

## Reviewing and Approving Courses Submitted Through the CIM

- The first approver (usually the Executive Officer) will receive an email from *CourseLeaf Editor illinois@notify.courseleaf.com* with the subject line: *[CIM Courses] Approval Needed: HIST 100-: Global History- 1451 Head*

Email:

*There are pending course change proposals awaiting your approval, including HIST 100: Global History.*

*\*\*\*Note that if this is a course outside your department, you have received the notice because it is cross-listed in your department.\*\*\**

Please visit:

<https://nextcourses.illinois.edu/courseleaf/approve/?role=1451%20Head> to review the changes and provide your approval.

For questions or information regarding course change policy, please contact Kathy Martensen, [kmartens@illinois.edu](mailto:kmartens@illinois.edu).

For questions or information regarding course change procedure, please reply to this email ([fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu)) or contact Becca Snook at (217)244-5341. Thank you.

- Click on the link and log in using your netid and password.
- Click on the course to be reviewed (the course entry will appear below the dark blue ILLINOIS border) :

The screenshot displays the CourseLeaf interface. At the top, there is a navigation bar with 'Help' and 'User: Amy EB'. Below this is a 'Pages Pending Approval' section with a table listing courses. The table has columns for 'PAGE', 'USER', and 'Jill Gurke'. Two courses are listed: '/courseadmin/9609: YDSH 220: Jewish Storytelling' and '/courseadmin/9610: YDSH 320: Lit Responses to the Holocaust'. The second course is highlighted in blue. To the right of the table is a 'Page Info' sidebar with details for the selected course: Title: YDSH 320: Lit Responses to the Holocaust, Last Update: Sep 30, 2016 10:38am, Template: cim, Page Authors: any, Workflow: College: KV, Department: Germanic Languages & Lit.

Below the table is a 'PAGE REVIEW' section with a blue header. It features the University of Illinois logo and the text 'ILLINOIS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN'. The main content area is titled 'Course Change Request' and includes a 'Print Proposal' button, a 'Print to PDF' button, and the text 'Date Submitted: 09/30/16 10:38 am'. The course title 'Viewing: YDSH 320 : Lit Responses to the Holocaust' is displayed in large, bold, red text. Below the title, it says 'Also listed as: CWL 320, ENGL 359, RLST 320, JS 320'. On the right side of the review area, there is an 'Add Comment' button and an 'In Workflow' section listing a sequence of steps: 1. 1927 Head, 2. 1490 Head, 3. 1499 Head, 4. 1723 Head.

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- Important items to review-
  - Catalog Pages referencing this course- For existing courses, this section lists all the places the course appears in the Academic Catalog- including curricula and other course entries. Each entry is a hyperlink to the current catalog so you can view how your course appears in that curricula and/or course entry. This section will be very useful when a unit wishes to revise the hours or delete a course (called deactivate in CIM). LAS will discuss these types of revisions with the controlling unit and possibly the affected units (as they may need to discuss revisions for their curricular/courses).
  - For revised courses: Items in **GREEN** are new information  
Items crossed out in **RED** are to be deleted.

### Advisory Statements

Prerequisites: SOC **100, SOC 101, OR SOC 163.** ~~100.~~

- Course Description in the Catalog Entry- this section is located halfway through the form and will show you how the entry will appear in the [Courses of Instruction](#). The course number and title will not appear in this section (but will appear in the courses of instruction).

### Course Description in the Catalog Entry

This is how the above information will be represented in the Catalog:

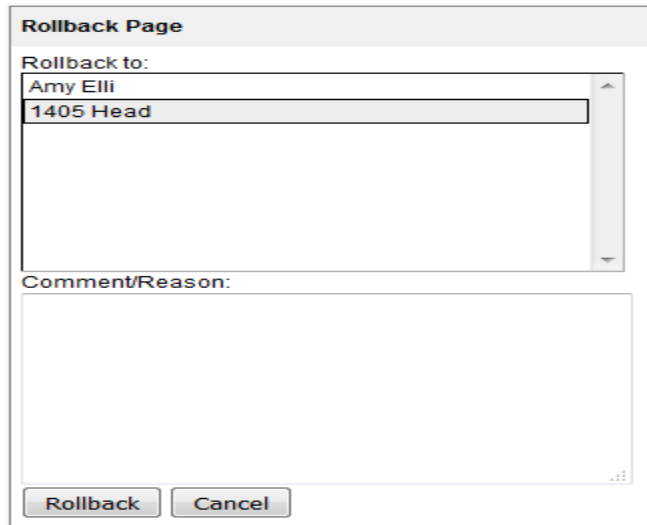
Interactions between hydraulic, ecological, and geomorphic processes in river environments at a wide range of both spatial and temporal scales. Draws upon and synthesize fundamental concepts from biology, ecology, fluid mechanics and morphodynamics, to apply them to truly interdisciplinary problems. Such an approach, coupled with hands-on experience involving planning, conducting and analyzing hands-on experiments at the Ven Te Chow Hydrosystems Laboratory and field surveys on local natural waters will provide the students with a broad perspective on the interconnections between physical and ecological systems. Students will apply their knowledge of fundamental processes to assess complex problems involving monitoring, management, conservation and restoration of ecosystems. Course Information: Same as CEE 459. 4 undergraduate hours. 4 graduate hours.



- Approving a course- Click the green **Approve** button to submit course to the next reviewer.
- Editing the course request-

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- If *minor edits* are needed, click the blue **Edit** button (right side of screen); a new screen will open to allow for edits; click save when finished; Click the green **Approve** button to submit course to the next reviewer.
- If *major edits* are needed, click the red Rollback button and enter information on what is required into the Comment/Reason box; select the correct role to send the course back to; Click Rollback.



The screenshot shows a dialog box titled "Rollback Page". It contains a "Rollback to:" label above a list box with two items: "Amy Elli" and "1405 Head". Below the list box is a "Comment/Reason:" label above a large text area. At the bottom of the dialog are two buttons: "Rollback" and "Cancel".