

Records and Registration's CIM: FORMATING PROGRAMS

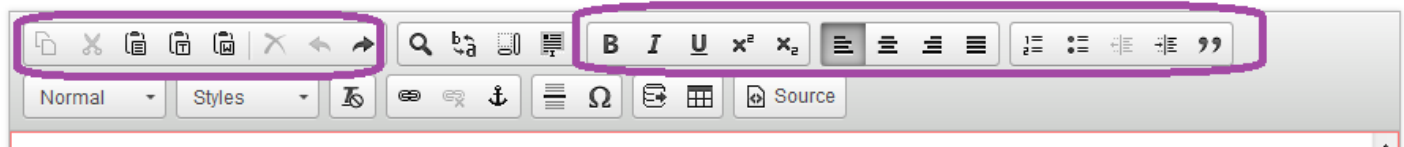
All programs appear in the university catalog in a particular format and appearance that is controlled by the CIM software. It is very important to understand how to use the software in order to create your new program in way that is readable, clear, and consistent with the rest of the catalog. *Proposals that do not follow the proper format may be returned to you for correction.*

Before beginning to format your program requirements in the **Program or Policy Requirements and Description** section of the Program form, take a few minutes to review the below guidelines and tips.

- 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).
- Click on **Propose New Program** or search for an existing program to edit.
- Begin creating or editing your program. See [CIM Guide: Creating a New Program or Revising an Existing Program](#).

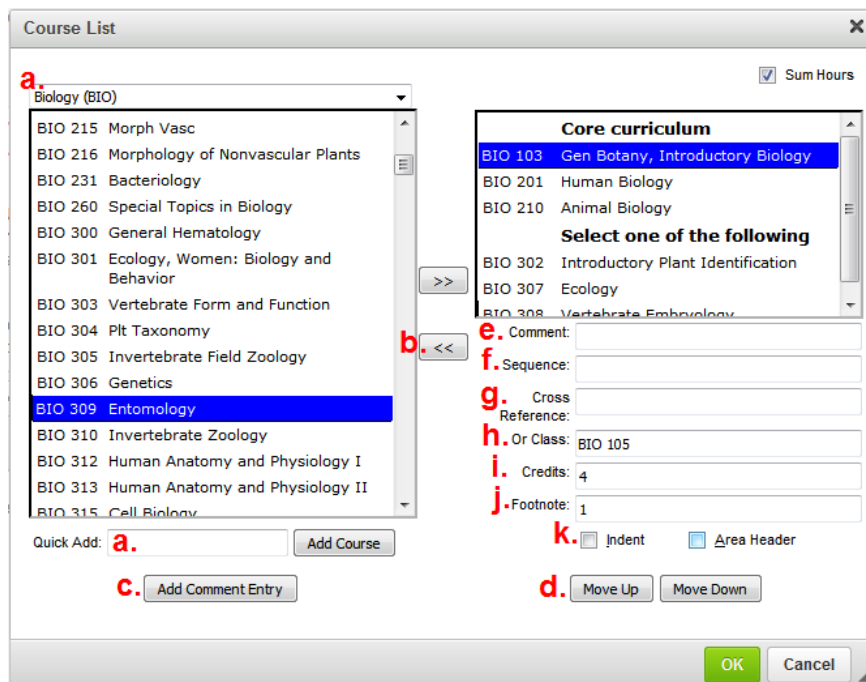
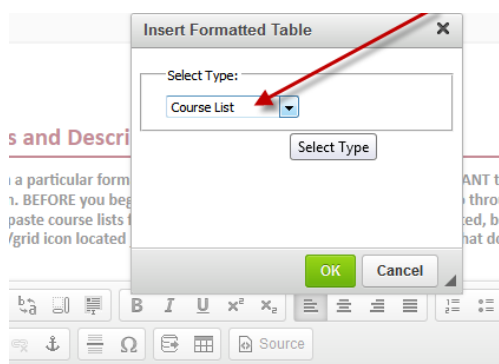
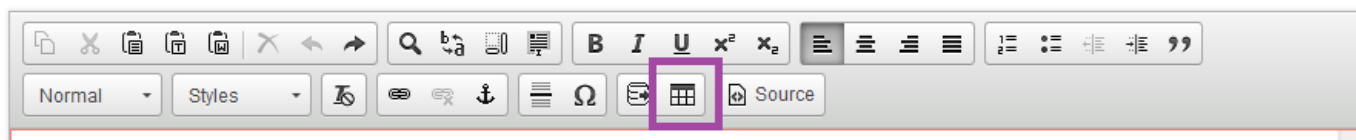
PROGRAM OR POLICY REQUIREMENTS AND DESCRIPTION Section

1. Enter new program/policy into the body of the editor. Format it using the tools provided (the most useful are circled in the picture below). To add text, click where you want to add the text and start typing. You can copy/paste from another document, but some formatting will be lost.



2. **Do not copy/paste courses into this section as a plain list or as text in a paragraph.** They need to be built into a grid using the tools provided by the software, including the Course List function. See the next step.

3. **Course Lists:** To add a Course List to the program, click within the page body editor where you want your course list to begin. Click on the “worksheet or grid” icon. (It will say *Insert/Edit Formatted Table* when hovered over.) On the window that pops up, select **Course List** and click OK. Start building using the available tools in the next window which is labeled Course List. The column on the right is what will be transferred into the program requirements field once you hit OK.



- a. **Add a course:** Find a course in the list on the left and move it over to the right by 1) manually entering course number into the **Quick Add** field and hit **Enter** or the **Add Course** button. Use the format 3 letters, space, followed by the 3

digit number (i.e., BIO 105). 2) Or select the appropriate department from the drop down list on the left side. This brings forward all active courses in that particular department. Double click on the preferred course or single click the course and use arrows pointing right to move it to the right.

- b. **Remove a course:** Select the course from the list on the right. Use the arrows pointing left to remove it from course list.
- c. **Add Comment Entry:** To add a heading or text not related to a course (e.g., Core Curriculum, Select one of the following, etc.). Select the **Add Comment Entry** button on the left hand side below the **Quick Add** field. Enter your text in the pop up window and click **OK**. This moves the text into the grid.
- d. **Move Up** or **Move Down** buttons: To reposition comments/headers and courses.
- e. **Comment:** To add a comment after a specific course (e.g., “to be taken twice”). Click on the chosen course from the right hand list. Enter a comment into the Comment field on the right. Do not use parenthesis. The system automatically adds parenthesis for you.
- f. **Sequence:** To group courses together. Click on the first course in the sequence from the right hand list. Then enter the next course in the Sequence field and any remaining courses separated by a comma and space (SOC 110, SOC 225). In the final grid, the subsequent courses will be indented underneath the first course with an “&” in between them.
- g. **Cross Reference:** To show that course is cross listed with another. Click on the course that is cross-listed in the right hand list. Enter the prefix, space, and 3 digit number of the other course in the Cross Reference field.
- h. **Or Class:** To show a list of “or” course. Choose the first course from the right hand list and click on it. Enter in the other course that could be taken in the Or Class field. If more than two courses, separate using a comma and a space (SOC 110, SOC 225). In the final grid, the subsequent courses will be indented underneath the first course with an “or” between them.
- i. **Credits:** this field will automatically populate based on WINGS. However, you can edit it. For example, Student Teaching has a credit range up to 15 in WINGS. You can change it to read 12 without any errors because the information does not go back into PeopleSoft. You may want to do this to make sure student know how many credits of a certain range they are expected to complete. When the **Sum Hours** box in the upper right is checked, the software tallies the credit hours and includes a total number of credits at the bottom of the grid. You can also enter a number of credits for a comment, such as when students should take a number of credits from a list below. (See the indent and area header directions below.)

- j. **Footnote:** To add a footnote to a specific course or header. After selecting the course from the right hand list, only enter the footnote number here. See the section called **Footnote texts** for details on how to add the language of the footnote itself. It needs to be done in a different window.
- k. **Indent and Area Header:**
- **Indent** – shifts a course inward and removes the number of credits from displaying. Use this when you do not want the course credits to add to the overall total. Listing a number of elective courses is a good example. If you list ten courses and only one needs to be taken, indent each course. Then add a comment above the ten courses, add the number of credits to that comment (using the Credit field), and click on **Sum Hours** in the top right hand corner. When the **Sum Hours** is checked, the software tallies the credit hours and includes a total number of credits at the bottom of the grid.
 - **Area Header** - bolds a selected comment. The “Select one of the following” comment is a good example to use with the indent example. For instance, add the number of required credits to the area header using the Credits field. This number is then displayed instead of all ten courses in our example. If the courses are not indented, all credits would be added to the **Sum Hours** calculation.
- l. **Sum Hours:** when checked, the box in the top right hand corner adds up all the credits in the list, except for the courses that are indented, and totals them at the bottom of the grid.

4. Click **OK** at the bottom of the page. This enters the information from the **Course List** into the page layout screen in the program form. If information needs to be changed or added to the list, double click on the blue box and keep going. *Note: the whole proposal is 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 to the proposal, choose the yellow Save Changes button.*

5. **Footnote texts:**

- a. Within the page layout field in this section, click where you want the footnote to appear in the text (usually at the bottom of everything or at the bottom of a section).
- b. Click on the “worksheet or grid” icon. (It will say ‘Insert/Edit Formatted Table’ when hovered over.)
- c. Select **Footnotes** from the dropdown menu and click **OK**.

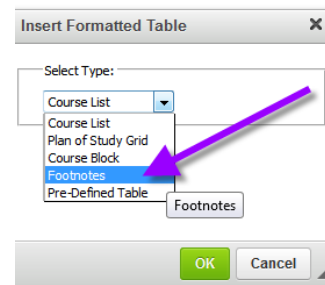
- d. Enter 1 (or whatever number you enter next to an item above) into the **Symbol** field and hit **Enter**. Select the number that just appeared in the box at the top. Then type text into the page layout area using the formatting tools as needed.
- e. If you have another footnote to add, repeat step d with another number. When done with everything, click **OK**.
- f. Go back into the Course List and add the appropriate footnote symbol, if you haven't done so it already.
- g. If you want to add more footnotes later or edit the text later, double click on the blue footnote box in the page layout field in the program form.
- h. Again, remember that the proposal and anything in these fields will **NOT BE SAVED** until **Save Changes** or **Save and Start Workflow** is chosen at the bottom of the program form.

Program or Policy Requirements and Description

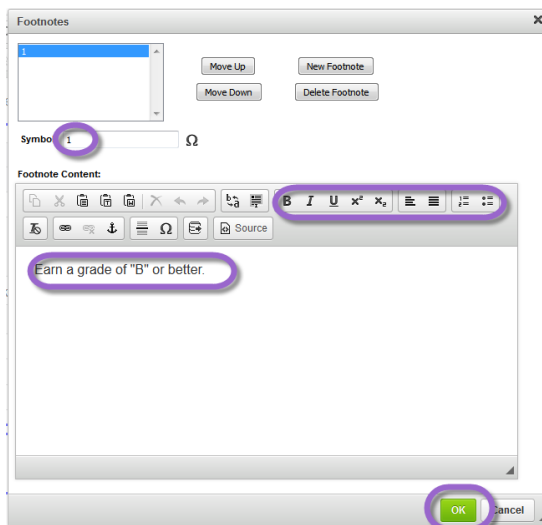
All programs appear in the university catalog in a particular format. In order to make changes in a course list, containing the course lists and select the courses you want to add or remove in the new window that pops up, to the [curriculum guidelines](#) BEFORE editing the description below. Proposals that do not follow the proper form correction.



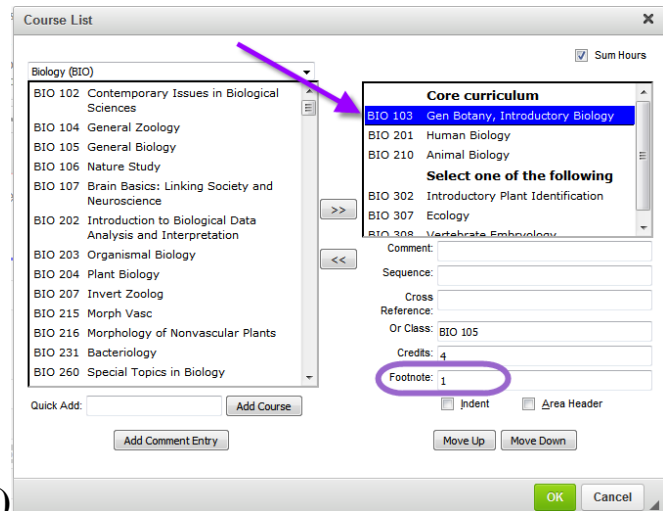
(step b)



(step c)



(steps d & e)



(step f)

6. Errors - If you see a **red box** around a course or a credit number:

- a. Around credits: the credits added in the credits field of the Course List do not match what the system has for that course.
 - i. When error is ok: This error might happen if you changed the number of credits for a course in order to reflect how many times a student has to take that course, such as with an independent study or fieldwork course. Check to

- make sure you entered correctly, but if you did, this red box can be left alone. Contact the Records office with questions.
- ii. When error is not ok: This might happen if you entered a number of credits that do not add up correctly or which are not correct for the course. Check to make sure everything is adding correctly and adjust as necessary. Contact the Records office with questions.
 - b. Around the course code or name: the course may not exist, been deleted, or changed numbers. Check to make sure the information is correct. Contact the Records office if you have questions.
 - c. Around whole course with the words “Course Not Found:” Course does not exist yet, has been deactivated/deleted in WINGS, or has changed course numbers. Check the course number to make sure the information is correct. Contact the Records office if you have questions.

- **Saving:**

- In order to save and come back later, you need to choose the **Save Changes** button.
- If you are ready for approval, choose the **Save & Start Workflow** button.
- If you don't want to save anything, choose **Cancel**.

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.