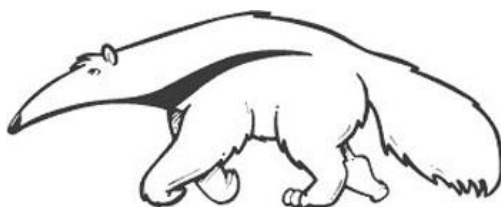


# Course Inventory Management

<https://next.catalogue.uci.edu/courseadmin>

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## QUICKSTART GUIDE

Click the help icon  for instructions and policy.

1. Click **Propose New Course** to create a new course.

### 2. Quick Searches drop-down

- Select an option from the drop-down menu. For example, get a list of all “Active Courses”.
- Select a course, click the green “Edit Course” button to make changes to a course.
- Or, select a course and click the red “Deactivate” button to sunset or delete a course.

☐ Archive  
☐ History
 - OR -
 

Active Courses ▼

Course Code	Title	Workflow	Status
ANTHRO 10B	Probability and Statistics		
ANTHRO 25A	Environmental Injustice		
ANTHRO 30A	Global Issues in Anthropological Perspective		
ANTHRO 41A	Global Cultures and Society		
ANTHRO 45A	Science, Culture, Power		
ANTHRO 48	Archaeology or Aliens?: Conspiracy, Pseudoscience, and the Emergence of Civilizations		
ANTHRO 60	Global Themes in Sikh Studies		

### 3. Search using a subject code

- Type a subject code in the search bar. Click Search.
- Select a course, click the green “Edit Course” button to make changes to a course.
- Or, select a course and click the red “Deactivate” button to sunset or delete a course.

☐ Archive  
☐ History
 - OR -
 

Active Courses ▼

Course Code	Title	Workflow	Status
POL SCI 23A	Introduction to International Relations		
POL SCI 23G	War: Theory and Practice		Deactivated
POL SCI 23C	Introduction to Politics Around the World		
POL SCI 26B	Dilemmas of Diversity		
POL SCI 26D	Nuclear Arms and Global Conflicts		Deactivated
POL SCI 27A	Introduction to Asian American Politics		Deactivated

#### 4. Search using a subject code and course number

- Type a subject code and course number in the search bar. Click Search.
- Use an exact course number to return a specific course.
- Use an asterisk (\*) for a subset of all possible courses containing a specific number.

☐ Archive  
☐ History
 - OR -

Course Code	Title	Workflow	Status
PSYCH 112LG	Behavioral Research Laboratory		Deactivated
PSYCH 112LM	Research Methods in Psychology Laboratory		
PSYCH 112M	Research Methods in Psychology		
PSYCH 112P	Research in Perception and Psychophysics	SCOC	Edited
PSYCH 112LP	Research in Perception and Psychophysics Laboratory		
PSYCH 112R	Cognitive Robotics		
PSYCH 112LR	Cognitive Robotics Laboratory		

#### 5. Sunsetting courses

- Search for a course and select the course to be sunset.
- Click the red "Deactivate" button. A new window will open.
- Select the "End Term" from the drop down menu. The end term is the first term when the course will not be active.
- For Deactivation type, select the "Sunset" option.
- Enter a justification in the "Justification for this request" field.
- Click the green "Submit to Workflow" button.

End Term


Deactivation type

Justification for this request

The department does not have an instructor to teach this course.

## 6. Deleting courses

- Search for a course and select the course to be deleted.
- Click the red "Deactivate" button. A new window will open.
- Select the "End Term" from the drop down menu. The end term is the first term when the course will not be active.
- For Deactivation type, select the "Delete" option. Deleted courses cannot be reactivated.
- Enter a justification in the "Justification for this request" field.
- Click the green "Submit to Workflow" button.

End Term 


Fall 2024



Deactivation type

Delete



Justification for this request 

This course has never been offered.

## 7. Approving courses

- Once a course proposal has been submitted to the workflow, it needs to be approved.
- When a proposal needs action, you will receive a notification in your email.
- Click the link in the email. Review changes. Click the blue icon to edit the course, the red icon to roll back the course, or the green button to approve the course.

VIEW CHANGES BY:

All Changes

HIDE CHANGES

NEXT STEPS

**UCI** Course Inventory Management

### Course Change Request

Export COR
Shred proposal

Date Submitted: 12/06/24 4:07 pm

## BIO SCI M113

## Biology of Molecules

Last edit: 12/06/24 4:07 pm
Changes proposed by:

#### Course Identification

Effective Term	Spring 2025
Course Level	Undergraduate
Subject	BIO SCI - Biological Sciences
Course Number	M113
Cross-Listed with	
School(s)	Charlie Dunlop School of Biological Sciences
Concurrent	

#### Course Description

Course Title	Biology of Molecules
Abbreviated Title	Bio of Molecules
Catalogue Description	Test lecture course to see if the system is working and can recognize new courses

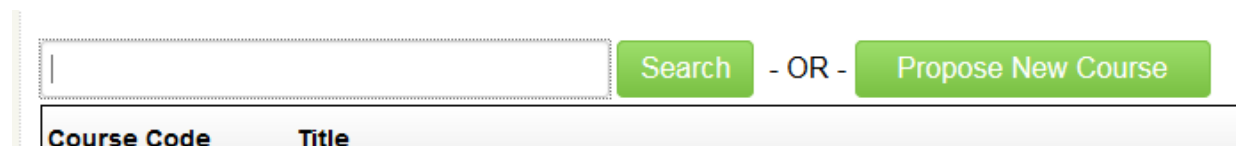
### New course proposal

#### In Workflow

1. **BIO SCI Chair**
2. 55 UG Dean
3. Registrar
4. Editor's Office
5. SCOC
6. Approved

## I. PROPOSING NEW COURSES:

From the main Course Inventory page, click the "Propose New Course" button. A new window will pop-up with a blank New Course Proposal form.



The image shows a search bar with a placeholder text 'Search' and a green button labeled 'Propose New Course'. Below the search bar is a table with two columns: 'Course Code' and 'Title'.

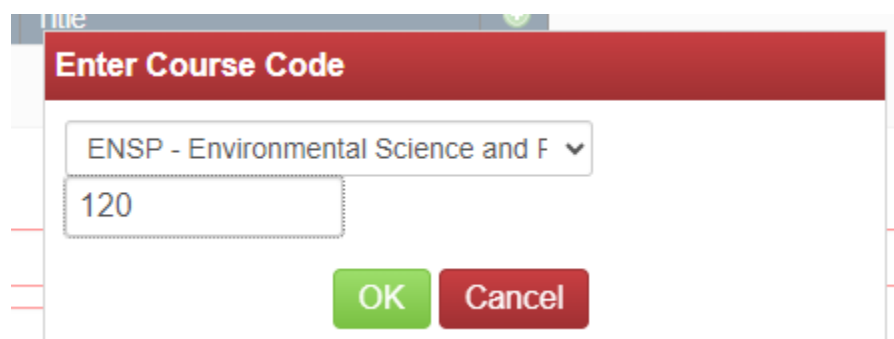
Figure 1. Click "Propose New Course" to begin.

### A. Course Identification

1. **Effective Term:** Select the starting term for the course. Be sure to allow sufficient time for the approval process. Following approval by SCOC or Graduate Council, the earliest a course may be offered is subject to course approval deadlines as determined by the Registrar. Deadlines can be found here: <https://www.reg.uci.edu/faculty-staff/course-approval-deadlines.html>.
2. **Course Level:** Select the course level of the proposed course. Undergraduate courses are 1-199. Graduate courses are 200-399. Law, Pharmacy, and Medical course levels should only be applied to courses being offered by the School of Law, the School of Pharmacy and Pharmaceutical Sciences, and the School of Medicine, respectively.
3. **Subject:** Select a subject code.
4. **Course Number:** enter a course number that is not already in use. Numbers must consist of no more than 5 characters (ex. 14A, H190, M118L).

For courses fulfilling Upper-Division Writing, course numbers must include the W designation (ex. 134W). If the course will be offered without fulfilling Upper-Division Writing, a second entry must be made in the course approval database for a course numbered without the W designation, and without General Education (ex. ECON 134 and ECON 134W).


5. **Cross-listed with:** Add cross-listed courses by clicking on the "Add..." link. A course Selection tool will pop up. From the drop-down menu, select the cross-listed course's subject code. In the text box, enter in the cross-listed course's course number. Click on the green "OK" button.

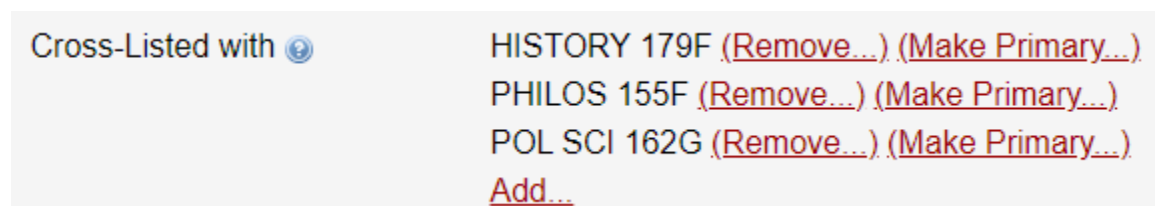


The image shows a dialog box titled 'Enter Course Code'. It contains a dropdown menu with the text 'ENSP - Environmental Science and F' and a text box with the number '120'. At the bottom are two buttons: 'OK' (green) and 'Cancel' (red).

Figure. 2 Select the subject code from the dropdown menu and type in the course number.

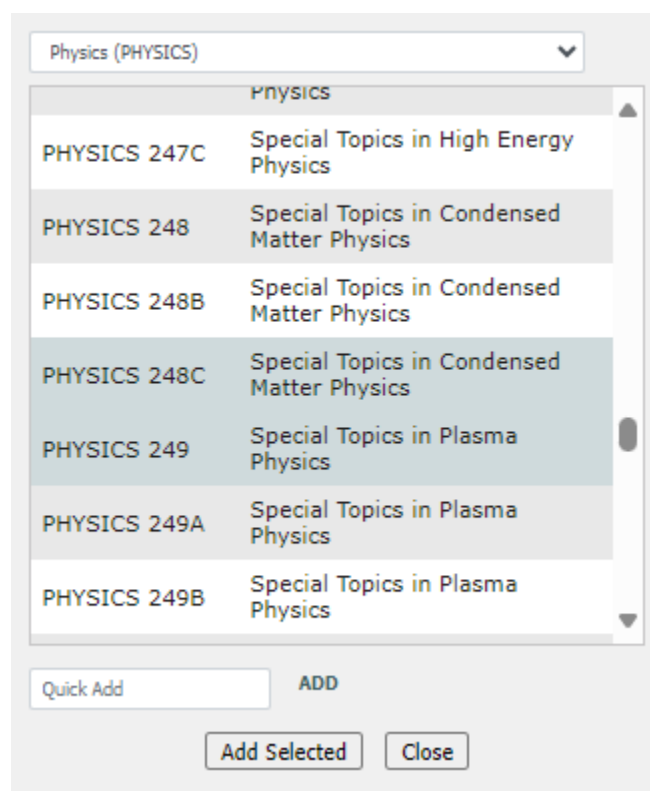
Cross-listed courses will appear in “Cross-listed with” data field. Add more cross-lists by clicking the “Add...” link. Remove a cross-listed course by clicking the “Remove...” link. Courses can be cross-listed up to four times, including the primary course. For example, PSYCH 78A could be cross-listed with 3 other courses.

Click the help bubble for cross-list guidelines .



**Figure. 3** Adjust cross-lists by adding or removing courses from the data field.

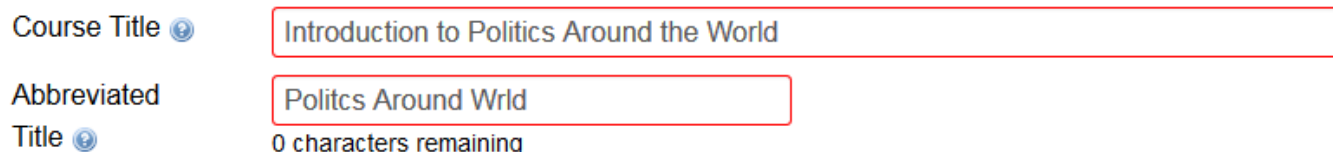
6. **Concurrent:** Add concurrent courses by clicking the green plus sign next to the course picker tool. A window will pop up. Select the appropriate subject code from the drop-down menu. Then, select the appropriate course from the list of courses. Highlight the concurrent course and click the “Add selected” button.



**Figure. 4** Use the course picker tool by selecting the subject code, then the appropriate course from the list. Click “Add Selected” to add a concurrent course.

## B. Course Description

1. **Course Title:** Enter the course title in its entirety. This data field is also commonly referred to as the “long title.”
2. **Abbreviated Title:** Enter up to 19 characters for the abbreviated title. Use mixed-case when creating an abbreviated title. This data field is also commonly known as the “short title”. Only the abbreviated title will appear in the SOC and on transcripts.



Course Title ⓘ Introduction to Politics Around the World

Abbreviated Title ⓘ Politics Around Wrld  
0 characters remaining

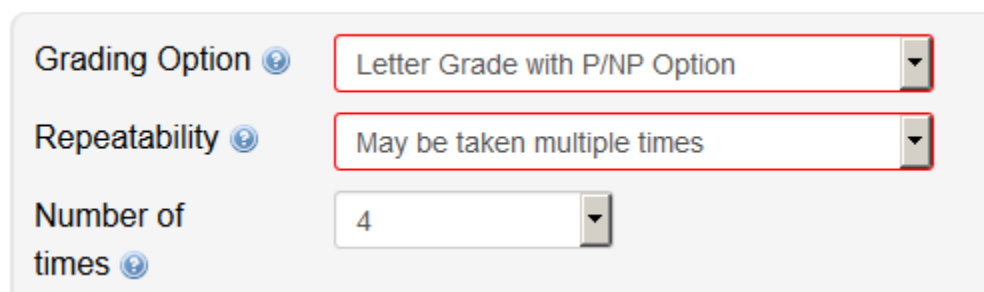
**Figure. 5** Abbreviated titles can be 19 characters or fewer in length. Use mixed-case for abbreviated titles.

For undergraduate variable topics courses, the abbreviated title must be “Topics Vary”. For graduate variable topics courses, the course title must begin with “Special Topics in...” The titles associated with variable topics courses are entered into eSOC by each department scheduler and will be reviewed by the Registrar before being added to the course database.

3. **Catalogue Description:** Enter in the course description that will show in the Catalogue: <http://catalogue.uci.edu>. There is a 40 character limit for catalogue descriptions.
4. **Grading Option:** Select one grading option from the drop-down menu.

Note: Satisfactory/Unsatisfactory can only be used with Graduate level courses. Pass/Not Pass can only be used with Undergraduate level courses

5. **Repeatability:** Select how many times a course may be taken. If the selected option requires more information, a secondary drop-down menu will appear.



Grading Option ⓘ Letter Grade with P/NP Option

Repeatability ⓘ May be taken multiple times

Number of times ⓘ 4

**Figure. 6** If the repeatability option selected requires more information, the form will ask for it.

6. **Course Materials Fee:** Do not enter fee information into this data field. Approved fees are entered by the University Registrar. Once an amount is entered, the course will be listed as having a “Materials fee,” but the specific amount will not be shown in the general course description.



7. **Add a New Special Topic:** For Topics Vary courses, you must submit at least two topics titles. Click the green “Add New Special Topic” button to submit a topics title.

Deactivate

Export COR

**POL SCI 129**

**Special Topics in American Politics and Society**

Last approved: 04/01/13 1:43 pm  
Last edit: 04/01/13 1:43 pm

Topic Request(s)

- [9392: 2012 ELEC & MIN COM](#)
- [9393: 2016 ELECTION SEM](#)
- [9394: AMER POL DEVELOPMENT](#)
- [9395: AMERICAN LEGISLATOR](#)

Add New Special Topic

Edit course

[Preview Workflow](#)

History

- Feb 28, 1991 by archive
- Apr 1, 2013 by

**Figure. 7** The Green “Add New Special Topic” button can be found above the “Edit course” button.

A new window will pop out. Fill out the title in the Special Topics Request form field. Click the green “Start Workflow” button afterwards. Add additional topics titles as necessary.

## Special Topics Request Management

### Special Topics Request

Course Code POL SCI 129

Title

19 characters remaining

Cancel

Save Changes

Start Workflow

**Figure. 8** Enter the topic title in the Special Topics Request form field.

### C. Course Options

1. **Units:** Enter the number of units. Use a dash to indicate variable units. For example, enter “1-4” to signify a variable 1-4 unit course. New courses must also provide justification for the number of units in the “**Units Justification**” field. **Workload Units** may also be added to a course.
2. **Class Type:** Select the class type from the drop-down menu. Then, assign the number of hours associated with the class type. Variable hours are not permitted in this field. If the course has variable hours, list the maximum number of hours. For example, for a course that has 1-6 variable Laboratory hours, list 6 hours in the Laboratory hours data field. To add more than one class type, click the green plus button from the class type picker tool.

The first class type that appears at the top of the table is the graded class type and will carry all of the class’s units. To position class types, click on the green up and down arrows next to the appropriate class type.

The screenshot shows a form with the following elements:

- Units:** A text input field containing the number "4".
- Workload Units:** An empty text input field.
- Class Type:** A table with three columns: "Class Type", "Hours", and a control column with a green plus icon, a red X, and green up/down arrows.

Class Type	Hours	Control
Lecture	3	⊕ × ↑ ↓
Discussion	1	⊕ × ↑ ↓
Activity	1	⊕ × ↑ ↓

Below the table, there is a note: "The first class type is the graded class type and carries the units."

**Figure. 9** Use the class type picker tool to add and remove class types. The green arrow will add class types and the red x will remove them. Position class types by using the green up and down arrows.

Click the help bubble for a description of class types.

3. **Will this course be offered ONLINE?** Select “Yes” or “No.” Online courses will require you to answer a questionnaire. You may also select which class types will be offered online in the “Online Class Types” form field.
4. **Corequisites:** Add corequisite courses by clicking the green plus sign next to the course picker tool. A window will pop up. Select the appropriate subject code from the drop-down menu. Then, select the appropriate course from the list of courses. Highlight the corequisite course and click the “Add selected” button.

Corequisite courses require simultaneous enrollment during the same term. If BIOL D111L and BIOL D111 are corequisites, then the student must take them together in the same term. Click the help bubble for more information on construction corequisite statements.

Example Corequisite: Student must take AFAM 114 as a corequisite.

Corequisites ⓘ	Code	Title	
	AFAM 114	International Cultures	✖

Figure. 10: Example Corequisite format.

- Advisory Corequisites:** Advisory Corequisites are more complex corequisites that require department coordinators to manage or corequisites that are recommended but not required.

Example Advisory Corequisite Statement #1: Student must take BIOL D103 or D104 as a corequisite. They must also take D105 as a corequisite.

Advisory  
Corequisites

(BIO SCI D103 or BIO SCI D104) and BIO SCI D105.

Figure. 11 Example of a complex advisory corequisite statement.

Example Advisory Corequisite Statement #2: It is recommended that students take AFAM 114 as a corequisite.

Advisory  
Corequisites

Recommended: AFAM 114.

Figure. 12 Example of a recommended advisory corequisite statement.

- Registration Prerequisites:** Registration prerequisites are prerequisites that are enforced by the Registrar's Office at the time of enrollment.

To add registration prerequisites, use the tool provided below the "Registration Prerequisites" heading.

Registration Prerequisites							
And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Also Coreq?	
	▼			▼	▼	▼	✖ ↑ ↓

Figure. 13 Use the prerequisite formula building to construct your prerequisite statement. Registration prerequisites will be enforced by the Registrar's Office during enrollment.

**Course/Test Code:** Enter in the course or test code in the first text box. For test codes, make sure to use the test codes found here: <https://www.reg.uci.edu/faculty-staff/testcodes.html>.

**Min Grade/Score:** Enter in the minimum grade or score required by the student. Note that the default minimum grade is a D- for undergraduate prerequisites. If the student only needs to pass the class, then the minimum grade should be D-. For graduate courses, the Senate has required a minimum grade of B-.

**Academic Level:** This field can be left blank when filling out the CIM form. **You do NOT need to select anything from the Academic Level drop down menu.**

**Also Coreq?:** If the course can also be taken as a corequisite, select “Yes” from the “Also Coreq?” drop down menu. Previously, these types of courses were entered in as a formula: “Prerequisite or corequisite: SPANISH 1A.” Note that if multiple prerequisites are listed that have varying responses to the Also Coreq designation, they cannot be accommodated in this field. Either all prerequisites must list a “Yes” response or all prerequisites must list a “No” response.

To accommodate prerequisites that would have varying responses to the Also Coreq designation, please use the Advisory Corequisite field to list available corequisites.

Example Prerequisite Statement #1: The student must have taken one course with a passing grade prior to enrollment. This class cannot also be taken as a corequisite.

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Also Coreq?	
	▼	SOC SCI 10A	D-	▼	▼	No ▼	✕ ↑ ↓

Figure. 14 Enter in the course or test code, along with the minimum grade or score.

For prerequisite statements that requirement more than one course or test, use the “And,” “Or,” and parentheses options from the drop down menus. Add additional rows to the table by clicking the green arrow button.

Example Prerequisite Statement #2: The student must have taken two courses with passing grades—two from one group or two from another group: “(ECON 100C or ECON 105A) and (ECON 100A or ECON 100B).”

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Also Coreq?	
	( ▼	ECON 100C	D-	▼	▼	No ▼	✕ ↑ ↓
Or ▼	▼	ECON 105A	D-	▼	) ▼	No ▼	✕ ↑ ↓
And ▼	( ▼	ECON 100A	D-	▼	▼	No ▼	✕ ↑ ↓
▼	▼	ECON 100B	D-	▼	) ▼	No ▼	✕ ↑ ↓

Figure. 15 Use “And,” “Or,” and parentheses to construct more complex prerequisite statements.

Example Prerequisite Statement #3: The student may take one course with a passing grade as a prerequisite or corequisite. Or, the student can also receive a passing test score on their AP tests: "MATH 2A, or a score of 4 or higher on the AP Calculus AB Exam, or a score of 3 or higher on the AP Calculus BC Exam. Prerequisite or corequisite: Math 2A."

Registration Prerequisites							
And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Also Coreq?	
<input type="button" value="And/Or"/>	<input "="" type="button" value="("/>	MATH 2A	D-		<input type="button" value=")"/>	Yes	<input type="button" value="X"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="button" value="Or"/>	<input "="" type="button" value="("/>	AP66	4		<input type="button" value=")"/>		<input type="button" value="X"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="button" value="Or"/>	<input "="" type="button" value="("/>	AP68	3		<input type="button" value=")"/>		<input type="button" value="X"/> <input type="button" value="Up"/> <input type="button" value="Down"/>

Figure. 16 For Test Codes, refer to the Registrar's website: <https://www.reg.uci.edu/faculty-staff/testcodes.html>. If a course can be taken as either a prereq or coreq, make sure to select "Yes" from the "Also Coreq?" drop down menu.

- Advisory Prerequisites:** Advisory prerequisites are more complex or complicated prerequisites that require department coordinators to manage.

Advisory Prerequisites

Reading knowledge of Portuguese.

Figure. 17 An example of a prerequisite that can only be enforced by department coordinators.

**NOTE: "Consent of instructor" or "Consent of instructor required" is implied for all prerequisites. Prerequisite statements such as these will be removed from course proposals in workflow.**

- Overlaps With:** Add overlapping courses by selecting a pre-existing course from the dropdown menu.

In cases where the students would never be able to receive credit for the proposed course and another course, select the course from the dropdown and select the **"At Any Time"** designation.

In cases where the proposed course (course A) cannot be taken for credit if taken after another course (course B), select course B from the dropdown list of courses and select the **"Before"** designation.

In cases where the proposed course (course A) cannot be taken for credit if taken after or concurrently with another course (course B) select course B from the dropdown list of courses and select the **"Before or Concurrently"** designation.

Overlaps With

Overlap		
BME 130	At Any Time	<input type="button" value="X"/>
ENGR 113	At Any Time	<input type="button" value="X"/>

Figure. 18 BME 130 and ENGR 113 may not be taken for credit before or after the student has taken the proposed course.

9. **Registration Restrictions:** Registration restrictions are course restrictions that are enforced by the Registrar's Office at the time of enrollment.

There are six primary restriction types: Major Restrictions, Minor Restrictions, School Restrictions, Class Restrictions, Enrollment Restrictions, and Degree Restrictions.

To add a restriction, select the option from the appropriate dropdown menu. For example, if you wanted to restrict a class to the Biological Sciences major, you would select that major from the "Major Restrictions" menu. You may designate the major as having "first consideration" for enrollment or restrict the class to that major for the "whole term." Lastly, you may also choose to include or exclude a major from enrollment. If you wanted to prevent Biological Sciences majors from enrollment, you would select the exclude option.

Major	Priority	Inclusive / Exclusive	
Biological Sciences (120)	First	Include	✖
Mathematics (540)	Whole	Exclude	✖

**Figure. 19** In this example, Biological Sciences majors have first consideration for enrollment. Mathematics majors, on the other hand, are excluded from enrolling in the course for the whole term.

You may combine all types of restrictions to meet your needs. For example, you can restrict your course to all majors in the School of Physical Sciences as well as to the Engineering major by selecting both options from their respective dropdown menus.

10. **Advisory Restrictions:** Advisory restrictions are more complex or complicated restrictions that require department coordinators to manage. Enter the advisory restriction into the text box. Make sure to end sentences with a period.

Advisory Restriction(s) ⓘ

Student must be enrolled in a business internship program.

**Figure. 20** An example of a restriction that can only be enforced by department coordinators.

11. **University Requirements:** For Undergraduate courses only. Indicate if the course satisfies the American History, American Institutions, or Entry Level Writing Requirements.
12. **How does this course apply to a proposed or existing major or minor?** For Undergraduate courses only. Indicate for which major or minor the proposed course applies. Departments may need to submit forms to CEP at the same time to propose new or modify existing degree requirements.

13. **General Education:** For Undergraduate courses only. Use the checkboxes to designate which General Education categories the course fulfills. If two or more categories are select, type in the instructions in the textbox below.

<p>Fulfills General Education Category ⓘ</p>	<p><input type="checkbox"/> I. A. Lower Division Writing</p> <p><input type="checkbox"/> I. B. Upper Division Writing</p> <p><input type="checkbox"/> II. Science and Technology</p> <p><input checked="" type="checkbox"/> III. Social and Behavioral Sciences</p> <p><input checked="" type="checkbox"/> IV. Arts and Humanities</p> <p><input type="checkbox"/> V. A. Quantitative, Symbolic, and Con</p> <p><input type="checkbox"/> V. B. Formal Reasoning</p> <p><input type="checkbox"/> VI. Language Other than English</p> <p><input checked="" type="checkbox"/> VII. Multicultural Studies</p> <p><input type="checkbox"/> VIII. International/Global Studies</p>
<p>General Education Instructions ⓘ</p>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>(III or IV) and VII.</p> </div>

**Figure. 21** GE III, IV, and VII are selected. The Instructions indicate which GE categories the course fulfills.

Courses requesting to be approved for General Education must complete the General Education questionnaire.

14. **Community Engaged Course:** For Undergraduate courses only. Indicate if the course is a Community Engaged Course. Courses requesting this designation must complete a questionnaire.
15. **Communication Course:** For Undergraduate courses only. Indicate if the course is a Communication Course. Courses requesting this designation must complete a questionnaire
16. **Is this course part of the required or core curriculum?** For Graduate courses only. Indicate if the course is part of the required or core curriculum.


#### D. Course Documents

1. **Syllabus:** Attach a syllabus by clicking the "Attach Syllabus" button. A syllabus is required for all new courses and should be included for courses proposing substantial content changes or changes to course level.
2. **Supporting Documents:** Additional documents can be added with the "Attach Documents" button.
3. **Justification for new course:** A statement of justification must be included. Any other comments which will assist SCOC/Grad Council in its review should be included here as well. If necessary, attach additional documents using the Supporting Documents upload option.

#### E. Finishing

At any point, you may click the "**Save Changes**" button so that you can return later to review the course or apply changes. Once you're ready to submit the course for approval, click the green "**Start Workflow**" button.

Once the course has been submitted to workflow, you may not make changes to the course. However, you may view the course and see where it is in the approval process. If the proposal is in workflow and you would like to make a revision, you can request to have the course rolled back to you. To do this, check where the proposal is "In Workflow". The proposal is with the role that has the yellow text. Click on this role to send that person a message.

Export COR 

Date Submitted: 12/11/24 8:10 am

## ASIANAM 132 / AFAM 151 / CHC/LAT 147 / POL SCI 124C

### Comparative Minority Politics

Last approved: 04/01/13 10:28 am

Last edit: 12/11/24 8:09 am

Changes proposed by:

Catalogue Pages referencing this **AFAM 151:**  
[Asian American Studies \(ASIANAM\)](#)

#### In Workflow

1. **POL SCI Chair**
2. CHC/LAT Chair
3. AFAM Chair
4. ASIANAM Chair
5. 65 UG Dean
6. 60 UG Dean
7. Registrar
8. Editor's Office
9. SCOC
10. Approved

**Figure. 22** The role with the yellow text currently has the proposal in their queue. Request a rollback from this person if you need to edit your course.



## II. EDITING A PREVIOUSLY EXISTING COURSE:

1. Search: Begin by searching for the course to be edited.

Searching by subject code (without any course numbers) will display all courses for that subject. Append a course number to the subject code to narrow the search results to a particular course (Figure. 21).

The search interface shows a text input field containing 'psych 78a', a green 'Search' button, and two checkboxes labeled 'Archive' and 'History'. Below the input is a table with two columns: 'Course Code' and 'Title'. The table contains one row with the values 'PSYCH 78A' and 'Self-Identity and Society'.

Course Code	Title
PSYCH 78A	Self-Identity and Society

Figure. 23 Search by the subject code alone or add in a course number to find an exact match.

Add an asterisk (\*) to your search term to obtain a subset of courses including that number (Figure. 22).

The search interface shows a text input field containing 'psych 7\*', a green 'Search' button, two checkboxes labeled 'Archive' and 'History', a green 'Propose New Course' button, and a dropdown menu labeled 'Quick Searches...'. Below the input is a table with four columns: 'Course Code', 'Title', 'Workflow', and 'Status'. The table contains four rows of course information.

Course Code	Title	Workflow	Status
PSYCH 7A	Introduction to Psychology	PSYCH Chair	Deactivated
PSYCH 73P	Primate Societies	PSYCH Chair	Edited
PSYCH 76M	Language and the Mind		Deactivated
PSYCH 78A	Self-Identity and Society		

Figure. 24 Use an asterisk to narrow or broaden your results.

2. Select course: Click the course you would like to edit. This course will load in the browser below the search box for your review. Click the "Edit Course" button. A new window will pop-up allowing changes to be made. For detailed information, click the help bubble ⓘ next to each field title. For step-by-step instructions, see section I. *Proposing New Courses* in this document.

3. Save Changes versus Start Workflow:



At any point, you may click the "**Save Changes**" button so that you can return later to review the course or apply changes. Once you're ready to submit the course for approval, click the green "**Start Workflow**" button.



### Important Notes:


- Supporting documents may be attached, if necessary.
- A new course syllabus is not required for changes to existing courses, but it may be attached if desired.
- For course changes, the **Justification field must be filled out**.

### III. Deleting/Deactivating (Sunset) a Course:

1. **Sunset:** Sunset courses may be reactivated at a later date.
  - Search for a course and select the course to be sunset.
  - Click the red “Deactivate” button. A new window will open.
  - Select the “End Term.” The end term is the first term when the course will not be active.
  - For Deactivation type, select the “Sunset” option.
  - Enter a justification in the “Justification for this request” field.
  - Click the green “Start Workflow” button.

End Term  Fall 2024 

Deactivation type  Sunset 

Justification for this request 



The department does not have an instructor to teach this course.



**Figure. 25** Select “Sunset” as the Deactivation type.


2. **Delete:** Deleted courses may not be reactivated.  
Once a course has been deleted, the number may not be reused for 6 or 3 years, depending on level:  
Undergraduate courses – 6 years  
Graduate courses – 3 years

To delete a course, search for a course and select the course to be deleted.

- Click the red “Deactivate” button. A new window will open.
- Select the “End Term.” The end term is the first term when the course will not be active.
- For Deactivation type, select the “Delete” option.
- Enter a justification in the “Justification for this request” field.
- Click the green “Start Workflow” button.

End Term  Fall 2024 

Deactivation type  Delete 

Justification for this request 

This course has never been offered.

**Figure. 26** Select “Delete” as the Deactivation type.

## IV. Approving Proposed or Edited Courses:

Once a course proposal has been submitted to the workflow, it needs to be approved. When a proposal needs action, a designated person will receive an email. Click the link in the email to go directly to the approval page.

The screenshot displays the UCI Course Inventory Management interface. On the left, a list of course proposals is visible, including 'BIO SCI E117B: Exercise Sciences Seminar'. The main area shows the 'Course Change Request' for this course. Key details include the submission date (12/06/24 6:15 pm), the last approved date (05/10/23 9:50 pm), and the last edit date (12/06/24 6:15 pm). A list of changes proposed by the user is shown, including updates to the 'Biological Sciences (BIO SCI)' and 'Exercise Sciences B.S.' programs. The 'Next Steps' sidebar indicates the approval workflow: 1. BIO SCI Chair, 2. 55 UG Dean, 3. Registrar, 4. Editor's Office, 5. SCOC, and 6. Approved. The 'History' section shows previous actions, such as 'Apr 11, 2013 by' and 'Jun 10, 2013 by'.

Figure. 27 An approval page that is In Workflow.

You can track changes made by previous approvers in the Workflow (red and green text along with strikeouts), or you can hide changes to see the course without tracked changes. To view changes made by a specific role, select that role from the “View Changes By” drop down menu (Figure. 27).

Page Review

VIEW CHANGES BY:

All Changes

All Changes

HIDE CHANGES

NEXT STEPS

APPROVE

Class Types and Units

Units
3

Unit Justification
Only satisfactory for 3 units

Workload Units

Class Type

Class Type	Hours
Seminar	3

Will this course be offered ONLINE?
No

Corequisites and Prerequisites

Corequisites

Advisory

Corequisites

Registration Prerequisites

And/Or	(	Course/Test Code	Min Grade/Score	Academic Level	)	Also Coreq?
		BIO SCI E117A	D-			No
<u>And</u>	<u>(</u>	<u>BIO SCI 94</u>	<u>C</u>			<u>No</u>
<u>Or</u>		<u>BIO SCI H94</u>	<u>C</u>		<u>)</u>	<u>No</u>
<u>And</u>		<u>BIO SCI E109</u>	<u>D-</u>			<u>No</u>
<u>And</u>		<u>PHYSICS 3A</u>				<u>Yes</u>

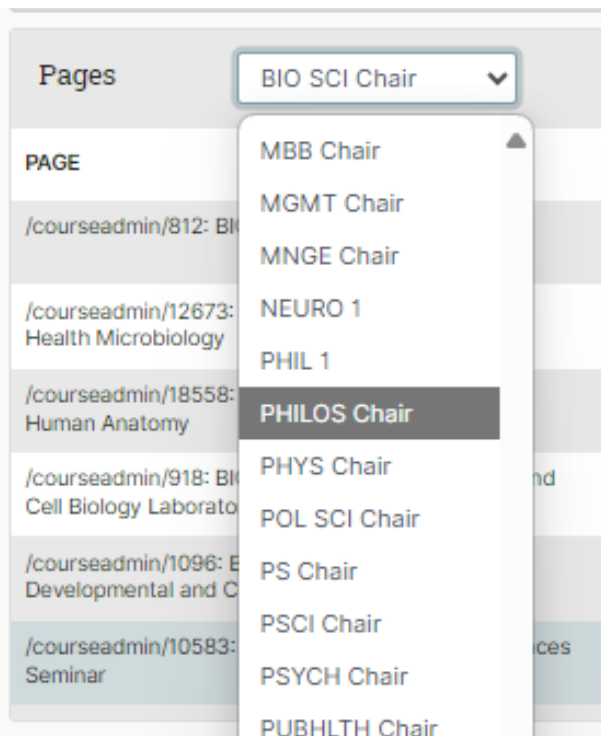
Advisory

Prerequisites

Overlaps With

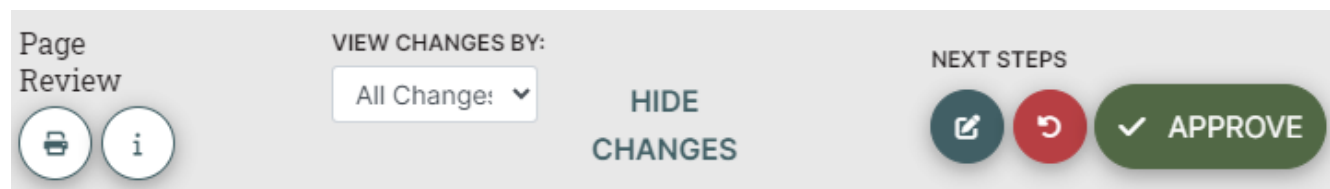
**Figure. 28** Track changes made to the course by specific approvers, or Hide Changes.

Remember to select the appropriate role from the drop down menu when approving course proposals. Some users have multiple roles within their department.



**Figure. 29** Select the correct role when approving or editing a course.

Click the green “Approve” button to send the course along to the next approver in the Workflow.



**Figure. 30** Edit a course before Approving it, or Rollback the course to a previous approver.

To edit the course, click blue pencil icon, make your changes (including a comment in Justification), then click Save Changes. When you want to submit the proposal to the next person in the Workflow, click the green “Approve” button.

To rollback a course to a previous approver for changes/corrections, click the red button. Select which approver to send the course to, add Comment/Reason, and click the red “Rollback” button.

## V. Frequently Asked Questions:

### Course History:

- Start with the current course and work backwards.
- Click on the approval dates to see previous versions of the course.

### **PSCI 11A / PSYCH 9A**

### **Psychology Fundamentals**

Last approved: 11/15/23 3:32 pm

Last edit: 10/31/23 6:10 pm

Formerly listed as

PSY BEH 11A ([Archive Course](#))

PSY BEH P11A ([Archive Course](#))

Catalogue Pages  
referencing this  
course

**PSCI 11A:**  
[Anthropology \(ANTHRO\)](#)  
[Biological Sciences \(BIO SCI\)](#)  
[Charlie Dunlop School of Biological Sciences](#)  
[Cognitive Sciences \(COGS\)](#)

Course Identification

Effective Term    Spring 2024  
Course Level      Undergraduate

[Preview Workflow](#)

#### History

1. Feb 11, 2007 by archive
2. Mar 6, 2009 by archive
3. Mar 13, 2013 by
4. Apr 29, 2013 by
5. Jul 5, 2013 by
6. Oct 16, 2015 by

**Figure. 31** Click the approval dates to view the course history.

### Course Numbers:

- Make sure that the course number is available for use. Undergraduate courses must wait 6 years to reuse a course number. Graduate courses must wait 3 years to reuse a course number.
- Numbers must consist of no more than 5 characters (ex. 14A, H190, M118L). A course with a W designation (ex. 134W) indicates that it fulfills GE Category I, Upper-Division Writing, and may not be used for any other purpose.

### Cross-list:

- Courses may be cross-listed up to four times, including the primary course.
- Courses are initiated by the department of the faculty who will be teaching the course.

### Cross-list versus Concurrent:

- Cross-listed courses are offered under more than one department name, at the same time and place, with the same instructor. They must be the same level but they can have different numbers (i.e., 134, 125).
- Concurrent courses are offered at the same time and place, with the same instructor, but credit is given at two levels--graduate and undergraduate. Course numbers often match but this is not required (i.e. 135, 235).

### Grading Options:

- Undergraduate courses may offer grading with Pass/Not Pass.
- Graduate courses may offer grading with Satisfactory/Unsatisfactory.

### Searching:

- Enter correct department abbreviations.
- The course number may be included but is not necessary.
- To obtain courses containing a certain number, the asterisk (\*) may be used. For example, Arts 1\* will return a list of all courses containing a 1 at the start of the course number.