

CourseLeaf CIM Tip Sheet

Prefer video? Scroll to the bottom of this tip sheet for a link!

This tip sheet is for curriculum reps who are reviewing a new degree/certificate that has been submitted for approval—it applies to both the New Degree or Certificate Proposal and the full Narrative. For full information about the process to create a new degree/certificate, visit [the CCC's Degree or Certificate Process & Resources webpage](#).

Approval Request Emails vs. FYI Emails: A quick peek at the email subject will help you figure out if you need to take action in CourseLeaf or simply read through the degree/certificate for discussion at an upcoming division CC or CCC meeting:

- ✓ "Degree or Certificate ready for your review" in the subject = an approval request email
- ✓ "Degree or Certificate submission" in the subject = an FYI email (your approval is not required)

Important Tip About Course Lists: When you're reviewing the full Narrative, you'll see one or two Course Lists (in the Core Courses and Support Courses sections). These lists pull course information directly from the CORs in CourseLeaf, and symbols are used to indicate the following:

- ✓ New Course = this course is currently in the proposal stage of being created and is not yet active. This may impact the activation timeline for the new de -1(m) (ay) -1(i) -1(m) 1(pact) -1() -1(t) -1(he) -1(a