be in whole integers

03



When?

- List of each school's zero/fractional/variable credit courses sent out this summer
- Adjustments must be made and through workflow by 2027-28 catalog deadline (Feb. 1, 2027)

Registrar Course Review Workflow Step

- Added this summer to all course workflows
- Not meant to be a burden – instead meant to catch things earlier to allow for more successful edits/proposals!
- Britany is monitoring it daily
- If a course is not within policy, it will be caught during that step and sent back to the initiator
 - In the past, these types of things wouldn't be caught until the end of the workflow!

In Workflow

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7. Registrar
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9. UCCC CIM Support
10. UCCC Voting
Outcome
11. Registrar
12. PeopleSoft

Questions?



Thank you!

Contact:

catalogeditor@ku.edu
samhenderson@ku.edu