

# Course Approval System

## Initiating a Course Request

### Overview

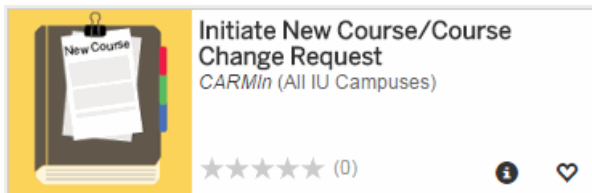
The Course Approval System is used to request a new course or request a course change. This system is based on approval route nodes; these nodes are linked to your document and the document is routed through a workflow process.

### Steps

#### Locating the Course Forms

The course forms and the 'Initiate New Course/Course Change Request (CARMin)' tasks are available in One.IU

1. Log into: one.iu.edu.
2. In the **Search** bar, type "CARMin" and press **ENTER**.
3. Click on the **Initiate New Course/Course Change Request (CARMin)** task.



4. Refer to the instructions below for help.

#### Browser Type

The recommended browser is Firefox. Internet Explorer may also be used in Compatibility mode. Currently, the drop-down values do not always display when using Google Chrome.

#### How does the system know where to route your form?

##### By the Campus, School, and the Academic Subject Area you select:

This system is based on route nodes, these nodes are linked to your document. The nodes are in a particular order, so when a document is routed, it routes to the first node. That node then looks at your document to see what campus, school, and academic subject area you have selected to determine which workgroup the document should be routed to for approval. A workgroup is comprised of an approver and in most cases a back-up for that approver. Once one of the workgroup members has approved the document, it will route to the next node. If your school or department does not have a workgroup at a particular node, the document will skip the node and move to the next one.

*Be sure to select the correct school and academic subject area to ensure your form is routed correctly. If you discover you have selected the incorrect school and/or academic subject area, check the route log to see who the document has routed to and contact those people to ask them to return the form to you so you can correct it. You can also contact USSS.*

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### Entering Data into the Course Request Forms

The screenshot shows the 'CARMin: Course Approval' web interface. It features a 'Document Overview' tab with a 'hide' button. Below it is a 'Document Description' field. The main section is 'Course Request Key Fields', also with a 'hide' button. This section contains four numbered rows of input fields:

|    |                             |  |
|----|-----------------------------|--|
| 1. | <b>Requesting Campus:</b> * | Campus... ▾  |
| 2. | <b>School:</b> *            | School... ▾  |
| 3. | <b>Subject:</b> *           | Subject... ▾   |
| 4. | <b>Course Number:</b> *     | ** [ ] - [ ]<br>** if applicable, include subject letter designation |

A '\* required field' note is located at the bottom right of the form area. A 'continue' button is centered at the bottom of the form.

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.
2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.
3. Select the **Subject**.
4. Enter the **Course Number** (example format: W 131). When you tab out of this field, a new field (**Document to Initiate**) should appear.

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CARMin: Course Approval

Document Overview

Document Description: New ENG-X 205 IUINA LIBA

Course Request Key Fields

|    |                         |  |
|----|-------------------------|--|
| 1. | Requesting Campus: *    | IN - IUPUI   |
| 2. | School: *               | LIBA - School of Liberal Arts                                      |
| 3. | Subject: *              | ENG - English  |
| 4. | Course Number: *        | ** X - 205<br>** if applicable, include subject letter designation |
| 5. | Document to Initiate: * | <input type="button" value="Create a new course"/>                 |

\* required field

- The **Create a new course** button will be selected. Click . You may also see 'course change' or 'matching course' here depending on the values previously selected. See the *Course Change Document* section or the *Matching Course* section of this document for more information.
- The *New Course Document* page will be displayed. We have broken this page into sections for the purpose of this training document. Again, you may also see 'course change' or 'matching' here depending on the values previously selected.

### NOTE:

The form will time out if you have it open for too long, so it is recommended, if you get interrupted to **save** the form.

You must enter data in all of the required fields, which are marked with an asterisk, before submitting the document. You can save the document with required fields unanswered, but it will display a warning message.

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### New Course Document

1. In the **Document Overview** section, you will see a **Document Description** with the information you added on the previous page.
2. In the **Course Request Key Fields** section, complete the fields that are not already populated. See the information below for each field.

|     |   |  |
|-----|---|--|
| *1a | <b>Requestor Campus</b>                       | Indicate the campus submitting the request. Select the Campus in which the course will be offered.   |
| 1b  | <b>Other Campuses (if System-Wide School)</b> | System-wide schools should check all appropriate campuses. This field is only available for a small set of schools that have system-wide approval.   |
| 2   | <b>Is this a matching course?</b>             | A “matching” course indicates that another campus currently has approval to offer the same course. You are requesting that your campus be given approval to offer the course, using the existing course information. The information can be found in the IUIE Course Catalog report. Instructions on running the report are on the following site: <a href="https://ussu.iu.edu/Pages/Reports.aspx">https://ussu.iu.edu/Pages/Reports.aspx</a> |
| 3   | <b>School</b>                                 | Select the School/Academic Group in which the course will be offered. Examples: COLL, LIBA, MUS, etc.  |
| 4   | <b>Subject</b>                                | Academic Subject is the same as department code. Examples: PHYS, MUS, etc  |
| 5a  | <b>Course Number</b>                          | The proposed course number may include a course letter designation as a preface to the course number (for example W-131 for English composition). (letter) Course letter designation must be a single letter. Letter not required if Purdue. (number) The  |

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|    |   |   |
|----|---|---|
|    |   | course number must be 3 digits for IU courses or 5 digits for Purdue courses.   |
| 5b | <b>Has course number been reserved with <u>University Student Services and Systems</u>?</b> | University Student Services and Systems (USSS) must give clearance for the proposed course number before the course number is included on this form. Call USSS at 812-855-2218 or email usscrct@indiana.edu to receive the appropriate clearance.   |
| 6  | <b>Credit Type</b>  | Indicate type of Credit. Graduate credits require University Graduate School approval. You can look at which degree this particular course will fulfill to help determine if a course number above 500 is Graduate Credit or Professional Credit. There are some courses that are both Graduate and Professional Credit.<br>Professional credit is given for a graduate-level course that does not require University Graduate School approval and that is generally offered by a Professional School.<br>Undergraduate credit for Lower Division courses are generally numbered 100 through 499. |
| 7  | <b>Is this a Purdue Course?</b>   | Indicate Yes for Purdue Course, which require approval from Purdue University – West Lafayette. Attach the Purdue Form 40/40G. Purdue courses follow the Purdue format of a five digit catalog number. Example CSCI 12300   |
| 8a | <b>Course Title</b>   | Check the proposed course title for clarity, brevity and correct spelling. List the title as it should appear in the bulletin or course catalog.  |
| 8b | <b>Recommended Abbreviation</b>   | An abbreviated title of no more than 30 characters should be listed. This title will appear on the students' records.   |

**NOTE:** Click  to hide one or multiple sections of the form. Click  to display a section of the form that has been hidden.

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### Course Catalog Attributes

The screenshot shows a web form titled "Course Catalog Attributes" with a "hide" button. The form contains the following fields:

- 9. Academic Career: \* (Dropdown menu)
- 10. Effective Term (anticipated): \* (Dropdown menu)
- 11. Credit Hours: \* (Radio buttons for Fixed and Variable)
- 12. Contact Hours: \* (Radio buttons for Fixed and Variable)
- 13. Is S-F grading approval being requested? \* (Radio buttons for Yes and No)
- 14. Is variable title approval being requested? \* (Radio buttons for Yes and No)
- 15. Prerequisites/Corequisites (Information Only): \* (Text area with up/down arrows)
- 16. Course Description: \* (Text area with up/down arrows)

In the **Course Catalog Attributes** section, complete the following fields:

|    |  |  |
|----|--|--|
| 9  | <b>Academic Career</b>                                 | Select the Academic Career (UGRD, GRAD, MED, OPT, etc.) A small number of schools have been approved for GRD1, which allow a separate Winter term.   |
| 10 | <b>Effective Term (anticipated)</b>                    | Indicate the semester that the new course is to become effective. Please submit the request 2-3 months prior to that term's Schedule of Classes deadline.  |
| 11 | <b>Credit Hours</b>                                    | Check that the proposed hours of credit meet the standard number of instructional minutes required. If they do not, other rationale should be noted in the <b>Notes and Attachments</b> section at the bottom of the page.   |
| 12 | <b>Contact Hours</b>                                   | Indicate the contact hours that meets each week, in a regular semester format.   |
| 13 | <b>Is S-F grading approval being requested?</b>        | According to the Academic Guide: Permission must be sought from the School Dean and the Dean of the Faculties to offer a course on a Satisfactory/Fail basis. The grade of "S" may be awarded only for such approved special courses, "S" and "F" are the only grades which may be awarded to enrollees in such a course. If a course is approved for S-F grading, you may elect to use either S-F grading or letter grading by each section. If S-F grading is not elected, "S" grades are not permitted. |
| 14 | <b>Is the variable title approval being requested?</b> | Variable title approval will normally be given only for courses whose official title is "Research in...", "Independent Study in...", etc., with variability being used to specify special topics. Variable title permission is only required one time for each course, and specific variable titles do not require formal approval. Variable titles are processed by submitting them on Schedule Copy forms to the campus scheduling officer. Variable titles are used                                     |

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|    |  |   |
|----|--|---|
|    |  | at the section level, and are not variable by student. Variable titles need not be used even if the course has been approved for them.  |
| 15 | <b>Prerequisites/Corequisites (Information Only)</b> | List all pre-requisites that apply using this format: "P: X-999, X-999" etc.<br>Once approved, make sure to contact your campus Office of the Registrar to add the requisite using an ERG (Enrollment Requirement Group). |
| 16 | <b>Course Description</b>                            | The Course Catalog description should not exceed 50 words. (In the bulletin, the description will begin by listing all prerequisites.) Check the proposed course description for clarity, brevity and correct spelling.   |

### Course Attributes for Scheduling

Course Attributes for Scheduling ▼ hide

|  |   |
|--|---|
| <b>17. Equivalent Courses:</b>   | <input type="text"/>  |
| <b>18a. Repeatable for Credit? *</b>                                       | <input type="radio"/> Yes <input type="radio"/> No  |
| <b>19a. Type of Instructional Experience (Select primary component): *</b> | Component ... ▼   |
| <b>b. Additional component(s) that apply:</b>                              | <input type="checkbox"/> Activity <input type="checkbox"/> Ind Study <input type="checkbox"/> Quiz<br><input type="checkbox"/> Clinic <input type="checkbox"/> Intern <input type="checkbox"/> Readings<br><input type="checkbox"/> Colloquium <input type="checkbox"/> Laboratory <input type="checkbox"/> Recitation<br><input type="checkbox"/> Demo <input type="checkbox"/> Lecture <input type="checkbox"/> Research<br><input type="checkbox"/> Discussion <input type="checkbox"/> Methods <input type="checkbox"/> Seminar<br><input type="checkbox"/> Drill <input type="checkbox"/> Practice <input type="checkbox"/> Studio<br><input type="checkbox"/> Field <input type="checkbox"/> Practicum <input type="checkbox"/> Wait List |
| <b>20. Instruction Mode (select all that apply):</b>                       | <input type="checkbox"/> Closed Circuit TV<br><input type="checkbox"/> Distance Synchronous Video<br><input type="checkbox"/> Hybrid-Distance Video & Online<br><input type="checkbox"/> Hybrid<br><input type="checkbox"/> Internship/Practicum<br><input type="checkbox"/> Independent /Directed Study<br><input type="checkbox"/> Online All<br><input type="checkbox"/> Online Correspondence<br><input type="checkbox"/> Online Interactive<br><input type="checkbox"/> Face-To-Face   |
| <b>21. Instructor Name:</b>  | <input type="text"/>  |
| <b>22. Estimated Enrollment:</b>   | <input type="text"/>  |
| <b>23. Estimated Enrollment Percent Expected to be Graduate Students:</b>  | <input type="text"/>  |
| <b>24. Frequency of Schedule: *</b>  | Frequency ... ▼   |
| <b>25. Course Typically Offered:</b>                                       | Typically Offered ... ▼   |
| <b>26. Will this course be required for majors? *</b>                      | <input type="radio"/> Yes <input type="radio"/> No  |

In the **Course Attributes for Scheduling** section, complete the following fields:

|       |                               |  |
|-------|-------------------------------|--|
| 17    | <b>Equivalent Course(s)</b>   | Please list all equivalent courses. A student will only receive credit for one of the courses taken. |
| 18a-d | <b>Repeatable for Credit?</b> | If the course may be taken more than once for  |

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|     |  |  |
|-----|--|--|
|     |  | credit, please indicate Yes. If yes, please also note the total number of credit hours that a student may receive for the course (Total Career Credit Hours Allowed), the total number of times a student may take the course (Total Career Completions Allowed), and whether or not a student will be allowed to take the course more than once per semester.   |
| 19a | <b>Type of Instructional Experience (Select primary component)</b> | Indicate the primary approach that will generally be used for instruction in the course.   |
| 19b | <b>Additional component(s) that apply:</b>                         | <p>Indicate the approach that will generally be used for instruction in the course. If more than one of these component types will be used for instruction, select those in the additional components.</p> <p><b>Lab</b> = Students spend largest part of class meetings participating in hands-on exploratory activities in real-world or simulated settings.</p> <p><b>Lecture</b> = Students spend largest part of class meeting time listening to oral presentations or recorded media.</p> <p><b>Activity</b> = Students engage in educational activities guided by the instructor during class meetings.</p> <p><b>Discussion</b> = Students spend largest part of class meeting in structured interchanges with other students.</p> <p><b>Independent Study</b> = Students meet with an instructor to establish requirements for receiving course credit, then work independently to complete the requirements, meeting periodically with the instructor for feedback and guidance.</p> <p><b>Internship</b> = Students receive course credit for working in an area related to their academic studies under the direct supervision of an employer in a workplace setting with oversight by an instructor.</p> <p><b>Practicum</b> = Students receive course credit for working under the supervision of an instructor on a project that provides practical experience related to their academic studies.</p> <p><b>Readings</b> = Students receive course credit for engaging in intensive, focused reading and review of literature on a concentrated topic related to their academic studies under the guidance of an instructor.</p> <p><b>Research</b> = Students receive course credit for engaging in intensive, focused research on a concentrated topic related to their academic studies under the guidance of an instructor, typically culminating in an intellectual product.</p> <p><b>Seminar</b> = During class meetings, students and</p> |



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|    |  |   |
|----|--|---|
|    |  | the instructor work together in focused exploration typically involving some combination of reading, research, discussion, and production of an intellectual product related to their academic studies.   |
| 20 | <b>Instruction Mode (select all that apply)</b>                      | <p>Indicate the media / technology that will generally be used to deliver instruction in the course; (if more than one of these modes will be used for instruction, check all that apply):</p> <p><b>Closed Circuit TV (CT)</b><br/> <b>Distance Synchronous Video</b><br/> <b>Hybrid-Distance Video &amp; Online</b><br/> <b>Hybrid (HY)</b> – Combines classroom instruction with online instruction. In a hybrid class, 25 percent to 75 percent of the instruction is expressly designed to be delivered in an online format.<br/> <b>Internship/Practicum (IN)</b><br/> <b>Independent/Directed Study (IS)</b><br/> <b>Online All (OA)</b> – Designed to be delivered entirely through an online course management system. It allows the student to complete course requirements at any time and from any location.<br/> <b>Online Correspondence (OC)</b><br/> <b>Online Interactive (OI)</b> – Classes have a few on-campus class meetings (often for labs and exams), but 76 percent or more of the instructional content is expressly designed to be delivered online.<br/> <b>Face-to-Face (P)</b> - Most instructor-student communication for the course is completed through live, face-to-face class meeting and office hours.</p> |
| 21 | <b>Instructor Name</b>   | If available, indicate the instructor of this course.   |
| 22 | <b>Estimated Enrollment</b>  | Please enter the estimated enrollment.  |
| 23 | <b>Estimated Enrollment Percent Expected to be Graduate Students</b> | Please enter the estimated enrollment percent expected to be Graduate Students.   |
| 24 | <b>Frequency of Schedule</b>   | Enter the frequency of schedule.  |
| 25 | <b>Course Typically Offered</b>                                      | The purpose of the <b>Course Typically Offered</b> field is to provide information for the students' Planner. This allows students to add courses to their course planner and then assign them to a particular term, allowing the students to plan ahead. Please do not answer this question if you do not know the answer because the students will be counting on its accuracy.   |
| 26 | <b>Will this course be required for majors?</b>                      | Indicate <b>Yes</b> if required for majors. Otherwise, indicate <b>No</b> .   |

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### Additional Course Information

**Additional Course Information** ▼ hide

|             |  |  |
|-------------|--|--|
| <b>27.</b>  | <b>Justification for New Course: *</b>   |  |
| <b>28a.</b> | <b>Does this course overlap with existing courses? *</b>                                   | <input type="radio"/> Yes <input type="radio"/> No |
| <b>29.</b>  | <b>Are the necessary reading materials currently available in the appropriate library?</b> | <input type="radio"/> Yes <input type="radio"/> No |
| <b>30.</b>  | <b>Do you anticipate this course will require a special fee? (Information Only)</b>        | <input type="radio"/> Yes <input type="radio"/> No |

In the **Additional Course Information** section, complete the following fields:

|     |   |  |
|-----|---|--|
| 27  | <b>Justification for New Course</b>   |  |
| 28  | <b>Does this course overlap with existing courses?</b>                                      | Indicate <b>Yes</b> or <b>No</b> . If yes, explain the course overlap in 28b.  |
| 28b | <b>Please explain</b>   |  |
| 28c | <b>Have you contacted the appropriate department, school, etc. affected by the overlap?</b> |  |
| 29  | <b>Are the necessary reading materials currently available in the appropriate library?</b>  | Indicate <b>Yes</b> if the reading materials are available.  |
| 30  | <b>Does this course require a special fee (anticipated)? (Information Only)</b>             | This question may be helpful to you if you are the contact for the Registrar's Office when they are determining which courses require a fee. Any answers to this question will NOT be used by the Registrar or Bursar. |

### Essential Syllabus Information

**Essential Syllabus Information** ▼ hide

|              |  |  |
|--------------|--|--|
| <b>ESI1.</b> | <b>Course Content:</b>                           |  |
| <b>ESI2.</b> | <b>Representative Bibliography or Resources:</b> |  |
| <b>ESI3.</b> | <b>Teaching and Learning Methods:</b>            |  |
| <b>ESI4.</b> | <b>Learning Outcome/Objectives:</b>              |  |
| <b>ESI5.</b> | <b>Learning Assessment:</b>                      |  |

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In the **Essential Syllabus Information** section, complete the following fields:

| Essential Syllabus Information |  |  |
|--------------------------------|--|--|
| * ESI 1                        | <b>Course Content:</b>                           | Describe the Course Content.   |
| * ESI 2                        | <b>Representative Bibliography or Resources:</b> |  |
| * ESI 3                        | <b>Teaching and Learning Methods:</b>            |  |
| * ESI 4                        | <b>Learning Outcome/Objectives:</b>              |  |
| * ESI 5                        | <b>Student Learning Assessment:</b>              | Include breakdown of grades. Please include a grading rubric (example: exams 50%, paper 30%, attendance 20%) |

| Campus Specific Questions                                   |   |   |
|---|---|---|
| IUPUI campus fields   |   |   |
| IN 1  | <b>Principles of Undergraduate Learning (PUL)</b>   | <p>The Major emphasis is required. The moderate emphasis and some emphasis are optional.</p> <p>1a = Communication<br/>           1b = Quantitative<br/>           1c = Information Resource<br/>           2 = Thinking<br/>           3 = Knowledge<br/>           4 = Intellect<br/>           5 = Society<br/>           6 = Values</p> <ul style="list-style-type: none"> <li>PUL - Major Emphasis (Mandatory): This PUL is prominent in at least one course objective; it is a focus of the course. Student learning of this PUL is assessed via at least one major assignment.</li> <li>PUL – Moderate Emphasis (Optional): This PUL is explicitly emphasized in the course. It is prominent in at least one course assignment and is assessed via that assignment.</li> <li>PUL – Some Emphasis (Optional): This PUL is identified in one or more assignments and is implicitly emphasized in the course.</li> </ul> <p><b>NOTE:</b> PUL designations made here are for information as part of the course approval process. PULs will continue to be updated and maintained at IUPUI in building the schedule of classes each term.</p> |
| Bloomington College of Arts and Sciences Specific Questions |   |   |
| COLL1<br>a  | <b>Are you requesting that the course be approved for CASE Breadth of Inquiry credit? If yes, please specify what kind of credit.</b> | CASE Arts and Humanities, CASE Socl & Historical Studies, and CASE Natural & Mathematical Sci are valid values.   |
| b.  | <b>Include a short explanation of how the course meets the</b>  | Please complete if value is selected for COLL1a.  |

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|            |   |  |
|------------|---|--|
|            | guidelines for CASE Breadth of Inquiry credit in the requested area.  |  |
| COLL2<br>a | Are you requesting that the course be approved for CASE Culture Studies credit? If yes, please specify the specific category. | Diversity in the U.S. and Globl Civilizations & Cultures are valid values. |
| b          | Include a short explanation of how the course meets the guidelines for the specified CASE Culture Studies category.           | Please complete if value is selected for COLL2a.                           |
| COLL3<br>a | Are you requesting that the course be approved for intensive writing?   | Indicate <b>Yes</b> or <b>No</b>   |
| b          | Include a short explanation of how the course meets the guidelines for intensive writing.                                     | Please complete if value is selected for COLL3a.                           |

|                                    |  |  |
|------------------------------------|--|--|
| <b>General Education Questions</b> |  | This is for non-Bloomington, undergraduate requests. Each campus has a campus-specific approval process. |
| GE1                                | Does this course satisfy General Education requirements? | Indicate <b>Yes</b> or <b>No</b>   |

|  |   |                                  |
|--|---|----------------------------------|
| <b>Career Specific Questions</b>         |   |                                  |
| <b>University Graduate School fields</b> |   |                                  |
| UGS 1<br>a                               | Is this a cross-listed course?                                      | Indicate <b>Yes</b> or <b>No</b> |
| b  | Please list the cross-listed courses.                               |                                  |
| c  | Is this cross-listing being permanently removed?                    | Indicate <b>Yes</b> or <b>No</b> |
| d  | Additional comments:  |                                  |
| UGS 2<br>a                               | Is this a joint-listed (combined section) course?                   | Indicate <b>Yes</b> or <b>No</b> |
| b  | Please list the join-listed (combined section) courses?             |                                  |
| c  | Is this joint-listing (combined section) being permanently removed? | Indicate <b>Yes</b> or <b>No</b> |
| d  | Additional comments:  |                                  |

|                          |                    |   |
|--------------------------|--------------------|---|
| <b>For USSS Use Only</b> |                    |   |
| USSS 1                   | Course ID:         | A new Course ID generated from the SIS Course Catalog will be assigned for new courses. If "Matching" then the same Course ID will be used. |
| USSS 2                   | Remonstrance List: | The number of the monthly remonstrance list on the remonstrance list website.   |

1. Enter any Notes and Attachments necessary. See below.

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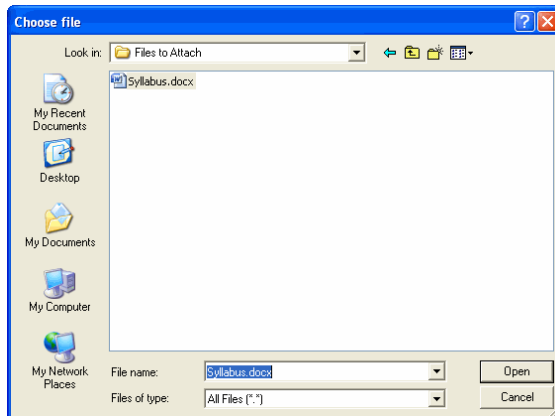
### Attaching a Syllabus or Other Documents

You can attach any number of documents to the course request forms. Some school do require a syllabus.

1. Located the **Notes and Attachments** section at the bottom of the form.
2. To add a note, enter a note in the **Document Note Text** box and click **add**. You can share additional information to expand on the course information. If you are returning the form to a prior level for approval, the note can also be used to inform the person why you are returning the form.

The screenshot shows two sections of a web form. The top section is titled 'Notes (0)' and has a 'hide' button. It contains a table with columns: 'Posted Timestamp', 'Author', 'Document Note Text', and 'Actions'. The 'Document Note Text' column has a text input area and an 'add' button. Below this is the 'Attachments (0)' section, also with a 'hide' button. It contains a table with columns: 'Posted Timestamp', 'Author', 'Description', 'File', and 'Actions'. The 'Description' column has a text input area, and the 'File' column has a 'Browse...' button and an 'add' button. At the bottom of the form is a 'Route Log' section with a 'show' button.

3. To add an attachment, enter a label for the file in the **Description** box.
4. Click **Browse...** to search for your file/attachment (for example, a syllabus).



5. Select the file you want to attach and click **Open**.
6. Now that you have selected your file to attach you will need to click **add** to attach it to the form. *It is recommended that you click **add** before the document is routed to make sure the attachment is saved.*
7. When the note and attachment are added, it will look like this:

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The screenshot displays a web interface for a course approval system. It features several sections:

- Notes (1):** A table with columns for Posted Timestamp, Author, Document Note Text, and Actions. The first row shows a timestamp of 08:59 AM 05/29/2015, author 'bartley', and a note 'Add a note here...'. There is a 'delete' button in the Actions column and an 'add' button below the table.
- Attachments (1):** A table with columns for Posted Timestamp, Author, Description, and File. The first row shows a timestamp of 08:59 AM 05/29/2015, author 'bartley', and a description 'Add a syllabus description here...'. The File column contains a file path: 'Y:\Personal\Course Catalog\Honors\_Courses.xlsx (133170, application/vnd.openxmlformats-officedocument.spreadsheetml.sheet)'. There is a 'Browse...' button below the table.
- Ad Hoc Recipients:** A section with a 'show' button.
- Route Log:** A section with a 'show' button.

8. You can add another note or attachment if needed.


### Routing Your Form

After you have entered all of the necessary information on your form and attached the syllabus, you will need to route the form.

You will notice the following buttons at the bottom of the form: **submit**, **save**, **close**, and **cancel document**.

- **submit:** This will route your form to the next node.
- **save:** Your form will time out if you have it open for too long. In this case, you will want to save it. If you save your form, it will be in your action list as saved.
- **close:** This will close the form without saving it.
- **cancel document:** This will cancel the form. As the initiator, if you previously saved the document and no longer want to submit the request, you can cancel the document. It will then no longer be saved or en route.

After you have routed the form you might want to write down the **Document Id** for your records. If you should forget to write down the **Document Id**, you will be able to do a document search.

- **print** = The E-Doc system archives your requests, so it is not necessary to print them. However, if you click , it will allow you to open the document in PDF format and print or email your request.

### Saving Your Form

The form will time out if you have it open for too long, so it is recommended, if you get interrupted to **save** the form.

If you save the document without completing all of the required fields, you will receive a warning message. You can later go into the forms and complete all of the required fields before submitting the document. You must enter data in all of the required fields before submitting.

You will need to click the save button at the bottom of the form.

# Course Approval System

## Initiating a Course Request

submit

save

close

cancel

print

After clicking this button, your document will go to your action list with a **Route Status** of *Saved* and an **Action Requested** of *Complete*. You can then go to your action list from One.IUt and open the document to submit it. Another option is to go to the **Document Search** and enter the **Document ID** number to retrieve the document.

### Troubleshooting Problems with the Form

You have a few resources when you are having trouble entering data into the form:

1. You can hover over the question label to receive the help text, which is also provided in this training guide.
2. The recommended browser is Firefox.
3. If you have questions about completing the form, please contact USSS by phone at 812-855-2218 or e-mail [ussscrct@indiana.edu](mailto:ussscrct@indiana.edu).

### Change Course Document

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.
2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.
3. Select the **Subject**.
4. Enter the **Course Number** (example format: W 131). When you tab out of this field, a new field (**Document to Initiate**) should appear.

CARMin: Course Approval

Document Overview

Document Description Course Change BL ENG-W 131

Course Request Key Fields

|    |                         |                                   |
|----|-------------------------|-----------------------------------|
| 1. | Requesting Campus: *    | BL - Bloomington                  |
| 2. | School: *               | COLL - College of Arts & Sciences |
| 3. | Subject: *              | ENG - English                     |
| 4. | Course Number: *        | ** W - 131                        |
| 5. | Document to Initiate: * | Change course ENG-W 131           |

\* required field

5. The **Change course** button will be selected. Click .
6. The *Change Course Document* page will be displayed. Many of the questions are the same as the New Course Document page and will not need to be completed, unless you would like to change the fields.

# Course Approval System

## Initiating a Course Request

|                                     |  |                            |                                     |
|-------------------------------------|--|----------------------------|-------------------------------------|
| <b>Course Change</b> <span>?</span> |  | <b>Doc Nbr:</b> 1219835    | <b>Status:</b> INITIATED            |
|                                     |  | <b>Initiator:</b> kkwade   | <b>Created:</b> 01:27 PM 03/24/2010 |
|                                     |  | <a href="#">expand all</a> | <a href="#">collapse all</a>        |

**Course Change Document**

Document Overview ▼ hide

**Document Overview**

**Description:** BL ENG-W 131

Course Request Key Fields ▼ hide

|           |                                       |                                   |   |
|-----------|---------------------------------------|-----------------------------------|---|
| <b>1.</b> | <b>Requesting Campus:</b> *           | Current: BL - Bloomington         | Change to:  |
| <b>2.</b> | <b>Is this a Purdue Course?</b>       | No                                | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change |
| <b>3.</b> | <b>School:</b> *                      | COLL - College of Arts & Sciences |   |
| <b>4.</b> | <b>Current Academic Subject Area:</b> | ENG - English                     |   |
| <b>5.</b> | <b>Current Course Number:</b>         | W-131                             |   |

Required Information ▼ hide

|           |  |                |
|-----------|--|----------------|
| <b>6.</b> | <b>Academic Career:</b>                | Undergraduate  |
| <b>7.</b> | <b>Credit Type:</b> *                  | Credit Type... |
| <b>8.</b> | <b>Effective Term (anticipated):</b> * | Term...        |

Course Catalog Attributes ▼ hide

|             |  |  |   |
|-------------|--|--|---|
| <b>9a.</b>  | <b>Change Course Title:</b>  | Current: ELEMENTARY COMPOSITION 1  | Change to:  |
| <b>b.</b>   | <b>Abbreviation (30 characters):</b>                                     | ELEMENTARY COMPOSITION 1   |   |
| <b>10a.</b> | <b>Change Academic Subject Area:</b>                                     | ENG - English  | Subject...  |
| <b>b.</b>   | <b>Change Course Number:</b>   | W-131  | ** if applicable, include subject letter designation  |
| <b>c.</b>   | <b>Has course number been reserved with Student Enrollment Services?</b> | <input type="radio"/> Yes <input type="radio"/> No                               |   |
| <b>11a.</b> | <b>Is the current course being discontinued?</b>                         | <input type="radio"/> Yes <input type="radio"/> No <a href="#">clear</a>         |   |
| <b>12.</b>  | <b>Change Credit Hours:</b>  | From 2 to 3  | <input type="radio"/> Fixed <input type="radio"/> Variable <a href="#">clear</a>              |
| <b>13.</b>  | <b>Change Contact Hours:</b>   | <input type="radio"/> Fixed <input type="radio"/> Variable <a href="#">clear</a> |   |
| <b>14.</b>  | <b>Is S-F grading approval being requested?</b>                          | No   | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change |
| <b>15.</b>  | <b>Is variable title approval being requested?</b>                       | No   | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change |
| <b>16.</b>  | <b>Prerequisites/Corequisites (Information Only):</b>                    |  |   |
| <b>17.</b>  | <b>Course Description:</b>   |  |   |

Course Attributes for Scheduling ▼ hide

|             |   |   |  |
|-------------|---|---|--|
| <b>18.</b>  | <b>Equivalent Courses:</b>  | Current:  | Change to:   |
| <b>19a.</b> | <b>Repeatable for Credit?</b>   | No  | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change  |
| <b>20a.</b> | <b>Type of Instructional Experience (Select primary component):</b>   | Lecture   | Component ...  |
| <b>b.</b>   | <b>Additional component(s) that apply:</b>                            | <input type="checkbox"/> Discussion<br><input type="checkbox"/> Ind Study<br><input type="checkbox"/> Lecture | <input type="checkbox"/> Activity <input checked="" type="checkbox"/> Ind Study <input type="checkbox"/> Quiz<br><input type="checkbox"/> Clinic <input type="checkbox"/> Intern <input type="checkbox"/> Readings<br><input type="checkbox"/> Colloquium <input type="checkbox"/> Laboratory <input type="checkbox"/> Recitation<br><input type="checkbox"/> Demo <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Research<br><input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Methods <input type="checkbox"/> Seminar<br><input type="checkbox"/> Drill <input type="checkbox"/> Practice <input type="checkbox"/> Wait List<br><input type="checkbox"/> Field <input type="checkbox"/> Practicum |
| <b>21.</b>  | <b>Instruction Mode (select all that apply):</b>                      |   | <input type="checkbox"/> Audiovisual-live<br><input type="checkbox"/> Audiovisual-recorded<br><input type="checkbox"/> Correspondence<br><input type="checkbox"/> Face-To-Face<br><input type="checkbox"/> Teleconference Systems<br><input type="checkbox"/> World Wide Web   |
| <b>22.</b>  | <b>Instructor Name:</b>   |   |  |
| <b>23.</b>  | <b>Estimated Enrollment:</b>  |   |  |
| <b>24.</b>  | <b>Estimated Enrollment Percent Expected to be Graduate Students:</b> |   |  |
| <b>25.</b>  | <b>Frequency of Schedule:</b> *                                       | Frequency ...   |  |
| <b>26.</b>  | <b>Change Course Typically Offered:</b>                               | Fall, Spring and Summer Terms   | Typically Offered ...  |
| <b>27.</b>  | <b>Will this course be required for majors?</b> *                     | <input type="radio"/> Yes <input type="radio"/> No  |  |

Additional Course Information ▼ hide

|             |  |  |
|-------------|--|--|
| <b>28.</b>  | <b>Justification for Course Change:</b> *  |  |
| <b>29a.</b> | <b>Does this course overlap with existing courses?</b> *                                   | <input type="radio"/> Yes <input type="radio"/> No |
| <b>30.</b>  | <b>Are the necessary reading materials currently available in the appropriate library?</b> | <input type="radio"/> Yes <input type="radio"/> No |
| <b>31.</b>  | <b>Does this course require a special fee (anticipated)? (Information Only)</b>            | <input type="radio"/> Yes <input type="radio"/> No |

Student Enrollment Services ▼ hide

Notes and Attachments (0) ▼ hide

| Notes and Attachments | Posted Timestamp | Author | Note Text | Attached File                                  | Actions             |
|-----------------------|------------------|--------|-----------|--|---------------------|
| add:                  |                  |        |           | <input type="text"/> <a href="#">Browse...</a> | <a href="#">add</a> |

\* required field

[submit](#)
[save](#)
[close](#)
[cancel](#)
[print](#)



# Course Approval System

## Initiating a Course Request

7. After you have made changes to the appropriate fields, follow the steps in the *Routing Your Form* section of this document.

### Matching Course Document

1. Select the **Requesting Campus**. This is the campus submitting the request and where the course will be offered.
2. Select the **School**. Select the School in which the course will be offered. For example, SPEA, COLL, LIBA, MUS, etc.
3. Select the **Subject**.
4. Enter the **Course Number** (example format: W 131). When you tab out of this field, a new field (**Document to Initiate**) should appear.

CARMin: Course Approval

Document Overview

Document Description: New Course EA BUS-X 101

Course Request Key Fields

|    |                         |  |
|----|-------------------------|--|
| 1. | Requesting Campus: *    | EA - East  |
| 2. | School: *               | BUSE - Sch of Business and Economics   |
| 3. | Subject: *              | BUS - Business   |
| 4. | Course Number: *        | ** [X] - [101]<br>** if applicable, include subject letter designation   |
| 5. | Document to Initiate: * | <input type="radio"/> Create new course, matching this course<br><input type="checkbox"/> IUPUC Business BUS-X 101<br><input type="checkbox"/> IUPUI Kelley School of Business BUS-X 101<br><input type="checkbox"/> Bloomington Kelley School of Business BUS-X 101 |

\* required field

5. The **Create new course, matching this course** button will be selected. Click .
6. The *New Course Document* page will be displayed. Many of the fields on the matching course form will not be editable because the data should always match the originating course.
7. After you have completed the appropriate fields, follow the steps in the *Routing Your Form* section of this document.

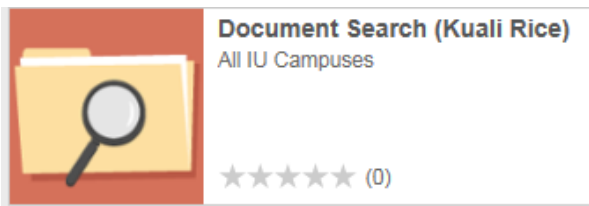
# Course Approval System

## Initiating a Course Request

### How to Determine Who Has Your Form in Their Action List

#### Using Document Search

1. Log into: one.iu.edu.
2. In the **Search** bar, type “*Document Search*” and press **ENTER**.
3. Click on the **Document Search (Kuali Rice)** task.



This will open the *Document Search* window.

1. Type in the criteria for your search (for example, **Document Id** or a combination of Initiator and **Date Created From**, etc).
2. Click **Search**. Your search results will display.

| <u><a href="#">Id</a></u> | <u>Type</u>                             | <u>Title</u>                                | <u>Status</u> | <u>Action Requested</u> | <u>Initiator</u> | <u>Delegator</u> | <u>Date Created</u>    | <u>Group Request</u>                | <u>Log</u> |
|---------------------------|---|---|---------------|-------------------------|------------------|------------------|------------------------|-------------------------------------|------------|
| <a href="#">5987598</a>   | SIS SY<br>CAR New<br>Course<br>Document | New course - New<br>Course IN SPEA-A<br>125 | ENROUTE       | APPROVE                 | Doe, John        |                  | 07:55 PM<br>03/26/2010 | SIS.SY.CAR.IN.SPEA.<br>ALL.APPROVAL |            |

3. Click in the **Route Log** column.

# Course Approval System

## Initiating a Course Request

The *Route Log* page will give you all kinds of useful information, including, the name of the workgroup that is currently responsible for approving the form.

Route Log refresh

ID: 5987659 hide

|                  |  |                      |                     |
|------------------|--|----------------------|---------------------|
| <b>Title</b>     | New Course, CSCI-A 106, IUNWA, UGRD, Dental Aux Educ Undergraduate, Pre Dental Hygiene |                      |                     |
| <b>Type</b>      | New Course Request   | <b>Created</b>       | 11:58 PM 03/26/2010 |
| <b>Initiator</b> | Brown, John  | <b>Last Modified</b> | 11:58 PM 03/26/2010 |
| <b>Status</b>    | ENROUTE  | <b>Last Approved</b> |                     |
| <b>Node(s)</b>   | SIS.   | <b>Finalized</b>     |                     |

**Actions Taken** hide

| Action    | Taken By    | For Delegator | Time/Date           | Annotation |
|-----------|-------------|---------------|---------------------|------------|
| COMPLETED | Brown, John |               | 11:58 PM 03/26/2010 |            |

**Pending Action Requests** hide

| Action                 | Requested Of     | Time/Date           | Annotation |
|------------------------|------------------|---------------------|------------|
| IN ACTION LIST APPROVE | SIS.NW.DAED*.ADV | 11:58 PM 03/26/2010 |            |

**Future Action Requests** show

- If you would like to see who is in the workgroup, click the workgroup name.

Group expand all collapse all

**Overview** hide

|                         |         |                           |                  |
|-------------------------|---------|---------------------------|------------------|
| <b>Group Id:</b>        | 2065766 | <b>Type Name:</b>         | Default          |
| <b>Group Namespace:</b> | KUALI   | <b>Group Name:</b>        | SIS.NW.DAED*.ADV |
| <b>Active?:</b>         | Yes     | <b>Group Description:</b> |                  |

**Assignees** hide

Viewing rows 1 to 3

|   | Type Code | * Member Identifier | Name    | Active From Dt | Active To Dt |
|---|-----------|---------------------|---------|----------------|--------------|
| 1 | Principal | 0000111122          | dkrause |                |              |
| 2 | Principal | 0000222211          | jurobin |                |              |
| 3 | Principal | 0000222222          | kkwade  | 05/07/2010     |              |

close

All levels of approval within the system have been set up with workgroups. More than one user may be in a workgroup, although only one needs to approve the request for it to move forward. This allows the schools, departments, etc. to have a back-up if someone should take a vacation or an extended leave.