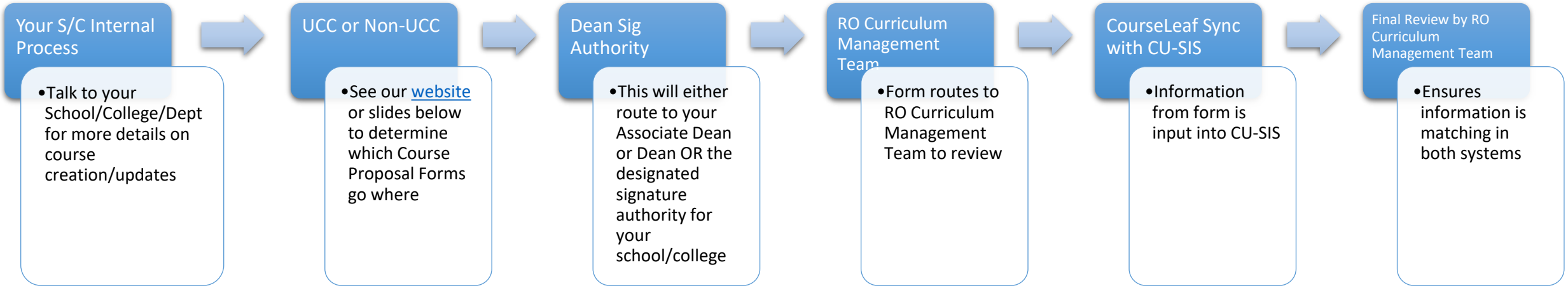
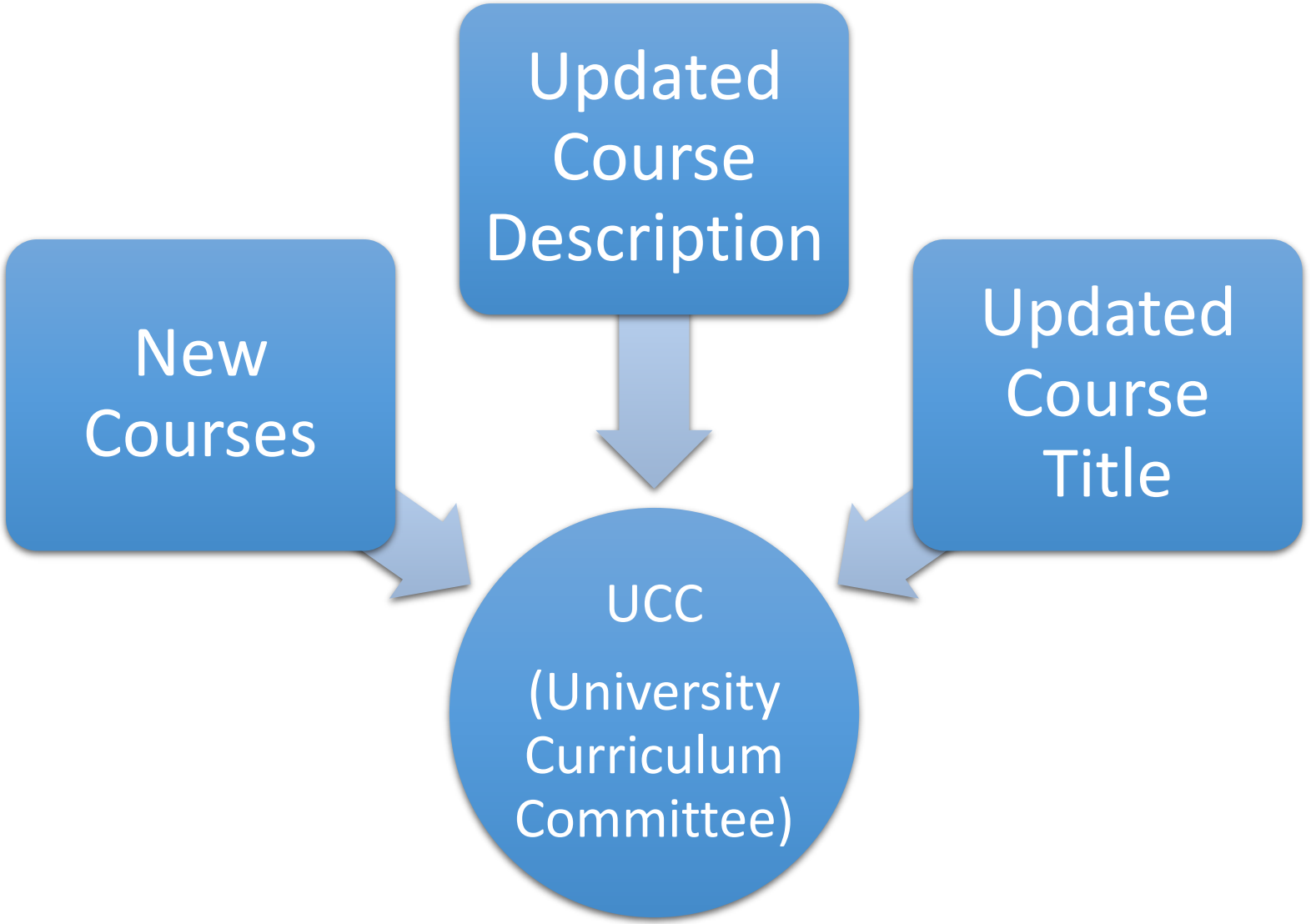
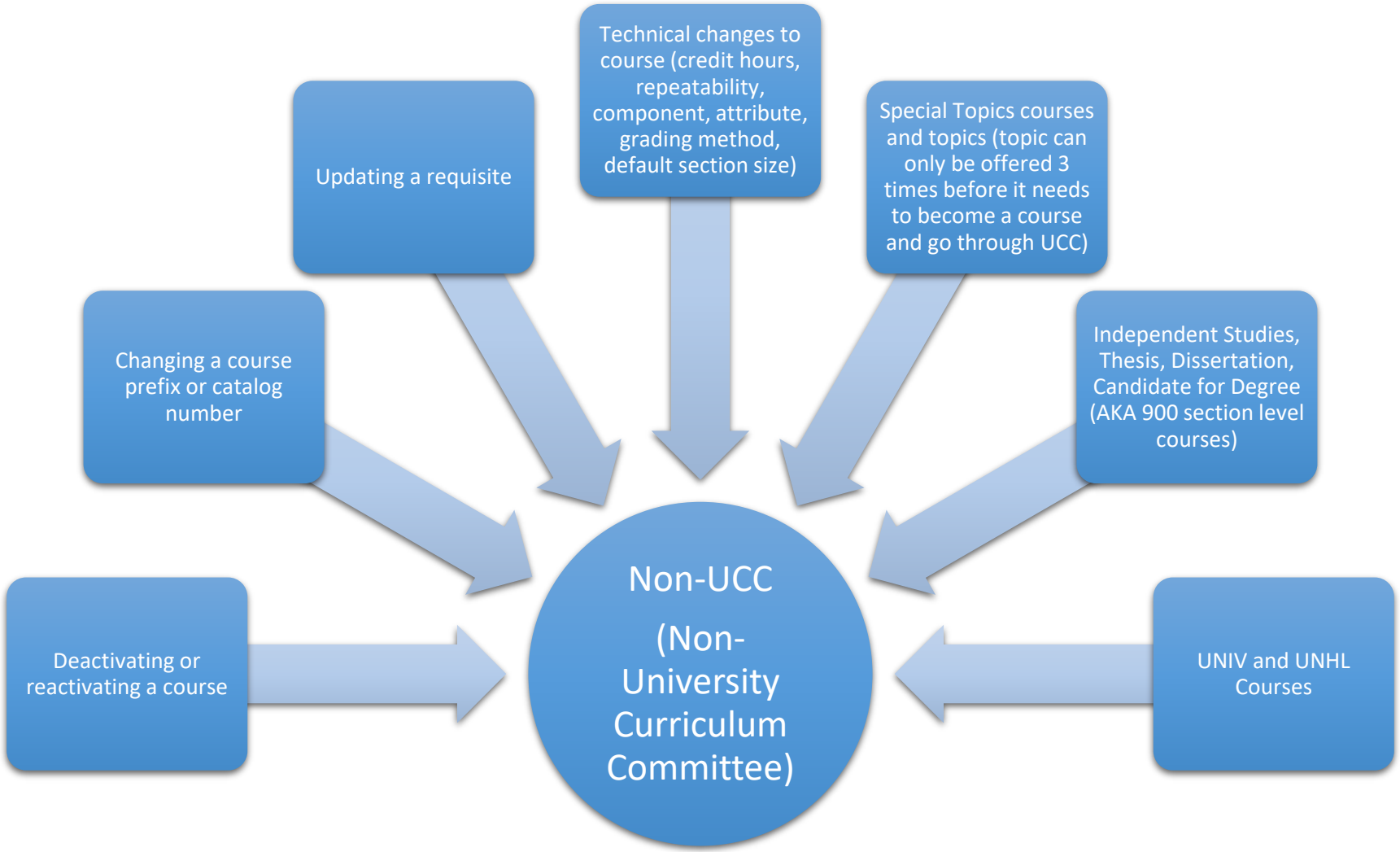
Order of Operations to Create/Modify a Course



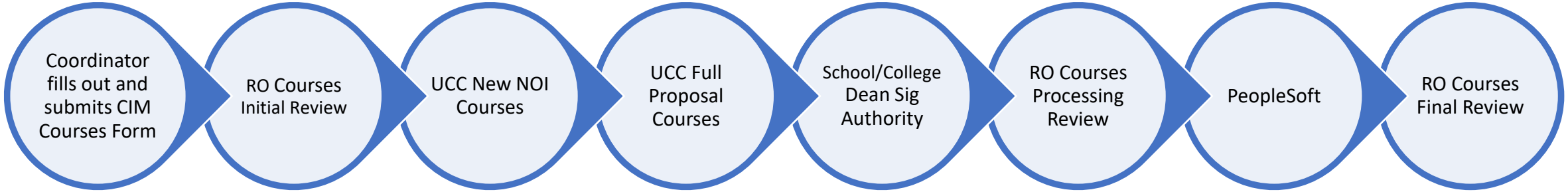
Course Level Changes that COULD have an impact on other Schools/Colleges and need UCC review



Course Level Changes that should not have an impact on other Schools/Colleges and do not need UCC Review

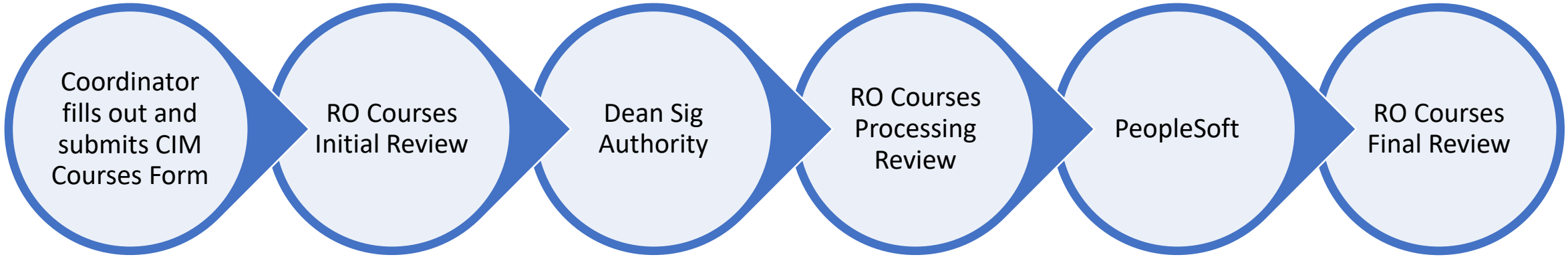


UCC Workflow Steps for CIM Courses



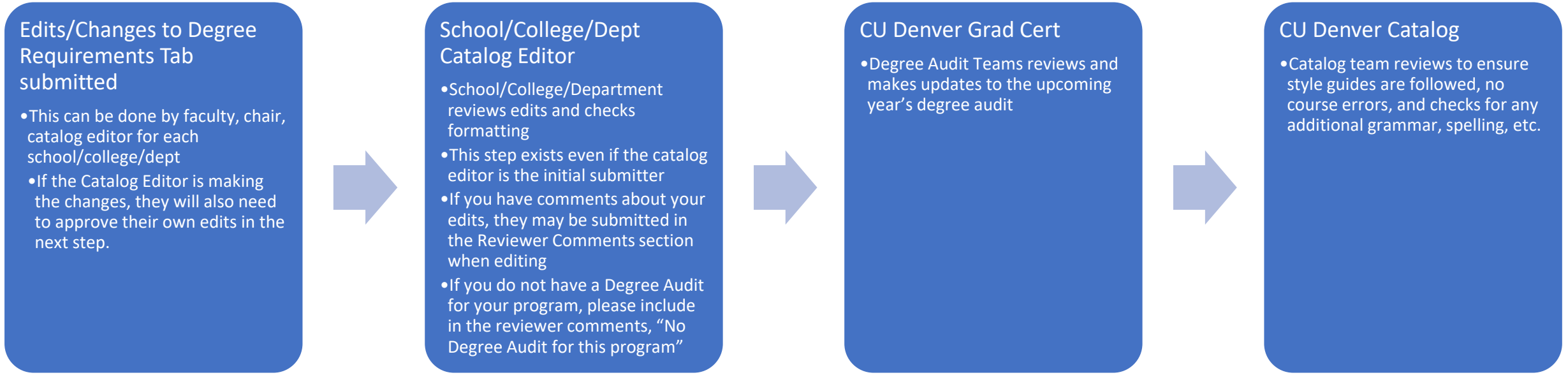
- Needs to be done by Thursday at 4pm for UCC review
- RO team makes sure course should go to UCC and form is filled out correctly
  - RO team will update workflow if it does not need UCC review
- Week 1 of UCC Review Process
- Week 2 of UCC Review Process
- Dean/Associate Dean or Designated Signature Authority reviews form
- RO Team reviews form to transition information into CU-SIS
- Course information from CourseLeaf is synced with CU-SIS
- RO Curriculum Team ensures CourseLeaf software and CU-SIS match

Non-UCC Workflow Steps for CIM Courses



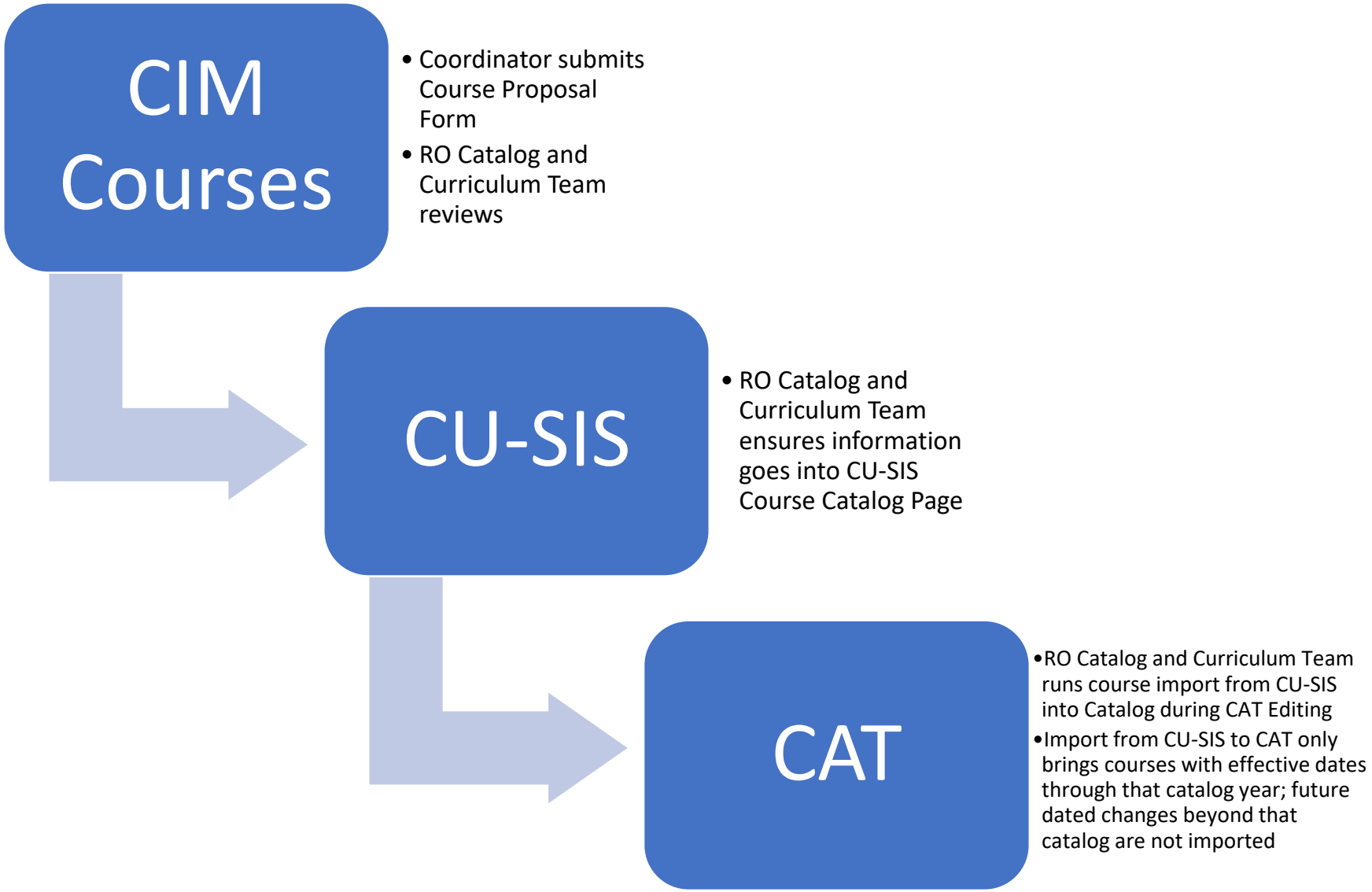
- RO team makes sure course should not go to UCC and form is filled out correctly
  - Will update workflow if form should go through UCC Process
- Dean/Associate Dean or Designated Signature Authority reviews form
- RO Team reviews form to transition information into CU-SIS
- Course information from CourseLeaf is synced with CU-SIS
- RO Curriculum Team ensures CourseLeaf software and CU-SIS match

CIM Programs Edit Workflow Steps (used to edit Degree Requirements in CAT)



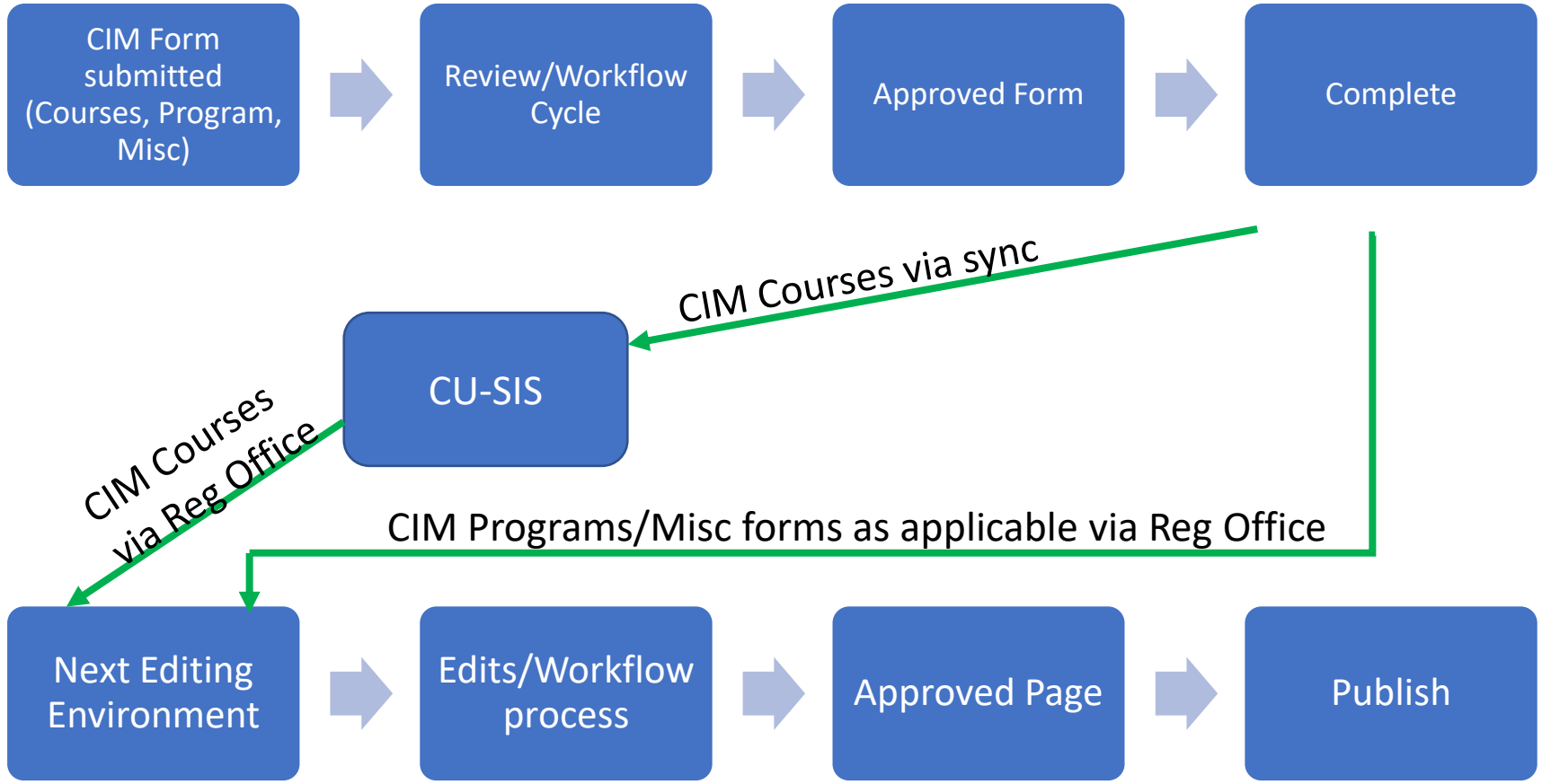
- CIM Programs- https://nextcatalog.ucdenver.edu/programadmin/
- Search for your program you need to edit in the Search Box
- Click Edit Program
- If a program is already in the workflow, you will not be able to make edits (unless it is in your step); email catalog@ucdenver.edu if you need a page rolled back.

Relationship between CIM Courses, CU-SIS, and CAT



CIM and CAT Parallel Processes (1 of 2)

CIM Processes
- On-going
- Updates/Changes will show in CIM at all times



CAT Processes
- Only open during editing period

CIM and CAT Parallel Processes (2 of 2)

- CIM and CAT have separate workflows and processes
- CIM workflows for new submissions, updates, and edits are made independently of catalog editing
  - Faculty and staff submit their forms
    - Registrar's Office will verify the effective catalog edition and effective term
- CIM information only goes into CAT when the Registrar's Office imports the information