

## Steps to request Online Delivery in CIM:

1. Login to CourseLeaf CIM course form: <https://nextcatalog.uncg.edu/courseadmin/>
2. Enter course information in the Search Box (i.e., HIS 317) and click the green Search button.

HIS 317

3. Once the course form loads, click the green Edit Course button.

4. Type of Change: Select “Add Online Delivery”

Type of Change

5. Proposed Effective Catalog: Select “21-22 Edition” \*

Proposed Effective Catalog

6. Rationale” Enter “Add online delivery effective Fall 2020”

### Rationale

Include a complete and concise explanation of why you are asking for the requested proposal supports the mission of the program(s) and the university. The rationale for the proposal should show relationship to the curriculum of the department/college/school submitting the course, i.e. relationship to the curriculum of the department/college/school submitting the course, i.e. relationship to the curriculum of the department/college/school submitting the course, i.e. relationship to the curriculum of the department/college/school submitting the course. Please limit your response to 1000 words.

Add online delivery effective Fall 2020

7. Campus of Delivery: Select ‘Online’

Campus(es) of Delivery  Greensboro Main  Online

8. Click the green Attach File button to upload **completed and signed** QM & C-RAC forms

Select all that apply  
Completed QM & C-RAC forms

9. Click the green Start Workflow button at the bottom of the form.