

Temporary Topics (CIM)

Temporary topics will now be submitted online using Courseleaf's Curriculum Inventory Management System (CIM). Please note, this process **only applies to the addition of a topic**. Any other changes to a course will require complete curriculum approval for the next catalog year (e.g. 2021-22)

Step 1

Log into CIM <https://nextbulletin.csusb.edu/courseadmin/>

Step 2

Search for the course

Search, edit, add, and deactivate courses.

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.

Course Code	Title	Workflow	Status
PHIL 4200	Advanced Issues in History of Philosophy		

Step 3

After you find the course in the CIM form, click "Edit course" and an editable page will appear.

Deactivate

Export to PDF

Export to Word

[Edit Course](#)

[Preview Workflow](#)

Viewing: **PHIL 4200 : Advanced Issues in History of Philosophy**

Formerly known as: PHIL 410

Last approved: 07/03/19 4:02 am

Last edit: 11/14/17 1:58 pm

History

1. Jul 3, 2019 by John Mumma (JMumma)

Step 4

Complete the originator's name, email and phone number. In Effective Term dropdown, select "effect year (Topic courses only)"

Editing: **PHIL 4200: Advanced Issues in History of Philosophy**

Originator

Name	E-mail	Phone
YOUR NAME	YOUR EMAIL	YOUR PHONE

College: Arts and Letters Department: Philosophy

Effective Term: Select... (2020-2021 Academic Year (Topic courses only) selected)

Subject: Select... (4200 selected)

Course title: Advanced Issues in History of Philosophy

Abbreviated Title: ADV ISSUES HIST OF PHIL (7 characters remaining)

Step 5

The justification will be “New Temporary Topic”

Catalog description should be brief. Use sentence fragments, include topics covered, experiences obtained or activities engaged in. Additional language is required for subject/number changes; grade basis; repeat rules; cross-list; multiple component; materials fee.

Catalog Description	An intensive study of one or more philosophical figures or topics in the history of philosophy. May be repeated for credit as topics change. Formerly PHIL 410.
Justification	New Temporary Topic

Step 6

To add your new topic, add a row (+) in the topics section (far right) and add the new topic title in both (Abbreviated and Long Title).

Abbreviated Title	Long Title	Description of Topic	Justification for Topic
NAHUATL	NAHUATL		

Step 7

Start Workflow at bottom of page (it should be a two-step approval process)

Upload Supporting Documents

Uploaded Files:

Files To Be Uploaded: