

Submitting a New Course Proposal

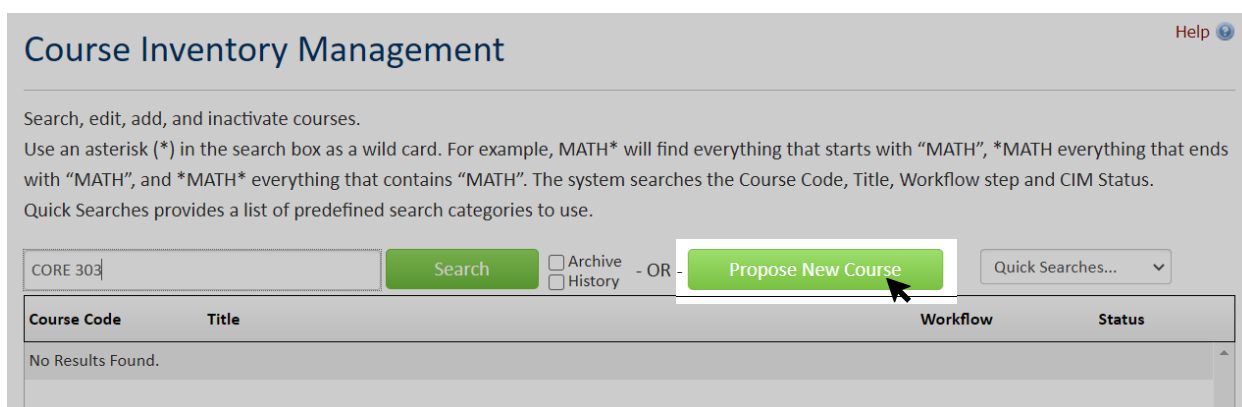
(See [Curriculum Resources and Forms](#) page for deadlines)

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.”)

This new system allows you to look up course details, submit proposals for courses and programs, and track the progress of your proposals. We are excited about the ways this will simplify curriculum management for our faculty, academic administrators, and Registrar’s Office staff. We look forward to supporting you through the transition into this new system. Contact registrar@wheaton.edu with questions about using CIM for your curriculum proposals.

2. Select “Propose New Course.”

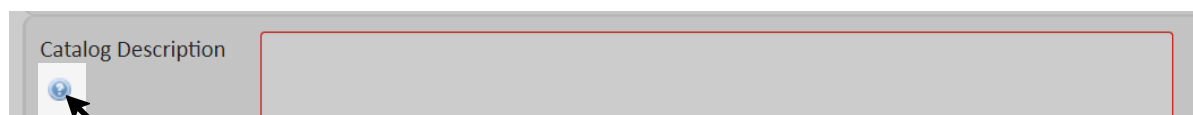


3. Begin work on your new course proposal. Some things to note:

- This is a dynamic form. To make sure you are answering the correct set of questions (and not doing unnecessary work!), complete the form from top to bottom.
- If the new course you are proposing resembles an existing course, you may find it saves time to use the “Propose New from Existing Course” feature. This allows you to search for and load data from an existing course as a starting point for your new course proposal.



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



- (Undergrad) For some AIS course proposals, your department and division might not match those of the course. For example:

The screenshot shows a form with two main sections. The top section, labeled "Course's information" with a red arrow, includes: Course Prefix (CORE - Core Studies), Course Number (303), Division/ School (Core Studies (CORE_DIV)), Department (CATC Core Studies), and College (College of Arts & Sciences). The bottom section, labeled "Instructor's information" with a blue arrow, includes: Your Department (History Department) and Your Division or School (Humanities). A red box highlights the mismatch between the course's department and the instructor's department.

- You can save your work and finish your proposal at another time; we recommend saving your work often. If your browser window times out before you save, **do not close the window**. Instead, open a new tab and log into the Wheaton Portal; this should refresh your session.

The screenshot shows the bottom of the form with three buttons: "Cancel", "Save Changes", and "Start Workflow". A mouse cursor is pointing at the "Save Changes" button.

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

The screenshot shows the bottom of the form with three buttons: "Cancel", "Save Changes", and "Start Workflow". A mouse cursor is pointing at the "Start Workflow" button.

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.

The screenshot shows the details of a course proposal. At the top, there are buttons for "Export to PDF" and "Export to Word". Below that, it says "Date Submitted: 03/20/20 10:20 am". The course title is "Viewing: CORE 303 : AIS: Making the Modern Middle East". It also shows "Last edit: 03/25/20 3:14 pm" and "Changes proposed by: Wheaton Admin (wheaton-admin)". There are links for "Core Studies (CORE)" and "Core and General Studies". On the right, there is an "Add Comment" button and a "In Workflow" section with a list of reviewers: 1. Technical Review, 2. Core Studies Chair, 3. CORE_DIV Dean, 4. AIS Renewal Committee, 6. Registrar's Office, and 7. Banner.

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