

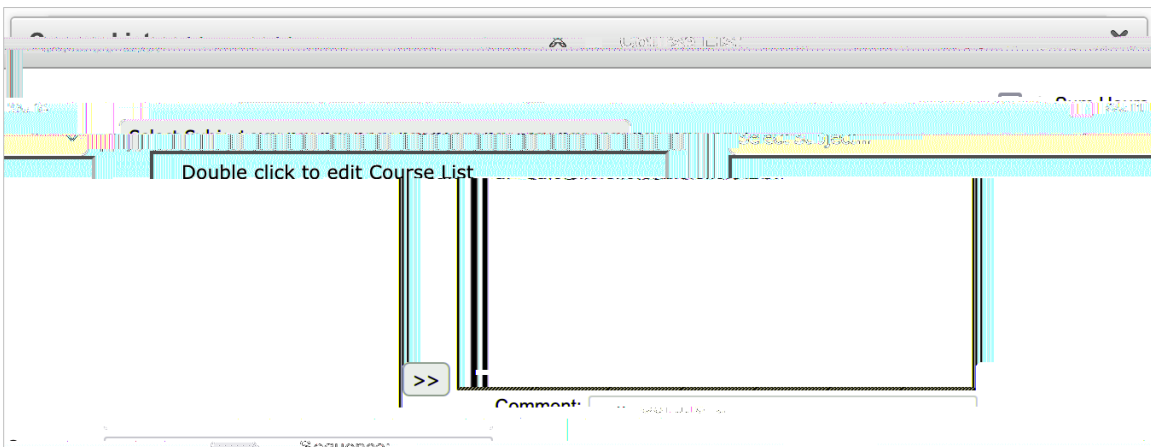
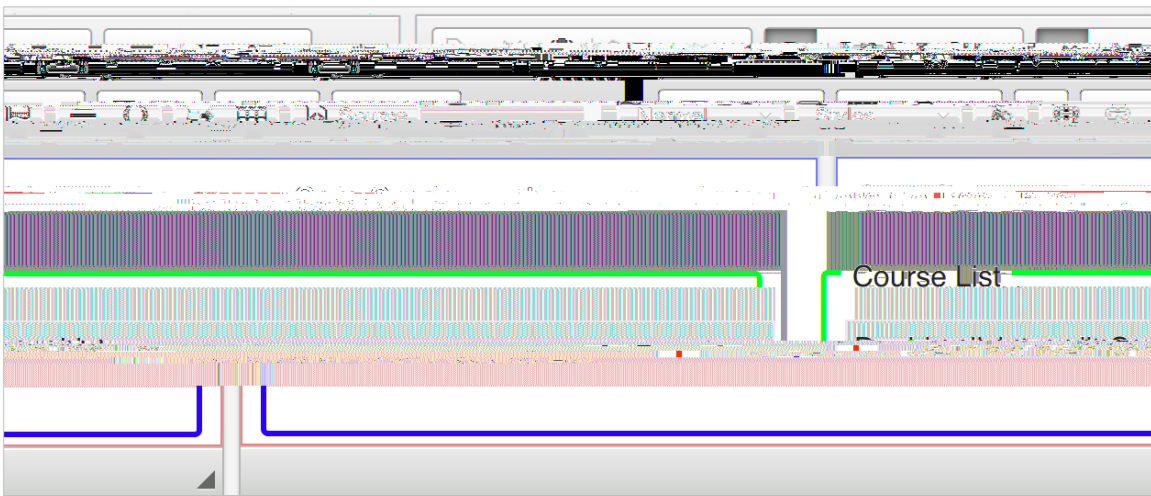
CourseLeaf CIM Tip Sheet

Filling out a Course List (Core and Support Courses)

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Course Lists are used in the Core Courses and Support Courses fields, to select the courses for your new degree or certificate. When editing your new degree/certificate and filling out the Narrative information, open a Course List by double-clicking it. The Course List will appear as a pop-up window within the form.



Course List Functionality



- c. The courses will appear in the same row of the Course List, with "&" between each, for example:

Important Note: When using this feature, you must manually update the "Hours" box () and enter the total combined units for the courses. In the example, above, you would enter "15" in the box, as each is a 5-unit course.

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Course 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