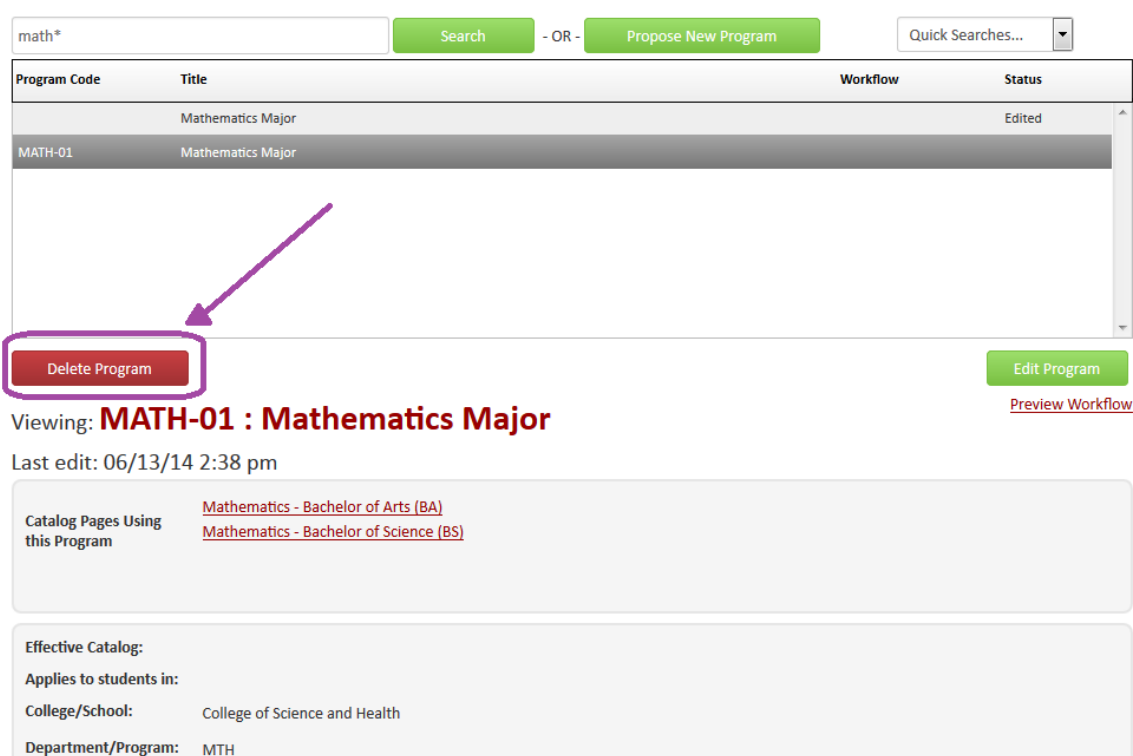


Records and Registration's CIM: DELETE / DEACTIVATE PROGRAMS


Logging in

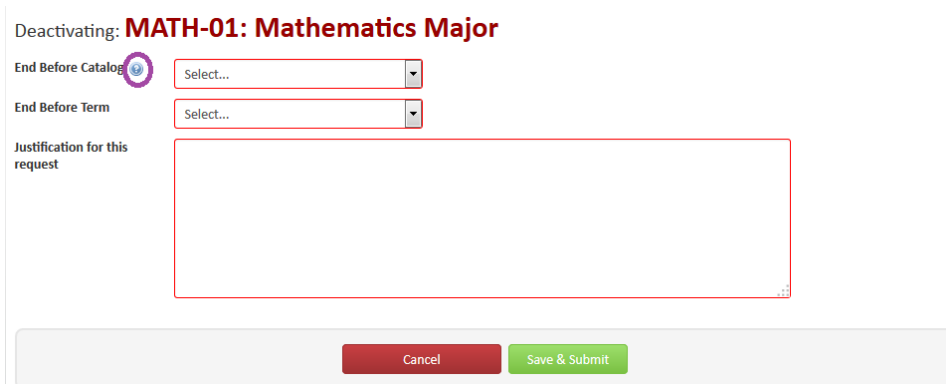
Log into CIM using user id and password. (Mozilla Firefox works best as a browser.) See [CIM: Logging In & Out](#). Click on the Program form login button (requires UWL network user id/password log in).

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.



The screenshot shows the CIM search interface. At the top, there is a search bar with 'math*' entered, a 'Search' button, and a 'Propose New Program' button. Below the search bar is a table with columns: Program Code, Title, Workflow, and Status. The table contains one entry: MATH-01, Mathematics Major, Edited. Below the table, there are two buttons: 'Delete Program' (highlighted with a red box and a purple arrow) and 'Edit Program'. Below the buttons, it says 'Viewing: **MATH-01 : Mathematics Major**' and 'Last edit: 06/13/14 2:38 pm'. There are also links for 'Catalog Pages Using this Program' (Mathematics - Bachelor of Arts (BA) and Mathematics - Bachelor of Science (BS)) and 'Effective Catalog: Applies to students in: College/School: College of Science and Health, Department/Program: MTH'.

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



The screenshot shows the 'Deactivating: **MATH-01: Mathematics Major**' form. It has three main sections: 'End Before Catalog' with a dropdown menu and a blue help bubble icon, 'End Before Term' with a dropdown menu, and 'Justification for this request' with a large text area. At the bottom, there are two buttons: 'Cancel' and 'Save & Submit'.

Note: Approval of the program deletion only deletes the individual program. It does not delete courses mentioned in the program, 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.

Edit Program

[Preview 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.