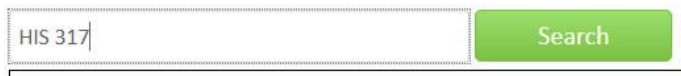


Steps to request Online Delivery in CIM:

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.



A search box containing the text "HIS 317" and a green button labeled "Search".

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



A green button labeled "Edit Course".

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



A form labeled "Type of Change" with a dropdown menu showing "Add Online Delivery".

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



A form labeled "Proposed Effective Catalog" with a dropdown menu showing "22-23 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.

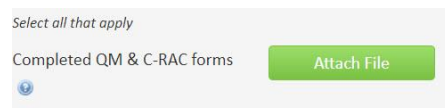
Add online delivery effective Spring 2022

7. Campus of Delivery: Select ‘Online’



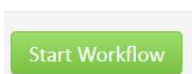
A form labeled "Campus(es) of Delivery" with two checkboxes: "Greensboro Main" (unchecked) and "Online" (checked).

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



A form labeled "Attach File" with a green button labeled "Attach File".

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



A green button labeled "Start Workflow".