

Standards of Practice for Entering Course Information in CIM and Workday

When entering pre-requisite courses:

Correct:

- Pre-req: AA 100

Incorrect:

- Pre-requisite: AA 100
- prereq: AA 100
- Pre-req: AA 100.

If a course does not have any pre-reqs, leave that field blank in CIM. Do not type "none" or "pre-req: none".

When typing multiple courses as pre-reqs, use "and," not "&":

Correct:

- Pre-req: AA 100 and BB 200

Incorrect:

- Pre-req: AA 100 & BB 200

When entering pre and co-reqs:

Correct:

- Pre or Co-req: AA 100

Incorrect:

- Pre- or Co-req: AA 100
- pre/coreq: AA 100
- pre/co-req: AA 100

When stipulating in a pre-req that more than one class of a department type is required:

Correct:

- EC 111 and 3 credits of math

Incorrect:

- EC 111 and three credits of math

When entering a course that has no pre-reqs:**Correct:**

- Leave it blank

Incorrect:

- “None”, “n/a”

Short Titles for Courses:

Even though Workday does not have a character limit, CIM has a character limit of 30. Abbreviated titles in Workday should not exceed 30 characters.

Special Characters and Titles:

Do not use special characters (quotation marks, ampersands, hyphens) in course titles, either in CIM or Workday. DegreeWorks cannot recognize these characters.