

CIM-Courses Proposal Quick Guide

CIM-Courses landing page – Propose New Course or Edit Course

Courses in workflow can be modified through the workflow and landing page until they have completed workflow. For approval reviewed/approved for your role.

Use an asterisk (*) in the search box as a wild card. For example, SOC* will search Subject Codes, Titles and Statuses that start with "SOC", *SOC will find these elements that end with "SOC", and *SOC* will find these elements that contain "SOC". Quick Searches (the dropdown on the right) provides a list of predefined search categories to use.

STEP TO TAKE
Either click **Propose New Course** or **Edit Course** to be

Viewing: **ENGL 3240 : Reading the Female Bildungsroman**

Department of English
Diversity in the U.S. (3 credits)

Proposing changes or proposing a new course

SAINT LOUIS UNIVERSITY

Course Inventory

New Course Proposal

Propose New from Existing Course

? icons provide helpful tips

Basic Information

Initiators: Initiator Name

Effective Term: Select...

College/School/Center: Select...

Department: Select Department...

Subject Code: Select Subject Code...

Course Number: <https://catalog.slu.edu/courses-az/>

Short Title: 30 characters remaining

Long Title: 100 characters remaining

Fields with red borders are required

Click here to copy all of the information from an existing course. This is used when changing subject codes or changing course numbers.

NOTE: See Page 2 for proposing a course to the University Undergraduate Core

Scroll to the bottom to Save Changes or Start Workflow

Workflow

At any point you can Save Changes and comeback to Start Workflow later.

This will reset the form and remove any edits.

When finished with the course proposal, click Start Workflow

Cancel Save Changes Start Workflow

To propose a course to the University Undergraduate Core, complete this section.

University Core

Do you want to propose this course for the University Undergraduate Core? Click Yes to propose a course.

Yes No Choose the Core Component

What part of the University Core would you like to propose a course for?

Select... Choose the Core Component

NOTE: You may propose multiple components/attributes with a single proposal.

Based on your choice(s) the options to propose additional Core Attribute options may be presented.

University Core

Do you want to propose this course for the University Undergraduate Core?

Yes No

What part of the University Core would you like to propose a course for?

Ways of Thinking Choose Core Component

Ways of Thinking Choose Core Component

Aesthetics, History and Culture Choose Core Attributes

Core Component Worksheet: https://www.slu.edu/registrar/core-forms/waysofthinking-aestheticshistoryandculture_worksheet.docx

Core Attributes (and the list for the Optional Attributes listed above)

Cura Personalis: Self in Contemplation

Eloquentia Perfecta: Writing Intensive Download, complete and attach Core Component Worksheet(s)

Equity and Global Identities: Dignity, Ethics, and a Just Society

Equity and Global Identities: Global Interdependence

Equity and Global Identities: Identities in Context

Reflection in Action

Core Component Worksheet: https://www.slu.edu/registrar/core-forms/eloquentiapfecta-writingintensive_worksheet.docx

Attach a Core Component Worksheet for each requested

Attach File

Uploaded Files:

Files To Be Uploaded: