

**To: Deans, Associate Deans, Departmental Chairs, Departmental Directors, Departmental Administrators, Service Units**

**CC: Natalie Phelan, Sandra Bauer, Dotty Nwakanma, Erika Strathearn, James Moreton**

**Subject: Opening of the Courseleaf Curriculum Inventory Management System 2024-2025**


Good morning!

We are pleased to announce that the Courseleaf Curriculum Information Management System (CIM) is now open to the community for the **2024-2025** curriculum cycle. Here are some important details concerning the launch of the system.

- All Graduate and Undergraduate course, program, and regulation curricular changes for the **2024-2025** calendars are supported by the Courseleaf software. Should you find that a section that you wish to edit is not available for editing in CIM, contact [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca) and the applicable section can be set up for you.

### New in 2024-25 – Special/Selected Topics

A new mandatory field has been added to Course Inventory Management, where you will indicate whether a particular course is Special Topics, Selected Topics, or neither.

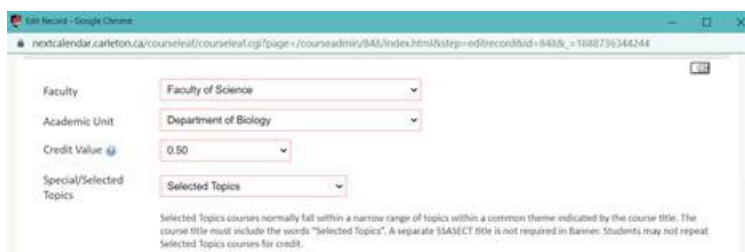


The screenshot shows the Courseleaf system interface. The 'Special/Selected Topics' dropdown menu is highlighted in yellow. The other fields are: Faculty (Faculty of Science), Academic Unit (Department of Biology), Credit Value (0.50), and Significant Experiential Learning (None).

In most cases, you will simply choose Not Applicable from the drop-down menu. Choosing Special or Selected Topics will pop up the glossary definition of the term.



The screenshot shows the Courseleaf system interface with 'Special Topics' selected in the dropdown menu. Below the dropdown, a glossary definition is displayed: "Special Topics courses are normally selected from a broad range of topics within a discipline. Their topics vary widely from year-to-year. The course title must include the words 'Special Topics'. A separate 55ASECT title must be added in Banner every time a Special Topics course is offered. Students may repeat Special Topics courses for credit when the topics vary."



The screenshot shows the Courseleaf system interface with 'Selected Topics' selected in the dropdown menu. Below the dropdown, a glossary definition is displayed: "Selected Topics courses normally fall within a narrow range of topics within a common theme indicated by the course title. The course title must include the words 'Selected Topics'. A separate 55ASECT title is not required in Banner. Students may not repeat Selected Topics courses for credit."

The field needs to be completed for newly created courses and any edits made to existing courses; you will be prompted to complete the field if you try to submit a course into workflow without one of the three options selected. Please email [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca) if you have any questions about the new feature.

### Regulations Workflows

Note that the chart below should be followed to ensure that regulation changes are submitted into the appropriate workflow in CIM:

Regulation Owners	Level	Faculty	Academic Unit
Public Affairs	UG	FPA	Regulations: DEPT
Arts & Social Sciences	UG	FASS	Regulations: DEPT
Science	UG	SCI	Regulations: DEPT
Engineering	UG	ENG	Regulations: DEPT
Architectural Studies	UG	ENG	Regulations: ARCH
Industrial Design	UG	ENG	Regulations: IND
Information Technology	UG	ENG	Regulations: BIT
Computer Science	UG	SCI	Regulations: COMP
Cognitive Science	UG	FASS	Regulations: DEPT
Global and International Studies	UG	FPA	Regulations: DEPT
Registrar's Office	UG	N/A	Regulations: RO
Graduate Studies	GR	N/A	Regulations: RO
Co-operative Education	UG/GR	N/A	Regulations: COOP
Admissions	UG	N/A	Regulations: ADM

### Courseleaf

How to access the Courseleaf system: All authorized users will access the system from the following launch page: <http://carleton.ca/curriculum>. From here you are able to directly access the following Courseleaf modules:

- Courseleaf Approvals
- Course Inventory Management
- Program Management
- Reporting Tool – Course Changes
- Reporting Tool – Program Changes
- Next Undergraduate & Graduate Calendars

You will need to provide your **MyCarletonOne** username and password in order to authenticate into Courseleaf. (If you need assistance with your MyCarletonOne credentials please visit <https://carleton.ca/its/help-centre/accounts-and-passwords>). Once logged in you can go from one Courseleaf module to another without having to log in again.

Please use the **Account Request Form** (<http://carleton.ca/curriculum/account-request-centre>) to request any additions/modifications/deletions to the Courseleaf authorizations for your unit. Requests

should come from the unit Chair/Director or departmental administrator, and will include the nine-digit ID number.

**Courseleaf Training and Assistance:** If you are new in your role or to Courseleaf and would like an introduction to the system, or would like a refresher, one-on-one and small group sessions can be arranged. It is recommended that any of those in your academic unit who are responsible for using Courseleaf, both administrators and approvers, participate in these sessions at the same time as they can provide valuable opportunities to share questions and discuss concerns. Contact [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca) to arrange an in person or virtual training session!

#### Other Resources

The Curriculum Management Website <http://carleton.ca/curriculum> is where you can find additional documentation, memorandums, curricular policies, and key dates and deadlines for minor and major modifications. It is also where you can request changes to user accounts/access and much more in support of Carleton's curriculum management processes.

Please refer to the *2024-25 Curricular Changes and Deadlines* memorandum (sent May 15, 2023) as an additional reference source as you proceed with your curricular changes. This memorandum is available at <http://carleton.ca/curriculum/communication-archives>.

Any Courseleaf related questions or concerns can be sent to [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca).

Regards,

Registrar's Office  
300 Tory Building  
Carleton University  
1125 Colonel By Drive  
Ottawa, Ontario  
K1S5B6  
613-520-3500  
[carleton.ca/registrar](http://carleton.ca/registrar)