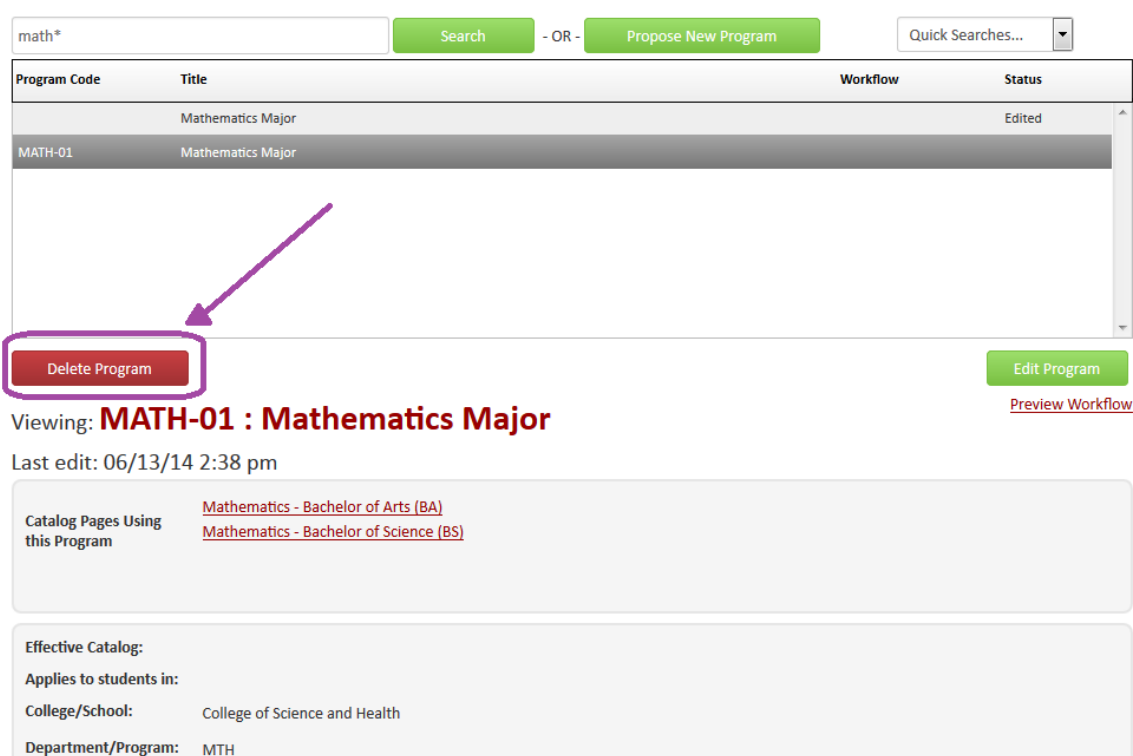**Records and Registration's**
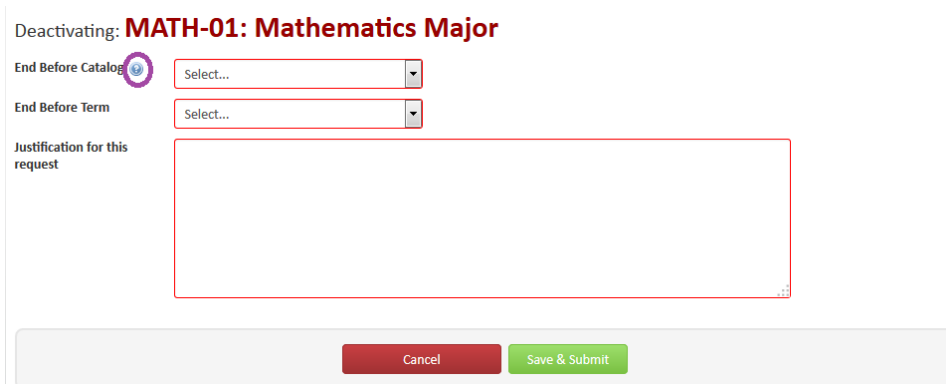# CIM: DELETE / DEACTIVATE PROGRAMS

Logging in

Log into CIM using user id and password. (Mozilla Firefox works best as a browser.) See CIM: Logging In & Out. Click on the Program form login button (requires UWL network user id/password log in).

In the **Search** field, type in the title or portion of title for the program you want. Select the program in the results. Click the red **Delete Program** button.

Complete the few questions on the form. The blue help bubble 🔵 has additional information. Select **Cancel** to return to the prevoius window. Any changes will not be saved. Select **Save & Submit** to start the worflow/approval process for the deletion.

Note: Approval of the program deletion only deletes the individual program. It does not delete courses mentioned in the propram, similar programs, or change prerequisites. Courses and other programs need to be updated separately.

Starting Over: Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to delete/shred a new program proposal or program revision that has been saved but NOT submitted to workflow.

History

Once a proposal is approved (gone through all workflow steps), a History of the change becomes available in the program preview. Click any of the dated links to view the approved changes. The history includes revisions and any attached documentation, and will only appear after a program has been updated/approved using CIM. If no history box appears, no changes have been made to the program since implementing CIM.

History

1. Jan 6, 2015 by Susan Knudson (sknudson)
2. Mar 2, 2015 by Susan Knudson (sknudson)
3. Mar 26, 2015 by David Anderson (danderson4)

Logging out

Close all windows and instances of your browser in order to log out.

For tips on how to edit, click on the "Help" button (Help ⓘ) at the top right corner of the Course or Program Management screens. Or refer to the other help documents on http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/. Or contact the curriculum administrators in the Records and Registration office for curriculum@uwlax.edu.