

## CARMin - FREQUENTLY ASKED QUESTIONS

### **What is CARMin?**

CARMin stands for Course Approval, Remonstrance, Maintenance, and Integration). CARMin is Indiana University's course approval system. All new course proposals and course change requests must be submitted and approved via CARMin in order to be included in the SIS Course Catalog. CARMin requires various academic authority approvals at the Department, School, and Campus levels. CARMin requests are submitted via One.IU: [Initiate New Course/Course Change Request](#). Once submitted, CARMin course requests generally take 3 - 9 months to receive full approval.

### **Who has access to submit requests in CARMin?**

All IU faculty have access to submit CARMin requests. IU staff may be given access to submit CARMin requests. Generally, faculty or staff at the Department level will submit the request. To request access to submit CARMin requests, please have your Scheduling Officer, Dean, or Registrar contact UES Course Catalog ([catalog@iu.edu](mailto:catalog@iu.edu)). More information about initiating a CARMin request may be found in the [Initiating a Course Request Job Aid](#).

### **Who has access to approve requests in CARMin?**

CARMin courses requests have multiple approval levels which may vary by Campus and School. Most course requests will route to the following levels for approval: Department, School, Campus, UES. Additional approval levels for various Committees or Councils may also be required. Quali Workflow workgroups are created for each approval level. You may review the current approvers for your Department/School by running the *CARMin - Work Group List* (IE\_SIS\_SR\_CARMIN\_WRKGRP\_LIST) IUIE report. Any modifications needed for the approval workgroups may be sent to UES Course Catalog ([catalog@iu.edu](mailto:catalog@iu.edu)).

### **How long does it take for CARMin requests to be finalized?**

Once submitted, CARMin course requests generally take 3 - 9 months to clear the 30-day remonstrance period and receive full approval from all academic authorities.

### **How do I 'reserve' a course number for my new course?**

To ensure that the desired course number is available for a new course, please email UES Course Catalog ([catalog@iu.edu](mailto:catalog@iu.edu)) before submitting a CARMin request. UES Course Catalog staff will verify availability and, if available, reserve the course number for your campus in the SIS Course Catalog for 2 years. Note: Each active course in the SIS Course Catalog must have a unique Subject / Catalog # combination. New courses may only be created for course numbers that are not already in use. Course numbers that have been inactive in the SIS Course Catalog for at least 5 years may be reused for new courses.

### **I launched a CARMin request but wasn't ready to submit it, and now I can't find it. Where is it?**

Once initiated, a CARMin request may be saved if you do not yet wish to submit it. CARMin requests in SAVED status will appear in your [Action List](#) (accessed via One.IU). You may open the existing request from your Action List, make any necessary updates, and either save it again or submit it for approvals. Please note that if you initiated a CARMin request but did not 'save' it before closing your browser window, you cannot access that request again; a new request will be required.

### **I already submitted my CARMin request but realize I made a mistake. How do I get it back to correct it?**

Send an email to UES Course Catalog at [catalog@iu.edu](mailto:catalog@iu.edu) letting us know the situation. As long as your CARMin request has not yet posted to the Remonstrance List, we can return it to your Action List for correction. You may then make any necessary adjustments and then click 'Approve' to resubmit the request for approvals. The updated request will be required to reroute for all approvals since changes were made.

### **How do I see where my submitted CARMin request is currently in the approval route path?**

You may view the Route Log of your request in [Document Search](#) (via One.IU). You may search by Document ID #. If you did not record the Document ID # when the request was first submitted, you may search by Document Type (SIS.SY.CAR) and Initiator (your username) instead. Once you have located

the request in the search results, you may click on the Route Log icon (↔) in the far right-hand column. The Route Log will show you which approvals the request has already received (Actions Taken), where the request is now in the approval route path (Pending Action Requests), and which approvals are still needed (Future Action Requests).

### **Why can't I view a CARMI request in Document Search?**

CARMI security is such that only the request initiator, the current route-level approver(s), and UES Course Catalog staff may view a CARMI request. Depending on your access, you may be able to see a CARMI request displayed in the Document Search results but cannot open the request to view it. You may reach out to the request initiator to obtain information about the request or to request a PDF. If the initiator is unavailable or Document Search is restricting the search results due to your access, you may contact UES Course Catalog ([catalog@iu.edu](mailto:catalog@iu.edu)) for more information about the request.

### **A CARMI request has routed to me for approval, but I'm not sure what to do with it. Help!**

Your office likely has an internal procedure that you should follow when approving course requests. You may choose to *Approve* the request, *Cancel/Disapprove* the request, or return the request to a *Previous Route Level* (such as the initiator) for more information. More information about each of these actions may be found in the [Approving a Course Request Job Aid](#).

### **A CARMI request has routed to me as an 'FYI', but I'm not sure what to do with it. Help!**

You may receive an 'FYI' notification in your Action List and/or email when your review of a CARMI course request is required. An FYI may be sent to you in the midst of the approval process or at the end, once the request is FINAL. You may review the CARMI request via your [Action List](#) (accessed via One.IU). Be sure to review the Status and the Notes section of the CARMI request to determine what your next step should be. Your office likely has an internal procedure that you should follow when finalizing course requests. Once you have taken any necessary action in SIS and/or your internal records, you may clear the FYI by clicking the 'FYI' button near the bottom of the CARMI request. This will remove the request from your Action List, as well as any other member in your approval workgroup.

### **I received an email telling me there is a CARMI request that needs my attention, but when I go to my Action List, it's not there. Where did it go?**

Many CARMI approval workgroups have more than one approver listed. Generally, one individual is designated as the 'primary' approver and the other individual(s) are the backups. Only one person in each workgroup needs to approve the request in order for it to move on to the next route level. Once one approver in a workgroup has taken action on the request, the CARMI request will move forward in the route path, causing the request to disappear from the other approver(s)'s Action List. If you received an email indicating you may need to take action on a request but it is no longer in your Action List, it is likely one of the other approvers took action on the request. You may verify with them to ensure no further action is needed from you. You may also contact UES Course Catalog ([catalog@iu.edu](mailto:catalog@iu.edu)) if you are unsure if you still need to take action.

### **I accidentally 'Cancelled' or 'Disapproved' a request. What do I do now?**

Unfortunately, once a CARMI request is cancelled or disapproved, it cannot be made active again. Please contact the request initiator via email (and Cc [catalog@iu.edu](mailto:catalog@iu.edu)) letting them know the request was cancelled/disapproved in error. The initiator may use the 'Copy' button at the bottom of the CARMI request form to recreate the same request on a new Document ID #. UES Course Catalog staff may be able to move the replacement request forward to the route level where the original request was erroneously cancelled/disapproved.

### **How can I save/print a copy of a CARMI request?**

Open the CARMI request form and click the 'Print' button at the bottom. A PDF of the request will be generated. You may either save this PDF to a secure location on your network or you may print it if a paper copy is required.

### **What is a Remonstrance List?**

In the middle of the course approval process, each CARMI New Course and Course Change request must post to a 30-day Remonstrance List that is visible university wide by IU faculty and staff via

One.IU: [Review Remonstrance List](#). A new Remonstrance List is posted on the first business day of each month. Each Department/School should review the Remonstrance List each month to ensure that any proposed new courses or course changes will not overlap with existing courses or result in issues with courses already being scheduled by their campus. If no remonstrance (objection) is filed, the CARMin request will continue to route for remaining approvals at the end of the 30-day remonstrance period. If a Department wishes to file a remonstrance (objection) to a course request during the 30-day remonstrance period, an email must be sent by their School Dean or Academic Affairs authority to UES Course Catalog ([catalog@iu.edu](mailto:catalog@iu.edu)), as well as the School Dean for the course in question. UES Course Catalog will ensure that the request initiator and other approvers are notified of the remonstrance filing. UES Course Catalog will flag the CARMin request as having a remonstrance filed, which will prevent the request from moving forward in the approval route path once the request expires from the 30-day Remonstrance List. The request will remain in the POSTREMONSTRANCE 'holding tank' until the remonstrance is resolved or withdrawn, or the request is disapproved. More information about filing a remonstrance may be found here: [Course Remonstrance Instructions](#)

### **Someone filed a 'remonstrance' against my course request. What does that mean?**

A 'remonstrance' is simply an objection to the new course or course change proposed. (Also see the section above regarding *What is a Remonstrance List?*) Once a remonstrance is filed, your request will be held in the POSTREMONSTRANCE 'holding tank' once it expires from the 30-day Remonstrance List. If a resolution is reached or the filing Department/School withdraws their remonstrance, your request may then move forward for the remaining approvals. Changes may be needed in order to resolve the remonstrance. Occasionally, a request may need to be 'disapproved', which means the course cannot be created/updated as proposed. More information about filing a remonstrance may be found here: [Course Remonstrance Instructions](#)

### **How do I know when my request has been finalized?**

Once a CARMin request has received all necessary approvals and has been fully updated in the SIS Course Catalog by UES Course Catalog, the request status will change from ENROUTE to **FINAL**. If the course requires an enrollment requirement (prereq, co-req, etc.), then the request status will change from ENROUTE to **PROCESSED** while UES Course Catalog works with the campus Registrar's office to create/update the requested Enrollment Requirement Group (ERG). Once the ERG has been added to the course in the SIS Course Catalog, UES Course Catalog will update the request status from PROCESSED to FINAL. If your Department/School has a 'Notify' workgroup set up, the member(s) in that workgroup will receive an 'FYI' notification in their Action List once the request has received approval by UES Course Catalog. It is important to review the status to determine whether the request is PROCESSED or FINAL before clearing the FYI. Only requests that are in FINAL status are ready for scheduling.

### **Who do I contact if I have questions about CARMin?**

The University Enrollment Services (UES) Course Catalog area manages the CARMin course approval process and maintains the SIS Course Catalog. Amber Griffin is the Assistant Registrar for Course Catalog. Any questions may be directed to Amber at [catalog@iu.edu](mailto:catalog@iu.edu).