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 *my*WSU 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:

history	Search	☐ History	- OR -	Propose New Program	Quick Searches... ▾

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:

history	Search	☐ History	- OR -	Propose New Program	Quick Searches... ▾

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)		

   Inactivate Program

   Export to PDF 📄
   Export to Word 📄

   Edit Program
   Preview Workflow

   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.

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:

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:
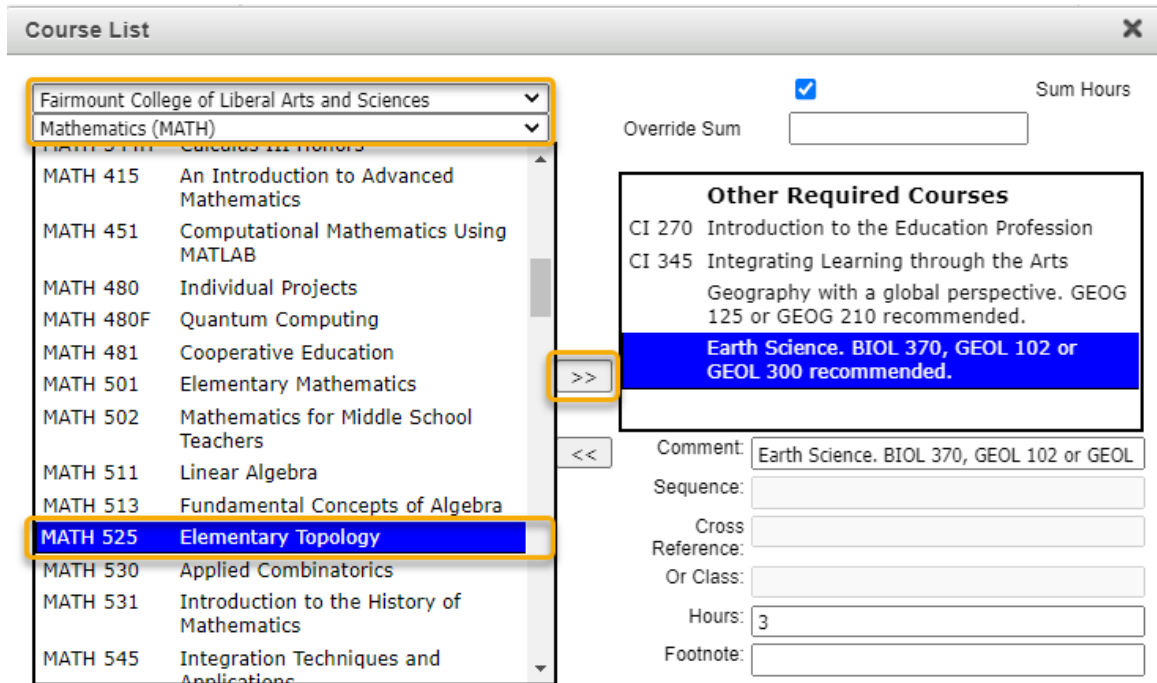

This will move the selected course into the left-hand box. You can then use the '**Move Up**' or '**Move Down**' button to position this course within the other required courses:
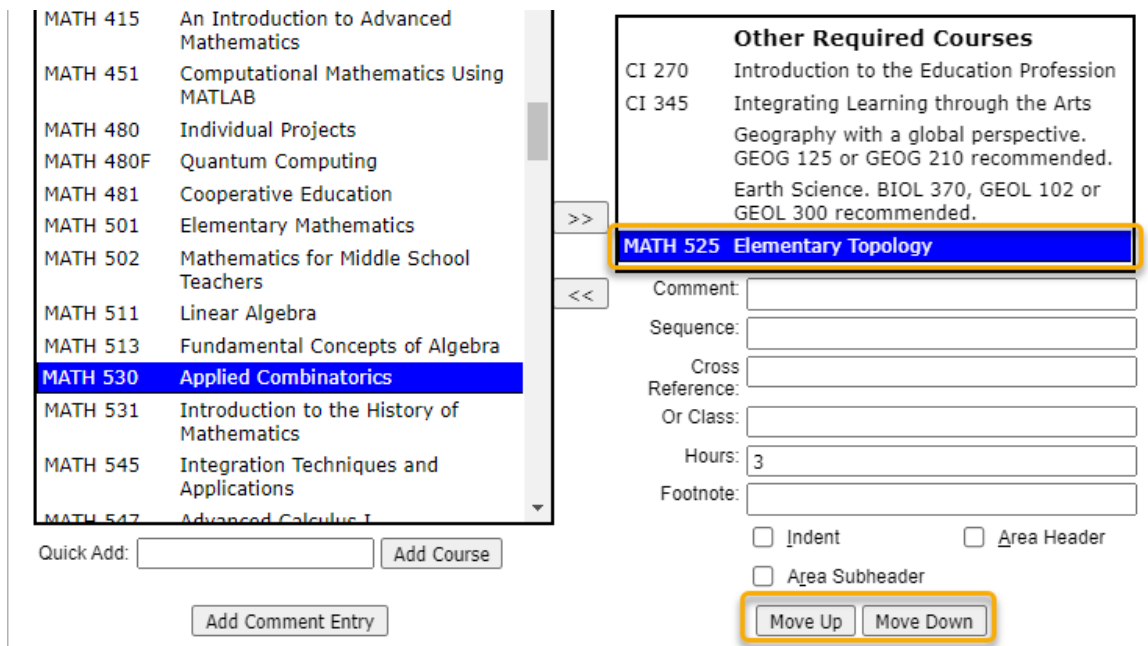

***Please Note:** Inactivated courses or new courses that haven't been fully approved in workflow will not be found in the list of available courses on the left. In order to add these courses to your table, you must use the '**Quick Add**' feature illustrated in Option 2 below.*

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:
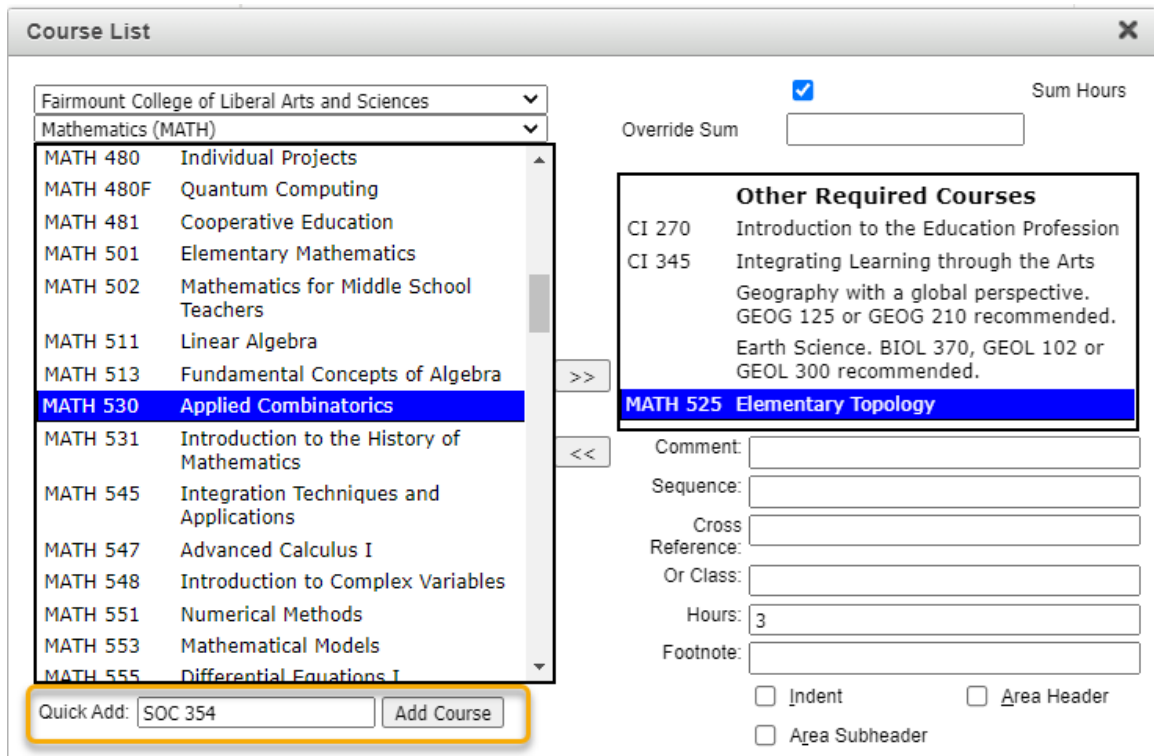

Please Note: If you are adding a new course that is going through workflow for approval, the course will appear as 'Course Not Found' in your table, However, once the course is fully approved and out of workflow, the table will automatically fill in the correct information.
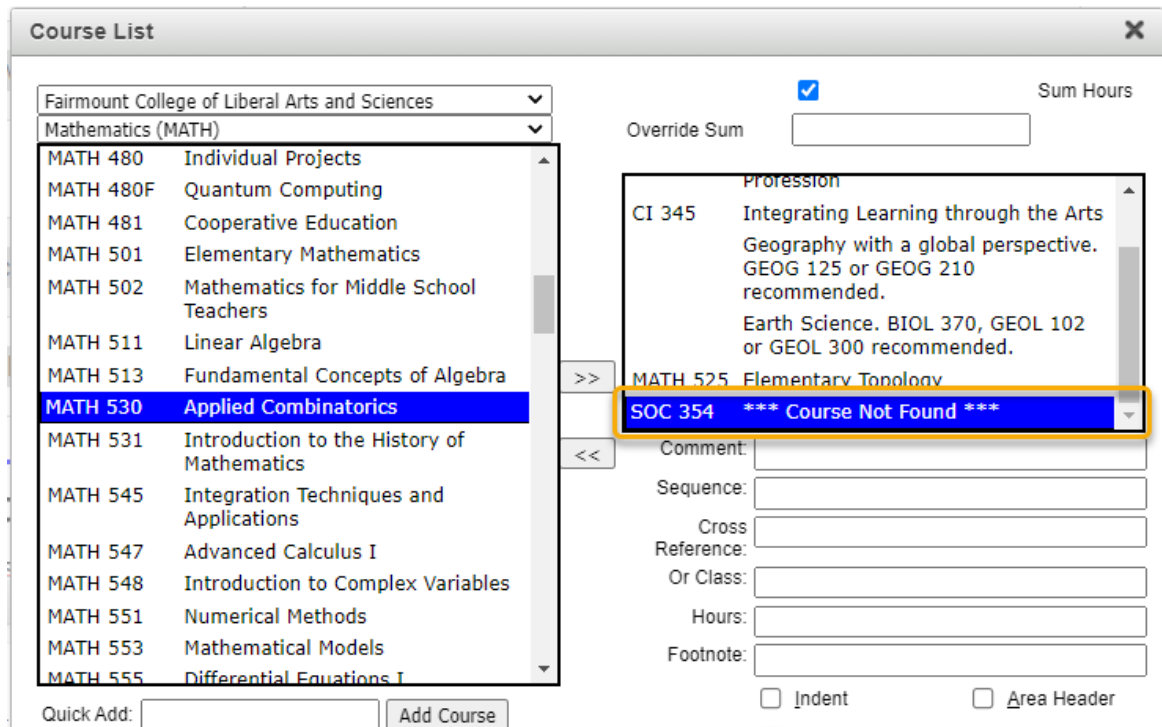
7) To add a comment on its own line or header to your course list, use the '**Add Comment Entry**' button located in the bottom left corner of the table editor:
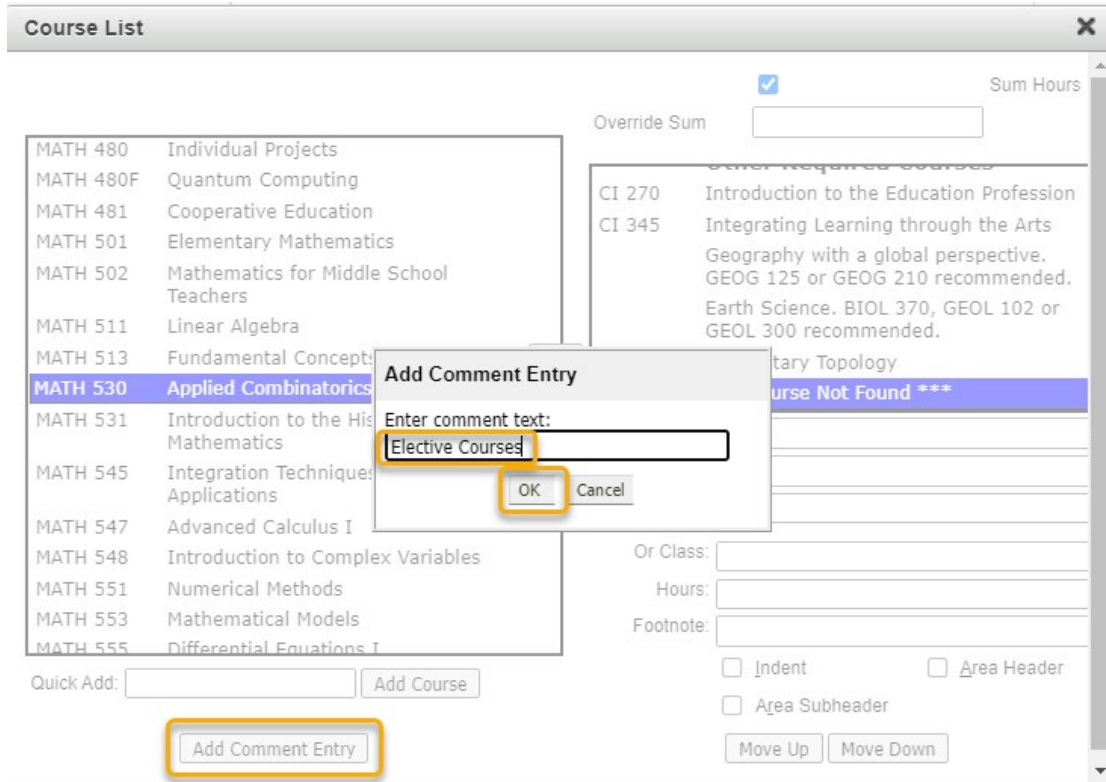
Once your comment is showing in the right-hand list of requirements, you can use the **'Move Up'** or '**Move Down**' button to position it where you want and the '**Area Header**' or '**Area Subheader**' checkboxes to format how it is displayed:
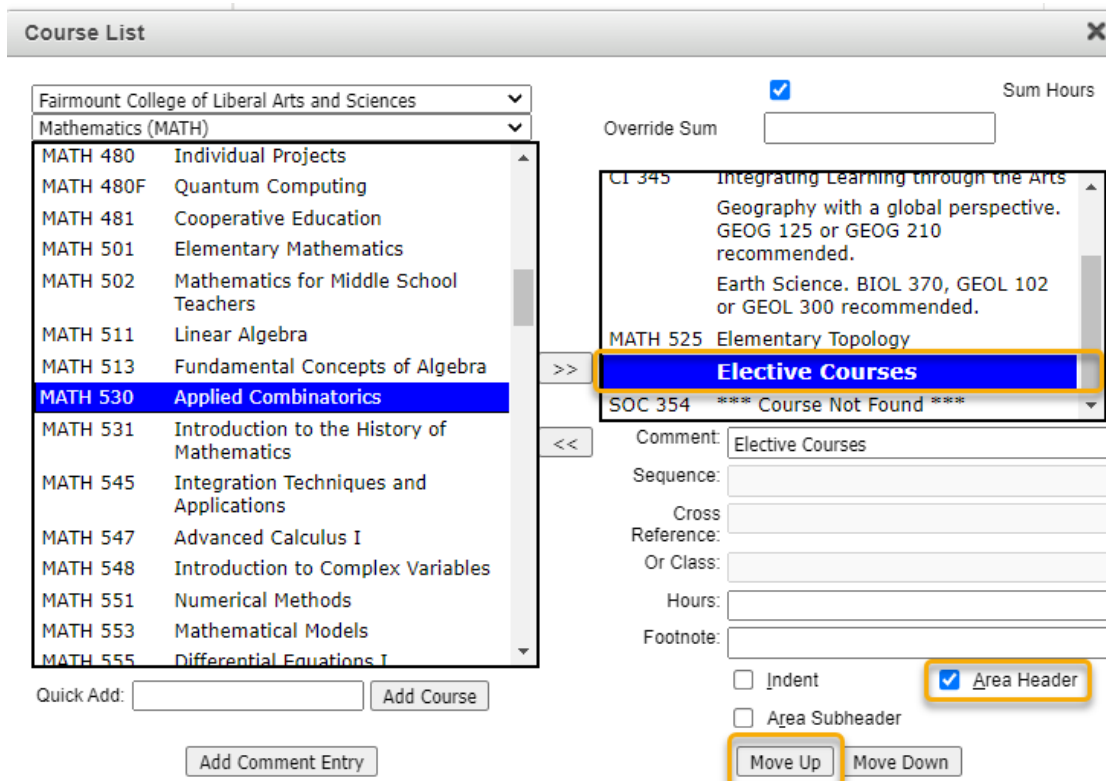
8) The items on the bottom right side of the table editor are additional formatting features:

Comment – 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:

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:

Displays like this in catalog:

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:

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: 1
☐ 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: 3
Footnote: 2
☐ 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:

Displays like this in catalog:

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:

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:

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: