

# Records and Registration's Curriculum Guidelines: PROGRAM MANAGEMENT OVERVIEW *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 Program form login button (requires UWL network user id/password log in).

## Search Screen Overview

UNIVERSITY of WISCONSIN  
**LA CROSSE**

### Program Management

Welcome to UW-L's curriculum inventory management (CIM) system. Use this tool to search edit, add, and deactivate programs and policies.

The system can search by Program Code (the code used in WINGS, e.g., MTH.BA) or by words in the Title. If searching by the title, use an asterisk (\*) in the search box as a wildcard. For example, MATH\* will find every program that starts with "MATH". \*MATH will find every program title that ends with "MATH". \*MATH\* will find every program that has MATH included in the title. The Quick Searches function provides a list of predefined search categories to use.

**Multiple degree types:** If the current major offers both a B.A. and a B.S., only one program code appears in the search but that code covers both degrees. The B.A. option is typically the code used. But both types are in the system and will be updated at the same time because they share the major's curriculum.

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

\*physics\*

Search - OR - Propose New Program

Program Code	Title	Workflow
PHY.BA	Physics Major	
PHY.H	Physics and Astronomy Honors Program	
PHY.M	Physics Minor	
PHYAST.BA	Physics Major with Astronomy Emphasis	
PHYAST.M	Physics Minor with Astronomy Emphasis	
PHYBMD.BS	Physics Major with Biomedical Concentration	
PHYBUS.BS	Physics Major with Business Concentration	

Delete Program Edit Program

- Search for a program (including new proposals):** to search by a partial name, type in the 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. **Results can be sorted by clicking twice on each section in the title bar.**
  - Types of \* searches**
    - \* **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.”
    - \* **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.”

- iii. \* BEFORE and AFTER the word: a search for **\*physics\*** will find all titles that contain “physics” such as "Astrophysics" as well as "Physics and Astronomy Internship."
  - b. ***Without the exact name or code, no results will display unless an asterisk (\*) is used.***
2. **Add a new program**, click on “Propose New Program.” See **CIM: New Program Guide** on how to fill out the form.
3. **Quick Search**: click on one of the options in the drop down menu. This will result in a filtered list based on the quick search criteria.
  - a. **Edited Programs**: Existing programs that have been edited but which have not received final approval through the workflow. Programs are marked as "edited" whether or not they have been submitted to workflow.
  - b. **New Programs**: Brand new programs that have not yet received final approval through workflow. New programs are marked "new" whether or not they have been submitted to workflow.
  - c. **Deleted Programs**: Existing programs that have been submitted to workflow to be deleted, but not yet approved for deletion. Once the deletion or suspension is approved, they are taken out of the next catalog to be published but they remain in the CIM system.
4. **Deleting an existing program**: Find program, select, and click on **Delete Program**. A new window will pop up. Fill out the form. This deletes an already approved program and makes it inactive after the deletion receives approval in workflow. The proposed deletion will proceed through the workflow like a normal proposal. See **CIM: Delete/Deactivate a Program** for more details.
5. **Edit an existing program**: Select program and click on **Edit Program**. A new window will pop up in which to make edits. You can make changes to existing programs and to saved edits as long as they have not yet been submitted to workflow. Once they are in workflow, only the next approvers in the process can edit. See **CIM: Revising an Existing Program** for details on how to edit.
6. **A Program Preview** will appear when the desired program (existing or edit or workflow mode) is selected from the search field. CIM users can preview the program details without editing. **See next page for more details.**

### **Starting Over**

Contact the curriculum administrators in the Records and Registration office ([curriculum@uwlax.edu](mailto:curriculum@uwlax.edu)) to delete/shred a new program proposal or edits to an existing program if you change your mind after saving your changes. Once the changes or new program proposal has been shredded, it cannot be retrieved.

## Example preview of an existing program:

- OR -

Program Code	Title	Workflow	Status
CJ.M	Criminal Justice Minor	CLS College Dean or Associe Edited	

Date Submitted: 05/05/15 12:38 pm  
 Viewing: **CJ.M : Criminal Justice Minor**  
 Last approved: 04/17/15 10:41 am  
 Last edit: 05/05/15 12:38 pm  
 Changes proposed by: nbaldwin

Catalog Pages Using this Program

[Criminal Justice Minor](#)

Effective Catalog: 2015-2016

Effective Term: **Summer** Spring-2015

Applies to students in: Next Catalog

College/School: College of Liberal Studies

Department/Program: Sociology

Level: Undergraduate

Program Type: Minor

Program Code: CJ.M

Title: Criminal Justice Minor

Is this a teacher education program? No

**In Workflow**

- SOCDEPT Chair
- CLS Assistant to the Dean
- CLS College Dean or Associate Dean
- Registrar
- UCC Curriculum Committee Chair
- Records Office
- Advisement Report Role
- Catalog Role

**Approval Path**

- 05/05/15 1:19 pm  
Timothy McAndrews (tmcandrews): Approved for SOCDEPT Chair
- 05/06/15 10:36 am  
Peter Stovall (pstovall): Approved for CLS Assistant to the Dean

- Program Code and Title:** The Peoplesoft code assigned by Records and Registration to the program, if an existing program, and the full title of the program. Remember: results can be sorted by clicking twice on the bar with the column titles.
- Workflow:** Which step the program is in the approval process. If nothing is in this column, the program has not been submitted to workflow.
- Status:** System status of whether the program has been edited, is being deleted, or is a brand new proposal, none of which have been approved yet. If nothing is in this column, the program has not been edited and is not new.
- In Workflow:** This window only appears if the program has been submitted to workflow. The step the program is currently at will show up in **orange**.
- Approval Path:** This will only appear if the program has been submitted to workflow. This shows at what time the program was approved/rejected at each step along with the role that approved or rejected it.

6. **Program Ecosystem:** lists other catalog pages that reference the program in the catalog. CIM users can see how and where the program is used throughout the catalog. When a program is changed, the departments listed in the ecosystem will receive a notification email (an FYI) that there is a revision to the program in workflow.
7. **Program Preview:** Information appears below the search results when a program (existing, edited or new, or in workflow) is selected from the search field. CIM users can preview the program details without editing. Once an existing program has been edited, added information/requirements will be in **green**, and proposed deletions will be in **red**.

## 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.

## Logging out

Close all windows and instances of your browser in order to log out. There is no "logout" button.


Edit Program

[Preview Workflow](#)

### History

1. Jan 5, 2015 by Susan Knudson (sknudson)
2. May 14, 2015 by Adam Van Liere (avanliere)
3. May 29, 2015 by Victoria Rahn (vrahn)

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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).