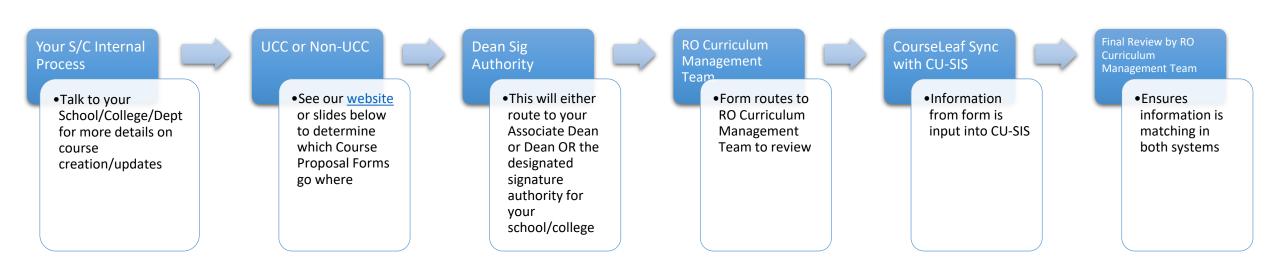
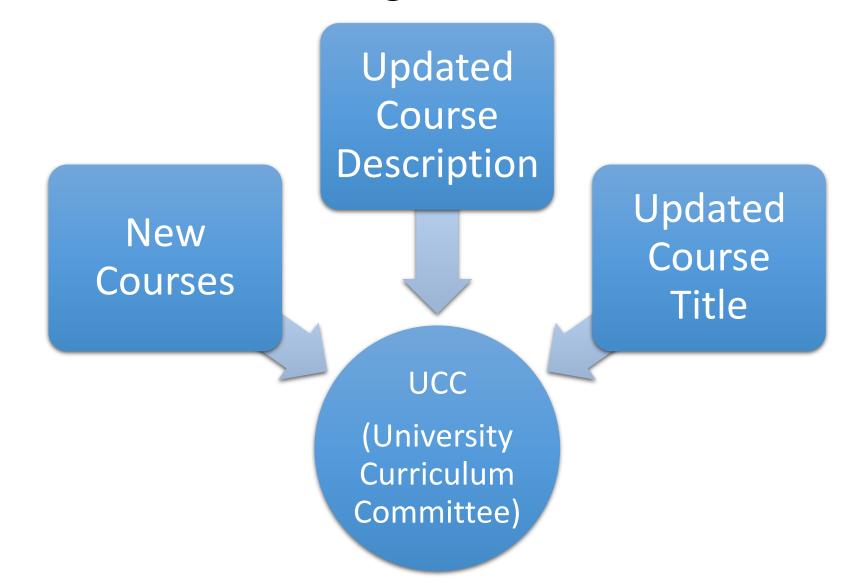
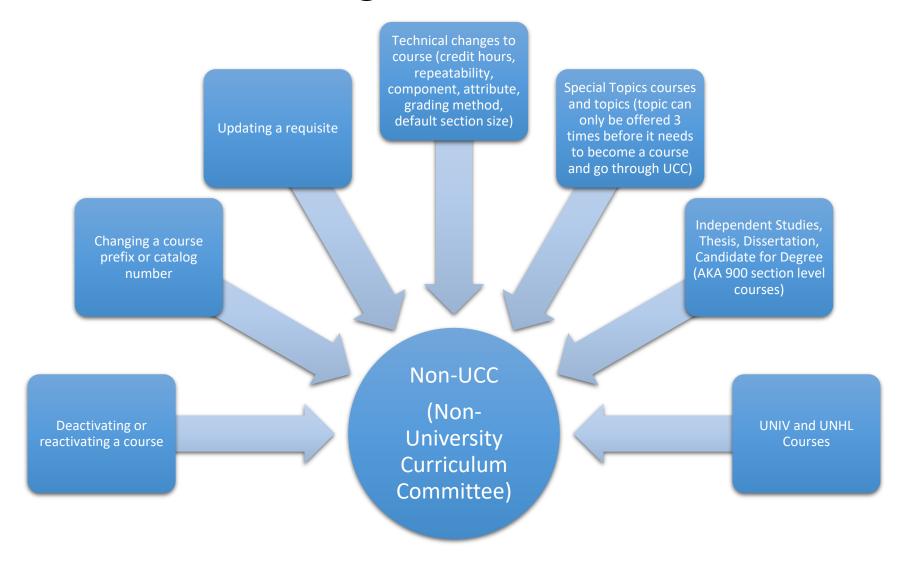
# Order of Operations to Create/Modify a Course



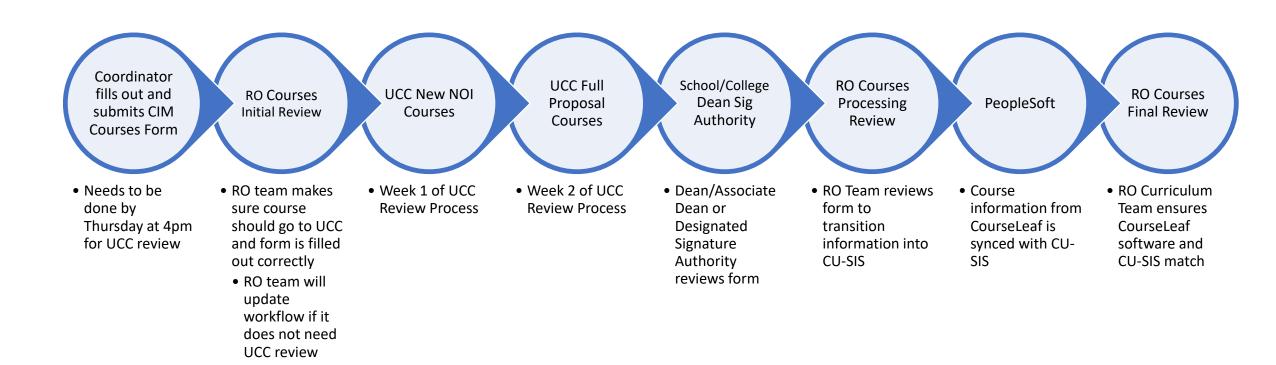
# Course Level Changes that COULD have an impact on other Schools/Colleges and need UCC review



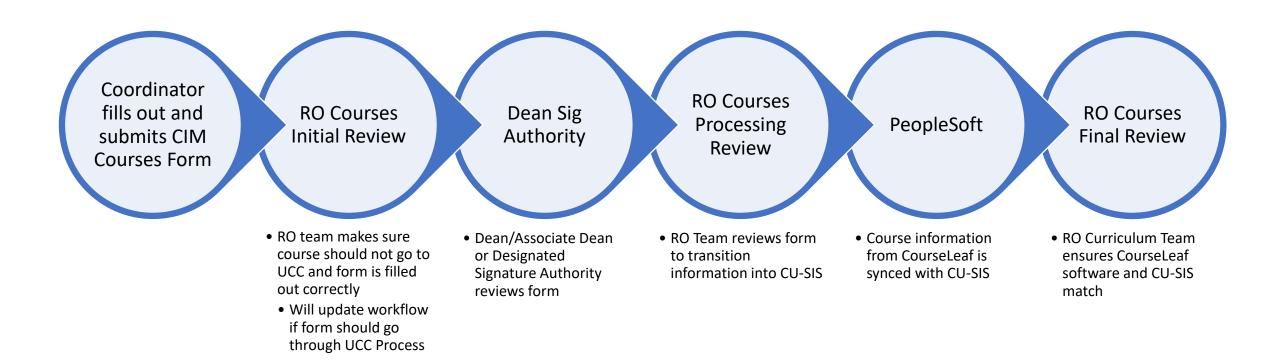
# Course Level Changes that should not have an impact on other Schools/Colleges and do not need UCC Review



## UCC Workflow Steps for CIM Courses



## Non-UCC Workflow Steps for CIM Courses



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

### Edits/Changes to Degree Requirements Tab submitted

- This can be done by faculty, chair, catalog editor for each school/college/dept
- •If the Catalog Editor is making the changes, they will also need to approve their own edits in the next step.



### School/College/Dept Catalog Editor

- School/College/Department reviews edits and checks formatting
- •This step exists even if the catalog editor is the initial submitter
- •If you have comments about your edits, they may be submitted in the Reviewer Comments section when editing
- •If you do not have a Degree Audit for your program, please include in the reviewer comments, "No Degree Audit for this program"

#### CU Denver Grad Cert

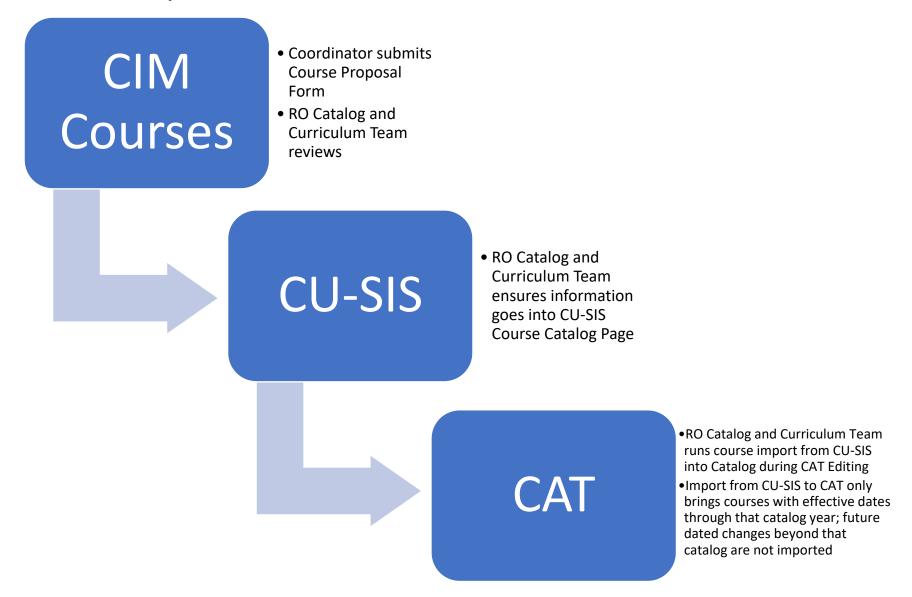
 Degree Audit Teams reviews and makes updates to the upcoming year's degree audit

### **CU Denver Catalog**

 Catalog team reviews to ensure style guides are followed, no course errors, and checks for any additional grammar, spelling, etc.

- CIM Programs- <a href="https://nextcatalog.ucdenver.edu/programadmin/">https://nextcatalog.ucdenver.edu/programadmin/</a>
- 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 <a href="mailto:catalog@ucdenver.edu">catalog@ucdenver.edu</a> 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 **CIM Form** Review/Workflow submitted Updates/Changes **Approved Form** Complete (Courses, Program, Cycle will show in CIM Misc) at all times CIM Courses via sync **CU-SIS** CIM Programs/Misc forms as applicable via Reg Office **CAT Processes** Only open Edits/Workflow **Next Editing** Approved Page **Publish** during editing Environment process 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