

# 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](mailto: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](http://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

Soft launch: June to September 2021. Full integration: October 2021.

---

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](http://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](http://online.unm.edu/courses).

## CIF App – Pilot Project

Soft launch: June to September 2021. Full integration: October 2021.

---

The web application's soft launch, or pilot, will start June 2021. UNM Online, using the [cif@unm.edu](mailto: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.