**Logging in**

Use your UWL net ID and password. See Curriculum Guidelines: Getting Logged In/Out.

**Screen Overview**

1. **Search for a program (including new proposals):** to search by a partial name, type in the 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.
   
   a. **Types of * searches**
      
      i. * 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.”
      
      ii. * 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.”
      
      iii. * BEFORE and AFTER the word: a search for **physics* will find all titles that contain “physics” such as "Astrophysics" as well as "Physics and Astronomy Internship."

   b. **Without the exact name or code, no results will display unless an asterisk (*) is used.**
2. **Add a new program**, click on “Propose New Program.” See *Curriculum Guidelines: Creating a New Program* on how to fill out the form.

3. **Quick Search**: click on one of the options in the drop down menu. This will result in a filtered list based on the quick search criteria.
   a. **Edited Programs**: Existing programs that have been edited but which have not received final approval through the workflow. Programs are marked as edited whether or not they have been submitted to workflow.
   b. **New Programs**: Brand new programs that have not yet received final approval through workflow. New programs are marked new whether or not they have been submitted to workflow (including saved proposals).
   c. **Deleted Programs**: Existing programs 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 deleted from the next catalog to be published.

4. **Deleting an existing program**: Find program, select, and click on **Delete Program**. A new window will pop up. Fill out the form. This deletes an already approved program and makes it inactive after the deletion receives approval in workflow. The proposed deletion will proceed through the workflow like a normal proposal. See *Curriculum Guidelines: Delete/Deactivate a Program* for more details.

5. **Edit an existing program or saved proposal**: Select program and click on **Edit Program**. A new window will pop up in which to make edits. You can make changes to existing programs and to saved proposals as long as they have not yet been submitted to workflow. Once they are in workflow, only the next approvers in the process can edit. See *Curriculum Guidelines: Revising an Existing Program* for details on how to edit.

6. **A Program Preview** will appear when the desired program (existing or edit or workflow mode) is selected from the search field. The proposer can preview the program details prior to editing. See next section for more details.

**Start Over**
Contact the curriculum administrators in the Records and Registration office ([curriculum@uwlvx.edu](mailto:curriculum@uwlvx.edu)) to delete/shred a new program proposal that has been saved but NOT submitted to workflow.
1. **Program Code and Title**: The code assigned by the curriculum administration team to the program, if an existing program, and the full title of the program.

2. **Workflow**: Which step the program is in the approval process. If nothing is in this column, the program has not been submitted to workflow. Results can be sorted by clicking twice on the top bar with the row titles.

3. **Status**: System status of whether the program has been edited, is being deleted, or is a brand new proposal, none of which have been approved yet. If nothing is in this column, the program has not been edited and is not new. Results can be sorted by clicking twice on the top bar.

4. **In Workflow**: This window will only show if the program has been submitted to workflow. The step the course is currently in will show up in orange.

5. **Approval Path**: This will only show up if the program has been submitted to workflow. The information displayed is the time the program was approved/rejected at each step along with the role that approved or rejected it.

6. **Program Ecosystem**: lists other catalog pages that reference the program in the catalog. The proposer can see how and where the program is used throughout the catalog. When a program is changed, the departments listed in the ecosystem will receive a notification email (an FYI) that there is a revision to the program in workflow.

7. **Program Preview**: This information appears below when the desired program (existing, edited or new, or in workflow) is selected from the search field. The proposer can preview the program details prior to editing. New items not yet approved will be in **green**. Deleted items not yet approved will be in **red**.
**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.

**Logging out**

Close all windows and instances of your browser in order to log out.

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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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