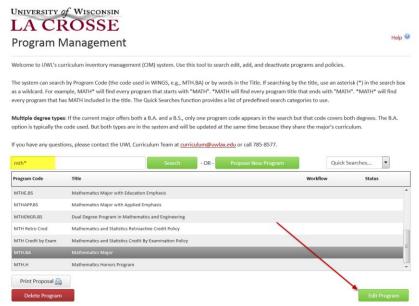# CIM: REVISING PROGRAMS/POLICIES

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).

*The program form is a dynamic form, so depending on how you answer, **a question may be hidden and/or other questions may be revealed.***

Beginning tips:
- Throughout the form, there are question marks inside blue circles. 🔵 These are a help bubbles. Click or hover over the icon to display additional help information/tips.
- In fields that ask for a typed answer, you may copy and paste an answer from another document, such as a Word document, to save time. Please note that some formatting may be lost.
- Some information for existing programs is pre-populated in the edit form. However, some fields may be empty or unanswered. If you have the information available, you are welcome to fill in the empty fields. Once filled in, the information will be available for next time.
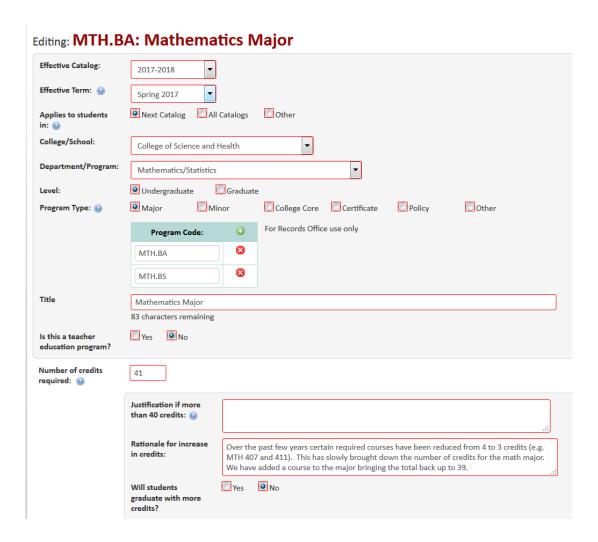- A field with a red box around it is a required field.

A. Find the Program
1. Search for the existing program. Use an asterisk (*) in the search box when using partial titles. For example, Bio* will find everything that starts with "Bio". *Bio will find everything that ends with Bio. *Bio* will find everything that contains Bio. You can also search by program code (BIO.BS) and the full program title (Biology Education Major). Press Enter or Search.
2. Select the desired program by clicking on it. A preview of that program appears below the search results. If this is the program you want to edit, select the green **Edit Program** button. This opens the program form in a new window where the proposer edits the program information. Some of the form is pre-populated based on the current program information in the online catalog.

B. Edit the Program
1. Scroll through the form to find the area you want to edit. Review the fields for accuracy and update as needed. If all **required** fields are not addressed, you cannot start workflow. Required field are outlined in red. The system will advise which fields were missed if you try to submit without a required field completed.

2. **PROGRAM ORGANIZATION**
    a. Select the **Effective Catalog**. The majority of the time, it will be the next catalog to be published since new programs cannot be added to online catalogs already published. We publish both undergraduate and graduate online catalogs at the beginning of each June.
    b. Select the **Effective Term.** This is the term/date that the program change will be implemented and changed on the students' advisement report (AR). Changes will not appear in online until the catalog edition indicated in **Effective Catalog. Please note:** If you are proposing a change in Spring and you select Fall as the effective term, the approved changes will not appear in the catalog published in June of that year. We recommend using the Summer term (instead of Fall) as the effective term in order for the change to appear in the newest catalog.
    c. **Applies to students in** field indicates what students will be impacted. If the change is to apply only to students entering the university going forward, choose **Next Catalog**. If the program is retroactive to all students, select **All Catalogs**. If **Other** is chosen, you'll need to provide a justification.
    d. Fill in **College/School** and **Department/Program** if it is not already filled.
    e. **Level**: select level if it is not already selected.
    f. **Program Type**: select the appropriate type if not already filled. If you do not see your type listed, use the Other field and describe the program type.
    g. **Program Code** is for Records office use only.
    h. **Title:** should already be completed. But if changing the title, type it as it should appear in the catalog. There is a 100 character limit.
    i. **Is this a teacher education program?:** If **No**, proceed to the next question. If **Yes**, the **For All Teacher Education Programs/Policies** section will appear at the bottom of the form and will need to be completed.
    j. **Credits**: verify the number of credits the program requires and change as necessary.
        i. If greater than 40 for an undergraduate program, provide a justification.
        ii. If the number of credits is changing from the last program change, include rationale for increase in credits and indicate if this will cause students to have to take more credits total in their degree.

Editing: MTH.BA: Mathematics Major

Effective Catalog:	2017-2018 ▼
Effective Term: ⓘ	Spring 2017 ▼
Applies to students in: ⓘ	⦿ Next Catalog ◯ All Catalogs ◯ Other
College/School:	College of Science and Health ▼
Department/Program:	Mathematics/Statistics ▼
Level:	⦿ Undergraduate ◯ Graduate
Program Type: ⓘ	⦿ Major ◯ Minor ◯ College Core ◯ Certificate ◯ Policy ◯ Other

Program Code: ⊕		For Records Office use only
MTH.BA	✖	
MTH.BS	✖	

Title
Mathematics Major

83 characters remaining

Is this a teacher education program?   ◯ Yes   ⦿ No

Number of credits required: ⓘ   41

Justification if more than 40 credits: ⓘ   [ ]

Rationale for increase in credits:
Over the past few years certain required courses have been reduced from 4 to 3 credits (e.g. MTH 407 and 411). This has slowly brought down the number of credits for the math major. We have added a course to the major bringing the total back up to 39.

Will students graduate with more credits?   ◯ Yes   ⦿ No

3. **PROGRAM OR POLICY REQUIREMENTS AND DESCRIPTION**
   a. Programs appear in our catalogs in a particular format and appearance that is controlled by the software. It is important to understand how to use the software in order to change the program in a way that remains readable, clear, and consistent with the rest of the catalog. Before beginning work in this section, take a few minutes to review the guidelines and tips in CIM Guide: Formatting Programs. *Proposals that do not follow the proper format may be returned to you for correction.*
   b. Edit using the page editor tools. See CIM Guide: Formatting Programs for details. When you save and submit to workflow, the next approver in line will be able to see your changes. The new information will be in green and the deleted items will be in red.
   c. **Note**: changes to the program are NOT SAVED until **Save Changes** or **Save and Start Workflow** is chosen at the bottom of the program form. If you want to take a break and come back later, be sure to choose the yellow **Save Changes** button at the bottom of the program form. When you come back, bring up the **Edit Program** form and then double-click on the blue box in this page editor field to bring up the Course List.

4. **ADDITIONAL INFORMATION**
   a. If "**Yes**", an additional text box and upload option will be available if needed.
   b. **What other departments have you consulted? -** The departments listed here will receive an FYI email about this proposal.

5. TEACHER EDUCATION PROGRAMS/POLICIES – if **Yes** was checked at the top of the form.

Describe how this program or policy enhances teacher education and/or respond to accreditation or certification requirements.

List department(s) you consulted with who are affected by these changes:

Select...

List teacher education programs you consulted with in the department you noted above who are affected by these changes:

  a. **Teacher education enhancement:** Copy/paste feature can be used here. If nothing has changed, you don't need to delete and provide new information.
  b. **Departments consulted with**: be sure to select all of the departments consulted. Use the green plus sign to add multiple departments, use the red X to delete a row. All selected departments will be notified via an FYI email when this course is being brought forward through governance.
  c. **Teacher education programs affected by these changes**: List the specific teacher education programs (e.g. Social Studies Education Broad Field Major; Biology Education Major) this course affects. **If your changes affect any other teacher education programs, you MUST consult with them or your proposal will not proceed through the workflow process.**

C. **Take action on your changes** – after completing the form, select one of the following:

Save Changes   Save & Start Workflow   Cancel

  1. **Save Changes** if you want to save your work and come back to the form at a later time. This save does NOT submit the proposed changes to workflow and will allow you to save without filling out all of the required fields.
  2. **Save & Start Workflow** to save and submit all changes for approval. ALL required fields must be filled out before the proposal can be submitted. When you hit this button, the form saves and notifies the next person in the approval process. The next user in the approval process received an automated email explaining that they can now review, edit, approve, or reject the course proposal.
  3. **Cancel** if you don't want to save any data in your form and return to the previous screen. You will lose all of your work. Form will not be submitted to workflow.

Starting Over

Contact the curriculum administrators in the Records and Registration office (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 but have NOT been submitted into workflow.

History

Once a proposal is fully approved (gone through all workflow steps), a History of the change becomes available in the preview. Click any of the dated links to view the individual 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, that means no changes have been made to the program since implementing CIM.

Edit Course

Preview Workflow

History

1. Mar 24, 2015 by Adam Van Liere (avanliere)
2. May 22, 2015 by Adam Van Liere (avanliere)

Logging out

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

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.