Add Departmental Attributes in CIM

Dear Colleagues,

We are pleased to announce enhanced functionality for adding departmental attributes to primary courses and to secondary (cross-listed) courses.

Departmental attributes may now be added in CIM to the course record. This means that you’ll only need to add the attribute once for the lifetime of the course. This also means you may add your attributes to any Yale College course that meets the requirement to carry the attribute.

We strongly suggest that you add attributes now, before you offer your courses in WEN for the upcoming academic year. Once a course is offered in WEN, you can still add attributes in CIM, but they won’t appear in the YCS listing until the next time the course is offered. In this case, you’ll still need to add the attributes in WEN.

Attached is a step-by-step guide to the process. The Registrar’s Office will also offer training; contact the Academic Support Coordinators for more information.

Sincerely,

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