

# Course Inventory Management (CIM) and Core Curriculum Request Management (CCRM)

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## Navigating CIM

To begin any update or inquiry into the course inventory, navigate to the Course Inventory Management (CIM) page: <https://next.catalog.utsa.edu/courseadmin/>. Log in using your UTSA ID (abc123) and passphrase.

Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search ☐ Archive ☐ History - OR - Propose New Course Quick Searches...

Course Code	Title	Workflow	Status
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## Searching for Courses

To search for a course in the course inventory, type in the course subject code or the course subject code and number in the search bar and click "search." **Please note:** ALL courses in the inventory will show in this search.

MAT 1053 Search

Course Code	Title
MAT 1053	Mathematics for Business

CIM has a wild card feature to search for titles, keywords, and course numbers. Use the asterisk \* as the wild card to search for all courses that include the key word(s) or numbers. The search bar is NOT case sensitive.

\*math\* Search

The resulting courses(s) will include the course code (subject code and course number), the title of the course, the workflow step if it's in the approval workflow, and the status of the course (added, edited, inactive). Click the course to select it, it should be a dark grayed out highlight.

Course Code	Title	Workflow	Status
COU 3323	Addiction Application and Readiness to Practice in Behavioral Health	EH Associate Dean of ...	Added
COU 3513	Therapeutic Play in Child Life Science	EH Associate Dean of ...	Added
COU 3583	Family and Life Systems in Behavioral Health	EH Associate Dean of ...	Added
ECO 2013	Introductory Macroeconomics		Edited
ECO 3013	Intermediate Microeconomics		Edited

## The Status Column

The status column will provide information regarding the course.

- A course that has not been edited or has been fully approved through the workflow will not have a status.
- Courses that have been edited or are edited and are in the workflow will have a status of “edited.”

Workflow	Status
	Added
IBIO Chair	Edited

- New course proposals will have the status of “added.”

Workflow	Status
	Added

- Courses which have been inactivated or sent to the workflow for inactivation, will have the status of “inactive.”

Workflow	Status
	Inactive

## Action Buttons in CIM

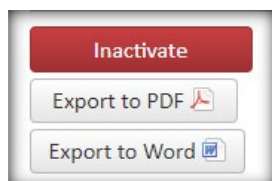
Once a searched course has been selected it may be [edited](#) by selecting “Edit Course,” [inactivated](#) by selecting “Inactivate,” or [reactivated](#) by selecting “Reactivate.”

To propose a new course, select the “Propose New Course” button.

The workflow may be viewed on courses that have been sent to the workflow. The green step is the approver who has approved the course, gold step is where the course is currently pending approval, and the gray text step is who will approve the course next.

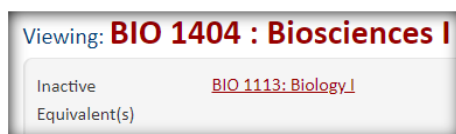
Courses in workflow cannot be edited from the CIM site. They must be edited by the assigned approver on the Workflow tab of the CourseLeaf Dashboard (<https://next.catalog.utsa.edu/admin/dashboard/>) or Approve Pages (<https://next.catalog.utsa.edu/courseleaf/approve/>), or by a catalog editor, or be rolled back to the initiator (person who sent the course to the workflow).

If a PDF or Word Document of the course information is required or preferred, this can be generated by clicking “Export to PDF” or “Export to Word.” To export a PDF of the red and green mark up on an edited course, use ctrl or command + P to print the mark-up to PDF.



## Course Ecosystem

Querying a course provides all of the information about the course. Some courses have a list of “Inactive Equivalents,” these are courses which have been replaced by the queried course.



The “Catalog Pages referencing this course” and “Programs reference this course” lists include where the course is mentioned throughout the catalog.

Catalog Pages referencing this course	<a href="#">11. University College</a> <a href="#">5. Carlos Alvarez College of Business</a> <a href="#">Appendix A. Texas Common Course Numbering System</a> <a href="#">Construction Science and Management (CSM)</a> <a href="#">Core Curriculum Component Area Requirements</a>	Programs referencing this course	<a href="#">111: BS - Kinesiology</a> <a href="#">113: BS - Kinesiology - Exercise Physiology/Science/Sci and Wellness</a> <a href="#">114: BS - Kinesiology - Kinesiology and Health Science</a> <a href="#">124: BS - Multidisciplinary Science</a>
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The “Other courses referencing this course” section provides a list of courses that may require or recommend the queried course. It is differentiated by whether the course mentions the queried course within the course description or as an equivalent. **Please note:** not every course will have each one of these lists.

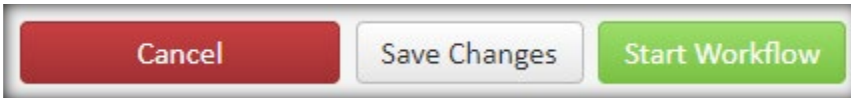
Other Courses referencing this course	<b>In The Catalog Description:</b> <a href="#">BIO 1053 : Introductory Microbiology</a> <a href="#">BIO 1061 : Introductory Microbiology Laboratory</a>	<b>As A Banner Equivalent:</b> <a href="#">BIO 1203 : Biology I</a>
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## Adding a New Course

To add a new course, select “propose new course.” The Course Inventory Update Form will appear.



If at any time, the form needs to be saved, scroll to the bottom of the form and select “Save Changes.”



After saving, the course will appear in the course inventory search with the status of “added” so you can come back to edit it at any time.

Course Code	Title	Workflow	Status
MDS 1234	test		Added

Export to PDF 
Export to Word

**New Course Proposal**

**Changes saved but not submitted**

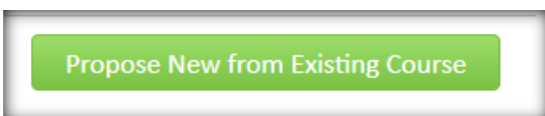
Edit Course  
[Preview Workflow](#)

Viewing: **MDS 1234 : test**

Last edit: 03/12/25 8:46 am

## Creating a New Course from an Existing Course

If you are creating a new version of an existing course, after selecting “Propose New Course” you can use the “Propose New from Existing Course” button to auto-fill the proposal with the existing course information. Make sure to review all imported information for accuracy and relevant updates. If the course is not repeatable, add the pre-existing course as a course equivalent (step 12 below).



After clicking the “Propose New from Existing Course” button, a course picker window will appear, and you will have two options:

1. Search for the existing course by selecting the college and subject code from the drop-down menu, then selecting the course and clicking “add selected.”

University College

Multidisciplinary Studies (MDS)

MDS 1234	test
MDS 2013	Introduction to Multidisciplinary Studies
MDS 2023	Introduction to Multidisciplinary Studies
MDS 4911	Independent Study in Multidisciplinary Studies
MDS 4912	Independent Study in Multidisciplinary Studies
MDS 4913	Independent Study in Multidisciplinary Studies
MDS 4933	Internship in Multidisciplinary Studies
MDS 4953	Special Studies in Multidisciplinary Studies
MDS 4983	Senior Seminar for Multidisciplinary Studies
MDS 5003	Capstone for Multidisciplinary Studies
MDS 5013	Advanced Writing Strategies for Multidisciplinary Studies

Quick Add

ADD COURSE

Add Selected Close

2. Type/paste the course subject code and number into the “Quick Add” box and select “add course.”

MDS 4953

ADD COURSE

Add Selected Close

## Creating an Original Course

Step 1: Select the catalog term of activation under “Effective Term.”

Effective Term

Select...

Select...

Fall 2022 (2022-24 Undergrad Catalog)

Fall 2024 (2024-26 Undergrad Catalog)

Fall 2023 (2023-25 Grad Catalog)

Step 2: Select the Subject Code (Course Subject). The department and college should automatically populate, but verify that they are correct. If you need to create a new subject code, please [contact the Registrar Office](#).

Subject Code

Select...

ASC - Aerospace Studies

AST - Astronomy

BBL - Bicultural Bilingual Studies

BIO - Biology

Department

Integrative Biology

College

Sciences

Step 3: **Skip if not an undergraduate University Core course.** If this newly proposed course needs to be added to the University Core, select the corresponding Core Course Attribute. If adding a core course, please also navigate to the Core Curriculum Request Management page (<https://next.catalog.utsa.edu/curriculumadmin/>) to [submit a core course curriculum proposal](#) to the Core Curriculum Committee.

Core Course	Select...
Attribute	Select...
Course Number	American History (060) Communication (010) Communication (Chart II) Component Area Option (090)

Step 4: Enter the course number. Remember: The first number of the course number designates the academic level, and the last number designates the number of credits. Please do not add letters to this section; only numbers should be listed here. Please also be aware that a limited number of course numbers are available for each subject code. For minor changes to the course description and/or title, please consider [changing that course instead](#).

Course Number	1234	Course Numbers in Use
	0	
	characters	
	remaining	

To confirm if the number has been previously used, select “Course Numbers in Use,” this will generate a list of all courses in the inventory with the same subject code.

Course Numbers In Use for ACC - Accounting	
Active	
Inactive	
Course Code	Title
ACC 2003	Foundations Of Accounting

Please also be aware of the [“Pre-Assigned Course Numbers” list](#) below.

Step 5: Enter the Long Title (catalog title) of the course. The Registrar’s Office will create the short title.

Long Title	Biology Course I
	84 characters remaining

Step 6: Select the Primary Grade Mode.

Primary Grade Mode	Normal Grading
Repeatable	Select... Credit/No Credit Honors College Grading Normal Grading Select...
Academic Level	Select...

Step 7: Select whether or not the course is repeatable. If the course is repeatable, the “number of repeats” is the number of times the course may be retaken, not counting the first time the course is taken. You may set this number to the default of 98. “Maximum credits” is the number of credit hours that may be counted toward the degree. For example: only 6 hours of Independent Study courses may count toward a degree so “6” should be entered in the “maximum credits” space. Please note, the maximum credits must exceed the total credits for a

course. A 3 credit course is not repeatable if it can be taken more than once, but a student can only earn a total of 3 credits for both attempts.

Repeatable ⓘ ☒ Yes ☐ No

Number of repeats

For maximum credits

Step 8: Select the academic level. This level usually corresponds with the first number of the course. 5000 and 6000-level courses may either be a Master's or Doctoral level, depending on which students will take the course. If there is a chance a doctoral student will take the course, select doctoral. 7000-level courses will always be at a doctoral level.

Academic Level

Credit Hours

Lecture Hours

Lab Hours

1 - Freshman

2 - Sophomore

3 - Junior

4 - Senior

5 - Master's

6 - Doctoral

Step 9: Enter the course hours. The “Credit Hours” are the total credits of the course, which reflects the last number of the course number. The “Lecture Hours” should be all lecture contact hours and usually match “Credit Hours” unless it includes a lab. The “Lab Hours” are the lab contact hours. Remember, 1 credit of lab is equivalent to a minimum of 3 lab contact hours (see [HOP 2.51](#)). For example: A 3 credit course can have 1 contact hour of lecture and 6+ contact hours of lab, or 2 hours of lecture and 3+ contact hours of lab. The “Contact Hours” field will automatically sum the lecture and lab contact hours.

**Note:** some courses and schedule types don’t have traditional contact hours like F-Independent Study, G-Private Lessons, I-Thesis, J-Self Paced, and K-Dissertation. Nontraditional courses with no contact hours should have “0” entered under “Lecture Hours” and “Lab Hours” but make sure to enter the Credit Hours as they apply.

Credit Hours

Lecture Hours

Lab Hours

Override Contact Hours? ☐ Yes ☐ No

Contact Hours

Step 10: Enter the schedule type, also known as instruction type.

Schedule Type ⓘ

Instruction Type	Workload
A-Lecture, Hybrid	<input type="text" value="3"/>
Select...	<input type="text" value="3"/>
A-Lecture, Hybrid	<input type="text" value="3"/>
A-Lecture, Face-to-face	<input type="text" value="3"/>
B-Laboratory, Hybrid	<input type="text"/>



If the class is an A-Lecture, make sure to select each type that begins with the letter “A,” if it is a B-Lab type, then select all types that begin with “B,” and if it is an E-Seminar type, then select all types that begin with “E.” To add each schedule type, click the “+” button. To remove a line of schedule type, click the “X” button. If you need assistance with selecting a schedule type, please [contact the Registrar Office](#).

The “workload” column is for the corresponding contact hours for each schedule type. Here is an example of how to enter the contact hours into the workload column: a 3-credit course with 2 contact hours of lecture and 3 contact hours of lab, will have a “2” in the “workload” column corresponding with each selected “A-Lecture” instruction type and a “3” corresponding with each selected “B-Lab” instruction type. If the course is only 3 hours of lecture, each selected “A-Lecture” instruction type will have a “3” in the “workload” column.

Schedule Type ⓘ	
Instruction Type	Workload
A-Lecture, face-to-face ▼	2
B-Laboratory, face-to-face ▼	3

Step 11: Enter the Texas Classification of Instructional Programs (CIP) Code. If unsure of the correct CIP code, please visit the Texas Higher Education Data website (<http://www.txhighereddata.org/Interactive/CIP/>).

Texas CIP Code	<input type="text"/>
	10 characters remaining
	visit <a href="http://www.txhighereddata.org/Interactive/CIP/">http://www.txhighereddata.org/Interactive/CIP/</a>


Make sure to include the entire 10 digits of the code, no periods or spaces. For example: a general communication course is listed on the website as 09 .0100 .00 01 but should be entered as 0901000001.



09 .0100 .00	01	Communication, General
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Texas CIP Code	<input type="text" value="0901000001"/>
	0 characters remaining

**Note:** A CIP code audit will be conducted in January of every even year.

Step 12: Skip if not replacing another course (former course) or if not an equivalent or cross-listed course (same course). Enter the course’s former or equivalent courses under “Equivalent Courses.” Former and equivalent courses will need to be listed in the course description as “Formerly [course].” If the course is replacing another course, or “Same as [course].” for equivalent courses.

Equivalent Courses	Code	Title	
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Equivalent Courses	Code	Title	
	BIO 1033	Drugs and Society	

To add a former/equivalent course, select the “+” button. To remove a course, select the “X” button.

After selecting the “+” button, an equivalent course picker window will appear. You may either search for the former/equivalent course by selecting the college and subject code drop-down menu, selecting the course, and selecting “Add Selected” or by typing or pasting the course subject code and number into the “Quick Add” box and selecting “Add Course.” The course will populate the form in the background. Once all courses are added, select “close.”

Courses in the “Equivalent Courses” list will be highlighted differently based on the course type. An existing active course will show as white, an inactive or pending inactivation course will be red, and a new course will show green. If a new course has not been proposed yet, it will show as “course not found.”

Equivalent Courses				
Code	Title			
MDS 4933	Internship in Multidisciplinary Studies			✖
ISE 4213	Systems Modeling and Simulation			✖
ISE 4273	Systems Modeling and Simulation			✖

AAS 1234	*** Course Not Found ***			✖
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Step 13: Enter the prerequisite and corequisite courses if applicable. These sections will automatically appear at the beginning of the “course description” section in the catalog. The “Prerequisites for Description” section may

include required or recommended courses for completion prior to enrolling in the course, a list of recommended concurrent enrollment courses, Majors (make sure to also list these in the “Is this course restricted to specific majors?” section below), GPAs, and any other applicable attributes. The “Corequisites for Description” section should ONLY include courses required to be taken with the proposed course. Please DO NOT include prerequisites or corequisites in the course description section.

Prerequisites for Description	Consent of Instructor.
Corequisites for Description	MDS 4933.





Step 14: Enter the Course Description. You may also add notes on equivalent or former courses, repeat status, pass/fail credit status, or differential tuition here if available. DO NOT enter course fee information here.

Course Description	
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Step 15: Select whether the course is restricted to majors. If “yes,” then list the majors. Make sure to also list these majors in the “Prerequisites for Description” section mentioned above. If unsure, leave as “no.”

Is this course restricted to specific majors?	
<input checked="" type="radio"/> Yes	<input type="radio"/> No
List the majors	

Step 16: Select the applicable fee codes and enter the amount if the fees are known. To add a fee, select the “+” button, to remove a fee, select the “X” button. Include the dollar sign (\$) in the fees amount to ensure integration into the course description. Navigate to the Student Policies catalog (<https://next.catalog.utsa.edu/policies/tuitionfees/additionalfees/>) for more information about fees. Differential tuition is not included here. If the fee code is unavailable on the CIM site, please [contact the Registrar Office](#).

List all applicable course fees codes and amounts		
Fee Code	Fee Amount	
LRLF - COLFA Learning Resource Fee	\$10.27	 
MC01 - Music Course Fee	\$75	
STLF - COLFA Technology Services and	\$18.48	

**Note:** A course fee audit will be conducted in consultation with the academic college’s financial lead after the catalog editing cycle deadline in May.

**Step 17: Skip to step 18 if creating a new graduate or upper-division course.** If the undergraduate lower-division course has a Texas Common Course Number (TCCN), enter the TCCN course subject and number. To confirm if the course has a TCCN, please visit the Texas Higher Education Coordination Board (THECB) Academic Course Guide Manual (ACGM) website (<http://board.thecb.state.tx.us/apps/WorkforceEd/acgm/acgm.htm>) and select the corresponding Lower-Division Academic Course Guide Manual (ACGM).

TCCN (Subject and Number)

**Lower-Division Academic Course Guide Manual (ACGM)**

<a href="#">Spring 2021 Manual</a>	<a href="#">ACGM Courses 2021</a>
<a href="#">Spring 2020 Manual</a>	<a href="#">ACGM Courses 2020</a>

**Step 18: University Core courses only apply to undergraduate lower-division courses, so if proposing an upper-division or graduate course, select “No.”** If the course is an undergraduate lower-division course, select whether or not the course is a University Core course. This option will notify the Core Curriculum Committee Chair that a new core course proposal has been submitted. Make sure to also submit a [Core Course Curriculum proposal](#).

Is this a new University core course or a change to an existing core course?

☒ Yes ☐ No

**Step 19: Select whether the course offers a low cost or free textbook.** For more information about reporting low cost or free text books, [click here](#). Also select whether or not the course is a service-learning course, an undergraduate research course, or an internship. Make sure the course’s hours and schedule type match these options.

Does this course offer a low cost or free textbook? ☐ Yes ☒ No

Is this a service learning course? ☐ Yes ☒ No

Is this an undergraduate research course? ☐ Yes ☒ No

Is this an internship? ☐ Yes ☒ No

**Step 20: Make sure to include a justification for adding the new course.** If the course is replacing a course, make sure to note which course is being inactivated.

Justification

**Step 21: Once the form is completed, you may select “Save Changes” and come back to make further edits. You may also select “Start Workflow” to send to the first person in the approval workflow. **Note:** If you accidentally select “start workflow,” [contact the Registrar Office](#). See below for information about [merging proposal workflows](#) for multiple courses.**

Process Complete.

**Pre-Assigned Course Numbers**

The course numbers below should only be used for certain types of courses.

**Undergraduate**

4911, 4912, 4913 - Independent Study

4931, 4932, 4933 - Internship

4951, 4952, 4953 - Special Studies/Topics

4973 - Senior/Advanced Seminar

4991, 4992, 4993 - Honors Research

**Graduate**

5971, 5972, 5973 - Directed Research/Special Project

5991 - Graduate Seminar

6941, 6942, 6943 - Internship

6951, 6952, 6953 - Independent Study

\*6961 - Comprehensive Exam – this number is required for all Comprehensive Exam courses

6971, 6972, 6973 - Special Topics/Problems

6981, 6982, 6983 - Master's Thesis

6991 - Research Seminar

7211, 7212, 7213, 7214, 7215, 7216 - Doctoral Research

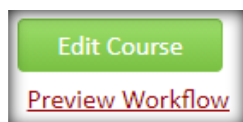
7311, 7312, 7313, 7314, 7315, 7316 - Doctoral Dissertation

7991, 7992, 7993, 7994, 7995, 7996, 7997 - Doctoral Dissertation

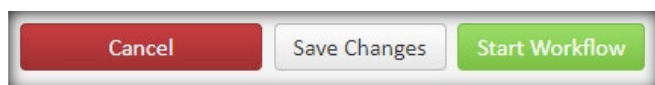
## Editing or Reactivating a Course

### To Edit a Course

Step 1: [Search for the course](#) in the course inventory. Click the course to select it, it should be grayed out. Once selected, scroll down and select “Edit Course.”



The same form will appear as if adding a new course, but it will be pre-filled with the course information instead of a blank form. From here, you can scroll down to the bottom of the form and either cancel the change, save changes, or send the change proposal to the first person in the approval workflow.



Step 2: Select the catalog term in which the changes will take effect.

 A screenshot of the "Effective Term" dropdown menu. The menu is open, showing options: "Select...", "Fall 2022 (2022-24 Undergrad Catalog)", "Fall 2024 (2024-26 Undergrad Catalog)", and "Fall 2023 (2023-25 Grad Catalog)". The "Subject Code" and "Department" fields are visible to the left of the dropdown.

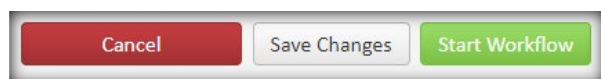
Step 3: Continue through the course information making any other applicable changes. See the [adding a new course](#) instructions above for more details on each part of the course change proposal form. **Note:** Course subject codes and numbers SHOULD NOT be changed, reused, or interchanged on the course editing form. If the subject code, course number, or substantial changes to the course title and course description are required, please consider [inactivating the course](#) and [adding a new course](#), or [contact the Registrar Office](#). When considering whether a change is substantial, keep in mind the original intent and content of the course.

Step 4: If equivalent or former courses need to be added or removed, update them and the equivalency note to the Course Description as needed. Note that the “Formerly [course].” comments in the course description should NOT be removed until 6 years after the former course has been inactivated. Formerly courses may not show in the “Equivalent Courses” box even if they are coded as equivalent on the back end.

Step 5: University Core courses only apply to undergraduate lower-division courses, so **if editing an upper-division or graduate course, select “No.”** If the course is an undergraduate lower-division course, select whether the course is a University Core course. This option will notify the Core Curriculum Committee Chair that a change to a core course has been submitted. If substantively changing a core course (course title, contact hours, repeat status, equivalencies, CIP code), please make sure to also navigate to the Core Curriculum Request Management page to [submit a separate core course curriculum proposal](#) to the Core Curriculum Committee. If the course needs to be [removed from the University Core](#) and not the general course inventory, make sure to follow those instructions below.

 A screenshot of a form question: "Is this a new University core course or a change to an existing core course?". Below the question are two radio buttons: "Yes" (selected) and "No".

Step 6: Once the changes are completed, you may select “Save Changes” and return to make further edits. You may also select “Start Workflow” to send to the first person in the approval workflow. See below for information about [merging proposal workflows](#) for multiple course changes.

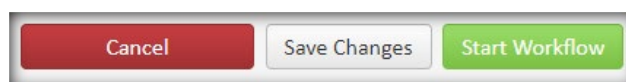
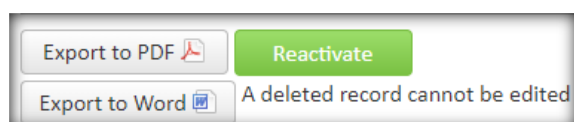


## To Reactivate a Course

Step 1: [Search for the inactive course](#) in the course inventory. Click the course to select it, it should be grayed out as seen in the example below.

Course Code	Title	Workflow	Status
ACC 2011	Fin Acc Tech Skills		Inactive

Step 2: Select “Reactivate.” The course inventory form will appear in a new window. From here, you can scroll down to the bottom of the form and either cancel the reactivation, save changes, or send the proposal to the first person in the approval workflow.



Step 3: Under “Effective Term,” add the catalog year the course will reactivate.

Effective Term	Select...
Subject Code	Select...
Department	Fall 2022 (2022-24 Undergrad Catalog) Fall 2024 (2024-26 Undergrad Catalog) Fall 2023 (2023-25 Grad Catalog)

Step 4: All of the course information will be pre-filled as of the date of inactivation. Make all necessary changes in the rest of the form. See the [adding a new course instructions](#) above for more details on each proposal section. **Note:** If substantial changes to the original course title and course description are required, or if the subject code and course number need to be changed, please consider [adding a new course](#) instead, or [contact the Registrar Office](#). When considering whether a change is substantial, keep in mind the original intent and content of the course.

Step 5: If equivalent or former courses need to be added or removed, update them and the equivalency note to the Course Description as needed. Note that the “Formerly [course].” comments in the course description should NOT be removed until 6 years after the former course has been inactivated. Formerly courses may not show in the “Equivalent Courses” box even if they are coded as equivalent on the back end.

Step 6: University Core courses only apply to undergraduate lower-division courses, so **if editing an upper-division or graduate course, select “No.”** If the course is an undergraduate lower-division course, select whether the course is a University Core course. This option will notify the Core Curriculum Committee Chair that a change to a core course has been submitted. If substantively changing a core course (course title, contact hours, repeat status, equivalencies, CIP code), please make sure to also navigate to the Core Curriculum Request Management page to [submit a separate core course curriculum proposal](#) to the Core Curriculum Committee.

Is this a new University core course or a change to an existing core course?

☒ Yes ☐ No

Step 7: Include a justification for reactivating the course.

Justification

Step 8: Once the changes are completed, you may select “Save Changes” and return to make further edits. You may also select “Start Workflow” to send to the first person in the approval workflow. See below for information about [merging proposal workflows](#).

Cancel

Save Changes

Start Workflow



## Deleting a Course

Step 1: [Search for the course](#) in the course inventory. Click on the course so it is highlighted in gray, scroll down, and click the “Inactivate” button. The inactivation form will appear.



This screenshot shows the top section of the course management interface. On the left, there are three buttons: 'Inactivate' (red), 'Export to PDF' (gray with a PDF icon), and 'Export to Word' (gray with a Word icon). On the right, there are two buttons: 'Edit Course' (green) and 'Preview Workflow' (red text link). Below these buttons, the text 'Viewing: **MAT 1053 : Mathematics for Business**' is displayed in red.

Step 2: Select the catalog term for which the course is ending. The course will no longer be offered as of the start of the “end term.”



This screenshot shows the 'Inactivating: MAT 1053' form. The title 'Inactivating: MAT 1053' is in blue and red. Below it, there is a label 'End Term' followed by a dropdown menu with the text 'Select...' and a downward arrow.

Step 3: Include a justification for inactivating the course. If the course is being replaced, please specify this and list the new course in the “Justification for this request” section. **Note:** inactivated courses can be reactivated but course numbers and subject codes cannot be reused or interchanged for dissimilar courses. Departments have a limited number of course numbers per subject code.



This screenshot shows the 'Justification for this request' section. It consists of a label 'Justification for this request' on the left and a large, empty text input area on the right.

Step 4: You may either cancel the inactivation proposal or click the “Start Workflow” button to send the proposal to the first person in the approval workflow. If inactivating a University Core course, make sure to submit a [Core Curriculum Request Management Proposal](#) to remove the course from the core.



This screenshot shows the bottom section of the form with two buttons: 'Cancel' (red) and 'Start Workflow' (green).

**Note:** inactivation proposals cannot merge workflows alone, but they can merge with edited or new courses. See the instructions below on [merging proposals](#). Once inactivation proposals are sent to the Catalog Editor, the first step of the workflow, they are removed from any program referencing them.

## Navigating CCRM

To begin or query a new University Core curriculum proposal, navigate to the Core Curriculum Request Management page (<https://next.catalog.utsa.edu/curriculumadmin/>).

Request Code	Request Type	Title	Workflow	Status
1	Add existing course to the Core	Add existing course to the Core	ACCT UG Curriculum ...	Added

**Note:** the University Core course inventory only includes undergraduate lower-division University Core courses. Graduate courses that are a part of a program's core coursework should NOT be submitted here. The entire University Core course inventory will NOT show on this site. Only proposals to add, change, or delete University Core courses will show.

## Searching for Proposals

To search for a core curriculum proposal, type in the title of the proposal in asterisks (\*) in the search bar and click "search." The asterisk \* is a wild card feature that allows you to search for all courses that include the keyword(s) in the title. The search bar is NOT case sensitive. The resulting proposal will include the Request Code number, the Request Type, the Title of the proposal, the workflow step if it's in the workflow, and the status of the proposal. Click the proposal to select it, it should be a dark grayed-out highlight as seen in the example below.

Request Code	Request Type	Title	Workflow	Status
1	Add new course to the Core	Testing Core Proposals	ACCT UG Curriculum ...	Added

The status column will provide information regarding the proposal. Proposals which are in the process of being added or are in workflow, will have the status of "added." Fully approved proposals will not have a status.

## Available Proposal Information

All of the proposal information may be viewed after selecting the course, including the uploaded documents.

The proposal information includes a hyperlink to the course inventory information for the referenced core course. The workflow may also be viewed here if the proposal is in the workflow or previewed if it is not. Once the proposal has been selected, it may be edited by selecting “Edit Request.”



## Viewing the Workflow

To view where a proposal is in the workflow, scroll down to the “In Workflow” box. The green step is where the proposal has been approved in the workflow. The gold step of the workflow is where the proposal currently is in the workflow. To email the person/people assigned to a step, click on the step.



## **Adding a Course to the University Core Inventory**

This section of the procedures applies to adding a course currently existing in the general course inventory and adding a [newly created course](#) to the University Core course inventory.

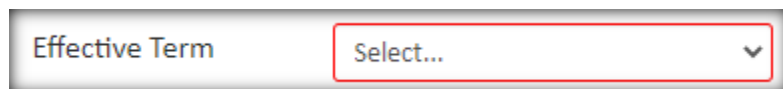
Step 1: Select the “Propose New Curriculum” button. The proposal form will appear in a new window.

At any time, you may scroll to the bottom of the proposal form and select “save changes.” [Search](#) for the proposal to continue with the edits.

Step 2: Select the request type. If adding an already active course to the University Core, select “add existing course to the core.” This option is usually if you have [changed an already active course](#) to a core course. If requesting a new course to be added to both the general inventory and core inventory for the same catalog cycle, select “add new course to the core.” Make sure there is [a proposal in CIM for the new course](#), it does not need to be approved through the workflow. If [removing](#) or [changing](#) an existing core course, please navigate to those sections of these procedures.

Step 3: Include your name and email address under “Proposer Name” and “Proposer Email.”

Step 4: Select the catalog year which the addition will take effect.



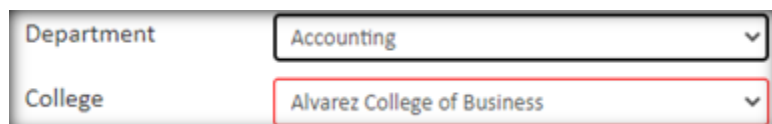
Effective Term Select...

Step 5: The title will be the title of the proposal. We recommend using the course's subject code and number as the title of the proposal, so it is easier to search in the future.



Title

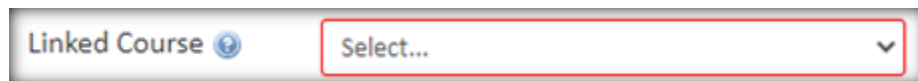
Step 6: Select the Department the course is housed under. The College will automatically populate, but double check that it is correct.



Department Accounting

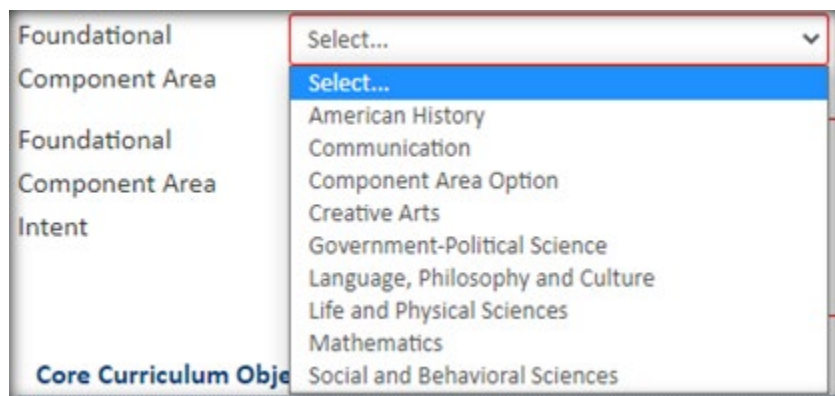
College Alvarez College of Business

Step 7: Select the linked course. This is the course being added to the core. The course should already be proposed in CIM. If not, [please create a proposal in CIM](#) first.



Linked Course Select...

Step 8: Select which foundational component area applies to the course.



Foundational Component Area Select...

Foundational Component Area Intent

- Select...
- American History
- Communication
- Component Area Option
- Creative Arts
- Government-Political Science
- Language, Philosophy and Culture
- Life and Physical Sciences
- Mathematics
- Social and Behavioral Sciences

Core Curriculum Objectives

Step 9: Type the Foundational Component Area Intent. This section explains how the proposed course meets the intent of the selected foundational component area.



Foundational Component Area Intent

Step 10: Type the Core Curriculum Objectives. These sections should explain the objectives of the core course and how they apply to the component area. Complete the critical thinking skills, communication skills, empirical and quantitative skills, and social responsibility sections. For more information about how to write a

core course proposal, please visit the Academic Affairs website:

<https://provost.utsa.edu/corecurriculum/proposing-review/proposal-guidelines.html>.

Core Curriculum Objectives	
Critical Thinking Skills	
Communication Skills	
Empirical and Quantitative Skills	
Social Responsibility	

Step 11: If applicable, also include information on teamwork and/or personal responsibility.

Teamwork	
Personal Responsibility	

Step 12: Make sure to attach a proposed syllabus and a core course assessment plan.

Proposed Syllabus	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
Core Course Assessment Plan	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>

If there is any other documentation to be uploaded, make sure to upload it under “Additional Information.”

Additional Information	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
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Step 13: If there are any other additional comments to be made on the proposal, include them under “additional comments.”

Additional Comments	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
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Step 14: From here, you may save your changes by selecting “save changes,” cancel the proposal by selecting “cancel,” or send the proposal to the Core Curriculum Committee Workflow for approval by selecting “start workflow.” Please note, the bundling feature is not available for the Core Curriculum Request Management site.

<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/> <input type="button" value="Start Workflow"/>
---

Process complete.

## **Changing a University Core Course**

Make sure to submit a [Course Inventory Management \(CIM\) change proposal](#) for the existing core course prior to submitting the Core Curriculum Request change proposal. If the course currently exists or has been newly added to the general course inventory and needs to be added to the University Core course inventory, please navigate to the [Adding a Core Course](#) section of these procedures. If the course is already in the University Core and needs to be deleted, please navigate to the [Deleting a Core Course](#) section of these procedures.

Step 1: Select the “Propose New Curriculum” button.

The proposal form will appear in a new window. At any time, you may scroll to the bottom of the proposal form and select “save changes.” [Search](#) for the proposal to continue with the edits.

Step 2: Select the “Revise an existing core course” option from the “Request Type” menu. If needing to [remove a course from the core inventory](#), please navigate to that section of the instructions.

Step 3: The rest of the form will not differ from the [adding a new/existing course to the core](#) form. Make sure to copy and paste all applicable information into the required sections from the existing core course. If there are any changes to the information, edit them here. [Please contact us](#) if you do not have the original core curriculum objectives for the existing University Core course.



Step 4: Make sure to attach an updated syllabus and core course assessment plan.

Proposed Syllabus	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
Core Course Assessment Plan	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>

If there is any other documentation to be uploaded, make sure to upload it under “Additional Information.”

Additional Information	<input type="button" value="Attach File"/>	Uploaded Files: <input type="text"/> Files To Be Uploaded: <input type="text"/>
------------------------	--	--

Step 5: Under “additional comments” please include a justification for the change.

Additional Comments	<div></div>
---------------------	-------------

Step 6: From here, you may save your changes by selecting “save changes,” cancel the proposal by selecting “cancel,” or send the proposal to the Core Curriculum Committee Workflow for approval by selecting “start workflow.” Please note that the bundling feature is unavailable for the Core Curriculum Request Management site.

<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/> <input type="button" value="Start Workflow"/>
---

Process complete.

## Deleting a Course from the Core Inventory

For courses that are being removed from BOTH the general inventory and University Core inventory, make sure the [inactivation proposal](#) for that course has also been created in CIM. For courses that should still exist in the general course inventory and not the University Core, please make sure to also [update the course](#) in the general inventory.

Step 1: Select the “Propose New Curriculum” button. The proposal form will appear in a new window.

Core Curriculum Request Management

Search, edit, and add Curriculum requests.

Please review the information about proposing core courses before submitting a new proposal - <https://provost.utsa.edu/corecurriculum/>

☐ History - OR -

Request Code	Request Type	Title	Workflow	Status
No Results Found.				

At any time, you may scroll to the bottom of the proposal form and select “save changes.” [Search](#) for the proposal to continue with the edits.

Step 2: Select “Remove course from Core” as the “Request Type.” Selecting this option will change the proposal form to exclude the Core Curriculum Objectives and attachments sections.

Curriculum Request

Request Type

Proposer Name

Effective Term

Step 3: Complete all sections highlighted in red based on the course's current information.

**Curriculum Request**

Request Type	<div>Remove course from Core</div>		
Proposer Name	<div></div>	Proposer Email	<div></div>
Effective Term	<div>Select...</div>		
Title	<div></div>		
Department	<div>Select...</div>		
College	<div>Select College...</div>		
Linked Course	<div>Select...</div>		
Foundational Component Area	<div>Select...</div>		
Foundational Component Area Intent	<div></div>		

Step 4: Under “additional comments” make sure to include a justification for the course being removed.

Additional Comments	<div></div>
---------------------	-------------

Step 5: From here, you may save your changes by selecting “save changes,” cancel the proposal by selecting “cancel,” or send the proposal to the Core Curriculum Committee Workflow for approval by selecting “start workflow.” Please note, the bundling feature is not available for the Core Curriculum Request Management site.

<div>Cancel</div>	<div>Save Changes</div>	<div>Start Workflow</div>
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Process complete.

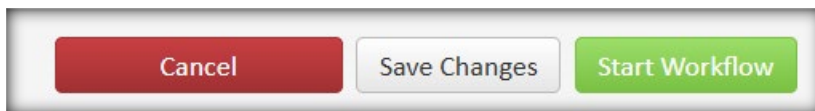
## Merging Multiple Workflows

If multiple courses are being proposed or edited for a program, department, school, or college, it may be a benefit to “bundle” the proposals. Bundling allows proposals to enter and move through their respective workflows simultaneously. Essentially, all bundled proposals are sent to each step of the workflow as a group.

Reasons for bundling: decreases workflow notification emails, a course is being deleted and replaced, there are many new courses replacing old courses, or there are many edited courses within a department, school, or college.

**DO NOT** bundle courses from different departments. We only recommend bundling course changes with catalog update program change types. No other program change type should be bundled with courses. You will not be able to bundle core curriculum proposals.

Step 1: To create a bundle and merge workflows for several proposals, instead of selecting “start workflow” on each course proposal, select “save changes.”



Step 2: Once the edits on **ALL** proposals have been saved and are ready to be sent to the approval workflow, select “Start Workflow” on one of the proposals.

Step 3: A “Choose Proposals to Bundle” window will appear. Every course and program that has been edited by you in the CIM site will appear. If you **DO NOT** want to bundle your proposals, simply select “start workflow.” If you **DO** want to bundle your proposals, type in a title for your bundle. We recommend a relevant title like “HTH courses” or “Health courses and programs.”

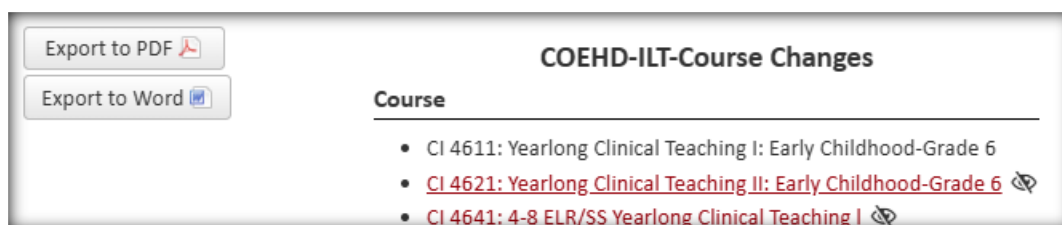
 A window titled "Choose Proposals to Bundle" with a red header. Below the title is a text box for "Bundle Title:". Underneath are two sections: "Course" and "Program", each with a list of checkboxes. The "Course" section lists: AHC 4113: Contemporary Art, HTH 5063: Health Behavior Theory, HTH 5083: Epidemiology, HTH 5133: Program Planning and Implementation in Community Health, and HTH 5303: Community Health. The "Program" section lists: 180: CERT - Instrument Perf - GR and 447: MS - Engineering Education. At the bottom are "Start Workflow" and "Cancel" buttons.

Bundling inactivation proposals may be difficult. Make sure to first send all inactivation course proposals to the workflow. Then bundle them with the changed and new course proposals.

Step 4: Select all courses and programs you would like to include in the bundle by selecting the check box next to it. When bundling, make sure to ONLY select proposals that are ready for approval (don't have a black exclamation point next to them) and relevant to the current catalog cycle (no bundling graduate and undergraduate proposals). Once all relevant proposals are selected, select "start workflow."

Make sure not to bundle new programs with courses; the workflows are too different. If you want to bundle courses or programs that aren't ready for the workflow yet (black exclamation point), click "cancel," navigate to the relevant proposal, make the necessary updates, and then click "start workflow."

Step 5: When you [search for a course](#) or program in a bundle, it will show you the bundle name and which courses and programs are in the bundle. The currently selected course or program will be in black text. The other courses and programs will be in red hyperlinked text. To view the other proposals in the bundle, click the hyperlinked text and a new tab will pop up.



The screenshot shows a web interface titled "COEHD-ILT-Course Changes". On the left, there are two buttons: "Export to PDF" and "Export to Word". The main content area is titled "Course" and contains a bulleted list of three items:

- CI 4611: Yearlong Clinical Teaching I: Early Childhood-Grade 6
- [CI 4621: Yearlong Clinical Teaching II: Early Childhood-Grade 6](#)
- [CI 4641: 4-8 ELR/SS Yearlong Clinical Teaching I](#)

The first item is in black text, while the second and third items are in red text and are hyperlinked.

**Note:** If a course or program is accidentally selected for the bundle, make sure to [reach out to us](#) and let us know which course or program was accidentally bundled. We can remove it from the bundle and correct the workflow.

## Contact Information

If you have any questions about the preceding procedures, please reach out to us via email or TEAMS.

### **Registrar Office (Course Inventory):**

Catalog Editor: [CatalogEditor@utsa.edu](mailto:CatalogEditor@utsa.edu)

Course Information:

<https://www.utsa.edu/enrollment/facultystaff/registrar/CatalogInformationFacultyStaff.html>

Shae Large

[Shae.Large@utsa.edu](mailto:Shae.Large@utsa.edu)

Registrar Officer II

(210)458-7725

Schedule a meeting: <https://calendly.com/shae-large/one-on-one-meeting>

James Adair, Ph.D.

[James.Adair@utsa.edu](mailto:James.Adair@utsa.edu)

Senior Assistant Registrar

(210)458-6216

### **Academic Affairs (University Core Curriculum)**

UTSA Core Curriculum: [Undergraduate.Studies@utsa.edu](mailto:Undergraduate.Studies@utsa.edu)

Core Curriculum Information: <https://provost.utsa.edu/corecurriculum/>

Mark Appleford, Ph.D.

Associate Vice Provost – Undergraduate Studies

[Mark.Appleford@utsa.edu](mailto:Mark.Appleford@utsa.edu)

(210)458-5334