

CIM Program Proposal User Guide

Editing an Existing 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) 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
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)

A new window will open displaying the current values of each field for this program.

- 4) As you begin reviewing and revising the program proposal form, you will see that required fields are shown in red and blue question marks denote WSU-specific help information.

After filling out the contact information, check the appropriate option under applicable actions:

Please check all actions applicable to this program proposal:

- Change in requirements for admission to program Change in requirements for program
 Other

If you selected '**Change in requirements for program**' you will be asked what percentage of the degree requirements are being changed with this proposal and whether more than 25% of the program has changed since the last HLC accreditation event:

Please check all actions applicable to this program proposal:

- Change in requirements for admission to program Change in requirements for program
 Other

What percent of the current program degree requirements are changing with this proposal?

Is the total percent of this change plus any previous changes made since the last HLC accreditation event (July 2021) 25% or higher?

- Yes No

Please Note: *If more than a fourth of the degree requirements have changed, you need to fill out an online form with the HLC. This HLC form does not need to be attached to this proposal.*

Refer to other program guides like "Editing a Course List Table", "Editing a Plan of Study Table" or "Creating a New Program" for detailed instructions on how to populate and format the '**Admissions**' and '**Requirements**' areas.

If you can't finish making your revisions right now you can simply scroll to the bottom of the form and click the '**Save Changes**' button. When you are ready to return to this proposal you can use the same links as in Step 1 above to access CIM again. Then, search for the program, select it, and click the '**Edit Program**' button.

- 5) When you are done making changes to the program, submit the program proposal to the electronic workflow approval process by clicking the green '**Start Workflow**' button.

