Proposing Courses for Liberal Studies credit in CIM

STEP 1: Log into CIM https://catalogbuild.depaul.edu/courseadmin/
You will see this:

![Course Inventory Management](image1)

STEP 2: If the course already exists (just not with Liberal Studies credit), enter the course prefix and number in the search box and press the green “Search” button. It should appear, and then select green “Edit Course” button.

![PHL 200: Ethical Theories](image2)

If you are proposing an entirely new course, select the green “Propose New Course” button.
STEP 3: A pop-up window with a course form will appear. If you’re proposing a new course, fill out the course proposal up until the question about Liberal Studies. If this is an existing course, the course info prior to the LSP question will auto-fill (but minor edits can be made).

Be sure to attach a sample syllabus – green button just before the LSP question:

STEP 4: Select “Yes” for the Liberal Studies question and a drop down of LSP areas will appear:

STEP 5: Select the LSP area you are proposing to and the specific form for that area will drop down. For example, PHL 200 is being proposed for the Philosophical Inquiry domain:
STEP 6: Enter responses for the LSP area Learning Outcomes and Writing Expectations. The responses can be submitted as an attachment or entered in the text box. Then select green “Start Workflow” button.

The pop-up window will close, your course has been submitted, and is now in the workflow to be routed to the LSP area committee for review.

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Note: changes made to existing course will appear as “track changes” showing text additions in green and deletions in red.

QUESTIONS: Contact John Shanahan jshanah1@depaul.edu or 773-325-7309 if you have any questions about using CIM to propose Liberal Studies courses.