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 *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:

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		
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144	Certificate in Social Work and Addiction		
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   Inactivate Program
   Export to PDF
   Export to Word

   Edit Program
   Preview Workflow

   VIEWING: ***142 : Bachelor of Social Work***

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:

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

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

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:

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:


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.

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.*
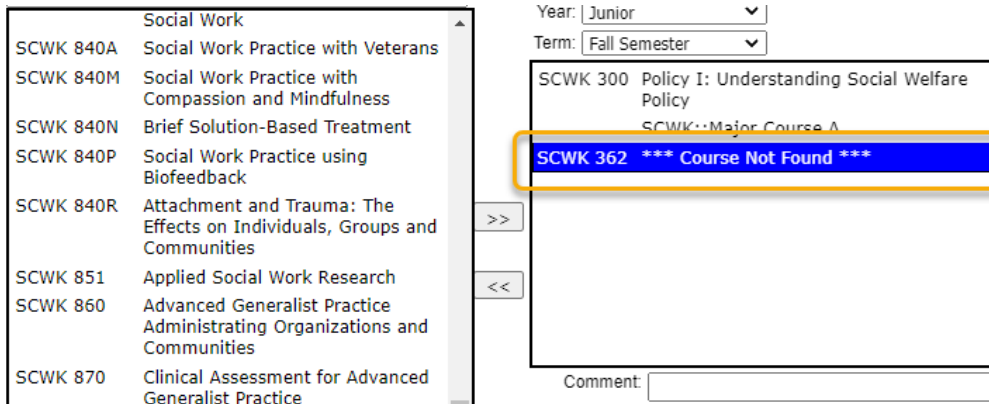
To **add a comment on a line by itself** to your table, use the **'Add Comment Entry'** button located in the bottom left corner of the table editor:
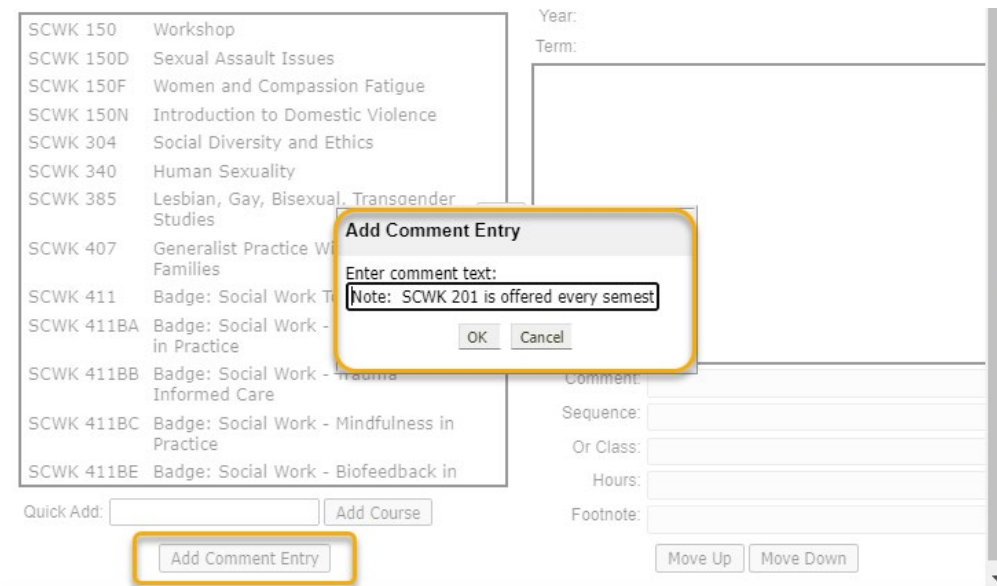
When you click on **'Ok'**, the comment will look like this:
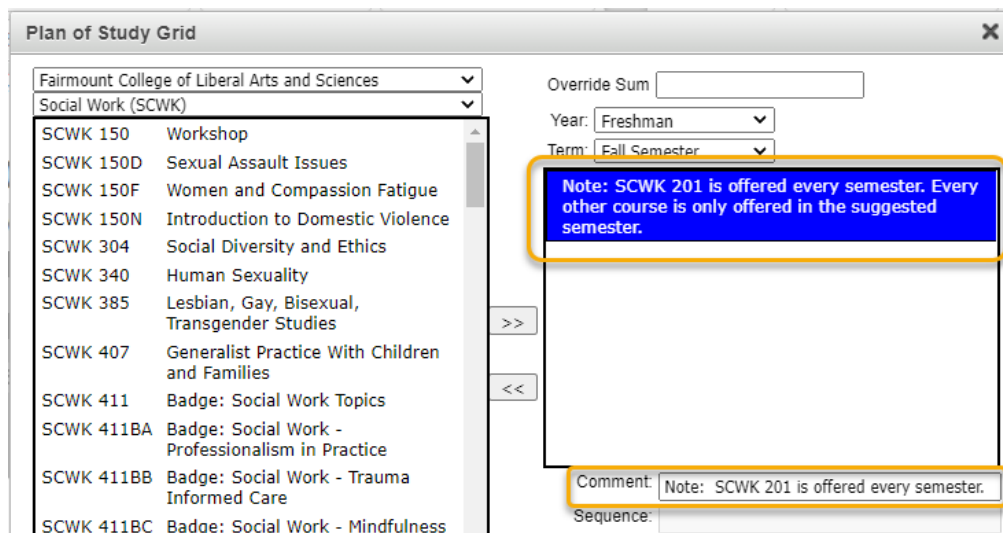
To **move text and/or courses around** in your table, select the item you want moved and then use the **'Move Up'** and **'Move Down'** buttons to reposition the item. The below example shows the selected item being moved up:

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

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 |

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:

Display like this in catalog:

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

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:

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.