

# SEARCH FOR A COURSE IN CIM

## 4 Ways to search for a course (including new proposals):

1. Enter the course number in the search bar and click Search. Use the 3-digit course prefix and course number with a space in between. Select the course from the results to view additional details.

The screenshot shows the search interface with 'PHY 450' entered in the search bar. The 'Search' button is highlighted. Below the search bar, there are checkboxes for 'Archive History' and a button for 'Propose New Course'. A dropdown menu for 'Quick Searches...' is also visible. The search results table shows one result: PHY 450, Physics and Engineering Internship, with a PS Status of A.

Course Code	Title	Workflow	CIM Status	PS Status
PHY 450	Physics and Engineering Internship			A

2. Enter the course prefix, space, and then \* to get all courses in that subject prefix. Select the course from the results to view additional details.

The screenshot shows the search interface with 'Phy \*' entered in the search bar. The 'Search' button is highlighted. Below the search bar, there are checkboxes for 'Archive History' and a button for 'Propose New Course'. A dropdown menu for 'Quick Searches...' is also visible. The search results table shows three results: PHY 103, Fundamental Physics I; PHY 104, Fundamental Physics II; and PHY 106, Physical Science for Educators. All have a PS Status of A.

Course Code	Title	Workflow	CIM Status	PS Status
PHY 103	Fundamental Physics I			A
PHY 104	Fundamental Physics II			A
PHY 106	Physical Science for Educators			A

3. 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.

### How the \* affects search results:

- \* **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.)
- \* **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.”
- \* **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.)
- An incomplete or partial title without an asterisk (\*) will bring back no results. (See below.)

The screenshot shows the search interface with '\*physics\*' entered in the search bar. The 'Search' button is highlighted. Below the search bar, there is a table of search results.

Course Code	Title
AST 362	Astrophysics
AST 363	Astrophysics Laboratory
AST 450	Physics and Astronomy Internship
AST 453	Topics in Physics and Astronomy
AST 497	Physics and Astronomy Seminar
AST 498	Physics and Astronomy Research
AST 550	Physics and Astronomy Internship

Welcome to UW-L's curriculum inventory management (CIM) system. Use this to  
contact the UW-L curriculum team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu) or call 785-8977.

- a. **Edited Courses:** Existing courses where edits have been started but haven't been fully processed or finalized yet. The course may or may not be in workflow.
- b. **New Courses:** Brand new course proposals that haven't been fully processed or finalized yet. The course may or may not be in workflow.
- c. **Deactivated Courses:** Deactivated courses from the last 10 years and any courses proposed for deactivation. A combination of the Deactivated Courses in Workflow list and the PS Inactive Courses list.
- d. **Deactivated Courses in Workflow:** Courses submitted to be deactivated and are going through workflow. Before approval, their PS status will say "A" for Active. After approval, they are marked as Inactive (I) in the PS Status.
- e. **General Education Courses:** All General Education Program courses, both active and inactive
- f. **Undergraduate courses:** all undergrad courses (100-499) including active and inactive
- g. **Graduate Courses:** all graduate courses (500+) including active and inactive
- h. **PS Active courses:** all fully active, approved courses. They are marked with an "A" for their active status.
- i. **PS Inactive courses:** courses deactivated within the last 10 years. They are marked with an "I" for their inactive status.
- j. **Umbrella courses:** all parent umbrella courses. Please note that the umbrella topics are only listed in the separate database called Umbrella Topics Management.
- k. **Slash courses:** all courses that are marked slash, meaning they have both an undergraduate and graduate level.

## Sorting

The Course Management screen begins with listing any forms without a course code yet at the top. However, New course forms that have been given a code sort below with the rest. The Course prefix and Course Number are considered the Course Code.

Search results may be sorted alphabetically (any blanks at the top) by clicking on any of the column headings. Click twice to sort the opposite way.

## Search screen terminology

**PS Status column:** the PeopleSoft/WINGS active (A) or inactive status (I) of the course. Deactivated courses appear alongside the active courses in some searches. **Please make sure to choose the correct one.**

physics*	Search	- OR -	Propose New Course	Quick Searches...
Course Code	Title	Workflow	CIM Status	PS Status
AST 450	Physics and Astronomy Internship			A
AST 497	Physics and Astronomy Seminar			A
AST 498	Physics and Astronomy Research			A
AST 550	Physics and Astronomy Internship			A
DOS 350	Physics Fundamentals for Medical Dosimetrists			I
DOS 414	Physics Fundamentals for Medical Dosimetrists			I
DOS 514	Physics Fundamentals for Medical Dosimetrists			A

**Workflow column:** what step the course is at in the approval process. If nothing is in this column, the course has not been submitted to workflow or is out of workflow. Results can be sorted by workflow status if you click twice on the “Workflow” label in the top bar.

**CIM Status column:** Statuses may be Edited, Inactive, or New. Courses with nothing listed in this column are fully active, have not been edited, and are not new. Results can be sorted by CIM status if you click twice on the “CIM Status” in the top bar.

Search

☐ Archive  
☐ History

- OR -

Propose New Course

Quick Searches...


Course Code	Title	Workflow	CIM Status	PS Status
	ECE 428 Early Intervention for Children from Birth to Age 3		New	
ACC 311	Intermediate Accounting I	PeopleSoft	Edited	A
ACC 325	Cost Accounting	PeopleSoft	Edited	A
ACC 327	Accounting Information Systems	ACCDEPT Chair	Edited	A
ACC 330	Individual Income Taxation	PeopleSoft	Edited	A


**Course preview:** The course’s details appear below the results section once it is selected. These details are view only until you click Edit Course.


**Edit Course:** Click to start editing the course.

**Preview Workflow:** Click to view what approval and FYI steps the proposal will go through.

PHY 453	Topics in Physics and Astronomy	A
PHY 454	Field Experience I in Science Education	A
PHY 455	Field Experience II in Science Education	A

Print Proposal 

Export to PDF 

Export to Word 

Deactivate

Edit Course

[Preview Workflow](#)

Viewing: **PHY 450 : Physics and Engineering Internship**

Formerly known as: **AST 450 (Archive Course)**

Last approved: 10/29/24 3:28 am

History

1. Aug 27, 2016 by

**In Workflow**

1. PHYDEPT Chair
2. CSH Academic Services Director
3. CSH Dean or Associate Dean
4. Registrar
5. Prep UCC
6. UCC Chair
7. Records Office
8. Prerequisite Review
9. Advisement Report Review
10. PeopleSoft

**Approval Path**

**In Workflow:** If a course is in workflow, the approval steps will appear. The completed steps will be in green. The current step will be in brown/orange. Steps not yet completed will be black. The **Approval Path** showing the times and names of approvers will be below.

Edit Course


[Preview Workflow](#)


History


1. Aug 27, 2016 by Krista Anderson (kanderson)
2. Mar 20, 2018 by Eric Barnes (ebarnes)
3. Oct 29, 2024 by Eric Gansen (egansen)

**History:** The various times the course has been updated since UWL first implemented the CIM system. Click on a date to see what was changed. The history in CIM has revisions from 2015 to the present. For changes prior to 2015, copies may be in your department's office or contact Records & Registration for assistance.

**Print Proposal, Export to PDF, or Export to Word:** options on saving a copy for your own use, either by printing, saving as a PDF, or saving as a Word document. You may also print the page using the browser's printer settings. Print Proposal shows edits in green/red, but Export to PDF and Export to Word both show the proposed version without indicating what was changed.

Print Proposal 

Export to PDF 

Export to Word 

Deactivate

Viewing: **PHY 450 : Physics and Engineering Internship**

Formerly known as: **AST 450 (Archive Course)**

Questions? Additional guides can be found on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>, or contact the Records and Registration's Curriculum Team at [curriculum@uwlax.edu](mailto:curriculum@uwlax.edu).