

CIM Program Proposal User Guide

Editing a Course List Table in Admissions or Requirements Area of a Program

- 1) Use any web browser *except Internet Explorer* to log into the **Program Management** system via this link:
<https://nextcatalog.wichita.edu/programadmin/>

Or by logging into myWSU and clicking on the 'CIM Program Form' link:

CourseLeaf (CAT and CIM)

- [CIM Course Form](#)
- [CIM Program Form](#)
- [CIM Misc Admin Form](#)
- [CourseLeaf Approval Page \(CAT & CIM proposals\)](#)
- [CAT/CIM User Guides](#)

Please Note: If you log in via myWSU and are idle for more than 30 minutes, you will be automatically logged out of your myWSU window but not your CIM window. If this occurs, leave your CIM window open and click back on your myWSU window to log into myWSU again. Then, click back on your CIM window to resume. **Suggestion:** bookmark the link provided above so you don't have to log into myWSU to access CIM.

- 2) **Search for the program** - in the **Program Management** system there are various ways that you can search for the program you want to edit. You can type in the program number or use the asterisk as a wildcard to search for words in the Program Name:

Number of Program	Program Name	Workflow	CIM Status
100	Minor in History		
14	BAED - History/English (Middle)		
15	BAED - History, Government and Social Studies (Secondary)		
150	BA in Art - Art History Emphasis		
153	Minor in Art History		
16	BAED - History Comprehensive/Mathematics (Middle)		

- 3) **Select the program you want to edit**- click on the program to select it. Then click the green 'Edit Program' button:

Number of Program	Program Name	Workflow	CIM Status
100	Minor in History		
14	BAED - History/English (Middle)		
15	BAED - History, Government and Social Studies (Secondary)		
150	BA in Art - Art History Emphasis		
153	Minor in Art History		
16	BAED - History Comprehensive/Mathematics (Middle)		

VIEWING: 14 : BAED - History/English (Middle)

- 4) A new window will open displaying the current values of each field for this program. Scroll down to the 'Admissions' or 'Requirements' area that contains the table you want to edit. The table is outlined in blue. Double-click anywhere within the blue outline to open the Course List table editor. The editor will show all of the courses currently in the table on the right-hand side.

Course List

College of Applied Studies
Curriculum and Instruction (CI)

CI 203 Self-Care for Today's Educator
CI 204 Assistive Technology
CI 301 Assistive Technologies in the Classroom
CI 305 Clinical Field Experience: Special Education I
CI 311 Introduction to Diversity: Field Experience
CI 313 Reading and Writing Exceptionalities
CI 314 Principles of Effective Mentoring/Mentee Relationships
CI 315 Core I Practicum
CI 317 Literacy Strategies in the Content Areas
CI 320 Introduction to Diversity: Exceptionalities
CI 321 Introduction to Diversity: Cultural Issues
CI 322 Technology Seminar in Elementary

Quick Add:

Sum Hours
Override Sum

Other Required Courses

CI 270 Introduction to the Education Profession
CI 345 Integrating Learning through the Arts
Geography with a global perspective.
GEOG 125 or GEOG 210 recommended.

MATH 501 Elementary Mathematics
Earth Science. BIOL 370, GEOL 102 or
GEOL 300 recommended.

Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

Indent Area Header
 Area Subheader

- 5) To **remove** a course from the table, select the course in the right-hand box that you want to remove and then click on the left-pointing arrows:

Course List

College of Applied Studies
Curriculum and Instruction (CI)

CI 203 Self-Care for Today's Educator
CI 204 Assistive Technology
CI 301 Assistive Technologies in the Classroom
CI 305 Clinical Field Experience: Special Education I
CI 311 Introduction to Diversity: Field Experience
CI 313 Reading and Writing Exceptionalities
CI 314 Principles of Effective Mentoring/Mentee Relationships
CI 315 Core I Practicum
CI 317 Literacy Strategies in the Content Areas
CI 320 Introduction to Diversity: Exceptionalities
CI 321 Introduction to Diversity: Cultural Issues
CI 322 Technology Seminar in Elementary

Quick Add:

Sum Hours
Override Sum

Other Required Courses

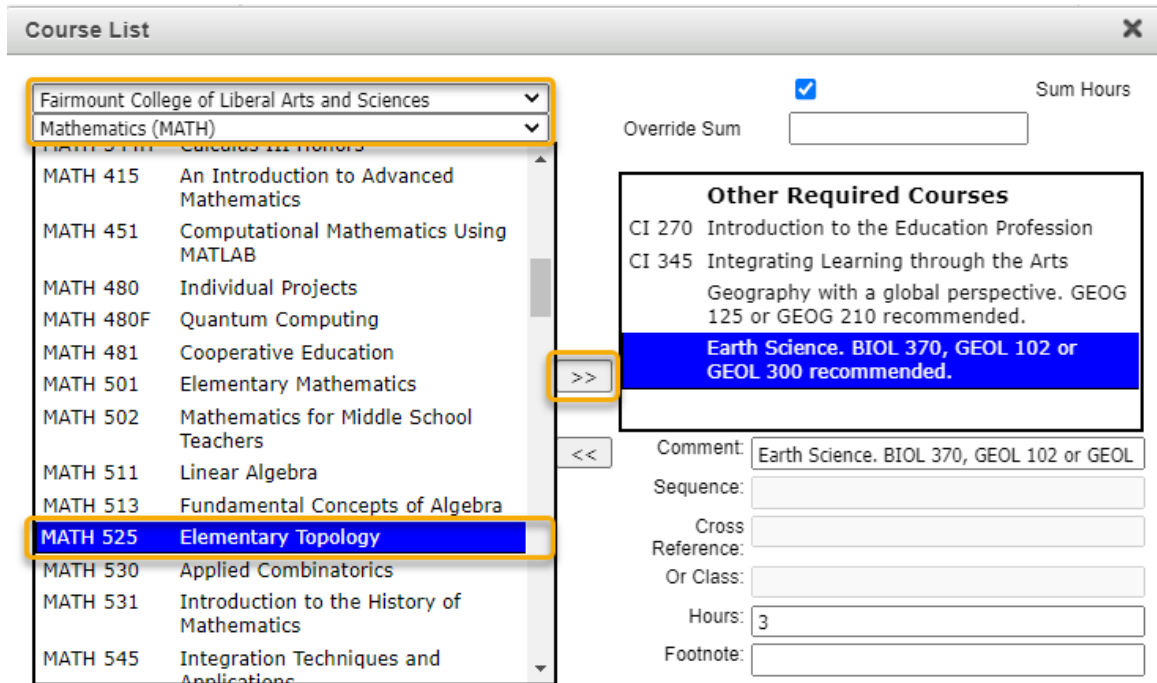
CI 270 Introduction to the Education Profession
CI 345 Integrating Learning through the Arts
Geography with a global perspective.
GEOG 125 or GEOG 210 recommended.

MATH 501 Elementary Mathematics
Earth Science. BIOL 370, GEOL 102 or
GEOL 300 recommended.

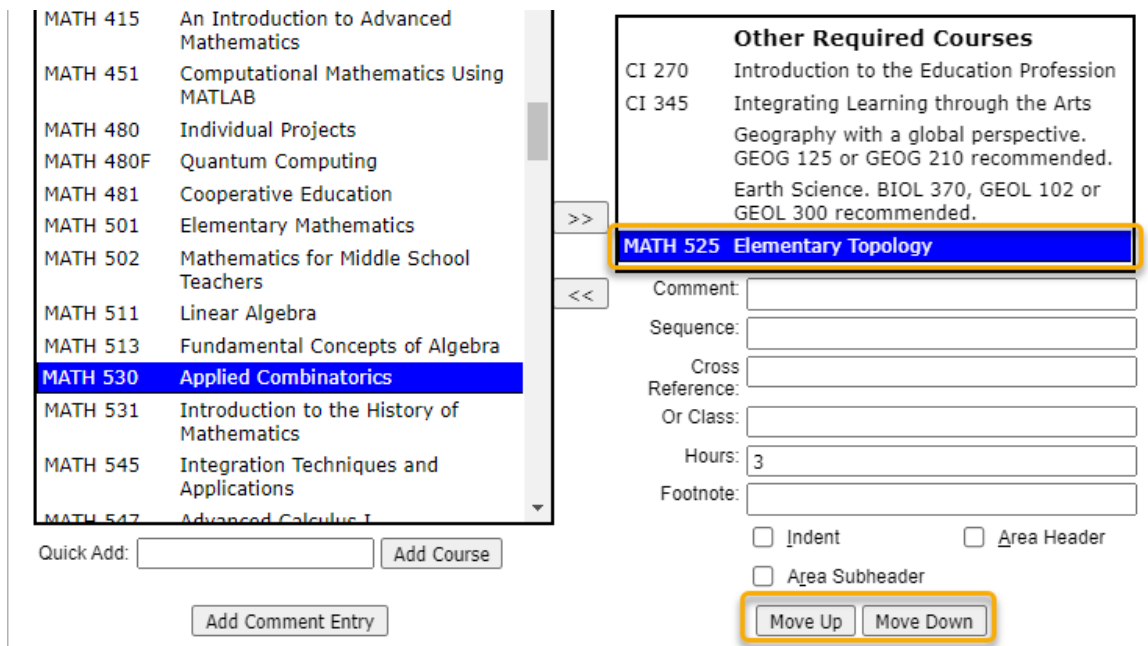
Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

6) There are two ways to **add** a course to your table:

Option 1: Use the drop-down arrows on the left-hand side of the editor to search for the course by college and subject. Select the course you wish to add and then click on the right-pointing arrows:

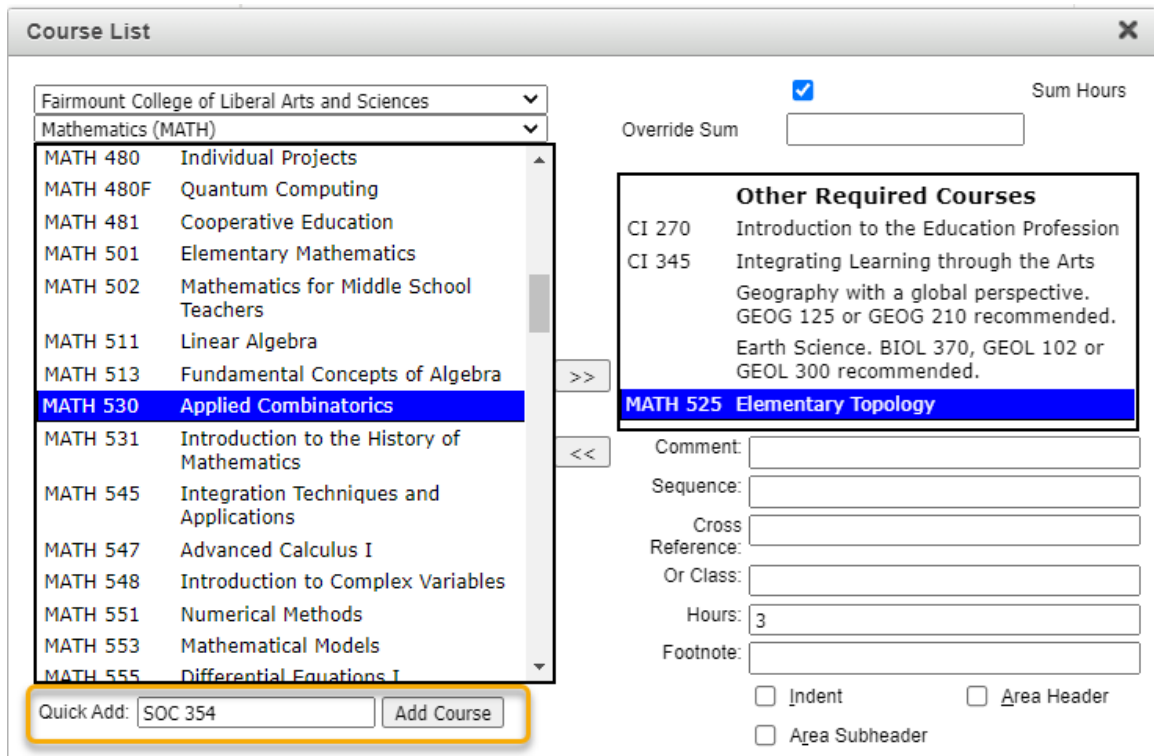


This will move the selected course into the left-hand box. You can then use the 'Move Up' or 'Move Down' button to position this course within the other required courses:

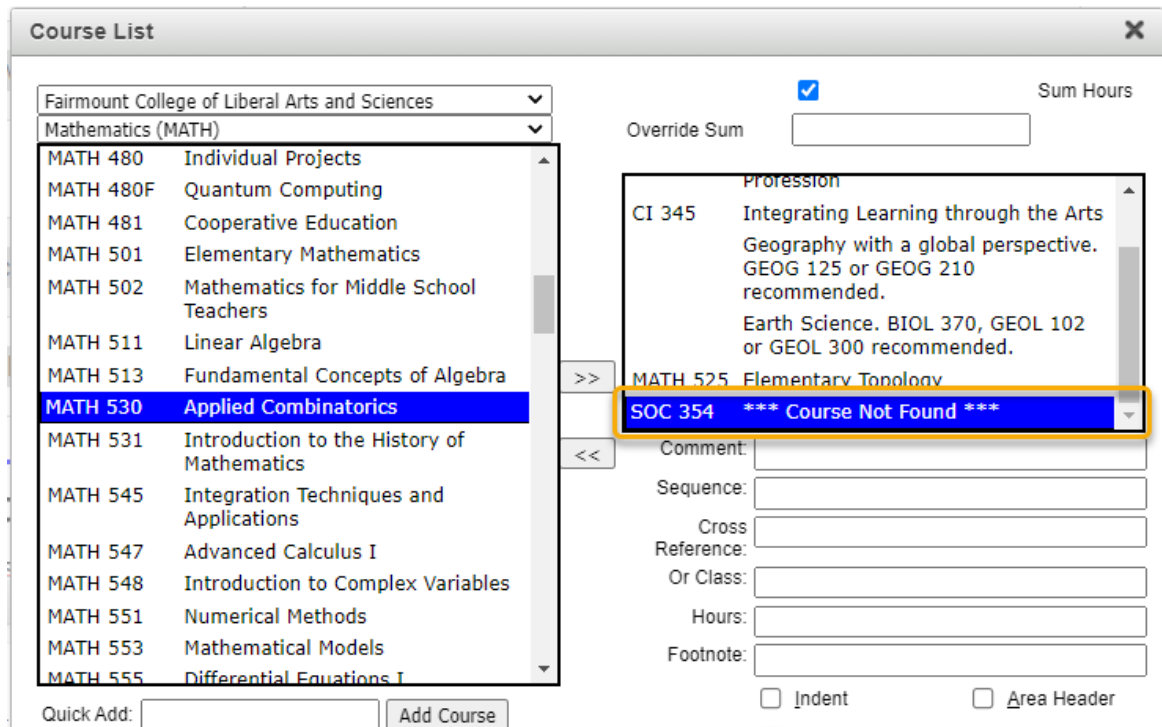


Please Note: Inactivated courses or new courses that haven't been fully approved in workflow will not be found in the list of available courses on the left. In order to add these courses to your table, you must use the 'Quick Add' feature illustrated in Option 2 below.

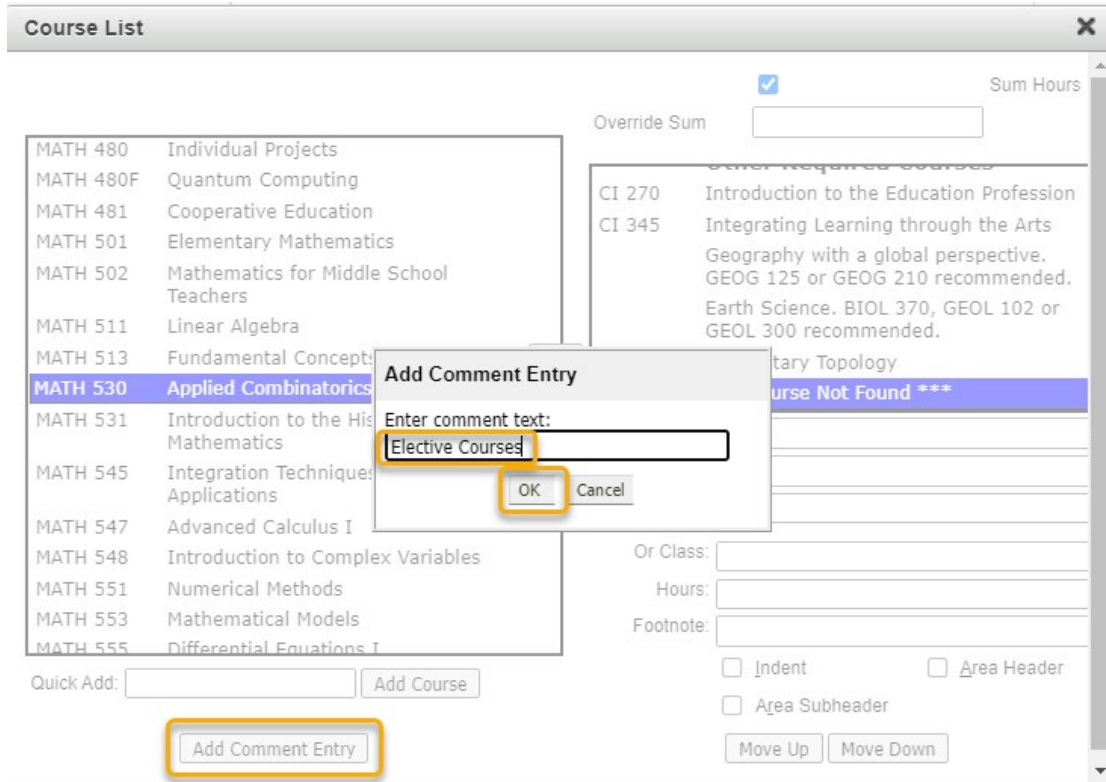
Option 2: The 'Quick Add' field allows you to manually type in the course you want to add without searching for it. The subject code must be typed in all caps and there must be a space before the number in order for the system to recognize the course. Do not type the course title in the 'Quick Add' box. After you type in the course, click the 'Add Course' button:



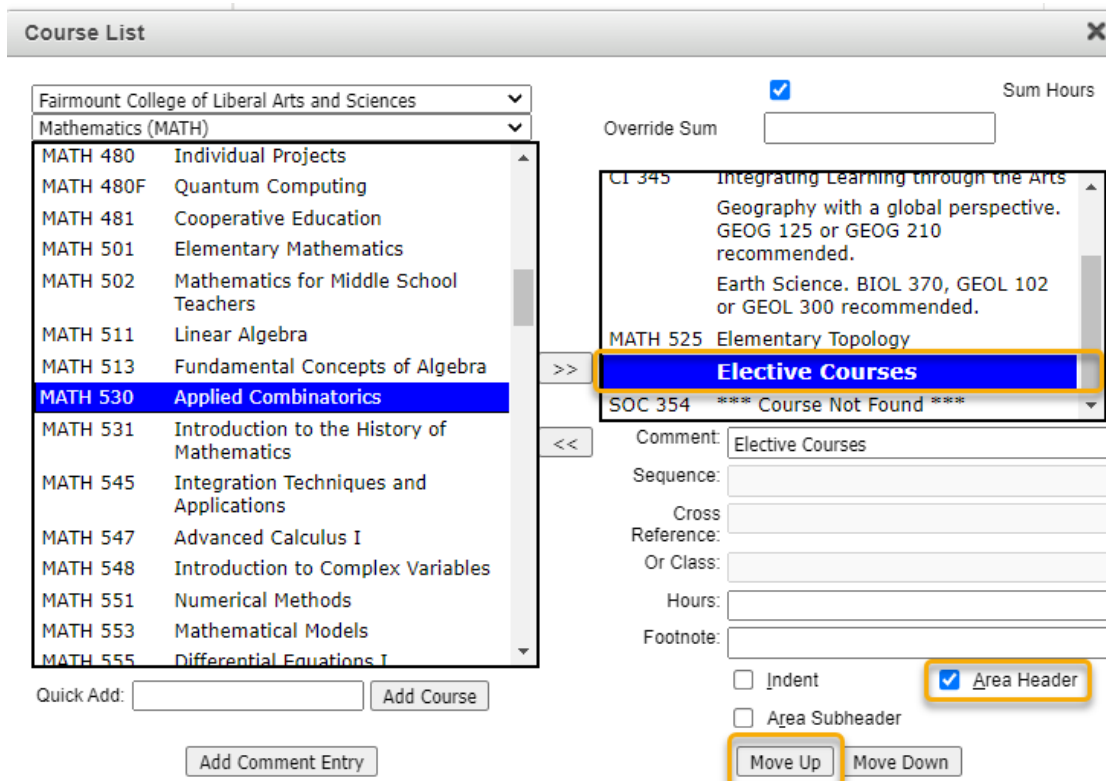
Please Note: If you are adding a new course that is going through workflow for approval, the course will appear as 'Course Not Found' in your table. However, once the course is fully approved and out of workflow, the table will automatically fill in the correct information.



- 7) To add a comment on its own line or header to your course list, use the **'Add Comment Entry'** button located in the bottom left corner of the table editor:



Once your comment is showing in the right-hand list of requirements, you can use the **'Move Up'** or **'Move Down'** button to position it where you want and the **'Area Header'** or **'Area Subheader'** checkboxes to format how it is displayed:



8) The items on the bottom right side of the table editor are additional formatting features:

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Area Subheader

Comment – add parenthetical text that will appear next to the selected course. (This field displays differently than when you use the ‘Add Comment Entry’ button located in the lower left of the table editor window.)

For example:

The screenshot shows the 'Course List' window. On the left, a list of courses is shown under 'Curriculum and Instruction (CI)'. The course 'CI 324 Linguistics for Elementary Teachers' is selected and highlighted in blue. On the right, a preview of the selected course is shown with a yellow border. The preview includes the course title, a comment field containing 'Recommended to complete with CI 402E', and the 'Hours' field set to '3'. Other formatting options like 'Override Sum', 'Sequence', 'Cross Reference', and 'Footnote' are also visible.

Displays like this in catalog:

Course	Title	Hours
Teacher Education Courses		
CI 203	Self-Care for Today's Educator	1
CI 323	Technology Seminar in Elementary Education	1
CI 324	Linguistics for Elementary Teachers (Recommended to complete with CI 402E)	3

Sequence – list other courses that must be taken with or in addition to the selected course (creates an ‘&’ situation: PHYS 213 & PHYS 214)

For example:

Select one of the following combinations

Combination A

PHYS 213 General College Physics I

Combination B

PHYS 313 Physics for Scientists I

PHYS 314 Physics for Scientists II

PHYS 551 Topics in Modern Physics

Comment: _____

Sequence: **PHYS 214**

Cross Reference: _____

Or Class: _____

Hours: 1-5

Footnote: _____

Indent Area Header

Displays like this in catalog:

PHYS 213 & PHYS 214	General College Physics I and General College Physics II	
--------------------------------------	---	--

Cross Reference – if the selected course is cross-listed with another course, you can list the other cross-listed course here (i.e. AC 121/ENGT 121)

Or Class – list alternative course(s) to the selected course (creates an ‘OR’ situation: CESP 411 OR SPED 560)

For example:

ARTS 279 Introduction to Ceramics

ARTE 313 Fiber Exploration

ARTE 302 Jewelry Design/Construction

ARTS 282 Introduction to Sculpture and Extended Media

Select one of the following courses

ARTG 216 Typography I

ARTS 245 Digital Studio

ARTG 234 Introduction to Graphic Design

Comment: _____

Sequence: _____

Cross Reference: _____

Or Class: **ARTS 283**

Hours: **3**

Footnote: _____

Indent Area Header

Area Subheader

Displays like this in the catalog:

ARTS 282	Introduction to Sculpture and Extended Media	3
or ARTS 283	Digital 3-D Tools in Sculpture	

Hours – this field will automatically be populated with the credit hours of the selected course; you can change this number if necessary (i.e. a repeatable course such as a thesis course needs to be taken multiple times for a total of 8 credit hours)

Footnote – if you need to reference a footnote, add the footnote number here

For example:

Other Required Courses

CI 270 Introduction to the Education Profession

CI 345 Integrating Learning through the Arts
Geography with a global perspective.
GEOG 125 or GEOG 210 recommended.

MATH 501 Elementary Mathematics
Earth Science. BIOL 370, GEOL 102 or
GEOL 300 recommended.

Comment: Other Required Courses

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Other Required Courses

CI 270 Introduction to the Education Profession

CI 345 Integrating Learning through the Arts
Geography with a global perspective.
GEOG 125 or GEOG 210 recommended.

MATH 501 Elementary Mathematics
Earth Science. BIOL 370, GEOL 102 or
GEOL 300 recommended.

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent Area Header

Displays like this in catalog:

Course List		
Course	Title	Hours
Other Required Courses ¹		
CI 270	Introduction to the Education Profession ²	3
CI 345	Integrating Learning through the Arts	2

Indent – check this box to indent the course/comment in the table; for indented courses, their credit hours will no longer show in the table (this is typically used when listing possible elective options students can choose from)

For example:

Directed Electives
 Select 12 credit hours from the following:

- IB 400** Principles of Global Supply Chain Management and Logistics
- IB 450 Negotiating Across Cultures
- IB 481 Cooperative Education
- IB 491 Independent Study/Project

Comment:

Sequence:

Cross Reference:

Or Class:

Hours: 3 *Doesn't display when using 'indent'*

Footnote:

Indent Area Header

Displays like this in catalog:

Directed Electives		
Select 12 credit hours from the following:		12
IB 400	Principles of Global Supply Chain Management and Logistics	
IB 450	Negotiating Across Cultures	
IB 481	Cooperative Education	

You can choose for your course table to show the total number of credit hours by checking **'Sum Hours'** located in the top right corner of the table editor.

For example:

Sum Hours

Override Sum

Complete all courses in Group R

MATH 531 Introduction to the History of Mathematics

Select two additional courses from those listed in Groups A, B and C (MATH 451 is recommended)

Displays like this in catalog:

Course	Title	Hours
Complete all courses in Group R ¹		15
MATH 531	Introduction to the History of Mathematics	3
Select two additional courses from those listed in Groups A, B and C (MATH 451 is recommended) ¹		6
Total Credit Hours		24

You can also override the sum by typing in the total required credit hours.

- 9) When you are done making all of your desired changes to the table, make sure to click on the green 'OK' button to save your table changes:

Course List

College of Applied Studies
Applied Studies (CAS)

CAS 502 Teacher Licensure Capstone Remediation
CAS 750 Professional Development Topic
CAS 750A Effective Instructional Practices I
CAS 750B Effective Instructional Practices II
CAS 750C Adaptive Schools Seminar
CAS 750D Effective Instructional Practices III
CAS 750E Effective Instructional Practices IV
CAS 750F Effective Instructional Practices V
CAS 750G Effective Instructional Practices VI
CAS 750I Effective Instructional Practices VII
CAS 750J Effective Instructional Practices IX
CAS 750K Effective Instructional Practices VIII
CAS 750L Becoming a Learning Leader
CAS 750M Effective Teaching and Learning Strategies for PreK-12 Educators I
CAS 750N Effective Teaching and Learning Strategies for PreK-12 Educators II

Quick Add: Add Course

Add Comment Entry

Sum Hours
Override Sum

Select one of the following courses
ARTG 216 Typography I
ARTS 245 Digital Studio
ARTG 234 Introduction to Graphic Design
Art Emphasis
Select three courses numbering 300 or above from ARTG or a single ARTS media area.

Comment:
Sequence:
Cross Reference:
Or Class:
Hours:
Footnote:

Indent Area Header
 Area Subheader

Move Up Move Down

OK Cancel

- 10) Make any other desired changes to the program and then scroll to the bottom of the proposal and click the 'Start Workflow' button to submit this proposal to the electronic workflow process:

Cancel Save Changes Admin Save Start Workflow