Steps to request Online Delivery in CIM:

1. Login to CourseLeaf CIM course form: https://nextcatalog.uncg.edu/courseadmin/

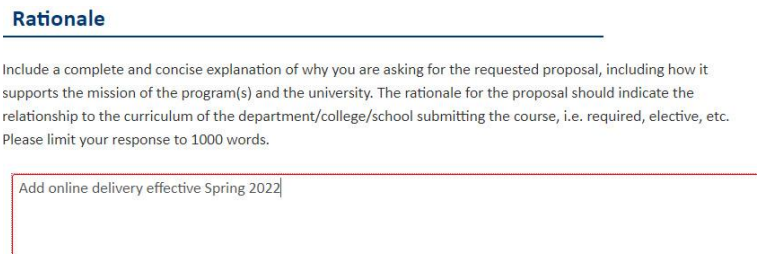
2. Enter course information in the Search Box (i.e., HIS 317) and click the green Search button.

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

4. Type of Change: Select "Add Online Delivery"

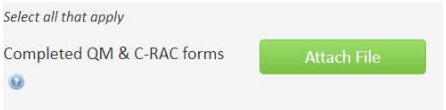
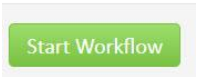
5. Proposed Effective Catalog: Select "24-25 Edition"

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



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.