Adding, Changing, Deleting & Auditing Courses in the
Course Inventory Management System (CIM)

This document provides initiators with instructions for proposing:

- New courses
- Course alterations
- Course changes
- GEC audits
- Writing audits
- Adding or changing a GEC, Writing, or Capstone on an existing course

What do I need to do?

- Go to futurecatalog.wvu.edu/courseadmin
    - You will be asked for User Name (your Login ID) and Password
    - A small box will appear in the middle of the screen stating that you are not fully logged in. Please click on the red button within this box.
- The following screen will appear:

- You can submit a new course proposal by clicking on the Propose New Course button.
- If you need to make a change to an existing course or deactivate a course, you will need to:
    - Enter the subject code (i.e., ENGL, CHEM, CE, EE, etc.) in the box to the left of the Search button. If you are working on a specific course and know the course number, go ahead and list the number as well.
    - If you search by subject here is a sample of what you will see:
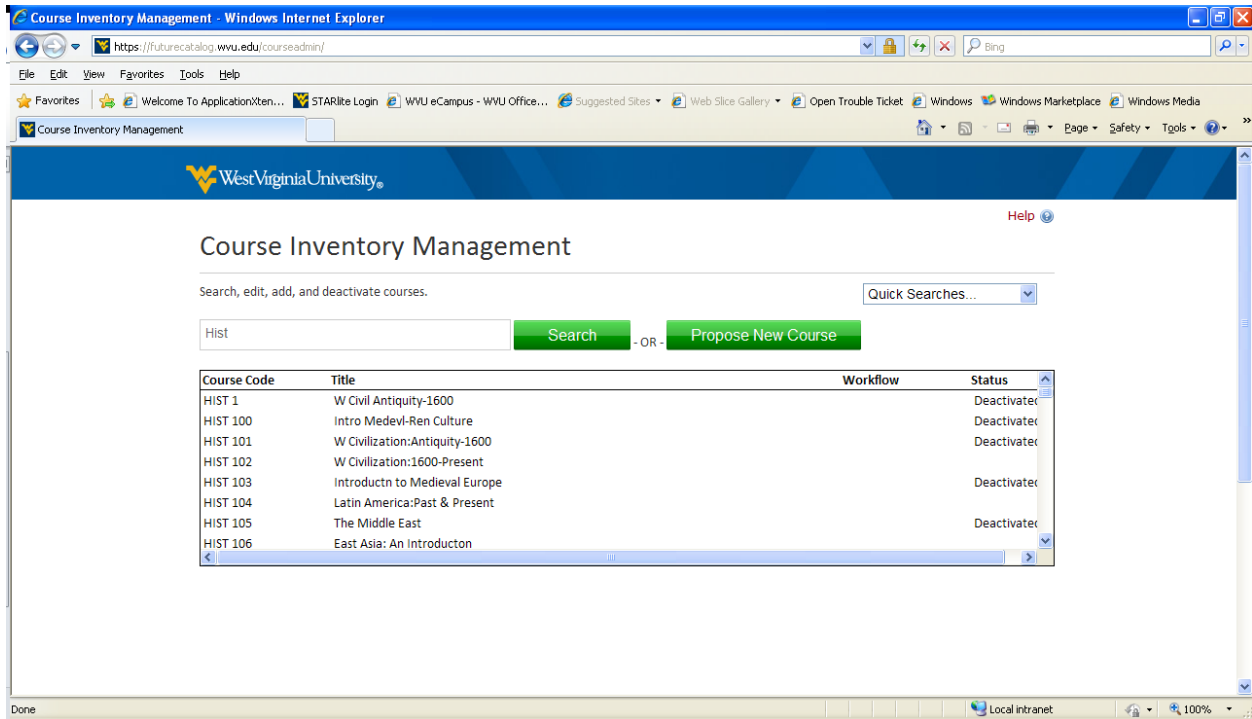
- Scroll down through the courses and select the course you want to take action on.
- Please note that you will not be permitted to edit any course in which the status is "Deactivated."
- Here is a sample of what the screen will look like:
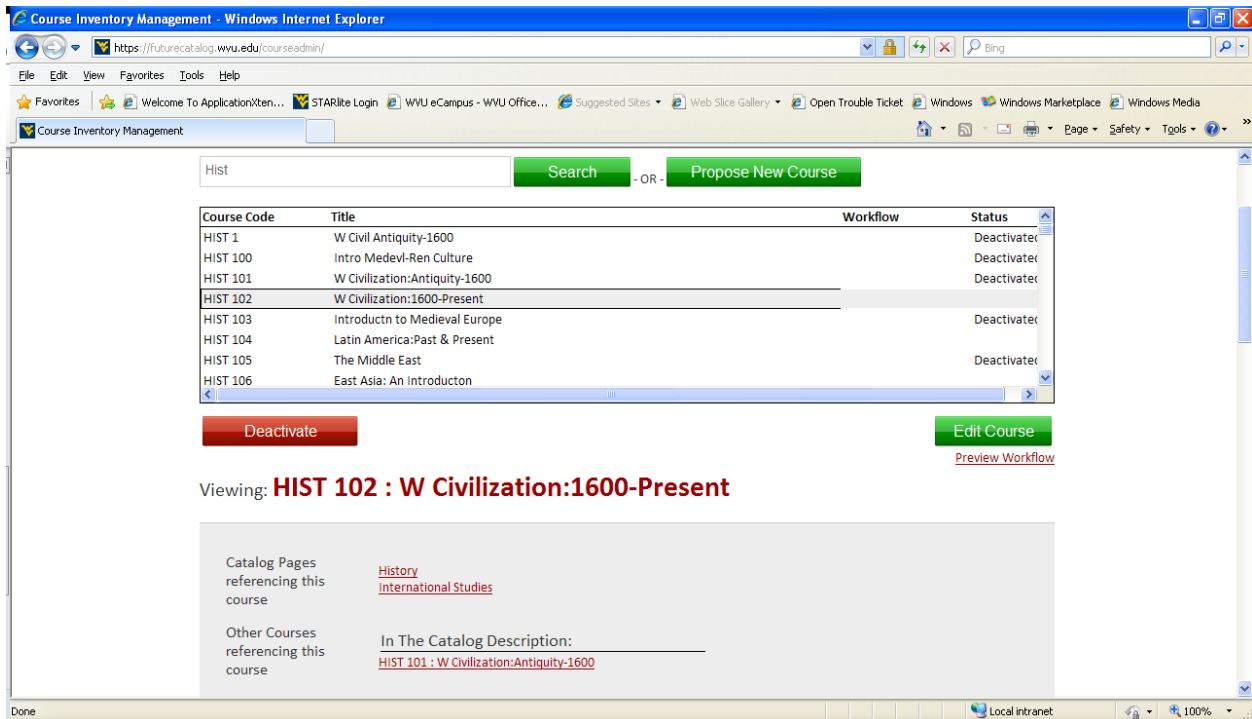
- To deactivate a course, click on the red Deactivate button.
- To make a change to an existing course, select the green Edit Course button. (Use the Edit Course button to initiate course alterations; course changes; GEC audits; Writing audits; and adding or changing a GEC, Writing, or Capstone on an existing course.)
- Once on the edit or proposal forms, follow the instructions on the page.