Course Inventory Management System (CIMS)

Course requests are submitted through an online application called CIMS (Course Inventory Management System) at http://www.registrar.ucla.edu/cims. Requests are initiated by department faculty or staff and routed for approval. With the approval of the department or program chair, staff may act as designee for the chair to approve course actions.

Course requests are processed through CIMS, a secure online application that collects data and routes it through the approval process. CIMS has input forms for new courses, course revisions, and course deletions. In addition, it features several customized forms such as variable topics sections.

Routing of CIMS Forms:

After entering all the required information, click the “Route Form Now” button and follow the routing directions.

The CIMS routing screen guides users through selecting a name and a role for the person responsible for approval. With the permission of the authorizing person, designees may submit forms on their behalf. In that case, the name of the person responsible and that person’s role must be stated in the comment box on the CIMS form. See the CIMS routing help for more information.
Herb Alpert School of Music CIMS Form Routing Workflow

Initiator (Faculty member or Departmental Chair's Assistant)

→

Departmental Chair or Designee

→

Director of Student Affairs ("FEC Coordinator")

→

Academic Associate Dean

→

Director of Student Affairs (Final Review)

→

Graduate Division (for Graduate courses)

→

Registrar's Office (for Undergraduate courses)
Routing Help

Save Form
1. When you are first initiating a CIMS form you can save it and come back to it later by going to “Retrieve Saved Forms” on the Main Menu.
2. Once a form has been routed to anyone, including yourself, if you want to save changes, route the form to yourself and retrieve it from “Courses requiring my approval” on the CIMS main menu.

Initial Routing
1. Click the "Route Form Now" button. This takes you to a routing screen.
2. On the routing screen, type in the name of the person you want to route the form to. Click "Search." (The program searches the campus directory and displays names in a list below.) If you are not sure who to route to, call the department or unit and verify contact’s name. Many departments use designees.
3. Choose an approval role for the person you are routing to (not your role).
4. Click the round button beside the name from the directory.
5. Click Route Now

Normal Routing
1. At the bottom of the CIMS form, after the routing status, there are buttons for approval choices (approve, deny, re-route). Click the button that applies, and type in applicable comments.
2. Click the "Route Form Now" button. This takes you to a routing screen.
3. On the routing screen, type in the name of the person you want to route the form to. If you are not sure who to route to, call the department or unit and verify contact’s name. Many departments use designees.
4. Click "Search." (The program searches the campus directory and displays names in a list below.)
5. Choose an approval role for the person you are routing to (not your role).
6. Click the round button beside the name from the directory.
7. Click Route Now

Initiator Routing as a Designee
1. If you are acting as a designee for someone (e.g., Department Chair), route the form to yourself and choose the role of the person you are acting as designee for (e.g. Department Chair or Designee).
2. On the CIMS Main Menu, go to “Courses requiring my approval.”
3. At the bottom of the CIMS form, after the routing status, there are buttons for approval choices (approve, deny, re-route). Click the button that applies, and type in the comments box the name of the person you are representing and that person’s role. (e.g., Designee for Professor Joe Bruin, Chair, Philosophy Department.)
4. Click the "Route Form Now" button. This takes you to a routing screen.
5. On the routing screen, type in the name of the person you want to route the form to. Click "Search." (The program searches the campus directory and displays names in a list below.)
6. Choose an approval role for the person you are routing to (not your role or your designee role).
7. Click the round button beside the name from the directory.
8. Click Route Now

Routing Multiple-listed Courses
1. Multiple-listed courses require the approval of all chairs, FECs, and deans involved with the course.
2. Coordinate routing by calling or e-mailing the department coordinators for each department for routing contact. The College and each school may have different routing procedures and contacts.

Withdrawing a CIMS Form
Only the initiator or staff from the Registrar’s Office can withdraw (delete completely) a CIMS form. Call x67045 or x56704 for assistance.