USING THE CURRICULUM MANAGEMENT SYSTEM:

UTM GUIDELINES FOR POPULATING COURSE DATA FIELDS

The following table provides an overview of the course data that is maintained in the Curriculum Management (CM) system and provides UTM-specific guidance on how the course data fields are to be completed when proposing new courses and course modifications on CM.

The fields highlighted in yellow require careful consideration when submitting proposals on CM.

#	Field	Description
1	Status	If proposing a modification to the existing course, leave as **"Active".** If proposing to retire the course, change to **"Retired".**
2	Version Start Session	Indicate when the course change or new course would take effect. Note: The earliest you can propose any change is for the Fall of the next calendar year.
3	Pilot	Skip. (This option is not in formal use at UTM.)
4	Course Designator	Three-letter designator (**e.g., MAT**).
5	Number	The rest of the course code (**e.g., 235H5**). After the three digits, use H5 for a half course and Y5 for a full course. No number may be used for a new course if it has been used by another course within the last three years.
6	Level of Instruction	Check "**Undergraduate**".
7	Calendar Title	The title as it will appear in the Calendar itself – short and descriptive.
8	Abbreviated Title	The short or "form" title that appears on ROSI screens and reports (30 characters max.)
9	Previous Course Code	Skip.
10	Exclude Previous Course Code from Calendar Extract	Skip.
11	Division	Type and then select "**University of Toronto Mississauga**"
12	Associated with (Division)	Leave blank in most cases.
13	Unit(s)	Select your department/unit. For joint courses, include the other offering unit.
14	Associated with (Unit)	Leave blank in most cases.
15	Campuses	Type **"Mississauga".**

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16	Alias Course Number(s)	Likely skip. Only use this field if there is another course code for this SAME course (ie. Same LEC, meeting time, room, evaluation) - Example: An Italian Cinema course that is offered as an ITA and CIN course.
17	Jointly Offered with Course(s)	Skip.
18	Credit Value	Leave as "**Fixed**".
19	Fixed Credit Value	Indicate **1.0** (full year course) or **0.5** (half-course) as appropriate.
20	Proposal Divisional Review	**FOR NEW COURSE:** Always requires **full divisional review**. **FOR MODIFIED COURSE:** Requires **full divisional review** if change is curricular (e.g., Changes to course title, course description, contact hours, requisites, etc.); Requires **abbreviated divisional review** if change is editorial only (ie. revising a course description for clarity, editing for grammar and punctuation, etc.) *indicate "full divisional review" if you are not sure.*
21	Inclusion in Program	Check "This proposal/change triggers modifications in the unit's program(s)" if this new course or course change will require a program change proposal. **Note:** When adding or changing courses that impact your programs, you will be required to enter the minor modification to your Programs in CM. CM will not do this automatically for you.
22	UTM Curriculum Committees	Select all committees that will need to review this new course or course change proposal.
23	Calendar Description	Self-explanatory, but some tips: • Use a "telegraphic style" – avoid phrases like "this course will consider", "among the topics to be explored" just add space. Use present tense and try to keep to a 50 word limit. • Do not include names of instructors, enrolment controls, and scheduling information. • Write with the idea it will not change year-to-year despite minor adjustments in the syllabus.
24	URL	Skip.
25	Prerequisites	Self-explanatory. Leave blank, if no prerequisites.
26	Corequisites	Self-explanatory. Leave blank, if no corequisites.
27	Exclusions	Self-explanatory – but remember, if you are renumbering a course, include the old number of the course here as an exclusion. Leave blank, if no exclusions.
28	Recommended Preparation	Self-explanatory. Leave blank, if no recommended preparation.
29	Enrolment Limits	You can indicate if there is a planned, broad constraint to enrolment (like "must be enrolled in the Psychology Specialist program")
30	Breadth Requirement Division	Skip.
31	Breadth Requirements	Skip.
32	Distribution Requirements	Type and select **"Science", "Social Science", "Humanities" or "None"**- a dropdown menu will appear.
33	Engineering Accreditation Units	Skip.
34	Use "K" factor	Skip.
35	Total Calculated Accreditation Units	Skip.
36	Engineering Complementary Studies	Skip.
37	Topics Covered	This is optional information that can be included from the syllabus.
38	Methods of Assessment	This is optional information that can be included from the syllabus.

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39	**Total Instructional Hours**	Indicate total lecture, practical, tutorial and/or seminar hours for the course. This must accurately reflect how the course is currently being taught.
40	**Intended Offering Term**	If known or planned, indicate it, as it could help understand timetable impact.
41	**Mode of Delivery**	Check only the mode(s) of delivery that have been approved for the course.
42	**Offering/Delivery Options**	Leave as **"Standard"** (Default)
43	**Language of Instruction**	Indicate the actual language of course instruction (not topic of the course)
44	**Course Experience**	• Select "**Partnership-Based Experience**" if all students complete a course requirement through supervision or engagement with an organization or individual external to the University or the course (e.g., Internship within UofT). • Select "**University-Based Experience**" if all students engage solely with the course instructor(s) to achieve course learning outcomes. • Select "**Professional Work Term**" if all students complete a full-time work experience (on or off-campus) without the integration of academic content and assessment by a U of T course instructor.
45	**UTM International Delivery Options**	If the course includes an international component, select "**International – Required**" if it is a requirement for all students each time the course is offered. Select "**International – Optional**" of the international component is optional.
46	**Grading**	Leave as **"Standard"** (Default).
47	**Enrolment Options**	All courses normally may be taken as Credit/No Credit, so this by default is checked.
48	**Repeatable for Credit**	Go with default selection.
49	**Calendar Exclusion**	Do not check.
50	**Publication**	Type "**University of Toronto Mississauga**" - a dropdown menu will appear. Select the UTM Calendar.
51	**Section(s)**	Type and select the subject or program area of the UTM Calendar where the course should appear. This can be more than one section.
52	**Sub-Section(s)**	Leave blank. Do not change this setting.
53	**Online Course Evaluations**	Leave blank.
54	**ACORN Availability**	Skip. Do not check this field.
55	**Rationale and Academic Relevance**	Discuss the academic reason for the change and what impact the change may have to students, course offerings and programs (positive and negative).
56	**Overlap of course content**	Indicate any overlap of this course content with current courses offered by other programs or departments.
57	**Consultation Undertaken**	Describe what consultation has occurred regarding the changes, including any internal consultation, and all consultation outside of the academic unit proposing the course. For changes that involve courses offered by other units, consultation should occur in advance of proposal submission. INCLUDE THE DATE ON WHICH THE CHANGES WERE APPROVED BY YOUR CURRICULUM COMMITTEE.
58	**Resources Required**	Skip. See field #61 where you will be required to attach a copy of the Resource Implications Form (PDF).
59	**Part of a Program Proposal**	Skip.
60	**Programs of Study for which this course might be suitable**	Optional. If there are other programs that may wish to include this course, indicate that here.
61	**Estimated Enrolment**	Self-explanatory.

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62	**Instructor**	For new courses, you must provide the name of the instructor.
63	**Revived Courses**	If this is a revived course, indicate the last session this course appeared in the calendar.
64	**Additional Proposal Documents**	Add files relevant to the proposal. ***FOR NEW COURSES:** attach the Resource Implications Form for New Courses (PDF) here. This is required for all new courses. ***FOR COURSE MODIFICATIONS:** attach the Resource Implications Form for EXISTING Courses (PDF). This is only required if a CHANGE in resourcing is needed as a result of the proposed modification.
65	**Additional Course Documents**	Skip.

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