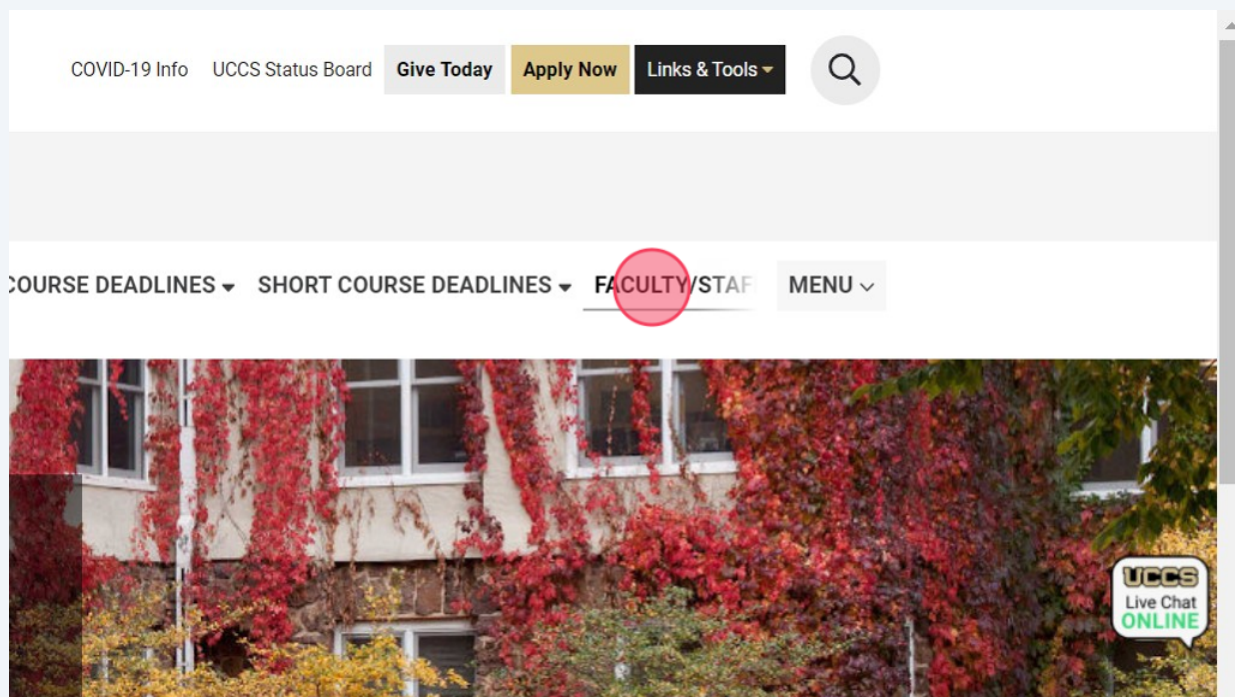


# Completing the OnBase Course Inventory Form

1

From the Office of the Registrar website, <https://registrar.uccs.edu/> Click "FACULTY/STAFF"



2

Click "Course Inventory Form"

If you have already started the routing process with the PDF, please do not submit a duplicate OnBase form."

## STAFF FORMS

CU-SIS Access Request Form (Campus Solutions/CU-SIS, Degree Audit, OnBase, CU-DA)

Salesforce Access Request Form (Success Network, Recruiting and Admissions)

Add/Change a Class Form

Course **Inventory** Form

If you have already started the routing process with the PDF, please do not submit a duplicate OnBase form."

CU-SIS Data Request Form

Instructor Provisioning Form

Student, Faculty, and Staff Record Change Request  
Biodemographical Information Update

3

The form will open on page 1. Anything with a **red** asterisk means that it is required to complete prior to submitting the form.

Please select the School/College that this course will be housed under.

**COLORADO SPRINGS**  
If you have already submitted and started the routing process for a C

Page 1

Page 2

Page 3

Page 4

Approval Contact Information

Complete this form for each new course, course revision, or course inactivation.

### Course Basic Information

School or College\*

Subject & Course Number (Ex: ANTH 1020)\*

Select Course

☐ Extended S

☐ Graduate L

☐ Undergrad

Effective Term/Year\*

Comments Related to Course:

Please proceed to Page 2.

4

Click the "Subject & Course Number (Ex: ANTH 1020)" field and enter the appropriate Subject and Course Number that this course will be housed under. Please make sure to include **both** the Subject and Course Number to avoid delays in processing. If you are unsure about subject codes and numbering conventions, you can find that information [here](#).

**COLORADO SPRINGS**

**You have already submitted and started the routing process for a CIF with a PDF, please do not**

Page 1 | Page 2 | Page 3 | Page 4 | Approval Contact Information

Complete this form for each new course, course revision, or course inactivation.

**Course Basic Information**

School or College\*

Subject & Course Number (Ex: ANTH 1020)\*

Select Course Level:\*  
☐ Extended Studies Only Course  
☐ Graduate Level Course  
☐ Undergraduate Course

Effective Term/Year\*

Comments Related to Course:

Please proceed to Page 2.

5

Select the appropriate Course Level that represents this course.

**You have already submitted and started the routing process for a CIF with a PDF, please do not**

Approval Contact Information

Complete this form for each new course, course revision, or course inactivation.

**Subject & Course Number (Ex: ANTH 1020)\***

**Select Course Level:\***  
☐ Extended Studies Only Course  
☒ Graduate Level Course  
☐ Undergraduate Course

**Select Course Level:**  
☐ New Course  
☐ Course Revision  
☐ Course Inactivation

Comments Related to Course:

6

Please select the appropriate Course Option that represents this course. Once you select an option, different pages will either become hidden or visible to complete additional information. The following pages are relating to a NEW course. For REVISION instructions, please navigate to [step 36](#) of the instruction guide. For INACTIVATION instructions, please navigate to [step 46](#) of the instruction guide.

ccess for a CIF with a PDF, please do not submit a duplicate form.

Information

on.

Select Course Level: \*

- ☒ Extended Studies Only Course
- ☐ Graduate Level Course
- ☐ Undergraduate Course

Select Course Option \*

- ☒ New Course
- ☐ Course Revision
- ☐ Course Inactivation



7 Select the "Effective Term/Year" from the down menu.

Page 1

Question Page

Approval Contact Information

Complete this form for each new course, course revision, or course inactivation.

**Course Basic Information**

**School or College\***

Select from College Drop Do ▼

**Subject & Course Number (Ex: ANTH 1020)\***

Insert Course Subject

**Effective Term/Year\***

▼

**Select Course**

☒ Extended S

☐ Graduate L

☐ Undergrad

**Comments Related to Course:**

8 If there are any additional comments related this course, please indicate here.  
This box is not required.

Page 1

Question Page

Approval Contact Information

Complete this form for each new course, course revision, or course inactivation.

**Course Basic Information**

**School or College\***

Select from College Drop Do ▼

**Subject & Course Number (Ex: ANTH 1020)\***

Insert Course Subject

**Effective Term/Year\***

Select the Effective Term/Ye ▼

**Select Course**

☒ Extended S

☐ Graduate L

☐ Undergrad

**Comments Related to Course:**

9

Once all information on Page 1 has been completed, please navigate to the top bar and select "Page 2". Anything with a red asterisk requires input from the end user.

## UCCS Course Inventory Form



Office of the Registrar

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

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Page 4

Attachments

Question Page

Approval Contact Information

### Course Specific Information

Course Title for CU-SIS (29 Character Limit, Including Spaces) \*

Full Course T

Catalog Description (Please limit description to 40 words). \*

10

Input the "Course Title for CU-SIS (29 Character Limit, Including Spaces)" field. You will be maxed out at 29 characters, including spaces. The full title will be able to typed out in the next box.

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

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### Course Specific Information

Course Title for CU-SIS (29 Character Limit, Including Spaces) \*

Full Course T

The value must be an Alphanumeric value.  
The value cannot be longer than 29 characters.  
This field is required.

Catalog Description (Please limit description to 40 words).

Does your course content overlap with any other course, either in your department or another department? Please check the [UCCS Cata](#)  
☐ Yes ☐ No

Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisite

11

Input the "Full Course Title (Course level and course career will be determined by the course number)" field. The character limit for this field is 100 characters, including spaces.

COLORADO  
INGS

and started the routing process for a CIF with a PDF, please do not su

ments Question Page Approval Contact Information

ices)\*

Full Course Title (Course level and course career will be determined by the

l.\*

either in your department or another department? Please check the [UCCS Catalog](#) on the Course Information Center page (under the "Resou

1/description when enrolling. Recommends but does not enforce the requisites).

12

Input the "Catalog Description (Please limit description to 40 words)" field.

Page 1 Page 2 Page 3 Page 4 Attachments Question Page Approval Contact Information

### Course Specific Information

Course Title for CU-SIS (29 Character Limit, Including Spaces)\*

Full Course T

Insert the Title for Course.

This title will

Catalog Description (Please limit description to 40 words). \*

Does your course content overlap with any other course, either in your department or another department? Please check the [UCCS Cata](#)  
☐ Yes ☐ No

Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisite

Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites).

13

The Course Content question provides a link to the Catalog to see if there is any potential overlap. If users are unsure whether there is potential overlap, please select [UCCS Catalog](#) and a new tab will open linking directing to the Catalog main page.

#### Course Specific Information

Course Title for CU-SIS (29 Character Limit, Including Spaces) \*

Insert the Title for Course.

Full Course Title

This title will

Catalog Description (Please limit description to 40 words). \*

Insert the catalog description. Please limit to a maximum of 40 words.

Does your course content overlap with any other course, either in your department or another department? Please check the [UCCS Catalog](#)

☐ Yes ☒ No

Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisites)

Enforced Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites).

Cross Listing (Combined) Course: (Ex: PAD 3268)

If this cross listed course is a GRAC include **both** syllabi on the Attachment

14

Input any "Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisites)" in the field. This is not a required field.

Catalog Description (Please limit description to 40 words). \*

Insert the catalog description. Please limit to a maximum of 40 words.

Does your course content overlap with any other course, either in your department or another department? Please check the [UCCS Catalog](#)

☐ Yes ☒ No

Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisites)

Enforced Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites).

Cross Listing (Combined) Course: (Ex: PAD 3268)

If this cross listed course is a GRAC include **both** syllabi on the Attachment

Please proceed to Page 3.



- 15 Input any "Enforced Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites)" in the field. This is not a required field.

Insert the catalog description. Please limit to a maximum of 40 words.

Does your course content overlap with any other course, either in your department or another department? Please check the [UCCS Catalog](#)  
☐ Yes ☒ No

Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisites)

While this box is not required, please make sure to include any printed course requisites that will be affecting the course.

Enforced Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites).

Cross Listing (Combined) Course: (Ex: PAD 3268)

If this cross listed course is a GRAC include **both** syllabi on the Attachment

Please proceed to Page 3.

- 16 Input any cross-listed class in the "Cross Listing (Combined) Course: (Ex: PAD 3268)" field. Please make sure to input both the Subject and Course Number in this field. This is not a required field.

Insert the catalog description. Please limit to a maximum of 40 words.

Does your course content overlap with any other course, either in your department or another department? Please check the [UCCS Catalog](#)  
☐ Yes ☒ No

Printed Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisites)

While this box is not required, please make sure to include any printed course requisites that will be affecting the course.

Enforced Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites).

While this box is not required, please make sure to include any printed course requisites that will be affecting the course.

Cross Listing (Combined) Course: (Ex: PAD 3268)

If this cross listed course is a GRAC include **both** syllabi on the Attachment

Please proceed to Page 3.



- 17 Once all information on Page 2 has been completed, navigate to the top bar and select "Page 3".

**Default Enrollment Capacity:** This field is required.

## UCCS Course Inventory Form

# UCCS

## Office of the Registrar

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

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### Course Credit Information

Number of Credit Hours?  
☐ Fixed ☐ Variable

Is this course offered satisfactory/unsatisfactory grading basis effective Fall 2023  
☐ Yes ☐ No

Please proceed to Page 4.

- 18 Select the appropriate way the Credit Hours are associated with the course. For "Fixed" Credit Hours, that is a singular amount of credits that a student will have when enrolling. For example, 3. For "Variable" Credit Hours, students will select how many credits to apply to the class. For example, 1-3.

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

Page 1 Page 2 **Page 3** Page 4 Attachments Question Page Approval Contact Information

### Course Credit Information

Number of Credit Hours?  
☐ Fixed ☐ Variable

Is this course offered satisfactory/unsatisfactory grading basis effective Fall 2023  
☐ Yes ☐ No

Please proceed to Page 4.

19

Select whether this class will only be offered with a satisfactory/unsatisfactory grading basis. This grading basis replaced the Pass/Fail grading basis effective the Fall 2023 semester.

### COLORADO SPRINGS

already submitted and started the routing process for a CIF with a PDF

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mation

rs?

Is this course offered satisfactory/unsatisfactory only? This replaced Pass/Fail grading basis effective Fall 2023

☒ Yes ☐ No

o Page 4.

20

If this course can be repeated for additional credit, you will select "Yes" and answer the following questions regarding the specifics about the course and being able to be repeated.

g process for a CIF with a PDF, please do not submit a duplicate form.

Contact Information

offered satisfactory/unsatisfactory only? This replaced Pass/Fail grading basis effective Fall 2023

Can this course be repeated (taken more than once) for additional credit (This is NOT referring to retaking a course due to withdrawal, drops, grade changes, etc.)

☒ Yes ☐ No

What is the maximum amount of hours that can be taken for this course

Can this course be repeated in the same term? (Example: Enrollment in more than one section of a Special Topics course within the same semester could be allowed if different topics are offered.)

☐ Yes ☐ No

21

If you answered yes to "What is the maximum amount of hours that can be taken for this course?" field, you will need to input the **maximum** number of credits that can be applied to this course. Do not put a range of units.

ered satisfactory/unsatisfactory only? This replaced Pass/Fail  
fective Fall 2023

Can this course be repeated (taken more than once) for additional credits?  
(This is NOT referring to retaking a course due to withdrawal, drops, grade  
changes, etc.)

☒ Yes ☐ No

What is the maximum amount of hours that can be taken for this course?

Can this course be repeated in the same term? (Example: Enrollment in mor  
than one section of a Special Topics course within the same semester could  
be allowed if different topics are offered.)

☐ Yes ☐ No

22

If you answered yes to "What is the maximum amount of hours that can be taken for this course?" field, you will also need to answer whether or not the class can be repeated in the same term. This options allows students in multiple sections of the course.

offered satisfactory/unsatisfactory only? This replaced Pass/Fail  
is effective Fall 2023

Can this course be repeated (taken more than once) for additional credit  
(This is NOT referring to retaking a course due to withdrawal, drops, grade  
changes, etc.)

☒ Yes ☐ No

What is the maximum amount of hours that can be taken for this course

4

Can this course be repeated in the same term? (Example: Enrollment in more  
than one section of a Special Topics course within the same semester can  
be allowed if different topics are offered.)

☒ Yes ☐ No

23

Once all information on Page 3 has been completed, navigate to the top bar and select "Page 4".

UCCS Course Inventory Form

**UCCS** Office of the Registrar  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a Course, you must return to the top bar and select "Page 4".

Page 1 Page 2 Page 3 **Page 4** Attachments Question Page Approval Contact Information

**Type of Course Information**

Type of Course\*  
Lecture Only ▼

Default Enrollment Capacity\*  
[ ]

Is this course being offered exclusively online, exclusively in-person, or a combination of modalities? This is important for Online Students.

☐ Exclusively Online ☐ Exclusively In-Person  
☐ Neither Exclusively Online or Exclusively In-Person modalities to include both in-person and online).

Please proceed to the Attachments Page to attach either the syllabus or any additional college documents.

24

The default value for the "Type of Course" will be "Lecture Only." The options available for the Course Type include:

Lecture Only  
 Lecture/Recitation  
 Lecture/Lab  
 Main Lab Section  
 Seminar  
 Practicum  
 Internship  
 Studio  
 Clinical  
 Other - If this option is selected, a text box will appear to input what type of course this will be.

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**COLORADO SPRINGS**

**If you have already submitted and started the routing process for a C**

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Attachments
Question Page
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**Type of Course Information**

**Type of Course \***

Lecture Only

☒ ☐ ☐

**Default Enrollment Capacity \***

Is this course being offered exclusively online, exclusively in-person, or a combination of modalities? This is important for Online Students.

☐ Exclusively Online  
 ☐ Exclusively In-Person  
☐ Neither Exclusively Online or Exclusively In-Person modalities to include both in-person and online).

**Please proceed to the Attachments Page to attach either the syllabus or any additional collections to the next page.**



25

Select the appropriate Course Type and input the required "Default Enrollment Capacity" and "Default Capacity (for Recitation/Labs)" (if applicable).

**If you have already submitted and started the routing process for a C**

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### Type of Course Information

Type of Course \*

Lecture/Recitation

Default Enrollment Capacity \*

Default Capacity (for Recitation/Labs) \*

If selecting **Lecture/Lab** or **Lecture/Recitation** this means that both a lecture section and a lab/recitation section will be required each semester and students would need to be enrolled in both the lecture and the lab/recitation concurrently.

Is this course being offered exclusively online, exclusively combination of modalities? This is important for Online Students.

- ☐ Exclusively Online ☐ Exclusively In-Person  
☐ Neither Exclusively Online or Exclusively In-Person modalities to include both in-person and online).

Please proceed to the Attachments Page to attach either the syllabus or any additional collection to the next page.

26

Select the appropriate Course Type and input the required "Default Enrollment Capacity" and "Default Capacity (for Recitation/Labs)" (if applicable).

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Approval Contact Information

### Type of Course Information

Type of Course \*

Lecture/Recitation

Default Enrollment Capacity \*

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Default Capacity (for Recitation/Labs) \*

The value must be a Numeric (Up to 9 Digits) value.  
 The value cannot be longer than 9 characters.

If selecting **Lecture/Lab** or **Lecture/Recitation** this means that both a lecture section and a lab/recitation section will be required each semester and students would need to be enrolled in both the lecture and the lab/recitation concurrently.

Is this course being offered exclusively online, exclusively combination of modalities? This is important for Online Students.

- ☐ Exclusively Online ☐ Exclusively In-Person  
☐ Neither Exclusively Online or Exclusively In-Person modalities to include both in-person and online).

Please proceed to the Attachments Page to attach either the syllabus or any additional collection to the next page.

27

Select how the class will be offered in terms of modality. This is important to what courses can apply to certain degree completion types. For example, "Exclusively Online" can apply to eligible online completion degree programs and "Exclusively In-Person" would not be eligible for eligible online completion degree programs.

**ave already submitted and started the routing process for a CIF with a**

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### Course Information

se \*

tation ▼

Imment Capacity \*

city (for Recitation/Labs) \*

ecture/Lab or Lecture/Recitation this means that both a lecture  
 i lab/recitation section will be required each semester and  
 ild need to be enrolled in both the lecture and the lab/recitation

Is this course being offered exclusively online, exclusively in-person, or  
 combination of modalities? This is important for Online Degree-Seeking  
 Students.

☐ Exclusively Online ☐ Exclusively In-Person

☒ Neither Exclusively Online or Exclusively In-Person (offered in a varie  
 modalities to include both in-person and online).

**ceeded to the Attachments Page to attach either the syllabus or any additional college specific c  
 t page.**

28

Once all information on Page 4 has been completed, and if there are any attachments that might be useful to the completion of this CIF, navigate to the top bar and select "Attachments." Attachments can include the class syllabus (if it is a combined class, please include both class syllabi) or any other college specific documentation that might help the Curriculum Committee. **Please do not upload HEIC attachments; preferred attachments are PDF, EXCEL, or WORD.**

## UCCS Course Inventory Form



Office of the Registrar

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

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### Attach Course Syllabus (If Applicable) (0)

Syllabus will be stored under C – CAD – Syllabus

Attach Syllabus Here. For UGRD/GRAD combined classes, submit both syllabi. Please use PDF or Word.

### Attach Any Additional College Specific Documents (If Applicable) (0)

Documents will be housed under C – CAD – CIF College Misc Documents

Attach Documents (Can Attach Multiple)

29

If any and all attachments have been uploaded, please navigate to the top bar and select "Question Page." This page is specific to the Curriculum Committee. If there are any questions about this page, please direct them to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu). Please indicate whether or not cross-college departments have been properly notified about any impacts.

## Course Inventory Form



Office of the Registrar

UNIVERSITY OF COLORADO  
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**have already submitted and started the routing process for a CIF with**

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Approval Contact Information

### Informational Questions

For questions about this page, please reach out to Dr. Kelli Klebe at [kklebe@uccs.edu](mailto:kklebe@uccs.edu).

Does this impact any college with this activation of a new course?

Yes ☐ No ☐

Has the other college been properly notified?

Yes ☐ No ☐

Please indicate below whom you communicated with from the department or college about this impact. Select the "Add" button.

Department or College

Name of Department or College



30

Indicate whether or not this course activation will impact a new course and whom you communicated with from the department or college about this impact.

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

**If you have already submitted and started the routing process for a CIF with**

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### Informational Questions

For questions about this page, please reach out to Dr. Kelli Klebe at [kklebe@uccs.edu](mailto:kklebe@uccs.edu).

Does this impact any college with this activation of a new course?

Yes ☐ No ☐

Has the other college been properly notified?

Yes ☐ No ☐

Please indicate below whom you communicated with from the department or college about this impact. Select the "Add" button.

Department or College

Name of Department or College



Please proceed to the next page.

31

Once all information has been completed on the "Question Page" navigate to the top bar and select "Approval Contact Information." This page is where you will input all the emails of your email, the department contact email (either department head or chair), dean email, and any other applicable email address. Please ensure the email address is a full email address (for example: [registrar@uccs.edu](mailto:registrar@uccs.edu)) to ensure proper routing of the form. The email field for each row can only contain one email address, please work with your departments to have the most up to date contact information.

Form

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ADO SPRINGS

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Attachments

Question Page

Approval Contact Information

: information below in order for the form to be routed to the appropriate parties for signatures. Prior to submitting th

Date Submitted by Requester

08/23/2023



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Input your name and your UCCS email in the "Requester Signature" section. This indicates who completed the form. Please do not type in initials.

If you have already submitted and started the routing process for a

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Approval Contact Information

### Signatures Required

Please input the appropriate contact information below in order for the form to be routed to the appropriate part

#### Requester Signature

Name \*

Date Submit

08/23/2023

Requester Email \*

#### Contact Information

##### Department Contact Name

Department Contact Name

Please provide your department's contact (department chair, departme

33

Input the appropriate "Department Contact Name" field in the first box and input their email in the following box that says "Please provide your department's contact..."

Requester Email \*

Input UCCS email to receive

Please ensure a valid email address is inputted. For example: registrar@uccs.edu

#### Contact Information

##### Department Contact Name

Department Contact Name

Please provide your department's contact (department chair, departme

##### Extended Studies Contact Name

Extended Studies Contact Name

Please provide the Extended Studies member's email address that this

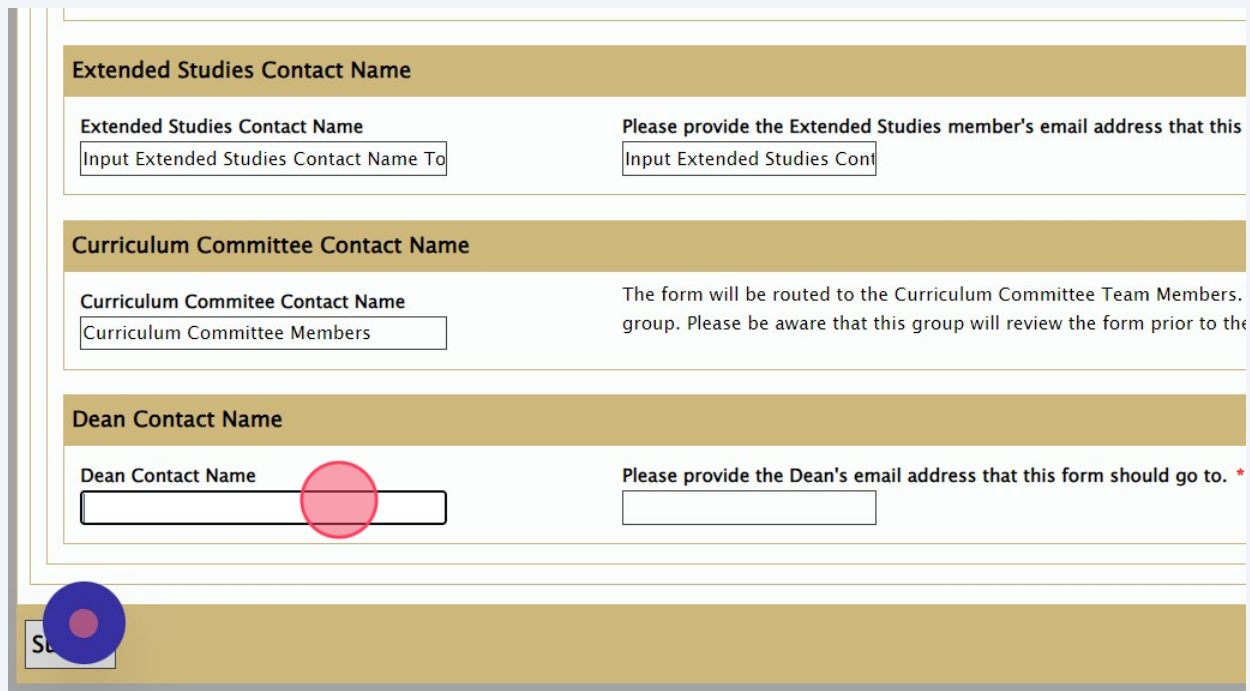
##### Curriculum Committee Contact Name

Curriculum Committee Contact Name

The form will be routed to the Curriculum Committee Team Members. group. Please be aware that this group will review the form prior to the

34

Input the appropriate "Dean Contact Name" field in the first box and input their email in the following box that says "Please provide your Dean's email address that this form should go to."



**Extended Studies Contact Name**

Extended Studies Contact Name  
Input Extended Studies Contact Name To

Please provide the Extended Studies member's email address that this  
Input Extended Studies Cont

**Curriculum Committee Contact Name**

Curriculum Committee Contact Name  
Curriculum Committee Members

The form will be routed to the Curriculum Committee Team Members.  
group. Please be aware that this group will review the form prior to the

**Dean Contact Name**

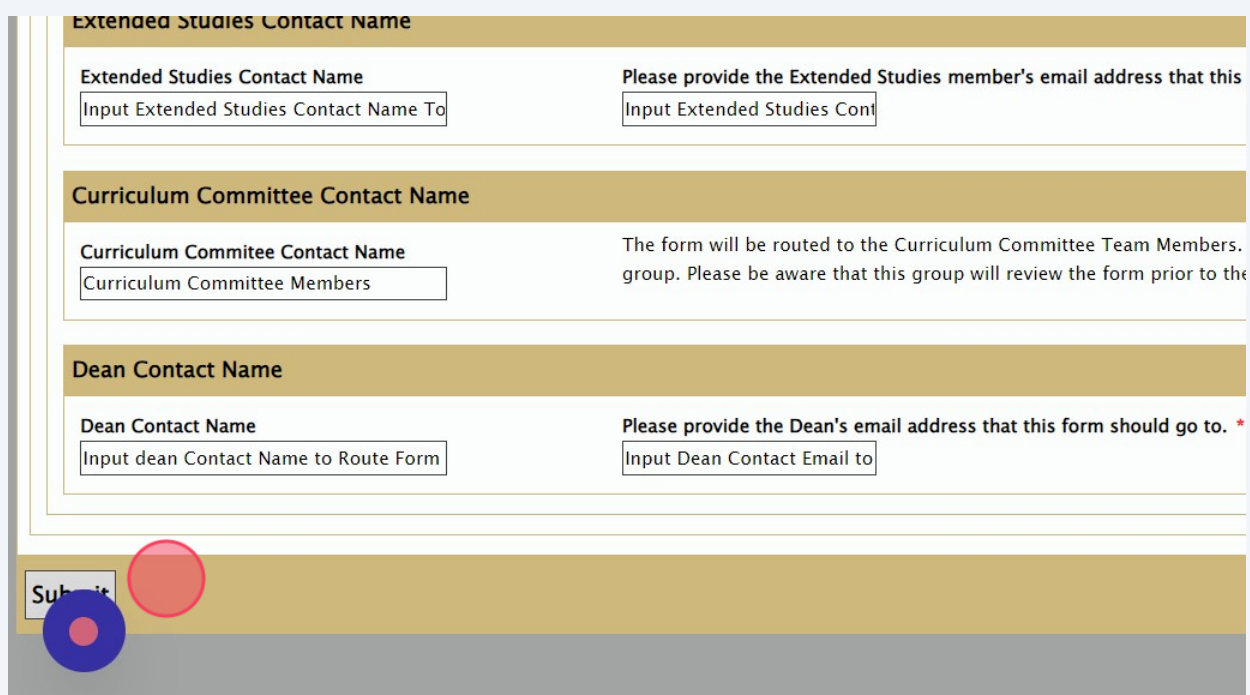
Dean Contact Name

Please provide the Dean's email address that this form should go to. \*

Submit

35

Once all information has been inputted on the form, click "Submit." You will receive a confirmation email indicating the form has begun the routing process. Please keep an eye on your email as updates will be sent there. If there is any required field you may have missed prior to submission, you will not be able to submit until those forms are completed. The remaining required fields will appear at the top of the form.



**Extended Studies Contact Name**

Extended Studies Contact Name  
Input Extended Studies Contact Name To

Please provide the Extended Studies member's email address that this  
Input Extended Studies Cont

**Curriculum Committee Contact Name**

Curriculum Committee Contact Name  
Curriculum Committee Members

The form will be routed to the Curriculum Committee Team Members.  
group. Please be aware that this group will review the form prior to the

**Dean Contact Name**

Dean Contact Name  
Input dean Contact Name to Route Form

Please provide the Dean's email address that this form should go to. \*

Input Dean Contact Email to

Submit

36

If you are only needing to revise aspects of a course, you will select the option of "Course Revision." Everything on Page 1 will be required to complete and everything on Pages 2-4 will be optional. The only fields you will need to complete will be those fields that are needing the revision in the catalog.

a duplicate form.

ly Course  
se  
se

Select Course Option \*

☒ New Course  
☐ Course Revision  
☐ Course Inactivation

37

Only complete what is being revised. All other fields can be left blank. Once you navigate away from a field that needs a revision, the "Revision Page" will appear and you will need to complete that once all revisions are requested.

Page 1	Page 2	Page 3	Page 4	Attachments	Revision Page	Approval Contact Information
--------	--------	--------	--------	-------------	---------------	------------------------------

If this is a **COURSE REVISION**, you will only need to fill out the fields that are being revised. Please leave other fields blank.

**Course Specific Information**

Course Title for CU-SIS (29 Character Limit, Including Spaces)

Catalog Description (Please limit description to 40 words).

Only fill out what is being revised. All other fields can be left blank.

Intended Course Requisites (Displays on course information/description when enrolling. Recommends but does not enforce the requisites).

Enforced Course Requisites (Would prevent or allow a student to enroll/ does enforce requisites).

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Continue completing the form, completing **ONLY** the fields that are being revised. If there are no fields that need to be revised on Page 3, please proceed to "Page 4".

**UCCS Course Inventory Form**

**UCCS** Office of the Registrar  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

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If this is a **COURSE REVISION**, you will only need to fill out the fields that are being revised. Please leave other fields blank.

**Course Specific Information**

Course Title for CU-SIS (29 Character Limit, Including Spaces)

Catalog Description (Please limit description to 40 words).

Only fill out what is being revised. All other fields can be left blank.

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Continue completing the form, completing ONLY the fields that are being revised. If there are no fields that need to be revised on Page 4, please proceed to the "Attachments" page.

**UCCS Course Inventory Form**

**UCCS** Office of the Registrar  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a C

Page 1 Page 2 Page 3 **Page 4** Attachments Revision Page Approval Contact Information

If this is a **COURSE REVISION**, you will only need to fill out the fields that are being revised. Please leave other field:

**Course Credit Information**

Number of Credit Hours?  
☐ Fixed ☐ Variable

Please proceed to Page 4.

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Upload any attachments that might be necessary to the CIF. If there are no attachments needed, please proceed to the "Revision Page".

**Course Inventory Form**

**UCCS** Office of the Registrar  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

If you have already submitted and started the routing process for a CIF with a

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**Syllabus (If Applicable) (0)**

stored under C - CAD - Syllabus

us Here. For UGRD/GRAD combined classes, submit both syllabi. Please use PDF or Word.

**Additional College Specific Documents (If Applicable) (0)**

be housed under C - CAD - CIF College Misc Documents

ments (Can Attach Multiple)



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This page is specific to the Curriculum Committee. If there are any questions about this page, please direct them to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu). On this page you will need to answer questions relating to any overlap with other courses and whether or not those courses/departments have been notified about this overlap. You will also need to indicate the reason for revising the specific fields you previously entered.

Page 1

Page 2

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Page 4

Attachments

Revision Page

Approval Contact Information

**Revisions Requested:**

For questions about this page, please reach out to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu)

You have indicated that you are revising the following aspects of this existing course. Please note the specific changes and explanations for each.

Is this course a pre- or co-requisite to any other courses?

☐ Yes ☒ No

If the course is being offered exclusively online or exclusively in-person, has this been communicated properly to the impacted programs?

☐ Yes ☐ No ☐ Not Applicable

You made a change to the catalog description of the course.

If you did not want to change the catalog description for the course, please go back to page 2 to clear that field.

Does your course content overlap with any other course, either in your department or another department? Please check the UCCS Catalog Course Information Center page (under the "Resources" tab) if unsure. If so, please list the overlapping course.

☐ Yes ☐ No

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For each revision, there is a required explanation box that will appear. This must be filled out prior to submission. If there is something that shows as a revision that you do not need, there are instructions that tell you which field to clear out in order to remove that explanation box.

specific changes and explanations for those changes. If you made a revision by mistake, select the Clear Button to remove the values from the

and properly to the impacted programs/departments/colleges? For example, if you change a course to only be offered in-person, it's can't be

ear that field.

ment? Please check the UCCS Catalog on the  
g course.

Catalog Description Change Explanation \*



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If there is any overlap amongst courses, please indicate the other overlapping course.

If the course is being offered exclusively online or exclusively in-person, has this been communicated properly to the impacted programs?  
☐ Yes ☒ No ☐ Not Applicable

You made a change to the catalog description of the course.

If you did not want to change the catalog description for the course, please go back to page 2 to clear that field.

Does your course content overlap with any other course, either in your department or another department? Please check the UCCS Catalog [Course Information Center](#) page (under the "Resources" tab) if unsure. If so, please list the overlapping course.

☒ Yes ☐ No

Overlapping Courses \*

Please proceed to the next page.

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If there is overlap and you have indicated that it has been discussed, please indicate whom you communicated with from the appropriate department or college.

to clear that field.

Department? Please check the UCCS Catalog on the overlapping course.

**Catalog Description Change Explanation\***

Course needs this change because updated course.

Please indicate below whom you communicated with from the appropriate department/college.

Department/College

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Once all information has been inputted on the "Revision Page," navigate to the top bar and select "Approval Contact Information." Input the appropriate contact information and submit the form. Please see [step 31](#) of the instruction guide for more information.

**Inventory Form**

**Office of the Registrar**

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

Already submitted and started the routing process for a CIF with a PDF, please

Page 3 Page 4 Attachments Revision Page **Approval Contact Information**

please reach out to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu)

re revising the following aspects of this existing course. Please note the specific changes and explanations for those changes. If you made a

prerequisite to any other courses?

and evaluated online or evaluated in person, has this been communicated appropriately to the impacted programs/departments/colleges? For a

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If you are only needing to inactivate a course, you will select the option of "Course Inactivation." Everything on Page 1 will be required to complete and the remaining pages will be hidden. You will only need to complete Page 1, the Question Page, and Approval Contact Information page.

a duplicate form.

ily Course  
se  
se

Select Course Option \*

- ☐ New Course
- ☐ Course Revision
- ☒ Course Inactivation

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Once all information on page 1 has been completed, navigate to the top bar and select "Question Page." This page is specific to the Curriculum Committee. If there are any questions about this page, please direct them to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu). On this page you will need to answer questions relating to any potential impact with other courses and whether or not those courses/departments have been notified about this impact.

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If you have already submitted and started the routing process for a C

Page 1   Question Page   Approval Contact Information

**Informational Questions**

For questions about this page, please reach out to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu)

Does this impact any college with this inactivation of this course?

☐ Yes ☐ No

Please proceed to the next page.



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If this Course Inactivation does impact another college, indicate whether or not the college has been properly notified. If the college has been properly notified, you will indicate whom you communicated with from the college about this inactivation.

**Page 1** Question Page Approval Contact Information

**Informational Questions**

For questions about this page, please reach out to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu)

Does this impact any college with this inactivation of this course?  
☒ Yes ☐ No

Has the other college been properly notified?  
☐ Yes ☐ No

Please proceed to the next page.

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Once all information has been inputted on the "Question Page," navigate to the top bar and select "Approval Contact Information." Input the appropriate contact information and submit the form. Please see [step 31](#) of the instruction guide for more information.

**UCCS Course Inventory Form**

**UCCS** Office of the Registrar  
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**If you have already submitted and started the routing process for a C**

**Page 1** Question Page **Approval Contact Information**

**Informational Questions**

For questions about this page, please reach out to Dr. Glen Whitehead at [gwhitehe@uccs.edu](mailto:gwhitehe@uccs.edu)

Does this impact any college with this inactivation of this course?  
☒ Yes ☐ No

Has the other college been properly notified?  
☒ Yes ☐ No

Please indicate b

Department or Col

Please proceed to the next page