

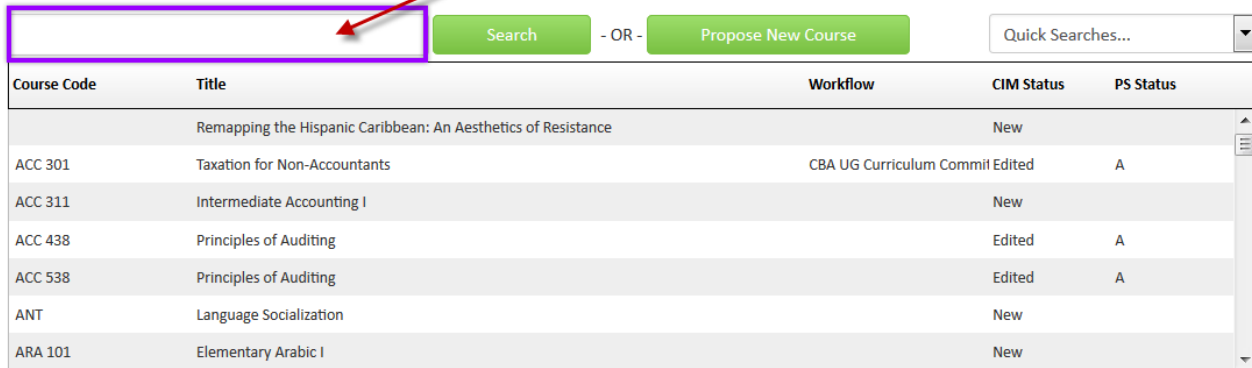
# Records and Registration's CIM: HOW TO SEARCH FOR A COURSE *A Quick Guide*

## 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 Course form login button (requires UWL network user id/password log in).

Please note that non-umbrella courses with topics do not need an Umbrella Topic Form. **Only topics being tried out as courses under an umbrella course header need the Umbrella Topic Form.**

If you have any questions, please contact the UWL Curriculum Team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu) or call 785-8577.



The screenshot shows the search interface with a search input field highlighted by a purple box and a red arrow pointing to it. The interface includes a search bar, a "Search" button, a "- OR -" separator, a "Propose New Course" button, and a "Quick Searches..." dropdown menu. Below the search bar is a table with the following columns: Course Code, Title, Workflow, CIM Status, and PS Status.

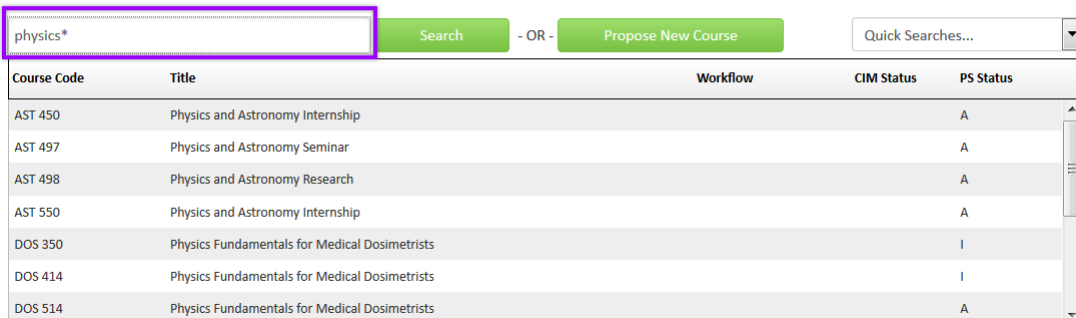
Course Code	Title	Workflow	CIM Status	PS Status
	Remapping the Hispanic Caribbean: An Aesthetics of Resistance		New	
ACC 301	Taxation for Non-Accountants	CBA UG Curriculum Commit	Edited	A
ACC 311	Intermediate Accounting I		New	
ACC 438	Principles of Auditing		Edited	A
ACC 538	Principles of Auditing		Edited	A
ANT	Language Socialization		New	
ARA 101	Elementary Arabic I		New	

**Search for a course (including new proposals):** type in the name or course number of the course desired. Use the 3 digit course prefix and course number with a space in between.

To search by a title, type in the entire title or type in a partial title or word with an asterisk (\*). This will find the results with the partial word both at the beginning of the name, within another word, and/or later in the title, depending on where you put the asterisk. An incomplete title without the \* will produce no results.

Please note that non-umbrella courses with topics do not need an Umbrella Topic Form. **Only topics being tried out as courses under an umbrella course header need the Umbrella Topic Form.**

If you have any questions, please contact the UWL Curriculum Team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu) or call 785-8577.

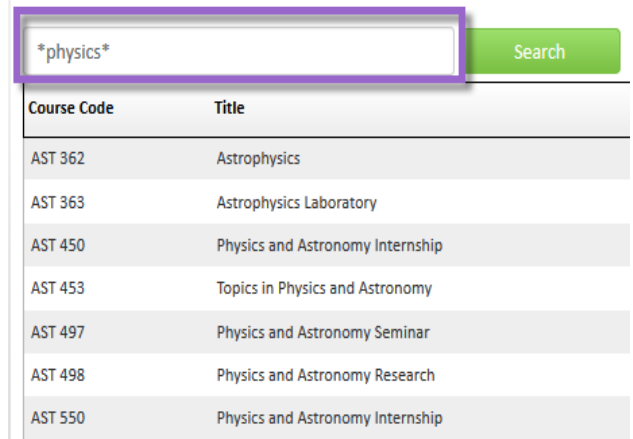


The screenshot shows the search interface with "physics\*" entered in the search input field, which is highlighted by a purple box. The interface includes a search bar, a "Search" button, a "- OR -" separator, a "Propose New Course" button, and a "Quick Searches..." dropdown menu. Below the search bar is a table with the following columns: Course Code, Title, Workflow, CIM Status, and PS Status.

Course Code	Title	Workflow	CIM Status	PS Status
AST 450	Physics and Astronomy Internship			A
AST 497	Physics and Astronomy Seminar			A
AST 498	Physics and Astronomy Research			A
AST 550	Physics and Astronomy Internship			A
DOS 350	Physics Fundamentals for Medical Dosimetrists			I
DOS 414	Physics Fundamentals for Medical Dosimetrists			I
DOS 514	Physics Fundamentals for Medical Dosimetrists			A

## Types of \* searches

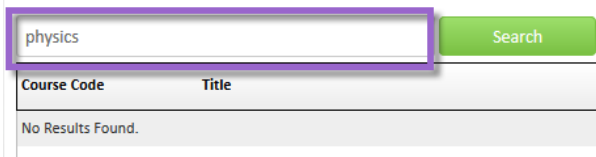
1. \* **AFTER** the word: a search for **physics\*** will result in all titles where “physics” **BEGINS** the word or title, such as “Physics and Astronomy Internship.” (See above.)
2. \* **BEFORE** the word: a search for **\*physics** will result in all titles where “physics” **ENDS** the word or title, such as “Astrophysics” or “Introductory Physics.”
3. \* **BEFORE and AFTER** the word: a search for **\*physics\*** will find all titles that contain “physics” the word, such as "Astrophysics" as well as "Physics and Astronomy Internship." (See right.)
4. An incomplete or partial title without an asterisk (\*) will bring back no results. (See below.)



Course Code	Title
AST 362	Astrophysics
AST 363	Astrophysics Laboratory
AST 450	Physics and Astronomy Internship
AST 453	Topics in Physics and Astronomy
AST 497	Physics and Astronomy Seminar
AST 498	Physics and Astronomy Research
AST 550	Physics and Astronomy Internship

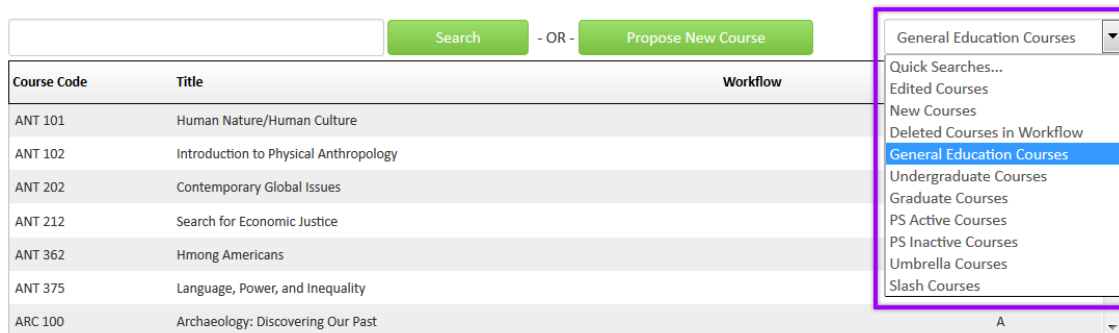
## Course Inventory Management

Welcome to UW-L's curriculum inventory management (CIM) system. Use this to contact the UW-L curriculum team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu) or call 785-8977.



Course Code	Title
No Results Found.	

**Quick Searches:** select the drop down menu on the top right corner of the CIM window. The drop down contains a list of pre-defined searches. Select a category that you wish view.



Course Code	Title	Workflow
ANT 101	Human Nature/Human Culture	
ANT 102	Introduction to Physical Anthropology	
ANT 202	Contemporary Global Issues	
ANT 212	Search for Economic Justice	
ANT 362	Hmong Americans	
ANT 375	Language, Power, and Inequality	
ARC 100	Archaeology: Discovering Our Past	

General Education Courses

- Quick Searches...
- Edited Courses
- New Courses
- Deleted Courses in Workflow
- General Education Courses
- Undergraduate Courses
- Graduate Courses
- PS Active Courses
- PS Inactive Courses
- Umbrella Courses
- Slash Courses

- a. **Edit Courses:** Existing courses that have been edited but which have not received final approval through the workflow. Courses are marked as edited whether or not they have been submitted to workflow yet.

- b. **New Courses:** Brand new courses that have not yet received final approval through workflow. New courses are marked new whether or not they have been submitted to workflow yet, so it includes saved proposals.
- c. **Deleted Courses:** Existing courses that have been submitted to workflow for approval to be deleted. Not yet approved for deletion. Once they are approved to be deleted, they are inactivated and marked as Inactive (I) instead.
- d. **General Education Courses:** All General Education Program courses. Please note that this search brings up inactive Gen Ed courses as well.
- e. **Undergraduate courses:** all undergrad courses (100-499) including active and inactive
- f. **Graduate Courses:** all graduate courses (500+) including active and inactive
- g. **PS active courses:** all courses marked active in PeopleSoft
- h. **PS inactive courses:** all courses marked inactive in PeopleSoft
- i. **Umbrella courses:** all umbrella courses (not the topics which are listed only on the course itself). See [CIM Guide: Umbrella Courses](#).
- j. **Slash courses:** all courses that are marked slash, meaning they have both an undergraduate and graduate level. **Each level will need to be updated/created separately.**

**PS Status:** the PeopleSoft active (A) or inactive status (I) of the course is listed under the PS status column. Inactive courses will come up in the search alongside the active. **Please make sure to choose the correct one.**

Course Code	Title	Workflow	CIM Status	PS Status
AST 450	Physics and Astronomy Internship			A
AST 497	Physics and Astronomy Seminar			A
AST 498	Physics and Astronomy Research			A
AST 550	Physics and Astronomy Internship			A
DOS 350	Physics Fundamentals for Medical Dosimetrists			I
DOS 414	Physics Fundamentals for Medical Dosimetrists			I
DOS 514	Physics Fundamentals for Medical Dosimetrists			A

*Note: A red arrow points from the text 'Active courses = A' to the 'A' status cells in the PS Status column. A purple arrow points from the text 'Inactive courses = I' to the 'I' status cells in the PS Status column.*

**Workflow column:** This shows which step the course is in the approval process. If nothing is in this column, the course has not been submitted to workflow. Results can be sorted by workflow status by clicking twice on the top bar with the row titles.

**CIM Status column:** Status of whether the course has been edited, is being deleted, or is a brand new proposal before approval. If nothing is in this column, the course has not been edited and is not new. Results can be sorted by CIM status by clicking twice on the top bar.

**Preview course:** Select or highlight the course in order to review the information without editing. The course information to appear below the results section. Note: CIM lists other courses that reference the selected one. Every time there is an update of the feed, it will automatically update these lists.

physics\*  - OR -  Quick Searches...

Course Code	Title	Workflow	CIM Status	PS Status
AST 450	Physics and Astronomy Internship			A
AST 487	Physics and Astronomy Seminar			A
AST 488	Physics and Astronomy Research			A
AST 550	Physics and Astronomy Internship			A
DOS 350	Physics Fundamentals for Medical Dosimetrists			I
DOS 414	Physics Fundamentals for Medical Dosimetrists			I
DOS 514	Physics Fundamentals for Medical Dosimetrists			A

[Preview Workflow](#)

Viewing: **AST 450 : Physics and Astronomy Internship**

Last approved: 08/25/16 3:32 am

Last edit: 08/24/16 7:47 am

Changes made by:  
 Krista Anderson - 08/22/16 4:16 pm  
 Victoria Rahn - 08/24/16 7:46 am

[Cooperative Education and Internships](#)

Catalog Pages referencing this course

PeopleSoft Status: Active

Is this an Umbrella Course? No

College/School: College of Science and Health

Department/Program: Physics

Course Prefix: AST Course Level: 4XX Course Number: 450

Course Credits: 3-15

Cross-listed? Yes

Code	Title
PHY 450	Physics and Astronomy Internship

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 Curriculum Guidelines on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>. Or contact the curriculum administrators in the Records and Registration office at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).