CourseLeaf CIM

For deadlines and resources, please see the [Catalog and Curriculum website](#).

If you are moving a program online or are considering a new program, degree, and/or certificate, please contact Dr. Susan Wolff Murphy, Associate Provost at susan.murphy@tamucc.edu immediately.

Course Inventory Management

https://catalog-next.tamucc.edu/courseadmin/

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
No Results Found.			

Searching for courses, add prefix of course in the search bar and press search. Every course with that prefix will appear. Under status you will be able to see if the course is still active or inactive. Active courses will be blank under status while inactive courses will say inactive under status.

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

Course Code	Title	Workflow	Status
ACCT 0041	PROFESSIONAL DEVELOPMENT LEVEL		Inactive
ACCT 0051	PROFESSIONAL DEVELOPMENT LEVEL TWO		Inactive
ACCT 0100	ACCOUNTING INTERNSHIP		Inactive
ACCT 2000	INTERNSHIP		Inactive
ACCT 2301	Financial Accounting		
ACCT 2302	Managerial Accounting		

Deleting a course

Select the course in question, you will see all the information that we have in the system for that course.

Note: When deleting a course please review the Catalog Pages/Programs/Other Courses referencing this course section. This will show you what programs and courses this course is listed in. Please make sure to remove that course from the other programs/courses where it is listed.

Programs referencing this course	1: Accountancy, MAcc 118: Management Information Systems, BBA 120: Management, BBA 124: Marketing, BBA 2: Accounting, BBA 21: Business Administration, Minor

Other Courses referencing this course	In The Catalog Description: ACCT 3355 : ACCOUNTING INFORMATION SYSTEMS As A Banner Prerequisite: ACCT 2302 : Managerial Accounting ACCT 3311 : Intermediate Accounting I

In the left side of the screen, you will see a red button that says Inactivate.

Inactivate

Click on Inactivate and you will see the following pop up appear.

Inactivating: **ACCT 2301**

End Term   Fall 2023

Justification for this request

Cancel   Start Workflow

You will select the end term and enter a justification on why the course is being deleted. Once you are done you will click on the green button that says Start Workflow. If you need to cancel the proposal and have not yet started the workflow, click on the red button that says Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu.

Course changes

Select the course in question, you will see all the information that we have in the system for that course.

In the right side of the screen, you will see a green button that says Edit Course.

Click on Edit Course and you will see the following pop up appear.

Course Inventory

Editing: **ENGL 3341: British Literature before 1800**

Subject Code	ENGL - English ▾
Course Number	3341
	Course Numbers in Use
Department	ENGL - Dept of English ▾
College	Liberal Arts ▾

SHORT TITLE (UPPERCASE)

ⓘ BRITISH LITERATURE BEFORE 1800   *Short titles must be uppercase*

0 characters remaining

Long Title   British Literature before 1800

70 characters remaining

Does this course need to be temporarily inactive?
○ Yes   ⦿ No

Will the course be taught fully online?
○ Yes   ⦿ No

Is the course part of an online program?
○ Yes   ⦿ No

Change Justification

Course Description

Cross-Listed Courses	Code	Title	⊕

Course Description: Study of significant works of poetry, drama, and prose before 1800 with emphasis on historical context and the exploration of literary and cultural values through written texts. Prerequisite: ENGL 2370, ENGL 2303, or ENGL 3303 or instructor approval.

Prerequisites

All the information that is listed comes straight from Banner. Anything that has a red box around it is required. Please make sure to review all questions and information that is listed. To make any changes, go to the section where the change needs to be made.

If making a number change, please review Creating a New Number Process for more details.

Example: title change

Current information:

SHORT TITLE (UPPERCASE)

ⓘ BRITISH LITERATURE BEFORE 1800   *Short titles must be uppercase*

0 characters remaining

Long Title   British Literature before 1800

70 characters remaining

Click anywhere inside the box. Please make sure to update both the short and long titles, they need to match. Short titles need to be all uppercase and are 30 characters long while the long title is mixed case and is 100 characters long. Since the short titles are 30 characters long some words might need to be abbreviated.

New information:

SHORT TITLE (UPPERCASE)

BRITISH LITERATURE AFTER 1800   *Short titles must be uppercase*

1 characters remaining

Long Title   British Literature after 1800

71 characters remaining

Example: course description changes

Current information:

Course Description

Study of significant works of poetry, drama, and prose before 1800 with emphasis on historical context and the exploration of literary and cultural values through written texts. Prerequisite: ENGL 2370, ENGL 2303, or ENGL 3303 or instructor approval.

Click anywhere inside the box and start adding or deleting information.
New information:

Course Description

Study of significant works of poetry, drama, and prose before 1800 with emphasis on historical context and the exploration of literary and cultural values. Prerequisite: ENGL 2370, ENGL 2303, or ENGL 3303 or instructor approval.

Example: Pre-requisites changes

Current information:

Prerequisites

Banner Prerequisites

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency?	⊕
	(˅	ENGL 2370		˅	) ˅	Yes ˅	❌ ⬆ ⬇
Or ˅	(˅	ENGL 3303		˅	) ˅	Yes ˅	❌ ⬆ ⬇
Or ˅	(˅	ENGL 2303		˅	) ˅	Yes ˅	❌ ⬆ ⬇

In the Prerequisites text box, please enter the changes that you will be making. Like adding ENGL XXXX or removing ENGL XXXX. Next, make those changes under the Banner Prerequisites section.

To add a pre-req click on the plus sign ⊕ button. To remove a pre-req click on the x ⊗ button next to the course you want to remove. You can move the order of the courses with the up and down arrow ⬆⬇ buttons. If you have a course that can be taken as a pre-req or co-req (at the same time) please make sure that Concurrency? Is listed as yes. If the course cannot be taken as a pre-req or co-req make sure that Concurrency is listed as blank or No.

Concurrency?
Yes ⌄
No
Yes

If you have a group of courses that the student can choose from, having parenthesis around those courses can be a good way to keep everything in line especially if there are classes that are required.

New information:

Prerequisites	Adding ENGL 3340 and making ENGL 2370 as a required course. Removing concurrency for ENGL 2303 and 3303.

Banner Prerequisites

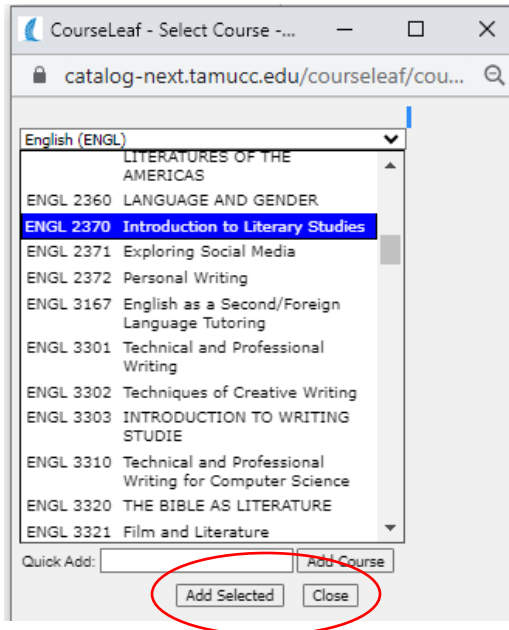| And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency?	⊕
	⌄	ENGL 2370		⌄	⌄	Yes ⌄	⊗⬆⬇
And ⌄	⌄	ENGL 3340		⌄	⌄	⌄	⊗⬆⬇
And ⌄	(⌄	ENGL 2303		⌄	⌄	⌄	⊗⬆⬇
Or ⌄	⌄	ENGL 3303		⌄	) ⌄	⌄	⊗⬆⬇

Example: co-requisites changes

Current information:

If adding co-requisites click on the plus sign ⊕, a pop up will appear and you will select the prefix of the course that you want to add. After selecting the prefix scroll down until you find the course and click Add Selected. If that is the only course, then click on Close. If you are adding another course either continue looking in that prefix or change the prefix. Once done you will see the course(s) in the co-requisites section.

Corequisites	Code	Title	⊕

New information:

Example: Schedule type, instructional workload, semester hours, and contact hours changes.

Current information:

If adding a new schedule type, click on the plus sign and then select the new type. Once that is selected make sure to enter the instructional workload for that type. To remove a schedule type, click on the x button next to the schedule type that you want to remove.

Remember to review your contact and semester hours. If you add or remove a schedule type, please remember to update your contact hours. If you have a lecture/lab combo you should have contact hours listed for both lecture and lab. If you are using anything other than lecture or lab, please make sure to enter those contact hours under Other Contact Hours.

New information:

Example: Repeatable changes

Current information:

If your course is not repeatable it should be listed as No, and you are done with that section but if your course is repeatable then please select Yes. When Yes is selected you will have two extra fields that need to be answered, Total completions (how many times the course can be take) and Maximum credits available (the maximum number of hours the course can get).

New information:

Example: Other Information

Current information:

The information in Other Information is optional, but if you have a course that you would like to be added to the University Core Curriculum, please email Jenny Vela at jenny.vela@tamucc.edu because additional information is needed.

If more changes need to be made at a different time, click on Save Changes to save what you have and you can come back at another time. If you need to cancel the proposal and have not yet started the workflow, click on Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu. If all the changes have been made and are good to go, click on Start Workflow.

Adding a course

When adding a new course click on the Propose New Course button.

A pop screen will appear with the following.

Banner Prerequisites

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Concurrency?	⊕
	⌄			⌄	⌄	⌄	❌ ⬆ ⬇

Corequisites

Code	Title	⊕

TCCNS Equivalent

Please visit https://tccns.org/ to capture the TCCNS code

Course Information

Effective Term   Select... ⌄

Academic Level   Select... ⌄

Default Grade Mode   Select... ⌄

Schedule Type and Instructional Workload

Schedule Type	Instructional Workload	⊕
Select... ⌄		❌

Semester Hours   [ ]

Lecture Contact Hours [ ]   Lab Contact Hours [ ]   Other Contact Hours [ ]

Repeatable   ☐ Yes   ⦿ No

Other Information

Is the course required for the degree plan?
☐ Yes   ⦿ No

University Core Curriculum Requirements

☐ 010 - Communication   ☐ 020 - Mathematics
☐ 030 - Life and Physical Sciences   ☐ 040 - Language, Philosophy, and Culture
☐ 050 - Creative Arts   ☐ 060 - American History
☐ 070 - Government/Political Science   ☐ 080 - Social and Behavioral Sciences
☐ 090 - Component Area Option

Similar courses in your college:

Code	Title	⊕

Attach a document   [Attach File]   Uploaded Files:
[ ]
Files To Be Uploaded:
[ ]

Anything that has a red box around it is required. Please make sure to review all questions and information that is listed.

Click on the drop down for Subject Code and select the correct prefix, the Course Numbers in Use button will appear. (For more information on selecting a new number please see Creating a New Number Process.)

Course Inventory

New Course Proposal   [Propose New from Existing Course]

Subject Code	ACCT - Accounting ⌄	Course Number	[ ]	Course Numbers in Use
Department	AFBL - Accounting Finance & Busi Law ⌄			
College	Business ⌄			

Select that button and a list of courses under that prefix will appear. It will show all course numbers that we have in the system. Any course that is shaded in gray is inactive and cannot be used again. Any course that is shaded in white is currently an active course. Review list of numbers to determine what numbers you can and cannot use.

Course Numbers In Use for ACCT - Accounting

Active
Inactive

Course Code	Title
ACCT 0041	*PROFESSIONAL DEVELOPMENT LEVEL*
ACCT 0051	*PROFESSIONAL DEVELOPMENT LEVEL TWO*
ACCT 0100	*ACCOUNTING INTERNSHIP*
ACCT 2000	*INTERNSHIP*
ACCT 2301	Financial Accounting
ACCT 2302	Managerial Accounting
ACCT 3311	Intermediate Accounting I
ACCT 3312	Intermediate Accounting II

A syllabus is required for new courses. The attach file button will appear towards the end of the proposal. If a syllabus is not attached, you are not able to Start Workflow.

Attach a document   [Attach File]

Once all the required fields have been entered and everything is good to go, click on Start Workflow. If more information or any changes need to be made at a different time, click on Save Changes to save what you have and you can come back at another time. If you need to cancel the proposal and have not yet started the workflow, click on Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu.

[Cancel]   [Save Changes]   [Start Workflow]

Note: If you have any questions or need any help, please contact Jenny Vela at jenny.vela@tamucc.edu.

Program Management

https://catalog-next.tamucc.edu/programadmin/

Search, edit, add, and inactivate programs.
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 Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

Number of Program	Program Name	Workflow	Status
1	Accountancy, MAcc		
2	Accounting, BBA		
3	Accounting, Minor		
4	Advanced TESOL, Certificate		
5	Alternative Certification of Educators (ACE)		
6	Applied Arts and Sciences, BAAS		

Searching for programs, you can go down the list until you find the program that you are looking for. Or you can enter the name of the program in the search bar and press search. When entering the name of the program make sure to put asterisks (*) before and after the name. By doing that, it will show every program that has that name listed on there. Under status you will be able to see if the program is still active or inactive. Active programs will be blank under status while inactive programs will say inactive under status.

For example: English.

Number of Program	Program Name	Workflow	Status
62	English, BA		
63	English, BA with Secondary Teacher Certification in English Language Arts (Grades 7-12)		
64	English, BA with Teacher Certification in English Language Arts (Grades 4-8)		
65	English, MA		
178	Spanish/English Translation, Certificate		

Deleting a program

Select the program in question, you will see all the information that we have in the catalog for that program.

In the left side of the screen, you will see a red button that says Inactivate.

Click on Inactivate and you will see the following pop up appear.

Inactivating: **178: Spanish/English Translation, Certificate**

Final Catalog [2024-2025 ▼]

Rationale for
Inactivation [   ]

Department [Select... ▼]

College [Select College... ▼]

[Cancel] [Save and Start Worfklow]

You will select the end term/final catalog and enter a justification on why the program is being deleted. Please make sure to also select the department and college for your program. Once you are done you will click on the green button that says Save and Start Workflow. If you need to cancel the proposal and have not yet started the workflow, click on the red button that says Cancel. If the workflow has been started and you need to cancel the proposal, please email Jenny Vela at jenny.vela@tamucc.edu.

Program changes

Select the program in question, you will see all the information that we have in the catalog for that program.

In the right side of the screen, you will see a green button that says Edit Program.

Click on Edit Program and you will see the following pop up appear.

Program Management

Editing: 97: Healthcare Administration, BS

To be Effective	Select... ▾
Contact Person	
Email	@tamucc.edu
Department	College Nursing & Health Sci ▾
College	Nursing and Health Sciences ▾
Program Type	Academic Program ▾
Program Level	Undergraduate ▾
Program Name	Healthcare Administration, BS
Consortial program	⃝ Yes ⦿ No

Program Description

Toolbar: B I U x² x₂ ≡ ≡ ≡ ≡ 1E := += += Format ▾ Styles ▾ Ω Source
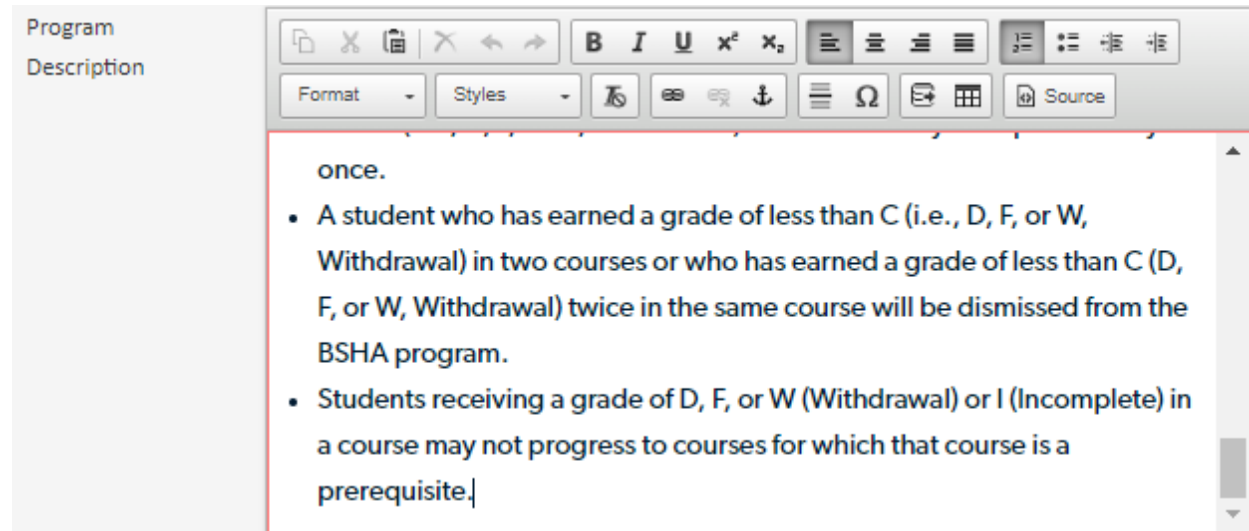
Program Description
The Bachelor of Science in Healthcare Administration (BSHA) prepares graduates for a variety of career opportunities in the health care field by providing the management skills necessary for success. By designing a degree plan using electives in such areas as computer science, marketing, education, business administration, accounting, human resource management, and information systems, the student may pursue specific areas of interest. Students can also use electives to design a degree plan that will satisfy entrance requirements for admission to professional schools such as medicine, dentistry, physical therapy, public health, law, and

All the information that is listed comes straight from the catalog. Anything that has a red box around it is required. Please make sure to review all questions and information that is listed. To make any changes, go to the section where the change needs to be made and make the change.

For example: Anywhere you see text you can click on there and either delete or add text.
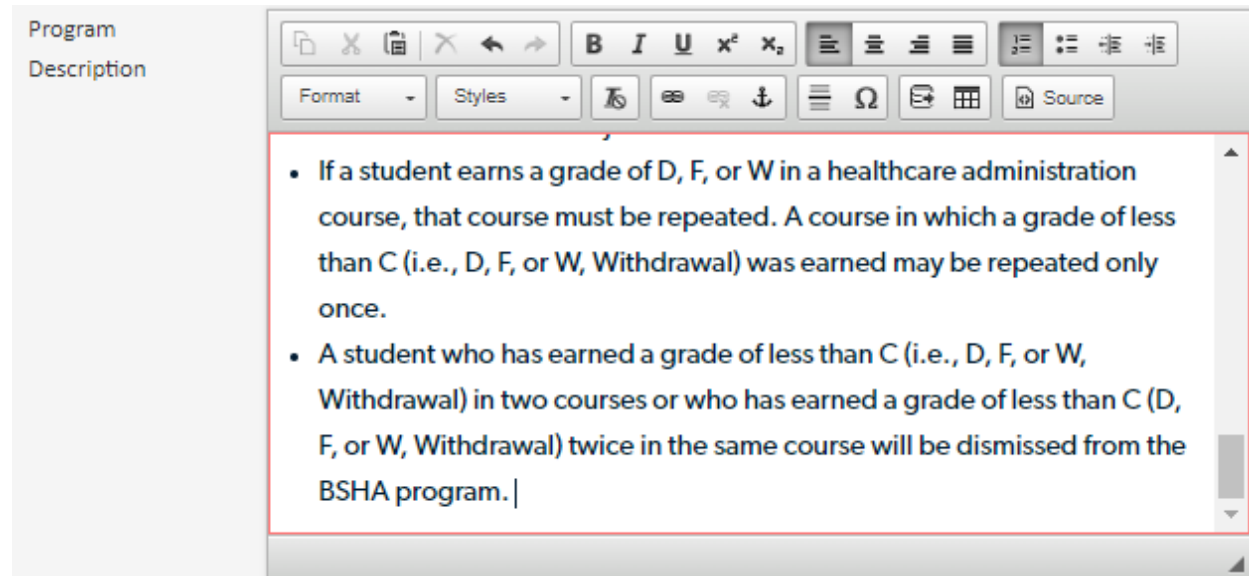
Current information:

Program
Description

> once.
> - A student who has earned a grade of less than C (i.e., D, F, or W, Withdrawal) in two courses or who has earned a grade of less than C (D, F, or W, Withdrawal) twice in the same course will be dismissed from the BSHA program.
> - Students receiving a grade of D, F, or W (Withdrawal) or I (Incomplete) in a course may not progress to courses for which that course is a prerequisite.

New information: Deleted the last item on the list.

Program
Description

> - If a student earns a grade of D, F, or W in a healthcare administration course, that course must be repeated. A course in which a grade of less than C (i.e., D, F, or W, Withdrawal) was earned may be repeated only once.
> - A student who has earned a grade of less than C (i.e., D, F, or W, Withdrawal) in two courses or who has earned a grade of less than C (D, F, or W, Withdrawal) twice in the same course will be dismissed from the BSHA program.

Any place you see a table you will need to double click on the table to open it. You can double click anywhere inside the table. You will see the following appear.

Program Requirements

Course List

Core Curriculum Program		
University Core Curriculum		42
Healthcare Administration Major Requirements		
HCAD 3300	The Health Care System	3
HCAD 3310	Epidemiology	3
HCAD 3320	Health Care Marketing	3
HCAD 3330	Financial Management in Health Care	3

Course List ✕

☑ Sum Hours

Health Care Administration (HCAD) ▾

HCAD 3370 Complementary and Alternative Medicine
HCAD 5312 The Health Care System
HCAD 5320 Health Economics and Policy
HCAD 5325 Health Care Financial Management
HCAD 5330 Health Law and Ethics
HCAD 5390 Health Care Selected Topics
HCAD 5396 Directed Independent Study

Core Curriculum Program
University Core Curriculum
Healthcare Administration Major Requirements
HCAD 3300 The Health Care System
HCAD 3310 Epidemiology
HCAD 3320 Health Care Marketing
HCAD 3330 Financial Management in Health

>>
<<

Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

☐ Indent   ☐ Area Header
☐ Area SubHeader

Quick Add: [_____] Add Course

Add Comment Entry

Move Up | Move Down

OK | Cancel

In the right side, you will stroll down to the section where you need to make changes. Click on the course or text where the change needs to be made.

If you need to add a course, you will need to use the left side to find the course that needs to be added.

Once you have the course you will click on it and click on the double arrows [>>] button to add the course to the right side.
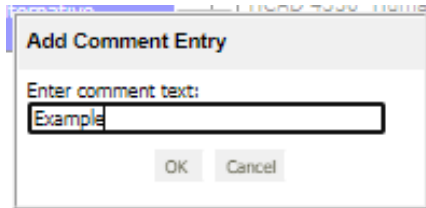

To remove a course, you will need to click on the course in question and click on the double arrows [<<] button to delete the course. It will take the course back to the left section.

To add text, click on the Add Comment Entry button.
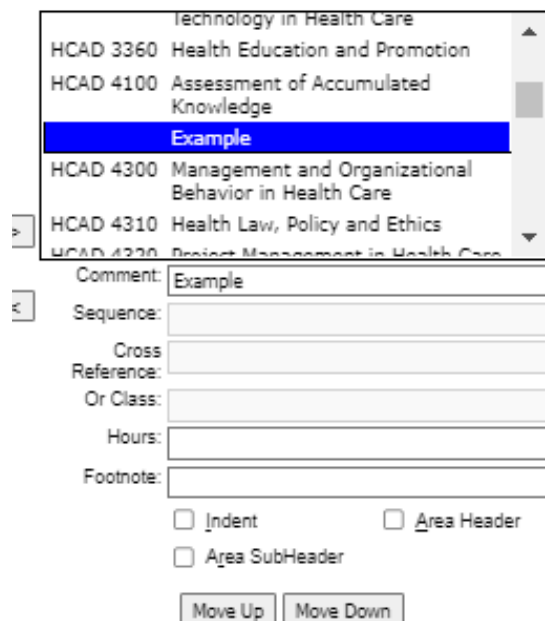
Add Comment Entry

The following pop up will appear. Enter the text and please OK.

Add Comment Entry

Enter comment text:

Example

OK   Cancel

Make sure you have the text where you want it. If you need to move the text up or down, click the Move Up or Move Down button.

Technology in Health Care
HCAD 3360 Health Education and Promotion
HCAD 4100 Assessment of Accumulated Knowledge
Example
HCAD 4300 Management and Organizational Behavior in Health Care
HCAD 4310 Health Law, Policy and Ethics
HCAD 4320 Project Management in Health Care

Comment: Example
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

☐ Indent   ☐ Area Header
☐ Area SubHeader

Move Up   Move Down

If all changes have been made, please click on OK and the changes will be reflected in the table.

Note: For bachelor's degrees and undergraduate certificates please make sure that there is a course sequence. Any changes to the major please make sure that they reflect the course sequence.

For more information or instructions on course sequencing please see the Course sequencing/graduation plans Instructions under the CourseLeaf access or training section of the Catalog and Curriculum webpage.

Course Sequencing

Course Sequencing
Plan of Study Grid

First Year		
FALL		**HOURS**
Communication Core Requirement		3
POLS 2305	U.S. Government and Politics	3
UNIV 1101	University Seminar I	1

Program hours: 120

Significant Departure or Expansion of Current Programs or Levels

Substantive Change: Non-Substantive Change

Justification: Example: adding or deleting courses.

Off-Campus or Distance delivery

% student can take off-campus or through distance Education: Select...

Program Start Date:

Program Delivery Mode

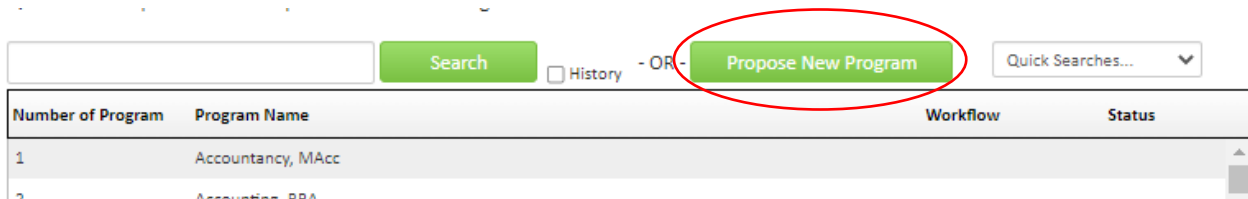Delivery Mode: On-Campus

Cancel   Save Changes   Start Workflow

Please make sure to answer all questions that are required. Once you are done click on the Start Workflow button.
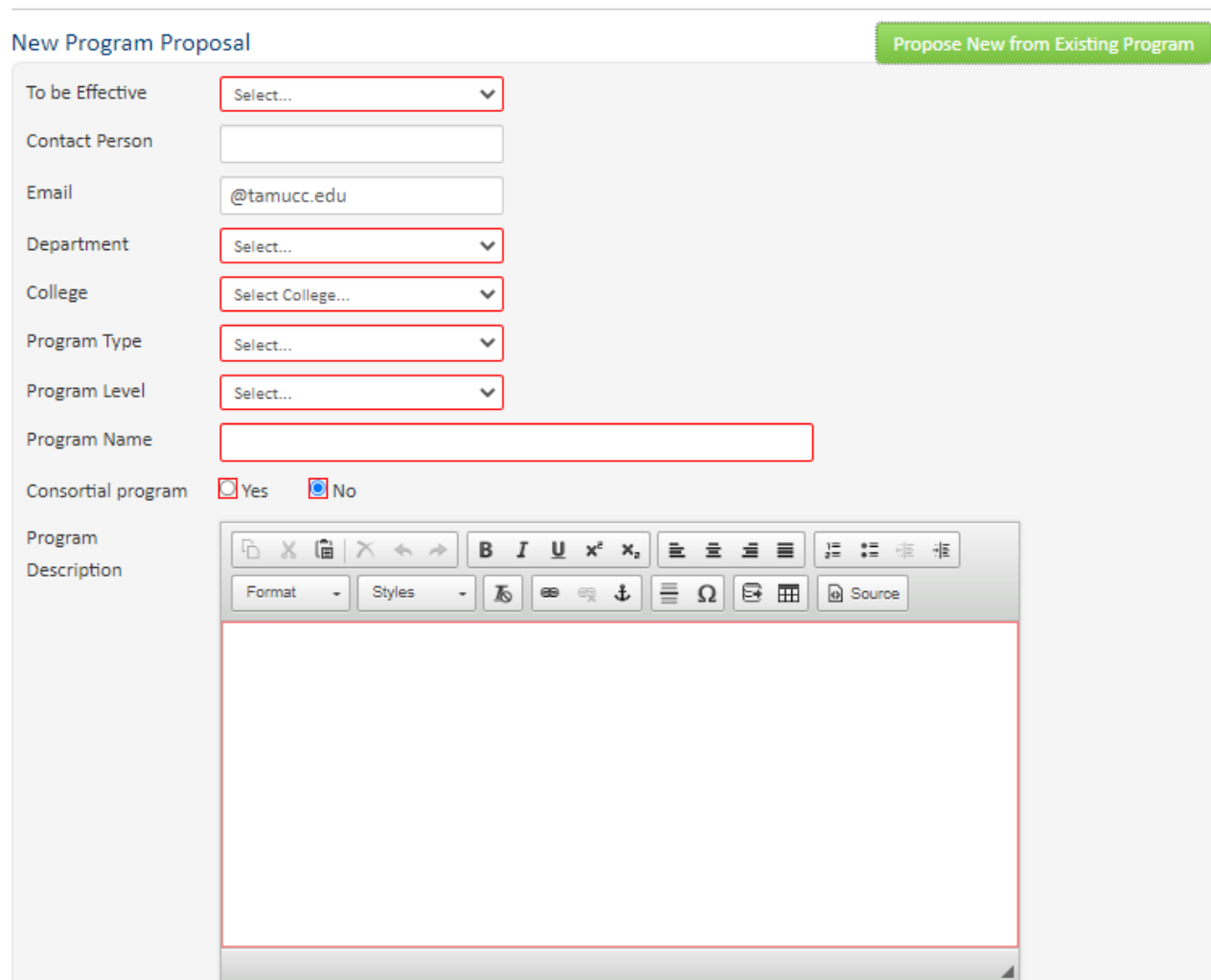
Adding a program

When adding a new program click on the Propose New Program button.

A pop screen will appear with the following.

Admissions
Requirements

Program Curriculum

Course Sequencing

Program hours

Off-Campus or Distance delivery

% student can take off-campus or through distance Education

Select... ⌄

Program Start Date

Program Delivery Mode

Delivery Mode   Select... ⌄

Program Funding

Has the program funding been worked upon at the department or college level?

☑ Yes   ☐ No

Will new costs for the first five years be under $2 million?

☑ Yes   ☐ No

Attach File   [Attach File]   Uploaded Files:

Files To Be Uploaded:

Anything that has a red box around it is required. Please make sure to review all questions and information that is listed. The Admissions Requirements text box is used only for graduate programs while the Course Sequencing text box is used only for undergraduate programs and undergraduate certificates.

Make sure the program name follows the same set up as the rest of the programs.

Example: Chemistry, BS; Athletic Training, MS; Communication Studies, Minor; or Advanced TESOL, Certificate.

To add text, click the section where you are adding the text and you can start typing. To add a table to any of the sections, click on the table ⊞ button. Click on the drop-down arrow and select the type of table you need. Course List, Plan of Study Grid (mostly used for course sequencing), and Footnotes are the most common tables to use.
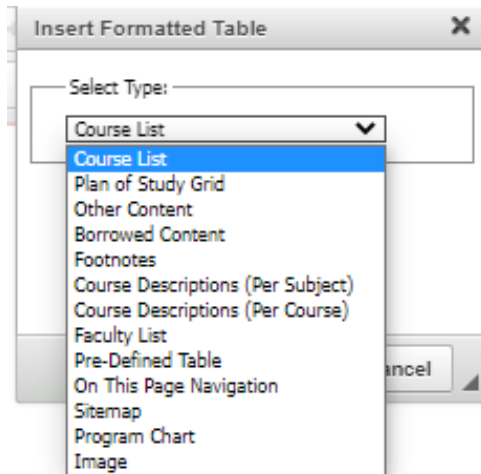
To add courses or text if you selected the Course List Table, please see program changes starting from the end of page 20 for more information.

Under Format/Normal, you will see the different heading sizes. The first heading that you enter make sure to use Heading 2 and so on.
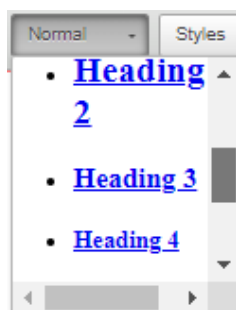
If you need any help with adding a table or adding information, please contact Jenny Vela at jenny.vela@tamucc.edu.

If you need to add a document, click on the Attach File button towards the bottom of the page.

If more information is needed or you need to stop click on the Save Changes button to save your information. Please make sure to save your changes periodically, if you leave it open for too long there is a chance that the changes will not save. You can return at another time to continue making your changes. Once all the information has been added and you are done click on Start Workflow.

Note: If you have any questions or need any help, please contact Jenny Vela at jenny.vela@tamucc.edu.