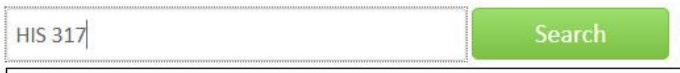


Steps to request Online Delivery in CIM:

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.



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



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



5. Proposed Effective Catalog: Select “24-25 Edition”



6. Rationale” Enter “Add online delivery effective Term XX” (i.e., Spring 2024 or Winter 2023)

Rationale

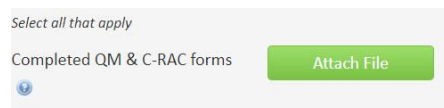
Include a complete and concise explanation of why you are asking for the requested proposal, including how it supports the mission of the program(s) and the university. The rationale for the proposal should indicate the relationship to the curriculum of the department/college/school submitting the course,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

Add online delivery effective Spring 2022

7. Campus of Delivery: Select ‘Online’



8. Click the green Attach File button to upload **completed and signed** QM & C-RAC forms. QM & C-RAC forms found [here](#).



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

