



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

CIM Courses, CIM Programs, and the UCC

How the UCC process works with the CIM software



Office of the Registrar
UNIVERSITY OF COLORADO **DENVER**



Version Control Table			
Version #	Author	Purpose/Change	Date
1.0	Marissa Tornatore	Initial Draft	8/15/22
1.1	Marissa Tornatore	Updates and Review of Draft	9/26/22
1.2	Marissa Tornatore	Updates for Campus Rollout, role names, and steps	11/2/22

Registrar Internal Use Only



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Summary

This SOP/Companion Guide will walk staff through how to use the CourseLeaf software to submit, review, and approve Course Proposal Forms and Academic Structure forms.

Target date

In production beginning on or near 10/17/2022; this date is dependent on vendor completion. Roll out for campus use week of 11/14/22.

Related SOPs and Companion Guides

- How to Fill Out a Course Proposal (CIM)
- How to Propose and Edit to an Existing Course (CIM)
- How to Inactivate a Course (CIM)
- How to Reactivate a Course (CIM)
- CIM Programs/Academic Structure Companion Guide
- Pages Pending Approval Companion Guide
- UCC Courses Process
- UCC Courses Flowchart

Process Overview for Course Proposal Forms

Generalized order of operations (To see the full UCC review process, including what types of courses are reviewed by the UCC, please refer to the UCC Courses Process and UCC Courses Flowchart on the CU-SIS Dev [website](#)).

1. Course coordinators will fill out the Course Proposal Form using the CIM Courses form by Thursday.
2. On Fridays, the UCC Chair will click the “Approved” Button to move previously submitted forms forward into either the UCC Full Proposal Courses queue or the Signature Authority queues.
 - a. Courses that were in the UCC New NOI Courses queue were the Week 1 forms and need to be moved into the Week 2 workflow of UCC Full Proposal Courses
 - b. Courses that were in the UCC Full Proposal Courses were the Week 2 forms and need to be moved into the School/College Signature Authority role as those forms have completed the UCC review process
3. Also on Fridays, the Registrar’s Office will review all newly submitted forms to ensure they have been filled out correctly and by the designated course coordinators. After this review, the Registrar’s Office will click the “Approved” button to move the forms into the UCC New NOI Courses step.
 - a. This is a new step as this is new software being utilized for this process. The only role of the Registrar’s Office wants to ensure forms are being filled out



- correctly, being filled out by the designated staff, and to ensure the software is functioning as expected.
- b. This step also gives the UCC Chair time to move the previously submitted forms into the next steps of the workflow.
 4. The UCC Chair will email the Registrar's Office after they have moved forms into the correct queues. The Registrar's Office will then route the forms from there queue into the appropriate queue.
 5. After the forms are in the correct queues, the Registrar's Office will generate a report to send to the UCC of which courses are in the UCC New NOI Courses and UCC Full Proposal Courses queues.
 6. The UCC will send this report out on Fridays to the School/College/Program representatives on the UCC distribution email.
 - a. This report will show which courses are in the UCC New NOI Courses Step and which courses are in the UCC Full Proposal Courses Step.
 7. Week 1- School/College/Program representatives will be able to view the course proposal form and contact each other if there are further questions about the requested course.
 - a. If there are questions or concerns, the representatives will contact the UCC to request the form not be "approved" in the workflow queue to move into the UCC Full Proposal Courses Step Queue in the upcoming week
 - b. If there are no questions or concerns, the representatives do not need to take further action and the form will be "approved" to move into the UCC Full Proposal Courses Step Queue in the upcoming week
 8. Week 2- School/College/Program representatives will be able to view the course proposal form and contact each other if there are further questions about the requested course.
 - a. If there are questions or concerns, the representatives will contact the UCC to request the form not be "approved" in the workflow queue to move into the Signature Authority Queue in the upcoming week
 - b. If there are no questions or concerns, the representatives do not need to take further action and the form will be "approved" to move into the Signature Authority Queue in the upcoming week

Procedure for Course Proposal Forms

Step 1: Submitting the Course Proposal Form

1. Coordinators will go to <http://nextcatalog.ucdenver.edu/courseadmin/> and fill out either a Propose New Course form or edit an existing course by using the Search functionality to find the existing course in CIM Courses.



Course Inventory Management

Help

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.

<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> Archive <input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Course"/>	<input type="text" value="Quick Searches..."/>
----------------------	---------------------------------------	--	--------	---	--

- a.
 - b. Please refer to the How to Fill Out a Course Proposal (CIM) Document for further details on filling out and using this form.
2. After the form is filled out and ready to be submitted by Thursday, course coordinators will click on Start Workflow.

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

a.

Step 2: Reviewing and understanding the Course Proposal Form (for Registrar's Office and UCC)

1. To review the form, go to the Pages Pending Approval queue website
<https://nextcatalog.ucdenver.edu/courseleaf/approve/>
 - a. This website is behind Single Sign On (SSO) and users need to be provisioned into the CourseLeaf software to view the forms.

- b.
 - c. If a user is unable to login, they will need to email courses@ucdenver.edu to determine the next steps to be provisioned
2. To view the forms in each queue, go the dropdown menu next to "Your Role:" look for the Role Name of UCC New NOI Courses and UCC Full Proposal Courses



- a. This dropdown will default to the user's name, however the user will need to select the queue that they want to view.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: **admin**

UCC New NOI

Page Info Workflow Status Attached Files Revision History

Title: CourseLeaf CSM
Last Update: CU Denver OIRE
Template: CU Denver RO Acad Structure
Page Authors: CU Denver RO CU-SIS Dev
Workflow: CU Denver UCC
College: PeopleSoft
Department: UCC New NOI
Administrator

b.

3. Once the role is selected, all Course Proposal form requests that need to be reviewed will be populated in this queue in the Pages Pending Approval window.

a.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: **UCC New NOI**

UCC New NOI

Page Info Workflow Status Attached Files Revision History

Title: CLDE 1001: Language, Identity, & Power: International Perspectives
Last Update: Sep 26, 2022 8:14am
Template: cim
Page Authors: any
Workflow: CLDE
College: EDUC
Department: School of Education and Human Development

PAGE REVIEW

View Changes By: All Changes

Course Change Request

Export to PDF Shred Proposal

Date Submitted: 09/26/22 8:15 am

Viewing: **CLDE 1001 : Language, Identity, & Power: International Perspectives**

Last edit: 09/26/22 8:14 am
Changes proposed by: admin

Offered at CU Denver

Is this course one of the following: Special Topics, Independent study, thesis, dissertation, internship, Undergraduate Experiences (College Success, First Year Experiences, University Honors and Leadership)?

No

Is this course exclusively for Extended Studies?

No

Course	CLDE - Culturally and	Course Number	1001

In Workflow

- CU Denver RO Courses
- UCC New NOI
- UCC Full Course Proposal
- EDUC Sig Authority
- CU Denver RO Courses
- PeopleSoft
- CU Denver RO Courses
- admin

Approval Path

- 09/26/22 8:15 am
admin: Approved for CU Denver RO

b.

4. The Pages Pending Approval Companion Guide provides a breakdown of all the important areas to review and components of this queue that are not related to the form

Step 3a: "Approving" the Course Proposal Form (When CIM first launches OR all forms have been cleared out)

1. Each Friday, the Registrar's Office will verify there are no forms in the UCC New NOI Courses or UCC Full Proposal Courses queues.
2. If there are not, prior to the UCC receiving forms, the Registrar's Office will have a step to ensure the form should go to the UCC, the designated form submitters (ie the course coordinators for each school/college/department) have submitted the form, and that the form has been fully filled out.



- a. The Registrar's Office is not a voting member of the UCC or a part of any formal review process conducted by the schools/colleges/departments. Their only role is to ensure the software is functioning as expected and the correct staff members have submitted the form.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: CU Denver RO Court

Page Info Workflow Status Attached Files Revision History

Completed: admin

Update Pending Workflow

RO Step

RO Double checks workflow steps based on how form is answered to ensure this should go through UCC

RO Courses: CU Denver Transfer Team todo, admin, Cols Advising ttrial, Cols DA ttrial

Export to PDF Shred Proposal

Date Submitted: 09/26/22 8:38 am

Viewing: **GEOL 1000 : History of Life**

Last edit: 09/26/22 8:38 am

Changes proposed by: admin

RO double checks to ensure correct staff members have submitted the form

In Workflow

1. CU Denver RO Courses
2. UCC New NOI
3. UCC Full Course Proposal

RO also reviews form for completeness

Approve Button to move form into next step of

Course Change Request

- b.
- If person who submitted the form is not one of the designated submitters or if the form is not filled out completely, the form will be returned to fix.
 - If the form should not go to the UCC based on the guidelines, the RO will manually change the workflow for the form.

c.

3. The next Friday, the UCC will go into the UCC New NOI Courses step first in Pages Pending Approval and "approve" these courses as they have been through the first week of the review process. Forms will move into the UCC Full Proposal Courses queue. The UCC will then alert the Registrar's Office to "approve" courses in their Initial queue so they will then appear in the UCC New NOI Courses queue.

- a. Important Note: Courses are listed alphabetically, not by day/time. It will be important to review the previous reports and/or Date Submitted

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: UCC Full Course Pro

Page Info Workflow Status Attached Files Revision History

Title: CLDE 1001: Language, Identity, & Power: International Perspectives

Last Updated: Sep 28, 2022 8:14am

Template: cm

Page Authors: any

Workflow: College EDUC Department: School of Education and Human Development

2 Week Review Role

Courses that have been through 2 weeks of review and will now move to next step

Export to PDF Shred Proposal

Date Submitted: 09/26/22 8:15 am

Viewing: **CLDE 1001 : Language, Identity, & Power: International Perspectives**

Last edit: 09/26/22 8:14 am

Changes proposed by: admin

Original submission date

In Workflow

1. CU Denver RO Courses
2. UCC New NOI
3. UCC Full Course Proposal
4. EDUC Sig Authority
5. CU Denver RO Courses

Workflow steps

Approve Button to move form into next step of lifecycle

Course Change Request

b.



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4. After all forms have been routed into their next steps, the Registrar's Office will pull an Excel spreadsheet report to send to the UCC identifying which courses are in the UCC New NOI step and the UCC Full Course Proposal Step.
5. The UCC will email the report out to the distribution list for staff to review forms. Anyone who is provisioned into the CourseLeaf software will be able to review the forms.
6. From this point and on, step 3b should be followed.

Step 3b: "Approving" the Course Proposal Form (after CIM Courses has launched and there are forms in multiple queues)

1. Each Friday, the UCC will go into the UCC Full Proposal Courses step first in Pages Pending Approval and "approve" these courses as they have been through the 2-week review process. This means that the course is ready to be built in CU-SIS by the Registrar's Office.

- a. Important Note: Courses are listed alphabetically, not by day/time. It will be important to review the previous reports and/or Date Submitted

COURSELEAF

Pages Pending Approval

UCC Full Course Proposal

2 Week Review Role

Courses that have been through 2 weeks of review and will now move to next step

Page Info / Workflow Status / Attached Files / Revision History

Title: CLDE 1001 : Language, Identity, & Power: International Perspectives
Last Updated: Sep 28, 2022 8:14am
Template: cm
Page Authors: any
Workflow:
Collegen: EDUC
Department: School of Education and Human Development

PAGE REVIEW

View Changes By: All Changes

Course Change Request

Export to PDF

Shred Proposal

Date Submitted: 09/26/22 8:15 am

Viewing: **CLDE 1001 : Language, Identity, & Power: International Perspectives**

Last edit: 09/26/22 8:14 am

Changes proposed by: admin

New Course Proposal

Original submission date

In Workflow

1. CU Denver RO Courses
2. UCC New NOI
3. UCC Full Course Proposal
4. EDUC Sig Authority
5. CU Denver RO Courses

Workflow steps

Approve Button to move form into next step of lifecycle

- b.
2. After the UCC Full Course Proposal step has been cleared of all courses that have not been identified as having any concerns/issues, the UCC will go into the UCC New NOI Courses step in Pages Pending Approval and "approve" courses that have not been identified as having any concerns/issues as they have been through the 1week review process.

- a. Important Note: Courses are listed alphabetically, not by day/time. It will be important to review the previous reports and/or Date Submitted



COURSELEAF
Pages Pending Approval

Filter List Refresh List Your Role: UCC New NOI

Page Info Workflow Status Attached Files Revision History

Title: MATH 1001: Mathematics for the Liberal Arts
Last Update: Sep 26, 2022 8:19am
Template: cm
Page Authors: any
Workflow:
College: CLAS
Department: Department of Mathematical Sciences

1 Week Review Role

Courses that have been through 1 week of review and will need to move to UCC Full Course Proposal Step

PAGE REVIEW
View Changes By: All Changes

Course Change Request

Export to PDF Shred Proposal

Date Submitted: 09/26/22 8:19 am

Viewing: **MATH 1001 : Mathematics for the Liberal Arts**

Last edit: 09/26/22 8:19 am

Changes proposed by: admin

New Course Proposal

Original Submission Date

In Workflow

1. CU Denver RO Courses
2. UCC New NOI
3. UCC Full Course Proposal

Workflow Steps

Approve Button to move form into next step of lifecycle

b.

3. Prior to the UCC receiving forms, the Registrar's Office will have a step to ensure the form should go to the UCC, the designated form submitters (ie the course coordinators for each school/college/department) have submitted the form, and that the form has been fully filled out.

- a. The Registrar's Office is not a voting member of the UCC or a part of any formal review process conducted by the schools/colleges/departments. Their only role is to ensure the software is functioning as expected and the correct staff members have submitted the form.

COURSELEAF
Pages Pending Approval

Filter List Refresh List Your Role: CU Denver RO Cour

Page Info Workflow Status Attached Files Revision History

Completed: admin

RO Double checks workflow steps based on how form is answered to ensure this should go through UCC

RO Courses, CU Denver Transfer Team Iodo, admin, Colls Advising Syall, Colls DA ftyall

Update Pending Workflow

Newly submitted forms to go through UCC Process

PAGE REVIEW
View Changes By: All Changes

Course Change Request

Export to PDF Shred Proposal

Date Submitted: 09/26/22 8:38 am

Viewing: **GEOL 1000 : History of Life**

Last edit: 09/26/22 8:38 am

Changes proposed by: admin

New Course Proposal

RO double checks to ensure correct staff members have submitted the form

In Workflow

1. CU Denver RO Courses
2. UCC New NOI
3. UCC Full Course Proposal

RO also reviews form for completeness

Approve Button to move form into next step of

b.

- i. If person who submitted the form is not one of the designated submitters or if the form is not filled out completely, the form will be returned to fix.
- ii. If the form should not go to the UCC based on the guidelines, the RO will manually change the workflow for the form.

4. Once the form is "Approved" by the Registrar's Office (on the agreed upon day/time), an email will be generated and sent to the UCC email address to let the UCC know there is a new form in their queue.



5. After all forms have been routed into their next steps, the Registrar's Office will pull an Excel spreadsheet report to send to the UCC identifying which courses are in the UCC New NOI Courses step and the UCC Full Proposal Courses Step.
6. The UCC will email the report out to the distribution list for staff to review forms. Anyone who is provisioned into the CourseLeaf software will be able to review the forms.

Process Overview for Academic Structure Forms

Generalized order of operations

1. Course coordinators will fill out the Academic Structure Form using the CIM Programs form by Thursday.
2. On Fridays, the UCC Chair will click the "Approved" Button to move previously submitted forms forward into either the UCC Full Proposal Programs queue or the CU Denver OIRE queues.
 - a. Programs that were in the UCC New NOI Programs queue were the Week 1 forms and need to be moved into the Week 2 workflow of UCC Full Proposal Programs
 - b. Programs that were in the UCC Full Proposal Programs were the Week 2 forms and need to be moved into the CU Denver OIRE role as those forms have completed the UCC review process
3. Also on Fridays, the Registrar's Office will review the newly submitted forms to ensure they have been filled out correctly and by the designated course coordinators. After this review, the Registrar's Office will click the "Approved" button to move the forms into the UCC New NOI Programs step.
 - a. This is step was created as new software being utilized for this process. The only role of the Registrar's Office is to ensure forms are being filled out correctly, being filled out by the designated staff, and to ensure the software is functioning as expected.
4. The UCC Chair will email the Registrar's Office after they have moved forms into the correct queues. The Registrar's Office will then route the forms from there queue into the appropriate queue.
5. After the forms are in the correct queues, the Registrar's Office will generate a report to send to the UCC of which programs are in the UCC New NOI Programs and UCC Full Proposal Programs queue.
6. The UCC will send this report out on Fridays.
7. Week 1 and 2- School/College/Program representatives will be able to view the Academic Structure form and contact each other if there are further questions about the requested program.
 - a. If there are questions or concerns, the representatives will contact the UCC to request the form not be "approved" in the workflow queue to move into the CU Denver OIRE queue



- b. If there are no questions or concerns, the representatives do not need to take further action and the form will be “approved” to move into the Bursar/OIRE/FASO queue in the upcoming week

Procedure for Academic Structure Forms

Step 1: Submitting the Academic Structure Form

1. Coordinators will go nextcatalog.ucdenver.edu/programadmin/ and fill out a Propose New Program form.

- a.
- b. Please refer to the CIM Programs Companion Guide for further details on filling out and using this form.
2. After the form is filled out and ready to be submitted by Thursday, course coordinators will click on Start Workflow.

Step 2: Reviewing and Understanding the Academic Structure Form (for Registrar's Office and UCC)

1. To review the form, go to the Pages Pending Approval queue website <https://nextcatalog.ucdenver.edu/courseleaf/approve/>
 - a. This website is behind Single Sign On (SSO) and users need to be provisioned into the CourseLeaf software to view the forms.



CU Denver | Anschutz

Web login

Please sign in with your university credentials.

Username or email
tornatma

Password

Sign In

[Forgot your password?](#)
[Need help?](#)
[Privacy Policy](#)

- b.
- c. If a user is unable to login, they will need to email courses@ucdenver.edu and/or cusisdev@ucdenver.edu to determine the next steps to be provisioned.

2. To view the forms in each queue, go the dropdown menu next to “Your Role:” look for the Role Name of CU Denver UCC.

- a. This dropdown will default to the user’s name, however the user will need to select the queue that they want to view.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: admin

admin
CourseLeaf CSM
CU Denver RO CU-SIS Dev
CU Denver UCC
PeopleSoft
Administrator

Page Info Workflow Status Attached Files Revision History

Title: Last Update: Template: Page Authors: Workflow: College: Department:

PAGE REVIEW

View Changes By All Changes

b.

3. Once the role is selected, all the Academic Structure requests that need to be reviewed will be populated in this queue in the Pages Pending Approval window.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: CU Denver UCC

CU Denver UCC

Program Change Request: 13: Test for UCC Process

Page Info Workflow Status Attached Files Revision History

Title: 13: Test for UCC Process
Last Update: Aug 15, 2022 8:57am
Template: cm
Page Authors: any
Workflow: any
College: any
Department: any

PAGE REVIEW

View Changes By All Changes

CU

Program Change Request

Export to PDF

New Program Proposal

Shred Proposal

Date Submitted: 08/15/22 8:57 am

Viewing: 13: Test for UCC Process

Last edit: 08/15/22 8:57 am

Changes proposed by: admin

Program/Academic Structure Request Form

Add Comment

In Workflow

1. CU Denver RO Acad Structure
2. CU Denver UCC
3. CU Denver Bursar
4. CU Denver OIRE
5. CU Denver FASO

a.



4. The Pages Pending Approval Companion Guide provides a breakdown of all the important areas to review and components of this queue that are not related to the form

Step 3a: “Approving” the Academic Structure Form (When CIM first launches OR all forms have been cleared out)

1. Each Friday, the Registrar’s Office will verify there are no forms in the UCC New NOI Programs or UCC Full Proposal Programs queues.
2. If there are not, prior to the UCC receiving forms, the Registrar’s Office will have a step to ensure the form should go to the UCC, the designated form submitters (ie the course coordinators for each school/college/department) have submitted the form, and that the form has been fully filled out.
 - a. The Registrar’s Office is not a voting member of the UCC or a part of any formal review process conducted by the schools/colleges/departments. Their only role is to ensure the software is functioning as expected and the correct staff members have submitted the form.

COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role: CU Denver RO Acad

Page Info Workflow Status Attached Files Revision History

Title: 13: Test for UCC Process
Last Update: Aug 15, 2022 8:57am
Template: cm
Page Authors: any
Workflow:
College:
Department:

PAGE REVIEW

Export to PDF Shred Proposal

Date Submitted: 08/15/22 8:57 am

Viewing: 13 : Test for UCC Process

Last edit: 08/15/22 8:57 am

Changes proposed by: admin

Program/Academic Structure Request Form

Offered at: CU Denver

Catalog Unit: Business School

School/College: Business School

Department/Program: Business School

New Program Proposal

Add Comment

In Workflow

1. CU Denver RO Acad Structure
2. CU Denver UCC
3. CU Denver Bursar
4. CU Denver OIRE
5. CU Denver FASO
6. CU Denver Regent
7. CU Denver CDHE
8. CU Den RO Acad Structure
9. CU Denver Catalog

RO Checks who submitted the form

RO checks form for completeness

RO checks the workflow

- b.
 - i. If person who submitted the form is not one of the designated submitters or if the form is not filled out completely, the form will be returned to fix.
 - ii. If the form should not go to the UCC based on the guidelines, the RO will manually change the workflow for the form.
- c.
3. The next Friday, the UCC will go into the UCC New NOI Programs step first in Pages Pending Approval and “approve” these programs as they have been through the first week of the review process. Forms will move into the UCC Full Proposal Programs



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queue. The UCC will then alert the Registrar's Office to "approve" programs in their Initial queue so they will then appear in the UCC New NOI Programs queue.

- a. Important Note: Programs are listed by a system generated number, not by day/time. It will be important to review the previous reports and/or Date Submitted

The screenshot displays the CourseLeaf software interface. The top section, 'Pages Pending Approval', shows a list of courses with a '2 Week Review Role' callout. The bottom section, 'Course Change Request', shows a 'New Course Proposal' with a 'Shred Proposal' button and a 'Workflow' section. A '2 Week Review Role' callout points to the 'Shred Proposal' button. An 'Approve Button to move form into next step of lifecycle' callout points to the 'Approve' button.

- b.
4. After all forms have been routed into their next steps, the Registrar's Office will pull an Excel spreadsheet report to send to the UCC identifying which programs are in the UCC New NOI Programs step and the UCC Full Proposal Programs Step.
5. The UCC will email the report out to the distribution list for staff to review forms. Anyone who is provisioned into the CourseLeaf software will be able to review the forms.
6. From this point and on, step 3b should be followed.

Step 3b: "Approving" the Academic Structure Form (after CIM Programs has launched and there are forms in multiple queues)

1. Each Friday, the UCC will go into the UCC Full Proposal Programs step first in Pages Pending Approval and "approve" these courses as they have been through the 2-week review process. This means that the program is ready to be built in CU-SIS by the Registrar's Office.
 - a. Important Note: Programs are listed by a system generated number, not by day/time. It will be important to review the previous reports and/or Date Submitted
2. After the UCC Full Proposal Program step has been cleared of all programs that have not been identified as having any concerns/issues, the UCC will go into the UCC New NOI Programs step in Pages Pending Approval and "approve" programs that have not been identified as having any concerns/issues as they have been through the 1week review process.



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- a. Important Note: Programs are listed by a system generated number, not by day/time. It will be important to review the previous reports and/or Date Submitted
3. Prior to the UCC receiving forms, the Registrar's Office will have a step to ensure the form should go to the UCC, the designated form submitters (ie the course coordinators for each school/college/department) have submitted the form, and that the form has been fully filled out.
 - a. The Registrar's Office is not a voting member of the UCC or a part of any formal review process conducted by the schools/colleges/departments. Their only role is to ensure the software is functioning as expected and the correct staff members have submitted the form.

COURSELEAF

Pages Pending Approval

File List Refresh List Your Role: CU Denver RO Acad

Page Info Workflow Status Attached Files Revision History

Title: 13 : Test for UCC Process
Last Update: Aug 15, 2022 8:57am
Template: csm
Page Authors: any
Workflow:
College:
Department:

PAGE REVIEW

View Changes By: All Changes

Program Change Request

Export to PDF

New Program Proposal

Shred Proposal

Date Submitted: 08/15/22 8:57 am

Viewing: **13 : Test for UCC Process**

Last edit: 08/15/22 8:57 am

Changes proposed by: admin

Program/Academic Structure Request Form

Offered at: CU Denver

Catalog Unit: Business School

School/College: Business School

Department/Program: Business School

In Workflow

1. CU Denver RO Acad Structure
2. CU Denver UCC
3. CU Denver Bursar
4. CU Denver OIRE
5. CU Denver FASO
6. CU Denver Regent
7. CU Denver CDHE
8. CU Den RO Acad Structure
9. CU Denver Catalog

RO Checks who submitted the form

RO checks the workflow

RO checks form for completeness

- b.
 - i. If person who submitted the form is not one of the designated submitters or if the form is not filled out completely, the form will be returned to fix.
 - ii. If the form should not go to the UCC based on the guidelines, the RO will manually change the workflow for the form.

4. The Registrar's Office will click the "Approve" button to forward the form to the UCC New NOI Programs step to start the UCC process.



COURSELEAF

Pages Pending Approval

Filter List Refresh List Your Role CU Denver RO Acad

Page Info Workflow Status Attached Files Revision History

Title: 13 Test for UCC Process
Last Update: Aug 15, 2022 8:57am
Template: cm
Page Authors: any
Workflow:
College:
Department:

PAGE REVIEW

View Changes By All Changes

CU

Program Change Request

Export to PDF

New Program Proposal

Shred Proposal

Add Comment

Date Submitted: 08/15/22 8:57 am

a.

- Once the form is “Approved” by the Registrar’s Office (on the agreed upon day/time), an email will be generated and sent to the UCC email address to let the UCC know there is a new form in their queue.
- After all forms have been routed into their next steps, the Registrar’s Office will pull an Excel spreadsheet report to send to the UCC identifying which programs are in the UCC New NOI Programs step and the UCC Full Proposal Programs step.
- The UCC will email the report out to the distribution list for staff to review forms. Anyone who is provisioned into the CourseLeaf software will be able to review the forms.

Security Access

CS ROLE/PERMISSION LIST	Candice Shelby
COURSELEAF	Provisioned for CourseLeaf in CU Denver UCC role

Additional Tips & Notes

- Users who have been provisioned into the CourseLeaf software, can review where a form is in the workflow process

Troubleshooting & Points of Contact

Registrar’s Office

Contact Name	Title	Email
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Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

Marissa Tornatore	Assistant Registrar for Catalog and Curriculum Management	courses@ucdenver.edu
Allison Diekhoff	Associate Registrar for CU- SIS Development and Curriculum Services	cusisdev@ucdenver.edu
Joel Perez	Registrar Specialist for Catalog and Curriculum Management	courses@ucdenver.edu