

Submitting a Small Course Change

These instructions are for proposed course edits that do not indicate significant changes to course content or level, such as some re-numberings, title changes, and/or course description changes. If you are unsure whether your edits are considered a small course change, please contact registrar@wheaton.edu. (Note that CATC Renewals are not considered small course changes.)

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 submitting for a small change. Select "Edit Course" to begin your small change proposal.

The screenshot displays the Course Inventory Management (CIM) web application. At the top, the title "Course Inventory Management" is shown in blue, with a "Help" link and icon to the right. Below the title, a search bar contains the text "ahs 273". To the right of the search bar are two green buttons: "Search" and "Propose New Course". There are also checkboxes for "Archive" and "History", and a "Quick Searches..." dropdown menu. Below the search bar is a table with the following columns: "Course Code", "Title", "Workflow", and "Status". The table contains one row with "AHS 273" in the "Course Code" column and "Behavioral Medicine" in the "Title" column. Below the table, there are several buttons: "Inactivate" (red), "Export to PDF" (with a PDF icon), "Export to Word" (with a Word icon), and "Edit Course" (green, with a mouse cursor pointing to it). At the bottom left, it says "Viewing: **AHS 273 : Behavioral Medicine**". At the bottom right, there is a link "Preview Workflow" with a red underline.

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

- By selecting "Yes" for "Is this a small course revision?" you initiate an abbreviated approval process for your proposal. (It will be reviewed by your Chair, your Dean, and the Registrar's Office staff, but not by faculty committee. Only some types of changes are eligible for this abbreviated review; you will be notified if your proposed changes need to go through the full review process.)

Faculty

Faculty Petitioner(s)

Is this a small course revision? Yes No

- Pay attention to the blue question mark icons. Click on them to see additional information about the form questions.

Course Inventory

Editing: **CORE 303: AIS: Making the Modern Middle East**

Faculty

Faculty Petitioner(s)

Is this a small course revision? Yes No

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

Cancel Save Changes Start Workflow

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

Cancel Save Changes Start Workflow

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.

Export to PDF

Export to Word

Shred Proposal

Date Submitted: 08/24/20 3:15 pm

Viewing: **AHS 274 273 : Behavioral Medicine**

Also listed as: **AHS-273**

Formerly known as: **AHS 273**

Last edit: 08/24/20 3:15 pm

Changes proposed by: Wheaton Admin (wheaton-admin)

Add Comment

In Workflow

1. AHS Chair
2. NTSC Dean
3. Registrar's Office
4. 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