PROPOSING A NEW SPECIAL ONE-TIME COURSE OFFERING (XXX-198, 298, 398 or 498 course):

To propose a new, special one-time course offering, navigate to
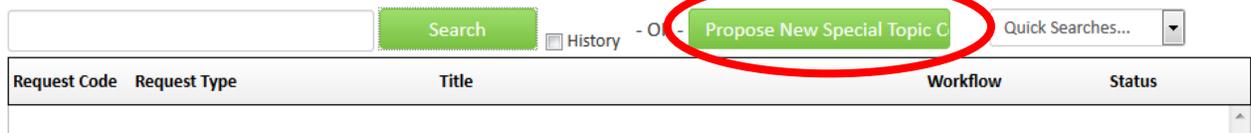https://future-docs.lclark.edu/specialtopicsadmin/

This will open the CIM page for Special Topics Request Management, where the green "**Propose New Special Topic Course**" button can be clicked.

- ▶ All one-time course offerings should be entered as a New Course Proposal.
- ▶ The form will open. **Enter all applicable data.** (A sample form can be found on the Faculty page of the Registrar's website in the Courseleaf section.)
- ▶ Course numbers should be limited to XXX-198, XXX-298, XXX-398 and XXX-498, where XXX is the subject code of the department.
- ▶ All fields outlined in red must be completed
- ▶ Pay close attention to details. If you intend for the course to apply to the major or minor (for your department or any other) be sure to add that information in the **Course Type** field.
- ▶ If you intend to have the course satisfy one or more General Education requirements, be sure to enter that data in the General Education section, and fully answer all related questions.
- ▶ Once approved by the Curriculum Committee, only the attributes listed are valid for this one-time offering beginning the semester **after** the course is approved by the Curriculum Committee. The Committee does not approve retroactive changes.

Submitting the proposal: When you are done with your proposal, and wish to submit the course for approval, click on "**Save and Submit**".

Saving a draft: If you wish to save a partially done proposal, and do more work on it later, click on "Save Draft".

Continue working on a previously saved course proposal: return to the CIM Special Topics Request Management page.

- ▶ In the search field, type in the existing course number. Don't forget the hyphen between the subject and number. (You can also search by typing in the subject, and then use the scroll bar.)

Special Topics Request Management

Search, edit and add Special Topics courses – such as X98 courses for the CAS.

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.

Request Code	Request Type	Title	Workflow	Status
HIST-298		A short history of CourseLeaf		

Viewing: **HIST-298 : A short history of CourseLeaf**

▶ Click on the appropriate course entry.

▶ Click on the EDIT COURSE button.

▶ Continue your work, and when you are done, click on "Save and Submit".

DEACTIVATION OF ONE-TIME COURSES

Special one-time course offerings are deactivated when the course is no longer in use or after one year, whichever comes first. You do not have to take any action.