



UNMC College of Medicine
Course Inventory Management (CIM)
User Guide

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1 Submission Deadlines

- Fall Semester: January 15
The course start date and end date are between July 1 and December 31
- Spring Semester: August 15
The course start date and end date are between January 1 and June 30

2 Pre-work

CIM is a UNMC campus-wide system and does not contain some fields required by the COM Curriculum Committee. Prior to initiating a new course proposal, you **must** complete the [COM form](#).

You will upload a PDF of the form during the CIM submission process.



3 Submission Process

1. Login to CIM at <https://courseleaf.unmc.edu/courseadmin/> with your UNMC NetID (e.g., joe.doe or jdoe).

3.1 Propose New Course

1. Click **Propose New Course**
2. Complete the required fields
 - a. **Rationale for this request:** enter the need for the new course
 - b. **Effective Term:** select the term in which the course will be offered for the first time.
 - i. Fall YYYY: the course start date and end date are between July 1 and December 31
 - ii. Spring YYYY: the course start date and end date are between January 1 and June 30
 - c. **Course Department:** select the appropriate department
 - d. **Course #:** enter TBD
 - i. The OASA Student Affairs Coordinator will assign an available course number during the review and approval workflow
 - e. **Academic Dept / Organization:** this should autofill based on your *course department* selection. Confirm that it is accurate.
 - f. **College:** this should autofill based on your *course department* selection. Confirm that it is *College of Medicine*.
 - g. **Campus:** confirm that *UNMC* is checked
 - h. **Course Level:** select *Professional*
 - i. **Course Title:** enter a short course title (abbreviated version of the long title)
 - i. E.g., ANES Away Clinical
 - ii. Maximum of 30 characters, including spaces
 - j. **Long Title:** enter the long course title
 - i. E.g., Anesthesiology Away Clinical
 - ii. Maximum of 100 characters, including spaces
 - k. **If crosslisted, please list equivalent courses:** this field is not applicable, the

COM does not crosslist courses

- I. **Credit Hours:** the COM defines one (1) credit hour is equivalent to one (1) hour (50 minutes minimum) of lecture and two (2) hours of out-of-class work each week
 - i. Phase 3 courses are 4 weeks, which equates to 4 cr. hrs.
- m. **Student Contact Hours:** Student contact hours are based on a 40-hour week. Using the descriptors provided in the  button to determine the approximate hours per week students will have contact in the different forums.
- n. **Repeatable for Credit:** COM courses are **not** repeatable for credit with the exception of away clinical, away non-clinical, and off-campus preceptorships
- o. **Do you need a Canvas shell:** Select **NO**
- p. **College of Medicine:** only applicable for Phase 3 courses
 - i. Refer to the [COM form](#) for the subinternship criteria
 1. *Elective:* select if the course does **not** fulfill a subinternship requirement
 2. *Sub-Internship:* select if the course does fulfill a subinternship requirement
 3. *Selective:* Not applicable
- q. **Targeted Audience:** based upon which phase of the curriculum the course will be offered input:
 - i. Phase 1 medical students
 - ii. Phase 2 medical students
 - iii. Phase 3 medical students
- r. **Method of Instruction:** using the descriptors provided in the  button to determine the appropriate method of instruction
- s. **Grading Scheme:** based upon which phase of the curriculum the course will be offered select:
 - i. Phase 1 = *Pass/Fail*
 - ii. Phase 2 = *Medicine*
 - iii. Phase 3 = *Medicine*
- t. **Initial Course Format:** select *In Person*
- u. **Semester Typically Offered:** based upon when the course will be offered select:
 - i. *Fall:* the Phase 1 block or Phase 2 course start date(s) and end date(s) are between July 1 and December 31 or the Phase 3 course is offered in one (1) or more July – December rotation
 - ii. *Spring:* the Phase 1 block or Phase 2 course start date(s) and end date(s) are between January 1 and June 30 or the Phase 3 course is offered in one (1) or more January – June rotation
 - iii. *Fall/Spring:* both of the above are applicable to the course
- v. **Course Description:** enter a description of the course subject matter, the course description will be publicly viewable and cannot contain line breaks or bullets
 - i. Phase 3 courses must include the following information
 1. Rotations Offered:
 - a. e.g., Each 4 weeks
 - b. e.g., June, August, and November
 2. Course Administrator (if not the CST coordinator):
- w. **Prereq:** a requirement that the student must complete prior to being permitted to enroll in the course
 - i. Popular COM prereqs:
 1. Another course, include department name and course number
 2. Not open to visiting students

3. Reserved for students in the “ “ Program
 4. Completion of the Non-standard course form via OASIS
 - x. **Instructor(s)**: enter the name(s) or the instructor(s)
 - y. **Capacity**: please enter the maximum number of students that can be enrolled per course offering
 - z. **Attach Document(s)**: attach the completed [COM form](#) PDF
3. Click **Submit for Approval**

3.2 Edit a Course

1. Enter your search parameters in the **Search** field
2. Click **Search**
3. Select the course that requires edits
4. Click **Edit Course**
5. Edit the applicable field(s)
6. Click **Submit for Approval**

3.3 Inactivate a Course

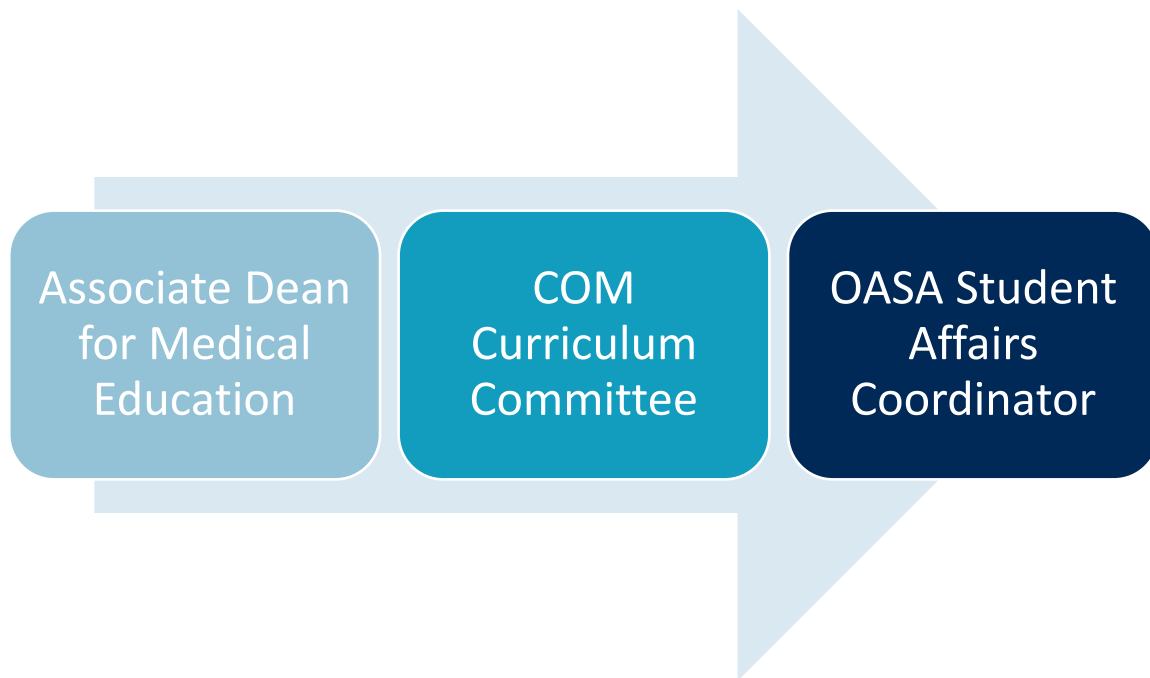
A course should be inactivated if there are no plans to offer the course in the near future. A course can be reactivated in the future, if necessary.

1. Enter your search parameters in the **Search** field
2. Click **Search**
3. Select the course that requires inactivation
4. Click **Inactivate**
5. **End Term**: the first semester the course will no longer be offered
 - a. Fall YYYY: the course will not be offered past June 30
 - b. Spring YYYY: the course will not be offered past December 31
6. **Justification for this request**: enter why the course is no longer needed
7. Click **Submit for Approval**

4 Review and Approval Workflow

After submission of the new course proposal, course edits, or a course inactivation the request will flow through the automated process.

In addition to signifying approval, a reviewer may make edits to the request and/or rollback the request to the submitter with a comment of why it is being rolled back.



5 PeopleSoft/MyRecords, OASIS, and CourseLeaf Workflow

After the request has processed through the review and approval workflow, the request will go through a partially automated workflow to update PeopleSoft/[MyRecords](#) (UNMC campus-wide student information system (SIS)), [OASIS](#) (COM SIS), and [CourseLeaf](#) (UNMC campus-wide catalog).

