Course Information Form (CIF) Process

To be demised October 2021

1. For each online course section scheduled in Banner, a notification to complete a CIF is emailed to the instructor of record. The email includes a section-specific link to a CIF questionnaire.

2. There will be one unique CIF link per section the instructor teaches online. Faculty may opt to use a generic form or write to cif@unm.edu to request a section-specific link.
   - Sample of a completed course information form.

3. UNM Online processes CIF questionnaires.

4. CIFs are published to the Schedule of Online Courses at online.unm.edu/courses. Turnaround takes hours to days, depending on the volume of submissions. Ideally, publication follows the CIF publish-by deadlines: late October for the Spring semester, and late March for the Summer and Fall semesters.
   - Sample course information published to the Schedule of Online Courses.

New CIF Process


UNM Online, in partnership with UNM IT, developed a web application to automate CIF processes.

1. For each online course section scheduled in Banner, a notification to complete a CIF is emailed to the instructor of record.

2. The instructor navigates to cif.unm.edu, logging in using UNM credentials.

3. Within minutes of submitting the course information, it is published to the Schedule of Online Classes at online.unm.edu/courses.

CIF App – Pilot Project


The web application’s soft launch, or pilot, will start June 2021. UNM Online, using the cif@unm.edu email address, will invite faculty to participate. The pilot project will include live session orientations to:

- Meet the CIF administrator;
- Tour the app;
- Review why CIFs are important;
- Highlight distance education regulations;
- Offer tips for crafting meaningful CIFs;
- Introduce the pilot project’s forum in TEAMS;
- Answer questions.

UNM Online manages course information forms. Visit the cif.unm.edu for more information. Are you interested in participating in the pilot project? Email cif@unm.edu.

Updated 5/20/2021_dd