CSUDH

How to use the Course Leaf Course Form (C-Form)

C-Form for Course Modifications and New Courses

Any modifications to existing courses or the proposal of a new course will take place in CourseLeaf. The form is the same for new courses and course modifications, the difference is when modifying an existing course, the form contains the current catalog information.
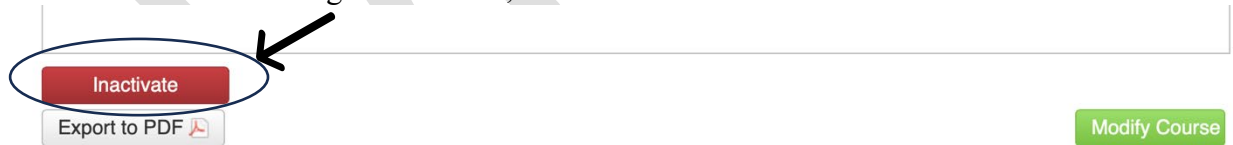
Modifying an Existing Course: Inactivating a Course

Steps:
1) Log into CourseLeaf: https://nextcatalog.csudh.edu/courseadmin
2) Enter your CSUDH credentials and finish the login process by clicking on the red mortar board.
3) Search for the course you would like to modify by typing the subject and course number into the search box then click "Search."
    a) If you are not sure of the course number, you can search by subject by adding an asterisk before and after the search term.
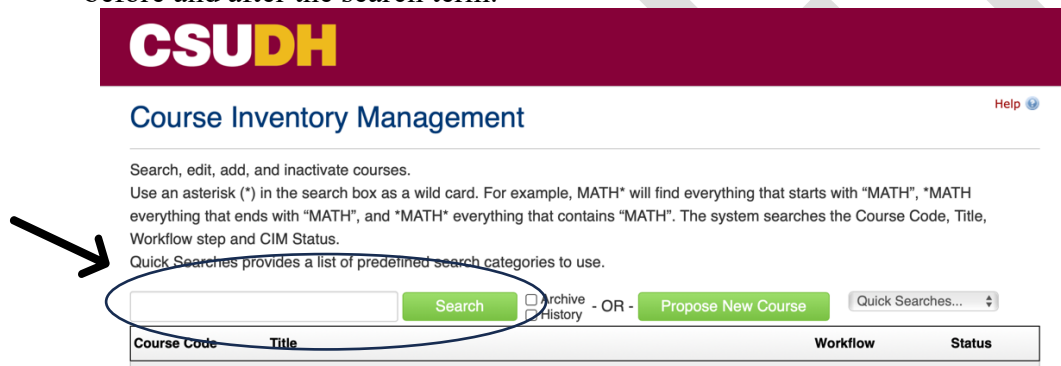
4) Scroll through the results to find the course you want to modify.
5) When beginning the course modification process, you have two options: "Inactivate" and "Modify Course."
6) If the course will no longer be offered, click on the red "Inactivate" button.

    a) There will be a pop-up screen, so if you have a pop-up blocker, be sure to disable it or allow pop-ups from CourseLeaf.

b) In this new screen, choose the last term the course will be offered and explain why the course

| End Term | Select... |
| Justification for this request | |

Cancel   Start Workflow

is being inactivated.

c) After the end term is populated and the justification added, click the green "Start Workflow" button. This sends the course into workflow for approval throughout the campus.

Modifying an Existing Course: Course Modification

Steps:
1) Log into CourseLeaf: https://nextcatalog.csudh.edu/courseadmin
2) Enter your CSUDH credentials and finish the login process by clicking on the red mortar board.
3) Search for the course you would like to modify by typing the subject and course number into the search box then click "Search."
   a) If you are not sure of the course number, you can search by subject by adding an asterisk before and after the search term.

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Course Inventory Management   Help

Search, edit, add, and inactivate 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 provide a list of predefined search categories to use.

[ ] Search   ☐ Archive ☐ History   - OR -   Propose New Course   Quick Searches...

| Course Code | Title | Workflow | Status |

7) Scroll through the results to find the course you want to modify.
8) When beginning the course modification process, you have two options: "Inactivate" and "Modify Course."
9) To make changes to an existing course, once the course has been found, click on the green "Modify Course" button.

Inactivate

Export to PDF   Modify Course

   a) Clicking on the green "Modify Course" button generates a pop-up. Once the window is open, you will be able to modify the course.
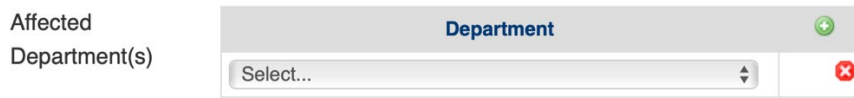10) All boxes surrounded by a red line are required before the course can be submitted for approval.

11) Begin by entering all your information as the proposer of the course modification:

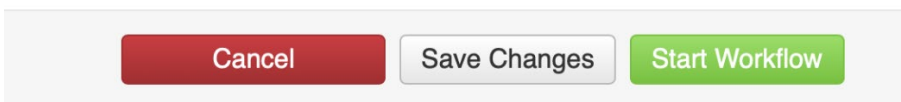|	
Proposer Name:	[ ] ⊙⌄
Email:	[ ]
Phone Extension	[ ]
Faculty Department	Select... ⬍
Faculty College	Select... ⬍

12) If any other departments utilize the course you are modifying, they will need to be notified as "Affected Departments."

Affected Departments

Affected Department(s)	**Department** ⊕	
	Select... ⬍	❌

   a) Note: Affected departments will be contacted as part of the workflow process. Affected departments do not "approve" modifications; they acknowledge that they have been notified and can make comments in response to the proposed course modification.

13) All current catalog information for the course being modified will be populated. From here you can make changes and enter the modifications you would like to make to the course.

14) Throughout the form, you will see blue circles with a question mark. These are help bubbles. The help bubbles offer guidelines to increase accuracy and reduce the possibility of the course being rolled back for editing.
   a) When a course is rolled back for changes or updates, it must work its way through the workflow process from the step it is rolled back to. If it is rolled back to the originator, it is as if the start workflow button had never been pressed.

15) At the bottom of the form, there are three buttons: Cancel, Save Changes, and Start Workflow.

Cancel	Save Changes	Start Workflow

   a) Clicking the red "Cancel" button will not save any data you added in this session, or since the last time "Save Changes" was clicked.
   b) "Save Changes" is one of the most valuable buttons. Clicking this button saves your work at any time. Some good advice is to save early and often. After clicking "Save Changes," you can either continue adding information to the form or exit the form by closing the window and returning later.
   c) Once all information about the course modification has been input, click on the green "Start Workflow" button. This will begin the workflow process, moving the course to the first approver.

Proposing a New Course

Steps:
1) Log into CourseLeaf: https://nextcatalog.csudh.edu/courseadmin
2) Enter your CSUDH credentials and finish the login process by clicking on the red mortar board.
    a) When you are brought to the "Course Inventory Management" screen, select the green "Propose New Course" button.

    b) Clicking on the green "Modify Course" button generates a pop-up. Once the window is open, you will be able to propose a new course.
3) All boxes surrounded by a red line are required before the course can be submitted for approval.
4) Begin by entering all your information as the proposer of the new course:

5) If any other departments will utilize the course you are proposing, they will need to be notified as "Affected Departments."

    a) Note: Affected departments will be contacted as part of the workflow process. Affected departments do not "approve" new courses; they acknowledge that they have been notified and can make comments in response to the proposed new course.
6) Throughout the form, you will see blue circles with a question mark. These are help bubbles. The help bubbles offer guidelines to increase accuracy and reduce the possibility of the course being rolled back for editing.
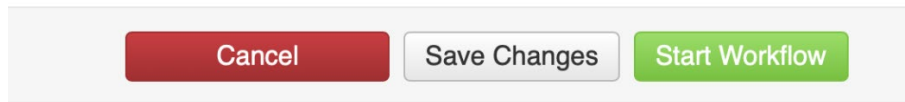
a) When a course is rolled back for changes or updates, it must work its way through the workflow process from the step it is rolled back to. If it is rolled back to the originator, it is as if the start workflow button had never been pressed.

7) Enter the "Proposed Effective Term" for the new course.

a) An effective term is the first term a course becomes available for scheduling. Courses can become effective in either semester; however, it is important to note, when an effective term is selected, its effective date will be one year out. For example, approved courses in spring will be effective next spring.

8) Choose the Subject Code for the course would want to propose.

a) Course subjects are directly related to academic departments.

i) If the subject code you want is not available, navigate to the Miscellaneous Curriculum Request Form. When requesting a new subject code, please remember, you will not be able to begin the workflow process on the course until the Office of Academic Programs notifies you the subject code has been added.

9) Assign a course number to the new course. After selecting the subject, you may have noticed a button appeared next to "Course Number." Clicking on this box will help you determine if the desired number is available for this new course.

i) After determining the course number, enter it in "Course Number."

ii) Course numbers must be 3-digits.

10) Choose your Department.

a) Only an academic department associated with the subject code will populate in the dropdown menu.

11) When you choose your department, your College will automatically populate.

12) Enter the proposed course title.

a) Be sure to use proper capitalization.

13) Enter the Abbreviated Title. This is what will be displayed on student transcripts.

a) Abbreviated Titles are limited to 30 characters. As you type, a counter will give identify how many characters are remaining.

14) Enter the number of units for the course in the box next to units.

a) If the course has variable units, enter the range by using a dash. For example, 2-4.

15) Select the Academic Level for the proposed course.

16) Select the Grading Basis for the course from the dropdown menu.

17) Select whether the course is repeatable for credit. If students can repeat the course for credit, often used in topic courses as the topic changes, switch the response from "no" to "yes". Then answer how many times a student can complete the course and how many credits they can earn.

18) Identify any cross-listed courses.

19) Enter the HEGIS Code.

a) HEGIS code stands for the Higher Education General Information Survey. In the CSU system, HEGIS codes are used connect the courses to the degree program.

b) Click on the link in the help bubble to see the CSU HEGIS codes.

20) Enter the proposed course Components.

a) In the dropdown for the components, choose the desired component.

b) In the CS #, choose a CS number that is associated with the desired component.

i) The selected CS # should align with the Chancellor's Office guidelines.

    ii) Clicking on the blue help button gives you a brief note on CS numbers and how they correlate to the component.

    iii) Please visit the Office of Academic Programs website for guidance on selecting CS #s.

  c) Although a course can have multiple Components, such as lecture and lab, or seminar and activity, a combination of discussion, lecture, and/or seminar should not be contained within one course. The same goes for laboratory and activity.

  d) In the Graded Component dropdown, choose whether that component is graded or not. For single component courses, graded is the likely option.

  e) Input the number of units for the component. Total units should equal the units entered earlier after the abbreviated title was added.

21) Identify if the proposed course requires department consent. A course can have pre- or co-requisites or department consent, but it should not have both since department consent overrides any pre- or co-requisite.

22) Add the Course Description.

  a) Course descriptions should be written in the present tense and sentences should begin with an active verb.

  b) Enter the course description directly into the box provided. Do not copy from another document and paste it into the form. Programs like Word, Pages, and Google Docs contain unseen characters which cause problems when bridging the course into PeopleSoft.

  c) Each paragraph must end with a period and contains no empty spaces afterwards.

23) Enter the appropriate pre- and/or co-requisite information in the corresponding boxes.

24) Use the "Green Plus" button to enter each SLO for the course.

25) A pop-up window will open up. Here you should enter:

  a) The SLO.

  b) The Proficiency: "Introduced," "Developed," or "Proficient."

26) In the textbox below "Potential Text(s)," list out the approved or recommended text(s) for this course. Enter as many textbooks as appropriate.

27) In the textbox below "Sample Assignment/Assessment Tools" enter sample assignments or describe how learning in the course will be assessed.

28) Identify the "Delivery Method" for the proposed course.

  a) You can select multiple modes as they are applicable.

  b) Hybrid/Online and Off Campus will require additional information. The required additional information will become visible once the box with the requirement is selected. If a box was selected accidentally, to correct, click on the box again to remove the checkmark.

29) Identify any special designations for the proposed course. Answering "yes" to any of these questions will require a justification or rationale and additional information required by each special designation committee.

30) Identify if you are requesting the proposed course be a general education course.

    a) Answering "yes" to this question will prompt you to identify which General Education Learning Outcomes (GELO) the course will fulfill.

    b) In addition to identifying GELOs, you will also need to identify which General Education Area the course will fulfil. Only one area can be selected.

    c) All courses seeking GE approval must include learning objectives. Clicking on the green circle with a white plus adds an additional line while clicking on the red octagon with an X removes that line. If multiple lines are present, you can rearrange the objectives by clicking on the up or down arrow for each objective line.

31) Add any enrollment restrictions for the course.

32) Enter the predicted enrollment for the course in fall, spring, and summer. You must also provide an estimate for the number of sections offered in all three terms. If there is no expected enrollment in a term, enter a zero for both enrollment and sections.

33) Identify when a course is expected to be offered. Check as many boxes as appropriate.

34) Identify whether or not this is a replacement course.

    a) If this course replaces another course, select "yes" and then identify in the original course being replaced.

35) Add the necessary justification for the course being proposed.

36) Identify if the course will require a fee.

37) Provide a synopsis of the new course for the Curriculum Register, to be shared with the campus community.

38) At the bottom of the form, there are three buttons: Cancel, Save Changes, and Start Workflow.

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    b) "Save Changes" is one of the most valuable buttons. Clicking this button saves your work at any time. Some good advice is to save early and often. After clicking "Save Changes," you can either continue adding information to the form or exit the form by closing the window and returning later.

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