

UNM Online Course Information Form (CIF)

Download this form to complete it as a writable PDF.

Students need course details to plan schedules and prepare for your course. Provide information beyond what is in the [LoboWeb](#)/Banner registration system and [University Catalog](#). Students are interested in **enticing course descriptions**. For those still deciding their schedule, descriptions serve as a way to **promote your course**.

Students also want to know your **expectations** and course **requirements**. For example, indicate whether your online course has resource fees, place-based meetings, web conference meetings, or proctoring requirements.

Once submitted, your CIF is processed and published to the [Schedule of Online Courses](#). Feel free to connect to UNM Online by emailing cif@unm.edu.

We, and the online students of UNM, appreciate all you do.

Primary Instructor Name:	
Primary Instructor Email:	
Course #, Section, CRN:	
Course Title:	
Semester and Part of Term:	
Personalized Course Description:	

<p>Textbooks and Course Materials:</p>	<p><input type="checkbox"/> Textbooks are available at the UNM Bookstore</p> <p><input type="checkbox"/> Textbooks are available through other local or online retailers</p> <p><input type="checkbox"/> Additional course materials (please describe, including associated fees. For example, there are costs for some types of third party digital content)</p> <p><input type="checkbox"/> Other (please explain)</p>
<p>Textbook and Course Materials Comments:</p>	
<p>Orientation:</p>	<p><input type="checkbox"/> This course does not have an orientation</p> <p><input type="checkbox"/> This course has an orientation</p>
<p>Orientation Comments:</p>	
<p>Face-to-Face Meetings:</p>	<p><input type="checkbox"/> This course does not have face-to-face meetings</p> <p><input type="checkbox"/> This course has face to face meetings</p>
<p>Face-to-Face Meetings Comments:</p>	
<p>Web Conferencing:</p>	<p><input type="checkbox"/> This course does not have web conferencing</p> <p><input type="checkbox"/> This course does have web conferencing</p>

Web Conferencing Comments:	
Exams:	<input type="checkbox"/> This course does not have exams <input type="checkbox"/> This course does have exams
Exams Comments:	
<p>If you prefer students to be supervised while taking an exam, consider proctoring. Proctoring arrangements are made between you and your students, with facilities available in New Mexico and nationally. UNM does not endorse unaffiliated proctoring locations.</p> <p>For place-based proctoring, visit the UNM Online Proctoring Resources page. Most proctoring offices charge a fee.</p> <p>Virtual proctoring is offered through Proctorio. Contact UNM Learn Support, (learn@unm.edu) or visit the UNM Learn Virtual Proctoring page. Students will incur a fee for this service.</p>	
Proctoring:	<input type="checkbox"/> Will not be used in this course <input type="checkbox"/> Will be used in this course
Proctoring Comments:	

Submit your completed CIF to cif@unm.edu. Within a week your information will be publicly viewable at online.unm.edu/schedule, and sent to students in a UNM Online Welcome Email.

Thank you for completing your course information form.

Contact UNM Online:

- Local: 505-277-8128
- Toll free: 1-866-869-6040
- Email: cif@unm.edu
- Web: online.unm.edu