

Submitting Christ at the Core Renewals

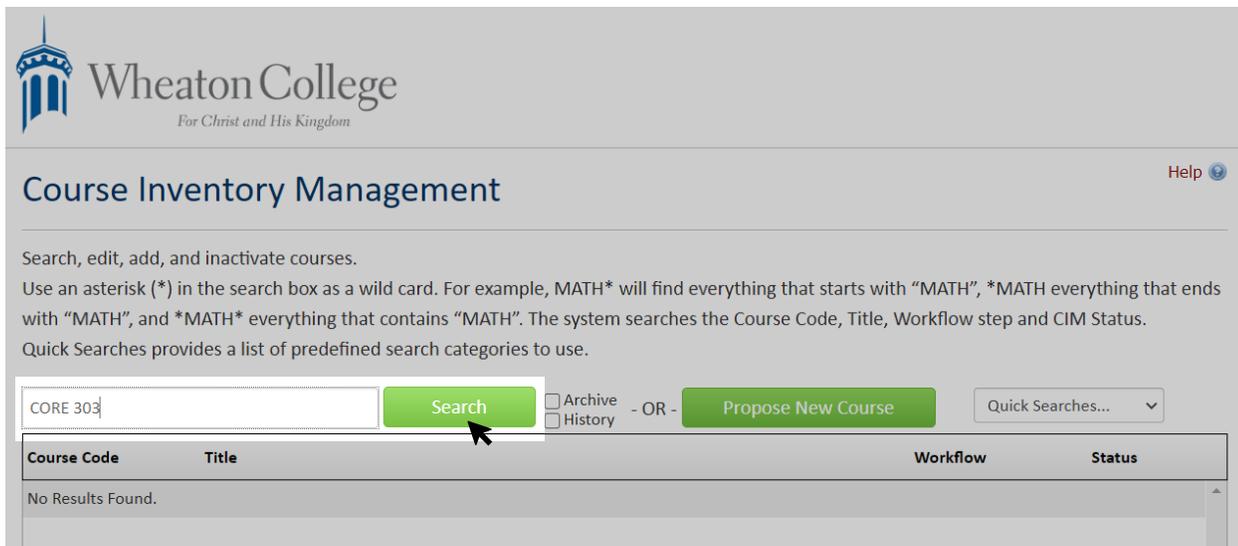
(See [Curriculum Resources and Forms](#) page for deadlines)

1. Go to <https://nextcatalog.wheaton.edu/courseadmin/>.

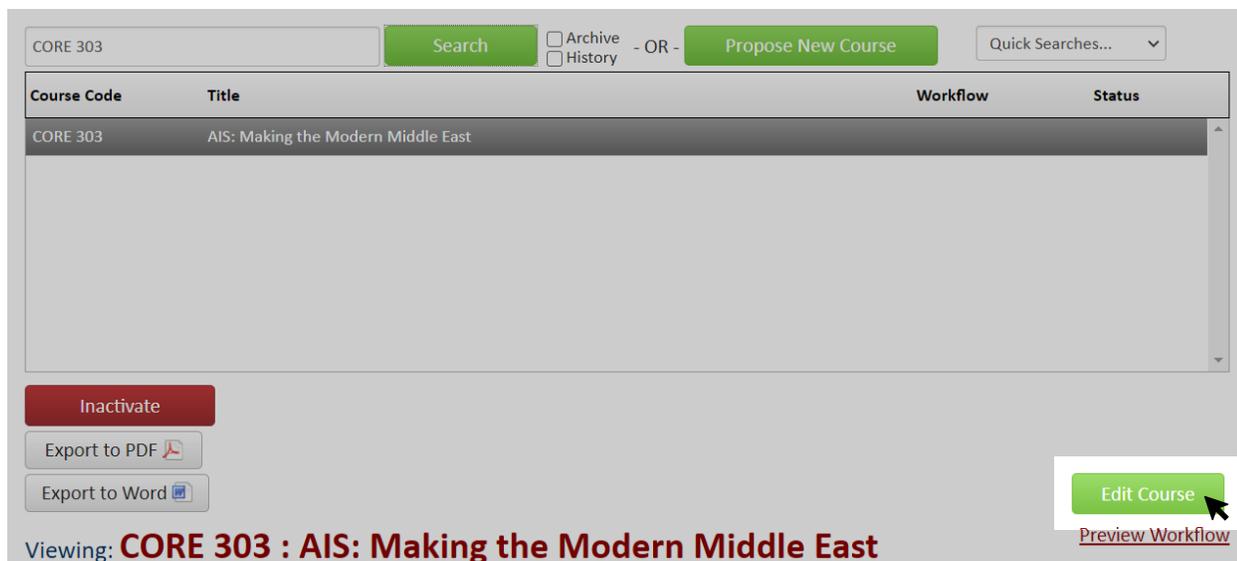
Welcome to our new space for submitting and reviewing all curricular proposals, CIM! (It stands for “Course Inventory Management” and sounds like “Kim.”)

This new system allows you to look up course details, submit proposals for courses and programs, and track the progress of your proposals. We are excited about the ways this will simplify curriculum management for our faculty, academic administrators, and Registrar’s Office staff. We look forward to supporting you through the transition into this new system. Contact Donna Rourke (donna.rourke@wheaton.edu) with questions about using CIM for your curriculum proposals.

2. Search for the course that you are submitting for Christ at the Core renewal.



3. Select “Edit Course” to begin your renewal proposal.



4. Begin work on your CATC renewal. Some things to note:

- Pay attention to the blue question mark icons. Click on them to see additional information about the form questions.

Course Inventory

Editing: **CORE 303: AIS: Making the Modern Middle East**

Faculty

Faculty Petitioner(s)

Is this a small course revision? Yes No

- For some AIS renewals, your department and division might not match those of the CORE course. For example:

Course Prefix: CORE - Core Studies

Course Number: 303

Division/ School: Core Studies (CORE_DIV)

Department: CATC Core Studies

College: College of Arts & Sciences

Your Department: History Department

Your Division or School: Humanities

← Course's information

Instructor's information

- Be sure to select “Undergraduate” for the academic level for Christ at the Core courses.

Academic Level: Undergraduate

- You can save your work and finish your proposal at another time

Cancel Save Changes Start Workflow

5. When you're finished, click “Start Workflow” to submit your proposal.

Cancel Save Changes Start Workflow

6. You're done! CIM will send your proposal to the correct people to sign off on it. You can always search for your course and see its progress.

The screenshot shows a web interface for a course proposal. At the top left, there are two buttons: "Export to PDF" and "Export to Word". Below these, the submission date is "Date Submitted: 03/20/20 10:20 am". The main heading is "Viewing: **CORE 303 : AIS: Making the Modern Middle East**". Below that, it says "Last edit: 03/25/20 3:14 pm" and "Changes proposed by: Wheaton Admin (wheaton-admin)". On the right side, there is a green "Add Comment" button and a white box titled "In Workflow" containing a numbered list: 1. Technical Review, 2. Core Studies Chair, 3. CORE_DIV Dean, 4. AIS Renewal, 5. Curriculum Committee, 6. Registrar's Office, 7. Banner. On the left side, there are links for "Core Studies (CORE)" and "Core and General Studies" under the heading "Catalog Pages referencing this course".

Be sure to keep an eye on your email for notifications about your proposal and any requested revisions.

The screenshot shows an email inbox interface. On the left, there is a "Favorites" sidebar with "Inbox" (51), "Sent Items", and "Deleted Items". The main area shows a list of emails. The top email is from "Wheaton Curriculum" with the subject "Action needed: CORE 303: AI..." and a timestamp of "12:16 PM". The email body starts with "Dear [redacted] There are" and a mouse cursor is pointing at the text.