
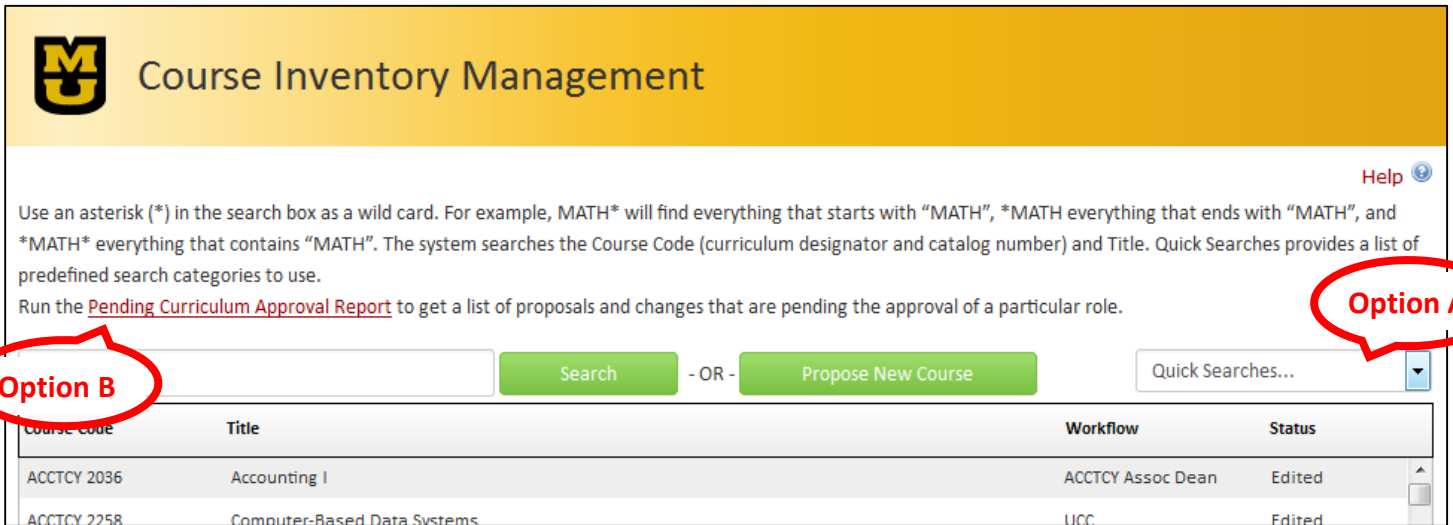


How to get a list of pending proposals for new courses and course changes using the CIM (Course Inventory Management) system

Go to <https://nextcatalog.missouri.edu/courseadmin/>.

Log in using your MU username and password. Click on the red icon to complete your log in.  You will be taken to the home page for the CIM system. At the top of the CIM home page are general instructions for searching the CIM system as well as a link to a CIM report.

Below are instructions on two options for getting a list of pending proposals awaiting approval at a specific step in the workflow approval process. Option A uses the Quick Search and Option B uses the link for the Pending Curriculum Approval Report.



Option B

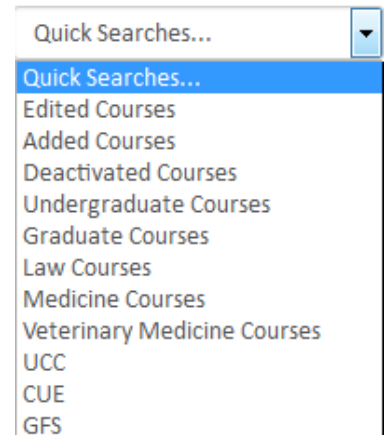
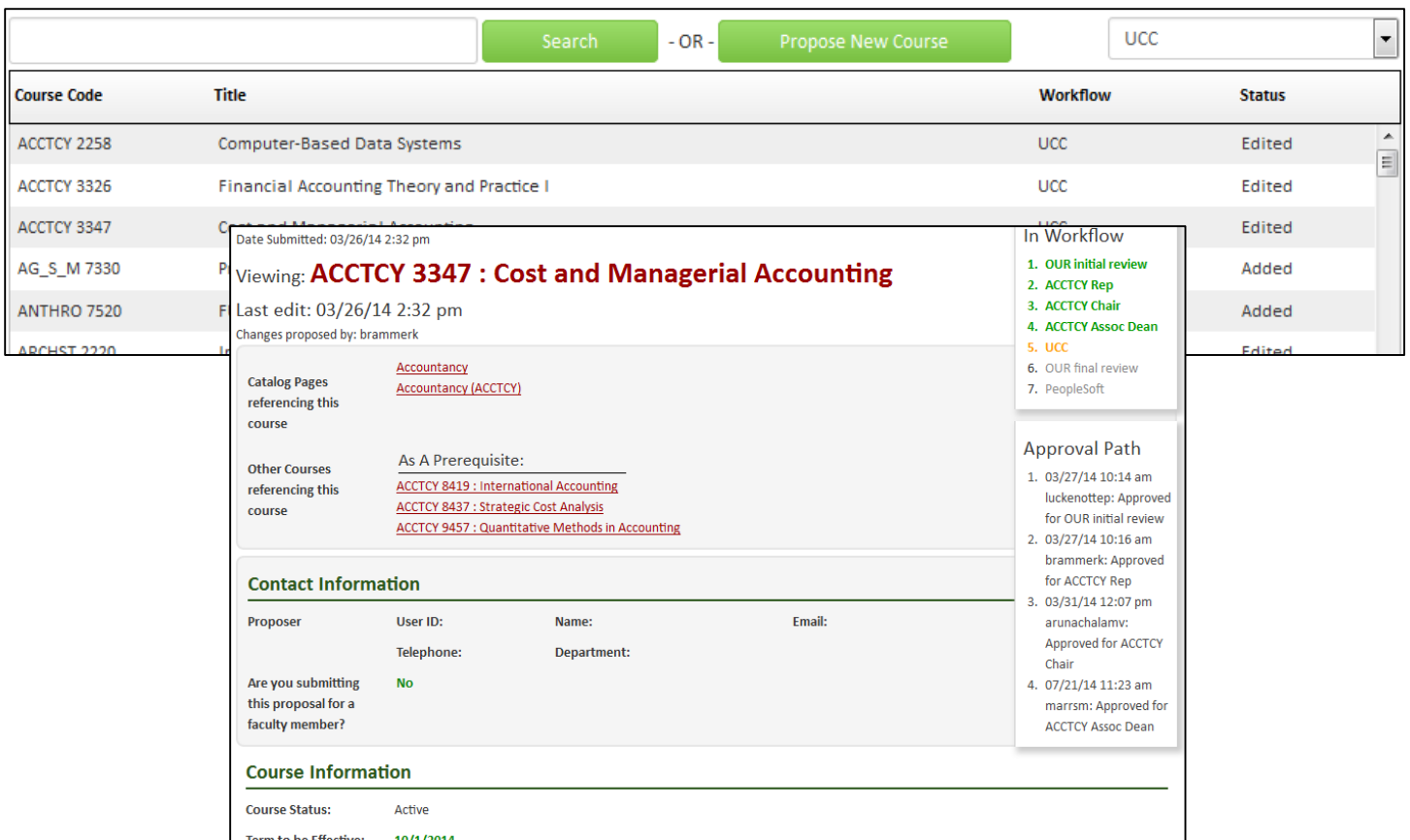
Option A

Option A: Get a list using Quick Searches

Use this option if you are looking for a list of proposals for new courses and course changes that are pending the approval of the UCC, the GFS or the CUE.

Use the Quick Searches drop down on the right hand side of the page, and make your selection by highlighting the name of UCC, CUE or GFS. Once you select it, all courses pending this group's approval will display in the window below. Courses with a status of Edited are existing courses with a proposed change pending. Courses with a status of Added are new courses pending approval.

Click on any course in the listing to see the detailed content for that course below. Content additions are in green while content deletions are in red. Details on the workflow steps are on the right.

Course Code	Title	Workflow	Status
ACCTCY 2258	Computer-Based Data Systems	UCC	Edited
ACCTCY 3326	Financial Accounting Theory and Practice I	UCC	Edited
ACCTCY 3347	Cost and Managerial Accounting	UCC	Edited
AG_S_M 7330	Principles of Accounting	UCC	Added
ANTHRO 7520	Financial Accounting	UCC	Added
ARCHST 2220	Introduction to Architecture	UCC	Edited

Viewing: ACCTCY 3347 : Cost and Managerial Accounting

Date Submitted: 03/26/14 2:32 pm
Last edit: 03/26/14 2:32 pm
Changes proposed by: brammerk

In Workflow

- OUR initial review
- ACCTCY Rep
- ACCTCY Chair
- ACCTCY Assoc Dean
- UCC
- OUR final review
- PeopleSoft

Approval Path

- 03/27/14 10:14 am luckenottep: Approved for OUR initial review
- 03/27/14 10:16 am brammerk: Approved for ACCTCY Rep
- 03/31/14 12:07 pm arunachalamv: Approved for ACCTCY Chair
- 07/21/14 11:23 am marrsm: Approved for ACCTCY Assoc Dean

Contact Information

Proposer: _____ User ID: _____ Name: _____ Email: _____
Telephone: _____ Department: _____

Are you submitting this proposal for a faculty member? **No**

Course Information

Course Status: Active
Term to be Effective: 10/1/2014



Option B: Get a list using Pending Curriculum Approval Report

Use this option if you are looking for a list of proposals for new courses and course changes that are pending the approval of any single step in the workflow, including steps such as the Department Chair, College Dean, UCC, GFS or CUE.

Click on the link in the instructions at the top of the page for the *Pending Curriculum Approval Report*.

You will be directed to a run control screen for the CIM Agenda Report. In the dropdown for Approval Role, make your selection for the role in which you are interested by clicking on the name of that role. You may have to scroll down in the list to find the role you are looking for. Then select your output format (HTML, PDF, Excel) for the report. Click on *Run Report*.

A new window will open with the report results. The report will list all courses which are being newly proposed or have changes proposed, and are awaiting that role's approval.

If you chose the report format of PDF or Excel, you can save the report to your computer, or print it out for your records. If you originally chose the report format of HTML, you can switch it to one of the other formats by clicking on the icon for PDF  or Excel  at the top of the report.

Code	Field	Old Value	New Value
ACCTCY 2036	Catalog Prerequisites	sophomore standing.	Sophomore standing. May be restricted to lower-level business and lower-level accountancy students during early registration.
	Proposer ID		moorepa
	Term to be Effective		10/1/2014
	Justification		priority needs to be given to business students, due to requirement for upper-level admission.
	Reviewer Comments		mregistrarcatalog Thu, 15 May 2014 16:14:00 GMT Rollback: we need a better distinction of "lower-level". Is Lower level, Freshman/Sophomore level only. Also, when restricted during early registration, will JR & SR level students Bus/Acct students be able to register
AG_S_M 7330		ADDED	
ANTHRO 7520		ADDED	
PL_STU			

For course changes, only the fields being updated are shown, with the old and new value being displayed. In the example above, ACCTCY 2036 is awaiting approval of a change to an existing course.

For new courses, only the curriculum designator (subject code) and course number display with an indicator of ADDED in a green box. In the example above, AG_S_M 7330 is awaiting approval of a new course. To view the detailed information on a new course proposal, follow the instructions for using the Search box on the CIM home page.