**Logging in**

Use your UWL net ID and password. See CIM: Logging In & Out. Click on the Course & Umbrella Topic forms button and select the Course form button (requires UWL network user id/password log in). Click on the red Course Forms button.

**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.

**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.)

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.

- **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.
- **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.
- **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.
- **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.**

```
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Workflow</th>
<th>CIM Status</th>
<th>PS Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 403</td>
<td>Physics and Astronomy Internship</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>AST 497</td>
<td>Physics and Astronomy Seminar</td>
<td>A</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>AST 498</td>
<td>Physics and Astronomy Research</td>
<td>A</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>AST 550</td>
<td>Medical and Astronomy Internship</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>DCS 350</td>
<td>Physics Fundamentals for Medical Dosimetrist</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>DCS 414</td>
<td>Physics Fundamentals for Medical Dosimetrist</td>
<td></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>DCS 514</td>
<td>Physics Fundamentals for Medical Dosimetrist</td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>
```

**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.
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 www.uwlax.edu/Records/Curriculum-training-resources/. Or contact the curriculum administrators in the Records and Registration office at curriculum@uwlax.edu.

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