

SEARCH FOR A PROGRAM IN CIM

3 Ways to search for a program (including new proposals):

1. Search using the entire title or a partial title or word with an asterisk (*). This will find the results with the partial word both at the beginning of the name, within another word, and/or later in the title, depending on where you put the asterisk.

physics* History - OR - Quick Searches... ▾

Program Code	Title	Workflow	CIM Status	Suspended or Deactivated
PHY.BA	Physics Major			
PHY.H	Physics Honors Program	Advisement Report R...	Edited	
PHY.M	Physics Minor			
PHYAPP.BS	Physics Major with Applied Physics Emphasis			
PHYAST.BA	Physics Major with Astronomy Emphasis			
PHYAST.M	Physics Minor with Astronomy Emphasis			
PHYBMD.BS	Physics Minor with Biomedical Concentration			

How the * affects search results:

- * **BEFORE** and **AFTER** * the word: a search for ***physics*** will find all titles that contain “physics,” such as "Engineering Physics" as well as "Physics Major." **This is the search that provides the best results when not using the exact title.** (See right.)

physics History

Program Code	Title
ENGRPHY.BS	Engineering Physics Major
PHY.BA	Physics Major
PHY.H	Physics Honors Program
PHY.M	Physics Minor
PHYAPP.BS	Physics Major with Applied Physics Emphasis
PHYAST.BA	Physics Major with Astronomy Emphasis
PHYAST.M	Physics Minor with Astronomy Emphasis

- * **AFTER** the word: a search for **physics*** will result in all titles where “physics” **BEGINS** the word or title, such as “Physics Major.” (See right.)
- * **BEFORE** the word: a search for ***physics** will result in all titles where “physics” **ENDS** the title, such as “Astrophysics,” if we had a program with that name. However, programs will usually end with “major,” “minor,” etc..
- An incomplete or partial title without an asterisk (*) will bring back no results. (See below.)

physics History - OR -

Program Code	Title	Workflow	CIM :
No Results Found.			

2. Search using the program's plan code or the beginning of the code with * AFTER to find the program or programs that begin with the code. Select the program from the results to view additional details. Please note that if a program has both a BA and a BS plan, the BA is usually the one used by the System as the main code.

Program Code	Title	Workflow	CIM Status	Suspended or Deactivated
PHY.BA	Physics Major			
PHY.H	Physics Honors Program	Advisement Report R...	Edited	
PHY.M	Physics Minor			

3. **Quick Searches:** select a pre-defined search from the drop-down menu on the top right corner of the CIM window. Results may be sorted alphabetically (blanks at the top) by clicking on any of the column headings. Click twice to sort the opposite way

Workflow	CIM Sta	Activated

- Edited Programs:** Existing programs where edits have been started but haven't been fully processed or finalized yet. The program may or may not be in workflow.
- New Programs:** Brand new program proposals that haven't been fully processed or finalized yet. The program may or may not be in workflow.
- Inactive Programs:** Both deactivated and suspended programs, which were inactivated 2015 or later. The program may or may not still be in workflow for approval.
- Suspended Programs:** Suspended programs only, suspended 2015 or later. The program may or may not still be in workflow for approval.

Please note that UWL started using the CIM (Curriculum Inventory Management) system in 2015. Program forms from earlier than 2015 can be found in the departments or in Records and Registration.

Sorting

The Program Management screen begins with listing any forms without a Program code yet at the top, which are most of the New forms. However, New forms that have been given a code sort below with the rest. The Program Code is assigned by the Records Office.

Search results may be sorted alphabetically (any blanks at the top) by clicking on any of the column headings. Click twice to sort the opposite way.

Search screen terminology

Workflow column: what step the course is at in the approval process. If nothing is in this column, the course has not been submitted to workflow or is out of workflow. Results can be sorted by clicking the Workflow heading.

CIM Status column: CIM statuses may be Edited, Inactive, or New. Programs with nothing listed in this column are fully active, have not been edited, and are not new. Results can be sorted by clicking the CIM Status heading.


Course Code	Title	Workflow	CIM Status	PS Status
	ECE 428 Early Intervention for Children from Birth to Age 3		New	
ACC 311	Intermediate Accounting I	PeopleSoft	Edited	A
ACC 325	Cost Accounting	PeopleSoft	Edited	A
ACC 327	Accounting Information Systems	ACCDEPT Chair	Edited	A
ACC 330	Individual Income Taxation	PeopleSoft	Edited	A


Suspended or Deactivated column: Both deactivated and suspended programs, which were inactivated 2015 or later. The program may or may not still be in workflow for approval.


Program preview: The program's details appear below the results section once it is selected. These details are view only until you click Edit Program.

Edit Program: Click to start editing the program.

Preview Workflow: Click to view what approval and FYI steps the proposal will go through.

Print Proposal 

Export to PDF 

Export to Word 

Deactivate


Suspend

Viewing: **PHY.M : Physics Minor**

Last approved: 09/30/24 11:48 am

Last edit: 09/30/24 11:47 am

Changes made by:



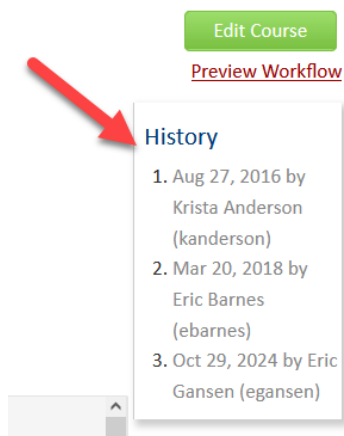
Edit Program

[Preview Workflow](#)

History

1. Dec 30, 2014 by sknudson

In Workflow: If a program is in workflow, the approval steps will appear. The completed steps will be in green. The current step will be in brown/orange. Steps not yet completed will be black. The **Approval Path** showing the times and names of approvers will be below.

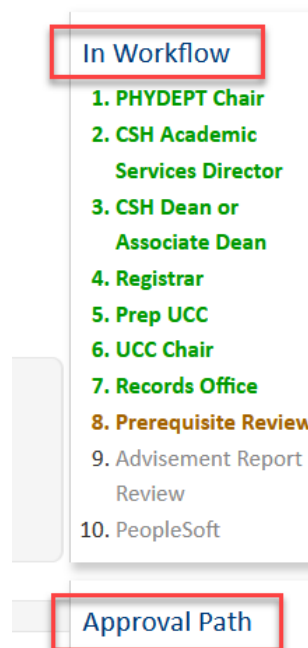


Edit Course
Preview Workflow

History

1. Aug 27, 2016 by Krista Anderson (kanderson)
2. Mar 20, 2018 by Eric Barnes (ebarnes)
3. Oct 29, 2024 by Eric Gansen (egansen)

History: The various times the program has been updated since UWL first implemented the CIM system. Click on a date to see what was changed. The history in CIM has revisions from 2015 to the present. For changes prior to 2015, copies may be in your department's office or contact Records & Registration for assistance.

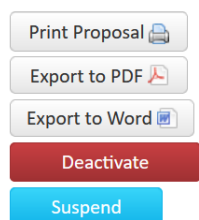


In Workflow

1. PHYDEPT Chair
2. CSH Academic Services Director
3. CSH Dean or Associate Dean
4. Registrar
5. Prep UCC
6. UCC Chair
7. Records Office
8. Prerequisite Review
9. Advisement Report Review
10. PeopleSoft

Approval Path

Print Proposal, Export to PDF, or Export to Word: options on saving a copy for your own use, either by printing, saving as a PDF, or saving as a Word document. You may also print the page using the browser's printer settings. Print Proposal shows edits in green/red, but Export to PDF and Export to Word both show the proposed version without indicating what was changed.



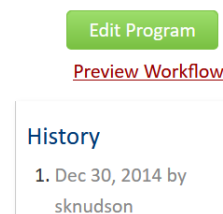
Print Proposal
Export to PDF
Export to Word
Deactivate
Suspend

Viewing: **PHY.M : Physics Minor**

Last approved: 09/30/24 11:48 am

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Changes made by:



Edit Program
Preview Workflow

History

1. Dec 30, 2014 by sknudson

Questions? Additional guides can be found on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>, or contact the Records and Registration's Curriculum Team at curriculum@uwlax.edu.