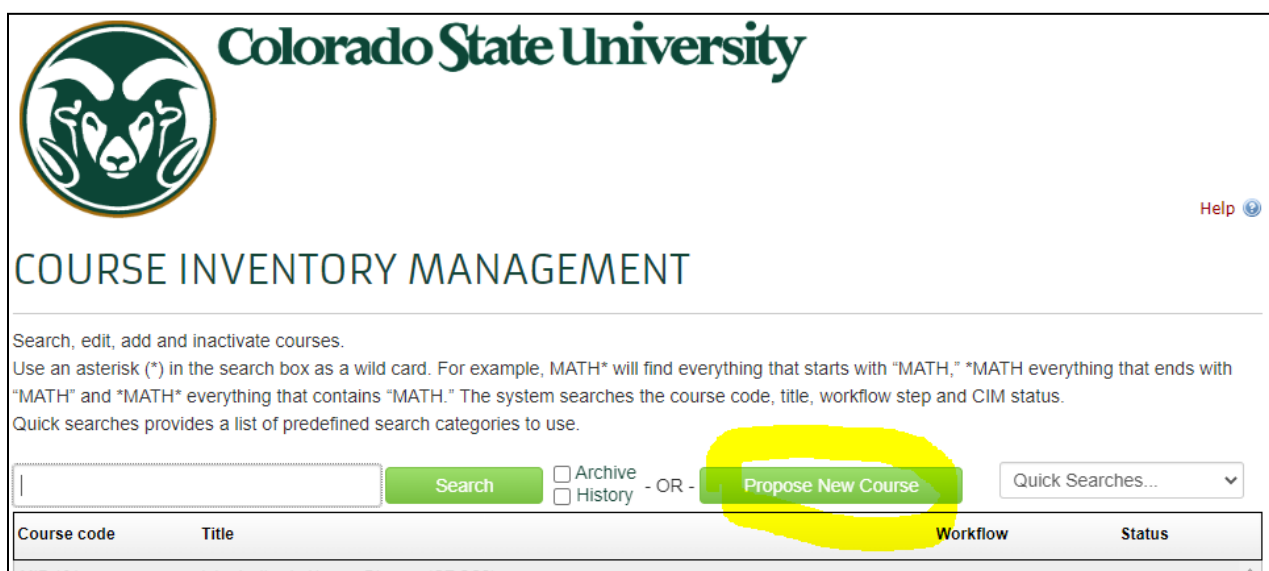


Copying Experimental Course Information into a New Permanent Course Proposal in CIM

1. From the [Course Inventory Management](#) screen in CIM, click on the green 'Propose New Course' button.



Colorado State University

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.

Search ☐ Archive ☐ History - OR - **Propose New Course** Quick Searches...

Course code	Title	Workflow	Status
MP 104	Introduction to Human Biology (ST 003)		

2. A separate editing window will open. Click the green 'Copy Current Course Data' button.



Colorado State University

COURSE INVENTORY

NEW COURSE PROPOSAL

Copy Current Course Data

3. A little course selection window will open. If you know the course # of the experimental course, type it into the 'Quick Add' box (with a space in between the subject code and number). Then click 'Add Course'. If you don't know the course # of the experimental version, use the 'College' drop-down menu to find the course.

4. The experimental information will fill in. Scroll all the way down the very bottom and click 'Save Changes.' This saves the information and allows you to go back in and make edits.

- After you have saved the changes, click the green 'Edit Course' button to go back in and edit.

COURSE INVENTORY MANAGEMENT

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☐ Archive
☐ History - OR -

Course code	Title	Workflow	Status
MIP -1	Introduction to Research Methods		Added

NEW COURSE PROPOSAL

CHANGES SAVED BUT NOT SUBMITTED

VIEWING: MIP -1 : INTRODUCTION TO RESEARCH METHODS

LAST EDIT: 10/14/22 11:38 AM

Proposal Contact

Experimental Yes

- In the editing window, toggle the 'Experimental' button to NO. Update the Proposal Contact field (if necessary) and select a Start Term.

Toggle the 'Has been offered previously' button to YES. Fill in the term(s) the experimental course was offered and the experimental course number.

Assign a permanent course number in the 'Course Number' field (*see screenshot on next page*)

NEW COURSE PROPOSAL

WARNING: THIS FORM MAY TIME OUT. PLEASE SAVE YOUR WORK OFTEN. We recommend using Google Chrome or Mozilla Firefox for your course proposals.

Blue question mark Help Buttons

are available throughout the form that provide both form instructions and essential information about University Curriculum Committee policy regarding submissions.

For curriculum help, consult the Curricular Policies and Procedures Handbook available at <https://curriculum.colostate.edu/media/sites/130/2020/01/handbook-FINAL.pdf>. You may also contact Ro_Curriculum@mail.colostate.edu or contact your college UCC representative, <http://facultycouncil.colostate.edu/committee-memberships-chairs/>.

For system or form support contact the Registrar's Office at Ro_Curriculum@mail.colostate.edu.

Proposal Contact	Name	Title	Email	Phone
	Kaigang Li	Tenure Track F	kaigang.li@colostate.edu	(970) 491-7253

Experimental ☐ No ☐ Yes

Start Term

College

Department/Unit

Study Abroad or Travel Course ☒ No ☐ Study Abroad ☐ Travel

Is a Dual-list ☐ Yes ☒ No

Has been offered previously ☒ Yes ☐ No

Which Term(s)

Experimental/Previous Course Number	Code	Title

Experimental/Previous Title

Subject Code

Course Level

Course Number

7. Make updates to the rest of the form as necessary. The 'Justification for Request' field should be updated to reflect why the experimental course is being converted to a permanent course. If there is existing language here that doesn't apply, you can delete it.

proposing an experimental course please refer to the experimental course request form from your reason for request.

Justification for Request	HES is revising curriculum in the undergraduate concentrations. The Theory of Health Behavior course will provide a firm theoretical foundation in topics that are relevant for health and wellness at both individual and population levels. Having an understanding of the objectives of this course and mastering knowledge and skills in applying the theories will allow students to be more successful at learning, serving, and creating health promotion programs aiming to modify unhealthy/risk behaviors and maintain healthy behaviors for different populations.
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8. Save your work often by clicking 'Save Changes' at the very bottom. CIM will time you out if there is a period of inactivity. You can save your work and go back to it later, if necessary.
9. When you are ready to submit to the approval workflow, click the green 'Start Workflow' button.

Save Changes	Admin Save	Start Workflow	Cancel