

CIM Program Proposal User Guide

Editing a Plan of Study Table in the 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
142	Bachelor of Social Work		
143	Certificate in Social Work and Child Welfare		
144	Certificate in Social Work and Addiction		
321	MSW - Master of Social Work		
322	Nondegree Programs in Social Work		

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

Number of Program	Program Name	Workflow	CIM Status
142	Bachelor of Social Work		
143	Certificate in Social Work and Child Welfare		
144	Certificate in Social Work and Addiction		
321	MSW - Master of Social Work		
322	Nondegree Programs in Social Work		

VIEWING: 142 : Bachelor of Social Work

[Edit Program](#)
[Preview Workflow](#)

- 4) A new window opens with the current settings for this program. Scroll down to the **'Admissions'** or **'Requirements'** area that contains the **Plan of Study table** you want to edit. The table is outlined in blue. Double click anywhere within the blue outline to open the table window:

Requirements:

the Bachelor of Social Work must take the following courses:

Required Courses (in their suggested semester):

Plan of Study Grid

Sophomore

SPRING SEMESTER		CREDIT HOURS
SCWK 201	Introduction to Social Work and Social Welfare (or elective)	3
	Credit Hours	3

Junior

FALL SEMESTER

Double click somewhere inside this blue outline

- 5) The **Plan of Study Grid** window opens:

Plan of Study Grid

Fairmount College of Liberal Arts and Sciences

Social Work (SCWK)

- SCWK 150 Workshop
- SCWK 150D Sexual Assault Issues
- SCWK 150F Women and Compassion Fatigue
- SCWK 150N Introduction to Domestic Violence
- SCWK 304 Social Diversity and Ethics
- SCWK 340 Human Sexuality
- SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies
- SCWK 407 Generalist Practice With Children and Families
- SCWK 411 Badge: Social Work Topics
- SCWK 411BA Badge: Social Work - Professionalism in Practice
- SCWK 411BB Badge: Social Work - Trauma Informed Care
- SCWK 411BC Badge: Social Work - Mindfulness in Practice
- SCWK 411BE Badge: Social Work - Biofeedback

Quick Add: Add Course

Add Comment Entry

Override Sum

Year:

Term:

SCWK 201 Introduction to Social Work and Social Welfare

Comment:

Sequence:

Or Class:

Hours:

Footnote:

Move Up Move Down

OK Cancel

Use the drop-down areas next to the 'Year' and 'Term' fields to change to the area you want to edit:

The screenshot shows the 'Plan of Study Grid' window. On the left, a list of courses is displayed under the 'Social Work (SCWK)' category. The right-hand box contains the details for the selected course, SCWK 360 'Person in Society: Micro'. The 'Year' and 'Term' fields are highlighted with a yellow box, showing 'Junior' and 'Fall Semester' respectively. Below these fields are input boxes for 'Comment', 'Sequence', 'Or Class', 'Hours', and 'Footnote'. At the bottom right, there are 'Move Up' and 'Move Down' buttons. The 'OK' button is highlighted in green.

Course ID	Course Name
SCWK 150	Workshop
SCWK 150D	Sexual Assault Issues
SCWK 150F	Women and Compassion Fatigue
SCWK 150N	Introduction to Domestic Violence
SCWK 304	Social Diversity and Ethics
SCWK 340	Human Sexuality
SCWK 385	Lesbian, Gay, Bisexual, Transgender Studies
SCWK 407	Generalist Practice With Children and Families
SCWK 411	Badge: Social Work Topics
SCWK 411BA	Badge: Social Work - Professionalism in Practice
SCWK 411BB	Badge: Social Work - Trauma Informed Care
SCWK 411BC	Badge: Social Work - Mindfulness in Practice
SCWK 411BE	Badge: Social Work - Biofeedback

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:

The screenshot shows the 'Plan of Study Grid' window with the same course list as the previous image. In the right-hand box, the course 'SCWK 360 Person in Society: Micro' is highlighted in blue. The left-pointing arrow button is highlighted with a yellow box, indicating it should be clicked to remove the course. The 'Hours' field is now populated with the value '3'.

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. You can search by college and subject to find a list of all available courses. Select the course you wish to add and then click on the right-pointing arrows:

The screenshot shows the 'Plan of Study Grid' window. On the left, a list of courses is displayed under the heading 'Social Work (SCWK)'. The course 'SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies' is highlighted in blue. To the right of this list are two right-pointing arrow buttons ('>>'). On the right side of the window, a larger box contains the course 'SCWK 300 Policy I: Understanding Social Welfare Policy', which is also highlighted in blue. Below this box are several input fields: 'Override Sum', 'Year: Junior', 'Term: Fall Semester', 'Comment: SCWK::Major Course A', 'Sequence:', 'Or Class:', and 'Hours: 3'. There are also left-pointing arrow buttons ('<<') between the two main boxes.

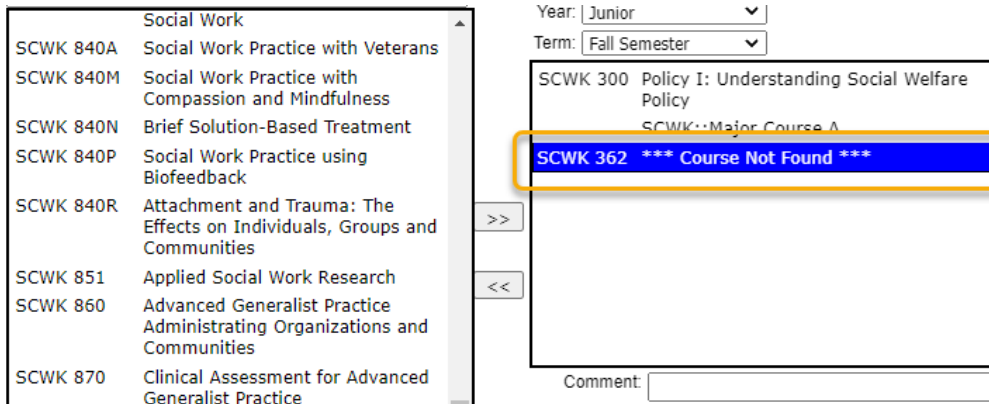
This will move the selected course (SCWK 385) into the right-hand box.

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. In order to add these courses to your table, you must use the 'Quick Add' feature referenced below.*

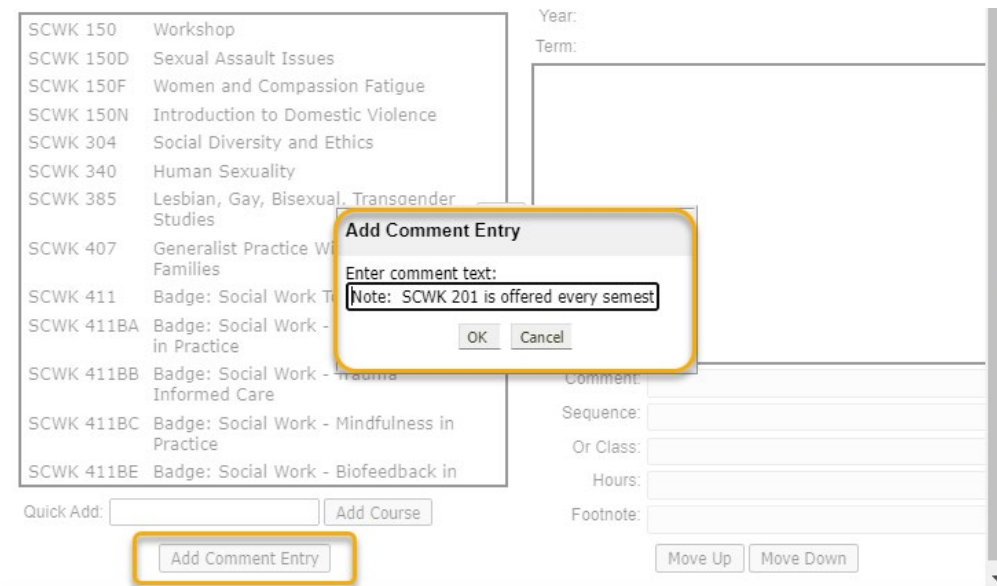
Option 2: The 'Quick Add' field allows you to manually type in the course you want to add without searching for them. Type in the subject code and number of the course you want to add, and then click on the 'Add Course' button. The subject code must be typed in all caps, and there must be a space before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

The screenshot shows the 'Plan of Study Grid' window with the 'Quick Add' feature highlighted. On the left, a list of courses is shown, with 'SCWK 360 Person in Society: Micro' highlighted in blue. Below this list is a 'Quick Add' field containing 'SCWK 362' and an 'Add Course' button. At the bottom of this section is an 'Add Comment Entry' button. On the right side, the course 'SCWK 300 Policy I: Understanding Social Welfare Policy' is highlighted in blue. Below it are input fields for 'Year: Junior', 'Term: Fall Semester', 'Comment: SCWK::Major Course A', 'Sequence:', 'Or Class:', 'Hours: 3', and 'Footnote:'. There are also 'Move Up' and 'Move Down' buttons at the bottom right.

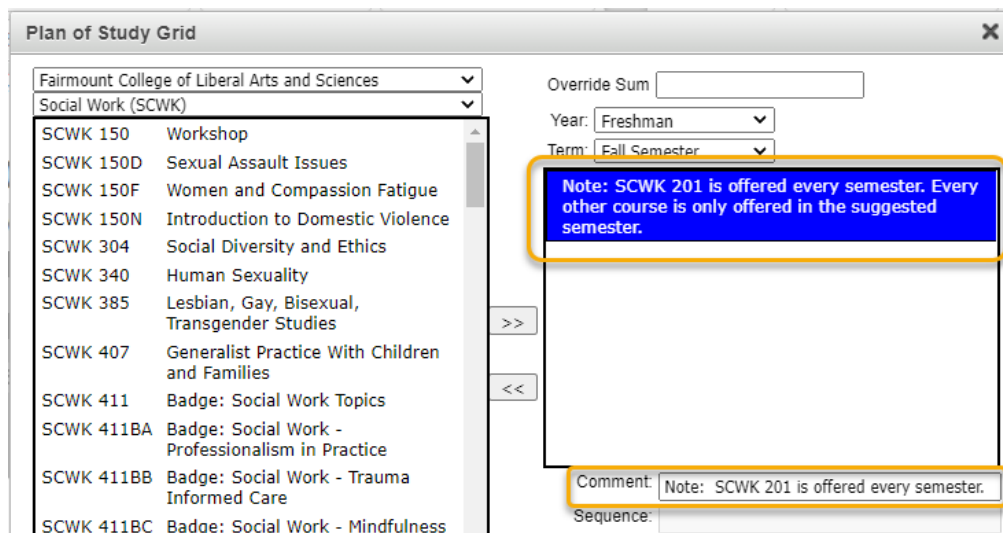
Please Note: If you are adding a new course that is going through workflow for approval, you can add it to your table with the Quick Add feature. The course will appear as "Course Not Found" in your table. However, once the course is fully approved and out of workflow, the table will automatically fill in the correct information.



To add a comment on a line by itself to your table, use the 'Add Comment Entry' button located in the bottom left corner of the table editor:



When you click on 'OK', the comment will look like this:



To move text and/or courses around in your table, select the item you want moved and then use the 'Move Up' and 'Move Down' buttons to reposition the item. The below example shows the selected item being moved up:

Year: Junior
Term: Fall Semester

SCWK 150 Workshop
SCWK 150D Sexual Assault Issues
SCWK 150F Women and Compassion Fatigue
SCWK 150N Introduction to Domestic Violence
SCWK 304 Social Diversity and Ethics
SCWK 340 Human Sexuality
SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies
SCWK 407 Generalist Practice With Children and Families
SCWK 411 Badge: Social Work Topics
SCWK 411BA Badge: Social Work - Professionalism in Practice
SCWK 411BB Badge: Social Work - Trauma Informed Care
SCWK 411BC Badge: Social Work - Mindfulness in Practice
SCWK 411BE Badge: Social Work - Biofeedback

Quick Add: Add Course

Add Comment Entry

SCWK 300 Policy I: Understanding Social Welfare Policy
SCWK::Major Course A

SCWK 360 Person in Society: Micro

Comment:
Sequence:
Or Class:
Hours: 3
Footnote:

Move Up Move Down

Year: Junior
Term: Fall Semester

SCWK 150 Workshop
SCWK 150D Sexual Assault Issues
SCWK 150F Women and Compassion Fatigue
SCWK 150N Introduction to Domestic Violence
SCWK 304 Social Diversity and Ethics
SCWK 340 Human Sexuality
SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies
SCWK 407 Generalist Practice With Children and Families
SCWK 411 Badge: Social Work Topics

Quick Add: Add Course

Add Comment Entry

SCWK 300 Policy I: Understanding Social Welfare Policy
SCWK::Major Course A

SCWK 360 Person in Society: Micro

Comment:
Sequence:
Or Class:
Hours:
Footnote:

Move Up Move Down

Additional Features located in the bottom right side of the table editor can be used once you select a course in your table:

Year: Sophomore
Term: Spring Semester

SCWK 150 Workshop
SCWK 150D Sexual Assault Issues
SCWK 150F Women and Compassion Fatigue
SCWK 150N Introduction to Domestic Violence
SCWK 304 Social Diversity and Ethics
SCWK 340 Human Sexuality
SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies
SCWK 407 Generalist Practice With Children and Families
SCWK 411 Badge: Social Work Topics
SCWK 411BA Badge: Social Work - Professionalism in Practice
SCWK 411BB Badge: Social Work - Trauma Informed Care
SCWK 411BC Badge: Social Work - Mindfulness in Practice
SCWK 411BE Badge: Social Work - Biofeedback

Quick Add: Add Course

Add Comment Entry

SCWK 201 Introduction to Social Work and Social Welfare

Comment:
Sequence:
Or Class:
Hours:
Footnote:

Move Up Move Down

Comment – add parenthetical text that will appear next to the selected course. (This field displays the comment on the same line as the selected course whereas the ‘Add Comment Entry’ button displays the comment on its own line.)

For example:

Displays in the catalog like this:

SCWK 201	Introduction to Social Work and Social Welfare (or elective)	3
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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:

Course	Title	Hours
	Select one of the following combinations	10
	Combination A	
PHYS 213 & PHYS 214	General College Physics I and General College Physics II	

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

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

Two examples:

The image shows two examples of the 'Other Required Courses' form. The left form has 'Footnote: 1' and the 'Area Header' checkbox checked. The right form has 'Hours: 3' and 'Footnote: 2'.

Display like this in catalog:

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

You can also **override the sum** of your table by typing in the total required credit hours:

The image shows the 'Plan of Study Grid' window. The 'Override Sum' field is highlighted with a yellow box.

When you are done making the necessary changes, make sure to click on the green ‘OK’ button to save the changes to the Plan of Study Grid table:

The image shows the bottom of the 'Plan of Study Grid' window. The 'OK' button is highlighted with a yellow box.

- 6) Continue making any other necessary changes to the program form. When you are ready to submit the proposal to the electronic workflow, click the green “**Start Workflow**” button. If you need to save your work and come back at another time, click on the gray “**Save Changes**” button and then edit this program again later.

