

There are two ways to add departmental attributes to a course, on the CIM form, which is the newer and preferred method, or on the WEN form.

Adding Departmental Attributes on the CIM form

- This method of adding attributes need only be done once for the lifetime of the course. The attribute is added to the course record (instead of the section record).
- Attributes can be added to an existing course proposal by both primary and secondary department registrars.
- Attributes can be added to the course record at any time (before, during, after registration), however if a course has already been offered in WEN, the attributes added in CIM will not appear in YCS until the next time the courses is offered.

To Add Attributes to an Existing Course Proposal

1. Pull up the existing course record in CIM. Click on **Edit Course**.
2. Near the top of the page, you will find a question about adding attributes. Select **Yes**. This will gray out all but the *Effective term*, *Instructor information*, and *Departmental Attributes* fields.

Editing: **HIST 302J: Korea and the Japanese Empire in Critical Contexts**

Proposed by

Are you adding discussion/lab sections to this course?
 Yes No

Are you adding course or departmental attributes?
 Yes No

School

Effective term

Instructor

First Name	Last Name	Rank	Department
<input type="text" value="TBD"/>	<input type="text" value="TBD"/>	<input type="text" value="TBD"/>	<input type="text" value="TBD"/>

3. Select the effective term and enter the instructor's name/rank/department. If you do not know the information about the instructor, enter "TBD" in the required fields.
4. Scroll down to the *Departmental Attributes* field. It is just above the *Yale College* section of the CIM form.

Departmental Attributes

Departmental Attributes +

Select... x ↑ ↓

5. Click on the down arrow to open the list of existing departmental attributes. They appear exactly as they do on *Yale Course Search*.
6. You can add as many attributes as appropriate for the course. Use the green + sign to add more selection fields. Use the up/down arrows to reorder the attributes.
7. Once you are finished, scroll to the bottom of the form, and click on **Start Workflow**.

To Add Attributes to a New Course Proposal

Only the primary department can add departmental attributes to a new course proposal.

1. Scroll down to the *Departmental Attributes* field, just above the Yale College section of the CIM form and add attributes as for existing course proposals (steps 5 & 6 above).



NOTE: If a course is already offered in WEN, attributes added in CIM will not show in YCS until the next time the course is offered.

Adding Departmental Attributes on the WEN record

- This method of adding attributes needs to be done every time the course is offered. If the attributes have been added on the CIM form, they never need to be added in WEN.
- Attributes can only be added to the WEN record by the primary department registrar. Secondary departments must ask the primary department registrar or the Registrar's Office to add their attributes to the WEN form.




To Add Attributes to the WEN Record












1. Open the WEN record.
2. Click the pencil icon associated with *Section Attributes* to open the list of possible attributes.
3. Click the green + sign to add more attributes.
4. Click **Accept**, then **Save Section**.

The screenshot displays the 'Edit Section' interface for AFAM 170-01. The main form includes fields for Title, Section #, Credit Hrs, GSAS Reg Status, Section Type, Exam Group, and Restrictions. A 'Section Attributes' dialog box is open, showing a list of attributes with a green plus sign to add more. The 'Accept' button at the bottom of the dialog is highlighted in green. The background form also shows enrollment information and a 'Save Section' button at the bottom right.

Removing Departmental Attributes


To Remove Attributes in CIM

1. Open the CIM record for the desired course and scroll to the *Departmental Attributes* field.
2. Click on the red X icon    that appears to the right of any attribute you need to remove.

Departmental Attributes 	
YC HSHM: Med & Public Health 	  
YC Hist: ideas & intellectuals 	  
YC GLHTH: Health & Societies 	  

3. Be sure to **Start Workflow** to save the change.

To Remove Attributes in WEN

1. Open the WEN record for the desired course. Open the *Section Attributes* field.
2. Click on the trash can  to the right of the attribute you wish to remove.
3. Save the change and then Save the Section.

Section Attributes  	
Attribute 	
Humanities Area 	
Limited Enrollment 	
Primary Course Number 	
Writing Skill 	
YC CLSS: Ancient Hist Rome 	
YC CLSS: Hist, Phil, Art, Arcg 	
YC CLSS: Lit/Cult Anc Rome 	