

Submitting a Course Change

(See [Curriculum Resources and Forms](#) page for deadlines)

1. Go to <https://nextcatalog.wheaton.edu/courseadmin/>.

Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for "Course Inventory Management" and sounds like "Kim.") Please contact registrar@wheaton.edu if you have questions about using CIM for your course proposals.

2. Search for the course that you are revising. Select "Edit Course" to begin your course change proposal.

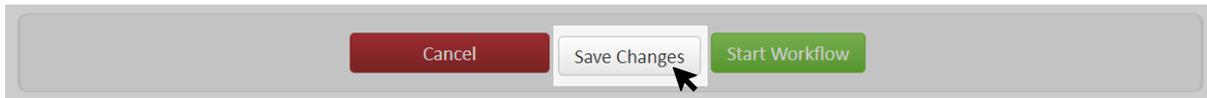
The screenshot shows the Course Inventory Management (CIM) interface. At the top, there is a search bar with the text "bith 533" entered. To the right of the search bar are buttons for "Search", "Archive History", and "Propose New Course". Below the search bar is a table with columns for "Course Code", "Title", "Workflow", and "Status". The table contains one entry: "BITH 533" with the title "Exploring the Old Testament". Below the table are buttons for "Inactivate", "Export to PDF", and "Export to Word". On the right side, there is a green "Edit Course" button with a mouse cursor pointing to it. Below the "Edit Course" button is a link for "Preview Workflow". At the bottom, it says "Viewing: BITH 533 : Exploring the Old Testament".

3. Begin work on your course edits. Some things to note:

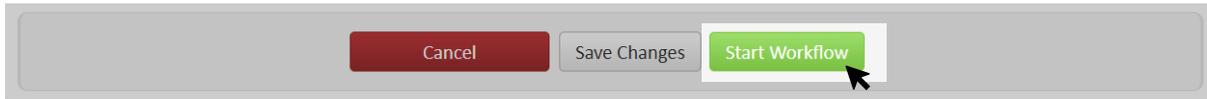
- This is a dynamic form. To make sure you're answering the correct set of questions (and not doing unnecessary work!), complete the form from top to bottom.
- Pay attention to the blue question mark icons. Click on them to see additional information about the form questions.

The screenshot shows a form section titled "Faculty". There is a field for "Faculty Petitioner(s)" with a red border and a red 'X' icon. Below this field are radio buttons for "Yes" and "No". At the bottom, there is a question "Is this a small course revision?" with a blue question mark icon and a mouse cursor pointing to it.

- You can save your work and finish your proposal at another time



4. When you're finished, click "Start Workflow" to submit your proposal.



5. You're done! CIM will send your proposal to the correct people to sign off on it. You can always search for your course and see its progress. (Note that you can see the changes you are proposing in red and green mark-up.)

Export to PDF

Export to Word

Shred Proposal

Date Submitted: 08/25/20 9:05 am

Viewing: **BITH 533 : Exploring the Old Testament Explorations**

Last edit: 08/25/20 9:05 am

Changes proposed by: Wheaton Admin (wheaton-admin)

Catalog Pages referencing this course

[Bible/Theology_\(BITH\)](#)

[Biblical Studies, MA](#)

[Ministry Leadership, MA](#)

[School of Biblical & Theological Studies](#)

In The Catalog Prerequisites:

Faculty

Faculty Petitioner(s)

Training Demo

Is this a small course revision? **No**

Add Comment

In Workflow

1. **BTS Dean**
2. Dean of the Graduate School
3. Registrar - Grad
4. MAAC Chair
5. Registrar - Grad
6. Graduate Council Chair
7. Registrar - Grad
8. Registrar's Office
9. Banner

Be sure to keep an eye on your email for notifications about your proposal and any requested revisions. Notifications will come from "Wheaton Curriculum" at wheaton@notify.courseleaf.com