Starting a New Course Proposal

1. Go to https://clss.ccri.edu/courseadmin/

2. Log on with your CCRI username and password.

3. Click the green Propose New Course button, which will prompt a new window to open.

Ccri Community College of Rhode Island

Course Inventory Management

Search, edit, add, and inactivate courses.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with " everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the C Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

[   ] [Search] ☐ Archive ☐ History - OR - [Propose New Course]

4. Complete all required fields (outlined in red) and unrequired fields (not outlined in red) before submitting your proposal. CIM forms are dynamic, so fields open and close based on selections you make early in the form. Refer to the blue help bubbles ⓘ for guidance in completing certain fields.

    For instructions on completing each field, please refer to the Completing a New Course Proposal Instructions.
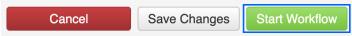
5. To upload your syllabus, click the green Attach File button at the bottom of the form. A Browse file box will open and you can select the file(s) to upload. Upload your syllabus as a PDF document.

    Attach Course Syllabus ⓘ   [Attach File]

6. To save the information you have entered, without submitting the proposal, scroll to the bottom of the form and press the Save Changes button. You can do this as often as you like.

    [Cancel] [Save Changes] [Start Workflow]

7. Once your proposal is complete, press the green Start Workflow button to enter it into workflow, which starts the review process.

    [Cancel] [Save Changes] [Start Workflow]

Questions? Contact crc@ccri.edu